

City of Tukumcari
City Commission Meeting Minutes
August 11, 2016

The Tukumcari City Commission met in a regular meeting on Thursday August 11, 2016 at 6:00 p.m. in the City Commission Chambers. Members present constituting a quorum were: John Mihm, Ruth Ann Litchfield, Robert Lumpkin, Amy Gutierrez and Ralph Moya.

City Staff members present were: Jared Langenegger, City Manager; Vicki Strand, Community Development Director; Ralph Lopez, Project Manager; Jason Braziel, Police Chief; Dennis Dysart, Finance Director; and Angelica Gray, City Clerk.

Invocation presented by Charlie Morrison and Mayor Litchfield lead the Pledge of Allegiance.

Public Hearing

Public Input for 2018-2022 Infrastructure Capital Improvement Plan (ICIP) - Vicki Strand presented this item to the Commission. She stated that this is the City's overall plan for projects and equipment that may be needed. It is a five year plan in order of importance. At this time we are here to see what the public feels the City may need.

Mayor Pro Tem Lumpkin suggested reading the top three on the list to make the public aware. Ms. Strand stated that number one was for solid waste landfill cell number three the project is estimated at \$1,000,000. Number two is the Second Street Rehab Project; the plan is rehab from Main to Second Street including water, sewer, streets and sidewalks. Number three is the Reuse Waste Water Project, which is reusing the wastewater for irrigation. Commissioner Moya suggested reading the top ten. Ms. Strand stated that number four was the Aber Addition which is a CDBG project. It's a \$500,000 project and includes the sewer, streets and sidewalks. Number five is East Route 66 Infrastructure Improvements for water and sewer lines for various parts of the town. Number six is a Water Tank Rehab Project to make sure the City is still able to get water. Number seven is CDBG Water, Streets and Sewer. CDBG requires this to be one of the top ten projects or the City won't receive any money. Number eight is 66 Lift Station Forcemain which is another wastewater project and number nine is the KOA Lift Station. Number ten is Great Blocks on Main Street we are hoping to build Main Street.

Mayor Pro Tem Lumpkin stated that these projects are contingent on financing. We apply for grants from different sources. We've looked at some of these projects and have some financing for some of them already. Commissioner Moya stated that item two is long overdue because it's a business district and the roads are in bad condition. This will be one big improvement for Tukumcari.

Consideration of Changes or Deletion to Agenda

Mr. Langenegger asked that item 5A be deleted from the agenda. He stated that they are still working with the Attorney to get the finalized agreements in place. Item 5C should read Resolution 2016-24. He also asked that item 8E to be deleted. Ms. Gray stated that 8E was being deleted because there were still changes that needed to be made to the agreement and the contractor is out of the office for a few days. This item would on the agenda for the next meeting.

Commissioner Mihm made the motion to approve the agenda as amended and Commissioner Gutierrez seconded the motion. Roll call:

Litchfield	Moya	Gutierrez	Mihm	Lumpkin
Yes	Yes	Yes	Yes	Yes

Consideration of Minutes

Mayor Pro Tem Lumpkin made the motion to approve the July 25, 2016 Special Commission Meeting Minutes and Commissioner Mihm seconded the motion. Roll call:

Lumpkin	Gutierrez	Litchfield	Moya	Mihm
Yes	Yes	Yes	Yes	Yes

Commissioner Mihm made the motion to approve the July 28, 2016 Commission Meeting Minutes and Mayor Pro Tem Lumpkin seconded the motion. Roll call:

Moya	Lumpkin	Mihm	Gutierrez	Litchfield
Yes	Yes	Yes	Yes	Yes

Ordinances or Resolutions

Ordinance 1140, First Reading, Nashville Construction LEDA Ordinance, Project Participation Agreement and Security Agreement- Mr. Langenegger presented this item to the Commission. He stated that this application is to provide eight city lots. Nashville Construction wants to put in a construction business that currently has no location. The LEDA Ordinance states that the City would have to provide the eight lots. The owner would have to install fencing, an office building and provide employment for two full time employees. Most of the time we do LEDA applications for funding, we can provide property that the City is not using right now that we are maintaining. This will put it in the hands of a business owner that is going to improve the property and pay property tax, which will provide income to the City. The security agreement states that if the project participation agreement isn't fulfilled there is a special warranty deed where the property reverts back to the City. Nashville Construction will have a two year period to complete the requirements in the project participation agreement.

