

**AGENDA  
TOWN OF EDGEWOOD  
REGULAR COUNCIL MEETING MAY 4, 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. **APPROVAL OF CONSENT AGENDA.**
  - A. Approval of the Draft Budget Workshop Meeting Minutes of April 16, 2016.
  - B. Approval of the Draft Council Meeting Minutes of April 20, 2016.
  - C. Approval of the Draft Budget Workshop Meeting Minutes of April 23, 2016.
  - D. Acknowledge Receipt of the Draft Planning & Zoning Commission Meeting Minutes of April 19, 2016. (This meeting was cancelled.)
- 3. **MATTERS FROM THE MAYOR.**
- 4. **MATTERS FROM THE COUNCILORS and/or ANNOUNCEMENTS.**
- 5. **MATTERS FROM THE MUNICIPAL JUDGE.**
  - A. Judge White will present his report for the month of April, 2016.
- 6. **MATTERS FROM MORIARTY-EDGEWOOD SCHOOL DISTRICT.**
- 7. **PUBLIC COMMENTS OF GENERAL MATTERS. Limit to 2 minutes per person.**
- 8. **MATTERS FROM THE CLERK-TREASURER.**
  - A. 2017 Budget Update
  - B. Annual Audit
  - C. Horton/Entrada del Norte Roads
- 9. **ANNOUNCEMENTS and/or CALENDAR REVIEW.**
  - A. Regular Council Meeting - May 18, 2016 @ 6:30 P.M.
  - B. Regular Council Meeting - June 1, 2016 @ 6:30 P.M.

**NOTE: The Town Hall Offices will be closed on Monday, May 30, 2016 in observance of Memorial Day.**

**10. FUTURE AGENDA ITEMS.**

**11. 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](mailto: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](http://www.edgewood-nm.gov) click on Agendas & Minutes.**

**MINUTES**  
**TOWN OF EDGEWOOD GOVERNING BODY**  
**BUDGET PREPARATION WORKSHOP – APRIL 16, 2016 @ 10:00 A.M.**  
**EDGEWOOD COMMUNITY CENTER, #27 E. FRONTAGE ROAD, EDGEWOOD, NM**

- **CALL TO ORDER.**

Mayor Bassett called the meeting to order at 10:00 a.m.

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

Also present: Mayor John Bassett, Steve Shepherd, Dora Garcia, and Rebecca Sanchez

- **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. **2016-2017 BUDGET PREPARATION DISCUSSION.**

Town Administrator Steve Shepherd discussed the GRTs and their variation throughout the year. Utility costs have increased and will be monitored closely; solar panel installation may be a future consideration. Attorney and engineering fees have decreased, while insurance costs have increased.

Increases to the budget for the road fund were discussed. The infill annexation will likely take place later this month, requiring additional signage. Mr. Shepherd stated funding would be available for maintaining the town roads, though private roads would not be included. Councilor Ring remarked property tax revenue would increase in the new fiscal year, due to the infill annexation.

Mr. Shepherd stated overtime expenses have decreased, with the exception of the Police Department. Mayor Bassett remarked that due to the infill annexation, Police Department and Animal Control employee overtime is projected to increase. Councilor Abraham requested the next budget meeting include the projected annexation fees and costs.

Discussion turned to the wastewater treatment plant budget. The proposed budget for next fiscal year is reduced from the current year. Mr. Shepherd stated the wastewater treatment plant may need new equipment. Councilor Ring asked how the Town knows if the restaurants have been doing their job with the use of wastewater. Mr. Shepherd replied someone would need to conduct water testing in the future. Mayor Bassett stated a dedicated person is needed, possibly a Code Compliance Officer/Wastewater and Planning and Zoning is in need of a Planning Administrator. Councilor Simmons stated New Mexico Rural Water Association is a good resource and could possibly assist the Town with some of its concerns. Councilor Ring stated the Police Department is qualified to assist with Code Compliance.

Other items discussed included the possibility of creating a BMX track, the need for additional patrol vehicles for the Police Department, and an increase in pay for Town employees.

