



VILLAGE OF MAGDALENA
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AGENDA

**NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES
MONDAY, JUNE 12, 2017**

VILLAGE HALL 108 N. MAIN STREET 6:00 PM

**** THIS MEETING WILL FOLLOW PUBLIC HEARING AT 6:00 PM ****

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**
 - a. REGULAR MEETING – MAY 22, 2017**
 - b. EMERGENCY MEETING – MAY 25, 2017**
- 6. APPROVAL OF CASH BALANCE REPORT**
- 7. APPROVAL OF BILLS**
- 8. MAYOR'S REPORT**
- 9. CLERK'S REPORT**
 - a. PAMELA RICE – DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF FISCAL YEAR 2015-2016 AUDIT**
 - b. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF BUDGET ADJUSTMENT RESOLUTION #2017-04**
- 10. DEPARTMENT REPORTS**
 - a. EMS**
 - b. FIRE**
 - c. MARSHAL**
 - d. JUDGE**
 - e. PUBLIC WORKS**
 - f. LIBRARY**
- 11. CATHERINE DEMARIA – DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF USE OF LODGER'S TAX MONIES**

- 12. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF LODGER'S TAX BOARD APPOINTEES TO FILL VACANT POSITIONS ON LODGER'S TAX BOARD**
- 13. DISCUSSION & POSSIBLE DECISION REGARDING CHANGES TO PERSONNEL DESCRIPTION**
- 14. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RESOLUTION #2017-14, PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION**
- 15. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RESOLUTION #2017-15, QUITCLAIM DEED OF VACATION**
- 16. FINAL READING – DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF ORDINANCE #2017-02, ESTABLISHING THE VILLAGE CEMETERY BOARD; PROVIDING FOR ACQUISITION AND CONDEMNATION OF CEMETERIES; AND, IMPOSING PENALTIES FOR VIOLATION OF RULES AND REGULATIONS OF THE BOARD**
- 17. FIRST READING – DISCUSSION & POSSIBLE DECISION TO PUBLISH ORDINANCE #2017-03, ESTABLISHING A CONDITIONAL STIPEND FOR THE MAYOR OF THE VILLAGE OF MAGDALENA**
- 18. PUBLIC INPUT – 1 TOPIC PER PERSON – 3 MINUTE LIMIT**
- 19. EXECUTIVE SESSION – 10-15-1(H)(2), LIMITED PERSONNEL MATTERS**
 - a. ASSISTANT CLERK**
- 20. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL TO HIRE ASSISTANT CLERK**
- 21. ADJOURNMENT**

NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT THE VILLAGE OFFICE, 108 N. MAIN STREET, MAGDALENA, NM 8725. IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AID OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE VILLAGE CLERK AT 575-854-2261 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.

**Minutes of the Regular Meeting of the Village of Magdalena
Board of Trustees
Held Monday, May 22, 2017 at 6:00 p.m.**

DRAFT

Mayor Richard Rumpf called the meeting to order at 6:00 p.m.

Present: Mayor Richard Rumpf, Tyler Scartaccini, Lynda Middleton, Donna Dawson, Jose Castanon, Stephanie Finch - Clerk/Treasurer, Attorney Kathy Riley

Guests: Santiago Gutierrez, Yvonne Magener, Ilse Magener, Sally Rogers, Antonio R. Martinez, M. Ian Jenness, Larry Cearley, Mike Danielsen, Carleen Gomez - Deputy Clerk

Mayor Richard Rumpf requested that Mr. Antonio R. Martinez lead the gallery in reciting the Pledge of Allegiance.

Approval of Agenda: Mrs. Middleton motioned to approve the agenda as presented, seconded by Ms. Dawson. The motion carried unanimously.

Approval of Minutes: Ms. Dawson motioned to approve the minutes of the regular meeting of May 8, 2017, as presented, seconded by Mr. Castanon. The motion carried unanimously.

Mrs. Middleton motioned to approve the minutes of the Special Budget Work Session of May 9, 2017, as presented, seconded by Mr. Scartaccini. The motion carried unanimously.

Approval of Cash Balance Report: Ms. Dawson motioned to approve the cash balance report as presented, seconded by Mr. Scartaccini. The motion carried unanimously.

Approval of Bills: Ms. Dawson motioned to approve the bills, as presented, seconded by Mr. Scartaccini. The motion carried unanimously.

Mayor's Report

Mayor Rumpf stated that questions have been brought up about potholes on the Village streets. Mrs. Middleton stated that she is currently working on a Grant and is just about ready to go out to bid.

Clerk's Report

Clerk Finch stated that she had nothing to report.

Sally Rogers - Discussion & Possible Decision Regarding Friends Of The Library & The Historical Society To Renovate The Boxcar Museum

Mr. Ian Jenness and Mrs. Sally Rogers were present to discuss renovations to the boxcar museum. Mrs. Rogers stated that due to weather issues repairs are needed. They both agreed that there has been a lack of maintenance to the boxcar and if things are not fixed there are items in the museum that can get damaged. Mr. Jenness stated that he got an estimate just under \$2,500.00 for materials and would like to get volunteers for the labor. He stated that the largest expense would be for the heating and cooling system. Mr. Jenness stated that the Friends of the Library are requesting approval from the Village to do these repairs and upgrades because the boxcar is the property of the Village. He stated that they are open to help and suggestions. Mrs. Middleton thanked the Friends of the Library for their efforts. Mr. Jenness stated that he would also like to have Mr. Scartaccini look at things because he does that kind of work.

Mrs. Middleton motioned to authorize the proposed project, seconded by Mr. Scartaccini. The motion carried unanimously.

Santiago Gutierrez - Discussion & Possible Decision Regarding Vacation Of Portion Of Limit Street At Intersection Of Lot 7, Block 54

Mr. Santiago Gutierrez submitted a sketch of the area off of Seventh and Elm Street. He stated that he is trying to sell the property and surveyors will most likely question the small triangle on the southwest corner of the property. He asked if the Village has any claim to the triangle he is questioning. He added that this area is also used for drainage. Mr. Scartaccini explained that this property is just north of his and nothing would be interfering with it. Mrs. Middleton stated that she had some questions for the Village Attorney, Mrs. Kathy Riley before she felt that a decision could be made.

Mr. Scartaccini motioned to table the issue until after #18 on the agenda to get more information from the Attorney, seconded by Ms. Dawson. The motion carried unanimously.

Ray Martinez - Discussion & Possible Decision Regarding Funding Of Magdalena Senior Center

Mr. Martinez stated that the County has had their budget hearing and they subsidize all the centers in the County. He stated that the City of Socorro has pledged \$30,000.00 in the past but

say that they would like to do more if they can. Mr. Martinez stated that he is requesting financial help from the Village for the Senior Center that is in the community and is run by Socorro County. Mrs. Middleton questioned what kind of figure he is requesting. Mr. Martinez stated that anything that the Village could do would be helpful. He added that the current water and cash transaction is just a simple in and out of funds. Mrs. Middleton stated that the Village and County are in the midst of negotiations for the County to take over the Transfer Station and trying to come up with money to get the roads fixed. She suggested that everyone see where negotiations stand before moving forward. Clerk Finch and Mr. Scartaccini explained the issues with the Transfer Station. Mr. Martinez asked that he be emailed any issues, in detail, as they arise so he is aware and can help and to also invite him to any meetings that are scheduled with the County Manager so he can also be involved. Mrs. Middleton stated that she would like to see where the money goes for the Senior Centers and look at revenues and expenses to see how things are budgeted out for the Senior Centers in the County.

Ms. Dawson motioned to bring back the issue to the first meeting in July when there is more information, seconded by Mr. Castanon. The motion carried unanimously.

Yvonne Magener - Discussion & Possible Decision Regarding Approval Of Sales Agreement Between Magdalena Public Library And Better World Books

Ms. Magener stated that this company sends boxes and pays shipping for our books and if they sell the Library gets 10% of earnings. Ms. Magener also added that the Village Library is sending paper backs to the Socorro County Detention Center for their Library.

Mrs. Middleton motioned to approve the proposed sales agreement, seconded by Ms. Dawson. The motion carried unanimously.

