

AGENDA – SPECIAL MEETING
TOWN OF EDGEWOOD INAGURAL COMMISSION
JANUARY 3, 2022, MONDAY @ 6:30 P.M.
TOWN HALL OF EDGEWOOD COMMISSION CHAMBERS - 171A State Rd. 344

This meeting will be in person; however, we welcome members of the public to listen in and participate by calling: 1 (646) 749-3112, Access Code 173-680-757# OR preferably by joining online at: https://www.gotomeet.me/Town_of_Edgewood.

The meeting will also be live streamed on the Town of Edgewood Facebook Page at: <https://www.facebook.com/TownOfEdgewoodNM>.

If you are an individual with a disability who needs 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 171 A State Rd. 344 at least three (3) 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 Commission packet may be viewed on the web, visit <https://www.edgewood-nm.gov/index.php> and click on Government, then Agendas and Minutes.

- I. WELCOME, INTRODUCTION, & ROLL CALL**
 - A. PLEDGE OF ALLEGIANCE
 - B. NM FLAG SALUTE ~ *“I salute the flag of the state of New Mexico, the Zia symbol of perfect friendship among united cultures.”*
- II. COMMISSION ORGANIZATION**
 - A. Nomination(s) & Election – Mayor
 - B. Nomination(s) & Election – Mayor *Pro Tem*
- III. AGENDA APPROVAL**
- IV. MINUTES REVIEW & APPROVAL**
 - A. December 15, 2021
- V. PUBLIC COMMENTS ON AGENDA ITEMS**
- VI. COMMISSIONER COMMENTS**
 - A. Phil Anaya
 - B. Ken Brennan
 - C. Sterling Donner
 - D. Audrey Jaramillo
 - E. Jerry Powers
- VII. MATTERS FROM THE INTERIM DEPUTY CLERK/TREASURER**
 - A. Codification
 - B. Audit
 - C. Construction Projects
 - D. Financial Reports
- VIII. DEPARTMENT REPORTS**
- IX. CLOSED EXECUTIVE SESSION** – As per motion and roll call vote, pursuant to NMSA 1978, Section 10-15-1(H)(2), for confidential discussion on the hiring, promotion, demotion, dismissal, assignment or resignation of a public employee, or the investigation or consideration of complaints or charges against

a public employee. Specifically, the hiring and employment contracts of an Interim Town Manager and an Interim Clerk/Treasurer.

X. DISCUSSION AND ACTION ITEMS

- A. Re-Opening Town Facilities & Operations
- B. 2022 HOLIDAY CALENDAR RESOLUTION 2022-001
- C. OPEN MEETINGS ACT RESOLUTION 2022-002
- D. OPERATING RESOLUTION 2022-003
- E. SIGNATORY AUTHORITY RESOLUTION 2022-004
- F. TOWN ORGANIZATION CHART
- G. Recruiting for Open Positions
- H. Job Descriptions
- I. Procurement Ordinance
- J. Legislative Requests / ICIP Listing and Workshop
- K. New Mexico Municipal League (NMML) Requests / Coronavirus Relief Funds (CRF)
- L. Mayor/Commission Executive Level Appointments
 - i. Planning & Zoning
 - 1. Brad Hill, Former Mayor/P&Z
 - 2. Ray Seagers, At-Large Member
 - 3. Garrett Holloman, Volunteer
 - ii. Parks & Recreation
 - 1. Ralph Hill, Current Member
 - 2. K.R. Scott, Current Member
 - 3. David Bergsten, Volunteer
 - iii. Interim Town Manager
 - 1. Kay Davis, Former Town Administrator
 - iv. Interim Town Clerk/Treasurer
 - 1. Estephanie Mueller, Former Town Clerk/Treasurer
 - v. Other Executive Level
- M. Mayor/Commission Postings for Administrative Level Personnel under Interim Town Manager
 - i. Parks & Recreation Manager
 - ii. Planning & Zoning Manager
 - iii. Finance Manager
 - iv. Others
- N. Mayor/Commission Appointments for Board Service
 - i. Mid Region Council of Governments (MRCOG) Board of Directors
 - 1. Commissioner Jerry Powers
 - 2. Commissioner Audrey Jaramillo, Alternate
 - ii. Mid Region Council of Governments Rural Transportation Planning Organization
 - 1. Commissioner Ken Brennan
 - 2. Commissioner Phil Anaya, Alternate
 - iii. Mid Region Council of Governments Water Resource Board
 - 1. Commissioner Sterling Donner
 - 2. Commissioner Jerry Powers, Alternate
 - iv. Estancia Valley Economic Development Association (EVEDA) Executive Board
 - 1. Commissioner Phil Anaya

- 2. Commissioner Sterling Donner, Alternate
- v. Estancia Basin Resource Association (EBRA) Board of Directors
 - 1. Commissioner Jerry Powers
- vi. North Central New Mexico Regional Transit District (NCRTD) Board of Directors
 - 1. Commissioner Ken Brennan
 - 2. Commissioner Phil Anaya, Alternate
- O. Payrates for Interim Positions
 - i. Interim Deputy Clerk/Secretary
 - ii. Administrative Assistant
 - iii. Accounting Assistant
 - iv. Interim P&Z Administrator/Code Enforcement Officer
- P. Temporary Duties of Accounting Assistant
- Q. Budget Adjustment Request (BAR) for Gross Receipts Taxes (GRT) decrease due to Walmart fire
- R. Budget Adjustment Request (BAR) for Commission Electronics
- S. Issuance of Cease & Desist Letter to Robles, Rael, & Anaya
- T. Issuance of RFP for Legal Services – Town Attorneys
- U. Designate Interim Chief Procurement Officer and Alternate
- XI. CLOSED EXECUTIVE SESSION** – As per motion and roll call vote, pursuant to NMSA 1978, Section 10-15-1(H)(7), for confidential discussion regarding pending litigation *McGill et. al. v. John Bassett et. al.* and related Court of Appeals case *A-1-CA-39388*.
- XII. CLOSED EXECUTIVE SESSION** – As per motion and roll call vote, pursuant to NMSA 1978, Section 10-15-1(H)(7), for confidential discussion regarding pending litigation *Joseph Campbell v. Town of Edgewood et al.* and *Cheryl Huppertz v. Town of Edgewood*.
 - A. File Claim(s) with NM Self Insurers Fund
 - B. Ethics Commission Advisory Opinion
- XIII. GENERAL PUBLIC COMMENTS**
- XIV. FUTURE MEETINGS & PROPOSED AGENDA ITEMS**
 - A. Next Special Commission Meeting for Public Hearings on Land Use and Workshop on Capital Projects – January 5, 2022, Wednesday 6:30pm
 - B. Notice of Possible Quorum for Team Member Luncheon – January 4, 2022, Tuesday 12:30-2:00pm
 - C. 1st Regular Commission Meeting – January 12, 2022, Wednesday 6:30pm
 - D. Special Commission Meeting for Public Hearing on Liquor License – January 18, 2022, Tuesday 6:30pm
 - E. 2nd Regular Commission Meeting – January 26, 2022, Wednesday 6:30pm
 - F. Municipal Officers Leadership Institute (MOLI) Trainings for Certified Municipal Officers (CMO) and newly elected officers training
- XV. ADJOURN**