



VILLAGE OF MAGDALENA
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AGENDA

**NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES
MONDAY, NOVEMBER 13, 2017
VILLAGE HALL 108 N. MAIN STREET 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 – OCTOBER 23, 2017**
- 6. APPROVAL OF CASH BALANCE REPORT**
- 7. APPROVAL OF BILLS**
- 8. MAYOR'S REPORT**
- 9. CLERK'S REPORT**
- 10. DEPARTMENT REPORTS**
 - a. EMS**
 - b. FIRE**
 - c. MARSHAL**
 - d. JUDGE**
 - e. PUBLIC WORKS**
 - f. LIBRARY**
- 11. MATT DYER – INTRODUCTION OF DYER ENGINEERING**
- 12. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF PROCLAMATION - PROCLAIMING NOVEMBER 2017 AMERICAN DIABETES MONTH IN THE VILLAGE OF MAGDALENA**
- 13. DISCUSSION & POSSIBLE DECISION REGARDING CARDBOARD**
- 14. FIRST CONSIDERATION - DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL TO PUBLISH ORDINANCE NO. 2017-08, AN ORDINANCE PROHIBITING THE ACCUMULATION OF REFUSE, PROVIDING FOR REMOVAL, AND MAKING CHANGES AGAINST THE REAL PROPERTY BENEFITTING FROM REMOVAL**
- 15. DISCUSSION & POSSIBLE DECISION REGARDING APPOINTMENT OF CEMETERY BOARD MEMBER**
- 16. DISCUSSION & POSSIBLE DECISION REGARDING RESCHEDULING CHRISTMAS DAY COUNCIL MEETING**

17. PUBLIC INPUT – 1 TOPIC PER PERSON – 3 MINUTE LIMIT

18. EXECUTIVE SESSION

a. NMSA 1978 10-15-1(H)(7), POTENTIAL LITIGATION

i. CASE NUMBER D-725-CV-201400043

b. NMSA 1978 10-15-1(H)(2), LIMITED PERSONNEL MATTER

i. JOINT UTILITY WORKER

19. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF JOINT UTILITY MANAGER POSITION DESCRIPTION

20. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF INTERIM JOINT UTILITY MANAGER

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, October 23, 2017 at 6:00 p.m.**

DRAFT

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

Present: Mayor Richard Rumpf, Lynda Middleton, James Nelson, Donna Dawson, Jose "Artie" Castanon (6:25 p.m.), Stephanie Finch - Clerk/Treasurer, Attorney Kathy Riley

Guests: Jim Bookland, Matt Dyer, Linda Montoya, Judith Shamosh, Fancher Gotesky, Sharon Harris, Michael Bisbee, John Larson, Larry Cearley, Ann Danielsen, Mike Danielsen, Abiel Carrillo, Bryan Romkey, Sarita Johnson, Catherine DeMaria, Athena Gassoumis, Carleen Gomez - Deputy Clerk

Mayor Richard Rumpf requested that Attorney Kathy Riley lead the gallery in reciting the Pledge of Allegiance.

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

Approval of Minutes: Ms. Dawson motioned to approve the minutes of the Regular Meeting of the October 10, 2017, as presented, seconded by Mrs. Middleton. The motion carried unanimously.

Mrs. Middleton motioned to approve the minutes of the CDBG Public Hearing of October 17, 2017, seconded by Ms. Dawson. The motion carried unanimously.

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

Approval of Bills: Mr. Nelson motioned to approve the bills, as presented, seconded by Mrs. Middleton. The motion carried unanimously.

| | | | |
|---------------------------|------------|---------------------|------------|
| A-1 Quality Redi Mix | \$2,130.44 | Amazon Credit | \$1,692.30 |
| Dept. Of Finance | 70.95 | Konica Minolta | 323.69 |
| NM Compilation Commission | 39.00 | NM Municipal League | 150.00 |
| NM Taxation & Revenue | 84.39 | Quill | 1,091.62 |
| Rak's Building Supply | 11.80 | RC Plumbing | 144.43 |

| | | | |
|-----------------------|----------|-----------------------|------|
| Route 60 Trading Post | 50.00 | Sierra Propane | 8.32 |
| Socorro Electric Coop | 3,868.32 | The Water & Ice Store | 5.70 |

Mayor's Report

Mayor Rumpf stated that he was on vacation. He stated that it was good and now he has returned.

Clerk's Report

Clerk Finch stated that she submitted all the quarterly reports for the first part of the fiscal year. She stated that everything is going good. Clerk Finch stated that she recently attended the Master Municipal Clerk Institute and Assistant Clerk Gina Monte attended the Clerks Institute. Mayor Rumpf stated that Utilities Director Jake Finch was in Farmington, New Mexico taking his Water I Certification test. He stated that the results for that test should be in within the next two weeks.

Judyth Shamosh - Discussion Regarding Pocket Park Proposal

Ms. Judyth Shamosh stated that she would like to see the lot just south of the Library turned into a pocket park. She stated that a park would be something that the Village could be proud of. She stated that the park would be considered a permaculture park that can take care of itself. She stated that it would be a positive improvement to the community. She stated that the people who help with the park can remain vested and continue to help keep it up. Mayor Rumpf stated that there are people that are interested in purchasing land and developing a park on it. Mrs. Middleton stated that she believes there should be more discussion before a decision is made. Clerk Finch stated that the lot that Ms. Shamosh is speaking of the area where the utility department comes in and out of the Village yard and having a park there would be a potential problem. She stated that the garbage truck goes through there along with dump trucks and backhoes. Ms. Catherine DeMaria stated that the shade structure in front of the Library gets used quite a bit and believes a park would get use also. Mayor Rumpf suggested that a committee be formed to address all the ideas and they can be presented at another meeting.

