

REGULAR CITY COUNCIL MEETING

October 21, 2013

6:00 P.M.

Mayor Rudy Jaramillo called the Regular Meeting of the Belen City Council to order at 6:00 P.M. Roll call taken by Leona Vigil, Deputy Clerk.

PRESENT: Mayor Pro-Tem Jerah Cordova
Mayor Rudy Jaramillo
Councilor Wayne Gallegos

ABSENT: Councilor David Carter
Councilor Audrey Torres-Vallejos

CITY MANAGER, CMC: Mary Lucy Baca, City Manager
DEPUTY CLERK: Leona Vigil, Deputy Clerk

CITY STAFF: See Attached Sign-In Sheet

REPORTER: Barron Jones, VC News Bulletin

OTHERS: See Attached sign-In sheet

PLEDGE OF ALLEGIANCE:

Mayor Rudy Jaramillo led the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Jaramillo asked to delete 8b and add executive session to discuss pending litigation, land acquisition and limited personnel matters after 8e. Mayor Jaramillo asked for a motion to approve the Agenda with the said changes. Councilor Jerah Cordova moved approval of tonight’s Agenda with the said changes as well as a typo correction to 8f “of” should be “or”. Mayor Jaramillo asked if there was a second. Councilor Wayne Gallegos seconds the motion. Roll Call Vote:

Councilor Wayne Gallegos Yes
Councilor Jerah Cordova Yes Motion carried

APPROVAL OF THE MINUTES DATED OCTOBER 7, 2013

Mayor Rudy Jaramillo asked for a motion to approve the minutes dated October 7, 2013. Councilor Wayne Gallegos moved approval of the minutes dated October 7, 2013. Councilor Jerah Cordova seconds the motion. Roll Call Vote:

Councilor Wayne Gallegos Yes
Councilor Jerah Cordova Yes Motion carried

APPROVAL OF THE MINUTES DATED SEPTEMBER 23, 2013

Mayor Rudy Jaramillo asked for a motion to approve the minutes dated September 23, 2013. Councilor Wayne Gallegos moved approval of the minutes dated September 23, 2013. Councilor Jerah Cordova seconds the motion. Roll Call Vote:

Councilor Wayne Gallegos Yes
Councilor Jerah Cordova Yes Motion carried

PUBLIC COMMENTS

Fire Chief Manny Garcia: He thanked the public for participating in the Fire Prevention Week Event on October 12th. The Fire Department participated in a live Fire Training held here in Belen on Saturday.

Carolyn Houston: She read in the newspaper that Belen and Rio Communities are discussing police service. She hopes that something can be worked out to help Rio Communities. She had several questions on the process; Mayor Jaramillo advised her that those details will be discussed at the City of Belen/Rio Communities Workshop.

PRESENTATIONS

EMPLOYEE OF THE QUARTER: Jerah Cordova, Councilor

Mayor Pro-Tem Jerah Cordova announced and presented the Employee of Quarter Award to Bruce Swearinger. A copy of the Award Letter and Certificate are attached hereto and made an integral part of these minutes by reference.

RSVP PROGRAM: Bertha Flores, RSVP Director

Bertha Flores advised the Council that a new program will be added to RSVP in March of 2014. She explained that the new program will be for individuals from the ages of 45 to 55. The program includes assisting the senior population, that are not mobile, to be able to do things around the county and city, without a charge. The new program will be handled precisely like RSVP; there will be an insurance liability on the individuals and background checks will be conducted. Bertha added that RSVP will receive more money and services for this program from the Long Term and Aging Department. This program will replicate the old "Chores Program" where people did chores for senior citizens. Bertha has already received four applications, and she will receive training on this new program this week. Bertha informed the Council that RSVP will continue to give a mileage reimbursement as an incentive to the new volunteers.

