

**Town of Estancia**  
**Regular Meeting of the Board of Trustees**  
**Monday, May 21, 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 6:15pm and Roll Call was taken:

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

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

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

**2.0 Discussion/Approval of the May 7, 2018 Regular Meeting Minutes – Action Item**

Trustee Hall commented on the minutes written for agenda item 9. **P&Z Item – Approval of Application for Non-Compliance of Code- Jeff Brock- Discussion and Possible Action.** He presented his own submission for the minutes for that item. He questioned the information in the minutes. Clerk Michelle Jones explained that the minutes referenced items that were presented to the Trustees in their packets from P&Z Officer, Ms. Rose Romo. Ms. Jones agreed to add Trustee Hall's submission to the minutes for item #9. **ACTION TAKEN:** Trustee Hall made a motion to approve the minutes with the correction as listed above. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

**3.0 Discussion/Approval of May 21, 2018 Bill List – Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to approve the May 21, 2018 Bill List. Trustee Sedillo 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**

**4.0 Discussion of Pool- Discussion and Possible Action**

Clerk Michelle Jones updated the Board about the progress of the pool. The town received 48 applications for Lifeguards and 9 applications for Pool Supervisor. 24 applicants were interviewed for 11 Lifeguard positions and 4 applicants were interviewed for Pool Supervisor. 11 applicants were selected for the Lifeguard positions and a Pool Supervisor was selected. One Lifeguard applicant who was selected withdrew after testing had begun and the Pool Supervisor

selected became ill. The Pool Supervisor position was offered to the second highest scoring applicant and he accepted the position; the Lifeguard applicant was not replaced.

Ms. Jones reminded all that the tentative opening date for the pool is Tuesday, June 5. There was discussion about placing an ad of thanks to all who helped make the pool opening possible and having a party to thank the specific entities who contributed funds. The party would be scheduled for June 17<sup>th</sup>. Individuals will donate funds/etc. to the party to avoid anti-donation issues. The pool is readied for inspection.

Ms. Jones listed the names of the selected Pool employees: Supervisor Adrian Ortiz, Assistant Supervisors/Lifeguards Marisa Luna and Callie Larson, Sr. Lifeguard Kaitlyn Calhoun, and Jr. Lifeguards Esperanza Sanchez-Apodaca, William Henry, Jonathan Lisk, Aidan Ortiz, and Aliyah Padilla. **ACTION TAKEN:** Trustee Hall made a motion to approve the hiring of the selected applicants as listed above. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

**5.0 Discussion of possible dedication of land in front of Old Sturgess Market- Discussion and possible action**

Trustee Hall told his fellow Trustees that he had met with Steve Williams and Mr. Richard Runyon from Dennis Engineering at the location being discussed. Mr. Runyon told him that they need, among other things, to survey the property in 3D to get a better idea of their options. Mr. Runyon will come back to the Board with a scope of work for the project and inform them if an additional easement is needed. Mr. Runyon also said that this project could be a part of our Road Coop for next year. **NO ACTION, DISCUSSION ONLY**

**6.0 MOU with the City of Moriarty for their summer rec program- Action Item**

Clerk Michelle Jones told the Board that Moriarty was agreeable to one day a week during the summer for free admission to the pool for their summer rec participants. Trustee Hall asked that the MOU be amended to clarify that the maximum amount of daily participants allowed into the pool for free be 72. Ms. Jones will reply to Moriarty with this one amendment request. **ACTION TAKEN:** Trustee Hall made the motion to approve the MOU contingent upon the approval of amendment to the MOU as listed above. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