Discussion Regarding NM Department Of Finance & Administration's Change To The FY 18 Budget

Clerk Finch made the Mayor and Board aware of changes that were made to the Budget by DFA. She stated that because all Law Enforcement Protection Funding must be expended by the end of the fiscal year the budgeted expenditures were increased in LEPF by \$136.00 to make the ending cash balance at a zero balance.

Discussion & Possible Decision Regarding Input From The CDBG Public Hearing Held Tuesday, October 17, 2017

Mrs. Middleton stated that if a municipality has a comprehensive plan they rank higher in getting funding. She stated that having engineering reports also help. Mrs. Middleton stated that the demographics and community needs are usually looked at. She stated that the comprehensive plan that Mrs. Rita Martinez is working on will be beneficial in prioritizing what is needed. She suggested on waiting for that plan. Mayor Rumpf stated that it could be discussed at another meeting.

Discussion & Possible Decision Regarding Appointment Of Cemetery Board

Ms. Donna Dawson stated that she, Dolly Dawson, Bruce Holsapple and Linda Montoya would like to be part of the Cemetery Board. Mayor Rumpf stated that he would find one more person and present their name at the next meeting.

Mr. Nelson motioned to approve the names presented to the Cemetery Board, seconded by Mrs. Middleton. The motion carried unanimously.

Discussion & Possible Decision Regarding Cleaning Up The Cemetery

Ms. Dawson stated that she would like to request that the Utility Department do some weed whacking without moving any rocks, wood or any other markers. Mayor Rumpf stated that he would speak with Jake Finch, the Utilities Director and see if what would be feasible because that department was working on potholes before the bad weather.

Discussion & Possible Decision Regarding Approval Of Custodian Personnel Description And Posting Of Said Position

Mayor Rumpf stated that Mrs. Josephine Torres was no longer working with the Village and the Village needs someone to clean the front of the fire department, the Marshal's office, the Library, Village Hall and the community centers. Mayor Rumpf suggested that the position be posted. Mr. Castanon asked how many hours the individual would be working, Mayor Rumpf stated it would be 19 hours per week. Ms. Dawson asked what the pay rate would be. Mrs. Middleton stated that she believed it was somewhere around \$8.33 per hour.

Mr. Castanon motioned to post the part-time Custodian position, seconded by Ms. Dawson. The motion carried unanimously.

Final Consideration - Discussion & Possible Decision Regarding Approval Of Ordinance No. 2017-05, Registration Of Business Activities

Clerk Finch stated that there were not very many changes to the Ordinance. She stated that the wording would be changed from business license to business registration. Ms. Dawson asked if people doing two types of businesses do they have to buy two different business registrations. Clerk Finch stated that yes two different business registrations would have to be purchased if there are to different types of businesses being done.

Mrs. Middleton motioned to approve Ordinance No. 2017-05, seconded by Ms. Dawson.

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

Mrs. Middleton AYE

Mr. Nelson AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

Discussion & Possible Decision Regarding Approval Of Resolution No. 2017-24, Disposition Of Financial Records Fiscal Years 2005-2007 And Certain Non-Records

Clerk Finch stated that the storage area in Village Hall is running out of space and there are records that can be destroyed at this time. Clerk Finch stated that they Village will be using the Shred-It Company.

Ms. Dawson motioned to approve Resolution No. 2017-24, seconded by Mr. Castanon.

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

Mrs. Middleton AYE

Mr. Nelson AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

First Consideration - Discussion & Possible Decision Regarding Publishing Ordinance No. 2017-07, Imposing Civil Penalties For False Fire Alarms

Fire Chief Michael Bisbee stated that there is an ongoing problem with the fire alarm at the Magdalena gymnasium. He stated that he would like the Village to consider the proposed Ordinance. He stated that the alarm is currently going off any day of the week and at all times of the night. Mayor Rumpf

stated that he has asked the school to fix the issues, but they have not done so. Chief Bisbee stated that it does not just happen at the school. Mr. Bisbee stated that with the fines that can be charged it would be an incentive for the entities to fix their alarm problems. He stated that once the ordinance is in place the structure of the fines would first be a notice, then a small fine and then a large fine if it is unaddressed.

Mrs. Sharon Harris stated that she is the President of the School Board and was not aware of the problem, but she will bring up the issue and see what is going on. Mayor Rumpf stated that this has been going on for almost two years.

Mr. Nelson motioned to publish Ordinance No. 2017-07, seconded by Ms. Dawson.

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

Mrs. Middleton AYE

Mr. Nelson AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

Public Input - 1 Topic Per Person - 3 Minute Limit

Mrs. Linda Montoya stated that the roads are still a big issue. Mayor Rumpf stated that the Utility Department is currently trying to patch roads and they are now using cold mix. He stated that there is a plan in place but grading needs to be done and fill dirt needs to be brought in. Mayor Rumpf stated that in the spring more patching will be done, and chip seal and heavy oil will be put down. He stated that at that time the side streets will be looked at. Mayor Rumpf suggested that Mrs. Montoya make a list of street issues so that the Village can look at them.

