

**MINUTES
VILLAGE OF LOS LUNAS
THURSDAY, MARCH 23, 2023**

The Board of Trustees of the Village of Los Lunas, County of Valencia, and State of New Mexico met Thursday, March 23, 2023, in regular session at 6:00 PM. Roll call was taken and the following were present: Mayor Charles Griego, Councilman Christopher Ortiz, Councilman James Runyon, Councilman, Cruz Munoz and Councilman Gino Romero were present. Meeting was conducted in person and recorded through TEAMS.

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| Mayor: | Charles Griego |
| Mayor Pro Tem: | James Runyon |
| Council: | Gino Romero Christopher Ortiz Cruz Munoz |

Also present were Debra Sanchez, Gregory D. Martin, Luis Brown, and Craig Donahoe. In accordance with Ordinance 114A, the following agenda was prepared and circulated as required:

1. **RESOLUTION 23-02 – ACCEPTANCE AND APPROVAL OF FY 2022 AUDIT.**
2. **RESOLUTION 23-04 – FY 2023 BUDGET ADJUSTMENTS.**
3. **DESTRUCTION OF OBSOLETE FILES.**
4. **DISPOSAL OF FIXED ASSETS.**
5. **REAPPOINTMENTS OF PLANNING AND ZONING COMMISSIONERS: DISTRICT 2 AND DISTRICT 4.**
6. **INFRASTRUCTURE ACCEPTANCE FOR**
7. **VISTAS AT HUNING RANCH.**
8. **RFP FOR MUNICIPAL ZONING CODE UPDATE – CONSULTANT AWARD.**
9. **EXECUTIVE SESSION**
 - a) Hire FT Truck Driver / Equipment Operator – Street Department / Public Works Department.
 - b) Hire FT Operator in Training – Wastewater Treatment Plant / Public Works Department.
 - c) Hire FT Wastewater Treatment Plant Supervisor - Wastewater Treatment Plant Division / Public Works Department.
9. **APPROVAL OF MINUTES:**
 - a) Minutes from March 9. 2023, Council Meeting.
10. **ADJOURNMENT.**

● **CALL MEETING TO ORDER.**

At 6:00 PM, Mayor Griego brought the meeting to order and welcomed the audience.

● **PLEDGE OF ALLEGIANCE.**

Mayor Griego asked Sandy Schauer to lead the Council and TEAMS participants in the Pledge of Allegiance.

● **APPROVAL OF AGENDA.**

Mayor Griego asked if there were any changes to the agenda – there were none. The mayor asked council for a motion.

APPROVAL: Motion to approve agenda as presented.

MOVED: Councilman Ortiz

SECONDED: Councilman Romero

CARRIED: Motion passed on a vote of 4 **(Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

● **PUBLIC INPUT FORUM.**

None.

1. **RESOLUTION 23-02 – ACCEPTANCE AND APPROVAL OF FY 2023 AUDIT.**

Ms. Cheryl Cates present item one and introduced Mr. Chris Garner who would be making the audit presentation. Mr. Garner presented the 2022 Audit Results to the Mayor/Council and public. Financial statements were presented fairly in accordance with accounting principles / clean opinion. Other reports – team is doing a good job, no difficulties encountered during their audit, no disagreement with management, not aware of any significant accounting or auditing matters for which management consulted with other accountants, and there were no

findings. Assets for the Village increased approximately \$35 million. Reasons for increase relates to cash increasing \$13 million and capital assets increased \$26 million in FY22. Mayor Griego was very pleased with the audit report. Mayor Griego asked if there were any questions from council – all of them were very happy for the clean audit. Mayor Griego asked for a motion from Council.

APPROVAL: motion to approve resolution 23-02.
MOVED: Councilman Runyon
SECONDED: Councilman Munoz
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

2. RESOLUTION 23-04 – FY 2023 BUDGET ADJUSTMENTS.

Mr. Gregory D. Martin and Ms. Cheryl Cates presented item two. An interim budget review of expenditures and revenue accounts for FY 2023 requires department budget increases and decreases due to change in revenue estimates and expenditures. Mayor Griego asked for a motion from Council regarding item two.

APPROVAL: Motion to approve resolution 23-04.
MOVED: Councilman Ortiz
SECONDED: Councilman Romero
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

3. DESTRUCTION OF OBSOLETE FILES.

Mr. Gregory D. Martin presented item three. In accordance with the Village records retention regulations, staff is requesting permission to destroy the following outdate/obsolete files: state statue 18.01.001 / non-record materials 1996-2004, state statue 18.01.002 / administrative files (manager/department head) 1996-2004, and state statue 18.01.004 / administrative reference files (non-executive levels) 1996-2004. Mayor Griego asked for a motion regarding item three.