Yvonne Magener - Discussion & Possible Decision Regarding Hours At The Magdalena Public Library

Librarian Yvonne Magener stated that she would like to suggest that the Library hours for the summer be opened later and closed later. She suggested 11:00 a.m. to 5:00 p.m., closed Sundays and Wednesdays and open on Saturdays from 10:00 a.m. to 3:00 p.m. She stated that if there is an event on Wednesday she will open for it.

Ms. Dawson motioned to approve the newly suggested hours,

seconded by Mr. Scartaccini. The motion carried unanimously.

Discussion & Possible Decision Concerning Summer Work Program

Clerk Finch stated that she forgot to discuss this during the budget hearing. She stated that there had been many kids who have inquired about summer work. She stated that the kids could be paid out of the Water and Solid Waste funds. Clerk Finch stated that the Village could hire two kids for a total of 320 hours at minimum wage for eight weeks. She stated that it would last from June 15 through the end of July. Ms. Dawson asked if the insurance had been looked into for something like this. Clerk Finch stated that she did and all she found out is what the age limits are to apply and that they cannot drive Village vehicles. Mrs. Middleton suggested that the summer workers get demographics training for putting together a GPS database of the water meters and man holes for the sewer system. Clerk Finch stated that the applicants will go through the whole application and interview process before they are hired.

Mr. Scartaccini motioned to hire two young adults for 240 hours at \$7.50 per hour from June 19th through July 28th and pay them through Water and Solid Waste Funds and have Clerk Finch adjust the budget accordingly, seconded by Mr. Castanon. The motion carried unanimously.

Mrs. Middleton asked to make sure that the workers stay busy.

Discussion & Possible Decision Regarding Posting Of Assistant Clerk Position

Mr. Scartaccini motioned to post the Assistant Clerk position, seconded by Ms. Dawson. The motion carried unanimously.

Discussion & Possible Decision Concerning Specifying A Date For Public Hearing For USDA Rural Development Community Facilities Grant

Ms. Dawson motioned to have Public Hearing concerning the USDA Rural Development Community Facilities Grant on the next agenda for June 12th, 2017, seconded by Mr. Scartaccini. The motion carried unanimously.

Discussion & Possible Decision Regarding Approval Of Budget Adjustment Resolution #2017-03

Clerk Finch explained that this Budget Adjustment was all concerning moving around monies for the purchase of the tractor.

Mrs. Middleton motioned to approve Budget Adjustment Resolution

#2017-03, seconded by Mr. Scartaccini.

Mayor Rumpf suggested that Clerk Finch request a roll call vote:

Mr. Scartaccini AYE

Mrs. Middleton AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

*At this time in the meeting the Mayor and Board discussed the conclusion of Attorney Kathy Riley's finding for Mr. Santiago Gutierrez' request to vacate a portion of Limit Street at Lot 7, Block 54. Attorney Riley stated that the Board must vote to vacate if they so wish and include that they are vacating any rights or interest they may have for Lot 7, Block 54. She also suggested that Mr. Gutierrez have a survey done and get the correct description submitted to the Village. Mayor Rumpf stated that he would like to have a Resolution on the next agenda vacating said property.

Mrs. Middleton motioned to approve the suggestions, seconded by Ms. Dawson.

Mayor Rumpf suggested that Clerk Finch request a roll call vote:

Mr. Scartaccini AYE

Mrs. Middleton AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

Discussion & Possible Decision Regarding Approval Of Resolution #2017-11, Authorizing The Execution And Delivery Of A Loan Agreement By And Between The Village Of Magdalena, New Mexico (The "Governmental Unit") And The New Mexico Finance Authority, In The Principal Amount Of \$84,478 For The Purpose Of Financing Costs Of (i) Purchasing A Tractor With Accessories For The Governmental Unit, (ii) Refunding A 2015 Lease-Purchase Agreement With Tax Exempt Leasing Corp. And (iii) Paying A Loan Processing Fee, And Evidencing The Special Limited Obligation Of The Governmental Unit To Repay The Principal Amount Of \$84,478, Together With Interest Thereon; Providing For The Pledge And Payment Of The Principal And Interest Due Under The Loan Agreement Solely From A First Lien On The Net Revenues Of The Governmental Unit's Joint Utility System; Ratifying Actions Heretofore Taken; Repealing All Action Inconsistent With This Resolution; And Authorizing The Taking Of Other Actions In Connection With The Execution And Delivery Of The Loan Agreement

And An Escrow Agreement

Clerk Finch stated that the Resolution is giving approval to sign the Grant Agreement for the tractor and sewer jetter.

Mr. Scartaccini motioned to approve Resolution #2017-11, seconded by Mr. Castanon.

Mayor Rumpf suggested that Clerk Finch request a roll call vote:

Mr. Scartaccini AYE

Mrs. Middleton AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

Discussion & Possible Decision Regarding Approval Of Resolution #2017-12, Authorizing The Execution And Delivery Of A Taxable Loan Agreement By And Between The Village Of Magdalena, New Mexico (The "Governmental Unit") And The New Mexico Finance Authority, In The Principal Amount Of \$135,333 For The Purpose Of Financing Costs Of Refunding The Governmental Unit's Joint Utility System Improvement Revenue Bonds, Series 1999, Paying A Loan Processing Fee, And Evidencing The Special Limited Obligation Of The Governmental Unit To Repay The Principal Amount Of \$135,333, Together With Interest Thereon; Providing For The Pledge And Payment Of The Principal And Interest Due Under The Loan Agreement Solely From A First Lien On The Net Revenues Of The Governmental Unit's Joint Utility System; Ratifying Actions Heretofore Taken; Repealing All Action Inconsistent With This Resolution; And Authorizing The Taking Of Other Actions In Connection With The Execution And Delivery Of The Loan Agreement

Clerk Finch stated that this Resolution would be for the RUS Bond Loan.

Mrs. Middleton motioned to approve Resolution #2017-12, seconded by Mr. Scartaccini.

Mayor Rumpf suggested that Clerk Finch request a roll call vote:

Mr. Scartaccini AYE

Mrs. Middleton AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

Discussion & Possible Decision Regarding Approval Of Resolution #2017-13, Authorizing And Approving Submission Of A Completed Application For Financial Assistance And Project Approval To The New Mexico Finance Authority

Clerk Finch explained that this is a Grant application for the Preliminary Engineering Report for the Sewer System. She stated that the Village is applying for \$50,000.00. Mrs. Middleton stated that this is always something good to have and when the Village is requesting funding the funding agencies are in favor of that. Mrs. Middleton applauded Clerk Finch for her hard work.

Mrs. Middleton motioned to approve Resolution #2017-13, seconded by Mr. Scartaccini.

Mayor Rumpf suggested that Clerk Finch request a roll call vote:
Mr. Scartaccini AYE
Mrs. Middleton AYE
Ms. Dawson AYE
Mr. Castanon AYE
The motion carried unanimously.

Public Input - 1 Topic Per Person - 3 Minute Limit

Ms. Dawson asked Clerk Finch if the Village has received the Forestry Agreement. Clerk Finch stated that we had not yet received it. Ms. Dawson asked Clerk Finch to look into it.

Mrs. Middleton stated that we got the offer for the LGRF Grant for \$32,711.00 from the State and the Village would be responsible for \$10,000.00. Mrs. Middleton stated that she would like to see a Resolution to accept on the next agenda.

Mr. Castanon asked how long it usually takes for the Socorro Electric Co-Op to fix a street light. Clerk Finch stated that it depended on how soon the work order is done. Deputy Clerk Gomez stated that she has been told that it can be anywhere between five to ten business days.

Executive Session - 10-15-1(H)(2), Limited Personnel Matters

a. Marshal

b. Clerk/Treasurer

Ms. Dawson motioned to go into Executive Session at 7:17 p.m., seconded by Mr. Castanon.

Clerk Finch requested a roll call vote:

Mr. Scartaccini AYE
Mrs. Middleton AYE
Ms. Dawson AYE
Mr. Castanon AYE

The motion carried unanimously.

Mr. Scartaccini motioned to come back into regular session at 7:59 p.m., and certified that only limited personnel matters were discussed and no decisions were made, seconded by Mrs. Middleton.

Mayor Rumpf suggested that Clerk Finch request a roll call vote:

Mr. Scartaccini AYE

Mrs. Middleton AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

Ms. Dawson motioned to adjourn the meeting at 8:00 p.m., seconded by Mr. Scartaccini. The motion carried unanimously.