Ms. Sarita Johnson asked if the Board has decided on a project for the CDBG funding. Mrs. Middleton stated that they had not and added that she believes the Village should go after funding for a planning grant first. She stated that the Board should discuss that and make a decision.

Ms. Catherine DeMaria stated that the Star Party was great and there was a lot of good feedback. She stated that all the hotels had three to four rooms rented for the event. She also stated that she pushed for everyone to eat in town.

Mr. Matt Dyer introduced himself and stated that he is new to

the area. He stated that he and his family are trying to acquire the Broadus property just south of the Village. He stated that he is an engineer and would like to get on the agenda to present a PowerPoint presentation on the different engineering services he provides along with different projects he has completed.

Mr. Abiel Carrillo thanked the Mayor and Board for allowing him to once again sit in on the meeting.

Executive Session

Mr. Nelson motioned to go into executive session at 6:53 p.m., seconded Mrs. Middleton. The motion carried unanimously.

a. 10-15-1(H) (7), Potential Litigation

i. Settlement Concerning Claimed Debt To First Data Global Leasing

Mr. Nelson motioned to come back into regular session and certified that only the items on the agenda were discussed and no decisions were made, seconded by Ms. Dawson. The motion carried unanimously.

Discussion & Possible Decision Regarding Acceptance Of First Data Global Leasing Settlement

Ms. Dawson motioned to allow Attorney Kathy Riley and the Mayor to handle the issue, seconded by Mr. Castanon.

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

Mrs. Middleton AYE

Mr. Nelson AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

Ms. Dawson motioned to adjourn the meeting at 7:01 p.m., seconded by Mr. Nelson. The motion carried unanimously.

Respectfully Submitted,

Stephanie Finch, CPO
Clerk/Treasurer

Richard Rumpf
Mayor

Minutes Taken By:

Carleen Gomez, CMC
Deputy Clerk

Magdalena Marshal's Office

| | | |
|--|------------------------------|--------------------------|
| <i>Monthly Report</i> | <i>Month: October</i> | <i>Year: 2017</i> |
| Magdalena Marshal's | ID#: Mag-1 | |
| Total Miles Driven: 3121 | | |
| <u>GENERAL CALLS:</u> | <u>AMOUNT</u> | <u>REVENUE</u> |
| TRAFFIC CITATIONS: Village Ordinances | 52 | \$2865.00/Court |
| TRAFFIC CITATIONS: State Statutes | 5 | Court |
| CRIMINAL CITATIONS | 4 | Court |
| ANIMAL CONTROL | 4 | Closed |
| TRAFFIC ACCIDENTS | 2 | Closed |
| D.W.I. ARRESTS | | |
| FELONY ARRESTS | 4 | Closed |
| MISDEMEANOR ARRESTS | 9 | Closed |
| 12 HOUR HOLD ARREST | | |
| CRIMINAL INVESTIGATIONS | 16 | Closed |
| JUVENILE CASES | 4 | Closed |
| DOMESTIC CASES | 4 | Closed |
| CRIMINAL DAMAGE / PROPERTY | 3 | 2 Open, 1 Closed |
| | | |
| <u>ASSISTANCE CALLS:</u> | | |
| AMBULANCE/FIRE | 8 | |
| PUBLIC SERVICE | 26 | |
| NM STATE POLICE | 5 | |
| SHERIFF'S OFFICE | 4 | |
| NM FISH & GAME | 3 | |
| US BORDER PATROL | | |
| US FOREST SERVICE | | |
| <u>OTHER:</u> | | |
| ALARM CALLS | 6 | |
| FINGERPRINTING | 3 | |
| Driving Tests | 1 | |
| Misc. Cases | 25 | |
| | | |
| TOTALS: | 188 | \$2,865.00 |

Magdalena Marshal's Office

| | | |
|---------------------------------------|----------------------|-------------------|
| Monthly Report | Month:October | Year: 2017 |
| Larry Cearley | ID#:Mag-1 | |
| Total Miles Driven: 800 | | |
| GENERAL CALLS: | AMOUNT | REVENUE |
| TRAFFIC CITATIONS: Village Ordinances | 4 | \$44.00/Court |
| TRAFFIC CITATIONS: State Statutes | 4 | Court |
| CRIMINAL CITATIONS | 4 | Court |
| ANIMAL CONTROL | 4 | Closed |
| TRAFFIC ACCIDENTS | 1 | Closed |
| D.W.I. ARRESTS | | |
| FELONY ARRESTS | 2 | Closed |
| MISDEMEANOR ARRESTS | 3 | Closed |
| 12 HOUR HOLD ARREST | | |
| CRIMINAL INVESTIGATIONS | 6 | Closed |
| JUVENILE CASES | 3 | Closed |
| DOMESTIC CASES | 4 | Closed |
| CRIMINAL DAMAGE / PROPERTY | 2 | Open |
| | | |
| ASSISTANCE CALLS: | | |
| AMBULANCE/FIRE | 4 | |
| PUBLIC SERVICE | 11 | |
| NM STATE POLICE | 3 | |
| SHERIFF'S OFFICE | 2 | |
| NM FISH & GAME | 3 | |
| US BORDER PATROL | | |
| US FOREST SERVICE | | |
| OTHER: | | |
| ALARM CALLS | 3 | |
| FINGERPRINTING | 2 | |
| Driving Tests | 1 | |
| Misc. Cases | 9 | |
| | | |
| TOTALS: | 75 | \$44.00 |

