

AGENDA
TOWN OF EDGEWOOD
REGULAR COUNCIL MEETING APRIL 6, 2016 @ 6:30 P.M.
EDGEWOOD COMMUNITY CENTER - #27 E. FRONTAGE ROAD
PLEASE SILENCE ALL ELECTRONIC DEVICES DURING MEETING
THANK YOU.

(The Town of Edgewood Council is pleased to have residents of the community take time to attend Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared. Public comments may not be disruptive or harassing, and all persons are expected to maintain respect and decorum. Accordingly, rude, slanderous, or abusive comments and/or boisterous behavior will not be permitted. Written comments are welcomed and should be given to the Clerk-Treasurer prior to the start of the meeting).

- **CALL TO ORDER.**
 - **PLEDGE OF ALLEGIANCE.**
1. **APPROVAL OF AGENDA.**
 2. **ORGANIZATIONAL MEETING.**
 - A. Adopt Administrator – Clerk/Treasurer Position.
 - B. Review Cost Analysis for Staff Reorganization Options.
 3. **APPROVAL OF CONSENT AGENDA.**
 - A. Approval of the Draft Council Meeting Minutes of March 9, 2016.
 - B. Approval of the Draft Council Meeting Minutes of March 16, 2016.
 - C. Acknowledge Receipt of the Draft Planning & Zoning Commission Meeting Minutes of March 15, 2016.
 4. **MATTERS FROM THE SANTA FE COUNTY TREASURER.**
 - A. Patrick Varela, County Treasurer, Property Tax Outreach Presentation
 5. **MATTERS FROM THE MAYOR.**
 - A. Approval to Hire Clerk/Treasurer
 - B. Approval to transition Linda Holle from Interim Clerk/Treasurer to Interim Deputy Clerk.
 - C. Discussion of the Economic Development Representative.
 - D. Report on visit with attorneys, Infill Annexation FAQs
 - E. Open House for the Police/Animal Control Buildings.
 - F. Appoint Committee to Review the Request for Proposals for Engineering Services.
 5. **MATTERS FROM THE COUNCILORS and/or ANNOUNCEMENTS.**
 6. **MATTERS FROM MORIARTY-EDGEWOOD SCHOOL DISTRICT.**
 7. **MATTERS FROM THE MUNICIPAL JUDGE.**
 - A. Judge White will present his report for the month of March, 2016.

8. **Discussion of Edgewood Police Standard Operating Procedures (SOPs)**
 - A. Adopt initial version of Edgewood Police Standard Operating Procedures (SOPs).
 - B. Grant Authority to Mayor and/or Administrator to approve future revisions and report revisions to Council.

9. **PUBLIC COMMENTS OF GENERAL MATTERS.** Limit to 2 minutes per person.

10. **PUBLIC HEARING.**

Quasi Judicial Procedure: Certification that Public Notice of this Meeting has been posted as required:

This case is being heard under provisions required by the New Mexico Court of Appeals intended to protect the rights of all parties and their witnesses and the to cross-examine persons giving testimony.

Confirmation of no conflict of interest or ex-parte communication.

- A. Requesting Amendment to the Hillcrest Masterplan, Unit 2, T10N, R7E, S10, NMPM, Town of Edgewood, Santa Fe County, to designate Mixed Use (MU) Zoning on approximately 45.14 acres. Approval of this application may affect densities and land uses in other areas within the Hillcrest Master Plan. (Request to table to the Council Meeting of April 20, 2016).

11. **MATTERS FROM THE ADMINISTRATOR.**

- A. Walker/Entrada del Norte Roads
- B. 2017 Budget Update

12. **ANNOUNCEMENTS and/or CALENDAR REVIEW.**

- A. Budget Workshop – April 16, 2016 @ 10:00 A.M.
- B. Regular Council Meeting - April 20, 2016 @ 6:30 P.M.
- C. Budget Workshop – April 23, 2016 @ 10:00 A.M.
- D. Regular Council Meeting – May 4, 2016 @ 6:30 P.M.

13. **FUTURE AGENDA ITEMS.**

14. **ADJOURN.**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Clerk at the Town Offices located at 1911 Historic Route 66, at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Town Clerk at (505)286-4518, or by e-mail at clerk@edgewood-nm.gov if a summary or other type of accessible format is needed. **The complete council packet may be viewed on the web, visit www.edgewood-nm.gov click on Agendas & Minutes.**



Town of Edgewood

Position Class Code: 1001

Administrator - Clerk Treasurer

Date Approved: 4-19-06
Revision Date:

Position Purpose: Under general direction from the Governing Body, manages and oversees the day-to-day municipal operation of Town including; maintains custody of all Town records, serves as Secretary to the governing body and Financial Controller for the Town, coordinates Town elections, manages purchasing, personnel management, employee benefits, and payroll; and represents the Town at the direction of the governing body.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Serves as chief administrative officer of the Town; assists the governing body in planning, administering, and implementing the day-to-day activities of the municipal government.
- Oversees preparation of meeting minutes and agendas, maintains custody of all Town records; manages the election process in accordance with Town ordinances and in compliance with state rules and regulations.
- Develops and submits the annual budget, prepares supporting justification for presentation to the governing body, and advises the governing body on the on the financial status and needs of the Town; provides that adequate safeguards are implemented to protect the Town's funds including; overseeing, with the consent of the governing body, the investment of surplus funds to derive maximum return.
- Direct and supervise the work of municipal employees, reviews staff work for quality and completeness, and assesses employee performance, and provides related administrative approvals such as leave requests and time sheets, provides professional guidance.
- Serves as Personnel Officer; administers personnel matters, provides recommendations related to policies, pay, personnel appointments and terminations for governing body approval, and coordinates administration of employee benefits.
- Provides recommendations on all matters concerning the welfare of the Town, recommends municipal policies for the approval of the governing body, and enforces all ordinances, rules, regulations, and policies enacted by the governing body.
- Serves as Town's public information officer; represents the Town regarding local, regional, state, and federal activities of concern to the Town.
- Serves as the Town procurement officer, responsible for compliance state procurement code, administers all contacts for outside services, coordinates all activities with consulting engineers and attorney, and makes all purchases.
- Attends all meetings of the governing body, unless excused by the mayor; serves as an ex-officio member of such boards, commissions, committees, and authorities as directed by the governing body.
- Performs other duties as assigned by the governing body.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements.

Clerk Treasurer

- Knowledge of Government Finance Officers Association (GFOA) standards, recommended practices and policies.
- Knowledge of the fundamental principles of personnel management and supervision.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Knowledge of Town of Edgewood Annual Budget, funding requirements and the Town budget and accounting system
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Skill in interpreting and explaining codes, laws, regulations and policies.
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in identifying, establishing and implementing operational standards, policies, and procedures for the municipal operations.
- Skill in planning, organizing, developing and leading municipal staff to the achievement of organizational goals and priorities.
- Skill in operating a personal computer and software applications.

