



Town of Mesilla, New Mexico

THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA

REGULAR MEETING AT THE MESILLA TOWN HALL,
2231 AVENIDA DE MESILLA

MONDAY, FEBRUARY 24, 2025 – 6:00 P.M.

AGENDA

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL & DETERMINATION OF A QUORUM
3. CHANGES TO THE AGENDA & APPROVAL
4. **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 *)
 - a) ***BOT MINUTES** – February 10, 2025 Meeting
 - b) ***PZHAC – BUSINESS LICENSE # 1309** – 698 Double Creek Rd, Dobson, NC 27017, requesting approval for a Mesilla business license to perform work in Mesilla.
 - c) ***PZHAC - BUSINESS LICENSE # 1310** – 1730 Tierra de Mesilla, submitted by Enchanted Garden Massage de Mesilla. Requesting approval for a business license. ZONE: Commercial (C)
 - d) ***PZHAC - BUSINESS LICENSE #1311** – 457 W Broadway St, Joshua TX 76058, submitted by American Steel Carports Inc. Is requesting for a business license.
 - e) **PURCHASE ORDER** – ESA Construction Bond 2% - PSB Renovations \$7,977.21
 - f) **PURCHASE ORDER** Precision Painting – PSB Renovations \$21,374.10
 - g) **PURCHASE REQUISITION** – ESA Construction PYMT#2 – PSB Renovations \$47,388.65
 - h) **PURCHASE REQUESTION** - 22-G2846, RFP#5 – PSB Renovations \$6384.65
 - i) **PURCHASE REQUESTION** – 23-H2995, RFP#3 – Marshal Vehicle Purchase \$1,175.65
5. **PUBLIC INPUT ON CASES** – The public is invited to address the Board as allowed by the chair.
6. **ACTION AND CONSIDERATION**
NEW BUSINESS
 - a) **APPROVAL:** Recommendation of PZHAC Alternate #1
 - b) **APPROVAL:** Recommendation of PZHAC Alternate #2
 - c) **APPROVAL:** Proclamation – 175th Anniversary of March 1st Settlement led by Rafael Ruelas
7. **PUBLIC INPUT** – The public is invited to address the Board as allowed by the chair.
8. **BOARD OF TRUSTEE COMMITTEE REPORTS**
9. **BOARD OF TRUSTEE/STAFF COMMENTS**
 - a) *Ongoing Projects Listing*
 - b) *Calendar of Events*

10. ADJOURNMENT

NOTICE

If you need an accommodation for a disability to enable you to fully participate in the hearing or meeting, please contact us at 524-3262 at least one week prior to the meeting. The Mayor and Trustees request that all cell phones be turned off or set to vibrate. Members of the audience are requested to step outside the Board Room to respond to or to conduct a phone conversation. A copy of the agenda can be found online at www.mesillanm.gov.

Posted 02.21.00 online and at the following locations: Town Hall and Visitor's Center Avenida de Mesilla, Public Safety Building 2670 Calle de Parian, Mesilla Community Center 2251 Calle de Santiago, Short's Food Mart 2290 Avenida de Mesilla, and the U.S. Post Office 2253 Calle de Parian.

****BOT MEETINGS ARE AVAILABLE ON TOWN OF MESILLA'S YOUTUBE PAGE****



Town of Mesilla, New Mexico

THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA

**REGULAR MEETING AT THE MESILLA TOWN HALL,
2231 AVENIDA DE MESILLA**

MONDAY, FEBRUARY 10, 2025 – 6:00 P.M.

MINUTES

TRUSTEES: Russell Hernandez, Mayor
Adrianna Merrick, Mayor Pro Tem
Biviana Cadena, Trustee
Stephanie Johnson-Burick, Trustee
Gerard Nevarez, Trustee

STAFF: Ben Azcarate, Marshal
Lorenzo Astorga, Public Works Director
Gloria S Maya, Town Clerk/Recorder
Cole Morris, Fire Captain
Edward Salazar, Economic & Community Development Director
Greg Whited, Fire Chief

PUBLIC: Mary Lucero Catherine Walkinshaw
Eric Walkinshaw Roman Prieto
Lori Miller Susan Krueger
Trina Witter Andy Embury
Crystal Davis-Whited Ms. Bausova

1. PLEDGE OF ALLEGIANCE

Mayor Hernandez led the Pledge of Allegiance.

2. ROLL CALL & DETERMINATION OF A QUORUM

Roll Call.

Present: Mayor Hernandez, Trustee Johnson-Burick, Mayor Pro Tem Merrick, Trustee Nevarez

3. CHANGES TO THE AGENDA & APPROVAL

Motion: To approve agenda, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Johnson-Burick.

Motion passed unanimously.

4. 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 *)

a) ***PUBLIC HEARING & BOT MINUTES** – Minutes of 01.27.2025 Meetings *Approved by consent agenda*

b) ***PZHAC CASE** – Business License #0519 – 3260 Avenida de Mesilla, submitted by Rancho IJIR. Requesting approval to relocate home occupation business. ZONE: Residential Agriculture (RA). *Approved by consent agenda*

- 1 c) ***PZHAC CASE #1307** – 3304 Neptune Drive Tomlen Construction has applied for a
2 Mesilla Business License to perform work in Mesilla. ZONE: N/A. ***Approved by consent***
3 ***agenda***
4 d) **PURCHASE ORDER #10-410** – Mesilla Lateral Extension - \$110,867.06 ***Approved by***
5 ***consent agenda***
6 e) **PURCHASE ORDER #10-411** – Design Services Molzen Corbin - \$29,117.43 ***Approved***
7 ***by consent agenda***
8 f) **PURCHASE REQUISITION** – A Mountain (CES) - \$12,770.36 ***Approved by consent***
9 ***agenda***
10 g) **PURCHASE REQUISITION** – ESA Contractors (SWPA) - \$6,384.65 ***Approved by***
11 ***consent agenda***
12

13 **Motion: To approve consent agenda, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Cadena.**

14
15 **Motion passed unanimously**

16
17 **5. PUBLIC INPUT ON CASES – The public is invited to address the Board as allowed by the**
18 **chair.**

19 Ms. Krueger commented

20
21 Ms. Lucero commented

22
23 **6. ACTION AND CONSIDERATION**
24 **NEW BUSINESS**

- 25 a) **APPROVAL: PZHAC CASE #61949 with Condition** - 2380 Calle de Principal, submitted
26 by Tiburcio Frieze. Requesting approval to renovate his commercial porch back to its original
27 state. ZONE: Historical Commercial (HC).

28 Mr. Salazar gave an update on Case #61949.

29
30 **Motion: To approve PZHAC Case #61949 w/condition – 2380 Calle de Principal, submitted by Tiburcio**
31 **Frieze. Requesting approval to renovate his commercial porch back to its original state. ZONE:**
32 **Historical Commercial (HC), Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.**

33
34 Trustee Johnson-Burick commented on the condition placed by PZHAC and the Historical Appropriateness
35 Permit.

36
37 **Motion Roll Call Vote: Motion passed (summary: Yes-4)**

38 Mayor Pro Tem Merrick Yes

39 Trustee Cadena Yes

40 Trustee Johnson-Burick Yes

41 Trustee Nevarez Yes

- 42
43 b) **APPROVAL: RESOLUTION 2025-18** – STR Ordinance

44 Mr. Salazar gave an update on STR Ordinance.

45
46 **Motion: To approve Resolution 2025-18 – STR Ordinance, Moved by Mayor Pro Tem Merrick, Seconded**
47 **by Trustee Johnson-Burick.**

48
49 **Motion Roll Call Vote: Motion passed (summary: Yes-4)**

50 Mayor Pro Tem Merrick Yes

51 Trustee Cadena Yes

52 Trustee Johnson-Burick Yes

53 Trustee Nevarez Yes

54
55 Trustee Johnson-Burick appreciates the public comments.

1 **7. PUBLIC INPUT – The public is invited to address the Board as allowed by the chair.**

2 Ms. Krueger commented

3
4 **8. BOARD OF TRUSTEE COMMITTEE REPORTS**

5 Trustee Nevarez: working on getting feedback on telecommunications tower.

6
7 Trustee Johnson-Burick: MPO meeting Wednesday, February 12th – Dona Ana Complex; in
8 communications with Marshal Department and Fire Department.

