

**City of Tucumcari  
Special City Commission Meeting Minutes  
December 17, 2015**

The Tucumcari City Commission met in a Special Commission meeting on Thursday, December 17, 2015 at 5:00 p.m. in the City Commission Chambers, Members present constituting a quorum were: Rick Haymaker, John Mihm, Ruth Ann Litchfield, and Robert Lumpkin. Amy Gutierrez was absent.

City Staff members present were: Jared Langenegger, City Manager; Doug Powers, Assistant City Manager; Mark Martinez, Project Director; Dennis Dysart, Finance Director; Vicki Strand, Community Development Director; and Angelica Gray, City Clerk.

**Consideration of Changes or Deletions to Agenda**

No changes or deletions were made to the agenda.

Mayor Pro Tem Litchfield made the motion to approve the agenda as is and Commissioner Mihm seconded it. Roll call:

Litchfield	Haymaker	Mihm	Lumpkin
Yes	Yes	Yes	Yes

**Resolutions**

**Resolution 2015-39, Authorizing and Approving the application for financial assistance and project approval to NMFA-** Mark Martinez presented this item to the Commission. He stated this request is to authorize and approve the submission of the application for financial assistance and project approval to the New Mexico Finance Authority. The project that we are applying for is the Center Street Water Tank Replacement Project. This is the final draft of the application and is tied with the resolution and will be submitted as soon as it gets approved. The Water Tank Replacement is number one on the ICIP, we were lucky and we were moved up on the fundable list for the Finance Authority. We have previously submitted a project interest form. Last week he received a call from the Finance Authority and we had been moved up. This will be the best chance to get the highest level of subsidy.

Commissioner Mihm made the motion to approve Resolution 2015-39 and Commissioner Haymaker seconded the motion. Roll call:

Lumpkin	Litchfield	Haymaker	Mihm
Yes	Yes	Yes	Yes

Mayor Pro Tem Litchfield and Commissioner Haymaker thanked Mr. Martinez for his work. Commissioner Haymaker asked what the gallon capacity of the current water tank. Mr. Martinez stated that it has been estimated as a one million gallon.

**Bids & Contracts**

**Requesting Approval of Contract for three Lodger’s Tax Billboards with Lamar Outdoor Advertising-** Mr. Langenegger presented this item to the Commission. He stated that we currently have three Tucumcari Tonite Billboards located in Texas and the contract for them is expired. Ms. Gray has visited with Lamar and they are willing to give us the same rate we are paying right now for the next three years, if we sign up for a three year agreement and they will do the vinyls for free. He stated that he believes advertising for the City is a big part of Lodger’s Tax and one of the best ways to do that is to put billboards out on the interstate and let people know that we are here.

Commissioner Haymaker commented that advertising is expensive. Mayor Pro Tem Litchfield commented that advertising is very important. Mayor Pro Tem Litchfield stated that there is an old Shell oil sign that’s in good shape. It’s located on I-40 and the owner can’t use it because it doesn’t have a license, but they felt if a government agency was to apply for a license with the Department of Transportation that there wouldn’t be a problem and the owner might give it to the City for free of charge because she doesn’t have any use for it. We could look at it as a donation to the City and maybe help her with her tax base. He stated that he thinks it would be a good deal for the City. It’s not in the perfect location but it could still help Tucumcari quite a lot.

Commissioner Haymaker asked if the billboards were lit at night. Mayor Pro Tem Litchfield stated that they were all lit.

Mayor Pro Tem Litchfield made the motion to approve the contract with Lamar Outdoor Advertising and Commissioner Mihm seconded the motion. Roll call:

Haymaker	Lumpkin	Mihm	Litchfield
Yes	Yes	Yes	Yes

**Requesting Approval of Amendment #1 to Engineering Services Contract with Forsgren Associates, Inc. for GEO Technical Investigation-** Mark Martinez presented this item to the Commission. He stated this is an amendment to the current engineering services contract with Forsgren. We were quoted a price near \$6,000 to do the GEO investigation to do two twenty foot holes to test the dirt. The concern is this location is a low water crossing on Quay Road 62.9 and now with the current rain and snow it has been sitting there so we aren’t able to go through like initially planned when the design was first set. The purposed way to get the new pipe through there is to use a horizontal board, but in order to do that we have to make sure there is no bedrock that would prevent us from installing a pipe in that location. We were quoted \$6,000 from the contractor and the engineer said they could do it if we amended their contract. They would be able to do it for a price of \$2,860.

Mayor Lumpkin thanked Mr. Martinez for his efforts and the possible savings.