Mayor Litchfield stated that the Commission did not have to take action on this item at this time it will be on the agenda at the first Commission meeting in September. Mayor Pro Tem Lumpkin stated that they have been looking at putting City owned properties back on the tax role so it will be productive for the citizens of Tukumcari. Right now we are maintaining the properties at the expense of the people.

Resolution 2016-24, NMED/SAP Agreement for Second St. Sewer and Water Improvements- Ralph Lopez presented this item to the Commission. The City of Tukumcari applied for and received legislative money for Second Street improvements for the sewer and water prior to the paving of the street. This is SAP money in the amount of \$181,000. The resolution is to designate the signatories for the project in case something needs to be signed.

Commissioner Mihm made the motion to approve Resolution 2016-24 and Commissioner Gutierrez seconded the motion. Roll call:

Mihm	Litchfield	Lumpkin	Gutierrez	Moya
Yes	Yes	Yes	Yes	Yes

City Manager’s Report

Museum Assessment Program- We received word from the American Alliance of Museums that we were accepted into the Museum Assessment Program for an Organizational Assessment. The program includes several webinars, a self-study handbook, along with a site visit from a Museum Professional to assist the Museum Staff and Board in improving operations at the Tukumcari Historical Museum. This will be an intensive process requiring a substantial effort from our Museum Director and Board to ensure the program is successful. The program should be completed in April of 2017. Upon completion of the program we will have recommendations for operational policy and procedures to be implemented to enhance museum operations. After we have completed the Organizational Assessment, it is our intention to apply for the Collections Stewardship Assessment and Community Engagement Assessment. Eventually, the goal would be to have the Tukumcari Historical Museum recognized as an accredited museum through the American Alliance of Museums.

SET- Mayor Litchfield and I attended the organizational meeting for the Stronger Economies Together program in Santa Rosa today. This program is a regional effort to improve economic development by regional collaboration. The SET team includes representatives from Torrance, Guadalupe, DeBaca and Quay counties. The team will host a Civic Forum to gain input from stakeholders throughout the region on October 6, 2016 in Santa Rosa, NM.

Street Lights- I have a meeting set up for tomorrow at 2pm with Ameresco to discuss possible options for solar and LED lighting on the 329 exit. This will be a primary conference call to determine if the project is feasible and cost effective. I will also be visiting with them to gather information about installing LED lighting for the rest our street lights to conserve energy. This will take a bit of research as we operate our street lights under an agreement with Xcel Energy where they own the lights and we maintain the wiring and power. Also, it has been brought to our attention that the street lights from Seventh Street to the Tri-Star on the Boulevard are out on the south side of the road. We have had Steel investigate the issue and there is a wire that is no longer making contact, we are assuming that it burned through the conduit. Our facilities maintenance staff is working with Steel to correct the situation.

Public Service Projects- I want to thank the members of the Rotary Club who worked to install solar lighting on the T on Tukumcari Mountain. I also want to thank the members of the Chamber of Commerce who painted the Route 66 Shields on the Boulevard. These are excellent projects and I greatly appreciated the pride they take in our community.

Mayor Litchfield stated it was the coolest thing to see the mountain lit up. She stated that they will be contacting community members we want a good cross cut from the community to go with us to Santa Rosa for the SET meeting. We want to show them that Tukumcari is really interested in this project because it will promote tourism and we can help each other.

Bids & Contracts

Consideration of MRA Contract with Sites Southwest- Mr. Langenegger presented this item to the Commission. This is a contract with Sites Southwest to develop a metropolitan re-development plan. The City received a \$50,000 grant from New Mexico Finance Authority to complete a plan. The contract will be to complete the MRA. The MRA area is the Main Street area and the purpose is to redevelop run down areas in the city. Our Main Street area has a lot of buildings that aren't being utilized and some are falling down. The MRA gives us an opportunity to work with public/private partnerships to redevelop some of those buildings, bring in some new business, it gives an opportunity to do some tax increment financing to get different funding sources for new projects and redevelop the downtown area and making it great again. He stated the way tax increment financing works is you set the property tax and that is what is being collected. If the property tax value goes up anything above that goes into a special fund to go back to projects in that area. There is no additional tax for it but as property tax rises the additional tax that is collected goes into a different fund. The incentive is to have funding available to do projects and bring people in. Commissioner Moya stated that it's a good project for downtown because they are a lot of empty buildings.

