



Town of Mesilla, New Mexico

**BOARD OF TRUSTEES/PZHAC OF THE TOWN OF MESILLA
WILL HOLD A WORKSESSION AT THE MESILLA TOWN HALL
2231 AVENIDA DE MESILLA**

MONDAY, SEPTEMBER 25, 2023 5:00 P.M.

MINUTES

TRUSTEES: Nora Barraza, Mayor
Adrianna Merrick, Mayor Pro Tem
Biviana Cadena, Trustee
Veronica Garcia, Trustee
Stephanie Johnson-Burick, Trustee

PZHAC: Yoland Lucero, Commissioner
Davie Salas, Commissioner
Eric Walkinshaw, Commissioner

STAFF: Edward Salazar, Community Development Coordinator
Gloria Maya, Town Clerk/Recorder

PUBLIC: Catharine Walkinshaw Lori Miller
Russell Hernandez Andrea Bryan
Susan Krueger Trina Witter
Mary H Ratje

Ordinance Worksession

Mayor Barraza: discussion regarding changing PZHAC meetings to 2:00 p.m. There has not been an increase in attendance when the time was changed to 6:00 p.m.

Mr. Salazar: same amount of people in attendance. His hours are extended due to the extra hours needed to complete his regular duties.

Commissioner Lucero: agrees to the time change.

Mr. Walkinshaw: applicants may not be able to attend if the time is changed.

Commissioner Lucero: Mr. Salazar can call the applicant; many times, the applicant does not show up for the meeting.

Mayor Barraza: have applicants been attending the meetings.

Mr. Salazar: there has been no change in attendance from the afternoon meetings. He will do what is best for the town.

1 Commissioner Salas: the change in meeting time will not make a difference to him. Mr. Salazar has trouble
2 getting packets done on time.
3
4 Trustee Garcia: asked if packets are done on time.
5
6 Commissioner Lucero: Mr. Salazar does the packets on time. Asked about the commissioner's attendance.
7
8 Mr. Salazar: the ratio maybe be 50/50.
9
10 Mayor Barraza: is there a difference in commissioners' attendance from the afternoon meetings to the evening
11 meetings.
12
13 Mr. Salazar: not that he can remember.
14
15 Trustee Garcia: meeting time was changed because some of the commissioners could not attend.
16
17 Mayor Barraza: no, the time was changed due to the request from the audience.
18
19 Mayor Pro Tem Merrick: Dona Ana County and City of Las Cruces hold their meetings during the day.
20 Recommended monetary compensation for Mr. Salazar for the overtime.
21
22 Trustee Cadena: people work, having a quorum may be an issue. Monetary compensation is better than comp
23 time. Asked about how many hours Mr. Salazar puts in a week.
24
25 Mr. Salazar: six (6) to seven(7) hours.
26
27 Trustee Johnson-Burick: monetary compensation would need to be for every non-exempt employee.
28
29 Mayor Barraza: Public Works employees are usually given flex time. Ms. Sellers, who puts in 30 hours of
30 comp time during the fiestas, would get that paid at time and a half.
31
32 Trustee Cadena: employee should be given a choice.
33
34 Mayor Pro Tem Merrick: would like consistency.
35
36 Trustee Johnson-Burick: opts for 6:00 p.m. meetings.
37
38 Mayor Barraza: Mr. Salazar prefers afternoon meetings.
39
40 Trustee Johnson-Burick: recommended changing meetings to 4:00 p.m.
41
42 Commissioner Salas: look at what works best for Mr. Salazar to be more efficient.
43
44 Mayor Barraza: Mr. Salazar does stress to the applicant to attend the meetings.
45
46 Trustee Garcia: recommended a one (1) month trial period.
47
48 Mayor Barraza: the meeting can be at 4:00 p.m.
49
50 Trustee Johnson-Burick: recommended a two (2) month trail period.
51
52 Mayor Barraza: discussion on Administrative Approvals process, 18.33.080 and 15.15.030.
53
54 Mr. Salazar: reviewed the Administrative Approval process.
55

