

**MINUTES OF CITY COUNCIL MEETING
ARTESIA, NEW MEXICO
March 14, 2017**

The City Council of the City of Artesia, New Mexico met in the City Council Chambers at City Hall on Tuesday, March 14, 2017 at 6:00 p.m. in regular session with Mayor Phillip Burch presiding, and the following present to wit:

Luis Florez	Bill Rogers
Terry Hill	Nora Sanchez
Manuel Madrid Jr.	

The following were absent:

Kent Bratcher
Jeff Youtsey
Raul Rodriguez

Also present:

Aubrey Hobson, City Clerk
John Caraway, City Attorney

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

City Departments and Employees

City Clerk Aubrey Hobson introduced Joanne Jones, Records Supervisor as a new United States Citizen.

Consent Agenda

Mayor Pro Tem Hill moved to approve the Consent Agenda as written. The motion was seconded by Councilor Madrid and upon vote, the motion passed.

The consent agenda includes:

**CONSENT AGENDA
March 14, 2017**

1. **Approval of Minutes:** *February 28, 2017
2. **Consideration of Bids:**
 - A. *Approval of award of RFP# 17-0011 to provide engineering services for the Infrastructure Director for the JC Park Water Tower project to Smith Engineering, Roswell, NM
3. ***Contracts, Leases and Agreements:**
 - A. Approval of Assignment and Assumption of Airport Hangar 112 Lease to Abo Empire, LLC
 - B. Approval of Hanger 112 Sublease Agreement to Yates Holdings
 - C. Approval of Memorandum of Agreement with the Artesia Chamber of Commerce for the 2017 Washington DC Economic Development Trip

4. Appointments:

5. Resignations:

- A. Accept resignation of Thedro David Oliver, Solid Waste Department Equipment Operator, effective March 13, 2017
- B. Accept resignation of Brittany Perez, Cashier, effective March 17, 2017

6. Dates of Hearing:

7. *Travel and Training:

- A. Police – Permission for one (1) employee to attend the Fast and Factual Interview training in Albuquerque, NM
- B. Water – Permission for one (1) employee to attend the NM Operator's Certification Board Water Sampling Exam in Albuquerque, NM
- C. Executive – Permission to participate in the 2017 Chamber of Commerce Economic Development trip to Washington DC
- D. Fire – Permission for one (1) employee to attend the Statewide EMS Advisory Committee meeting – Region III in Ruidoso, NM
- E. F&A – Permission for one (1) employee to attend the Clerk's Spring Conference and Certification Program in Las Cruces, NM. Request mileage
- F. Fire – Permission for one (1) employee to participate in the Paramedic Clinical rotations at UMC Lubbock, TX
- G. Planning – Ratification of Mayor Burch's approval for one (1) employee to attend the 2017 CDBG Application workshop in Albuquerque, NM
- H. Police – Permission for one (1) employee to attend the Law Enforcement Coordinators' Symposium in Albuquerque, NM

8. Routine Requests for City Facilities:

- A. *Changing Lives Coalition has requested the use of Martin Luther King Park on Friday, May 26, 2017 from 11:00 am – 4:00 pm for the Annual School's Out Summer Splash. Request for use of city services and road closures as stated on application and waiver of fees. *Contingent upon proof of insurance*

9 Budgeted Items:

10. Non-budgeted Items:

11. *Payment of Bills

Public Hearings:

There were no scheduled public hearings.

Visitors:

No visitors addressed the council.

Mayor Burch recognized and thanked Boy Scout Troop #233 who attended the meeting as part of their curriculum.

Committee Reports:

F. Infrastructure

Mayor Pro Tem Hill discussed a request to move the proposed Water Rate change Public Hearing from April 11th, 2017 to April 25th, 2017 in order to give all involved entities more time to prepare.

Mayor Pro Tem Hill moved that the proposed Water Rate change Public Hearing be moved from April 11th, 2017 to April 25th, 2017. The motion was seconded by Councilor Florez and upon vote, the motion passed.

There was discussion regarding a change of venue for the proposed Water Rate change Public Hearing. Mayor Burch advised that city staff would look into it and post sufficient legal notice to the constituents.

G. Government

Mayor Phillip Burch discussed an update to House Bill No. 174 Local Election Act as well as House Bill No. 412 Tax Reform and their effects on the City of Artesia.