9
10 Trustee Cadena: Taylor/Reynolds meeting in March; scheduling meeting with Ms. Maya

11
12 Mayor Pro Tem Merrick: MPO meeting Wednesday, February 12th; available for questions or concerns

13
14 Mayor Hernandez: while looking into Solar for the town discovered an account that is in farmland;
15 oversight is key.

16
17 **9. BOARD OF TRUSTEE/STAFF COMMENTS**

18 *(Written staff reports included packets)*

19 Marshal Azcarate gave a department (Marshal) update.

20
21 Fire Chief Whited gave a department (Fire) update.

22
23 Fire Captain Morris gave a department (Fire) update.

24
25 Mr. Astorga gave a department (Public Works) update.

26
27 Mr. Salazar gave a department (Economic & Community Development) update.

28
29 Ms. Maya gave a department (Finance) update.

30
31 Trustee Johnson-Burick commented

32
33 Trustee Cadena commented

34
35 Mayor Pro Tem Merrick commented

36
37 Mayor Hernandez commented

38
39 **a) Ongoing Projects Listing**

40 Mayor Hernandez gave an update the ongoing projects.

41
42 **b) Calendar of Events**

43 Mayor Hernandez gave an update on the Calendar of Events.

44
45 **10. ADJOURNMENT**

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

47
48 **MEETING ADJOURNED AT 6:42 P.M.**

49
50 **APPROVED THIS 24th DAY OF FEBRUARY, 2025.**

51
52
53
54

Russell Hernandez

Mayor

ATTEST:

Gloria S. Maya
Town Clerk/Treasurer

****BOT MEETINGS ARE AVAILABLE ON TOWN OF MESILLA'S YOUTUBE PAGE****

DRAFT

**BOARD ACTION FORM
AGENDA DATE**

PZHAC: 2/18/2025

BOT:

**DAC ACCOUNT
BLDG CODE –
EVALUATION COST-
FEE - \$35**

ITEM: BUSINESS CASE # 1309 – 698 Double Creek Rd, Dobson, NC 27017, requesting approval for a Mesilla business license to perform work in Mesilla.

BACKGROUND AND ANALYSIS:

Mr. Tommy Belton is an outside business owner, Coast to Coast Carports. He also has a NM contractors license to do construction in NM. He has been requested to build a metal building in Mesilla.

IMPACT:

- The PZHAC has jurisdiction to recommend approval of the applicant’s request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- The applicant has the authority to appeal the decision from PZHAC to BOT.

ALTERNATIVES:

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

DEPARTMENT COMMENTS:

- MTC 5.05.030 – any person or entity looking to perform work in Mesilla needs a business through the town of Mesilla.
- No local office, will be doing business outside of Mesilla’s jurisdiction
- Does have a NM tax identification number

SUPPORTING INFORMATION:

- Application
- Identification
- NM Tax Identification Number

DETERMINATION NOTES

Approval, 4-0, no conditions set
-Decision made through Consent Agenda

Town of Mesilla, New Mexico

Phone (575) 524-3262
 P.O. Box 10
 2231 Avenida de Mesilla, Mesilla, NM 88046



2025-26 BUSINESS LICENSE APPLICATION/RENEWAL

(PLEASE PRINT)

DATE: 2/3/25

LIC NO: 1309

NEW \$ 35 RENEWAL \$ 35 LATE FEE \$ 10 PARKING \$ 0 TOTAL \$ 35
(IF APPLICABLE)

Change in status _____

APPLICANT'S INFORMATION

APPLICANT NAME Tommy Belton		MAILING ADDRESS 698 Double Creek Rd, Dobson, NC 27017	
DRIVER LIC # [REDACTED]	PHONE# 336-575-9044	EMAIL tommy@getcarports.com	

BUSINESS INFORMATION

BUSINESS NAME Coast to Coast Carports, Inc.		PHYSICAL ADDRESS 22525 I-40, Knoxville, AR 72845	
PHONE # 866-267-3790 ext 250		MAILING ADDRESS PO Box 100, Knoxville, AR 72845	
TAX ID # [REDACTED]	# OF EMPLOYEES 35	EMAIL ADDRESS permits@getcarports.com	
OWNER/LANDLORD Jorge Zavala	MAILING ADDRESS 462 County Rd 3609, Lamar, AR 72846	PHONE # 479-885-1258	

EMERGENCY CONTACT INFORMATION

NAME	ADDRESS	TELEPHONE #
Andrew Torres	Amarillo, TX	806-622-9486
ALARM COMPANY (IF APPLICABLE)		TELEPHONE #

BUSINESS TYPE

(CHECK ALL THAT APPLY)

FOOD RETAIL ENTERTAINMENT BAR/LOUNGE
 SERVICE HOME OCCUPATION CONSTRUCTION OTHER _____

APPLICANT HEREBY STATES UNDER OATH THAT ALL STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION ARE TRUE AND VALID.

Tommy Belton
 SIGNATURE OF APPLICANT/TITLE

DATE 2/3/25

 SIGNATURE OF BUILDING OWNER/LANDLORD

DATE _____

COAST TO COAST CARPORTS,INC
PO BOX 100
KNOXVILLE, AR 72845-0100

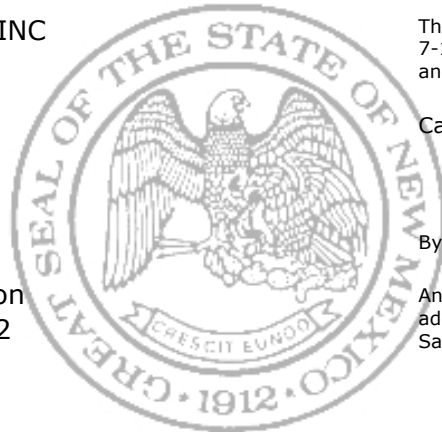
October 1, 2024
FEIN: **-***0125

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

COAST TO COAST CARPORTS,INC
PO BOX 100
KNOXVILLE, AR 72845-0100

This Registration Certificate is issued pursuant to Section 7-1-12 NMSA 1978 for Gross Receipts, County Gross Receipts, and Municipal Gross Receipts Taxes.

Cabinet Secretary



By 

Entity Type: S Corporation
Commence Date: 18-Oct-2002

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 630, Santa Fe, New Mexico 87504-0630

THIS CERTIFICATE IS NOT TRANSFERABLE
STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

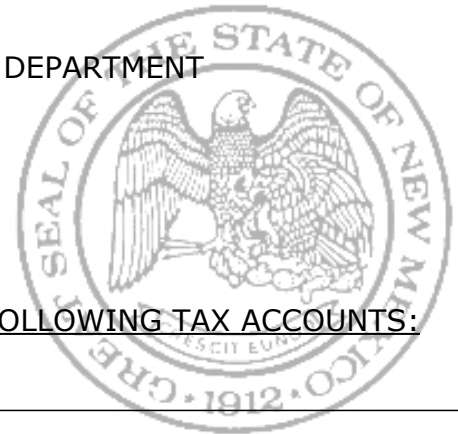
THE ABOVE REFERENCED TAXPAYER IS REGISTERED FOR THE FOLLOWING TAX ACCOUNTS:

- Gross Receipts
- Wage Withholding
- Workers' Compensation Fee

COAST TO COAST CARPORTS,INC
PO BOX 100
KNOXVILLE, AR 72845-0100

October 1, 2024
FEIN: **-***0125
Letter ID: L1071547760

THIS CERTIFICATE IS NOT TRANSFERABLE
STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE



Legal Name: COAST TO COAST CARPORTS,INC
Entity Type: S Corporation

THE ABOVE REFERENCED TAXPAYER IS REGISTERED FOR THE FOLLOWING TAX ACCOUNTS:

Business Tax ID	Doing Business As Name
██████████	COAST TO COAST CARPORTS,INC

Program Name	Tax ID	Start Date	End Date	Filing Status
Workers' Compensation Fee	██████████-WKC	01-Jul-2008	06-Jun-2018	Quarterly
Gross Receipts	██████████-GRT	30-Jan-2002		Monthly
Wage Withholding	██████████-WWT	30-Jan-2002		Monthly

Business Tax ID	Location Addresses Under GRT Account
██████████-GRT	22525 INTERSTATE 40 KNOXVILLE AR 72845-8845

NORTH CAROLINA USA

DRIVER LICENSE



Wayne Goodwin

COMMISSIONER OF MOTOR VEHICLES



4d DLN [REDACTED]

3 DOB [REDACTED]

4b EXP 10/10/2031

1 BELTON
2 TOMMY DALE
8 698 DOUBLE CREEK RD
DOBSON, NC 27017-7970

9 CLASS C 9a END NONE

12 RESTR NONE

15 SEX M 18 EYES BLU

16 HGT 6'-00" 19 HAIR BRO RACE



Tom Dale

4a ISS 11/01/2023

5 DD 0036418327

10/10/80

**BOARD ACTION FORM
AGENDA DATE**

PZHAC: 2/18/2025

BOT:

**DAC ACCOUNT N/A
BLDG CODE – N/A
EVALUATION COST- N/A
FEE - \$35**

ITEM: BUSINESS CASE # 1310 – 1730 Tierra de Mesilla, submitted by Enchanted Garden Massage de Mesilla. Requesting approval for a business license. ZONE: Commercial (C)

BACKGROUND AND ANALYSIS:

Mrs. Jennifer Klimowics, has leased the property/space at 1730 Tierra de Mesilla Had a massage business in Colorado before moving to Mesilla.