HARVEY HOUSE: Mike Moreno, Volunteer

Mike handed out packets that volunteers receive from the Harvey House. Contents of the packets are attached hereto and part of these minutes by reference. He thanked several of the City employees for helping maintain the Harvey House. Mike exclaimed that Ronnie Torres has joined the Harvey House as a staff person, and it has made a tremendous difference in the management of the building and the property. Ronnie currently has a number of projects going on right now. They Harvey House received approval to add a part time employment position for the weekends; the money will come from volunteer money that is collected. The part time employee will begin next week and go on until the summer. Mike mentioned that he is hoping to start some sort of internship with UNM. Mike stated that the Harvey House receives approximately 600 visitors per month. The largest group they received this year contained 85 people from all over the world. He stressed that there are many groups that participate at the Harvey House. There is currently 23 volunteers at the Harvey House. Ronnie Torres reported that the Harvey House is completely booked of confirmed exhibits for the year; they will stay there for two weeks. Ronnie reported that he is now charging \$200.00 for the confirmed exhibits. The \$200.00 will go towards the upkeep of the building and a student internship. Ronnie stated that all three Paranormal Investigation Tours were sold out. There are several more events being held at the Harvey House and the Belen Library (see attached brochure). The City Manager, Council and Mayor thanked Ronnie, Mike and all of their volunteers for their enthusiasm and hard work.

P & Z APPRECIATION AWARDS: Rudy Jaramillo, Mayor

Mayor Jaramillo thanked Dubra Kurnes-Padilla for her hard work and dedication to the City of Belen; with that, he presented a plaque of appreciation. Mayor Jaramillo then recognized Steve Fitzgerald for his hard work and dedication and presented him with a plaque of appreciation. Another plaque was prepared for Max Cordova who was unable to be at the City Council Meeting.

RISK MANAGEMENT DEPARTMENT REPORT: Lenore Pena, Risk Manager

Lenore went over the Loss Summary Report; a copy of which is attached hereto and made an integral part of these minutes by reference. Councilor Wayne Gallegos asked what the City's rating was for this year. Lenore answered 1.12, which is higher from last year. She is hoping it will go down this year, due to the fact that one loss will be off the record; losses stay on record for three years. Councilor Jerah Cordova asked what some of the problem areas are; Lenore answered whole body injuries. Worker's Compensation came down today and gave the City an A+. They toured the Waste Water Plant, and as old as it is, WC stated it is very well kept up. NM Mutual gave the City an A+ on the Street and Water Departments. Lenore reported that with the help of all the departments, an inventory was compiled with pictures attached. The City made a total of \$4,707.00 at the auction, and received \$500 in recycling. Lenore reported that OSHA's recordables were 11 in 2011, 8 in 2012 and 8 so far this year. Councilor Wayne Gallegos commended Lenore on her inventory project, and proclaimed that this is working towards the City's Asset Management that needs to be in place.

DISCUSSIONS WITH ACTION REQUIRED

APPROVAL OR DISAPPROVAL OF THE DESTRUCTION OF RSVP RECORDS: Bertha Flores, RSVP Director

Bertha asked for approval to shred several papers/documents/records, all of which have been documented. A copy of the Destruction List is attached hereto and made an integral part of these minutes by reference. Councilor Wayne Gallegos stated as long as the records fall within the State Record's Retention Schedule.

Mayor Rudy Jaramillo asked for a motion. Councilor Wayne Gallegos made a motion to approve the items on the list of destruction. Mayor Jaramillo asked for a second. Councilor Jerah Cordova seconds the motion. Roll Call Vote:

Councilor Wayne Gallegos	Yes	
Councilor Jerah Cordova	Yes	Motion Carries

APPROVAL OR DISAPPROVAL OF THE AIRPORT PROPERTY LEASE WITH GORDON SMITH: Robert Uecker, Airport Manager

Robert Uecker is seeking approval to issue an Airport Property Lease to Gordon Smith. Robert informed the Council that Gordon Smith would like to build a hangar for his airplane at the Belen Alexander Airport. Robert explained that the lease has been reviewed by the FAA, and the lease meets their specifications. Councilor Cordova asked if the amount in the lease is the standard amount charged. Robert answered yes, it is the amount set by ordinance charged to everybody. Councilor Cordova also asked if there was a deadline to construct the hangar; Robert answered yes.

