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**BOARD OF TRUSTEES
TOWN OF MESILLA
WORK SESSION
MONDAY, SEPTEMBER 9, 2019
5:00 P.M.**

12 **TRUSTEES:** Nora L. Barraza, Mayor
13 Stephanie Johnson-Burick, Mayor Pro Tem
14 Carlos Arzabal, Trustee (arrived at 6:40 p.m.)
15 Jesus Caro, Trustee (ABSENT)
16 Veronica Garcia, Trustee

17

18 **STAFF:** Cynthia Stoechner-Hernandez, Town Clerk/Treasurer
19 Gloria Maya, Recorder

20
21 **PUBLIC:**

- 22
- 23 1. **Discussion:** Revisions to the Town of Mesilla Personnel Rules and Regulations Handbook. –
24 *Cynthia Stoechner-Hernandez, Clerk/Treasurer.*

25 Ms. Stoechner-Hernandez reviewed the comments and recommendations she received from Mayor Pro
26 Tem Johnson-Burick.

27

28 Mayor Barraza stated the Board of Trustees has had time to review and make recommendation.

29

30 Recommendations:

- 31 - Definition and terminology clarifications
32 - Classified employee is a regular employee
33 - Non-classified employee is an exempt employee
34 - Using “employee” to reference all employees
35 - Probationary employee
36 - Change applicant/appointment to New Hire
37 - Delete candidate and use applicant
38 - Emergency and Temporary hires
39 - Chart of employment/positions categories
40 - Probationary period needs to be consistent; 12 months
41 - Probation employees will be allowed to use Annual Leave after 6 months
42 - Unpaid leave

- 1 - Disciplinary Action
- 2 - Correction Action (Article 9)
- 3 - Sick Leave Bank
- 4 - FMLA
- 5 - Military Leave
- 6 - Domestic Partner

7
8 Mayor Barraza stated we will look at all the definitions used for employee throughout the manual. Cody
9 has reviewed the policy with special attention on the grievance and appeal process. She asked the board
10 if they agreed with the current Correction and Disciplinary Actions.

11
12 Trustee Arzabal asked if employees can take Leave Without Pay (LWOP) when they do not have leave.
13 He asked if the court has a policy.

14
15 Mayor Barraza responded yes; they can take LWOP.

16
17 Ms. Stoechner-Hernandez referred to page 6 which states the Municipal Court has their own policy; we do
18 not have a copy.

19
20 Mayor Pro Tem Johnson-Burick stated she is willing to sit down with Ms. Stoechner-Hernandez if needed.

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22 **Closed at 6:00 p.m.**

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BOARD OF TRUSTEES
TOWN OF MESILLA
REGULAR MEETING
MONDAY, SEPTEMBER 9, 2019
6:00 P.M.

8 **TRUSTEES:** Nora L. Barraza, Mayor
9 Stephanie Johnson-Burick, Mayor Pro Tem
10 Carlos Arzabal, Trustee
11 Jesus Caro, Trustee (ABSENT)
12 Veronica Garcia, Trustee

14 **STAFF:** Cynthia Stoechner-Hernandez, Town Clerk/Treasurer
15 Rod McGillivray, Public Works Director
16 Enrique Salas, Lieutenant
17 Gloria Maya, Recorder

18
19 **PUBLIC:**
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22 **1. PLEDGE OF ALLEGIANCE**

23 Mayor Barraza led the Pledge of Allegiance.
24

25 **2. ROLL CALL & DETERMINATION OF A QUORUM**

26 **Roll Call.**

27 **Present:** Mayor Barraza, Mayor Pro Tem Johnson-Burick, Trustee Arzabal, Trustee Garcia.
28

29 **3. CHANGES TO THE AGENDA & APPROVAL**

30 **Motion:** To approve agenda, **Moved by Trustee Arzabal, Seconded by Trustee Garcia.**
31

32 **Roll Call Vote:** Motion passed (**summary:** Yes =3).

33 Mayor Pro Tem Johnson-Burick Yes

34 Trustee Arzabal Yes

35 Trustee Garcia Yes
36

37 **4. PUBLIC INPUT** – The public is invited to address the Board for up to 3 minutes.

