

Regular Meeting of the Board of Trustees
Monday, February 5, 2024, 6:15pm
Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Topic: Town of Estancia Board of Trustees Regular Mtg
Time: Feb 5, 2024 06:15 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87848418108?pwd=CzAgPnYzZlEcZmCDtgBFQa6Foqht95.1>

Meeting ID: 878 4841 8108
Passcode: 351718

Find your local number: <https://us06web.zoom.us/u/kfedKxsgb>

Trustee Lovato was sworn in and Mr. Noah Sedillo was thank for his service as Trustee.

Invocation and Pledge of Allegiance

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

Trustee May – Present
Trustee Lovato – Present
Trustee Sanchez – 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 February 5, 2024 Agenda as written. Trustee May seconded the motion. All in favor. **MOTION CARRIED**

2.0 Approval of the January 16, 2024 Regular Meeting minutes – Action Item

ACTION TAKEN: Trustee May made a motion to approve the January 16, 2024 Regular Meeting minutes as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of the February 5, 2024 Bill List – Action Item

ACTION TAKEN: Trustee Sanchez made a motion to approve the February 5, 2024 Bill List. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

No Public Comment

4.0 Department Updates:

Police- Chief Downing presented the following written update:

ESTANCIA POLICE DEPARTMENT JANUARY, 2024 REPORT



Prepared by Chief Jason Downing, PhD
ESTANCIA POLICE DEPARTMENT

General Updates

EPD GENERAL UPDATE

- Radio Tower Repair/ Repeater Project
- SRO (MOU Update)
- PD Exercise Project
- Policy Update
- USDA Grant Update

EPD TRAINING

- **Completed** - Sgt. Carter - Pistol/Shotgun/Rifle Instructor Courses
- **February**- Chief Downing - Bola Wrap Instructor Recertification/Master Instructor

CORE CIVIC

- Discussions/Seeking Options

RECRUITING

- PD Website - Updates/Edits
- Recruiting Videos (3 min & 60 sec)
 - First Discovery TV episode is available

Dispatch Activities	DEC 2023	JAN 2024	Month to Month Trend (DEC-JAN)
EPD Response	166	163	
TCSO Response	33	52	
Combined	199	215	+8.04%
2022 to 2023 Year Calls	2022	2023	
EPD-only Call Volumes	583	1,177	+101.89%

Call Type-*EPD Only			
Public Service			6
911 Open/Hang Up			
Livestock			
Abandoned Vehicle			
Accident w/o Injury			
Abdominal Pain			
Accident w/Injury			
Alarm			2
Animal			2
Arrest			
Assault			1
Assistance			
Wanted Person			
Welfare Check			4
Abandoned Vehicle			
Altercation			
Abduction			
Back-Up			1
Bleeding/Cuts			
Bite			
Blood Pressure			1
B&E (Burglary)			
Battery			
Bomb Threat			1
Break/Fracture			
Breathing Problems			1
Breathalyzer			
Burglary			
Cardiac			1

Careless Driver			1
Chest Pain			1
Child (Welfare)			
Civil Matter			1
Close Patrol			88
Contraband			
Complaint			
Custody Dispute			
Cuts/Lacerations			
CYFD Referral			

Damage to Property			
Domestic Violence			
Diabetic Problem			
Dog (Bite)			
Down Powerline			
Disturbance		1	
DWI			
Drill			
EMS Evaluation		1	
ETOH (Alcohol)			
Escort			
Fainting			
Falls		1	
Fingerprinting			
Follow Up		2	
Fight		1	
Fireworks			
Fire Structure			
Fire Alarm		1	
Fraud			
Found Property			
Fuel Spill			
General Sickness		3	
Harassment			
Hit & Run			
Head/ Face Trauma			
Headache			
Illegal Control Burn			
Illegal Dumping		1	
Identity Theft			

