



MINUTES OF THE REGULAR RATON CITY COMMISSION
MEETING HELD ON TUESDAY, JUNE 23, 2020 AT 6 PM

I. CALL TO ORDER:

Mayor Segotta called the regular 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 and Commissioners: Lori Chatterley, Ron Chavez and Don Giacomo. Also present were City Manager Scott Berry and Clerk/Treasurer Michael Anne Antonucci, Public Works Director Jason Phillips, Deputy Clerk Desire'e Trujillo and 7 visitors. Mayor Segotta then led everyone in the Pledge of Allegiance.

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

- All City Offices will be Closed Friday, July 3, 2020 in Observance of the 4th of July
- Next Regular Commission Meeting Tuesday, July 14, 2020 at 6 p.m.
- You Rock Award – presented to the Cash Mob Team consisting of Brenda Ferri, Melissa Unger, Jessica Barfield, Dean Olona, Lynette Simpson, Caleb Bradley, Brenna Simpson, Erika Ferri and Dee Burks. Total sales from the virtual cash mob's done thus far is over \$35,000.

IV. ITEMS FROM CITIZENS PRESENT None.

V. COMMITTEE REPORTS FROM COMMISSIONERS:

Commissioner Chatterley reported on the two Senior Citizens Board meetings she attended and noted that there has been a 21% increase in grab & go meals. She also provided statistics on the number of meals served corporate wide and in Raton since COVID started and the fiscal year stats including homemaker and chore services. Commissioner Chatterley reported that a new vehicle was procured for travel; Board members Jim Zeller and David Swanson stayed on the Board and Carlos Arellano from Mora was appointed. Commissioner Chatterley reported that the board approved budget adjustments and the FY 2021 Budget. She also noted that Colfax County awarded the Senior Citizens program \$150,000 for FY2021 and an MOU was approved. The next Senior Citizens Board meeting will be held on July 21st. Commissioner Chatterley attended the NCNMEDD meeting held virtually on June 19th and reported that there was no quorum but that the following items were discussed: Approval of the 2 year Area Plan, increases in grab and go meals amongst 32 counties, Global Nutrition Services was the only respondent to the solicitation to provide dietician consulting services but it was noted that they have had concerns with this firm in the past. Commissioner Chatterley reported they will

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create a few temporary positions to assist with disaster recover funding received from the CARES Act; USDA funding was received for Transportation Technical Assistance; Lesah Sedillo is coordinating a report on the Cimarron Sawmill project and the Questa business site is also moving forward. Commissioner Chatterley reported that there will be a road show in October to gather data to match the needs in the county to identify specific industries. The next meeting will be held on September 18th. Commissioner Chatterley attend the NMML Board meeting held on June 12th and reported that AJ Forte was confirmed as the new Executive Director. There was discussion on the NMML Budget and measures taken to cover the shortfall. She reported that the Policy Committee meetings, Resolutions and Annual Conference will all be held virtually this year.

Commissioner Giacomo attended the RPS Board meeting held on May 27th and reported that they reviewed and approved the statistical information and discussed Twin Eagle. He also reported that 157 new meters were installed bringing the total now in service to 934 meters. Assistant General Manager Dave Piancino also gave a report on work being done.

Commissioner Chavez attended the Raton Water Board meeting held on June 16th and reported that Lake Maloya is 3 feet below the spillway and that they are operating on the Cimarron line. He also reported that the 3rd Street Project is out to bid and is estimated to cost \$636,000; the Filter Plant Project is 99% complete, the Hospital Lift station is done, the storage tanks passed inspection and the board approved the financials.

Mayor Pro-tem Schuster attended the Raton Water Board meeting held on June 16th and reported that after the Closed Session the board voted to approve Terry Sykes' pay increase. She also reported that the Visitor Information Center is open from 10-2 but with no volunteers; a new digital version of the relocation packet will be available soon; a new business is using the Community Kitchen and will be located in the old Pizza Hut building; they are recruiting a new VISTA volunteer and Grow Raton will move into the Visitor Information Center on July 1st. Mayor Pro-tem Schuster also attended the Housing Authority Board meeting and reported that the financials and write-offs were approved, the audit contract was awarded, and they discussed the Las Vegas Housing Authority. She reported that the Housing Board will meet again on June 29th to approve the final budget.

