



**VILLAGE OF MAGDALENA**  
PO BOX 145, MAGDALENA, NM 87825  
P. 575.854.2261 F. 575.854.2273  
WWW.VILLAGEOFMAGDALENA.COM

## **AGENDA**

**NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES**  
**MONDAY, MARCH 27, 2023, AT 5:00 PM**  
**VILLAGE HALL 108 N. MAIN STREET**

**\*PLEASE SILENCE ALL ELECTRONIC DEVICES\***

**MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO AT THE FOLLOWING LINK:**  
<https://us02web.zoom.us/j/4861155997?pwd=V0V6SERBNVdGNDNPaE1ZdWp1N004UT09>

**Meeting ID: 486 115 5997**

**Passcode: MAGDALENA**

- 
- 1. CALL TO ORDER**
  - 2. ROLL CALL**
  - 3. PLEDGE OF ALLEGIANCE**
  - 4. APPROVAL OF AGENDA**
  - 5. APPROVAL OF MINUTES**
    - a. REGULAR MEETING – MARCH 13, 2023**
  - 6. APPROVAL OF CASH BALANCE REPORTS**
  - 7. APPROVAL OF BILLS**
  
  - 8. MAYOR'S REPORT**
  
  - 9. CLERK'S REPORT**
  
  - 10. CATHERINE DEMARIA/ART MAGDALENA – REQUEST FOR LODGER'S TAX FUNDING FOR ADVERTISING EXPENSES FOR ART MAGDALENA COMMUNITY EVENT ON MAY 6<sup>TH</sup> & 7<sup>TH</sup>**
  
  - 11. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RESOLUTION NO. 2023-05, A RESOLUTION OF SPONSORSHIP FOR A TRANSPORTATION PROJECT FUND APPLICATION AND MATCH WAIVER REQUEST FOR KELLY ROAD**
  
  - 12. DISCUSSION & POSSIBLE DECISION REGARDING ADOPTION OF THE MAGDALENA SENIOR PROGRAM LOCAL SERVICE PLAN NARRATIVE AND TO OPERATE THE MAGDALENA SENIOR CENTER**
  
  - 13. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RESOLUTION NO. 2023-06, A RESOLUTION AUTHORIZING THE VILLAGE OF MAGDALENA TO ENTER INTO A CONTRACT WITH NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT AND NON-METRO AREA AGENCY ON AGING**
  
  - 14. DISCUSSION & POSSIBLE DECISION REGARDING MAGDALENA MARSHAL REQUEST FOR ADDITIONAL STIPEND AND HOURLY PAY RATE INCREASE**

**15. EXECUTIVE SESSION – THE FOLLOWING MATTERS WILL BE DISCUSSED IN CLOSED SESSION: MOTION & ROLL CALL VOTE TO GO INTO EXECUTIVE SESSION AND THAT, PURSUANT TO NEW MEXICO STATE STATUTES SECTION 10-15-1, ONLY THE FOLLOWING MATTER WILL BE DISCUSSED IN CLOSED SESSION:**

**a. CLERK/TREASURER**

- MOTION & ROLL CALL VOTE TO RETURN TO REGULAR SESSION
- MOTION & ROLL CALL VOTE THAT MATTERS DISCUSSED IN CLOSED SESSION WERE LIMITED TO THOSE SPECIFIED IN MOTION FOR CLOSURE, AND THAT NO FINAL ACTION WAS TAKEN, AS PER NEW MEXICO STATUTES SECTION 10-15-1

**16. DISCUSSION & POSSIBLE DECISION TO HIRE CLERK/TREASURER**

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

**PUBLIC COMMENT MAY BE MADE IN PERSON OR VIA EMAIL (IF LESS THAN 3 MINUTES). EMAIL COMMENTS MAY BE MADE BY EMAILING COMMENTS TO: [clerk@villageofmagdalena.com](mailto:clerk@villageofmagdalena.com) and/or [mayor@villageofmagdalena.com](mailto:mayor@villageofmagdalena.com) THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, MARCH 27, 2023 AT 12:00 PM. EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES.**

**18. 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 87825. PUBLIC DOCUMENTS, INCLUDING THE AGENDA AND MINUTES, CAN BE PROVIDED IN VARIOUS ACCESSIBLE FORMATS. PLEASE CONTACT THE VILLAGE CLERK/TREASURER IF A SUMMARY OR OTHER TYPE OF ACCESSIBLE FORMAT IS NEEDED. 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.*

**DRAFT**  
**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF MAGDALENA**  
**BOARD OF TRUSTEES HELD**  
**MONDAY, MARCH 13, 2023 - AT 5:00 PM**

**MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO AT THE FOLLOWING LINK:**

<https://us02web.zoom.us/j/4861155997?pwd=VOV6SERBNVdGNDNPaE1ZdWp1N004UT09>

**Meeting ID: 486 115 5997**

**Passcode: MAGDALENA**

**CALL TO ORDER:** Mayor Rumpf called the meeting to order at 5:00 p.m.

**PRESENT:** Mayor Richard Rumpf, Trustee James Nelson, Trustee Clark Brown, Trustee Harvan Conrad, and Carleen Gomez–Deputy Clerk and Attorney Kathy Stout

**PARTICIPATING VIA ZOOM VIDEO CONFERENCE:** Trustee Donna Dawson

**ABSENT:** None

**GUESTS:** António Ray Martinez, Burr Williams, Michael Zamora, Neil Segotta, Dolores Martinez, Cathy Peralta, Rose Wilburn, Linda Montoya, Wanda Mansell, Lorraine Trujillo, Kenda Willey, Catherine DeMaria, John Lee, and Collier Nelson - Assistant Clerk

Neil Segotta led the gallery in reciting the Pledge of Allegiance.

**APPROVAL OF AGENDA:** Donna Dawson moved to approve the agenda, as presented. Harvan Conrad seconded the motion. The motion passed unanimously.

**APPROVAL OF MINUTES:** Harvan Conrad moved to approve the minutes for the regular meeting of February 27, 2023, as presented. Clark Brown seconded the motion. The motion passed unanimously.

**APPROVAL OF CASH BALANCE REPORT:** Donna Dawson moved to approve the cash balance report and Harvan Conrad seconded the motion. The motion carried unanimously.

**APPROVAL OF BILLS:** Harvan Conrad moved to approve the bill list with two additional bills added and Clark Brown seconded. The motion passed unanimously.

