

**REGULAR CITY COUNCIL MEETING**

**January 17, 2017**

**6:00 p.m.**

Mayor Jerah Cordova called the Regular Meeting of the Belen City council to order at 6:00 p.m. Roll Call taken by Leona Vigil, City Manager.

**PRESENT:** Councilor Frank Ortega  
Mayor Pro-Tem Darleen Aragon  
Mayor Jerah Cordova  
Councilor Wayne Gallegos  
Councilor David Carter

**CITY MANAGER:** Leona Vigil

**REPORTER:** Clara Garcia, VC News Bulletin

**OTHERS:** See attached Sign-in Sheet

**PLEDGE OF ALLEGIANCE**

Mayor Jerah Cordova led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Mayor Jerah Cordova asked for a motion to approve the agenda. Councilor Gallegos made a motion to approve the agenda. Mayor Jerah Cordova asked for a second. Councilor Aragon seconds the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

**APPROVAL OF MINUTES**

Mayor Jerah Cordova asked for an approval of the December 16, 2016, minutes. Councilor Aragon motioned to approve. Mayor Jerah Cordova asked for a second. Councilor Ortega seconds the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Abstain	Motioned Carried

Mayor Jerah Cordova asked for an approval of the December 19, 2016, minutes. Councilor Gallegos motioned to approve. Mayor Jerah Cordova asked for a second. Councilor Ortega seconds the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

Mayor Jerah Cordova asked for an approval of the January 3, 2017, minutes. Councilor Ortega motioned to approve. Mayor Jerah Cordova asked for a second. Councilor Aragon seconds the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Abstain	Motioned Carried

## **PRESENTATION**

a. Third Annual Bugg Lights Presentation. Julie Cervantes

Julie Cervantes, Library Director presented the Council with an over view and history of the Bugg Lights Presentation. A copy of the presentation is attached hereto and made an integral part of these minutes by reference. Julie expresses thanks and appreciation to all those that volunteered, vendors that donated and City Employees that assisted with the presentation.

Councilor Aragon suggested for next year to have a ginger bread house, or ginger Harvey House (suggested by Julie) contest for a raffle with prizes. Something unique and different to draw more people for involvement. Enjoyed going several times, also suggests putting ad in the paper for the passport and people cut out themselves.

Councilor Ortega enjoyed breakfast with Santa. Enjoyed Martin Luther King, raising money for that event. Thank Wayne for bringing music, people from far places attended and wanted to see the Bugg Lights. Everyone did an awesome job, staff and volunteers. Thank-you

Councilor Gallegos, thank-you for taking the lead with your group. A lot of volunteers and City Employees. Went several times as well. Turned out great. People happy and excited to get there, a lot of people from all around, different zip codes. Location worked better this year at the airport than last year on 1<sup>st</sup> street was congested. Visiting of the Doodlebug was perfect, well worth to see it. Improve decorations as you suggested, keep the location where it is at and next year will be even better. Thank-you

Councilor Carter commented that people came from SF, stayed the night just to go the Harvey house, neat to hear. Thank-you

Mayor Cordova thanked Julie for all the work and presentation. Suggested in the next month or so pulling together a committee to talk about some of the other ideas that are floating around from the council and public. We could pull a lot of that off.

**EXECUTIVE SESSION:**

An Executive Session to discuss the ongoing hospital litigation, as allowed per the Open Meetings Act Section 10-15-1(H-7).

Mayor Jerah Cordova asked for a motion to enter into executive session. Councilor Gallegos so moved. Mayor Jerah Cordova asked for a second Councilor Aragon seconds the motion. Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

Mayor Jerah Cordova asked for a motion to re-enter into an open meeting from a closed Meeting. Councilor Carter so moved. Councilor Ortega seconds the motion. Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

Mayor Jerah Cordova asked for attestation that discussion was limited to discussion of the ongoing hospital litigation as allowed per the Open Meetings Act Section 10-15—1 (H-7) and no action was taken. Councilor Carter so moved. Councilor Aragon seconds the motion. Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

