



THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA WILL HOLD A REGULAR MEETING ON MONDAY, JUNE 28, 2021, AT 6:00 P.M., AT THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL & DETERMINATION OF A QUORUM
3. CHANGES TO THE AGENDA & APPROVAL
4. PRESENTATIONS: Citizen's Life Savings awards by Marshal Enrique Salas to:
 - Arely Iracheta
 - Jim Langell
5. PUBLIC INPUT – The public is invited to address the Board for up to 3 minutes. **Space is limited and may require persons giving public input IN PERSON to rotate, if capacity of the room is exceeded.**
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 *)
 - a) *BOT MINUTES – BOT minutes of a Work Session and Regular Meeting of May 27, 2021.
 - b) *BOT MINUTES – BOT minutes of a Special Meeting on June 10, 2021.
 - c) *BOT MINUTES – BOT minutes of a Regular Meeting June 14, 2021.
 - d) *PZHAC Case 061224- 2424 Calle de Parian, submitted by Cecilia Quintana; a request for a zoning permit to allow the replacement of an exterior bedroom door on a dwelling at this address. Zoned: Historic Residential (HR).
 - e) *PZHAC Case 061233 – 2685 Calle de Parian, submitted by William McIlvaine; a request for a summary subdivision to allow a 0.91acre parcel to be split into two parcels. Historic Residential (HR).
7. NEW BUSINESS:
 - a) **For Approval:** An MOU between the Las Cruces Public Schools and the Town of Mesilla for FY 22 School Resource Officer Services at Zia Middle School and Rio Grande Prep. – **Enrique Salas, Marshal.**
 - b) **For Approval:** An audit contract for the FY 20/21 fiscal year, with the option of two additional years. – **Cynthia Stoechner-Hernandez, Clerk/Treasurer.**
 - c) **Discussion/Approval:** Updating Job Descriptions and duties for Town Positions (Resolution 2021-15). – **Board of Trustees.**
 - d) **Resolution 2021-16:** A resolution approving participation in the program of the South Central Council of Governments, Inc for Fiscal Year 2021-2022. – **Board of Trustees**
8. BOARD OF TRUSTEE COMMITTEE REPORTS
9. BOARD OF TRUSTEE/STAFF COMMENTS
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 packet can be found online at www.mesillanm.gov.

Posted 6/25/2021 at the following locations: Town Clerk's Office 2231 Avenida de Mesilla, Public Safety Building 2670 Calle de Parian, Mesilla Community Center 2251 Calle de Santiago, Shorty's Food Mart 2290 Avenida de Mesilla, Ristramn Chile Co., 2531 Avenida de Mesilla and the U.S. Post Office 2253 Calle de Parian.



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**BOARD OF TRUSTEES
TOWN OF MESILLA
WORK SESSION
THURSDAY, MAY 27, 2021
4:00 P.M.**

**IN PERSON AT THE COMMUNITY CENTER, 2251 CALLE DE SANTIAGO (SPACE IS LIMITED) OR VIA
TELECONFERENCE 1-346-248-7799, MEETING ID 983-7900-0389 PASSWORD 971704**

- TRUSTEES:**
 - Nora Barraza, Mayor
 - Stephanie Johnson-Burick, Mayor Pro Tem (absent)
 - Carlos Arzabal, Trustee (absent)
 - Jesus Caro, Trustee
 - Veronica Garcia, Trustee
- PZHAC:**
 - Yolanda Lucero, Chairperson
 - Jerry Nevarez, Commissioner
 - Davie Salas, Commissioner (absent)
- STAFF:**
 - Cynthia Stoechner-Hernandez, Town Clerk/Treasurer
 - Kevin Hoban, Fire Chief
 - Rod McGillivray, Public Works Director
 - Enrique Salas, Marshal
 - Gloria Maya, Recorder

1. Discussion on Historic Residential (HR) Ordinance Changes. – Board of Trustees & Planning, Zoning and Historical Appropriateness Commission.

- Mayor Barraza:
 - Reviewed the changes
 - Reviewed the deletions
 - Definitions
 - Language clarification
 - Use of barbed wire fencing
 - Moratorium expires in June; possible extension
 - Open spaces
 - Need for clarifications
 - Fences
 - Use of barbed wire
 - Need for consistency
 - Items being in Public View Right of Way access
- Trustee Garcia:
 - Comprehensive Plan should be discussed at next meeting

- 1 - People must commit themselves to these committees
- 2 - Fencing with access to houses
- 3 - Need for clarifications
- 4 - Owner maintaining the 7ft. Right of Way

5
6 Trustee Caro:

- 7 - Cannot plant anything due to lack of water
- 8 - Need to look at future development
- 9 - Asked about the number of fire hydrants on his road
- 10 - Language clarification

11
12 Fire Chief Hoban

- 13 - Explained the reason for the number of fire hydrants

14
15 Mayor Barraza stated she will ask for a worksession to move forward on this ordinance. The moratorium
16 will need to be extended. Ms. Stoechner-Hernandez sent out an email asking for recommendations and did
17 not receive any correspondence.

18
19 Ms. Garcia reiterated that if a person does not commit to attending and participating in a committee; it is
20 best they just stay away.

21
22 **2. Discussion regarding Town of Mesilla FY 22 budget. – Cynthia Stoechner-Hernandez,**
23 **Clerk/Treasurer.**

24 Mayor Barraza reviewed the Town of Mesilla FY 22 budget.

25
26 Marshal Salas has recommended 2 SROs (Zia Middle School and Rio Grande Prep) for FY 2021-22 and
27 removing the CSO position due to specific requirements to the Las Cruces Public Schools and awaiting to
28 hear from them as they will be funding the positions excluding uniforms, vehicles, training, and
29 equipment.

30
31 Trustee Caro expressed his concern with reaction time and agrees with the recommendation.

32
33 Trustee Garcia asked if the position will be posted.

34
35 Marshal Salas responded there have been some interest expressed but the position will still be posted.

36
37 Trustee Garcia asked about the \$2,000 for Officer Madson's certification.

38
39 Marshal Salas responded instructor certification required.

40
41 Mayor Barraza responded the town pays for their employees' certification. Officer Madson will be the SRO
42 assigned to Rio Grande Prep. Reviewed the GRTs and a COLA increase.

43
44 Trustee Garcia asked if no one is hired for the position of Community Development; will a stipend be given
45 to Ms. Stoechner-Hernandez like the one we gave to Marshal Salas.

46

1 Mayor Barraza stated we are looking about dividing the duties; animal control, codes which should be
2 under the Marshal Department and Community Development. Budget will be adjusted as needed. We
3 have yet to get notification regarding the American Recovery Act so that is not included in the budget.
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**BOARD OF TRUSTEES
TOWN OF MESILLA
REGULAR MEETING
THURSDAY, MAY 27, 2021
6:00 P.M.**

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**IN PERSON AT THE COMMUNITY CENTER, 2251 CALLE DE SANTIAGO (SPACE IS LIMITED) OR VIA
TELECONFERENCE 1-346-248-7799, MEETING ID 983-7900-0389 PASSWORD 971704**

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TRUSTEES: Nora Barraza, Mayor
Stephanie Johnson-Burick, Mayor Pro Tem (absent)
Carlos Arzabal, Trustee (arrived at 6:10 p.m.)
Jesus Caro, Trustee
Veronica Garcia, Trustee

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STAFF: Cynthia Stoechner-Hernandez, Town Clerk/Treasurer
Kevin Hoban, Fire Chief
Rod McGillivray, Public Works Director
Enrique Salas, Marshal
Gloria Maya, Recorder

PUBLIC: Heather Nevarez Andy Embury
Jimmy Nevarez Amy O'Brien

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1. PLEDGE OF ALLEGIANCE

Mayor Barraza led the Pledge of Allegiance.

2. ROLL CALL & DETERMINATION OF A QUORUM

Roll Call.

Present: Mayor Barraza, Trustee Arzabal (6:10 p.m.), Trustee Caro, Trustee Garcia.

3. CHANGES TO THE AGENDA & APPROVAL

Motion: To approve agenda, Moved by Trustee Garcia, Seconded by Trustee Carp.

Roll Call Vote: Motion passed (**summary:** Yes =2).

Trustee Caro Yes

Trustee Garcia Yes

4. PRESENTATIONS:

a) A presentation of the Town of Mesilla's 2020 Audit – **Mariem Tall, Harshwal & Company, LLP.**
Ms. Tall gave a presentation of the Town of Mesilla's 2020 Audit.

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

Public input in writing shall be received at cynthias-h@mesillanm.gov 24 hours in advance to the meeting and will be read into the record. You will also be given an opportunity to speak during this time by pressing

1 ***9 while in the teleconference. You will be prompted when to begin speaking. Space is limited and may**
2 **require persons giving public input to rotate, if capacity of the room exceeded.**

3 No Public Input

4
5 **6. APPROVAL OF CONSENT AGENDA:** (The Board will be asked to approve by one motion the following items of
6 recurring or routine business. The Consent Agenda is marked with an asterisk *)

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

8
9 **Roll Call Vote:** Motion passed (summary: Yes =3).

10 Trustee Arzabal Yes

11 Trustee Caro Yes

12 Trustee Garcia Yes

13
14 a) ***BOT MINUTES** – Minutes of a Work Session and Regular Meetings on May 10, 2021.
15 *Approved by consent agenda*

16 b) ***PZHAC Case 061213** – 2391 Calle de Parian, submitted by Robert Reynolds, a request to
17 install a gazebo type shade structure on a residential property at this address. Zoned: Historic
18 Residential (HR). *Approved by consent agenda*

19 c) ***PZHAC Case 061219** – 2488 Calle de Guadalupe, submitted by Juan Albert for “Rincon de
20 Mesilla”; a request for a sign permit to allow a twelve square foot (3 foot by 4 foot) metal sign
21 to be installed next to a sign for another tenant located on the property. Zoned: Historic
22 Commercial (HC). *Approved by consent agenda **stipulation for a double fine*

23
24
25 **7. NEW BUSINESS:**

26 a) **Presentation and action on Resolution 2021-07:** an emergency resolution declaring limiting the
27 use of fireworks in the incorporated areas of the Town of Mesilla. – **Chief Kevin Hoban.**

28 Fire Chief Hoban gave a presentation on an emergency resolution declaring limiting the use of fireworks in the
29 incorporated areas of the Town of Mesilla. He read Resolution 2021-07; added an amendment to allow
30 firecrackers.

