



**MINUTES OF THE REGULAR RATON CITY COMMISSION
MEETING HELD ON TUESDAY, FEBRUARY 26, 2019 AT 6 PM**

I. CALL TO ORDER:

Mayor 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 4 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:

- A potential quorum of the City Commission may attend a Solar Energy Presentation by Inner-Sol, Inc. at the RPS Meeting to be held on Wednesday, February 27th at 5:30 p.m. in the City Commission Chambers.
- A potential quorum of the City Commission may attend a public open house on March 7th at the Raton Convention Center from 6-8 p.m. The Center for Community Innovation, GrowRaton! And Better City, LLC will participate in the open house and provide updates to the community on economic development projects and initiatives and also facilitate public engagement.
- Next Regular Commission Meeting Tuesday, March 12, 2019 at 6pm.

V. COMMENTS FROM THE GENERAL PUBLIC:

None.

VI. COMMITTEE REPORTS FROM COMMISSIONERS:

Commissioner Chatterley reported that the Branding Committee had an exit meeting on January 24th with Robyne Beaubien from State MainStreet and that she praised Raton for their efforts and success. The group also discussed creative ideas for internal and external brand campaigns. She reported that they have given out 14 photo packets thus far and want to use all local photos for future advertising within a year. The Branding Committee is also working with Leighton Moon to finalize the various style guides, template for branded assets and pre-designed tag lines. Leighton Moon is also working on concepts for way finding signage and a monument sign. Commissioner Chatterley reported that partnership

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agreements are available at The Center for Community Innovation and at City Hall and that once the agreement is completed they will provide a link to the digital assets. Commissioner Chatterley reported that they also met with the Chamber to discuss using the logo at the Visitor Information Center and that the Chamber expressed that they need a relocation brochure. There was also further discussion on formulating a plan for merchandising and creating postcards. Commissioner Chatterley announced that they will have a booth at the Health Fair in April and will hand out more promotional items. The Branding Committee will meet again on March 11th. Commissioner Chatterley reported that the Beautification Coalition Summer of Color was featured in the Raton Natural Gas newsletter recently. She also noted that GrowRaton! had a \$3,000 balance from last year and has been awarded funds from a few local foundations. There will also be a benefit concert on March 16th at the Shuler and a free movie at the El Raton on May 29th. Commissioner Chatterley further reported that NCNMEDD's next meeting will be on March 15th, the Senior Center Board is meeting every other month and that there was no Lodgers' Tax Advisory Board meeting this month due to lack of quorum.

Commissioner Giacomo reported that the next Library Board Meeting will be until March 19th. He also reported that the City Commission and RPS held a joint meeting on February 12th and that they approved the Consent & Assignment with Guzman and that the agreement with Xcel Energy was postponed. The next RPS meeting will be on Wednesday, February 27th.

Commissioner Chavez stated that he was unable to attend the Financial Advisory Committee Meeting and the Water Board Meeting.

Mayor Pro-tem Schuster attended the Housing Authority meeting held today at noon. She reported that they will have a new internet service that will allow housing applicants to apply for housing and pay rent online. She also reported that the Housing Authority audit is pending, repairs in Raton and Maxwell are ongoing and that they are making preparations for the Summer Food Program again this year. Mayor Pro-tem Schuster attended the Water Board Meeting held on February 21st and reported that Lake Maloya is 5 ½ feet below the spillway and that 90% of the water is coming from the Cimarron line at this time. She also reported that the Filter Plant contractor will be here next month and that Raton Water Works is requesting funding from the Dam Safety Bureau for the Dam Project. Raton Water Works General Manager Dan Campbell also reported that the board approved a resolution for credit card and online payment processing. Mayor Pro-tem Schuster reported that a new local group called Energize met on February 8th and that their focus is on alternative energy and creating a more energy efficient Raton. She also noted that one of the main sources for phosphorus is in dishwashing soap and that they will promote and educate the public on using phosphate free products. Mayor Pro-tem Schuster attended the Center for Innovation meeting held on February 4th and reported they are working on the Creative Startups entrepreneur program. She also attended the Chamber meeting and reported that membership has increased and they have hired a Visitor Center Coordinator and are looking at the possibility of a gift shop.