**BILL LIST**

Admin Office of the Courts		<b>\$186.00</b>
A-X Propane		<b>\$292.50</b>
Badgendwallet.com		<b>\$589.00</b>
City of Socorro		<b>\$715.20</b>
Consultant Pharmacist		<b>\$431.00</b>
Gall's		<b>\$409.43</b>
Magdalena Municipal		<b>\$85.00</b>
Med-Tech Resources		<b>\$65.69</b>
Merchants Automotive Group		<b>\$372.80</b>

Nance, Pato & Stout LLC		<b>\$638.25</b>
NAPA Auto Parts		<b>\$404.94</b>
NM Judicial Education Center		<b>\$93.00</b>
Overdrive		<b>\$1536.56</b>
ProVelocity LLC		<b>\$1581.00</b>
Quick & Easy Tire & Lube		<b>\$159.30</b>
Quick Meds Claims, LLC		<b>\$1000.10</b>
RAK'S Building Supply		<b>\$191.31</b>
Route 60 Trading Post		<b>\$100.00</b>
Verizon Wireless		<b>\$890.07</b>
VEXUS Fiber		<b>\$48.11</b>
WEX Bank		<b>\$3054.73</b>
WNM Communications		<b>\$733.22</b>
		<b><i>SUB TOTAL: \$13,577.21</i></b>
	<b>ADDITIONS</b>	
Lumar Enterprises		<b>\$160.97</b>
A-X Propane		<b>\$90.00</b>
		<b><i>TOTAL: \$ 13,828.18</i></b>

**MAYOR'S REPORT:** Mayor Rumpf stated that there was nothing to report.

**CLERK'S REPORT:** Michael Steininger stated that the audit was approved, but not yet released.

**DEPARTMENT REPORTS:**

- a. **EMS** – James Nelson reported that there were 9 EMS calls in February 2023.
- b. **FIRE** – No Fire calls were reported for February 2023.
- c. **MARSHAL** – Marshal Michael Zamora submitted a report to the Mayor and Trustees for review.
- d. **JUDGE** – No report was submitted.
- e. **PUBLIC WORKS** – Joint Utility Worker Ezekiel Gomez submitted a report to the Mayor and Trustees for review.
- f. **LIBRARY** – Librarian Ivy Stover submitted a report to the Mayor and Trustees for review.

**DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF PROCLAMATION - MAY 2023 IS MOTORCYCLE AWARENESS MONTH:** Mayor Rumpf stated that it would be something good to do for the upcoming Motorcycle Rally. Donna Dawson moved to approve the Proclamation for May 2023 for Motorcycle Awareness Month and Harvan Conrad seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

- James Nelson: AYE
- Harvan Conrad: AYE
- Donna Dawson: AYE
- Clark Brown: AYE

The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RESOLUTION NO. 2023-04, A RESOLUTION OF SPONSORSHIP FOR A TRANSPORTATION PROJECT FUND APPLICATION AND MATCH WAIVER REQUEST:**

Donna Dawson moved to approve Resolution No. 2023-04, a Resolution of Sponsorship for a Transportation Project Fund Application and Match Waiver Request. Harvan Conrad seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

James Nelson: AYE

Harvan Conrad: AYE

Donna Dawson: AYE

Clark Brown: AYE

The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION REGARDING MAGDALENA SENIOR CENTER OPERATIONS:** Mr. Neil Segotta from Non-Metro Area Agency on Aging stated they are ready to assist with the Magdalena Senior Center, and that it needs about \$115,000 per year to run. County Commissioner Ray Martinez stated there would be a County Commissioner's Meeting on Thursday to discuss assisting in this matter. Mr. Martinez stated that there are some vehicles and equipment owned by the Non-Metro and Socorro County. Mayor Rumpf stated that the main issue is keeping the center open, and that volunteers are ready to assist. He stated that Gail Armstrong is looking for more funding. Mr. Neil Segotta stated they are offering to supply computers, and that the current budget is \$4 per meal. Mayor Rumpf stated that he is looking at going with that budget and increasing from there. Ray Martinez suggests working with the schools to get food at a reduced cost. Mayor Rumpf said he will reach out to SYSCO and investigate low salt foods with a nutritionist. Donna Dawson agreed. The Mayor stated that he will keep the Board and the public informed of everything he finds out. Mr. Segotta said that matching funds can be in-kind, such as paying for utilities and maintenance on vehicles. He stated that as the program grows, they will ask for more funding. Donna Dawson moved to go ahead with the proposed budget and keep the process going and Harvan Conrad seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

James Nelson: AYE

Harvan Conrad: AYE

Donna Dawson: AYE

Clark Brown: AYE

The motion carried unanimously.

**PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT:** Donna Dawson received a complaint about a village employee using a village vehicle for personal use. Mayor Rumpf stated that to his knowledge, the vehicle was used only to get to and from work and home, and that it will get resolved.

Catherine DeMaria asked for more information about the house fire and the dry brushes near that location. Mayor Rumpf stated to please not put ashes in the trash bins, alleys or rights-of-way. He informed everyone about the free event this Saturday, March 18, 2023, to throw away large items, and will plan a repeat event soon. He is also looking for a RAID Grant for more assistance. Ms. DeMaria gave thanks to all the volunteer fire department for assisting with the fire.

Cathy Peralta asked what it takes to get an ordinance in place to require people to keep their property clean. Mayor Rumpf stated there are too many low-income households, but maybe volunteers could help. He stated that the alleyways were never cleaned due to equipment breaking down, but the new tractor with a mower is coming.

Ray Martinez stated that Neil Segotta is a good person to work with for the Senior Center. He asked for a detailed inventory report for the senior center, including information about where items came from.

Donna Dawson was still concerned about the streetlights and the Mayor stated that they will be worked on. Linda Montoya suggested that the Mayor and the Trustees go eat at the Senior Center to see how it works. She stated that the village can't rely on volunteers, as it will take more than two people to run the center from 7am to 3pm.

Rose Wilburn stated that two people brought boxed meals back and asked what she does with them. Neil Segotta said to find someone who can use them.

Catherine DeMaria asked how many meals the senior center serves. Neil Segotta stated that there were 3,800 congregate meals and 2,500 home bound meals that are provided per year.

**ADJOURNMENT:** Donna Dawson motioned to adjourn the meeting at 5:23pm and Clark Brown seconded. The motion passed unanimously.

Respectfully Submitted,

Carleen Gomez, CMC  
Deputy Clerk

Richard Rumpf  
Mayor

Minutes taken by:

Collier Nelson  
Assistant Clerk



# VILLAGE OF MAGDALENA

## REQUEST TO BE PLACED ON AGENDA

Todays Date: 3/22/23  
Date of Meeting: 3/27/23  
Name: ART Magdalena/Catherine DeMaria  
Address: 110 N. main St Zip: 87825  
Phone Number: 575 517 0669  
Email Address: cdemaria@warehouse110.com

Item request will be for: (Please check one)		
<input type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Action Item	<input type="checkbox"/> Discussion/Action
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Report	<input type="checkbox"/> Other: _____

**Brief description of topic to be discussed:**

Please attach one original of any documents pertaining to the topic. We do allow handouts at meeting.

Request for lodgerstax Fund For  
advertising expenses. ART Magdalena  
Community Event MAY 6 & 7

Signature: Catherine DeMaria

Please return to:

Clerk/Treasurer

Village of Magdalena

Magdalena, NM 87825

Phone: 575-854-2261 \* Fax: 575-854-2273 \* Email: clerk@villageofmagdalena.com

Mayor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**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 ART Magdalena Catherine DeMaria (Applicant)

Address:

116 W. Main St Magdalena NM 87825

Phone: 575 517 0669

Email: cdemaria@warehouse110.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:

ART Magdalena

Location of Event:

the village of Magdalena

Description of Event:

~~Community~~  
2 DAY Community ART EVENT

Is this a fund raising event? Please describe:

NO

Proposed Date of Event: MAY 6 & 7

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 \$ 471.77 in Lodger's Tax funds to be used as follows:

AD in El Defensor Chieftain 321.77  
Design Fee \$150.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

This request is submitted the 22 day of March, 2023.