Respectfully Submitted,

Stephanie Finch
Clerk/Treasurer

Richard Rumpf
Mayor

Minutes Taken By:

Carleen B. Gomez, CMC
Deputy Clerk

**Minutes of the Emergency Meeting of the Village of Magdalena
Board of Trustees
Held Thursday, May 25, 2017 at 5:00 p.m.**

DRAFT

Mayor Richard Rumpf called the meeting to order at 5:00 p.m.

Present: Mayor Richard Rumpf, Lynda Middleton, Donna Dawson, Jose "Artie" Castanon, Stephanie Finch - Clerk/Treasurer

Absent: Tyler Scartaccini, Attorney Kathy Riley

Guests: Larry Cearley, Weylin Melton, Bobby Otero, Jim Nelson, Jake Finch, Nehemiah Peralta, Von Apachito, Carleen Gomez - Deputy Clerk

Mayor Rumpf requested that Mr. Bobby Otero lead the gallery in the Pledge of Allegiance.

Approval of Agenda: Ms. Dawson motioned to approve the agenda as presented, seconded by Mr. Castanon. The motion carried unanimously.

Discussion & Possible Decision Regarding Repairs To Main Sewer Line

Mayor Rumpf explained the issue. He stated that there is an issue with the sewer jetter and the main sewer line running south in the alley way between Main and Elm Street. Mayor Rumpf stated that while jetting the line the jetter hose became stuck and is not allowing itself to be released. Joint Utility Manager Jake Finch stated that the incident occurred while doing preventative maintenance. Mr. Finch stated that TLC Plumbing was called in to camera the line earlier that day. While sending the camera into the sewer line there was a lot of rocks and dirt in the line that led professionals to believe that the sewer line had broken. Mr. Finch stated that the Village needs a camera with live feed that could be used in the sewer lines so that while the department is using the jetter they can see what they are up against before going in blind. Mrs. Middleton suggested that the issue be documented for future issues, projects and improvements to the sewer system.

Clerk Finch stated that \$27,000.00 will be released from the RUS Bond reserves on July 7th when the NMFA Refunding Loan closes and that money will be freed up to help cover the cost of this emergency. Clerk Finch stated that at this time the money to

pay for this would need to be transferred from the General Fund and into the sewer fund until the RUS Bond money was released. Clerk Finch stated that if the Board chose to transfer the monies from the General Fund into the Sewer Fund to pay for the emergency that a budget adjustment would be on the next agenda on June 12, 2017.

Mr. Bobby Otero stated that the estimated cost for TLC Plumbing to come and fix the problem could be anywhere between \$10,000.00 to \$15,000.00. He stated that it all depends on what they come across. Mr. Otero stated that if there was any contaminated soil TLC would remove it and dispose of it properly.

Ms. Dawson motioned to have TLC Plumbing repair the issue and transfer the monies out of the Village's General Fund and into the Sewer Fund, seconded by Mrs. Middleton.

Mayor Rumpf requested that Clerk Finch take a roll call vote:

Mr. Scartaccini ABSENT

Mrs. Middleton AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

Mr. Castanon requested that three quotes for a camera system for the jetter be brought to the next regular meeting agenda for approval. Mrs. Middleton stated that it is something that is needed and to make sure the camera comes with everything they need.

Mrs. Middleton thanked the Utility Department for their time in trying to get the issue fixed. Mayor Rumpf thanked Mr. Bobby Otero of TLC Plumbing for helping also.

Public Input

No public input was given.

Mr. Castanon motioned to adjourn the meeting at 5:16 p.m., seconded Mrs. Middleton. The motion carried unanimously.

Respectfully Submitted,

Stephanie Finch
Clerk/Treasurer

Richard Rumpf
Mayor

Minutes Taken By:

Carleen Gomez, CMC
Deputy Clerk

**VILLAGE OF MAGDALENA
BOARD OF TRUSTEES
BUDGET ADJUSTMENT RESOLUTION NO. 2017-04**

WHEREAS, the Board of Trustees of the Village of Magdalena met in regular session on _____ did propose to make certain transfer(s) or increase(s); and

WHEREAS, the Village of Magdalena asks that authorization for the following transfer(s) or increase(s) be granted:

(List funds and/or items involved) From 101 to 501

1. Increase revenues in the General Fund (101) by \$25,000 for ending budget of \$431,990
2. Increase expenditures in the General Fund (101) by \$15,000 for ending budget of \$387,435
3. Transfer \$41,893.47 out of the General Fund (101) to the following funds with ending budget of \$120,332
 - a. \$4,000 to the Library Fund (291)
 - b. \$26,893.47 to the Capital Project Fund (300)
 - c. \$11,000 to the Sewer (Wastewater) Fund (503)
4. Increase revenues in the Lodger's Tax Fund (214) by \$500 for ending budget of \$4,100
5. Increase expenditures in the Library Fund (291) by \$2500 for ending budget of \$35,830
6. Transfer \$4,000 into the Library Fund (291) for ending budget of \$24,000
7. Transfer \$26,893.47 into the Capital Projects Fund for ending budget of \$26,893.47
8. Increase revenues in the Water Fund (501) by \$10,000 for ending budget of \$236,600
9. Increase expenditures in the Water Fund (501) by \$15,000 for ending budget of \$271,600
10. Increase revenues in the Solid Waste Fund (502) by \$10,000 for ending budget of \$125,000
11. Increase expenditures in the Solid Waste Fund (502) by \$30,000 for ending budget of \$145,000
12. Increase revenues in the Sewer (Waste Water) Fund by \$5,000 for ending budget of \$70,000
13. Increase expenditures in the Sewer (Waste Water) Fund by \$13,000 for ending budget of \$53,823
14. Transfer \$11,000 into the Sewer (Waste Water) Fund for ending budget of \$22,146.23

And **WHEREAS**, the reason(s) for the above transfer(s) or increase(s) is (are):

1. To account for unanticipated revenues
2. To cover unanticipated expenditures
3. The reasons for transferring \$41,893.47 are listed below:
 - a. To cover expenses of operating the Library
 - b. One grant is set to expire on 6/30/17, therefore invoices need to be paid before 6/30/17 and reimbursements won't come in until July 2017. This will be paid back to the General Fund once reimbursements arrive. The Village cannot end the year with a negative cash balance in a fund.
 - c. To cover expenses of emergency main sewer line break. This will be paid back to the General Fund in July 2017 when reserve money is released.
4. To account for unanticipated revenues
5. To account for expenses of operating Library
6. Money is needed to help operate the Library
7. One grant is set to expire on 6/30/17, therefore invoices need to be paid before 6/30/17 and reimbursements won't come in until July 2017. This will be paid back to the General Fund once reimbursements arrive. The Village cannot end the year with a negative cash balance in a fund.
8. To account for unanticipated revenues

9. The Village paid outstanding invoices to King Industries to get rid of the liability.
10. To account for unanticipated revenues.
11. The Village paid outstanding invoices to the City of Socorro for tipping fees to get rid of the liability, as well as covering the expenses of getting the Collection Center back into compliance with the Environment Department.
12. To account for unanticipated revenues.
13. To account for expenses incurred with emergency main sewer line break. This will be paid back to the General Fund in July 2017 when reserve money is released.
14. To cover expenses of emergency main sewer line break. This will be paid back to the General Fund in July 2017 when reserve money is released.

NOW THEREFORE, it is respectfully requested that authorization to make the above transfer(s) or increase(s) be granted by the Local Government Division of the Department of Finance and Administration.

PASSED, SIGNED AND APPROVED BY the Governing Body of the Village Magdalena, this _____ day of _____, 20____.

