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- A. Minutes of Previous Meeting(s):
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 - C. Proclamation Declaring April 7, 2015 as "Fair Housing Day" in Portales, New Mexico.
 - D. Ratification of Finance Department's Actions on the Bills for February 2015.
 - E. Resolution #14-15-22, Authorizing the Mayor to sign the Application for the New Mexico State Fire Marshal's Office FY 2016 Municipal Fire Protection Fund Distribution.
 - F. Acceptance of Warranty Deed for Property Donated by La Casa de Buena Salud, Inc. to the City of Portales for a Fire Substation (Legal Description: Lots 12, 13 & 14, Block 3, Sunset Park Addition).
 - G. Resolution #14-15-23, Authorizing the Municipality to Submit an Application to the Department of Finance & Administration, Local Government Division to Participate in the Juvenile Adjudication Fund Program.
 - H. Resolution #14-15-24, A Resolution Approving & Adopting the Memorial Building Policy and Fees.
 - I. Resolution #14-15-25, A Resolution Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority.
 - J. Resolution #14-15-26, Authorizing & A Resolution Authorizing Filing of an Application for Financial Assistance from the New Mexico Water Trust Board.
 - K. Contracting for Preliminary Engineering Review (PER) with CES/Engineers, Inc. for the Water Tank Rehabilitation.
 - L. Other Business/Citizens to be Heard.
 - M. 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.(8), for Purchase, Acquisition or Disposal of Real Property or Water Rights.
 - 2. Action to Convene in Open Session.
 - 3. Action Required as a Result of the Closed Session.
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THE CITY COUNCIL OF THE CITY OF PORTALES met in regular session Tuesday, April 7, 2015, at 6:30 p.m., in the Council Chambers of the Memorial Building, 200 E. 7th Street, Portales, NM in full conformity with the rules and regulations. Mayor King called the meeting to order and asked City Clerk Martinez-Terry to call roll. Those present and constituting a quorum were:

MAYOR: Sharon L. King

MAYOR PRO-TEM: Michael G. Miller

CHAIR FOR MEETING: Dianne Y. Parker

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

STAFF PRESENT: Sammy Standefer, City Manager Marilyn Rapp, Finance Director
Joan Martinez-Terry, City Clerk Steve Doerr, City Attorney
Donna Rutherford, Int. Planning Dir. Veda Urioste, Deputy City Clerk
Christine Mitchell, I.T. Tech. Jamie L. Rose, Chief Procurement Ofcr.
Carla Weems, Accts. Payable/PR Gary Nuckols, Fire Chief
Kay Shumate, Accts. Payable Clerk Pat Gallegos, Police Chief

OTHERS PRESENT: Josh Lucero, Press Wesley Weems
Heather Buzard Ray Mondragon

Mayor King asked Mr. Wesley Weems, to give the invocation, and Jamie Rose, Chief Procurement Officer, to lead the Pledge of Allegiance and the Salute to the New Mexico flag.

(A) MINUTES OF PREVIOUS MEETING(S):

1. Regular Meeting of March 17, 2015.

Mayor King asked the Council to consider the minutes of the Regular Meeting of March 17, 2015. She asked for questions and, hearing none, asked the pleasure of the Council. *Councilor Parker made the motion to approve the minutes of the regular meeting of March 17, 2015 as presented. Councilor Thomas seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.*

2. Special Meeting of March 25, 2015.

Mayor King asked the Council to consider the minutes of the Special Meeting of March 25, 2015. She asked for questions and, hearing none, asked the pleasure of the Council. *Councilor Robinson made the motion to approve the minutes of the special meeting of March 25, 2015 as presented. Councilor Parker seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.*

(B) PRESENTATION OF EMPLOYEE OF THE QUARTER AWARD FOR 1ST QUARTER 2015 TO CARLA S. WEEMS, ACCOUNTS PAYABLE/PAYROLL SUPPORT SPECIALIST, FINANCE DEPARTMENT

Mayor King invited Carla Weems, Accounts Payable/Payroll Support Specialist, Finance Department, to the front of the chambers to receive the Employee of the Quarter award for 1st quarter 2015. Mayor King told the audience that she was proud to present Carla Weems with the Employee of the Quarter award as selected by her peers and a gift card from the Employee Association. Carla Weems told the Council and audience that she felt that she did not deserve the honor, but that she was pleased to have received the award. Mayor King invited Marilyn Rapp to say a few words about Carla since she is the supervisor. Marilyn Rapp stated that Carla is a great worker and has been training with the Accounts Payable and Payroll clerks, and that she is glad she stole her from Administration.

