



VILLAGE OF LOS LUNAS
REGULAR COUNCIL MEETING AGENDA
THURSDAY, MARCH 23, 2023 – 6:00PM
COUNCIL CHAMBERS – 660 MAIN STREET
LOS LUNAS, NM 87031

ATTENTION:

While we are complying and following NMDOH guidelines - we are now conducting council meetings in the Council Chambers located in the Administration Building. We are also streaming our meetings live via TEAMS. You may connect with codes that are available on our website (www.loslunasnm.gov) and/or <https://www.loslunasnm.gov/meeting>.

Please note: Social distancing will still be practiced.

PLEASE TURN OFF OR MUTE ALL ELECTRONIC DEVICES DURING MEETING YOUR COOPERATION IS APPRECIATED

The Village of Los Lunas Council is pleased to have residents of the community take time to attend Village Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared and will be **limited to three (3) minutes** in order to allow everyone the opportunity to be heard. **PUBLIC COMMENTS ARE EXPECTED TO BE CONSTRUCTIVE AND DEVOID OF CHARACTER ASSASSINATION.** Questions raised on non-agenda items may be answered at a later date by letter in order to facilitate proper research. Written comments are welcome and should be given to the Village Administrator prior to the start of the meeting. Written materials will not be accepted during regular agenda items in the interest of time

- ◆ **CALL MEETING TO ORDER.**
- ◆ **PLEDGE OF ALLEGIANCE.**
- ◆ **APPROVAL OF AGENDA.**
- ◆ **PUBLIC INPUT FORUM.**

CHERYL CATES
CHRIS GARNER

1. RESOLUTION 23-02 – ACCEPTANCE AND APPROVAL OF FY 2022 AUDIT.
TAB 1.

ACTION REQUESTED OF COUNCIL:

Approve or disapprove.

BACKGROUND AND RATIONALE:

Pursuant to Section 2.2.2.10.M.(4) of 2.2.2 NMAC Audit Rule 2021 *Requirements for Contracting and Conducting Audits of Agencies* the Fiscal Year 2022 Financial Statements must be presented to a quorum of the agency's governing authority at a public meeting for approval in accordance with the Open Meetings Act.

GREGORY D. MARTIN
TAB

2. RESOLUTION 23-04 – FY 2023 BUDGET ADJUSTMENTS.
2.

ACTION REQUESTED OF COUNCIL:

Approve or disapprove.

BACKGROUND AND RATIONALE:

An interim budget review of expenditure and revenue accounts for FY 2023 requires department budget increases and decreases due to changes in revenue estimates and expenditures.

GREGORY D. MARTIN
TAB

3. DESTRUCTION OF OBSOLETE FILES.
3.

ACTION REQUESTED OF COUNCIL:

Approve or disapprove.

BACKGROUND AND RATIONALE:

In accordance with Village records retention and destruction regulations, staff is requesting permission to destroy the following outdated/obsolete files:

State statute 18.01.001 – Non-record materials. 1996-2004

State statute 18.01.002 – Administrative Files (manager/department head), 1996-2004.

State statute 18.01.004 – Administrative Reference Files (non-executive levels), 1996-2004.

MICHAEL JARAMILLO
TAB

4. DISPOSAL OF FIXED ASSETS.

4.

ACTION REQUESTED OF COUNCIL:

Approve or disapprove.

BACKGROUND AND RATIONALE:

Pursuant to Section 13-6-1 NMSA 1978 Disposition of obsolete, worn-out or unusable tangible personal property, the disposal of fixed assets must be approved by the governing authority. The assets to be disposed of are worn-out, unusable or obsolete to the extent that each item is no longer economical or safe for continued use by the Village of Los Lunas. The current resale value of each of these items is below \$5,000.00. The items listed on the "Disposal Listing of Fixed Assets" are not used, broken or have been deemed a total loss in the insurance claim process.

ERIN CALLAHAN
TAB

5. REAPPOINTMENTS OF PLANNING AND ZONING COMMISSIONERS: DISTRICT 2 AND DISTRICT 4.

5.

ACTION REQUESTED OF COUNCIL:

Approve or disapprove.

BACKGROUND AND RATIONALE:

Los Lunas Planning and Zoning Commission Districts 2 & 4 are due for reappointment, per Municipal Code Section 2.36.020. Both current Commissioners are recommended for reappointment:

District 2: Andy Gomez

District 4: Marcia Spencer

ERIN CALLHAN
TAB

6. INFRASTRUCTURE ACCEPTANCE FOR VISTS AT HUNING RANCH.

6.

ACTION REQUESTED OF COUNCIL:

Approve or disapprove.

BACKGROUND AND RATIONALE:

Eric Berman, representing LGI Homes New Mexico LLC, has requested infrastructure acceptance for maintenance for the Vistas at Huning Ranch Subdivision. The property is located north of Sundance St SW and west of Huning Ranch West Loop SW.

ERIN CALLAHAN
TAB

7. RFP FOR MUNICIPAL ZONING CODE UPDATE – CONSULTANT AWARD.

7.

ACTION REQUESTED OF COUNCIL:

Approve or disapprove.

BACKGROUND AND RATIONALE:

The Community Development Department issued a Request for Proposal on January 30, 2023, seeking a qualified consultant with working knowledge and experience in local-level land use planning and zoning in New Mexico to prepare a revision of the municipal zoning code. The zoning code has not had a substantive update since 2001 and has become challenging to navigate and inconsistent with community needs established in the 2040 Comprehensive Plan.

The RFP generated responses from three consultants. Responses are shown below, ranked by their score from the review committee.

<u>Consultant</u>	<u>Total Points (100 possible)</u>	<u>Proposed Cost</u>
Consensus Planning	87 points (average)	\$63,141.50
Wilson & Company	81 points (average)	\$109,885.79
Dekker, Perich, & Sabatini	80 points (average)	\$145,563.00

8. EXECUTIVE SESSION – pursuant to NMSA 1978 Section §10-15-1(H), the following matters may be discussed in closed session:

TAB

8.

- a)** Hire FT Truck Driver/Equipment Operator – Street Division / Public Works Department.
- b)** Hire FT Operator in Training – Wastewater Treatment Plant Division / Public Works Department.
- c)** Hire FT Wastewater Treatment Plant Supervisor – Wastewater Treatment Plant Division / Public Works Department.

9. APPROVAL OF MINUTES.

TAB

9.

- a)** Minutes from March 9, 2023, Council Meeting.

10. ADJOURNMENT.

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Deputy Clerk five (5) days prior to council meeting at 839-3840.