31
32 Trustee Garcia stated she observed tax permits were not being issued last year.

33
34 Fire Chief Hoban asked that it be reported to Central Dispatch so it can be taken care.

35
36 **Motion: To approve Resolution 2021-07: an emergency resolution declaring limiting the use of fireworks in**
37 **the incorporated areas of the Town of Mesilla as amended, Moved by Trustee Caro, Seconded by Trustee**
38 **Garcia.**

39
40 **Roll Call Vote:** Motion passed (summary: Yes =3).

41 Trustee Arzabal Yes

42 Trustee Caro Yes

43 Trustee Garcia Yes

44
45 b) **Resolution 2021-08:** A resolution for the regular local election of municipal officers. – **Board**
46 **of Trustees.**

47 Mayor Barraza read Resolution 2021-08: a resolution for the regular local election of municipal officers.

1 **Motion: To approve Resolution 2021-08: a resolution for the regular local election of municipal officers,**
2 **Moved by Trustee Garcia, Seconded by Trustee Caro.**

3
4 **Roll Call Vote:** Motion passed (**summary:** Yes =2).
5 Trustee Caro Yes
6 Trustee Garcia Yes
7

8
9 **c) Resolution 2021-09: Acceptance of the Town of Mesilla 2020 Audit. – **Board of Trustees.****

10 **Motion: To approve Resolution 2021-09: acceptance of the Town of Mesilla 2020 Audit, Moved by Trustee**
11 **Caro, Seconded by Trustee Garcia.**

12
13 **Roll Call Vote:** Motion passed (**summary:** Yes =2).
14 Trustee Caro Yes
15 Trustee Garcia Yes
16

17 **d) Resolution 2021-10: A resolution declaring surplus property to be nonessential for**
18 **Government Functions to be sold pursuant to NMSA §3-54-2. – **Board of Trustees.****
19 Mayor Barraza read Resolution 2021-10: a resolution declaring surplus property to be nonessential for
20 Government Functions to be sold pursuant to NMSA §3-54-2.
21

22 **Motion: To approve Resolution 2021-10: a resolution declaring surplus property to be nonessential for**
23 **Government Functions to be sold pursuant to NMSA §3-54-2, Moved by Trustee Caro, Seconded by Trustee**
24 **Garcia.**

25
26 **Roll Call Vote:** Motion passed (**summary:** Yes =2).
27 Trustee Caro Yes
28 Trustee Garcia Yes
29

30 **e) For consideration: approval of FY 2021-2022 Preliminary Budget for the Town of Mesilla. –**
31 **Cynthia Stohner-Hernandez, Clerk/Treasurer.**

32 Mayor Barraza stated a work session was held prior to the regular board meeting.
33

34 **Motion: To approve of FY 2021-2022 Preliminary Budget for the Town of Mesilla, Moved by Trustee Caro,**
35 **Seconded by Trustee Garcia.**

36
37 **Roll Call Vote:** Motion passed (**summary:** Yes =2).
38 Trustee Caro Yes
39 Trustee Garcia Yes
40

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

42 Trustee Garcia: MPO meeting
43

44 Mayor Barraza: MPO meeting, La Colonias presentation, Mayor Caucus, RTD meeting, Fiber Optic meeting, Los
45 Leones meeting.
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1 **9. BOARD OF TRUSTEE/STAFF COMMENTS**

2 Mr. McGillivray stated the plaza lighting project will be completed this week.

3
4 Mayor Barraza stated Ms. Sellers is working on the Music on the Plaza and the 4th of July events.

5
6 Marshal Salas stated the judge, and the Marshal's Department are planning an Amnesty Week for June 7-12
7 where they will be responsible for the fine charges only.

8
9 Trustee Arzabal thanked Ms. Stoechner-Hernandez and Ms. Maya for their work on the audit.

10
11 Trustee Garcia asked if approval for La Colonia designation will be scheduled for the next meeting.

12
13 Mayor Barraza responded La Colonia designation will be brought forth for approval at the first meeting in June.
14 Next meeting will be in-person and via Zoom. Send any concerns to the appropriate staff. Offices are open to
15 the public. Asked that if anyone that is not vaccinated to please wear their mask.

16
17 **10. ADJOURNMENT**

18 **The Town of Mesilla Trustees unanimously agreed to adjourn the meeting. (Summary: Yes-3)**

19
20 **MEETING ADJOURNED AT 6:50 P.M.**

21
22 **APPROVED THIS 28th DAY OF JUNE, 2021.**

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26 _____
27 **Nora L. Barraza**
28 **Mayor**

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30 **ATTEST:**

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34 **Cynthia Stoechner-Hernandez**
35 **Town Clerk/Treasurer**



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**BOARD OF TRUSTEES
TOWN OF MESILLA
SPECIAL MEETING
THURSDAY, JUNE 10, 2021
10:00 A.M.**

IN PERSON AT THE MESILLA COMMUNITY CENTER, 2251 CALLE DE SANTIAGO (SPACE IS LIMITED) OR VIA TELECONFERENCE 1-346-248-7799, MEETING ID 983-7900-0389 PASSWORD 971704

- TRUSTEES:** Nora Barraza, Mayor
Stephanie Johnson-Burick, Mayor Pro Tem
Carlos Arzabal, Trustee
Jesus Caro, Trustee (via zoom)
Veronica Garcia, Trustee (via zoom)
- STAFF:** Cynthia Stoechner-Hernandez, Town Clerk/Treasurer
Larry Shannon, Community Development
- PUBLIC:** Eric Liefeld Davie Salas
Yolanda Lucero CW Buddy Ritter
Sam Caldera, SJC Barry LaBench, SJC

1. PLEDGE OF ALLEGIANCE
Mayor Barraza led the Pledge of Allegiance.

2. ROLL CALL & DETERMINATION OF A QUORUM
Roll Call.
Present: Mayor Barraza, Mayor Pro Tem Johnson-Burick, Trustee Arzabal, Trustee Garcia

3. F K D Q J H V # W R # N K H # J H Q G D # # S S U R Y D O #

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

Roll Call Vote: Motion passed (summary: Yes =4).
Mayor Pro Tem Johnson-Burick Yes
Trustee Caro Yes
Trustee Arzabal Yes
Trustee Garcia Yes
#

4. S X E O I F # K H D U I Q J V # R Q # W Z R # S S H D O V # R I # # H F I V I R Q # P D G H # E \ # N K H # O D Q Q I Q J # # R Q I Q J #
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Motion: To close regular meeting and go into public hearing, Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee Arzabal.

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

2 Mayor ProTem Johnson-Burick Yes

3 Trustee Caro Yes

4 Trustee Arzabal Yes

5 Trustee Garcia Yes

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41 **Motion: To close public hearing and go back into regular meeting, Moved by Mayor Pro Tem**
42 **Johnson-Burick, Seconded by Trustee Arzabal.**

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

44 Mayor ProTem Johnson-Burick Yes

45 Trustee Caro Yes

46 Trustee Arzabal Yes

47 Trustee Garcia Yes

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10 **Motion: To support the P&Z decision, Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee**
11 **Arzabal.**

12 **Roll Call Vote:** Motion passed (summary: Yes = 5).
13 Mayor ProTem Johnson-Burick Yes
14 Trustee Caro Yes
15 Trustee Arzabal Yes
16 Trustee Garcia Yes
17 Mayor Barraza Yes

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21 f#r#w#z#q#l#j#r#h#h#q#w#d#h#r#y#h#h#h#q#w#d#f#h#z#d#z#d|#r#k#h#G rxe#d#I#d#h#h#w#d#x#d#w#d#
22]rqhg #K lwulfd#R p p hufld#KF, #-D ihu#h#ro#fdo#yrwh#r i#kh#deryh#lsshdo#d#
23 uhv#wlrq#wd#wqj #kh#erdug #v#h#f#l#r#q#l#g#x#w#l#f#d#w#r#q#k#d#h#l#ssuryhg#d#w#kh#h#{w#
24 Erdu#r i#w#xvwh#p hhwqj --#

25 **Motion: To allow Mr. Ritter to install his awning, Moved by Trustee Arzabal, Seconded by Trustee**
26 **Caro.**

27 **Roll Call Vote:** Motion passed (summary: Yes = 4, No = 1).
28 Mayor ProTem Johnson-Burick Yes
29 Trustee Caro Yes
30 Trustee Arzabal Yes
31 Trustee Garcia Yes
32 Mayor Barraza No

34 6. DGMR XUQP HQW#

35 **The Town of Mesilla Trustees unanimously agreed to adjourn the meeting. (Summary: Yes-5).**

37 **MEETING ADJOURNED AT 11:19 A.M.**

39 **APPROVED THIS 28th DAY OF JUNE 2021.**

43 _____
44 **Nora L. Barraza**
45 **Mayor**

47 **ATTEST:**

51 _____
52 **Cynthia Stochner-Hernandez**
Town Clerk/Treasurer#



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**BOARD OF TRUSTEES
TOWN OF MESILLA
REGULAR MEETING
MONDAY, JUNE 14, 2021
6:00 P.M.**

IN PERSON AT THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA (SPACE IS LIMITED) OR VIA TELECONFERENCE 1-346-248-7799, MEETING ID 983-7900-0389 PASSWORD 971704

TRUSTEES: Nora Barraza, Mayor
Stephanie Johnson-Burick, Mayor Pro Tem
Carlos Arzabal, Trustee (via Zoom)
Jesus Caro, Trustee (absent)
Veronica Garcia, Trustee

STAFF: Cynthia Stoechner-Hernandez, Town Clerk/Treasurer
Rod McGillivray, Public Works Director
Enrique Salas, Marshal
Larry Shannon, Community Development
Gloria Maya, Recorder

PUBLIC: Eric Liefeld Trina Witter
Chris Schaefer

1. PLEDGE OF ALLEGIANCE

Mayor Barraza led the Pledge of Allegiance.

