

1 **MINUTES**
2 **VILLAGE OF LOS RANCHOS DE ALBUQUERQUE**
3 **6718 RIO GRANDE BOULEVARD NW**
4 **BOARD OF TRUSTEES REGULAR MEETING**
5 **Wednesday, June 12, 2019**
6 **7:00 P.M.**
7
8

9 **Present:**

10 Donald T. Lopez, Mayor	Tim McDonough, Acting Administrator/
11 Mary Homan, Mayor Pro-Tem/Trustee	Planning & Zoning Director
12 Allen Lewis, Trustee	Danielle Sedillo-Molina, Clerk
13 Pablo Rael, Trustee	Nann Winter, Attorney
14 Tom Riccobene, Trustee	Nancy Haines, Treasurer

15
16
17 **Absent: NONE**

18 The Boy Scouts led the guests in The Pledge of Allegiance.

19
20 **1. CALL TO ORDER**

21 **Mayor Lopez** called the regular meeting to order at 7:00 p.m.

22
23 **MOTION: Trustee Rael moved to approve the Agenda**

24 **SECONDED: Trustee Lewis**

25 **CARRIED: Motion Passed 4-0 (Trustee Homan-Yes; Trustee Lewis-**
26 **Yes, Trustee Rael-Yes; Trustee Riccobene-Yes)**

27
28
29 **2. PUBLIC COMMENT PERIOD [3 MINUTE TIME LIMIT]**

30 **(SIGN IN WITH THE CLERK IF YOU WISH TO SPEAK UNDER PUBLIC COMMENT ON AN**
31 **ITEM THAT IS NOT ALREADY ON THIS AGENDA)**

32
33 **David Hudson, 529 Roehl Road:**

- 34
35 I. Provided a copy of the Village of Los Ranchos Property Use Agreement
36 with Lavender in the Village that had not been signed.

37
38 *Mayor Lopez mentioned that he would have Attorney Winter review it and would*
39 *sign it barring nothing unusual in the agreement.*

- 40
41 II. Touched on other items in regard to Lavender in further detail.

42
43 *Trustee Homan asked Mr. Hudson to send pictures for the Village website and*
44 *Facebook page. She also suggested advertising in the New Mexico True*
45 *Magazine in an effort to highlight the Lavender Festival.*

46 **3. PRESENTATIONS/PROCLAMATIONS**

47
48 **A. PRESENTATION BY BERNALILLO COUNTY CLERK'S OFFICE**
49 **REGARDING THE NOVEMBER 2019 ELECTION.**

50
51 **Jaime Diaz, Deputy Clerk, Bernalillo County Clerk's Office**

- 52
- 53 • Summarized the Consolidated Local Election November 2019.
 - 54 • Municipal elections are all non-partisan.
 - 55 • Discussed layout of the ballot.
 - 56 • County Clerk's Office will be administering it, no cost to the Village.
 - 57 • Residents will need to understand that this is not solely a Village of Los
 - 58 Ranchos election, but a Consolidated Local Election.
 - 59 • Have met and invited Los Ranchos Village Clerk to come visit, see the
 - 60 operations, ensure transparency.

