

**MINUTES
VILLAGE OF LOS LUNAS
THURSDAY, OCTOBER 7, 2021**

The Board of Trustees of the Village of Los Lunas, County of Valencia, and State of New Mexico met virtually Thursday, October 7, 2021 in regular session at 6:00 PM. Roll call was taken and the following were present: Mayor Charles Griego, Councilman Christopher Ortiz, Councilman Phillip Jaramillo, and Councilman Gino Romero. Meeting was conducted in person and recorded through Webex.com.

Mayor:	Charles Griego
Mayor Pro Tem:	Christopher Ortiz
Council:	Gino Romero Phillip Jaramillo Cruz Munoz

Also present were Gregory D. Martin, Debra Sanchez, Pauline Hernandez, Craig Donohoe, and Martin Callahan. In accordance with Ordinance 114A, the following agenda was prepared and circulated as required:

1. **EASEMENT VACATION APPROVAL FOR SUBD: LAND OF ERNEST & SUNDAY CORDOVA TRACT: B1B1 .50 AC B-5-28 2001 REV.**
2. **FINAL PLAT APPROVAL FOR SUBD: LANDS OF HUNING LIMITED PARTNERSHIP TRACT: 1 922:02 ACRES PLAT M-491.**
3. **DESTRUCTION OF OUTDATED IPRA REQUESTS.**
4. **REQUEST FOR PROPOSALS (RFP) FOR HYDROGEOLOGICAL WATER SUPPLY AND WATER RIGHTS CONSULTING SERVICES.**
5. **RESOLUTION 21-22 – SUBMIT NMDOT APPLICATION FOR TAP/RTP FUNDING 2023/2024.**
6. **CONVERT FINANCIAL ANALYST POSITION TO ACCOUNTANT ON THE VILLAGE GRADE ORDER LIST AND RECLASSIFY TO GRADE K.**
7. **EXECUTIVE SESSION:**
 - a) **Hire FT Police Officer – Police Department.**
 - b) **Hire FT Water/Sewer Superintendent – Water/Sewer Division / Public Works Department.**
 - c) **Hire Utility Billing Clerk/Cashier – Administration Department.**
8. **APPROVAL OF MINUTES:**
 - a) **Minutes from September 23, 2021 Council Meeting.**
9. **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 Julia to lead the Council and WebEx participants in the Pledge of Allegiance. Mayor Griego announced that Councilman Jaramillo was excused.

● **APPROVAL OF AGENDA.**

Mayor Griego asked if there were any changes to the agenda – there were none. Mayor Griego asked for a motion from Council.

APPROVAL: Motion to approve council agenda.

MOVED: Councilman Ortiz

SECONDED: Councilman Romero

CARRIED: Motion passed on a vote of **3 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**

Mayor Griego announced the Councilman Munoz was running late (caught in traffic).

● **PUBLIC INPUT FORUM.**

Mayor Griego asked if there was anyone who wanted to speak to the Council regarding an item that was not on the agenda. Fire Chief John Gabaldon announced that there was a pinning ceremony going on at Station 2 for Christopher Harvey, Jordan Linton, John Sotres, and Samuel Garcia.

1. **EASEMENT VACATION APPROVAL FOR SUBD: LAND OF ERNEST & SUNDAY CORDOVA TRACT: B1B1 .50 AC B-5-28 2001 REV.**

Ms. Erin Callahan asked that Council table this item – have not received all the confirmation letters (New Mexico Gas Company). Mayor Griego asked for a motion from Council.

APPROVAL: Motion to table item until next council meeting, October 21, 2021.

MOVED: Councilman Romero

SECONDED: Councilman Jaramillo

CARRIED: Motion passed on a vote of **3 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**

2. FINAL PLAT APPROVAL FOR SUBD: LANDS OF HUNING LIMITED PARTNERSHIP TRACT: 1 922:02 ACRES PLAT M-491.

Mayor Griego announced that Council would recess and reconvene in public setting. Mayor Griego asked for a motion from Council.

APPROVAL: Motion to approve
MOVED: Councilman Ortiz
SECONDED: Councilman Jaramillo
CARRIED: Motion passed on a vote of **3 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**

Mayor Griego asked for a motion regarding the final plat.

APPROVAL: Motion to approve final plat.
MOVED: Councilman Ortiz
SECONDED: Councilman Romero
CARRIED: Motion passed on a vote of **3 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.** Minutes are on last page.

3. DESTRUCTION OF OUTDATED IPRA REQUESTS.

Mr. Gregory D. Martin presented item three. This request is for the destruction of outdated IPRA requests. Documents dated September 20, 2019 to December 19, 2019 and purge electronic requests dated September 18, 2013 thru October 6, 2020. Mayor Griego asked Council if they had any questions – there were none. Mayor Griego asked for a motion from Council.

APPROVAL: Motion to approve.
MOVED: Councilman Ortiz
SECONDED: Councilman Jaramillo
CARRIED: Motion passed on a vote of **3 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**

4. REQUEST FOR PROPOSALS (RFP) FOR HYDROGEOLOGICAL WATER SUPPLY AND WATER RIGHTS CONSULTING SERVICES.

Mr. Gregory D. Martin presented item four. The current contract ended June 30, 2021 and was extended on a month-to-month basis until the completion of an RFP. The Village of Los Lunas advertised for RFP's and received only one proposal. Committee of five was formed and reviewed the proposal from Lee Wilson & Associates. Committee would like to award the proposal to the firm, which meets all the qualifications – Lee Wilson & Associates. Mayor Griego asked Council if they had any questions – there were none. Mayor Griego asked for a motion from Council.

