

Town of Estancia
Regular Meeting of the Board of Trustees
Tuesday, January 18, 2022 6:15pm
Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Invocation and Pledge of Allegiance

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

Trustee Lovato – Present
Trustee Sedillo – Present
Trustee Chavez – Present
Trustee Hall – Absent
Mayor Dial – Present

- 1.0 Approval/Disapproval of Agenda – Action Item** Trustee Sedillo requested that item #15. Executive Session be moved to item 5.5. **ACTION TAKEN:** Trustee Chavez made a motion to approve the agenda with the amendment as listed above. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**
- 2.0 Discussion/Approval of the January 4, 2022 Regular Meeting Minutes – Action Item**
ACTION TAKEN: Trustee Sedillo made a motion to approve the January 4, 2022 Regular Meeting minutes as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**
- 3.0 Discussion/Approval of the January 18, 2022 Bill List – Action Item**
ACTION TAKEN: Trustee Sedillo made a motion to approve the January 18, 2022 Bill List. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

Public Comment – Resident Amy May said that she thinks that we are all doing great!

Old Business

- 4.0 Schedule Ordinance Workshop(s) to review and discuss potential changes to some Town Ordinances- Action Item**
ACTION TAKEN: Trustee Sedillo made a motion to schedule an Ordinance Review Workshop for Wednesday, February 16, 2022 at 6:15pm here at Town Hall. The Personnel and Planning & Zoning Ordinances will be reviewed. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

New Business

- 5.0 Acceptance of an Application for a Conditional Use Permit to approve a Cannabis Dispensary in the Historic Preservation District Zone- Amy May- Action Item** Ms. May presented her application for a Conditional Use Permit to the Board for review. She also presented the Board with a packet containing her business' Executive Summary, Company Overview, Business Summary, Market Analysis, Operating Plan, Marketing and Sales Plan, and Financial Plan. Her business is called May Flower. The Board reviewed her information. There is a concern about the proposed location for her business. The location, from property line to property line, is less than 300 feet from a church that holds vacation bible study, etc. There is no distance requirement in the ordinance for a church, but there is a 300 feet requirement for a day care. The Board asked Ms. Jones, Town Clerk, to get clarification for our lawyer about whether this church could be considered a day care. Ms. Jones will get clarification. In the interim, the Board agreed to approve the application. **ACTION TAKEN:** Trustee Sedillo made a motion to accept the application for a Conditional Use Permit for a Cannabis Dispensary from Ms. Amy May. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED** Approval of the permit will be discussed at the next meeting.

- 5.5 Executive Session- As per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4 Section (H) (2)(7)(8) Personnel Matters, Sale of Real Property, Pending or Threatened Litigation- Action Item ACTION TAKEN:** Trustee Sedillo made a motion to go into Executive Session, as per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4 Section (H) (2)(7)(8) Personnel Matters, Sale of Real Property, Pending or Threatened Litigation. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes. **MOTION CARRIED**

Executive Session began at 6:47pm.

Return to Regular Session. ACTION TAKEN: Trustee Sedillo made a motion to return to Regular Session, stating that the only items discussed were those that were on the agenda and no action was taken. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

Regular Session resumed at 7:11pm.

- 6.0 Discussion of current CDL requirements in the Town of Estancia Ordinance- Discussion Only**
Mayor Dial informed the Board about increasing CDL requirements for the State/Feds that will be coming beginning February 7. The Mayor suggested the option of eliminating the CDL requirement from the Town ordinance. Eliminating this requirement will be an action item on the next agenda. **NO ACTION, DISCUSSION ONLY**
- 7.0 Discussion of the current PD requirements in the Town of Estancia Ordinance- Discussion Only**
Trustee Sedillo said that we are in a police crisis. We are having great difficulty hiring for this department. He suggested amending the ordinance to give the Mayor more latitude when considering applicants. He suggested amending the ordinance to state that the Mayor can consider applicants who live outside the current 60 mile requirement and could proceed with such a candidate with the Board's approval. Amending the ordinance with respect to the PD applicant requirements will be an action item on the next agenda. **NO ACTION DISCUSSION ONLY**
- 8.0 Discussion/Approval of a proposed contract for consulting services for the PD- Action Item**
ACTION TAKEN: Trustee Sedillo made a motion to TABLE this item. **ACTION TAKEN:** Trustee Sedillo made a motion to TABLE this item. Trustee Lovato seconded the motion. All in favor. **ITEM TABLED**
- 9.0 Approval of a Professional Services Agreement with Duprees Trees for Tree maintenance within the municipality- Action Item**
Trustee Sedillo questioned whether the services that Duprees Trees can be considered Professional Services. This is a very valid question. Clerk Michelle Jones will get clarification. **ACTION TAKEN:** Trustee Sedillo made a motion to TABLE this item. Trustee Chavez seconded the motion. All in favor. **ITEM TABLED**
- 10.0 Approval of 2nd Qtr Qtrly Report- Action Item**
Clerk/Treasurer Michelle Jones presented the 2nd qtr report to the Board. She said that the Town is in good shape. We are 50% through the fiscal year. Currently the Town's revenues are \$2,482,342.19- 53% of the years budgeted revenues. Expenditures are \$1,082,197.45- 24% of the Town's budgeted expenditures. She presented the Board with the Town's LGBMS recap:

