

**Town of Estancia**  
**Regular Meeting of the Board of Trustees**  
**Monday, April 15, 2019 6:15 pm**  
**Municipal Building, 513 Williams Avenue, Estancia, NM 87016**

**Minutes**

**Invocation and Pledge of Allegiance**

The meeting was called to order at 6:15pm and Roll Call was taken:

**Trustee Lovato- Present**  
**Trustee Sedillo- Present**  
**Trustee Chavez- Present**  
**Trustee Hall- Present**  
**Mayor Dial – Present**

**1.0 Approval/Disapproval of Agenda – Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to approve the agenda as written. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

**2.0 Discussion/Approval of the April 1, 2019 Regular Meeting Minutes – Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to approve the April 1, 2019 Regular Meeting minutes. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

**3.0 Discussion/Approval of the April 15, 2019 Bill List – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the April 15, 2019 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**Public Comment –** A member of the public congratulated the Town on their recent win of best tasting water.

**Old Business**

**4.0 Discussion of the Pool \_ Discussion Only**

Clerk Michelle Jones told the Board that the Town was accepting applications for lifeguards and a Pool Supervisor. She said that she had been in touch with the person who worked on our pool last year to get it ready for certification and that he would be working with us again. She told the Board that applications were being accepted for lifeguards and a Pool Supervisor until April 25<sup>th</sup> at 5:00pm. She said that the next agenda would contain an action item to finalize the days and hours of operation, admission fees, etc. **INFORMATION ONLY**

**5.0 Discussion of YCC Project- Discussion Only**

Clerk Michelle Jones told that Board that the YCC project could not be changed into shade for the bleachers at the Punkin Chunkin field; it had to stay as creating shade areas at the Punkin Chunkin Field. Trustee Chavez gave Ms. Jones a drawing outlining the placement of the shaded areas. Ms. Jones told the Board that applications were being accepted for YCC workers and a YCC Supervisor until April 25<sup>th</sup> at 5:00pm. She requested that interviews be conducted on May 2<sup>nd</sup> at 3<sup>rd</sup> from 4-7pm.

**6.0 Pearson P&Z Appeal- Discussion and Possible Action**

Clerk Michelle Jones requested that this item be tabled. Mr. Pearson needed more time to resolve an issue with the County. **ACTION TAKEN:** Trustee Sedillo made a motion to table this item. Trustee Chavez seconded the motion. All in favor. **ITEM TABLED**

**7.0 Approval of Pond Management Agreement with Steven Ferguson- Action Item**

At the last Board meeting, Mr. Ferguson presented a proposal for pond maintenance for the upcoming fiscal year. Clerk Michelle Jones asked the Board to approve the proposal. **ACTION TAKEN:** Trustee Hall made a motion to approve the proposal for work from Mr. Steven Ferguson from pond maintenance. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**New Business**

**8.0 Approval to house Storage Units and an RV park within the municipality- resident Amy Kemp- Discussion and Possible Action Item**

Resident Amy Kemp presented to Board with a proposal/contract. She clarified for the Board that, at this time, she is only looking to build storage units within the municipality, not an RV Park. She said that she and Mr. Warren May are in the very early planning stages. Trustee Hall said that Ms. Kemp was basically asking for approval of a Special Use permit to house the storage units. He asked if a Public Hearing was necessary to give this approval. The Clerk and Deputy Clerk said that a Public Hearing was not necessary. **ACTION TAKEN:** Trustee Hall made a motion to approve a Special Use for Ms. Kemp to house and operate storage units on her property within the municipality. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**9.0 Presentation of the Budget – 3<sup>rd</sup> Quarter– Information Only**

Clerk Michelle Jones reviewed the 3<sup>rd</sup> quarter financials with the Board of Trustees. She presented the Board with the FY19 P&L ending March 31, 2019. She also gave the Board the following print-out:

Budget Big Bullets

75% through FY19

REVENUE	General Fund – \$732,547.23	93% of GF budgeted Revenue
	Total – \$1,356,802.28	60.4% of Total budgeted Revenue

EXPENDITURES	General Fund- \$629,849.32	78% of GF budgeted Expenditures
	Total - \$1,139,970.26	51.8% of Total budgeted Expenditures

Small Cities assistance was a tremendous help in recouping losses we have incurred by unrealized Municipal and State Shared taxed.