Mayor Phillip Burch discussed an update on the re-authorization request of capital outlay for improvements on Highway 285. Mayor Burch advised that BNSF Railway may be willing to help with a donation or sale of frontage property. The improvements would be from the Chamber office to Richey Street.

Personnel

A.

1. Councilor Rogers moved, upon recommendation of the Mayor, to hire Chase Bugh to the position of Equipment Operator I, at a salary of \$2234 per month (CA22), subject to the successful completion of required pre-employment testing. The motion was seconded by Mayor Pro Tem Hill and upon vote, the motion passed.

B.

1. Councilor Rogers moved to advertise to fill the vacant position of Solid Waste Equipment Operator. The motion was seconded by Mayor Pro Tem Hill and upon vote, the motion passed.

2. Councilor Rogers moved to advertise to fill the vacant position of Cashier. The motion was seconded by Mayor Pro Tem Hill and upon vote, the motion passed.

C.

Human Resource Director Sandi Farley presented stats and stood for questions.

Public Safety

A. Police

Officer Lindell Smith stood in for the absent Chief Don Raley. Officer Smith presented stats and stood for questions. Officer Smith also extended an invitation to Boy Scout Troop #233 to attend the upcoming "A Taste of the Blue" class. Councilor Sanchez requested clarification on the upcoming day and time of the next "A Taste of the Blue" session which Officer Smith provided.

B. Fire

Chief Kevin Hope presented stats, reported on the academy and the training tower and stood for questions.

Mayor Pro Tem Hill requested, and received, clarification on the training schedule for the training occurring in Lubbock, Texas.

Community Development

Community Development Director Jim McGuire presented stats and reported on the state of Business Licenses in the city. Director McGuire also stood for questions.

Director McGuire provided an update on the Roselawn Manor project.

Infrastructure Department

Public Works Director Byron Landfair presented stats, gave progress reports on the ongoing City projects and stood for questions.

Mayor Phillip Burch requested, and received, clarification of the update on a section of street from 4th to 7th Street.

City Attorney

City Attorney Caraway stood for questions.

City Clerk

A. City Clerk Hobson requested consideration and approval of a resolution to approve signatory agents for the City of Artesia.

Councilor Rogers moved to approve the resolution to approve signatory agents for the City of Artesia. The motion was seconded by Mayor Pro Tem Hill and upon vote, the motion passed.

RESOLUTION NO. 1628

B. City Clerk Hobson presented the annual Records Destruction Report and Certificate of Destruction.

New or other business from Councilors

Councilor Rogers welcomed Fire Chief Kevin Hope.

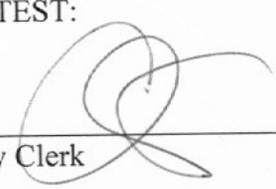
Mayor Phillip Burch thanked Boy Scout Troop #233 for attending the meeting and wished them luck on their badges.

There being no further business, the meeting was adjourned at 6:26 p.m. on March 14, 2017.



Mayor

ATTEST:



City Clerk



City of Artesia, New Mexico

Records Certificate of Destruction

I, Aubrey Hobson, the duly sworn City Clerk 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 General Records Retention and Disposition Schedules (GRRDS) as provided by the State Records Center and adopted by the City of Artesia (Resolution No. 640).

- 1.15.3 NMAC General Administrative Records
- 1.15.5 NMAC General Financial Schedule
- 1.15.6 NMAC General Personnel Records
- 1.15.7 NMAC General Personnel Records (Local Government)
- 1.19.8 NMAC New Mexico Municipalities
- 1.19.9 NMAC New Mexico Municipal Courts

Dated this 8th day of March, 2017

Aubrey Hobson
City Clerk



THE CITY OF ARTESIA NEW MEXICO

511 W. TEXAS AVENUE

PO BOX 1310

ARTESIA, NM 88211-1310

(575) 746-3593 MAYOR
(575) 746-2122 CITY CLERK
(575) 746-3886 FAX

**Records Destruction Report
March 8, 2017**

Total Records Destroyed: 167 cubic feet

The total amount of records destroyed is equivalent to:

21 legal or 28 letter size filing cabinets.

Using the contract facility – one hundred percent (100%) of the records destroyed were recycled.