38 Ms. Krueger asked if the Outdoor Lighting Ordinance, 18.5.08, will be referenced and will the Planning
39 and Zoning be involved to ensure the appropriate lighting is approved.
40

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

43 Trustee Arzabal requested placing New Business items 3 & 4 on the consent agenda.

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2 Mayor Barraza stated on the agreements, she would like her name added as grantee; leave Ms. Stoechner-
3 Hernandez as fiscal agent. For accounting purposes there would be two (2) different signatures.

4
5 Mayor Pro Tem Johnson-Burick asked regarding item 3, what equipment will be purchased.

6
7 Mayor Barraza responded Lieutenant Salas is putting together a list which will include tasers, bullet proof
8 vest.

9
10 Trustee Garcia requested a list of the equipment that will be included.

11
12 **Motion:** To approve consent agenda as amended **Moved by Trustee Arzabal, Seconded by Mayor Pro**
13 **Tem Johnson-Burick.**

14
15 **Roll Call Vote:** Motion passed (**summary:** Yes =3).

16 Mayor Pro Tem Johnson-Burick Yes

17 Trustee Arzabal Yes

18 Trustee Garcia Yes

19
20 A. ***BOT Minutes** – Minutes of a Regular Meeting on August 26, 2019. *Approved by*
21 *consent agenda*

22 B. ***PZHAC Case 060951** – 1770 Tierra de Mesilla, submitted by Los Migueles de Mesilla; a
23 request for a zoning permit to allow the installation of a small stand-by generator at the
24 northeast corner of an existing doctor’s office. Zoned: General Commercial (C). *Approved*
25 *by consent agenda*

26 C. ***PZHAC Case 060952** – 2755 Boldt Street, submitted by Daniel J. Jones; a request for a
27 zoning permit to allow a 12-foot by 40-foot addition containing a garage and studio to a
28 dwelling at this address. Zoned: Historical Residential (HR). *Approved by consent agenda*
29

30 **6. NEW BUSINESS:**

- 31 1. **Resolution 2019-19:** A resolution adopting an infrastructure capital improvements plan
32 (ICIP) for the Mesilla Community Center (Senior Programs) 2021-2025 – **Rod McGillivray,**
33 **Public Works Director.**

34 Mr. McGillivray reviewed the ICIP for the Mesilla Community Center (Senior Programs). This comes
35 from a separate funding source; we qualify because of our Senior Program. The town should look into
36 this funding every year to improve our facilities.

37
38 Mayor Barraza stated the equipment would remain in the Community Center if the Senior Programs
39 relocates.

40
41 **Motion:** To approve Resolution 2019-19: A resolution adopting an infrastructure capital improvements
42 plan (ICIP) for the Mesilla Community Center (Senior Programs) 2021-2025, **Moved by Trustee**
43 **Arzabal, Seconded by Trustee Garcia.**

44
45 **Roll Call Vote:** Motion passed (**summary:** Yes =3).

46 Mayor Pro Tem Johnson-Burick Yes

47 Trustee Arzabal Yes

1 Trustee Garcia Yes

2

3 2. **Resolution 2019-20:** A resolution authorizing the participation in the local government
4 transportation fund hardship waiver program administered by the New Mexico Department
5 of Transportation for the Calle del Norte Multi-Use Path Phase II in the amount of
6 \$844,000. – **Rod McGillivray, Public Works Director.**

7 Mr. McGillivray stated this path is now called Calle del Norte Multi-Use Path; connects at La Llorona
8 extension. The first section had a different name; it was changed to match the legislative bill. This is a
9 separate project, LGTPF. We received about \$1 million dollars with a 5% match; he is submitting
10 paperwork for a match waiver.

11

12 **Motion:** To approve Resolution 2019-20: A resolution authorizing the participation in the local
13 government transportation fund hardship waiver program administered by the New Mexico Department
14 of Transportation for the Calle de Norte Multi-Use Path Phase II in the amount of \$844,000., **Moved by**
15 **Trustee Arzabal, Seconded by Trustee Garcia.**

16

17 **Roll Call Vote:** Motion passed (summary: Yes =3).

