

**MINUTES OF CITY COUNCIL MEETING
ARTESIA, NEW MEXICO
March 23, 2021**

The City Council of the City of Artesia, New Mexico met in the City Council Chambers at City Hall on Tuesday, March 23, 2021 at 5:00 p.m. in regular session with Mayor Raye Miller presiding, and the following present to wit:

Mayor Pro Tem Terry Hill	Ignacio Mariscal
Sam Hagelstein	Raul Rodriguez
George G. Mullen	Jeff Youtsey
Kent Bratcher	

Members Absent:
Jarrod Moreau

Also, present:
Aubrey Hobson, City Clerk/Treasurer
Attorney Jay Francis (by telephone)

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

New Requests for City Facilities

None.

City Departments and Employees

None.

Special Reports

None.

Consent Agenda

Councilor Rodriguez moved to approve the consent agenda as written. Second by Councilor Mariscal and upon vote, the motion carried 7-0.

**CONSENT AGENDA
March 23, 2021**

1. **Approval of Minutes**

*March 9, 2021

2. **Consideration of Bids:**
3. **Contracts, Leases and Agreements:**
4. **Appointments:**
 - A. Approval of the reappointment of Jimmy Bustamante to the Woodbine Cemetery Board (*term to expire April 2023*)
 - B. Approval of the reappointment of Pat Perez to the Woodbine Cemetery Board (*term to expire May 2023*)
5. **Personnel Resignations, Hirings, Promotions, and Transfers:**
 - A. Accept the resignation of Dana Dean, Police Department Administrative Assistant, effective June 4, 2021 and approval to advertise position
 - B. Report that the Municipal Court will be recruiting for the position of Court Administrator
 - C. *REDA – Proclamation for National Telecommunicators' Week
6. **Dates of Hearing:**
7. ***Travel and Training:**
 - A. Police – Permission for one (1) employee to attend the IR 8000 Refresher online course
8. **Routine Requests for City Facilities:**
9. **Routine Resolutions (to be assigned a number by staff):**
10. **Budgeted Items:**
11. **Quarterly Journal Entries:**
12. **Non-budgeted Items:**
13. ***Payment of Bills**

Public Hearings – including consideration of final passage of any ordinance as to which proper notice has been published.

- A. *Consideration and approval of Case No. 21-01: Final Plat for the RDP Summary Subdivision; Location: Northeast corner of 41st St. and Richey Ave., west of 3902 W. Richey Ave.; Legal: The foregoing Summary Subdivision of Tract X of the Savannah Park Estates, Block 1, Lot 1, Land Division to the County of Eddy in Section 1, Township 17 S, Range 25 E as recorded in Cabinet 6, Slide 660-1; Owner: Ross Duncan Properties, LLC

Mayor Miller stated that he attended the Planning & Zoning meeting and staff is in favor of Case No. 21-01: Final Plat for the RDP Summary Subdivision; Planning and Zoning concurred with staff recommendation and was passed unanimously. Mayor Miller stated that this being a public hearing if anyone here or on the phone would like to address Council in regard to Case No. 21-01. There were no comments from the public.

Councilor Rodriguez made a motion for final passage of Case No. 21-01, Ordinance 1082. Second by Councilor Bratcher. Upon roll call vote, the motion passed 7-0.

ORDINANCE 1082

Period for Hearing Visitors

Bambi Kern spoke on the Emergency Dispatch Authority employees stating that each of their dispatchers go through 250 nationally required certified hours of training and they also go through the State Academy at DPS in Santa Fe with a lot of training and that they are dedicated professionals. They are the first dispatch center in the State of New Mexico to now dispatch for air medical. Bambi is proud of the professionalism that comes from their center and thanks everyone for recognizing all of the professionals from the dispatch center that work long and hard hours. Again, Bambi appreciates the time here taken to recognize the services provided to all of the citizens of Eddy County.

Mayor Miller and Council thanked the Emergency Dispatch Authority and stated that they appreciate them.

Comments from Public Officials and Contracted Services

None.

Committee Reports

- A. Budget and Finance – None.
- B. Personnel – None.
- C. Police and Fire – Met on the 18th and discussed strategies on how to improve services within the city.
- D. Planning (*Project Management, Code Enforcement, Permits and Inspections*) – None.
- E. Recreation – Met on trying to prepare for re-opening this year with strategies on a grand opening for status on rules and regulations.
- F. Infrastructure (Streets, Garage, Cemetery, Parks, Water, Wastewater, Solid Waste, Facility Maintenance) – None.
- G. Government – None.