Commissioner Mihm made the motion to approve the MRAM Contract with Site Southwest and Commissioner Gutierrez seconded the motion. Roll call:

Moya	Mihm	Litchfield	Lumpkin	Gutierrez
Yes	Yes	Yes	Yes	Yes

Mr. Langenegger commented that this will be a very public input process. There will be public input meetings, town meetings. We want everyone to come out and give us their input for the plans not only with the MRA but also with the Great Blocks Program.

New Business

Consideration of Recommendation for Award of the Tukumcari Great Blocks on Mainstreet Design Project RFP#: 16-03- Mr. Langenegger presented this item to the Commission. He stated that the Commission did a recommendation for award at a previous meeting it was rewarded to the contractor with the highest score. We worked to negotiate a contract with them unfortunately they were not able to do with project with the funds we had available. According to procurement code we are able to go to the second highest contractor and try to negotiate a contract with them. We are asking for approval to decline the first offer and move on to the second offer.

Commissioner Mihm made the motion to decline the first offer for the MainStreet project and Mayor Pro Tem Lumpkin seconded the motion. Roll call:

Litchfield	Moya	Gutierrez	Mihm	Lumpkin
Yes	Yes	Yes	Yes	Yes

Consideration of expenditure of \$35,000 from Infrastructure Tax to upgrade the Date Street Lift Station- Mr. Langenegger presented this item to the Commission. He stated that he has spoken about the construction of the Fairfield Inn and Suites that is occurring off of Mountain Road. This is a ninety room motel that's being added to our community. By adding in that motel and working towards developing the area towards 54 we need to upgrade our infrastructure. Right now the sewer

from that area runs down to the Date Street Lift Station and the station is currently running at capacity so once the motel is finished the station will not be able to handle the additional flow. We've had our engineer and wastewater superintendent work with JCH to look at the lift station and look into higher horse power pumps and electrical panel upgrades. With purchasing these new pumps we'll be able to increase the capacity and will be able to handle the additional flow. The funding that we are asking to utilize is out of the infrastructure tax which is set aside for infrastructure projects to help businesses or utilize for LEDA. The other part of this project is going to improve the waterline that goes to that area as well. Currently we have an one inch line that goes up Mountain Road and dead ends at the interstate so there's not a lot of pressure or volume available. We've worked with the contractor that's building the Fairfield Inn and Suites and they are currently paying the engineer to design the pipeline to loop from Rock Island over to 54 they are willing to pay for the construction of the line then turn it over to the City essentially saving us \$5,000. Us working with the sewer for this \$35,000 project is well worth it since they are spending close to half a million to put in a waterline for us.

Commissioner Moya asked if the contractor is going to get credit. Mr. Langenegger stated that they are not sure yet, they may not request credit and just do it. Initially what they were going to do for the project was put in underground storage tanks so they could have the capacity, so they already planned to expend around \$400,000. The owner told me if the project is between \$400,000 and \$500,000 they would just do the project if the City could maintain the line, if it's more than that then they might ask for some reimbursement or credit on their water. The engineer and contractor are currently looking at cost assistance which should be ready by next week. I will be able to speak to them and see if there's anything we need to reimburse.

Mayor Pro Tem Lumpkin made the motion to approve the expenditure of \$35,000 from Infrastructure Tax and Commissioner Mihm seconded the motion. Roll call:

Lumpkin	Gutierrez	Litchfield	Moya	Mihm
Yes	Yes	Yes	Yes	Yes

Consideration of Video Proposal from Lodger's Tax Advisory Board- David Brenner presented this item to the Commission. He stated he was representing the Lodger's Tax board as the chairman of the board. This is the next phase of the video promotion that was presented during the last meeting. The next step is to work to putting that in front of eyes. The goal is to promote tourism and overnight stay for Tucumcari by utilizing the two call to action videos, the videos encourage the viewer to find out more at www.tucumcaritonight.com where they can learn more about what Tucumcari has to offer. Active links help them book a room, explore restaurants and check local events. The proposal starts an advertising campaign immediately upon receiving the first payment. The proposal for the media budget is \$400 a week during the active advertising periods, the overage is to pay for the personnel time to manage the website and keep it up-to-date. This was originally designed to being the first week of August so the request is to continue to look at this existing payment schedule and accelerate the advertising for the latter part of August so that we still have the same spend and match the payoff schedule. The total for fiscal year 2017 is \$17,500 which was approved by the Commission to spend for this type of effort.