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- Bachelor's Degree in Management, Accounting, Finance or related discipline.
- Five years of experience in financial and/or administrative operations.
- Two years of experience in supervision in a governmental environment.
- Possession of International Institute Municipal Clerks Certification or must obtain upon completion of eligibility requirements.
- Notary Public or must obtain within six (6) months of employment.
- Possession of a valid State of New Mexico Driver's license.
- Must be bondable and insurable.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in primarily in internal environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 10 pounds.
- Work requires ability to speak, hear, touch, and see.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, and motorized vehicle.

**MINUTES
TOWN OF EDGEWOOD
REGULAR COUNCIL MEETING MARCH 9, 2016 @ 6:30 P.M.
EDGEWOOD COMMUNITY CENTER - #27 E. FRONTAGE ROAD**

• **CALL TO ORDER.**

Mayor Bassett called the meeting to order at 6:30 p.m.

Councilors Present: Chuck Ring, Sherry Abraham, and Rita Loy Simmons

Councilor Not Present: John Abrams

Also Present: Steve Shepherd, Estefanie Muller, and Bonnie Pettee

• **PLEDGE OF ALLEGIANCE.**

1. **APPROVAL OF AGENDA.**

MOTION: Councilor Abraham made a motion to approve the Agenda.
Councilor Ring seconded the motion.

MOTION: Councilor Abrams amended his motion to approve the Agenda by placing
Item # 2 after Item # 9.
Councilor Ring seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

2. **ORGANIZATIONAL MEETING.**

A. Election of Mayor Pro-Tem.

MOTION: Councilor Abraham made a motion to nominate Councilor Abrams.
Councilor Ring seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor
Simmons voted aye. Councilor Abrams voted aye. The motion carried.

B. Appointment of Town Administrator.

Mayor Bassett nominated Steve Shepherd. Mr. Shepherd announced his retirement
effective April 30, 2016. He stated he is available to assist with the transition.

MOTION: Councilor Ring made a motion to approve the nomination of Steve
Shepherd. Councilor Abrams seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor
Abraham voted aye. Councilor Ring voted aye. The motion carried.

C. Appointment of Clerk-Treasurer.

Mayor Bassett nominated Estefanie Muller. Ms. Muller stated she had announced her
retirement to the previous Mayor, with the Election already in progress; she would
complete the Election process. She will retire March 24, 2016.

MOTION: Councilor Simmons made a motion to approve the nomination of Estefanie Muller. Councilor Abrams seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

D. Appointment of Edgewood Police Chief.

Mayor Bassett nominated Fred Radosevich. Chief Radosevich announced his retirement effective May 31, 2016. He stated his contract with the Town was for three years and April 1st will be three years. He stated he is available to consult with the selection of a new Chief.

MOTION: Councilor Ring made a motion to approve the nomination of Fred Radosevich. Councilor Abrams seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

E. Appointment and/or Reappointment of Committees and Representatives to Organizations:

1. Middle Rio Grande Council of Governments.

a. Board of Directors.

Mayor Bassett appointed himself as Board Member and Councilor Abrams as Alternate.

MOTION: Councilor Simmons made a motion to approve Mayor Bassett's appointments. Councilor Ring seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

b. Transportation Advisory Committee.

Mayor Bassett appointed Councilor Abrams to the committee and Councilor Abraham as Alternate.

MOTION: Councilor Simmons made a motion to approve Mayor Bassett's appointments. Councilor Ring seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

c. Water Resources Board.

Mayor Bassett appointed Councilor Simmons to the Board and Councilor Abraham as Alternate.

MOTION: Councilor Ring made a motion to approve Mayor Bassett's appointments. Councilor Abraham seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

d. Representative to Salt Missions Trail Scenic Byway Organization.
Mayor Bassett appointed Roger Holden to the Organization.

MOTION: Councilor Simmons made a motion to approve Mayor Bassett's appointment. Councilor Ring seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

2. E.V.E.D.A

Mayor Bassett appointed Councilor Abraham to E.V.E.D.A. and himself as Alternate.

MOTION: Councilor Ring made a motion to approve the appointments. Councilor Abraham seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

3. Approval of Library Board Members.

Mayor Bassett appointed Kenny Adams as Vice-Chair, Sandy Madsen as Secretary, Willie Ellis as Board Member, Mae Aguayo as Board Member, and Barbara Holden as Alternate. The position of Chairman is vacant.

MOTION: Councilor Simmons made a motion to approve the Library Board appointments. Councilor Ring seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

4. Approval of Planning & Zoning Commissioners.

Mayor Bassett appointed Dan Thompson as Vice-Chair, Cheryl Huppertz as Secretary, Pat Markley as Commissioner, and Garry Bryant as Commissioner.

MOTION: Councilor Simmons made a motion to approve the appointments as named. Councilor Abraham seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

Councilor Ring recommended the new Commissioners attend training through the Municipal League. Mayor Bassett stated the League of Zoning Officials training is scheduled in May. Other training will be included as needed.

5. Appointment of a member to the North Central Regional Transit District.

MOTION: Councilor Abrams made a motion to appoint Councilor Ring. Councilor Abraham seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

6. Nomination of a member to the Santa Fe County Road Advisory Commission. Mayor Bassett appointed Councilor Simmons to the Commission and himself as the Alternate.

MOTION: Councilor Ring made a motion to approve Mayor Bassett's appointments. Councilor Abraham seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

7. Appointment of Representative to the Economic Development.

Ms. Martha Eden stated these groups are business people, Chamber members, and Mayor Hill; they met twice a month. There is a contract with the Town to promote the Town of Edgewood. Councilor Ring stated he would like to see this group continue. Councilor Abraham has attended the meetings as well. The group would discuss ways to promote businesses.

Mayor Bassett stated there is no resolution or ordinance for the group and would get more information. The Councilors agreed, they would like to see this continue.

MOTION: Councilor Simmons made a motion to table this item for further review. Councilor Abraham seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

F. Town of Edgewood Check Signing Authorization.

MOTION: Councilor Simmons made a motion for Mayor Bassett, Mayor Pro-Tem Abrams, Steve Shepherd and Estefanie Muller for check signing authorization. Councilor Ring seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

G. Approval of the Organizational Structure Chart.

Mayor Bassett presented an Organizational Chart asking the Governing Body to consider the position of Clerk-Administrator, hiring a Deputy Clerk, consideration of a Planner.

MOTION: Councilor Simmons made a motion to postpone this item to the Council meeting of April 6, 2016. Councilor Ring seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

Mayor Bassett requested the Animal Control Advisory Committee and the Parks and Recreation Committee appointments be on the Council Meeting Agenda of March 16, 2016.

3. APPROVAL OF CONSENT AGENDA.

A. Approval of the Draft Regular Council Meeting Minutes of February 17, 2016.

B. Acknowledge Receipt of the Draft Planning & Zoning Commission Meeting Minutes of February 16, 2016.

MOTION: Councilor Abraham made a motion to approve the Consent Agenda.
Councilor Simmons seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

4. MATTERS FROM THE MAYOR.

Mayor Bassett invited everyone to the Annual Easter Egg Hunt to be held on March 26, 2016 at the Steve Williams Memorial Park (The Soccer Park) at 10 a.m.