Mayor Bassett suggested budget reviews be conducted quarterly. The Councilors agreed that starting July 1, 2016 the budget would be reviewed every ninety days.

The Governing Body discussed requests from various organizations seeking financial support from the Town of Edgewood, including: the Estancia Basin Resource Association (EBRA), Estancia Valley Economic Development Association (EVEDA), the Edgewood Chamber of Commerce, Route 66 Arts Alliance, and Wildlife West Nature Park.

**3. ADJOURN.**

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

**VOTE:** All Councilors voted aye. The motion carried.

Mayor Bassett adjourned the meeting of April 16, 2016 at 12:32 p.m.

**PASSED, APPROVED AND ADOPTED THIS 4<sup>th</sup> day of MAY, 2016**

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John Bassett, Mayor

**ATTEST:**

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Juan Torres, Clerk - Treasurer

**MINUTES**  
**TOWN OF EDGEWOOD**  
**REGULAR COUNCIL MEETING – APRIL 20, 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, Attorney Robert White, Bonnie Pettee, and Rebecca Sanchez

• **PLEDGE OF ALLEGIANCE.**

1. **APPROVAL OF AGENDA.**

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

**VOTE:** All Councilors voted aye. The motion carried.

2. **APPROVAL OF CONSENT AGENDA.**

A. Approval of the Draft Regular Council Meeting Minutes of April 6, 2016.

B. Acknowledge Receipt of the Draft Planning & Zoning Commission Meeting Minutes of April 5, 2016.

C. Acknowledge Receipt of the Draft Library Board Meeting Minutes and Library Report for the month of March, 2016.

D. Acknowledge Receipt of the Draft Parks & Recreation Committee Meeting Minutes for the month of March, 2016.

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

**VOTE:** All Councilors voted aye. The motion carried.

3. **MATTERS FROM THE MAYOR.**

**A. Approval to appoint Mr. Larry Sullivan to the Planning and Zoning Commission.**

Mayor Bassett invited Mr. Sullivan to the podium to introduce himself to the Governing Body. Mr. Sullivan stated he lives just outside the Town limits and has resided there for a little over two years. He is interested in using his experience in planning and zoning by serving in some capacity with the Town of Edgewood. Mayor Bassett stated Commissioner Markley, one of the two out-of-towners on the Planning and Zoning Commission has resigned and Mr. Sullivan would be replacing Mr. Markley. With Mr. Sullivan's appointment, the Commission would have two in-town Commissioners and two out-of-town Commissioners. There would still be one vacancy to be filled by a Town of Edgewood resident.

**MOTION:** Councilor Ring made a motion to approve the appointment of Mr. Larry Sullivan to the Planning and Zoning Commission. Councilor Simmons seconded the motion.

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

**B. Appoint Review Committee for Police Chief Candidates.**

Mayor Bassett offered the names of the following individuals to serve on the Review Committee for Police Chief Candidates: Mayor Bassett, Administrator Steve Shepherd (for the duration of his employment), Clerk-Treasurer Juan Torres (when his employment begins), Interim Deputy Clerk Linda Holle, Anthony Maxwell Jr., and Mayor Pro-Tem John Abrams. Councilor Simmons inquired of Mr. Maxwell's background. Mayor Bassett stated Mr. Maxwell has an extensive law enforcement background.

**MOTION:** Councilor Ring made a motion to approve the individuals proposed by the Mayor to serve on the Police Chief Candidates Review Committee. 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.

**Mayor Bassett then brought to the Councilors' attention printed material from Affordable Solar, a vendor promoting the installation of solar panels to reduce utility expenses.** This material was distributed for informational purposes. Councilor Abrams stated these solar panels have been installed locally at the VA Hospital and the Westside Costco for those who are interested in seeing a finished product. He also made the point that maintenance of the solar panels is required, especially during a heavy snow storm, as they need to be cleared of snow. The Councilors expressed interest in having the vendor offer a presentation of his product.