APPROVAL: Motion to approve.
MOVED: Councilman Jaramillo
SECONDED: Councilman Romero
CARRIED: Motion passed on a vote of **3 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**

5. RESOLUTION 21-22 – SUBMIT NMDOT APPLICATION FOR TAP/RTP FUNDING 2023/2024.

Mr. Michael Jaramillo presented item five. The Village of Los Lunas has been invited to submit a proposal to the New Mexico Highway and Transportation Department. The application is for Federal Fiscal Year 2023/2024 New Mexico TAP funds for \$2,805,000. The match is about 14%. This is a recreational trail funding – couple of years ago we received funding to expand our trail network system here in the Village. This funding comes out every two years. The project that we are hoping to fund is NM 6 to Morris Road Trail named in the TAP application. Mayor Griego asked Council if they had any questions – there were none. Mayor Griego asked for a motion from Council.

APPROVAL: Motion to approve resolution 21-22.
MOVED: Councilman Ortiz
SECONDED: Councilman Jaramillo
CARRIED: Motion passed on a vote of **3 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**

6. CONVERT FINANCIAL ANALYST POSITION TO ACCOUNTANT ON THE VILLAGE GRADE ORDER LIST AND RECLASSIFY TO GRADE K.

Ms. Charlene Ashburn presented item six. The current Financial Analyst position recently became vacant. According to standard procedure, staff have reviewed the Job Description Questionnaire and are recommending converting the Financial Analyst position to an Accountant position, and reclassifying the position from Grade I to Grade K on the approved Grade Order List (GOL), based on increased educational requirements, and to better fit with the current and future needs of the Village. In the event we are unable to attract qualified candidates for the full-time Accountant position, staff recommends hiring up to two (2) part-time Accounting Interns for up to twenty (20) hours per week

each to accomplish the work needed, until one or the other meets the minimum qualifications (i.e. obtains the required degree) for possible promotion to Accountant in the future. Mayor Griego asked Council if they had any questions – Councilman Jaramillo prefers a full-time position. Also questioned pay for the position – more money. Mayor Griego asked for a motion from Council.

APPROVAL: Motion to approve.
MOVED: Councilman Jaramillo
SECONDED: Councilman Ortiz
CARRIED: Motion passed on a vote of **3 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**

7. 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 matters may be discussed in closed session: Police Chief Gurule asked to remove hiring of Police Officer; hire FT Water/Sewer Superintendent; and hire 2 Utility Billing Clerk/Cashiers.

APPROVAL: Motion to approve
MOVED: Councilman Romero
SECONDED: Councilman Ortiz
CARRIED: Motion passed on a vote of **3 (Councilman Romero - yes; Councilman Ortiz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.** 6:57PM

At 7:01PM, Mayor Griego asked for a motion from Council indicating that they discussed: hiring of FT Water/Sewer Superintendent; and hire 2 Utility Billing Clerk/Cashiers.

APPROVAL: Motion to approve
MOVED: Councilman Ortiz
SECONDED: Councilman Romero
CARRIED: Motion passed on a vote of **3 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**

Regarding the hiring of a Water/Sewer Superintendent, I submit the name of Scott White.

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

Regarding the hiring of a Utility Billing Clerk/Cashier, I submit the name of Rhiannon Caes.

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

Regarding the hiring of a Utility Billing Clerk/Cashier, I submit the name of Marisa Sanchez.

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

8. MINUTES.

Mayor Griego asked if there were corrections to the council minutes of September 23, 2021 Council Meeting – there were none.

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

9. ADJOURNMENT.

Council meeting adjourned at 7:04PM.

Gregory D. Martin, Village Administrator

Charles Griego, Mayor

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VILLAGE OF LOS LUNAS
THURSDAY, OCTOBER 7, 2021**

2. FINAL PLAT APPROVAL FOR SUBD: LANDS OF HUNING LIMITED PARTNERSHIP TRACT: 1 922.02 ACRES PLAT M-491.

Ms. Erin Callahan presented item 2. This is a final plat approval for Project Charli. The property address is located north of Main St NW and West of Lower Levee Rd NW. The legal description: Lands of Huning Limited Partnership Tract: 1 922.02 Acres Plat M-491 for a proposed commercial development. There was no Planning & Zoning Commission meeting on this item – this is a final plat, it goes directly to council. The purpose of this request is to separate is to subdivide in to two tracts for a proposed commercial development. This is in Council District 2 – Councilman Gino Romero. Minimal FEMA flood zone – predominantly vacant portion land. Current zoning is M1 – notice of hearing published in News Bulletin – no comments have been received from surrounding landowners. Financial guarantee has been submitted that meets all requirements. Based on the Municipal Code and Comprehensive Plan the Community Development Department recommends approval of final plat. Mayor Griego asked Council if they had any questions – there were none. Mr. Josh Rogers wanted to thank everyone for hearing the final plat this night. Mayor Griego asked if there was anyone else who wanted to speak for or against the final plat. Mr. Glen Broughton, Bohannan Houston / developer on project – he thanked everyone. Mayor Griego asked for a motion to close public hearing.

MOTION: Motion to approve.
MOVED: Councilman Jaramillo
SECONDED: Councilman Ortiz
CARRIED: Motion passed on a vote of **3 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**