

BOARD OF TRUSTEES TOWN OF MESILLA

REGULAR BOARD MEETING **MONDAY, FEBRUARY 12, 2018**

6:00 P.M.

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13 TRUSTEES: Nora L. Barraza, Mayor

Carlos Arzabal, Mayor Pro Tem

Jesus Caro, Trustee Linda L. Flores, Trustee

Stephanie Johnson-Burick, Trustee

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19 **STAFF:** Cynthia Stoehner-Hernandez, Town Clerk/Treasurer

K.C. Alberg, Marshal Kevin Hoban, Fire Chief

Debbie Lujan, Public Works Director Jack D. Younker, Public Works Foreman

Gloria Maya, Recorder

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PUBLIC:

Eric Robinson

Lucy Telles Courtney Prahl

Cynthia T. Rivera Susan Krueger

Ouida Touchon

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1. PLEDGE OF ALLEGIANCE

Mayor Barraza led the Pledge of Allegiance.

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2. ROLL CALL & DETERMINATION OF A QUORUM

35 Roll Call.

Present: Mayor Barraza, Mayor Pro Tem Arzabal, Trustee Caro, Trustee Flores, Trustee

Johnson-Burick. 37

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3. CHANGES/APPROVAL OF THE AGENDA

Motion: To approve agenda, Moved by Mayor Pro Tem Arzabal, Seconded by Trustee 40 Flores. 41

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- **Roll Call Vote: Motion passed (summary: Yes = 4).** 43
- Mayor Pro Tem Arzabal Yes 44
- **Trustee Caro** Yes 45
- **Trustee Flores Yes** 46
- 47 Trustee Johnson-Burick Yes

4. PRESENTATION: Certificate of Commendation to Matthew Rivera for outstanding performance in assisting a child in distress at Zia Middle School. – **Nora L.**

Barraza/Marshal K.C. Alberg.

Marshal Alberg presented Mr. Matthew Rivera for his performance. Mr. Rivera also received high accommodations from the Las Cruces Public Schools.

Mayor Barraza stated Mr. Rivera never ceases to amaze her. He does so much for the Town of Mesilla and the public schools. Mr. Rivera is a volunteer but he goes above and beyond. She cannot say enough about what he has done for the town.

5. PUBLIC INPUT – The public is invited to address the Board for up to 3 minutes. Ms. Krueger stated she has information regarding feral cats. Mr. Tom Townsend applied and was awarded the PetSmart Charity \$30,000 Grant to spay and neuter 500 community cats in the southern part of Dona Ana County. The applicant is required to identify zip code approved with this grant (88046 and 88047). The Planning Committee's process will be to do appropriate outreach in advertising; town staff does not need to be involved. They may request the use of the Fire Department to sign up applicants. This will be for all community cats not just feral. She will keep the board informed as it progresses.

Ms. Parra stated as the trustees have approved wage increases for Public Works employees she is hopeful they would extend the same request for those have yet to receive one. As trustees you are aware there are areas that require continued investments for the Town of Mesilla to be successful; infrastructure, equipment and technology, marketing and advertising. At the forum the candidates spoke on continue investments in marking and advertising because of the return of the investment we have seen. Above all we need to invest in our employees who are the heart and soul that keep this community going. We work together as a team and not just wear the one hat we were given initially. She feels we need to demonstrate value for the work we do and hopes the board takes that into consideration.

Ms. Mariscal stated Gross Receipts are up for the Town of Mesilla now it is time to reward your employees. We cannot afford to hire more people but we can give a COLA so the employees will stay. We are all dedicated and hardworking employees. She makes customer service her priority. The trash report has been cleaned up and generating the correct revenue. If you decide you do not want to reward your employees I need to ask why not.

Ms. Maya stated we are here to ask you to consider a COLA for all the employees. We all work very hard and are a great team. As you can see the audit proves it as we had zero findings. It is not just one person or two people it takes a team. We as well as the board put our residents as number one and that you value them. All we ask is that value us as well.