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
For the month of : October 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 | 36868 | | | | | | | 01 Chassis Maintenance |
| 2 | | | | | | | | 02 Electrical Maintenance |
| 3 | | | | | | | | 03 Engine Maintenance |
| 4 | 36868 | 37045 | 177 | 13.2 | | | | 04 General Supplies |
| 5 | | | | | | | | 05 Interior Maintenance |
| 6 | | | | | | | | 06 Lubrication |
| 7 | | | | | | | | 07 Miscellaneous |
| 8 | | | | | | | | 09 Tire Purchase |
| 9 | | | | | | | | 10 Tire Repair |
| 10 | | | | | | | | 11 Wash and Wax |
| 11 | | | | | | | | (Attach Copy of Invoices) |
| 12 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 13 | | | | | | | | Date: _____ |
| 14 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 15 | | | | | | | | Date: _____ |
| 16 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 17 | 37045 | 37222 | 177 | 15.4 | | | | Code: _____ Date: _____ |
| 18 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 19 | | | | | | | | Code: _____ Date: _____ |
| 20 | 37222 | 37362 | 140 | 13.3 | | | | Invoice No.: _____ Amt.\$ _____ |
| 21 | | | | | | | | Code: _____ Date: _____ |
| 22 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 23 | | | | | | | | Code: _____ Date: _____ |
| 24 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 25 | 37362 | 37514 | 152 | 11.7 | | | | Code: _____ Date: _____ |
| 26 | 37514 | 37668 | 154 | 11.3 | | | | Invoice No.: _____ Amt.\$ _____ |
| 27 | | | | | | | | Code: _____ Date: _____ |
| 28 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 29 | | | | | | | | Code: _____ Date: _____ |
| 30 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 31 | | | | | | | | |
| Totals | | | 800 | 64.9 | | | 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: October</i> | <i>Year: 2017</i> |
|---|------------------------------|--------------------------|
| Marshal's Office - M. Apachito ID#:Mag-2 | | |
| Total Miles Driven: | | |
| <u>GENERAL CALLS:</u> | <u>AMOUNT</u> | <u>REVENUE</u> |
| TRAFFIC CITATIONS: Village Ordinances | 11 | \$761.00 |
| TRAFFIC CITATIONS: State Statutes | 1 | |
| CRIMINAL CITATIONS | 0 | |
| ANIMAL CONTROL CITATIONS | 0 | |
| TRAFFIC ACCIDENTS | 1 | |
| D.W.I. ARRESTS | 0 | |
| FELONY ARRESTS | 2 | |
| MISDEMEANOR ARRESTS | 6 | |
| 12 HOUR HOLD ARREST | 0 | |
| CRIMINAL INVESTIGATIONS | 10 | |
| JUVENILE CASES | 1 | |
| DOMESTIC CASES | 0 | |
| CRIMINAL DAMAGE / PROPERTY | 1 | |
| | | |
| <u>ASSISTANCE CALLS:</u> | | |
| AMBULANCE/FIRE | 3 | |
| 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 | 2 | |
| FINGERPRINTING | 0 | |
| Driving Tests | 0 | |
| Misc. Cases | 7 | |
| | | |
| TOTALS: | 56 | 761 |

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

License Number: _ G97490
Make and Model: _ 2016 Silverado

| Report due in NO LATER THAN THE 10th OF THE MONTH | | | | | | | | Maintenance Section |
|---|-------------------|----------------|----------------|--------------|--------|------------------|--------|---------------------------------|
| Date | Beginning Mileage | Ending Mileage | Miles Traveled | Fuel Gallons | Amount | Motor Oil Quarts | Amount | |
| 1 | | | | | | | | 01 Chassis Maintenance |
| 2 | | | | | | | | 02 Electrical Maintenance |
| 3 | | | | | | | | 03 Engine Maintenance |
| 4 | | | | | | | | 04 General Supplies |
| 5 | 30122 | 30628 | 506 | 19.3 | | | | 05 Interior Maintenance |
| 6 | | | | | | | | 06 Lubrication |
| 7 | 30628 | 30832 | 204 | 19.3 | | | | 07 Miscellaneous |
| 8 | | | | | | | | 09 Tire Purchase |
| 9 | | | | | | | | 10 Tire Repair |
| 10 | | | | | | | | 11 Wash and Wax |
| 11 | 30832 | 31077 | 245 | 21.9 | | | | (Attach Copy of Invoices) |
| 12 | 31077 | 31295 | 218 | 17.1 | | | | Invoice No.: _____ Amt.\$ _____ |
| 13 | | | | | | | | Date _____ |
| 14 | 31295 | 31438 | 143 | 13.7 | | | | Invoice No.: _____ Amt.\$ _____ |
| 15 | | | | | | | | Date _____ |
| 16 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 17 | 31438 | 31618 | 180 | 14.8 | | | | Code: _____ Date: _____ |
| 18 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 19 | 31618 | 31837 | 219 | 15.9 | | | | Code: _____ Date: _____ |
| 20 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 21 | 31837 | 32041 | 204 | 16.1 | | | | Code: _____ Date: _____ |
| 22 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 23 | | | | | | | | Code: _____ Date: _____ |
| 24 | 32041 | 32158 | 117 | 11.4 | | | | Invoice No.: _____ Amt.\$ _____ |
| 25 | | | | | | | | Code: _____ Date: _____ |
| 26 | 32158 | 32365 | 207 | 16.2 | | | | Invoice No.: _____ Amt.\$ _____ |
| 27 | 32365 | 32525 | 160 | 14.8 | | | | Code: _____ Date: _____ |
| 28 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 29 | | | | | | | | Code: _____ Date: _____ |
| 30 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 31 | 32525 | 32717 | 192 | 18.8 | | | | |
| Totals | | | 2595 | 199.3 | | | 0 | |