**DISCUSSION WITH POSSIBLE ACTION**

**Approval or Disapproval of the Title 6 Civil Rights Plan. John Best**

Non-discrimination plan put together ordered by the State, based on the Civil Rights Act of 1964, “no person shall be denied benefits based on race, color or national origin”. This program provides access to persons with limited English proficiency as well. This applies to all our programs and services regardless of funding source with specific requirements for FSWA projects, construction projects. We are required to hold special events such as surveys, public hearings, and community meetings when we plan infrastructure, environmental services. We need to appoint a Title 6 Coordinator who will be the recipient of complaints, provide training to City Staff and monitors the plan, keeping it up to date, collects data, post notices throughout the City. Federal funding will be eliminated if we do not comply. A copy of the Title 6 policy is attached hereto and made an integral part of these minutes by reference.

Mayor Cordova reiterates and reads, that the policy covers the first paragraph of the plan, applying to specific forms of discrimination that we are prohibiting by this policy, also listed on bottom of page 2, top of page 3.

Councilor Carter asks who the Title 6 Coordinator is

Steve Tomita explains that the City Manager has been designated as the coordinator and that the Title 6 has been enforced with any of the contracts that we have gone through with Federal funds, we make sure that the contractor complies with posting required documents. Up until now we have not been required to have this plan in place, all municipalities and agencies must put this plan into place immediately.

Councilor Gallegos asked if legal needed to look at this

Steve Tomita explains that this was a template sent to the City by the State, and Molzen Corbin took the template and prepared the plan for us

Mayor Jerah Cordova asked for an approval of the Title 6 Civil Rights Plan. Councilor Ortega motioned to approve. Mayor Jerah Cordova asked for a second. Councilor Aragon seconds the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

#### **Approval or Disapproval of the Vivian Field Grant Appropriation Agreement (\$415K) Leona Vigil**

Money to be used by June 30, 2020. Leona advised she is the official representative for all matters of this agreement, outlined in the agreement. Requesting approval to accept the agreement. A copy of the agreement is attached hereto and made an integral part of these minutes by reference.

Councilor Carter comments that he had a meeting with a former mayor who was concerned that there hadn't been a meeting, recreation committee meeting regarding some of the priorities at the Vivian Field

Leona asked who was on the committee, Dale to "spearhead it once again" and Dale is suppose to be speaking with the new Little League President again

Councilor Carter requests that they get the committee back together again because it is a huge concern and so progress can be made so we don't lose the money

Roseann advises that some of that money was left over from the first grant that hasn't been spent

Mayor Cordova reads that the agreement states that the agreement is related to Vivian Fields facilities, including concessions, restrooms, storage facilities

Mayor Jerah Cordova asked for an approval of the Grant Agreement. Councilor Carter motioned to approve. Mayor Jerah Cordova asked for a second. Councilor Gallegos seconds the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes
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Councilor Darleen Aragon        Yes  
Councilor Wayne Gallegos        Yes  
Councilor David Carter            Yes        Motioned Carried

**Approval or Disapproval of the Fiscal Agent MOU for Vivian Field Appropriation. Leona Vigil**

Leona advises that as per previous protocol with capital outlay agreements, we are required to have a Fiscal agent for oversight. We have chosen MRCOG. Requesting approval for this. Copy of the agreement is attached hereto and made an integral part of these minutes by reference.

Mayor Jerah Cordova asked for an approval of the MOU with MRCOG. Councilor Gallegos motioned to approve. Mayor Jerah Cordova asked for a second. Councilor Ortega seconds the motion.

Roll Call Vote:

Councilor Frank Ortega            Yes  
Councilor Darleen Aragon        Yes  
Councilor Wayne Gallegos        Yes  
Councilor David Carter            Yes        Motioned Carried

**Approval or Disapproval of the CDBG Grant Agreement for San Lorenzo/La Luz (\$500K). Leona Vigil**

Leona advises that this agreement is to plan, design and construct street improvements. Agreements entails reporting requirements between Steve Tomita and Roseann Peralta. Copy of the agreement is attached hereto and made an integral part of these minutes by reference.