He stated that on April 22, 2016 at 10:00 am the Boundary Commission would hold their meeting at the Community Center. This meeting is about the Infill Annexation of 1108 parcels. The Mayor stated notice of a quorum needs to be posted. Mayor Bassett expressed concern with the Town budget and offered a suggestion for revising the organizational chart. His idea is to combine the Administrator and Clerk positions and add a Deputy Clerk. Councilor Simmons asked if the Mayor had reviewed the Clerk/Treasurer's workload. Mayor Bassett stated yes, he has discussed the workloads with the Administrator and the Clerk.

Councilor Abrams arrived at this time.

He stated that a Planning Director would be useful and more discussion of this position would occur in the future.

5. MATTERS FROM THE COUNCILORS and/or ANNOUNCEMENTS.

Councilor Simmons prefers to review the job applications before making changes to the positions of Administrator and Clerk. She announced upcoming events of the Water Planning Committee Meeting and the Estancia Basin Water Planning Resources for the Interstate Stream Committee.

Councilor Ring suggested the Council share their ideas of combining the Administrator and Clerk positions and provide them to Mayor Bassett in writing for further consideration.

Councilor Abrams apologized for his tardiness. He shared road concerns on State Highway 344. He stated Church Street and 344, and East Venus and 344 have drainage issues. He expressed concerns about the guardrails by the Santa Fe County Fire Station, and their meager design. He concluded by asking the new administration for review of past Resolutions on Planning & Zoning creating road standards for the Municipality. He stated this documentation would be necessary for good planning for the future development of the community.

6. MATTERS FROM THE ATTORNEY.

None

7. MATTERS FROM THE MUNICIPAL JUDGE.

A. Judge White presented his report for the month of February 2016.

MOTION: Councilor Abrams made a motion to approve the Judge's Report for the month of February 2016.
Councilor Simmons seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

8. **PUBLIC COMMENTS OF GENERAL MATTERS. Limit to 2 minutes per person.**
Mr. Ron Roy congratulated the Mayor for his win. He thanked the Town for the roadwork done on Entranosa.

9. **PUBLIC HEARING.**

Quasi-Judicial Procedure: Certification that Public Notice of this Meeting has been posted as required:

This case is being heard under provisions required by the New Mexico Court of Appeals intended to protect the rights of all parties and their witnesses and the swearing in of all parties giving testimony. The affected parties will have the right to cross-examine persons giving testimony.

Confirmation of no conflict of interest or ex-parte communication.

A. Hillcrest Masterplan Amendment.

Mrs. Muller certified that Public Notice of this Meeting was posted as required.

Mayor Bassett stated he has conflict of interest, as he saw this request at the Planning & Zoning Commission. He recused himself and turned the matter over to Mayor Pro-Tem Abrams.

Mayor Pro-Tem Abrams stated he had no conflict of interest or ex-parte communication. Councilor Ring stated he had no conflict of interest or ex-parte communication. With new information on the Hillcrest Masterplan Amendment received just today, Councilor Ring requested postponement of the hearing.

Councilor Abraham stated she had no conflict of interest or ex-parte communication.

Councilor Simmons stated she had no conflict of interest or ex-parte communication.

Mayor Pro-Tem Abrams asked if anyone present had concerns about him or any of the Council hearing this Public Hearing. No objections noted.

Councilor Ring requested a postponement to the Hillcrest Masterplan Amendment Hearing until April 6, 2016. Mayor Pro-tem stated since this hearing is a continuance no new posting will be necessary.

Councilor Simmons asked if the applicant received the additional information. Ms. Pettee stated, yes, the applicant received the information today.

MOTION: Councilor Ring made a motion to continue the Hillcrest Masterplan Amendment Hearing until April 6, 2016.
Councilor Abraham seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Mayor Pro-tem Abrams voted aye. The motion carried.

10. REVIEW and/or APPROVAL OF THE TOWN OF EDGEWOOD OPEN SPACE SITE and FACILITIES POLICY AND PROCEDURES.

TULIP (Tenant User Liability Insurance Program) is available for insurance on our Open Space Site and Facilities and will cost extra to the renter. Mayor Bassett requested the information for insurance be on the Policy and Procedures paperwork. He asked Councilor Simmons her opinion about the Policy and Procedure changes since the Barton Cemetery Committee meets in our facilities. She stated that Town-sponsored events are insured by the Town of Edgewood.

Diane Stearley expressed opposition to charging for park activity use. Per Ms. Stearley, the Town of Edgewood has stated this is a family & kid friendly community. She stated that charging for use of the sites is affecting the children's ability to be active. Ms. Stearley suggested the town have a fundraising event to assist the community children. Councilor Simmons stated AYSO has been donating a usage fee. She stated there are many leagues using the field, and charging \$30 per team is not that much. She said this helps with the maintenance and up-keep of our facilities.

Councilor Ring stated that Bernalillo has 20 soccer fields and charges \$5 per vehicle. He stated he is unaware of team charges. A future idea for development is a possible BMX bike track, which would generate more use of the facilities. Councilor Abrams stated that the requested insurance is to protect the Town. Due to the anti-donation clause, the Town cannot provide services for free. He stated providing the name "TULIP" for insurance is not a good idea.

MOTION: Councilor Simmons made a motion to accept the Town of Edgewood Open Space Site and Facilities Policy and Procedure.
Councilor Abrahams seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

11. AWARD OF BID – HORTON ROAD PAVING PROJECT.

Mr. Shepherd stated there were three bids for the base coarse. The Award of Bid goes to Mountain States Constructors. Mr. Shepherd stated that with the low bid a nearby trail has the potential to be re-designed. He is looking for direction along with approval for the award of bid. Councilor Abrams would love to see a dual trail for horses and residents. Mayor Bassett stated there is no road standard and questioned whether there is enough room to accommodate both. Mr. Shepherd stated there are time constraints for the decision. Councilor Simmons stated there was an additional easement of about fifty feet. Ray Seagers of Parks and Recreation Committee stated a simple design of the trail should be completed first. With a simple design, we could see and correct any drainage and/or washout issues. He thought a dirt track would be sufficient with consideration of drainage; later would be the review for asphalt, in which the best track for horses would still be a dirt track. Councilor Ring asked if crusher fines would suit the horses as well as the residents. Mr. Seagers stated horse would not like crusher fines. Councilor Abrams stated depending on the use of the trail, not all could be accommodated, but the most logical would be a clay trail. Councilor Simmons stated the need for a trail is necessary for safety.

MOTION: Councilor Abrams made a motion to table the Award of Bid-Horton Road Paving Project to March 16, 2016.
Councilor Abrahams seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

12. MATTERS FROM THE ADMINISTRATOR.

None

13. ANNOUNCEMENTS and/or CALENDAR REVIEW.

- A. Regular Council Meeting - March 16, 2016 @ 6:30 P.M.
- B. Ribbon Cutting at the Equestrian Center – March 5, 2016 @ 10:00 a.m.
- C. Regular Council Meeting – April 6, 2016 @ 6:30 P.M.