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

Signature: _____ Title: Deputy

Magdalena Marshal's Office

| <i>Monthly Report</i> | <i>Month: Oct</i> | <i>Year: 2017</i> |
|--|--------------------------|--------------------------|
| Marshal's Office - A.Brookins Magdalena-3 | | |
| Total Miles Driven: 2321 | | |
| <u>GENERAL CALLS:</u> | <u>AMOUNT</u> | <u>REVENUE</u> |
| TRAFFIC CITATIONS: Village Ordinances | 37 | \$2,060 |
| TRAFFIC CITATIONS: State Statutes | 0 | |
| CRIMINAL CITATIONS | 0 | |
| ANIMAL CONTROL CITATIONS | 0 | |
| TRAFFIC ACCIDENTS | 0 | |
| D.W.I. ARRESTS | 0 | |
| FELONY ARRESTS | 0 | |
| MISDEMEANOR ARRESTS | 0 | |
| 12 HOUR HOLD ARREST | 0 | |
| CRIMINAL INVESTIGATIONS | 0 | |
| JUVENILE CASES | 0 | |
| DOMESTIC CASES | 0 | |
| CRIMINAL DAMAGE / PROPERTY | 0 | |
| | | |
| <u>ASSISTANCE CALLS:</u> | | |
| AMBULANCE/FIRE | 1 | |
| PUBLIC SERVICE | 5 | |
| NM STATE POLICE | 1 | |
| SHERIFF'S OFFICE | 2 | |
| NM FISH & GAME | 0 | |
| US BORDER PATROL | 0 | |
| US FOREST SERVICE | 0 | |
| <u>OTHER:</u> | | |
| ALARM CALLS | 1 | |
| FINGERPRINTING | 1 | |
| Driving Tests | 0 | |
| Misc. Cases | 9 | |
| | | |
| TOTALS: | 57 | |

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

License Number: G97489
Make and Model: Chevy 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 | 27773 | 28341 | 568 | 12.9 | | | | 01 Chassis Maintenance |
| 2 | | | | | | | | 02 Electrical Maintenance |
| 3 | | | | | | | | 03 Engine Maintenance |
| 4 | | | | | | | | 04 General Supplies |
| 5 | 28341 | 28425 | 84 | 12.7 | | | | 05 Interior Maintenance |
| 6 | 28425 | 28504 | 79 | 10.5 | | | | 06 Lubrication |
| 7 | | | | | | | | 07 Miscellaneous |
| 8 | 28504 | 28609 | 105 | 14.1 | | | | 09 Tire Purchase |
| 9 | 28609 | 28660 | 51 | 10.9 | | | | 10 Tire Repair |
| 10 | | | | | | | | 11 Wash and Wax |
| 11 | | | | | | | | (Attach Copy of Invoices) |
| 12 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 13 | 28660 | 28817 | 157 | 14.8 | | | | Date: _____ |
| 14 | 28817 | 28967 | 150 | 15.9 | | | | Invoice No.: _____ Amt.\$ _____ |
| 15 | 28967 | 29051 | 84 | 7.4 | | | | Date: _____ |
| 16 | 29051 | 29148 | 97 | 10.4 | | | | Invoice No.: _____ Amt.\$ _____ |
| 17 | | | | | | | | Code: _____ Date: _____ |
| 18 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 19 | 29148 | 29234 | 86 | 9.9 | | | | Code: _____ Date: _____ |
| 20 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 21 | 29234 | 29330 | 96 | 11.3 | | | | Code: _____ Date: _____ |
| 22 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 23 | 29330 | 29491 | 161 | 16.1 | | | | Code: _____ Date: _____ |
| 24 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 25 | | | | | | | | Code: _____ Date: _____ |
| 26 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 27 | 29491 | 29892 | 401 | 11 | | | | Code: _____ Date: _____ |
| 28 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 29 | 29892 | 30031 | 202 | 16.4 | | | | Code: _____ Date: _____ |
| 30 | | | | | | | | Invoice No.: _____ Amt.\$ _____ |
| 31 | | | | | | | | |
| Totals | | | 2321 | 174.3 | | 0 | 0 | |

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

Signature:  Title: Deputy Brookins

Public Works

- Weekly Residuals
- Kept screens clean
- Trash route
- Read water meters
- Monthly shut offs and turn on
- Cut weeds
- Monthly water sample
- Took card board down to landfill
- Cleaned out well houses and booster station
- Fixed chlorine pump at Benjamin well
- Washed new trash truck
- Trained with Fred Black on water and waste water
- Cleaned office and bathrooms
- Took Nehemiah down to T or C to take his Driving test for CDL (He passed) 2-2
- Hauled trees to burn pile
- Took Level 1 water test in Farmington (passed)
- Hauled dirt out to Las Tuzas and spread it
- Fixed water leak at 910 1st street
- Filled pot holes on pine st.
- Dug trench for electric line going to box car museum by library
- Called mesa oil company to have them pick up recycled oil at transfer station
- Took down and winterized ac at library
- Started filling pot holes on spruce
- Fixed driveway entrance by village hall

