

**MINUTES**  
VILLAGE OF LOS RANCHOS DE ALBUQUERQUE  
6718 RIO GRANDE BOULEVARD NW  
**BOARD OF TRUSTEES REGULAR MEETING**  
**Wednesday, February 19, 2020**  
**7:00 P.M.**

**Present:**

Donald T. Lopez, Mayor  
Pablo Rael, Mayor Pro Tem/Trustee  
Sandra Pacheco, Trustee  
Allen Lewis, Trustee  
Tom Riccobene, Trustee

Ann Simon, Administrator  
Danielle Sedillo-Molina, Clerk  
Nancy Haines, Treasurer  
Nann Winter, Attorney

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**1. CALL TO ORDER**

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

Mayor Lopez led the Pledge of Allegiance

**2. ROLL CALL**

Trustee Allen Lewis-Present

Trustee Sandra Pacheco-Present

Mayor Pro Tem/Trustee Pablo Rael-Present

Trustee Tom Riccobene-Present

**3. APPROVAL OF AGENDA**

**Mayor Lopez** asked for a motion to approve the Agenda.

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

**SECONDED:** Trustee Lewis

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

**4. PUBLIC COMMENT PERIOD [3 MINUTE TIME LIMIT]**

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

**Tony Khader, G & T Auto; 6798 4th Street NW:**

- I. Alerted the Board of some issues that have taken place at and along his property due to the construction:
  - a. Damaged equipment due to the construction.
  - b. Flooding problem at the property due to the construction.

**Cindy Baca, Green Valley Meats; 6839 4th Street NW:**

- I. Would like to know why there is Pea Gravel along her driveway.

**Mary Homan, 7318 4<sup>th</sup> Street NW:**

- I. Spoke about the importance of everyone participating in the Census this year. The dollar amount per person over a ten-year period is an enormous amount that will be utilized for infrastructure, social services, school districts and other services for the Village.

**5. PRESENTATIONS/PROCLAMATIONS**

- A. FY 2018/2019 VILLAGE OF LOS RANCHOS FINANCIAL AUDIT PRESENTED BY JARAMILLO ACCOUNTING GROUP LLC (JAG).

Shawn Mortensen, Audit Manager for Jaramillo Accounting Group (JAG) presented the 2018/2019 audit for the Village of Los Ranchos.

Issued an unmodified opinion for the Village:

- a. No-Material Weakness identified.
- b. No-Significant Deficiencies identified not considered to be material weaknesses.
- c. No-Non-Compliance material to financial statements.

*(For a complete audit: <https://www.saonm.org>)*

- B. BUSINESS LICENSE E-FILE AND PAY SYSTEM MODULE; JENNIFER SCHILLING, PLANNING AND ZONING ADMINISTRATIVE ASSISTANT.

Jennifer Schilling, Administrative Assistant, provided information to the Board for businesses to renew their registration's online. Would like to budget for the upcoming year and implement the software beginning FY 2021.

**6. CONSENT AGENDA**

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

A. MINUTES-JANUARY 15, 2020 REGULAR MEETING

**Mayor Lopez asked for a motion to approve the Consent Agenda.**

**MOTION: Trustee Riccobene moved to approve the Consent Agenda**

**SECONDED: Trustee Rael**

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

7. **REPORTS**

**MAYOR'S REPORT**

**Mayor Lopez reported on the following:**

- Recognized and thanked Jeff Phillips for serving on the Planning and Zoning Commission for five years as Chairman and a commissioner.
- Noted two individuals in the audience that will be presented to the Board for appointment to the Planning and Zoning Commission.

**ADMINISTRATOR'S REPORT**

**Ms. Simon reported on the following:**

- Trying to close out 4<sup>th</sup> Street with the Vendors along with addressing constituent issues and addressing those issues on a case by case basis.
- The events committee is finalizing an events policy for use of Village facilities/properties.
- Moving forward with the Village Center plan.
- The Village IT system has migrated to the cloud.
- Has a working timeline for budget development for FY 2020/2021.

**PLANNER'S REPORT**

**Planner Justice reported on the following:**

- Provided an update on current staff activities.
- Hosted a public meeting on short term rentals on Tuesday, January 28<sup>th</sup> from 6:30-9:00pm, 48 people attended the meeting.

**LEGAL REPORT**

**Attorney Winter reported on the following:**

- The Maria C. Montoya Bed and Breakfast denial from last month was appealed and filed in District Court. Working with Danielle to develop a record proper; the entire process could take up to six months.
- My office continues to guide Tiffany on the short-term process and assist staff daily on various items.