**4. MATTERS FROM THE COUNCILORS and/or ANNOUNCEMENTS.**

None.

**5. MATTERS FROM THE ATTORNEY.**

**A. Discussion Item – Receiving Written Comments Prior to Public Hearings**

**Councilor Simmons** stated receiving written comments just prior to the public hearing effectively derailed the hearing for six weeks because Council had no time to review the material. She asked if there would have been a more appropriate time to have presented the material. Councilor Simmons stated this issue does not need to be limited to a specific public hearing but applies to any of our meetings.

**Attorney Robert White** stated when in a quasi-judicial proceeding: 1) people testifying have the opportunity to present evidence either verbally or in writing and 2) Council has

the right to cross-examine, as does the applicant, with regard to that evidence. Attorney White went on to say, if written materials come in but the individual will not be present for cross examination, Council should have a rule that the information needs to be provided a week before the meeting or in sufficient time to be in the Councilors' packets prior to the meeting. This will allow time for the Governing Body to ask questions for the person submitting the written material.

If an individual chooses to provide written evidence to Council, it should be presented during their testimony in the context of the hearing process. If written evidence is offered during the proceeding, it could have very little weight as the Council will not have had adequate time to review it.

**Councilor Abrams** asked if receiving an email about the issue is considered ex-parte communication. Attorney White stated there should be a policy of not taking emails, but emails are difficult to handle. He suggested forwarding the email to the Town Administrator or Town Zoning Official and making the email part of the record of the proceeding, available to everyone involved, so if anyone wishes to contest the material they can. Attorney White also suggested establishing a rule stating inadvertent emails would not be considered since they were not submitted as part of the formal proceeding. Attorney White stated if an abundance of written material is submitted during the proceeding, Council has the option to put off the hearing and keep it open to be continued at a future date. Council can also state they have not had an opportunity to reflect on the material but still choose to go forward with the hearing. It can be an either/or situation. Mayor Bassett stated another option is to have the Chairperson call for a break to review the information at the time it is presented.

#### **B. Annexation Briefing**

Mr. White stated the Infill Annexation Hearing is scheduled for Friday, April 22, 2016 at 10:00 am in the Edgewood Community Center. The hearing will be conducted by the Municipal Boundary Commission. A document of Frequently Asked Questions (FAQs) for the Infill Annexation was finalized today. Mr. Shepherd stated the document would be available on the Town website tomorrow.

### **6. TOWN OF EDGEWOOD POLICE REPORT – Chief Radosevich.**

#### **A. Police Report and Animal Control Report for the month of March 2016.**

Chief Radosevich presented highlights of the Police and Animal Control Reports. He stated the On-site Recognition Assessment is scheduled for April 21, 2016 at 8:00 am. The Chief announced an Open House and ribbon-cutting for the Police and Animal Control Departments will be held Saturday, April 23, 2016 from 2:00 – 5:00 p.m. The annual Class A Inspection is scheduled for Thursday, May 5 at 3:00 pm. It is a formal inspection of the vehicles and uniforms of all the officers. The Chief reported the spay and neuter van from Santa Fe will be in Edgewood on June 17 or 18, 2016. He will provide additional information when dates and times are confirmed.

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

**VOTE:** All Councilors voted aye. The motion carried.

**7. ROUTE 66 ARTS ALLIANCE PRESENTATION**

Sandra Holtzman, President of the Route 66 Arts Alliance, noted the Alliance has been in existence three years, has over sixty members and is a 501(c)(3) organization. Ms. Holtzman stated the Alliance aspires to be a regular Arts Council providing community service by organizing exhibits, conducting educational programs, presenting performances and opportunities for artists. The Alliance proposed holding the July 4<sup>th</sup> Field of Arts Festival in conjunction with the Town on the soccer field again this year. They are requesting liability insurance from the Town, free use of the soccer field and financial support of \$600 - \$1,000 for tent and stage rental. The Alliance is planning a week-long series of art workshops this summer for children ages 8 – 13, in addition to 4 days of classes for those age 14 – adults, to be held in the Edgewood Elementary School. Santa Fe County will be financially supporting this art camp with \$1,300. The Alliance's last event of the year will be the Winter Arts Festival in December in the Edgewood Elementary School.