Cather Dellar  
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:** ART MAGDALENA

**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>16 Venues contribute \$30.</u>	<u>480.00</u>	<u>          </u>
<u><del>ART</del> Magdalena chamber</u>	<u>170.00</u>	<u>          </u>

**TOTAL INCOME**

           /           

**EXPENSES**

ESTIMATE / ACTUAL

<u>See attached.</u>	<u>          </u>	<u>          </u>
<u>          </u>	<u>          </u>	<u>          </u>
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**TOTAL EXPENSES**

           /           

**MARKETING**

Who is your target market?  
tourists, local & surrounding community, ART + music lovers

How/where are you advertising your event? Does this reach your target market?  
AD'S in ART publications, email lists, social media  
local News Paper distribution of Flyers.

\* Please include copies of all advertisements following event.

ESTIMATE / ACTUAL

Number of Visitors at Event 150+           

Number of Motel Rooms Filled 10+           

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

**Budget Actual Expenses**

-Ad in Desert Exposure \$250.13

-Ad in Ink \$242.42

-Printed Card 2 side card \$ 170.00  
Chamber of Commerce

Ad in El Defensor Chieftain \$321.77  
**Can be paid directly to El Defensor Chieftain**

Design fee / Osiris \$150.00  
**Can be paid directly to Osiris**

*Total cost of this event* \$1134.32

Paid for by Venue / Artist Contribution

Paid by Venue Contribution and  
Warehouse 1-10

Request made to Magdalena

**Request for lodgers tax**

**Request for lodgers tax**

# ART **MAGDALENA**



Painting by Joe Stanley

**2023**  
**Gallery &**  
**Studio Tour**  
**Sat. & Sun.**  
**May 6 & 7**

Enjoy the Artists, Makers and Galleries of Magdalena  
Visit [www.artmagdalenanm.com](http://www.artmagdalenanm.com) for brochure and map.

Studio Tour hours are 10 to 5 but will vary by venue.

Paid for in part by Village of Magdalena Lodgers Tax and Magdalena Chamber of Commerce.



# ART

# MAGDALENA 2023

## Gallery & Studio Tour Sat. & Sun., May 6 & 7

*Enjoy the Artists, Makers and Galleries of Magdalena.*

Visit

[artmagdalenanm.com](http://artmagdalenanm.com)

for brochure and map.

Studio hours are 10 to 5.

*(check website for updates)*



Painting by Joe Stanley

Paid for in part by Village of Magdalena Lodgers Tax and Magdalena Chamber of Commerce

... THE VILLAGE OF MAGDALENA PRESENTS ...

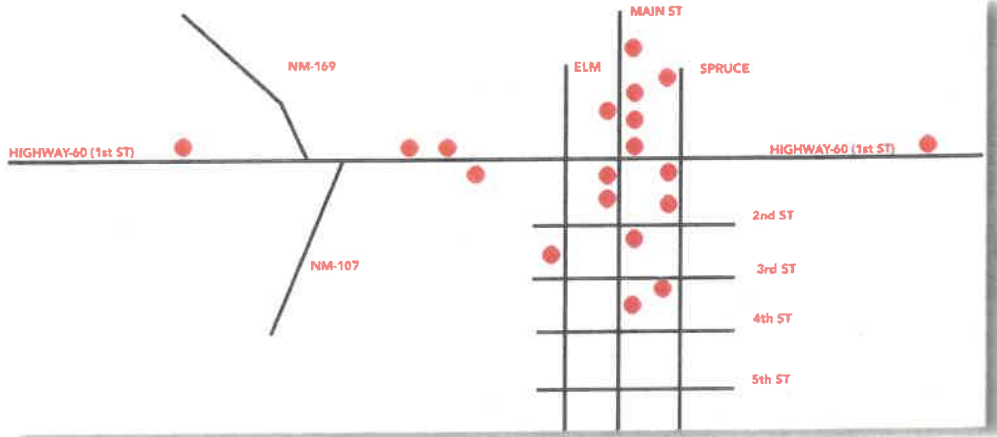
# ART MAGDALENA



**MAY 6+7 2023**  
**SATURDAY & SUNDAY**  
**10AM - 5PM**

STUDIO & GALLERY TOURS, ART WALK,  
ARTISAN MARKET, QUILT SHOW,  
WORKSHOPS AND DEMOS, SHOPPING,  
FOOD & DRINK, LIVE MUSIC & AND MORE!  
OFF HISTORIC HIGHWAY 60 + MAIN STREET

## EVENT MAP



## SPONSORS



... PARTICIPANT LIST BY LOCATION ...

**HIGHWAY 60 W.**

**Blue Canyon Gallery**  
Hwy. 60  
art, jewelry

**Evelt's Café & Gallery**  
*(food)*  
501 First St/North Main St.  
photography, paintings

**The Art Box**  
Gelli Plate Demo & Artwork  
603 First St.  
art exhibition

**C & S Morning Star**  
803 First St.  
Navajo art, jewelry

**La Posada Art Gallery**  
902 First St.  
art, Navajo rugs, jewelry

**ZW Farnsworth**  
908 First St  
metal sculptures

**Tumbleweeds Diner**  
*(food & drink)*  
1408 First St.  
art show, local museum

**N. MAIN STREET**

**Warehouse 1-10**  
110 N. Main St.  
art, photography,  
live music

**Magdalena Public Library  
Boxcar Museum**  
108 N. Main St.  
children's art workshop

**Charles Ilfeld Bldg.**  
Artisan Market  
Kids Science Cafe  
Quilts  
200 N. Main St.  
various artists, vendors

**Kind of a Small Array**  
106 N. Main St.  
art, paintings

**The Market Place**  
105 N. Main St.  
local art, antiques, gifts

**Judy Richardson Studio**  
104 N. Main St.  
sculpture, drawings

**S. MAIN STREET**

**CWB Gallery**  
**KHS Studio**  
104 S. Main St.  
photography, jewelry

**Old Magdalena General  
Hospital**  
Sigrid McCabe Sculpture  
S. Main St.  
wall sculpture installation

**Samayra Sinclair &  
John Keller Studio**  
Spruce & 2nd St.  
jewelry, woodworking

**Old S'cool House Gallery**  
5th & S. Main St.  
art exhibition

**The Schoolhouse**  
*(food)*  
Tierra Soul  
Te Amo Bakery Cafe  
5th & Main St.  
art exhibition

**OTHER VENUES**

**St. Mary Magdalene  
Catholic Church**  
*(food)*  
Magdalena Chamber of  
Commerce Pancake Breakfast  
8:30am - 10:30am  
204 S. Elm St.  
fundraiser

**Golden Spur Saloon**  
*(food & drink)*  
501 First St.  
outdoor patio, entertainment



For detailed information on each venue visit [www.artmagdalenaNM.com](http://www.artmagdalenaNM.com)  
Paid for in part by the Village of Magdalena Lodgers Tax



**RESOLUTION NO. 2023-05**

**RESOLUTION OF SPONSORSHIP FOR A TRANSPORTATION PROJECT FUND APPLICATION  
AND MATCH WAIVER REQUEST**

- WHEREAS,** The Village of Magdalena, New Mexico, is a municipal corporation, and has the legal authority to apply for, receive, and administer state funds; and
- WHEREAS,** The Village of Magdalena is submitting an application for Fiscal Year 2024 Transportation Project Fund in the amount of \$775,000;
- WHEREAS;** The Village of Magdalena intends to request a waiver for the matching fund requirement if the option is available, and;
- WHEREAS,** The Village of Magdalena will commit to the 5% match or \$38,750 for this project if the match waiver is not available and;
- WHEREAS,** The Village of Magdalena agrees to pay any costs that exceed the project amount if the application is selected for funding, and;
- WHEREAS,** The Kelly Road from US 60 to Hop Canyon Road, resurfacing (chip seal) and construction management are eligible under the New Mexico Transportation Project Fund requirements, and;
- WHEREAS,** This road is considered a major local service street by the Village of Magdalena, and;
- WHEREAS,** The New Mexico Department of Transportation requests, as part of the application procedure, passage, and submittal of a local government resolution of support for the project.

