

VILLAGE OF BOSQUE FARMS

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Chris Gillespie, Mayor

Council:
Ronita Wood
Michael Cheromiah
Erica DeSmet
Tim Baughman

THE GOVERNING BODY OF THE VILLAGE OF BOSQUE FARMS WILL HOLD ITS REGULAR MEETING ON THURSDAY, DECEMBER 19TH, 2024 IN THE COUNCIL CHAMBERS, 1455 WEST BOSQUE LOOP, BOSQUE FARMS, NM AT 6:00PM.

1. **CALL TO ORDER & ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **PUBLIC COMMENT FOR NON-AGENDA ITEMS**
(Comments are limited to 1 ½ Minutes, time cannot be distributed to peers in attendance)
5. **PRESENTATION**
6. **DEPARTMENTAL REPORTS**
7. **MAYOR & COUNCIL REPORTS**
8. **COUNCIL TO REVIEW & TAKE ACTION PREVIOUS MINUTES**
Attachment A – 11-21-24 Regular Meeting Minutes.pdf
9. **COUNCIL TO REVIEW AND TAKE ACTION ON TREASURER'S REPORT**
10. **APPOINTMENT OF MICHAEL CHEROMIAH AND JEAN STOUFDORD TO LIBRARY BOARD.**
11. **COUNCIL TO REVIEW AND TAKE ACTION ON RFP FOR ENGINEERING ON CALL SERVICES**
Attachment B – Bid tab score sheet.pdf

“PRESERVING RURAL AMERICA”

12. COUNCIL TO HOLD A PUBLIC HEARING FOR APPROVAL OF BUSINESS LICENSE FOR FROST CANNABIS.

13. COUNCIL TO CONCLUDE PUBLIC HEARING AND TAKE ACTION ON BUSINESS LICENSE FOR FROST CANNABIS.

TIME AND PLACE OF NEXT MEETING

THE NEXT MEETING OF THE VILLAGE OF BOSQUE FARMS GOVERNING BODY WILL BE HELD ON THURSDAY, JANUARY 16, 2025.

ADJOURNMENT

PLEASE NOTE: *The Governing Body may revise the order of the agenda items considered at this Open Meeting. If you are an individual with a disability who needs a reader, 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 office of the Village Clerk at (505) 991-6611 at least three (3) calendar days prior to the meeting. Public documents including the agenda and minutes can be provided in digital or hardcopy format. The Village of Bosque Farms strictly prohibits any form of unlawful discrimination based on race, color, religion, gender identity, sexual orientation, sex, national origin, age, disability, or political affiliation in any program, activity, or service sponsored by the Village. Contact the office of the Village Clerk/administrator for more information.*



**MINUTES
VILLAGE OF BOSQUE FARMS
REGULAR COUNCIL MEETING
THURSDAY, NOVEMBER 21, 2024 AT 6:00 P.M.
COUNCIL CHAMBERS**

1. Call to Order

Meeting called to order at 6:01

2. Pledge of Allegiance

Councilor DeSmet led those in attendance in the Pledge of Allegiance.

3. Roll Call/Determination of Quorum

RW	✓	MC	✓	ED	✓	TB	✓
Quorum present		Yes	No				

Councilor Baughman attended the meeting via telephone. Councilor Cheromiah arrived at 6:21, as the Cops and Rodders presentation began.

4. Executive Session Pursuant to 10-15-1(2) NMSA, 1978 Hiring of A WATER/WASTEWATER UTILITY SUPERVISOR.

The Council reconvened in open session at approximately 6:18 PM. Clerk Limon certified to the Public that the only items discussed in the Executive session were those items listed on the agenda and that no action was taken in Executive Session.

5. Approval of Agenda

A C T I O N	Motion	Approval of Agenda as presented.		
	Made by:	DeSmet		Councilor Wood-Yes Councilor Cheromiah-Absent Councilor DeSmet-Yes Councilor Baughman-Yes
	Second by:	Wood		
	Motion carried?	PASSED	FAILED	

6. **Public Comment**

Resident Lily McNabb stated that she would like lights from the patio to the parking lot, as it is very dark when attending council meetings during the winter season.

7. **PRESENTATION Cops and Rodders Event Recap/Presentation by Chief Andrew Owen**

Police Chief Owen presented a recap of the Cops and Rodders event, which was a successful fundraiser for the Special Olympics. Approximately \$9000 was raised.