Information		2	
Irate Customer		1	
Illegal Dumping			
Juvenile			
Landlord Tennant			
Lift Assist			
Locked Out			
Lost & Found		1	
Lost Animal			
Neighbor Dispute			

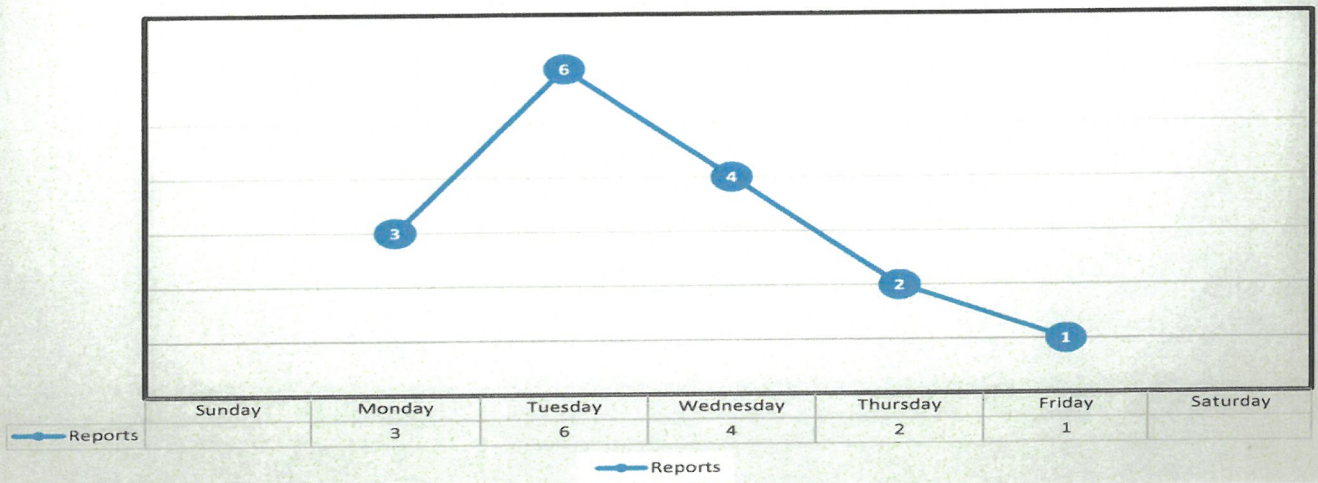
Noise Complaint			
Missing Person			
Motorist Assist		1	
Narcotics			
Open Door			
Out of Control (JUV)			
Overdose			
Panic Attack			
Paper Service			
Protection Order			
Prowler			
Reckless Driver			
Runaway			
Recovered Property			
Security Check		12	
Seizure		2	
Sexual Assault/Rape			
Shoplifting			
Shots Fired			
Narcotics			
Smoke Check			
Domestic Violence			
Stolen Items			
Stolen LP			
Stolen Vehicle		1	
Street Racing			
Stroke			
Suicidal Person			
Unk Susp Person			
Suspicious Activity		3	

Suspicious Package			
Suspicious Person			
Suspicious Vehicle		1	
Swelling			
Theft		1	
Threat			
Traffic Control			
Traffic Stop		13	
Transport			
Trespass			

