

**MINUTES**  
**TOWN OF EDGEWOOD**  
**REGULAR COUNCIL MEETING APRIL 6, 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, Linda Holle, and Bonnie Pettee

• **PLEDGE OF ALLEGIANCE.**

1. **APPROVAL OF AGENDA.**

Mayor Bassett requested Item #4, Matters from the Santa Fe County Treasurer, be moved ahead of Item #2, so the Treasurer would not have to sit through the organizational meeting.

**MOTION:** Councilor Abrams made a motion to approve the Agenda, moving Item #4 between Items #1 and #2.  
Councilor Simmons seconded the motion.

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

2. **ORGANIZATIONAL MEETING.**

A. Adopt Administrator – Clerk/Treasurer Position.

Mayor Bassett stated this position was created once before, but had been removed from the list. He requested Council's approval to place the position back in the list to be available for future use if necessary.

**MOTION:** Councilor Simmons made a motion to approve the adoption of the Administrator – Clerk/Treasurer Position for the Town of Edgewood.  
Councilor Ring seconded the motion with discussion.

Councilor Ring asked whether something else had to come out, if this position was approved. Mayor Bassett stated nothing else had to be removed. This position could sit dormant like other positions; however, it would now be available if needed. Councilor Abraham had a question on the budgetary analysis and asked if it represented a substitution of the Administrator and Clerk-Treasurer positions for three other positions. Mayor Bassett replied that that could be an option. He stated the information provided, showed the two positions held by Ms. Muller and Mr. Shepherd in terms of cost and benefits were roughly the same as three other positions at different wage grades. Councilor Abraham inquired if this would cause a substantial decrease to the budget. Mayor Bassett replied, No, but you might pick up a third person to relieve the workload.

 Initials

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

**B. Review Cost Analysis for Staff Reorganization Options.**

Mayor Basset stated the cost analysis had already been looked at. The Mayor then addressed Councilor Simmons' inquiry about the Santa Fe County Road Advisory Committee. Mr. Christopher Barela had informed the Mayor that the committee had not met in a couple of years. If Councilor Simmons wants to resign from the committee, it is acceptable to the committee. The Santa Fe County Road Advisory Committee will be looking for more board members in the Edgewood area, not necessarily within the town limits. The appointment would be for District 3, Robert Anaya's district, as well as for District 1. Councilor Simmons will submit her resignation. The Mayor stated the Santa Fe County Road Advisory Committee would then be removed from the list of those committees to which the Town appoints members.

**3. APPROVAL OF CONSENT AGENDA.**

- A. Approval of the Draft Council Meeting Minutes of March 9, 2016.
- B. Approval of the Draft Council Meeting Minutes of March 16, 2016.
- C. Acknowledge Receipt of the Draft Planning & Zoning Commission Meeting Minutes of March 15, 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.

**4. MATTERS FROM THE SANTA FE COUNTY TREASURER.**

- A. Patrick Varela, County Treasurer, Property Tax Outreach Presentation

Mr. Varela stated the Santa Fe County Treasurer's Office would be accepting property tax payments at the Edgewood Satellite Office on Quail Trail on April 13 and April 27 from 10:30 am until 1:00 pm. He will accept all forms of payment except cash. Mr. Varela will be present on April 27 and his Deputy, Mr. Eric Lujan, will be in Edgewood on April 13.

**5. MATTERS FROM THE MAYOR.**

- A. Approval to Hire Clerk/Treasurer

Mayor Bassett introduced Mr. Juan Torres as a highly qualified candidate for the vacant Clerk/Treasurer position. Mr. Torres is an Edgewood native, a graduate of Moriarty High School, currently employed by the Town of Bernalillo. With Council's approval, Mayor Bassett would like to hire Mr. Torres as soon as possible so he can work with Mr. Shepherd before Mr. Shepherd retires the end of April.

**MOTION:** Councilor Simmons made a motion to hire Mr. Juan Torres as Clerk/Treasurer.

Councilor Ring seconded the motion with discussion.