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

Ms. Janelle Turner had comments in reference to Matters from the Attorney. She called attention to this sentence that appears on every Agenda, "Written comments are welcomed and should be given to the Clerk-Treasurer prior to the start of the meeting." Ms. Turner stated she has contacted Mr. Shepherd in the past to find out what the policies are and was told he would accept correspondence via email and preferred it be submitted 24 hours prior to the meeting. Ms. Turner stated she has done this and is sorry Council did not receive her submission until just before the meeting. Ms. Turner remarked that the Council is at a disadvantage because they do not conduct many public hearings. Ms. Turner suggested Council consider attending a quasi-judicial hearing conducted by City of Santa Fe or by the Santa Fe County Commission to see how they do things.

**9. RESOLUTIONS.**

**A. Budget Resolution No. 2016-04.**

Town Administrator Steve Shepherd requested approval of this small budget amendment to correct a \$21 error to balance the wastewater fund.

**MOTION:** Councilor Abrams made a motion to approve Budget Resolution No. 2016-04.  
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.

**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.**

Ms. Bonnie Pettee certified that Public Notice of this Meeting has been posted as required.

- A. Requesting Amendment to the Hillcrest Master Plan, 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.

**Mayor Bassett stated this case is being heard under provisions required by the New Mexico Court of Appeals intended to protect the rights of all parties to the proceedings.** Requirements include the identification 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 the persons giving testimony.

**Confirmation of no conflict of interest or ex-parte communication:**

Mayor Bassett announced the next item was the confirmation of no conflicts of interest or any ex-parte contacts. Mayor Bassett stated he does have a conflict. He was at the Planning and Zoning hearing where it was heard. Mayor Bassett recused himself and turned the hearing over to Mayor Pro-Tem Abrams.

Mayor Pro-Tem Abrams confirmed he had no conflict of interest and no ex-parte communication.

Councilor Ring confirmed he had no conflict of interest and no ex-parte communication.

Councilor Abraham confirmed she had no conflict of interest and no ex-parte communication.

Councilor Simmons confirmed she had no conflict of interest and no ex-parte communication.

Mayor Pro-Tem Abrams stated the intent is that this hearing be fair in form and substance as well as in appearance and therefore asked if there was anyone present who objected to his participation as Chair or to any of the Commissioners' participation in these proceedings to please step forward and state their concern.

Hearing none, all persons wishing to give testimony in this hearing were asked by Mayor Pro-Tem Abrams to rise and be sworn in.

**Mayor Pro-Tem Abrams stated public testimony needs to be given in the proper order beginning with the preliminary staff report.** Ms. Bonnie Pettee presented the staff report. She explained that the Master Plan was initially approved in 2006. An appeal was filed, which resulted in a stipulated agreement that approved the Master Plan, providing the RV Park was removed. The area was left with zoning undetermined. Ms.

Pettee stated the applicant is seeking a mixed use zone designation for that specific area, known as Unit 2, Periwinkle Ridge of the Hillcrest Master Plan, which includes 45.14 acres. The applicant is proposing to build 140 town houses/apartment units with 13 acres of open space and 0.6 miles of landscaped pedestrian trails. She noted the overall density will result in approximately 3.10 dwelling units per acre with this unit.

East Venus Road is the primary access for Periwinkle Ridge. It is paved and publicly maintained. Water service for domestic services and fire protection will be provided by EPCOR Water. An onsite wastewater treatment package will be provided as part of the infrastructure development. Ms. Pettee continued stating the Planning & Zoning Commission recommends approval of the zoning designation of MU Mixed Use based on the determination that it would be suitable for this site without disturbing existing neighborhood; it meets the District Standards of Open Space and Density; and satisfies the seven (7) criteria of Section 24, Master Plan Zone, A. Purpose of the Zoning Ordinance 2014-02.

