



Village of Taos Ski Valley
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**VILLAGE COUNCIL SPECIAL MEETING
DRAFT MINUTES
EDELWEISS LODGE CLUB ROOM
106 SUTTON PLACE
TAOS SKI VALLEY, NEW MEXICO
MONDAY, JANUARY 21, 2019 2:00 P.M.**

1. CALL TO ORDER & NOTICE OF MEETING

The special meeting of the Village of Taos Ski Valley Council was called to order by Mayor Brownell at 2:00 p.m. The notice of the special meeting was properly posted. Mayor Brownell asked that a moment of silence be taken to honor the two young men who had perished in the January 17, 2019 avalanche.

2. ROLL CALL

Ann Wooldridge, Village Clerk, called the roll and a quorum was present.

Governing Body Present

Mayor Christof Brownell
Councilor Jeff Kern
Councilor Roger Pattison
Councilor Chris Stagg
Councilor Tom Wittman, Mayor Pro Tem

Village Staff Present

Administrator John Avila
Clerk Ann Wooldridge
Finance Director Nancy Grabowski
Police Chief Sam Trujillo
Planning Director Patrick Nicholson
Building Official Jalmar Bowden
Village Hall Project Manager Rich Willson

3. APPROVAL OF THE AGENDA

Clerk Wooldridge said that item 4.F. was for discussion only, not for approval.

MOTION: To approve the agenda with this amendment

Motion: Councilor Wittman Second: Councilor Stagg Passed: 4-0

4. NEW BUSINESS

A. Consideration to Approve **Resolution No. 2019-381** to Approve a Permanent Budget Adjustment Request (BAR) to the FY2019 Budget to Invest the CD Interest Earned into CD Investment Accounts in the General Fund, General Fund Reserve, and the CWSRF Reserves. The Village has been investing funds in CDs for several years. The interest earned has been deposited into Money Market funds as the CDs matured. The interest in several CDs has reached over \$1,000, the minimum increment for investment into a CD. The funds have now been

reinvested and rolled into the CD accounts to gain the highest returns for the Village. The total amount of the interest funds invested is \$28,000.00.

MOTION: To Approve Resolution No. 2019-381 to Approve a Permanent Budget Adjustment Request (BAR) to the FY2019 Budget to Invest the CD Interest Earned into CD Investment Accounts in the General Fund, General Fund Reserve, and the CWSRF Reserves

Motion: Councilor Wittman Second: Councilor Kern Passed: 4-0

B. Consideration to Approve Resolution No. 2019-382 to Approve a Permanent Budget Adjustment Request (BAR) with the Addition of a New Enterprise Fund 13 (DFA fund number 52800) for the Rental of the Village Hall Apartments

The Village submitted its fiscal year 2018-19 budget in July 2018. Since that time work has been done to upgrade the eight apartment units at the Village Hall Complex in preparation for long term rentals. The Village has now secured a property manager to facilitate this process and anticipates beginning to rent these units soon. Rental revenues and related expenses will be maintained in a separate enterprise (business) fund. The Village now needs to create this fund, number 13 Rental Enterprise, to accommodate the process with a corresponding budget. Village staff will also need to open a new bank account to keep the funds separated from regular general operations. The amount of money required to open a new bank account is \$100, which will come from the General Fund. If there were ever a shortage in the Enterprise Fund, a budgeted transfer would be made from the General Fund to support the Enterprise Fund until it was self-supporting. The new fund will go into effect as of January 1, 2019 in the 3rd quarter of FY2019.

MOTION: To Approve Resolution No. 2019-382 to Approve a Permanent Budget Adjustment Request (BAR) with the Addition of a New Enterprise Fund 13 (DFA fund number 52800) for the Rental of the Village Hall Apartments

Motion: Councilor Wittman Second: Councilor Stagg Passed: 4-0

C. Consideration to Approve Resolution No. 2019-383 Requesting a Permanent Budget Adjustment Request (BAR) to the FY2019 Budget to Add Collections of Water and Sewer System Development Fees

The Village submitted its fiscal year 2018-19 budget in July 2018. At that time the Village did not budget for Water or Sewer System Development fee revenues. Staff was not certain as to whether any fees would be collected. To date the Village has received approximately \$80,000 in fees, consisting of \$37,022 in Water Connection fees and \$42,667 in Sewer Connection fees, and is anticipating additional collections in FY2019.

D. Consideration to Approve Establishing a 2019 Budget Calendar for the Village of Taos Ski Valley

The NM Department of Finance and Administration recommends that public entities follow a calendar schedule for preparing Annual Budgets and Staff has provided a Budget Calendar for 2019 for adoption. The Village of Taos Ski Valley will benefit from a formalized Budget Calendar to provide information to the public, and for planning preparation for the Council, Administration and Staff. Administrator Avila recommended changing item 9. to the third-fourth week in April, and also adding a rates workshop on March 5, 2019 at 9:00 a.m.

