

**MINUTES**  
VILLAGE OF LOS RANCHOS DE ALBUQUERQUE  
6718 RIO GRANDE BOULEVARD N.W.  
**BOARD OF TRUSTEES REGULAR MEETING**  
**JUNE 11, 2014 - 7:00 p.m.**

**Present:**

Larry P. Abraham, Mayor \*excused  
Don Lopez, Trustee / Mayor Pro Tem \* excused  
Pablo Rael, Trustee  
Mary Homan, Trustee  
Allen Lewis, Trustee

Kelly S. Ward, Administrator  
Stephanie Dominguez, Clerk  
Nancy Haines, Treasurer  
Tim McDonough, P & Z Director  
Bill Chappell, Attorney  
Matthew McCoy, BCSO Sgt.

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**1. CALL TO ORDER**

**Trustee Homan, acting Mayor Pro Tem**, called the meeting to order at 7:08 P.M.

**A. APPROVAL OF AGENDA**

**MOTION:** **Trustee Rael** moved approval of the agenda. **Trustee Lewis** seconded the motion.

**VOTE:** The motion carried, 3-0.

**2. PUBLIC COMMENT PERIOD [3 MINUTE TIME LIMIT] - (PLEASE SIGN IN WITH THE CLERK IF YOU WISH TO SPEAK UNDER PUBLIC COMMENT ON AN ITEM THAT IS NOT ALREADY ON THIS AGENDA)**

1. **Marcia Miolano**, 1744 Dietz Loop NW, is requesting a written response from the Board of Trustees regarding the neighborhood's concerns expressed at the January 8, 2014 Meeting. She inquired about the actions taken to address the violations of the Montano Land Company's conditional use permit, and if any action has been taken to amend the permit as suggested by the neighborhood coalition. She also asked about the Zone Change and Zone Map Amendment from A-1 to C-1 test zone approved by the Board on December 8, 2008. She also stated that she noticed a septic waste system on the property and inquired if they were on the municipal sewer system. If they are on a septic waste system, she asked if it is properly sized for the total number of business/school occupants.

2. **Sondra Slivon**, 1747 Dietz Loop NW, noise levels were very high and she often had to seek refuge from the noise when the New Mexico International School was in operation. She loves schools and loves children, but wants to ensure that future permit violations will be handled more quickly.

**Trustee Homan** requested a response from **Planner McDonough**.

**Planner McDonough** said that he met with members of the neighborhood coalition earlier this week. The discussion included the change in zoning as requested by the coalition and the possibility of modification in the future. He stated that he would contact Bernalillo County to verify what type of waste system the Montano Land Company is utilizing.

### **3. CONSENT AGENDA**

There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

#### **A. MINUTES – MAY 14, 2014– REGULAR MEETING**

#### **B. DEPARTMENT AND COMMITTEE REPORTS**

##### **1. ANIMAL CONTROL – MAY**

Trustee Homan had the following changes: Page 4, Line 26, should read, “long-term debt fund.” Page 9, Line 17, should read, “She would like to see additional events held here like wedding receptions.” Page 9, Line 48, should read, “She would like to see usage extend past dusk while working with the El Caballero Norte neighborhood on the new restrictions.”

**MOTION:** **Trustee Rael** moved approval of the consent agenda. **Trustee Lewis** seconded the motion.

**VOTE:** The motion carried unanimously, 3-0.

### **4. REPORTS**

#### **A. MAYOR'S REPORT**

**Administrator Ward** on behalf of **Mayor Abraham** reported on the following:

- Albuquerque the Magazine featured several Village residents in their philanthropy section of the June 2014 issue.
- The Los Ranchos Growers’ Market is going well and will have the lavender and garlic celebration on Saturday, July 12, 2014.
- The Los Ranchos Summer Farm Camp has also been successful. It just completed its first week and is currently in its second session.

#### **B. ADMINISTRATOR'S REPORT**

**Administrator Ward** reported on the following:

- It was previously mentioned that the New Mexico Space History Museum was interested in the New Mexico Challenger Center, and they still are, but are moving a little slowly. In the meantime, starting the week of June 23, the Challenger Center will be packed up and stored.

#### **C. PLANNER’S REPORT**

**Planner McDonough** reported on the following:

- A list of businesses that have opened/closed is included in the Board of Trustees packet for the fiscal year 2013 and 2014. There are a lot of similar businesses leaving and coming in. A lot of it is new ownership of existing buildings. Since this report was prepared, there have been an additional four businesses that moved in.
- There have been a steady stream of building permits, but not all of them have been for new homes. Some have been for fences, solar applications, additions, and garages.
- He visited with Attorney Chappell to discuss Village ordinances and other Village business.
- He will be attending a FEMA training the week of June 23. One of the requirements of the National Flood Insurance Program is to have one of the Village employees be a certified flood plain administrator. Linda Seebach, the previous Planner, filled that role while she was with the Village, and Planner McDonough will take over that role once he becomes certified.
- The Village met with Los Poblanos to discuss how they want to change their conditional use permit.
- Administrator Ward and Planner McDonough will be visiting with Bernalillo County to review their GIS system and how the Village can take better advantage of it.

