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**THE CITY COUNCIL OF THE CITY OF PORTALES** met in regular session Tuesday, February 2, 2016, at 6:30 p.m., in the Council Chambers of the Memorial Building, 200 E. 7<sup>th</sup> 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 (absent)

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

STAFF PRESENT: Sammy Standefer, City Manager John DeSha, Public Works Director  
Joan Martinez-Terry, City Clerk Marilyn Rapp, Finance Director  
Veda Urioste, Deputy City Clerk Carla Weems, Chief Procurement Ofcr.  
Marta Quiroz, Admin. Assistant Susan Baysinger, PW Projects Admin.  
Kay Shumate, Accts. Payable Dennis Hales, I.T. Director

OTHERS PRESENT: Eamon Scarbrough, Press Layle Sanchez  
Beth Schatz, WHPacific Wendy Renier, WHPacific  
Michelle Lee Bailey Chad Heflin  
Veronica Cordova Jessica J. Smith  
Jerry DeSha Jim Lucero  
Wesley Weems Heather Buzard

Mayor King asked Susan Baysinger, Public Works Projects Administrator, to give the invocation, and Marta Quiroz, Administrative Assistant, led the Pledge of Allegiance and the Salute to the New Mexico flag.

**(A) MINUTES OF PREVIOUS MEETING(S):****1. Regular Meeting of January 19, 2016.**

Mayor King asked the Council to consider the minutes of the Regular Meeting of January 19, 2016. She asked for corrections or action on the minutes. Mayor King asked the pleasure of the Council. ***Councilor Parker made the motion to approve the minutes of the regular meeting of January 19, 2016 as presented. Councilor Lovett seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

**(B) PRESENTATION OF EMPLOYEE OF THE YEAR AWARD FOR 2015 – CARLA WEEMS, CHIEF PROCUREMENT OFFICER, FINANCE**

Mayor King asked Carla Weems, Chief Procurement Officer, to come to the dais to receive the Employee of the Year award for 2015. Mayor King commented that the recognition program was set up by the Council, but that the selection is made by Mrs. Weems fellow employees. The Mayor expressed pride in the accomplishment. Mrs. Weems received a plaque in recognition of the honor and a card from the Employee Association.

**(C) PRESENTATION OF PORTALES MUNICIPAL AIRPORT ACTION PLAN UPDATE**

Mayor King recognized Beth Schatz, WHPacific, to present the Municipal Airport Action Plan update. Ms. Schatz told the Council that WH Pacific staff has been working with the City's airport staff and the advisory committee to complete the update. Ms. Schatz had a PowerPoint and handout for the Council. She told the Council that the purpose of the presentation was to recap the preferred alternative and review the implementation element of the Action Plan including the Capital Improvement Plan and Airport Layout Plan drawing. She commented the preferred alternative was presented to the Council at a previous meeting. Ms. Wendy Renier also with WHPacific spoke briefly about the elements of the plan, which includes inventory; demand forecasts; facility requirements; airport development alternatives and implementation. She reviewed the study process and commented that public involvement is ongoing. Ms. Schatz told the Council that the airport layout plan is vital for future FAA funding. She reviewed the highlights of the inventory showing what is at the airport now (terminal, aircraft storage, shop, fuel farm, fencing lighting) for the City to know the needs to be addressed. She talked about the airspace around the airport that needs to be protected and about the imaginary surfaces around and above the airport. She commented that the plan includes an excerpt from the economic impact study showing total output from the airport as \$3,461,000.00. She stated that demand will grow at the airport over the next 10 years. She told the Council that the FAA will not support funding until the airport has the demand. She spoke about responses from pilot input regarding proposed development at the airport: more hangars, enhanced safety, etc. Ms. Schatz reviewed the plan drawing, which is also included in the handout, including a sample list of business jets. She spoke about the requirement for staying updated on the airport plan; spoke about the drainage plan and identified some of the higher prior and needs that should be addressed first. She told the Council that the runways at the airport have been there for over 20 years and are in really good shape. She stated that pavement maintenance has been kept up very well. She added that a wildlife hazard assessment is required by the FAA, but that the City airport does not have a wildlife issue. She reviewed the capital improvement plan with the Council stating that if this is not in the action plan then it will not be funded. She reviewed the itemized cost of implementation of the phases of capital planning: Phase I--\$22,561,548.00 for widening runways; pavement maintenance and modifications; extensions to runways and taxiways, etc. -- Phase II--\$4,542,777.00 would be for improvements to runways. She estimated the total costs at \$27,104,325.00. She added that this estimate is not in today's dollars. Ms. Schatz stated that the City airport qualifies for