IMPACT:

- The PZHAC has jurisdiction to recommend approval of the applicant’s request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- The applicant has the authority to appeal the decision from PZHAC to BOT.

ALTERNATIVES:

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

DEPARTMENT COMMENTS:

- Recommend approval
-

SUPPORTING INFORMATION:

- Application
- Business Plan
- NM Tax ID #
- Identification
- Landlord signature on Application

DETERMINATION NOTES

Approved 4-0, no conditions set
-Decision made through Action and Consideration

Town of Mesilla, New Mexico

Phone (575) 524-3262

P.O. Box 10

2231 Avenida de Mesilla, Mesilla, NM 88046



2024 BUSINESS REGISTRATION APPLICATION

(PLEASE PRINT)

DATE: 1/29/25

CASE NO: 1310

NEW \$ RENEWAL \$ _____ LATE FEE \$ _____ PARKING \$ _____ TOTAL \$ 35
\$35 \$35 \$10 (IF APPLICABLE)

APPLICANT'S INFORMATION

APPLICANT NAME <u>Jennifer Klimowicz</u>		MAILING ADDRESS <u>2942 St Charles Ave Las Cruces, NM 88012</u>	
DRIVER LIC # <u>15-113-0375</u>	PHONE# <u>505-644-3133</u>	EMAIL <u>jennik.lives@gmail.com</u>	

BUSINESS INFORMATION

BUSINESS NAME <u>Enchanted Garden Massage de Mesilla</u>		PHYSICAL ADDRESS <u>1730 Tierra de mesilla Las Cruces, NM 88005</u>	
PHONE # <u>505-644-3133</u>		MAILING ADDRESS <u>2942 St. Charles Ave Las Cruces, NM 88012</u>	
TAX ID # <u>03679467008</u>	# OF EMPLOYEES <u>1</u>	EMAIL ADDRESS <u>enchantedgardenmassage@gmail.com</u>	
OWNER/LANDLORD	MAILING ADDRESS	PHONE #	

EMERGENCY CONTACT INFORMATION

NAME	ADDRESS	TELEPHONE #
<u>John Johnson</u>	<u>2942 St Charles Ave Las Cruces, NM 88012</u>	<u>720-413-0406</u>
ALARM COMPANY (IF APPLICABLE)		TELEPHONE #

BUSINESS TYPE

(CHECK ALL THAT APPLY)

FOOD RETAIL ENTERTAINMENT BAR/LOUNGE
 SERVICE HOME OCCUPATION CONSTRUCTION OTHER _____

APPLICANT HEREBY STATES UNDER OATH THAT ALL STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION ARE TRUE AND VALID.

Anna Emerick-Biad

DATE 1/22/2025

SIGNATURE OF APPLICANT/TITLE

Jennifer Klimowicz
SIGNATURE OF BUILDING OWNER/LANDLORD

DATE 1/29/25

FIRE DEPARTMENT INSPECTION VERIFICATION

Fire Inspection Date _____

Approved _____ Denied _____

Fire Department Representative Name (Print): _____

Signature: _____

REMINDER

1. A separate business registration application is necessary to submit for each business location.
2. Business license valid from March 16th to March 15th of next year. (if you register your business before March 16th, you will need to renew again by March 15th)
3. Renewal application submitted after March 15th, will include a \$10 annual late fee.
4. All fees, roll over to the following year until paid in full.
5. Parking **MUST** be paid along with your renewal fee if applicable. If you are unsure if you need to pay for parking, please call and ask.
6. Any business delinquent passed 30 days after due date, could be subject to additional fines up to including license termination. Business would need to reapply as a new business if license is revoked.
7. Application **MUST** be filled out completely and submitted along with;
 - Copy of driver's license
 - Copy of current tax ID # registration
 - All fees paid (to include any delinquent charges)

For business regulations, see: <https://www.codepublishing.com/NM/Mesilla/>

OFFICIAL USE ONLY

RECEIPT #	PAYMENT DATE
CASE #	ZONING
PZHAC APPROVAL DATE	BUSINESS TYPE
SIGN PERMIT CASE #	RENEWAL DATE

Enchanted Garden Massage de Mesilla

Site Plan

1730 Tierra de Mesilla, STE 3B
Las Cruces, NM 88005



Ariel View



Parking

Elevator



Main Entrance



Main Floor
Atrium



Marquee Sign



Google Maps



you belong here

Enchanted Garden Massage de Mesilla

Site Plan

1730 Tierra de Mesilla, STE 3B
Las Cruces, NM 88005

Suite 3B (2nd Floor)



Items to Note

- Enchanted Garden Massage is located on the 2nd floor inside Suite 3B.
- Option of stairs or elevator
- Shared waiting space
- Approx 280 sq ft.
- Back half will be designated private massage area.
- Front half will be light retail, sound bowls and decor.
- Attached parking lot with ample parking.
- Sign Marquee out front (still working on branding - will submit later)

Suite 3 is Here



Shared waiting area



Approx 280 sq ft




you belong here



Business Plan for Enchanted Garden Massage de Mesilla

1730 Tierra de Mesilla, Ste. 3B Las Cruces, NM 88005

1. Executive Summary

Enchanted Garden Massage de Mesilla is a luxury massage therapy and integrative bodywork studio located in Mesilla, New Mexico. Our mission is to provide an exclusive, high-end pampering experience that prioritizes simplicity, authenticity, and client-centered care. We specialize in **The Enchanted Escape Signature Massage**, a transformative experience that combines CranioSacral therapy, trigger point release, deep tissue work, and shiatsu stretching, enhanced by aromatherapy, moist heat therapy, and restorative scalp massage. Our studio will offer a serene, luxurious environment where clients can unwind, recharge, and feel truly cared for. Light retail items, such as aromatherapy oils and wellness products, will also be available for purchase.

2. Business Objectives

- Establish Enchanted Garden Massage de Mesilla as the premier luxury massage therapy destination in Mesilla.
 - Maintain a simple, client-focused business model with a limited menu of high-quality services.
 - Build a loyal client base through exceptional service, personalized care, and a luxurious experience.
 - Achieve profitability within the first year of operation.
-

3. Business Model

- **Exclusivity:** By limiting the number of appointments per day, we ensure each client receives undivided attention and a personalized experience.
 - **Simplicity:** A streamlined menu of services reduces decision fatigue for clients and operational complexity for the business.
 - **Luxury:** High-end amenities, premium products, and a tranquil environment create a pampering experience that justifies premium pricing.
 - **Light Retail:** Offer curated wellness products (e.g., aromatherapy oils, candles, or self-care items) for purchase to enhance the client experience and generate additional revenue.
-

4. Services and Pricing

- **Signature Integrative Massage (60 minutes): \$100**
Fully customizable to each individual client, this massage combines CranioSacral therapy, trigger point release, deep tissue work, and shiatsu stretching. Includes aromatherapy, moist heat therapy, and a restorative scalp massage.
- **Signature Integrative Massage (90 minutes): \$150**
An extended version of the 60-minute massage with additional focus on the neck, shoulders, and back.
- **Add-Ons (Optional):**
 - Red Light Therapy: \$15
 - Chromotherapy: \$15
 - Vibroacoustic Sound Frequencies: \$15
 - Crystal Quartz Singing Bowls: \$15

Note: Add-ons are designed to enhance the experience without overwhelming clients or complicating the booking process.

