

**City of Tukumcari
City Commission Meeting Minutes
February 25, 2016**

The Tukumcari City Commission met in a regular meeting on Thursday February 25, 2016 at 6:00 p.m. in the City Commission Chambers, Members present constituting a quorum were: John Mihm, Ruth Ann Litchfield Robert Lumpkin, and Amy Gutierrez. Rick Haymaker was absent.

City Staff members present were: Jared Langenegger, City Manager; Doug Powers, Assistant City Manager; Dennis Dysart, Finance Director; Jason Braziel, Chief of Police; Mark Martinez, Project Director; April Ulibarri, Administrative Assistant/Project Manager; Clara Rey, Senior Center Director; and Angelica Gray, City Clerk.

Invocation presented by Amy Pospichal, First Presbyterian Church and Joey Dysart led the Pledge of Allegiance.

Consideration of Changes or Deletions to Agenda

Mayor Pro Tem Litchfield made the motion to accept the agenda as is and Commissioner Mihm seconded the motion. Roll Call:

Mihm	Litchfield	Lumpkin	Gutierrez
Yes	Yes	Yes	Yes

Items from Commissioners

Commissioner Gutierrez welcomed everyone and thanked Joey for leading the Pledge of Allegiance and Pastor Amy for her invocation. Commissioner Gutierrez stated she would like to suggest omitting “Items from Commissioners” and possibly only having it before adjournment. Mayor Lumpkin stated he didn’t know if they needed to vote on that or not but prior to the next meeting there was a scheduled work session and they could discuss that idea and then get it on the agenda. He stated he doesn’t believe they needed to vote to adjust the agenda but they will discuss it as a Commission.

Commissioner Mihm welcomed everyone and stated that the ribbon cutting for McDonalds would be Friday, February 26th at 10:00 am and the K-Bob’s after hour social would be Friday the 26th at 5:00 pm. The Brenner family, who reopened the Roadrunner Lodge, had a loss in their family so please keep them in your prayers.

Mayor Pro Tem Litchfield welcomed everyone and stated that it was nice to see everyone. She thanked Joey for leading the Pledge and Pastor Amy for her Invocation. The Lady Rattlers play their first district playoff game at home at 6:00 pm and wished them luck. The Ratters will also be playing at home on Saturday.

Mayor Lumpkin thanked everyone for coming and stated they are very proud of the Rattlers boys and girls and wished them luck in their upcoming games.

Approval of Minutes

Commissioner Gutierrez made the motion to approve the February 4, 2016 Special Commission Work Session Notes and Commissioner Gutierrez seconded the motion. Roll call:

Litchfield Gutierrez Mihm Lumpkin
Yes Yes Yes Yes

Commissioner Mihm made the motion to approve the February 11, 2016 Commission Work Session Notes and Mayor Pro Tem Litchfield seconded the motion. Roll call:

Lumpkin Gutierrez Litchfield Mihm
Yes Yes Yes Yes

Commissioner Mihm made the motion to approve the February 11, 2016 Commission Meeting Minutes and Commissioner Gutierrez seconded the motion. Roll call:

Lumpkin Mihm Gutierrez Litchfield
Yes Yes Yes Yes

Proclamation, Memorials, or Petitions

Proclamation declaring March 11, 2016 as Arbor Day in Tucumcari- Mayor Lumpkin read the Proclamation and declared March 11, 2016 as Arbor Day and presented the proclamation to April Ulibarri. Mayor Lumpkin thanked Ms. Ulibarri for receiving the proclamation and all her hard work in planting trees in Tucumcari.

Ordinances and Resolutions

Resolution 2016-06, Planning Grant No. 3240-PG with NMFA for Water System Preliminary Engineering Report - Mark Martinez presented this item to the Commission. He stated that this resolution is for a Water Preliminary Engineering Report that has already been completed. It was conducted by Forsgren Engineering, the sole purpose for the PER was to be able to move forward with our number one project, which is the replacement of the Center Street Tank. The PER also outlines other projects as far as the Mountain Road Loop, replacing lines on Second Street, this allows us to go after funds for these projects. This is a \$50,000 grant, the PER has already been completed but this part of the documents must pass to be able to get reimbursed for the \$50,000 that we already paid as a City.

