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7 **BOARD OF TRUSTEES**
8 **TOWN OF MESILLA**
9 **WORK SESSION**
10 **MONDAY, JULY 10, 2017**
11 **5:00 P.M.**

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13 **TRUSTEES:** Nora L. Barraza, Mayor
14 Carlos Arzabal, Mayor Pro Tem
15 Jesus Caro, Trustee
16 Linda L. Flores, Trustee
17 Stephanie Johnson-Burick, Trustee

18
19 **STAFF:** Cynthia Stoechner-Hernandez, Town Clerk
20 K.C. Alberg, Marshal
21 Kevin Hoban, Fire Chief
22 Debbie Lujan, Public Works Director
23 Gloria Maya, Recorder

24
25 **PUBLIC:**

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27 Mayor Barraza opened the Work Session at 5:00 p.m.

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29
30 **1. Discussion on Ordinance 2017-04 Special Events Licensing ordinance. – Larry**
31 **Shannon, Community Development Coordinator.**

32 Mr. Shannon:

33 -lemonade stands reviewed ordinance from Louisiana and defined for the ordinance.

34 -needed further clarification on hours of operation during events as there was discussion last
35 meeting.

36
37 Mayor Barraza responded the consensus is the board is okay with the way it is written.

38
39 Mr. Shannon asked what if they want to come in earlier or stay later during events.

40
41 Mayor Barraza responded that is addressed in the ordinance and they would have to tie into each
42 other.

43
44 Mr. Shannon responded it is limited to two (2) events per quarter.

45
46 Mayor Barraza stated the times would be applicable to the business hours of operation.
47

1 Mr. Shannon asked if they would be allowed to stay open later on weekends since for example
2 the Ristramnn closes at 5:00 p.m.

3
4 Mayor Barraza responded Mayor Pro Tem Arzabal had wanted them to open up for businesses
5 after the restaurants have closed.

6
7 Mayor Pro Tem Arzabal responded the Food Truck could come in earlier for a special event.

8
9 Mayor Barraza stated if a business owner is having a special event he would have to come to the
10 board for permission; a private party is different.

11
12 Ms. Shannon responded the applicant would have to go through Ms. Parra for a private party.

13
14 Mayor Barraza stated there is a process for a special event.

15
16 Mr. Shannon stated he wanted clarification.

17
18 Mayor Barraza stated the business owner must go through the process.

19
20 Mr. Shannon indicated Palacio's came to Ms. Parra for their special event.

21
22 Mayor Barraza asked Ms. Stoechner-Hernandez if that the normal protocol.

23
24 Ms. Stoechner-Hernandez responded when a business is planning a special event they come in to
25 see what is required. Palacios wanted a Food Truck during their anniversary but that would have
26 taken another two (2) weeks so they went with Chala's who already had a Town of Mesilla
27 Business License.

28
29 Mayor Barraza stated there is a process for banners.

30
31 Ms. Stoechner-Hernandez stated if they put up a tent on the property it will have to be inspected
32 by the Fire Department.

33
34 Mr. Shannon:

- 35 -limit the number of private events at two (2) per quarter
- 36 -food trucks should not be parked on property overnight
- 37 -numbers will be limited by the capacity of the parking requirements
- 38 -shall be limited to three (3) food trucks
- 39 -all lighting shall be in compliance with the Night Sky Ordinance

40
41 Mayor Barraza stated the board seems okay with what has been presented. A Public Hearing
42 will be held during the regular meeting.

43
44
45 **2. Discussion on 2017-2018 FY Budget & Fiscal Year End Report for the Town of Mesilla—**
46 **Cynthia Stoechner-Hernandez, Clerk-Treasurer.**

47 Ms. Stoechner-Hernandez gave a presentation of 2016-2017 FY

1 Trustee Caro stated compared to other communities our Marshal's Department looks high. He
2 feels it should be limited to four (4) officers. Other than that it looks really good.