Mayor Pro-Tem Abrams inquired whether all the documentation for this application had been submitted, contained in hand and received in a timely manner. Ms. Pettee replied in the affirmative. Mayor Pro-Tem Abrams then asked for the applicant or designated representative to make any presentation to the Commission.

**Mr. Tim Oden introduced himself as a managing member of Hillcrest LLC.** He provided the Council some additional handouts, beyond what was included in the application package, and supplemental comments concerning density and traffic that came up since the hearing was tabled six weeks ago.

Mr. Oden stated, over the last 5 years, numerous questions have been asked of staff regarding the process and procedure to determine the use in Unit 2. Since Council never approved a use for Unit 2, it is the consensus of the applicant and Mr. Rael, per his opinion dated July 2011, that it is up to Council to initially determine the use of Unit 2.

Mr. Oden stated the uses proposed for Unit 2 are not new nor are they a change from the uses originally approved by Council. The uses proposed for Units 7 & 8 are required to maintain or decrease the density originally approved by Council and they are not a change from the land use originally approved within the Master Plan.

Mr. Oden remarked the reason for the hearing is because we believe it is up to Council to initially determine what the use of Unit 2 should be and we want to demonstrate that as a result of the request the density does not increase, but actually decreases. Those are the 2 issues.

Regarding traffic in the area, Mr. Oden stated the traffic study conducted in 2004 included 90 units of Mobile Home Park and 140 units of RV park, even though those uses in Unit 2 were never approved by Council. The trip generation table for Hillcrest shows the

elimination of the mobile home and RV parks decreases the traffic impact that Hillcrest had by a considerable amount. Ultimately at full build-out on Hillcrest Master Plan, a signalized intersection will be warranted at Venus Rd and Municipal and possibly at Big H Rd and 344. Accel/decel lanes in both directions at all three locations will be required.

Councilor Ring inquired whether a variance had been granted as to height during this process.

Mr Oden responded that they were still in the zoning stage and had not done any development yet. He was informed the ordinance had changed for height restriction in this particular category but it doesn't matter to him because he knows it could change before the units are built.

Councilor Ring asked if it would be Mr. Oden's responsibility to make any improvements dictated by DOT to the intersection of 344 & Venus Road.

Mr. Oden replied the Traffic Study identifies at what point of development certain improvements are required to satisfy NMDOT regulations and Hillcrest LLC or its successor would be required to make those improvements.

**Mayor Pro-Tem Abrams asked if any other person who had been sworn wished to cross-examine the applicant.**

Mr. Randy Rembold inquired about the onsite sewage treatment plant and how it would be regulated, inspected and maintained once all the units were sold.

Mr. Oden responded that it would be regulated by the State of NM Environment Dept. with a discharge permit in the same way the Town's wastewater treatment plant is inspected and regulated by the State. He added that once it was up and running, EPCOR Water was ready, willing and able to take it over, operate and maintain it.

Mr. Rembold asked if at that point in time, the people in the subdivision would have to pay a fee.

Mr. Oden replied in the affirmative, saying it would be like paying a water bill, only it would be a sewer bill.

**Upon no further cross examination for the applicant, Mayor Pro-Tem Abrams called for proponents of the application to speak.**

Ms. Janelle Turner was generally in favor of the application on the grounds that it was consistent with the Master Plan and would fill an unmet need for multi-family housing options in Edgewood. Her reservations were lack of a height restriction in the Mixed Use Zone Category and safety concerns about road conditions at the intersection cited in the Staff Report as being the primary access to the property as well as traffic congestion in the general area.

Councilor Ring remarked in regard to the intersection of Venus and NM 344, he believed the Town exercised due diligence and thinks it is better off now than before it was paved. Councilor Ring doesn't believe it is a Town of Edgewood responsibility, but promised to check into it.

Ms. Turner disagreed with Councilor Ring's assessment that the road was better now than before. In response to the Councilor's comment about the Town's due diligence, Ms. Turner noted that details of the Subdivision Ordinance call for culverts at intersections where drainage is an issue and noted there is not a culvert at Venus and 344.