1 Commissioner Walkinshaw: 18.33.080 is routine maintenance. Requested a list of Administrative Approval
2 applications and having them on the agenda.
3
4 Mr. Salazar: approvals is given a permit on orange paper that needs to be posted. Dispatch should be notified
5 if anyone sees construction without a permit posted.
6
7 Mayor Barraza: requested Mr. Salazar provide her with a list. The Administrative Approvals are
8 informational only and not an action item.
9
10 Trustee Johnson-Burick: Administrative Approvals are for routine maintenance. Concerned giving too much
11 latitude in the Historical Residential and Commercial Zone.
12
13 Mr. Salazar: there is a process that will still need to be followed. Administrative Approvals reduces the time
14 the applicant needs to wait for PZHAC and BOT meetings.
15
16 Trustee Johnson-Burick: recommended getting a review from PZHAC without having to have a meeting.
17 Develop an SOP to get a second pair of eyes.
18
19 Trustee Garcia: Architectural Style Committee reviewed the cases; an additional five (5) set of eyes.
20
21 Mr. Salazar: process worked well.
22
23 Mayor Barraza: taking too long due to the extra conversation taking place. Review committee is now helping
24 to move the cases along.
25
26 Trustee Garcia: inaudible
27
28 Mr. Salazar: routine maintenance should not take that long.
29
30 Mayor Pro Tem Merrick: recommended separate approvals for the different zones. Asked what process will
31 be followed.
32
33 Mr. Salazar: a list can be provided monthly. He communicates with the Mayor regarding any concerns.
34
35 Mayor Barraza: once Administrative Approval is granted, it cannot be reversed. Recommended creating a
36 checklist for different zones. PZHAC and BOT can review the list to see if that is what is needed when
37 making Administrative Approvals.
38
39 Mayor Pro Tem Merrick: provide a list of Administrative Approvals to PZHAC and BOT on agenda under
40 reports.
41
42 Commissioner Lucero: review the process that was done under Mr. Shannon.
43
44 Commissioner Walkinshaw: recommended following up on Administrative Approval projects to make sure
45 what is being done is what the application states.
46
47 Mayor Barraza: time is an issue.
48
49 Mr. Salazar: that is more of a code issue.
50
51 Mayor Barraza: updating is taking place in Incode (software).
52
53 Commissioner Salas: keeping the codes officer updated on the permits issued; attendance at the meetings.
54
55 Mr. Salazar: transcribing takes a lot of time.

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Mayor Barraza: transcribing service is being looked into.

Mayor Pro Tem Merrick: look at software.

Mr. Salazar: sometimes that is more work.

Commissioner Walkinshaw: asked why the Architectural Style Committee removed.

Mayor Barraza: someone stated that the committee was more for the Historical Zones, and it was taking up too much time. People were getting off track.

Commissioner Walkinshaw: inaudible

Mr. Salazar: Architectural Style is done by PZHAC per code.

Mayor Barraza: we need to follow the checklist; streamlining the process.

Trustee Garcia: Architectural Style Committee was on track.

Mayor Barraza: felt it was a gossip group; inappropriate.

Trustee Cadena: developing a checklist would be helpful in doing everything consistently.

Mayor Barraza: Code Book tends to be inconsistent. Create a standard process to address rezone, variances, special use, etc. PZHAC and BOT Worksession on October 10th at 5:00 p.m.

Mayor Pro Tem Merrick: BOT needs to insure the codes are consistent.



Town of Mesilla, New Mexico

THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA
WILL HOLD A REGULAR MEETING AT THE MESILLA TOWN HALL,
2231 AVENIDA DE MESILLA

MONDAY, SEPTEMBER 25, 2023 6:00 P.M.

MINUTES

TRUSTEES: Nora Barraza, Mayor
Adrianna Merrick, Mayor Pro Tem
Biviana Cadena, Trustee
Veronica Garcia, Trustee
Stephanie Johnson-Burick, Trustee

STAFF: Rod McGillivray, Public Works Director
Enrique Salas, Marshal
Edward Salazar, Community Development Coordinator
Greg Whited, Fire Chief
Gloria Maya, Town Clerk/Recorder

PUBLIC:	Richard Moreno	Ruben Quintana
	Crystal Whited	Jasha Zapien
	Catharine Walkinshaw	Russell Hernandez
	Andrea Bryan	Andy Embury
	Lori Miller	Marcy Toomey
	Susan Krueger	Trina Witter
	Mary H Ratje	Page Coleman
	Angela Rael	Jay Armijo

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 Merrick, Trustee Cadena, Trustee Garcia, Trustee Johnson-Burick.

3. CHANGES TO THE AGENDA & APPROVAL

Motion: To approve agenda, Moved by Trustee Johnson-Burick, Seconded by Trustee Garcia.

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

Trustee Cadena Yes

Trustee Garcia Yes

Trustee Johnson-Burick Yes

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

1 Ms. Walkinshaw stated she is protesting changing the PZHAC meeting hours. We pay your salaries; you work
2 for us. Decisions cannot be made in a worksession; needs to be made by resolution.

3
4 Ms. McBride stated the Architectural Style Committee was hard to work with as well as the review committee.
5 Transparency is a challenge for the town. Agrees to there being a clear process in place.

6
7 Ms. Bryan stated the public requested moving the meeting back to 6:00 p.m.

