

MINUTES
TOWN OF EDGEWOOD
AGENDA – REGULAR MEETING
MAY 17, 2022 TUESDAY @ 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 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

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

Commissioners Present: Mayor Audrey Jaramillo, Filandro R. Anaya, Kenneth Brennan and Sterling Donner.
Mayor Pro-Tem Powers not present.

- A. INVOCATION
- B. PLEDGE OF ALLEGIANCE
- C. NM FLAG SALUTE ~ *"I salute the flag of the state of New Mexico, the Zia symbol of perfect friendship among united cultures."*

II. AGENDA APPROVAL

MOTION: Commissioner Anaya made a motion to approve the Agenda.
Commissioner Donner seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

III. PUBLIC COMMENTS

Ralph Hill updated on the Memorial Event and stated donations were received from Moriarty Concrete 50 tons of gravel for pavilion. Smith's donated ice and water. Discussion on sending thank you notes.

IV. CONSENT AGENDA

- A. Approve/Amend/Disapprove Minutes
 - i. April 19, 2022
 - ii. April 30, 2022



Initials

iii. May 3, 2022

MOTION: Commissioner Anaya made a motion to approve the Consent Agenda.
Commissioner Donner seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

Amend/Disapprove Minutes – No changes.

B. Department (Advisory Board) Reports for April 2022

i. Police

Police Chief, David Lovato stated Chief Daryl Sanchez retired on April 1, after 30 years in law enforcement. The Edgewood Police Department hosted its annual Easter Egg Hunt on April 16 with about 1,000 in attendance. The last of the primary suspect at the Walmart arson was arrested by Edgewood Police Department. Officer Campos and Officer Eastman attended the management training to help better process the evidence room. Purchased an F150 and is ready for updating.

ii. Animal Control

Chief Lovato stated that the officers enrolled in Kuranda shelter bed program. This creates a wish list of how many beds requested for the shelter. They have received 9 beds, easy to clean up, durable and dogs love them. Allowed for 80 hours of volunteer service.

Mike Ring discussed with Chief Lovato re-fitting emergency trailers with new tires, cleaning, getting disposal plates/bowls for animals, decals for trailer. They also discussed adding an item to Town of Edgewood Ordinance regarding Roxy's Law which is banning spring traps on public land.

Commissioner asked the Chief about the cat cages. Chief Lovato stated they are not scheduled to receive until the next fiscal year. The order has been placed. Town Clerk, Estefanie Muller stated the Purchase Order has been placed and she has been working with the company. Commissioner Anaya had concerns regarding the audit and the purchase order for the new year. Mayor Jaramillo stated we voted on the purchase and are legally in compliance. If we do not receive by June 30, we can cancel and issue a new Purchase Order

iii. Municipal Court – No items to discuss. Reviewed.

iv. Roads– No items to discuss. Reviewed.

v. Library– No items to discuss. Reviewed.

vi. Parks and Recreation

ECHO Ridge Park. Getting property ready for fence contractor in order to spend properly and efficiently grant money. The Eagle project involving clean-up work is complete. Road Department helped place boulders to discourage illegal access. David and Mike with the Committee helped with tree trimming and clearing fence line. YES! program is moving along. K.R. Scott and Ralph have been helping with Memorial Day event.



Initials

Commissioner Anaya expressed concern regarding use of chainsaws for wood cutting and whether they are carrying fire extinguishers. Ben Wiltbank, the Parks and Recreation Manager, stated he approached someone cutting wood and was told he had a permit from BLM to cut dead trees and hauling them off.

vii. Maintenance

K.R. Scott introduced himself as Chair to the Parks and Recreation Department.

Manny Madrid, Maintenance Supervisor, gave an update regarding 344/Rt. 66. Installed 2 flag poles and relocated a message board at the Town office and added LED lights at south side of building. The department has been watering Venus park, litter pickup and also Bassett Park. Mr. Madrid stated the crew has been collecting supplies for ECHO Ridge project, plans to stripe the parking lots at the Town offices, Animal Control and Courthouse. He is waiting on approval for John Deere Tractor so they may begin mowing.

viii. Wastewater - Moved to the next meeting.