Records for destruction were received from the following departments:

Commission on Aging	Human Resources
Executive	Municipal Court
Finance & Administration	Museum
Fire	Police
Garage	Wastewater

The Certificate of Destruction will be included in the Minutes of March 14, 2017.

MAYOR
PHILLIP BURCH

MAYOR PROTEM
TERRY HILL

CITY COUNCIL
MANUEL BARRAGAN
RAUL RODRIGUEZ
JOSE LUIS AGUILAR
NORA SANCHEZ
KENT BRATCHER
J.B. SMITH
BILL ROGERS

City of Artesia

Records for Destruction March 8, 2017

Code	Record Series	Description	Dates	Location
A	1.15.3.101	Non-Records Materials	Empty Deposit Book	Central
A	1.15.3.101		CDBG Implemetation Manual	2005 Central
A	1.15.3.101		Audit reports - duplicate copies	1984-2013 Clerk
A	1.15.3.101		Property Record - annual tax notice	1999 Clerk
A	1.15.3.106	Administrative Files	AFD Dept. Stats	2011-12 Fire
A	1.15.3.106		Redistricting	1991, 2001 Central
A	1.15.3.106		Dept. of Labor Statistics Reports	07/08-06/09 Records
A	1.15.3.107	Administrative Reference Files	Misc. - paperwork frm clerk's office	2012 and prior Central
A	1.15.3.107		Finance reading files	2012 and prior Central
A	1.15.3.107		Utility reading files	1962 Central
A	1.15.3.107	Administrative Reference Files	Auditor work papers	2009-2010 Records
A	1.15.3.108	Administrative Correspondence Files	Mayor's Correspondence	2014 Records
A	1.15.3.109	General Correspondence Files	Executive - Admin. Asst.	2014 Records
A	1.15.3.116	Legislation, Agency Files	2011 Election Code update	2011 Central
A	1.15.3.119.4	Minutes of Meetings	Agenda Travel and Training request	2014 Records
A	1.15.3.119.4		Agenda Request for Use of Facilities	2014 Records
A	1.15.3.119.4		Legal notices - public hearing, special meeting, etc.	2013 Records
A	1.15.3.125	Property Records	Leases - airport hangars	1970-75 vault
A	1.15.3.149	Finding Aides (Indexes)	Cemetery Card files (replaced by computer database)	pre 2000 Records
A	1.15.3.203	Liability Certificates of Coverage	closed tort claims	closed 06/13 Records
A	1.15.3.205		Workers Comp (closed)	closed 06/12 Records
A	1.15.3.401.1	Legal Case File	Misc. George Graham - Legal Files	1997-2004 Records
			Closed Legal Case Files	2005 Records
A	1.15.3.703	Request for Pick-up and Destruction	Records Destruction files	2011 Central
A	1.15.3.708	Custodian of Record file	Request to Inspect Public Record	2,011 Central
C	1.19.9.103	Criminal Case Files	Closed Criminal Citations	2011, 2012 Court
C	1.19.9.103	Criminal Case Files	Citations - Traffic, Non-Traffic	2011, 2012 Court
C	1.19.9.107	Case Index	Detention Rosters (Court)	2011 Court
F	1.15.5.101	Budget Workpapers	Budget workpapers	2007-2008 Central
F	1.15.5.101		Budget Reports (Dept Copy)	7/1/11-6/30/14 COA
F	1.15.5.105	Budget Status Report, Monthly	Treasurer's Report	01/09-06/09 Records
F	1.15.5.105		Revenue and Expenditure reports	07/07-12/09 Records
F	1.15.5.203	Receipts	Receipts, Water Tickets	7/11-11/11;9/10-6/12 Records
F	1.15.5.203		Ambulance Receipts	7/12-6/13 Records
F	1.15.5.203		Building Permit receipts	2011-2012 Records
F	1.15.5.203		Receipts, Misc. - Urban Renewak	1967-78, 19081 Records
F	1.15.5.203		Lodger's Tax	2009-2010 Records
F	1.15.5.203		Cemetery receipts	pre 2013 Records
F	1.15.5.206	Revenue Status Report, Monthly	Account Balance Monthly report	2009-2010 Records
F	1.15.5.206		Rev/Exp Bank Balance Report	2008-2009 Records
F	1.15.5.207	Cash Reports, Daily	CC Misc. Receipts	07/11-06/12 Records
F	1.15.5.207		Daily Cashier Folders	07/2012-06/2013 Records
F	1.15.5.207		Cashier Daily Envelopes	07/2012-06/2013 Records
F	1.15.5.207		Daily Cashier Reports	07/2012-06/2013 Records
F	1.15.5.207		Cash Collection Receipts	07/03-06/06 Records