Personnel

Human Resource Director Sandi Countryman stated that she has nothing further then stood for questions.

Public Safety**Police**

Chief Roberts greeted the Mayor and Council, had nothing on the agenda and then stood for questions.

Fire

Chief Hope greeted the Mayor and Council and had nothing on the agenda, then stood for questions.

Community Development

Chief Building Inspector Don Plotner greeted everyone; stated that he has nothing on the agenda and then stood for questions.

Infrastructure Department

Infrastructure Director Byron Landfair greeted the Mayor and Council and stated that he did not have anything before them tonight but a couple of updates. Jamaica Park will be open to the public on the 30th of March and they will do the final walk through then. Smith Engineering will have the set of plans for the Industrial Park for the federal review on the 15th of April. Byron then stood for questions.

City Attorney

None.

City Clerk

- A. Consideration and approval of list of Annual Records Destruction

Councilor Bratcher made a motion for destruction of annual records. Second by Mayor Pro Tem Hill. Upon vote, the motion passed 7-0.

- B. Discussion of legal services through GAEDC and resulting budget adjustment resolution

City Clerk/Treasurer Aubrey Hobson has a budget request to add \$30,000 to the Economic Development line item for the environmental fees on 10th & Main.

Councilor Bratcher made a motion to approve Resolution - 1751 the budget adjustment for legal and environmental department fees for GAEDC in regard to the 10th and Main property. Second by Mayor Pro Tem Hill. Upon vote, the motion passed 7-0.

RESOLUTION 1751

Mayor

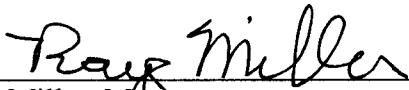
None.

New or other business from Councilors

None.

Adjournment

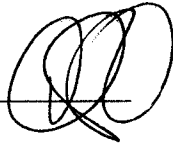
There being no further business, the meeting was adjourned at 5:24. On March 23, 2021.



Raye Miller, Mayor

ATTEST:

Aubrey Hobson - City Clerk

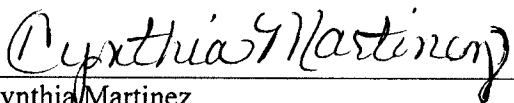




City of Artesia, New Mexico Records Certificate of Destruction

I, Cynthia Martinez, the Assistant City Clerk/Records Supervisor of the City of Artesia, New Mexico, do hereby certify that I have destroyed the public records of the City of Artesia, New Mexico as described on the attached list, pursuant to state statute (3-8-71, NMSA 1978) and the following New Mexico Municipal Records Retention Schedule, and adopted by the City of Artesia (Resolution No. 1687).

Dated this 14th day of April, 2021



Cynthia Martinez
Assistant City Clerk/Records Supervisor



CITY OF ARTESIA
RECORDS FOR DESTRUCTION

Department: City Hall

Page 1

Records eligible for destruction after: July 2020

Return to City Clerk
by February 28, 2021

If you have no records for destruction, Write "NONE THIS YEAR" on the form and return to City Hall

Retention Code		Type of Record	Form of Record	Ending Date
Non-record Materials				
18.01.001	1978-1991	Misc. Records Information	Paper	
18.01.001	2010	2010 Census count committee Notes /correspondence	Paper	
18.01.001	2007	Wastewater Treatment Plant Phase 2 Construction Survey	Paper	
18.01.001	2016	Copies of 2016 UTO	Paper	
18.01.001	1980-1994	Records of Destruction Lists	Paper	
18.01.001	2004-2010	Phone System	Paper	
18.01.001	2015	Records Destruction lists	Paper	
18.01.001	2014	BCBS Insurance Renewal	Paper	
Administrative Files (Manager/DH)				
18.01.002	2007	MOU w/FLETC & DHS, HSFLC070039		
18.01.002	2007-2011	MOU w/FLETC - TFTC-01-18		
18.01.002	1997	Landfill Annual Survey		
18.01.037	1995	Paving Lien Release Request	Paper	
18.01.039	2015	Request to Inspect Records	Paper	
RECORDS OF LITIGATION				
18.02.001	1998	Litigation	Paper	
18.02.001	1999	Litigation	Paper	
18.02.001	2001	Litigation	Paper	
18.02.001	2002-2003	Legal Services Contract	Paper	
18.02.001	2008	PVT Settlement Agreement & Release	Paper	
Budget-Operating/Purchasing				
18.03.004	1993-1994	Fire Dept. Budget Request	Paper	
18.03.021	2006	Fire Dog Proposal	Paper	
18.03.021	1999	Codification Quotes	Paper	
18.03.021	2004	RFP Codification Bids	Paper/CD/FD	
GRANT ADMINISTRATION FILES				
18.03.014	1965-1992	Broadband Stimulus Grant Misc. Records information	Paper	
18.03.014	2012-2013	Artesia Clean & Beautiful Grant	Paper	
18.03.014	2008	ITIF Grant Agreement w/ NM Finance Authority/& City of Artesia; Forms of Requisition	Paper	