Mr. Langenegger commented when you say accelerate the payment schedule will the amount of time that the ad is suppose to be up still be the same. Mr. Brenner stated that the amount of time would still be the same.

Commissioner Mihm made the motion to approve the Video Proposal from Lodger's Tax Advisory Board and Mayor Pro Tem Lumpkin seconded the motion. Roll call:

Moya	Lumpkin	Mihm	Gutierrez	Litchfield
Yes	Yes	Yes	Yes	Yes

Consideration of NMED/SAP Agreement for Second St. Sewer and Water Improvements- Ralph Lopez presented this item to the Commission. He stated this was the agreement that coincides with the resolution that was presented earlier in the meeting for the legislative money that was applied for. We need improvements on the water and sewer lines on Second Street. The total for the grant is \$181,000. Since this is sewer and water New Mexico Environment is the one who regulates and who we enter into the agreement with. The agreement states that we have received the \$181,000, there is no matching. We will go out for RFP for engineering services when the agreement is approved.

Mayor Pro Tem Lumpkin thanked Mr. Lopez and staff for working on this. We have been aiming at this for about five years and stated that he really appreciates the effort.

Mayor Pro Tem Lumpkin made the motion to approve the NMED/SAP Agreement for Second Street Sewer and Water Improvements and Commissioner Mihm seconded the motion. Roll call:

Mihm	Litchfield	Lumpkin	Gutierrez	Moya
Yes	Yes	Yes	Yes	Yes

Public Comments

Yvette Peacock- She stated that the owner from Nashville Construction attended a Planning and Zoning meeting and he had purchased land thinking that he could place all his equipment there and have a place to work from but the residents complained since it is a residential area so he had to find a new place. She stated that she really encourages the Commission to support him because it is a local business that needs to grow.

Rick Haymaker- He stated that the CFYD Building is close to his business and he and his wife are in charge of five businesses in that space and they are put in a unique situation because when they begin to pave and improve the street they will be left with no place to park or a place to enter their business. CJ Weigel has been kind enough to let them park in the parking lot across the street. He'll be asking the Commission to talk with CYFD to see if they can use their parking during construction. We've asked state entities before and were not allowed but maybe if the Commission went in and asked it would benefit them greatly.

Kathi McClelland- She thanked the Commission for considering the Linde Building for Paws and Claws Animal Rescue and offered their help to help the project move forward.

Mayor Litchfield thanked Ms. McClelland for all she does for Paws and Claws.

Items from Commissioners

Commissioner Mihm thanked everyone for coming and commented that it's good to see such a good turnout at these meetings. He thanked Paws and Claws and everyone that has helped with that project, it's a great program and a big assistance to the City. He stated the Commission will do all it can to help them.

Mayor Pro Tem Lumpkin stated that he would like to reiterate the Mayor's thanks to the Rotary Club and Bob Hockaday for putting the lights on the T. It's a great addition to Tucumcari and a great effort for Tucumcari. He also thanked the volunteers that worked with Rattler Reunion. It's a lot of work but always a success and a lot of fun. He thanked all those that worked on the reunion and helped keep it going for the citizens and students of Tucumcari. He also thanked the Chamber of Commerce, every time we have a meeting I see something that has been done for the Commission. People are starting to notice the Route 66 signs and I've had people ask if they can pay someone to put the sign in front of their own residence.

Commissioner Gutierrez thanked everyone in attendance. She spoke with Teri Dunlap today and they have started to promote the 2016 Rattler apparel and you can go onto www.rokkitwear.com and they have four different types of shirts available at discounted prices, if you use the code "Rattlers". Part of the money goes back to the athletics program. They also have things you can customize. She reminded people to be vigilant of children walking with school starting soon and adhere to the speed limits.