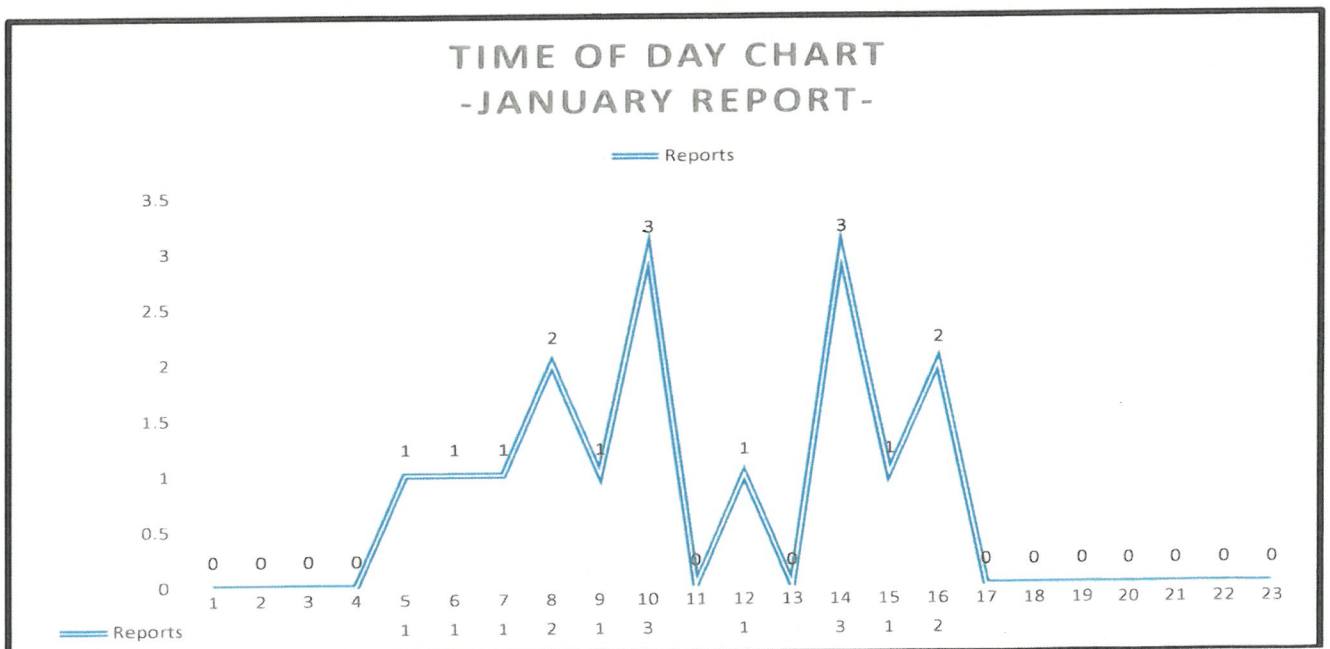
Warrant Service				
Linc Breathing			1	
Linc Not Breathing				
Wanted Person				
Unknown/ Man Down				
Unwanted Person				
Warrant Service			5	
Welfare Check				
Wrecker				
Vandalism				

EPD Data Charts

**Day of Week Chart
-JANUARY REPORT-**



**TIME OF DAY CHART
-JANUARY REPORT-**



Trustee Lovato thanked Chief Downing for being at the school last Friday when an incident occurred. Trustee Lovato also said that he like the idea of having gym equipment in town for the employees to use.

Code Enforcement- Code Enforcement Officer William Teaney said that the County Animal Shelter is overloaded again so he will keep the animals he has for another week. He is trying to get them adopted out so we don't have to send them to the county for euthanasia. He has not had any calls for cats recently. He will be holding a shot clinic for animal immunizations on Friday, February 16th from 4-6pm. He has signed up for Animal Control 1 and 2 training.

Trustee Sanchez thanked Mr. Teaney for talking to the residents at 7th and Loring about their cars creating an obstructed view of the road. Trustee Sanchez said it worked for a while, but they need to be talked to again.

Mr. Teaney said that he will be doing a spot inspection of the trailer at 1007 Loring. It is inhabitable, but someone may be trying to live there. Lastly, Mr. Teaney said that the residents at the property on Iverness are still out of compliance with the zoning code. He will be in court again to update the Judge.

Fire- Volunteer Fire Chief Chris Wolonsky said that they have only had a couple of fire calls recently. He said that he would like to put up a privacy fence around the back of his building. They have emergency vehicles parked there and he wants to deter break-ins.