**NOW THEREFORE, BE IT RESOLVED THAT,** the Village of Magdalena supports the preparation and submittal of an application in accordance with the procedures established by the New Mexico Department of Transportation and the state of New Mexico, with Richard Rumpf, Mayor to submit the application on behalf of the Village of Magdalena.

PASSED, APPROVED, AND ADOPTED this 27<sup>th</sup> day of March 2023.

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Richard Rumpf, Mayor

**ATTEST:**

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Carleen Gomez, CMC

Deputy Clerk





Project Oversight Division  
New Mexico Department of Transportation  
1120 Cerrillos Road  
Santa Fe, New Mexico 87505  
**Submitted via NMDOT's FTP**

RE: Village of Magdalena  
2024 Transportation Project Fund Application

To Whom It May Concern:

The Village of Magdalena is submitting an application for the FY24 Transportation Project Fund (TPF), for the Kelly Road from US 60 to Hop Canyon Road for Construction and Construction Management. This street is a major local service street. The cost of the project per the Engineer's Estimate is \$775,000. The requested funding would fund the entire design project.

This project consists of Planning and Design.

If Village of Magdalena received these funds, the project would start within 3 months, and Construction is anticipated to be completed within 3 months. The town is currently under a Professional Services Agreement with Bohannon Huston Inc (BHI) specific to the project. The entire extent of the project is within locally owned right-of-way.

If you have any questions, please contact Richard Rumpf, Mayor at [mayor@villageofmagdalena.com](mailto:mayor@villageofmagdalena.com) or 575-854-2261.

Sincerely,

A handwritten signature in blue ink that reads 'Richard Rumpf'. The signature is stylized and cursive.

Richard Rumpf

Mayor

### GENERAL INFORMATION

Preparation Date: \_\_\_\_\_ Project Title: Kelly Road

Requesting T/LPA: Village of Magdalena  
(Applicant)

Is there an approved Governing Body resolution for this application  
 YES  NO  PENDING If pending, date expected \_\_\_\_\_

#### Responsible Charge

Name: Richard Rumpf

Phone: 575-854-2261

Title: Mayor

Email: mayor@villageofmagdalena.com

### PROJECT DESCRIPTION

Project Type (Check all that apply):

ROADWAY  BRIDGE  SAFETY  PLANNING/DESIGN  OTHER

If you chose "OTHER" please clarify here: Construction Management

Project Scope: Resurfacing (Chip Seal), Kelly Road from US-60 to Hop Canyon Road

Is the request to address a bridge on the NMDOT's Local Bridge Priority List for Replacement/Rehabilitation?  
 NO  YES If yes, please indicate bridge #: \_\_\_\_\_

Is the request to continue or advance a phase of a previous project?  
 NO  YES If yes, please indicate funding sources and scope of previous phase below.

Funding Source: \_\_\_\_\_

Previous Phase Project Scope: \_\_\_\_\_

Completion Date of Previous Phase: \_\_\_\_\_

Current Phase being requested: \_\_\_\_\_

#### Project Location

Route Number and/or Street Name: Kelly Road

#### Project Termini:

Beginning Mile point and/or intersection: US 60

Ending Mile point and/or intersection: Hop Canyon Rd & Kelly Rd

Total length of proposed project: 1.98

**NOTE: A local government project that is located in full or in part within a department right-of-way or NHS route must be administered in accordance with the "Tribal/Local Public Agency Handbook".**

**A local government project that ties into, connects or crosses a department right-of-way or an NHS route, or when the project may have an effect on existing improvements within department rights-of-way, requires the approval of the department.**

Is the project located in full or in part within a department right-of-way or NHS route?

NO  YES If yes, the project must be administered in accordance with the Tribal/Local Public Agency Handbook and follow all requirements and procedures.

Does the project tie into, connect or cross a department right-of-way or an NHS route, or will the project have an effect on existing improvements within a NMDOT right-of-way? "Letter of Approval" from the NMDOT District Engineer?

NO  YES If yes, a "Letter of Approval" is required from the NMDOT District Engineer.

Will the project impact known environmental and/or cultural resources?

NO  YES If yes, please clarify \_\_\_\_\_

Is this project tied to any past or future federal funding?

NO  YES If yes, please identify \_\_\_\_\_

NO  YES Does the Local Entity intend to apply for Match Waiver Funding?

**Project Phases** to be included in request (Check all that apply):

*PLANNING*

*PRELIMINARY ENGINEERING/DESIGN*

*CONSTRUCTION*

*CONSTRUCTION MANAGEMENT & TESTING*

*RIGHT OF WAY ACQUISITION\**

\* Projects that are for ROW acquisition will need to follow NMDOT ROW acquisition requirements if the entity intends to utilize federal funding in any subsequent project phase.

**PROJECT COSTS:**

Column A (Not Phased)			Column B (Phased)	
If project is <u>not</u> phased, complete column A only.  If project is phased, list the amount of funding being currently requested in Column A and complete Column B.			Total Phases No. (1, 2, 3, I, II, III, etc.): 1	
			The amount below represents the cost of the entire project and will be greater than Column A.	
			Total Project Cost: <b>\$775,000</b>	
<b>Percentage Estimates:</b>			Phased projects are usually large and divided into parts or phases. Please clarify how the requested project funding relates to the total overall project. Identify future phases and estimated costs.	
Total Local Match	5%	\$38,750		
Total State Share	95%	\$736,250		
<b>Total cost</b>	<b>100%</b>	<b>\$775,000</b>		

T/LPA REVIEW:				
By:	Date:	Recommended:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NMDOT DISTRICT REVIEW:				
By:	Date:	Recommended:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p><u>NMDOT District comments.</u></p>          
<p><u>NMDOT Environmental Bureau comments.</u></p>          

**Topics to discuss during all PFF meetings:**

- Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc.)
- Does the T/LPA have the minimum match required for the project? If not, does the T/LPA intend to apply for a match waiver?
- Does the T/LPA have a good track record for responsible use/tracking of state funds? Have they met closeout deadlines? Have they successfully completed other state funded projects in a timely manner?
- Has the T/LPA had any issues with design/construction in the past?
- Does the T/LPA have major audit findings that would prevent them from being a responsible fiscal agent?

**Additional topics to discuss during PFF meetings ONLY if project is on or intersects with an NMDOT or NHS route:**

- Is the Tribal/Local Public Agency (T/LPA) familiar with the NMDOT T/LPA Handbook? Has the person in responsible charge attended one of the T/LPA Handbook trainings?
- Is the project within NMDOT ROW? If so, does the district support the project?
  - Are agreements necessary for maintenance and operations? (Lighting agreements, landscaping, etc.)
- The T/LPA must follow the NMDOT specifications as outlined in the "Specs for Highway and Bridge Construction" unless the appropriate NMDOT Design Center grants permission prior to design for the T/LPA to use other specs.



