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THE CITY COUNCIL OF THE CITY OF PORTALES met in regular session Tuesday, June 17, 2014, at 7:00 p.m., in the Council Chambers in the Memorial Building in full conformity with the rules and regulations. Mayor King called the meeting to order and asked City Clerk Martinez-Terry to all roll. Those present and constituting a quorum were:

MAYOR: Sharon L. King

MAYOR PRO-TEM: Michael G. Miller

COUNCIL MEMBERS:	Matthew Tod Hunton	Oscar H. Robinson
	Leo Lovett (absent)	Antonio O. Salguero
	Lenard Michael Lucero (absent)	Keith A. Thomas
	Dianne Y. Parker	

STAFF PRESENT:	Doug Redmond, City Manager	Johnny DeSha, Public Wks. Director
	Joan Martinez-Terry, City Clerk	Marilyn Rapp, Finance Director
	Pat Gallegos, Police Chief	Sammy Standefer, Planning Director
	Steve Doerr, City Attorney	Jamie Rose, Assistant to City Manager
	Christine Mitchell, I.T. Tech	Carla Weems, Administrative Assistant
	Riki Seat, DWI Program Coord.	Susan Baysinger, Public Wks. Proj. Adm.
	Keith Wattenbarger, Em. Mgmt. Dir.	

OTHERS PRESENT:	Lillian Bowes, Press	Jerry DeSha
	David Essex, Xcel Energy	Amelia Christensen, Homespot/MainStreet
	Matthew Young, Xcel Energy	Karl Terry, Chamber of Commerce Exec.
	Debralynn Soza, MainStreet Exec.	

Mayor King asked David Essex, Xcel Energy, to give the invocation, and Susan Baysinger, Public Works Projects Administrator, to lead the Pledge of Allegiance and the Salute to the New Mexico flag.

(A) MINUTES OF PREVIOUS MEETING(S):**1. Regular Meeting of June 3, 2014.**

Mayor King asked the Council to consider the minutes of the Regular Meeting of June 3, 2014. She asked the pleasure of the Council. ***Councilor Parker made the motion to approve the minutes of the regular meeting of June 3, 2014 as presented. Councilor Thomas seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(B) PRESENTATION BY XCEL ENERGY FOR BUILDING AN OH LINE FOR NEW SUBSTATION WITHIN THE DRAINAGE EASEMENT

Mayor King asked Matthew Young, Xcel Energy Design Engineer, to give the presentation. Mr. Young introduced himself to the Council as a Design Engineer for Xcel Energy. He told them that he did not have a presentation, but that he had a hand out for the Council that showed the location of Xcel Energy's proposed project to put in a new overhead line for a substation in the southern boundary of the drainage easement. He commented that the line will follow the southern-most alleyway of Oakwood Manor subdivision east of the intersection of South Globe and E. 14th Street. He stated that the Kilgore substation will replace the Zodiac substation and that it will require three (3) feeder lines. He told the Council that the benefit to the community is improved service and that fewer customers will be out of energy at a time if power goes down. Councilor Thomas asked about any possibility of high energy voltage damage. Young responded that there is a report regarding this issue, but that nothing detrimental has been proven. Councilor Robinson asked when the project will begin. Young stated that it will begin in a couple of months and that the substation should be in place by the end of the summer. Councilor Robinson stated that he is a school bus driver and that he had asked the question to find out if it would possibly cause traffic issues for the school buses. Mayor King thanked Mr. Young for his presentation.

(C) RATIFICATION OF FINANCE DEPARTMENT'S ACTIONS REGARDING BILLS FOR MAY 2014

Mayor King asked Finance Director Marilyn Rapp to present the City's bills for the month of May 2014. Ms. Rapp told the Council that she was present to request ratification of the bills for May 2014. She told the Council that the bills were in the amount of \$2,017,057.18. She explained that bills included large one-time expenditures for liability and workers compensation insurance premiums from General Fund; gravel for the Street Department; pool repairs and equipment; a 72" Hustler mower; liability and workers compensation insurance premiums in the Water Fund; expenditures for engineering services for the wastewater treatment plant and re-use project, and liability and workers compensation insurance premiums in the Airport Fund. She stated that the expenditures were necessary for the continued operation of the City and are within budgeted limits. She asked for questions from the Council; and asked for ratification of the bills. Mayor King asked about three (3) payments made to Portales Concrete on page 31, which are for different amounts but described as "25 yards of concrete." She asked if this was correct. Ms. Rapp responded that the dollar amounts were correct but that the purchase orders come from the departments so sometimes descriptions are not changed.

