

**MINUTES OF CITY COUNCIL MEETING
ARTESIA, NEW MEXICO
April 26, 2022**

The City Council of the City of Artesia, New Mexico met in the City Council Chambers at City Hall on Tuesday, April 26, 2022 at 5:00 p.m. in regular session with Mayor Henry presiding, and the following present to wit:

Jeff Youtsey	Jarrod Moreau
Sam Hagelstein	Ignacio Mariscal
George Mullen	Wade Nelson
Raul Rodriguez	Richard Townley

Also, present:
Summer Valverde, City Clerk/Treasurer

Absent:
City Attorney Jay Francis

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

New Requests for City Facilities:

- A. *Katrina Pytel & Kaity Hirst – request to hold the Holly Frontier Sinclair Memorial Day Races at Jaycee Park on Monday, May 30, 2022, from 6:00 am to 11:00 am. Contingent upon proof of insurance.

City Clerk/Treasurer Summer Valverde greeted the Mayor and Council, then presented Holly Frontier Sinclair Memorial Day Races at Jaycee Park request on Monday, May 30, 2022 from 6 am to 11 am contingent upon proof of Insurance.

Councilor Rodriguez made a motion to approve for discussion. Second by Councilor Hagelstein and upon vote, the motion passed 8-0.

City Departments and Employees

None.

Special Reports

Mayor Henry presented recognition of service with Councilor Nelson presenting a plaque to Kent Bratcher for appreciation of 12 years dedicated to serving the citizens of the City of Artesia as City Councilor 2010 to 2022.

Councilor Townley presented a plaque to Terry Hill in appreciation of his 17 years dedicating his service to the City of Artesia as Mayor Pro Tem stating that his service to the community is valued greatly and will be missed immensely 2005 to 2022.

Mayor Henry presented a plaque to former Mayor Raye Miller in appreciation of 4 years serving the citizens of Artesia as Mayor 2018 to 2022 , stating that he has proven his commitment and dedication to improving the lives to all those that live in Artesia. In addition, stating that his service to the community is valued and appreciated and that he will be missed immensely.

Photographs were then taken of the former Mayor and Councilors with Mayor Henry thanking them again for all their service stating that it is appreciated.

Consent Agenda

Councilor Rodriguez made a motion to approve the consent agenda pulling item 5D for discussion. Second by Councilor Hagelstein and upon vote, the motion carried 8-0.

Councilor Rodriguez asked if anything has changed in the job description of Recreation Specialist and is a degree still required, then asking if experience is equal to the degree. Sandi replied that experience would be taken in lieu of degree.

Councilor Rodriguez made a motion to approve Item 5. D. Second by Councilor Hagelstein and upon vote, the motion passed 8-0.

CONSENT AGENDA April 26, 2022

1. **Approval of Minutes** April 12, 2022
2. **Consideration of Bids:**
3. **Contracts, Leases and Agreements:**
 - A. *Approval of award of request for proposal to provide Road Construction Signage/Traffic Control/Striping/Safety Material to Sign Safety & Supply, 37 Clark Blvd, Tupelo MS, 38804

- B. *Approval of award of Sole Source to provide services for the Artesia Wastewater System (Sole Source vendor is the sole technology supplier of the proprietary Kruger Maxi Ditch system) to Kruger Inc., 1500 Garner Road, Suite C Raleigh, North Carolina 27610

4. Appointments:

- A. Approval of the reappointment of Councilor Raul Rodriguez to the Recreation Advisory Board (term to expire April 2026)

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

Upon recommendation of the Mayor, subject to successful completion of required pre-employment testing, permission to:

A. *Hire:

<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate of Pay</u>
1. <u>Ricardo Huerta</u>	Police	Sergeant	\$5949 per month CA39

- B. Accept the resignation of Beth Hahn, Police Sergeant, effective April 11, 2022
- C. Accept the resignation of Connor Barry, Recreation Specialist, effective May 20, 2022
- D. Permission to advertise and fill Recreation Specialist

6. Dates of Hearing:

7. *Travel and Training:

- A. Police – Permission for one (1) employee to participate in the online training Basic Life Support (BLS) Instructor Essentials
- B. Police – Permission for one (1) employee to attend the Basic Life Support Instructor training in Roswell, NM
- C. Solid Waste – Ratification of approval for one (1) employee to attend the Recycling certification course in Santa Fe, NM
- D. Wastewater – Permission for one (1) employee to attend the NM Water & Wastewater Association 2022 Northern School in Espanola, NM