- Legend**
- Kelly Rd
  - National Bridge Inventory (NBI) Bridges
  - Streams (NHQ)
  - Magdalena Village Boundary




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www.bhinc.com  
800.877.6332

**Village of Magdalena - TPF Application**

**Figure 1**  
**Kelly Rd Location Map**

**VILLAGE OF MAGDALENA  
PROPOSAL TO OPERATE MAGDALENA SENIOR PROGRAM  
LOCAL SERVICE PLAN NARRATIVE**

**FOCAL POINT INFORMATION**

Legal Contractor Name:	Village of Magdalena
Mailing Address:	PO Box 145, 108 N Main Street, Magdalena, NM 87825
Telephone Number:	575-854-2261
Contact Person Name:	Mayor Richard Rumpf
Contact Person Email:	mayor@villageofmagdalena.com
Name of Senior Center	Magdalena Senior Center
Street Address:	500 9 <sup>th</sup> Street, Magdalena, NM 87825
Mailing Address:	Same as above
Days and Hours of Operation:	7:00 am to 3:00 pm
Contact Person Name:	Rose Wilburn, Senior Program Director
Contact Person Phone Number:	575-854-2261 (subject to change upon reopening)

**1. Executive Summary**

*The Executive Summary should briefly summarize the local service plan. Describe the applicant, service area and sites from which services will be provided. Include total funding requested, proposed services, number of units (see last page of this document for service definitions and unit measurements) and unduplicated consumers. Emphasize major issues, trends and goals set by the applicant, and provide a clear description of the service area vision for services over the next three years.*

The Village of Magdalena proposes to operate the Magdalena senior program and senior center. We are taking over from the previous provider, Socorro County. As shown below, we will provide the same services and units as Socorro County, but plan to increase the number of consumers, and therefore units, beginning in FY 2024, as shown in Question 10. Based on the current year budget and expenditures for the Magdalena center, we request an annual budget of \$110,289.13, which is prorated for three months at \$27,572.28. We reserve the right to request additional funds in FY 2024 based on our experience running the program during the next three months, and our plan to increase units and consumers in FY 2024.

Services	Current Units (Annual)	Current Consumers (Annual)
Congregate Meals	2,476	10
Home-Delivered Meals	1,575	6
Transportation	97	2

The major issue with the existing program is the quality of the food. Our first priority is to improve food quality and nutritional value, and thereby senior health and quality of life. We will do this by improving recipes that incorporate higher quality raw food and locally grown produce and meat from our local farmer's market and other sources.

Our service vision for the next three years is to provide the highest quality services for older

adults possible, while innovating our program through robust community partnerships.

## 2. Applicant Organizational Structure

- Describe the configuration, primary functions and mission statement of the applicant.
- Describe the program's placement within its larger organization (if applicable).
- Include an organizational chart.

The Village of Magdalena works to provide high-quality services and infrastructure for residents. We currently operate utilities and services, including water, wastewater, solid waste, police, fire, emergency management, an airport, library and museum. The village is writing grants to establish an animal shelter and to provide workforce housing for our public safety officers and teachers. Running a senior program and senior center fits within our mission of community service, as well as our established capacity to provide quality services.

Like most small municipalities in New Mexico, we have a small but mighty staff and are currently hiring for several vacant positions. The Senior Center Site Supervisor will report directly to the Village Clerk/Treasurer, who was recently hired. Until her start date, the senior program staff will be supervised by Mayor Richard Rumpf.

## 3. Staff Experience and Qualifications

- Identify all staff by job titles allocated to the proposed program to include managerial and financial functions.
- Summarize the qualifications and experience pertinent to their roles.

The Village of Magdalena plans to hire experienced staff who worked for the Socorro County senior program. These staff include:

- **Senior Program Manager Rose Wilburn** served as the Magdalena Senior Center Site Supervisor for 20 years and is well versed in center operations and program requirements.
- **Cook/Driver Yvonne Mettinger** served as the Magdalena Senior Center Cook/Driver for 1 year and is well versed in nutritional requirements.

The following existing Village of Magdalena positions will supervise and support the senior program:

- **Clerk/Treasurer Melanie Redington** has been hired as the Village of Magdalena Clerk/Treasurer and will start the position on 6/01/23. She brings to the job 16 years of management experience in Alaska.
- **Deputy Clerk Carleen Gomez** will assist the Clerk/Treasurer with the financial and grants management associated with the senior program. Carleen has deep experience in this area as she has served as Deputy Clerk for 21 years.

## 4. Fiscal Management

- Describe and attach a sample financial report demonstrating the applicant's accounting structure and ability to report by funding source (revenue) and line item (expense) by service (congregate meals, home delivered meals, transportation, etc.)
- Describe the methodology used in allocating funds to services.
- Describe how the financial status of the program will be monitored.
- Identify and describe the applicant's financial management and accounting system.
- Disclose whether the applicant has any audit findings or is debarred, suspended, or



*excluded from any government program.*

- *Describe commitments of local funds, grants, in-kind, equipment, vehicles, etc. for the services described in the local service plan.*

The Village of Magdalena utilizes Tyler, which is an accrual-based, fund accounting system, capable of separately tracking expenses for the three services provided. The Village of Magdalena will rely on the knowledge of existing senior center staff and training from the Non-Metro Area Agency on Aging (Non-Metro AAA) to allocate funds for each service, using the initial budget as a guide. However, because we are taking over the program from a provider that had high costs per unit, we will monitor the financial status of the program by comparing our unit costs to averages per unit provided by Non-Metro AAA.

The Village of Magdalena has no audit findings for FY 2022 and has not been debarred, suspended or excluded from any government program.

The Village of Magdalena commits \$5,000 in cash to the program annually. In-kind contributions include the existing senior center and use of two vehicles.

## **5. Characteristics of Service Area**

- *Describe the characteristics of the proposed service area. Identify those characteristics and conditions that affect the service delivery system, including geography, cultural diversity, language barriers, urban/rural/frontier environments, and other information to provide a snapshot of the proposed service area.*
- *Describe other service providers within the service area such as hospitals, long-term care facilities, volunteer programs, public transportation systems, housing, behavioral health centers, economic initiatives, and the like, which impact the lives of older adults in the community.*

The Village of Magdalena is a rural/remote community, located 30 minutes west of the City of Socorro, with a population of 800. Demographics of the community are similar to those for Socorro County as a whole, where 20.7% of the community are aged 65+, compared to 18.5% in New Mexico. Twenty-two percent of Socorro County residents are in poverty, compared to 18.4% in New Mexico. Socorro County also has a higher percentage of minorities than New Mexico overall, with 50.9% Hispanic or Latino, 15.2% Native American, with 32.5% reporting as Non-Hispanic White Only. (US Census Quick Facts, 2022)

While the remote nature of the community might be seen as a barrier, the village has robust local services. In addition to police, fire, and EMS services, Magdalena has its own school system, library, museum, airport, health center (operated by Presbyterian Medical Services), a handful of restaurants, two hotels, and many artist-based businesses. The village is very self-sufficient, and there is a higher level of community involvement compared to other municipalities in Socorro County. For example, we are currently identifying volunteers for the senior program.

Additional services are available in Socorro. These include primary care providers such as Presbyterian Medical Services (PMS) Health Clinic, Bhasker Medical Clinic, and the Presbyterian Medical Group which ensure residents have options for selecting a primary care physician and access to limited specialists. Additionally, Socorro General Hospital provides hospital services including emergency care and community outreach programs. Socorro is home to one long-term care facility program operated by the Good Samaritan

Society.