MOTION: To Approve Establishing a 2019 Budget Calendar for the Village of Taos Ski Valley with the suggested amendments

Motion: Councilor Wittman Second: Councilor Kern Passed: 4-0

Director Grabowski said that the draft budget is due to DFA by May 31, 2019.

E. Consideration to Approve Recording Proceeds of Village Hall Complex Surplus Furniture Sales to the Village EMS Capital Fund

The Village of Taos Ski Valley purchased the former Taos Mountain Lodge for use as a Village facility in July of 2016. As the office building and apartment furniture might be changed, the Village declared that the furniture and equipment were surplus, by Resolution No. 2019-373. There is an immediate need for EMS housing, and two of the ten apartment units can be made ready after they are cleared of the surplus furniture and equipment. A sale of items is scheduled for January 21, 2019 with the proceeds to be dedicated to the EMS fund. To formalize the dedication of those funds to EMS for any future audit, Council approval is requested.

MOTION: To Approve Recording Proceeds of Village Hall Complex Surplus Furniture Sales to the Village EMS Capital Fund

Motion: Councilor Wittman Second: Councilor Kern Passed: 4-0

F. Discussion: Proposed Budget for Phase 1 of the New Village Hall Property

Administrator Avila presented a summary of costs to complete the property purchase and improvements, at \$2,036,969. This is an estimate to date, without the inclusion of creating Village staff offices or a Village Council Chamber. Phase 1 comprises completing all of the site work. A budget to prepare the apartments in order to rent was presented, for \$86,853, as well as a potential cost to budget for an ambulance barn inside what had formerly been planned as the Village Office building, for \$36,973.

G. Consideration to Approve Out of State Travel for the Director of Planning & Community Development to Attend the National American Planning Association Conference held April 13-16, 2019 in San Francisco, California

Planning Director Nicholson said that the annual National APA Conference affords a unique opportunity to stay current and abreast of the most innovative professional planning trends and ideas. With intricate and extensive development occurring in the Village, this training would help Staff to effectively handle new development applications and submittals.

MOTION: To Approve Out of State Travel for the Director of Planning & Community Development to Attend the National American Planning Association Conference held April 13-16, 2019 in San Francisco, California

Motion: Councilor Wittman Second: Councilor Stagg Passed: 4-0

H. Consideration to Approve Out of State Travel to Denver, Colorado for ICC Continuing Education for Jalmar Bowden, Building Official, March 3-9, 2019

Building Officials and Building Inspectors are required to obtain CEU's to maintain certifications. The Colorado Code Council offers training every spring in Denver, CO for these requirements. Training opportunities are limited and are not available locally. Estimated cost of the trip includes:

Training Registration	\$400.00
Per diem for 7 days:	\$45.00 x 7 = \$315.00
Hotel 6 nights:	\$75.23/per night = \$451.38
Fuel/mileage expense:	\$115.00 estimated
Estimated Total:	\$1,281.38

MOTION: To Approve Out of State Travel to Denver, Colorado for ICC Continuing Education for Jalmar Bowden, Building Official, March 3-9, 2019

Motion: Councilor Stagg Second: Councilor Pattison Passed: 4-0

Administrator Avila said that this training is imperative for any Building Official. There may be new legislation that the Village would need to aware of.

Project Manager Willson said that Senate Bill 105 has been introduced in this NM Legislative Session which could require a municipality that performs general inspections to also be

responsible to conduct electrical, plumbing, and mechanical inspections. The NM Municipal League will be lobbying against it. This requirement would be burdensome for municipalities.

5. MISCELLANEOUS

A. Village Hall renovation project member Richard Duffy asked whether the idea of creating a Village Office building had been scrapped. Administrator Avila said that the Medic Unit garage replacing the Village Hall would be a temporary solution, since additional funds would be needed for the office building. Administrator Avila said that in possibly 1-2 years, the additional funding could be obtained for the office. Also, a long-term solution to housing the Medic Unit would be investigated.

Discussion followed with potential locations for additional space for Public Safety vehicles being touched on.

6. ANNOUNCEMENT OF THE DATE, TIME AND PLACE OF THE NEXT MEETING OF THE VILLAGE COUNCIL

The next regular meeting of the Village Council is scheduled for Tuesday, February 12, 2019 at 2:00 p.m. at the Edelweiss Lodge Club Room. Administrator Avila said that a workshop may be scheduled in advance of the next Council meeting.

6. ADJOURNMENT

MOTION: To Adjourn

Motion: Councilor Wittman

Second: Councilor Kern

Passed: 4-0

Christof Brownell, Mayor

ATTEST: _____
Ann M. Wooldridge, Village Clerk