Mayor Rudy Jaramillo asked for a motion. Councilor Jerah Cordova made a motion to approve the Airport Property Lease with Gordon Smith. Mayor Jaramillo asked for a second. Councilor Wayne Gallegos seconds the motion. Roll Call Vote:

Councilor Wayne Gallegos	Yes	
Councilor Jerah Cordova	Yes	Motion Carries

APPROVAL OR DISAPPROVAL OF THE LODGER'S TAX BUDGET: Ronnie Torres, Chair

Ronnie Torres, Chair of the Lodger's Tax Committee, announced that the Lodger's Tax Committee now has a full Board. The Committee has communicated with the City's Finance Officer, and was told there is a budget of \$47,000.00, which has been collected through lodger's tax. Of the \$47,000.00 budget, \$10,000 is used for the maintenance of the Harvey House Museum. \$15,000 is budgeted for the Greater Belen Chamber of Commerce Tourism Center, according contract. \$14,000 goes towards the City of Belen sponsored events disbursed through the Parks and Recreation Department. The Committee has set up a sponsorship level for the disbursement of the remaining balance; a gold sponsorship will be disbursed at a maximum of \$2,000.00. In order to qualify for the gold sponsorship, the applicant must be a non-profit organization and have a large

community event of 5,000 people or more in attendance. The next sponsorship is disbursed up to a maximum of \$1,000.00. In order to qualify for the silver sponsorship the applicant must be a non-profit organization and have a community event of less than 5,000 people in attendance. The Bronze Sponsorship is disbursed at a maximum of \$500.00. In order to qualify for a bronze sponsorship, the applicant can be a for-profit organization. After all obligations were met, there is a balance of \$8,000.00. That \$8,000 will be disbursed to Rio Abajo Days (gold level), Hispano Matanza (gold level), Follow the Star (silver sponsor), St. Patrick's Day Balloon Rally Festival (silver sponsor), Valencia County Fair (silver), Casper Rodeo (bronze), and Valencia County Fair Rodeo (bronze). A copy of the budget is attached hereto and made an integral part of these minutes by reference. Ronnie explained that every applicant must bring in receipts within 60 days after their event to show that the money was used toward promotional items. If no receipts are provided, the applicant will not be eligible to apply the following year. Councilor Gallegos asked when this budget expires. Ronnie replied that it is in effect until September of 2014. Councilor Gallegos then asked how the Committee will handle new applicants that come in to request money. Ronnie said new monies will not be available until next year. Applicants need to apply for money with enough time. Councilor Cordova asked how Miracle on Main Street is going to be funded. Ronnie answered that that falls under the Parks and Rec Budget. Councilor Cordova suggested shifting the Harvey House Museum funding that comes out of lodger's tax to the library budget. Ronnie replied that the Harvey House has to be part of the library for an entire year before that can be done. Danny Goodson, a representative for the Valencia County Fair thanked the Lodger's Tax Committee for sponsoring them.

Mayor Rudy Jaramillo asked for a motion to approve or disapprove the Lodger's Tax Budget. Councilor Wayne Gallegos made a motion to approve. Mayor Jaramillo asked for a second. Councilor Jerah Cordova seconds the motion. Roll Call Vote:

Councilor Wayne Gallegos	Yes	
Councilor Jerah Cordova	Yes	Motion Carries

APPROVAL OR DISAPPROVAL OF THE NM DOT CO-OP RESOLUTION: Mary Lucy Baca, City Manager

Mary Lucy explained that this issue will have to be tabled due to a lack of the governing body. A majority of all the governing body members were not in attendance to vote on the resolution.