6. *APPROVAL OF CONSENT AGENDA – The Board will be asked to approve by one motion the following items of recurring or routine business. The Consent Agenda is marked with an asterisk *:

Motion: To approve consent agenda, Moved by Mayor Pro Tem Arzabal, Seconded by Trustee Flores.

Trustee Johnson-Burick referred to a typo in the minutes – treasurer should be treasure.

Mayor Barraza stated she will get with Ms. Maya regarding the concerns with the minutes.

- Roll Call Vote: Motion passed (summary: Yes = 4). 1 Mayor Pro Tem Arzabal Yes 2 Trustee Caro Yes 3 **Trustee Flores Yes** 4 5 Trustee Johnson-Burick Yes 6 7 a. *BOT MINUTES - Regular Meeting of Monday, January 22, 2018. Approved by 8 consent agenda 9 10
 - b. *PZHAC Case 060685 w/conditions a property just west of 2230 Calle Del Sur, submitted by Steven Cadena; a request for a building permit to construct a dwelling at this address. Zoned: Historical Residential (HR). Approved by consent agenda
 - c. *PZHAC Case 060686 2615 Calle de Guadalupe, submitted by Ouida Touchon; a request to for a building permit to construct an adobe wall on the property line at this address. Zoned: Historical Residential. Approved by consent agenda
 - d. *PZHAC Case 060683 2750 Boldt Street, submitted by Solar Smart Living for Jerome Walker, a request for a building permit to allow the installation of solar photo-voltaic panels on the roof of a dwelling at this address. Zoned: Historical Residential (HR). Approved by consent agenda

7. NEW BUSINESS:

a. For acceptance: Town of Mesilla Audit report for fiscal year 2016-2017. – Erick Robinson, Integrity Accounting and Consulting.

Mr. Robinson reviewed the Audit Report for fiscal year 2016-2017. We are able to get what we need when we need it. There was one finding last year regarding Bank Reconciliations when has been resolved.

Mayor Barraza thanked Mr. Robinson. Ms. Stoehner-Hernandez and Ms. Maya are very comfortable working with you. She is so pleased and appreciative with the job that Ms. Stoehner-Hernandez and Ms. Maya do with our financial department. Is so proud that we can say we have a clean audit to present to the State of New Mexico. Thank you to all the ladies that work in the Finance Department.

Motion: To accept Town of Mesilla Audit report for fiscal year 2016-2017, Moved by Mayor Pro Tem Arzabal, Seconded by Trustee Johnson-Burick.

Trustee Flores stated she is very pleased, we have come a long way from when she started on the board. There were many findings and she was very upset at the time.

- Trustee Johnson-Burick stated four years ago she was very disturbed that there were findings. As the years progressed she understood some were the software and some were inherited. Last
- 44 45 year when we only had one finding she was so pleased and so proud of Ms. Maya and Ms.
- Stoehner-Hernandez. They reminded me that it was a team effort and that everyone one works 46 together. This year when she saw there were no audit findings; she is so proud of everyone. 47
- Thank you for all you have done and all you do for the town. Great job! 48

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- 1 Mayor Barraza stated Mr. Robinson has done a phenomenal job working with the ladies and
- 2 directing them on what to do to rectify problems. Thanked him so much for his patience and
- 3 willingness to work with staff. A clean audit is very rare in the State of New Mexico. Out of the
- 4 106 municipalities very few have a clean audit. She is happy to say that the Town of Mesilla has
- 5 can join the rank of have a clean audit.

- **Roll Call Vote: Motion passed (summary: Yes = 4).**
- 8 Mayor Pro Tem Arzabal Yes
- 9 Trustee Caro Yes
- 10 Trustee Flores Yes
- 11 Trustee Johnson-Burick Yes

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- **b.** Presentation/Discussion: regarding cost of living increases for staff. **Cynthia Stoehner-Hernandez, Clerk/Treasurer.**
- Mayor Barraza stated the wording is not correct. Mayor Pro Tem Arzabal wanted to see what the financial status is to see if a Cost of Living increase would be an item of discussion.