## **6. Coordination and Capacity Building**

*Describe how the applicant works within the proposed service area to coordinate and collaborate with other entities to better serve older adults, especially assisted transportation needs.*

The Village of Magdalena Senior Program will partner with the following community organizations as follows:

- SCOPE (Socorro County Option Prevention and Education) for grant writing, activities and innovative program development.
- NM Farm to Table/NM Grown to provide locally grown produce and meat for seniors.
- Magdalena Farmer's Market, to source local produce and provide outings and activities for seniors.
- Magdalena Community Garden, to source locally grown produce and to provide outings, education and activities for seniors.
- Samaritan Center (local food bank) for food boxes and emergency food for seniors.
- City of Socorro, to coordinate senior transportation with the city's transit service.

## **7. Innovation and Forward Thinking**

- *Describe current and future plans to respond to the changing environment in which older adults and adults with disabilities live.*
- *Describe efforts to reduce hunger and food insecurity among older adults.*

Our plan to respond to the changing environment for older adults and to reduce hunger and food insecurity will entail:

- Incorporating higher quality food, including local produce and meat, in meals
- Incorporating themed meals and activities in the senior center
- Using local volunteers to improve center operations

The Village of Magdalena will also consider partnering with local restaurants to expand meal choice for older adults.

## **8. Emergency Preparedness**

- *Describe how the applicant will coordinate activities and develop long-range emergency preparedness plans with local and state emergency responders, relief organizations, local and state governments, and any others that have responsibility for disaster relief service delivery.*

The Village of Magdalena follows Socorro County's emergency management plan and will incorporate those processes into senior center operations. The village will review the current continuity of operations plan and will revise it with Non-Metro AAA assistance.

The village has a full-service ambulance and fire department to respond to emergencies. Home delivered drivers will be utilized to deliver meals, transport seniors, and/or conduct in-person well checks in case of emergency situations. Please note that Mayor Rumpf drives the ambulance for the Village and is also the Fire Captain.

**9. Outreach**

- Describe how the applicant will ensure the use of outreach efforts that identify eligible , with special emphasis on older individuals who have the greatest economic or social need, particularly older individuals with low incomes, including minority older individuals with low incomes, older individuals with limited English proficiency, and older individuals residing in rural areas, and to inform these elders of the availability of supportive and nutrition services.
- Specifically provide information regarding the number of American Indian elders within the service area and how the applicant will work to increase access of services to these individuals, as well as how OAA Title III services coordinate with those funded under OAA Title VI (Native American programs), when applicable.

Senior center staff will conduct outreach to the Magdalena community through our online board, community events, and newspaper ads and articles. We will partner with the Samaritan Center food bank to conduct outreach to the food insecure. Partnering with the food bank will also enable us to outreach with Alamo Navajo residents, who frequent the food bank. We will work closely with Non-Metro AAA to plan a reopening event and other outreach events in the community. The village will also use printed materials such as flyers and brochures, and public hearings, which are required to be held annually, to outreach to the community.

**10. Service Goals and Objectives**

- List area-wide service goals and objectives for each proposed service. Each objective must be measurable and shall include one or more outcomes and outcome measures. Include projected units of service and projected unduplicated consumers to be served for each proposed service with special emphasis on older individuals who have the greatest economic or social need, particularly older individuals with low incomes, including minority older individuals with low incomes, older individuals with limited English proficiency, and older individuals residing in rural areas, and to inform these elders of the availability of supportive and nutrition services.

Services	Current Units (Annual)	Current Consumers (Annual)	Current Consumers in Poverty	Current Minority Consumers	Current Consumers with Limited English
Congregate Meals	2,476	60	10 (17%)	5 (8%)	1 (17%)
Home-Delivered Meals	1,575	16	6 (38%)	4 (25%)	1 (6%)
Transportation	97	2	2 (100%)	1 (50%)	0 (0%)

**Goal 1: Improve and expand congregate meal services.**

Objective 1.1: Incorporate locally grown produce, meat and higher-quality ingredients in meals.

- Outcome Measure 1.1: Improved nutrition and health outcomes, particularly for minority seniors and seniors in poverty.
- Outcome Measure 1.2: Increase congregate meal consumers by 5% annually.(Year 1=63, Year 2=66, Year 3=69)
- Outcome Measure 1.3: Increase the percentage of poverty level and minority consumers by at least 10% annually. (Poverty level consumers: Year 1= 11,

Year 2=12, Year 3=13) (Minority consumers: Year 1=6, Year 2=7, Year 3=8)

**Goal 2: Improve home delivered meal services.**

Objective 2.1: Incorporate locally grown produce, meat and higher-quality ingredients in meals.

- Outcome Measure 2.1: Improved nutrition and health outcomes, particularly for minority seniors and seniors in poverty.

Objective 2.2: Utilize home delivered meal service to check on the well-being of seniors in their homes and recommend or refer them to needed services.

- Outcome Measure 2.2: Complete at least 20 referrals and follow-ups annually.

**Goal 3: Expand and improve the existing transportation service.**

Objective: Make the transportation service more readily available and accessible to older adults by increasing the types of trips and destinations offered, and by partnering with the City of Socorro transit system.

- Outcome Measure 3.2: Increase transportation consumers to 10 over the three year period.

**a. LEGAL AUTHORIZING DOCUMENTATION**

For private organizations, provide a copy of the articles of incorporation. For public organizations, provide a copy of the governing regulations.

**b. RESOLUTION**

Provide a resolution from the governing body of the organization which authorizes the applicant to submit a local service plan.

**c. ADDENDA**

Complete the following items and return with local service plan.

- i. Assurances
- ii. Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- iii. Certification Regarding Lobbying
- iv. Commitment of Local Funds and support including equipment, vehicles and in-kind.

**d. Service Definitions – Unit Measurements**

Congregate Meals - A hot or other appropriate meal served to an eligible person which meets one-third (1/3) of the dietary reference intakes (DRI) as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences and complies with the most recent Dietary Guidelines for Americans,

published by the Secretary and the Secretary of Agriculture, and which is served in a congregate/group setting 5 or more days per week.

Unit measurement – 1 Meal

Home Delivered Meals - Hot, cold, frozen, dried, canned or supplemental food (with a satisfactory storage life) which provides a minimum of one-third (1/3) of the dietary reference intakes (DRI) as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences and complies with the Dietary Guidelines for Americans, published by the Secretary and the Secretary of Agriculture, and is delivered to an eligible person in the place of residence. The objective is to assist the recipient sustain independent living in a safe and healthful environment five (5) or more days per week. Home delivered meals may be served as breakfast, lunch, dinner, or weekend meals.