Chief Wolonsky identified a used ambulance that he would like to purchase. It is in very good condition and is a very good price. Clerk/Treasure Jones will work with him to make sure the purchase is done in compliance with the procurement statutes. Mayor Dial will sign the Bill of Sale and we will ask the Board ratify his signature at the next meeting.

EMS- EMS Chief Jonathan Barela said that they have been busy and have had several calls lately of a somewhat serious nature. He said that the new County Fire Chief is very open to expanding our EMS teams response area. Mayor Dial said that he understands that EMS presence at football games is required, but he questions their presence at basketball games. There will be further discussion about whether we will ask the school to help us pay for the hours that our EMS team is at the games. Trustee Sanchez said that there has been great response from the public concerning EMS/PD/ and Fire presence in the Town. Everyone is pulling their weight at the residents appreciate it.

Library- has no update for this meeting.

Maintenance- Mayor Dial said that the Maintenance Department has been working on several big projects all at the same time recently: the meter project, the road projects, assisting with well repair, etc. They are very busy and are doing a great job. Trustee May thanked the Maintenance Department for their recent work repairing the pot holes on Allen.

Administration- Clerk/Treasurer Michelle Jones presented the following written update:

Clerk's Update 02.05.2024

1. The Highland Phase II Road project is on a planned suspension until Feb 8, 2024 for weather. We will be meeting with Dennis engineering to discuss our next road projects on Feb. 13th at 2:00pm
2. Our water meter project is well underway. We will be able to update all of our meters.
3. We are advertising for Bids for contract services for the Baseball field project. There will be a mandatory pre-bid conference for potential bidders Wednesday morning at 11:00am here at Town Hall.
4. We are looking at a new slide for the pool and will be contracting to get necessary work done at the pool pump house.

5. We are working with Caselle to move to their financial software. We are on track to go live at the end of March.
6. We are in talks to move our credit billing system to Xpress Bill pay. EMW Gas uses Xpress bill pay and EVSWA is moving to Xpress Bill pay also.
7. We sent out Business Registration renewal reminders last week. Business Registration renewals are due to us by March 15. Registration renewal is \$35.00; after March 15, the renewal increases to \$45.00.
8. We will be attending Municipal Day in Santa Fe On February 7 and 8.
9. We are in the preliminary stages of planning another trip to DC to meet with our representatives.
10. Our grant writer has submitted an application for a grant to help pay to renovate Town Hall and is now working on a Planning Grant Application so we can do our Comprehensive Plan

No Old Business

5.0 Discussion of Animal Immobilization -Chief Downing- Discussion Only Chief Downing said, in summary, that he looked into Animal Immobilization and there are many things to consider:

- Once the animal is immobilized, what do we do with it.
- Who would house the medications?
- Who would administer the medications?
- Who will monitor the animal after the meds have been administered?

There are many pros and cons to this process and many things to consider. The Board asked Chief Downing to do more research. **NO ACTION, INFORMATION ONLY**

New Business

6.0 Discussion/Approval of MOU Amendment between the Estancia School District and the Town of Estancia PD-Discussion and Possible Action Chief Downing reminded the Board that an MOU is already in place for SRO services; he is presenting an amendment to that MOU today. The proposed amendment is presented here:

This Memorandum of Understanding {MOU} Amendment is between the Estancia Municipal School District and the Town of Estancia Police Department

The purpose of this MOU amendment is to provide an opportunity for the Estancia School District and the Estancia Police Department (EPD) to test a candidate for the School Resource Officer (SRO) position.

The Estancia Municipal School District agrees to the following amendments to the current signed MOU:

- The selected SRO will work a weekly schedule of Tuesday through Friday;
- The SRO will work from 0800 hours to 16:00 hours each day assigned at the Estancia School District;
- The SRO will be assigned to law enforcement-related duties after these scheduled days and hours;
- The SRO will be scheduled as soon as possible for SRO certification training;
- The Estancia School District will fund the cost of the SRO certification training, and the Estancia Police Department will fund all travel and per diem expenses related to this training;
- The SRO will be permitted two (2) 15-minute breaks and a working lunch during this scheduled period;
- The assigned SRO may be dispatched for calls for service in the Town of Estancia as determined by the Chief of Police or Torrance County Dispatch and will be considered "clocked out" for purposes of SRO duties during this time.