2. ROLL CALL & DETERMINATION OF A QUORUM

Roll Call.

Present: Mayor Barraza, Mayor Pro Tem Johnson-Burick, Trustee Arzabal, Trustee Garcia

3. CHANGES TO THE AGENDA & APPROVAL

Mayor Pro Tem Johnson-Burick requested removing Case #061226 and Case #061227 from the consent agenda.

Motion: To approve agenda as amended, Moved by Trustee Arzabal, Seconded by Trustee Garcia.

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

Mayor Pro Tem Johnson-Burick Yes
Trustee Arzabal Yes
Trustee Garcia Yes

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

1 Public input in writing shall be received at cynthias-h@mesillanm.gov 24 hours in advance to the
2 meeting and will be read into the record. You will also be given an opportunity to speak during this
3 time by pressing *9 while in the teleconference. You will be prompted when to begin speaking. Space is
4 limited and may require persons giving public input IN PERSON to rotate, if capacity of the room is
5 exceeded.

6 Mr. Liefeld read letter regarding Resolution 2021-11 stating that he made it clear the fence would be
7 on his mother's property within the legal setback; will not encroach on neighbor's property. Asked
8 the board to reconsider the vote.

9
10 **5. APPROVAL OF CONSENT AGENDA:** (The Board will be asked to approve by one motion the
11 following items of recurring or routine business. The Consent Agenda is marked with an asterisk *)

12 **Motion: To approve consent agenda as amended, Moved by Trustee Garcia, 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) ***PZHAC Case 061223** – 2220 Calle de Parian, submitted by Teresa Sanchez (property owner)
21 for T.R. Frieze LLC; a request for a zoning permit to allow the applicant to replace deteriorated
22 parking bumpers in a commercial parking lot at this address. Zoned: Historic Commercial (HC)
23 *Approved by consent agenda*
- 24 b) ***PZHAC Case 061224-** 2424 Calle de Parian, submitted by Cecilia Quintana; a request for a
25 zoning permit to allow the replacement of an exterior bedroom door on a dwelling at this
26 address. Zoned: Historic Residential (HR). *Approved by consent agenda*
- 27 c) ***PZHAC Case 061225** – 2557 Calle de Parian, submitted by Andrea Bryan; a request for a
28 zoning permit to allow the installation of a shade structure at the rear of a dwelling at this
29 address. Zoned: Historic Residential (HR). *Approved by consent agenda*
- 30 d) ***PZHAC Case 061226** – 1680 Calle de Alvarez, submitted by Chris Schaefer; a request for a
31 zoning permit to enclose a breezeway between two commercial buildings at this address. Zoned:
32 General Commercial (C).

33 **Motion: To approve PZHAC Case #061226 – 1680 Calle de Alvarez, submitted by Chris Schaefer; a**
34 **request for a zoning permit to enclose a breezeway between two commercial buildings at this address.**
35 **Zoned: General Commercial (C), Moved by Trustee Arzabal, Seconded by Trustee Garcia.**

36
37 Mayor Pro Tem Johnson Burick stated she is concerned with the breezeway having no sprinklers and being
38 closed off at both ends. She saw where CID approved the permit and asked if the Fire Chief had also approved
39 the permit.

40
41 Fire Chief Hoban responded there have been no plans, at this time, to approve the permit.

42
43 Mayor Barraza stated there will be front and rear doors in the breeze way.

44
45 Mr. Shannon inaudible

46
47 Mayor Pro Tem Johnson-Burick stated wanted to ensure it would not be a fire hazard.

48
49 Mayor Barraza stated since this is a commercial business, the Fire Chief will need to do an inspection. She
50 asked Mr. Shannon if the area will be used as a seating area for customers; if that occur will a sprinkler system
51 need to be installed.

52
53 Mr. Shannon responded not at this time but if that does occur a sprinkler system will need to be installed.

1 Mayor Barraza clarified that if any business expands the necessary inspections and requirements will be done
2 and enforced.

3
4 Fire Chief Hoban responded that is correct.

5
6 **Roll Call Vote:** Motion passed (**summary:** Yes =3).

7 Mayor Pro Tem Johnson-Burick Yes

8 Trustee Arzabal Yes

9 Trustee Garcia Yes

10
11 e) ***PZHAC Case 061227** - 1740 Calle de Mercado, a request for a sign permit to allow a new sign
12 for a business to be located at this address. Zoned: General Commercial (C).

13 **Motion: To approve PZHAC Case #061227 – 1740 Calle de Mercado, a request for a sign permit to**
14 **allow a new sign for a business to be located at this address. Zoned: General Commercial (C), Moved**
15 **by Mayor Pro Tem Johnson-Burick, Seconded by Trustee Garcia.**

16
17 Mayor Pro Tem Johnson-Burick apologized for removing Case #061227 from the consent agenda; stated she
18 had misread the information.

19
20 **Roll Call Vote:** Motion passed (**summary:** Yes =3).

21 Mayor Pro-Tem Johnson-Burick Yes

22 Trustee Arzabal Yes

23 Trustee Garcia Yes

24
25 f) ***For Approval:** the hiring of three (3) temporary employees for the Summer Recreation
26 program. *Approved by consent agenda*

27
28
29 **6. NEW BUSINESS:**

30 a) **Resolution 2021-11:** A resolution denying an appeal for case 061099 at 2320 Calle de Santiago
31 a request for a permit to install a coyote fence and a stucco wall around the property at this
32 address. – **Board of Trustees.**

33 Ms. Stoehner-Hernandez read resolution denying an appeal for Case #061099 at 2320 Calle de Santiago.

34 **Motion: To approve Resolution 2021-11: A resolution denying an appeal for Case #061099 at 2320 Calle**
35 **de Santiago a request for a permit to install a coyote fence and a stucco wall around the property at this**
36 **address, Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee Garcia.**

37
38 Mayor Pro Tem Johnson-Burick stated she initially thought the fence would be on the property line; now she
39 understands that is not the case.

40
41 Mr. Shannon responded the fence would be 6 inches inside of property line. As per ordinance would need to
42 have a setback and fence would need to be 7 ft. inside the property line to entry to the property.

43
44 Mayor Barraza stated the applicant should have been brought forth that information during the appeal hearing.

45
46 Mr. Liefeld responded he was not aware there was false information.

47
48 Mayor Barraza asked Mr. Liefeld if he was aware of the ordinance.

49
50 Mr. Liefeld read ordinance section.

51
52 Mr. Shannon read ordinance section 18.35.

1 Mayor Pro Tem Johnson-Burick stated Mr. Liefeld could provide other plans if he chooses to.

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

Mayor Barraza Yes
Mayor Pro Tem Johnson-Burick Yes
Trustee Arzabal Yes
Trustee Garcia Yes

10 **b) Resolution 2021-12:** a resolution approving an appeal for case 061218 at 2355 Calle de
11 Guadalupe to allow a retracting cloth awning at the Double Eagle Restaurant. – **Board of**
12 **Trustees.**

13 Ms. Stoechner-Hernandez read resolution 2021-12 a resolution approving an appeal for case 061218 at 2355
14 Calle de Guadalupe.

15 **Motion: To approve Resolution 2021-12: A resolution approving an appeal for Case #061218 at 2355**
16 **Calle de Guadalupe to allow a retracting cloth awning at the Double Eagle Restaurant, Moved by**
17 **Trustee Garcia, Seconded by Trustee Arzabal.**

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Roll Call Vote: Motion passed (**summary:** Yes =3; No=1).

Mayor Barraza No
Mayor Pro Tem Johnson-Burick Yes
Trustee Arzabal Yes
Trustee Garcia Yes

25 **c) Resolution 2021-13:** a resolution designating the Town of Mesilla as a “Colonia” for the
26 purposes of obtaining additional funding for projects. - **Board of Trustees.**

27 **Motion: To approve Resolution 2021-13: A resolution designating the Town of Mesilla as a “Colonia”**
28 **for the purposes of obtaining additional funding for projects, Moved by Trustee Garcia, Seconded by**
29 **Trustee Arzabal**

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Mayor Pro Tem Johnson-Burick stated after serving on the board and seeing the needs of our town it would be
a disservice to the community to if we do not approve the designation.

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Trustee Garcia thanked them for educating our town and our residents. She is looking forward to working on
much needed projects.

37
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39

Trustee Arzabal thanked the trustees for getting educated. This designation will help the town get funding for
several needed projects.

40
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Mayor Barraza stated she is glad that this came back to the table. We will now have the opportunity to look
for funding for much needed infrastructure projects.

43
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Roll Call Vote: Motion passed (**summary:** Yes =4).

Mayor Barraza Yes
Mayor Pro Tem Johnson-Burick Yes
Trustee Arzabal Yes
Trustee Garcia Yes

49 **d) Resolution 2021-14:** a resolution extending a moratorium on expanding non-conforming lots an
50 additional two months. - **Board of Trustees.**

51 Ms. Stoechner-Hernandez read Resolution 2021-14: a resolution extending a moratorium on expanding non-
52 conforming lots an additional two months.

1 **Motion: To approve Resolution 2021-14: A resolution extending a moratorium on expanding non-**
2 **conforming lots an additional two months, Moved by Trustee Arzabal, Seconded by Trustee Garcia.**
3

4 Mayor Pro Tem Johnson-Burick stated this has been challenging ordinance.
5

6 Trustee Garcia stated there is no commitment from the members making it difficult to move forward and
7 causing this moratorium to be extended. We need to get this taken care of.