3
4 Mayor Barraza stated it is a good summary. We received less in revenue than what was
5 projected. This is not due to the GRT but to other sources coming in. There were a couple of
6 budgets that were not at 100% so they were used to cover the losses. We are still questioning our
7 GRT which we feel should be higher. We will be attending a Gross Receipt Tax Workshop in
8 Albuquerque on Friday and those are some of the questions we will be asking. As she speaks to
9 business owners and residents we say how we have seen an increase in population around the
10 plaza. We have seen the 2% increase as projected but we feel it should be more. Some
11 municipalities have hired attorneys to look at Gross Receipts and have discovered that the
12 Taxation Department is short changing municipalities. The town did very well this last fiscal
13 year where as other municipalities have had to lay off staff. We will continue to focus on
14 promoting tourism; doing the best we can with the monies we have. Ms. Parra has done a great
15 job in promoting the town. She also commends the Department Heads who have been very
16 protective of their budgets and still providing services to our constituents. This fiscal year we
17 will be looking at raising the connection fees for services due to cost of repairing roads during
18 the connection process.

19
20 Mayor Pro Tem Arzabal stated it is our responsibility to have a balanced budget as the Board of
21 Finance. He will never forget that our employees had to be put at 32 hours. That was the hardest
22 vote he ever had to make.

23
24 Mayor Barraza stated staff tries to plan ahead by checking their budgets. We are still able to
25 come up with a balanced budget and provide services to our constituents. She asked if the board
26 is okay with the way they are receiving reports or would they like it changed.

27
28 Trustee Caro responded everything is coming along good. There was a revolving door in the
29 Public Works but he feels there is a good combination now. This year the parks and grounds are
30 looking good. Staff is working and not just riding around and it shows.

31
32 Mayor Barraza indicated that will be shared with the Public Works staff.

33
34 Trustee Flores stated she is concerned what we have received in Clean and Beautiful Grant and
35 what is being projected. She recommends looking closely at what we have received and what we
36 are projecting. She is putting faith in Ms. Stoechner-Hernandez and the Mayor that the increase is
37 for a reason.

38
39 Mayor Barraza responded when Ms. Stoechner-Hernandez submits the budget, we have submitted
40 an application for the grant; that is what we are requesting. The actual amount will be what we
41 have been awarded; we cannot spend more than what has been awarded. There is a lot of
42 competition so we are fortunate for what we receive.

43
44 Ms. Stoechner-Hernandez responded we budgeted \$32,000 which may change; we are waiting for
45 the paperwork from the state.

46
47 Trustee Flores stated she saw where it was for graffiti she believes it was in Ms. Lujan's report.
48

1 Mayor Barraza responded that was in Ms. Parra's report. It was for graffiti and beautification.

2
3 Ms. Stoechner-Hernandez added it is also for the dog park. She did a recap of the final fiscal year
4 budget 2017-2018.

5
6 Trustee Flores asked for an explanation of why the building inspector contract was removed.

7
8 Ms. Stoechner-Hernandez responded that there have been a few issues. We are looking a revising
9 our permitting/review fees to recoup some of those funds.

10
11 Mayor Barraza stated most of our dialogue has been with the state so we felt we should go
12 through the state versus having to go through the building inspector as a cost saving. We keep a
13 close eye on our Gross Receipt Tax which we have projected a 2.5% increase for 2017-2018
14 fiscal year; if we see that the town is doing better than the 2.5% we may come back to the board
15 in December to ask for a COLA increase for the employees. We will look if it is doable and we
16 are comfortable with it in meeting our obligations.

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18 Mayor Barraza closed Work Session at 5:38 p.m.

