



Town of Mesilla, New Mexico

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

TUESDAY, JUNE 25, ~ 6:00 P.M.~

AGENDA

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL & DETERMINATION OF A QUORUM
3. CHANGES TO THE AGENDA & APPROVAL
4. APPROVAL OF CONSENT AGENDA: (The Board will be asked to approve by one motion the following items of recurring or routine business. The Consent Agenda is marked with an asterisk *)
 - a) *BOT MINUTES – Minutes of BOT, 06.10.2024
5. PRESENTATIONS:
 - a) PRESENTATION: Fire Chief: Update on Current Fire Conditions
6. PUBLIC INPUT ON CASES – The public is invited to address the Board as allowed by the chair.
7. ACTION AND CONSIDERATION
NEW BUSINESS
 - a) APPROVAL: Recommended action arising from current fire conditions presentation
 - b) APPROVAL: RESOLUTION 2024-13: 2023-2024 Budget Adjustments
 - c) APPROVAL: RESOLUTION 2024-15: 2024 PZHAC Appointments
 - d) APPROVAL: Appointment for Planning and Zoning Commission (Heard Individually)
 - e) APPROVAL: RESOLUTION 2024-14: 2026-2030 ICIP list proposals
 - f) APPROVAL: 2025-2026 SALARY GRADES (Handed Out During Meeting)
 - g) APPROVAL: JOB DESCRIPTIONS: FINANCE DEPARTMENT
 - h) APPROVAL: JOB DESCRIPTIONS: MARSHAL DEPARTMENT
 - i) APPROVAL: JOB DESCRIPTIONS: FIRE DEPARTMENT
 - j) APPROVAL: JOB DESCRIPTIONS: PUBLIC WORKS
 - k) APPROVAL: JOB DESCRIPTIONS: COMM & ECON DEVELOPMENT
8. PUBLIC INPUT – The public is invited to address the Board as allowed by the chair.
9. CLOSED EXECUTIVE SESSION

- a. **Discussion concerning attorney/client privilege matters pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1(H)(7)**
 - **Sunstate Towers**
- b. **Discussion of limited personnel matters pursuant to NMSA 1978, Section 10-15-1(H)(2) –**
 - **Open Position Marshal's Department**
 - **Open Position Public Works Department**
 - **Open Position Finance Department**
 - **Open Position Community & Economic Development Department**

APPROVAL: Any actions that may arise as a result of discussions in closed session.

RATIFICATION: SUNSTATE SETTLEMENT AND RELEASE AGREEMENT

- Marshal Department
- Public Works Department
- Finance Department
- Community & Economic Development Department

10. BOARD OF TRUSTEE COMMITTEE REPORTS

12. BOARD OF TRUSTEE/STAFF COMMENTS

13. ADJOURNMENT

NOTICE

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

Posted **06.21.2024** online and at the following locations: Town Hall and Visitor's Center Avenida de Mesilla, Public Safety Building 2670 Calle de Parian, Mesilla Community Center 2251 Calle de Santiago, Short's Food Mart 2290 Avenida de Mesilla, and the U.S. Post Office 2253 Calle de Parian.

Town of Mesilla, New Mexico

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

MONDAY, JUNE 10, ~ 6:00 P.M.~

MINUTES

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

STAFF: Ben Azcarate, Interim Marshal
Greg Whited, Fire Chief
Gloria S Maya, Town Clerk/Recorder

PUBLIC:

Greg Lester	Andrea Bryan
Trina Witter	Catharine Walkinshaw
Mary H Ratje	Bill & Janice Cook
Trina Witter	Susan Krueger
Crystal Davis-Whited	Gabe & Sonia Quintana
Rosemary Alvillar	J. Lopez
Dasa Bausovo	Morgan & Marshal McGinley
Tiffany Haggard	Irma Chavez May

1. PLEDGE OF ALLEGIANCE

Mayor Hernandez led the Pledge of Allegiance.

2. ROLL CALL & DETERMINATION OF A QUORUM

Roll Call.

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

3. CHANGES TO THE AGENDA & APPROVAL

Motion: To approve agenda, Moved by Trustee Nevarez, Seconded by Mayor Pro Tem Merrick.

Motion passed unanimously.

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

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

Motion passed unanimously.

a) ***BOT MINUTES** – Minutes of BOT, 05.28.2024 *Approved by consent agenda*

1 **5. PUBLIC INPUT ON CASES** – The public is invited to address the Board as allowed by the chair.
2 Ms. Krueger commented on the Short-Term Rentals. Inaudible
3

4 **6. ACTION AND CONSIDERATION**

5 **NEW BUSINESS**

6 **a) APPROVAL: Beasley, Mitchell & Co. - Audit Services for FY24**

7 **Motion: To approve Beasley, Mitchell & Co. – Audit Services for FY24, Moved by Trustee Nevarez,**
8 **Seconded by Trustee Johnson-Burick.**
9

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

11 Mayor Pro Tem Merrick Yes

12 Trustee Cadena Yes

13 Trustee Johnson-Burick Yes

14 Trustee Nevarez Yes
15

16 **b) APPROVAL: PZHAC Commissioner Recommendations (2 seats, heard separately)**

17 Mayor Hernandez reviewed the recommendation.
18

19 **Motion: To approve Eric Walkinshaw for PZHAC Commissioner, Moved by Trustee Nevarez, Seconded**
20 **by Mayor Pro Tem Merrick.**
21

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

23 Mayor Pro Tem Merrick Yes

24 Trustee Cadena Yes

25 Trustee Johnson-Burick Yes

26 Trustee Nevarez Yes
27

28 **c) APPROVAL: BOT Temporary Execution of Recommendation Board (PZHAC)**
29 **decisions while the commission is not fully filled or if there is no quorum present.**

30 Mayor Hernandez reviewed the need for BOT Temporary Execution.
31

32 **Motion: To approve BOT Temporary Executive of Recommendation Board (PZHAC) decisions while**
33 **the commission is not fully filled or if there is no quorum present, Moved by Trustee Johnson-Burick,**
34 **Seconded by Mayor Pro Tem Merrick.**
35

36 Trustee Nevarez asked about the process for appeals during this time.
37

38 Mayor Hernandez responded that the same process will be followed. The BOT can postpone or make
39 recommendations.
40

41 Trustee Johnson-Burick stated not all cases are being going to brought forth. Ask who completed the BAF
42 that is being present to the BOT.
43

44 Mayor Hernandez stated that currently not all cases are brought to BOT. Mr. Salazar will continue to do
45 all the research and complete the BAF.
46

47 Trustee Cadena asked who resigned from the PZHAC.
48

1 Mayor Hernandez responded Mr. Rockstraw and Mr. Arzabal resigned from the PZHAC. We received two
2 (2) letters of interest. He is currently setting up for virtual attendance which would help when a quorum is
3 not physically present.

4
5 Trustee Cadena stated she understands this would be on a temporary basis.

6
7 Trustee Johnson-Burke expressed concerns.