8. **Departmental Reports**

- a. Police Chief- Chief Owen recognized Officer Corea for outstanding work on an investigation and provided Bosque Farms Police Statistics for the month of September.
- b. Clerk- Clerk Limon shared the following updates:
 - New computers have been ordered for several departments.
 - The Clerk completed 12 IPRA requests over the past month, not including repeat requests. The Clerk's office has opened discussions with the Department of Justice regarding misuse of IPRA and harassment.
 - The Clerk is working on an updated pay scale.
 - The Clerk's office is working on getting the broken street lights diagnosed by an electrician, and is planning to add the project to the ICIP for next year.
 - The Clerk also delivered Planning and Zoning updates. Wells Fargo is installing a drive-thru ATM.

9. **Mayor & Council Reports**

Council

- i. Councilor Wood complimented the work that was done at the Cops and Rodders event.
- ii. Councilor Cheromiah had no updates.
- iii. Councilor DeSmet complimented the Fire Department and Police Department for being out during the recent storm.
- iv. Councilor Baughman stated that he has been traveling, but he appreciates emergency services and staff.

Mayor

- v. Mayor Gillespe discussed his recent absence and personal medical issues. He stated that he is still capable.

10. **Council to Review and Take Action on Previous Minutes.**

A C T I O N	Motion	Approval of Minutes 10-24-24 With an Amendment to Correct the Capitalization of a Proper Name	
	Made by:	Wood	Councilor Wood-Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes
	Second by:	Cheromiah	
	Motion carried?	PASSED	

11. Council to Review and Take Action on Treasurer’s Report

Treasurer Maes delivered the Treasurer’s Report.

A C T I O N	Motion	Approval of Treasurer’s Report	
	Made by:	Cheromiah	Councilor Wood-Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes
	Second by:	Baughman	
	Motion carried?	PASSED	

12. Council to Review and Take Action on Memorandum of Understanding Between the Department of Homeland Security and Emergency Management, State Fire Marshall’s Office and Local Governments Operating New Mexico Fire Departments.

A C T I O N	Motion	Approval of Memorandum of Understanding Between the Department of Homeland Security and Emergency Management, State Fire Marshall’s Office and Local Governments Operating New Mexico Fire Departments	
	Made by:	DeSmet	A roll-call vote was taken. Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet-Yes Councilor Baughman-Yes
	Second by:	Wood	
	Motion carried?	PASSED	

13. Council to Review and Take Action on Memorandum of Understanding for Valencia Countywide Mutual Aid Agreement and Interagency Standard Operating Guidelines.

A C T	Motion	Approval of Memorandum of Understanding for Valencia Countywide Mutual Aid Agreement and Interagency Standard Operating Guidelines	

ACTION	Made by:	Baughman		A roll call vote was taken. Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes
	Second by:	Cheromiah		
	Motion carried?	PASSED	FAILED	

14. Council to Review and Take Action on Resolution 1055-24 Participation in Local Government Road Fund Program Administered by NMDOT

ACTION	Motion	Approval of Resolution 1055-24 Participation in Local Government Road Fund Program Administered by NMDOT		
	Made by:	Baughman		A roll call vote was taken. Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes
	Second by:	Cheromiah		
	Motion carried?	PASSED	FAILED	

15. Council to Review and Take Action on Hiring a Water/Wastewater Utility Supervisor

ACTION	Motion	Approval to hire Joseph Sanchez as Water/Wastewater Utility Supervisor.		
	Made by:	Cheromiah		Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes
	Second by:	Wood		
	Motion carried?	PASSED	FAILED	

16. Council to Review and Take Action on Resolution 1056-24 Sale of Surplus Vehicles

ACTION	Motion	Approval of Resolution 1054-24 Sale of Surplus Vehicles		
	Made by:	Cheromiah		A roll call vote was taken. Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes
	Second by:	Wood		
	Motion carried?	PASSED	FAILED	

17. Council to Review and Take Action on Resolution 1057-24 Destruction of Public Records

A C T I O N	Motion	Approval of Resolution 1057-24 Destruction of Public Records, with a spelling correction.	
	Made by:	DeSmet	
	Second by:	Baughman	
	Motion carried?	PASSED	FAILED

