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- I. Approval of Juvenile Adjudication Fund Grant Project No. 17-J-23.
- J. Eastern Plains Council of Governments (EPCOG) 2015 Annual Report.
- K. Appointments to Infrastructure Capital Improvements Plan (ICIP) Projects Evaluation Committee.
- L. Other Business/Citizens to be Heard.

*A reception was held prior to the Council meeting honoring City Clerk Joan Martinez-Terry for 35 years of service to the City of Portales.

THE CITY COUNCIL OF THE CITY OF PORTALES met in regular session Tuesday, July 12, 2016, 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

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

STAFF PRESENT: Sammy Standefer, City Manager Carla Weems, Chief Procurement Ofcr.
Joan Martinez-Terry, City Clerk Marilyn Rapp, Finance Director
John DeSha, Public Works Director Veda Urioste, Deputy City Clerk
Christine A. Mitchell, I.T., Tech. Marta Quiroz, Admin. Assistant
Pat Gallegos, Police Chief Roberta Andes, AP/Payroll Support
Susan Baysinger, PW Proj. Admin Karen Chandler, Utility Billing Supervisor

OTHERS PRESENT: Eamon Scarbrough, Press Sandy Chancey, Exec. Dir. EPCOG
Emma Mitchell Jerry DeSha
Manuel Terry Margaret Campbell
Pete Martinez Sandra Martinez
Joel Martinez Sandy Terry
Joe Terry Bobby Terry
Mack Tucker JoeAnn Tucker
Riki Seat Tommy Knight

Mayor King asked Susan Baysinger, Public Works Capital Projects Administrator, to give the invocation, and Pat Gallegos, Police Chief, 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 21, 2016.

Mayor King asked the Council to consider the minutes of the Regular Meeting of June 21, 2016. She asked for corrections and action on the minutes. Mayor King asked the pleasure of the Council. ***Councilor Cordova made the motion to approve the minutes of the regular meeting of June 21, 2016 as presented. Councilor Salguero seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(B) RECOGNITION OF CITY CLERK MARTINEZ-TERRY FOR 35 YEARS OF SERVICE TO THE CITY OF PORTALES

Mayor King asked City Clerk Martinez-Terry to step to the dais to be recognized for completing 35 years of service to the City of Portales. Mayor King read the letter of recognition aloud and presented a 35-year service pin to Martinez-Terry. City Manager Standefer presented her with an engraved vase with a dozen red roses. Martinez-Terry thanked the Council, City Manager and staff for the honor.

(C) RATIFICATION OF FINANCE DEPARTMENT’S ACTIONS REGARDING BILLS FOR JUNE 2016

Mayor King asked Marilyn Rapp, Finance Director, to report on ratification of the Finance Department’s actions on the bills for June 2016. Ms. Rapp told the Council that this is a housekeeping item and that the Finance/Administration Committee had met and voted to recommend approval of the bills to the full Council. Ms. Rapp told the Council that the amount of the bills for June 2016 was \$1,525,042.63. She stated that the expenditures included \$97,903.19 for engineering and construction services for the wastewater treatment plant. She commented that the expenditures were necessary for the continued operation of the City and are within budgeted limits. She asked for questions, and ratification of the bills by the Council.

June 2016

Pooled Cash Fund	999	1,525,042.63
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Mayor King asked the pleasure of the Council. ***Mayor Pro-Tem Miller made the motion to approve the bills for the month of June 2016 as presented. Councilor Heflin seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(D) REQUESTING AUTHORIZATION FOR MAYOR TO SIGN A CONTRACT RENEWAL FOR BANKING SERVICES

Mayor King asked Marilyn Rapp to present the request to authorize the contract renewal for banking services. Ms. Rapp told the Council that a contract with US Bank was entered into on August 1, 2015 for a term of 4 successive years with the option to renew after each year. Ms. Rapp asked for Council authorization to renew the contract for the first one-year renewal. Councilor Cordova formally declared her association with US Bank for the record. Ms. Rapp asked for questions. Mayor King asked the pleasure of the Council. ***Mayor Pro-Tem Miller made the motion to authorize the Mayor to sign the contract renewal with US Bank for the first one-year renewal as presented. Councilor Lucero seconded***

the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.