8 Trustee Arzabal thanked the committee.

9 Mayor Barraza stated the revisions to this ordinance are very important. As we extend the moratorium, we are
10 hurting our constitutes.

11 Ms. Stoechner-Hernandez named the committee members.

12 Mayor Barraza encouraged the committee to meet this week to move forward.

13 Mayor Pro Tem Johnson-Burick stated Ms. Stoechner-Hernandez has worked hard in providing information to
14 the trustees and committee members.

15 Mayor Barraza stated she provided copies of the Comprehensive Plan. We need to set a meeting date and
16 move forward to get this done.
17

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

19 Mayor Barraza Yes

20 Mayor Pro-Tem Johnson-Burick Yes

21 Trustee Arzabal Yes

22 Trustee Garcia Yes
23
24

25 **7. *STAFF REPORTS**

26 Community Development

27 Community Programs

28 Finance Department

29 Fire Department

30 Marshal Department

31 Public Works Department
32

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

34 Mayor Pro Tem Johnson-Burick: MPO meeting; no meeting in July
35

36 Trustee Garcia: MPO meeting
37

38 Trustee Arzabal: CEO meeting Friday, June 11th
39

40 Mayor Barraza: STRTD, NMML Mayor Caucus, NMDOT, MPO meetings
41
42

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

44 Fire Chief Hoban stated the ISO evaluation has improved to 4 rating and is committed to get to a 3 rating
45 which helps reduce premiums. He is proud of the department for what they do. Drought conditions will
46 continue to be monitored.
47

1 Marshal Salas stated they have received another vehicle. They have an appointment for the graphics to be
2 installed next week.

3
4 Mr. Shannon stated this will be his last Board of Trustees meeting as he will be retiring making his last
5 workday June 25th. He has truly enjoyed working for the Town of Mesilla.

6
7 Ms. Stoechner-Hernandez stated there will be late afternoon luncheon at La Posta on Friday, June 25th at 4:00
8 p.m. in honor of Mr. Shannon; asked everyone to RSVP to Ms. Sellers.

9
10 Trustee Arzabal stated we do not want political answers from Mr. Cervantes. Let us ask clear questions and be
11 straight forward. He asked the trustees if they would like to get together to do something for our employees
12 who stepped up to get the job done during the pandemic.

13
14 Trustee Garcia stated she is pleased the Colonia designation has passed. Thanked Mr. Shannon for his hard
15 work and wished him the best on his new endeavor.

16
17 Mayor Pro Tem Johnson-Burick stated many of the decisions we need to make are not easy. Thanked Mr.
18 Shannon and appreciates what he has done for the town. She understands that New Mexico will be opening
19 fully on July 1st.

20
21 Mayor Barraza stated all future meetings will be in-person and not on Zoom. Once New Mexico is fully
22 opened businesses will go back to following rules and regulations; notices will be sent out to the businesses.
23 There have been two meetings regarding expanding broadband to the west side of Las Cruces; they will be
24 seeking funding to make that possible. Thanked the department heads and staff for their hard work in
25 providing services to the Town of Mesilla. Summer Rec begins on June 21st at the Community Center. A tree
26 will be planted in memory of Ms. Gloria Garza on June 24th at the park across the street from the Community
27 Center on Friday, June 24th. Thanked Mr. Shannon for his commitment and dedication to the Town of
28 Mesilla. Historic Preservation is very challenging. We need to continue what our forefathers put in place as to
29 preserve the history of Mesilla. PZHAC needs our support as they have done a great job in following the
30 ordinances. Our history is what brings tourist to our community.

31
32 Mayor Pro Tem Johnson-Burick stated if we allow the little things to change then it will be the little things that
33 will change Mesilla; big things can be stopped.

34
35 Mayor Barraza stated her area of expertise is preservation. When something is destroyed it is gone. That is
36 not what we want for our community and future generations. She asked if the water fountains are available on
37 the plaza. She asked everyone to be conservative regarding electricity to avoid blackouts and to be safe.

38
39 Mr. McGillivray responded there is one fountain in working condition.

40
41
42 **10. ADJOURNMENT**

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

44
45 **MEETING ADJOURNED AT 7:15 P.M.**

46
47 **APPROVED THIS 28th DAY OF JUNE, 2021.**

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51 _____
52 **Nora L. Barraza**
53 **Mayor**
54

1 **ATTEST:**

2

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5 _____
6 **Cynthia Stohner-Hernandez**

Town Clerk/Treasurer

#

BOT ACTION FORM
SUP EXTENSION REQUEST
CASE 012064
[PZHAC REVIEW 6/21/21]

Item:

Case 012064 – 1755 Avenida de Mercado, submitted by Lou Ellen Kay and Vince Gutschick for the Las Cruces Academy, a request for an extension of the Special Use Permit for the private school located at this address. Zoned: General Commercial (C).

Description of Request:

The Las Cruces Academy was granted a Special Use Permit in 2012 by the Town to operate as a private school at this location. The Special Use Permit was approved for a three-year period, with a three-year extension granted by the PZHAC in 2015, and again for three years in September 2018. The latest three-year extension is about to expire, and the applicant is requesting a further extension of three years.

There have been no changes to the size, hours of operations, or impacts to the area created by the school in the last six years. Additionally, there have not been any complaints about the school from neighboring property owners within the past last six years. Staff is not aware of any other complaints or problems with the school in during its operation, and it does not appear that the school has had any negative impacts on the Town during its nine years of operation.

According to the applicant (see attached letter from the applicants):

“We would like to request an indefinite extension of our Special Use Permit so that we can continue to run the Las Cruces Academy in our current location of 1755 Avenida de Mercado, a building currently owned by Tinsley Preston (Preston Wisconsin LP). We believe the following facts are relevant and support our request.

1. While we are currently leasing the building from Mr. Preston, we are beginning discussions with him for a lease/purchase of the property.
2. As a part of our school philosophy we feel it is very important for the school and the students to be involved in the local community. In past years, before COVID restrictions, the students performed in several local events as well as attending local events, especially Dia de los Muertos and Cinco de Mayo. They have also visited the home of J. Paul Taylor and performed for him. We traditionally produce events to which the community is invited, including a performance at the end of every semester. We have also in past years, and intend to continue, had educational booths at events such as Dies y Seis de Septiembre. We have hosted the musical portion of the 4th of July fireworks displays and allowed citizens to use our space for viewing the fireworks. Most recently posters by our students, featuring environmental concerns, were displayed in the Town Hall building, which we greatly appreciated.
3. Our teachers, families, and students visit when possible local art galleries, picnic and play in local parks, and eat at local restaurants. We are happy to be a part of this historic, delightful community.

We wish to remain in Mesilla and greatly appreciate being allowed to be an active part of the community. If there is a change in either our rental agreement or in the ownership of the building, we will certainly notify the Town Offices.”

Consistency with the Code:

The school has been operating in accordance with the requirements of the SUP as approved and within the requirements of the Code. There have been no issues with the school since its inception nine years ago, Approval of this request would be consistent with the previous approvals of requests for extensions in the past six years.

PZHAC ACTION:

The PZHAC noted that there have been no issues of any sort with this use in the past nine years and voted 3 – 0 to recommend APPROVAL of the permit to the BOT as requested.

BOT OPTIONS:

1. Approve the proposed changes as approved by the PZHAC.
2. Approve the proposed changes with conditions.
3. Reject the application.

BOT ACTION:



Doña Ana County, NM

General Reference Maps

2014 Aerial | **Addresses** | County Address Points

Select Search Type: Account Number ▼ E

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0401311](#)
Parcel Number: 4006137282197
Owner: PRESTON WISCONSIN LP
Mail Address: 6600 W TOUHY AVE
Subdivision: MERCADO DE LA
MESILLA PHASE 2 REPLAT NO 1
(BK 22 PG 123-124 - 073641)
Property Address: 1755 CALLE
DE MERCADO





Las Cruces Academy
1755 Avenida de Mercado - physical address
Mesilla, NM 88046

4904 Calabazilla Dr. - mailing address
Las Cruces, NM 88011
15 June 2021

To the Town of Mesilla:

Request for extension of Special Use Permit

We would like to request an indefinite extension of our Special Use Permit so that we can continue to run the Las Cruces Academy in our current location of 1755 Avenida de Mercado, a building currently owned by Tinsley Preston (Preston Wisconsin LP). We believe the following facts are relevant and support our request.

1. While we are currently leasing the building from Mr. Preston we are beginning discussions with him for a lease/purchase of the property.
2. As a part of our school philosophy we feel it is very important for the school and the students to be involved in the local community. In past years, before COVID restrictions, the students performed in several local events as well as attending local events, especially Dia de los Muertos and Cinco de Mayo. They have also visited the home of J. Paul Taylor and performed for him. We traditionally produce events to which the community is invited, including a performance at the end of every semester. We have also in past years, and intend to continue, had educational booths at events such as Dies y Seis de Septiembre. We have hosted the musical portion of the 4th of July fireworks displays and allowed citizens to use our space for viewing the fireworks. Most recently posters by our students, featuring environmental concerns, were displayed in the Town Hall building, which we greatly appreciated.
3. Our teachers, families, and students visit when possible local art galleries, picnic and play in local parks, and eat at local restaurants. We are happy to be a part of this historic, delightful community.

We wish to remain in Mesilla and greatly appreciate being allowed to be an active part of the community. If there is a change in either our rental agreement or in the ownership of the building we will certainly notify the Town Offices.

With appreciation,

Lou Ellen Kay
Head of School

Vince Gutschick
Chair, Board of Trustees

The LCA is a 501(c)(3) charitable educational institute. We do not discriminate on the basis of race, creed, color, national or ethnic origin, sex, physical disability, or sexual orientation.

