

Town of Estancia
Regular Meeting of the Board of Trustees
Tuesday, February 20, 2018 6:15 pm
Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Invocation and Pledge of Allegiance

The meeting was called to order at 6:17pm and Roll Call was taken:

Trustee Romero-Present
Trustee Dryden- Present
Trustee Chavez-Present
Trustee Hall-Absent
Mayor Chavez-Present

- 1.0 Approval/Disapproval of Agenda – Action Item**
ACTION TAKEN: Trustee Chavez made a motion to approve the agenda as written. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**
- 2.0 Discussion/Approval of the February 5, 2018 Regular Meeting Minutes – Action Item**
ACTION TAKEN: Trustee Chavez made a motion to approve the February 5, 2018 meeting minutes. Trustee Dryden seconded the motion. All in favor. **MOTION CARRIED**
- 3.0 Discussion/Approval of February 20, 2018 Bill List – Action Item**
ACTION TAKEN: Trustee Romero made a motion to approve the February 20, 2018 bill list. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

Public Comment – At the discretion of the Mayor. For information only (No Action can be taken). Comments may be limited to (5) minutes per person on any subject.

Old Business

New Business

- 4.0 Discussion about amending the following ordinances to reflect the following changes:**
Discussion only
- **5-2-1 Pro-rated Business Registrations**
 - **2017-02 Fee for tampering with a water meter**
 - **9-6-9 Rent of Community Building- Clarification that only one security officer is required.**

Clerk Michelle Jones explained that her office wanted to know if the Board would be open to having a Public Hearing to discuss updating the ordinances listed above to reflect the suggested changes. The Board is in favor of a Public Hearing. As this is a discussion item, it will be on the next agenda for approval of a Public Hearing. **INFORMATION ONLY**

- 5.0 **P&Z question about leaving a trailer behind the Fruit Stand on hwy41-Discussion and Possible Action** Clerk Michelle Jones told the Board that Mr. Jim Minns, who runs a fruit stand on Main Street, asked if he could leave his trailer there behind his stand during the months when he is open. **ACTION TAKEN:** Trustee Dryden made the motion to approve the request from Mr. Minns to allow him to leave his trailer parked behind his stand during the months that he is operating his fruit stand with the understanding that the Town is not responsible for the security of the trailer and is not liable if the trailer is damaged, etc. while it is at that location. Trustee Romero seconded the motion. All in favor **MOTION CARRIED**
Mr. Minns will be required to sign a letter releasing the Town from any liability before he can leave his trailer.
- 6.0 **P&Z question about sending out letters to trailer park and/or rental unit owners concerning the need to obtain a Business Registration –Discussion and Possible Action**
Clerk Michelle Jones told the Board that we are in the process of renewing business registrations and she had been asked if residents who ran trailer parks or managed apartment units within the municipality were required to get a business registration. She was told by the Board that they are not. **NO ACTION TAKEN**
- 7.0 **Amendment to MOU with Estancia School District to increase amount of payment for SRO-Action Item**
Clerk Michelle Jones presented the Addendum to the MOU for the Town of Estancia and Estancia Municipal School District which states, in summary, that the School District has approved paying the Town an additional \$17,000.00 for the School Resource Officer. The Town is very grateful for this financial assistance and is very happy to partner with the School District to continue to provide this very important essential service. **ACTION TAKEN:** Trustee Romero made a motion to accept the amendment/addendum to the MOU with the Estancia School District. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**
- 8.0 **Request for approval of Resolution 2018-06- Budget Revenue Increase-Action Item**
Clerk Michelle Jones told the Board that she was requesting approval of Resolution 2018-08 Budget Revenue Increase in order to increase the budgeted revenue amount for the SRO to add the additional \$17,000.00 that the School District was paying and also to increase the revenue budget for YCC to cover the actual reimbursement amount that was received. **ACTION TAKEN:** Trustee Dryden made the motion to approve Resolution 2018-06. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**
- 9.0 **Approval of grade level and salary increase for officers ending probationary periods-Action Item**
Clerk Michelle Jones told the Board that two of our police officers were going to be reaching the end of their one-year probationary period. She told the Board that these officers were told that once the probationary period ended, that would be moved up a grade level and receive a salary increase. She told the Board that this is not written in our Personnel Ordinance, but we have set the precedent of doing it in the past with our Finance Administrative Assistant and our Police Department Administrative Assistant. However, with the closure of the prison, our financial situation is very different and this would require consideration and approval from the Board. The Board asked Ms. Jones to provide hard numbers about how much the raises would cost the Town. They also suggested waiting until budget time in June to consider this. Ms. Jones said she would provide the Board with hard numbers at the next Board meeting. **ACTION TAKEN:** Trustee Romero made the motion to table this item. Trustee Chavez seconded the motion. All in favor. **ITEM TABLED**

10.0 Request for approval to amend contract with Sonny and Elizabeth Garcia and Momma Bears to add a 3-day grace period and a \$50.00 late fee-Discussion and Possible Action Item
Clerk Michelle Jones told the Board that the current leases that the Town has in place with both Garcia Jiu-jitsu and Momma Bears do not have any allowance for a late payment. She presented the Board with two revised leases which allow for a 3 day grace period, followed by a \$50.00 late fee if payment is not made within the grace period. If the Board approves these amended leases, the Mayor will sign them and they will supersede the current leases once the other parties sign. **ACTION TAKEN:** Trustee Dryden made a motion to approve the amended leases. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

11.0 Discussion of funding the pool for the summer of 2018-Discussion Only
Clerk Michelle Jones told the Board that we are still getting quotes on the cost of getting the pool ready for inspection. Once we know that cost, we can go forward with discussing if the Board feels that we can raise enough funds to open the pool this summer. Ms. Jones told the Board that she will have more information at the next Board meeting and will have this item on the agenda again. **NO ACTION, INFORMATION ONLY**

12.0 Project ideas for 2019 YCC – Discussion and Possible Action Item
Clerk Michelle Jones and Deputy Clerk Michelle Dunlap had informed the Board that the deadline to begin the YCC 2019 process was coming up and we needed to decide on a project. The Board decided to do something at the Punkin Chunkin field and possibly at the New Estancia Veterans Park. The project will be to create shaded areas at one or both locations. The Clerk and Deputy Clerk will start the paperwork process. **ACTION TAKEN:** Trustee Romero made the motion that the 2019 YCC project be creating shade areas at the Punkin Chunkin field and, if possible, at the New Estancia Veteran Park. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

13.0 Mayor/Council:

Trustee Hall- absent

Trustee Chavez had no update.

Trustee Dryden-asked about getting more lights at the airport and asked if the Town would be held liable if an accident of any kind occurred at the airport. The Clerk's office will look into this.

Trustee Romero presented the Clerk's office with a letter that he drafted concerning FEMAs designation of Estancia as a flood zone. He asked the Clerk to distribute the letter to the Board for their review and comment. Trustee Romero would like to send the letter to Senator Udall once the Board has reviewed and approved it.

Mayor Chavez reminded the Board that she only has a short time left as the Mayor and, in her capacity as, such she represented the Town on the EVSWA and EBRA boards and will now need to be replaced on those boards. Mayor Chavez is sincerely thanked for her years of service to the Town.

Adjournment- ACTION TAKEN: Trustee Dryden made a motion to adjourn the February 20, 2018 meeting. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

Meeting adjourned at 7:55 pm.

Approved: 

Date: 3/5/18