

**MINUTES OF CITY COUNCIL MEETING  
ARTESIA, NEW MEXICO  
September 9, 2008**

The City Council of the City of Artesia, New Mexico met in the City Council Chambers at City Hall on Tuesday, September 9, 2008, at 7:00 p.m. in regular session with Councilor Raul Rodriguez presiding, and the following present to wit:

Manuel Barragan	Nora Sanchez
Terry Hill	J.B. Smith
Raye Miller	

The following were absent:

Mayor Phillip Burch  
George Holmes  
Antonio Torrez (\*joined the meeting at 8:00 p.m.)

Also present:

Aubrey Hobson, City Clerk-Treasurer  
John Caraway, City Attorney

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

**Visitors**

Hayley Klein, representing the Greater Artesia Chamber of Commerce, reported that they will be submitting the application for the Certified Communities Initiative on Friday.

**Consent Agenda**

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

The Consent Agenda includes:

1. Approval of Minutes: \* August 26, 2008 - Regular meeting
2. Consideration of Bids:
3. Contracts, Leases and Agreements:
  - A. \*Approval of assignment of lease, Block 4, Lot 6, Phase II of the Artesia Industrial Park from Richard B. Champion and Janis D. Champion to Champion Investments LLC.
  - B. \*Approval of sublease of Block 4, Lot 6, Phase II of the Artesia Industrial Park between Champion Investments LLC and Electric Submersible Pumps.
4. Appointments:
  - A. Approval of the appointment of Jimmy Joseph to the Permian Basin Airport Board for the term October 1, 2008 through September 30, 2009.
5. Resignations:
  - A. Accept the resignation of Debbie Vasquez, Recreation Maintenance/Worker, effective August 29, 2008.

- B. \*Report the end of employment term for Summer Youth Workers, Recreation Aides and Recreation Leaders effective August 8, 2008.
  - C. ✓Accept the resignation of Katalina Rinker, Police Officer, effective September 5, 2008.
6. Dates of Hearing:
7. \*Travel and Training:
- A. Police – Permission for two (2) employees to attend Managing the FTO Program training in Jacksonville, FL. Request actual expenses.
  - B. Police – Permission for one (1) employee to attend the International Association of Crime Analysts Annual conference in St. Pete Beach, FL. Request actual expenses.
  - C. Police – Permission for two (2) employees to attend the Crime Analysis Applications training in Ft. Lauderdale, FL. Request actual expenses.
  - D. Police – Permission for two (2) employees to attend a Sudden Death Syndrome conference in Las Vegas, NV. Request actual expenses.
  - E. Police – Permission for one (1) employee to attend a Mid-Management Training in Carlsbad, NM.
  - F. Police – Permission for one (1) employee to attend the 10<sup>th</sup> Annual Internal Affairs conference in Las Vegas, NV. Request actual expenses and mileage.
  - G. Artesia Clean & Beautiful – Permission for one (1) employee to attend a NM Clean & Beautiful Administrative workshop in Albuquerque, NM. Request actual expenses and mileage.
  - H. Water – Permission for one (1) employee to attend the NMWWA testing session in Espanola, NM. Request actual expenses.
  - I. Streets – Permission for one (1) employee to attend the NM Recreation & Parks Association meeting in Albuquerque, NM. Request actual expenses.
  - J. Police – Permission for one (1) employee to attend the Poised and Powerful Public Speaking training in Albuquerque, NM. Request actual expenses.
  - K. Police – Permission for two (2) employees to attend the Managing the Training Unit in Nashua, NH. Request actual expenses.
  - L. Police – Permission for one (1) employee to attend Instructor Development training in Carlsbad, NM.
  - M. F&A – Permission for one (1) employee to attend the Clerk's Certification Institute in Albuquerque, NM. Request actual expenses.
  - N. Fire – Permission for two (2) employees to attend Fire Officer II training in Socorro, NM. Request actual expenses.
  - O. ✓F&A – Permission for one (1) employee to attend the NMHRAB Board meeting in Santa Fe, NM. Request actual expenses and mileage.
8. Use of Facilities (*approval contingent upon receipt of all applicable fees, license(s) and dept approvals*):
- A. Trampas Spence has requested an ambulance for the 2008 High School Rodeo and Exhibition. Times requested are: Friday, October 3<sup>rd</sup> from 9 am – 10 am and Saturday, October 4<sup>th</sup> and Sunday, October 5<sup>th</sup> from 8:45 am – 2:00 pm. Request waiver of fees.
  - B. West Main Baptist Church has requested the use of Baish Park on Wednesday, September 24<sup>th</sup> from 7 am – 8 am for the "See You at the Pole for Adults" prayer service.
9. Budgeted Items:
10. Non-budgeted Items:
11. \*Payment of Bills