MOTION: Mayor Jaramillo made a motion to disapprove the report until we have the proper presentation from the operator. Commissioner Brennan seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

ix. Technology

Jesus Velasquez, IT Support, gave an update on IP Contractor. Implemented a data solution for backups and security which completes Phase I. Phase II will be implemented later for cloud backup, has implemented antivirus and malware data protection. Jesus stated there will be an internal workshop regarding I Compass regarding needs for the meeting management software. Mayor Jaramillo stated she would like to attend as well as Town Manager, Kay Davis. Jesus stated Board Docs is for schools and I Compass is for government municipalities. He stated the revised quote for audio system is \$14,000.

x. Planning & Zoning Report


Brad Hill, Planning and Zoning Manager, gave review of issued licenses. Mayor Jaramillo stated pursuant to last school board meeting there was an increase in student enrollment. Mr. Hill stated we have five P&Z commissioners. He stated that he attended the New Mexico League of Zoning Officials annual conference in Las Cruces.

Mr. Hill stated he met with the County Fire Marshall and the State Assistant Fire Marshall regarding adoption of the new fire code. Commissioner Anaya stated he likes idea to address new business licenses information and the new businesses "Coming Soon" signs and thanked P&Z for their work.

Commissioner Brennan asked about Fireworks ban signs. Mr. Hill suggested getting information to the public. Mayor Jaramillo stated placing on website and electronic sign. Commissioner Brennan requested signage for no burn and no fireworks to be placed by Smiths, Walmart and other heavy traffic areas.

MOTION: Mayor Jaramillo made a motion to approve the Consent Agenda with correction to the April 30, 2022 Minutes, page 8 of 11 regarding a Motion made but not seconded. Commissioner Brennan seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

 Initials

V. MATTERS FROM THE MAYOR

A. Preliminary Interviews of Candidates

Mayor Jaramillo stated they have been conducting preliminary interviews of candidates for the appointed positions of Town Manager and Clerk.

B. Request to meet with MESD regarding use of EES South Building

Major Jaramillo stated our request has been denied. The Mayor stated she and Commissioner Brennan attended the budget meeting on Friday, May 13, 2022. The MESD School District called Plateau internet and Town internet, thus, Town operations would have been shut down without notice to us. The School District also sent eviction notices for June. Mayor Jaramillo stated MESD's next step is to apply money from State to tear down building and she stated she does not feel they meet statutory requirements as the Town is willing to cover insurance and other costs.

VI. MATTERS FROM THE COMMISSIONERS

A. ~~Jerry Powers, Mayor Pro Tem~~

~~1. Chip Seal vs. Asphalt to improve Edgewood Roads~~

~~2. Discussion and action item: Creating a staff position for administrative assistant for project management of construction, engineering, and other temporary projects, or in the alternative approval of procurement, obtaining quotes for such services on a contract basis for less than \$60,000~~

B. Ken Brennan


Commissioner Brennan discussed reaching out to Mora County to help with the evacuations. Mayor Jaramillo stated she reached out to the Municipal League on what the Town of Edgewood could do, and Executive Director AJ stated the snow melt has helped a little, but they are worried about Angel Fire. Commissioner Brennan stated he was made aware of at High Meadow gentleman burning weeds that got away from him. He stated we need to remind citizens to be smart and there are State-wide Forest closures starting May 19. Mayor Jaramillo stated she and Town Manager, Kay Davis and a community member are working on EOC. Commissioner Brennan received a phone call from Senator Heinrich regarding money requested for flood control on Church Street. The request is for \$6 million, the Town's portion is 25%, which comes out to approximately \$1.5 million. Mayor Jaramillo suggested placing this on the next special meeting budget for public input and Commission decision.

C. Sterling Donner

Commissioner Donner stated he is researching getting more widespread Broadband through Town of Edgewood. USDA would possibly pre-approve \$15 mil with 15% down. The Feds will distribute money on company bids which helps with not having Anti-Donation issues. The process takes about 6 months with no deadline. Mayor Jaramillo suggested adding this to the agenda as well for public input and Commission decision.

D. Phil Anaya

Commissioner Anaya wished a Happy Birthday to his wife. He stated he was looking for a sign with Town of Edgewood "Welcome to Edgewood" on Rt. 66. He requested help from the Road Department to place signs up

 Initials

at North, East, South and West ends of Town to include the Town's logo and Zia symbol. Brad Hill suggested including Bernalillo and Sandoval County counties.