Councilor Ring stated he would not hold it against Mr. Torres that he was an Edgewood native. Mr. Torres was introduced and spoke briefly about his background, stating he has worked for Bernalillo for eight years, six years as Interim Treasurer. He inherited a huge deficit and got Bernalillo into a healthy situation. Mr. Torres is in charge of utility billing and is a Certified Procurement Officer. Mr. Shepherd stated he was impressed with what a perfect fit Mr. Torres is for the position, with his IT background, knowledge of the financial system the Town uses and the Procurement Officer certification. Mr. Shepherd closed by saying Mr. Torres is a great candidate for the job.

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

B. Approval to transition Linda Holle from Interim Clerk/Treasurer to Interim Deputy Clerk.

**MOTION:** Councilor Ring made a motion to transition Linda Holle from Interim Clerk/Treasurer to Interim Deputy Clerk.  
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. Discussion of the Economic Development Representative.

Mayor Bassett stated he would not appoint anyone as the Economic Development Representative. He believed it was something his predecessor did. Mayor Bassett has met several times with the Chamber of Commerce representatives and it seems to be working well on an informal basis, so he will continue to do it that way.

D. Report on visit with attorneys, Infill Annexation FAQs

Mayor Bassett stated the Logo Contract has been reviewed by Robles & Rael and we now have it in hand. He reported Robles & Rael looked into the issues raised at the last Hillcrest hearing. They had only one legal issue and that was the notification. Notification has now been sent out to those five hundred feet around, which should suffice. Other issues were process issues for Council or the Commission to work out among themselves. Mayor Bassett stated one matter that needs to be resolved is the possible conflict of interest between advisory committees and the interests that they serve. Two examples are Friends of Our Library (F.O.O.Ls) and the Animal Advisory Committee. A conflict may exist between the role of fundraising and the role of an advisory board. Attorneys left it up to Council to establish a line between the fundraising arm and the advisory arms but offered to assist the Council if needed. Mayor Bassett reported another item discussed was Sunday liquor sales. Attorneys will research to determine if it was something decided by the Council or if it would require an election to

change. There was discussion about whether or not the Council had passed an ordinance prohibiting Sunday liquor sales but no consensus was reached. Mayor Bassett stated fifty-two days per year liquor sales go to Moriarty. We might want to consider putting that money in our treasury by lifting the ban on Sunday liquor sales. The final item discussed was the draft of frequently asked questions (FAQs) for the Infill Annexation and questions for the Bassett Quarry. That information will be made available to the public to answer questions people may have. Red and Josie Bassett sent a letter to which the attorneys have replied.

E. Open House for the Police/Animal Control Buildings.

Mayor Bassett stated that the Police and Animal Control Open House is scheduled for April 23, 2016 at 2:00 pm. He invited everyone to join the celebration and tour the facilities.

F. Appoint Committee to Review the Request for Proposals for Engineering Services.

Mayor Bassett proposed the following individuals serve on the committee to review the Request for Proposals for Engineering Services: Mayor Bassett; Town Administrator, Steve Shepherd; Clerk/Treasurer, Juan Torres, and Interim Deputy Clerk, Linda Holle in addition to one of the Council members. Councilor Ring offered to serve.

**MOTION:** Councilor Simmons made a motion to approve the appointments of Mayor Bassett, Mr. Shepherd, Mr. Torres, Ms. Holle and Councilor Ring to the Committee to review the Request for Proposals for Engineering Services. Councilor Abraham seconded the motion.

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

Mayor Bassett stated a contract with Mountain States was signed this morning to begin the Horton Road Paving Project. Everything is pretty much in place but there is an issue about how the trail meanders through the right of way and how the draw gets narrow. Initial discussion had included the option of a hard surface on the trail but something different might be done to accommodate the equestrians. Lastly, Mayor Bassett stated he attended the EVEDA Annual Meeting the previous evening and met with Lt. Governor Sanchez.