- The SRO hours will be invoiced on a monthly basis by the Estancia Police Department;
- The hourly rate will be set by the Estancia Police Department in line with the current MOU;
- The invoiced amount will include employee SRO hourly rate and benefits, not to exceed \$70,000 amount annually.
- Any additional hours outside of the above schedule by the Estancia School District including but not limited to sports events, special school events, etc. will be coordinated with the Estancia Police Department in advance following the current EPD SOP 900 Special Assignment policy
- If approved, the coordinated event may be filled by any Estancia Police Department police officer.

The Estancia School District and Estancia Police Department agree to these amended MOU terms and conditions.

The MOU and amendments may be terminated by either party with a thirty (30) day written notification. Any remaining invoices will be submitted by EPD if the agreement is terminated.

This amended Memorandum of Understanding has been reviewed and approved by the Estancia School District and the Town of Estancia.

The Board reviewed the amendment and agreed to approve it. **ACTION TAKEN:** Trustee Hall made a motion to approve the MOU Amendment between the Estancia School District and the Town of Estancia PD. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

7.0 Discussion/Action – Creation of a Land Use/Comprehensive Plan Steering Committee- Deputy Clerk Roy Hubbard- Discussion and Possible Action Deputy Clerk Roy Hubbard presented the proposal to the Board:

Town of Estancia

Land-Use Advisory Committee/Comprehensive Plan Steering Committee

MISSION: *"To promote economic growth and development while preserving the Town of Estancia's cultural traditions and agricultural character"*

PURPOSE:

- Advise the Board of Trustees by providing comment and recommendations on referred land-use planning matters;
- Meet with local residents for perspective focus on neighborhood character, community development and potential local effects or contributions that would likely occur due to the implementation of a proposed project;
- Perform reviews of land-use issues as directed by the Board of Trustees;

PROPOSAL:

- Land-Use Advisory Committee (LUAC) shall consist of not fewer than five members and not more than nine members.
- Appointment shall be made by the Board of Trustees for a term not less than two years.

- Encourage members to include licensed or certified professionals in Engineering, Architecture, Planning & Development, etc.
- Members are required to attend at minimum 80% of the regular scheduled meetings each year.

Industry for the Civilian Employed Population 16 Years and Over

in Estancia town, New Mexico
DP03

X

Measure	Value
Agriculture, forestry, fishing and hunting, and mining	26.7%
Construction	12.8%
Manufacturing	0.0%
Wholesale trade	0.0%
Retail trade	4.8%
Transportation and warehousing, and utilities	0.0%
Information	0.0%
Finance and insurance, and real estate and rental and leasing	0.0%
Professional, scientific, and management, and administrative and waste management services	4.6%
Educational services, and health care and social assistance	20.4%
Arts, entertainment, and recreation, and accommodation and food services	2.6%
Other services, except public administration	2.0%
Public administration	26.1%

Deputy Clerk Hubbard told the Board, in summary, that he recognizes a need for land use development and economic development in Estancia. He is proposing the creation of a Land-Use Advisory Committee/Comprehensive Plan Steering Committee for the Town. Trustee Hall commented that this is a Planning and Zoning Board. Mr. Hubbard commented that some of the duties would overlap, but the committee he is proposing would not only interpret and develop the zoning ordinance, they would be forward thinking and look for ways to help the town make the best use of its current assets and look to develop more economic opportunities, etc. We have been without a Planning and Zoning Board for year, this may be a way to jump start that whole process. We are in the beginning stages of a new Comprehensive Plan and we need a steering committee. This committee could work in the Comprehensive Plan and then move to other Planning/Land-Use/Economic issues. Trustee Lovato commented that he thinks this is brilliant. We will update our ordinance soon to add this committee. **NO ACTION, INFORMATION ONLY**