14. FUTURE AGENDA ITEMS.

- A. Schedule 2016-17 Budget Workshops.
- B. Schedule Ribbon Cutting/Open House for Police Department/Animal Control Facilities
- C. Discussion on Procedure for Edgewood Police Department Standard Operating Procedures (SOPs).

15. ADJOURN.

MOTION: Councilor Simmons made a motion to adjourn the meeting of March 9, 2016. Councilor Ring seconded the motion.

VOTE: All Councilors voted aye. The motion carried

Mayor Bassett adjourned the meeting of March 9, 2016 at 8:37 p.m.

PASSED, APPROVED AND ADOPTED THIS 6th day of APRIL, 2016

John Bassett, Mayor

ATTEST:

Linda Holle, Interim Clerk - Treasurer

**MINUTES
TOWN OF EDGEWOOD
REGULAR COUNCIL MEETING – MARCH 16, 2016 @ 6:30 P.M.
EDGEWOOD COMMUNITY CENTER - #27 E. FRONTAGE ROAD**

• **CALL TO ORDER.**

Mayor Bassett called the meeting to order at 6:30 p.m.

Councilors Present: Chuck Ring, Sherry Abraham, Rita Loy Simmons, and John Abrams

Also Present: Steve Shepherd, Estefanie Muller, and Bonnie Pettee

• **PLEDGE OF ALLEGIANCE.**

1. **APPROVAL OF AGENDA.**

MOTION: Councilor Abrams made a motion to approve the Agenda.
Councilor Ring seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

2. **ORGANIZATIONAL MEETING.**

A. Approval of Animal Control Advisory Board.

Mayor Bassett suggested staggering the terms of the Board members and pushing some terms out to 2018. The Mayor stated terms of the Animal Control Advisory Board as follows: Susan Simon and Diana Honest from the present to at least 9/16/18, Debbie Stack from the present to 9/16/16, Celia Cook from present to 3/17/17 and Faye Niesen from the present to 3/17/17. The Mayor submitted these individuals with these terms for appointment to the Animal Control Advisory Board.

MOTION: Councilor Simmons made a motion to approve the Animal Control Advisory Board; as listed.

MOTION: Councilor Simmons amended her motion to include the dates of the terms per discussion.
Councilor Ring seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

B. Approval of the Parks and Recreation Advisory Board.

The Mayor reviewed the terms of the individuals on the Parks and Recreation Advisory Board and stated there appeared to be enough stagger in its composition. The Mayor put forth the names of the individuals and their terms, as listed, for approval.

MOTION: Councilor Abraham made a motion to approve the Parks and Recreation Advisory Board with terms as listed.
Councilor Ring seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

C. Discussion of Representative to Santa Fe County Road Advisory Committee
Councilor Simmons stated the Town would have its hands full if the infill takes place and Edgewood needs its own Road Advisory Committee; there is no point in doing both jobs. Mayor Bassett asked if it was up to Council to withdraw as a member. Councilor Ring suggested the Mayor contact Commissioner Anaya to discuss and bring it back to the Council.

D. Discussion of Terms for all the Advisory Boards.
Mayor Bassett reviewed the list of Planning and Zoning Commission members and terms, making one change extending the term of Garry Bryant to 2/25/18. He noted that there is currently one vacancy on this Board.
The Library Advisory Board was reviewed at the last meeting but terms were not discussed. The Mayor suggested extending Sandy Madsen's term to 3/3/18.

MOTION: Councilor Ring made a motion to approve the terms for all the Advisory Boards for the terms discussed.
Councilor Abrams seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

E. Continued Discussion of the Organizational Chart.
Mayor Bassett's reorganization proposal is to combine the Clerk/Treasurer and Administrator positions into one position. The new combined position would work with a Deputy Clerk, so the number of positions would not change. It was noted that the current Clerk/Treasurer and the Administrator would both be retiring within the next two months. The job posting for the Clerk/Treasurer has already been advertised. Councilor Ring asked the Town staff to come back with a cost-analysis as to what is now in the budget and what is projected. Mayor Bassett stated the proposal is not to replace two with one but two with two. Bringing in a Planner could reduce the workload of the Administrator position. The Mayor made the point that by bringing in a Deputy Clerk we could do the same work but at some savings.

MOTION: Councilor Abrams made a motion to table Item 2E, Continued Discussion of the Organizational Chart.
Councilor Abraham seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

3. APPROVAL OF CONSENT AGENDA.

- A. Acknowledge Receipt of the Draft Library Board Meeting Minutes and Library Report for the month of February, 2016.
- B. Acknowledge Receipt of the approved Parks & Recreation Committee Meeting Minutes for the month February, 2016.

C. Acknowledge Receipt of the Draft Animal Control Advisory Board Meeting Minutes for the month of February, 2016.

MOTION: Councilor Abrams made a motion to approve the Consent Agenda. Councilor Abraham seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

4. MATTERS FROM THE MAYOR.

A. Discussion on the hiring of a Planning Administrator.

Mayor Bassett stated a Planning Administrator is needed on staff, but in order to hire a Planner a budget needs to be funded for the position. The Mayor commented that the Town's Comprehensive Plan needs to be updated and road standards need to be developed, underscoring the need for a Planning Administrator. Councilor Abraham requested a cost analysis on the Planning Administrator position to aid in making a decision.

B. Approval to hire an Interim Clerk-Treasurer.

Mayor Bassett introduced Linda Holle and stated she is currently shadowing Estefanie Muller. The Mayor is proposing hiring Ms. Holle as the interim Clerk-Treasurer, as Ms. Muller will retire effective March 25. Ms. Holle provided an overview of her job history.

MOTION: Councilor Ring made a motion to appoint Linda Holle as the Interim Clerk-Treasurer and advertise for the Clerk-Treasurer position. Councilor Abrams seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

C. Discussion on the Clerk-Administrator position.

Mayor Bassett stated developing the language for a Clerk-Administrator position could be useful in the future. He believes having the position description available would allow more flexibility in hiring, depending on the Town's needs at the time.

5. MATTERS FROM THE COUNCILORS and/or ANNOUNCEMENTS.

Councilor Abraham attended the EVEDA Board meeting. She stated they are willing to provide their annual report presentation if there is interest. Councilor Abraham mentioned EVEDA is having their annual meeting at Alta Maes on April 5, 2016. There will be a \$10 fee for non-board members. Councilor Abraham completed a grant proposal for New Mexico Clean and Beautiful, which she will submit this week. The deadline is March 18. Councilor Simmons gave an update on the Santa Fe County Water Advisory Committee meeting. Councilor Abrams provided an update on the Santa Fe County Health Policy and Planning Commission (HPPC).

6. MATTERS FROM THE ATTORNEY.

None.

