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**THE CITY COUNCIL OF THE CITY OF PORTALES** met in regular session Tuesday, June 21, 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

COUNCIL MEMBERS: Veronica A. Cordova (absent) Oscar H. Robinson  
Chadrick H. Heflin Antonio O. Salguero  
Jim Lucero Jessica J. Smith  
Dianne Y. Parker (absent)

STAFF PRESENT: Sammy Standefer, City Manager Carla Weems, Chief Procurement Ofcr.  
Joan Martinez-Terry, City Clerk Chris Valdez, Police Sergeant  
Randy Knudson, City Attorney G. Nuckols, Fire Chief  
Christine A. Mitchell, I.T., Tech.

OTHERS PRESENT: Eamon Scarbrough, Press Riki Seat, DWI Program Dir.  
Debbie Gentry, DOH Chelsea Starr, ENMU  
Matthew Kauffman Vincent M. Soule  
Ray Mondragon

Mayor King asked Fire Chief Nuckols, to give the invocation, and Chief Procurement Officer Carla Weems, 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 7, 2016.**

Mayor King asked the Council to consider the minutes of the Regular Meeting of June 7, 2016. She asked for corrections and action on the minutes. Mayor King asked the pleasure of the Council. ***Councilor Lucero made the motion to approve the minutes of the regular meeting of June 7, 2016 as presented. Councilor Salguero seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

**(B) RESOLUTION #15-16-50, NOTICE OF PUBLIC MEETINGS—ANNUAL OPEN MEETINGS NOTICE & SCHEDULE OF COUNCIL MEETINGS**

Mayor King asked the City Clerk for an introduction of Resolution #15-16-50, Notice of Public Meetings—Annual Open Meetings Notice and Schedule of Council Meetings. City Clerk Martinez-Terry told the Council that the Notice of Open Meetings is a housekeeping item required to be adopted annually to comply with New Mexico statutes. She told the Council that it establishes notice of public meetings and sets the schedule for the year. She commented that it is normally done in the first meeting of the new fiscal year, but needed to be done at this time due to a grant requirement. She reported that the City Attorney had modified the resolution in Section I, changing the definition of "Emergency;" to Section IV, requiring 72 hours' notice in all cases except for an emergency; and adding language to Section V regarding taking action on an emergency meeting. She asked that the Council review the schedule of Council meetings and note that the meetings in July are moved to July 12<sup>th</sup> and July 26<sup>th</sup>, which is different than the normal schedule of first and third Tuesdays of the month; and that in August they would need to decide between August 9<sup>th</sup> and August 23<sup>rd</sup> or just August 16<sup>th</sup> to get back on schedule. Mayor Pro-Tem Miller stated that he would prefer August 16<sup>th</sup>. Mayor King commented that the changes to the meetings schedule would allow the Council meetings to get back to the first and third Tuesdays of the month. Councilor Salguero asked for clarification of the meeting date for August. Mayor King responded that the meeting date would be August 16<sup>th</sup> if that works for the Council. The Mayor asked the pleasure of the Council. ***Mayor Pro-Tem Miller made the motion to adopt Resolution #15-16-50 with the change to the Schedule of Meetings setting the Council meeting in August to the 16<sup>th</sup> of the month. Councilor Heflin seconded the motion. Roll call vote of all Councilors resulted in support of the motion. No abstentions. Motion carried.***

**(C) RESOLUTION #15-16-51, A RESOLUTION AUTHORIZING PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY THE NEW MEXICO DEPARTMENT OF TRANSPORTATION**

Mayor King asked City Manager Standefer to present Resolution #15-16-51, authorizing participation in the Local Government Road Fund Program (Co-op) administered by the NM Department of Transportation. Mr. Standefer told the Council that the state buys the materials and the City's match is the labor and equipment. He told the Council that the total cost estimate of the project is \$78,586.00 with the state funding 75% of the project in the amount of \$58,940.00 and the City's funding match is for 25% in the amount of \$19,646.00 in labor and equipment. He told the Council that staff is requesting adoption of Resolution #15-16-51 authorizing the City to participate in the program. He added that the resolution includes pavement rehabilitations/improvements (single penetration chip and seal) on streets as follows:

- Rose from N. Boston to N. Abilene;
- Lime from Avenue O to the City Limits;
- Toledo from E. Amazon to Hwy 88;