## **PUBLIC SAFETY REPORT**

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

- Addressing speeding issues on 4<sup>th</sup> Street, have three speed boards in place, average speed is 24 miles per hour.
- Working on the events policy and the rental of Village facilities/properties.
- Bernalillo County Fire responded to 66 calls in the Village.
- BCSO had 538 calls;126 were traffic stops, 26 were in the 4<sup>th</sup> Street area.
- When we receive a complaint, I encourage residents to call the Sheriff's office to report it.

## **PROJECT REPORT**

**Ms. Rinaldi** reported on the following:

- 4th Street is in the substantial completion phase of the project.
- Hoping for lighting installation in the parking lot the first week of March.
- Provided updated information on outstanding concerns on 4<sup>th</sup> street and adjacent areas.
- Contract Status without GRT but with potential pending change orders is \$7.426 million.
- Closeout with walk through and punch list will be March 15<sup>th</sup>. Project completion pending audit is April 1<sup>st</sup>.
- Spoke briefly on the next phase of 4<sup>th</sup> street.
- Provided update on the bridge at 4<sup>th</sup> Street and Paseo.
- Spoke about the RFP that will be released on Monday, February 24, 2020, for on call Architectural and Engineering Services.

## **AGRI-NATURE CENTER REPORT**

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

- Conducting preparation work for the season including planting and installing fencing and prepping equipment.
- Replenishing raised beds with compost and have ordered lavender plants and hops.
- Submitted a grant for \$10,000 to the Albuquerque Community Foundation.
- Discussed an overview of all the events taking place at the Ag Center.

## **8. FINANCIAL BUSINESS**

### **A. DISCUSSION AND APPROVAL OF CASH REPORT-JANUARY 2020**

**Nancy Haines, Treasurer** reported on the following:

The ending cash balance for January 31<sup>st</sup> is \$4,336,235.27, which is a decrease of \$268,995.65. Year to date deficiency of revenues over expenditures is \$1,462,674.76.

Significant items:

- Third quarter payment to the County for Fire and EMS services.

- State grant for fire protection fund and immediately distributed it back to the County.
- Received money from the State for 4<sup>th</sup> Street revitalization and paid appropriate amounts to the contractors.

**Mayor Lopez asked for a motion to approve the January Cash Report.**

**MOTION:** Trustee Rael moved to approve the January Cash Report  
**SECONDED:** Trustee Pacheco  
**CARRIED:** Motion Passed 4-0 (Trustee Lewis-Yes; Trustee Pacheco-Yes, Trustee Rael-Yes; Trustee Riccobene-Yes)

**B. DISCUSSION; MID-YEAR BUDGET REVIEW FOR FISCAL YEAR 2019/2020.**

Administrator Simon discussed the midyear budget and provided information to the Board regarding the budget status at this point in the year.

*Trustees asked several questions and asked for clarification regarding the budget.*

*Trustees also cautioned and encouraged staff to bear down on expenditures. In addition, Trustees also expressed concern as to where the Village is at in the budget even though it is on track at 57% for the FY.*

**C. DISCUSSION AND APPROVAL OF RESOLUTION NO. 2020-02-01; BUDGET ADJUSTMENT REQUESTS FOR FISCAL YEAR 2019/2020.**

Administrator Simon explained that there is a need to move money from one-line item where there was savings to another line item that needs additional money, which requires Board approval.

**Mayor Lopez asked for a motion to approve the Resolution 2020-02-01.**

**MOTION:** Trustee Rael moved to approve Resolution 2020-02-01  
**SECONDED:** Trustee Lewis  
  
**Roll Call Vote;**  
**Trustee Lewis-Yes**  
**Trustee Pacheco-Yes**  
**Trustee Rael-Yes**  
**Trustee Riccobene-Yes**  
**CARRIED:** Motion Passed 4-0

**9. PUBLIC HEARING AND APPLICATIONS FOR APPEAL**

A. SDP 19-01 A REQUEST BY BACA'S TREES PROFIT SHARING AND TRUST FOR FINAL SITE DEVELOPMENT PLAN APPROVAL OF A MAJOR SUBDIVISION FOR 3.3 ACRES OF PROPERTY IN THE FOURTH STREET CORRIDOR AND CHARACTER AREA. THE SUBDIVISION WOULD CREATE FOUR (4) R-2 RESIDENTIAL LOTS OF 0.50 ACRES EACH AND THREE (3) C-1 COMMERCIAL-RETAIL LOTS. THE SUBDIVISION WOULD BE A REPLAT OF EXISTING PROPERTY LOCATED AT 7201, 7217, AND 7221 FOURTH ST. NW AND 401 ROEHL RD. NW AND IS LEGALLY KNOWN AS A PORTION OF LOTS 3 & 4 (EXCEPT THE WESTERLY 225 FEET), JUSTEN JONES ADDITION WITHIN SECTION 21, T. 11 N., R. 3 E., N.M.P.M. VILLAGE OF LOS RANCHOS, BERNALILLO COUNTY, NEW MEXICO. THE PROPERTY CONTAINS 3.3 ACRES MORE OR LESS.