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**BOARD OF TRUSTEES
TOWN OF MESILLA
REGULAR BOARD MEETING
MONDAY, JULY 10, 2017
6:00 P.M.**

8 **TRUSTEES:** Nora L. Barraza, Mayor
9 Carlos Arzabal, Mayor Pro Tem
10 Jesus Caro, Trustee
11 Linda L. Flores, Trustee
12 Stephanie Johnson-Burick, Trustee

14 **STAFF:** Cynthia Stoechner-Hernandez, Town Clerk
15 K.C. Alberg, Marshal
16 Kevin Hoban, Fire Chief
17 Debbie Lujan, Public Works Director
18 Gloria Maya, Recorder

20 **PUBLIC:**
21

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 Arzabal, Trustee Caro, Trustee Flores, Trustee**
28 **Johnson-Burick.**

30 **3. CHANGES/APPROVAL OF THE AGENDA**

31 **Motion: To approve the agenda, Moved by Trustee Caro, Seconded by Mayor Pro Tem**
32 **Arzabal.**

34 **Roll Call Vote: Motion passed (summary: Yes =4).**

35 **Mayor Pro Tem Arzabal Yes**

36 **Trustee Caro Yes**

37 **Trustee Flores Yes**

38 **Trustee Johnson-Burick Yes**
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4. PUBLIC INPUT – The public is invited to address the Board for up to 3 minutes.

No Public Input

5. *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 *:

Mayor Pro Tem Arzabal requested placing items 6d, 6e, and 6f on the consent agenda.

Trustee Flores stated Case #060591 also had a condition; permission of property owner and site trail requirements.

Trustee Caro stated Case #060590; the fence does not go with the area. He asked if it has been approved.

Mayor Barraza stated it has been approved through Planning and Zoning and it is approved material.

Mr. Shannon responded there is a place west of Andele’s Restaurant that has that type of fencing.

Trustee Johnson-Burick responded the difference we are alluding to is that this one has the brick the other one does not have brick.

Trustee Caro responded he does not like that that is allowed.

Mr. Shannon stated it will be limited to 3ft of coyote fence. If the conditions are applied it will be on the back and on the side.

Mayor Barraza responded the will need to meet code #18.60.340G.

Trustee Johnson-Burick stated Case #060593 should read “window” not “widow”.

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

Roll Call Vote: Motion passed (summary: Yes =4).

Mayor Pro Tem Arzabal Yes

Trustee Caro Yes

Trustee Flores Yes

Trustee Johnson-Burick Yes

- 1 a. ***BOT MINUTES – Regular Meeting and Work Session** minutes of Monday, June
2 26, 2017. *Approved by consent agenda*
3
- 4 b. ***PZHAC CASE 060588** - 2145 Avenida de Mesilla, submitted by James Zapien; a
5 request for a building permit to allow the reroof of a dwelling at this address, and to
6 change the color of the roofing shingles. Zoned: Historical Residential (HR).
7 *Approved by consent agenda*
8
- 9 c. ***PZHAC CASE 060587** - 2392 Calle de Parian, submitted by Yolanda Lucero; a
10 request for a building permit to allow the construction of a 15 foot by 25-foot brick
11 patio with a 3-foot-high wall at the front of a dwelling at this address. Zoned:
12 Historical Residential (HR). *Approved by consent agenda*
13
- 14 d. ***PZHAC CASE 060590 w/Conditions** - 2188 Calle del Norte, submitted by Miguel
15 Lucero for Quality Firewood and Materials (property owner); a request for a building
16 permit to allow the addition of “coyote” fencing to existing walls, a new gate and
17 framework in a carport wall, and the installation of a small backyard flagstone patio.
18 Zoned: Historic Residential (HR). *Approved by consent agenda condition fence*
19 *should not go over 3ft tall*
20
- 21 e. ***PZHAC CASE 060591** - 2456 Calle de Guadalupe, submitted by Tenniel Salopek
22 and Heather Salopek for “Legacy Pecans & Company”; a request for a building
23 permit to paint a door frame and sign holder, and allow the installation of an awning
24 over the Calle de Guadalupe entrance to the business at this address. Zoned:
25 Historical Commercial (HC). *Approved by consent agenda*
26
- 27 f. ***PZHAC CASE 060592 w/Conditions** - 2635 Calle de San Albino, requested by
28 Rhonda Brezek; a request for a building permit to allow the installation of a 4-foot-
29 high by 64 foot long white picket fence along the front property line of a dwelling at
30 this address. Zoned Historic Residential (HR). *Approved by consent agenda*
31
- 32 g. ***PZHAC CASE 060593** - 1950 Calle del Norte, submitted by Andrea Schneider for
33 “Andele Restaurant” a request to use part of a window shading material as a sign for
34 the business at this address. Historical Commercial (HC) *Approved by consent*
35 *agenda*
36
- 37 h. ***PZHAC CASE 060594** - 2456 Calle de Guadalupe, submitted by Tenniel Salopek
38 and Heather Salopek for “Legacy Pecans & Company”; a request for a permit to
39 allow a hanging sign at this address. Zoned: Historical Commercial (HC). *Approved*
40 *by consent agenda*
41