FUND	CASH	INVESTMENTS	REVENUES	TRANSFERS	EXPENDITURES	ADJUSTMENTS	BALANCE	RESERVES	ADJUSTED BALANCE
GEN FUND	\$ 1,679,880.00		\$ 1,401,067.53	\$ 31,000.00	\$ 540,962.53	\$ -	\$ 2,570,985.00	\$ 45,080.21	\$ 2,525,904.79
CORRECTIONS	\$ 15,010.00		\$ 87.00		\$ 36.00		\$ 15,061.00		\$ 15,061.00
EMS	\$ 7,991.00		\$ -		\$ -		\$ 7,991.00		\$ 7,991.00
FIRE PROTECTION	\$ 63,051.00		\$ 278,459.00		\$ 12,953.42		\$ 328,556.58		\$ 328,556.58
LEPF	\$ 65.00		\$ 17,074.00		\$ -		\$ 17,139.00		\$ 17,139.00
STREETS COOP	\$ 163,381.00		\$ 11,122.83		\$ 5,660.15		\$ 168,843.68		\$ 168,843.68
GRANTS	\$ 51,874.00		\$ -				\$ 51,874.00		\$ 51,874.00
DWI	\$ 298.00		\$ -				\$ 298.00		\$ 298.00
America Rescue Fund	\$ -		\$ 195,438.00	\$ -	\$ 12,082.69		\$ 183,355.31		\$ 183,355.31
CAPITAL OUTLAY	\$ 17,810.00		\$ 115,970.59		\$ 114,752.95		\$ 19,027.64		\$ 19,027.64
DEBT SERVICE	\$ 321.00		\$ -	\$ 19,196.00	\$ 4,039.68		\$ 15,477.32		\$ 15,477.32
WATER	\$ 247,959.00		\$ 205,868.45	\$ (50,196.00)	\$ 150,894.58		\$ 252,736.87		\$ 252,736.87
SOLID WASTE	\$ 150,680.00		\$ 92,209.01		\$ 109,025.58		\$ 133,863.43		\$ 133,863.43
WASTEWATER	\$ 294,384.00		\$ 87,913.55		\$ 54,313.82		\$ 327,983.73		\$ 327,983.73
METER DEPOSITS	\$ 45,456.00		\$ 1,950.00		\$ 2,135.00	\$ -	\$ 45,271.00		\$ 45,271.00
TRUST & AGENCY	\$ 189,919.00	\$ 1,067,091.00	\$ 75,182.23		\$ 76,120.05		\$ 1,256,072.18		\$ 1,256,072.18
TOTALS	\$ 2,928,079.00	\$ 1,067,091.00	\$ 2,482,342.19	0.00	\$ 1,082,976.45	\$ -	\$ 5,394,535.74		\$ 5,349,455.53

ACTION TAKEN: Trustee Sedillo made a motion to approve the 2nd Qtr Qtrly report. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

11.0 Approval of Resolution 2022-02 for DOT COOP Change of Route and Termini for L500358- Action Item Roll Call Vote These resolutions are necessary to combine COOP funding to do the post office project. **ACTION TAKEN:** Trustee Chavez made a motion to approve **Resolution 2022-02 for DOT COOP Change of Route and Termini for L500358**. Trustee Sedillo seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes. **MOTION CARRIED**

12.0 Approval of Resolution 2022-03 for DOT COOP Change of Route and Termini for L500448- Action Item Roll Call Vote These resolutions are necessary to combine COOP funding to do the post office project. **ACTION TAKEN:** Trustee Sedillo made a motion to approve **Resolution 2022-02 for DOT COOP Change of Route and Termini for L500448**. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes. **MOTION CARRIED**

13.0 Approval of Resolution 2022-04 Authorizing the Sale of Real Property to Torrance County – Acton Item Roll Call Vote This resolution is required by DFA to move forward with the sale of the Fairgrounds to Torrance County. **ACTION TAKEN:** Trustee Chavez made a motion to approve **Resolution 2022-04 Authorizing the Sale of Real Property to Torrance County**. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes. **MOTION CARRIED**

14.0 Resolution Requesting the Combining of Planning & Zoning and Animal Control to a full-time position- Action Item Roll Call Vote Clerk/Treasurer Jones requested that the Board TABLE this item. **ACTION TAKEN:** Trustee Sedillo made a motion to TABLE this item. Trustee Chavez seconded the motion. All in favor. **ITEM TABLED**

16.0 Mayor/Council:
Trustee Hall- absent

Trustee Chavez asked about the new Bear carving; when and where will it be placed. It will most likely be placed at the Veterans Plaza. She said that the Governor’s summit was very informative, and she was looking forward to Municipal Day. She said that maybe the Town could look into getting grant funding for flood mitigation.

Trustee Sedillo inquired about when we might have our Audit report. Clerk Jones said most likely next month. Trustee Sedillo also asked about Well 4. There is no good news there. Mayor Dial and Trustee Sedillo will continue to try to get someone out to look at it.

Trustee Lovato said that the Events Committee has several ideas coming. Right now, they are thinking about hosting an Easter egg hunt. There is a question about how they can use donated funding without violating anti-donation. Clerk Jones will ask about this. Trustee Lovato also suggested having a day when people could come and meet their elected officials. He is also anxious to start working on the Baseball field and asked when the funds from the Fairgrounds sale might be available.

Mayor Dial said there is a lot of money out there for airports. He has a contact that he will reach out to for this; he will also talk with the new airport managers. He is talking with a company that can do safety plans for the Town. In this way, when we have a leak on a state hwy, we will already have a safety plan in place that we can present to the DOT. Mayor Dial said he will be out of pocket Feb 22-25. Trustee Lovato will take over Mayoral duties in his absence.

Adjournment

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

The meeting adjourned at 8:37 pm.

Approved: 

Date: 2/7/2022

Attest: 

Date: 2/7/2022