	Code	Record Series	Description	Dates	Location
F	1.15.5.208	Revenue Contracts and Grants	Library Bond Reimbursements	2008-2010	Library
F	1.15.5.208		Grants	1999-2004	Records
F	1.15.5.208		Grant - landfill closure	1995-1997	Central
F	1.15.5.208		Legislative grants	1993-2004	Central
F	1.15.5.302	Requisition For Purchase	Requisition Books	2000-2002	WW
F	1.15.5.303	Purchase Orders	Purchase Order Books	2001-2002	WW
F	1.15.5.304	Invoices	State Tax	2009	Records
F	1.15.5.304		Per diem requests (dept. copy)	2011-12	Fire
F	1.15.5.304		P-Card (dept copy)	2011-12	Fire
F	1.15.5.304		Mail Permits	1998-2003	Records
F	1.15.5.304		AFLAC Statements	2009-2010	Records
F	1.15.5.304		Insurance Statements, Ins. Recon, Council Reports	07/2008-06/2009	Records
F	1.15.5.304		Fire Dept. Medication invoices	2006	Fire
F	1.15.5.304		941, Unemp., Tax Info	2009	Records
F	1.15.5.304.2		Receipts & invoices (Fuel backup)	07/2012-06/2013	Records
F	1.15.5.304.2		Pcard Statements	2009-2010	Records
F	1.15.5.304.2		Alarm System Invoices (dept. copy)	2007-2009	Central
F	1.15.5.305	Contract/Agreement Files	Purchase Service Agreements	2008-09	Central
F	1.15.5.305		Memorandums of Understanding - misc	1999-2010	Central
F	1.15.5.305		Agreements - closed misc.	1977-1995	Central
F	1.15.5.305		Agreement - PVT for MLK Park	2010	Central
F	1.15.5.305		Lease agreements - misc.	term 2006, 2010	Central
F	1.15.5.305		Contracts - misc services	1966-67, 1980-2010	Central
F	1.15.5.305		Contract - Landfill Engineering	1997-98	Central
F	1.15.5.305		Contract - Update to Master Plan	2003	Central
F	1.15.5.307	Bids/Quotes	Bids - Interim Transfer Station	1995	Central
F	1.15.5.307		Rejected bids	1962	vault
F	1.15.3.308	Request for Proposal	Computer Aided Dispatch	2001	Central
F	1.15.3.308		Library Automation Services	2000	Central
F	1.15.3.308		Retirement Services	2000	Central
F	1.15.5.310.1	Payment voucher file	Invoices and Check stub	2009-2010	Records
F	1.15.5.310.1		First National Bank transmittal letters	2008-2009	Records
F	1.15.5.310.1		1992 Tax Info. & 1099 Info	07/08-06/09	Records
F	1.15.5.312	Checks - All City Funds	Check Images, City, Payroll, Meter	2009-2010	Records
F	1.15.5.312		Accounts Payable Checks	2009-2010	Records
F	1.15.5.312		Stop Payments	2008-2009	Records
F	1.15.5.312		Meter Refund Checks	2002, 2009-2010	Records
F	1.15.5.312		Returned Checks Report	2008-2009	Records
F	1.15.5.313	Voucher Payment Warrant	AP Regular & Open Item Register	7/2008-6/2009	Records
F	1.15.5.314	Trip Ticket	Travel Records	2011-2014	COA
F	1.15.5.402.1	Time Sheets	Time Sheets/Reports	2009, 2012-2014	Records
F	1.15.5.402.2		Time Sheets (Dept. Copy)	2011-2012	Fire
F	1.15.5.402.2		Vacation Book	2008	Records
F	1.15.5.402.2		Accident Reports	1/1/11-12/31/14	COA
F	1.15.5.404	Payroll Register	Payroll Analysis	07/09-06/10	Records
F	1.15.5.404		Payroll changes	07/09-06/10	Records
F	1.15.5.404		Payroll Check Register	07/09-06/10	Records
F	1.15.5.404		Police Vol Pay docs	07/09-06/10	Records
F	1.15.5.404		Fire Vol Pay docs	07/09-06/10	Records
F	1.15.5.404		EFPTS	07/09-06/10	Records
F	1.15.5.404		Payroll changes, by payroll	07/09-06/10	Records
F	1.15.5.404		PERA, Nationwide, Diversified, statements	07/09-06/10	Records
F	1.15.5.501	Journals	Journal Entries	2009-2010	Records
F	1.15.5.501		Unposting Audit Reports	7/08-6/09	Records
F	1.15.5.506	Reconciliation of cash transactions	Bank reconciliations - all funds	07/2009-06/2010	Records
F	1.15.5.508	Bank Statements	City Fund Bank Statements	07/2009-06/2010	Records
F	1.15.5.508		State & Fed Forfeiture statements	7/09-6/10	Records
F	1.15.5.508		CDBG Bank Statements	7/09-6/10	Records