**New Business**

**7.0 Request to use park area for a community garden- Julia Holmes- Discussion and Possible Action**

Resident Julia Holmes presented her idea to use a gated area of the park for a community garden. She said that the garden would be available to anyone who wanted to use it. Anyone could plant flowers or vegetables there and could also pick from there. Ms. Jones and Deputy Clerk Michelle Dunlap expressed concerns about a possible anti-donation issue as the park is town property. However, it would not be an issue if it was, as Ms. Holmes stated, open to everyone. Ms. Holmes said she would need water from the Town for the garden. Ms. Jones, Ms. Dunlap, and Trustee Sedillo expressed anti-donation concerns as water being given for free, or donated, from the town could be an anti-donation issue. Trustee Chavez said that the park was being watered anyway. Trustee Hall said that he did not think this would be an anti-donation issue. Trustee Sedillo asked that our attorney be consulted before the Town moved forward on this just to make sure that we were not out of compliance. **ACTION TAKEN:** Trustee Sedillo made a motion to approve the request to use an area of the park for a community garden contingent upon approval from our Town Attorney. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

Ms. Jones said she would contact the Town Attorney for approval.

**8.0 Resolution 2018-08 Property Tax Mill Levy increase- Action Item**

The Board had been considering raising the Towns property tax rate since we received word that our local prison was closing. Clerk Michelle Jones reached out to NM DFA for guidance on how to do this. She received information about Estancia’s current property tax rates, as well as those of the other municipalities in Torrance County. She was informed that the rate could be increased by resolution, which had to be approved in an open meeting. She presented the Board with the following worksheet:

PROPERTY TAX REVENUE ESTIMATE FORM							
ESTANCIA				OTHER MUNICIPALITIES			
2016	MILL RATE	OPERATIONAL RATE	ANNUAL REVENUE	WILLARD	MORIARTY	MOUNTAINAIR	ENCINO
RESIDENTIAL		1.499	\$ 17,863.52	4.670	2.188	5.319	1.540
NON-RESIDENTIAL		0.426		4.492	1.357	6.303	1.893
<b>2017</b>				<b>WILLARD</b>	<b>MORIARTY</b>	<b>MOUNTAINAIR</b>	<b>ENCINO</b>
RESIDENTIAL	2.225	1.554	\$ 17,598.00	4.987	2.225	5.638	1.689
NON-RESIDENTIAL		0.432		4.596	1.398	6.358	1.923
<b>2019 OPTIONS</b>							
RESIDENTIAL	2.500	1.886	\$ 23,939.00				
NON-RESIDENTIAL		0.713					
RESIDENTIAL	2.750	2.136	\$ 29,703.00				
NON-RESIDENTIAL		0.963					
RESIDENTIAL	2.850	2.236	\$ 32,008.00				
NON-RESIDENTIAL		1.063					
RESIDENTIAL	3.000	2.386	\$ 35,467.00				
NON-RESIDENTIAL		1.213					
RESIDENTIAL	4.000	3.386	\$ 58,523.00				
NON-RESIDENTIAL		2.213					
RESIDENTIAL	5.000	4.386	\$ 81,579.00				
NON-RESIDENTIAL		3.213					

The worksheet outlined Estancia’s recent and current mill rates, as well as the recent and current mill rates of our neighboring municipalities. The worksheet also lists possible mill rate increase options and corresponding revenues. The Board carefully and thoroughly discussed the options and their possible impacts to our citizens. After careful review, the Board decided to increase the

Estancia mill levy from 2.225 to 2.750. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2018-08 with an increase in the mill rate of 0.525 mills to a rate of 2.750. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

Ms. Jones will present the signed resolution to NM DFA for final approval.