5. Target Market

- **Primary Audience:** Affluent individuals in Mesilla and surrounding areas seeking a luxurious, personalized wellness experience.
 - **Secondary Audience:** Tourists visiting Mesilla who are looking for a high-end spa experience.
 - **Demographics:**
 - Age: 30–65
 - Income: \$75,000+
 - Lifestyle: Health-conscious, values self-care, and appreciates luxury.
-

6. Marketing Strategy

- **Branding:** Position Enchanted Garden Massage de Mesilla as a sanctuary of relaxation and rejuvenation. Use imagery of serene gardens, soft lighting, and luxurious textures in all marketing materials.
- **Website:** A simple, elegant website with online booking, service descriptions, and a blog featuring wellness tips.
- **Social Media:** Share client testimonials, behind-the-scenes content, and wellness tips on Instagram and Facebook.
- **Local Partnerships:** Collaborate with local hotels, boutiques, and restaurants to offer exclusive packages or discounts.

- **Referral Program:** Incentivize repeat clients to refer friends and family with discounts or complimentary add-ons.
-

7. Operations Plan

- **Location:** A tranquil, beautifully designed studio in Mesilla with a private treatment room, soft lighting, and calming decor.
 - **Hours of Operation:**
 - Open 7 days a week, with strategic scheduling to ensure sustainability.
 - Example: Offer appointments Tuesday–Sunday, with Monday as a flexible day for rest or administrative tasks.
 - **Staffing:** Initially, the business will be owner-operated to maintain quality and control. As demand grows, a small team of licensed massage therapists may be hired.
 - **Supplies and Equipment:**
 - High-quality vibroacoustic massage table
 - Hydrocollator packs for moist heat therapy
 - Aromatherapy oils and diffusers
 - Red light therapy and chromotherapy devices
 - Vibroacoustic massage table and crystal quartz singing bowls
-

8. Financial Plan

- **Startup Costs:**
 - Studio rental (deposit & first month): \$1,750
 - Equipment and supplies: \$1,000
 - Marketing: \$500
 - Licensing and permits: \$500
 - Miscellaneous: \$250
 - **Total Startup Costs:** \$4,000
- **Revenue Projections:**
 - Average clients per day: 3
 - Operating days per week: 3
 - Average revenue per client: \$120 (including add-ons)
 - Weekly revenue: \$1,080
 - Monthly revenue: \$4,320
 - Annual revenue: \$51,840
- **Expenses:**
 - Rent and utilities: \$875/month

- Supplies and maintenance: \$300/month
 - Marketing: \$100/month
 - Insurance and licensing: \$100/month
 - Miscellaneous: \$100/month
 - **Total Monthly Expenses: \$1,475**
 - **Profitability:**
 - Monthly profit: \$2,845
 - Annual profit: \$34,140
-

9. Growth Plan

- Year 1: Establish the brand and build a loyal client base.
 - Year 2: Expand marketing efforts to attract tourists and out-of-town clients.
 - Year 3: Consider hiring additional therapists and expanding service offerings based on client demand.
-

10. Conclusion

Enchanted Garden Massage de Mesilla is poised to become a beloved destination for luxury massage therapy in Mesilla. By focusing on simplicity, exclusivity, and exceptional service, we will create a sustainable business that brings joy and relaxation to our clients while achieving financial success.

Additional Info

1. **Flexible Scheduling:** Online booking system that allows control over availability behind the scenes while appearing open 7 days a week. This gives flexibility to adjust hours based on demand.
2. **Retail Strategy:** Curate a small selection of high-quality wellness products (e.g., aromatherapy oils, candles, or self-care items) to sell to clients. This can boost revenue and enhance their experience.
3. **Client Loyalty Program:** Offer a punch card or membership program (e.g., “5 massages, get the 6th free”) to encourage repeat visits.
4. **Community Engagement:** Host occasional free or discounted community events (e.g., a “Self-Care Saturday” workshop) to build goodwill and attract new clients.

**BOARD ACTION FORM
AGENDA DATE**

PZHAC: 2/18/2025

BOT:

ITEM: PZHAC BUSINESS LIC #1311 – 457 W Broadway St, Joshua TX 76058, submitted by American Steel Carports Inc. Is requesting for a business license.

BACKGROUND AND ANALYSIS:

American Steel Inc, is under contract with Mr. Greg Harding, located at 3080 Snow Rd. Mr. Harding is looking to build a metal structure.

IMPACT:

- The PZHAC has jurisdiction to recommend approval of the applicant’s request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- The applicant has the authority to appeal the decision from PZHAC to BOT.

ALTERNATIVES:

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

DEPARTMENT COMMENTS:

- MTC 5.05.030 - *Any person or entity proposing to do business within the limits of the town of Mesilla shall apply to the town clerk-treasurer and pay a business registration fee.*

•

SUPPORTING INFORMATION:

- Application
- Tax Identification
- Identification
- Contract License

DETERMINATION NOTES

Approval 4-0, no conditions set
-Decision made through Consent Agenda

Town of Mesilla, New Mexico

Phone (575) 524-3262

P.O. Box 10

2231 Avenida de Mesilla, Mesilla, NM 88046



2025 BUSINESS REGISTRATION APPLICATION

(PLEASE PRINT)

DATE: 2/12/2025

LIC NO: _____

NEW \$ \$35 RENEWAL \$ \$35 LATE FEE \$ \$10 PARKING \$ _____ TOTAL \$ _____
(IF APPLICABLE)

Change in status _____

APPLICANT'S INFORMATION

APPLICANT NAME <u>Primo Castillo</u>		MAILING ADDRESS <u>457 N Broadway St, Joshua TX 76058</u>	
DRIVER LIC # [REDACTED]	PHONE # <u>866-730-9865</u>	EMAIL <u>engineering@americansteeldinc.com</u>	

BUSINESS INFORMATION

BUSINESS NAME <u>American Steel Carports Inc.</u>		PHYSICAL ADDRESS <u>457 N Broadway St, Joshua TX 76058</u>	
PHONE # <u>866-730-9865</u>		MAILING ADDRESS <u>same as above</u>	
TAX ID # [REDACTED]	# OF EMPLOYEES <u>0</u>	EMAIL ADDRESS <u>engineering@americansteeldinc.com</u>	
OWNER/LANDLORD <u>Primo Castillo</u>	MAILING ADDRESS <u>same as above</u>	PHONE #	

EMERGENCY CONTACT INFORMATION

NAME	ADDRESS	TELEPHONE #
<u>Primo Castillo</u>	<u>457 N Broadway St, Joshua, TX, 76058</u>	<u>866-730-9865</u>
<u>Rocio Castillo</u>	"	"
<u>Nat Jimenez</u>	"	"
ALARM COMPANY (IF APPLICABLE)		TELEPHONE #

BUSINESS TYPE

(CHECK ALL THAT APPLY)

FOOD RETAIL ENTERTAINMENT BAR/LOUNGE
 SERVICE HOME OCCUPATION CONSTRUCTION OTHER Carports

APPLICANT HEREBY STATES UNDER OATH THAT ALL STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION ARE TRUE AND VALID.

Primo Castillo
SIGNATURE OF APPLICANT/TITLE

DATE 2/12/2025

Primo Castillo
SIGNATURE OF BUILDING OWNER/LANDLORD

DATE 2/12/2025

FIRE DEPARTMENT INSPECTION VERIFICATION

Fire Inspection Date _____

Approved _____ Denied _____

Fire Department Representative Name (Print): _____

Signature: _____

REMINDER

1. A separate business registration application is necessary to submit for each business location.
2. Business license valid from March 16th to March 15th of next year. (if you register your business before March 16th, you will need to renew again by March 15th)
3. Renewal application submitted after March 15th, will include a \$10 annual late fee.
4. All fees, roll over to the following year until paid in full.
5. Parking **MUST** be paid along with your renewal fee if applicable. If you are unsure if you need to pay for parking, please call and ask.
6. Any business delinquent passed 30 days after due date, could be subject to additional fines up to including license termination. Business would need to reapply as a new business if license is revoked.
7. Application **MUST** be filled out completely and submitted along with;
 - Copy of driver's license
 - Copy of current tax ID # registration
 - All fees paid (to include any delinquent charges)

For business regulations, see: <https://www.codepublishing.com/NM/Mesilla/>

OFFICIAL USE ONLY

RECEIPT #	PAYMENT DATE
CASE #	ZONING
PZHAC APPROVAL DATE	BUSINESS TYPE
SIGN PERMIT CASE #	RENEWAL DATE

STATE OF NEW MEXICO
CONSTRUCTION INDUSTRIES DIVISION

AMERICAN STEEL CARPORTS INC

LICENSE NUMBER

362227

Qualifying Party(S)
CASTILLO ROCIO

EXPIRES

07/31/2027

CLASSIFICATION(S)

GB02



Clara D. Bailey
DIRECTOR

This card is the property of the CD and shall be surrendered upon demand

Texas USA
DRIVER LICENSE
Director: *Samuel H. Brown*



1. CASTILLO
2. PRIMO CRUZ



DRIVER LICENSE

The image shows a Texas Driver License with a decorative background of Texas symbols. The license includes a main portrait of a man with a mustache, a signature, and two names: CASTILLO and PRIMO CRUZ. There are two large black redaction boxes covering information on the right side of the license. A small portrait of a child is visible in the bottom right corner.