	Code	Record Series	Description	Dates	Location
F	1.15.5.509	Inventory of Fixed Assets	Fixed Asset Inventory List	2008-09	Central
M	1.19.8.108	Infrastructure Development Files	ICIP Plans	1995, 2008	Central
M	1.19.8.109	Capital Project Files	MainStreet labor standards & statements of compliance	2000-2002	Records
M	1.19.8.109		Project - 26th Street overlay	2002-2003	Records
M	1.19.8.153.5	Election Files	Election Materials	2012	Records
			Election Materials	2014	
			Election Notes & Supplies	2016	
M	1.19.8.203	Zoning Violation Files	Code Violations	1999-2009	Records
M	1.19.8.201	Zoning Case Files	Rezone applications	1999-2000	Records
M	1.19.8.201		Change of Address	1998-1999	Records
M	1.19.8.204	Planning and Zoning	Building Permit--Main Through Zydeco	2004	Records
M	1.19.8.204		Building Permits	1999-2005	Records
M	1.19.8.209	Community Development	COA Parking Lot	closed 5/09	Central
M	1.19.8.209	Community Service Grant/Sub Grant Files	Community Development Grant	1994, 2004, 2009-10	Central
M	1.19.8.209		Artesia Clean & Beautiful	1994, 2004, 2009-10	Records
M	1.19.8.209		Daily Records	7/1/06-6/30/09	COA
M	1.19.8.503	WW Treatment Facility Maint. Files	Lab Reports	2003-2010	WW
M	1.19.8.503		Daily Log & Lab Daily Log	1999-2011	WW
M	1.19.8.503		Septic Hauler Manifest	2004-2011	WW
M	1.19.8.503		Compost Sludge DMR	1994-1998	WW
M	1.19.8.503		Effluent DMR	1997-2000	WW
M	1.19.8.503		SCBA Maintenance	2003-2008	WW
M	1.19.8.503		Grit Manifest	2004-2010	WW
M	1.19.8.552	Solid Waste Facility Maintenance Records	Landfill Site Inspections	1975-88	Records
M	1.19.8.554	Public Utility Customer Service Files	Water Accts- Closed Dep. Cards / Cashier Closed Application Cards	2012-2013	Records
M	1.19.8.554		Meter Refunds	2008-2009	Records
M	1.19.8.556	Meter Reading Files	Old Meter Reading Books	1997-2001	Records
M	1.19.8.558	Utility Turnoff Notice and Delinquent Report	Bankruptcy filing - closed accounts	through 2009	Records
M	1.19.8.558	Utility Turnoff Notice and Delinquent Report	Utility Aging report	2002	Records
M	1.19.8.651	Facility use agreement file			
M	1.19.8.652	Recreation Program Files	Artesia Center Recreation Programs	7/11-7/13	Center
M	1.19.8.701	Volunteer Firefighter Files	Volunteer Firefighters	1989-2005	Records
M	1.19.8.708.1	C EMS Files	EMS yellow run sheets	2006	Fire
M	1.19.8.708.1	C	Medication reports	2006	Fire
M	1.19.8.708.1	C	EMS service worksheets	2006	Fire
M	1.19.8.708.2	C EMS Files	Ambulance billing(Paid in full)	01/2009-12/2010	Records
M	1.19.8.708.2	C	Ambulance billing (contract system)	2005	Fire
M	1.19.8.802	C Criminal History Records	Juvenile records - age over 19	through 6/2015	Police
M	1.19.8.803	Incident Reports(offense/incident)	Incident Reports	2002-2008, 2008-2010	Police
M	1.19.8.803		Field Interview Cards	2007-2010	Police
M	1.19.8.805	Criminal Investigation Files	closed criminal case files	2010-2011	Police
M	1.19.8.805		A. Phillips work files (closed cases)	pre 2011	Police
M	1.19.8.810	Uniform Traffic Citations	traffic citations	2012	Police
M	1.19.8.817	Internal Affairs Case Files	IA files	2000, 2006-2008	Records
M	1.19.8.851.2	Jail or Detention Files	Detention Rosters (Court)	2011	Court