61 **Nathan Jaramillo, Bureau of Elections Administrator, Bernalillo County**

- 62
- 63 • Consolidated Local Election, November 5, 2019.
 - 64 • Declaration of Candidacy-August 27, 2019; 9:00am-5:00pm, Vincent E.
 - 65 Griego Council Chambers, One Civic Plaza.
 - 66 • Write-in Candidates-September 3, 2019; 9:00am-5:00pm, One Civic
 - 67 Plaza.
 - 68 • Last Day to withdrawal-September 3, 2019; 9:00am-5:00pm, One Civic
 - 69 Plaza.
 - 70 • Military and Overseas voting will begin September 20, 2019.
 - 71 • Last Day to register to Vote-October 8, 2019.
 - 72 • Absentee Voting begins-October 8, 2019.
 - 73 • Early Voting begins October 19-November 3, 2019.
 - 74 • Registered voters of Village of Los Ranchos can vote at any of the voting
 - 75 convenient centers within Bernalillo County, 19 early voting centers and
 - 76 69 election day voting centers.
 - 77 • Early voting center in the Village-Old Northdale Shopping Center.
 - 78 • Election Day center in the Village-Taylor Middle School.
 - 79 • Village Residents that are interested in being Poll Officials can contact
 - 80 Bernalillo County Clerk's office, they call contact 243-vote and indicate
 - 81 their preference of where they would like to work.
 - 82 • Election results will vary; however, they will be provided as soon as all the
 - 83 sites close, but there isn't a definite time frame, but will try to get results
 - 84 out as quickly as possible.

85 *Jaime Diaz mentioned that absentee vote results will be available around 7:20*
86 *p.m. Hoping to be done by 9:30-10:00pm, results will be on the Bernalillo County*
87 *website.*

88
89 *Nathan Jaramillo indicated that there would be information on the local media*
90 *channels.*

91 Trustee Lewis asked where Candidate packets would be available, Bernalillo
92 County or the Village?
93

94 Mayor Lopez responded that the Village can work with Bernalillo County in
95 preparing the packets of information and having them available for ease and
96 convenience for residents at Village Hall. The packets should be available by the
97 end of July.
98

99 **Linda Stover, Bernalillo County Clerk**

- 100 • Handed an activity book to the Trustees which is developed for students
101 related to every aspect of county government. Mentioned that she would
102 be glad to go to any school that might be interested in learning more about
103 how government operates.
104

105 Mayor Lopez thanked Mr. Diaz, Mr. Jaramillo, and Ms. Stover for attending the
106 meeting and briefing the Board and residents on the upcoming Consolidated
107 Local Election.
108

109 **4. CONSENT AGENDA**

110 There will be no separate discussion of these items. If discussion is desired,
111 the item will be removed from the Consent Agenda and will be considered
112 separately.
113

114 **A. MINUTES-MAY 8, 2019-REGULAR MEETING**

115
116 **MOTION: Trustee Homan moved to approve the minutes with
117 corrections as discussed.**

118 **SECONDED: Trustee Lewis**

119 **CARRIED: Motion Passed 4-0 (Trustee Homan-Yes; Trustee Lewis-
120 Yes; Trustee Rael-Yes, Trustee Riccobene-Yes)**
121

122 **5. REPORTS**

123
124 **MAYOR'S REPORT**

125 Mayor Lopez reported on the following:

- 126 • The Village of Los Ranchos, City of Albuquerque, and the State of New
127 Mexico representatives drafted a film policy, hopefully it will be presented at
128 the July 10, 2019, meeting. Eleven people attended and it went extremely
129 well.
- 130 • Two recent Mayor Caucus's took place. The Rio Rancho event was a
131 bowling event for ARCA, 17 Mayor's attended, the event raised
132 \$100,000.00 for the organization.
133

134 **ADMINISTRATOR'S REPORT/FOURTH STREET**

135 Maria Rinaldi reported on the following:

- 136 • Rapid progress on the westside.

- 137 • All reservoirs will be complete on the project.
- 138 • Pedestrian safety is always monitored and modified accordingly.
- 139 • Punchlist items on the east side will not be signed off until the Village
- 140 accepts and approves.
- 141 • Line of sight issues from residents and we are looking at recommendations.
- 142 • No change orders from the last report, however waiting on bids and costs
- 143 for pending change orders.
- 144 • Contract to date without GRT-\$5.863 million, change orders to date \$1.1
- 145 million, with a total of \$6.9 million.
- 146 • Bradbury and Stamm paid to date \$4.582 million, current balance to pay out
- 147 is \$2.389 million.
- 148 • Project ending date of September 24th.
- 149 • Changes to the contract, adding 276 days, 533-day contract.
- 150 • Change orders have extended the contract to the end of June, by next
- 151 meeting the figures will be prepared to present.
- 152 • Schedule is reviewed weekly.
- 153 • Participating in a marketing plan with the Albuquerque and Conventions
- 154 Visitor's Bureau tourism map.
- 155 • Potential for additional funding with a five percent match by the Village for
- 156 consecutive phases of fourth street for completion through the corridor.