Mayor Bassett stated he will attend an informational meeting with the attorneys on March 22. Councilor Ring asked the Mayor if he knew when the attorneys' contract would end. Ms. Muller stated the contract would end in 2018.

7. TOWN OF EDGEWOOD POLICE REPORT – Chief Radosevich.

A. Police Report and Animal Control Report for the month of February 2016.

Chief Radosevich highlighted 103 hours of volunteer time were recorded in the Animal Control Department for February. He updated the Town on the Legislative Laws/Bills passed in the recent session. Chief Radosevich stated the Recognition Program is moving forward. Once the policies are adopted, the Recognition Program will move to the next phase. At the end of April, the accessors will return for more follow-up assistance. The Easter Egg Hunt will be held March 26 at the Steve Williams Memorial Park at 10:00 am, for ages 3-10. Chief Radosevich and James Solomon worked at the Animal Control Building completing the drain installation, adding gravel to the dog runs, and finishing the play area. They also installed security cameras on the inside and outside of the Animal Control Building.

Councilor Abraham asked if Animal Control had applied for Woof-Stock. Chief Radosevich replied yes, we are awaiting a response to our grant application. Councilor Abraham asked if there are plans for a ribbon cutting ceremony for the Police Department and Animal Control Buildings. The Chief will talk with the Mayor and Town Administrator about scheduling a date.

MOTION: Councilor Abrams made a motion to approve the Police and Animal Control Reports for the month of February 2016.
Councilor Simmons seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

8. CHAMBER OF COMMERCE PRESENTATION FORMALLY REQUESTING SUPPORT FOR ECONOMIC DEVELOPMENT.

James Reader spoke on behalf of the Chamber of Commerce. There are nine individuals on the Board and membership includes one hundred local businesses. The Chamber is now at a critical size and needs to hire an executive director. A professional services contract was executed in early 2014 between the Town of Edgewood and the Chamber of Commerce to coordinate some development and expansion efforts for the Town. Ray Seagers is a Chamber Director and spoke next on the Chamber's behalf. The Chamber is looking for an indication by the Council that the contract will be renewed in July to enable retention of an Executive Director. This individual has been hired but the Chamber needs to know how long they can reliably pay her.

9. PUBLIC COMMENTS OF GENERAL MATTERS. Limit to 2 minutes per person.

Susan Simmons, member of the Animal Control Advisory Board thanked the Town for extending the term of the Advisory Board Members. She stated Jan Parks would like to join the board and would submit her resume for the next Council Meeting. Ms. Simmons requested consideration for a Ribbon Cutting/Open House for the Animal Control

Building and stated if funding was an issue, the Advisory Board would like to help obtain donations so residents can celebrate what they helped create.

Tom Sullivan, Superintendent Moriarty-Edgewood School District thanked everyone for their service and congratulated those who stood in the recent election. He stated the District is committed to having a partnership with the Town of Edgewood and invited everyone to Moriarty-Edgewood School District Board Meetings on the third Tuesday of the month. Mr. Sullivan stated the district offices relocated to the Mountain View Complex. Councilor Simmons requested the Moriarty/Edgewood School District be added to future agendas.

10. RESOLUTIONS.

A. Budget Resolution No. 2016-03.

Mr. Shepherd completed the overview of Budget Resolution No. 2016-03. Councilor Ring asked how much money the Town of Edgewood had in the bank. Mr. Shepherd stated, as of February 29, 2016 the balance was \$190,000, not including reserves. Councilor Ring requested the GRT paperwork be forwarded to the Councilors when received.

MOTION: Councilor Ring made a motion to approve Budget Resolution No. 2016-03.
Councilor Simmons seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

11. AWARD OF BID – HORTON ROAD PAVING PROJECT.

Mr. Tappan Mahoney announced the lowest responsive bid was submitted by Mountain States Constructors, Inc. for the Horton Road Paving Project. References checked out favorably. Mr. Mahoney is moving forward with the Letter of Award to Mountain States Constructors for the base schedule with aggregate base course. The plans identify an area graded for a trail; however this award does not include any surfacing to the trail. If surfacing the trail is desired by Council, Mr. Mahoney suggested the Administration obtain a consensus and bring forth the item for discussion at the pre-construction meeting. If trail surfacing is desired, it would be incorporated into the contract by a change order.

MOTION: Councilor Abraham made a motion to accept the lowest bid for the Horton Road Paving Project submitted by Mountain States Constructors Inc., using the regular base course.
Councilor Ring seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye.
The motion carried.

12. MATTERS FROM THE ADMINISTRATOR.

A. Introduction of Mr. Joseph Finfrock to the position of Maintenance Custodial Worker.

Mr. Shepherd introduced Mr. Finfrock. Mr. Finfrock stated his work experience is varied including: merchandising, construction, remodeling, and landscaping. He looks forward to working for the Town of Edgewood.

MOTION: Councilor Simmons made a motion to approve the hiring of Mr. Finfrock. Councilor Abrams seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

13. REVIEW and/or APPROVAL OF THE TOWN OF EDGEWOOD COMMUNITY CENTER USER POLICIES AND PROCEDURES.

Mayor Bassett reviewed the proposed Town of Edgewood Community Center User Policies and Procedures. He stated the main change was mandating the renter have insurance, with the Town of Edgewood named as an additional insured on the policy. Councilor Ring inquired about the proposed cost for insurance to rent the facility. Ms. Muller stated the Tenant User Liability Insurance Program (TULIP) insures based upon the number of people using the facility but had no idea what the cost would be. Mr. Shepherd stated the renter could provide insurance coverage through a private group or the Town could guide the renter to TULIP. Councilor Simmons inquired about the increase in rental fees. Councilor Abrams stated compared to other facilities around the state, our rental fees are reasonable. Diane Stearley stated her objection to charging fees to rent the Community Center and other Town facilities. Councilor Ring stated the Town needs to recoup some of the expenses incurred in maintaining Town facilities. Mr. Shepherd stated upkeep for the Soccer Field is \$26,000 per year and \$10,500 for the Community Center. He reported as of February 29, \$260 in Community Center fees have been collected. Councilor Abrams stated the Town has been charging the same fees for the last 8 – 12 years, while utility costs continue to rise. Councilor Abrams stated we are discussing anti-donation here. Ms. Stearley disagreed and said she would like the attorney's opinion on whether this falls under anti-donation.

MOTION: Councilor Abrams made a motion to approve the Town of Edgewood Open Space Site and Facilities Policy and Procedure, keeping the fees at the old rate and adding the clause on insurance. Councilor Ring seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

14. APPROVAL OF THE FINANCIAL REPORT FOR THE MONTH OF FEBRUARY 2016.

MOTION: Councilor Simmons made a motion to approve the Financial Report for the month of February 2016. Councilor Abrams seconded the motion with discussion.

VOTE: All Councilors voted aye. The motion carried.

Councilor Abrams expressed concern over the increase in the Town's electric bill from Central New Mexico Electric Co-op. He stated the bill has fluctuated for the past eight years between \$4,000 and \$5,000 but is now close to \$8,000. Mr. Shepherd stated he would look further into this issue.