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Ms. Stoehner-Hernandez reviewed the financial budget. She does not see an increase is feasible at this time; we can look at giving a COLA next fiscal year.

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- 21 Mayor Barraza stated the presentation explain exactly where we are in our Gross Receipts. We
- are anticipating for December an increase. We are hoping to meet our goal of 2%. She is
- concerned with the Fines and Forfeit Fund. The projection has always been left at \$105,000 and
- 24 to date we have only received \$27,000. We should see an increase in Charges for Services since
- 25 all the rooms are rented at the Community Center and when the weather is gets warmer there is
- an increase in Community Center Auditorium and Plaza rentals. The Enterprise Fund is healthy.
- 27 The employees funded through the Enterprise did receive a raise this year. At the beginning of
- this year or the end June there was an increase in Ms. Parra's salary of \$1,500. So there has been
- an increase in those two positions that she is aware of.

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Mayor Pro Tem Arzabal asked why that increase wouldn't come to the board for approval.

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Mayor Barraza responded it did come to the board when the budget was approved.

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35 Mayor Pro Tem Arzabal responded okay.

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Trustee Johnson-Burick asked we were implementing a COLA before the end of the budget year.

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- Ms. Stoehner-Hernandez responded when the Public Works employees increase to the board some of the trustees had recommended looking at an increase for staff funded through the
- 41 General Fund.

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- Trustee Johnson-Burick stated these figures are not positive right now. She would feel more
- comfortable going into the next budget year with the allocations for COLA and placing it on the
- Department Heads to make this happen. They would need to adjust their budgets to
- accommodate a COLA based on the figures we are working on.

- 1 Mayor Barraza stated she asked Department Heads to look at their budget to give a raise or
- 2 COLA for next fiscal year. Mayor Pro Tem Arzabal requested we look at the budget to see if a
- 3 COLA would be feasible.

Trustee Caro stated he agrees with Trustee Johnson-Burick at looking at an increase for next fiscal year.

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- 8 Mayor Pro Tem Arzabal stated it should not be an option for the 2018-2019 budget. We have to
- 9 do something as a Finance Board to give an increase. When you look at the salary vs hourly
- employees they are very different. We have a good budget lately but the Department Heads need
- to be part of this process. This is not an option we are going to do a COLA. Will we be giving
- Public Work employees and increase if we just gave them one? We cannot be picking and
- 13 choosing.

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Trustee Flores stated we would love to give a raise. The most important thing to here is not cutting an employee's pay or hours. She does not want to put the next board in that position.

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- 18 Mayor Barraza responded the financial status is the responsibility of the Board of Trustees. We
- 19 need to look at an alternate way to increase our revenue. If we do not bring additional revenue
- into our community we will not be able to compensate our employees for what they are worth.
- Even though we project 2%-3% increases it is just enough to keep up with utility, fuel, etc.
- increases. We may want to look at increasing property tax or GRT. Our infrastructure is
- breaking down. There needs to be a way to sustain our community and continue to provide
- service to the residents as well as a way to compensate our employees for what they are worth.
- 25 The police officers' union is up for renegotiation. There are a lot of factors that need to be
- looked into. With regards to the Court Fines, what happens is some are set up on a payment plan
- but they do not pay. We do not have any jurisdiction over the judicial part of branch. Currently
- we did increase the court fines through ordinance/resolution. There are a lot of things we
- definitely need to look into. It is her goal to give an increase to the employees.

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- Trustee Caro stated Trump is taking away federal funding for highways; they use to give 80% now they will be giving 10%. States will need to come up with funding to take care of the rest.
- now they will be giving 10%. States will need to come up with funding to take care. This is an indication of things to come. We need to start watching our pennies.