MATTERS FROM THE INTERIM CLERK/TREASURER

E. Financial Report for the month of April, 2022

Interim Town Manager, Kay Davis stated that our GRT revenue is increasing compared to April 2021 ending April 2022, we have \$120,000 more. She stated we hit the \$1 million mark in excess revenue compared to last year.

MOTION: Commissioner Anaya made a motion to approve the Financial Report for April 2022. Commissioner Donner seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

VII. MATTERS FROM THE INTERIM TOWN MANAGER

A. Chief Lovato seeking approval to outfit the 2022 F-150 and the 2022 Expedition

Interim Town Manager, Kay Davis stated we have previously discussed this matter.

MOTION: Commissioner Donner made a motion for approval to outfit the 2022 F-150 and the 2022 Expedition. Commissioner Brennan seconded the motion.

Commissioner Anaya stated we need to know which one they plan to accept.

Chief Lovato stated there are six different quotes. The Chief sated he would like to move forward with Blue Sky Upfitting, since they are a couple thousand dollars less than others and better inventory than other two suppliers.

Commissioner Anaya stated the company has an address in Edgewood and whether or not they are located in Edgewood. Chief Lovato stated he does not know where they are physically located. Commissioner Anaya expressed concern on time frame.

Commissioner Brennan asked the Chief what others they outfitted. Chief Lovato stated they have been utilizing the outfitters for Code 3, radar, radio installation. They are familiar with their work.

VOTE: All commissioners voted aye. The motion carried.

B. Recommendation and approval of Engineering Firms

Interim Town Manager, Kay Davis referred to the RFP Engineering Score and stated they were all very substantial and recommended award to all bidders.

MOTION: Commissioner Anaya made a motion to approve the Engineers to be placed on call for the Town of Edgewood for services rendered. Commissioner Brennan seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

C. Approval to purchase Cab-Tractor with Loader for the Maintenance Department

 Initials

Interim Town Manager, Kay Davis discussed the price and asked if there were any questions from the Commission. Mayor Jaramillo asked which budget would fund this item. Town Manager, Davis stated this would come from next year's budget. Manny Madrid, Maintenance Supervisor, stated it may take up to 3 months to receive and the Z Track would take about 1 month. Mayor Jaramillo stated since we must allocate budget, she recommends we use cash balance unless there is room in the budget.

MOTION: Commissioner Anaya made a motion to approve the purchase of the Cab-Tractor with Loader for the Maintenance Department using cash balance. Commissioner Donner seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

D. Approval to purchase Z-Trak mower for Maintenance Department

MOTION: Commissioner Donner made a motion to approve the purchase of the Z-Trak mower for the Maintenance Department if it is in the budget or from cash balance. Commissioner Anaya seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

Mayor Jaramillo suggested for future Agendas, moving the Action Items below the Discussion and Action Items.

VIII. DISCUSSION AND ACTION ITEMS

A. Approval of Job Descriptions: Town Manager, Code Compliance Officer, Librarian (modifications to page 2 qualifications), Finance Manager

MOTION: Commissioner Brennan made a motion to approve the Job Description for Town Manager. Mayor Jaramillo seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

MOTION: Commissioner Donner made a motion to approve the Job Description for Code Compliance Officer. Commissioner Brennan seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

Mayor Jaramillo requested that the Town Clerk, Estefanie Muller translate the job description and give a background. Ms. Muller confirmed this is for Librarian and stated that Rachel's position is Librarian Program Manager. She pointed out the yellow highlighted section comes from the New Mexico State Library. Commissioner Anaya requested an explanation for the certification.

MOTION: Commissioner Donner made a motion to table the item to approve the Job Description for Librarian (modifications page 2 qualifications). Commissioner Anaya seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

MOTION: Commissioner Donner made a motion to approve the Job Description for Finance Manager. Mayor Jaramillo seconded the motion.

 Initials

Commissioner Anaya asked for explanation regarding difference between being called a finance manager versus town manager. Mayor Jaramillo stated the Town Manager is the executive for CEO and the Finance Manager is CFO in charge of finances, audits and compliance. Mr. Anaya stated he would like to see this in strategic planning. Commissioner Donner gave example that a CEO is the executive and oversee the day to day to make sure the company is operating smoothly. The CFO is responsible for all money, make sure the company is succeeding, where money needs to be allocated. Mayor Jaramillo suggested holding off on the position pending projects.