(E) APPROVAL OF PURCHASING COMPOSTING EQUIPMENT FOR THE WWTP FROM RMCI, INC.

Mayor King asked Carla Weems, Chief Procurement Officer, and John DeSha, Public Works Director, to present the request to purchase six (6) pieces of composting equipment for the Wastewater Treatment Plant (WWTP) in the amount of \$535,528.13 including GRT. Ms. Weems told the Council that the composting equipment is part of the ongoing WWTP and Reuse Grant and loan for the new plant. Public Works Director DeSha reported that this is part of the final phase for composting the solids at the plant. He told the Council that there was only one bidder because it is funded with pass-through federal funds. He stated that the NM Environment Department has approved the purchase and that the purchase had been presented to the Finance/Administration Committee who had approved recommending the purchase to the Council. DeSha and Weems asked for their approval. Mayor King stated that the previous expenditures had brought cost to \$24,500,000. Mayor Pro-Tem Miller commented that the City is ahead on the payment plan. City Manager Standefer stated that the first payment will be due a year from close-out of the project. Councilor Robinson asked about the benefit of the equipment. DeSha responded that the equipment would turn the solids into compost that could be used on gardens. Councilor Cordova asked about the amount of the loan. DeSha responded that the loan was approved up to \$26,580,000. Mayor King asked the pleasure of the Council. ***Councilor Lucero made the motion to approve the purchase of the composting equipment for the Wastewater Treatment Plant from RMCI for the amount of \$535,528.13 including GRT as presented. Councilor Robinson seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(F) APPROVAL TO REQUEST REIMBURSEMENT FOR ENGINEERING COSTS FOR WWTP PROJECT FROM CWSRF

Mayor King asked Public Works John DeSha to talk about the request for reimbursement for engineering for the WWTP and Reuse Pipeline project from CWSRF. John DeSha stated that some of the engineering and design cost incurred by the City is eligible for reimbursement when the project is complete. He commented that CWSRF approved requesting reimbursement up to \$1.5 million to go into the City's Water & Wastewater Reserve Fund. City Manager Standefer stated that the loan for the project was a zero interest loan with no administrative fees. He added that staff is recommending the request for reimbursement for the funds to go into reserve account for special projects. Mayor Pro-Tem Miller stated that the funds could be used for working over the wells in the well field. Councilor Salguero asked when the reimbursement would occur. Public Works Director DeSha responded that it would be after close-out of the project. Mayor Pro-Tem Miller reported that the Finance/Administration Committee had approved the request for recommendation to Council. Mayor King asked the pleasure of the Council. ***Mayor Pro-Tem Miller made the motion to approve requesting reimbursement for engineering costs for the new wastewater treatment plant and reuse pipeline project as presented. Councilor Salguero seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(G) PUBLIC HEARING FOR ORDINANCE NO. 720, AN ORDINANCE AMENDING ORDINANCE NO. 691 WHICH REPEALED AND REPLACED ORDINANCE NO. 654, CHAPTER 19 OF THE PORTALES CITY CODE

1. Action to enter into Public Hearing to receive comments.

Mayor King asked for action to enter into public hearing to receive comments on Ordinance No. 720, an ordinance amending Ordinance No. 691, which repealed and replaced Ordinance No. 654, Chapter 19 of the

Portales City Code. ***Councilor Robinson made the motion to enter into public hearing for Ordinance No. 720 to receive comments. Mayor Pro-Tem Miller seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

Mayor King asked for comments from the audience. There were no comments received.