(C) PROCLAMATION DECLARING APRIL 7, 2015 AS "FAIR HOUSING DAY" IN PORTALES, NEW MEXICO

Mayor King read the Fair Housing Day proclamation aloud to those present proclaiming April 7, 2015 as Fair Housing Day in Portales, New Mexico recognizing the day as a celebration of the Fair Housing Act, which protects people from discrimination when renting, buying or obtaining financing for housing. Fire Chief Nuckols received the proclamation for Susan Baysinger, Public Works Capital Projects Administrator.

(D) RATIFICATION OF FINANCE DEPARTMENT'S ACTIONS ON THE BILLS FOR FEBRUARY 2015

Mayor King asked Ms. Marilyn Rapp, Finance Director to present the bills for February 2015. Ms. Rapp told the Council she came before them every month to present the bills as a housekeeping item. She told the Council that the total paid in the month of February was \$2,816,569.49. She reported that the Water and Waste Water Fund expended \$1,405,464.64 for engineering and construction expenses for the new waste water treatment plant. She told the Council that the amounts were within budgeted limits and were

necessary for continued operation of the City. She commented that the Finance/Administration Committee had reviewed the bills and recommended approval. She asked for questions from the Council; and for ratification of the bills.

February 2015

Pooled Cash Fund	999	\$2,816,569.49
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Mayor King asked the pleasure of the Council. *Mayor Pro-Tem Miller made the motion to ratify payment of the bills for February 2015 as presented. Councilor Thomas seconded the motion. All Councilors present voted in favor of the motion. No abstentions. Motion carried.*

(E) RESOLUTION #14-15-22, AUTHORIZING THE MAYOR TO SIGN THE APPLICATION FOR THE NEW MEXICO STATE FIRE MARSHAL’S OFFICE FY 2016 MUNICIPAL FIRE PROTECTION FUND DISTRIBUTION

Mayor King asked Fire Chief Nuckols to present Resolution #14-15-22, authorizing the signing of the application for NM State Fire Marshal’s Office Municipal Fire Protection Fund Distribution for 2016. Chief Nuckols told the Council that this is one he brings to them on an annual basis for Fire Protection Fund Distribution. He stated that submission requires the Mayor’s signature. He commented that the minimum amount projected for FY 2016 is \$154,169.00, but does not reflect any additional amounts that may be calculated. He stated that there will be no fiscal impact or cost to the City. He commented that the funds are used to fund 209 for managing fire apparatus and equipment to maintain daily Fire Department operations. He asked for questions from the Council and for approval. Mayor King asked the pleasure of the Council. *Councilor Parker made the motion to adopt Resolution #14-15-22 authorizing the Mayor to sign the application for 2016 Municipal Fire Protection Fund Distribution from the NM State Fire Marshal’s Office as presented. Councilor Lucero seconded the motion. Roll call vote by all Council members present resulted in support of the motion. No abstentions. Motion carried.*

(F) ACCEPTANCE OF WARRANTY DEED FOR PROPERTY DONATED BY LA CASA DE BUENA SALUD, INC. TO THE CITY OF PORTALES FOR A FIRE SUBSTATION (LEGAL DESCRIPTION: LOTS 12, 13 & 14, BLOCK 3, SUNSET PARK ADDITION)