8
9 **Roll Call Vote: Motion passed (summary: Yes-4)**

10 Mayor Pro Tem Merrick Yes

11 Trustee Cadena Yes

12 Trustee Johnson-Burick Yes

13 Trustee Nevarez Yes

14
15 **d) APPROVAL: (PZHAC CONSENT) SIGN PERMIT# 061827 - 2355 Calle de**
16 **Guadalupe, business recently relocated and need to erect business sign.**
17 **Motion: To approve PZHAC Sign Permit #061827 – 2355 Calle de Guadalupe, business recently**
18 **relocated and need to erect business sign, Moved by Trustee Johnson-Burick, Seconded by Mayor Pro**
19 **Tem Merrick.**

20
21 **Motion passed unanimously.**

22
23 **e) APPROVAL: (PZHAC CONSENT) PZHAC CASE# 061836 - 2149 Calle de Los**
24 **Huertos, erect 22'x24' carport. Meet zone design standards and all setbacks. Not**
25 **attached to the house.**
26 **Motion: To approve PZHAC Case #061836 – 2149 Calle de Los Huertos, erect 22' x 24' carport. Meet**
27 **zone design standards and all setbacks. Not attached to the house, Moved by Trustee Johnson-Burick,**
28 **Seconded by Mayor Pro Tem Merrick.**

29
30 **Motion passed unanimously.**

31
32 **f) APPROVAL: (PZHAC CONSENT) SIGN PERMIT# 061831 - 2350 Calle de Principal,**
33 **NM Dept. of Cultural Affairs requesting sign permit for museum entrance. No light and**
34 **mounted in same place as old structure sign.**
35 **Motion: To approve PZHAC Sign Permit #061831 – 2350 Calle de Principal, NM Dept. of Cultural Affairs**
36 **requesting sign permit for museum entrance. No light and mounted in same place as old structure sign,**
37 **Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.**

38
39 **Motion passed unanimously.**

40
41 **g) APPROVAL: (PZHAC CONSENT) PZHAC CASE# 061837 - 2360 Calle de Principal,**
42 **requesting approval to remove exterior damaged vigas on structure due to termites and**
43 **replaster wall.**
44 **Motion: To approve PZHAC Case #061837 – 2360 Calle de Principal, requesting approval to remove**
45 **exterior damaged vigas on structure due to termites and replaster wall, Moved by Trustee Johnson-**
46 **Burick, Seconded by Mayor Pro Tem Merrick.**

47
48 **Motion passed unanimously.**

49
50 **h) APPROVAL: (PZHAC CONSENT) SIGN PERMIT# 061838 - 2000 Calle de Parian,**
51 **requesting approval to put up a 6 sq ft oval hanging sign above door entrance.**
PO BOX 10, MESILLA, NM 88046 PH: (575) 524-3262 2231 AVENIDA DE MESILLA

1 **Motion: To approve PZHAC Sign Permit #061838 – 2000 Calle de Parian, requesting approval to put up**
2 **a 6 sq. ft. oval hanging sign above door entrance, Moved by Trustee Johnson-Burick, Seconded by Mayor**
3 **Pro Tem Merrick.**

4
5 **Motion passed unanimously.**

- 6
7 i) **APPROVAL: PZHAC CASE #061823 – 2450 Calle de Principal, submitted by Felix Armijo.**
8 **Requesting approval to build a structure on property for the purpose of operating 2 short-**
9 **term rental properties. ZONE: Historical Commercial (HC).**

10 **Motion: To approve PZHAC Case #061823 – 24501 Calle de Principal, submitted by Felix Armijo.**
11 **Requesting approval to build a structure on property for the purpose of operating 2 short-term rental**
12 **properties. Zone: Historical Commercial (HC), Moved by Trustee Johnson-Burick, Seconded by Trustee**
13 **Nevarez.**

14
15 Mayor Pro Tem Merrick recused herself.

16
17 Mr. Salazar reviewed the application. Read public comments.

18
19 Trustee Nevarez stated there used to be a cellar in that area as well as a home.

20
21 Mayor Hernandez stated the cellar was run by the church, reviewed plans.

22
23 Trustee Nevarez requested postponing the case due to questions and concerns.

24
25 **Amended Motion: To postpone PZHAC Case #061823 pending on further clarification and information**
26 **– 24501 Calle de Principal, submitted by Felix Armijo. Requesting approval to build a structure on**
27 **property for the purpose of operating 2 short-term rental properties. Zone: Historical Commercial (HC),**
28 **Moved by Trustee Nevarez, Seconded by Trustee Johnson-Burick.**

29
30 Trustee Johnson-Burick stated she needs more clarification and information. Asked Mr. Salazar if he had
31 checked the NM State Historical Registry.

32
33 Mr. Salazar responded he checked the National Historical Registry.

34
35 **Amended Motion Roll Call Vote: Motion passed (summary Yes-3).**

36 Trustee Cadena Yes

37 Trustee Johnson-Burick Yes

38 Trustee Nevarez Yes

39
40 **Original Motion Roll Call Vote For Postponed: Motion passed (summary Yes-3).**

41 Trustee Cadena Yes

42 Trustee Johnson-Burick Yes

43 Trustee Nevarez Yes

- 44
45 j) **APPROVAL: PZHAC CASE #061839 – 2310 Avenida de Mesilla, submitted by Morgan**
46 **Switzer. Requesting approval to replace ornamental iron fence and replace with 6-foot wall**
47 **and gate. Also, looking for approval to replace window facing the street with a double door.**
48 **Building 2 pergola type shade structures in the back. The purpose is to relocate her business,**
49 **Vintage Wine. ZONE: Historical Commercial (HC).**

50 Mr. Salazar reviewed the application.

1 **Motion: To approve PZHAC Case #061839 – 2310 Avenida de Mesilla, submitted by Morgan Switzer.**
2 **Requesting approval to replace ornamental iron fence and replace with 6-foot wall and gate. Also, looking**
3 **for approval to replace window facing the street with a double door. Building 2 pergola type shade**
4 **structures in the back. The purpose is to relocate her business, Vintage Wine. Zone: Historical**
5 **Commercial (HC), Moved by Trustee Nevarez, Seconded by Mayor Pro Tem Merrick.**

6
7 Ms. Morgan reviewed the plans and answered questions.

8
9 Mr. Salazar stated the case can be approved with conditions. Permits will not be issued until the paperwork is
10 complete.

11
12 Mayor Hernandez stated precedent has already been set.

13
14 **Roll Call Vote: Motion passed (summary: Yes-4)**

15 Mayor Pro Tem Merrick Yes

16 Trustee Cadena Yes

17 Trustee Johnson-Burick Yes

18 Trustee Nevarez Yes

19
20 **k) APPROVAL: PZHAC STR BUSINESS #1229 – 2450 Calle de Principal, submitted by Felix**
21 **Armijo, requesting approval to operate 2 short-term rentals on a 30'x36' soon to be built**
22 **structure. ZONE: Historical Residential (HC).**

23 **Motion: To approve PZHAC STR Business #1229 – 2450 Calle de Principal, submitted by Felix Armijo,**
24 **requesting approval to operate 2 short-term rentals on a 30' x 36' soon to be built structure. Zone:**
25 **Historical Residential (HC), Moved by Trustee Johnson-Burick, Seconded by Trustee Nevarez.**

26
27 Mayor Pro Tem Merrick recused herself.

28
29 Trustee Nevarez requested postponing Case #1229.

30
31 **Amended Motion: To approve postponing PZHAC STR Business #1229 – 2450 Calle de Principal,**
32 **submitted by Felix Armijo, requesting approval to operate 2 short-term rentals on a 30' x 36' soon to be**
33 **built structure. Zone: Historical Residential (HC), Moved by Trustee Nevarez, Seconded by Trustee**
34 **Johnson-Burick.**

35
36 Mr. Salazar stated the applicant would like to know if the business is approved before moving forward on the
37 construction of the buildings proposed in Case #061823. The BOT can approve with conditions.