### **Visitors who did not request to be on the Agenda**

Anita Mortensen, representing the Artesia Soccer League was concerned about the condition of the soccer fields and that they would not be ready for use by September 26<sup>th</sup>. It was recommended that Ms. Mortensen get with Robert Forrest and Luis Reyes to devise an alternate plan of action, if they are unable to finish the work on the fields.

Richard Lara expressed concerns regarding recent gunshots in his neighborhood. Councilor Rodriguez agreed to meet with Mr. Lara.

### **Committee Reports**

#### **Planning**

It was reported that the committee has discussed the graffiti ordinance and that a draft is being developed.

#### **Administrative Services**

Councilor Miller moved to appoint the Budget Committee Chairman (Mayor Pro Tem Holmes), the Administrative Committee Chairman (Councilor Hill) and the Community Development Director (Tina Torrez) to the Library Feasibility Study Committee. The motion was seconded by Councilor Smith, and upon vote, the motion passed.

City Clerk Aubrey Hobson reported that two CDBG hearings have been held and a few potential projects have been suggested. A third meeting will be held on Friday, September 12<sup>th</sup> at 3:00 p.m., with the Housing Authority and Head Start being invited.

#### **Infrastructure**

Councilor Miller reported that the roof at the Artesia Center can be repaired and will not have to be replaced. The cost difference is \$3,000 to repair, \$392,000 to replace. The committee would like to reallocate some of the savings to purchase a building to be located at Jaycee Park, for the facilities maintenance, street department and perhaps purchasing staff. The estimated cost for the building would be \$135,000 plus taxes and connection costs.

Councilor Torrez joined the meeting at 8:00 p.m.

Councilor Miller moved to re-allocate \$132,500 plus tax, plus connection costs to purchase a building for the facilities maintenance staff to be located at Jaycee Park. The motion was seconded by Councilor Smith and upon vote, with Councilor Barragan voting "nay", the motion passed.

Councilor Barragan stated for the record that this item should have been returned to the Planning Committee and let them reallocate the funds.

Councilor Miller distributed copies of draft ordinances for the Infrastructure department.

### **Personnel**

Councilor Hill moved to table the consideration of hiring the Receptionist/Clerk for City Hall until after an executive session to discuss the matter. The motion was seconded by Councilor Miller, and upon vote, the motion passed.

Councilor Hill moved, upon recommendation of the Mayor, to hire Christopher Valenzuela for the position of Police Detention Officer, at a salary of \$2,037 per month (CA14), effective upon successful completion of required employment testing. The motion was seconded by Councilor Torrez and upon vote, the motion passed.

Councilor Hill moved, upon recommendation of the Mayor, to hire Mark Keogh for the position of Firefighter EMT Trainee, at a salary of \$2,141 per month (CA16), effective upon successful completion of required employment testing. The motion was seconded by Councilor Smith and upon vote, the motion passed.

Human Resources Director Bill Thalman distributed the safety statistics for August.

Mr. Thalman presented a resolution establishing a cost of living adjustment (COLA) for city employees for 2008. The COLA would be calculated on a monthly basis and paid in two installments. Councilor Miller moved to adopt the resolution for the 2008 COLA for city employees. The motion was seconded by Councilor Hill and upon vote, the motion passed.