P U R C H A S E O R D E R

Town of Mesilla

PURCHASE ORDER # 10-413

02/21/2025

SHIP TO:

TOWN OF MESILLA - TOWN HAL
2231 AVENIDA DE MESILLA
MESILLA, NEW MEXICO 88046

ISSUED TO:

VEND #: 01-3885 REQ #10-433
ESA CONSTRUCTION INC
120 PARAGIN LANE STE 103
EL PASO, TX 79912

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
0.00	CONCRETE w/ bond	35 -535-3590	PSB RENOVATION 22-G2846	0.00	7,401.09
0.00	TAX	35 -535-3590	PSB RENOVATION 22-G2846	0.00	576.12
	22-G2846; PSB RENOVATIONS CONCRETE CRACK REPAIRS PLEASE REFER TO PROPOSAL TO SEE DETAILS				

*** SUB TOTAL *** 7,977.21
 *** GROSS RECEIPTS TAX *** 0.00
 *** TOTAL *** 7,977.21

APPROVED BY:

Gloria Maya
 GLORIA MAYA

Town of Mesilla Purchase Requisition



Requesting: (Please select one)

Check Purchase Order

DATE: 2/20/2025

QTY	FUND CODE	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	35-535-3590	ESA CONSTRUCTION		\$7,255.97
		BOND-2%		\$145.12
		TAX-7.94%		\$576.12
		22-G2846 PSB RENOVATIONS		
		CONCRETE CRACK REPAIR		

FUND CODE 35-535-3590	AMT from FUND \$7,832.10	FUND AMT Remaining \$60,638.34	SUBTOTAL	\$7,255.97
FUND CODE	AMT from FUND	FUND AMT Remaining	SALES TAX	\$721.24
FUND CODE	AMT from FUND	FUND AMT Remaining	TOTAL	\$7,977.21

VENDOR NAME	ESA CONSTRUCTION
ADDRESS	120 PARAGIN LANE EL PASO TX
PHONE #	
AP ONLY:	W9 COMPLETE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

REQUESTED BY BRIANA GOMEZ	DATE 2/20/25
AUTHORIZED BY	DATE

Project:	Town of Mesilla Fire Station Concrete Crack Repair						
Cost Proposal #2				Repair cracks through-out concrete apron by cleaning them out, priming, and filling with backer rod (as needed) and sealant recommended by Architect. Approximatley 700lf			
Date	2/19/2025						
Labor							
Item	Description	Hours	Rate	Bare labor	Burden	Total	
1	<i>Clean-out cracks</i>	16	\$29.00	\$464.00	\$96.23	\$560.23	
2	<i>Prime cracks</i>	8	\$29.00	\$232.00	\$48.12	\$280.12	
3	<i>Backer rod & sealant</i>	24	\$32.25	\$774.00	\$160.53	\$934.53	
4	<i>Supervision</i>	8	\$45.00	\$360.00	\$74.66	\$434.66	
5				\$0.00	\$0.00	\$0.00	
6				\$0.00	\$0.00	\$0.00	
7				\$0.00	\$0.00	\$0.00	
9				\$0.00	\$0.00	\$0.00	
10				\$0.00	\$0.00	\$0.00	
					Labor Total	\$2,209.54	
Material							
Item	Description	Unit	Unit Cost	Total			
1	<i>Backer Rod</i>	300	\$0.50	\$150.00			
2	<i>Sealant primer (quart)</i>	3	\$60.00	\$180.00			
3	<i>Sikasil-728 sealant</i>	60	\$60.00	\$3,600.00			
4	<i>Air Compressor</i>	1	\$120.00	\$120.00			
5	<i>Disposal fo Debris</i>	1	\$50.00	\$50.00			
6				\$0.00			
7				\$0.00			
8				\$0.00			
					GC Material Total	\$4,100.00	
Subcontractor							
Item	Description						Cost
1							
2							
3							
4							
				<i>Subcontractor cost Subtotal</i>		\$0.00	
						<i>Subcontractors</i>	<i>GC</i>
				<i>Cost before Markup</i>		\$0.00	\$6,309.54
				<i>Markup %</i>		15%	15%
				<i>Markup Total</i>		\$0.00	\$946.43
				<i>Cost w/ Markup</i>		\$0.00	\$7,255.97
				<i>Cost + OH&P Subtotal</i>		\$7,255.97	
				<i>Bond</i>		2%	\$145.12
				<i>tax</i>		7.94%	\$576.12
				<i>Proposal Total including NMGR</i>		\$7,977.21	
Notes:							

P U R C H A S E O R D E R

Town of Mesilla

PURCHASE ORDER # 10-412

02/21/2025

SHIP TO:

TOWN OF MESILLA - TOWN HAL
2231 AVENIDA DE MESILLA
MESILLA, NEW MEXICO 88046

ISSUED TO:

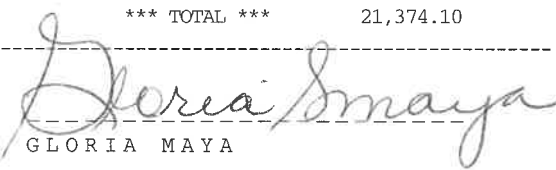
VEND #: 01-3860 REQ #10-432
PRECISION PAINTING LLC
3911 ELKS
DR
LAS CRUCES, NM 88005

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
0.00	PSB PAINTING 22-G2846; PSB RENOVATIONS PAINTING TO BE DONE- INCLUDES ALL INTERIOR, LABOR, MATERIALS	35 -535-3590	PSB RENOVATION 22-G2846	0.00	21,374.10

*** SUB TOTAL *** 21,374.10
 *** GROSS RECEIPTS TAX *** 0.00
 *** TOTAL *** 21,374.10

APPROVED BY:

GLORIA MAYA



Town of Mesilla Purchase Requisition



Requesting: (Please select one)

Check Purchase Order

DATE: 2/20/2025

QTY	FUND CODE	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	35-535-3590	PRECISION PAINTING		\$19,800
		TAX		\$1,574.10
		<i>PO-10-412</i>		
		22-G2846 PSB RENOVATIONS		
		ALL INTERIOR, LABOR, MATERIALS		

FUND CODE 35-535-3590	AMT from FUND \$21,374.10	FUND AMT Remaining \$60,638.34	SUBTOTAL	\$19,800
FUND CODE	AMT from FUND	FUND AMT Remaining	SALES TAX	\$1,574.10
FUND CODE	AMT from FUND	FUND AMT Remaining	TOTAL	\$21,374.10

VENDOR NAME	PRECISION PAINTING
ADDRESS	3911 ELKS LAS CRUCES, NM
PHONE #	575-300-9234
AP ONLY:	W9 COMPLETE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

REQUESTED BY BRIANA GOMEZ	DATE 2/20/25
AUTHORIZED BY	DATE



ESTIMATE

BUSINESS: Russel Hernandez

DATE: Feb
ESTIMATE# _____

ADDRESS: Fire station

PHONE# _____

DESCRIPTION: 3,000 - 8,850 8,800 sqft
x 2.95

Cieling spray.
walls/Brick.