38
39 Trustee Johnson-Burick called for Point of Order. Since the building permit for this location has been postponed,
40 she agrees with postponing the Business License application.

41
42 Trustee Cadena stated she has concerns with Short-Term Rentals and the current ordinance.

43
44 **Amended Motion Roll Call Vote: Motion passed (summary: Yes-3)**

45 Trustee Cadena Yes

46 Trustee Johnson-Burick Yes

47 Trustee Nevarez Yes

48
49 **Roll Call Vote To Postpone: Motion passed (summary: Yes-3)**

50 Trustee Cadena Yes

51 Trustee Johnson-Burick Yes

1 Trustee Nevarez Yes

- 2
3 **I) APPROVAL: PZHAC STR BUSINESS #1230 – 2550 Calle de San Albino, submitted by**
4 **Robert C May and Irma Chavez-May. Requesting approval to operate a short-term rental.**
5 **ZONE: Historical Residential (HR).**

6 **Motion: To approve PZHAC STR Business License #1230 – 2550 Calle de San Albino, submitted by**
7 **Robert C May and Irma Chavez-May. Requesting approval to operate a short-term rental. Zone:**
8 **Historical Residential (HR), Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.**

9
10 Mr. Salazar reviewed the application.

11
12 Trustee Johnson-Burick stated a permit for renovation did not come to the board.

13
14 Mr. Salazar stated the renovation was Administratively Approved.

15
16 Mr. Salazar reviewed the code.

17
18 Trustee Johnson-Burick stated the renovations were not minor.

19
20 Mayor Hernandez called for Point of Order.

21
22 Trustee Nevarez stated the form was not signed by the applicant.

23
24 Mayor Pro Tem Merrick asked does an unsigned form come to the BOT after going to PZHAC.

25
26 Mr. Salazar stated that is not usual practice.

27
28 **Amended Motion: To postpone PZHAC STR Business License #1230 – 2550 Calle de San Albino,**
29 **submitted by Robert C May and Irma Chavez-May. Requesting approval to operate a short-term rental.**
30 **Zone: Historical Residential (HR), Moved by Trustee Nevarez, Seconded by Trustee Johnson-Burick.**

31
32 Ms. Chavez May apologized for the form not being signed. There have not been in major renovations done to
33 the building.

34
35 Mr. Young stated the Town Clerk can administer an Oath to Ms. Chavez May.

36
37 **Amended Motion Roll Call Vote: Motion passed (summary: Yes-1, No-3)**

38 Mayor Pro Tem Merrick No

39 Trustee Cadena No

40 Trustee Johnson-Burick No

41 Trustee Nevarez Yes

42
43 **Second Amended Motion: To accept the unsigned form after administering Oath that information is**
44 **correct for PZHAC STR Business License #1230 – 2550 Calle de San Albino, submitted by Robert C May**
45 **and Irma Chavez May. Requesting approval to operate short-term rental. Zone: Historical Residential**
46 **(HR), Moved by Trustee Nevarez, Seconded by Trustee Johnson-Burick.**

47
48 Ms. Maya administered Oath to Ms. Chavez May to attest information is correct.

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

51 Mayor Pro Tem Merrick Yes

52 Trustee Cadena Yes

53 Trustee Johnson-Burick Yes

54 Trustee Nevarez Yes

1
2 **m) APPROVAL: PZHAC STR BUSINESS #1231 – 2558 Calle de San Albino, submitted by**
3 **Robert C May and Irma Chavez-May. Requesting approval to operate a short-term rental.**
4 **ZONE: Historical Residential (HR).**

5 **Motion: To approve PZHAC STR Business #1231 – 2558 Calle de San Albino, submitted by Robert C**
6 **May and Irma Chavez May. Requesting approval to operate a Short-Term Rental. Zone: Historical**
7 **Residential (HR), Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.**
8

9 Trustee Nevarez stated the form was not signed by the applicant.

10
11 Ms. Maya administered Oath to Ms. Chavez May to attest information is correct.

12
13 **Roll Call Vote: Motion passed (summary: Yes-4)**

14 Mayor Pro Tem Merrick Yes

15 Trustee Cadena Yes

16 Trustee Johnson-Burick Yes

17 Trustee Nevarez Yes
18
19

20 **n) APPROVAL: PZHAC STR BUSINESS #1232 – 2653 Snow Rd, submitted by Felix Armijo**
21 **& Adrianna Merrick, requesting approval to operate a short-term rental on the primary**
22 **property. ZONE: Rural Farm (RF).**
23

24 **Motion: To approve PZHAC STR Business #1232 – 2653 Snow Rd, submitted by Felix Armijo &**
25 **Adrianna Merrick, requesting approval to operate a short-term rental on the primary property. Zone:**
26 **Rural Farm (RF), Moved by Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.**
27

28 Mayor Pro Tem Merrick recused herself.

29
30 Mr. Salazar reviewed the business license application.

31
32 Mayor Hernandez stated they are not allowed in RA Zone.

33
34 Mr. Salazar stated there are other permits in the RA Zone that have been approved.

35
36 Mayor Hernandez asked if the code requires RA/RF applications to come to the BOT once they are approved
37 by PZHAC.

38
39 Mr. Salazar responded they are not required by code. Inaudible
40

41 Trustee Cadena stated she had understood short-term rentals were only allowed in the HR Zone.

42
43 Mayor Hernandez stated he lives in the RA Zone and did have a short-term rental at one time.

44
45 Trustee Johnson-Burick asked for clarification between the Lodger's Tax section that Mr. Salazar read and
46 what the Mayor said.

47
48 Mayor Hernandez stated he did not say short-term rentals in the RA Zone.
49

50 Trustee Johnson-Burick stated her concerns with setting precedence and there is not an ordinance in place.

51
52 Trustee Nevarez asked if the fire department needs to do inspections on short-term rentals.

53
54 Fire Chief Whited responded the department does not do those type of inspections.
55

56 **Roll Call Vote: Motion passed (summary: Yes-2, No-1)**

Trustee Cadena Yes

Trustee Johnson-Burick No

Trustee Nevarez Yes

- o) **APPROVAL: PZHAC BUSINESS LIC #1243 – 2489 Calle de Principal, submitted by Irma Chavez-May. Requesting approval to operate a restaurant/cantina business. ZONE: Historical Commercial. (HC)**

Motion: To approve PZHAC Business License #1243 – 2489 Calle de Principal, submitted by Irma Chavez May. Requesting approval to operate a restaurant/cantina business. Zone: Historical Commercial (HC), Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.

Mr. Salazar reviewed the application.

Trustee Nevarez stated the BOT has not seen any applications for work on the building; asked if there have been any administrative approvals.

Mr. Salazar responded that a permit is not required for interior work. CID will need to approve exterior work. They will be doing stucco work.

Trustee Johnson-Burick stated there needs to be approval from the board. Administrative Approvals are getting out of hand.

Mayor Hernandez called for Point of Order.

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

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

Ms. Witter reviewed section (Appeals) 18.55; 18.20.020 section C & D (Short-Term Rentals); section 18.50.080 Inaudible

Ms. Ratje stated she consulted her brothers regarding item I – read letter.

Ms. Krueger stated the Iguado Plan should be referenced. Inaudible

9. CLOSED EXECUTIVE SESSION

-Discussion concerning attorney/client privilege matters pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1(H)(7) - Sunstate Towers Appeal

Motion: To enter Closed Executive Session, Moved by Trustee Nevarez, Seconded by Mayor Pro Tem Merrick.