Commissioner Moya stated he had received complaints that there was trash behind a building near the train station and people were also asking if the City could do anything to clean it up before Fired Up! Mr. Langenegger stated that he would speak to Code Enforcement to see what they could do about the situation. Commissioner Moya stated that he has also received questions about the electrical work for Fired Up! Mr. Langenegger stated he has received quotes from Mainstreet and Mr. Riddle to put in electric pedestals for the food vendors without throwing breakers. The quotes were a little higher than expected at \$95 to \$100 so I am visiting with Mainstreet to see if we can reduce that. He asked the Commission if they think \$100 is an acceptable amount to pay for pedestals and additional lighting. Commissioner Moya stated that if they could fix the problem once and for all it would benefit the City. Commissioner Gutierrez suggested getting quotes from other businesses and stated there are other local businesses that would be able to do it.

Commissioner Moya asked if there was money in the budget to start clearing homes. Mr. Langenegger stated that the \$50,000 that was set aside for clearing lots was removed when the budget was approved. There was never money set aside for clearing building besides the money for the Sands Dorsey Building but if it was something the Commission was interested in they could look into it. The budget is very tight especially the general fund and he is not sure where the funding would come from to remove buildings. Commissioner Moya stated that some citizens have spoken to him because they were concerned because it is a danger and a health problem. Mr. Langenegger stated that there were several buildings like that, that were addressed but funding is an issue.

Mayor Litchfield thanked the Rotary Club and the Chamber of Commerce for all the work they are doing to beautify the City. She stated that she liked the lights on the mountain and the shields on the streets. She thanked Mr. Morrison for the invocation and stated that Pastor Hines was suppose to have given it tonight but he is a volunteer firefighter and had to go out on a call. The Rattler Reunion was a lot of fun. Yvette and Yvonne did a great job on the banquet. A big thank you from her and Mr. Langenegger to Dan Garcia for volunteering to mow at the library, it is much

appreciated. City staff is busy trying to take care of empty lots so any volunteers that want to help are appreciated. On August 23rd Quay County on the Move is going to have their first event at the track across from the auditorium. It is a back to school party so it is family oriented. We have been working hard, there are seven stations set up. There will be music and refreshments. It's from 7:00 p.m. to 8:30 p.m. It's a good way to kick off the school year. Everyone can participate.

Executive Session

Commissioner Mihm made the motion to convene into Executive Session pursuant to the Open Meetings Act 10-15-1(H)(2), Limited Personnel Matters related to the City Finance Director and Commissioner Gutierrez seconded the motion. Roll call:

Moya	Mihm	Litchfield	Lumpkin	Gutierrez
Yes	Yes	Yes	Yes	Yes

Commission convened into Executive Session at 6:56 p.m.

Commission reconvened from Executive Session at 7:05 p.m.

Commissioner Mihm made the motion to reconvene from Executive Session and Commissioner Gutierrez seconded the motion. Roll call:

Litchfield	Moya	Gutierrez	Mihm	Lumpkin
Yes	Yes	Yes	Yes	Yes

Mayor Litchfield stated that during the Executive Session the Commission decided to entice the Financial Director to stay another year by raising his salary by \$10,000 a year making the salary \$64,000 in hopes that he will remain with us while we look for someone to take his place when he retires next year. Mayor Pro Tem Lumpkin stated that one of his duties would be to train a new director.

Commissioner Gutierrez made the motion to approve the increase for Financial Director's salary and to keep Mr. Dysart on until the end of the December 2017 and Commissioner Mihm seconded the motion. Roll call:

Lumpkin	Gutierrez	Litchfield	Moya	Mihm
Yes	Yes	Yes	Yes	Yes

Mr. Langenegger thanked the Commission for approving this he stated he thinks it's a great move for the City, Mr. Dysart has done a great job. Before his employment the City failed eight of the ten previous audits since he has been here we haven't had any issues with audits.

Adjournment

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

Moya	Lumpkin	Mihm	Gutierrez	Litchfield
Yes	Yes	Yes	Yes	Yes

Meeting adjourned at 7:09 p.m.

Ruth Ann Litchfield, Mayor

ATTEST:

Angelica M. Gray, City Clerk