Mayor

Attested:

Clerk/Treasurer

[illegible]

**New Mexico Department of Finance and Administration
Local Government Division
Budget Receipt Receipt/Refund**

[illegible]

DFA APPROVAL DATE	DFA Fund Number	Value of Reserve Fund Number	DFA FUND TITLE	DFA FUND NUMBER	UNAUDITED REVENUE CASH BALANCE @JULY 1	ADJUST ADJUSTMENTS TO REVENUE CASH BALANCE	REVENUES	EXPENSES	REPORTED TRANSACTIONS	REPORTED EXPENSES	ESTIMATED EXPENSE CASH BALANCE	LOCAL RESERVE RECOMMENDATION UNAVAILABLE	ADJUSTED REVENUE CASH BALANCE
			FUND TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
		2017-04	OTHER	289	\$2,483	\$0	\$13,330	\$10,000	\$10,000	\$33,330	\$2,483	\$0	\$7,483
							\$4,000	\$4,000		\$2,500			
			FUND TOTAL		\$2,483	\$0	\$13,330	\$14,000	\$14,000	\$38,330	\$2,483		\$3,903
		2017-04	CAPITAL PROJECT FUND	300	-	-	\$190,830.00	-	-	\$190,830.00	-	-	-
							\$20,892						
			FUND TOTAL		-	\$0	\$190,830.00	\$20,892	\$20,892	\$195,830.00	-	-	\$0
			O.G. BONDS	401	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			FUND TOTAL		\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0
			REVENUE BONDS	402	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			FUND TOTAL		\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0
			DEBT SERVICE	403	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0
05/20/17	17-324	2017-01			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			FUND TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			ENTERPRISE FUNDS	500									
05/20/17	17-324	2017-01	WATER FUND	501	\$34,337	\$0	\$238,400	\$0	\$0	\$238,400	\$34,337	\$0	\$34,337
		2017-03					\$11,146	\$11,146		\$10,000			\$11,146
		2017-04					\$10,000			\$10,000			\$10,000
			FUND TOTAL		\$34,337	\$0	\$238,400	\$21,146	\$21,146	\$279,400	\$34,337	\$0	\$34,337
			Build Waste	502	\$33,873	\$0	\$115,000	\$0	\$0	\$115,000	\$33,873	\$0	\$33,873
		2017-01					\$10,000			\$10,000			\$10,000
		2017-04					\$10,000			\$10,000			\$10,000

IS#	DFA APPROVAL DATE	DFA RECORD NUMBER	Office of Management Services FUND NUMBER	DFA FUND TITLE	DFA FUND NUMBER	UNADJUSTED BEGINNING BALANCE QUARTER 1	ADMIT ADJUSTMENTS TO BEGINNING CASH BALANCES	INVESTMENTS	REMITTED REVENUES	BUDGETED TRANSACTIONS	BUDGETED EXPENDITURES	DEFERRED REVENUE CASH BALANCE	LOCAL REVENUE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADMITTED REVENUE CASH BALANCE
				FUND TOTAL										
				Health Water	888	\$22,872 \$17,968	\$0	\$0	\$126,000 \$44,000	\$15,548 \$40,823	\$148,000 \$40,823	\$24,718 \$17,968		\$24,718 \$17,968
				FUND TOTAL										
				Airport		\$17,968 \$0	\$0	\$0	\$70,000 \$0	\$12,812 \$0	\$87,112 \$0	\$24,718 \$0		\$24,718 \$0
				FUND TOTAL										
				Ambulance		\$0 \$48,842	\$0	\$0	\$0 \$1,000	\$0 \$0	\$0 \$11,000	\$0 \$40,842		\$0 \$40,842
				FUND TOTAL										
				Cemetery		\$48,842 \$0	\$0	\$0	\$11,000 \$0	\$0 \$0	\$48,842 \$0	\$19,442 \$0		\$19,442 \$0
				FUND TOTAL										
				Housing		\$0 \$0	\$0	\$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0		\$0 \$0
				FUND TOTAL										
				Parking		\$0 \$0	\$0	\$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0		\$0 \$0
				FUND TOTAL										
				GAS FUND (801)		\$0 \$0	\$0	\$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0		\$0 \$0
				FUND TOTAL										
				Other Enterprise (after fund items)		\$0 \$0	\$0	\$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0		\$0 \$0
				FUND TOTAL										
				Other Enterprise (after fund items)		\$0 \$0	\$0	\$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0		\$0 \$0

DEPT APPROVAL DATE	DEPT FUND NUMBER	Village of Request FUND NUMBER	DEPT FUND TITLE	UNAPPORTIONED BUDGET FUND BALANCE (\$/YR)	ADJUSTMENTS TO REVENUES (\$/YR)	ADJUSTMENTS TO REVENUES	BUDGETED TRANSACTIONS	BUDGETED EXPENDITURES	ESTIMATED FUNDING CASH BALANCE	LOCAL REVENUE RECOMMENDATION UNAVAILABLE	ADJUSTED CASH BALANCE
			FUND TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Other Expenses (other fund name)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			FUND TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			INTERNAL SERVICE FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			FUND TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			TRUST AND AGENCY FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Court Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Court Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Master Deposit Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			FUND TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			GRAND TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PREPARED BY:

Name and Title

APPROVAL DATE:

Resolution number:

Verified by:

Official Resolution attached:

1. This form must accompany the official approved Resolution.
2. Only one (1) Resolution per line (do not skip lines).
3. Enter only roll up BAR adjustment totals in each fund.
4. Do not enter transaction descriptions on this sheet they should be
5. BAR's with negative cash balances will not be accepted. (If the
6. Enter negative numbers in (-) only.
7. Do not enter positive numbers in (-).

Stephanie Finch

From: Michael Bisbee <michael_bisbee@yahoo.com>
Sent: Tuesday, June 06, 2017 3:41 PM
To: Stephanie Finch
Subject: May 2017 Fire / EMS report

VILLAGE of MAGDALENA FIRE / EMS REPORT May 2017

FIRE

5/8/17 - Responded to reports of spot fires on Rte 169
5/17/17 - Responded to auto accident on Rte 169
5/24/17 - Responded to report of fire west of teh Village

EMS

5/2017 - EMS responded to 8 calls for service

EMS passed the quarterly Pharmacist Review

Michael Bisbee, Chief

Magdalena Marshal's Office

Monthly Report	Month: May	Year: 2017
Marshal's Office		
Total Miles Driven: 5363		
GENERAL CALLS:	AMOUNT	REVENUE
TRAFFIC CITATIONS: Village Ordinances	44	\$2348.00/ Court
TRAFFIC CITATIONS: State Statutes	10	Court
CRIMINAL CITATIONS	5	Court
ANIMAL CONTROL CITATIONS	4	Closed
TRAFFIC ACCIDENTS	2	Closed
D.W.I. ARRESTS	2	Closed
FELONY ARRESTS	4	Closed
MISDEMEANOR ARRESTS	7	Closed
12 HOUR HOLD ARRESTS		
CRIMINAL INVESTIGATIONS	21	4 Open/17 Closed
JUVENILE CASES	3	Closed
DOMESTIC CASES	6	Closed
CRIMINAL DAMAGE / PROPERTY	3	Closed
ASSISTANCE CALLS:		
AMBULANCE/FIRE	11	
PUBLIC SERVICE	34	
NM STATE POLICE	7	
SHERIFF'S OFFICE	3	
NM FISH & GAME	1	
US BORDER PATROL		
FOREST SERVICE		
OTHER:		
ALARM CALLS	3	
FINGERPRINTING	4	
DRIVING TESTS	2	
MISCELLANEOUS SERVICE	17	
TOTALS:	193	\$2,348.00



Magdalena Marshal's Office

<i>Monthly Report</i>	<i>Month: May</i>	<i>Year: 2017</i>
Larry Cearley	ID#:Mag-1	
Total Miles Driven: 1298		
<u>GENERAL CALLS:</u>	<u>AMOUNT</u>	<u>REVENUE</u>
TRAFFIC CITATIONS: Village Ordinances	7	\$323.00/Court
TRAFFIC CITATIONS: State Statutes	4	Court
CRIMINAL CITATIONS	4	Court
ANIMAL CONTROL	3	Closed
TRAFFIC ACCIDENTS		
D.W.I. ARRESTS		
FELONY ARRESTS	4	
MISDEMEANOR ARRESTS	4	
12 HOUR HOLD ARREST		
CRIMINAL INVESTIGATIONS	11	10 Closed/1 Open
JUVENILE CASES	2	Closed
DOMESTIC CASES	5	Closed
CRIMINAL DAMAGE / PROPERTY	2	Closed
<u>ASSISTANCE CALLS:</u>		
AMBULANCE/FIRE	5	
PUBLIC SERVICE	9	
NM STATE POLICE	4	
SHERIFF'S OFFICE	3	
NM FISH & GAME	1	
US BORDER PATROL		
US FOREST SERVICE		
<u>OTHER:</u>		
ALARM CALLS	3	
FINGERPRINTING	3	
Driving Tests	2	
Misc. Cases	10	
<u>TOTALS:</u>	86	\$323.00

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
For the month of : **May** year: **2017**

License Number: G-93062
Make and Model: 2015 Ford Expedition

Report due in NO LATER THAN THE 10th OF THE MONTH

Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1	30965							01 Chassis Maintenance
2								02 Electrical Maintenance
3	30965	31196	231	19				03 Engine Maintenance
4								04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7								07 Miscellaneous
8								09 Tire Purchase
9	31196	31387	191	15				10 Tire Repair
10								11 Wash and Wax
11	31387	31527	140	12.3				(Attach Copy of Invoices)
12								Invoice No.: _____ Amt.\$ _____
13								Date: _____
14								Invoice No.: _____ Amt.\$ _____
15	31527	31752	225	18.4				Date: _____
16								Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$ _____
19								Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21								Code: _____ Date: _____
22								Invoice No.: _____ Amt.\$ _____
23	31752	31950	198	13.8				Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$ _____
27								Code: _____ Date: _____
28								Invoice No.: _____ Amt.\$ _____
29	31950	32095	145	12.7				Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$ _____
31	32095	32263	168	13				
Totals			1298	104.2			0	

I certify that the above is correct to the best of my knowledge.