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

Entered Closed Executive Session at 8:04 p.m.

Motion: To enter Regular Meeting – no action taken, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Johnson-Burick.

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

Entered Regular Meeting at 8:22 p.m.

APPROVAL: Any actions that may arise as a result of discussions in closed session.
Mr. Young read the Sun State Towers settlement agreement.

Motion: To approve Sun State Towers settlement, Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.

Roll Call Vote: Motion passed (summary: Yes-3; No-1)

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

10. BOARD OF TRUSTEE COMMITTEE REPORTS

Trustee Johnson-Burick: MPO meeting June 12th

Mayor Pro Tem Merrick: MPO meeting June 12th

12. BOARD OF TRUSTEE/STAFF COMMENTS

(Written staff reports included in packets)

Fire Chief Whited stated the firefighters were thankful for our support during the fire in Cloudcroft.

Mr. Salazar stated we are having a final review of the ordinance. BOT needs to concentrate on items brought forth Public Hearing for Heart of the Desert will be July 7th; it has been published and posted. Administrative Approvals so that I can concentrate on the large scope.

Mayor Hernandez stated a Public Hearing for Short-Term Ordinance will also be held on July 7th. Update on Firework ordinance and clarification on the approval process.

Trustee Nevarez stated there is a need to continue discussions with the departments.

Trustee Johnson-Burick stated she is concerned with renovations being done in the Historical Residential Zone. Mr. Salazar is doing a great job. These cases regarding Historical Preservation should go through PZHAC.

Mr. Salazar stated there is a process that should be followed for approvals. There needs to be accountability, fairness and transparency.

Trustee Nevarez stated he is looking forward to being more efficient.

Trustee Cadena stated she understands and appreciates everyone's efforts. We were elected to serve our community honorably. We need to know and keep up with the ordinances.

Mayor Hernandez thanked the BOT for assisting with the PZHAC cases. Job Descriptions and Personnel Handbook will be presented at the next meeting which will be on Tuesday, June 25th.

1
2 Trustee Johnson-Burick asked for the items to be provided in advance to adequately review them.

3
4 Mayor Hernandez responded he is planning to provide those to the BOT as soon as possible.
5
6
7

8 **13. ADJOURNMENT**

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

10
11 **MEETING ADJOURNED AT 8:54 P.M.**

12
13 **APPROVED THIS 25th DAY OF JUNE, 2024**
14
15
16

17
18 _____
19 **Russell Hernandez**
20 **Mayor**

21 **ATTEST:**
22
23

24 _____
25 **Gloria S. Maya**
26 **Town Clerk/Treasurer**
27
28
29
30
31

Town of Mesilla, New Mexico

RESOLUTION NO. 2024-13

A RESOLUTION BY THE BOARD OF TRUSTEES FOR BUDGET ADJUSTMENTS

WHEREAS, since the development of the Town of Mesilla budget for fiscal year 2023-24, the Town will require revenue and expense increases; and

WHEREAS, budget adjustments are necessary to account for increased revenue in various departments; and

WHEREAS, attachment 'A' provides a list of funds/departments affected by these budget adjustments; and

WHEREAS, the summary of adjustments referenced herein are true and correct to the best of our knowledge.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mesilla, that the budgetary adjustments are subject to the approval of the State of New Mexico Department of Finance and Administration (DFA) and that a copy of this resolution be forwarded to DFA for approval.

PASSED, ADOPTED AND APPROVED on this 25th day of May, 2024

Russell Hernandez
Mayor

ATTEST:

Gloria S Maya
Town Clerk/Treasurer

ATTACHMENT A
BUDGET ADJUSTMENTS FOR
FY 2023-24 4TH QRT

REVENUE:

Court Automation (20)	\$	3,300.00	revenue increase to account for reimbursement from FY23
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EXPENDITURE:

Court Automation (20)	\$	150.00	budget increase to account for YTD activity
Wastewater (24)	\$	30,000.00	budget increase to account for anticipated budget overage
Road Fund (27)	\$	1,600.00	budget increase to account for YTD activity
SRO (29)	\$	23,000.00	budget increase to account for anticipated budget overage

TRANSFER IN:

Road Fund (27)	\$	15,500.00	transfer in from General Fund to cover Road Fund shortfall
SRO (29)	\$	25,000.00	transfer in from General Fund to cover SRO shortfall

TRANSFER OUT:

General Fund (10)	\$	(15,500.00)	transfer out to cover Road Fund shortfall
General Fund (10)	\$	(25,000.00)	transfer out to cover SRO shortfall

TRANSFER NET	\$	-	
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Town of Mesilla, New Mexico

Resolution No. 2024-15

A Resolution of the Town Of Mesilla, NM, Providing for the Appointment of Alternate Commissioners the Planning, Zoning, & Historic Appropriateness Commission (PZHAC) in the Event of an Unavailable Commissioner

WHEREAS, the Town Of Mesilla currently has a PZHAC consisting of five members; and

WHEREAS, the availability of all five commissioners at each meeting is not always guaranteed, which may impede the Commission's ability to conduct business effectively and efficiently; and

WHEREAS, the Town Of Mesilla recognizes the importance of maintaining a fully functioning PZHAC to ensure timely and fair consideration of planning and zoning matters; and

WHEREAS, the Town Of Mesilla desires to provide for the appointment of alternate commissioners who can serve in the absence of regular commissioners;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA:

1. Appointment of Alternates: The Board Of Trustees hereby authorizes the appointment of two alternate commissioners to the PZHAC. These alternates shall be appointed by the Mayor and shall serve at the pleasure of the Board Of Trustees.
2. Duties of Alternates: Alternate commissioners shall attend all meetings of the PZHAC and shall participate in discussions but shall not vote unless serving as a replacement for an absent regular commissioner. When a regular commissioner is unavailable, an alternate commissioner shall be designated by the Chair of the PZHAC to serve in the absent commissioner's place, with full voting rights for the duration of the meeting.
3. Term of Service: The alternates shall serve in a manner consistent with regular commissioners.
4. Qualifications: Alternate commissioners shall meet the same qualifications as regular commissioners as set forth in the Mesilla Town Code and shall be subject to the same appointment process. Greater consideration given to those that hold the necessary credentials to aid the Town to obtain & maintain Certified Local Government Designation.
5. Effective Date: This resolution shall take effect immediately upon adoption.

6. Sunset Provision: This resolution shall remain in effect until superseded by any resolution or ordinance adopted by the Governing Body.

PASSED, ADOPTED AND APPROVED ON THIS 25TH DAY OF MAY, 2024

Russell Hernandez
Mayor

ATTEST:

Gloria Maya
Town Clerk/Treasurer



Town of Mesilla, New Mexico

RESOLUTION NO. 2024-14

A RESOLUTION ADOPTING THE FY 2026-2030 INFRASTRUCTURE CAPITAL IMPROVEMENTS PLAN (ICIP)

- WHEREAS,** the Town of Mesilla recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and
- WHEREAS,** in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and
- WHEREAS,** systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and
- WHEREAS,** this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF MESILLA that:

1. The municipality has adopted the attached FY 2026-2030 Infrastructure Capital Improvements Plan
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. This Resolution supersedes Resolution No. 2022-12

PASSED, APPROVED AND ADOPTED ON THIS 25TH OF MAY, 2024.