157
158 *Mayor Lopez stressed the importance of why it is key to have project planning in*
159 *place prior to implementation.*

160
161 *Trustee Rael asked what issues are still outstanding on the east side.*

162
163 *Ms. Rinaldi replied that there is failed grout and pavers, cracks and chips in curbs*
164 *and concrete and a significant amount of plants that died, mostly cosmetic,*
165 *however, Bradbury and Stamm will be taking care of it.*

166
167 *Trustee Rael also asked why is it that Bradbury and Stamm is not responsible for*
168 *all the traffic control?*

169
170 *Ms. Rinaldi replied that the original traffic plan was adjusted by the Village, and is*
171 *an added cost, whereas, the Village felt it necessary and needed for pedestrian*
172 *and traffic safety.*

173
174 **PLANNER'S REPORT**

175 **Planner Justice** reported on the following:

- 176 • Drafting sections of the Master Plan, open house scheduled for June 29,
- 177 9:00am to 1:00pm at Village Hall.
- 178 • A call for photographs for the Vision Magazine, deadline is June 30th at
- 179 11:59 p.m.
- 180 • Master Plan Committee has reviewed the transportation, historic
- 181 preservation and economic development sections. Will meet June 19th to
- 182 review the remaining sections.

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- 190
- Administrative Assistant has started a process for next year's business license renewals. Code Enforcement Officer is working with the Agricultural Program Manager on the remodel for the Larry P. Abraham Agri-Nature center.
 - Double Wide Trailer has been removed from 6611 Edgewood Drive. Would like some direction and guidance as to what to be done with that land, possibly a green space or an open space.

191 **LEGAL REPORT**

192 **Attorney Winter** reported on the following:

- 193
- 194
- 195
- 196
- 197
- Board packet development and notice issues have been smoothly coordinated.
 - The July, August, and September packets will include issues related to transferring the Unser property to the Unser's.

198 **PUBLIC SAFETY REPORT**

199 **Public Safety Liaison Radosevich** reported on the following:

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- Weekly meetings with the North Valley Command Center.
 - Weekly meetings with Staff.
 - Added a lot of the pedestrian barriers due to the lack of sidewalks in certain areas, blocked off for safety reasons.
 - Few speeding issues in the last month.
 - Worked with Keen on the Osuna Property regarding trespassers and have addressed the issues.
 - Provided a briefing sheet to the Trustees on fire inspections for review and feedback . Hoping to have a resolution to adopt in July.
 - Sherriff's Report-520 Calls, 89 traffic stops, 34 alarm calls, with most of the traffic stops occurring on 4th Street.

212 **AGRI-NATURE CENTER REPORT**

213 **Program Manager Whitney** reported on the following:

- 214
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- 224
- Volunteers working on the property.
 - Watering plants through drip irrigation.
 - The second week of the farm camp is underway, with about 20 children attending per week.
 - Received the \$50,000.00 grant through the Thornburg Foundation for strategic planning.
 - The completion of the upgrades at the Agri-Nature Center is done.
 - Camp Innoventure, a youth entrepreneur day camp for students grades 6-8; learning about business basics, will start July 29th, with a registration cost of \$40.00.

225 **6. FINANCIAL BUSINESS**

226 **A. CASH REPORT-MAY 2019**

227

228 **Treasurer Haines** reported the ending cash balance May 31, 2019, is
229 \$6,084,817.81, which is an increase of \$129,961.01 for the month. Year to date
230 deficiency of revenues over expenditures of \$1,097,591.32.