**Mayor Pro-Tem Abrams called for opponents to the application to speak, when no other proponents came forward.**

Mr. Randy Rembold stated his opposition to the application included a concern about traffic congestion and that the change in zoning would affect the rural atmosphere he appreciates.

Councilor Simmons commented that her understanding was the unit had never received a zoning designation, thus there was no 'change' requested in this hearing.

Mr. Tim Sandy spoke in opposition to a bunch of apartments going up. He does not believe it is the right direction for our Town to go. He moved to Edgewood to live in a small town in the country. Mr. Sandy also expressed his concern over how the Hearing was noticed.

Councilor Abraham asked staff if the Hearing was noticed correctly. Mr. Shepherd responded affirmatively. He explained individuals living within 500' of the unit the zoning was requested for, were noticed.

Councilor Abraham commented that she has heard often from many people about the lack of affordable housing in Edgewood. She expressed her belief that the Governing Body takes their role seriously about keeping the character of our rural community unique. She stated that Council is looking to diversify the housing market.

Mr. Paul Kuehne spoke next in opposition to the application stating concerns about traffic and road conditions. He stated this application is a huge impact of a lot of people in a relatively small area and wondered if criteria like crime, infrastructure and property values were evaluated by Planning and Zoning in making their determination.

Councilor Simmons inquired as to why Mr. Kuehne was not serving on the Planning and Zoning Commission.

Mr. Oden stood for closing remarks. He stated throughout the Hearing he heard repeatedly from those testifying they had no idea there was a Master Plan and they were not aware that approval was already granted for 150 apartment units. Mr. Oden

commented that he was simply requesting to move the density to the middle of the property, to the Unit that had no designated use, stating the use was not changing.

**Mayor Pro-Tem Abrams closed the Public Hearing.**

**MOTION:** Councilor Simmons made a motion to approve the Amendment to the Hillcrest Master Plan, Unit 2, T10N, R7E, S10, NMPM, Town of Edgewood, Santa Fe County, to designate Mixed Use (MU) Zoning on approximately 45.14 acres.

Councilor Abraham seconded the motion.

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

**11. CALL FOR PUBLIC HEARING.**

A. Request for a zone change from R-1 Residential to MU Mixed Use zoning for the property located at 92A Church Street – Tract A - .95 acres, 92C Church Street – Tract D .86 acres and 88 Church Street – Tract B - .95 acres of the Lands of Gervais & Patricia Williams, Section 27 T10N R7E NMPM, Santa Fe County, Edgewood, NM.

Concerns of proper notice were discussed so the hearing can be heard in a timely manner. Mr. Shepherd and Ms. Bonnie Pettee stated this public hearing has been posted, and requests it be set for May 18, 2016.

**MOTION:** Councilor Simmons made a motion to call for a public hearing, requesting for a zone change from R-1 Residential to MU Mixed Use zoning for the property located at 92A Church Street – Tract A - .95 acres, 92C Church Street – Tract D .86 acres and 88 Church Street – Tract B - .95 acres of the Lands of Gervais & Patricia Williams, Section 27 T10N R7E NMPM, Santa Fe County, NM.

Councilor Abraham seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried

**12. MATTERS FROM THE ADMINISTRATOR.**

Mr. Shepherd stated all roads are either complete or under construction. By the end of the fiscal year, all but Horton Road will be completed. He also stated the Boundary Commission Meeting would be on April 22, 2016 at 10:00 a.m. Councilor Abraham requested alerts be posted on the website for the Boundary Commission Meeting and the Budget Workshop scheduled for 10:00 a.m. on Saturday, April 23, 2016. Councilor Ring requested a review of East Venus Road to determine who is responsible for the construction. Mr. Shepherd stated the Department of Transportation would have to be involved.