18. **Council to Review and Take Action on Resolution 1058-24 VRECC Budget Adjustment**

A C T I O N	Motion	Approval of Resolution 1058-24 VRECC Budget Adjustment, with a corrected apostrophe.	
	Made by:	Wood	
	Second by:	DeSmet	
	Motion carried?	PASSED	FAILED

19. **Council to Hold a Public Hearing for Approval of Business License for WQCKDKITTY INK**

A C T I O N	Motion	Enter Public Hearing for Approval of Business License for WQCKDKITTY Ink.	
	Made by:	DeSmet	
	Second by:	Baughman	
	Motion carried?	PASSED	FAILED

Clerk Limon swore in the business owner, Kat Jaramillo, who went on to discuss her business and state that she is working on New Mexico tattoo licensure. She also stated that she wants the space to eventually include an art studio, jewelry sales and multiple tattoo artists. It was determined that opening that tattoo studio portion of her business is contingent on obtaining a valid license to tattoo.

20. **Council to Conclude Public Hearing and Take Action on Business License for WQCKDKITTY INK**

A C T I O N	Motion	Conclude Public Hearing and Approve Business License for WQCKDKITTY Ink.	
	Made by:	DeSmet	
	Second by:	Baughman	
	Motion carried?	PASSED	FAILED

At this point in the meeting, Mayor Gillespe conceded the chair to Mayor Pro Tem Wood to conduct the remainder of the meeting, but he did remain in the room in case he was needed.

21. Council to Hold a Public Hearing for Approval of Variance Request for 1680 Carpenter Drive

A C T I O N	Motion	Enter Public Hearing for Approval of Variance Request for 1680 Carpenter Drive.		
	Made by:	DeSmet	Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes	
	Second by:	Baughman		
	Motion carried?	PASSED		

Clerk Limon presented a summary of the request and related complaints from a neighbor based on a summary report he included in the Council packets.

The Clerk recommended granting the variance, stating that it's difficult to enforce ordinance when we had no one on staff for planning and zoning at the time. He also stated that at their recent meeting, the Planning and Zoning Commission voted on the variance with the result being a recommendation to deny.

Clerk Limon swore in the members of the public who wished to address the public hearing.

Mr. Gantt, who requested the variance, spoke first, requesting that Council grant the variance.

Rex Foutz, a neighbor, spoke against the variance.

Sharon Eastman, Chairwoman of the Planning and Zoning Commission, spoke next, stating some of the reasons the Commission voted to recommend denial of the variance.

The Council asked some questions that were answered by Mr. Gantt.

22. Council to Conclude Public Hearing and Take Action on Variance Request for 1680 Carpenter Drive

A C T I O N	Motion	Conclude Public Hearing for Approval of Variance Request for 1680 Carpenter Drive.		
	Made by:	DeSmet	Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes	
	Second by:	Baughman		
	Motion carried?	PASSED		
A C T	Motion	Approve Variance Request for 1680 Carpenter Drive.		
	Made by:	DeSmet	A roll call vote was taken. Councilor Wood- No	
	Second by:	Baughman		

I O N	Motion carried?	PASSED	FAILED	Councilor Cheromiah- No Councilor DeSmet- Yes Councilor Baughman- Yes Mayor Gillespe- Yes

23. **Council to Review and Take Action on Resolution 1059-24 Approving Holiday Schedule**

Councilor Cheromiah pointed out that Memorial Day had not been included in the proposed holiday schedule.

A C T I O N	Motion	Approve the Resolution with the addition of Memorial Day.		
	Made by:	DeSmet		Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes
	Second by:	Baughman		
	Motion carried?	PASSED	FAILED	

ADJOURNMENT
8:20 PM

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Anchor Engineering	Scorer 1	Scorer 2	Scorer 3	Scorer 4	Scorer 5	Average
Specialized Design and Technical Competence (25 possible)	17	25	5	20	21	17.6
Capacity and Capability (25 possible)	16	20	8	18	22	16.8
Past Record of Performance (15 possible)	10	15	9	10	15	11.8
Familiarity with contracting agency (25 possible)	15	5	20	15	22	15.4
Work to be Done in New Mexico (5 possible)	5	5	2	5	5	4.4
Current Volume of Work not 75% Complete (5 possible)	5	5	2	5	5	4.4
Subtotal Planning and Design (100 possible)	68	75	46	73	90	70.4
Construction Observation Experience (5 possible)	3	5	5	2	2	3.4
Specialized experience w/ Startup Assistance (5 possible)	3	5	3	3	2	3.2
Capacity and Capability (5 possible)	5	5	3	5	5	4.6
History of past performance (5 possible)	5	0	5	3	5	3.6
History of claims (5 possible)	3	0	1	3	5	2.4
Subtotal construction observation services (25 possible)	19	15	17	16	19	17.2
TOTAL (125 possible)	87	90	63	89	109	87.6