Mayor Segotta attended the Chamber meeting and also the NM Municipal League board meeting held in Santa Fe. He reported that the NMML Board met with Governor Lujan-Grisham and that she wants to be a more face to face governor and have an open door policy. They discussed capital outlay and she also agreed

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that the system for senior citizens is set up to fail and needs to be revamped. Mayor Segotta stated that he would like to see more capital outlay come our way and that figures from 2011-2016 show Colfax County receiving \$6.6 million, San Miguel \$53 million and Bernalillo County \$202 million.

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

A. *Approval of the February 12, 2019 Special Joint Meeting Minutes and Regular Commission Meeting Minutes.*

Clerk/Treasurer Antonucci stated that she corrected the date in the heading of the minutes. There were no further corrections. Commissioner Chatterley made a motion to approve the February 12, 2019 Special Joint Meeting Minutes and the Regular Commission Meeting Minutes. Commissioner Giacomo seconded the motion. No further discussion took place and the motion passed 5-0 with all voting "aye".

B. *Deliberate and Act on Lodgers' Tax Non-Promotional Funding Request from Raton Country Club for Sprinkler System Improvements.*

City Manager Berry introduced the request for \$25,000 from the Raton Country Club. He stated that the sprinkler system uses reclaim water and is a mutually beneficial system for the golf course and the City. He then turned the presentation over to the Raton Country Club President Devon Barton who gave a brief history of the Raton Country Club which will celebrate its 100th anniversary this year. He also discussed the significant challenges they are faced with due to shrinking membership, difficulty in raising prices, deteriorating infrastructure, substantial debt and the lack of a reliable workforce. He also reported that the Golf Course Board has taken many steps to combat these challenges over the last couple of years. These steps include: hiring a full time General Manager, providing golf daily, adding the disc golf course, providing the Pinon Fine Dining Club Membership, Tuesday and Thursday night leagues, tournaments, weddings, parties and other special events. Mr. Barton then discussed ideas they have come up with to enhance the course and pull in more tourists but emphasized the need for repairs to the irrigation system and the need for maintenance equipment in order to provide the highest quality Golf Course. Discussion followed regarding concerns with the disc golf, concerns about the wildlife problem and whether equipment would be an allowable Lodgers' Tax non-promotional expense. It was requested that the Raton Country Club provide a breakdown of the equipment and repairs needed. City Manager Berry stated that the City has assisted with the irrigation system before but purchasing equipment may be questionable and would require the City to research it further. A motion was made by Commissioner Chatterley to postpone action until the March 12th meeting pending receipt of a breakdown of the expenditures. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 with all voting "aye".

C. *Deliberate and Act on RFP Award of Contract for On-Call Engineering Services.*

City Manager Berry introduced and stated that the City of Raton has had an

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on-call engineering services contract in place for several years which is convenient for smaller projects. He noted that the contract is typically a 4 year agreement renewable annually up to 4 years. City Manager Berry stated that an RFP was advertised and that 3 proposals were received and graded based on qualifications by a committee. He also noted that the cumulative scores were very close and Engineering Analytics, Inc had the highest ranking. He noted that a staff recommendation was provided to the Commission to award the contract to Engineering Analytics, Inc. Karen Stearns was present and told the Commission that they appreciate the opportunity and that they have hired several people to work locally. A motion was made by Mayor Pro-tem Schuster to approve award of a Contract for On-Call Engineering Services to Engineering Analytics, Inc. The motion was seconded by Commissioner Chavez and carried 5-0 with all voting "aye".

D. Deliberate and Act on Bid Award for O.T.R. Tire and Miscellaneous Tire Recycling.

Public Works Director Jason Phillips informed the Commission that the City of Raton received a \$25,000 RAID grant to dispose of tires from NMED with no match. Bids were solicited and two (2) bids were received. The low bidder was Arthur Rolloff with a bid of \$24,850. Mr. Phillips recommended award to the low bidder. He also informed the Commission that the City received the tire cutting machine last week which was also a \$25,000 RAID grant awarded to the City of Raton. He further noted that the machine can cut 60-100 tires per hour which will allow them to cut the tires and haul them off as solid waste. Mr. Phillips stated that he will submit another application this year for park equipment that is made from recycled tires. A motion was made by Commissioner Chatterley to award the Bid for O.T.R. Tire and Miscellaneous Tire Recycling Project to Arthur Rolloff for \$24,850. The motion was seconded by Commissioner Giacomo and carried 5-0 with all voting "aye".