NOTE: Electronic versions of files should be scheduled for destruction along with their paper counterparts. Please indicate on the above form whether your records are stored as paper files, electronic files or both.

Handwritten signatures and initials:
A. H...
...
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CITY OF ARTESIA
RECORDS FOR DESTRUCTION

Department: City Hall

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Records eligible for destruction after: July 2020

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Retention Code	Type of Record	Form of Record	Ending Date
Non-record Materials			
18.06.023	2009-2015	Garage Sale Permits	Paper 2018
18.01.002	1993	Resolutions List (Notes)	1998
18.01.002	2000	Ordinance List (Tables)	2005
18.03.021	2000	RFP for Codification Services	
18.01.002	2002	Codification Workbook Notes	2007
18.01.002	2001	Code Workbook 1 of 2	2006
18.01.002	2002	Code Workbook 2 of 2	2007
18.01.002	2002	Changes after Code Workbook	2007
18.01.002	2003	Codification - Code Maintenance	2008
18.01.002	2002	1/8% GRT - Economic Dev and Infrastructure	2007



CITY OF ARTESIA
RECORDS FOR DESTRUCTION

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Department: City Hall

Records eligible for destruction after: July 2020 Return to City Clerk

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Retention Code	Type of Record	Form of Record	Ending Date
Non-record Materials			
18.01.002	2008	IAFF Agreement Copies & Notes	2013
18.01.002	2007	MOU Mobile Command Center Vehicle	2012
18.01.002	2007	Prof. Service Agreement w/ Spatial Public Safety Answering point E-911	2012
18.01.002	1998	NM Federal Property Assistance program Applicaton (Surplus)	2003
18.01.002	1999	Police - Employment Training Reimbursement Agreement/Policy	2004
18.01.002	2005	Draft for JPA Consolidated Dispatch Dec. 2005	2010
18.03.006	2009	E-911 Grant - Equipment	2019
18.03.006	1998	E-911 Grant	2008
18.03.006	2006	2006 E-911 Grant	2016
18.03.006	2004	DPS Subgrant w/Eddy County	2014
18.03.006	2007	06-L-7821 Main Street	2017
18.03.006	2005	2005 Special Appropriations Grant for Construction Pr	2015
18.03.006	2009	State Agency on Aging Grant 2007-2322	2019
18.03.006	2009	Public Safety Public Complex & Final file	2019
18.03.006	2009	Grant No. 08-L-G-3227, Project Ambulances	2019
18.03.006	2009	2005 Grant Project No. 05-L-1471	2019
18.03.006	2009	2006 Capital Cooperative Agreement-Quay	2019
18.03.006	2009	08 LG 4300 2nd & Texas	2019
18.03.006	2009	Grant No. 05-L-1043 Roundabout - Final	2019
18.03.006	2009	Artesia Municipal court Improve Grant - Final	2019
18.03.006	2009	Project Street-Richardson Ave, 1st to 8th St., Pavement Rehabilitation	2019
18.03.006	2009	MLK Recreation Center - Final	2019
18.03.006	2009	Artesia vocational Training Center phase II Contract Agreement & Final	2019
18.03.006	2009	Artesia Safety Complex Buiding - Public Road	2019
18.03.006	2009	Artesia Chamber Parking Lot Renovate	2019
18.03.006	Nov-10	WWTP Improvements - City waterlines	2020
18.01.002	2008	2008 Governing Body Retreat, Ruidoso Down	2013
18.01.002	2009	2009 Council Retreat, Cloudcroft, NM	2014
18.01.002	2010	2010 Workshop, Cloudcroft, NM	2015
18.01.002	2010	2010 Retreat, Cloudcroft, NM	2015
18.01.002	2003	Cemetery Projects and Funding	2008
18.01.002	2008	PMS Crisis Intervention Services Agreement	2013
18.01.002	2002	Skate Park Contract	2007
18.01.002	1996	SI-GA/615 (220) NMSHD SI 1st St. drainage project	2001