Molzen Corbin	Scorer 1	Scorer 2	Scorer 3	Scorer 4	Scorer 5	Average
Specialized Design and Technical Competence (25 possible)	23	25	25	25	25	24.6
Capacity and Capability (25 possible)	21	25	20	25	25	23.2
Past Record of Performance (15 possible)	13	5	15	13	15	12.2
Familiarity with contracting agency (25 possible)	25	20	25	23	25	23.6
Work to be Done in New Mexico (5 possible)	5	5	5	5	5	5
Current Volume of Work not 75% Complete (5 possible)	5	5	3	5	5	4.6
Subtotal Planning and Design (100 possible)	92	85	93	96	100	93.2
Construction Observation Experience (5 possible)	4	1	5	4	5	3.8
Specialized experience w/ Startup Assistance (5 possible)	5	5	5	4	5	4.8
Capacity and Capability (5 possible)	5	5	4	4	5	4.6
History of past performance (5 possible)	4	5	4	5	5	4.6
History of claims (5 possible)	5	5	5	5	5	5
Subtotal construction observation services (25 possible)	23	21	23	22	25	22.8
TOTAL (125 possible)	115	106	116	118	125	116



MINUTES
VILLAGE OF BOSQUE FARMS
PLANNING & ZONING COMMISSION
REGULARLY SCHEDULED MEETING
MONDAY, DECEMBER 9, 2024 AT 6:30 P.M.
COUNCIL CHAMBERS LOCATED
1455 WEST BOSQUE LOOP

1. **Call to Order**

Meeting called to order at
6:30PM

Please turn off cell
phones or set to silent
mode

2. **Pledge of Allegiance**

Chairwoman Eastman lead the Pledge of Allegiance

3. **Roll Call/Determination of Quorum**

SE	✓	DG	✓	MB	✓	KS	X	JH	✓
Quorum present		Yes	No						

4. **Approval of Agenda**

Commissioner Baber advised the Commission that the name of the business requesting a permit was misspelled and should be corrected in the minutes.

A C T I O N	Motion	Approval of the Agenda with the removal of Permit for 1550 Velvet Lane	
	Made by:	Commissioner Baber	Commissioner Eastman-Yes Commissioner Garrison -Yes Commissioner Baber- Yes Commissioner Schaus- Absent Commissioner Hale- Yes
	Second by:	Commissioner Garrison	
	Motion carried?	PASSED	

5. **Public Comment**

None.

6. **Departmental Reports**

Clerk Administrator Limon shared the following updates:

- **Code Enforcement Monthly report for the month of November: 10 Properties who have received violation notices.**
- **Pending cases for weeds or junk vehicles currently reside at 15 properties.
14(weeds) 1(Junk car)**
- **Cases pending court dates are listed at 5 properties.**
- **Cases actively in court pending judge ruling is 6 properties.**
- **Three permits were filed in the month of November. 1) T-Mobile is replacing generator and upgrading antenna for better coverage in bosque farms – 125 Bosque Farms is the address of current generator and system. 2) Wells Fargo is upgrading its ATM at 970 Bosque Farms Blvd 3) Carport for Willow Trail**
- **Two businesses are currently pending approval from the Zoning Administrator. One business is a therapist for mental health and victim recovery. This business will be operated through telehealth, Dr. will not have clients in home nor will any visitation be performed at the site. Dr. has a office in Tijeras and would just like to take growing demand of clients from the comfort of her own home. Property is located on green acres.(Spoke with applicant over phone did not leave name) The other is a mobile home sales business. The owners operate out of the City of Albuquerque where the inventory is sold. The only business practices performed from home are virtual sales and client consultation. No inventory will be stored on site. Property owner name is Marty Mondragon located at 1745 Los Pinos.**

7. **Chairwoman & Commission Reports**

No reports from the Commission.