Mayor Pro Tem Litchfield made the motion to approve Resolution 2016-06 and Commissioner Mihm seconded the motion. Roll call:

Mihm Litchfield Lumpkin Gutierrez
Yes Yes Yes Yes

City Manager's Report

ACT Workforce Development – Pat Vanderpool and I attended the third ACT WRC Academy in Mobile Alabama last week. We obtained information about finalizing out certification and establishing communications plan. We are very close to becoming certified and only need to obtain 30 transitions NCRCs to finalize our certification. We will be providing a public assessment site at the Convention Center on Monday from 9am to 4pm. Anyone wishing to obtain an NCRC can come to the Convention Center and take the assessment free of charge. The NCRC is a National Career Readiness Certificate and that is a certificate that the ACT issues after completing three assessments in mathematics, reading comprehension and locating information which basically says you have certain qualifications for employment and employers can utilize that certification to see that you're qualified for the jobs they have. It's a nationally recognized certification there are several thousand employers that use this certification in their hiring process. I recommend to anyone that is looking for a job or anyone that wants to see where they're at to go out to the Convention Center and take the assessment at no charge and it takes about three hours to complete.

Center Street Water Tank- Mayor Lumpkin, Vicki Strand, Charlie Sandoval, Mark Martinez and I attended the New Mexico Finance Authority Board meeting in Santa Fe today. On the agenda, they were voting on our application for funds from the NM Drinking Water State Revolving Loan Fund/ We has applied for \$1,453,886 in funding to replace the Center Street Water Tank. We were awarded the funding as a 75/25 grant loan match. This means that we will received \$1,090,414 in principal forgiveness and will receive a loan interest ¼ % rate loan for the remaining \$363,472. We are very pleased to be able to receive this funding and be able to move forward with replacement of the Center Street Tank as this is critical infrastructure to our water delivery system. I would like to thank Mark Martinez and the rest of the planning department for all of their hard work in putting together this application.

Open Burning Ban- Pursuant to Tucumcari Municipal Code 8.16 Open Burning, Section 8.16.020 stated that open burning will be allowed except in time of severe drought and fire danger as determined by a committee made up of the city manager, chief of police and fire chief. The open burning ban will remain in effect until it is determined by the committee that the fire danger has passed. Any such open burning ban will be posted at Tucumcari City Hall, published in the Quay County Sun, and announced through the local radio media. Over the last few weeks, we have seen several grass fires in the area due to high fuel load and dry conditions. While we did receive some moisture early in the week, we are forecasted to return to warmer weather which will quickly increase the fire danger. The biggest concern that we have at this point is the amount of fuel that is present due to all of the moisture that was received over the last summer. With the growth that we experienced, there is now a large amount of dried fuel which increases our fire danger. Due to these conditions, I have scheduled a meeting with the Fire Chief and Police Chief to discuss and possibly implement a burn ban within the City Limits. In reading the ordinance, it does not appear that this requires a commission action. However, if the commission feels that it is necessary to approve such a ban prior to implementation, I would be happy to schedule a special meeting for the Commission.

Early voting ends tomorrow we will have the polls open at City Hall from 8:00 am to 5:00 pm. The regular election is Tuesday March 1st from 7:00 am to 7:00 pm at the Convention Center.

Mayor Lumpkin commented that applying for that loan grant in Santa Fe they must have been very impressed with our staffs' work because the application alone was enough for them to grant us the loan. He stated he wanted to thank Santa Fe and the New Mexico Finance Authority for their help and he also wanted to commend the staff for putting together such a great application that was received well and accepted.

New Business

Requesting Approval of Permanent Condition Waiver Policy- Clara Rey presented this item to the Commission. She stated that the policies at the Senior Center are actually Commission approved so whenever we want to revise something we have to bring it for approval. We are asking for approval of a permanent condition waiver for in-home service consumers, who are the people that are homebound and get meals delivered to them. There are some that need to be reassessed so someone will go into their home; this assessment is performed every 6, 9 or 12 months. We're seeing that a lot have permanent conditions such as: bed ridden, wheelchair confined. This policy will allow us to extend that assessment time up to a year. Our driver, who delivers the meal, will bring reports and if something is going one with one of the consumers the driver will report that to a site manager and we can go in and do an assessment to take care of the person.

Commissioner Mihm made the motion to approve the Permanent Condition Waiver Policy and Commissioner Gutierrez seconded the motion. Roll call:

Mihm	Litchfield	Lumpkin	Gutierrez
Yes	Yes	Yes	Yes

Requesting Approval to Accept Change Order #3 for Metro Well Field Water Transmission Line Project- Mark Martinez presented this item to the Commission. He stated that the change order is an increase to the cost of project of \$85,000 it would bring the amended contract price to \$1,748,739.45 not including New Mexico Gross Receipt Tax. This change order is crucial to the project to complete what we have started. At the time of design of this project there was a well water crossing and at the time is was dry so the initial plan was to trench through the area and install pipe however, with the increase of rain within the last few years there is standing water so we had to go an alternative route and the route is horizontal drilling. To be able to install the pipe its 600 linear feet and 16 inch diameter pipe and that is where the majority of the cost increase of the change order comes from. With that we are also getting D-ducts removed, piping as well as additional fittings so we are being credited that. There is no money coming out of City funds, it is still grant money.