VOTE: Commissioner Brennan voted aye. Commissioner Anaya voted aye. Commissioner Donner voted aye. Mayor Jaramillo voted aye. The motion carried.

B. Proclamation declaring Town of Edgewood a "Purple Heart Town"

K.R. Scott reviewed the Memorial Day events.

MOTION: Mayor Jaramillo made a motion to approve Proclamation declaring Town of Edgewood a "Purple Heart Town". Commissioner Brennan seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

Commissioner Anaya commented on the purple sign on the freeway. Chief Lovato stated the purple signs are posted.

C. Notice of Decision: Campbell Ranch

Planning and Zoning Manager, Brad Hill, discussed the Motion to Approve Notice of Decision on Campbell Ranch, Case No. AMD 2021-09-015, which acts in lieu of Findings of Fact, Conclusions of Law, prepared by the attorneys. Mr. Hill stated there was a special meeting to hear the appeal to the approval on the amendment to Master Plan by Campbell Ranch. We received concerns by Attorney General's Office regarding the original Planning and Zoning meeting. Mr. Hill stated the document shows this was the action taken by the commission.

MOTION: Mayor Anaya made a motion to approve the Notice of Decision: Campbell Ranch, Case No. AMD 2021-09-015. Commissioner Brennan seconded the motion.

VOTE: Commissioner Anaya voted aye. Mayor Jaramillo voted aye. Commissioner Brennan voted aye. Commissioner Donner voted aye. The motion carried.

D. Authorization to proceed and with Preliminary Feasibility Form Grant requests and prioritize

i. Edgewood -7 Trail Construction Phase

 Initials

Ken Wiltbank, Parks and Recreation Manager stated we already have funding in place for much of the design. The design is about 60%. He stated the \$584K may be used for any trail, any right of way easement for trails. It does not have to be spent on Edgewood-7. That is a separate grant.

Commissioner Anaya stated that Edgewood-7 Trail construction is the entire trail system for the Town of Edgewood. He stated the \$784K is for construction, design, and build. The trail system is called the Edgewood-7 Trail.

Mr. Wiltbank stated that the project feasibility we want to submit is specifically for that Trail.

ii. Windmill Road Trail Design Phase

Mr. Wiltbank stated this trail is like Edgewood-7, where the T is between ECHO Ridge and Section 32 will be in the design phase and will get into the design motion. Commissioner Anaya stated it is only about 500 feet. Mr. Wiltbank stated he believes it is more than 500 feet.

iii. Frost Road Multi-Use Trail Design and Construction

Mr. Wiltbank stated that Bernalillo County has already started building their side of this which goes from NM14 East towards us and stated they have plans to extend up the Edgewood boundary to finish in Edgewood, from Frost to Horton and connect to our system. We would go from there to 344.

iv. Skyline Drive/NM333 Intersection Improvements

Mr. Wiltbank stated he is putting Skyline Drive and V Hill road together because those intersections are similar and those are intersection improvements which are very dangerous. The Rt 66 intersections has hills and angles which are very dangerous. The plan is to widen those out and provide turn lanes in order to make it safer and more useful. These are separate forms but still one project.

v. Extend North Frontage Road from Sedillo Hill to Moriarty

Mr. Wiltbank stated this will create a frontage road on the North side much like Rt. 66. This will provide an alternate route to alleviate traffic on Rt. 66.

vi. CR-2 Design and Construction

Mr. Wiltbank stated this is from Barton to Section 32 to provide access to that side of Section 32 which is currently only available to 4-wheel drives.


vii. V-Hill Road/NM 333 Intersection improvements

viii. Windmill Road Trailhead/Parking Design/Construct for access to Poker Draw Park

Mr. Wiltbank stated that at the end of Windmill Road dead-ends. There is no parking there. The idea is to purchase vacant land on South side and create a trailhead to make the road accessible

ix. NM 333/Rt-66 widen to 4 lanes (Barton to Linnie Ct & Leslie Road to S. County Line Rd)

Mr. Wiltbank stated there are two sections for widening to four lanes from Barton to Linnie Ct. Near front of Tractor Supply. The idea is to complete the improvements already there and to complete the section that picks up at Leslie past Auto Zone where the 4 lanes die down, all the way through to County Line Road. This would create 4 lanes with turn lanes to alleviate traffic and safety issues on Rt. 66.