Mayor Segotta reported that the Mayor's Caucus has continued to meet and that they are scheduled to meet again this week as businesses continue to open up but noted there are concerns.

VI. 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. Approval of June 9, 2020 Regular Commission Meeting Minutes

Clerk/Treasurer Antonucci pointed out that the word "sale" under items from citizens present should be "sell" and that the minutes would be corrected. A motion was made by Commissioner Chatterley to approve the June 9, 2020 Regular Commission Meeting Minutes as amended. The motion was seconded by Commissioner Giacomo and carried 5-0 with all voting "aye".

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- B. *Deliberate and Act on Request for Zoning Change Application Submitted by William and Carla Serazio to Change from C-4 rural Commercial District to H-1 Heavy Industrial for a Tract of Land Described as Section 2, Township 30 North, Range 23 East NMPM, Consisting of 10.33 Acres More or Less.***

City Manager Berry passed out a letter from Larry Rea who is against any rezoning of the property but was unable to attend the meeting. City Manager Berry gave an overview of the location of the property which is also described as the Southwest corner of the La Mesa Park property. City Manager Berry stated that two (2) public hearings were previously conducted by the Planning and Zoning Board and that they made a recommendation to the Commission to zone the property L-I. City Manager Berry noted that the application submitted by William Serazio was to change from C-4 to H-I. The City Commission also held a public hearing and postponed action in February. City Manager Berry then reviewed the documents included in the Commission packet. He stated that L-I would create a spot zone and that H-I would be contiguous. City Manager Berry stated that the application has not been amended, revised or replaced. He also noted that Mr. Serazio was unable to obtain the air quality permit necessary for the H-I. City Manager Berry reviewed the options for Commission consideration which include rezoning to H-I, L-I or to deny the request and remain C-4. He also reviewed the used in a C-4 zone which was created for the La Mesa Park property and includes allowable uses in a C-3 commercial and light industrial also. A brief discussion followed amongst the Commission who voiced their preference would be to leave the property zoned C-4. City Manager Berry recommended that the application be denied and keep the property zoned C-4. He also referred to the Comprehensive Plan which shows potential residential development in this area. A motion was made by Commissioner Chatterley to deny the Zoning Change Application Submitted by William and Carla Serazio to Change from C-4 Rural Commercial District to H-1 Heavy Industrial and to also table item C: Resolution 2020-09. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 with a unanimous roll call vote of "yes" by each Commissioner.

- C. *Deliberate and Act on Resolution 2020-09 Previously Postponed at the February 25, 2020 Commission Meeting to Consider Amendment to the Official Zoning MAP of the City of Raton.***

Action was combined with motion in Item B.

- D. *Public Hearing: FY21 City of Raton Budget.***

City Manager Berry stated that the FY2021 Interim Budget was submitted with minor modifications to add upcoming projects to the budget and noted that there is still work to be done before approving the final budget. City Manager Berry stated that the revenue picture is still uncertain but that the impact thus far has not been as severe as anticipated. There were no comments from the public.

- E. *Deliberate and Act on Biennial Memorandum of Understanding between the City of Raton and NM MainStreet.***

City Manager Berry stated that this is a very important partnership and

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expressed his support. Raton MainStreet President Christine Valentini was present and introduced her board members and gave an overview of the value of their services for 2019 which exceeds \$838,805. She noted that \$800k was funding received for the Great Blocks Project, technical assistance for the 4 Point Approach and renderings for façade improvements. She also gave a brief overview of the micro loan grant program and noted that \$16,000 has been awarded to 21 businesses thus far. Ms. Valentini stated that the Executive Director is essential and requested approval of the MOU and resolution of support. A brief discussion followed. A motion was made by Mayor Pro-tem Schuster to approve items E and F Biennial Memorandum of Understanding Between the City of Raton and NM MainStreet and Resolution 2020-28: Approving Support to Raton MainStreet. The motion was seconded by Commissioner Chavez and carried 5-0 with all voting "aye".

F. *Deliberate and Act on Resolution 2020-28: Approving Support to Raton MainStreet (previously postponed on 5/12/20).*

Action was combined with motion in Item E.