APPROVAL: Motion to approve.
MOVED: Councilman Romero
SECONDED: Councilman Munoz
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

4. DISPOSAL OF FIXED ASSETS.

Mr. Michael Jaramillo presented item four. Pursuant to Section 13-6-1 NMSA 1978 Disposition of obsolete, worn-out or unusable tangible personal property, the disposal of fixed assets must be approved by the governing authority. The assets to be disposed of are worn-out, unusable or obsolete to the extent that each item is no longer economical or safe for continued use by the Village of Los Lunas. The current resale value of each of these items is below \$5,000.00. The items listed on the “Disposal Listing of Fixed Assets” are not used, broken or have been deemed a total loss in the insurance claim process. Mayor Griego asked for a motion from Council.

APPROVAL: Motion to approve
MOVED: Councilman Ortiz
SECONDED: Councilman Runyon
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

5. REAPPOINTMENTS OF PLANNING AND ZONING COMMISSIONERS: DISTRICT 2 AD DISTRICT 4.

Ms. Erin Callahan presented item five. Los Lunas Planning and Zoning Commission Districts 2 & 4 are due for reappointment, per Municipal Code Section 2.36.020. Both current Commissioners are recommended for reappointment – Mayor Griego asked Councilman Romero for his recommendation.

APPROVAL: Motion to approve Andy Gomez / District 2
MOVED: Councilman Romero
SECONDED: Councilman Munoz
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

Mayor Griego asked Councilman Runyon for his recommendation.

APPROVAL: Motion to approve Marcie Spencer
MOVED: Councilman Munoz
SECONDED: Councilman Runyon
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

6. INFRASTRUCTURE ACCEPTANCE FOR VISTAS AT HUNING RANCH.

Ms. Erin Callahan presented item six. Eric Berman, representing LGI Homes New Mexico LLC, has requested infrastructure acceptance for maintenance for the Vistas at Huning Ranch Subdivision. The property is located north of Sundance St SW and west of Huning Ranch West Loop SW. The HOA will manage the drainage pond. Mayor Griego asked for a motion from Council.

APPROVAL: Motion to approve as presented by staff.
MOVED: Councilman Ortiz
SECONDED: Councilman Munoz
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

7. RFP FOR MUNICIPAL ZONING CODE UPDATE – CONSULTANT AWARD.

Ms. Erin Callahan presented item seven. The Community Development Department issued a Request for Proposal on January 30, 2023, seeking a qualified consultant with working knowledge and experience in local-level land use planning and zoning in New Mexico to prepare a revision of the municipal zoning code. The zoning code has not had a substantive update since 2001 and has become challenging to navigate and inconsistent with community needs established in the 2040 Comprehensive Plan. The RFP generated three responses from consultants. Consensus Planning had 87 points and a low bid of \$63,141.50. they have been used before by the Village. Mayor Griego asked for a motion from Council.

APPROVAL: Motion to approve low bid from Consensus Planning - \$63,141.50.
MOVED: Councilman Ortiz
SECONDED: Councilman Munoz
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

8. EXECUTIVE SESSION.

Mayor Griego announced that the Council would be going into executive session pursuant to NMSA 1978 Section 10-15-1(H), the following matter may be discussed in closed session: hiring of a FT Truck Driver/Equipment Operator, hiring of a FT Operator in Training, and hiring of a FT Wastewater Treatment Supervisor.

APPROVAL: Motion to adjourn into executive session
MOVED: Councilman Romero
SECONDED: Councilman Runyon
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.** 6:43PM

At 7:16PM, Mayor Griego asked for a motion from Council indicating that they discussed the hiring of a FT Truck Driver/Equipment Operator, hiring of a FT Operator in Training (this item was withdrawn – applicant withdrew application), and hiring of a FT Wastewater Treatment Supervisor.

APPROVAL: Motion to approve
MOVED: Councilman Ortiz
SECONDED: Councilman Runyon
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

Regarding the hiring of a FT Truck Driver/Equipment Operator, Mayor Griego put up the name of Thomas Ortega.

APPROVAL: Motion to approve
MOVED: Councilman Ortiz
SECONDED: Councilman Romero
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

Regarding the hiring of a FT Wastewater Treatment Supervisor, Mayor Griego put up the name of Andres Montoya.

APPROVAL: Motion to approve
MOVED: Councilman Runyon
SECONDED: Councilman Munoz
CARRIED: Motion passed on a vote of 4 **(Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon – yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

9. MINUTES.

Mayor Griego asked if there were corrections to the council minutes of the March 9, 2023, Council Meeting – there were none.

APPROVAL: Motion to approve
MOVED: Councilman Ortiz
SECONDED: Councilman Romero
CARRIED: Motion passed on a vote of 4 **(Councilman Romero – yes; Councilman Ortiz – yes; Councilman Runyon –yes, Councilman Munoz - yes) FOR AND 0 AGAINST.**

10. ADJOURNMENT.

Council meeting adjourned at 7:30PM.

Gregory D. Martin, Village Administrator

Charles Griego, Mayor