BOT ACTION FORM
[PZHAC REVIEW – 6/21/2021]
STAFF ANALYSIS

Item:

Case 061233 – 2685 Calle de Parian, submitted by William McIlvaine; a request for a summary subdivision to allow a 0.91 acre parcel to be split into two parcels. Historic Residential (HR)

Description of Request:

The subject property is located on the southeast corner of Calle del Oeste and Calle de Parian. The property is 0.91 acres (about 39,680 square feet) in size; and is currently occupied by a main dwelling having about 2350 square feet and a garage that was converted into an accessory dwelling having about 587 square feet of living space. Other than a small well house next to the main dwelling, there are no other structures on the property. Access to the property is from Calle de Parian, although there is a gate at the rear of the property onto Calle del Oeste. The dwellings share a common water main connection but have separate sewer connections.

The applicant would like to divide the property into two parcels, each containing a dwelling. The larger of the two will be 0.481 acres (20,952 square feet) and will contain the main dwelling. Access will be from Calle de Parian. The second property will be 0.430 acres (18,730 square feet) and will contain the accessory dwelling. Access will also be from Calle de Parian. Both dwellings will be over ten feet from the new property line. Each dwelling will have its own water and sewer line. Each of the properties will meet the required 8,000 square feet of property and the 80 feet of frontage for new lots.

According to the applicant, the smaller property may be sold off in the future.

Consistency with the Code:

The PZHAC will need to determine that the proposed summary subdivision will be consistent with the following sections of the Code:

18.33.060 Development zone.

A development zone defines the immediate physical vicinity to be used to identify the historic character of a particular area and includes the predominant architectural style and design standards of existing structures together with their setting.

- A. Function of the Development Zone. The function of the development zone is to provide for historically appropriate development within an existing historic district by setting standards for both new construction and alterations to existing structures.

18.35.040 Development standards.

- B. Population Density. When lots or parcels in the H-R zone are to be developed to single-family or multiple single-family dwellings, each lot or parcel shall have sufficient area to provide 8,000 square feet of area for each family unit to be built. The maximum number of dwellings allowed on any property shall be two, providing density and parking requirements are met. A maximum of 40 percent impervious and 60 percent pervious shall be required unless otherwise noted by the development zone requirements of Chapter [18.33](#) MTC (Historic Preservation).

Chapter 17.35 ALTERNATE SUMMARY PROCEDURE

17.05.060 Definitions.

- 41. "Summary subdivision" means a subdivision of land consists of no more than two parcels of land or is a replat where the combination or recombination of portions of previously platted lots does not increase the total number of lots. Summary subdivisions shall be in substantial conformity with the subdivision regulations of the town of Mesilla. The applicability of the summary subdivision procedure may be determined by the planning, zoning and historical appropriateness commission.

17.35.020 Utility connections.

All lots in C, H-C, H-R and R-1 zones shall be provided with connections to the municipal water system, sewage system and storm drainage system in accordance with plans approved by the planning commission. [Ord. 89-01; prior code § 11-5-7.2]

Findings that need to be made:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of subdividing a 0.91 acre lot into two parcels having a dwelling on each through the summary subdivision process.
- The PZHAC has determined that the proposed summary subdivision will not be in violation of MTC 17.35, MTC 18.33 or MTC 18.35
- The PZHAC has determined that the proposed summary subdivision will meet all applicable Code requirements.

PZHAC ACTION:

The PZHAC determined that the proposed lot split met the requirements of the Mesilla Town Codes and that the lot split would not be detrimental to the Town and voted 3 – 0 to recommend APPROVAL of the permit to the BOT as requested.

BOT OPTIONS:

1. Approve the proposed lot split (summary subdivision) as approved by the PZHAC.
2. Approve the proposed lot split (summary subdivision) with conditions.
3. Reject the application.

BOT ACTION:

Doña Ana County, NM

General Reference Maps

2014 Aerial | Addresses | County Address Points

Select Search Type: Account Number ▼ | E

Maps | Legend

Map Themes

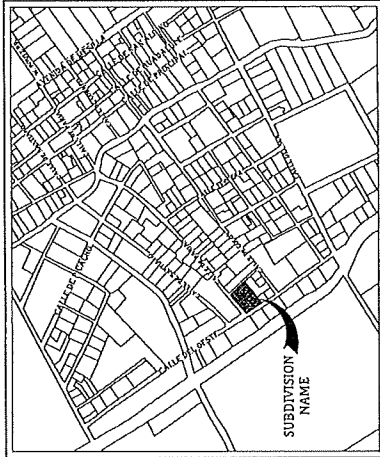
- Parcels
- UDC Zoning
- Roads and Transportation
- NM House Districts
- NM Senate Districts
- County Commission Districts
- City Council Districts
- Median Household Income
- General Land Ownership

Account Number: R0400441
 Parcel Number: 4006138096083
 Owner: MCILVAINE WILLIAM
 Mail Address: 7101 NORTH MESA #370
 Subdivision:
 Property Address: 2685 CALLE DE PARIAN #2
 Acres: 0.93



OLD MESILLA FARMS

A 0.910 ACRE REPLAT OF U.S.R.S. TRACTS 11A-208A, 11A-208A2 AND 11A-209
 LOCATED IN WITHIN SECTION 36, T.23S., R.1E., N.M.P.M. OF THE U.S.R.S. SURVEYS
 TOWN OF MESILLA, DOÑA ANA COUNTY, NEW MEXICO
 JUNE 2, 2021



VICINITY MAP
 NTS

DEDICATION

THE TRACT OF LAND SHOWN HEREON IS TO BE KNOWN AS "OLD MESILLA FARMS", AND CONTAINS 0.910 ACRES OF LAND, MORE OR LESS.

ALL RIGHTS OF WAY SHOWN HEREON ARE DEDICATED TO THE TOWN OF MESILLA. UTILITY EASEMENTS ARE GRANTED TO THE TOWN OF MESILLA FOR THE INSTALLATION AND MAINTENANCE OF UTILITY LINES AND STRUCTURES. ALL RULES AND REGULATIONS OF THE TOWN OF MESILLA AND SAID UTILITY COMPANIES WILL APPLY TO THESE EASEMENTS. ALL OTHER EASEMENTS SHOWN HEREON ARE GRANTED FOR THE USE INDICATED. NO ENCROACHMENT WILL INTERFERE WITH THE USE OF EASEMENTS AS SHOWN ON THIS PLAN IS ALLOWED.

THIS SUBDIVISION HAS BEEN DEDICATED IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER OF THE LAND SHOWN HEREON.

I, THE UNDERSIGNED OWNER DO HEREBY SET MY HAND THIS _____ DAY OF _____, 2021.

WILLIAM P. McILVAINE
 MESILLA, NM 88046

STEPHAN P. McILVAINE
 MESILLA, NM 88046

INSTRUMENT OF TITLE: INSTRUMENT NO. 181225 FILED ON MAY 21, 2018
 (COUNTY OF DOÑA ANA)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2021
 BY WILLIAM P. McILVAINE AND STEPHAN P. McILVAINE.

UTILITY APPROVALS

THIS PLAT AND SUBDIVISION HAS BEEN PREPARED BY THE UNDERSIGNED COMPANY TO PROVIDE UTILITY SERVICE TO THE UNDERSIGNED COMPANIES TO THE SUBDIVISION.

EL PASO ELECTRIC COMPANY

EASEMENTS SHOWN HEREON, COPIES OF WHICH HAVE BEEN PRESENTED TO THE EL PASO ELECTRIC COMPANY, ARE SATISFACTORY TO MEET THE NEEDS FOR THE INSTALLATION OF (UNDERGROUND), (OVERHEAD), (UNDERGROUND AND/OR OVERHEAD), (UNDERGROUND AND DESIGNATED OVERHEAD FEEDER) CABLE UTILITIES.

BY: _____ DATE: _____

COMCAST

EASEMENTS SHOWN HEREON, COPIES OF WHICH HAVE BEEN PRESENTED TO COMCAST, AS A TELEFACTORY (UNDERGROUND), (OVERGROUND AND DESIGNATED OVERHEAD FEEDER) CABLE UTILITIES.

BY: _____ DATE: _____

QUEST COMMUNICATIONS (DBA CENTURY LINK)

EASEMENTS SHOWN HEREON, COPIES OF WHICH HAVE BEEN PRESENTED TO QUEST COMMUNICATIONS COMPANY, ARE SATISFACTORY TO MEET THE NEEDS FOR THE INSTALLATION OF (UNDERGROUND), (OVERHEAD), (UNDERGROUND AND/OR OVERHEAD), (UNDERGROUND AND DESIGNATED OVERHEAD FEEDER) TELEPHONE UTILITIES.

BY: _____ DATE: _____

TOWN OF MESILLA PLANNING AND ZONING COMMISSION APPROVAL

THIS PLAN HAS BEEN SUBMITTED TO AND HAS BEEN CHECKED BY THE TOWN OF MESILLA PLANNING AND ZONING COMMISSION AND IS HEREBY RECOMMENDED FOR APPROVAL BY HAVING MET THE REQUIREMENTS OF THE LAND SUBDIVISION REGULATIONS OF THE TOWN OF MESILLA.

BY: _____ DATE: _____

CHAIRMAN _____ DATE: _____

SECRETARY _____ DATE: _____

TOWN OF MESILLA BOARD OF TRUSTEES APPROVAL

THE ACCOMPANYING SUBDIVISION, BEING WITHIN THE CORPORATE LIMITS OF THE TOWN OF MESILLA, HAS BEEN PRESENTED TO AND APPROVED FOR FILING BY THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA.