Signature:  Title: **Marshal**

Magdalena Marshal's Office

<i>Monthly Report</i>	<i>Month: MAY</i>	<i>Year: 2017</i>
Marshal's Office - W. Melton ID#:Mag-2		
Total Miles Driven:	1605	
GENERAL CALLS:	AMOUNT	REVENUE
TRAFFIC CITATIONS: Village Ordinances	23	\$777.00
TRAFFIC CITATIONS: State Statutes	6	
CRIMINAL CITATIONS	1	
ANIMAL CONTROL CITATIONS	1	
TRAFFIC ACCIDENTS	0	
D.W.I. ARRESTS	1	
FELONY ARRESTS	0	
MISDEMEANOR ARRESTS	3	
12 HOUR HOLD ARREST		
CRIMINAL INVESTIGATIONS	7	
JUVENILE CASES	1	
DOMESTIC CASES	1	
CRIMINAL DAMAGE / PROPERTY	1	
ASSISTANCE CALLS:		
AMBULANCE/FIRE	5	
PUBLIC SERVICE	15	
NM STATE POLICE	2	
SHERIFF'S OFFICE		
NM FISH & GAME	0	
US BORDER PATROL		
US FOREST SERVICE		
OTHER:		
ALARM CALLS	0	
FINGERPRINTING	1	
Driving Tests	0	
Misc. Cases	3	
TOTALS:	71	777

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
For the month of : April year: 2017 M-2

License Number: G97489
Make and Model: 2016 Silverado

Report due in NO LATER THAN THE 10th OF THE MONTH

Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1								01 Chassis Maintenance
2								02 Electrical Maintenance
3	19804	20002	198	15.5				03 Engine Maintenance
4								04 General Supplies
5	20002	20211	209	13.9				05 Interior Maintenance
6	20211	20337	126	10.2				06 Lubrication
7								07 Miscellaneous
8								09 Tire Purchase
9	20337	20381	44	5.5				10 Tire Repair
10								11 Wash and Wax
11	20381	20576	195	16.9				(Attach Copy of Invoices)
12	20576	20639	63	5.6				Invoice No.: _____ Amt.\$ _____
13	20639	20694	55	6.8				Date _____
14								Invoice No.: _____ Amt.\$ _____
15								Date _____
16								Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18	20694	20901	207	19.2				Invoice No.: _____ Amt.\$ _____
19	20901	20977	76	7.5				Code: _____ Date: _____
20	20977	21023	46	4.8				Invoice No.: _____ Amt.\$ _____
21								Code: _____ Date: _____
22								Invoice No.: _____ Amt.\$ _____
23								Code: _____ Date: _____
24	21023	21195	172	17.2				Invoice No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26	21195	21374	179	16				Invoice No.: _____ Amt.\$ _____
27	21374	21409	35	5				Code: _____ Date: _____
28								Invoice No.: _____ Amt.\$ _____
29								Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$ _____
31								
Totals			1605	144.1			0	

I certify that the above is correct to the best of my knowledge.

Signature: [Signature] Title: Deputy

Magdalena Marshal's Office

<i>Monthly Report</i>	<u>May</u>	<u>Year: 2017</u>
Marshal's Office - M. Apachito		
Total Miles Driven: 2460		
<u>GENERAL CALLS:</u>	<u>AMOUNT</u>	<u>REVENUE</u>
TRAFFIC CITATIONS: Village Ordinances	14	\$1,248
TRAFFIC CITATIONS: State Statutes	0	
CRIMINAL CITATIONS	0	
ANIMAL CONTROL CITATIONS	0	
TRAFFIC ACCIDENTS	1	
D.W.I. ARRESTS	1	
FELONY ARRESTS	0	
MISDEMEANOR ARRESTS	0	
12 HOUR HOLD ARREST	0	
CRIMINAL INVESTIGATIONS	3	
JUVENILE CASES	0	
DOMESTIC CASES	0	
CRIMINAL DAMAGE / PROPERTY	0	
<u>ASSISTANCE CALLS:</u>		
AMBULANCE/FIRE	1	
PUBLIC SERVICE	10	
NM STATE POLICE	1	
SHERIFF'S OFFICE	0	
NM FISH & GAME	0	
US BORDER PATROL	0	
US FOREST SERVICE	0	
<u>OTHER:</u>		
ALARM CALLS	0	
FINGERPRINTING	0	
Driving Tests	0	
Misc. Cases	4	
TOTALS:	35	1248

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
For the month of : **May** Year: **2017**

License Number: g97490
Make and Model: 2016 Silverado

Report due in NO LATER THAN THE 10th OF THE MONTH

Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1	17463	17703	240	16				01 Chassis Maintenance
2								02 Electrical Maintenance
3								03 Engine Maintenance
4								04 General Supplies
5	17703	17924	221	17.8				05 Interior Maintenance
6								06 Lubrication
7								07 Miscellaneous
8	17924	18234	310	21.4				09 Tire Purchase
9								10 Tire Repair
10								11 Wash and Wax
11								(Attach Copy of Invoices)
12	18234	18528	294	20.3				Invoice No.: _____ Amt.\$ _____
13	18528	18726	198	15				Date: _____
14								Invoice No.: _____ Amt.\$ _____
15								Date: _____
16								Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$ _____
19	18726	18987	261	19.6				Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21	18987	19144	157	14.2				Code: _____ Date: _____
22	19144	19308	164	10.7				Invoice No.: _____ Amt.\$ _____
23								Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25	19308	19451	143	9.3				Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$ _____
27								Code: _____ Date: _____
28	19451	19669	218	17.8				Invoice No.: _____ Amt.\$ _____
29								Code: _____ Date: _____
30	19669	19923	254	17.9				Invoice No.: _____ Amt.\$ _____
31								
Totals			2460	180			0	

I certify that the above is correct to the best of my knowledge.

Signature:  Title: Deputy Marshal

Librarian's Report

Report for MAY 2017

Days open **20** ie. **115 hrs.** (23 - ie: 134) hours.

Days closed besides Sundays, and Mondays). Monday May 29th. Memorial Day.

EVENTS: Arts Crawl May 6th. 4 Artists exhibited at Library. **71** visitors.

NM Before Columbus May 17th. 34

Wonders on Wheels outside Library Wed. May 30th. 54 (32 Children / 22 Adults).

Library Usage: (previous month in parenthesis)

Number of people visiting Library: **509** (500 Total **526**) (including museum visits).

Museum visits: **13** (26)

Books/DVDs checked out: **502** (267 books / 235 dvd's) (488 (257 / 231))

eBooks/audio books checked out: Total: **125** (115) **86 eBooks, 30 Audio.** (96 eBooks 19 Audio)

Magdalena 14 out of 31 in checkouts in consortium!

New membership cards issued: **5 (4 adults and 1 child)** (6) : (5 Adults and 1 child.)

Inter Library Loan requests processed: Books: **5** (3) Digital : ?? (10)

Volunteers: **15** (9) volunteers helped in the library, shelving, moving books etc., Nelda & Russell Baker, Sarah & Anna Cearley, Sally Rogers, Judyth Shamosh, Gary Etter, Don Phillips, Bruce Holsapple, Fancher Gotesky. Brian Romkey, Linda Montoya, Frank Howard, Annie Danielson and Carmen Torres. Total of **55.5 hrs.** (43) +- hours.