15. **ANNOUNCEMENTS and/or CALENDAR REVIEW.**
 - A. Regular Council Meeting – April 6, 2016 @ 6:30 P.M.
 - B. Regular Council Meeting – April 20, 2016 @ 6:30 P.M.

16. **FUTURE AGENDA ITEMS.**
 - A. Public Hearing – Hillcrest.
 - B. Budget Workshops Updated Schedule.
 - C. Infill Annexation Public Hearing.

Ms. Muller asked if she would need to post notice of quorum for the EVEDA Annual Meeting. Mayor Bassett stated yes.

Mayor Bassett stated a letter was received from Red Bassett with questions for the infill annexation hearing.

Mayor Bassett also stated this is Ms. Estefanie Muller's last Council Meeting as she is retiring. Mayor Bassett presented her with a plaque.

17. **ADJOURN.**

MOTION: Councilor Simmons made a motion to adjourn the meeting of March 16, 2016. Councilor Ring seconded the motion.

VOTE: All Councilors voted aye. The motion carried

Mayor Bassett adjourned the meeting of March 16, 2016 at 9:03 p.m.

PASSED, APPROVED AND ADOPTED THIS 6th day of APRIL, 2016

John Bassett, Mayor

ATTEST:

Linda Holle, Interim Clerk - Treasurer

**DRAFT MINUTES
TOWN OF EDGEWOOD
PLANNING & ZONING COMMISSION MEETING
MARCH 15, 2016 AT 6:00 PM
EDGEWOOD COMMUNITY CENTER
27 E. FRONTAGE ROAD, EDGEWOOD, NM 87015**

1. CALL TO ORDER & ROLL CALL.

Vice Chairman Thompson called the meeting to order at 6:00 pm and asked for Roll Call. Commissioner's present were: Pat Markley, Garry Bryant, and Vice Chairman Dan Thompson.

Commissioner's not present were: Secretary, Cheryl Huppertz.

Staff present were: Steve Shepherd, Town Administrator, Bonnie Pettee, Planning & Zoning Asst., and James Solomon.

2. APPROVAL OF AGENDA.

MOTION: Commissioner Markley made a motion to approve the agenda as presented. Commissioner Bryant seconded the motion.

VOTE: Commissioner Markley voted aye. Commissioner Bryant voted aye. Commissioner Thompson voted aye. Motion carried.

3. APPROVAL OF MINUTES.

A. Draft Planning & Zoning Commission Meeting Minutes of February 16, 2016

MOTION: Commissioner Markley made a motion to approve the minutes of the February 16th meeting as presented. Commissioner Bryant seconded the motion.

VOTE: Commissioner Markley voted aye. Commissioner Bryant voted aye. Commissioner Thompson voted aye. Motion carried.

4. ORGANIZATIONAL MEETING

A. Election of Officers

Vice Chairman Thompson turned the meeting over to Mayor Bassett.

Mayor Bassett stated he would like to work with the Vice Chairman in his role of presiding over the meetings. At a later point during tonight's meeting they would discuss terms of service.

Mayor Bassett added that if they would like to postpone the Election of Officers until a later date that would be acceptable. He suggested the Commissioners nominate a Secretary to attest for tonight's meeting.

Commissioner Markley nominated Commissioner Bryant to be the Secretary for tonight's meeting.

Vice Chairman Thompson seconded the nomination. Commissioner Markley voted aye. Vice Chairman voted aye. Commissioner Thompson voted aye. Commissioner Bryant will act as Secretary for tonight's meeting only.

5. PUBLIC COMMENT: (Limited to 2 minutes per person)

Ms. Janelle Turner addressed the Commissioners and staff regarding some matters of concern with the meeting of February 2nd. She noted that the Findings of Fact for the Mountain Meadows Preliminary Plat stated that she was sworn in as a witness for testimony at the Public Hearing. She did not speak to that matter and asked staff to somehow correct that statement. Regarding the minutes of the previous meeting, in the matter of the Hillcrest Master Plan, she did not feel they accurately reflected what she said with regards to the intersection of E. Venus Road and Hwy 344. She noted that she spoke regarding property damage and safety around that intersection. She added that the

Town of Edgewood should be responsible for working with the Department of Transportation to alleviate the traffic hazards of that area of Hwy. 344.

6. PUBLIC HEARING

A. Request For Approval Of A Final Plat for a four (4) lot subdivision of 10 acres located on East High Meadow Loop in the Mountain Meadows Subdivision, Unit 2, Tract C-5-R-3, of the Lands of the Maguire Family Trust, S ½ of the NE 1/4, Section 3, T10N, R7E, Town Of Edgewood, Santa Fe County, N.M.P.M.

Vice Chairman Thompson explained that this was a Quasi-Judicial hearing and described the procedure to follow. He asked if the notices had been posted as required.

Ms. Pettee confirmed that the notices had been posted as required.

Vice Chairman Thompson asked for confirmation of no conflict of interest or ex parte communication by the Commissioners.

Commissioner Markley confirmed he had no conflict of interest or ex parte communication.

Commissioner Bryant confirmed he had no conflict of interest or ex parte communication.

Vice Chairman Thompson confirmed he had no conflict of interest or ex parte communication.

There was no objection to Vice Chairman Thompson participating in the hearing.

Tim Oden, applicant/agent, was sworn in for testimony. Steve Shepherd and Bonnie Pettee, as staff, were also sworn in for testimony.

Ms. Pettee presented the Staff Report. She noted the Preliminary Plat had been approved at the February 2, 2016 meeting. The applicant is now coming forward with the Final plat. Since the subdivision is currently developed with the same type of parcels, and infrastructure as the subject property is already in place, the applicant is asking for a waiver of required submittals for the Final plat. Those include:

- A) Form: Maximum Sheet Size (4.B)
- B) Certifications (4.E.3)
- C) Storm Drainage Management (4.F.1)
- D) Soils Analysis (4.F.2)
- E) Special Problems Analysis (4.F.3)
- F) Improvement Plan (4.F.4)

Ms. Pettee stated that it was staff's opinion that granting these waivers of submittal of items would not harm the public welfare or impair the intent or purpose of the Subdivision Ordinance. She continued, that it would allow the owners to be in compliance with the Ordinance and preserve the character of the community. Ms. Pettee added that staff recommends approval by the Planning & Zoning Commission with the requested waivers.

Mr. Tim Oden stated he did not have anything to add to the staff report. He noted that he had included the Disclosure Statement. His purpose for requesting the waivers of items of Submittal was because those items have been addressed already. He asked if there were any questions from the Commissioners.

There were none.

There was no further discussion.

Vice Chairman Thompson closed the public hearing.

MOTION: Commissioner Markley made a motion to approve the Final Plat of Mountain Meadows Subdivision, a four (4) lot subdivision of 10 acres located on East High Meadows Loop, Unit 2, Tract C-5-R-3, of the Lands of the Maguire Family Trust, S ½ of the NE 1/4, Section 3, T10N, R7E,

Town Of Edgewood, Santa Fe County, N.M.P.M. with the requested waiver of Items of Submittal.