BY: _____ DATE: _____

ATTORNEY AT LAW _____ DATE: _____

BY: _____ DATE: _____

TOWN CLERK _____

NOTES:

- THE DEVELOPER IS RESPONSIBLE FOR PROVIDING UTILITY STANDARDS TO THE TOWN OF MESILLA AND NECESSARY TO PROVIDE UTILITY SERVICES TO THE LOTS CONTAINED HEREIN.
- BASES OF BEARINGS IS BETWEEN MONUMENTS FOUND ALONG THE SOUTH LINE OF THIS TRACT AS SHOWN (S99°59'51"W).
- THIS PARCEL OF LAND IS IN FLOOD ZONE "X" OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S FLOOD INSURANCE RATE MAPS (FIRM 58034C1930) DATED 7/6/2016.
- EXCESS STORM DRAINAGE IS TO BE RETAINED ON LOTS WITH THE FINDING SYMBOL (F), MAINTENANCE OF FLOOD CONTROL WILL BE THE RESPONSIBILITY OF THE LOT OWNER.

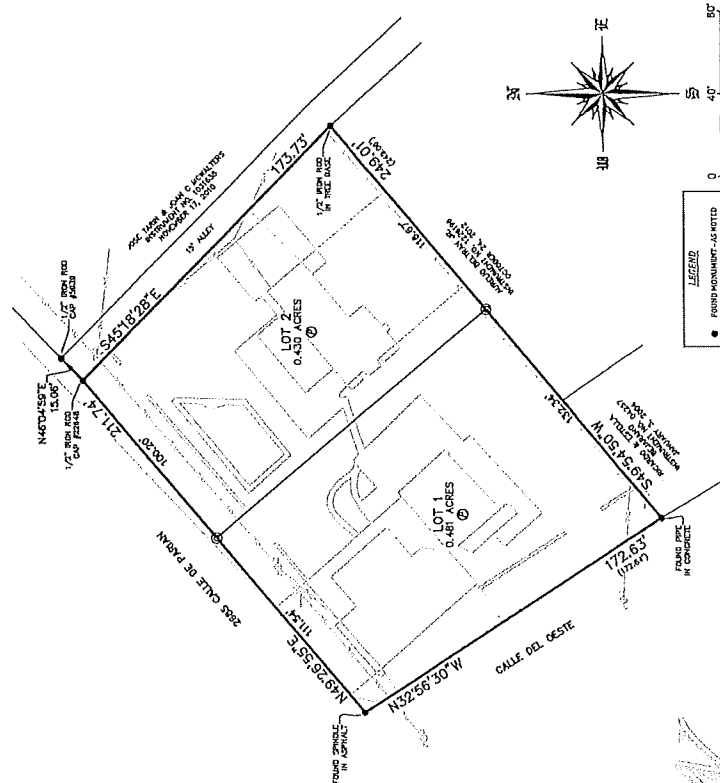
CARTER SURVEYING AND MAPPING

3267 View Drive Las Cruces, New Mexico 88011
 Phone (575) 313-2638
 Carter.Surveying@gsi@gmail.com

PROJECT NAME: OLD MESILLA FARMS

DATE: 6/2/2021 PROJECT NUMBER: 21178

SHEET 1 OF 2



SURVEYOR'S CERTIFICATION

I, BENJAMIN L. CARTER, A NEW MEXICO PROFESSIONAL SURVEYOR, CERTIFY THAT THIS SURVEY PLAT AND THE FIELD SURVEY UPON WHICH IT IS BASED WERE PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION; THAT I AM RESPONSIBLE FOR THIS SURVEY; THAT THIS SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF; AND THAT THIS SURVEY PLAT MEETS THE MINIMUM STANDARDS FOR A SURVEY IN NEW MEXICO.

BENJAMIN L. CARTER, PS 22648

SUBDIVISION APPLICATION

OFFICIAL USE ONLY:

Case # 061233

Fee \$ 150.00

CASE NO. 061233 ZONE: HR CODE: SSUB APPLICATION DATE: 16 JUNE 2021

Preliminary Plat Summary Subdivision Final Plat Vacation of Lot Line

Name of Applicant: WILLIAM + STEPHAN MCILVAINE Applicant's Telephone/Cell Number: 316 990 9896

Mailing Address: PO BOX 360 City: MESILLA State: NM Zip Code: 88046

Owner of Record: Address: 2685 CALLE DE PARIAN City: MESILLA State: NM Zip Code: 88046

Name of Engineer: N/A License # of Engineer: _____ Address: _____ Telephone/Cell Number: _____

Name of Architect: _____ License # of Architect: _____ Address: _____ Telephone/Cell Number: _____

Subdivision Name: OLD MESILLA FARMS Subdivision Location: 2685 CALLE DE PARIAN

Total Acreage: 0.910 Number of Lots: 2
 Acreage of Largest Lot: 0.481 Acreage of Smallest Lot: 0.430

Legal Description: 0.91 ACRE REPLAT OF USRS TRACTS 11A-208A2 AND 11A-209 LOCATED IN WITHIN SECTION 36 T.23S R.1E NM PM OF USRS SURVEYS TOWN OF MESILLA DONA ANA COUNTY NEW MEXICO

Tax Map Property Code (s): 804-00441 Jacob's Map #: 4-006-138-096-083

A ZONE CHANGE, VARIANCE, EXEMPTION, OR SPECIAL PERMIT IS ALSO BEING REQUESTED WITH THIS PROPERTY.
 EXPLAIN: N/A

By signing this application, you hereby acknowledge that ALL the information submitted on and with this application is true and correct to the best of your knowledge and that all provisions of the Town of Mesilla shall be met. No application will be accepted without the original signature of the owner(s) of record of the described property. If more than one owner, ALL owners must sign the application. (Attached an additional sheet if necessary).

Owner(s): William + Stephan McIlvaine Date: 16 JUNE 2021

Applicant(s) (if different than owner): _____ Date: _____

FOR OFFICIAL USE ONLY

PZHAC Administrative Approval Approved Date: _____
 Approved Date: _____ Disapproved Date: _____
 Disapproved Date: _____ Approved with Conditions
 Approved with conditions

CONDITIONS: _____

Las Cruces Public Schools Board of Education

AGENDA ITEM EXECUTIVE SUMMARY

1. **Board Meeting Date:** June 15, 2021
2. **Item Title:** Approval of Memorandum of Understanding with Town of Mesilla for School Resource Officers at Zia Middle School and Rio Grande Preparatory Institute for 2021-2022 school year.
3. **Name of Presenter(s):** Gabe Jacquez, Superintendent Operations & Todd Gregory, Director of Public Safety
4. **This item is for:** ___ Action Consent Agenda ___ Discussion ___ Report/Information
5. **Proposed Motion (Action Items Only):** Approval of Memorandum of Understanding with Town of Mesilla for School Resource Officers at Zia Middle School and Rio Grande Preparatory for 2021-2022 school year.
6. **Executive Summary/Justification:**
The district is seeking approval of MOU between Town of Mesilla and Las Cruces Public Schools for the 2021-2022 school year. The Town of Mesilla will provide a School Resource Officer for Zia Middle School and Rio Grande Preparatory Institute.

TOWN OF MESILLA & LAS CRUCES PUBLIC SCHOOLS

SERVICE AGREEMENT

**SCHOOL RESOURCE OFFICER and COMMUNITY SERVICES OFFICER
SERVICES**

This Agreement is made, this 5th day of August, 2021, by and between the LAS CRUCES PUBLIC SCHOOL DISTRICT (hereinafter "School District"), and the TOWN OF MESILLA (hereinafter "TOWN") as follows:

WITNESSETH:

WHEREAS, the TOWN agrees to provide the School District two (2) School Resource Officers (SRO) Program in the School District; and

WHEREAS, the School District and the TOWN desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the SRO's in the School District;

WHEREAS, it is understood by both parties that the role of the SRO is to improve school safety and avoid inappropriate referrals by School Administration to law enforcement; and

WHEREAS, it is understood by both parties that the intent to renew is to be identified by May of the year in which the contract is put into place:

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Cost of the SRO Program

The School District agrees to reimburse the TOWN OF MESILLA for the cost of the SRO Program on a flat fee basis of \$114,727. The fee shall be paid in quarterly installments beginning on September 30th. Annual increases shall be based on an assessment of the actual costs from the previous year.

2. Employment of School Resource Officers

- A. The SRO's shall be employees of the TOWN and shall be subject to the administration, supervision, and control of the TOWN.
 - B. The SRO's shall be subject to all personnel policies and practices of the TOWN except as such policies or practices may be modified by the terms and conditions of this Agreement.
 - C. The TOWN, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SRO's.
 - D. If a principal is dissatisfied with an SRO who has been assigned to that principal's school, then that principal may request through the Superintendent or Designee that the Marshall address specific performance related issues or possibly assign a different officer as the SRO for that school.
 - E. One SRO shall be assigned to Zia Middle School and One SRO shall be assigned to Rio Grande Preparatory Institute. This current Agreement relates to two (2) SRO's.
 - F. The School District shall provide office space, office supplies, and access to a computer with internet access.
3. Duty Hours
- A. The SRO shall spend the majority of their hours at schools, it is the intent of the parties that the SRO's duty hours shall conform to the school day, student lunch schedule, and LCPS School Year calendar. The School District requires law enforcement presence at Rio Grande Preparatory Institute (2) hours in the morning, (1) hour at lunch and (2) hours in the afternoon.
 - B. It is understood and agreed that time spent by SRO's attending municipal court, juvenile court, and/or criminal cases arising from and/or out of their employment as an SRO shall be considered as hours worked under this Agreement. In the event of an emergency situation/circumstances requiring the SRO to leave the campus the on-duty officer will make every attempt to notify LCPS Administration before leaving their school post. LCPS Director of Public Safety will work collaboratively with the Mesilla Marshall's office to address absences and possible make-up of time as needed.

- C. In the event an SRO is absent from work for a full day or more, the SRO shall notify his or her supervisor in the TOWN and the principal of the school to which the SRO is assigned. The TOWN will assign another SRO or qualified officer, if available, to substitute for the SRO who is absent.
- D. In the event and SRO is required to leave their assigned school during a workday, the SRO shall notify his or her supervisor in the TOWN and the principal of the school to which the SRO is assigned.

4. Term of Agreement

The term of this Agreement commences on the August 5, 2021 and ends on the 30th day of June 2022. Either party may request termination or modification of this agreement. This request will be made in writing.