Mayor Rudy Jaramillo asked for a motion. Councilor Wayne Gallegos made a motion to table the CO-OP Resolution. Mayor Jaramillo asked for a second. Councilor Jerah Cordova seconds the motion. Roll Call Vote:

Councilor Wayne Gallegos	Yes	
Councilor Jerah Cordova	Yes	Motion Carries

EXECUTIVE SESSION:

Mayor Rudy Jaramillo asked for a motion to leave an open meeting and go into an executive session to discuss limited personnel matters, pending litigation and land acquisition.

Councilor Wayne Gallegos so moved the motion. Councilor Jerah Cordova seconds the motion. Roll Call Vote:

Councilor Wayne Gallegos	Yes	
Councilor Jerah Cordova	Yes	Motion Carries

Mayor Rudy Jaramillo asked for a motion to leave an executive session and return to the open meeting. Councilor Jerah Cordova so moved the motion. Councilor Wayne Gallegos seconds the motion. Roll call Vote:

Councilor Wayne Gallegos	Yes	
Councilor Jerah Cordova	Yes	Motion Carries

Mayor Rudy Jaramillo asked for a motion to attest that discussion was limited to limited personnel matters, pending litigation and land acquisition and that no action was taken. Councilor Jerah Cordova so moved the motion. Councilor Wayne Gallegos seconds the motion. Roll Call Vote:

Councilor Wayne Gallegos	Yes	
Councilor Jerah Cordova	Yes	Motion Carries

APPROVAL OF DISAPPROVAL OF THE HOSPITAL LEASE RECOMMENDATION: Leona Vigil, Procurement Manager

Leona read a recommendation award letter for the lease of the land parcel to establish an on-site hospital to the City Council and members of the public. A copy of the award letter is attached hereto and made an integral part of these minutes by reference. Frank Shupp, a representative from Ameris introduced to Arlan Dorman with Stern Brothers. Arlan stated that Stern Bros has been his employer since March of 2005, and they were retained by Ameris to work on getting the final financing for the hospital. The final financing will take place once they have all the details and costs of the project.

Mayor Rudy Jaramillo asked for a motion to approve or disapprove the Lease Recommendation. Councilor Wayne Gallegos made a motion to approve. Mayor Jaramillo asked for a second. Councilor Jerah Cordova asked to add to the motion. He added selecting Ameris as the Provider. Therefore the motion; would be to approve the lease as well as selecting Ameris as the provider. Councilor Wayne Gallegos agreed. Councilor Jerah Cordova seconds the motion with the said addition. Roll Call Vote:

Councilor Wayne Gallegos	Yes	
Councilor Jerah Cordova	Yes	Motion Carries

APPROVAL OR DISAPPROVAL OF THE MAINSTREET GRANT AGREEMENT FOR BELEN DOWNTOWN MASTER MRA PLAN: Belen MainStreet Partnership

Steve Tomita informed the Council that a resolution is needed with this agreement and since there is not a majority of the governing body present the issue will have to be tabled.

Mayor Rudy Jaramillo asked for a motion to table the MainStreet Grant Agreement. Councilor Wayne Gallegos made a motion to table the MainStreet Grant Agreement. Mayor Jaramillo asked for a second. Councilor Jerah Cordova seconds the motion. Roll Call Vote:

Councilor Wayne Gallegos	Yes	
Councilor Jerah Cordova	Yes	Motion Carries

DISCUSSION

AMENDMENTS TO THE CITY'S PROCUREMENT POLICY: Leona Vigil, Deputy Clerk

Leona advised the Council that she, Councilor Torres-Vallejos and Councilor Carter met in a workshop to discuss amendments to the City's Procurement Policy. As she has advised the Council in the past, the State has amended the State Procurement Code, and has raised their limits for small purchases. She reminded the Council that the City did not want to adopt the State's Procurement Code because the City felt it would be too lenient and employees may take advantage of making small purchases. She wanted to go over the major changes to get Council feedback before she makes further changes to the policy. The City's Procurement Code small purchase limit was \$500.00; the State passed a \$10,000 small purchase limit. She and the Councilors came up with a suggested amount of \$2,500.00. The next level of purchasing requiring 2 business quotes is currently at \$500 to \$1,499.00. The State adopted is between 10 to 20 thousand dollars; she and the Councilors came up with \$2,501.00 to \$10,000.00. The next level of 3 phone quotations is currently at \$1,500 to

