



**MINUTES OF THE REGULAR RATON CITY COMMISSION
MEETING HELD ON TUESDAY, JANUARY 25, 2022 AT 6PM**

I. CALL TO ORDER:

Mayor Neil Segotta called the meeting of the Raton City Commission to order at 6:00 p.m.

II. ROLL CALL/ATTENDANCE:

Answering roll call was Mayor Neil Segotta, Mayor Pro-tem Linde' Schuster, Commissioners: Lori Chatterley, Ron Chavez and Don Giacomo. Also present were City Manager Scott Berry, Clerk/Treasurer Michael Anne Antonucci and 3 visitors.

III. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

IV. RECOGNITION OF VISITORS, CITIZEN OF THE MONTH AND/OR PRESENTATION OF PROCLAMATION, SERVICE AWARD, CONGRATULATIONS, CONDOLENCES, HOLIDAY SCHEDULES AND CITY/MUNICIPAL EVENTS:

- Next Regular Commission Meeting Tuesday, February 8, 2022 at 6 p.m.

V. COMMITTEE REPORTS FROM COMMISSIONERS

Commissioner Lori Chatterley reported that she attended the Outdoor Recreation Task Force meeting on January 20th via zoom and that there was discussion on the Bartlett Mesa property acquisition including a sample support letter created to send to legislators and Emma Green shared ideas for the proposed trail projects. She further reported that Tyler Davis volunteered to be the Chairman and shared a conceptual design for the proposed track and stadium improvements. Commissioner Chatterley reported there was no Senior Center Board meeting and that she was unable to attend the North Central NM Economic Development District meeting held on January 14th but that a letter was sent to NCNMEDD notifying them of the appointment of Mayor Pro-tem Linde' Schuster to serve as the alternate. Commissioner Chatterley also stated that she will be attending Municipal Day in Santa Fe on February 4th.

Commissioner Don Giacomo attended the Library Board meeting held on January 18th and gave a summary of the statistical report, donations, fines, copy charges and programs. He also reported that the RPS Board will meet tomorrow.

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Commissioner Ron Chavez reported that the January Water Board Meeting was cancelled. He also reported that he attended the Financial Advisory Committee meeting held on January 20th and that the 2nd Quarter Financials were approved.

Mayor Pro-tem Schuster reported that the Lodgers' Tax Advisory Board meeting was cancelled due to lack of a quorum and that she attended the North Central NM Economic Development District virtual meeting on January 14th as a guest. She reported that AJ Forte was a special presenter and gave an overview of the NM Municipal League legislative priorities and other legislation they are tracking regarding LEPF, internet gross receipts reporting and bill of rights. Mayor Pro-tem Schuster reported that Brian Moore also gave an overview of the Association of Counties legislative priorities and that she will attend Municipal Day in Santa Fe on February 4th.

Mayor Segotta reported that he attended the Mayor's Caucus meeting and that there was discussion regarding the LEPF bill, online sales and other gross receipts related issues. He reported that a Senior Center Board meeting will be held on February 12th and that he will also attend Municipal Day in Santa Fe on February 4th.

VI. **ITEMS FROM CITIZENS PRESENT:** None.

VII. **ACTION ITEMS/ PUBLIC HEARINGS/ORDINANCES/ RESOLUTIONS/ CITY MANAGER'S REPORT- The City Commission may discuss and/or take actions on the following agenda items:**

A. ***DELIBERATE AND ACT on Approval of Minutes for Special Joint City Commission and RPS Meeting held on December 14, 2021 and Regular Commission Meeting held on January 11, 2022.***

Commissioner Chatterley made a motion to approve minutes for Special Joint City Commission and RPS Meeting held on December 14, 2021 and the Regular Commission Meeting held on January 11, 2022. Mayor Pro-tem Schuster seconded the motion. No further discussion took place and the motion passed 5-0 with all voting "aye".