VOTE: Commissioner Markley voted aye. Commissioner Bryant voted aye. Vice Chairman Thompson voted aye. Motion carried.

7. FINDINGS OF FACT, CONCLUSIONS OF LAW, AND RECOMMENDED ORDER.

A. Variance Request to use a greater amount of square footage than allowed by a RS-Residential Services zoning designation for retail business activities at the property located at:

92B Church Street: Tract C, 2.26 acres of the Lands of Gervais & Patricia Williams, Section 27, T10N, R7E, Town of Edgewood, Santa Fe County NM, N.M.P.M.

Mr. Shepherd explained that the Findings of Fact was the official document of what was approved for the Variance at the last meeting.

There was no further discussion.

MOTION: Commissioner Bryant made a motion to approve the Findings of Fact and Conclusions of Law, and Recommended Order for the request for a variance to use a greater amount of square footage, up to 12,000 square feet, for retail business activities at the property located at 92B Church, Tract C, 2.26 acres, Lands of Gervais & Patricia Williams, Section 27, T10N, R7E, Town of Edgewood, Santa Fe County NM, N.M.P.M. Commissioner Markley seconded the motion.

VOTE: Commissioner Markley voted aye. Commissioner Bryant voted aye. Vice Chairman Thompson voted aye. Motion carried.

8. MATTERS FROM THE CHAIRMAN AND COMMISSION MEMBERS.

Commissioner Markley commented on his letter of resignation from the Commission. He stated it was for health reasons and others, but he would stay as long as he was needed. He has enjoyed the time he has served.

Vice Chairman Thompson thanked Commissioner Markley for his service and added it was a pleasure to serve with him.

There were no other matters from the Commissioners.

9. MATTERS FROM STAFF.

A. Training

Ms. Pettee stated she had included information for three separate training opportunities of the Commissioners. There is the New Mexico Municipal League Zoning Officials Conference held May 4-6, 2016 in Las Cruces; Land Use Law held also May 4 in Albuquerque and 2016 Planning Commissioner Workshop held May 13, 2016 at and by Mid Region Council of Government in Albuquerque. She encouraged the Commissioners to attend at least one of the workshops.

B. Commissioners Terms

Mayor Bassett asked Commissioner Markley to stay on the Planning & Zoning Commission until April 5th meeting in order to finish the business at hand.

Commissioner Markley agreed to continue until that time.

Mayor Bassett asked Vice Chairman Thompson if he intended to stay on.

Vice Chairman Thompson stated he would finish his term in 2017 and continue his role as Vice Chairman as long as necessary.

Mayor Bassett asked Commissioner Bryant if he would agree to a term ending in January, 2018.

Commissioner Bryant stated he would as long as he is in the area.

Mayor Bassett addressed Mr. Oden and stated that the Hillcrest Master Plan Amendment that is currently at the Council level would be pushed back 2 weeks because of a problem with the Findings of Fact.

10. CALENDAR UPDATE AND FUTURE AGENDA ITEMS.

A. Request for Zone Change: 88, 92B, and 92C Church Street – April 5th Agenda

B. Findings of Fact for Hillcrest Master Plan –April 5th Agenda

11. ADJOURN.

MOTION: Commissioner Bryant made a motion to adjourn the meeting.
Commissioner Markley seconded the motion.

VOTE: Commissioner Markley voted aye. Commissioner Bryant voted aye.
Vice Chairman Thompson voted aye. Motion carried.

The meeting of March 15, 2016 was adjourned at 6:30 pm.

PASSED, APPROVED and ADOPTED this 5th day of APRIL, 2016.

Dan Thompson, Vice Chairman

ATTEST:

Garry Bryant, Interim Secretary

[Draft FAQs re 2016 Infill Annexation]

I. TAX IMPLICATIONS

Will my property taxes increase as a result of annexation?

Property taxes are based on two variables:

- (1) How much revenue each taxing authority (e.g., state, county, town, school districts, etc.) needs to generate to meet its budgeted obligations to you as a citizen of that authority, and/or how much it will take to make payments on bond issues that the majority of voters approved during that election; and
- (2) The net taxable value of your property.

Thus, annexation will bring certain property owners under the jurisdiction of an additional taxing authority—the Town of Edgewood.

How much property owners will be billed by the Town is determined by the following formula: Budgets (plus) Bond Payments (divided by) the total net taxable value of the entire Town. Although the total net taxable value of the entire Town will increase with annexation, it will also increase the number of property owners on the tax rolls for the Town. This will spread out the burden and mitigate against significant increases in property taxes to individual property owners.

However, taxes will not *automatically* increase as a result of annexation. This is because the state Secretary of Finance and Administration must decide whether or not to allow the Town's portion of property taxes to be imposed, depending on the Town's overall revenue picture and whether the property tax is needed to meet the budget. That said, there is a ceiling on the municipal share of 7.65 mills, or \$7.65 per \$1,000 of taxed valuation, so there is a fixed limit as to how much property tax the Town can impose.

Is there a limit to the amount of property taxes that can be increased?

Residential property values may not increase more than 3% per year, therefore limiting the amount that will be available to the all taxing authorities, including the Town. There is also a "Yield Control Formula" that is calculated to ensure limited tax increases (5% or the index for the price of government goods and services, whichever is less) on properly appraised properties.

Can the Town impose taxes for special projects like paving or extending water lines?

The Town, after appropriate notice and public input, may create a special improvement district for such things as extending water or sewer lines or for paving curbs and sidewalks. These taxes are usually assessed based on front footage of the property to the street and nearness to the improvement, and are paid only by the property owners who benefit directly from the

improvement. For capital improvements of value to the entire Town, there are also general obligation bond levies, which all property owners in the municipality must pay. That said, such levies must be approved by the majority of voters at a Town-wide election prior to imposing the tax.

Will gross-receipts taxes automatically increase?

Gross receipts taxes will not automatically increase as a result of annexation. The state collects statewide gross receipts tax of 5 %, of which 1.225 % will be returned to the Town for revenues collected within the Town. In addition to the 1.225% received from the statewide GRT, the Town has the option of imposing up to 1.25% as a municipal gross receipts tax, either in one action or in separate actions of .25% or more. However, if 5% of voters in the Town sign a petition requesting a vote on whether to impose the municipal GRT, the tax must be approved by a majority of voters at a special election.

The Town can also impose a 1/16% (.000625) additional municipal gross receipts tax for environmental purposes (e.g., for solid waste facility, water treatment plant, etc.) without the option of approval by special election (i.e., referendum). However, any such tax imposed may not be used as general revenue; such tax must be used for the specific purpose for which it was imposed (e.g., solid waste facility, water treatment plant, etc.).