entitlement funds. She told the Council that a draft plan was presented to the Council with the handout. She added that the Airport Action Plan must be submitted to the FAA for review and comment and that it will come back to the Council for approval. Schatz stated that the centerpiece of the Action Plan is the layout plan. She commented that a resolution will be submitted for approving the Airport Action Plan. Mayor King asked if there was a deadline to get this completed. Ms. Schatz responded that there was no deadline. Mayor King asked the Council to review the draft of the action plan and to return their comments by March 4, 2016. Councilor Robinson asked for clarification of "widening of runways"—is it for wider runways or longer runways. Ms. Schatz said that it is definitely to make the runways wider not longer. General Services Director Parkey stated that this is what is required for future funding. Councilor Lovett asked that staff and the RCCDC Economic Development Director be included in marketing of the airport. Mr. Orlando Ortega, RCCDC Economic Development Director, commented that someone from the State Economic Development office had visited the airport last week and was impressed. He stated that he is very supportive of the City's efforts for the airport and that he is happy to contribute to marketing of this resource.

**(D) RESOLUTION #15-16-29, RESOLUTION BY THE CITY OF PORTALES CITY COUNCIL, THE GOVERNING BODY OF THE CITY OF PORTALES, WHEREBY THE CITY COUNCIL COMMITS TO THE LEVEL OF SERVICE AGREEMENT**

Mayor King asked Public Works Director DeSha to present the resolution whereby the City Council commits to the Level of Service Agreement. Mr. DeSha told the Council that this resolution is part of the asset management plan as required by the state. He told the Council that the resolution commits the City to the level of service—nothing new, just putting into words what is already being done. Mayor King asked which state agency is requiring the commitment. Mr. DeSha responded that the Environment Department is one and the other funding agencies require this as well. Councilor Lovett asked where the wording for the resolution came from. Mr. DeSha responded that the wording comes from examples from resolutions submitted by other cities and approved by the state. Mayor King asked for further questions or comments. Mayor King asked the pleasure of the Council. ***Councilor Lucero made the motion to adopt Resolution #15-16-29, whereby the Council commits to the Level of Service Agreement. Councilor Parker seconded the motion. Roll call vote of all Council members present resulted in support of the motion. No abstentions. Motion carried.***

**(E) APPOINTMENTS TO COMMITTEES:**

**1. Appointment to Lodgers Tax Advisory Board to fill Lodging Vacancy.**

Mayor King told the Council that Ms. Amy Wallis had left a lodging vacancy on the Lodgers Tax Advisory Board recently upon her departure from the Super 8 Motel. She told the Council that her recommendation to fill the lodging vacancy is Mr. Jon Billiot, the new manager of the Super 8 Motel. Mayor King asked for Council approval. Councilor Lovett asked if Mr. Billiot had agreed to serve. Mayor King confirmed that Mr. Billiot had agreed to serve if appointed. Mayor King asked the pleasure of the Council. ***Councilor Lovett made the motion to approve the recommendation to appoint Jon Billiot to the Lodgers Tax Advisory Board to fill the Lodging vacancy. Councilor Robinson seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

**2. Appointment to Recreational Advisory Board to fill At-Large Vacancy.**

Mayor King told the Council that Denise Burnett had resigned from the Recreational Advisory Board as the at-large representative. She told the Council that Layle Sanchez had been recommended to fill the vacancy and had agreed to do so. She asked for Council approval of the appointment. The Mayor commented that Ms. Sanchez had children active in the recreation program. Mayor King asked the pleasure of the Council. ***Councilor Parker made the motion to approve the recommendation to appoint Layle Sanchez to the at-large vacancy on the Recreational Advisory Board. Councilor Lucero seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