B. ***DELIBERATE AND ACT on Tower Lease Agreement Between the City of Raton and Spectra Comm.***

City Manager Berry stated that C&C Communications recently sold the tower located on a 5 ½ acre tract on the old pass to Spectra Comm and that Brian Williams gave a short presentation regarding his company at the last City Commission meeting. City Manager Berry stated that the terms of the agreement will remain the same and that the term will be 10 years with a \$600 lease payment due to the City of Raton annually. City Manager Berry recommended approval of the new tower lease agreement. A motion was made by Commissioner Chatterley to approve the Tower Lease Agreement Between the City of Raton and Spectra Comm. The motion was seconded by Commissioner Giacomo and carried 5-0 with all voting "aye".

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C. *DELIBERATE AND ACT on Addendum to Liquor License Lease Agreement Between the City of Raton and Raton Country Club*

City Manager Berry stated that the City of Raton has a Governmental Liquor License that is leased to the Raton Country Club who provides the licensed servers to dispense alcohol at all events held at the Raton Convention Center. Clerk Treasurer Antonucci reported that the City is in the process of renewing the license and that she is required to also submit a copy of the current agreement between the City of Raton and Raton Country Club before the license will be issued. She also noted that this will be the final renewal per the terms of the agreement and that the City will need to solicit a new RFP in November. A motion was made by Commissioner Chavez to approve the Addendum to the Liquor License Lease Agreement Between the City of Raton and Raton Country Club. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 with all voting "aye".

D. *DELIBERATE AND ACT on Resolution 2021-74 Adopting Travel Policy Relating to the Reimbursement and Travel for Per Diem and Mileage Expenses for Public Officers and Employees of the City While on Official City Business (action previously postponed)*

City Manager Berry stated that the policy was previously on the agenda but was postponed because it was not ready. He then turned over discussion to Clerk/Treasurer Antonucci who reviewed the changes to the mileage and per diem rates which were approved during the 2021 Legislative Session. She also noted that the per diem rates had not been increased by the State of New Mexico since 2003 and that the increase will adequately reimburse employees when required to travel on City business. It was also noted that there were some misspellings found in the document that would be corrected. Clerk/Treasurer Antonucci also noted that page 9, Section 8(B)(1) would be amended to reflect that the mileage rate would be adjusted January 1 of each calendar year instead of the fiscal year since the rule states that the City can pay up to 100% of the IRS standard mileage rate set January 1 of the previous year. Clerk/Treasurer Antonucci also noted the importance of having a policy for audit purposes and also stated that she plans to give a brief training to employees on the new policy. A motion was made by Commissioner Chavez to approve Resolution 2021-74 Adopting the Travel Policy as amended. The motion was seconded by Commissioner Chatterley and carried 5-0 with all voting "aye".

E. *DELIBERATE AND ACT on Grant Amendment #3 Between the City of Raton and CYFD Agreement #21-690-3200-20841.*

Clerk/Treasurer Antonucci stated that a draft of the agreement was presented at the last City Commission meeting but action was postponed pending receipt of the final amended agreement from CYFD which has been provided to the Commission. She gave a brief update on the additional funds awarded for the Girls Circle program, Continuum Coordinator funding increase and admin fee increase totaling \$54,228.00 for Fiscal Year 2022. She also noted that CYFD has amended the budget amounts to reflect the increase for the remaining fiscal years of the agreement which will still require annual approval. A

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motion was made by Mayor Pro-tem Schuster to approve Grant Amendment #3 Between the City of Raton and CYFD Agreement #21-690-3200-20841. The motion was seconded by Commissioner Giacomo and carried 5-0 with all voting "aye".

F. *DELIBERATE AND ACT on Amendment to Subcontract between the City of Raton and Human Resource Development Associates Inc.*

Clerk/Treasurer Antonucci stated that an amendment to the HRDA subcontract was also required to reflect the increase in the funding awarded for the Girls Circle Program and would be submitted to CYFD with the grant amendment. She also commented that the increase in funding was a result of the successful programs offered in Raton and praised HRDA and the Continuum Coordinator, Danielle Vanderpool, for their outstanding efforts. A motion was made by Commissioner Chatterley to approve the Amendment to Subcontract between the City of Raton and Human Resource Development Associates Inc. The motion was seconded by Commissioner Giacomo and carried 5-0 with all voting "aye".