Unit measurement – 1 Meal

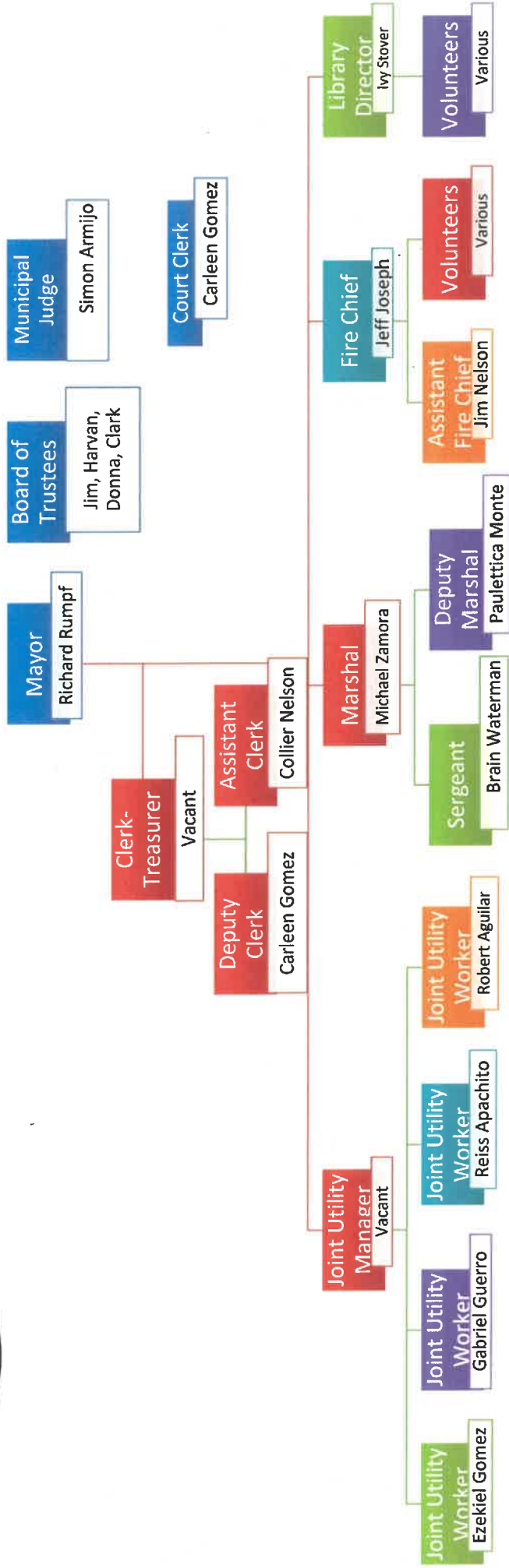
Transportation – Transporting a person from one location to another. Does not include any other activity.

Unit measurement – 1 One-Way Trip



# Village of Magdalena

## Organizational Chart



# CERTIFICATION REGARDING LOBBYING

## Certification for Contracts, Grants, Loans, And Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief that:

- 1) No Federal appropriated funds have been aid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Organization

State

---

Authorized Signature

Title

Date

**Certification Regarding Debarment, Suspension,  
and Other Responsibility Matters**

Certification for Contracts, Grants, Loans,  
And Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

---

Organization State

---

Authorized Signature Title Date

---

Printed Name of Authorized Signatory



## **ASSURANCES**

### **Listing of Service Plan Assurances and Required Activities Older Americans Act, As Amended in 2006**

#### **GENERAL ASSURANCES**

The contractor will comply with the Older Americans Act of 1965, as amended, and its implementing regulations. The contractor, and its contractors, will comply with the US Department of Health and Human Services Grants Administration Regulations.

The contractor, in accordance with Title VI of the Civil Rights Act of 1965, will not discriminate against individuals because of age, race, color, creed, ethnic origin, gender or sexual preference in administering programs or providing services.

The contractor will in compliance with Section 504 of the rehabilitation Act of 1973, as amended, ensure that facilities and services are made accessible to individuals with disabilities.

The contractor will comply with all applicable state and local laws, rules, and regulations. The contractor will comply with the State Policy Manual and all policy issuances by the NM Aging & Long-Term Services Department and the Governor of New Mexico.

The contractor will assure that the personal information of individuals served will be maintained in a confidential manner, its access restricted to authorized individuals only. The contractor may not require any provider of legal assistance to reveal information that is protected by attorney-client privilege. The contractor will maintain current affirmative action plans. In implementing personnel hiring procedures, older individuals will be given preference and elders will be actively recruited for all available positions.

The contractor will assure that voluntary contributions from individuals served will be accepted and that procedures for documenting and safeguarding the collection and handling of such contributions have been established and are maintained. Contributions are not a requirement for participation in programs or receipt of services.

The contractor will assure that amounts received under each part of the Older Americans Act will be expended in accordance with such part. The contractor will assure that funds received under Title-III will be used only to pay costs incurred by the contractor to implement Title-III.

The contractor will assure that it will list its telephone number in each telephone directory that is published locally for residents in any geographic area where services will be provided.

The contractor providing nutrition services will offer meals, on the same basis as meals provided to elders, to individuals providing volunteer services during meal hours and to individuals with disabilities who reside with and accompany older individuals who are eligible for meals.

The contractor providing nutrition services, will reasonably accommodate special dietary needs, where feasible and appropriate, including those arising from health requirements, religious requirements, or ethnic backgrounds of eligible individuals.

The contractor will promote the following rights of each older individual who receives such services:

- the right to be fully informed about each service provided and about any change in service that may affect his/her well-being;
- the right to participate in planning or providing input regarding services provided;
- the to voice a grievance with respect to any service that is, or fails to be, provided, without

- discrimination or reprisal as a result of voicing such grievance;
- the right to confidentiality of records relating to services provided.

## **ORGANIZATION**

The contractor will, through a comprehensive and coordinated system, provide for supportive services, nutrition services and the establishment, construction and maintenance of senior centers.

The contractor will assure that planning efforts and service delivery will address the needs of older individuals with greatest economic need and with greatest social need, with particular attention to low-income minority individuals, individuals with limited English proficiency, older individuals residing in rural areas, Native American Indian elders and individuals at risk of institutional placement.

The contractor will serve as an advocate and focal point for older individuals within their communities, in cooperation with other agencies, organizations and individuals, by monitoring, evaluating and commenting upon policies, programs and actions which affect older individuals.

The contractor will facilitate area-wide development and implementation of a comprehensive, coordinated system for providing long-term care in home and community-based settings, in a manner responsive to the needs and preferences of older individuals and their family caregivers, consistent with self-directed care, by:

- Collaborating, coordinating and consulting with local public and private agencies and organizations responsible for administering programs, benefits and services related to providing long-term care.
- Conducting analyses and making recommendations regarding strategies for modifying the local system(s) of care to be responsive to local needs and preferences, facilitating service provision and targeting services to older individuals at risk of institutional placement to enable them to remain in their own homes and communities.
- Implementing evidence-based programs to assist older individuals and family caregivers in learning about and making behavioral changes intended to reduce the risk of injury, disease and/or disability.
- Providing for the availability and distribution of information about the need to plan for long-term care, resources available (both public and private), and options for long-term care.

The contractor will make use of trained volunteers in providing direct services to older individuals and individuals with disabilities and will work in coordination with organizations that have experience in providing training, placement and stipends for volunteers/participants (such as organizations sanctioned by the Corporation for National and Community Service).

The contractor will establish effective and efficient procedures for coordination with other Older Americans Act-funded entities conducting programs within the service area(s), with entities conducting other federal programs for older individuals and with the state-designated mental health authority.

The contractor will work in coordination with the NM Behavioral Health Collaborative to increase awareness of mental health disorders, remove barriers to mental health diagnosis and treatment and coordinate mental health services provided in the community.

The contractor will coordinate activities and develop long-range emergency preparedness plans in collaboration with local and state governments and other entities that have responsibility for disaster relief service delivery.

The contractor will establish an advisory body consisting of older individuals (including minority individuals and individuals residing in rural areas) who are participants, or eligible to participate in, contractor programs; family caregivers of such individuals; other service providers; members of the business community; local elected officials; providers of veterans' health care (if applicable); and the general public. The advisory body will provide advice to the contractor on all matters related to the development of the service plan, administration of the plan and programs and operations conducted.