 Initials

Brad Hill, Planning and Zoning Manager stated some of these items are not in the Town of Edgewood. His question is from a planning perspective, do we need to coordinate with Santa Fe County or Torrance County. He gave an example that Frost Road trail has a gap between Bernalillo County and Town of Edgewood and Sedillo Hill and Moriarty. Commissioner Brennan stated the Southside of V Hill Road is also in Torrance County. Commissioner Brennan stated everything North of Windmill Road is Santa Fe County.

MOTION: Commissioner Anaya moved to combine Items 4 and 7 to eliminate 7 which is V Hill/NM 333 and move it up to Skyline Drive/NM 333/V Hill Road/NM333 Intersection. Commissioner Donner seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

Mayor Jaramillo clarified the need to work with other governmental entities and focus on what is within the Town's boundaries.

MOTION: Commissioner Brennan made a motion for Item 9 NM 333/Rt-66 be done in conjunction with Items 4 and 7, Skyline drive and V Hill. Mayor Jaramillo seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

Mayor Jaramillo suggested deciding what is a must have or necessary or want or would be nice. She suggested trail is important and parking is a need for Poker Draw and public safety regarding the intersections. Commissioner Brennan stated if 344 widens to 4 lanes, those entities may get motivated to move forward with those new interchanges on the interstate. Mayor Jaramillo discussed giving priority to Skyline/V Hill widening. Mayor Jaramillo referred to Mr. Roger Holden's e-mail. Mayor suggested reviewing prioritization with changes at the next meeting to place order of priority to include NM 344 widening and extension of Frost Road as highest priority.

Ken Wiltbank stated the need for prioritization for MRCOG and the background work is complete.

MOTION: Commissioner Anaya made a motion to submit Items 1 through 7 as submitted on the Agenda and for the grant request and allowing MRCOG to prioritize those with DOT. Commissioner Brennan seconded the motion.

VOTE: All commissioners voted aye. The motion carried.

IX. GENERAL PUBLIC COMMENTS

Ralph Hill requested reconsideration of annexing ECHO Ridge in Town of Edgewood.

Mayor Jaramillo requested a meeting specifically regarding annexations and planning ahead.

Sherry Abraham thanked everyone for all the work especially the Purple Heart Town project. She has been trying for 2 years.

 Initials

Linda Burke discussed YES Program registration in progress with in-person registration on May 21, 2022 in-person registration at Town Hall from 8:30-10:30 AM.

Andrea Corvin clarified job description for Library Operations Manager and Librarian.

X. FUTURE MEETINGS

- A. Regular Commission Meeting – June 7, 2022 (Location TBD)
- B. Regular Commission Meeting – June 21, 2022

XI. FUTURE AGENDA ITEMS

Mayor Jaramillo stated there will be a Special Meeting on May 24, 2022 at 5:00 PM at the Community Center. Items for consideration: Broadband, Flood Control for Church Street, Library position, prioritize PFF Grants requests and Commissioner Powers items.

XII. CLOSED SESSION

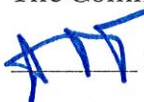
- A. As per motion and roll call vote pursuant to NMSA 1978,:

MOTION: Commissioner Kenneth Brennan made a motion to go into Closed Session regarding 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, Animal Control Officer(s), as per motion and roll call vote pursuant to NMSA 1978:
Commissioner Donner seconded the motion.

- i. 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, Animal Control Officer(s).
- ii. ~~Section 10-15-1(H)(7), for confidential discussion regarding litigation by John Bassett. Vs. Town of Edgewood Case No. D-101-CV-2022-00195~~
- iii. ~~Section 10-15-1(H)(7), for confidential discussion regarding possible litigation by Horrocks Engineering for unpaid invoices for work performed for the Town.~~
- iv. ~~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, update and obtaining Town's records from prior law firm.~~
- v. ~~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.~~

VOTE: Commissioner Brennan voted aye, Commissioner Donner voted aye, Commissioner Anaya voted aye, Mayor Jaramillo voted aye. The motion carried.

The Commission left for closed session at 9:03 PM.

 Initials


XIV. ADJOURN

Mayor Jaramillo adjourned the meeting at 10:19 PM.

PASSED, APPROVED, and ADOPTED this 7th day of June 2022.



Estefanie Muller, CMC Clerk Treasurer



Audrey J. Jaramillo, CMO, Mayor