- 231
- 232 • Unusual or significant items:
 - 233 ○ The sale of the trailer received revenues of \$33,500.00.
 - 234 ○ Payment to Pace Audio for \$13,470.35, for maintenance and
 - 235 upgrades to the audio/visual system in Village Hall.
 - 236 ○ Bradbury and Stamm for \$156,521.92 for Fourth Street.

237
238 *Trustee Rael asked questions regarding payments to various vendors.*

239
240 *Treasurer Haines responded in detail regarding the payments made.*

241
242 *Trustee Homan asked if we are continuing with the National League of Cities*
243 *membership?*

244
245 *Treasurer Haines replied yes, however wasn't sure what month the fee is*
246 *recorded, but it is in the budget.*

247
248 *Trustee Lewis asked about reversion dates on Capital Projects.*

249
250 *Treasurer Haines identified a reversion that she is monitoring, and Tammy is*
251 *working with the State to avoid any type of reversions from the Village.*

252
253 *Trustee Riccobene asked questions regarding revenues.*

254
255 *Treasurer Haines replied that most of our revenue comes from Gross Receipts.*
256 *Deficits are between what we have budgeted and actuals.*

257
258 *Trustee Riccobene requested a list of employees by department.*

259
260 *Trustee Lewis and Trustee Homan recapped the lawsuit between nineteen*
261 *municipalities and the State Tax and Revenue regarding money being owed to the*
262 *municipalities.*

263
264 **Mayor Lopez asked if there is a motion to approve the May Cash Report.**

265
266 **MOTION: Trustee Homan moved to approve the Cash Report**

267 **SECONDED: Trustee Lewis**

268 **CARRIED: Motion Passed 4-0 (Trustee Homan-Yes; Trustee Lewis-**
269 **Yes; Trustee Rael-Yes; Trustee Riccobene-Yes)**

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274 7. **PUBLIC HEARING AND APPLICATIONS FOR APPEAL**

275
276 NONE

277
278 8. **OLD BUSINESS**

279
280 A. CLARIFICATION OF RESOLUTION 2019-1-1; A RESOLUTION
281 CONCERNING GOVERNING BODY MEETINGS AND PUBLIC NOTICE
282 REQUIREMENTS AS REQUIRED BY THE NEW MEXICO OPEN MEETINGS
283 ACT.

284
285 *Trustee Lewis asked if this was the final version due to duplications in the*
286 *Resolution attached.*

287
288 *Attorney Winter clarified that the Resolution adopted in January is the one in the*
289 *attached packet, the formatting was corrected because paragraph five was*
290 *missing from the original printed Resolution. However, the Resolution was*
291 *corrected for formatting only, it was not looked at line by line therefore, the*
292 *language that was adopted in January, that you now noticed contains errors can*
293 *easily be corrected.*

294
295 9. **ANNOUNCEMENTS**

296
297 NONE

298
299 10. **NEW BUSINESS**

300
301 A. DISCUSSION AND APPROVAL OF RESOLUTION NO. 2019-6-1; A
302 RESOLUTION NOTIFYING THE BERNALILLO COUNTY CLERK OF THE
303 AT LARGE POSITIONS TO BE FILLED FOR THE VILLAGE OF LOS
304 RANCHOS DE ALBUQUERQUE FOR THE 2019 CONSOLIDATED LOCAL
305 ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2019.