- 9.0 Amendment #2 to Estancia New Well project to increase the time for completion and to revise the cost to accommodate design modifications and rebidding of the project-**  
Mr. Donzil Worthington from Bohannon Huston spoke to the Board about the Estancia New Well project. He gave a brief history of the project and explained that he was addressing the Board today to ask for approval of an amendment to the current project contract. In summary, the project was designed and put out for bid. All the bids came back well in excess of the project budget. The project design had to be modified to be more in line with the budget. Mr. Worthington asked the Board to approve amendment #2 to the Estancia New Well project; the amendment increases the time for completion of the project which will allow for rebidding. It also increases the cost of the project to cover the costs of design modification and the cost of rebidding. The Town received additional capital outlay dollars so there will be no additional out of pocket costs to the Town if this amendment is approved. Mr. Worthington complimented the staff at Estancia for their efforts. He also mentioned to the Board that Estancia was the only municipality to close out their CDBG project on time. **ACTION TAKEN:** Trustee Hall made a motion to approve Amendment #2 as listed above. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**
- 10.0 P&Z Item- Condemning of property described as Estancia Org. Blk 55, lot 3 and w2 of lot 2- Discussion only**  
Mayor Nathan Dial told the Board that the property listed above had been identified by a State inspector as a property that may potentially have to be condemned by the Town. At this time, this item is for information only. Mayor Dial said that he saw people working on the property so hopefully repairs are being made so no further action will need to be taken. Ms. Romo, P&Z Officer has emailed the State inspector to see what steps the Town should take next. When more information is available that indicates that action on the part of the Town is necessary, this item will be placed on the agenda again. **NO ACTION, INFORMATION ONLY**
- 11.0 Temporary Business Registration (Event Permit)- Discussion and Possible Action**  
At the last Board meeting, there was discussion about the need for a temporary business registration for people selling products for a limited amount of time at our park, for example, using our electricity. This would be a good option for people who don't have an established business, but want to sell products on Town property for a limited amount of time. With a temporary registration, the use of town electricity at our park would not be anti-donation. Ms. Jones got a copy of the event permit that the County uses and modified it for the Town. The Board made more changes and agreed on a Temporary Business Registration that will cost \$10.00 and be good for one month from the date of issue. The registration would be processed and date stamped at Town Hall and would state, among other things, that \*\* All utilities and spaces are on a first come, first served basis with a valid Temporary Business registration. **ACTION TAKEN:** Trustee Hall made a motion to approve the Temporary Business Registration as outlined above. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

**12.0 FY2019 Interim Budget- Discussion and Possible Action**

Clerk Michelle Jones informed the Board that she was working on the Interim Budget and was trying to incorporate the suggestions and feedback from the recent Budget Workshop. She told the Board that she believed that she could incorporate the raises for the Police Officers that had been postponed, but that she did not believe that more staff could be hired at this time for either the Police Department or Public Works, as had been requested. Officers Fernandez and Milbourne had both been told that once their first year probation period was over, they would move to the next grade level and receive that level's rate of pay. Ms. Jones was also told this. As a result of the prison closure, these increases have been postponed. All agreed that the police officers should and will receive their increases in the new fiscal year. The rate increase for Ms. Jones will possibly occur as well. The interim budget is due to NM DFA by June 1<sup>st</sup>. The final budget is due to NM DFA by July 31<sup>st</sup>. **NO ACTION, INFORMATION ONLY**

**13.0 Mayor/Council:**

**Trustee Hall** complimented the Estancia staff for their successful completion of the CDBG project and for their efforts to help open the pool. He said that the Town had good energy going on right now as a result of the pool and he wants it to continue. He also said that the Town really needs to make an effort to establish a Planning and Zoning Commission again, as it is sorely needed.

**Trustee Chavez** also thanked the staff for their efforts with the pool. She said she is very excited about the pool opening.

**Trustee Sedillo** also expressed thanks about the pool.

**Trustee Romero** also thanked the staff for their efforts with the pool. He talked about the interview process and how please he was to participate. He also thanked Mayor Dial for the outstanding job he is doing.

He said that he had recently attended the EVEDA annual meeting and it was very positive. There was discussion about a possible grocery store for the town and about a 3000 megawatt wind energy project that will need workers.

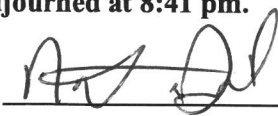
**Mayor Dial** gave an update about the recent EVSWA Board meeting. He said that the Board voted to allow Torrance County to take of the EVSWA billing. He said that it is now at the lawyer level for review and once he gets more information, he will update the Trustees again.

Mayor Dial also told the Trustees that he is working with the Chief of Police and the Public Works Supervisor to clarify some animal control issues.

**Adjournment**

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

**Meeting adjourned at 8:41 pm.**

Approved: 

Date: 6/4/18

Attest: 

Date: 6/4/18