8. **Commission to Review and Take Action on Previous Planning & Zoning Commission Meeting Minutes**

Attachment A – 11-04-24 Draft Minutes.pdf

Chairwoman Eastman noted that the pledge of allegiance was listed incorrectly. It was Commissioner Garrison who lead the pledge. Also, she noted that her vote was recorded incorrectly for the variance requested pertaining to 1680 carpenter.

A C T I O N	Motion	Approve of Minutes listed 11-4-24 with amendments suggested by the Commission	
	Made by:	Commissioner Baber	Commissioner Eastman - Yes Commissioner Garrison -Yes Commissioner Baber - Yes Commissioner Schaus - Absent Commissioner Hale - Yes
	Second by:	Commissioner Garrison	
	Motion carried?	PASSED	

9. **Commission to Review and provide recommendation to Council Regarding Variance on 2300 Bruno Lane.**

Attachment B- Bruno Lane Property Map & Structure Design.pdf

Chairwoman Eastman stated that Village Ordinances and setbacks exist to help provide guidance for property Owners and those setbacks should not be ignored.

Applicant Kris Hanley requested for a variance of 4 feet from the rear property line and 4 feet from the property line left side of her home.

Commissioner Baber stated the structure could fit without a variance and felt there was no need for variance.

Commissioner Hale stated that with the applicants plan to grow fruit or vegetation the variance should be allowed as sunlight would be easily accessible. Commissioner Hale went further to explain while he understands the importance of the Village’s ordinances and believes setbacks should be followed, in the same note he would like some more consideration to be given with some cases.

A C T I O N	Motion	Commission to table item until next Planning & Zoning Meeting	
	Made by:	Commissioner Baber	Commissioner Eastman - Yes Commissioner Garrison -Yes Commissioner Baber - Yes Commissioner Schaus - Absent Commissioner Hale - Yes
	Second by:	Commissioner Garrison	
	Motion carried?	PASSED	

10. **Commission to Enter Public Hearing regarding Frost Cannabis.**

Attachment C- Frost Cannabis Application Packet.pdf

A C T I O N	Motion	Commission to Enter Public Hearing	
	Made by:	Commissioner Garrison	Commissioner Eastman - Yes Commissioner Garrison -Yes Commissioner Baber - Yes Commissioner Schaus - Absent Commissioner Hale - Yes
	Second by:	Commissioner Baber	
	Motion carried?	PASSED	

Chairwoman Eastman questioned if the application was fully processed by staff. Clerk Administrator Limon explained this application is similar to Kelly Liquor's that it is merely to transfer the business license to the new applicant.

11. Commission to review and provide recommendation to Village Council regarding Frost Cannabis.

Chairwoman Eastman stated she would recommend approval of License.

Commissioner Baber stated he would recommend approval of the License.

Commissioner Hale stated he would recommend approval of license.

Commissioner Garrison stated he would recommend approval of license.

A C T I O N	Motion	Recommendation of approval.	
	Made by:	Commissioner Schaus	Commissioner Eastman – Allow Commissioner Garrison -Allow Commissioner Baber - Allow Commissioner Schaus - Absent Commissioner Hale – Allow
	Second by:	Commissioner Garrison	
	Motion carried?	PASSED	

12. Commission to Enter Public Hearing regarding Budding Bar LLC.

Chairwoman Eastman questioned the applicant if they were aware that currently the proposed location of 600 Bosque Farms Blvd is in violation of being too close to another regulated business. The applicants responded that they were unaware.

A C T I O N	Motion	Commission to Enter Public Hearing and table action item related to Budding Bar.	
	Made by:	Commissioner Garrison	Commissioner Eastman - Yes Commissioner Garrison -Yes Commissioner Baber - Yes Commissioner Schaus - Absent Commissioner Hale - Yes
	Second by:	Commissioner Hale	
	Motion carried?	PASSED	

13. **Time and Place of Next Meeting**

*THE NEXT MEETING OF THE VILLAGE OF BOSQUE FARMS
PLANNING & ZONING COMMISSION WILL BE HELD ON MONDAY,
JANUARY 6TH, 2024.*

ADJOURNMENT

7:45 PM

DRAFT