

VILLAGE OF ANGEL FIRE
Council Regular Meeting Minutes
Tuesday March 12th, 2013 at the Village Hall

Call to Order

Mayor Cottam called the meeting to order at 5:30 PM

Pledge of Allegiance

Mayor Cottam called for the Pledge of Allegiance

Roll Call

Present were Mayor Cottam, Mayor Pro-tem Howe, Councilor Germscheid, Councilor Welker, Councilor Colenda was absent. Also present Village Manager Jay Mitchell, Village Deputy Clerk Linda Arthur. A full quorum was present.

Approval of Agenda

Mayor Pro-tem Howe made the motion to approve the agenda. Councilor Germscheid seconded. Motion carried 3-0

Approval of Consent Agenda

1. Approval of February 26th Council Work Session Minutes

2. Approval of February 26th Regular Council Meeting Minutes

Mayor Pro-tem Howe made the motion to approve the consent agenda, Councilor Welker seconded. Motion carried 3-0

Requests and Responses from Audience (Limited to 3 minutes)-None

Announcements and Proclamations –None

Reports

a. Governing Body Report

Mayor Pro-tem Howe gave an update on the money for the wellness program and that the leadership has not made any decision on it.

b. Manager's Report

Manager Mitchell stated that he and Chief Morey have interviewed a candidate for police officer. We made him an offer and he will be starting 3/31. We have several new employees that will be introduced at the next work session. He went on to report that, he along with Finance Director Lupita De Herrera, Public Works Director Rich Tafoya and Jan Schyberg all attended a Request for Proposal (RFP) Managers Course in Santa Fe last week. The Village now has certified RFP managers. He also reported that following the NERTPO meeting that the Village did not receive the TAP funds for the trail extension.

c. Staff Report-None

Old Business –None

New Business

A. Discussion/Approval of an Ordinance Amending Chapters 1,2,3,4,5,6,7,8,9,and 10 of Title 2 ,Personnel Policy of Village Code (1st Reading)(Public Hearing)

Mayor Cottam opened up the public hearing at 5:32pm, with no input the hearing was closed at 5:32pm. Manager Mitchell explained that all the revisions that were discussed at the last work session were added or removed. (A complete copy of the amended ordinance can be viewed at the office of the village clerk) Mayor Pro-tem Howe Made the motion to approve first reading of an ordinance amending chapters 1,2,3,4,5,6,7,8,9 and 10 of title 2 ,personnel policy of village code . Councilor Germscheid seconded. With no discussion the motion carried 3-0 with Mayor pro-tem Howe-aye, Councilor Germscheid-aye, Councilor Welker-aye

B. Discussion of HR Department Staffing/Contracting

1 Manager Mitchell went over the NEOGOV Onboard online HR program. (Please see attached).
2 This is a completely automated system. The two programs he would be looking at would be the
3 Onboard and Performance Evaluations. The cost is broken down as follows, \$1,500.00 for the
4 one time set up, \$1,500.00 for the training of the Onboard, and then there would be a one time
5 set up cost for the Performance Evaluation of \$2,500.00 with training costing \$2,500.00. For a
6 total of \$8,000.00 for one time set up and training cost. There is an annual cost associated with
7 each, for the Performance Evaluation the annual cost would be \$8,000.00, for the Onboard it
8 would be \$4,000.00 for a total of \$12,000.00 a year. Mayor Cottam asked if this would require
9 the hiring of a new person to do this. Manager Mitchell said no, but that he and Finance
10 Director Lupita De Herrera have been talking about the possibility of hiring a part time 30 hour
11 a week person depending on the budget. This person would be a grade 3 clerical position with a
12 starting salary of \$13.82 an hour and that's \$22,000.00 annually, when you add benefits it's
13 \$32,000.00 for a total cost to the village. Mayor Cottam asked if we would still be using
14 Richard Dickerson our HR consultant. Manager Mitchell stated that we would still use Mr.
15 Dickerson on an on call basis for our higher level HR issues. Mr. Dickerson added that even
16 though automated systems were a good thing there still needed to be a go to person for
17 employees to go to. This item will be placed on the next council work session.

18 **C. Discussion/ Approval of Resolution 2013-08 Granting a Directional Sign Variance to the**
19 **Angel Fire Resort Operations , LLC at the Discovery Center Located at 10 N. Angel Fire**
20 **Road**

21 Mark Rivera Community Development Director explained this item by saying that the resort
22 has two offices at the Discovery Center and would like to install directional signs to help direct
23 customers into the property management entrance of the building. Whereas the directional signs
24 do not require a permit, the six foot freestanding sign they are requesting does. The Planning
25 and Zoning Commission has reviewed this request and sends a positive recommendation as
26 long as it does not exceed six feet. Mayor Pro-tem Howe made the motion to approve
27 resolution 2013-08 granting a directional sign variance to the Angel Fire Resort Operations,
28 LLC at the Discovery Center located at 10 N. Angel Fire Road. Councilor Welker seconded.
29 Councilor Germscheid disclosed that she is an employee of the resort. Mayor Pro-tem Howe
30 asked John Burt from the Angel Fire Resort to explain what lead to the need for a six foot sign.
31 John Burt stated that as people were coming to the Discovery Center they were gravitating to
32 the entrance at the Keller Williams entrance. The propose of the sign is to direct customers into
33 the Property Management entrance of the building. We did not want to place any signs on the
34 building. Councilor Germscheid asked if there were any objections to her voting. There were
35 none. Motion carried 3-0 with Mayor Pro-tem Howe-aye, Councilor Germscheid –aye,
36 Councilor Welker-aye.

37 **D. Discussion/ Approval of Resolution 2013-09 Approving the 2013-2014 Co-op Agreement**
38 **Participation letter for the NMDOT Local Government Road Fund Program**

39 Manager Mitchell explained this item in the absence of Tracy Orr, Grant Coordinator. This
40 grant is due March 15th 2013 .This grant would allow for necessary road and water line repairs.
41 It will give us a chance to look at our most problematic water lines that freeze along with
42 making road repairs. The New Mexico Department of Transportation's share is 75% or
43 \$25,000.00. The Village's matching share is 25% or \$8,333.00 for a total of \$33,333.00. Mayor
44 Pro-tem Howe made the motion to approve resolution 2013-09 a resolution directing manager
45 Jay Mitchell to submit a letter to NMDOT indicating the Village's intent to participate in the
46 2013-2014 fiscal year cooperative agreement program. Councilor Welker seconded. Councilor
47 Germscheid asked if the funding would come from next year's budget. Manager Mitchell stated
48 that it would be in the fiscal year 2013/2014 and that it actually is a budget cycle and a half.
49 With no further discussion the motion carried 3-0 with Mayor Pro-tem Howe-aye, Councilor
50 Germscheid-aye, Councilor Welker-aye

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

Adjournment

Mayor Pro-tem Howe made the motion to adjourn at 5:59 pm, Councilor Germscheid seconded.

Motion carried 3-0

Passed, Approved and Adopted on this 26th day in March, 2013



Barbara Cottam, Mayor

ATTEST:



Terry Cordova, Village Clerk