5. Duties of School Resource Officers

The SRO's duties will include, but not be limited to, the following:

- A. To be an extension of the principal's office for assignments consistent with this Agreement.
- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters.
- C. To provide a safe environment as to law enforcement matters on public school property.
- D. To provide a classroom resource for law enforcement education using approved materials.
- E. To be a resource for students which will enable them to be associated with a law enforcement figure and role model in the student's environment.
- F. To be a resource for teachers, parents, and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance abuse.
- G. To make appearances before parent groups and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
- H. To complete and provide a monthly activity report to the TOWN, to the Director of Public Safety, and to the principal of the assigned school. This

report will include the activities of the SRO on campus for that specific month.

- I. The SRO will only be involved in school discipline when it pertains to preventing a disruption that would, if ignored, place students, faculty, and staff at risk of harm; the SRO will resolve the problem to preserve the school climate. Law enforcement approaches (such as arrest, citations, ticketing, or court referrals) shall be used only as a last resort, handled in a confidential and non-disruptive manner when possible, and never to address instances of non-violent behavior that do not pose a serious and immediate threat to school safety.
- J. The disciplining of students is a School District responsibility, and the SRO will only assist when requested by the principal for safety concerns. Except for such requests, the SRO shall not become involved in routine school disciplinary matters, such as tardiness, loitering, use of profanity, and dress code violations that do not rise to the level of a serious or immediate threat to safety.
- K. It will be the responsibility of the SRO to report all crimes originating on the school campus. Information on cases that are worked off-campus by the TOWN or other agencies involving students on a campus served by an SRO will be provided to the SRO, but the SRO will not normally be actively involved in off-campus (incidents) investigation (s).
- L. The SRO will share information with the LCPS Director of Public Safety or principal/designee about persons and conditions that pertain to campus safety concerns.
- M. The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency and delinquency-prone youths and their families. Referrals will be made when necessary.
- N. The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- O. The SRO will coordinate all of his/her activities with the principal and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.

- P. The SRO may be asked to provide community wide crime prevention presentations that include, but are not limited to:
- Drugs and the law-Adult and juvenile
 - Alcohol and the law-Adult and juvenile
 - Safety Programs-Adult and juvenile
 - Sexual Assault Prevention
 - Bullying Prevention Education
 - Assistance in other crime prevention programs as assigned
- Q. The SRO's will wear their department authorized duty weapons in accordance with departmental policy.
- R. The TOWN, in coordination with the School District shall provide training and support to the SRO on: LCPS policies, regulations, and procedures (i.e. positive behavior supports, restorative practices), how to distinguish between, and appropriately respond to, disciplinary infractions versus major threats to safety or serious criminal conduct; how to engage students and how to support positive, productive behaviors; basic childhood and adolescent development; age-appropriate responses; disability issues; conflict resolution and de-escalation techniques; bias-free policing; and identification of and referral for services for those students exposed to trauma and violence. Training shall be provided on a regular schedule as determined by the School District and the TOWN.
- S. The SRO shall provide reports and data to the School District, as requested by the School District, for use in analyzing the effectiveness of intervention policies. Such data may include school-based arrests, citations, searches, and referrals to law enforcement or court.
- T. The SRO shall participate in any School District training regarding the restraint and seclusion law, NMSA 1978, § 22-5-4.12.
- U. This Agreement is subject to the Board of Education Policy JB, Access to Education and Protections for Immigrant Students. All provisions of that policy must be followed, including the requirement that there shall be no enforcement of federal immigration law on District property.
6. Chain of Command

- A. As employees of the TOWN, SRO's will be subject to the chain of command of the TOWN.
 - B. In the performance of their duties, SRO's shall coordinate and communicate with the LCPS Director of Public Safety and the principal or the principals' designee of the school to which they are assigned.
7. Transporting Students
- A. SRO's shall not transport students in TOWN vehicles except:
 - (1) When the students are victims of a crime, under arrest, or some other emergency circumstances exist; and
 - (2) When students are suspended and/or sent home from school pursuant to school disciplinary actions; and the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period; and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.
 - B. Students shall not be transported to any location unless it is determined that the student's parent, guardian, or custodian is at the destination to which the student is being transported. SRO's shall not transport students in their personal vehicles.
 - C. SRO's shall notify school personnel upon removing a student from campus.
8. Access to Education Records
- A. School officials shall allow SRO's to inspect and copy any public records maintained by the school to the extent allowed by law.
 - B. If some information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, school officials shall disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.
 - C. If confidential student record information is needed by an SRO, but no emergency situation exists, the information may be released only as allowed by law.

9. Insurance and Liability

The TOWN OF MESILLA, pursuant to the authority conferred by the New Mexico Tort Claims Act, has established a self-funded, self-administered program for General Liability, Auto Liability, and Worker's Compensation claim against the TOWN OF MESILLA and its employees under the New Mexico Tort Claims Act. The program is funded at a level believed by management of the TOWN OF MESILLA under the Act to be adequate during the term of this Agreement for the SRO's in performance of his or her law enforcement duties to provide coverage in an amount equal to or exceeding that required under the New Mexico Tort Claims Act at N.M. Stat. Ann. § 414-19 (2004) as amended or recodified in the future.

No Party to this Agreement shall be responsible for the liability incurred as a result of the other Party's acts or omissions in connection with this Agreement or in performance under this Agreement. Any liability incurred in connection with this Agreement or the acts of omissions of a Party performing under the Agreement is specifically subject to the immunities and limitations of the New Mexico Tort Claims Act, N.M. Stat. Ann. SS 41-4-1 et seq. (1978), as the same may be amended or recodified from time to time.

This Agreement contains the understanding between TOWN OF MESILLA and the SCHOOL DISTRICT only and shall not create or confer on any other person or entity any right or benefit, substantive or procedural, enforceable at law or otherwise against the named parties, their officers, directors, employees, agents, representatives, attorneys, contractors, subcontractors, consultants, or advisors.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first written above.

For the TOWN OF MESILLA:

For the LAS CRUCES PUBLIC SCHOOLS:

DocuSigned by:

BB4857C940654EF...

Mayor

Superintendent

TOWN OF MESILLA

LAS CRUCES SCHOOL DISTRICT #2

Approved as to form:



TOWN OF MESILLA Attorney

SCHOOL DISTRICT Attorney

TOWN OF MESILLA

LAS CRUCES PUBLIC SCHOOLS



TOWN OF MESILLA BOARD ACTION FORM

ITEM:

FOR APPROVAL: AN AUDIT CONTRAC FOR THE FY 20/21 FISCAL YEAR, WITH THE OPTION OF TWO ADDITIONAL YEARS.

BACKGROUND:

The Town went out to RFP for a new auditor due to our previous Audtors, Harshwal, taking a year off from doing audits in the state of NM. We request that you approve Beasley, Mitchell & Co., LLP as the Town of Mesilla's auditors. They are local to Las Cruces and have great references from Sunland Park, Hidalgo County and City of Artesia.

BOT ACTION:

Approve

Approve with changes

Deny

Reviewed by: Cynthia S-Hernandez

Town Clerk/Treasurer

Email: cynthias-h@mesillanm.gov

FORM OF PROPOSAL

1. Name of Firm: Beasley, Mitchell & Co., LLP

2. Address and Telephone Number:
 509 S. Main, Suite A
 Las Cruces, NM 88004
 575-528-6700

3. Proposed Start Date July 2021 Proposed End Date December 15, 2021
 Total Hours 100

4. Proposal Offer for financial audit services for the 2020-2021 fiscal year. \$ 15,250

5. Proposal Offer for financial audit services for the 2021-2022 fiscal year. \$ 15,709

6. Proposal Offer for financial audit services for the 2022-2023 fiscal year. \$ 16,181

BREAKDOWN	1 st Year	1 st Year	2 nd Year	2 nd Year	3 rd Year	3 rd Year
	Hours	Cost	Hours	Cost	Hours	Hours
	FYE 06/30/21	FYE 06/30/21	FYE 06/30/22	FYE 06/30/22	FYE 06/30/23	FYE 06/30/23
Financial Statement Audit	60	8,400	60	8,652	60	8,912
Financial Statement Preparation	30	4,260	30	4,388	30	4,520
GASB 34	10	1,420	10	1,463	10	1,507
Tax		1,170		1,206		1,242
Total Compensation	100	15,250	100	15,709	100	16,181



Town of Mesilla, New Mexico

RESOLUTION NO. 2021-15

A RESOLUTION REPEALING AND ADOPTING JOB DESCRIPTIONS FOR TOWN POSITIONS.

WHEREAS, the Mayor and Board of Trustees of the Town of Mesilla hold the municipal powers conferred by state statute to operate the municipality; and

WHEREAS, the Mayor is the presiding officer of the Board of Trustees and is vested with the sovereign power for operating the municipality upon the consent and approval of the Trustees; and

WHEREAS, some job descriptions need revised to better suit the duties of positions; and

NOW THEREFORE, BE IT RESOLVED that the previous job descriptions are repealed and the attached job descriptions are adopted and constitutes the general duties and tasks of the afore mentioned positions and the general procedures to be observed by said positions.

PASSED, ADOPTED AND APPROVED on this 28th day of June 2021.

Nora L. Barraza
Mayor

ATTEST:

Cynthia Stoechner-Hernandez
Town Clerk-Treasurer

(SEAL)

Urc#Fdo#Yrwh#		
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Attachments

JOB TITLE:	COMMUNITY DEVELOPMENT COORDINATOR	
DEPARTMENT:	FINANCE/ADMINISTRATION	
CLASSIFICATION:	FULL-TIME	FLSA: NON-EXEMPT
SALARY RANGE:	\$16.83 - \$21.30 Hourly	

JOB SUMMARY:

The Community Development Coordinator is responsible for planning and organizing the implementation of building projects, administering community development activities. The position also oversees the building and zoning function, which includes current and long-range planning, building enforcement and real estate and land activities.