E. Deliberate and Act on Approval of Quote for Purchase of F250 Ford Truck for Raton Fire Department from Phil Long Ford of Raton.

City Manager Berry deferred the item to Chief Espinoza who informed the Commission that 2006 was the last time the Fire Department bought vehicles. He also noted that this vehicle would be used to carry fuel to wild land fires and as a chase vehicle. City Manager Berry reviewed the 3 quotes obtained for the F250 Ford Truck and recommended award to Phil Long Ford of Raton in the amount of \$31,230. A motion was made by Commissioner Chatterley to approve the quote for purchase of the F250 Ford Truck for Raton Fire Department from Phil Long Ford of Raton. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 with all voting "aye".

F. Deliberate and Act on Mutual Aid Agreement between Raton fire and Emergency Services and Village of Cimarron.

Chief Espinoza noted that the agreements for items E & F were identical and gave a brief overview. The agreements will allow for better coordination of effort, ensure that adequate equipment and staffing is available, and ensure that mutual aid is accomplished in the minimum time possible when an event occurs in these communities that requires additional manpower and equipment

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to prevent damage, injury, and loss of life and property resulting from disaster events. A motion was made by Commissioner Chavez to approve Mutual Aid Agreements between Raton Fire and Emergency Services and the Village of Cimarron and Town of Springer. The motion was seconded by Commissioner Giacomo and carried 5-0 with all voting "aye".

G. *Deliberate and Act on Mutual Aid Agreement between Raton fire and Emergency Services and Town of Springer.*

Action was taken as one motion combined with item F.

H. *Deliberate and Act on NM Department of Transportation Aviation Grant Agreement RTN-10-02 for Installation of NAVAIDS PAPI's Runway 2-20.*

City Manager Berry gave an overview of the navigational aides needed on Runway 2-20 which are referred to as precision approach path indicators (PAPI's). He then reported that the City of Raton has been awarded funding from NMDOT Aviation Division to cover the State's match of \$8,333 (5%). He further explained that the City would be required to match an additional 5% and that FAA would fund the remaining \$150,000 (90%) for a total estimated project cost of \$166,666. City Manager Berry stated that an FAA agreement would be brought to the City Commission at a later date after bids are received. A motion was made by Commissioner Giacomo to approve the NMDOT Aviation Grant Agreement RTN-10-02 for Installation of NAVAIDS PAPI's Runway 2-20. The motion was seconded by Commissioner Chatterley and carried 5-0 with all voting "aye".

I. *Deliberate and Act on Molzen-Corbin Task Order No. 2018-5 to Replace PLASI with PAPI Design, Bidding and Construction Phase Services.*

City Manager Berry introduced the Molzen-Corbin Task Order in the amount of \$39,409.65 to replace the pulse light approach slope indicator (PLASI) with design, bidding and construction phase services. He stated that FAA will pay 90% of the costs and that the City's commitment is 5%. He also noted that the task order is under the current airport engineering services contract between the City of Raton and Molzen-Corbin. A motion was made by Mayor Pro-Tem Schuster to approve Molzen-Corbin Task Order No. 2018-5 to Replace PLASI with PAPI Design, Bidding and Construction Phase Services. The motion was seconded by Commissioner Chavez and carried 5-0 with all voting "aye".