8. Routine Requests for City Facilities:

9. Routine Resolutions (to be assigned a number by staff):

10. Budgeted Items:

A. *Lodger's Tax Funding Requests:

1) Fiscal Year 2023 Events & Tourism Activity			
a. Artesia Arts Council	year-round		\$ 49,000
b. Artesia MainStreet	year-round		\$ 30,000
c. Artesia Historical Museum	year-round		\$ 30,000
d. Independence Day Celebration	July 2-4,2022		\$ 5,000
e. Eddy County Fair	July 24-30,2022		\$ 25,000
f. Mack Energy Golf Tourney	Aug. 4-6, 2022		\$ 2,500
g. Red Dirt Black Gold	Oct. 1, 2022		\$ 44,000
h. Balloons & Tunes	Nov. 4-6, 2022		\$ 9,400
i. AHS City of Champions Basketball	Dec. 1-3, 2022		\$ 7,200
j. AHS Varsity Baseball Tournament	Mar. 16-18,2023		\$ 4,450
k. AHS Varsity Softball Tournament	Mar. 16-18,2023		\$ 4,450
l. Main Event Car Show & Cruise	<u>Apr. 1, 2023</u>		<u>\$ 15,000</u>

Fiscal Year 2023 Events & Tourism Activity \$226,000

- 2) Advertise Artesia Campaign

a. Precision Digital	\$ 60,000
b. Vacation Guide	\$ 8,000
c. Digital Billboards	\$ 44,000
d. Focus Magazine	\$ 6,500
e. Ruidoso Visitors Guide	\$ 3,500
f. NM & TX Monthly	\$ 18,000
g. Web	\$ 4,500
h. Other	\$ 25,000
i. Admin/Consulting/Fees	<u>\$ 55,000</u>
Advertise Artesia Campaign	\$ 224,500

TOTAL \$ 450,500

- 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.

None.

Period for Hearing Visitors

None.

Comments from Public Officials and Contracted Services

None.

Committee Reports:

- A. Budget and Finance – They have met concerning pre-budget and have a meeting Thursday from 3 to 5.
- B. Personnel – Have a meeting after Council.
- C. Police and Fire – Met on the 18th listened to proposals and recommend waiting for more information from Budget & Finance.
- D. Planning (*Project Management, Code Enforcement, Permits and Inspections*) – None.
- E. Recreation – None.
- F. Facility Maintenance) – Met last week and did organizational business taking care of utility bills that were in question, discussed parts and have been working on ideas and information to get to Council.
- G. Government – Mayor Henry added that he appreciates all the committees stating the last couple of weeks there has been a lot of meetings and work, then thanked them for the report.

Personnel

- A. Consideration and approval to advertise Code Enforcement Officer as full-time vs. part-time

Sandi stated that Council had approved funding for a full-time Code Enforcement Officer but told us to attempt to do it on a part-time basis and have had no response on a part-time and would like to open up the position to do it on full-time.

Councilor Rodriguez asked if we had any applicants. Jim stated that we had two that were not viable.

Councilor made a motion to approve the Code Enforcement Officer position as full-time. Second by Councilor Hagelstein and upon vote, the motion passed 8-0.

Public Safety

Police Department:

Police Chief Roberts greeted everyone and stated that he does not have anything on the agenda then gave updates on the Police Departments. Internal audits are done annually with extensive accounting of facilities, equipment and property/evidence completed by the Chief or his designee. A complete inventory of all evidence is done yearly with quarterly spot audits with all items stored properly and accounted for. Chief Roberts then stood for questions.

Fire Department:

Fire Chief Hope greeted everyone, stated he has nothing on the agenda and that stats are in the packet. Then gave a couple of updates on their midyear capital request which was replacing their cardiac monitors and that has been received. Chief Hope then stood for questions.

Community Development

- A. *Consideration for approval of Case No. 22-06: Preliminary Meadowview Estates Subdivision No. 5 (County). A preliminary plat of Meadowview Estates Subdivision No. 5; Location: South and west of 3004 S. 13th Street; Legal: A Summary Replat of, Lot 12A of the Meadowview Estates Replat 3, Lot 13A of the Meadowview Estates Replat, Lots 14A of the Meadowview Estates Replat 2, Lots 15A & 15B of the Meadowview Estates Replat 4, all in the E2NE of Sec 30, Township 17 South, Range 26 East, N.M.P.M., New Mexico; Owner: DPR Land, LLC

Community Development Director Jim McGuire greeted the Mayor and Council then presented Consideration for approval of Case No. 22-06: Preliminary Meadowview Estates Subdivision No. 5 (County). Jim stated that we are reviewing the plat not considering annexation. This is a 10 - lot subdivision almost 13 acres, each lot will be an acre. After the preliminary plat is approved it will need to go through the County for approval. Jim stated when the final plat is prepared we will want a note on the plat that states design engineered drainage plan must be adhered too. We will want a plan for all lot development and will be reviewed once again through the Planning & Zoning Department and before Council which an Ordinance will be

involved. The P&Z Commission reviewed this on April 20th and unanimously approved and staff also supports the proposed preliminary plat. Jim then stood for questions.

