

**MINUTES OF CITY COUNCIL MEETING  
ARTESIA, NEW MEXICO  
May 8<sup>th</sup>, 2018**

The City Council of the City of Artesia, New Mexico met in the City Council Chambers at City Hall on Tuesday, May 8<sup>th</sup>, 2018 at 6:00 p.m. in regular session with Mayor Raye Miller presiding, and the following present, to wit:

George G. Mullen	Luis Florez
Bill Rogers	Jeff Youtsey
Terry Hill	Raul Rodriguez
Manuel Madrid Jr.	Kent Bratcher

The following were absent:

Aubrey Hobson, City Clerk

Also, present:

Matt Byers, City Attorney

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

**New requests for City Facilities**

None.

**City Departments and Employees**

Human Resources Director Sandi Countryman announced to the council Gabrielle Cronopulos received her Chief Procurement Certification from State of New Mexico Purchasing.

**Special Reports**

None.

**Consent Agenda**

Councilor Rodriguez moved to approve the consent agenda removing Item # 5 from the consent agenda for separate consideration. Councilor Hill provided a second and upon vote, the motion carried 8- 0.

The consent agenda includes:

**CONSENT AGENDA**  
**May 8, 2018**

1. **Approval of Minutes** \*April 24, 2018
  
2. **Consideration of Bids:**
  - A. \*Approval of award of Request for Proposal to provide on-call architect/engineer services for the Infrastructure Development Director and City-wide departments to the top ten (10) rated and ranked firms
  
3. **Contracts, Leases and Agreements:**
  
4. **Appointments:**
  
5. **Pulled for separate consideration**
  
6. **Dates of Hearing:**
  
7. **Travel and Training:**
  - A. Streets – Ratification of Mayor Miller’s approval for one (1) employee to attend the Associated Contractors of NM training in Albuquerque, NM
  - B. Fire – Permission for two (2) employees to attend the Medical Direction Committee meeting in Albuquerque, NM
  - C. F&A – Permission for one (1) employee to attend the Request For Proposal (RFP) training in Santa Fe, NM
  - D. Police – Permission for two (2) employees to attend the Supervisor Leadership Institute in Carlsbad, NM
  - E. Police – Permission for one (1) employee to attend the Intelligence Liaison Officer to NMASIC training in Artesia, NM
  - F. Fire – Permission for one (1) employee to attend the IAFC Fire-Rescue Med conference in Henderson, NV
  - G. Police – Permission for one (1) employee to attend the Site Protection through Observation Techniques training in Aztec, NM
  
8. **Routine Requests for City Facilities:**
  - A. \*D.O.E.S. #45 (Elks Lodge) and the Chamber of Commerce – permission to hold their annual July 4<sup>th</sup> Parade on Wednesday, July 4, 2018 from 9:00am – 10:00 am (Main Street from Bulldog Bowl to Roselawn Avenue). Request approval of use of city services and road closures as stated on application and waiver of fees. (*Contingent upon proof of insurance and NM Department of Transportation approval.*)
  
9. **Routine Resolutions (to be assigned a number by staff)**
  
10. **Budgeted Items:**

**11. \*Quarterly Journal Entries:**

- A. Approval of GL Journal Entries

**12. Non-budgeted Items:**

**13. \*Payment of Bills**

Councilor Rodriguez inquired about Item F5-6, he clarified with Human Resources Sandi Countryman if the previous applicants that already applied for the position will be notified to reapply. Director Countryman informed Councilor Rodriguez she will send notifications to the previous applicants. Councilor Hill inquired about why the hire names are not listed on the Consent Agenda. Director Countryman explained the reasoning to why they do not disclose the names on the consent agenda. Councilor Bratcher inquired about the candidate for rehire, item G3. Director Countryman informed the Council the candidate has left the City with good standing and is qualified for the position.

Councilor Rodriguez moved to approve Item 5, personnel resignations, hirings with the names, promotions, and transfers. Councilor Hill provided a second and upon vote, the motion carried 8-0.