42
43 **6. NEW BUSINESS:**

- 44 a. For Public Hearing/ Approval: of a craft distiller license with on premise
45 consumption and package sales for Application No. 1043037, Creative Spirits
46 Distiller, LLC, 1680 Calle de Alvarez, Ste 6. – **Cynthia Stoechner-Hernandez,**
47 **Clerk-Treasurer.**

1 Ms. Stoechner-Hernandez stated this is for Creative Spirits Distillery, LLC for a craft distiller
2 license with on premise consumption and package sales. The board approved one of their prior
3 licenses; this is the second liquor license which is required by the state.

4
5 **Motion: To close regular meeting and open Public Hearing, Moved by Mayor Pro Tem**
6 **Arzabal, Seconded by Trustee Caro.**

7
8 **Roll Call Vote: Motion passed (summary: Yes =4).**

9 **Mayor Pro Tem Arzabal Yes**

10 **Trustee Caro Yes**

11 **Trustee Flores Yes**

12 **Trustee Johnson-Burick Yes**

13
14 Opened Public Hearing at 6:15 p.m.

15
16 Application No. 1043037 Public Hearing
17 Dr. Schaefer stated it should read suite C not suite 6.

18
19 Ordinance 2017-04 Public Hearing
20 No Public Comments

21
22 Ordinance 2017-05 Public Hearing

23
24 Judge Frieze stated he was asked by a member of the Marshal's Department to increase fees as
25 we are lower than any other surround entities.

26
27 **Motion: To close Public Hearing, Moved by Trustee Flores, Seconded by Mayor Pro Tem**
28 **Arzabal.**

29
30 **Roll Call Vote: Motion passed (summary: Yes =4).**

31 **Mayor Pro Tem Arzabal Yes**

32 **Trustee Caro Yes**

33 **Trustee Flores Yes**

34 **Trustee Johnson-Burick Yes**

35
36 Closed Public Hearing at 6:19 p.m.

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38 **Motion: To enter Regular Meeting, Moved by Trustee Flores, Seconded by Mayor Pro Tem**
39 **Arzabal.**

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Roll Call Vote: Motion passed (summary: Yes =4).

Mayor Pro Tem Arzabal Yes

Trustee Caro Yes

Trustee Flores Yes

Trustee Johnson-Burick Yes

Enter Regular Meeting at 6:20 p.m.

Motion: To approve a craft distiller license with on premise consumption and package sales for Application No. 1043037, Creative Spirits Distiller, LLC, 1680 Calle de Alvarez, Ste 6, Moved by Mayor Pro Tem Arzabal, Seconded by Trustee Flores.

Roll Call Vote: Motion passed (summary: Yes =4).