- Replaced sensors on new trash truck
- Changed oil on explorer
- Hauled chlorine out to well houses
- Mowed around community center
- Took 3 trash bins to community center
- Fixed leak in front of Rodger Chavez's house
- Filled trench in front of fire station
- Filled pot holes on oak street
- We have scata installed!!!!!!
- Checked meters with high readings
- Cut weeds at screens
- Cleaned and vacumed out work trucks
- Greased equipment and blew out air filters
- Cut weeds at fire station
-

Librarian's Report

Report for OCTOBER 2017

Days open: **22** ie. **128 hours.** (22 ie.: 121 hours.)
Days closed besides Sundays, and Wednesdays) **0** (1).

EVENTS:

10/12/2017 **Mary Dieker Mortenen 21** Strange but true stories from NM.(NMHC event.)
10/18/2017 . **Jon Hertz slide show & potluck : 36** China, Laos, & Thailand.
10/31/2017 **Halloween Costume Party & Trunk or Treat.** 32 kids signed up: at least 80 visited in total.

Library Usage: (previous month in parenthesis)

Number of people visiting Library: **396** (365)

Museum visits: Museum closed. Lots of tourists.

Books/DVDs checked out: Total including ebooks. 574. (Books: 244, DVD's 212, eBooks 118. (450 (Books 225, DVD's 225 Digital 115. Total circ. 565)

eBooks/audio books checked out: Total: 118 (87 eBooks, 31 Audio) (115: 84 eBooks, 31 Audio) Magdalena 15 out of 33 in checkouts in NMLibToGo consortium.

New membership cards issued: 7 (6 adults, 1 child) (5: 3 adults, 2 children.)

Inter Library Loan requests processed: 4 Books 8 digital. (2 books 10 digital)

Volunteers: 16 (12) volunteers helped in the library, shelving, moving books etc., Nelda Baker, Sarah & Anna Cearley, Judyth Shamosh, Gary Etter, Don Phillips, Linda Montoya,,Fancher Gotesky, Annie Danielson, Frank Key, Richard Torres, Ian Jenness, Sally Rogers, Gail Miller, Brian Romkey, Rich Esposito . Judyth 25+.hours.. Amazing work being done on Box Car! Great Job at Halloween Costume Party! **Yayyy Volunteers!! Total of +-130 hrs. (+-50 hrs).**

Number of computer users and hours used:

(88) people signed in to use computers. **121** (162.5) **hours used.** Various people using wireless inside and outside as well. Lots of tourists.

Maintenance:

Amazing work being done on Box Car! **Yayyy Volunteers and THANK YOU FRIENDS OF THE LIBRARY!!**

Respectfully submitted,
Yvonne Magener,
Library Director

Stephanie Finch

From: donotreply@godaddy.com
Sent: Thursday, November 09, 2017 8:48 AM
To: Stephanie Finch
Subject: villageofmagdalena.com Request to be Placed on Agenda: Form Submission

Date of Meeting Requested:

11/13/2017

Name:

Matt Dyer

Phone

5756446854

Email:

mdyer@dyerengineering.biz

Subject:

Introduce Dyer Engineering

Item request will be:

Information Only

Brief description of topic to be discussed:

Introduce Dyer Engineering, a new locally owned consulting engineering firm. Request: We anticipate a 30 minute or less presentation. We will bring our own laptop and projector for presentation. All we need is a screen.

Submitted File 1:

This message was submitted from your website contact form:

<https://www.villageofmagdalena.com/request-to-be-placed-on-agenda.html>

Use your free GoDaddy Email Marketing Starter account to follow up with contacts who agreed to receive email campaigns! Click [here](#) to get started.

**Village of Magdalena
Magdalena, New Mexico**

**AMERICAN DIABETES MONTH
PROCLAMATION**

WHEREAS, In the United States, more than 30 million people – including **241,120** in New Mexico – have diabetes, a serious disease with potentially life-threatening complications including heart disease, stroke, blindness, kidney disease and amputation; and

WHEREAS, an additional 84 million people in the United States are at risk of developing type 2 diabetes; and

WHEREAS, approximately every 21 seconds, someone in the United States is diagnosed with diabetes; and

WHEREAS, an increase in community awareness is necessary to put a stop to the diabetes epidemic; let it therefore be

RESOLVED, that I Mayor Richard Rumpf, of Magdalena, New Mexico, do hereby proclaim November 2017 to be American Diabetes Month in Magdalena, New Mexico, I encourage all Americans to recognize American Diabetes Month and be part of the American Diabetes Association's movement to confront, fight and, most importantly, change the future of this deadly disease.

In witness whereof, I have hereunto set my hand and seal this 13th day of November, 2017 caused this seal to be affixed.

Mayor, Richard Rumpf

ATTEST:

Stephanie Finch
Clerk/Treasurer

**VILLAGE OF MAGDALENA
ORDINANCE No. 2017-08
REGULATING REFUSE**

AN ORDINANCE PROHIBITING THE ACCUMULATION OF REFUSE, PROVIDING FOR REMOVAL, AND MAKING CHARGES AGAINST THE REAL PROPERTY BENEFITTING FROM REMOVAL.