Number of computer hours used: **125** people signed in to use computers. **170 hrs** (# 4 out of order 14 days.) (203 hrs and 131 people (various people using wireless inside and outside as well.)

May 17th. Gave copy of Library key to Bruce Holsapple, for Historical meetings on Wednesdays.

May 22nd. At Council meeting had Library hours change approved by council (Monday, Tuesday, Thursday and Friday 11-5. Saturday 11-3. Closed Sundays and Wednesdays).

Maintenance:

Village crew came to look at outside of building to see if it is fixable. Power washed one of the carpets.

Respectfully submitted,
Yvonne Magener,
Library Director

**Request to Village of Magdalena for Use of Lodger's Tax
(Pursuant to Lodger's Tax Act Section 3-38-14 NMSA 1978)**

Our mission is to stimulate economic growth by marketing Magdalena as a visitor destination through tourism.

Eligible uses of Lodger's Tax Proceeds are to defray the costs of:

- **advertising, publicizing and promoting tourist-related attractions, facilities and events as stated in SECTION 4 of the Village Ordinance.** (A complete copy is available upon request.)

1. This request is made by High Country Market Committee (Applicant)

Address:

Gene Garadonegro, Kimberly Nasvig, Lydia Gunter
★ PO Box 273, Magdalena, NM 87825-0273

Phone: 505-517-7803

Email: lgunter111@gmail.com

- ☐ 501-3C Non-Profit Entity; (provide proof)
☐ For Profit Entity; (Private Individual/Entity)
☒ Group/Organization without Non-Profit Status;
☐ Other: _____

The purpose of this request is to provide tourist related activities and contract with the Village and other individuals/entities in the provision of tourist-related promotional activities.

Name of Event:

High Country Market Celebration Days

Location of Event:

303 First Street, Magdalena, NM 87825-0273

Description of Event:

3 Days Regional Artists display Talents
★ Cultural Entertainment - see enclosed Flyers

Is this a fund raising event? Please describe:

NO FREE ADMISSION

Proposed Date of Event: July 7, 8 & 9 2017

1. **All printed material must include the Village logo (available at Village Hall once approval has been given), and indicate that Village of Magdalena Lodger's Tax funds were used in the purchase of said items.**

• **BEFORE EVENT**

- Applicant is required to provide an estimated budget to include: Revenue (income from sponsors, sales, booth space fees, etc.) and

Expenses (advertising, rental fees, etc.).

• FOLLOWING EVENT

- Applicant shall provide accurate financial records (invoices, receipts, etc.) for all items for which the City pays.

2. Use of Funds

The use of Village of Magdalena's Lodger's tax funds are outlined by Village Ordinance No. 2015-06. The requirements as outlined by the Village's Lodger's Tax Ordinance must be adhered to in the execution of all aspects of this request. Applicant acknowledges that a complete copy is available and understands the eligible uses of Lodger's Tax Proceeds. * Lodger's tax funds are not to be used to pay for motel rooms.

3. Terms and Conditions of this Request

A. Contractor is requesting \$ 491.⁷⁵ in Lodger's Tax funds to be used as follows:

<u>Port-o-Potties</u>	<u>-</u>	<u>\$ 256.⁸⁰</u>
<u>Banners (4)</u>	<u>-</u>	<u>234.⁹⁵</u>

B. Any other requests (i.e. Use of Village property, police escort, etc. must be made at Village Hall).

This request is submitted the 2 day of June, 2017.


Applicant Signature

Village of Magdalena

Approval

As Mayor of the Village of Magdalena I am authorizing the above described event with the understanding that all preliminary administrative functions have been met (i.e. budget, Board approval, etc.).

Richard Rumpf – Mayor

EVENT/ORGANIZATION: High Country Market Celebration Day 5

BUDGET WORKSHEET (complete this form as an estimate BEFORE your event and again AFTER your event showing actual amounts, along with an event summary)

INCOME SOURCES

	ESTIMATE	/	ACTUAL
<u>Bake Sales</u>			<u>247.⁰⁰</u>
<u>Bingo</u>			<u>291.⁰⁰</u>
<u>Monetary CONTRIBUTIONS</u>			<u>150.⁰⁰</u>
* IN-LIKE CONTRIBUTION 4 #2 Queen Bed Rms			<u>291.⁰⁴</u>
TOTAL INCOME			<u>365.⁰⁰</u>
* INSURANCE			<u>\$1,344.⁰⁴</u>

EXPENSES

	ESTIMATE	/	ACTUAL
<u>Port-o-Potties (3)</u>			<u>\$265.⁸⁰</u>
<u>Entertainers</u>			<u>1,250.⁰⁰</u>
<u>Food for Performers & Elders</u>	<u>250.⁰⁰</u>		
<u>Banners (4)</u>			<u>234.⁹⁵</u>
<u>Trash Recipients</u>			<u>45.⁷⁵</u>
<u>3 Days Utilities</u>			<u>90.⁰⁰</u>
<u>Mailings, Paper, Printing, Stamps</u>			<u>81.⁰⁰</u>
TOTAL EXPENSES			<u>\$2,217.⁵⁰</u>

MARKETING

Who is your target market? Weekend Tourists

How/where are you advertising your event? Does this reach your target market?

Notices to All NM newspapers, 2 ABC TV Stations, 20 Radio Stations, Flyers to 26 Chapter Houses, Pasted Flyers from ABC to
* Please include copies of all advertisements following event. Gallups to Las Cruces

ESTIMATE / ACTUAL

Number of Visitors at Event

Number of Motel Rooms Filled

EVENT SUMMARY (Please let us know how your event went, things that went well, areas that need work or attention for next year)

HIGH COUNTRY MARKET

**HIGH COUNTRY LODGE
303 FIRST STREET, MAGDALENA, NM
575-854-2062**

Cultural Event AND Open-Air Market

FIRST SATURDAY of EACH MONTH

Beginning

May 6, 2017

10:00 - 6:00

Booth Space is limited

WE WELCOME: Jewelry makers, drum makers, weavers, potters, glass artists, painters, crystal merchants, massage therapists, psychic practitioners, musicians, photographers, woodworkers, carvers, quilt makers, etc.

Food Vendors- only 3 spaces available

SPONSORED BY: GENE GANADONEGRO AND KIMBERLY NESVIG

Poster Contest

THE HIGH COUNTRY MARKET is having their
"July 7th, 8th & 9th Celebration Days"

...hosted by the High Country Lodge in Magdalena, NM.

**THE WINNER WILL RECEIVE A BEAUTIFUL
"Pendleton Blanket"**

courtesy of the Market Place on Main Street, Magdalena, NM

The Poster must be 11X 17 inches

Display the Colors and Beauty of Magdalena and New Mexico.

It must announce the following:

Artisans, Musicians, Dancers, Foods

Friday at 3:00 – The Apache Crown Dancers

Friday at 7:00 – The Apache War Dancers

Saturday at 7:30 – The Thunders Band

FREE ADMISSION TO ALL EVENTS

For more information, please phone 575-854-2062

Persons wishing to reserve a space at this event to display their art
may do so by phoning 575-854-2062. The cost per space is \$5.00.

Limited space is available. Reserve yours today.

HIGH COUNTRY MARKET CELEBRATION DAYS

July 7, 8 and 9 2017

10:00am - 10:00pm

A CULTURAL EVENT

DANCE, FOOD, ARTISANS, MUSIC

Jewelry Makers, Painters, Weavers, Woodworking, Glass Artist, Photography,
Carvers, Crystal Merchants, Quilters, Musicians, Psychic Practitioners, Drum Makers

FRIDAY: 3:00 ~ Apache "CROWN DANCE"

FRIDAY: 7:00~ Apache "WAR DANCE"

SATURDAY EVENING: 7:30 ~ "THE THUNDER"

COUNTRY WESTERN BAND

Sunday Morning: Jehovah Jireh MUSIC Ministry

FREE ADMISSION

HIGH COUNTRY LODGE

303 First Street

Magdalena, NM

575-854-2062

Order Details | Order # 1B840-94A37-9M4

Order Date: 4/6/2017 9:46 PM

Estimated Date of Arrival: 4/19/2017

Order Status: **In Progress**

Shipping Address

Lyda Gunter
303 First Street
0273
Magdalena, NM 87825
United States of America
5758542062

Billing Address

Lyda Gunter
303 First Street
Magdalena, NM 87825-0273
United States of America
5758542062

Delivery Speed

Economy

Payment Information



****6805

Exp. 4/2018

Order Total

Product Total \$224.96

You Saved 33% (\$111.04)!

