

**MINUTES OF CITY COUNCIL MEETING
ARTESIA, NEW MEXICO
December 12th, 2017**

The City Council of the City of Artesia, New Mexico met in the City Council Chambers at City Hall on Tuesday, December 12th, 2017 at 6:00 p.m. in regular session with Mayor Phillip Burch presiding, and the following present to wit:

Nora Sanchez	Luis Florez
Ken Bratcher	Jeff Youtsey
Bill Rogers	Raul Rodriguez
Manuel Madrid Jr.	

The following were absent:
Terry Hill

Also present:
John Caraway, City Attorney
Aubrey Hobson, City Clerk

It was determined that a quorum was present. The invocation was given by Councilor Rodriguez and all joined in the Pledge of Allegiance.

Consent Agenda

Councilor Rodriguez moved to approve the consent agenda removing Item 2(A) from the consent agenda for separate consideration. Councilor Rogers provided a second and upon vote, the motion passed 7-0.

The consent agenda includes:

**CONSENT AGENDA
December 12, 2017**

1. **Approval of Minutes:** *November 28, 2017
2. **Consideration of Bids:**
 - A. *Approval of Request for Proposal #18-0003 to provide On-Call Weed, Tree, Non-Structural Debris Removal, and Small Maintenance (multi-award) to Stevenson-Roach, Shirt Pocket Handy, Tri-Gen, Garden Mart, Collins Tree Service, and Southeastern New Mexico Tree Service (*contingent upon proof of insurance*)
3. **Contracts, Leases and Agreements:**
4. **Appointments:**
 - A. Approval of the reappointment of Sharon Snowden to the Woodbine Cemetery Board (*term to expire January 2020*)
 - B. Approval of the reappointment of Lynn Atteberry to the Woodbine Cemetery Board (*term to expire January 2020*)
 - C. Approval of the reappointment of Jerry Terpening to the Woodbine Cemetery Board (*term to expire January 2020*)
5. **Resignations:**

- A. Accept the resignation of Ruben Baca, Solid Waste Equipment Operator, effective December 1, 2017
- B. Accept the retirement of Kay Needham, Commission on Aging Assistant Supervisor, effective March 24, 2018
- C. Accept the retirement of Dora Fierro, Commission on Aging Supervisor, effective March 31, 2018

6. Dates of Hearing:

7. *Travel and Training:

- A. Police – Permission for one (1) employee to take the online course IAPE Certified Property and Evidence Specialist
- B. Recreation – Permission for one (1) employee to attend the NMRPA Board meeting in Santa Fe, NM
- C. Water – Permission for one (1) employee to attend the NMWWA Short School in Las Cruces, NM
- D. Police – Permission for one (1) employee to attend the Buckle Up 2018 in Albuquerque, NM

8. Routine Requests for City Facilities:

9 Budgeted Items:

10. Non-budgeted Items:

11. *Payment of Bills:

- A. Approval to pay bills thru December 31, 2017

Consent Agenda - Item #2A

2.A. Approval of Request for Proposal #18-0003 to provide On-Call Weed, Tree, Non-Structural Debris Removal, and Small Maintenance (multi-award) to Stevenson-Roach, Shirt Pocket Handy, Tri-Gen, Garden mart, Collins Tree Service, and Southeastern New Mexico Tree Service (*contingent upon proof of insurance*).

Councilor Rodriguez inquired as to the length of the contracts being awarded to the listed vendors. Purchasing Agent Joanne Jones stated that the contracts were for a four year term, renewable up to a total of eight years.

Councilor Rodriguez moved to approve the contracts with Stevenson-Roach, Shirt Pocket Handy, Tri-Gen, Garden mart, Collins Tree Service, and Southeastern New Mexico Tree Service to provide On-Call Weed, Tree, Non-Structural Debris Removal, and Small Maintenance. The motion was seconded by Councilor Rogers.

Councilor Florez inquired about the posting of the RFP.

Upon vote, the motion passed 7-0.

Public Hearings

There were no public hearings.

Period for Hearing Visitors

Mr. Ignacio Mariscal addressed the Council on the parking on Mahone Drive. Mr. Mariscal stated the prohibition of parking was dangerous and that the speed of the vehicles is still a safety issue. Councilor Rodriguez told Mr. Mariscal that the Council was looking into the issue. He stated that the Council had a traffic study that they were looking over and wanted to assure Mr. Mariscal that the issue was not being ignored.

Committee Reports:

There were no Committee Reports.

Personnel

A. Hiring

1. Councilor Rodriguez moved, upon recommendation of the Mayor, to hire Joshua Herrera to the position of Uncertified Firefighter, Fire Department, at a salary of \$2482 per month (CA22), subject to the successful completion of required pre-employment testing. The motion was seconded by Councilor Rogers. Upon vote, the motion passed 7-0.