J. *Deliberate and Act on Resolution 2019-12: January 2019 Financial Reports.*

Clerk/Treasurer Antonucci reviewed the January 2019 Financial reports and gave a summary of the ending cash balances as of January 31, 2019: General Fund (less 1/12 reserve) \$1,728,570; Special Revenue \$1,921,400; Capital Projects \$281,051; Debt Service \$2,497,774; Solid Waste \$597,897; Trust & Agency \$15,166 and Landfill Trust \$341,676. She also noted that the February Gross Receipts Tax Distribution representing December sales was down about \$45,000 compared to last year. As a result the total General Fund Gross Receipts collected year to date is still below budget projections by \$19,652 (-.80%). She also noted that General Fund expenditures overall are

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running slightly below budget and that the City is holding off on certain large purchases until the Small Cities Distribution is received. The City is hoping that the distribution is more than budgeted to cover the potential GRT shortfall. Clerk/Treasurer Antonucci also stated that the gross receipts tax volatility will make it difficult to forecast revenues for the FY 2020 budget. A motion was made by Commissioner Chatterley to approve Resolution 2019-12: January 2019 Financial Reports. The motion was seconded by Commissioner Giacomo and carried 5-0 with all voting "aye".

K. *Deliberate and Act on Resolution 2019-13: NMFA Aquatic Center FY19 Additional Debt Payment.*

City Manager Berry gave a brief history of the gross receipts tax enacted a few years ago to accelerate repayment of the debt service on the Aquatic Center and to also have a source of funds for repairs and improvements. He further explained that the City accrues the funds annually and then evaluates the balance of the account to decide an amount available to apply towards an additional principal payment. He also stated that the facility has been in operation about 10 years now and the City is starting to see an increase in maintenance expenses. City Manager Berry reported that the Financial Advisory Committee met last week and made a recommendation to approve an additional debt payment for FY19 in the amount of \$150,000. Clerk/Treasurer Antonucci informed the Commission that she recently confirmed with NMFA that the 2009 loan is now callable and that the City is permitted to start making additional principal payments towards that loan also with notification to NMFA 45 days prior to the payment date. She is also awaiting a response from NMFA if it would be more advantageous to apply the full payment to the 2009 loan since it is a higher interest rate or to split the payment between the 2 loans. A motion was made by Commissioner Chatterley to approve Resolution 2019-13: NMFA Aquatic Center FY19 Additional Debt Payment for \$150,000 and to grant permission to the City Manager and Clerk/Treasurer to work out the details with NMFA. The motion was seconded by Commissioner Giacomo and carried 5-0 with all voting "aye".

L. *Deliberate and Act on Resolution 2019-14: City of Raton Budget Adjustment #10.*

Clerk/Treasurer Antonucci reviewed the budget adjustment which consisted of line item adjustments in various funds, increases in interest income, Gas Tax revenues, Great Blocks engineering costs and the addition of line items for the airport navigational aid grant and commitment of matching funds. A motion was made by Commissioner Giacomo to approve Resolution 2019-14: City of Raton Budget Adjustment #10. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 with all voting "aye".

M. *City Manager's Report*

- City Manager Berry reported that he attended Municipal Day in Santa Fe on February 20th and that it was an opportunity to meet with state officials and our elected representatives.
- City Manager Berry announced that the Raton Water Works Sewer Plant recently received an award "Most Improved Facility" from the New Mexico

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Wastewater Association. He congratulated the department and gave his appreciation to the hardworking staff that keeps the facility running.

- City Manager Berry reported that the Multi-Modal Project was awarded an engineering excellence award with a ceremony to be held in April.
- City Manager Berry announced that Rebecca Mares and Roberta Vigil both recently graduated from the academy and are now certified E-911 Dispatchers.

N. *Closed Executive Session Pursuant to NMSA 10-5-1H(5) Collective Bargaining Between the City of Raton and Raton Firefighters Local 2378*

A motion was made by Commissioner Chatterley to go into Closed Session Pursuant to NMSA 10-5-1H(5) Collective Bargaining Between the City of Raton and Raton Firefighters Local 2378. The motion was seconded by Commissioner Giacomo and carried 5-0 with all voting "aye". The Commission then took a brief 5 minute recess.

O. *Certification of Closed Session*

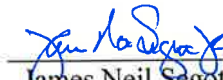
The Commission returned to open session at 8:09 p.m. The matters discussed in closed session were limited only to those specified in the motion to go into closed session and also as advertised. No action was taken. All commissioners agreed to this statement by signifying "yes".

VIII. ADJOURNMENT: The meeting adjourned at 8:11 p.m.

ATTEST:

CITY OF RATON


Michael Anne Antonucci, City Clerk


James Neil Segotta Jr., Mayor