Shipping & Processing
Economy - Est. Arrival Apr 19

\$9.99

You Paid:

\$234.95

2 Item(s)

[Reorder](#)



Invoice: #2392350
Date of Order: Friday, 07 April 2017

BILL TO:

Lyda Gunter
303 First Street
0273
Magdalena, NM 87825-0273

DELIVER TO:

Lyda Gunter
303 First Street
0273
Magdalena, NM 87825-0273

PO:

lgunter111@gmail.com

Order: #2392350		Date of Order: 04/07/2017		Payment Method: Credit Card: 4*****5637	
Product No	Products	Qty	Price	Total	
FEL7320101	Bankers Box 42 Gallon Trash & Recycling Bins	1	\$41.88	\$41.88	
NUD11880	Nu-Dell EZ Mount Picture/Certificate Frame	1	\$3.87	\$3.87	
SubTotal:				\$45.75	
Shipping:				\$0.00	
Total:				\$45.75	

Thank you for purchasing from:
OfficeSupply.com

302 Industrial Drive
Columbus, WI 53925
1-866-302-5397
sales@officesupply.com
<http://www.OfficeSupply.com/>

**VILLAGE OF MAGDALENA
POSITION DESCRIPTION**

TITLE: Clerk/Treasurer

EMPLOYMENT TERM: Full Time – Appointed

DEPARTMENT: Administration

EXEMPT/NON-EXEMPT: Exempt

FUNDING SOURCE: General Fund

QUALIFICATIONS:

1. AA degree in accounting, finance, business administration or related field and two to three (2-3) years of related experience or an equivalent combination of education and experience.
2. Working knowledge of word processing, spreadsheets, and database software.
3. Working knowledge of fund accounting
4. Must be willing to complete training and obtain Certified Municipal Clerk license within 3 years.
5. Must have good communication skills to work with the public, trustees, state/federal agencies and disgruntled customers.

ADDITIONAL PREFERENCES:

Possession of Master Municipal Clerk License

Possession of Certified Municipal Clerk License

SUPERVISED BY: Mayor or his/her designee

SUPERVISES: Deputy Clerk/Utility Billing Specialist and other employees as designated by Mayor

PAY RANGE: Grade H, Grade I with Certified Municipal Clerk License, Grade J with Master Municipal Clerk License contingent upon appropriations by the Board.

WORKING HOURS: 40 hours per week

LUNCH HOUR: 12:00 – 1:00 p.m.

POSITION GOAL: Performs a variety of administrative duties needed to expedite the delivery of services of the offices of the Village of Magdalena and manages the day to day operations of the Village.

DUTIES & RESPONSIBILITIES:

1. Maintains or causes to be maintained all Village record and files in accordance with state regulations and retention schedules and is designated as the Custodian of Records for the Village.
2. Maintains a license as a Notary Public and attests to all legal Village documents.
3. Keeps the Village seal.
4. Conducts municipal elections
5. Issues municipal permits and licenses.
6. Prepares meeting agendas and packets for trustee meetings
7. Prepares, posts, and publicizes all legal notices, proceedings and ordinances.
8. Prepares and issues Requests for Proposals and Bids as required by the State Procurement code.
9. Prepares payment vouchers and checks
10. Prepares and maintains all payroll records
11. Prepares and reports all financial statements as required
12. Reconciles all bank accounts
13. Prepares and transmits official Village correspondence and communications.
14. Receives and disseminates all Village correspondence and communications.
15. Issues work orders to the Joint Utility Department.
16. Develops and compiles the annual Village budget.
17. Monitors all department budgets to assure expenditures are in line with the budget and revenue.
18. Maintains the accounts, financial data, and financial reporting system
19. Prepares all financial and property records for the annual audit
20. Facilitates other Village committees and commissions by providing information and technical support

**VILLAGE OF MAGDALENA
POSITION DESCRIPTION**

21. Assists the public by answer questions and addressing complaints.
22. Coordinates, schedules and records the use of all Village property.
23. Assumes duties for sick, emergency, vacation relief or vacancies of the Deputy Clerk to do tasks consistent with requirements in order to assure continuity of operations.
24. Performs other duties as assigned by the Mayor.

EVALUATION: Will be evaluated in accordance with the Village of Magdalena policies and procedures.

ADVANCEMENT OPPORTUNITY: Promotion is dependent on experience, certification/license, job training availability, job performance, seniority and job opening.

BOARD APPROVED: December 14, 2015

CERTIFICATION

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee

Date

Village of Magdalena
RESOLUTION No. 2017-14

PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED
BY NEW MEXICO DEPARTMENT OF TRANSPORTATION

WHEREAS, the Village of Magdalena and the New Mexico Department of Transportation enter into a Cooperative Agreement.

WHEREAS, the total cost of the project will be \$43,615 to be funded in proportional share by the parties hereto as follows:

- a. New Mexico Department of Transportation's share shall be 75% or \$32,711

and

Village of Magdalena's proportional matching share shall be 25% or \$10,904

TOTAL PROJECT COST IS \$43,614

Village of Magdalena shall pay all costs, which exceed the total amount of \$43,615.

Now therefore, be it resolved in official session that the Village of Magdalena determines, resolves, and orders as follows:

That the project for this Cooperative agreement is adopted and has a priority standing.

The agreement terminates on December 31, 2018 and the Village of Magdalena incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.

NOW therefore, be it resolved by the Village of Magdalena to enter into Cooperative Agreement Project Number SP-1-18 (914), Control Number HW2 L100315 with the New Mexico Department of Transportation for LGRF Project for year 2017 – 2018 to Chip Seal – Ash Street j- from US 60 to .25miles south; Cedar Street – from US 60 to .15miles south. Sweep and clean out and square up holes, spray tack oil, fill hole with hot mix, and compact, crack seal and fog seal-Main Street – from US 60 to .2 miles south; Oak Street – from US 60 to .35 miles south. Grade and reshape ROW to reduce erosion and channel storm runoff – Duggins Street- from US 60 to .3 miles south; Chestnut Street- from US 60 to .3 miles south ;Pine Street- from US60 to .5 miles south; Spruce Street- from US 60 to .7 miles south; Main Street - from US 60 to .2miles south; Elm Street - from US 60 to .5 miles south; Oak Street – from US 60 to .35 miles south; Ash Street – from US 60 to .125 miles south; Cedar Street – from US 60 to .12 miles south within the control of the Village of Magdalena in Socorro County, New Mexico.

Passed, Approved and Adopted on this _____ day of _____, 20__.

Richard Rumpf, Mayor

ATTEST:

Stephanie Finch, Clerk-Treasurer

**Village of Magdalena
Resolution No. 2017-15**

Quitclaim Deed of Vacation

THIS QUITCLAIM DEED OF VACATION is made by the Village of Magdalena.

WHEREAS, NMSA 1978, Section 3-49-1 provides that municipalities may vacate public streets; and,

WHEREAS, a request for vacation of a portion of Lot 7 Block 54 at the intersection of said Lot and Block was made by Santiago D. Gutierrez, and came before the Village of Magdalena Board of Trustees on May 22, 2017 at a duly noticed public meeting; and,

WHEREAS, the Board of Trustees approved the vacation of the premises upon submission of sufficient legal description of the premises claimed to be held by the Village for purposes of street expansion, which was provided, and is described as follows:

A parcel of land being a portion of LIMIT STREET and adjacent to Lot 7, Block 54, FIRST ADDITION to the Village of Magdalena, Socorro County, New Mexico, being described as follows:

Beginning, for a tie, at the southeast corner of Lot 7, Bloc 54, FIRST ADDITION, thence S 66 degrees 43' W, 80.6 feet along the northerly R/W line of SEVENTH STREET to a point and point of beginning, thence continuing S 66 degrees 43' W, 61.4 feet to a point on the easterly R/W line of ELM STREET, thence N 23 degrees 17' W, 24.14 feet along the easterly R/W line of ELM STREET, thence N 88 degrees 11' E, 65.97 feet to the point of beginning and containing 0.017 acres, more or less.

