

**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 1<sup>st</sup> 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.

 Initials

**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 this group 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.

 Initials

**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 6<sup>th</sup> day of APRIL, 2016**

  
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John Bassett, Mayor

**ATTEST:**

  
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Linda Holle, Interim Clerk - Treasurer

 Initials