- S. Main from 18<sup>th</sup> to road end;
- S. Avenue I Place from Yucca Drive to S. Avenue I;
- Utah from 18<sup>th</sup> to road end;
- N. Avenue K from Maple to Spruce;
- N. Avenue K from Kaywood to Maple;

and mill and single penetration chip and seal on E. 2<sup>nd</sup> from Toledo to road end. City Manager Standefer asked for Council approval. Councilor Lucero asked if the price of gravel is up or down. City Manager Standefer responded that it was up. Mayor King asked the pleasure of the Council. **Mayor Pro-Tem Miller made the motion to adopt Resolution #15-16-51 authorizing participation in the Local Government Road Fund Program as presented. Councilor Smith seconded the motion. Roll call vote of all Councilors resulted in support of the motion. No abstentions. Motion carried.**

**(D) RESOLUTION #15-16-52, APPROVING PARTICIPATION IN THE PROGRAMS OF THE EASTERN PLAINS COUNCIL OF GOVERNMENTS (EPCOG) FOR FY 2016-2017 AND APPOINTMENTS TO BOARD OF DIRECTORS AS COUNCIL REPRESENTATIVE & ALTERNATE**

Mayor King asked City Clerk Martinez-Terry for presentation of Resolution 15-16-52, approving participation in the programs of the Eastern Plains Council of Governments (EPCOG) for FY 2016-2017 and appointments to the Board of Directors as Council's representative and alternate. City Clerk Martinez-Terry asked that the Council adopt the resolution to approve membership in the programs of EPCOG. She commented that this is the annual resolution to participate with the membership fee of \$2,964.00. She added that the resolution also requires confirmation of the Council's representative Councilor Robinson and the alternate Councilor Heflin to the EPCOG board of directors. She asked for their approval. Mayor King invited Ray Mondragon from EPCOG to say a few words. Mr. Mondragon thanked the Council for their support in the past. Mayor King asked the pleasure of the Council. **Councilor Robinson made the motion to adopt Resolution #15-16-52 approving participation in the programs of the EPCOG for FY 2016-2017 and confirming the appointments of the Council Representative and Alternate to the Board of Directors as presented. Mayor Pro-Tem Miller seconded the motion. Roll call vote of all Councilors resulted in support of the motion. No abstentions. Motion carried.**

**(E) RESOLUTION #15-16-53, APPROVAL OF AGREEMENT FOR MUTUAL AID IN FIRE PROTECTION AND HAZARDOUS MATERIALS RESPONSE WITH CANNON AIR FORCE BASE**

Mayor King asked Fire Chief Nuckols to present Resolution #15-16-53, approving the agreement for Mutual Aid in fire protection and hazardous materials response with Cannon Air Force Base (CAFB). Fire Chief Nuckols told the Council that the resolution approves renewal of the Mutual Aid Agreement in fire protection and hazardous materials response with CAFB. Councilor Lucero asked if the air force gives a list of hazardous materials to the Fire Department. Chief Nuckols said they do not, but that the Fire Department is briefed prior to any action. Councilor Lucero asked about joint exercises. Chief Nuckols said that there are joint exercises. Mayor Pro-Tem Miller commented that CAFB comes to do training with the Fire Department. Councilor Lucero said that it appears to be mutually beneficial to both entities. Chief Nuckols agreed stating that CAFB has resources. Councilor Robinson asked if the Melrose bombing range would be included. Chief Nuckols stated it would be included and that it would include aircraft crashes and any fires. He added that the Portales Fire Department would be support for CAFB. He asked for Council approval. Mayor King asked the pleasure of the Council. **Councilor Heflin made the motion to adopt Resolution #15-16-53 approving a Mutual Aid Agreement in fire protection and hazardous materials response with Cannon Air Force Base as presented. Councilor Smith seconded the motion. Roll call vote of all Councilors resulted in support of the motion. No abstentions. Motion carried.**

**(F) NOTICE OF INTENT TO ADOPT ORDINANCE NO. 720, AN ORDINANCE AMENDING ORDINANCE NO. 691 THAT REPEALED AND REPLACED ORDINANCE NO. 654, CHAPTER 19 OF THE PORTALES CITY CODE**

Mayor King asked City Manager Standefer to present the notice of intent to adopt Ordinance No. 720, an ordinance amending Ordinance No. 691 that repealed and replaced Ordinance No. 654, Chapter 19 of the Portales City Code. City Manager Standefer told the Council that they had seen this notice of intent previously, but that because of the change to the meetings schedule, the public hearing date for the ordinance had to be changed. He told the Council that the ordinance is to put language into the City's Personnel Policy to handle grant funded positions. He stated that the amendment puts in a definition of "Grant Funded Employee" and adds a new section to describe benefits for the grant funded employee. He asked for approval to publish the Notice of Intent setting the public hearing. Mayor King asked the pleasure of the Council. **Mayor Pro-Tem Miller made the motion to approve the notice of intent to adopt Ordinance No. 720 as presented. Councilor Robinson seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.**