Russell Hernandez
Mayor

ATTEST:

Gloria S Maya
Town Clerk-Treasurer

Infrastructure Capital Improvement Plan FY 2025-2029

Mesilla Project Summary

ID	Year	Rank	Project Title	Category	Funded to date	2025	2026	2027	2028	2029	Total Project Cost	Amount Not Yet Funded	Phases?
41505	2025	001	PUBLIC-SAFETY RADIO SYS PRCHS	Equipment - Public Safety Equipment	0	300,000	0	0	0	0	300,000	300,000	No
41512	2025	002	WATER SYSTEM STANDBY GENERATOR PRCHS & INSTALL	Water - Water Supply	0	175,000	0	0	0	0	175,000	175,000	No
14186	2025	003	MESILLA ROADWAY IMPROVEMENTS Phase I-III	Transportation - Highways/Roads/Bridges	190,000	200,000	200,000	0	0	0	590,000	400,000	Yes
41527	2025	004	MESILLA SIGNAGE RPLC CONSTRUCT	Transportation - Other	0	120,000	0	0	0	0	120,000	120,000	No
41526	2025	005	PLAYGROUND EQUIP PRCHS	Equipment - Other	0	75,000	0	0	0	0	75,000	75,000	No
41528	2025	006	MARSHALS DEPT. VEH PRCHS & EQUIP	Vehicles - Public Safety Vehicle	0	150,000	0	0	0	0	150,000	150,000	No
16126	2026	001	MESILLA WATER SYSTEM NEW WELL/TANK	Water - Water Supply	0	0	120,000	681,000	4,535,000	0	5,336,000	5,336,000	Yes
20488	2026	002	SEWER LINE EXTENSION Phase I,II, III	Water - Wastewater	0	0	150,000	850,000	0	0	1,000,000	1,000,000	Yes
20588	2026	003	WATER LINE REPLACEMENT Phase I, II, III	Water - Water Supply	100,000	0	205,500	1,708,000	76,500	0	2,090,000	1,990,000	Yes
41529	2026	004	ELECT VEH CHARGING PRCHS EQUIP	Transportation - Other	0	0	300,000	0	0	0	300,000	300,000	No
39051	2026	005	ALARM SYSTEM RPLC - Town Hall	Facilities - Administrative Facilities	0	0	35,000	0	0	0	35,000	35,000	No

Infrastructure Capital Improvement Plan FY 2025-2029

20493	2026	006	SEWER SYSTEM AND MANHOLE REHABILITATION	Water - Wastewater	0	0	200,000	0	0	0	200,000	200,000	No
41531	2027	001	SCADA SYSTEM UPGRADE PRCHS	Equipment - Other	0	0	0	40,000	0	0	40,000	40,000	No
34114	2027	002	CALLE DE ARROYO DRAINAGE IMPROVE	Water - Storm/Surface Water Control	0	0	0	200,000	0	0	200,000	200,000	No
39048	2027	003	SIDEWALK REFURBISHMENT AND RPLC	Transportation - Bike/Pedestrian/Equestrian	0	0	0	25,000	150,000	0	175,000	175,000	Yes
39057	2027	004	SECURITY ACCESS CONTROL UPGRADES	Facilities - Administrative Facilities	0	0	0	125,000	0	0	125,000	125,000	No
20592	2028	001	PARK PLAYGROUND AND RESTROOM UPGRADES	Facilities - Other	0	0	0	0	165,000	300,000	465,000	465,000	Yes
14213	2028	002	CALLE DEL SUR WIDENING AND DRAINAGE IMPROV	Transportation - Highways/Roads/Bridges	0	0	0	0	215,000	1,500,000	1,715,000	1,715,000	Yes
30312	2028	003	PARQUE DE LOS LEONES PARKING LOOP IMPROVEMENTS	Transportation - Highways/Roads/Bridges	0	0	0	0	450,000	0	450,000	450,000	Yes
22396	2029	001	BOARDROOM FACILITY - TOWN HALL ADDITION	Facilities - Administrative Facilities	0	0	0	0	0	2,250,000	2,250,000	2,250,000	Yes

Number of projects: 20

	Funded to date:	Year 1:	Year 2:	Year 3:	Year 4:	Year 5:	Total Project Cost:	Total Not Yet Funded:
Grand Totals	290,000	1,020,000	1,210,500	3,629,000	5,591,500	4,050,000	15,791,000	15,501,000

POSITION TITLE: GRANTS ADMINISTRATOR

DEPARTMENT: FINANCE ADMINISTRATION

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: TOWN CLERK/TREASURER

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview:

The Grants Administrator plays a crucial role in securing funding opportunities and managing grant programs for the local government of a small town. This position involves researching, applying for, and managing grants to support community projects, programs, and initiatives that benefit the residents of the town.

Essential Responsibilities:

Grant Research and Identification

- Conduct thorough research to identify potential grant opportunities that align with the needs and priorities of the Town of Mesilla and its residents.
- Monitor grant databases, government agencies, foundations, and other sources to stay informed about available funding.

Grant Proposal Development

- Prepare high-quality grant proposals, applications, and budgets in collaboration with coordinating departments (Public Works, Fire, Law Enforcement, Community Development, & Finance Administration)
- Ensure that grant proposals meet all submission requirements and deadlines
- Provide guidance and support to departments in developing project plans and goals for grant applications.
- Complete updated yearly Infrastructure Capital Improvement Plan (ICIP) input and planning with other departments to meet the current and future needs of the town

Grant Management

- Oversee the administration of awarded grants, with the assistance of coordinating department & Deputy Clerk, ensuring compliance with grant terms and reporting requirements are being met
- Establish systems for tracking and monitoring to manage grant funds, expenses, timelines, and outcomes
- Work closely with department heads and project managers to ensure grant-funded projects are executed effectively and efficiently

Grant Reporting

- Prepare and submit timely and accurate grant reports to funders, detailing project progress, outcomes, and financial information
- Maintain & coordinate detailed records of grant activities, expenditures, and results for reporting and auditing purposes in conjunction with Town Deputy Clerk

Grant Compliance

- Stay updated on uniform guidance for grant regulations, policies, and procedures to ensure compliance with grantor requirements
- Monitor grant budgets, expenditures, and deliverables to ensure adherence to grant guidelines and restrictions
- Collaborate with internal and external stakeholders to address grant compliance issues and resolve discrepancies

Perform other related duties as assigned

Qualifications:

- Education: High School Diploma or GED. Preference to Bachelor's degree in Public Administration, Business Administration, Finance, or a related field
- Certification in Grant Writing (CGW) or Grant Management (CGM) is desirable
- Previous experience in financial management, accounting, treasury operations, or public sector finance, with knowledge of governmental accounting standards and practices
- A valid driver's license may be required for occasional travel to meetings and events

Knowledge, Skills, & Abilities:

- Preferred experience in grant writing, grants management, or fundraising, preferably in a government or nonprofit setting
- Strong research, analytical, and project management skills
- Excellent written and verbal communication skills
- Proficiency in grant tracking software, Microsoft Office suite, and database management
- Knowledge of federal, state, and private funding sources and grant regulations
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment

Physical Demands:

- The Grants Administrator will be required to sit for extended periods, use a computer, and perform other sedentary tasks
- The position may require occasional lifting of files and other office materials (up to 25 pounds)
- The Grants Administrator may be required to attend outdoor events and meetings, which may involve exposure to varying weather conditions as well as use of flex time as defined within the employee handbook

Supervisory Responsibilities:

- The position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

Applicant Signature _____ Date _____

Witness _____ Date _____

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: TOWN MARSHAL

DEPARTMENT: PUBLIC SAFETY

CLASSIFICATION: FULL-TIME

FLSA: EXEMPT

REPORTS TO: MAYOR & BOARD OF TRUSTEES

DIRECT REPORT: Deputies, Sergeants, Lieutenant, SRO, & Codes

SALARY RANGE:

Position Overview

The Town Marshal is responsible for maintaining law and order, protecting life and property, and enforcing local, state, and federal laws within the town. This position involves overseeing the operations of the town's law enforcement personnel, conducting investigations, patrolling the community, and engaging in community outreach programs. The Town Marshal serves as the chief law enforcement officer of the town and works closely with other emergency services and government agencies

Essential Responsibilities

Law Enforcement and Patrol

- Assist in patrol duties as needed
- Coordinate information gathered and work accomplished by various deputies; assigns deputies to special investigations as the need arise
- Assure that personnel are assigned to shifts which provide optimum effectiveness in terms of current situations and circumstances governing deployment
- Direct the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of marshal department operations
- Ensure that laws and ordinances are enforced and that the public peace and safety is maintained

Leadership & Supervision

- Direct and participate in the development of goals, objectives, policies and priorities for the Department
- Plan and implement law enforcement programs for the Town in order to better carry out the policies and goals of the Mayor and Board of Trustees. Review the Department's performance and effectiveness and formulate programs or policies to alleviate deficiencies
- Administrative direction is provided by the Mayor. Responsibilities include direct and indirect supervision of the professional, technical and clerical personnel of the Marshal Department
- Evaluate the performance of the team and implement disciplinary actions if necessary

Community Engagement

- Develop and maintain positive relationships with community members, local businesses, and other stakeholders
- Meet with other law enforcement officials, community and business representatives and the public on aspects of the Department's activities
- Participate in and organize community outreach programs to promote public safety and awareness
- Understanding with the Mesilla Town Code and how to enforcement circumstances

Administrative Duties

- Work collaboratively with the Town's Grant Administrator to search and secure funding for the department
- Prepare and present of annual budget for the Department
- Implement department's budget
- Prepare and submit monthly reports to the Mayor and Board of Trustees regarding the Department's activities. Prepare a variety of other reports as appropriate
- Recommend adoption and assist in preparation of ordinances to enhance the effectiveness of Law Enforcement operations

Emergency Response

- Coordinate with other emergency services, such as fire departments and emergency medical services, during emergencies
- Lead the town's response to natural disasters, public disturbances, and other emergencies
- Ensure that all emergency plans and procedures are up-to-date and effectively communicated to all personnel

Training and Development

- Plan, direct, coordinate, supervise and evaluate the activities of Marshal Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances
- Research modern police management methods; formulate and implement department rules, procedures, and policies.
- Ensure all personnel receive continuous training and professional development opportunities.
- Conduct regular drills and exercises to ensure readiness for various emergency situations.

Qualifications

- Education: High School Diploma or GED. Preferred graduate from accredited college/university with degree in police science/criminal justice/law enforcement or closely related field/or years of experience may substitute
- Four years of police administration responsibility in similar/larger size department
- A New Mexico LEA certified is preferred, or if certified out of state, must become certified by NMLEA within six months of hire
- Must reside or relocate to Mesilla or within 10 miles of Mesilla

- A valid driver's license is required without record of suspension or revocation in any state

Knowledge, Skills, & Abilities

- Train and supervise subordinate personnel
- Communicate clearly, concisely and effectively, both orally and in writing
- Establish and maintain effective working relationships with subordinates, peers and supervisors
- Exercise sound judgment in evaluating situations and in making decisions in accordance with laws, regulations, and policies
- Give verbal and written instructions

Physical Demands

- While performing the duties of this job, the team member is frequently required to sit, talk, hear, and see. The employee is occasionally required to stand, walk, or run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell
- The team member must possess sufficient manual dexterity to operate the following: a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotgun, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, ticket book, tape recorder and cassette tapes, typewriter, personal computer, etc
- The team member must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, cold, heat, and vibration
- The noise level in the work environment is usually moderate with police radio noise always present. While driving the car window will be down in order to hear sounds or cries for help so wind noise will also be present. Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises
- Requires availability for emergency call-outs at any time, including nights, weekends, and holidays

Supervisory Responsibilities

- Directly supervises all members of the Towns Public Safety Marshal Department
- This position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

Applicant Signature _____ Date _____

Witness

Date

**This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.*

POSITION TITLE: DEPUTY CLERK

DEPARTMENT: FINANCE ADMINISTRATION

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: TOWN CLERK/TREASURER

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview

The Deputy Records Clerk assists in the maintenance, organization, and retrieval of municipal records and documents essential for the efficient operation of the town's administrative functions. This role plays a key part in ensuring accuracy, timeliness, and compliance with record-keeping protocols to support transparency and accountability in local government. This position works closely with all departments for records management including being the fiscal agent for grants, aiding with inventory management, and working with excess property.

Essential Responsibilities

Record Management

- Lead in the organization, classification, and maintenance of physical and electronic records, including official documents, correspondence, permits, licenses, and other town records
- Implement records retention policies, update databases, and ensure the accuracy and completeness of information stored in the town's records management system
- Keep Complete Fleet Control Records, including but not limited to scheduled maintenance, fueling logs, and fleet rotation/removal

Data Entry and Documentation

- Enter data into computer databases, spreadsheets, and information management systems with a high level of accuracy and attention to detail
- Prepare reports, forms, correspondence, and other documentation in accordance with established formats, guidelines, and record-keeping standard
- This includes the fiscal reporting for all Town funded grants as well as general journal entries.

Filing and Archiving

- File documents, records, and paperwork in designated storage areas, ensuring proper organization, indexing, and security of physical and digital records
- Coordinate the archiving, disposal, or transfer of records no longer needed for daily operations in compliance with records retention guidelines

Compliance and Confidentiality

- Complete all necessary documentation to support Human Resource functions directed by the Town Clerk/Treasurer.
- Ensure compliance with record-keeping regulations, data privacy laws, and public records disclosure requirements applicable to municipal government operations
- Safeguard sensitive or confidential information, maintain confidentiality protocols, and restrict access to protected records as required by law

Administrative Support

- Provide general administrative support to town departments, committees, and divisions as needed, including assisting with meeting preparation, correspondence, and project coordination
- Collaborate with colleagues, supervisors, and external partners to support overall operational efficiency and customer service excellence across the organization
- Assist Utility Clerk as needed

Perform other related duties as assigned

Qualifications:

- Education: High School Diploma or GED. Preference to Bachelor's degree or higher in Public Administration, Business Administration, Finance, or a related field
- Additional education or training in records management, office administration, or a related field is preferred
- A valid driver's license is required for occasional travel to meetings and events

Knowledge, Skills, & Abilities:

- Prior experience in clerical work, data entry, record-keeping, or administrative support roles preferred
- Familiarity with office equipment, computer systems, document management software, and data entry procedures
- Strong organizational skills, attention to detail, and the ability to prioritize tasks
- Excellent communication skills, both verbal and written, with a service-oriented approach to interacting with diverse stakeholders
- Knowledge of record-keeping best practices, confidentiality rules, and regulatory requirements for public records management
- Ability to handle sensitive information with discretion, maintain professionalism, and work effectively as part of a team

Physical Demands:

- The Deputy Records Clerk may spend extended periods working at a computer station, performing data entry, filing documents, and retrieving records
- Some lifting, carrying, or moving of boxes or office supplies may be required for record management tasks (up to 25 pounds)

- Occasional standing, walking, and interacting with staff or visitors in an office setting are typical job activities

Supervisory Responsibilities:

- The position may require occasional supervision of interns, volunteers, or part-time staff.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: FIRE CAPTAIN

DEPARTMENT: FIRE

CLASSIFICATION: PART-TIME TO FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: FIRE CHIEF

DIRECT REPORT: ALL VOLUNTEER FIRE & EMS TEAM

SALARY RANGE:

Position Overview

Oversees and supervises fire department volunteers at the fire station that protects life and property through firefighting, emergency medical service (EMS), and other emergency response activities to meet the needs of the residents throughout the Town of Mesilla and neighboring areas.