306
307 *Trustee Homan requested clarification regarding if someone is wishing to run for*
308 *trustee, do they need to indicate that they are running for a four-year term or a*
309 *two-year term?*

310
311 *Attorney Winter believes they have to pick a position but will confirm and have an*
312 *answer.*

313
314 *Conversation among the Trustees varied regarding the method of choosing a*
315 *term.*

316
317 **MOVED:** Trustee Homan moved to postpone to the July 10, 2019

318 **SECONDED:** Trustee Rael

319

320 **CARRIED:** Motion Passed 4-0 (Trustee Homan-Yes; Trustee Lewis-
321 Yes; Trustee Rael-Yes; Trustee Riccobene-Yes
322

323 *Attorney Winter clarified that the Resolution is only to notify Bernalillo County*
324 *Clerk's Office of the four at large positions on the ballot for the November 5,*
325 *2019, Consolidated Local Election. She assured the Trustees that she*
326 *would have an answer regarding declaring a term.*
327

328
329 **MOVED:** Trustee Homan withdrew original motion of
330 postponement

331 **SECONDED:** Trustee Rael

332 **CARRIED:** Motion Passed 4-0 (Trustee Homan-Yes; Trustee Lewis-
333 Yes; Trustee Rael-Yes; Trustee Riccobene-Yes)
334

335
336 **MOVED:** Trustee Homan motioned to approve Resolution 2019-6-1

337 **SECONDED:** Trustee Rael

338 **CARRIED:** Motion Passed 4-0 (Trustee Homan-Yes; Trustee Lewis-
339 Yes; Trustee Rael-Yes; Trustee Riccobene-Yes)
340

341
342 B. DISCUSSION AND APPROVAL OF RESOLUTION NO. 2019-6-2; A
343 RESOLUTION ADDING A SMOKING POLICY TO THE VILLAGE OF LOS
344 RANCHOS DE ALBUQUERQUE PERSONNEL POLICY.
345

346 *Danielle Sedillo-Molina, Village Clerk, explained the premise behind the*
347 *development and the need for the smoking policy and provided answers in*
348 *regard to the purpose of adding the policy to the Village of Los Ranchos*
349 *personnel policy.*
350

351 **Mayor Lopez asked for a motion to approve the Resolution adding a**
352 **Smoking Policy to the personnel policy.**
353

354 **MOVED:** Trustee Lewis moved to adopt Resolution 2019-6-2

355 **SECONDED:** Trustee Riccobene

356 **CARRIED:** Motion Passed 4-0 (Trustee Homan-Yes; Trustee Lewis-
357 Yes; Trustee Rael-Yes; Trustee Riccobene-Yes)
358

359
360 C. DISCUSSION AND APPROVAL OF A COST SHARE AGREEMENT FOR
361 PROFESSIONAL SERVICES FOR THE ALAMEDA DRAIN STORM WATER
362 MANAGEMENT MODEL.
363

364 *Mayor Lopez informed the Board that this agreement is with Bernalillo County*
365 *and other entities to fulfill EPA storm water drainage to mitigate flooding. Cost*

366 to the Village is \$10,000, which is significantly lower than what other
367 entities are responsible for paying.

368
369 **MOVED:** Trustee Rael moved to approve cost share agreement for
370 professional services for the Alameda drain storm water
371 management model.

372 **SECONDED:** Trustee Homan

373 **CARRIED:** Motion Passed 4-0 (Trustee Homan-Yes; Trustee Lewis
374 Yes; Trustee Rael-Yes; Trustee Riccobene-Yes)

375
376
377 D. APPROVAL OF THE APPOINTMENT OF MR. GILBERT BENAVIDES TO
378 THE PLANNING & ZONING COMMISSION.
379 IN ACCORDANCE WITH THE VILLAGE OF LOS RANCHOS 2013 CODIFIED
380 ORDINANCES CHAPTER 9 ARTICLE 2 SECTION 2 (A) MEMBERSHIP. THE
381 PLANNING AND ZONING COMMISSION SHALL CONSIST OF SEVEN (7)
382 MEMBERS WHO SHALL BE APPOINTED BY THE MAYOR WITH THE
383 ADVICE AND CONSENT OF THE MEMBERS OF THE GOVERNING BODY.
384 (B) VACANCY. A VACANCY IN THE MEMBERSHIP OF THIS
385 COMMISSION SHALL BE FILLED BY APPOINTMENT BY THE MAYOR
386 WITH THE ADVICE AND CONSENT OF THE GOVERNING BODY. THE
387 APPOINTED MEMBERS SHALL SERVE OUT THE UNEXPIRED TERM OF
388 THE PERSON REPLACED.