The contractor will make recommendations to government officials in the planning and service area(s) administered, and collaborate with such officials to build capacity in order to meet the following needs of older individuals, including, but not limited to:

- health & human services;
- transportation;
- housing;
- land use;
- workforce & economic development;
- civic engagement;
- education;
- recreation;
- public safety;
- emergency preparedness.

The contractor will demonstrate the ability to develop a service plan and to administer programs and services within the plan.

The contractor will assure that no officer, employee, or other representative of the contractor is subject to a conflict of interest prohibited under the Older Americans Act; and that mechanisms are in place to identify and remove conflicts of interest should they so occur.

## **SERVICE PLANS**

The contractor will assure that it will develop and submit to the Non-Metro Area Agency on Aging for approval, in accordance with a uniform format developed by the Non-Metro Area Agency on Aging, a service plan meeting the requirements of the Older Americans Act.

The contractor agency will assure that it will set specific objectives for providing services to older individuals with greatest economic need and older individuals with greatest social need, including specific objectives for providing services to low-income minority individuals, individuals with limited English proficiency, older individuals residing in rural areas, and individuals at risk of institutional placement; and will include proposed methods of achieving these objectives in the service plan.

The contractor agency will assure that it will coordinate planning, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities and individuals at risk of institutional placement, with organizations that develop or provide services for individuals with disabilities.

The contractor agency will assure that it will maintain the integrity and public purpose of services provided in all contractual and commercial relationships.

The contractor agency will:

- specify how it intends to satisfy the service needs of low-income minority individuals, individuals with limited English proficiency and older individuals residing in rural areas, in the area served by the contractor;
- to the maximum extent feasible, provide services to low-income minority individuals, individuals with limited English proficiency and older individuals residing in rural areas in accordance with their need for such services; and
- meet specific objectives established by the contractor, for providing services to low-income minority individuals, individuals with limited English proficiency and older individuals residing in rural areas within the service area(s).

The contractor will:

- identify the number of low-income minority older individuals and older individuals residing in rural areas in the planning and service area(s);
- describe the methods used to satisfy the service needs of such older individuals; and
- provide information on the extent to which the contractor met the objectives it established for providing services to low-income minority individuals and older individuals residing in rural areas within the planning and service area(s).

The contractor agency will assure that it will use outreach efforts to identify individuals eligible for assistance under this Act, with special emphasis on:

- older individuals residing in rural areas;
- older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
- older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
- older individuals with severe disabilities;
- older individuals with limited English proficiency;
- older individuals with Alzheimer's disease, related disorders, and/or neurological/organic brain dysfunction (and the caregivers of such individuals); and
- older individuals at risk for institutional placement;

and inform the older individuals referred to in the preceding bullets, and the caregivers of such individuals, of the availability of such assistance.

The contractor will assure that it will provide information concerning services to Native American Indian elders, including:

- Where there is a significant population of Native American Indian elders in the service area, assure that the contractor will pursue activities, including outreach, to increase access for those Native American Indian elders to programs and benefits provided under Title-III.
- Assure that the contractor will, to the maximum extent practicable, coordinate the services the agency provides under Title-III with services provided under Title-VI.
- Assure that the contractor will make services available to Native American Indian elders to the same extent as such services are available to other older individuals within the service area(s).

The contractor will assure that it will, at the request of the Non-Metro Area Agency on Aging, for the purpose of monitoring compliance (including conducting an audit), disclose all sources and expenditures of funds the contractor receives or expends to provide service to older individuals.

The contractor will assure that if case management services are offered, the contractor will comply with all requirements specified in the Older Americans Act.

The contractor will assure that, if a substantial number of the older individuals residing in its service area(s) are of limited English proficiency, then the contractor will:

- Utilize in the delivery of outreach services, workers who are fluent in the language(s) spoken by the individuals who are of limited English proficiency.
- Designate an individual employed by the contractor, or available to the contractor, whose responsibilities include:
  - o a taking such action as may be appropriate to assure that counseling assistance is made available to older individuals with limited English proficiency in order to assist them in participating in programs and receiving assistance; and
  - o providing guidance to individuals engaged in the delivery of supportive services to enable such individuals to be aware of and sensitive to linguistic and cultural diversity.

### **ADDITIONAL REQUIREMENTS**

The contractor will assure that it will hold public hearings, and use other means, to obtain the views of service recipients and other older individuals, service providers, caregivers, and other interested persons and entities in regard to policy development and the delivery of services and programs.

The contractor will assure that it will:

- afford an opportunity for a public hearing upon request or in accordance with published procedures;
- establish grievance procedures required by the Older Americans Act for individuals who are dissatisfied with or denied services; and,
- afford an opportunity for a hearing, upon request, by a recipient of services regarding any waiver request or grievance.

The contractor will assure that it will prepare and submit reports, in such form, and containing such information, as the Non-Metro Area Agency on Aging may require and comply with such requirements as the Non-Metro Area Agency on Aging may impose to insure the correctness of such reports.

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Signature and Title of Authorized Individual

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Date



**Village of Magdalena**  
**Resolution No. 2023-06**

**A RESOLUTION AUTHORIZING THE VILLAGE OF MAGDALENA TO ENTER INTO A CONTRACT WITH NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOP DISTRICT AND NON-METRO AREA AGENCY ON AGING**

**WHEREAS** the Village of Magdalena Board of Trustees has determined that there is a need to provide essential services for the Village of Magdalena senior citizens; and

**WHEREAS** the Village of Magdalena has submitted an Area Service Plan to the Non-Metro Area Agency on Aging; and

**WHEREAS** the Village of Magdalena is serving as the fiscal agent on behalf of the senior center to provide senior services; and

**WHEREAS** the Village of Magdalena will support the need to provide services for senior citizens which include Congregate Meals, Home Delivered Meals, and Transportation among other activities;

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE VILLAGE OF MAGDALENA, NEW MEXICO**, that the Mayor be and hereby is, authorized and directed to execute the Resolution and any contract to provide a commitment of local funding to the senior citizens program as a result of receiving a grant from the North Central Economic Development District Non-Metro Area Agency on Aging.

**PASSED, APPROVED, SIGNED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
James Nelson, Mayor Pro-Tem

**SEAL**

**ATTEST:**

\_\_\_\_\_  
Carleen Gomez, CMC  
Deputy Clerk



# Magdalena Marshal's Office

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*PO Box 145*

*Magdalena, New México*

*03/22/2023*

[Marshal@villageofmagdalena.com](mailto:Marshal@villageofmagdalena.com)

I, Magdalena Marshal Michael Zamora is requesting an additional disbursement of the Retention and Recruitment funds that were allocated to the Magdalena Marshals by the State of New Mexico. As it states in the resolution passed by the Village Board in respect to the State funding of the Retention and Recruitment funds, I as Magdalena Marshal have the authority on how and when this fund should be used. Therefore, since we have not had any qualified applicants for the position of Magdalena Marshal Deputy and as the time is expiring on the deadline to spend these funds, I am requesting an additional stipend of up to \$20,000.00 for both Sgt. Waterman and myself. In addition, I'm also want an increase on our hourly wage of \$3.00 more. These would help in the expenditure of these funds so not to lose any amount before the deadline allocated for these funds. Thank you in advance for you attention to this matter.

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Marshal Michael Zamora