Essential Responsibilities

Leadership & Supervision

- Coordinates the activities of volunteer firefighters to ensure adequate station coverage. Directly oversees a minimum of three (3) firefighters and may oversee career and/or volunteer personnel
- Supervise and manage volunteer firefighters during emergency and non-emergency situations
- Mentor and support volunteer firefighters, fostering a positive and collaborative team environment

Emergency Response

- Respond to fire alarms and determine from observation nature and extent of fire, condition of building, danger to adjacent buildings, and source of water supply, and directs firefighting crews accordingly
- Assess emergency situations, develop action plans, and make quick, effective decisions to ensure the safety and efficiency of operations
- Coordinate with other emergency services and agencies as necessary during incidents

Training & Development

- Conducts training for subordinates in the use of equipment and methods of extinguishing all types of fires
- Provide training in all aspects of suppressing and extinguishing fires including fire prevention, performing emergency rescues, and providing emergency medical assistance
- Ensure all team members are certified and up-to-date with necessary firefighting, first aid, and rescue certifications
- Evaluates efficiency of fire personnel by conducting regularly scheduled performance reviews

Safety & Compliance

- Inspects assigned fire station, buildings, grounds, and facilities, and examines firetrucks and equipment to ensure compliance with maintenance standards.

Administrative Duties

- Produce written documents using proper sentence construction, punctuation, and grammar
- Responsible for completion of a report of each fire call, listing location, type, probable cause, estimated damage, and disposition utilizing personal computer and emergency reporting software.
- Assists and coordinates the maintenance and repair of Town facilities, apparatus and equipment
- Aid with ordering of station supplies, as well as replenishing supplies for emergency response

Community Engagement

- Participate in community outreach programs to educate the public on fire safety, prevention, and emergency preparedness
- Represent the fire department at community events, meetings, and functions
- Foster Positive relationships with community members, local businesses, and other stakeholders

Fire Prevention & Inspection

- Performs fire suppression activities, fire prevention, rescue, communications, and emergency medical care
- Identify potential fire hazards and provide recommendations for corrective actions.

Qualifications

- Education: High School Diploma or GED
- Two (2) years field experience, as a career or volunteer firefighter, in emergency response
- Must be 18 years of age as of the first day of employment

Licenses/Certifications

- Valid Class D driver's license required with Class E required to be obtained within twelve (12) months of hire.
- New Mexico Emergency Medical Technician certification is required within twelve (12) months of hire, and EMT-Intermediate or Paramedic preferred.
- IFSAC Firefighter I-II or equivalent required. IS 700, 800 ICS 100, and 200 required

Knowledge, Skills, & Abilities

- Practices, procedures and equipment used in fire suppression
- Communication and interpersonal methods and techniques to deal with the general public, County staff, and Elected Officials
- Supervisory experience in effectively leading a fire company
- General business inspections and fire codes knowledge
- Knowledge & interpretation of existing laws, regulations, and policies

- Work independently with general supervision making determinations of appropriate action to take. Make minor equipment repairs and adjustments under supervision. Communicate effectively, speak clearly, and distinctly with the public and employees.
- Establish and maintain effective professional working relationships.

Physical Demands

- Ability to perform physically demanding tasks, including lifting, climbing, and operating heavy equipment
- Must have the ability to work in confined places, toxic atmospheres, and extreme environmental atmospheres.
- Must successfully complete annual medical physical according to NFPA standards and successfully complete annual physical ability test

Work Environment

- The role involves working in high-stress, dangerous, and physically demanding environments
- Requires availability for emergency call-outs at any time, including nights, weekends, and holidays

Supervisory Responsibilities

- This position will require direct supervision of interns & volunteers

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: PUBLIC WORKS DIRECTOR

DEPARTMENT: PUBLIC WORKS

CLASSIFICATION: FULL-TIME

FLSA: EXEMPT

REPORTS TO: MAYOR & BOARD OF TRUSTEES

DIRECT REPORT: GROUNDS MAINTENANCE (1&2) & WATER (1&2)

SALARY RANGE:

Position Overview

The Public Works Director oversees the planning, development, and management of municipal infrastructure and services, ensuring efficient and effective delivery of public works functions. This includes roads, bridges, water and sewer systems, public buildings, and other essential public services. The director provides strategic leadership, manages budgets, and ensures compliance with relevant regulations and standards.

Essential Responsibilities

Leadership and Management

- Provide strategic direction and oversight to the Public Works Department
- Supervise and evaluate the performance of department staff, fostering a positive and productive work environment
- Develop and implement policies and procedures to improve efficiency and effectiveness of public works operations

Planning and Development

- Oversee the planning, design, construction, and maintenance of municipal infrastructure projects
- Coordinate town projects with other city departments, agencies, and private contractors
- Ensure compliance with federal, state, and local laws and regulations

Budget and Finance

- Prepare and manage the department's budget, ensuring fiscal responsibility and effective use of resources
- Work with Grant Administrator to secure funding through grants, bonds, and other financial mechanisms for public works projects

Operations and Maintenance

- Oversee the maintenance and repair of public infrastructure, including streets, water/sewer systems, public buildings, and parks
- Implement preventive maintenance programs to extend the lifespan of municipal assets

- Respond to emergencies and coordinate disaster response and recovery efforts related to public works

Regulatory Compliance and Sustainability

- Ensure compliance with environmental regulations, building codes, safety standards, and other legal requirements related to public works projects
- Promote sustainability practices, energy efficiency, and green infrastructure solutions in public works planning and operations

Community Engagement

- Serve as the primary liaison between the public works department and the community, addressing concerns and providing information
- Assist with public meetings and presentations to inform and engage residents on public works projects and initiatives
- Foster strong relationships with community groups, businesses, and other stakeholders

Qualifications

- Education: High School Diploma or GED. Preference to civil engineering, public administration, urban planning, or a related field
- Additional education or training in records management, office administration, or a related field is preferred
- A valid driver's license is required

Knowledge, Skills, & Abilities

- Experience in public works management, civil engineering, or infrastructure development, with a proven track record of successful project delivery
- Strong leadership qualities, decision-making skills, and the ability to inspire and motivate a diverse team of professionals
- Knowledge of budgeting, financial management, project planning, and regulatory compliance in public works operations
- Excellent communication skills, including effective public speaking, writing, and interpersonal interactions

Physical Demands

- The Public Works Director will need to visit construction sites, infrastructure facilities, and public locations, requiring walking, standing, and physical mobility
- Some travel for meetings, site inspections, and professional development activities may be necessary
- Occasional lifting, carrying, or manipulation of equipment, materials, or documents may be part of the job duties (up to 25 pounds).