2. Councilor Rodriguez moved, upon recommendation of the Mayor, to hire Marcos Munoz to the position of Equipment Operator I, Solid Waste Department, at a salary of \$2482 per month (CA22), subject to the successful completion of required pre-employment testing. The motion was seconded by Councilor Madrid. Upon vote, the motion passed 7-0.

3. Councilor Rodriguez moved, upon recommendation of the Mayor, to hire James Hernandez to the position of Receptionist, Finance & Administration Department, at a salary of \$2037 per month (CA14), subject to the successful completion of required pre-employment testing. The motion was seconded by Councilor Madrid. Upon vote, the motion passed 7-0.

4. Councilor Rodriguez moved, upon recommendation of the Mayor, to hire Jonathan Brady to the position of Detention Officer, Police Department, at a salary of \$2363 per month (CA20), subject to the successful completion of required pre-employment testing. The motion was seconded by Councilor Madrid. Upon vote, the motion passed 7-0.

Promotions

1. Councilor Rodriguez moved, upon recommendation of the Mayor, to promote Chris Gallegos to the position of Sergeant, Police Department, at a salary of \$4763 per month (CA39). The motion was seconded by Councilor Madrid. Upon vote, the motion passed 7-0.

2. Councilor Rodriguez moved, upon recommendation of the Mayor, to promote Terry Gallagher to the position of Sergeant, Police Department, at a salary of \$5211 per month (CA39). The motion was seconded by Councilor Madrid. Upon vote, the motion passed 7-0.

3. Councilor Rodriguez moved, upon recommendation of the Mayor, to promote LeDon Smith to the position of Equipment Operator I, Solid Waste Department, at a salary of \$2532 per month (CA22). The motion was seconded by Councilor Madrid. Upon vote, the motion passed 7-0.

The Council congratulated employees on their promotions.

B. Openings

Councilor Rodriguez moved to advertise and fill the positions of:

1. Solid Waste Equipment Operator
2. Commission on Aging Supervisor
3. Commission on Aging Assistant Supervisor
4. Wastewater Assistant

The motion was seconded by Councilor Bratcher and upon vote, the motion passed 7-0.

C. Consideration and approval of a resolution appointing Byron Landfair to serve as a Trustee of the City of Artesia's Pension Plan and Trust.

Human Resources Director Sandi Countryman presented an overview of the members and functions of the Board.

Councilor Rodriguez moved to approve the resolution appointing Byron Landfair to serve as a Trustee of the City of Artesia's Pension Plan and Trust. The motion was seconded by Councilor Rogers and upon vote, the motion passed 7-0.

RESOLUTION NO. 1649

D. Safety Stats

Director Countryman presented stats and stood for questions.

Councilor Bratcher asked about 2016 stats for comparison and Councilor Rodriguez inquired about staffing levels and pay structure.

Public Safety

Police

Commander Pete Quinones filled in for Chief Kirk Roberts. Commander Quinones thanked the Council for the promotion of the two Sergeants on the agenda and stated that he was looking forward to working with them. He also presented stats and stood for questions.

Councilor Rodriguez thanked the Police Department for the Shop with a Hero program. Councilor Sanchez asked how many children had been involved and Commander Quinones responded that it was around 100 children.

Fire

Chief Kevin Hope presented stats and stood for questions.

Community Development

A. Consideration and approval of a Resolution adopting a Revised ADA Transition Plan
Community Development Director Jim McGuire discussed the requirements of an updated ADA Transition Plan. There was discussion regarding ADA compliant buildings, parking, and new construction as well as discussion regarding historical sites. Councilor Youtsey asked Director McGuire to explain how the program works and how the money is administered.

Councilor Rodriguez moved to approve the Resolution adopting a Revised ADA Transition Plan. The motion was seconded by Councilor Youtsey and upon vote, the motion passed 7-0.

RESOLUTION NO. 1650

Director McGuire gave updates on ongoing projects, and stood for questions.

Infrastructure Department

Infrastructure Director Byron Landfair gave updates on projects and stood for questions.

City Attorney

City Attorney John Caraway stood for questions.

City Clerk

- A. Consideration and approval of the 2018 Open Meetings Resolution

Councilor Rodriguez moved to approve the 2018 Open Meetings Resolution. The motion was seconded by Councilor Rogers and upon vote, the motion passed 7-0.

RESOLUTION NO. 1651

- B. Consideration and approval of a Budget Adjustment Resolution

Councilor Rogers moved to approve the Budget Adjustment Resolution. The motion was seconded by Councilor Rodriguez and upon vote, the motion passed 7-0.

RESOLUTION NO. 1652

City Clerk Aubrey Hobson recognized Finance Supervisor Summer Valverde for her election to the office of President of the GFOA (Government Finance Officers Association).

New or other business from Councilors

The Councilors wished everyone a Merry Christmas and a Happy New Year. There being no further business, the meeting was adjourned at 6:51 pm on December 12th, 2017.


Mayor

ATTEST:


City Clerk