G. *DELIBERATE AND ACT on Resolution 2022-4: Approval of 2nd Quarter Financial Report.*

Clerk/Treasurer Antonucci reported that as of December the City of Raton was 6/12 into the fiscal year which is 50% of the budget and the end of the 2nd Quarter. She also reported that the City of Raton received its first loan payment installment from Raton Public Service for the power contract buyout which will be paid back to the City of Raton per the agreed upon terms in semi-annual installments with the final loan payment due in June 2025. Clerk/Treasurer Antonucci reported that the Small Cities Assistance Grant is typically received after the legislative session ends and that the 1st half of the property taxes will be received later than usual due to the payment deadline extension. She also reported that the General Fund Gross Receipts collected year to date remain strong at 10.13% above the General Fund budget projection which could be a good indicator that November online sales for Christmas were high and hopefully will be even higher for the month of December. A motion was made by Commissioner Giacomo to approve Resolution 2022-4: Approval of 2nd Quarter Financial Report. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 with all voting "aye".

H. *DELIBERATE AND ACT on Resolution 2022-5: Declaring Surplus Property and Authorizing it to be Donated to Another Public Agency.*

City Manager Berry reviewed the resolution to surplus and donate used rescue tools to the Trinidad Ambulance District. He further reported that Raton Fire and Emergency Services has been able to upgrade their equipment over the years and stated that this allows us to help another department. A motion was made by Mayor Pro-tem Schuster to approve Resolution 2022-5: Declaring Surplus Property and Authorizing it to be Donated to Another Public Agency. The motion was seconded by Commissioner Giacomo and carried 5-0 with all

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voting “aye”.

I. *DELIBERATE AND ACT on Resolution 2022-6: Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to NMFA for Fire Equipment*

City Manager Berry reviewed the loan application and reported that the City of Raton was awarded \$1.1 million in legislative capital outlay funding for the purchase of a new ladder truck but after receiving the quotes from the vendor was still going to be short funds. As a result, the City of Raton is proposing to borrow the additional funds to purchase a ladder truck and a Type-1 Engine which would require a 10-year loan from the NM Finance Authority for an amount not to exceed \$903,955.00. Clerk/Treasurer Antonucci noted that there may be additional monies carried over from the previous fiscal year in the Fire Protection Fund that could be utilized to fund the required loan reserve if needed. She also referred to the letters included in the packet from the State Fire Marshal granting approval to use Fire Protection Fund monies to finance the purchase of the apparatus with NM Finance Authority and to pledge Fire Protection Fund monies towards the repayment of the loan. A motion was made by Commissioner Chatterley to approve Resolution 2022-6: Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to NMFA for Fire Equipment. The motion was seconded Commissioner Giacomo and carried 5-0 with all voting “aye”.

J. *CITY MANAGER REPORT.*

City Manager Berry reported the following:

- He attended the Governor’s Virtual Infrastructure Conference via zoom along with Mayor Segotta and Mayor Pro-tem Schuster
- He also attended an EPA webinar focusing on federal funding available for Outdoor Recreation and technical assistance.
- He reported that there will be a NERPO meeting tomorrow at 10 a.m. and that he will bring recommendations to the Commission in February for the NMDOT Municipal Arterial Program (MAP) and the Local Government Road Fund Cooperative (COOP) 2022-2023 applications that will be due in March.
- He reported that he is working with Better City on the EDA grant application for the Kearney School Film Project and that a separate Capital Outlay Request was also submitted.
- He reported that the project for the Aquatic Center Phase II Repairs and Maintenance has started and that Clerk/Treasurer Antonucci has published an RFP for Airport Engineering Services, Bid for Electrical Improvements at the Raton Readiness Center and a Bid for Annual Street and Concrete Maintenance.
- He plans to attend the NMML Municipal Day in Santa Fe this week and also reported that the 30-day Legislative session is moving quickly and that the NM Municipal League distributes a weekly legislative report.

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Commissioner Lori Chatterley commented on the flyer circulating around town and noted that it was not created by the City of Raton but wanted the public to know that the City of Raton is working on multiple economic development projects.

Commissioner Chavez stated that Senator Campos recently had surgery and wished him a speedy recovery.

VIII. ADJOURNMENT:

The meeting adjourned at 6:49 p.m.

CITY OF RATON



James Neil Segotta, Jr., Mayor

ATTEST:

Michael Anne Antonucci, City Clerk