Supervisory Responsibilities

- Directly supervises all members of the Public Works department
- This position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

Applicant Signature _____ Date _____

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT

CLASSIFICATION: FULL-TIME

FLSA: EXEMPT

REPORTS TO: MAYOR & BOARD OF TRUSTEES

DIRECT REPORT: HISTORIC PRESERVATION SPECIALIST & EVENTS COORDINATOR

SALARY RANGE:

Position Overview

The Community & Economic Development Director is a key leadership role responsible for guiding and implementing initiatives to promote sustainable growth, community revitalization, preservation of historic inventories, and economic prosperity in the Town of Mesilla. This position plays a pivotal role in fostering partnerships, facilitating development projects, and enhancing the quality of life for residents and businesses.

Essential Responsibilities

Strategic Planning

- Continual development and implementation of a comprehensive community and economic development strategy to align with the town's vision, goals, and priorities
- Collaborate with stakeholders, elected officials, and community leaders to identify opportunities, address challenges, and shape policies that support long-term growth and vibrancy
- Work closely with the Town of Mesilla Grant Administrator to research grant opportunities from government agencies, foundations, and private sources to support community and economic development projects
- Assist with continual ordinance updates and codification in order to meet current standards as it pertains to Economic & Community Development

Business Attraction & Retention

- Cultivate relationships with local businesses, entrepreneurs, industries, and investors to promote economic development, job creation, and business expansion
- Facilitate the retention and growth of existing businesses, providing support services, incentives, and resources to enhance their competitiveness and sustainability
- Issue & maintain records system for business licenses and business related permitting being completed

Real Estate Management

- Assist Historic Preservation Specialist with oversight for preservation of significant & contributing inventories within the Town of Mesilla boundaries

- Coordinate efforts to attract investment, develop underutilized properties, and revitalize commercial districts through strategic planning, zoning regulations, and redevelopment incentives
- Manage land use planning, site selection, and infrastructure development to support mixed-use projects, housing affordability, and community amenities

Workforce Development

- Collaborate with educational institutions, training providers, and workforce development agencies to align skills training programs with industry needs and employment opportunities
- Support initiatives to enhance workforce readiness, talent recruitment, and career pathways that strengthen the local labor market and meet the demands of evolving industries

Community Engagement

- Engage residents, neighborhood groups, non-profit organizations, and cultural institutions in the planning and implementation of community development projects, programs, and events
- Facilitate public meetings, workshops, and outreach activities to gather input, build consensus, and foster a sense of ownership and pride in community initiatives
- Foster strong relationships with community groups, businesses, and other stakeholders
- Direct communication with codes officer for any business related issues/enforcement

Qualifications

- Education: High School Diploma or GED. Preference to Bachelor's or Master's degree in urban planning, public administration, economic development, or a related field
- Professional certifications in economic development or planning are desirable.
- Demonstrated experience in community and economic development, including strategic planning, project management, business recruitment, real estate development, and grant administration.

Knowledge, Skills, & Abilities

- Strong analytical skills, strategic thinking, and problem-solving abilities to assess community needs, evaluate market trends, and formulate actionable plans for growth and revitalization
- Proficiency in data analysis, GIS mapping, financial modeling, and project evaluation tools to support evidence-based decision-making and performance measurement
- Strong leadership qualities, decision-making skills, and the ability to inspire and motivate a diverse team of professionals
- Knowledge of land use regulations, economic incentives, public-private partnerships, and best practices in community development for small towns and rural communities
- Excellent communication skills, leadership qualities, and stakeholder engagement abilities to build consensus, foster partnerships, and advocate for community interests

Physical Demands

- The Community & Economic Development Director may participate in site visits, community meetings, and special events that involve standing, walking, and interacting with diverse groups of stakeholders.
- Some travel, including attending regional conferences, training workshops, and networking events, may be required to stay informed on industry trends, grant opportunities, and best practices in community development (utilizing the use of flex time as defined within the employee handbook)
- Occasional lifting, carrying, or manipulation of equipment, materials, or documents may be part of the job duties (up to 25 pounds)

Supervisory Responsibilities

- Directly supervises the Historic Preservations Specialist & Events Coordinator
- This position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: HISTORIC PRESERVATION SPECIALIST

DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview

The Historic Preservation Specialist is a specialized role dedicated to preserving and promoting the historical and cultural heritage of the Town of Mesilla. This position plays a critical part in conserving historic sites, coordinating cultural heritage programs, and engaging residents in activities that celebrate the community's unique identity and legacy.

Essential Responsibilities

Historic Preservation

- Identify, document, and assess historic properties, landmarks, and districts within the community to ensure their preservation, protection, and recognition
- Advise property owners, developers, and government officials on historic preservation guidelines, restoration techniques, and regulatory compliance related to historic structures
- Work Closely with Economic Development Director, Grants Administrator, and New Mexico Office of Cultural Affairs for grant opportunities and designations that support historic preservation projects
- Direct communication with codes officer for any business related issues/enforcement

Public Outreach & Education

- Engage residents, schools, businesses, and community groups in educational workshops, walking tours, lectures, and volunteer activities to raise awareness of local history and preservation efforts
- Develop outreach materials, interpretive signage, digital resources, and social media content to communicate the significance of historic sites and cultural assets to a wider audience

Archival Management

- Maintain archives, collections, and historical records related to the community's heritage, ensuring proper documentation, cataloging, and preservation of artifacts, photographs, and documents
- Digitize records, create inventories, and implement conservation measures to safeguard tangible and intangible aspects of the community's cultural legacy for future generations

Program Development

- Collaborate with State agencies (State Historic Preservation Office), planning departments, historic commissions, and municipal authorities to develop preservation ordinances, design guidelines, and cultural resource inventories that protect and promote the community's historical character
- Cultivate relationships with donors, sponsors, and supporters to raise funds for heritage conservation, public art installations, museum collections, and cultural heritage programs

Planning, Zoning, & Historic Appropriateness Commission (PZHAC)

- Coordinate land use planning, development review processes, and heritage conservation through recommendations obtained from the PZHAC
- Conduct & maintain minutes for PZHAC meetings and their recommendations to the Board of Trustees
- Complete building applications and permitting for reviewal of the PZHAC (where appropriate following the Mesilla Town Code)

Qualifications

- Education: High School Diploma or GED. Preference to Bachelor's or Master's degree in historic preservation, cultural heritage, museum studies, or a related field
- Specialized training or certification in heritage conservation is advantageous
- Experience in historic preservation, cultural programming, archival management, or museum administration, preferably within a municipal, non-profit, or cultural institutions

Knowledge, Skills, & Abilities

- Knowledge of local history, architectural styles, preservation principles, museum practices, conservation standards, and best practices in heritage interpretation and public engagement
- Excellent communication skills, storytelling abilities, and community engagement techniques for connecting diverse audiences with the community's cultural heritage and historic resources
- Preferred proficiency in archival research, collections management, digital preservation, GIS mapping, and database systems for organizing and sharing historical information with stakeholders
- Passion for preserving and promoting cultural heritage, fostering creativity, and building partnerships that enrich the cultural fabric of the community

Physical Demands

- The Historic Preservation & Cultural Affairs Specialist may conduct field surveys, site assessments, or walking tours that involve physical activities such as walking, climbing stairs, or outdoor exploration.
- Participation in cultural events, exhibits, or public programs may require standing, speaking, and interacting with visitors, volunteers, or community members in diverse settings.
- Occasional lifting, carrying, or manipulation of equipment, materials, or documents may be part of the job duties (up to 25 pounds)

Supervisory Responsibilities

- This position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

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