Steve Tomita advises that the RFP for the consultant and for the administrator for tomorrow. Consultant will do a lot of the administrative reporting

Councilor Carter questions on Exhibit A, project description, includes Desi Loop.

Steve Tomita advises that that is an error, correct on the RFP

Mayor Jerah Cordova asked for an approval of the MOU with MRCOG with a correction of the streets descriptions. Councilor Gallegos motioned to approve. Mayor Jerah Cordova asked for a second. Councilor Aragon seconds the motion.

Roll Call Vote:

Councilor Frank Ortega            Yes  
Councilor Darleen Aragon        Yes  
Councilor Wayne Gallegos        Yes  
Councilor David Carter            Yes        Motioned Carried

**Approval or Disapproval of the Records Destruction Resolution. Leona Vigil**

Leona advised that she and Charlotte have been working diligently, along with department heads to clean up the vault. About two truckloads to be shredded. Copy of the Resolution is attached hereto and made an integral part of these minutes by reference. Leona advised that she checked the State's retention listing and all documents are eligible for destruction.

Councilor Ortega asks how the documents are destroyed

Leona advises three bids are obtained and a mobile truck arrives for the destruction

Mayor Jerah Cordova asked for an approval of the Records Destruction Resolution, 2017-02. Councilor Carter motioned to approve. Mayor Jerah Cordova asked for a second. Councilor Gallegos seconds the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

**Approval or Disapproval of the Finalized Sidewalk Repair List. Jerah Cordova**

Mayor Cordova explains that the listing is broken down by first, second and subsidiary order. All decided during workshops, public meeting, etc. A copy of the listing is attached hereto and made an integral part of these minutes by reference.

Leona advised that Dale was waiting for a approved listing, so now that this has been approved, he will give the list to Molzen/Corbin and the first five will be engineered out, since they are such large projects. Beginning of summer. Our crew will begin secondary projects.

Mayor Jerah Cordova asked for an approval of the City of Belen Sidewalk Repair Listing. Councilor Ortega motioned to approve. Mayor Jerah Cordova asked for a second. Councilor Aragon seconds the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

**INFORMATIONAL ITEMS**

a. City Manager Report. Leona Vigil

In contact with John Archuleta to discuss the City's capacity on Revenue Bonds. Go Bond capacity for projects is maxed out.

Mayor advises that he asked Leona to look at any potential funding sources for the council to consider in the future, so we understand what we are capable of as a City. Concerned about the North Belen Interchange completion, looking at all funding to get that complete.

Chief Connor, myself, Roseann met on a retention plan that he is proposing for the next meeting for approval. Looking at getting annexation of the Industrial Park, Steve and I contacted County, they approve. Had a conference call with our attorney, to get all the documents moving forward with Keter. Dale has a meeting with Molzen Corbin to discuss our drainage issues; he will bring an update at the next meeting. Community Recreation Center issues, pictures shown to council, cracks are pretty big. Company coming out tomorrow to give an estimate. John Best might come out to assess for an initial evaluation. Cracks will be filed temporarily at this time

Mayor requested a definitive person to say if the structure is sound with all the cracks

Sunrise Bluffs paid the \$10,000 in agreement with the Wastewater utilities acquisition of the subdivision out there. This money is for upkeep and maintenance. Check was received last week. Dale and Steve Tomita were emailed regarding moving forward on taking ownership of those lines. Agree that there should be a formal agreement of taking over those lines. Steve is working with me to get those lines into the City of Belen's name. Fire Station plan review at Molzen Corbin, John Pades office on Jan 25<sup>th</sup> at 2:00 p.m. would like Council or Mayoral support on this by attending the meeting. Food Pantry issues. Councilors Ortega and Aragon made separate visits of the site. Conducted a utility bill audit. City hasn't been collecting, there are some issues. Willie Chavez Park Committee, putting a small committee together to see if we can re-open that. Alley-way behind Culps, TLC has a work order to fix the lines out there. Macita Lane paving waiting for the weather to warm up. Made an offer to the Community Maintenance Director. Chuck retired from the Street Department. Discussed melting the position together to one position that will oversee streets and solid waste and parks departments. Working with Roseann for the ordinance for this. Workers are divided and stating that they don't want to do something that is not what they are hired for. Councilor Ortega witnessed this with moving furniture. Hope this will bring everyone together. Took \$40,000 to repaint and carpet City Hall. Hoping to have the new person take on some of these in-house projects to save money.