May 2014

Pooled Cash Fund	999	\$2,017,057.18
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Mayor King asked for further questions. There being no more questions, she asked the pleasure of the Council. ***Mayor Pro-Tem Miller made the motion to ratify payment of the bills for May 2014 as presented. Councilor Robinson seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(D) CONTRACT RENEWAL FOR SERVICE PROVISION OF ADVERTISING, PUBLICIZING AND PROMOTIONS OF THE CITY OF PORTALES WITH ROOSEVELT COUNTY CHAMBER OF COMMERCE

Mayor King asked City Manager Redmond and Karl Terry to present the renewal of the contract with the Roosevelt County Chamber of Commerce for providing services of advertising, publicizing and promotions of the City of Portales. City Manager Redmond told the Council that this is the 2nd renewal period for the Chamber contract for services. He added that there were no changes to the contract. Karl Terry told the Council that the funding in the amount of \$7,000.00 provided in the contract was very important to the Chamber to operate the Welcome Center, and that included in the services is the planning and organization of annual events to attract visitors to the City. Mr. Terry told the Councilors that the Chamber includes promotional material for the City in newcomer packets that are given to incoming airmen at Cannon Air Force Base (CAFB) averaging close to 100 packets each month. He commented that the number of incoming airmen at CAFB has not dropped off and he added that this will continue. He stated that the community wants to encourage the base personnel to come to Portales. Mayor King asked the pleasure of the Council. Councilor Thomas stated that he would abstain from the vote due to his connection to the Roosevelt County Chamber of Commerce. ***Mayor Pro-Tem Miller made the motion to approve the contract renewal with the Roosevelt County Chamber of Commerce for services to advertise, publicize and promote the City of Portales. Councilor Robinson seconded the motion. Five of the six Council members present voted in favor of the motion. Councilor Thomas abstained. Motion carried.***

(E) AUTHORIZATION FOR MAYOR TO EXECUTE DWI GRANT PROJECT NO. 15-D-J-G-23

Mayor King asked DWI Program Coordinator Riki Seat to present the DWI Grant Project No. 15-D-J-G-23 to the Council. Riki Seat told the Council that the annual grant from the NM Local Driving While Intoxicated (LDWI) grant program is for prevention, screening, compliance monitoring/tracking, coordination/planning/evaluation activities as outlined in the grant agreement. She told the Council that the amount of the grant is \$7,709.00 with an in-kind match of \$7,800.00 and that it had been decreased from the previous year because more money was given to the Ninth Judicial District Drug Court Program this year. Mayor King expressed concern that Ms. Seat was using in-kind matches on multiple grants. Ms. Seat responded that the state does allow different grants from different funding agencies to be used as in-kind. She asked for authorization for execution of the grant. Mayor King asked the pleasure of the Council. ***Councilor Parker made the motion to authorize the Mayor to execute the DWI Grant Project No. 15-D-J-G-23 for funding in the amount of \$7,709.00. Councilor Hunton seconded the motion. All Council members present voted in unanimous support of the motion. No abstentions. Motion carried.***

(F) ITEM(S) FROM PLANNING COMMISSION:

1. Final Plat Application for Subdivision—Oakwood Manor Unit 4, Submitted by Max Merrick.

Mayor King asked Planning Commission Director Sammy Standefer to present the final plat application for Unit 4 of Oakwood Manor Subdivision. Mr. Standefer told the Council that the final plat was submitted to the Planning Commission for a public hearing held May 19, 2014, and that the recommendation from that Body was to approve the final plat. He commented that this finishes up the preliminary plat of Oakwood Manor Subdivision and that it is in compliance with the City's Code on streets, curb and gutter. He asked for questions. Mayor King asked the pleasure of the Council. ***Councilor Robinson made the motion to approve the final plat of Unit 4 of Oakwood Manor Subdivision as presented. Councilor Parker seconded the motion. All Council members present voted in unanimous support of the motion. No abstentions. Motion carried.***

2. Special Use Permit for a Shooting/Training Range at Roosevelt County Sheriff's Office.

Mayor King asked Planning Commission Director Sammy Standefer to present the special request for a shooting/training range for the Roosevelt County Sheriff's Office. Standefer asked that the Council table this item until a later meeting. Mayor King asked the pleasure of the Council. ***Mayor Pro-Tem Miller made the motion to table the special use permit for a shooting/training for the Roosevelt County Sheriff's Office. Councilor Parker seconded the motion. All Council members present voted in unanimous support of the motion. No abstentions. Motion carried.***

(G) ITEM(S) FROM EMERGENCY MANAGEMENT DEPARTMENT:

1. Mitigation Grant Application.

Mayor King asked Emergency Management Director Keith Wattenbarger to present the Mitigation Grant Application. Mr. Wattenbarger told the Council that this grant is for preparing to mitigate local projects in the amount of \$45,000.00 and requires an in-kind match of 25%. He stated that grant is for planning self-generation and retrofitting buildings for high wind and grassland fires. He commented that the grant will not be acted upon until it is approved by Homeland Security. He further commented that the planning grant does not require financing by the City and asked them to allow him to support him in submittal of the grant. Mayor King expressed concern that the wording of the agenda topic did not specify that authorization was requested. Mayor Pro-Tem Miller stated that this is merely an application and not acceptance of a grant. City Attorney Knudson commented that this should be considered informational at this time.