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Mayor Pro Tem Arzabal stated just because the officers are union they do not have to get a pay raise. Whoever is doing the bargaining for the town there needs to be a medium. He hopes the mayor and trustees are part of the negotiations. Nothing wrong to be union but sometimes we cannot give an increase

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Mayor Barraza responded if the budget shows there is not money; there is no increase. The legislators are working on imposing a gas tax for the Road Fund to repair roads throughout the state. She believes the session is over this week; all bills will need to go to the governor for her signature or veto.

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- **c.** Resolution 2018-01: A resolution authorizing and approving submission of a completed application for financial assistance and project approval to the New Mexico Finance Authority. Debbie Lujan, Public Works Director.
- Ms. Lujan stated this was discussed at a prior meeting. The vehicles range from 1996 to 2005.

- These past five years we have spent \$31,000 in repairs. Currently we have spent \$6,000 repairs. 1
- Mr. Younker has been focusing on getting the vehicles ready. With all the money we spent the 2
- last five years we could have purchased a vehicle. If we only replace three vehicles we would 3
- still continue to do repairs on the other two so she is asking to replace five vehicles. There will 4
- not be a budget increase. The money will be coming from our Enterprise Fund. We will be 5
- using the money that we have for Water Meter Replacement which is a \$267,000 Grant. We are 6
- currently using it to replace water hydrants. She will still have the money in the budget to 7
- purchase these vehicles. The Asphalt Zipper was purchased a long time ago but the money has 8
- been carried forward to purchase equipment or vehicles. 9

Mayor Barraza clarified Ms. Lujan is not asking for a budget increase; it is money already 11 budgeted and available in her budget. 12

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Ms. Lujan stated the mileage on the 1996 reads 186,000 (odometer is broken so it is probably 14 higher) and the 2005 reads 138,586. 15

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17 Mr. Younker stated these vehicles are fairly old with repair cost increasing daily. Minor repairs range from \$500 - \$1,000 on these vehicles. He has been doing a lot of work himself. The 18 vehicles help the Public Works Department do their job correctly. 19

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Trustee Johnson-Burick stated Ms. Lujan is proposing four Ram 1500 Quad Cab and one 3500 21 Regular Cab with a utility body. She asked if the prices are based on having to purchase five 22 vehicles. 23

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Ms. Lujan responded no this is State Purchasing pricing.

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27 Trustee Johnson-Burick stated she saw the funds for the revenue are coming from the Enterprise Fund. She stated for clarification, these are not the funds that were set aside when water rates 28 were raised. It was mentioned that grant money allocated for the meters would be used. She 29 asked if this grant allows us to take the funds not used for the meters to purchase vehicles; is it 30 open-ended. 31

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Ms. Lujan responded this grant has nothing to do with that line item. We started putting a fund for meter replacements; this is a line item. We have installed over 200 meters with this line item which was part of the grant match.

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- Mayor Barraza responded we had money set aside in the line item for water meter replacement based on the Water Audit. The town was losing revenue due to the faulty meters. During the first round 200 water meters were purchased. A line item was set up and during the budget cycle money was set aside for water meter replacement. Ms. Lujan received a grant through the Water Trust Board to replace 400 water meters so we will not be using the money set aside for water meter replacements since the cost will be covered. The budget line item was used for the grants
- 42 match so all the meters in the Town of Mesilla will be replaced. The first time we had the 43
- money and we purchased them; second time Ms. Lujan was awarded a grant from the Water 44
- 45 Trust Board and Environmental Department for the remainder of the money needed to replace all the meters, \$265,000. 46

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Trustee Johnson-Burick stated so the money that will be used to purchase vehicles is the money that has been set aside so we will not be getting ourselves into a situation.

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\$152,000 for 5 vehicles at one time. He is willing to purchase 2 vehicles at this time; to go and

spend this much money could put us in jeopardy. It is nice to have money to cover emergencies.

Trustee Caro stated it is nice to see that we have funds but he is uncomfortable spending

Next year will be better; we can approve another couple of vehicles next year.