Mayor King asked Fire Chief Nuckols to present the donation of land from La Casa de Buena Salud, Inc. for a fire substation. Fire Chief Nuckols told the Council that the warranty deed does not require the Mayor’s signature, but that it must be accepted by the Council. He told the Council that the property is located on the southwest corner of the 1500 block of W. Ivy (legal description—Lots 12, 13 and 14, Block 3, Sunset Park Addition to Portales, New Mexico. Chief Nuckols stated that the lady from the State Fire Marshal’s office who inspected the property was impressed with the site. He commented that the warranty deed has to be approved by the Department of Finance & Administration and then can be sent to the State Fire Marshal’s office. He commented that it will improve the City’s ISO rating and will increase the distribution amount. Chief Nuckols stated that the potential is for this to be a real benefit to the City. Councilor Parker asked for clarification of the location. Chief Nuckols stated that the property is located across from Lindsey-Steiner School. Mayor Pro-Tem Miller commented that he understood that the property could revert back to La Casa if the City does not build a fire station with ambulance services on the property within ten (10) years from execution of the warranty deed. Councilor Robinson asked if funding would follow with this action. Chief Nuckols stated that funding would follow. He stated that there is funding for planning, but that more funding will need to be requested from the federal government. Councilor Thomas commented that there is a desperate need for the substation. Chief Nuckols asked for acceptance of the warranty deed. Mayor King asked the pleasure of the Council. *Mayor Pro-Tem Miller made the motion to accept the warranty deed for the property described as Lots 12, 13 & 14, Block 3, Sunset Park Addition from La Casa*

de Buena Salud, Inc. for a fire substation. Councilor Parker seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.

(G) RESOLUTION #14-15-23, AUTHORIZING THE MUNICIPALITY TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF FINANCE & ADMINISTRATION, LOCAL GOVERNMENT DIVISION TO PARTICIPATE IN THE JUVENILE ADJUDICATION (FUND) PROGRAM

Mayor King asked DWI Program Coordinator Riki Seat to present the resolution authorizing submittal of an application for the Juvenile Adjudication Fund program. Ms. Seat told the Council that the application this year is for \$30,000.00 to allow a part-time helper to the DWI Teen Court Coordinator to go into the county schools and for a contract with MHR to provide classes for teen defendants. She told the Council that the match is made up of in-kind office space and fiscal agent administrative costs. She stated that the process requires a resolution authorizing submittal of the application and asked for Council approval. Mayor King asked the pleasure of the Council. *Councilor Lovett made the motion to adopt Resolution #14-15-23, authorizing the submittal of the application to DFA/LGD to participate in the Juvenile Adjudication Fund Program. Councilor Salguero seconded the motion. Roll call vote by all Council members present resulted in support of the motion. No abstentions. Motion carried.*

(H) RESOLUTION #14-15-24, A RESOLUTION APPROVING & ADOPTING THE MEMORIAL BUILDING POLICY AND FEES

Mayor King asked Interim Planning Director Donna Rutherford to present the resolution adopting the Memorial Building Policy and fees prepared for their consideration. Rutherford told the Council that since usage of the rooms at the Memorial Building had changed (the Meeting Room is now the Council Chambers and the Training Room is now the Meeting Room), the policy had to be changed. She stated that the policy and the contract have been combined into one document. She stated that funeral use did not have a category, which was added, and that use of the kitchen would stay with the auditorium. She told the Council that wording on keyless entry codes was included and that wording was added to the section on cleaning of the spaces used. Councilor Parker asked how the keyless entry code works. Ms. Rutherford responded that a code is given to the people reserving the rooms, and that the code works only during the period reserved; and expires at the end of the period reserved. She asked for approval from the Council. Mayor King asked the pleasure of the Council. *Councilor Lucero made the motion to adopt Resolution #14-15-24, approving and adopting the Memorial Building policy and fees as presented. Councilor Parker seconded the motion. Roll call vote by all Council members present resulted in support of the motion. No abstentions. Motion carried.*

(I) RESOLUTION #14-15-25, AUTHORIZING & APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY

Mayor King asked City Manager Standefer to present Resolution #14-15-25, authorizing and approving submission of a completed application for financial assistance and project approval to the NM Finance Authority. City Manager Standefer told the Council that the resolution completes the application for an asset management plan for the Portales Water System. He told the Council that the City's match is 25% and that the application is for \$50,000.00. He asked for questions from the Council. Mayor King asked the pleasure of the Council. *Councilor Robinson made the motion to adopt Resolution #14-15-25, authorizing and approving submission of the application for financial assistance to the NM Finance Authority for an asset management plan as presented. Councilor Salguero seconded the motion. Roll call vote by all Council members present resulted in support of the motion. No abstentions. Motion carried.*