Councilor Ortega suggested that in-house work would save money on some things that are Maintenance related

### **Communications from the City Council**

**Councilor Carter**-thank you for all support while I was out. Skyping was interesting. Attended the Gala for the Belen Chamber of Commerce. Very nice. Went to Keter announcement. Mill Levy election for the School Board election, February 7<sup>th</sup>.

**Councilor Gallegos**-11<sup>th</sup> met with the Belen Schools; possibly look for a alternate building for the food pantry. We don't run the pantry, but it is a community service that we support. On the bills, that is more on us than on them, we have met with them before and they weren't aware of the bills, and they had to make payment arrangements. Here we are again another year later discussing how they haven't been billed. We are dropping the ball somewhere as they are our tenants and we should be billing them correctly. Mill Levy support. Attended the 12<sup>th</sup> Keter announcement. Thank-you Mayor for comments made. Attended the MLK Event, very good, doing it for years. Maintenance issues, the funding is very specific to where that money is generated from. Roseann looking at it. Get creative doing it the proper way. We had a Community Service Dept here before, not new, it has been divided and we don't have a lot of extra workers we have enough to get by. We are not efficient enough with what we do have, we need to pull that together some how and get more things done. They do a good job, but sometimes our leadership seems to try and go all different directions, not sure where they are suppose to go or what stand their suppose to make on it, that is some of the issues in some of the departments. The City has always just asked someone with previous experience in drywall, or shelving, it is really not their job to perform that. And then the City doesn't provide them with tools to perform these maintenance type jobs, they are using their own personal tools we need to balance that out.

**Councilor Aragon** – busy in real estate, people want to come to Belen. Attended the Keter announcement, exciting. Congratulations to all that worked on that project. Met with food pantry. Smaller truck available, issue is getting the people lined up to get in there. Suggested Eagle Park for temporary fix? Looked at Parish Hall, that area wont work for the pantry. Attended the Chamber Gala, awesome

**Councilor Ortega**- Attended MLK, turned out nice. Thank-you Wayne for music. Oversight on our committee to invite the Police Department to this event.

Leona advised that during the Department Head meeting that directors are not aware of events that are going on, maybe an email sent out to all staff would be efficient. Event permit was not submitted that she knows off.

Mayor Advised that any event we should be using Parlant to notify of all events

**Councilor Gallegos** reminded that Special Events form should be submitted for ALL events, that way each department is made aware of the event, at least in that way.

**Councilor Ortega continued (somewhat inaudible due to side conversations)**..met with the schools, possibly using the old bus compound for the food pantry took the City manager to tour with us. Met with superintendent, had a problem with the water bills rising and falling drastically. I have asked Leona to check into it. We will inform them of our findings and if we hope to use that building for the food pantry. Attended the Bugg lights, raised money for MLK. Mr. Noblin donated \$1000 for scholarships. Attended Keter announcement. Went well, enjoyed the building. Good to check into annexation. Thanked Mayor for comments made. Went to Eagle park, dinner with pre-school. Mill Levy flyers put out on the counter here at the water department at City Hall to support the Belen schools with the 750 employees that contribute to the City.

**Mayor Cordova-** Met with Chief Connor on the 12<sup>th</sup> regarding burglary issues around town. Solutions may include wages that are comparable with other Police Departments as best we can, will come before the council. Conversation with Ameris regarding the hospital, all implications are good and a go, they are working on their financing, continuing to be on board. Monday, the 30<sup>th</sup> Saint Mary's School stopping by City Hall, 9:00 a.m. Catholic Schools Week Proclamation.

#### **ADJOURNMENT**

Mayor Jerah Cordova asked for a motion to adjourn tonight's Regular Council Meeting. Councilor Carter motioned to adjourn. Councilor Aragon seconds the motion. Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

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Jerah Cordova, Mayor

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Leona Vigil, City Manager