8
9 **5. PRESENTATIONS:**

10 **a) Las Cruces International Mariachi Conference Day Proclamation – October 22, 2023**

11 Mayor Barraza read Las Cruces International Mariachi Conference Day Proclamation – October 22, 2023.

12
13 **b) South Central Council of Governments – Jay Armijo**

14 Mr. Armijo gave a presentation of the South Central Council of Governments.

15
16 **6. APPROVAL OF CONSENT AGENDA:** (The Board will be asked to approve by one motion the following
17 items of recurring or routine business. The Consent Agenda is marked with an asterisk *)

18 **a) *BOT MINUTES – Minutes of Regular Meeting, September 11, 2023 *Approved by consent***
19 ***agenda***

20 **Motion: To approve consent agenda to include item 8a, Moved by Mayor Pro Tem Merrick, Seconded**
21 **by Trustee Johnson-Burick.**

22
23 **Roll Call Vote:** Motion passed (summary: Yes =4).

24 Mayor Pro Tem Merrick Yes

25 Trustee Cadena Yes

26 Trustee Garcia Yes

27 Trustee Johnson-Burick Yes

28
29 **7. STAFF REPORTS**

30 **a) Resolution 2023-19 – 1ST Quarter Budget Adjustment (BAR) – Gloria Maya**

31 Ms. Maya reviewed Resolution 2023-19.

32
33 **b) Calle de Norte Multi-Use Path Phase III – NMDOT FY24 TPF Award & Match Waiver – Rod**
34 **McGillivray**

35 Mr. McGillivray gave a report on Calle de Norte Multi-Use Path Phase III – NMDOT FY TPF.

36
37 **c) Public Safety Building Renovation Capital Outlay 22-G2846 Molzen/Corbin Design Services –**
38 **Rod McGillivray**

39 Mr. McGillivray gave a report on Public Safety Building Renovation Capital Outlay 22-G2846.

40
41 **8. OLD BUSINESS**

42 **a) FACTS AND FINDINGS:** Resolution 2023-18 SUP Case #061636 *Approved by consent agenda*

43 **b) *BOT MINUTES - Minutes of SUP Public Hearing/Special Meeting, September 6, 2023 *Approved***
44 ***by consent agenda***

45 **9. NEW BUSINESS**

46 **a) PZHAC BUSINESS LICENSE #1138 – 2424 Calle de Parian, submitted by Page Coleman.**
47 **Requesting approval for a home occupation business license to start her business, Coleman**
48 **Gallery Contemporary Art. **Zone: Historical Residential (HR).****

49 **Motion: To approve PZHAC Business License #1138 – 2424 Calle de Parian, submitted by Page**

1
2 **f) Discussion: Audit – Mayor Barraza**

3 Mayor Barraza stated the Audit entry meeting will be October 23rd. Trustees have requested discussion on audits.
4 She had spoken to the State Auditor regarding a Special Audit. She called them back to tell them that a couple of
5 trustees were asking about a Forensic Audit. He told her to ask for a Special Audit during the entry meeting, they
6 will need to know what specific areas they will need to look into. A Forensic Audit indicates there is illegal activity
7 taking place. A Special Audit is a stand-alone audit and not as expensive as a Forensic Audit. She asked the
8 trustees to let her know if there were any specific areas, they would like the firm to investigate. Asked the trustees
9 to submit their request for a Special Audit to Ms. Maya.

10
11 **10. BOARD OF TRUSTEE COMMITTEE REPORTS**

12 Trustee Garcia: September 15th meeting on Zoom; next meeting Friday, December 8th.

13
14 Trustee Johnson-Burick: MPO meeting September 13th; next meeting October 11th

15
16 Mayor Barraza: RTD and SCCOG meetings cancelled; LCPS Board meeting.

17
18 **11. BOARD OF TRUSTEE/STAFF COMMENTS**

19 Marshal Salas stated he is happy to have received the grant.

20
21 Mayor Pro Tem Merrick congratulated him on receiving the grants.

22
23 Trustee Johnson-Burick stated it was a wonderful fiesta. Mr. Salazar did a great job in leading the Board of
24 Adjustments meeting. Appreciates the residents' comments.

25
26 Trustee Garcia stated she would like a response regarding a resolution for the PZHAC meeting time change.

27
28 Trustee Cadena stated it was a great fiesta. Asked residents to email the trustees with their comments and
29 suggestions.

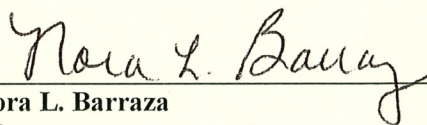
30
31 Mayor Barraza stated it was a successful fiesta. Mr. Fuentes has been working with Ms. Maya. In October a
32 presentation will be made showing where the town is after the 1st quarter. Asked the board to submit questions
33 or comments they would like addressed during the presentation. We will look into a resolution regarding the
34 time change.