MAJOR DUTIES:

- Review and process all applications to include but not limited to building permits, subdivision requests, special use permits, variance requests, sign permits, and zoning.
- Reviews private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits and compliance with approved plans.
- Ensures the timely preparation of complete and accurate staff work for presentation to committees, commissions, and Board of Trustees; performs research and analysis for presentations on special projects and community/planning issues.
- Administers and interprets the Comprehensive Plan and Land Development and other codes; ensures compliance with Federal, State, and local laws, ordinances, rules, and regulations; drafts code provisions or amendments to correct deficiencies or effect compliance with new laws or regulations; develops plans or programs to satisfy future needs for department services.
- Represents the department to various committees, commissions, and community groups.
- Provide staff assistance and prepare reports to the Planning, Zoning and Historic Appropriateness Commission (PZHAC), the Board of Trustees, the County Assessor's office and the Town Clerk/Treasurer and related boards and commissions; prepare agendas, staff reports and other necessary correspondence.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.

- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- Interprets the Town code, local and state regulations, plans, policies and understands the functions of elected and appointed boards, citizens, the business community, and the public.
- Responsible for preparing PZHAC, Board of Adjustments (BOA), and Architectural Styles Committee agendas and compiles cases for meeting packets.
- Keep in custody all minutes and resolutions approved by the PZHAC and BOA.
- Record all proceedings and resolutions of the PZHAC and BOA.
- Research and present facts and findings on each case at the meeting of the PZHAC and Architectural Styles Committee and answer questions related to the cases.
- Attend the bi-weekly meetings of the PZHAC and the bi-weekly meetings of the BOT, make presentations and answer questions related to the PZHAC cases at each meeting.
- Serve as secretary to the PZHAC.
- Enforce the Comprehensive Land Use Ordinance for the Town of Mesilla, to include issuing notices of violations, stop work orders, etc.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding building enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Work together with the Marshal's Department to accomplish code enforcement.
- Administer and interpret the Guidelines and Criteria for Historic Preservation, the "Yguado Plan," and encompassed in Mesilla Town Code Chapter 18.33 for the purpose of maintaining the historic nature of the Town of Mesilla.
- Plans, sets, coordinates, and performs follow-up work of meetings involving interested parties, which may include elected officials, agency representatives, and individuals from the public sector, and the public to promote and undertake special projects.
- Perform other duties as assigned.

JOB SPECIFICATIONS:

- Operations, services, and activities of a comprehensive planning program
- Principles and policies of regional and urban planning.
- Zoning administration practices and methods.
- Principles and practices of urban design and neighborhood revitalization.
- Principles and practices of program development and administration.
- Principles and practices of short- and long-term planning.
- Pertinent Federal, State, and local laws, codes, and regulations.

SUPERVISORY CONTROLS:

The Mayor assigns work in terms of goals and objectives. The Coordinator manages the daily operation of the department independently. The work may be reviewed upon completion by the Town Clerk/Treasurer.

PHYSICAL DEMANDS

Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

WORK ENVIRONMENT.

Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually quiet in the office, moderate to loud in the field.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction

MINIMUM QUALIFICATIONS

1. BA or BS in planning or a closely related field.
2. At least two (2) years' experience in planning, engineering, or related field
3. Thorough knowledge of land use, zoning laws and comprehensive plans, including their information, adoption, and enforcement.
4. Any equivalent combination of education and experience.
 5. A valid New Mexico driver's license.

DRAFT

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Community Development Coordinator position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.

DRAFT

JOB TITLE: SCHOOL RESOURCE OFFICER

DEPARTMENT: MARSHAL JOB SUMMARY:

Under general supervision, in cooperation with Las Cruces Public Schools (LCPS)—through a Service Agreement for School Resource Officer (SRO) Services—performs general duty police work involved in the protection of persons and property; prevention and investigation of crimes, and enforcement of laws, committed on or adjacent to school property. Counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of a student. Assists other law enforcement officers with outside investigations concerning students attending the school(s) the SRO is assigned.

Distinguishing characteristics:

The School Resource Officer differs from Deputy Marshal I/II, due to the specialized assignment and the position being project employment contingent upon funding.

MAJOR DUTIES:

- Performs general duty police work in order to provide SRO services to LCPS; and, to protect and serve the public of the Town of Mesilla.
- Patrols streets, roads, and public places on foot, patrol car or any other means of conveyance to prevent crime, enforce laws, or respond to criminal actions on LCPS property.
- Issues tickets to traffic violators, primarily within school zones or along Safe Routes to Schools.
- Conducts crash investigation at crash sites, reroutes traffic accordingly, and investigates causes and results of crashes.
- Responds to reported crime scenes on LCPS property adhering to required processes and procedures.
- Writes and files report of daily activity immediately to his/her supervisor following each shift.
- Appears in court to present evidence and testify against apprehended individuals violating the law.
- Provides security surveillance to LCPS buildings.
- Performs other job-related duties as assigned.

JOB SPECIFICATIONS:

- Bilingual (English/Spanish) preferred.
- Ability to plan, direct and coordinate police and civilian activities.
- Knowledge in police operations, techniques, practices, traffic control and enforcement, and resource planning.
- Excellent communication and interpersonal skills necessary in interacting with LCPS staff, students and Town staff.
- Knowledge of safety and standard police practices.
- Working knowledge of personal computer with appropriate software is necessary.
- Ability to operate all assigned equipment and tools.

SUPERVISORY CONTROLS:

Position reports to the Marshal, through the established chain-of-command. Consequences of error may include life, injury, monetary, property, and customer inconvenience. Personal contacts are constant and must be conducted in a courteous and respectful manner at all times.

GUIDELINES:

Position is permitted some variation in work sequence and routine, adhering to all federal, state and local laws, rules, regulations, procedures, and policies.

COMPLEXITY:

Both simple and complex problem solving required in dealing with citizen complaints and concerns adhering to strict policies and procedures.

PHYSICAL DEMANDS:

Physical demands in field operations are substantial involving bending, stooping, crawling, balancing, and reaching below, at, or above shoulder height. Must be able to lift and carry up to 150 pounds when performing apprehending, restraining, and/or rescuing duties. Hand coordination and motor skills required when operating a baton, mace, hand-held radio, firearm, handcuffs and performing first aid/CPR. Requires talking, hearing, and visual acuity sufficient to perform essential job functions.

WORK ENVIRONMENT:

Environmental Factors Position functions up to 90% outdoors and is exposed to all types of weather conditions; traffic noises; mechanical hazards; biohazards such as bodily fluids; debris, fumes, odors, and dusts associated with crime and crash scenes. All protective clothing, equipment, and devices are required and provided by the department. Work Situation Factors Drug testing is required according to DOT regulations. Must be free of felony convictions. Position is subject to competing demands such as extended

work hours beyond regular shift when necessary; multiple tasks; strict deadlines; and exposure to serious bodily harm.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

Position reports to the Marshal, through the established chain-of-command. Incumbents may lead or supervise lower-level positions.

MINIMUM QUALIFICATIONS:

- High school diploma or GED. An Associate’s Degree in Criminal Justice or related field from an accredited college/university is preferred.
- Graduate of the New Mexico DPS Law Enforcement Academy or Certification by Waiver process; NMDPS certification or Certification by Waiver within twelve (12) months.
- Three (3) years as a certified police officer is preferred.
- Valid NM Class D driver license.
- IR Breathalyzer operator; standardized field sobriety testing –required within twelve (12) months.
- Cardio Pulmonary Resuscitation certification is required within twelve (12) months.
- Must be able to pass a rigid, comprehensive background investigation,
- Must be a U.S. Citizen and legally able to carry and use firearms and ammunition.

RESOLUTION NO. R2021-16

**APPROVING PARTICIPATION IN THE PROGRAM OF THE
SOUTH CENTRAL COUNCIL OF GOVERNMENTS, INC.
FOR FISCAL YEAR 2021-2022**

WHEREAS, Town of Mesilla (herein-after known as the “Member”), desires to be a participating member in the program and policy development for the South Central Council of Governments, Inc. (hereinafter known as “SCCOG”); and

WHEREAS, it is necessary and desirable that an agreement setting forth the services to be performed by the SCCOG for the Member be entered into, wherewith the SCCOG is agreeing to furnish the following:

- A. Implement the work program as established by the SCCOG Board of Directors for the 2021-2022 Fiscal Year.
- B. Provide the Member, when requested, with technical, grant program planning, economic development, strategic overall planning and management assistance.
- C. Address problems, issues and opportunities of a regional nature which go beyond single municipal or county jurisdictional boundaries and serve as a liaison and advocate for local governments within the region at the state and federal levels.
- D. Provide information dissemination about statewide regional and community initiatives to foster greater coordination and efficiency of the programs.

WHEREAS, it is necessary to set forth the sum to be paid by the Member to the SCCOG as annual dues, thereby placing the Member with voting powers on the SCCOG Board of Directors, with an agreement to furnish the following:

- A. To participate, through their designated representatives or alternate, in the SCCOG’s policy development process by attending meetings, helping formulate the annual work program, reviewing the SCCOG Goals and Objectives, and the District Comprehensive Economic Development Strategy (CEDS).
- B. To pay to the SCCOG the sum of **\$654.00** annual membership dues as payment of the aforementioned services for the period beginning July 1, 2021 and ending June 30, 2022.
- C. The Member hereby appoints Mayor Nora L. Barraza , as their designated representative and _____ as alternate.

NOW THEREFORE, BE IT RESOLVED THAT the Member and the SCCOG hereby mutually agree to the aforementioned provisions of this Resolution and Agreement.

DONE this 28th day of June, 2021 at Town of Mesilla, New Mexico.

Attestation:

Member Government

Clerk, or other Authorized Official

Signature of Authorized Official

Attest :

South Central Council of Governments, Inc.

Jay Armijo, Executive Director

Chairwoman, Nora Barraza