

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

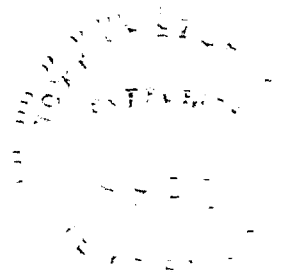


John Bassett, Mayor

ATTEST:



Linda Holle, Interim Clerk - Treasurer



 Initials