CITY OF ARTESIA

RECORDS FOR DESTRUCTION

Department: City Hall

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Records eligible for destruction after: July 2020

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Retention Code	Type of Reco	Form of Record	Ending Date
Non-record Materials			
18.01.002	1978	Citizens Advisory Committee participation plan	1983
18.04.002	1980	Applications for Employment	1983
18.04.004	1991	Reorganization of City Hall Staff	2001
18.01.001	1993	Employee Benefits memorandums	None
18.01.001	1993	Personnel Forms	None
18.01.001	1993	Solid Waste laborer Job description	None
18.01.001	1993	Fire Dept. Job Interview Matrix and Description	None
18.01.001	1993	Golf Course Analysis	None
18.01.010	1993	Safety Committee minutes and Agendas	Until no longer needed
18.02.001	1994	Legal - George Bradford Variances Files	2004
18.01.002	1994	Roof Project warranty Police	2004
18.01.002	1995	CASA Re-roof memos	2000
18.01.002	1997	Equipment Contracts (Copiers, Cellular Ser.)	2002
18.01.002	1997	NMCFOA Program Committee Mentoring	2002
18.01.002	1997	NM Clerks' Program Committee Spring 1997	2002
18.01.002	2001	Artesia Codification Project Contract and Memos	2006
18.01.002	2000	Voluntee Firefighters Revision to pay Schedule	2005
18.01.002	2000-2004	Commission on Aging Four Year Plan	2009
18.01.002	2001	City Picnic 2001- thank you notes	2006
18.01.002	2002	COA New Sinior Center Project memorandum	2007
18.01.002	2002	Cemetery Grading project correspondence	2007
18.01.002	2002	JC Park Boundary Survey Contract agreement	2007
18.01.015	2002	Skate Park - legal notice invitation to bid	2004
18.03.008	2003	Artesia Center Restroom Remodel Bid Contract & misc. proje	2007
18.01.002	2003	Senior Employment Program Contract	2009
18.03.008	2003	Guadalupe Park Electrical Service Agreement	2007
18.03.008	2004	COA Paint Water Tank Contract	2008
18.01.002	2005	Artesia mainStreet Funding request fr. Economic Dev.	2011
18.01.002	2007	2007 Transfer 504 Sth to ARC Industries	2013
18.01.002	2010	Banish Park Renovations - Preliminary	2016
18.01.002	2008	Codifiers City Ordinances Incerts	2014
18.01.002	2005	PSAP Services Agreement/E911 Mapping project	2011
18.01.002	2009	IAFF local 3814 MOU Agreement	2015
18.01.001	1999	Utility Rates Summary Report	None
18.02.001	1997	Litigation & Tort Claims - noicrs, list & Dismissals	2007



CITY OF ARTESIA
RECORDS FOR DESTRUCTION

Department: City Hall

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Records eligible for destruction after: July 2020

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Retention Code	Type of Record	Form of Record	Ending Date
Non-record Materials			
18.03.002	1984-1993	First National Bank Statements - Urban Renewal agency Eagle	1996
18.01.002	2000-2001	New Mexico Self Insurers' Fund - Auto Fleet Rating Schedule	2006
18.13.016	2001	City of Artesia New Mexico Equipment ID Listing	3 yrs after disposition
18.01.001	2008	Conemnation Property Costs notes	None
18.06.005	2010	2010 Census- forms & notes	2012
18.03.001	2011	City of Artesia Ambulance Receipts	2014
18.01.028	2011-2012	MOA-REDA Polygraph Services	Until no longer needed
18.01.001	2013	OAIS - Webinar notes	None
18.01.046	2013	City of Artesia Travel Request - Cemetery	1 yr fr date of file close
18.03.014	2013-2014	Artesia Clean & Beautiful Grant	2020
18.03.008	2015-2016	Probation & Parole Lease At PSC	2020
18.03.004	2015-2016	Notes for Preliminary Budget	2019
18.01.039	2016	Request to Inspect Records	2017
18.01.001		General/Duplicate Applications/Interview	None