### **RESOLUTION NO. 1316**

Mr. Thalman presented a request to reclassify Tom Richards to add Crime Analyst to his current duties and to increase the salary by 5%. It was also requested that Cristina Madrid be reclassified from Crime Analyst to Purchasing Training Coordinator, with no change in salary. Councilor Hill moved to approve the reclassification requests for Tom Richards and Cristina Madrid. The motion was seconded by Councilor Miller and upon vote, the motion passed.

#### **Public Safety**

##### **Police**

Chief Raley distributed the statistics for August 2008.

##### **Fire**

Chief Hummingbird distributed the statistics for August 2008.

Councilor Barragan requested that the department investigate a complaint that the ambulance would not do a transfer and that the patient's family had to do the transfer.

#### **Community Development**

Administrative Assistant Terri Hamilton distributed the building permit and code violation statistics for August 2008.

Architect Jose Zelaya presented the results of two public meetings for input on the City Hall campus. The general consensus was to keep City Hall in the downtown area. It was reported that Community Development Director Tina Torres is organizing the steering committee for this project.

Ms. Hamilton presented the list of Infrastructure Capital Improvement Plan (ICIP) projects and requested ranking for the top five projects for 2010. It was requested that the Animal Shelter expansion be moved from 2012 to 2010 and should be priced at \$500,000.

Councilor Miller moved to set the priorities as follows:

1. Consolidated Dispatch
2. Clean up North Landfill
3. Animal Shelter Expansion
4. Ambulance
5. New Transfer Station Addition

The motion was seconded by Councilor Torrez and upon vote, the motion passed.

A request was made for a revocable permit to build in the City right-of-way for Glenn and Lori Stanfield, 1404 S. Runyan Avenue. The permit would allow them to erect a block fence in the city easement, however the city would retain the right to access the sewer line and tear down the wall if necessary. Councilor Miller expressed several concerns from the Infrastructure committee and they recommended looking at two options: leave the easement unfenced or vacate the easement. Additional discussion took place with the developer, Mr. Van Webster, that this sewer line would be the link to the future development in the area. It was recommended that all parties meet with the city's Infrastructure Director and the Community Development Director to come up with a plan of action. Councilor Barragan moved to postpone this item until the next meeting to allow time for all parties to meet. The motion was seconded by Councilor Torrez and upon vote, the motion passed.

### **Infrastructure**

Infrastructure Director Robert Forrest reported on project activities.

### **Mayor**

Councilor Miller moved that in accordance with 10-15-1-H(2) , the Council and Mayor go into executive session regarding the hiring of an employee for the Receptionist/Clerk position. The motion was seconded by Councilor Hill and upon vote, the motion passed.

A short recess was declared at 9:55 p.m.

Council recessed to executive session at 10:00 p.m.

Council reconvened at 10:50 p.m.

Councilor Torrez moved that the only matters discussed in executive session pertained to the limited personnel, and no action was taken. The motion was seconded by Councilor Smith and upon vote, the motion passed.

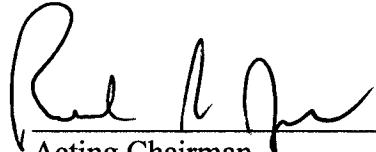
Councilor Barragan moved, upon recommendation of the Mayor, to hire Rosalinda Soto for the position of City Hall Receptionist/Clerk, at a salary of \$2,039 per month (CA5), effective upon successful completion of required employment testing. The motion was seconded by Councilor Torrez and upon vote, the motion passed.

**New and Other Business from Councilors**

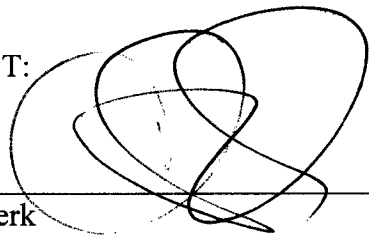
Councilor Barragan requested that the weeds be taken care of around the Police Department House on Chisum.

Councilor Barragan requested that the committee report on making J.J. Clarke a two-way street at Bowman be placed on the next agenda.

There being no further business to come before the Council, the meeting adjourned at 10:54 p.m., September 9, 2008.

  
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Acting Chairman

ATTEST:

  
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City Clerk