Mayor Pro Tem Arzabal Yes

Trustee Caro Yes

Trustee Flores Yes

Trustee Johnson-Burick Yes

b. For 1st Reading/Public Hearing: Ordinance 2017-04 – adopting a Special Events Licensing Ordinance. – Larry Shannon, Community Development Coordinator.
Mr. Shannon gave a synopsis of the amendment.

c. For 1st Reading/Public Hearing: Ordinance 2017-05 amending the Uniform Traffic Ordinance. – Cynthia Stoechner-Hernandez, Clerk-Treasurer
Ms. Stoechner-Hernandez reviewed the ordinance revising the court fees; requested by Judge Fietze.

d. Resolution 2017-15: A resolution approving the 2016-2017 Fiscal Year End Financial Report for the Town of Mesilla – Cynthia Stoechner-Hernandez, Clerk-Treasurer.
Approved by consent agenda

e. Resolution 2017-16: a resolution adopting the 2017-2018 Fiscal Year Revenue and Expenditures Budget for the Town of Mesilla – Cynthia Stoechner-Hernandez, Clerk-Treasurer
Approved by consent agenda

f. Resolution 2017-17: a resolution authorizing the execution and delivery of a Planning Grant between the New Mexico Finance Authority and the Town of Mesilla in the amount of \$49,999.22. Debbie Lujan – Public Works Director. (added 7/7/17)
Approved by consent agenda

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2 **7. *STAFF REPORTS:**
3 Community Development
4 Community Programs
5 Finance Department
6 Fire Department
7 Marshal's Department
8 Public Works Department
9

10 **8. BOARD OF TRUSTEE COMMENTS**

11 Trustee Caro - no comment.
12

13 Trustee Johnson-Burick - no comment.
14

15 Mayor Pro Tem Arzabal stated he will not be attending the July 24th meeting. He agrees the
16 parks look amazing. It shows that staff takes a lot of pride in their work and asked that it be
17 passed on to the Public Work Staff.
18

19 Trustee Flores agreed the parks look great. She saw where we are receiving money to distribute
20 flyers regarding Vector Control with meetings in August and October. She hopes the pay for
21 delivering the flyers door to door will be taken out of the grant. Today is the last day to give a
22 comment in support or not in support of the Organ Mountain National Desert Peak and
23 encourages everyone to send out a comment, hopefully in support. During the Ride of Silence
24 she was almost run over and thought it is so nice to have a place to go with your family where
25 there are no cars. Thanked the Mayor for her hard work and the trustees for their support of the
26 resolution.
27

28 Mayor Barraza stated there was a press conference at the base of the Organ Mountains asking for
29 people to submit their comments by 10:00 p.m. She is proud to tell everyone that the Town of
30 Mesilla trustees supported the resolution to maintain the Organ Mountain National Desert Peak
31 and the surrounding area. One of the messages I send through is preservation because she feels
32 the town does a wonderful job in historical preservation. The message she shares is let us
33 preserve what we currently have because once it is destroyed we can no longer preserve it. Ms.
34 Lujan handed out flyers regarding our ribbon cutting ceremony tomorrow for the Mesilla Water
35 System Improvement Project, which was funded 100%, in the Visitor Center from 12:00 – 12:30.

1 It is open to the public. She asked that they thank them for the contribution of \$400,000 received
2 through EPA, Water Trust Board and BECC. Summer Recreation which has been very
3 successful ends next week. Music on the Plaza has also been very successful. The Firework
4 Display went very well. We will be discussing safety at our department head meeting. She and
5 Mayor Pro Tem Arzabal will not be at the next Board of Trustee meeting, Trustee Flores will
6 reside. She asked the Trustees to let Ms. Stoechner-Hernandez know if they will not be attending.

7
8 **9. ADJOURNMENT**

9
10 **The Town of Mesilla Trustees unanimously agreed to adjourn the meeting. (Summary: Yes-4)**

11
12 **MEETING ADJOURNED AT 6:33 P.M.**

13
14 **APPROVED THIS 24th DAY OF JULY 2017**



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A handwritten signature in black ink, reading 'Nora L. Barraza', written over a horizontal line.

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Nora L. Barraza
Mayor

22 **ATTEST:**

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A handwritten signature in blue ink, reading 'Cynthia Stoechner-Hernandez', written over a horizontal line.

Cynthia Stoechner-Hernandez
Town Clerk/Treasurer