Commissioner Haymaker made the motion to approve amendment #1 to Engineering Services Contract with Forsgren Associates, Inc. for GEO Technical Investigation and Mayor Pro Tem Litchfield seconded the motion. Roll call:

Mihm	Litchfield	Lumpkin	Haymaker
Yes	Yes	Yes	Yes

**New Business**

**Requesting Approval to Accept the YCC Grant for FY 2016/2017-** Mark Martinez presented this item to the Commission. He stated that for the past few years the City has received the YCC Grant, it is a great grant for the local youth and community it allows for summertime jobs. This year was more difficult, it went out for an RFP but thankfully we got accepted. This year’s project is going to be finishing the Del Norte Center, including striping the parking lot including the Convention Center parking lot. They will also be fixing up and adding enhancements to the Community Development Office as well. This is a \$39,710.32 grant the only thing coming out of the City is in-kind which will be a match of \$28,787.05 and that includes overseeing the youth, providing vehicles, equipment and tools. The YCC portion that the state is contributing in the amount of \$39,710.32 will go towards wages and has to be a minimum of 70% towards wages and we will be providing 73%. The grant is broken down to workman’s comp, supplies and equipment for the project and training. We are partnering with Mesalands Community College again to get them building trades credits through the college. There will be a monetary match because we provide the drug tests and everything else is just time, equipment. Overall the value is \$68,497.37.

Mr. Powers stated that YCC is a great program; the kids are great and it gives them a great opportunity to work with Chris Gries and they are learning valuable skills not just standing around. The kids work hard and he believes this is one of the best things the city does. Mayor Pro Tem Litchfield stated that she is a big proponent of this program. Mr. Langenegger stated that YCC also provides a scholarship if an individual works with the program for three years and it’s an excellent program. Mayor Lumpkin stated that some of the City’s current employees started out with YCC and they are all great employees and agrees that this is a great program.

Commissioner Mihm made the motion to accept to YCC Grant for FY 2016/2017 and Mayor Pro Tem Litchfield seconded the motion. Roll call:

Haymaker	Mihm	Litchfield	Lumpkin
Yes	Yes	Yes	Yes

Commissioner Haymaker thanked Mr. Martinez for his work and Mayor Pro Tem Litchfield commented that he was doing a great job.

**Requesting Approval of RFP #15-02 for Design Professional Services for the Center Street Water Tank Replacement Project-** Mark Martinez presented this item to the Commission. He stated that this RFP ties along with the Center Street water tank project, which needs to be submitted to PTAB and they review to make sure we can go out for RFP for engineering services for this project. It’s pretty clear cut and right now this is just a request to submit the RFP contingent on PTAB’s approval.

Mr. Powers stated that this is part of the aggressive schedule for the Center Street Tank and will get the ball rolling. The PTAB process usually takes three weeks minimum for the review and then probably some time for the funding agency to look at it but this will give us a good jump on the funding.

Commissioner Mihm made the motion to approve RFP #15-02 contingent on PTAB approval and Commissioner Haymaker seconded it. Roll call:

Litchfield	Haymaker	Mihm	Lumpkin
Yes	Yes	Yes	Yes

**Requesting Approval of Engineering Agreement for PER for Wastewater-** Mr. Langenegger presented this item to the Commission. He stated this is requesting approval for a contract with HDR to move forward with the Preliminary Engineering Report and the environmental information document for the Wastewater Reuse Project. We want to move forward with improvements on the wastewater treatment plant to ensure that it is at 100% reuse so that we aren't discharging in waters of the U.S. and we can get out from underneath the strict requirements of the National Pollution Discharge Elimination System permit that we are required to have. This contract, PER and environmental assessment are the first steps to do so. This PER will be going through and will be partially funded through USDA; there is a loan and grant opportunity that we can take advantage of. This will fund \$30,000 worth of the project and the City will to pay the remainder of \$30,000; the PER and environmental are \$60,000 total. Once that is finished we can apply for a 75/25 grant loan match to complete the project but this is the first step to get the engineering and environmental done to make sure the project is feasible.

Mr. Powers stated with the current permit we are mandated to go to 100% reuse by 2017 so it's time to begin this process.

Mayor Pro Tem Litchfield made the motion to approve the Engineering Agreement for PER for Wastewater Reuse Project with HDR Engineering, Inc. and Commissioner Mihm seconded the motion. Roll call:

Lumpkin	Litchfield	Haymaker	Mihm
Yes	Yes	Yes	Yes

**Items from Commissioners**

Commissioner Mihm wished everyone a Merry Christmas and a Happy New Year.

Mayor Pro Tem Litchfield wished everyone safe travels and a Merry Christmas and Happy New Year.

Commissioner Haymaker thanked Mr. Dysart and Ms. Strand for their work and stated he would like to discuss the possibility of diagonal striping for Second Street because there is not enough parking for the businesses and diagonal parking would provide more room and all that is needed is paint, we could do the streets and sidewalks at a later time. Mr. Powers stated that the MAP application is due in March. He stated that Mr. Wiegel has also spoken to him about additional parking.

Mayor Lumpkin stated that he has received phone calls pertaining to the Nuisance Ordinance and would like to discuss it at length at the next work session pertaining to vacant lots, trees, cactus and the ordinance itself. He believes the Commission can reach its objectives and reach a compromise that might work more for the citizens that are affected by the ordinance. Ms. Gray stated that the next work session is scheduled for January 14<sup>th</sup>. Mayor Lumpkin wished everyone a Merry Christmas.

**Adjournment**

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

Haymaker	Lumpkin	Mihm	Litchfield
Yes	Yes	Yes	Yes

Meeting adjourned at 5:32 p.m.

---

Robert C. Lumpkin, Mayor

ATTEST:

---

Angelica M. Gray, City Clerk