- Mayor Barraza responded we have a reserve fund to address those types of emergencies so we do 1 not have to tap into the Water Fund. 2 3 Ms. Lujan stated we will not spend \$151,000 in 1 year; this is a 5 year loan. 4 5 Trustee Johnson-Burick stated she is thinking of the Asset Management Plan and the safety of 6 the employees who may also need vehicles. 7 8 Ms. Stoehner-Hernandez responded these vehicles will be funded out of the Enterprise Fund; her 9 vehicles will be funded out of the General Fund. If we go for a loan it will need to be on a 10 separate application. This next budget cycle she will look at how much a car will cost for 11 administration. 12 13 14 Mayor Barraza stated the current administration vehicles are in good enough shape to get around town if the budget does not allow for new vehicles. 15 16 17 Mayor Pro Tem Arzabal stated he will make a motion to approve as he is concerned with the interest rate going up. He asked if this passes what are we doing with the old vehicles and has 18 anyone thought of the increase in insurance. 19 20 Ms. Lujan responded we have considered those things. 21 22 Mayor Barraza responded there will not be a budget increase. 23 24 Motion: To approve Resolution 2018-01: A resolution authorizing and approving 25 submission of completed application for financial assistance and project approval to the 26 New Mexico Finance Authority, Moved by Mayor Pro Tem Arzabal, Seconded by Trustee 27 Flores. 28 29 Trustee Johnson-Burick appreciates everything Mr. Younker is doing for the town. 30 31 Roll Call Vote: Motion passed (summary: Yes = 4; Nay=1). 32 Mayor Pro Tem Arzabal Yes 33 Trustee Caro Nav 34 **Trustee Flores** Yes 35 Trustee Johnson-Burick Yes 36 37
- long overdue.
 d. Resolution 2018-02: A resolution authorizing the Finance Department to write off

Mayor Barraza thanked the board for their support; staff will be very appreciative. This was

bad debt/accounts receivables. — Cynthia Stoehner-Hernandez, Clerk/Treasurer.

Ms. Stoehner-Hernandez stated Ms. Mariscal has done a great job of staying on top of insuring accounts are paid on a timely manner. If they are not then Ms. Maya sends them to collections. Staff has attempted to collect but do no avail. These accounts will be written off but will remain in our system in the event the applicant comes back to open service. The bad debt will need to be paid before services can be connected.

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Motion: To approve <u>Resolution 2018-02</u>: A resolution authorizing the Finance Department to write off bad debt/accounts receivables, Moved by Trustee Johnson-Burick, Seconded by Trustee Flores.

Trustee Johnson-Burick thanked Ms. Mariscal and staff for doing such a great job.

- **Roll Call Vote: Motion passed (summary: Yes = 4).**
- 8 Mayor Pro Tem Arzabal Yes
- 9 Trustee Caro Yes
- 10 Trustee Flores Yes
- 11 Trustee Johnson-Burick Yes

8. *STAFF REPORTS:

Community Development Community Programs Finance Department Fire Department Marshal's Department Public Works Department

9. BOARD OF TRUSTEE/ STAFF COMMENTS

Trustee Flores stated there is a MPO survey regarding traffic flow. She is no longer the MPO chair. The new chair will be enforcing the rules of the bylaws. If a member misses 5% of the meetings they will be requesting that we send a new person. We will be discussing changes in the bylaws at the next meeting. She recommended that a member should be able to send a staff member when we cannot attend. There was a recommendation to change the ratio by increasing City of Las Cruces and decreasing the Town of Mesilla. She informed that is in in the parameters of what the federal government allows in the rules of MPOs; that is a strong argument. She is sorry she cannot support a raise which she wanted to do before she leaves the board. We have to be financial responsible.

Trustee Caro congratulated staff on the audit. He welcomed Mr. Younker and for the work he is doing.

Mayor Pro Tem Arzabal stated he was here when the town was not in good position. He hopes that we look at a COLA for employees in 2018-2019 budget and what was discussed today is true with regards to the vehicles.