8.0 Update of Plot Box Cemetery software- Deputy Clerk Roy Hubbard- Information Only Deputy Clerk Roy Hubbard has been working with Plot Box to set up our cemetery for on-line maintenance and viewing. He gave the Board a preview of how it will look when it goes live for us and our residents. Maintaining the records for the cemetery has been a struggle for years. This new software program will make the process of looking up a plot, deeding a plot, etc. much much easier. Plot Box will go live on February 8. There is still some data to add, but the basic information is ready. The Board was very impressed with the work that Deputy Clerk Hubbard has done to make this a reality for the Town. We all thank Roy for his efforts. This is an amazing step forward. **NO ACTION, INFORMATION ONLY**

9.0 Discussion of Municipal Day- Discussion Only Trustee Lovato, Trustee May, Trustee Sanchez, Mayor Dial, Clerk Jones and Deputy Clerk Hubbard will attend Municipal Day in Santa Fe on February 8-9. Clerk Jones outlined when and where we will meet and the itinerary. This is a great opportunity for our Town officials to network with representatives for other municipalities and to speak with our state representatives and League members. **NO ACTION, INFORMATION ONLY**

10.0 **Discussion of Trip to DC to meet with our Representatives – Discussion Only** Clerk Jones told the Board that she has reached out to our representatives in DC and the best time to go visit is from March 19-21. We went last year and were able to secure 1.0 mil in federal funding for Flood Mitigation. We will go again this year to request funding for the restoration of our Town Hall and for funds to purchase a new ambulance. Ms. Jones asked that the Trustees confirm with her if they can go asap so she can start scheduling appointments and making travel arrangements. **NO ACTION, DISCUSSION ONLY**

11.0 **Approval of Resolution 2024.01 Increasing Budgeted Revenue and Expenditure Line Items to the FY24 Budget for Airport Grant – Action Item**

ACTION TAKEN: Trustee Hall made a motion to approve Resolution 2024.01 Increasing Budgeted Revenue and Expenditure Line Items to the FY24 Budget for Airport Grant, Trustee May seconded the motion. Roll Call Vote: Trustee May- Yes, Trustee Lovato – Yes, Trustee Sanchez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

12.0 **Discussion of Main Street Parade Events- Discussion Only** Mayor Dial said that there are a lot of Town events coming soon and he wants to make sure that all parade permits are secured correctly. He requested that the Events Committee provide him with a list of all upcoming events and who will be in charge of securing the required permits. Trustee May is on the Events Committee and said that she will work on this. **NO ACTION, DISCUSSION ONLY**

13.0 **Mayor/Council:**

Trustee Hall said that Alan Ayers needs work, possibly another layer of base course gravel. He also recommended Highland, Lassiter and Joseph and candidates for next year’s road projects.

Trustee May suggested 10th street for a road work project.

Trustee Lovato said that we will not be ready to have a baseball program this year. The new baseball field should be ready by next year. He said that all the old lights and poles have been taken out of the field. He asks if they can be donated.

Trustee Sanchez suggested we create a full-time paid Fire Chief Position in the Town.

Mayor Dial said that we are not killing the fish in the pond, we are doing work on a nearby well. He also said that he looks very likely that we will acquire the old EMW gas building and move our PD over there. The move could begin as early as June. He also said that Representative Liz Stefanic consulted with him and out the newly proposed gun legislation that they will be discussing this week.

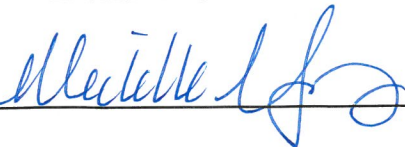
Adjournment

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

The meeting adjourned at 8:29 pm.

Approved: 

Date: 2/20/2024

Attest: 

Date: 2/20/2024