Mayor Pro Tem Litchfield made the motion to approve Change Order #3 for Metro Well Field Water Transmission Line Project and Commissioner Mihm seconded the motion. Roll call:

Litchfield	Gutierrez	Mihm	Lumpkin
Yes	Yes	Yes	Yes

Requesting Approval for Re-appointment of Library Board Members (Jannie Bahrs and Leon Logan)

Mayor Pro Tem Litchfield made the motion to approve the re-appointment of Library Board Members and Commissioner Gutierrez seconded the motion. Roll call:

Lumpkin	Gutierrez	Litchfield	Mihm
Yes	Yes	Yes	Yes

Mayor Lumpkin stated he'd like to thank Ms. Bahrs and Mr. Logan for volunteering and for their past service.

Requesting Approval of the Application for Law Enforcement Protection Funds- Police Chief Braziel presented this item to the Commission. He stated it was a yearly grant provided by the State of New Mexico, used for the purchase of vehicles, equipment or training expenses. He stated it was usually used to replace an older vehicle with a newer vehicle and that is the intention for this year. This year the grant is \$27,800 and it is a 100% grant.

Mayor Lumpkin commented that this is a 100% grant and thanked Mr. Braziel for his hard work. This is bringing in \$27,800 worth of equipment into Tucumcari. He stated he appreciates his work because those applications take time and a lot of work.

Commissioner Mihm made the motion to approve the Application of Law Enforcement Protections Funds and Commissioner Gutierrez seconded the motion. Roll call:

Lumpkin	Mihm	Gutierrez	Litchfield
Yes	Yes	Yes	Yes

Requesting Approval for Planning Grant Agreement with NMFA for Water System Preliminary Engineering Report- Mark Martinez presented this item to the Commission. He stated that this grant agreement lays out what the City must exactly do to fulfill this grant. We have met all requirements in this agreement.

Commissioner Mihm made the motion to approve the Planning Grant Agreement with NMFA for Water System Preliminary Engineering Report and Mayor Pro Tem Litchfield seconded the motion. Roll call:

Mihm	Litchfield	Lumpkin	Gutierrez
Yes	Yes	Yes	Yes

Requesting Approval of Certificate of Grantee for Water System Preliminary Engineering Report (Grant No. 3240-PG)- Mark Martinez presented this item to the Commission. He stated that this is the third and final document that must be submitted and approved to receive our reimbursement. This is a grant for \$50,000 for PER.

Commissioner Gutierrez made the motion to approve the Certificate of Grantee for Water System Preliminary Engineering Report and Commissioner Mihm seconded the motion. Roll call:

Litchfield	Gutierrez	Mihm	Lumpkin
Yes	Yes	Yes	Yes

Mayor Lumpkin commented that this reflects on the amount of work the City members do and thanked Mr. Martinez.

Requesting Approval of Committees Recommendation for Center Street Water Tank Replacement Project- Ms. Gray stated the City of Tucumcari went out for RFP for professional engineering services for the Center Street Water Tank Replacement Project; the proposals were opened on February 16th and received five responses from: Engineer's Inc., Forsgren Associates Inc., Bohannon Huston, HDR and Souder, Miller & Associates. If a responder performed a perfect score in all categories from all five committee members and after averaging the scores, they could earn a total score of 100 points. The total points earned by each responder are as follows: Engineer's Inc. 77.6, Forsgren Associates Inc., 77.2, Bohannon Huston 91, HDR 85.4 and Souder, Miller & Associates 77.6 after evaluating all proposals, the audit evaluation committee has selected Bohannon Huston as the most advantageous to the City of Tucumcari.

Mayor Pro Tem Litchfield asked if the City had ever used Bohannon Huston before and Ms. Gray stated they have not as long as she has been here. Mr. Powers stated that a lot of people the City has worked with have transitioned over to this company because they are a top rated firm in New Mexico and their response is the best he has seen.

Mr. Langenegger stated that he doesn't know if the City has worked with them before but they are a very well respected firm in New Mexico and do a lot of this type of work around the state and stated that he is comfortable with them doing this work for them.