The Town may also impose up to 1/4% (.00125) municipal gross receipts tax for infrastructure purposes, such as roads, bridges, water or sewer systems. The first 1/8th of such tax is not subject to a referendum of any kind; unlike the environmental gross receipts tax, however, it may be used for general purposes as well as infrastructure projects. However, if such tax is to be used for an economic development project, a referendum is required to impose any portion of the second 1/8th of the infrastructure GRT.

Finally, the Town may also impose a "Capital Outlay Gross Receipts Tax" for local infrastructure purposes in increments of 1/16th, up to a maximum of 1/4%. Such tax may be dedicated for various capital outlay purposes, and is subject to referendum. However, the Town may not impose this tax unless it has imposed all increments of the Municipal Gross Receipts Tax and the Municipal Infrastructure Tax.

Will annexation affect my 2016 property taxes?

No. The Town is currently in the process of petitioning for annexation before the Municipal Boundary Commission, with a hearing scheduled for April 2016. New tax rates take effect January 1st and July 1st of each year, so the Town would have to notify the state of the annexation by March 31, 2016 to receive the additional revenues from annexation for 2016. Accordingly, the annexation will not affect 2016 property taxes.

After the public hearing, how soon will the decision be made?

The decision will be made the same day.

II. BASSET QUARRY QUESTIONS

Would the Town allow the continued operation of this property without additional regulations?

As a preliminary matter, it should be noted that it is illegal for the Town to *promise* to regulate property in a certain manner, as such a promise would “bargain away” the Town’s authority to regulate property according to state law.

That said, the Town only regulates mining and quarrying activities within Town limits with respect to location. See Town of Edgewood, N.M., Zoning Ordinance 2014-02, § 27(G) (Wellhead Protection Zone), § 31(F) (Supplementary Use Regulation). These regulations include a prohibition on mining activities such as gravel extraction within the Wellhead Protection Overlay Zone, a requirement that such operations have access to streets capable of handling heavy truck vehicular traffic, and a setback requirement of 2,460 feet from the lot line of any residential site. However, because the Basset Quarry was in operation prior to annexation, and thus, prior to these regulations taking effect, the Quarry would essentially be “grandfathered in” and allowed to continue as a nonconforming use without additional regulation.

What would our taxes be as a business in the Town?

As a business in the Town of Edgewood, the Quarry would be subject to any additional property taxes that may be imposed by the Town. As the Town is still in the process of petitioning for infill annexation, however, it is not possible to say for certain what the Quarry’s taxes will be. That said, any additional property taxes imposed by the Town will not take effect until 2017.

A general Town property tax may be imposed depending on the Town’s overall revenue picture and whether the property tax is needed to meet the budget. The Town may also, after appropriate notice and public input, create special improvement districts for such things as extending water or sewer lines or for paving curbs and sidewalks to generate additional property tax revenue. In addition, the Town may impose local option gross receipts taxes to increase revenues by ordinance, with some tax impositions requiring elections.

Based on the current tax rates, you can compute your estimated property taxes at: http://www.santafecountynm.gov/assessor/online_tools/estimate_property_tax. For example, the current estimated tax for a non-residential property located *outside* of Town limits with an estimated market value of \$100,000 is \$915.60. If the same property were located *within* Town limits, the assessed property taxes would be approximately \$965.47. Notwithstanding the imposition of additional special improvement districts and/or gross receipts option taxes, there likely will not be a significant increase in property taxes solely as a result of annexation.

Would the Town be in charge of issuing blasting permits; do they have the authority to do so; and would they?

Blasting permits for mining activities such as gravel extraction do not require a state permit. However, such operations may be regulated by local municipal and/or county zoning ordinances and regulations. The Town currently does not have an ordinance regulating blasting activities within Town limits—all such permits are issued and regulated by Santa Fe County. Thus, the Town does not have the authority to issue or otherwise oversee blasting permits at this time.

However, the Town does have the authority to pass an ordinance regulating blasting within Town limits so long as it does not conflict with state law or the Santa Fe County Land Development Code. As such, the

Fine Fee Summary
From 03/01/2016 12:00 AM to 03/31/2016 11:59 PM
All Case Types and Sub-Types
All Clerks

Receipts

Case Payment

Correction Fee	979.00
Court Automation Fee	288.00
Fine	2,315.17
Judicial Education Fee	144.00

Subtotal: 3,726.17

Total Receipts: 3,726.17

Report Total: 3,726.17

Epayment Payments Received
 From 03/01/2016 12:00 AM to 03/31/2016 11:59 PM
 By Case Number

Case No.	Defendant	Transaction No.	Payment Type	Charge Payment	Payment Date and Time	Receipt No.
CitePayUSA Payments						
201402589-TR-SU	Wilmes, Jonathan Thomas	848860497	CitePayUSA	44.00	03/09/2016 3:38 PM	6015
201503611-TR-SP	Lucero, Lindsey	845417528	CitePayUSA	60.00	03/03/2016 9:38 AM	5994
201503611-TR-SP	Lucero, Lindsey	849060539	CitePayUSA	39.00	03/10/2016 7:22 AM	6016
201503668-TR-SP	Castro, Ana	845995539	CitePayUSA	19.00	03/04/2016 10:20 AM	5996
201600108-TR-SP	Colmenero, Jessica	851790806	CitePayUSA	59.00	03/15/2016 3:16 PM	6023
201600124-TR-SP	Melnicoff, Crystal	848608036	CitePayUSA	44.00	03/09/2016 8:54 AM	6009
201600140-TR-CD	Fowler, David	849146101	CitePayUSA	29.00	03/10/2016 9:47 AM	6017
No. of Payments: 7			Subtotal:	294.00		
Total no. of Payments: 7			Total:	294.00		

Monthly Activity Report

March 2016

Citations and Non-Citations By Issued Date
 Financial Type: Fines and Fees
 Cases With and Without Disposition

Citations	Last Month	This Month	Change	Last YTD	This YTD	Change
ANIMAL CONTROL	3	0	-3	3	4	1
CRIMINAL 2006-10	4	0	-4	15	5	-10
DWI	0	1	1	0	1	1
Miscellaneous	0	0	0	4	0	-4
TRAFFIC	65	41	-24	252	200	-52
Totals:	72	42	-30	274	210	-64
Non-Citations						
CRIMINAL 2006-10	0	0	0	1	1	0
LITTER_ANTI-BLIGHT	0	0	0	1	0	-1
Miscellaneous	0	0	0	0	1	1
Totals:	0	0	0	2	2	0
Fines and Fees						
Correction Fee	953.00	979.00	26.00	2,597.00	2,592.00	(5.00)
Court Automation Fee	283.00	288.00	5.00	786.00	765.00	(21.00)
DWI Lab	0.00	0.00	0.00	0.00	85.00	85.00
DWI Prevention	0.00	0.00	0.00	0.00	75.00	75.00
Fine	2,637.17	2,315.17	(322.00)	8,174.36	7,036.34	(1,138.02)
Judicial Education Fee	144.00	144.00	0.00	389.00	380.00	(9.00)
Totals:	\$4,017.17	\$3,726.17	\$(291.00)	\$11,946.36	\$10,933.34	\$(1,013.02)