**13. APPROVAL OF THE FINANCIAL REPORT FOR THE MONTH OF MARCH 2016.**

Councilor Abraham stated the food gross receipts tax still looked incorrect, with the total for the month of January appearing short. Mr. Shepherd replied he could have Deputy Clerk Linda Holle review the data and follow up with the NM Tax and Revenue Department to verify the accuracy of the distribution. Councilor Abrams stated he is concerned about the electricity expenses. He would like to review solar panels for their benefits, and conduct a cost/benefit analysis.

**MOTION:** Councilor Simmons made a motion to approve the Financial Report for the Month of March 2016.

Councilor Abraham seconded the motion with discussion.

**VOTE:** All Councilors voted aye. The motion carried

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

- A. Budget Workshop – April 23, 2016 @ 10:00 A.M.
- B. Regular Council Meeting – May 4, 2016 @ 6:30 P.M.
- C. Regular Council Meeting – May 18, 2016 @ 6:30 P.M.

Mayor Bassett announced Saturday, April 22, 2016 at 10:00 a.m. the Infill Annexation Meeting with the Boundary Commission will be held at the Edgewood Community Center.

**15. FUTURE AGENDA ITEMS.**

Mayor Bassett presented a plaque for retiring Administrator Steve Shepherd, and thanked him for all his work with the Town of Edgewood.

**16. ADJOURN.**

**MOTION:** Councilor Simmons made a motion to adjourn the meeting of April 20, 2016. Councilor Abraham seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried

Mayor Bassett adjourned the meeting of April 20, 2016 at 9:12 p.m.

**PASSED, APPROVED AND ADOPTED THIS 4<sup>th</sup> day of MAY, 2016**

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John Bassett, Mayor

**ATTEST:**

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Juan Torres, Clerk - Treasurer

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Initials

**MINUTES**  
**TOWN OF EDGEWOOD GOVERNING BODY**  
**BUDGET PREPARATION WORKSHOP – APRIL 23, 2016 @ 10:00 A.M.**  
**EDGEWOOD COMMUNITY CENTER, #27 E. FRONTAGE ROAD, EDGEWOOD, NM**

• **CALL TO ORDER.**

Mayor Bassett called the meeting to order at 10:03 a.m.

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

Also present: Mayor John Bassett, Steve Shepherd, Juan Torres, and Linda Holle

• **PLEDGE OF ALLEGIANCE.**

1. **APPROVAL OF AGENDA.**

**MOTION:** No motion was made to approve the agenda.

2. **2016-2017 BUDGET PREPARATION DISCUSSION.**

Town Administrator Steve Shepherd distributed budget documentation for review and discussion. Mr. Shepherd identified three service areas that he believes will be impacted by the recent annexation: Animal Control, Code Compliance, and Roads. Councilor Abrams suggested keeping the Animal Control budget flat at this time, review it quarterly and adjust as required. He then asked if the Road Department had any equipment issues. It was noted the Town has two fairly new dump trucks but the grader has lots of miles on it and might need a new blade in the coming year and the pneumatic roller probably needs to be replaced. Mr. Torres commented the Town has annexed an additional 8.6 miles of road. Councilor Ring inquired as to when the Town would receive property taxes from the recently annexed property. Mr. Shepherd responded the new revenue would not be received by the Town until 2017.

Discussion turned to the allocation of a projected surplus. Although the Town has experienced a 15% increase in the GRT over last year, it is uncertain how the annexation will impact next year's budget since the Town will be providing services to an expanded area and increased population. The Governing Body provided guidance and direction to Town Administrator Shepherd and Clerk-Treasurer Torres in shaping an interim budget due to the State the end of May. All were in agreement to conduct quarterly budget reviews.

Mr. Shepherd stated a Capital Replacement Budget has not yet been formalized and Code Compliance is another matter that needs to be addressed in the future. He also recommended increasing the amount of funds held in reserve.

Councilor Ring inquired about what mileage the vehicles start failing, so we can better plan for replacement. The Mayor suggested use of an asset management tool.