Commissioner Gutierrez made the motion to approve the Committees Recommendation for Center Street Water Tank Replacement Project and Commissioner Mihm seconded the motion. Roll call:

Lumpkin	Gutierrez	Litchfield	Mihm
Yes	Yes	Yes	Yes

Mainstreet Quarterly Report- Mr. Houser presented this item to the Commission. He stated he provided a 2015 Annual Report that provides a comprehensive overview of their accomplishments throughout the state during the first thirty years. Tucumcari may be contributing to these numbers in the next year or two. He stated that he has spent a considerable amount of time calling and meeting with Main Street businesses and owners and believes that he has gotten a better idea of how to help them be more successful. One of the tangible results of these meetings is having a really extensive business directory complete with all contact information which is something he had been searching for but had no luck locating prior to this. With this added contacts they have published their initial Tucumcari Mainstreet News which is a quarterly newspaper that started in January for the purpose of keeping businesses informed of all that is going to occur downtown. Last year we made the decision to completely reinvent the Mainstreet website rather than make changes to the original site which hadn't been updated in four or five years and we are now able to promote district businesses, provide an easy way for potential customers to contact these businesses via the website. It also keeps

the world aware of what's going on downtown for events to available properties to new tourists activities. Also, last year we introduced to the Commission the Metropolitan Redevelopment area designation, organized a training work session and obtained approval to submit this application to NMFA. He stated that the Farmer's Market has relocated back to Wales Park. We continued work with Quay County Health Councils and Nutrition and Fitness Committee with the Quay County on the Move Walking Trails. The first of the five kick off dates at the Rail Trail will be in spring starting and ending at the Train Depot. The promotion committee lead by Connie Loveland planned and staged a highly successful Fired Up! Event last year and raised attendance by 20%, registration by vendors by 16%. The car show attracted 40 high quality entries. The quilt show ran out of room at seventy-five entries so we're working on trying to enlarge the scope of both the quilt show and car show for this year. Mainstreet submitted an application to the Great Blocks of Mainstreet in early September. We received notification in November that we had been awarded this grant in the amount of \$70,000. It's anticipated that this design project will last six months with a complete architectural landscape makeover of three blocks of downtown, which will be from First to Third Street on Main Street and Second Street down to Center Street. With the board of directors of Main Street and numerous volunteers that have worked extremely hard to make the City of Tucumcari a much better place to work and live, we at Tucumcari Mainstreet look forward to continuing this focus within the downtown district in the months ahead as we take on our Great Blocks initiative. He stated the Mainstreet sincerely appreciates all the support and cooperation they have received from the City, it has made the difference when trying to get the ball rolling in this direction.

Mayor Lumpkin commented that the railroad depot, the whole downtown area, the light poles, the Fired Up! activities and the walks that are coming are all because of the Mainstreet program with Mr. Sanders and the directors who have worked very hard and it has been very good for Tucumcari, not only has it created activities it has been fun for a lot of people to attend these things and he is sure Tucumcari enjoys these activities. He thanked Mr. Houser and the other directors for their hard work.

Mayor Pro Tem Litchfield stated that was the first annual report that she has enjoyed reading, it was very interesting.

Public Comments

Gail Sanders- She stated that McDonalds will be having their ribbon cutting tomorrow at 10:00 am and there will be an after hour's social event at K-Bob's at 5:00 pm.

Items From Commissioners

Commissioner Mihm thanked everyone for coming and wished them a good evening and stated he was looking forward to spring and he hopes the weather stays warm.

Mayor Pro Tem Litchfield thanked everyone for coming and stated that they missed Commissioner Haymaker and hope he gets to feeling better.

Commissioner Gutierrez thanked everyone for showing up today and thanked Mr. Houser for his report, Mr. Martinez for his hard work and reminded everyone to support the Rattlers at 6:00 pm both Friday and Saturday.

Mayor Lumpkin thanked everyone for coming and reminded everyone that March 1st is Election Day, one part of the election is a question that asks if we could broaden the definition of how a gross

receipts tax that was originally used for Ute Lake Water only can be used for other things. This is not turning our back on the original objective of bringing Ute Lake water to Tucumcari if needed. The gross receipts tax is a quarter cent and averages at \$250,000 a year for the City of Tucumcari and we can use that money to fix some of the infrastructure needs we have and we can add to projects that need extra money. We don't plan on obligating that fund for more than one year at a time so if we need to revert that money back to that objective of Ute Lake Water it could easily be done. The Commissioner positions that are up for vote are Districts One, Two and Three and the election will take place at the Convention Center beginning at 7:00 am to 7:00 pm.

Adjournment

Mayor Lumpkin asked for a motion to Adjourn. Mayor Pro Tem Litchfield made the motion to adjourn and Commissioner Mihm seconded the motion. Roll call:

Lumpkin	Mihm	Gutierrez	Litchfield
Yes	Yes	Yes	Yes

Meeting adjourned at 6:42 p.m.

Ruth Ann Litchfield, Mayor

ATTEST:

Angelica M. Gray, City Clerk