WHEREAS, the Board of Trustees of the Village of Magdalena finds that the unsightly and unhealthy conditions caused by littering, the improper disposal and dumping of refuse, and the dumping of refuse upon public rights of way and public lands, result in a significant detriment to the health, safety, and prosperity of the Village and its residents; and

WHEREAS, the Board of Trustees deems it necessary and desirable to prescribe standards to help maintain property values and to promote fire safety in the Village, and to provide an aesthetically pleasing community; those are necessary to supplement voluntary anti-litter and beautification measures to abate unsightly and unhealthy accumulations of debris and trash; and

WHEREAS, the Village, through its Joint Utility Ordinance, prescribes a general system of refuse disposal, collection, and fees but does not address penalties and procedures for improper disposal; and,

WHEREAS, the Board of Trustees finds it necessary and desirable to pass an Ordinance pursuant to NMSA 1978, § 3-48-1, et. seq. to prohibit the accumulation of refuse.

ARTICLE 1: GENERAL PROVISIONS

1.1 Short Title

This ordinance shall be known and may be cited as the “Ordinance Regulating Refuse on Real Property within the Village of Magdalena” and shall be referred to elsewhere as “this Ordinance”.

1.2 Purpose

A. The Board of Trustees has determined, pursuant to NMSA 1978, § 3-17-1(B) and (F), and NMSA 1978, § 3-48-2(C) that it is in the interest of public health, safety, and welfare that the subject matter of this chapter be regulated as provided herein.

1.3 Interpretation and Conflict

The regulations provided herein are held to be the minimum standards necessary to carry out the purposes of this Ordinance. This Ordinance is not intended to interfere with, or abrogate or annul any other valid ordinance or statute. In the event the provisions of this Ordinance conflict with other Village rules, regulations or ordinances pertaining to the subject matter herein, the provisions of this Ordinance shall prevail.

ARTICLE 2: DEFINITIONS

For the purpose of this Ordinance, the following terms, phrases, words and their derivatives shall have the meanings stated herein:

Receptacle

A container as prescribed by the Village's Joint Utility Ordinance providing for the collection and disposal of trash.

Refuse

Any garbage, rejected or waste food, offal, swill, carrion, ashes, dirt, slop, waste paper, trash, rubbish, or, waste or unwholesome material of any kind and including yard waste.

Yard Waste

Any yard clippings, grass cuttings, yard cleanings, fallen trees tree limbs, slash and pine needles.

ARTICLE 3: REQUIREMENTS and PROHIBITED ACTIVITIES

A. No person shall deposit refuse on either public or private property unless it is within a suitable refuse receptacle.

B. Every person owning or controlling any occupied real property shall provide and maintain suitable refuse receptacles and deposit all refuse and yard waste in the receptacles.

ARTICLE 4: REMOVAL BY VILLAGE OF REFUSE OR YARD WASTE NOT DEPOSITED IN PROPER CONTAINER

The Village may remove refuse and yard waste from real property if:

Any person owning or controlling real property allows refuse or yard waste to be deposited upon his property other than in the proper receptacle and fails to remove the refuse or yard waste or to place the material in the proper receptacle within forty-eight (48) hours after the refuse or yard waste is deposited on the real property.

ARTICLE 5: CHARGES AND ASSESSMENTS IMPOSED FOR REMOVAL

A. Charge. A charge reflecting the cost to the Village and the benefit to the real property will be charged to the owner or user of the property upon removal pursuant to Article 4.

B. Payment. Payment for the charge is due within thirty (30) days of invoice.

C. Assessment Roll. The governing body shall have prepared an assessment roll of delinquent charges that shall include:

- i. The name of the owner, if known, of the parcel of real estate being assessed;
- ii. A description of the parcel of real estate being assessed;
- iii. The amount assessed against each parcel of real estate; and,

- iv. Description, in general terms, the removal and what was removed from the real estate being assessed.
- D. The Village Clerk shall publish a notice stating that the assessment roll for delinquent refuse removal charges due the Village is on file in the Clerk's Office and the time and place when the governing body will hear appeals or protests by any person aggrieved by the assessment. The notice shall be published once not less than ten nor more than twenty days before the days of the protest hearing. If the address of the owner of the real property is known, a copy of the notice shall be mailed by certified mail, return receipt requested, to the known address of the owner of the real property being assessed.

ARTICLE 6: PROTEST HEARINGS

- A. At the protest hearing authorized by Article 5, any interested person may protest to the governing body that regularity of the proceedings; the amount assessed against the real estate; or the correctness of the amount of the assessment.
- B. The governing body shall determine the regularity of the proceedings; correct any errors found in the assessment; and, by resolution, confirm the proceedings and the assessments. The proceedings and assessments so confirmed shall be deemed to be the final determination as to the regularity, validity and correctness of the assessment.

ARTICLE 7: COLLECTION OF DELINQUENT ASSESSMENTS

- A. On or before October 1, of each year, the Village Clerk shall certify to the governing body a list containing any delinquent assessment with penalty added for nonpayment of the assessment at the rate of one percent per month of any assessment confirmed by Resolution as provided by Article 6 and describe the parcel of real estate to which the assessment is applicable. After the certified list is accepted by the governing body, the assessment shall be a lien, when processed, against the parcel of real estate and shall be processed as provided in NMSA 1978, § 3-36-1 to 3-36-5. Any such lien shall be a lien superior to all other liens except general property taxes upon the property so charged and a personal liability of the owner of the property so charged.
- B. Collection by lien is intended to afford an additional and not an exclusive method for enforcing payment of charges for refuse collection furnished by the Village.