389
390 *Mr. Benavides addressed the Board of Trustees and indicated that he is willing to*
391 *be on the commission.*

392
393 **Mayor Lopez asked for a motion to approve the appointment of Mr.**
394 **Benavides to the Planning and Zoning Commission.**

395
396 **MOVED:** Trustee Homan moved to approve the appointment of
397 **Mr. Gilbert Benavides to the Planning and Zoning**
398 **Commission.**

399 **SECONDED:** Trustee Rael

400 **CARRIED:** Motion Passed 4-0 (Trustee Homan-Yes; Trustee Lewis-
401 Yes; Trustee Rael-Yes; Trustee Riccobene-Yes)

402 403 404 **11. TRUSTEE INFORMAL DISCUSSION**

405 406 **Trustee Lewis**

- 407 ▪ Discussion on the space where the trailer was for open space/green
408 space.
409 (*Various ideas and suggestions were discussed among the Trustees*).
- 410 ▪ Where do we go from here with selling the Green Valley Property?
411 (*Mayor suggested he would follow up with Tim McDonough when he*

412 returned from vacation about moving forward with selling the property).

413
414 **Trustee Homan**

- 415 ■ Hops, the brewery on Fourth Street recently opened, was featured in the
- 416 Venue supplement of the Albuquerque Journal.
- 417 ■ Outdoor recreation, we have the new State cabinet on outdoor recreation,
- 418 it's a great opportunity to partner and do some projects with our green
- 419 space/open space, opening up the space for alternative uses.
- 420 ■ Provide Poll Worker information on the website and in the Vision for
- 421 residents interested in working during the election.
- 422 ■ Noted that two key individuals in the Village recently passed away; Beulah
- 423 Moses and Michael Baird.
- 424 ■ Include in next month's agenda the New Mexico Municipal League's
- 425 Annual Meeting, need to designate voter delegates.
- 426 ■ Trying to get Los Ranchos designated as a New Mexico True Community,
- 427 which can bring additional tourism to the Village.
- 428 ■ NM Senior Games will begin on the weekend, there is a number of
- 429 residents participating. We can report in the Village Vision on how they did
- 430 and celebrate some of our athletes.
- 431 ■ Who is our Procurement Officer?
- 432 *(Mayor noted that he and Danielle are signed up for the July class,*
- 433 *however, both are on the waiting list).*

434
435 **Trustee Rael**

- 436 ● Wondered if anyone was getting spammed by an individual by the name
- 437 of William Phelan, has been receiving several emails from this individual.
- 438 ● Has anyone gone out to 7601 Rio Grande regarding the complaints?
- 439 *(Mayor indicated that a letter will be sent out by the Code Enforcement*
- 440 *Officer to the property owners noticing them about the complaints).*

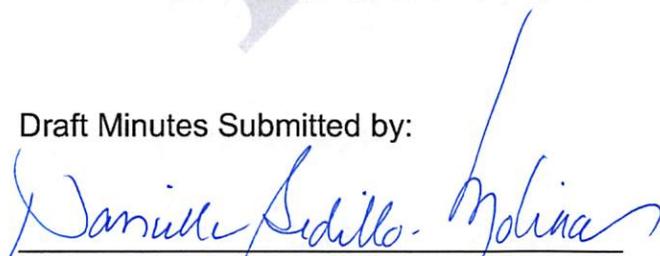
441
442 **Trustee Riccobene**

- 443 ● NONE

444
445
446
447 **12. ADJOURNMENT**

448 The meeting was adjourned by Mayor Lopez at 8:44 p.m.

450
451
452
453 Draft Minutes Submitted by:

454 
455
456
457 Danielle Sedillo-Molina, Village Clerk