2. CodeRed Contract Renewal.

Mayor King asked Emergency Management Director Keith Wattenbarger to present the renewal of the CodeRed contract. Mr. Wattenbarger told the Council that the contract for CodeRed services is due for renewal at the end of July and will be an automatic rollover unless the City opts out. He stated that the cost has not increased. He commented that this service takes the pressure off of the dispatch center. Mayor King asked that this be sent to the next Council agenda because the agenda topic did not specify that authorization was requested.

(H) OTHER BUSINESS/CITIZENS TO BE HEARD

Mayor King asked for items of other business.

NMRWA Meeting: Mayor King reported that the NMRWA would meet in Council Chambers at 10:00 a.m. on Thursday, June 19, 2014 to work on the job description for the executive director position. She also reported that Ute Lake is increasing in volume from the rain.

Annual Meeting of EPCOG: Councilor Robinson reported that he had been nominated for Chair at the annual meeting of the Board of the Eastern Plains Council of Governments.

Annual Open Meetings Resolution: Mayor Pro-Tem Miller asked if the Notice of Open Meetings resolution would be adopted at the next meeting and suggested that the Council move the time for their meetings for the next fiscal year from 7:00 p.m. to 6:00 p.m. The Council expressed agreement.

Invitation to the Chamber Luncheon: Councilor Thomas invited the Council to the Chamber luncheon to be held at noon on Thursday, June 26, 2014.

Information from City Manager: City Manager Redmond told the Council that he would be away beginning Wednesday morning (June 18th through June 20th) and that he had assigned General Services Director Mike Parkey as the Acting City Manager in his absence. He asked that Carla Weems get Mr. Parkey's contact information to the Council.

Request for Council Appointments or Volunteers: City Manager Redmond asked for a couple of Councilors to assist in updating a couple of sections in the nuisance and zoning code. Councilors Salguero and Thomas volunteered.

Heritage Days Celebration: Karl Terry, Roosevelt County Chamber Executive Director, reminded everyone of the annual Heritage Days celebration that starts Friday night, June 20, 2014. He told the audience and Council that the parade begins at 10:00 a.m. with music to begin at 11:00 a.m. in City Park. He thanked the City Staff for the help they have given the Chamber—especially the Public Works Departments with special thanks to John DeSha, Public Works Director and the Police Department. He commented that the Chamber leans on the City for Heritage Days.

DWI Program Coordinator Riki Seat stated that the DWI program has an active community service component and offered the help of the participants.

Portales MainStreet's Annual Fun Run: Portales MainStreet's Executive Director, Debralynn Soza, asked the Council and audience to promote the annual MainStreet's Fun Run to begin early Saturday morning, June 21, 2014. She commented that registrations will also be taken that morning. She promoted the Yam Music Series reporting on a concert next month by the Curry County Outlaws. She stated that the music series events will occur every 3rd Thursday.

Update on WWTP Project: Public Works Director John DeSha told the Council that the Waste Water Treatment Plant has begun and asked them to call him for a tour of the site. Councilor Hunton asked about the work being done on S. Avenue I. Mr. DeSha responded that three (3) 10-inch valves have been installed. He stated that the work is on schedule to have the Street Department close up the holes in the street. Mr. DeSha told the Council that there are 37 valves to be installed.

Friends of the Cemetery Meeting: Mayor King reported that the Friends of Cemetery will meet at 5:30 p.m. on Thursday, June 19, 2014.

(I) EXECUTIVE SESSION/CLOSED EXECUTIVE MEETING:

1. **Action to Convene in a Closed Session/Meeting to Discuss Matters as Provided for under New Mexico Statutes Pertaining to Open Meetings Referencing §10-15-1 H.(2), for Limited Personnel Matters.**

Mayor King asked for a motion to convene in a closed executive session to discuss matters as provided under the New Mexico statutes pertaining to Open Meetings referencing §10-15-1 H.(2), for limited personnel matters. Mayor King asked the pleasure of the Council. *Mayor Pro-Tem Miller made the motion to convene the closed executive session to discuss matters as provided under state statutes pertaining to Open Meetings referencing limited personnel matters. Councilor Parker seconded the motion. Roll call vote by all Council members present resulted in unanimous support of the motion. No abstentions. Motion carried.*

2. Action to Convene in Open Session.

Mayor King asked for a motion to convene in open session. *Councilor Parker made the motion to convene in open session. Councilor Thomas seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.*

3. Action Required as a Result of the Closed Session.

Mayor King stated that only those items mentioned in the motion to close the session were discussed by the Council. Mayor King asked the pleasure of the Council regarding Limited Personnel Matters. *Mayor Pro-Tem Miller made the motion to extend the City Manager Redmond's contract for two years for the amount of \$80,000.00 per year (almost a 2.5% reduction in salary) as suggested by the City Manager with details to be worked out with the Mayor and Mayor Pro-tem. Councilor Hunton seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried*

ADJOURNMENT:

There being no further business or comments, Mayor King adjourned the meeting at 8:10 p.m.

Joan Martinez-Terry, City Clerk