*(Planner Justice and Mr. David Newman were sworn in by Attorney Winter)*

Planner Justice presented the application for the site development plan, indicating that the Planning and Zoning Department recommends approval of the Final Site Development Plan for a major subdivision of 3.3 acres of property in the Fourth Street Corridor and Character Area. The Planning and Zoning Commission voted 5-0 to forward to the Board of Trustees with the recommendation of approval.

With the following conditions:

1. All the requirements of the Albuquerque/Bernalillo County Water Utility Authority shall be met in the installation of the utilities and governing rules and regulations adhered to by the development.
2. The existing Grading and Drainage Plan meets the stormwater management ordinance as installed and shall be maintained.
3. Landscaping shall be maintained according to the Site Development Plan.
4. Future signage must comply with the Sign Ordinance and sign permits must be obtained.
5. Exterior lighting must comply with the Dark Skies Ordinance §9.2.20.
6. Construction shall meet all current Village, County, and State Codes.
7. The final site development plan must be executed by the applicant.

Trustee Pacheco recused herself.

Mayor Lopez asked if anyone wanted to address the Board in favor or in opposition.

Mr. David Newman, 504 Mary's Way NW: Spoke briefly about the project and commended the Planning and Zoning department for their assistance through the process and asked for the Board's approval of the project.

**Mayor Lopez asked for a motion to approve the development.**

**MOVED:** Trustee Riccobene moved to approve S 19-01.  
**SECONDED:** Trustee Rael  
**CARRIED:** Motion Passed 3-0 (Trustee Lewis-Yes; Trustee Pacheco-Recused, Trustee Rael-Yes; Trustee Riccobene-Yes).

**Planning and Zoning Director Justice corrected the record to reflect motion should be SDP-19-01, not S 19-01.**

- B. S 19-01 A REQUEST BY BACA'S TREES PROFIT SHARING AND TRUST FOR PRELIMINARY PLAT APPROVAL OF A MAJOR SUBDIVISION FOR 3.3 ACRES OF PROPERTY IN THE FOURTH STREET CORRIDOR AND CHARACTER AREA. THE SUBDIVISION WOULD CREATE FOUR (4) R-2 RESIDENTIAL LOTS OF 0.50 ACRES EACH AND THREE (3) C-1 COMMERCIAL-RETAIL LOTS. THE SUBDIVISION WOULD BE A REPLAT OF EXISTING PROPERTY LOCATED AT 7201, 7217, AND 7221 FOURTH ST. NW AND 401 ROEHL RD. NW AND IS LEGALLY KNOWN AS A PORTION OF LOTS 3 & 4 (EXCEPT THE WESTERLY 225 FEET), JUSTEN JONES ADDITION WITHIN SECTION 21, T. 11 N., R. 3 E., N.M.P.M. VILLAGE OF LOS RANCHOS, BERNALILLO COUNTY, NEW MEXICO. THE PROPERTY CONTAINS 3.3 ACRES MORE OR LESS.

*(Planner Justice and Mr. David Newman were sworn in by Attorney Winter)*

Planner Justice presented the application, the Department recommends the Board of Trustees approve S-19-01 a Preliminary Plat for a major subdivision for 3.3 acres of property with the following conditions:

1. The Final Plat shall contain all of the required language to be placed on the plat, i.e. data notes, vicinity map, public utility easement statements, restriction, legend and certifications, etc.
  - a. A legal instrument creating the Zia View Homeowners Association must be included with the final plat.
2. All utility systems shall be underground if the utility company permits.
3. All the requirements of the Albuquerque Bernalillo County Water Utility Authority shall be met in the installation of the utilities and governing rules and regulations adhered to.
4. A grading and drainage plan will be executed after Final Plat approval.
5. All development shall be carried out in accordance with the applicable state laws and Village ordinances.
6. A signed subdivision improvements agreement will be necessary prior to the recording of the Final Plat to guarantee completion of required improvements.

7. A financial guarantee instrument in the amount of 125% of the estimated infrastructure costs must be submitted prior to filing of the Final Plat.
8. After Final Plat approval the Special Use Permit no longer applies.

Trustee Pacheco recused herself.

Mayor Lopez asked if anyone wanted to address the Board in favor or in opposition.

Mayor Lopez asked for a motion to approve.