We are  $\frac{3}{4}$  of the way through the Fiscal year and currently have a gross profit of \$ 216,832.02.

We ended FY18 with a gross profit of \$18,000.00.

Ms. Jones reiterated that the Small Cities assistance was a tremendous help and said that, while we still have one more quarter left in the fiscal year, basically we are in good shape.

We will be planning FY20 very soon.

The Board thanked Ms. Jones for the report. **INFORMATION ONLY**

**10.0 Approval of EnAble Enrollment Form – Action Item**

Clerk Michelle Jones explained that we are beginning the process of asking for grant funding to have a new Preliminary Engineering Report, or PER, done. State and Federal funding sources require that a PER be developed before granting funding for capital improvements projects. Our last PER is over 5 years old so a new one needs to be done. In order to begin the grant application process, the Town must submit an EnABLE enrollment form as the grant application is online in the EnABLE system. The Mayor has already signed the Form and his signature now needs to be ratified. **ACTION TAKEN:** Trustee Hall made a motion to approve the EnABLE Enrollment form and ratify Mayor Dial's signature. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**11.0 Approval of Resolution 2019-07 Authorizing and Approving submission of a completed application for Financial Assistance and Project approval to the NMFA- Water PER- Action Item**

Clerk Michelle Jones explained that approval of Resolution 2019-07 is part of the application process to obtain grant funding for a new PER. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2019-07. Trustee Sedillo seconded the motion. Roll Call Vote: Trustee Lovato- for, Trustee Sedillo- for, Trustee Chavez- for, Trustee Hall- for. **MOTION CARRIED**

**12.0 Approval of Resolution 2019-08 Authorizing and Approving submission of a completed application for Financial Assistance and Project approval to the NMFA- Wastewater PER- Action Item**

Clerk Michelle Jones explained that approval of Resolution 2019-08 is part of the application process to obtain grant funding for a new PER. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2019-07. Trustee Sedillo seconded the motion. Roll Call Vote: Trustee Lovato- for, Trustee Sedillo- for, Trustee Chavez- for, Trustee Hall- for. **MOTION CARRIED**

**13.0 Mayor/Council:**

**Trustee Hall** had no update for this meeting.

**Trustee Chavez** asked about progress with Caselle. Clerk Michelle Jones and Deputy Clerk Michelle Dunlap said that they have spoken to a Caselle rep last week and were scheduled to have a conference call with a Caselle rep this coming week to begin the pre-work to move to Caselle. They informed the Board that Michelle Jones, Michelle Dunlap, and Administrative Assistant Laura Acosta would need to go to the week-long training in Utah when the time came as Utility Billing was a big component of Caselle and they felt that Ms. Acosta needed get the training first hand.

Trustee Chavez also asked about the progress of the Road Coop. Deputy Clerk Michelle Dunlap responded that Mr. Richard Runyon from Dennis Engineering was finalizing the paperwork. Trustee Chavez asked about the outside lights at the PD and about mowing at the Veteran Park.

**Trustee Sedillo** said he would help with the work needed at the pond.

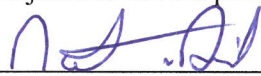
**Trustee Lovato** also offered to help with the pond.

**Mayor Dial** talked about winning the water tasting contest. He said that the prison was very close to having a signed contract, but it was not a done deal yet. He said that he was looking for the Town's title to the Fairgrounds and that he was working on a grant to clean up the old Estancia Dump.

**Adjournment**

Trustee Hall made a motion to adjourn the meeting. Trustee Sedillo seconded the motion. All in favor.  
**MOTION CARRIED.**

The meeting adjourned at 7:23 pm.

Approved: 

Date: 5/6/19

Attest: 

Date: 5/6/19