2. Action to close the Public Hearing.

Mayor King asked for action to close the public hearing. ***Mayor Pro-Tem Miller made the motion to close the public hearing for Ordinance No. 720. Councilor Heflin seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(H) ACTION AS A RESULT OF THE PUBLIC HEARING FOR ORDINANCE NO. 720, AN ORDINANCE AMENDING ORDINANCE NO. 691 WHICH REPEALED AND REPLACED ORDINANCE NO. 654, CHAPTER 19 OF THE PORTALES CITY CODE

Mayor King asked for action on Ordinance No. 720 which amends Ordinance No. 691 which repealed and replaced Ordinance No. 654, Chapter 19 of the City Code. She asked for discussion by the Council. Mayor King asked the pleasure of the Council. ***Councilor Robinson made the motion to adopt Ordinance No. 720 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.***

(I) APPROVAL OF JUVENILE ADJUDICATION FUND GRANT PROJECT NO. 17-J-23

Mayor King asked City Manager Standefer to present Juvenile Adjudication Fund (JAF) grant project No. 17-J-23. City Manager Standefer told the Council that the JAF helps the Teen Court program. He stated that the funds are to be used for travel costs to take the Teen Court youth to the state legislature. He told the Council that he recommended approval of the grant in the amount of \$11,200 with the City's match of \$2,000 in-kind in volunteer hours. He asked for questions from the Council. Mayor King asked the pleasure of the Council. ***Councilor Salguero made the motion to approve the Juvenile Adjudication fund grant project No. 17-J-23 as presented. Councilor Robinson seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(J) EASTERN PLAINS COUNCIL OF GOVERNMENTS (EPCOG) 2015 ANNUAL REPORT

Mayor King asked Sandy Chancey, Exec. Director of the Eastern Plains Council of Governments (EPCOG), to present the 2015 Annual report. Mrs. Chancey gave a brief PowerPoint of the report in which she reported that the EPCOG is a regional planning and development organization for district four in the state of New Mexico, a seven (7) county area, which includes the area from Union County, in the northeastern corner of the state, to the western border of Guadalupe County, and to the southern border of Roosevelt County. She commented that it is a big district. Chancey told the Council that the programs include regional transportation planning and assistance with project development administration, strategic and comprehensive planning processes and policy and procedure development. She stated that EPCOG assists with federal programs. She told the Council that EPCOG is here to support local economic development, not to take their place. Chancey told the group that EPCOG compiles a strategy every 5 years and annually updates it to ensure current economic conditions are reflected in the strategy. She told the Council that Vincent Soule is their Transportation Planner and that the EPCOG co-manages the northeast and southeast transportation planning organizations and will provide project identification and preparation of project feasibility forms for submittal to the district. She stated that they provide assistance with functional classification of country roads and monitor planned and ongoing transportation projects. She stated that

one big thing they do is help with grant writing and grant administration. Ms. Chancey told the Council that Portales had recently received a \$400,000 CDBG grant. She praised the City's excellent staff—Susan Baysinger and John DeSha. She reported that the City's project was ranked No. 1. She told the Council that EPCOG assists with the Infrastructure Capital Improvement Plan (ICIP) process, which is required to request capital outlay funding from the state. She added that the City Staff does an excellent job with that process. She commented that if projects are not on the ICIP for funding through the legislature it can be line item vetoed by the Governor. She told the Council that the EPCOG also assists with strategic and comprehensive planning. Chancey reported that the focus recently has been on water issues. She commented that the NM Economic Development Department had asked the EPCOG to prepare a source water protection plan for Curry and Roosevelt County. She stated that they have provided administrative and fiscal agent services for the Ute Water Commission, which is a coalition of local governments organized to contract for and purchase water from the Interstate Stream commission. She listed all the services that the EPCOG provides its membership: assist with the regional growth management planning process; assist with local policy and procedure development; assist with administrative issues (procurement, hiring processes and help with special projects). She stated that the City of Clovis will be hosting the NM Municipal League next summer and that the EPCOG will help with that. She mentioned that Ray Mondragon, the EPCOG Economic Development planner will be working with Orlando Ortega, Executive Director of the Roosevelt County Community Development Corporation on a job fair to be held here in Portales. She reported that their audits are current and that their accounting is outsourced to Eric Robinson to ensure accurate recordkeeping. She stated that they are a staff of four (4) and that the office is open Monday through Thursday, 8 to 5. She reported that the board meets on the 2nd Wednesday of each even-numbered month at 10 a.m. at the EPCOG office. Councilor Heflin asked how they are funded. Ms. Chancey responded that they are funded through membership fees which are based on population, grants and other contracts. She stated that their budget is very tight. She reported that the annual meeting was held in Clovis on June 1st. She stated that Mary Gray is in the office while the rest of the staff travels a great deal. She stood for other questions from the Council. Mayor King thanked her for the report.