**D. LEGAL REPORT**

**Attorney Chappell** reported on the following:

- His office is still working on a few sewer connections cases.
- One appeal was filed that had to do with the Abeyta subdivision.

**E. PUBLIC SAFETY REPORT**

BCSO Sgt. McCoy reported on the following:

- The Bernalillo County Sheriff's Office conducted six different operations in Los Ranchos in the past month to target speeders along Rio Grande Boulevard and Ortega Road. A total of 57 citations were given. The duration of one of the operations last month was approximately 8 hours and resulted in about 70 citations.
- There has also been several bait vehicles throughout the Village with no takers to the bait yet.
- There have been three residential burglaries recently in Tinnin Farms, Chamisal, and Roadrunner Lane. The bike unit has been monitoring the area

during the peak burglary hours.

**5. FINANCIAL BUSINESS**

**A. CASH REPORT – MAY 2014**

The ending cash balance as of May 31, 2014, was \$7,809,356.87 and that represents an increase of \$108,890.36 from the previous month. The year-to-date excess of revenues over expenditures was \$1,341,063.36. There was a payment made to Bohannon Huston for \$44,084.00 for the Fourth Street survey.

**MOTION:** **Trustee Rael** moved approval of the cash report as presented. **Trustee Lewis** seconded the motion.

**VOTE:** The motion carried unanimously, 3-0

**6. PUBLIC HEARINGS AND APPLICATIONS**

There are no public hearings.

**7. OLD BUSINESS**

None

**8. NEW BUSINESS**

**A. DISCUSSION AND APPROVAL OF RESOLUTION NO. 2014-6-1 PROCLAIMING DANGEROUS FIRE CONDITIONS AND SEVERE DROUGHT CONDITIONS AND IMPOSING A BAN ON OPEN BURNING AND RESTRICTIONS OF THE SALE AND USE OF FIREWORKS**

**Administrator Ward** said that last night Bernalillo County approved a similar resolution as they did last year imposing a ban on open burning and restricting the sale and use of fireworks. Cibola National Forest has also imposed Stage 2 fire restrictions.

**Trustee Homan** asked if the Village was planning on having the Bernalillo County Fire Department fireworks display this year.

**Administrator Ward** said no and that event has not taken place in the last several years for this particular reason.

**Trustee Rael** asked why the restrictions were only set for 30-days.

**Administrator Ward** said, last year, the restrictions were quite lengthy and partway through the County abandoned their ban. Although it was not taken back to the County Commission, the Fire Marshal removed the ban. Bernalillo County's recommendation

this year is a 30-day restriction and then if it needs to be extended, it will be.

**Judge Maw** asked how the ban is enforced.

**Administrator Ward** said that the Bernalillo County Fire Marshall's Office is responsible for enforcement.

**MOTION: Trustee Rael** moved approval of Resolution 2014-6-1. **Trustee Lewis** seconded the motion.

**VOTE:** The motion carried unanimously, 3-0.

**ROLL CALL VOTE: Trustee Rael-aye; Trustee Lewis-aye; Trustee Homan-aye.**

**B. DISCUSSION AND APPROVAL TO DESTROY PUBLIC RECORDS THAT ARE ELIGIBLE FOR DESTRUCTION ACCORDING TO THE NEW MEXICO COMMISSION OF PUBLIC RECORDS (STATE RECORDS CENTER AND ARCHIVES) RETENTION AND DISPOSITION SCHEDULES**

**Attorney Chappell** said it appears to read that the minutes from 2010 and older are to be destroyed. He asked if this was correct. He said he was concerned about appeals from this time period.

**Administrator Ward** said that meeting packets from 2010 and older are to be destroyed, not meeting minutes. Official minutes will be retained.

**Attorney Chappell** said he recommends that 2009 and older should be destroyed for general statute of limitations on appeals.

**Trustee Homan** asked to change the retention years from two-years to four-years.

**Administrator Ward** said the two years after closing is a statute, which is what the Village is eligible to do, but Attorney Chappell is recommending an internal policy of not destroying anything subject to court cases, which in this case are official board packets. The retention years cannot be changed because it is a rule from state archives.

**Trustee Homan** said that *allowed* is the keyword. It does not have to be destroyed and it can be retained for longer.

**Administrator Ward** agreed and said that is what the Village will be doing, extending the retention internally.

**Trustee Homan** said everything associated with paying checks out is six-years except deposit slips are only one-year. Why the difference?

**Administrator Ward** said he did not know. He then asked Attorney Chappell if he was only concerned with the Board of Trustees packets or also the Planning and Zoning packets.

**Attorney Chappell** said just the Board of Trustees packets.

**MOTION:** **Trustee Rael** moved approval of the Records Destruction with the suggested change of removing the Board of Trustee Packet for Fiscal Year 2010 from the destruction List. **Trustee Lewis** seconded the motion.

**VOTE:** The motion carried, 3-0.

**9. TRUSTEES INFORMAL DISCUSSION**

Members of the Board discussed various informal topics. No action was taken.

**10. ADJOURNMENT**

The meeting was adjourned at 8:00 P.M.

**APPROVED** by the Board of Trustees of the Village of Los Ranchos de Albuquerque this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

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Stephanie Dominguez, Village Clerk