WHEREAS, the portion described above is not required by the Village for use as a street or intersection.

WHEREAS, the Board of Trustees, at a duly noticed public meeting held on _____, 2017, authorized and designated the Mayor, Richard Rumpf, to execute this document on behalf of the Board.

NOW, THEREFORE, the Village of Magdalena hereby quitclaims, vacates and abandons its interest, if any, in the above-described property in the Village of Magdalena, Socorro County, New Mexico.

WITNESS my hand and seal this ____ day of _____, 2017.

Richard Rumpf, Mayor

STATE OF NEW MEXICO)
):ss.
COUNTY OF SOCORRO)

The foregoing instrument was acknowledged before me on this ____ day of _____, 2017, by Richard Rumpf, Mayor of the Village of Magdalena.

Notary Public

My Commission Expires:

**VILLAGE OF MAGDALENA
ORDINANCE 2017-02**

**ESTABLISHING THE VILLAGE CEMETERY BOARD; PROVIDING FOR
ACQUISITION AND CONDEMNATION OF CEMETERIES; AND, IMPOSING
PENALTIES FOR VIOLATION OF RULES AND REGULATIONS OF THE BOARD**

WHEREAS, NMSA 1978, Section 3-40-1 provides that municipalities may establish, maintain and regulate a municipal cemetery; and,

WHEREAS, NMSA 1978, Section 3-40-2 provides that municipalities may create by ordinance a cemetery board to care for, manage and control a municipal cemetery; and,

WHEREAS, NMSA 1978, Section 3-40-6 provides that the governing body may, by ordinance, provide for penalties for the violation of the rules and regulations of the cemetery board.

NOW THEREFORE, BE IT ORDAINED that the Board of Trustees of the Village of Magdalena adopts the following Ordinance establishing the Village Cemetery Board, Providing for Acquisition and Condemnation of Cemeteries, and Imposing Penalties for Violation of Rules and Regulations of the Board.

Section 1. ESTABLISHING A CEMETERY BOARD

- A. The Cemetery Board shall be known as "The Cemetery Board of Magdalena".
- B. The Village Clerk/Treasurer shall serve as Clerk/Treasurer of the Board without additional compensation.
- C. Within ten (10) days of appointment, the Members of the Board shall meet and organize by electing one of the members as President of the Board.
- D. The Board shall meet at least quarterly, and promulgate regulations governing the time and place of its meetings.

Section 2. MEMBERSHIP

A. The Board shall consist of five (5) members appointed by the Mayor with the consent of the Board of Trustees.

B. At least one (1) member shall also be a member of the Village of Magdalena Board of Trustees.

C. The term of office shall be two (2) years.

D. Members of the Board shall serve without compensation.

E. Members of the Board shall be residents of the Village of Magdalena.

F. Members shall qualify by taking an oath of office to faithfully and impartially discharge the duties of the office.

G. The Board of Trustees may remove a member of the Cemetery Board for cause and shall fill any vacancy on the Board that may occur.

Section 3. POWERS AND DUTIES OF CEMETERY BOARD

A. The Board shall take charge of the cemetery(s) belonging to the Village of Magdalena.

B. The Board shall manage the cemetery(s).

C. The Board shall recommend rules and regulations for the operation, management, care and custody of the cemetery(s) to the Board of Trustees.

D. The Board shall maintain and beautify the cemetery(s).

E. The Board may prescribe the manner and place of burials. Claims of plots made by persons or families at the time of passage of this Ordinance should be honored (grandfathered in) to the greatest extent possible and reasonable.

F. The Board shall maintain cemetery records, of any sort whatsoever. Such records shall belong to the Village and shall be produced upon demand.

Section 4. ACQUISITION OR CONDEMNATION OF CEMETERIES or BURIAL LOTS THEREIN

- A. The Board may accept, subject to approval of the Board of Trustees, any cemetery within or adjacent to the Village used as a burial place by residents of the Village from any person, corporation or organization owning, controlling or maintaining the cemetery.
- B. If the Board accepts a cemetery whose records have been lost or destroyed or are otherwise nonexistent, neither the Cemetery Board nor the Village shall be liable for any liabilities of prior owners.
- C. Except as provided by Section 4 (B) above, the Village shall not acquire or condemn a cemetery or part of a cemetery unless a detailed audit listing all the assets and liabilities of the cemetery is prepared by a certified public accountant and submitted to the Board of Trustees. The Village shall not be held liable for any liabilities not shown in the audit.
- D. Any person, estate, trust, receiver or other group acting as a unit shall transfer to the Village all records, property, trusts, and other relevant material pertaining to the cemetery or part of the cemetery acquired or condemned by the Village. The acquisition or condemnation and transfer of a cemetery or part of a cemetery shall be in compliance with the Endowed Care Cemetery Act of 1961 and other provisions relating to cemeteries.
- E. The Village may acquire, within its planning and platting jurisdiction, or condemn within the Village in the manner provided by law, any property for cemetery purposes. The Village may abandon any street within its cemetery(s), provided that ownership is retained by the Village and the street is used for a municipal purpose.
- F. Any cemetery accepted by the Board as provided shall become part of the Village and shall be governed as any other municipal cemetery is governed.
- G. The Village in disposing of a burial lot may execute a deed conveying title to a purchaser. The deed is to be executed by the Mayor and attested to by the Clerk and bear the seal of the municipality.

Section 5. LIABILITY OF VILLAGE

A. Visitors to the Cemetery(s) must understand that they may be old and irregular. Although it is anticipated that the creation of the Cemetery Board will aid in cleaning and maintaining the grounds, the Village is not liable for:

- i. Theft
- ii. Damage to graves or property placed on graves or to the property of visitors
- iii. Injuries

Section 6. RULES AND REGULATIONS

The Village reserves the right to adopt additional rules and regulations that may be promulgated by the Board. Adoption will take place at duly held and publicized open meetings, and copies may be obtained from the Village records custodian.

Section 7. VIOLATION OF CEMETERY REGULATIONS; PENALTY.

Violation of the regulations promulgated by the Board and approved by the Board of Trustees, shall constitute a petty misdemeanor, punishable by a fine of not more than five hundred dollars (\$500) and imprisonment of not more than ninety (90) days, or both.

Passed, Approved, and Adopted this _____ day of _____, 2017.

Approved:

Richard Rumpf, Mayor

Katherine Riley, General Counsel as to
legal sufficiency

Attested:

Stephanie Finch
Village Clerk/Treasurer

**VILLAGE OF MAGDALENA
ORDINANCE 2017-03**

**ESTABLISHING A CONDITIONAL STIPEND FOR THE MAYOR OF THE
VILLAGE OF MAGDALENA**

WHEREAS, NMSA 1978, Section 3-10-3 provides that municipalities may establish by Ordinance compensation for the Mayor; and,

WHEREAS, NMSA 1978, Section 3-11-4(C) establishes that the Mayor is the chief executive officer of the municipality and may perform other duties, compatible with his office, that the governing body may require; and,

WHEREAS, NMSA 1978, Section 3-12-3(A)(9) provides that the governing body may impose additional powers and duties upon those officers whose powers and duties are provided for by law; and,

WHEREAS, the Board of Trustees for the Village of Magdalena finds that consistent Mayoral presence and accessibility are conducive to the efficient administration of the Village, and believes that establishing a stipend for a Mayor who meets minimum requirements would be in the best interest of the Village.

NOW THEREFORE, BE IT ORDAINED that the Board of Trustees of the Village of Magdalena adopts this Ordinance establishing a conditional stipend for Village Mayors taking office beginning with the next term of office in March of 2018 and for ensuing terms unless and until this Ordinance is amended or repealed.

NOW, THEREFORE, BE IT FURTHER ORDAINED that a Mayor who logs at least twenty-five (25) work hours per month, whether they be performed in the Village offices, in the community, or elsewhere, on a form approved by the Village, shall receive a monthly stipend in the amount of five hundred dollars (\$500). Minimal hours must be served each month and may not be carried over from month-to-month. The stipend may not be prorated, but must be earned in its entirety, or not at all, for that month.

Passed, Approved, and Adopted this _____ day of _____, 2017.

Approved:

Richard Rumpf, Mayor

**Katherine Riley, General Counsel as to
legal sufficiency**

Attested:

**Stephanie Finch
Village Clerk/Treasurer**