#### **(G) APPROVAL OF GRANT AGREEMENT FOR DWI PROGRAM—GRANT #17-D-J-G-23**

Mayor King asked Riki Seat, DWI Program Coordinator, to introduce DWI Grant #17-D-J-G-23 to the Council. Riki told the Council that the DWI grant program funding is broken into two components—excise taxes and distribution. She reported that the City had been awarded \$20,000.00 in grant funding. She asked for questions and for approval. Mayor King asked the pleasure of the Council. **Councilor Robinson made the motion to approve the DWI Grant #17-D-J-G-23 for \$20,000 as presented. Councilor Salguero seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.**

#### **(H) ROOSEVELT COUNTY HEALTH COUNCIL (RCHC) ANNUAL REPORT**

Mayor King asked Ms. Debbie Gentry for the report on the Roosevelt County Health Council. Debbie Gentry spoke about what has happened in the year. She reported that they had conducted a community survey to gather information from a cross section of people on their concerns. She added that at the time they were anticipating a big grant from the state that did not materialize. Gentry said that they did find out concerns from the community that included the county: access to good medical care and the lack of specialized medical care, a good healthy environment, access to sufficient healthy food, addressing teen pregnancy, chronic illnesses, and the concern about the uninsured. She added that risky behaviors, drug and alcohol abuse, and obtaining good dental care were also listed. Gentry told the Council that the health council has teamed up to work on these concerns and talked about things going on in the community, such as La Casa Family Health Clinic's health fair; a program put on for junior high school students regarding what it will be like to be pregnant. She reported that they had received a grant from Healthy Kids NM to work with the kids in Portales, Floyd and Elida. She added that they did a program with 2<sup>nd</sup> graders on the importance of drinking enough water. She stated that they want to get involved with Parks and Recreation to put something in place at the walking trail to mark the number of miles walked on the trail and to get people to do more exercise. She added that the state is pushing Narcan for saving lives from drug overdoses and the CDC is pushing the Zika issue and concerns that the state has cases in Chavez and Dona Ana Counties. She told the Council that all cases so far have been travel-related. Gentry reported that they have applied for a SWAG grant to teach and promote abstinence with a 16 week course for two hours a night for junior high and high school students. She stated that the grant could bring in \$22,000 into the community to teach the program. She told the Council that the health council has been working with the Eastern New Mexico Food Bank to bring produce to people. She reported that the Health Council had held one event in March sponsored by ComCast and gave away squash, tomatoes and potatoes. She stated that the Health Council will continue to work with the program to bring more produce to people. She told the Council that they need volunteers and a fork lift. She commented that they are working La Casa and the Cooperative Extension Service to teach people how to handle produce to make it last. She reported that Healthy Kids will hold a stakeholders meeting at 3:30 p.m. on September 19, 2016 at the public library. She stated that she would notify the Council. Mayor King asked that she give notice to the City Clerk for her to send the notice to the Council. Councilor Lucero asked about the number of the survey group. Ms. Gentry responded that it was 300 community members who participated in the survey.