**5. Personnel Resignations, Hirings, Promotions, and Transfers:**

- A. Accept the resignation of Dakota Corbell, Firefighter, effective May 7, 2018
- B. Accept the resignation of Jarrod Ornelas, Maintenance Tech/Recreation Worker, effective April 26, 2018
- C. Accept the resignation of Narciso Santillan, Part-time Police Officer, effective May 15, 2018
- D. Accept the resignation of Jorge Martinez, Cemetery Equipment Operator, effective May 18, 2018
- E. Accept the resignation of Marie Garcia, Humane Officer, effective May 17, 2018
- F. Permission to advertise and fill:
  - 1 Firefighter
  - 2 Maintenance Tech/Recreation Worker
  - 3 Cemetery Equipment Operator
  - 4 Police Officer
  - 5 Assistant City Clerk/Treasurer, Records Supervisor (*contingent upon approval of job spec*)
  - 6 Purchasing Agent (*contingent upon approval of job spec*)
- G. Upon recommendation of the Mayor, subject to successful completion of required pre-employment testing, permission to:  
Hire:

<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate of Pay</u>
1. <u>Tyler Schaeffer</u>	Garage	Mechanic I	\$2740 per month CA26

- |    |                        |        |                   |                       |
|----|------------------------|--------|-------------------|-----------------------|
| 2. | <u>Monique Ramirez</u> | F&A    | Cashier I         | \$2037 per month CA14 |
| 3. | <u>James Herrera</u>   | Police | Humane Officer II | \$3015 per month CA17 |

### **Public Hearings**

None.

### **Period for Hearing Visitors**

Commission on Aging Director Caryle Goss invited the Council to the senior craft show at the Senior Center from 9:00am – 2:00pm.

Jess Holmes thanked the Council for completing 6<sup>th</sup> Street, Main Street and Texas Ave.

### **Comments from Public Officials and Contracted Services**

None.

### **Committee Reports:**

#### **Budget & Finance**

Councilor Rogers informed the Council about the updated copy of the budget.

### **Personnel**

#### A. Review and approval of new job specs:

- 1) Assistant City Clerk/Treasurer, Records Supervisor CA35
- 2) Purchasing Agent CA38

Human Resource Director Sandi Countryman informed the Council of the new job specifications.

Councilor Rodriguez moved to approve the new job specifications. Councilor Mullen provided a second and upon vote, the motion carried 8- 0.

## **Public Safety**

### Police

Chief Kirk Roberts presented stats and stood for questions.

### Fire

Chief Kevin Hope presented stats and stood for questions.

## **Community Development**

Community Development Director Jim McGuire presented stats, gave project updates, and stood for questions.

## **Infrastructure Department**

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

### **City Attorney:**

City Attorney Matt Byers stood for questions.

### **City Clerk:**

None.

### **Mayor:**

Councilor Rodriguez moved that in accordance with 10-15-1-H (2), the Council and Mayor go into executive session regarding personnel matters - status of an Infrastructure Department employee. The motion was seconded by Councilor Mullen and upon roll vote, with the following votes recorded:

Aye: Mayor Pro tem Florez, Councilors Bratcher, Youtsey, Mullen, Rogers, Rodriguez, Hill, Madrid.

Nay: None.

The motion passed.

Council recessed to executive session at 6:30 p.m.

Council reconvened at 6:39 p.m.

Councilor Rodriguez moved that the only matters discussed in executive session pertained to limited personnel matters and no action was taken. The motion was seconded by Mayor Pro tem Florez and upon vote, the motion carried 8-0.

Councilor Youtsey moved to uphold the suspension without pay until pending the termination hearing for the Infrastructure Department employee. The motion was seconded by Councilor Rodriguez.


**New or other business from Councilors**

Councilor Hill will be absent at May 22<sup>nd</sup>, 2018 council meeting.

There being no further business, the meeting was adjourned at 6: 50 pm on May 8<sup>th</sup>, 2018.

  
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Raye Miller - Mayor

ATTEST:

  
\_\_\_\_\_  
Aubrey Hobson - City Clerk