35
36 **12. ADJOURNMENT**

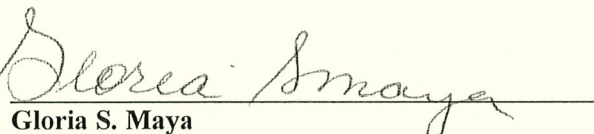
37 **The Town of Mesilla Trustees unanimously agreed to adjourn the meeting. (Summary: Yes-4).**

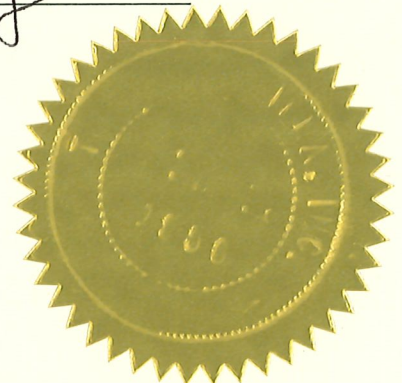
38
39 **MEETING ADJOURNED AT 6:55 P.M.**

40
41 **APPROVED THIS 10th DAY OF OCTOBER, 2023.**

42
43
44 
45 Nora L. Barraza
46 Mayor

47
48 **ATTEST:**

49
50
51 
52 Gloria S. Maya
53 Town Clerk/Treasurer
54



1 **Coleman. Requesting approval for a home occupation business license to start her business, Coleman**
2 **Gallery contemporary Art. Zone: Historical Residential (HR), Moved by Trustee Johnson-Burick,**
3 **Seconded by Mayor Pro Tem Merrick.**
4

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

6 Mayor Pro Tem Merrick Yes

7 Trustee Cadena Yes

8 Trustee Garcia Yes

9 Trustee Johnson-Burick Yes

10
11 **b) APPROVAL:** Resolution 2023-19 1st Quarter Budget Adjustment (BAR)

12 **Motion: To approve Resolution 2023-19 1st Quarter Budget Adjustment (BAR), Moved by Mayor Pro**
13 **Tem Merrick, Seconded by Trustee Johnson-Burick.**
14

15 Mayor Pro Tem Merrick asked if the \$34,000 is a rollover.

16
17 Mayor Barraza responded no; the Fire Protection Fund was allocated \$34,073 more than was budgeted.

18
19 Mayor Pro Tem Merrick stated the town will be reimbursed the \$79,920.

20
21 Mayor Barraza responded New Mexico Self Insured will reimburse that amount which will be for the cameras.
22 The Marshal's Department has received a grant for \$100,306.40.

23
24 **Roll Call Vote:** Motion passed (summary: Yes =4).

25 Mayor Pro Tem Merrick Yes

26 Trustee Cadena Yes

27 Trustee Garcia Yes

28 Trustee Johnson-Burick Yes

29
30
31 **d) APPROVAL:** Resolution 2023-20 Calle de Norte Multi-Use Path Phase III – NMDOT FY24 TPF
32 Match Waiver

33 **Motion: To approve Resolution 2023-20 Calle de Norte Multi-Use Path Phase III – NMDOT FY24 TPF**
34 **Match Waiver, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Johnson-Burick.**
35

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

37 Mayor Pro Tem Merrick Yes

38 Trustee Cadena Yes

39 Trustee Garcia Yes

40 Trustee Johnson-Burick Yes

41
42 **e) APPROVAL:** Public Safety Building Renovation Capital Outlay 22-G2846 Molzen/Corbin Design
43 Services

44 **Motion: To approve Public Safety Building Renovation Capital Outlay 22-G2846 Molzen/Corbin Design**
45 **Services, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Johnson-Burick.**
46

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

48 Mayor Pro Tem Merrick Yes

49 Trustee Cadena Yes

50 Trustee Garcia Yes

51 Trustee Johnson-Burick Yes

**BOARD OF TRUSTEES
REGULAR MEETING
SIGN UP SHEET
September 25, 2023**

NAME	ADDRESS
Catherine Walbrshaw	2134 Calle de Príncipe Mesilla 870%
Andrea Bryson	2557 Calle de Parian
Trina Witter	Mesilla
RUSSEN HERRMOTT	SIXAW WAD
SUSAN KRUEGER	mesilla
Mary H. Ratje	Mesilla
GREG WHITMAN	MESILLA FIRE
Crista Whitt	Mesilla Fire
Lori Miller	Mesilla
Marilyn Perry	mesilla
Andrea Spiberg	Mesilla, McDaniel
Richard Moreno	2185 Calle de Guadalupe
KYLEEN QUINTANA	2185 Calle De Guadalupe
Page Coleman	2424 Calle de Parian
Angela Raul	SCCOG
Jay Armijo	SCCOG
Jasha Zapier	MFD