 Trustee Johnson-Burick thanked Ms. Krueger for bringing up the grant money, \$30,000 that was awarded. She will be happy to be a part of the planning committee. Thanked Ms. Krueger for the library. She gave kudos to Mr. Matthew Rivera and his positive display of service to the community. Ms. Parra does a great job but she was approached by 3 businesses who wished they would get advanced notice regarding events. She knows Ms. Parra does a tremendous job in reaching out to the businesses. She asked if Bowman belongs to Mesilla and are there any plans for that. She stated great job on the audit. She has a call into the NMSU Department of Business in maybe doing occupation study for the staff; will work with the mayor.

Ms. Lujan responded the legislators are supporting the \$283,000 to repair Bowman. We are hoping the governor does not veto it.

Mayor Barraza stated offices will be closed Monday, February 19 in honor of President's Day. 2

- She will be attending a Military Pavilion Luncheon tomorrow. Early voting begins on 3
- Wednesday, February 14th. She would like to add committee reports to the agenda as each 4
- trustee is involved in a committee or committees. Sometimes our business owners do not check 5
- their emails or spam as Ms. Parra does a great job in reaching out to the business owners. Good 6
- job to the Finance Department for a job well done. She thanked Mr. Younkers for adding to our 7
- concerns regarding the vehicles. 8

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Ms. Lujan stated we have a new playground at Commemorative Park.

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Fire Chief Hoban stated the Fire Station host events over the years and we are more than happy to assist again. There has been communication among Ms. Krueger, Mr. Townsend and himself; we enjoy being a part of that.

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Marshal Alberg stated we want to partnership with everyone and have written a letter of support. We want to make TNR a part of Mesilla; looking at getting public support to get these programs

off the ground. Mr. Brice will be volunteering. A worksession will help to get public input.

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Mayor Barraza stated she had the opportunity to visit with someone that is a pet lover. She is

active in fund raising and offered her help in whatever we need to do raise money to enhance the 21

dog parks. We need to have a community meeting to educate, which is very important, our

residents regarding feral cats. 23

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Marshal Alberg stated with these programs the colonies will collapse but it will take a while.

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Trustee Johnson-Burick stated she is willing to help in any way.

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- Ms. Parra congratulated Public Works for securing raises and new vehicles this fiscal year which
- 29 were needed. The concern right now is being physically responsible. When she sees the town 30
- spending over \$30,000 on new events and promotions which we hope to see the benefits of, plus 31
- the money we have spent on rehiring and retaining staff that are no longer with us; she wonders 32
- how physically responsible that is. When you have employees that are dedicated, loyal, work 33
- hard and go out of the way to do their job, you should invest in those employees. She hopes that 34
- there are ways within the budget to accommodate for those raises. Last year around June when 35
- she was given a partial raise she was told to look within her budget to find dollars without 36
- increasing it penny she could get the raise. She found those dollars but she did not receive the 37
- full raise she had requested. She will never forget her first trustee meeting; the board was voting 38
- 39 to cut her position salary. It was not a reflection of her work as she had just started but to pay for other things. She took that as an opportunity to demonstrate the work she was capable of doing 40
- and exceeding that. The people that she works with do that every day as well. Hopes the board 41
- 42 will consider going back through the current budget to accommodate a raise for the employees.
- It was a windy day for The Love Art event; traffic was slower than usual. There were 23 43
- vendors signed up; only 15 showed up. 44

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Fire Chief Hoban stated the lights on the west and south side of the Community Center are very nice.

1	1 10. ADJOURNMENT	
2	The Town of Mesilla Trustees unanimously agreed to adjourn the meeting. (Summary:	
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5	5 MEETING ADJOURNED AT	
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7	APPROVED THIS 26th DAY OF FEBRUARY, 2018.	
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19	9 Cynthia Herry	The state of the s
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21	1 Town Clerk/Treasurer	O. T. C.
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