18 Mayor Pro Tem Johnson-Burick Yes

19 Trustee Arzabal Yes

20 Trustee Garcia Yes

21

22 3. **For approval: MES2019-08** - an agreement with the Department of Finance and
23 Administration for \$50,000 to purchase equipment for the marshal's department in Mesilla
24 – adding Mayor Barraza as signer-**Cynthia Stoechner-Hernandez, Clerk/Treasurer.**
25 **Approved by consent agenda**

26

27 4. **For approval: MES2019-09** - an agreement with the Department of Finance and
28 Administration for \$142,000 to purchase, equip and install lighting improvements in the
29 historic plaza in Mesilla – adding Mayor Barraza as signer – **Cynthia Stoechner-Hernandez,**
30 **Clerk/Treasurer. Approved by consent agenda**

31

32 **7. *STAFF REPORTS:**

33 Community Development

34 Community Programs

35 Finance Department

36 Fire Department

37 Marshal's Department

38 Public Works Department

39 **8. BOARD OF TRUSTEE COMMITTEE REPORTS**

40 Mayor Pro Tem Johnson-Burick stated MPO Meeting 1:00 p.m. Wednesday, September 11th at the City
41 Council Chambers.

42 Trustee Garcia attended the New Mexico Municipal League (NMML) Conference and graduation
43 ceremonies.

44 Trustee Arzabal stated there is a CEO Meeting in Columbus, New Mexico tentatively on September 20th;
45 may be moved to October. He will not be attending due to Parent-Teacher Conferences.

1

2 Mayor Barraza stated attended the NMML Conference August 28th thru 30th. She is hoping to be
3 implementing suggestions and ideas in terms of accountability. She attended the Military Civilian
4 Luncheon on August 28th. We had a meeting with the LCPS regarding the project on University Avenue
5 and at Rio Grande Prep. The traffic is bad and has spoken to Department of Transportation (DOT). The
6 LCPS have not contacted DOT to do a study with what they are proposing. DOT will hold a Public
7 Meeting at 5:30 p.m. at the Community Center regarding the University Project. The September 16th
8 Fiesta is this weekend. Ms. Sellers is asking who will be riding in the parade. Ms. Sellers has worked so
9 hard getting the fiesta going. We will be attending the NMML Zoning Conference in Silver City
10 beginning on Wednesday, September 18th. Mariachi Sunday begins on Sunday, September 22nd through
11 October 27th.

12

13 **9. BOARD OF TRUSTEE/STAFF COMMENTS**

14 Trustee Arzabal stated he believes the Marijuana Bill will pass which will bring in millions of dollars.
15 The Governor has created a task force. The town needs to be proactive. The board can decide where we
16 want the money that will be generated. There is a former law enforcement officer that can give a
17 presentation.

18 Mayor Pro Tem Johnson-Burick congratulated Trustee Garcia on her MOLI Certification.

19 Trustee Garcia thanked Mr. Gillivray for his hard work on Calle de Norte and the trustees for their
20 support.


21 Mayor Barraza asked Lieutenant Salas to look at other municipalities and how they are handling the
22 cannabis. Mr. McGillivray is working diligently on the projects and there are more projects coming forth.
23 We need to call DFA to see where we are on the Multi-Use Trail agreement so we can put it on the
24 agenda. Some of these agreements have gotten misplaced. Last Friday we went to Albuquerque to pick
25 up to vehicles for the Marshal’s Department. Lieutenant Salas is working on getting them in operation.
26 The Fire Department graduated 11 cadets. We will have a worksession at the next Board of Trustee’s
27 meeting regarding the Personnel Handbook.

28 **10. ADJOURNMENT**

The Town of Mesilla Trustees unanimously agreed to adjourn the meeting. (Summary: Yes-4)

MEETING ADJOURNED AT 6:30 P.M.

APPROVED THIS 23rd DAY OF SEPTEMBER, 2019.



Nora L. Barraza
Mayor

ATTEST:

Cynthia Stoechner-Hernandez

Cynthia Stoechner-Hernandez
Town Clerk/Treasurer