6,750 + TAX.
Garage

* 8800 sqft x 19.800 + TAX.
\$1,574.10 *

\$ 21,374.10

All Interim. All labor, and materials.

march 10

BUSINESS SIGNATURE:

PRECISION PAINTER SIGNATURE:


****ANY COSTS OF MATERIAL OR WORK NOT DESCRIBED IN THIS ESTIMATE WILL CREATE MORE CHARGES**
*****UPON AGREEMENT A NON-REFUNDABLE 30% PAYMENT IS REQUIRED FOR MATERIAL AND OR CANCELATION**

Town of Mesilla Purchase Requisition



Requesting: (Please select one)
 Check Purchase Order

DATE: 2/19/25

QTY	FUND CODE	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	35-535-3590	PAYMENT NO.2 PSB RENOVATIONS		\$47,388.65
		22-G2846- Work completed for Jan. 2025		
		PLEASE PAY FROM PO 10-392		

FUND CODE 35-353-3590	AMT from FUND \$47,388.65	FUND AMT Remaining \$101,512.23 (IN PO)	SUBTOTAL	\$47,388.65
FUND CODE	AMT from FUND	FUND AMT Remaining	SALES TAX	
FUND CODE	AMT from FUND	FUND AMT Remaining	TOTAL	\$47,388.65

VENDOR NAME	ESA CONSTRUCTION
ADDRESS	3435 GIRARD BLVD NE ABQ, NM 87107
PHONE #	
AP ONLY:	W9 COMPLETE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

REQUESTED BY BRIANA GOMEZ	DATE 2/19/25
AUTHORIZED BY <i>Briana Gomez</i>	DATE 2.19.2025

MOLZENCORBIN

February 11, 2025

22-62846 PSB
35-535-3590
P010-392

Mr. Briana Gomez
Deputy Town Clerk
Town of Mesilla
2231 Avenida de Mesilla
Mesilla, New Mexico 88046

RE: Town of Mesilla Public Safety Building Upgrades 2023

MES232-11

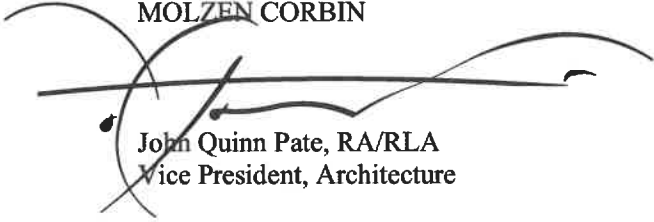
Dear Ms. Gomez:

We have enclosed the Application and Certificate for **Payment No. 02** from ESA Construction Inc. The amount due is for the Work completed for the pay period ending January 31, 2025. We have reviewed the Work and the Application for Payment and certified the amount of **\$47,388.65** (Forty-Seven Thousand three hundred Eighty-eight and 65/100 Dollars) requested. This amount includes New Mexico Gross Receipts Tax at the current rate.

If you have any questions or require further information, please do not hesitate to call.

Sincerely,

MOLZEN CORBIN



John Quinn Pate, RA/RLA
Vice President, Architecture

NH
Enclosure

CONTRACTOR'S APPLICATION CERTIFICATE FOR PAYMENT

FROM: ESA CONSTRUCTION INC
3435 Girard Blvd NE
Albuquerque, NM 87107-1939

OWNER: Town of Mesilla-Town Hall
2231 Avenida de Mesilla
Mesilla, NM 88046

CUSTOMER: TOM
INVOICE#: 242401.02
INVOICE DATE: 01/31/25
PERIOD TO: 01/31/25

ARCHITECT: Molzen Corbin
2701 Miles Road SE
Albuquerque, NM 87106

PROJECT: 242401
Mesilla Public Safety
2670 Calle De Parian
Mesilla, NM

APPLICATION #: TWO
CONTRACT DATE: 10/18/24
22-G2846
PURCH ORDER #: 10-392

PROJECT #:

APPLICATION FOR PAYMENT

1 ORIGINAL CONTRACT SUM (including taxes)	\$ 173,557.97
2 Net change by Change Orders (including taxes)	\$ -
3 CONTRACT SUM TO DATE (Line 1 +/- 2 including taxes)	\$ 173,557.97
4 TOTAL COMPLETED & STORED TO DATE	\$ 72,045.74
(Column G on Continuation Sheet)	
5 RETAINAGE	
a. 0% of Completed Work	\$ -
b. 0% of Stored Material	\$ -
Total Retainage: (Line 5a + 5b or Total in Column I on Continuation Sheet)	\$ -
6 TOTAL EARNED LESS RETAINAGE	\$ 72,045.74
(Line 4 less Line 5 Total)	
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 24,657.09
(Line 6 from prior Certificate)	
8 CURRENT PAYMENT DUE	\$ 47,388.65
9 BALANCE TO FINISH PLUS RETAINAGE (including taxes)	\$ 101,512.23

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner			
Approved this Month			
Number	Date Approved		
Total		\$ -	
Net Changes by Change Order			\$ -

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: ESA CONSTRUCTION INC

By: [Signature]

Date: 01/31/25

State of New Mexico County of Dona Ana
Subscribed and sworn before me this 31st day of January, 2025

[Signature]
Notary Public:



My Commission expires: 06/13/2025

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 47,388.65 Includes NMGRT

By: [Signature]

Date: 2/11/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

OWNER: **AMOUNT CERTIFIED:** \$ 47,388.65

By: _____

Date: _____

By: _____

Date: _____

**AIA Type Document
Application and Certification for Payment**

TO (OWNER):

PROJECT: Mesilla Public Safety

APPLICATION NO: 2
PERIOD TO: 1/31/2025

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): ESA Construction Inc
 3435 Girard Blvd NE
 Albuquerque, NM 87107-1939

VIA (ARCHITECT):

ARCHITECTS PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	General Conditions	36,305.75	5,445.86	9,076.44	0.00	14,522.30	40.00	21,783.45	0.00
2	Close-Out	4,963.65	0.00	0.00	0.00	0.00	0.00	4,963.65	0.00
3	Bond & Permit	2,363.99	2,363.99	0.00	0.00	2,363.99	100.00	0.00	0.00
4	Demo Interior	1,903.95	1,427.96	475.99	0.00	1,903.95	100.00	0.00	0.00
5	Demo Concrete	1,595.20	1,595.20	0.00	0.00	1,595.20	100.00	0.00	0.00
6	Concrete @ Sump Drain	2,747.86	1,373.93	0.00	0.00	1,373.93	50.00	1,373.93	0.00
7	Metal Grate	668.96	0.00	0.00	0.00	0.00	0.00	668.96	0.00
8	Millwork	12,102.95	0.00	0.00	0.00	0.00	0.00	12,102.95	0.00
9	Doors & Hardware	4,487.15	0.00	0.00	0.00	0.00	0.00	4,487.15	0.00
10	Overhead Doors	35,450.52	0.00	0.00	0.00	0.00	0.00	35,450.52	0.00
11	Framing	7,044.61	7,044.61	0.00	0.00	7,044.61	100.00	0.00	0.00
12	Drywall	14,367.10	3,591.78	10,775.32	0.00	14,367.10	100.00	0.00	0.00
13	Ceilings	1,327.62	0.00	1,062.10	0.00	1,062.10	80.00	265.52	0.00
14	Flooring	1,620.93	0.00	0.00	0.00	0.00	0.00	1,620.93	0.00
15	Epoxy Flooring	17,495.76	0.00	17,495.76	0.00	17,495.76	100.00	0.00	0.00
16	Paint	1,543.74	0.00	771.87	0.00	771.87	50.00	771.87	0.00
17	Pass-Thru	8,523.52	0.00	0.00	0.00	0.00	0.00	8,523.52	0.00
18	Plumbing	617.50	0.00	0.00	0.00	0.00	0.00	617.50	0.00
19	Electrical	5,660.39	0.00	4,245.29	0.00	4,245.29	75.00	1,415.10	0.00
REPORT TOTALS		\$160,791.15	\$22,843.33	\$43,902.77	\$0.00	\$66,746.10	41.51	\$94,045.05	\$0.00

**STATE OF NEW MEXICO
GRANT APPROPRIATION
Request for Payment Form
Exhibit 1**

I. Grantee Information

(Make sure information is complete & accurate)

A. Grantee: Town of Mesilla
 B. Address: 2231 Ave de Mesilla
(Complete Mailing, including Suite, if applicable)
2231 Ave De Mesilla / PO Box 10 Mesilla, NM 88046
City, State, Zip
 C. Contact Name/Phone #: Briana Gomez 575-524-3262
 D. Grant No: 22-G2846
 E. Project Title: PSB Renovations
 F. Grant Expiration Date: 6/30/2026

II. Payment Computation

A. Payment Request No. 5
 B. Grant Amount: \$ 300,000.00
 C. AIPP Amount (If Applicable): \$ 3,000.00
 D. Funds Requested to Date: \$ 34,626.85
 E. Amount Requested this Payment: \$ 6,384.65
 F. Reversion Amount (If Applicable): \$ 0.00
 G. Grant Balance: \$ 255,988.50
 H. Final Request for Payment (if Applicable)

III. Fiscal Year : 2025 (July 1, 2024-June 30, 2025)
(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)

IV. **Reporting Certification:** I hereby certify to the best of my knowledge and belief, that reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with the Grant Agreement.