**(F) CITY MANAGER'S INFORMATIONAL ITEM(S):**

**1. Report on Reassignment of an IRB for Dairy Farmers of America.**

Mayor King asked that City Manager Standefer present the report on reassignment of the IRB for Dairy Farmers of America (DFA). Mr. Standefer stated that City Attorney Doerr would present the report. Mr. Doerr reminded the Council that DFA had asked that the Council had been asked to approve DFA's reassignment of their leases. Mr. Doerr told the Council that he had contacted Mike Groshek, bond attorney with Sherman & Howard to represent the City on the reassignment of the leases with the responsibility for all costs to be paid by DFA. He commented that a contract has been prepared for this work. Mayor King asked for clarification of the term "reassignment." Mr. Doerr stated that DFA is assigning a new company to handle the leases. Mayor King asked who would be responsible if there is a default. Mr. Doerr responded that the City wants to make sure that DFA is responsible. Mayor King asked Mr. David Essex of Xcel Energy if he knew of any negotiations between DFA and Xcel Energy. Mr. Essex responded that he was not aware of anything. City Attorney Doerr asked for Council permission to continue with contracting with Sherman & Howard. The Council was in agreement.

**(I) OTHER BUSINESS/CITIZENS TO BE HEARD**

Mayor King asked for comments from the Council, staff and audience.

**Status of Fire Hydrant on Avenue C and at Avenue H & Yucca:** City Manager Standefer reported that he had met with Public Works Director DeSha regarding the Council's questions regarding fire hydrants at Avenue H and Yucca Drive. He told the Council the Mr. DeSha had explained that there is no way to replace the hydrant at Avenue H and Yucca Drive because the line is the wrong size (that a main extension will be needed). He explained that the fire hydrant at Avenue C cannot be replaced at this time because it cannot be turned off and it currently feeds the hospital. DeSha stated that tie-ins will be needed further out adding that these will need to be contracted out due to the shortage in staff. He commented that tie-ins will solve the issue of turning off the hospital. He added that jobs are becoming larger in scope than his department can handle. Mayor King commented that the work for the line to the hospital is a priority. Mr. DeSha agreed stating that the department is starting to identify line issues that were previously unknown.

**Violation Letter sent to Utility Customers:** Public Works Director DeSha told the Council that the letter sent to the utility customers regarding violation of the drinking water requirements was required by the State, but that the wording was misleading. He commented that a routine sanitary survey was conducted in 2014. He reported that the deficiency was a missing padlock on the fence at the water storage tanks and on a well. The deficiencies were corrected prior to the deadline, but the State did not receive the notification in

time due to issues with email. DeSha stated that there is no problems with the drinking water—no parasites in the water. He commented that in the middle of the letter is a statement “There is nothing you need to do.” He stated that it does have a statement that people with health issues should seek advice from their health providers, but that there was never any chance of contamination. He added that the water system is operated a high level. DeSha stated that the local hospital will tell people that there are such things as diseases that can be carried in the water, but that is not in our water. Councilor Lovett asked the staff to make sure that they confirm receipt of responses. Susan Baysinger, Public Works Project Administrator, said that the department is following up everything with written documentation and by return receipt.

**Concerns about U.S. Highway 70 going east:** Councilor Robinson addressed City Manager Standefer and Public Works Director DeSha regarding the condition of U.S. 70 going east—he stated that the north side of the highway is caving in. He asked if the State is considering doing something about it. Public Works Director DeSha stated that staff has spoken to the NM Department of Transportation about this concern. He added that they will continue to discuss it with them.

**Possible Cancellation of Next Council Meeting:** Mayor King reported that she and Mayor Pro-Tem Mille will not be present for the next Council. She asked that the meeting for February 16, 2016 be cancelled. City Manager Standefer asked that Council allow review of agenda items before officially canceling the meeting.

**Request for Update on Status of the Portales Inn Building:** Councilor Parker asked about possibilities for the Portales Inn Building. City Manager Standefer responded that nothing much is happening with the building at the current time. He stated that Steve Crozier had not submitted a funding request for the Portales Inn building in this legislative session, but that he had not given up.

#### **ADJOURNMENT:**

There being no further business, Mayor King adjourned the meeting at 7:10 p.m.

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Joan Martinez-Terry, City Clerk