**(I) PRESENTATION OF SUMMARY OF ENMU EVALUATION OF DWI STUDENT SURVEY ON YOUTH PERCEPTIONS OF PORTALES**

Mayor King asked Dr. Chelsea Starr to give the presentation of the evaluation of 2016 DWI Student Survey on Youth perceptions of Portales by ENMU. Dr. Starr thanked the Council for allowing them to conduct the evaluation. She presented a brief PowerPoint with the results. She told the Council that the idea behind the survey is that the more involved young people are in their community, the lower their activity in crime and alcohol delinquency. She stated that the purpose of the survey is to find out how happy youth are with Portales. Dr. Starr reported that 265 students were asked to respond to the community satisfaction survey. and commented it was a short survey asking about perceived needs by youth participants, what kinds of after school programs are needed, and questions about alcohol and drugs. She showed the results in slides by grade and commented on the fact that 11<sup>th</sup> and 12<sup>th</sup> graders had lower responses. Mayor King asked how the kids were selected. DWI Program Coordinator Riki Seat stated that the kids were selected through school athletic departments (P.E. departments), history, and band and drama classes. Dr. Starr commented that after-school participation were evenly divided by gender. She told the Council that the good news is that 4<sup>th</sup> and 5<sup>th</sup> graders were happy. She reported that, when they were asked if they wanted after school activities, 37% said yes. She stated that youth chose gaming clubs, music and a small percentage want drama as after-school activities. When asked if youth were involved in weekend activities, 25% responded that they did, and 20% want more weekend activities. Dr. Starr clarified that 25% are involved in weekend activities and 20% of these want more activities. She told the Council that they reported wanting more summer activities; sports for summer; swimming and gaming clubs. She reported that alcohol and drug questions were asked and the results are good news—12% said they have used alcohol and 10% say they have used drugs. She told the Council that there are “no gateway drugs just gateway people.” She stated that national surveys show that youth tend to underreport by about half, so to get a good estimate you should double the numbers. She commented that the alcohol and drug results could be skewed because of the low junior high and high school responses. She told the Council that in comparing Portales’ alcohol and drug numbers to the state’s numbers reflect that the state has 37% average (the U.S. average is 39%) and Portales average is 24%. Councilor Heflin asked when the survey was collected. Riki Seat responded that it was collected in September and that ENMU jumped into entering the date. Councilor Heflin asked if the surveys would continue. Dr. Starr directed the question to Riki Seat. Ms. Seat responded that it comes down to money, and there is none. She commented that the program is not giving up on it, and that the DWI program now has a baseline for the needs assessment. She mentioned that the cost of the survey was \$8,000. She spoke briefly about the need for a teen program and stated that the survey indicates that area youth are in need of more activities. Dr. Starr told the Council that her department would be happy to do this again. Mayor King thanked Dr. Starr for the report.

**(J) APPROVAL TO ENTER INTO CONTRACT NEGOTIATIONS FOR PROFESSIONAL SERVICES FOR THE STORAGE AND WATER DISTRIBUTION SYSTEM IMPROVEMENTS PROJECT**

Mayor King asked Chief Procurement Officer Carla Weems to present the request to approve entering into contract negotiations for professional services for surveying, planning and engineering services for water storage and distribution improvements for the City of Portales. She stated that four proposals were received for the project and that they were reviewed by an evaluation committee on June 16<sup>th</sup>. She told the Council that staff is requesting approval from the Council to enter into contract negotiations with one of the firms that is the most cost effective and qualified for the project. The City Manager told the Council that staff cannot release names of the proposers at this point and that dollar amounts are not included in the request for proposals. He explained that the contract will come back to the Council for their approval. Mayor King asked the pleasure of the Council. ***Mayor Pro-Tem Miller made the motion to approve that staff enter into negotiations for contracting for professional services for surveying, planning and engineering services for water storage and distribution improvements for the City of Portales. Councilor Heflin seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

**(K) APPROVAL TO AWARD CONTRACT FOR DESIGN PROFESSIONAL SERVICES FOR LIFT STATION REHABILITATIONS FOR THE CITY OF PORTALES**

Mayor King asked Chief Procurement Officer Carla Weems to present the request to award the contract for design professional services for lift station rehabilitations for the City of Portales. Ms. Weems reported that the RFP was released on February 28, 2016 and closed on March 18, 2016. She reported that 3 proposals were received from the following firms: Engineer's Inc.; Souder, Miller & Associates; and T & D Services. She stated that staff received approval to negotiate a contract on April 5, 2016 and have been completed with Souder, Miller & Associates for \$110,253.49 including gross receipts tax. She asked that the Council approve awarding the contract for design professional services to Souder, Miller & Associated for Lift Station Rehabilitations. Mayor King asked the pleasure of the Council. ***Councilor Lucero made the motion to approve the award of contract for Design Professional Services for Lift Station Rehabilitations for the City to Souder-Miller as presented. Councilor Robinson 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.

**Report on Heritage Days Celebration:** City Manager Standefer told the Council and group that the Heritage Days celebration was successful and that there was a lot going on in Portales that weekend. He commented that the Chamber had done a great job.

**Question about 4<sup>th</sup> of July Celebration:** Councilor Heflin asked about the plans for the 4<sup>th</sup> of July fireworks display. City Manager Standefer reported that Chamber Executive Karl Terry will be meeting with the Police Chief and the Fire Chief to finalize the plans for the event. Councilor Lucero asked about the back burn to the event site. Fire Chief Nuckols reported that it would not burn.

There was no further business.

#### **ADJOURNMENT:**

There being no further business, Mayor King adjourned the meeting at 7:30 p.m.

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Joan Martinez-Terry, City Clerk