**3. ADJOURN.**

**MOTION:** Councilor Simmons made a motion to adjourn the meeting of April 23, 2016. Councilor Abrams seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

Mayor Bassett adjourned the meeting of April 23, 2016 at 11:54 a.m.

**PASSED, APPROVED AND ADOPTED THIS 4<sup>th</sup> day of MAY, 2016**

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John Bassett, Mayor

**ATTEST:**

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Juan Torres, Clerk - Treasurer



Fine Fee Summary  
From 04/01/2016 12:00 AM to 04/30/2016 11:59 PM  
All Case Types and Sub-Types  
All Clerks

**Receipts****Bond Payment**

Criminal Bond

200.00

Subtotal: 200.00

**Case Payment**

Correction Fee

886.00

Court Automation Fee

264.00

Fine

1,668.66

Judicial Education Fee

132.00

Subtotal: 2,950.66

**Total Receipts: 3,150.66****Transfers****Bond Conversion**

Correction Fee

40.00

Court Automation Fee

12.00

Fine

136.00

Judicial Education Fee

6.00

Subtotal: 194.00

**Total Transfers: 194.00****Report Total: 3,344.66**

Edgewood Municipal Court

User: KSMITH

Criminal Case Ledger  
201503067-TR-SP

Brummett, JShane

Defendant Costs

Costs	Amount	Entered	Approved
<b>Defendant Cost Total</b>			

**Bonds**

Bond Type	Action	Amount	Entered	Approved
Cash	Bond Payment/R-6061	200.00	04/11/2016	KSMITH
Cash	Bond conversion/R-6066	-194.00	04/18/2016	KSMITH
Cash	Bond Exoneration	-6.00	04/20/2016	KSMITH
<b>Bond Total</b>		<b>0.00</b>		

**Miscellaneous Fee**

Receipt Number	Amount	Entered	Approved
<b>Miscellaneous Total</b>			

**Collections History**

Offense/ Victim	Assessed	Adjusted	Balance	Court Fee Balance	Interest	Report Date	Orig Due Date	Reset Date	Reset By
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Brummett, JShane Total: 0.00  
Case Total: 0.00

Disbursement Memo Detail  
Disbursement Memo Number: 21177

Paid to: Monica Sanchez  
9544 Colima N.W.  
Albuquerque, NM 87120

Six and 00/100  
201503067-TR-SP Defendant: Brummett, JShane

For: Bond Exoneration 6.00

Kathryn Smith, Court Administrator

By: \_\_\_\_\_  
Deputy Clerk

Clerk: KSMITH

**NOT NEGOTIABLE**

## Monthly Activity Report

April 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	0	4	4	3	8	5
CRIMINAL 2006-10	0	0	0	16	5	-11
DWI	1	0	-1	1	1	0
Miscellaneous	0	0	0	5	0	-5
TRAFFIC	61	33	-28	317	253	-64
<b>Totals:</b>	<b>62</b>	<b>37</b>	<b>-25</b>	<b>342</b>	<b>267</b>	<b>-75</b>
<b>Non-Citations</b>						
CRIMINAL 2006-10	2	1	-1	2	4	2
LITTER_ANTI-BLIGHT	0	0	0	1	0	-1
Miscellaneous	0	0	0	0	1	1
<b>Totals:</b>	<b>2</b>	<b>1</b>	<b>-1</b>	<b>3</b>	<b>5</b>	<b>2</b>
<b>Fines and Fees</b>						
Correction Fee	979.00	926.00	(53.00)	3,759.00	3,518.00	(241.00)
Court Automation Fee	288.00	276.00	(12.00)	1,140.00	1,041.00	(99.00)
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	2,315.17	1,804.66	(510.51)	11,383.48	8,841.00	(2,542.48)
Judicial Education Fee	144.00	138.00	(6.00)	566.00	518.00	(48.00)
<b>Totals:</b>	<b>\$3,726.17</b>	<b>\$3,144.66</b>	<b>\$(581.51)</b>	<b>\$16,848.48</b>	<b>\$14,078.00</b>	<b>\$(2,770.48)</b>