	Code	Record Series	Description	Dates	Location
M	1.19.8.901	Vehicle Files	Misc. Vehicles	sold in 2011	Garage
M	1.19.8.902	Vehicle Maintenance Files	Work Orders	2011	Garage
M	1.19.8.902		Indirect Work Orders	2011	Garage
M	1.19.8.902		CFA Maintenance reports	2011	Garage
M	1.19.8.959	Airport Condition and Inspection Reports	Airport Civil Rights Reporting	1995	vault
P	1.15.7.101.1	Personnel Folders	Terminated employees - files scanned	1 bx 1990-99	Vault
P	1.15.7.102	Rejected Applications	Rejected Applications	2011-12	Central
P	1.15.7.102		APD Applications	2005	Police
P	1.15.7.102		Summer Youth Workers	2012	Central
P	1.15.7.102		Football & Basketball Volunteers	2012	Central
P	1.15.7.103	Background Investigation Records	Applicants not hired - all items scanned	2014	Central
P	1.15.7.103		Terminated employees	terminated 2010-2011	Central
P	1.15.7.105	Leave Records	Vacation Planners	2010, 2011	Central
			Old Sick Vac Donated Time	07/08-06/09	Records
P	1.15.7.106.1	Retirement Records	PERA TERM, Seasonal Exclusions, PT, Elected officials, Reg Exclusions	07/2009-06/2010	Records
P	1.15.7.106.1		PERA Fixes for Auditors	2007-2008	Central
P	1.15.7.106.1		PERA Remittance Reports	2007-2008	Central
P	1.15.7.107.1	Insurance Records	Insurance Folders-Term Employee	2012	Records
P	1.15.7.107.1		Insurance Deduction changes	2009-2010	Records
P	1.15.7.107.1		H S A Mellon Bank transactions	2009-2010	Records
P	1.15.7.108	Misc. Deduction Records	Terminated Employees	2012	Central
P	1.15.7.108		credit unions	2008-2009	Records
P	1.15.7.108		terminated garnishments/verification	2009-10	Records
P	1.15.7.108		Affirmative Actions	07/09-06/10	Records
P	1.15.7.108		Summer Youth W-4 & Inform Sheets	2009	Records
P	1.15.7.108		Recreation W-4 & Inform Sheets	2009-2010	Records
P	1.15.7.108		HEPA	2009-2010	Records
P	1.15.7.108		American Home, Cafeteria Plan forms	2009-2010	Records
P	1.15.7.108		Car Allowance	07/09-06/10	Records
P	1.15.7.108		PERA Folder 1&2 Deduction Rep.	2008-2009	Records
P	1.15.7.108		Workmans Comp	2009/2010	Records
P	1.15.7.108		United Way	2009/2010	Records
P	1.15.7.138	Supervisor's Personnel File & Duplicate Official Personnel File Documentation	terminated employees	through 2014	Police
P	1.15.7.128	Education and Training Files	FD Training Records	2006-209	Fire
P	1.15.7.128	Education and Training Files	APD Training documents	pre 2013	Police
P	1.15.7.128		Safety Training - tailgate	2012	Central
P	1.15.6.130	Employee Medical Files	terminated employees	term 2012	Central
P	1.15.6.191	Employee Eligibility (I-9)	Summer youth	2008-2009	Central