(K) APPOINTMENTS TO INFRASTRUCTURE CAPITAL IMPROVEMENTS PLAN (ICIP) PROJECTS EVALUATION COMMITTEE

Mayor King asked City Manager Standefer to present the request to appoint the ICIP Evaluation Committee. City Manager Standefer said that the ICIP has become very important. He told the Council that in the last few years this committee has been made up of Staff and Council members. He stated that this year the plan is to have 4 Council members and the City Manager as the committee with staff presenting projects and answering questions. He told the Council that the public hearing to receive input on the ICIP will be held on July 25, 2016 and will be taken to Council on July 26, 2016 with final approval set for August 16th. Mayor King asked for volunteers for the ICIP Evaluation Committee. Councilors Salguero, Heflin, Lucero, Robinson and Cordova volunteered. Councilor Heflin offered to be an alternate for the Committee. The Council agreed that the ICIP Evaluation Committee will be Councilors Cordova, Lucero, Robinson, Salguero and City Manager Standefer.

(L) OTHER BUSINESS/CITIZENS TO BE HEARD

Mayor King asked for items of Other Business.

Commendation of Public Works Staff: Councilor Robinson commended Susan Baysinger and John DeSha for their hard work and presentation for CDBG funding. He added that Portales has great staff—the greatest people in the State of New Mexico.

Reminder of the Annual NMML Conference: Ms. Susan Baysinger reminded the Council of the annual New Mexico Municipal League conference to be held in Hobbs this year. Mayor King asked about

reservations for the conference. City Manager Standefer responded that Marta Quiroz had reserved 10 rooms for the City.

Reminder of the Annual Employee Appreciation Picnic: Councilor Heflin reminded the Council of the Employee Association Picnic set to be held starting at 1 p.m., on Sunday, July 31, 2016 here in the Memorial Building.

Introductions of Staff & Report of Reorganization: City Manager Standefer introduced Melissa Lopez, Water Billing Cashier/Clerk, to the Council and stated that she had started with the City as an itsQuest Temp in Planning. He introduced Roberta Andes to the Council, and stated that Marta Quiroz, Administrative Assistant, will be moving to the City Clerk/HR Department and that Roberta Andes will be moving from Finance to the City Manager's office as the Administrative Assistant.

Freedom Foundation and AMVETS: Tommy Knight introduced himself from the audience and told the Council that he was present to talk about the memorial at ENMU. He said that the site is kind of dirty and run-down. He told the Council the Senator Tom Udall's local representative, Ben Salazar and Lori Brunsen had been out and looked at it. He commented that the plan is to improve it after Veteran's Week in November and to recognize the vets for it. He stated that the Freedom Foundation wants to have a plaque placed at the memorial and asked for assistance from the Council with paying for the plaque. Mayor Pro-Tem Miller responded that the City would not be able to assist with public funds, but that the Council may be willing to assist with their own money. Mayor King asked that Mr. Knight bring the plan to City Manager Standefer. Mr. Knight told the Council that the Freedom Foundation is now a 501(c) (3) and are planning to build a new building in Clovis to house 46 homeless veterans. He stated that they have one in Portales; 4 in Clovis and some in the county. He spoke about the vets in the area that need assistance. He thanked Ms. Riki Seat for her help in getting them straightened out. Mr. Knight related a story about a lady vet who came from California, had to live in a horse trailer for 6 months and who is now working in Amarillo and making \$100,000 a year with a little help from the Freedom Foundation. He stated that Cannon Air Force Base had given the Freedom foundation cabinets and appliances for their houses. He stated that they really need a warehouse to put the things that have been donated. Mayor King made a suggestion of some buildings that aren't being used. She thanked for introducing the Freedom Foundation.

There was no further business.

ADJOURNMENT:

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

Joan Martinez-Terry, City Clerk