**MOVED:** Trustee Rael moved to approve  
**SECONDED:** Trustee Lewis  
**CARRIED:** Motion Passed 3-0 (Trustee Lewis-Yes; Trustee Pacheco-Recused, Trustee Rael-Yes; Trustee Riccobene-Yes).

## 10. OLD BUSINESS

A. NONE

## 11. ANNOUNCEMENTS

A. NONE

## 12. NEW BUSINESS

A. IN ACCORDANCE WITH THE VILLAGE OF LOS RANCHOS 2013 CODIFIED ORDINANCES CHAPTER 9; §9.2.2 PLANNING AND ZONING COMMISSION.

(A) MEMBERSHIP: THE COMMISSION SHALL CONSIST OF SEVEN (7) MEMBERS WHO SHALL BE APPOINTED BY THE MAYOR WITH THE ADVICE AND CONSENT OF THE MEMBERS OF THE GOVERNING BODY.

### 1. PLANNING & ZONING COMMISSIONERS FOR 2020/2021:

- a. GIL BENAVIDES \*\*
- b. RACHEL BERENSON \*
- c. KAREN CHRISTENSEN \*
- d. LYNN EBY \*\*
- e. DAN GAY \*\*
- f. AL PARK \*\*
- g. DREW SEAVEY \*\*

(\*\* Current Member)  
(\*New Appointee)

**MOVED:** Trustee Rael moved to approve the appointment of the Planning and Zoning Commission for 2020/2021.  
**SECONDED:** Trustee Riccobene  
**CARRIED:** Motion Passed 4-0 (Trustee Lewis-Yes; Trustee Pacheco- Yes, Trustee Rael-Yes; Trustee Riccobene-Yes)

**B. DISCUSSION ONLY; VILLAGE OF LOS RANCHOS DRAFT PROPERTY USE AND EVENT POLICY AND DRAFT RESOLUTION.**

Public Safety Officer Fred Radosevich presented the Draft Policy and Draft Resolution for the use of Village facilities and/or property. Administrator Simon also spoke on the matter.

The Policy and Resolution will be brought to the Board of Trustee meeting in March for approval.

Trustee Riccobene, Trustee Lewis, Trustee Pacheco, and Trustee Rael had questions, asked for clarification and suggested changes and additions to the language in the policy.

**13. TRUSTEE INFORMAL DISCUSSION**

**Mayor Lopez**

- Requesting to move the Board of Trustee meeting to the 18<sup>th</sup> of March rather than the 11<sup>th</sup>. Trustee Rael-Yes; Trustee Riccobene-Unavailable; Trustee Pacheco-Yes, Trustee Lewis-needs to check his schedule. Meeting is moved to March 18<sup>th</sup>.

**Trustee Lewis**

- Suggested that the Village put up some signage to encourage people to participate in the Census.
- Asked for an update on the appraisal for the old Village Hall on Green Valley and if we have addressed putting it on the market.
- Suggested having a Trustee to be on the selection committee for RFP's.
- Possibly put a pedestrian sign at the curve at the Old Northdale Shopping Center.

**Trustee Pacheco**

- Thanked the Village for fixing the poles at the corner of Green Valley and

Rio Grande.

- Utilizing Village Hall for community classes.
- Suggested that the Trustees attend the Grower's Market, possibly rotate attending amongst the board.

**Trustee Rael**

- Discussed the string lighting on 4<sup>th</sup> Street, wants to ensure that it is not in conflict with the Dark Sky Ordinance.
- Asked if the Village should have an Active Shooter Policy.

**Trustee Riccobene**

- Asked if there would be turn arrows inside the medians on 4<sup>th</sup> Street.
- Recommended a training page in the Village Vision Magazine regarding 4<sup>th</sup> Street, how to park, where the parking lots are, etc.

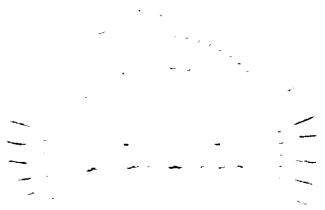
**Mayor Lopez requested a Board Retreat on Thursday, March 26 with the Trustees and select Staff at the Agri-nature Center.**

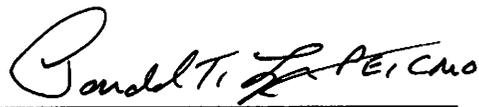
*All Trustees can make themselves available, Trustee Lewis needed to check his schedule.*

**14. ADJOURNMENT**

The meeting was adjourned by Mayor Lopez at 9:35 p.m.

PASSED AND APPROVED by the Board of Trustees of the Village of Los Ranchos de Albuquerque on this 13<sup>th</sup> day of May 2020.



  
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Donald T. Lopez, Mayor

  
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Danielle Sedillo-Molina, Village Clerk

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