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

Councilor Abraham stated the Economic Security and Vitality New Mexico Statewide Town Hall is scheduled for May 19 & 20 from 8:30 am to 5:00 pm at the Marriott. There is a registration fee.

Councilor Simmons stated she recently took the refresher course for newly elected officials.

Councilor Abrams stated he attended the Santa Fe County Health Policy and Planning Commission Meeting. It was announced Santa Fe County would have another hospital in the very near future built at the intersection of I-25 and Cerrillos Road. It should be operational for 2017.

Councilor Simmons asked if there was discussion about development on Section 16. Councilor Abrams replied the last he heard, the proposal was put before the Board of County Commissioners and they were positive about it.

**6. MATTERS FROM MORIARTY-EDGEWOOD SCHOOL DISTRICT.**

Elizabeth Howells, Vice President of Moriarty/Edgewood School District Board, expressed her appreciation for the monthly place on the Town's agenda. She stated the Central Office has moved to Mountain View and the Board meetings will be moved there soon. She reminded everyone of the Truck raffle to be held April 27. She stated this year's graduation will be held in the gym on Friday night, May 20, 2016. The School District is working on its website to make it more user-friendly. Ms. Howells stated the website would include test statistics for each school in the District. Councilor Simmons requested Ms. Howells announce at the School District's next Board meeting that Edgewood has hired a Moriarty High School graduate.

**7. MATTERS FROM THE MUNICIPAL JUDGE.**

A. Judge White will present his report for the month of March 2016.

Judge White announced he would conduct a briefing on the Court next week for Mayor Bassett and anyone else interested in attending. He stated there is training for the Court coming up in May, which he will attend with Alternate Judge Smith. Judge White remarked that he reviewed lapel cam video for a recent case and stated the cameras are a good thing. He commended Chief Radosevich for making the lapel cams available to his officers. Councilor Ring informed the Judge he had a great Clerk in Ms. Kathy Smith.

**MOTION:** Councilor Abrams made a motion to approve Judge White's Report for the month of March 2016.

Councilor Simmons seconded the motion.

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

**8. Discussion of Edgewood Police Standard Operating Procedures (SOPs)**

A. Adopt initial version of Edgewood Police Standard Operating Procedures (SOPs).

Chief Radosevich stated if the SOPs were adopted tonight, the recognition program would be complete after the program's onsite visit and evaluation on April 20. Each officer will be provided the approved SOPs on CD and the SOPs will also be loaded on each computer. The approved SOPs will be available on the website for access by the general public. Chief Radosevich expressed his thanks to Jerod Kuchan for his work in reviewing and compiling the SOPs.

**MOTION:** Councilor Simmons made a motion to adopt the initial version of the Edgewood Police Standard Operating Procedures. Councilor Abrams seconded the motion.

Councilor Ring requested discussion. Councilor Ring then asked Councilor Simmons to consider amending the Motion to state, contingent upon the Recognition Program being approved and the SOPs come back for final review at a later date. Councilor Ring stated he had some problems with the document but they were not important enough to hold it up. For the record, Councilor Ring restated his request to amend the motion to read, contingent upon the document coming back, to the Council, Mayor, Administrator, for additional revisions, if so needed. Councilor Abrams stated if the Department is to be certified we have to have SOPs in place; we cannot have a contingency. Councilor Abrams stated he could not accept Councilor Ring's amendment to the Motion and withdrew his Second to the Motion. Councilor Simmons stated all documents we have written are subject to change over time and we could probably change those in the future. Councilor Simmons affirmed her Motion stands as stated. Councilor Abrams stated he would second that Motion. Councilor Ring stated he has many concerns about the document and will vote no. Councilor Abraham asked if Councilor Ring would grant authority to the Mayor and the Administrator to approve future revisions. Mayor Bassett stated the need to take up item 8A first and called for a roll call vote.

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

- B. Grant Authority to Mayor and/or Administrator to approve future revisions and report revisions to Council.