CITY OF ARTESIA
RECORDS FOR DESTRUCTION

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Department: Garage

Records eligible for destruction after: July _____

Return to City Clerk

by February 28, 2021

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Retention Code	Type of Record	Form of Record	Ending Date
Non-record Materials			
18.13.016	2016 Vehicle work orders	Paper	2019 3 files
18.13.016	2016 CFA Reports	Paper	2019 2 files
18.13.016	2016 Indirect work orders	Paper	2019 1 file
18.13.016	Mileage Reports	Paper	2019 1 file
18.03.021	2015 P-Card Reconciliation Forms	Paper	2018 1 file



CITY OF ARTESIA
RECORDS FOR DESTRUCTION

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Department: Planning & Zoning

Records eligible for destruction after: July 2020

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Retention Code	Type of Record	Form of Record	Ending Date
Non-record Materials			
18.03.001	2002 through	Purchase Orders	Paper 3 years
18.01.001	2017	Task Orders	None
18.03.021		Cost proposals & bid/RFP	3 years
18.01.004		Award Recommendations	Until no longer needed
18.03.021		Purchase Requisitions & Contracts for Pro. Ser for Const.	3 years
18.03.001		Management Ser & Invoices	3 years
18.01.004		Correspondence, Exp warranties	Until no longer needed
18.01.017		Asphalt analysis reports	4 years
18.03.008		Old Planning Dept lease	4 years
18.01.017		Splash Pad inspection results	4 years
18.04.027		Lifeguard course record & recreation	3 years
18.03.004		Budget req & basketball program	3 years
18.03.021		Surveys & Natatorium budget	3 years
18.03.021		Portable Showers contract/Invoice	4 years
18.01.029		unsigned Adult ed & league agreem and Memos	3 years
18.03.001		Invalid requisitions	3 years
18.03.001		List of sign Ord. Forum participants	3 years
18.03.001		Sign survey responses	3 years



CITY OF ARTESIA
RECORDS FOR DESTRUCTION

Department: City Hall

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Records eligible for destruction after: July _____

Return to City Clerk
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Retention Code	Type of Record	Form of Record	Ending Date
Non-record Materials			
	8/13-4/15		
18.03.002	3/15-5/16 (2 Boxes) Insurance Reconciliation	Paper	2019
18.03.002	4/11- 6/12 (3 Boxes) Water Tickets	Paper	2015
18.03.002	2016-2017 (4 Boxes) Daily Cashier Envelopes	Paper	2020
18.03.002	1/05 - 1/2017 (2 Boxes) Voided Checks	Paper	2020
18.03.002	2016-2017 Billing Dept records	Paper	2020
18.03.018	6/16 - 12/16 Payroll Records	Paper	2019
18.01.016	2011 Community Dev. - books, handouts Surveys manuals land plots	Paper	
18.03.002	7/13 - 6/14 Ambulance Receipts	Paper	2017
18.04.021	5/11 - 5/15 Termination	Paper	2018
18.03.002	2016-2017 (3 Boxes) Daily Cashier Registers	Paper	2020
18.03.002	7/16-6/17 Yearly Cashier File folders	Paper	2020
18.13.005	7/16-6/17 (2 Boxes) Meter Change-out Sheets	Paper	2020
18.03.021	7/13-6/14 (6 Boxes) P-Cards	Paper	2017
18.03.018	2013-2014 (5 Boxes) AP	Paper	2017
18.17.006	6/13-6/14 Fuel Receipts	Paper	2017
18.10.002	2014 Closed Cases Aguirre-Elliott	Paper	2019
18.10.002	2014 Rod - Z	Paper	2019
18.10.002	2014 Elmore - Hern	Paper	2019
18.10.002	2014 Mu - Rod	Paper	2019
18.10.002	2014 Hernandez - Mu	Paper	2019
18.07.008	2009 - 2018 (7 Boxes) Building Permits	Paper	2011
18.07.008	2016 Building permits/ Forms, notes, blank forms, 2013 receipts	Paper	2018
18.07.008	2017 - 2018 Electrical Permits	Paper	2020