V. **Compliance Certification:** Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.



 Grantee Fiscal Officer
 or Fiscal Agent (if applicable)



 Grantee Representative

Gloria S. Maya

 Printed Name

Briana Gomez

 Printed Name

Date: 2/19/25

Date: 2/19/25

(State Agency Use Only)

Vendor Code: _____ Fund No.: _____ PO # _____ Loc No.: _____

I certify that the State Agency financial and vendor file information agree with the above submitted information.

 Division Fiscal Officer Date

 Division Project Manager Date

MOLZENCORBIN

Mesilla, Town of
 PO Box 10
 Mesilla, NM 88046

35-535-
 3590

Invoice number 27474
 Date 01/13/2025

Project **MES232-20 Mesilla Public Safety Building 2023**

Professional Services Rendered Through December 31, 2024

PO # 10-349

Professional Fees

	Hours	Rate	Billed Amount
Sr. Engineer - Civil	6.00	220.00	1,320.00
Engineering Intern II - Civil	30.50	130.00	3,965.00
Construction Contract Administrator	4.50	140.00	630.00
Professional Fees subtotal	41.00		5,915.00
		Invoice subtotal	5,915.00
		MES GRT	469.65
		Invoice total	6,384.65

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
27474	01/13/2025	6,384.65	6,384.65				
	Total	6,384.65	6,384.65	0.00	0.00	0.00	0.00

I hereby certify that the above statement is true and correct, that the services herein set forth have been furnished, and that payment has not been received,



Robert Robeda

TOWN OF MESILLA
 2231 AVENIDA DE MESILLA
 PO BOX 10
 MESILLA, NEW MEXICO 88048
 (505) 524-3262

1ST AMERICAN BANK
 LAS CRUCES, NEW MEXICO
 85-431122
 VOID AFTER 90 DAYS

CLEARING FUND
 43201

02/07/2025 DATE CHECK # 043201 NET AMOUNT \$4,384.65

PAY TO THE ORDER OF
 THIRTEEN THOUSAND FOUR HUNDRED NINETY FIVE & 65/100 DOLLARS
 MOLZEN-CORBIN & ASSOCIATES
 2701 MILES RD SE
 ALBUQUERQUE, NM 87106

Blanca Ornela

⑆043201⑆ ⑆112200439⑆ ⑆370118210⑆

For Electronic Remote Deposit
 Bank of Albuquerque TO THE ORDER OF
 107008808 BANK OF ALBUQUERQUE, N.A.
 107008808
 7827219304 ALBUQUERQUE, NM 87107
 7827219304 ALBUQUERQUE, NM 87107

MOLZEN-CORBIN & ASSOCIATES
 FOR DEPOSIT ONLY
 107008808
 7827219304

Use the back of this document to record the amount of your deposit.
 Record the date, amount, and account number.
 If you are depositing multiple checks, record each check separately.
 If you are depositing a check from a business, record the business name.
 If you are depositing a check from an individual, record the individual's name.
 If you are depositing a check from a government agency, record the agency name.
 If you are depositing a check from a charity, record the charity name.
 If you are depositing a check from a religious organization, record the organization name.
 If you are depositing a check from a school, record the school name.
 If you are depositing a check from a sports team, record the team name.
 If you are depositing a check from a club, record the club name.
 If you are depositing a check from a company, record the company name.
 If you are depositing a check from a contractor, record the contractor name.
 If you are depositing a check from a vendor, record the vendor name.
 If you are depositing a check from a customer, record the customer name.
 If you are depositing a check from a friend, record the friend's name.
 If you are depositing a check from a family member, record the family member's name.
 If you are depositing a check from a neighbor, record the neighbor's name.
 If you are depositing a check from a stranger, record the stranger's name.
 If you are depositing a check from an unknown source, record the source as "Unknown".

22- G 2846 PSB Renovations
\$ 6,384.65

LP10014 - calle de Picacho Reconstruction
\$581.07 (Amendum #1)

LP10014 - calle de Picacho Recon.
\$ 6,529.93 (Amendum #2)

**STATE OF NEW MEXICO
GRANT APPROPRIATION
Request for Payment Form
Exhibit 1**

I. Grantee Information

(Make sure information is complete & accurate)

A. Grantee: Town of Mesilla
 B. Address: 2231 Ave de Mesilla / PO Box 10
(Complete Mailing, including Suite, if applicable)
Mesilla, NM 88046
City, State, Zip
 C. Contact Name/Phone #: Briana Gomez 575-524-3262
 D. Grant No: 23-H2995
 E. Project Title: Marshal Vehicle Purchase
 F. Grant Expiration Date: 6/30/2025

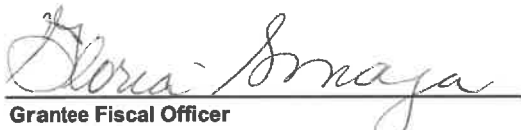
II. Payment Computation

A. Payment Request No. 3
 B. Grant Amount: \$ 150,000.00
 C. AIPP Amount (If Applicable): \$ 0.00
 D. Funds Requested to Date: \$ 90,428.76
 E. Amount Requested this Payment: \$ 1,171.65
 F. Reversion Amount (If Applicable): \$ 0.00
 G. Grant Balance: \$ 58,399.59
 H. Final Request for Payment (if Applicable)

III. Fiscal Year : 2025 (July 1, 2024-June 30, 2025)
(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)

IV. Reporting Certification: I hereby certify to the best of my knowledge and belief, that reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with the Grant Agreement.

V. Compliance Certification: Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.


Grantee Fiscal Officer
 or **Fiscal Agent (if applicable)**


Grantee Representative

Gloria S. Maya
 Printed Name
 Date: 2/19/25

Briana Gomez
 Printed Name
 Date: 2/19/25

(State Agency Use Only)

Vendor Code: _____ **Fund No.:** _____ **PO #** _____ **Loc No.:** _____

I certify that the State Agency financial and vendor file information agree with the above submitted information.

 Division Fiscal Officer Date

 Division Project Manager Date



ALAMO AUTO SUPPLY
ALAMO INDUSTRIES, INC.
 5923 GATEWAY WEST
 EL PASO, TX 79925
 915-781-1234 FAX: 915-781-0600

Invoice
No. 01NC1827



CUSTOMER NUMBER	Invoice NUMBER	Invoice DATE	PACKING SLIP	TERMS	WHSE
227740	01NC1827	01/15/25	01FC1841001	Net 30 Days	010

BILL TO:
MESILLA MARSHAL'S DEPARTMENT
2670, CALLE DE PARIAN
MESILLA, NM 88046

SHIPPED TO:
MESILLA MARSHAL'S DEPARTMENT
2670, CALLE DE PARIAN
MESILLA, NM 88046

Dept: 001 MESILLA MARSHAL'S DEPARTMENT Contact/Phone: AZCARATE, BEN /575-526-4138

YOUR P.O. NUMBER	ORDER DATE	CSR	SHIPPED VIA	CARTONS	OPER
pending	01/15/25, 10:29:33	229 Eri Ramirez	KN-ROS1	1	ERI

PO-10-407

ITEM	DESCRIPTION	UNIT	ORDER QTY	BACK ORDERED	INV QTY	NET PRICE	EXT PRICE
	2025 FORD						
ELE 40100	ELEMENT E100 UNIVERSAL	EA	5	0	5	101.960	509.80
BPC 8891018	4 INCH ROUND RECHARGEABLE STROBE/FLARE KIT WITH 6	EA	5	0	5	132.370	661.85
	Payment Applied						0.00
	DELIVERY CHARGE						16.50

\$1,171.65 is only reimbursable

*23-H2995
 Marshal Veh. Purchase*

TOTAL PURCHASE	FREIGHT	TAX AMT	INVOICE TOTAL	PAYMENTS	BALANCE
1188.15	0.00	0.00	1188.15	0.00	1188.15

THANK YOU FOR YOUR BUSINESS!