Mayor Bassett stated the SOPs are a public document. Item 8B would allow any member of the public, which includes Council, to offer suggested changes to the SOPs to the Mayor or the Administrator, who would then bring the revisions to Council for approval.

**MOTION:** Councilor Abrams made a motion to grant authority to the Mayor and the Administrator to approve future revisions and report those revisions to Council for approval. 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.

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

Ms. Julia Wood expressed a concern that Animal Control has been operating for five years without an ordinance addressing dogs that bark all day and night. She stated that at some point five years ago, Council decided they could improve on that paragraph. Ms.

Wood asked Mayor Bassett to look into the matter. The Mayor responded he would do so and would let her know what he finds out.

**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.**

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

A. Requesting Amendment to the Hillcrest Masterplan, 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. (Request to table to the Council Meeting of April 20, 2016).

**MOTION:** Councilor Ring made a motion to postpone the request for the Amendment to the Hillcrest Masterplan, Unit 2, T10N, R7E, S10, NMPM, Town of Edgewood, Santa Fe County to April 20, 2016. Councilor Abrams seconded the motion.

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

Councilor Simmons brought up an issue she would like discussed at the next Council Meeting. She explained that Councilors are supposed to have their packets available to them by a certain time. Councilor Simmons would like to have any written comments made available by the same deadline. She stated, to have something come before the Council just before a meeting is a disservice to the public. Councilor Simmons asked Mr. Shepherd for guidance on this matter. Mr. Shepherd replied staff would take direction and follow that as a process for now. If the written comment is not made available by the deadline, it will not be distributed with the packet but held until the next meeting. For guidance, Councilor Abrams suggested Mr. Shepherd review revisions passed to the Open Meetings Act two years ago. Mayor Bassett stated this matter could be placed on the agenda for discussion. Councilor Simmons added, and/or adoption.

**11. MATTERS FROM THE ADMINISTRATOR.**

A. Walker/Entrada del Norte Roads

Mr. Shepherd stated Walker Road is substantially complete. He will conduct a walk-through on it tomorrow, focusing primarily on what kind of safety signage or guardrails are needed. Mr. Shepherd reported the Town has been able to use the same contract and contractor to pave Entrada del Norte (Albuquerque Asphalt Co.) and the project will start soon. The Town was informed the entire road can be paved under budget. The Town is using their Valencia County contract for the Entrada del Norte project.

B. 2017 Budget Update

Mr. Shepherd stated he is a little behind schedule in developing the 2017 budget, but hopes to have some preliminary figures for the Council next week.

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

- A. Budget Workshop – April 16, 2016 @ 10:00 A.M.
- B. Regular Council Meeting - April 20, 2016 @ 6:30 P.M.
- C. Budget Workshop – April 23, 2016 @ 10:00 A.M.
- D. Regular Council Meeting – May 4, 2016 @ 6:30 P.M.

**13. FUTURE AGENDA ITEMS.**

Mayor Bassett stated he would try to have something for the April 20 Council meeting regarding Councilor Simmons' request addressing the timing of written comments received.

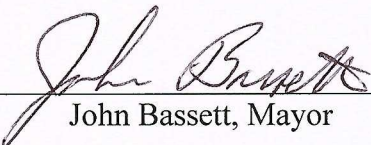
**14. ADJOURN.**

**MOTION:** Councilor Simmons made a motion to adjourn the meeting of April 6, 2016. Councilor Ring seconded the motion.

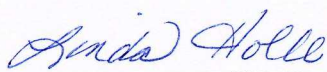
**VOTE:** All Councilors voted aye. The motion carried.

Mayor Bassett adjourned the meeting of April 6, 2016 at 7:32 p.m.

**PASSED, APPROVED AND ADOPTED THIS 20<sup>th</sup> day of APRIL, 2016**

  
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John Bassett, Mayor

**ATTEST:**

  
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Linda Holle, Interim Clerk-Treasurer