\$9,999.99. That State is allowing \$20 to \$40 thousand. She and the Councilors came up with \$10,001.00 to \$25,000.00. The final purchasing phase will be anything over \$25,000 will require a formal procurement process. The City currently does a formal bid process with purchases over \$20,000.00. Councilor Wayne Gallegos asked if Leona was satisfied with the suggestions. She replied that she likes the first two phases, but thinks the last level which requires a formal procurement process should be raised to \$30,000.00 Mary Lucy Baca, stated that this would be the half way point of the State Procurement amount, and she agreed with the suggestion. Leona will continue to work on the suggested changes.

INFORMATIONAL ITEMS

City Manager's Report: A copy of the City Manager's Report is attached hereto. She has been busy with many citizen complaints. She and Councilor Carter have discussed implementing a Local Board for the Union to be used for the City and the Schools. A meeting was held with constituents from Becker Avenue and they will be working on a Noise Level Plan. She, Leona and Roseann attended the NMML Clerk's Institute last week. Leona and Roseann are now eligible for their Certified Clerk's Certificate. She, Herman, Roseann and Steve will be attending the Infrastructure Conference Tuesday – Thursday. There will be an Election School November 6-8. A meeting with Mario from Wilson & Co. will be held on Monday, October 28th at 1:00 PM for a project update. There has been some difficulty placing surveillance at the Eagle Park because there is no grounding available.

QUESTIONS

Cordova: has received a complaint from a citizen that says the Water Department is not giving proper notice for shut-offs. He stated that the customer claimed he was only given 6 days. The customer also complained about the Water Department closing at 4:30 PM. Leona answered that the Water Department does not shut water off after 6 days. She explained that a regular water bill will go a complete month before a second bill, with a shut off notice, is sent out; therefore this customer had 36 days to pay his late bill.

Gallegos: commented that the weed issue, especially on private property, has been somewhat taken care of. He also stated that due to the rains, there are several pot holes throughout town. Mary Lucy replied that she has put in an application for road millings from the State.

COMMUNICATION FROM THE COUNCIL

Councilor Jerah Cordova: The Belen MARSH Committee held a road clean-up on Don Felipe Road on Saturday. The Belen MainStreet Vega Restoration Training has been postponed until the Spring due to the Fire Training that was scheduled the same day. He participated in a Community Meeting on Saturday and many members were pleased with the Police Department and the hospital progress.

Mayor Rudy Jaramillo: He attended the COG Meeting on transportation; they discussed the corridor on Hwys 314 and 47. The Dual Workshop with Rio Communities was productive; the City will be assisting them with grants. He met with the Superintendent and Finance of the Schools; he didn't want to go into much detail but stated that it was very productive. He umpired the Little League Tournament; the fields look tremendous. He attended the Recreation Meeting; things are going well. The Police Department voted to go Union; training on negotiations was given to several supervisors and employees.

Councilor Wayne Gallegos: He mentioned that the house that was burned on Fifth Street was successful for training. The Fire Prevention Week Event at Eagle Park was really nice. He attended the IT Quarterly Meeting; they discussed the surveillance at Eagle Park and using better quality cameras. Grounding is needed for lightening strikes to protect the equipment that is already in place. He has noticed a lot of trash on the roads, and stated that the City's streets need to be swept.

Mayor Rudy Jaramillo asked for a motion to adjourn tonight's meeting. Councilor Jerah Cordova motioned to adjourn the meeting. Councilor Wayne Gallegos seconds the motion.

Councilor Wayne Gallegos

Yes

Councilor Jerah Cordova

Yes

Motion Carries

/s/ _____
Rudy Jaramillo, Mayor

ATTEST:

/s/ _____
Mary Lucy Baca, City Manager, CMC