Accepted:

RETURNS FOR REFUND MUST BE MADE WITHIN 30 DAYS. THIS INVOICE MUST ACCOMPANY ALL RETURNS. SPECIAL ORDER, NON-STOCKING AND INSTALLED ITEMS ARE NOT RETURNABLE.

Purchaser by acceptance of this invoice and the merchandise described (the Product) acknowledges that it has read the following and contracts and agrees with Alamo Auto Supply (AAS) that:

- 1) AAS (i) does not manufacture the Product, (ii) is not responsible for any manufacture warranties, and (iii) is not liable for any damages of a any kind arising from the use of the Product. Purchaser may avail itself only of those written warranties furnished by the manufacturer, if any.
- 2) EXCEPT AS SPECIFICALLY PROVIDED TO THE PURCHASER IN WRITING, AAS DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- 3) Purchaser will pay for delivered Product in full within stated payment terms. Any amount outstanding thereafter may be charged a 1.5% per month late charge.

- 4) If any amount remains unpaid beyond payment terms on this invoice, AAS may turn the matter over to an attorney or collection agency. Purchaser will reimburse AAS for costs associated with collecting the overdue amount, including court costs and attorney's fees, paid or incurred by AAS.
- 5) Payments made by Purchaser will first be applied to interest and costs. Once these have been paid, payment will be applied to principal.
- 6) ANY ACTION OR PROCEEDING ARISING DIRECTLY OR INDIRECTLY OUT OF THIS PURCHASE SHALL BE LITIGATED IN EL PASO COUNTY, TEXAS. PURCHASER EXPRESSLY SUBMITS AND CONSENTS TO SUCH JURISDICTION, AND AGREES THAT EL PASO COUNTY, TEXAS IS CONVENIENT AND PROPER FORUM.

TOWN OF MESILLA
 221 AVENIDA DE MESILLA
 PO BOX 10
 MESILLA, NEW MEXICO 88048
 (505) 834-3282

1ST AMERICAN BANK
 LAS CRUCES, NEW MEXICO
 85-431122
 VOID AFTER 90 DAYS

CLEARING FUND
43200

02/07/2025
 DATE

CHECK # 043200
 NET AMOUNT

*****1,171.65

PAY
 --- ONE THOUSAND ONE HUNDRED SEVENTY ONE & 65/100 DOLLARS ---

TO THE ORDER OF **ALAMO AUTO SUPPLY**
 5923 GATEWAY WEST
 EL PASO, TX 79925

[Signature]

⑆043200⑆ ⑆112200439⑆ ⑆370118210⑆

DEPOSITED VIA REMOTE CAPTURE
ALAMO INDUSTRIES INC DBA ALAMO
AUTO SUPPLY 320005909

Useful information for security features provided for your reference:
 • **Security Features:**
 • Microprint: The words "ONE THOUSAND ONE HUNDRED SEVENTY ONE & 65/100 DOLLARS" are printed in tiny characters throughout the document.
 • Color: The document is printed in color with various shades of blue and green.
 • Watermark: A watermark of the number "100" is visible in the background.
 • Hologram: A circular hologram is located on the right side of the document.
 • Fluorescence: The document glows under ultraviolet light.
 • Security Thread: A security thread is embedded in the paper.
 • Intaglio: The numbers "100" are printed in a raised, embossed style.
 • Variable Data: The document contains variable data such as the check number and amount.
 • Digital Signature: The document contains a digital signature.
 • QR Code: The document contains a QR code.
 • Barcode: The document contains a barcode.
 • Magnetic Ink Character Recognition (MICR): The document contains MICR lines at the bottom.

23-H2995 Marshal Vehicle Purchase

Town of Mesilla Purchase Requisition



Requesting: (Please select one)
 Check Purchase Order

DATE: 1/15/2025

QTY	FUND CODE	DESCRIPTION	UNIT PRICE	LINE TOTAL
5	35-535-3596	Element E100 Universal (fire extinguisher)	\$101.96	\$509.80
5	35-535-3596	4" Round Rechargeable Strobe/Flare Kit	\$132.37	\$661.85
		Use & Pay from PO-10-407		
1	18-518-2597	Delivery Charge	\$16.50	\$16.50

FUND CODE 35-535-3596	AMT from FUND	FUND AMT Remaining	SUBTOTAL	\$1188.15
FUND CODE	AMT from FUND	FUND AMT Remaining	SALES TAX	\$0.00
FUND CODE	AMT from FUND	FUND AMT Remaining	TOTAL	\$1188.15

\$1,171.65

VENDOR NAME	Alamo Auto Supply
ADDRESS	5923 Gateway West El Paso, TX 79925
PHONE #	(915) 781-1234
AP ONLY:	W9 COMPLETE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

REQUESTED BY Ben Azcarate	DATE 1/15/2025
AUTHORIZED BY 	DATE 1.16.2025

Mesilla 2024-2025 Current Projects

Project:	Town/Other	Percent Complete	Start Date	Complete by Date	Design Complete?
Calle Picacho Reconstruction	Town	70%	Summer 2024	March 31	Yes
Calle Santiago ADA/Curbs	Town	40%	February	March 31	Yes
Calle Santiago Bridge	Town	0%	February 18th	March 31	Yes
Calle Santiago Sidewalks/Parking	Town	0%	March	May	Yes
Calle del Norte Bridge	Town	0%	March 3 rd	April	Yes
University Avenue	DOT	10%	December 2024	November 2026	Yes
Calle de Oeste Reconstruction	Town	0%	TBD	TBD	In Process
Avenida De Mesilla Reconstruction	DOT	95%	November 2024	March 2025	Yes
Security System Upgrades PSB & Plaza	Town	80%	November 2024	March 2025	Yes
PSB Reconstruction	Town	60%	December 2024	April 2025	Yes/In Process
Town Signage Updates	Town	5%	January 2025	TBD	In Process
Water Well & Tank Construction	Town	0%	TBD	TBD	Yes
Website Reconstruction	Town	50%	January 2025	April 2025	In Process
Comprehensive Plan	Town	-	January 2025	May 2025	In Process
Community Garden	Town	0%	March 2025	Ongoing	In Process

Board of Trustees

Calendar of Events 2025

If you are planning on attending events, please notify Gloria and Myself. If 3 or more attend any event, we will be posting a 'Notice of Possible Quorum'

(Items in Blue Are Town Specific Events)

(Items in Red are Planned Public Forums/Hearings)

January

- 9: Newly Elected Training (Virtual)
- 31-Feb 2: Las Cruces Day in Santa Fe

February

- 27-28: Municipal Day in Santa Fe
- 8: For Love of Art Show
- 8: Cupids Chase 5k

March

- 1: 175 year Settlement Celebration (Rafael Ruelas, 1950)
- 29: Amador Health 5k
- 22: Legislative Session Ends
- TBD: 2nd Comprehensive Plan Update
- 24: Public Hearing Arts & Culture Ordinance
- 24: Public Hearing Signage Ordinance
- 24: Public Hearing Communication Tower Ordinance

April

-

May

- 3 & 4: Cinco de Mayo Fiesta
- 24: Ride of Silence
- 21-23: NMLZO - Taos

June

- 6: NMML Board of Directors Meeting - SF
- 6: Summer Music Series
- 13: Summer Music Series
- 20: Summer Music Series
- 27: Summer Music Series

July

- 4: Fireworks Display
- 11: Summer Music Series
- 18: Summer Music Series
- 15-16: MOLI 1 – Santa Fe
- 17-18: MOLI 2 – Santa Fe

August

- 13-16: Municipal League Annual Conference - Clovis

September

- 13 & 14: Diez y Seis de Septiembre Parade & Fiesta
- 16-19: NMML Annual Conference - Ruidoso

October

- 3: NMML Board of Directors Meeting - SF
- 3-5: Jazz Happenings
- 11: Leones Car Show
- 14: NMLZO Annual Meeting – Red River
- 25: Halloween Haunted House & Carnival
- 27-29: NM Infrastructure Conference – SF

November

- 1 & 2: Dia de Los Muertos
- 11: Veterans Day Ceremony
- 19-21: DFA/LGD Budget Workshop – SF

December

- 5: Christmas Tree Lighting
- 24: Christmas Eve on the Plaza