(J) RESOLUTION #14-15-26, A RESOLUTION AUTHORIZING FILING OF AN APPLICATION FOR FINANCIAL ASSISTANCE FROM THE NEW MEXICO WATER TRUST BOARD

Mayor King asked City Manager Standefer to present Resolution #14-15-26, authorizing filing of an application for financial assistance from the NM Water Trust Board. City Manager Standefer told the Council that the resolution is required to file the application for financial assistance from the Water Trust Board for rehab of the City's water tanks. He commented that the amount being requested is \$12,330,000.00 for rehab of the City's four (4) water tanks: Johnson Hill Water Tank 1 and 2; Rotary Park elevated water storage tank; and Lime Street underground water storage tank. He asked for questions from the Council and adoption of the resolution. Mayor King asked the pleasure of the Council. ***Mayor Pro-Tem Miller made the motion to adopt Resolution #14-15-26, authorizing the filing of an application for financial assistance from the NM Water Trust Board. Councilor Parker seconded the motion. Roll call vote by all Council members present resulted in support of the motion. No abstentions. Motion carried.***

(K) CONTRACTING FOR PRELIMINARY ENGINEERING REVIEW (PER) WITH CES/ENGINEERS, INC. FOR THE WATER TANK REHABILITATION

Mayor King asked City Manager Standefer to present the request to contract for preliminary engineering review for the water tank rehabilitation. City Manager Standefer told the Council that a part of what is needed for the application process for funding from the NM Water Trust Board is a Preliminary Engineering Review (PER). He commented that the PER would set forth the detailed information for the funding request. He stated that Engineers, Inc. is available to contract for engineering services to develop a PER through Cooperative Educational Services (CES) for an estimated cost of \$43,313.45 before the NM GRT. He stated that the total cost plus tax is \$46,940.95 and is budgeted. He commented that going through CES eliminates the need to go out for proposals. Mayor King asked if the funds would be spend in the current fiscal year. City Manager Standefer responded that it would be spent in this fiscal year. Mayor King asked the pleasure of the Council. ***Councilor Parker made the motion to approve contracting for a PER with CES/Engineers, Inc. for water tank rehabllitation. Councilor Thomas seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(L) OTHER BUSINESS/CITIZENS TO BE HEARD

Mayor King asked for items of Other Business.

Certification of Chief Procurement Officer: Finance Director Rapp congratulated Jamie Rose for receiving the Certification of Chief Procurement Officer.

ENM Spring Job Fair Announcement: Mr. Ray Mondragon, EPCOG Economic & Community Development Planner, reported on the upcoming Spring Job Fair, on behalf of EPCOG. He told the Council that the job fair is scheduled for next Thursday, April 16, 2015. He commented that the job fair was established to get job seekers together with businesses in the area. He thanked the City of Portales for sponsoring the job fair at ENMU last fall. He thanked Mayor King and City staff. He reported that 131 attended the job fair held in the fall. He stated that the City of Clovis and Curry County are the sponsors for the Spring Job Fair. He invited everyone to go out to the job fair, which has 28 vendors registered. He commented that Cannon Air Force Base wants to continue with two job fairs. He added that EPCOG is looking at having the Fall Job Fair here at the Memorial Building. Mondragon mentioned that Councilor Robinson represents the City of Portales on the EPCOG and is the Vice Chair; and that Councilor Lovett is the alternate board member.

Recognition of Employees: Fire Chief Nuckols recognized Fire Department employees, Jared Shearer and Chris Standridge, for passing the Paramedic Medical certification recently.

(M) 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.(8), for Purchase, Acquisition or Disposal of Real Property or Water Rights.**

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.(8), for purchase, acquisition or disposal of real property or water rights.. Mayor King asked the pleasure of the Council. *Councilor Parker 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 Lovett 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. *Mayor Pro-Tem Miller made the motion to convene in open session. Councilor Robinson 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 and that no action was taken during the closed session.

There was no further business.

ADJOURNMENT:

Mayor King adjourned the meeting at 8:00 p.m.

Joan Martinez-Terry, City Clerk