Councilor Rodriguez made a motion to approval consideration for approval of Case No. 22-06: Preliminary Meadowview Estates Subdivision. Second by Councilor Moreau and upon vote, the motion passed 8-0.

Infrastructure

Infrastructure Director Byron Landfair greeted everyone and had nothing on the agenda. Byron then gave project updates. On 20th & Grand there will be some work with potholing and getting ready to start the project on Grand St. waiting on delivery of the pipe. In addition, getting ready to award the Industrial Park project next meeting. Byron then stood for questions.

City Attorney

None.

City Clerk

A. *Audit report for FY21

City Clerk/Treasurer Summer Valverde stated that we have the presentation of the final audit report for FY21, then introduced Juan Garcia from Beasley Mitchell & Co. our auditors to make the presentation.

Juan Garcia, Audit Specialist, greeted the Mayor and Council and then presented the FY21 Audit report from July 1st, 2020 to June 30th, 2021. Juan then thanked Summer for all the information she provided that was accurate and timely. Juan stated the City did receive an unmodified opinion which is the best it can get. Juan then stood for questions.

Councilor Youtsey asked if the letter from the State is referencing what was just presented. Juan answered yes and that they will send a governance letter that will reference the audit that will go out to all next week. Councilor Youtsey then asked if he seen any issues and Juan answered no sir. Juan stated that he appreciates everyone and asked if there were any other questions.

Summer and the Councilors then thanked Juan.

Councilor Rodriguez made a motion to accept the Audit Report FY21. Second by Councilor Hagelstein and upon vote, the motion passed 8-0.

Summer stated that she e-mailed the Councilors the cash statements to where we are at as of March 31st, then asked if there were any questions about this.

Councilor Youtsey stated that he liked the format, that it's a lot easier to understand. Summer stated that hopefully this up-coming year we can make some changes with our financial software so that it can be a lot more informed and the integrity of the data doesn't go through so much when putting into the Excel format. Summer also stated that they have been having a lot of Budget & Finance committee meetings and have gotten a lot of information covered which has been really good. The preliminary budget is due June 1st, so they will have the budget approved by the last Council meeting in May and will be looking at having a Budget Workshop that will include all of the Councilors. Budget & Finance will have a preliminary budget ready with an open meeting discussion to get approved for the May 24th Council meeting. Summer is still researching for a venue on the Budget Workshop and then asked everyone to e-mail their dates of availability. Summer then stood for questions.

Mayor

A. *Consideration and approval of U.S. Energy Independence Resolution

Mayor Henry presented the U.S. Energy Independence Resolution - 1785. The Mayor asked if there were any questions or thoughts.

Councilor Rodrigues made a motion to approve Resolution - 1785 as written. Second by Councilor Moreau and upon vote, the motion passed 8-0.

RESOLUTION – 1785

Mayor Henry stated that he would like to thank Councilor Nelson, stating that he did some research on the U.S. Energy Independence Resolution and then thanked everyone on all the reports keeping everyone informed. In addition, the Mayor stated that rather than just having the agenda up on the screen he would also like to have the packet on their so that the audience would also be able to follow.

Summer stated that currently revamping of some things on the website making it more user friendly and putting the packet out she is in agreeance with the Mayor on having the packet out there. The entire packet is now being put out on the website. The Mayor stated if everyone is okay with that it might help and that it does help him. Summer stated that we will do that.

New or other business from Councilors

Councilor Moreau thanked Byron for the improvements at JC Park with the pickle ball courts.

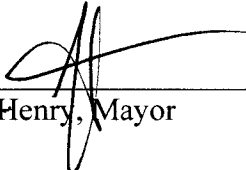
Councilor Hagelstein stated that he is really going to miss Sandi and then thanked her for everything.

Summer stated that Sandi's retirement reception will be on Friday from 1 to 4 and that everyone was emailed.

Mayor Henry thanked Sandi and stated that he appreciated and thanked her for everything she has done that she will be missed.

Adjournment

There being no further business, the meeting was adjourned at 5:54 P.M. On April 26, 2022.



Jon Henry, Mayor

ATTEST:


Summer Valverde - City Clerk/Treasurer