ARTICLE 8: SEVERABILITY

If any article, section, subsection, paragraph, sentence, clause, phrase, provision, standard or any portion thereof of this Ordinance is, for any reason, held to be unconstitutional, invalid or void, the remaining portions shall not be affected since it is the express intention of the Board of Trustees to pass such article, section, subsection, paragraph, sentence, clause, phrase, provision, standard and every part thereof separately and independently from every other part.

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
POSITION DESCRIPTION**

TITLE: Joint Utility Manager

EMPLOYMENT TERM: Full Time

DEPARTMENT: Public Works

EXEMPT/NON-EXEMPT: Exempt

FUNDING SOURCE: Solid Waste/Waste Water/Water

QUALIFICATIONS:

1. High School Diploma or GED
2. Five to seven years of experience in a position in public works, construction, or civil engineering with at least three years in a supervisory capacity or a combination of education and experience.
3. Possession of a valid Commercial Driver's License (Class B)
4. Possession of Level ~~III~~ Water Systems and Waste Water Systems Certification
5. Must attend training and obtain a Level ~~II~~ Water Systems and Waste Water Systems Certification within ~~14-months~~ 3 years of employment in this position.
6. Considerable knowledge of the principles, practices and techniques of water production, wastewater collection and water treatment.
7. Considerable knowledge of the equipment, materials and supplies used in water and wastewater operations.
8. Considerable knowledge of the equipment, materials and supplies used to maintain streets and roads
9. Considerable knowledge of the equipment, materials and supplies used to collect solid waste
10. Working knowledge of applicable state and federal health and environment regulations and safety requirements
11. Experience in scheduling and directing the work of others, in the preparation of reports and in establishing and maintaining a record keeping system for personnel, equipment and supplies/materials
12. Knowledge and experience with a variety of MS Office applications.
13. Must be able to lift 50-75 pounds

ADDITIONAL PREFERENCES:

1. Possession of Level III certifications in both Waste Water Systems and Water Systems
2. Possession of Level ~~II~~ certifications in Waste Water Systems or Water Systems

SUPERVISED BY: Mayor or his/her designee

SUPERVISES: Joint Utility workers and Custodian

PAY RANGE: Grade ~~II~~ with Level ~~II~~ certification in Water and Waste Water Systems, Grade ~~KI~~ with Level ~~III~~ certification in Water and Waste Water Systems contingent upon appropriations by the Board.

WORKING HOURS: 8:00 a.m. to 5 p.m. or as determined by supervisor.

LUNCH HOUR: One hour (flexible)

POSITION GOAL: Oversees the operation and maintenance of water production and treatment facilities, operation and maintenance of wastewater collection systems, operations and management of solid waste collection program, maintenance and improvement of streets, and grounds maintenance of village property.

DUTIES & RESPONSIBILITIES:

1. ~~In the absence of Level III certification in either waste water or water system certification, Attends~~ Level ~~II~~ certification training in both water and waste water systems and successfully attains certification within ~~14-months~~ 3 years of employment.
2. Responsible for planning, programming, directing and controlling all activities relating to water production, water treatment, water and wastewater pumping, wastewater collection, and water sampling and testing.
3. Responsible for planning, programming, directing and controlling all activities relating to solid waste management.
4. Responsible for planning, programming, directing and controlling all activities relating to street and village property grounds maintenance.
5. Investigates and acts upon water quality and sewer collection complaints and service requests.

**VILLAGE OF MAGDALENA
POSITION DESCRIPTION**

6. Analyzes instrument readings and laboratory test results and adjusts water system processes accordingly to satisfy water flow and pressure demands as well as to insure the required water quality.
7. Supervises and assists in the operation, monitoring and preventative maintenance on all water wells, storage tanks, water pumps, chlorination equipment, pressure regulating valves, lift station pumps and sewer mains and services.
8. Maintains and Operations & Maintenance manual for the Water System.
9. Supervises all water sampling and water testing and prepares narrative and statistical reports as required by village administration and regulatory agencies.
10. Coordinates repair requirements and performs repairs on all elements of the water producing facilities, pumping stations, pressure regulating stations, pressure recording stations, telemetry equipment, control circuitry, etc.
11. Inspects facilities and equipment, maintains records and prepares reports on efficiency or operation, cleanliness and maintenance requirements on all equipment and vehicles in the Joint Utility Department.
12. Responsible for formulation and update of all water and wastewater collection systems mapping (as built).
13. Maintains and requisitions equipment and supplies within state and village government guidelines.
14. Directs personnel in the performance of all the department's operations and ensures all department personnel wear required PPE for the task or function to which they are assigned.
15. Conducts a continuing in-house training program and supervises and enforces a safety and emergency management program for the department.
16. Reports to immediate supervisor any problems related to personnel and operations.
17. Assists in the preparation of annual department budgets, in the development of departmental policies and in the planning and execution of all systems improvements and expansions.
18. Works a schedule of 40 hours per week, is on call at all times to assist in emergency situations and assumes duties for sick, emergency, vacation relief or vacancies of employees certified to do tasks consistent with requirements in order to assure continuity of operations.

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

BOARD APPROVED: May 9, 2017

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