G. *Deliberate and Act on Memorandum of Understanding Between the City of Raton and Colfax County Senior Citizens, Inc.*

Mayor Segotta stated that he will abstain since he is the Executive Director. Monica Finkbone, the Colfax County Program Manager, was present and presented the MOU and gave an overview of the services provided. A motion was made by Commissioner Chavez to approve the Memorandum of Understanding Between the City of Raton and Colfax County Senior Citizens, Inc. The motion was seconded by Commissioner Chatterley and carried 4-0 with a vote of "aye". Mayor Segotta abstained.

H. *Deliberate and Act on Annual Contract Between the City of Raton and Envision IT Services.*

City Manager Berry gave an overview of the past year and the steps taken to improve the City's computer systems which included an evaluation conducted last year by NM Tech to identify weaknesses and risks. Since that time the City has taken measures to increase security and have completed upgrades to the system which was not cheap but necessary. Clerk/Treasurer Antonucci stated that this contract is for the City, Raton Water Works and Raton Public Service and that separate agreements for the Fire and Police will be approved separately. City Manager Berry noted that Envision IT has done a great job and recommended approval. A motion was made by Commissioner Giacomo to Approve the Annual Contract Between the City of Raton and Envision IT Services. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 with all voting "aye".

I. *Deliberate and Act on Engineering Analytics, Inc. Task Order for Construction Management and Materials Testing Services for the Solid Waste Convenience Center Project*

City Manager Berry stated that construction has started and presented the task order for construction management and materials testing. The cost for these

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services is \$73,500 plus NMGR. City Manager Berry stated that Engineering Analytics, Inc. will provide daily inspections and that he only served as the design engineer. City Manager Berry stated that the total project cost for the Solid Waste convenience Center is estimated at \$560,000. A motion was made by Commissioner Chatterley to approve the Engineering Analytics, Inc. Task Order for Construction Management and Materials Testing Services for the Solid Waste Convenience Center Project. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 with all voting "aye".

J. *Deliberate and Act on Raton Multi-Modal Transportation Center – Electric Vehicle Charging Project #NM-VW-20-01 Project Agreement Between the City of Raton and NM Environment Department.*

City Manager Berry reviewed the application process and announced that NMED awarded \$17,005 for the Electric Vehicle Charging Station Project. He then referred to the grant agreement and noted that the grant will reimburse 77% of the project and the City match will be 23% which is approximately \$5,000. The project will consist of two (2) dual-port level II charging stations and will be located at the Multi-modal Center. City Manager Berry commended Geoff Peterson's efforts with the grant application. City Manager Berry stated that the timeline for the project may be delayed due to COVID related delivery issues, but the goal is to move quickly. A motion was made by Mayor Pro-tem Schuster to approve the Raton Multi-Modal Transportation Center – Electric Vehicle Charging project #NM-VW-20-01 Project Agreement Between the City of Raton and NM Environment Department. The motion was seconded by Commissioner Chatterley and carried 5-0 with all voting "aye".

K. *Deliberate and Act on Resolution 2020-43: Accepting CARES Act Grant Offer, Grant No. 3-35-0033-020-2020 for the Raton Municipal/Crews Field Airport and Authorizing City Manager Authority to Act as Sponsor's Authorized Representative.*

City Manager Berry gave an overview of the CARES Act funding awarded to Raton in the amount of \$30,000 which is limited to operation and maintenance activities at the Raton Municipal Airport. He also stated that the City of Raton must draw down and expend the fund within 4 years and that the agreement must be executed by July 2nd. A motion was made by Commissioner Chatterley to approve Resolution 2020-43: Accepting CARES Act Grant Offer, Grant No. 3-35-0033-020-2020 for the Raton Municipal/Crews Field Airport and Authorizing City Manager to Act as Sponsor's Authorized Representative. The motion was seconded by Commissioner Giacomo and carried 5-0 with all voting "aye".

L. *Deliberate and Act on Resolution 2020-44: USDA Water & Waste System Grant Agreement*

City Manager Berry reported that the Filter Plant project is 99% complete and was funded with a USDA Loan in the amount of \$1,754,000 and \$829,000 grant. Clerk/Treasurer Antonucci reported to the Commission that the interest rate decreased from 2% to 1.375% and that the loan closing will be

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tomorrow. She also noted that the grant resolution was previously approved in 2018 but that USDA requested that a current resolution be approved prior to the closing. A motion was made by Commissioner Giacomo to approve Resolution 2020-44 USDA Water & Waste System Grant Agreement. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 with all voting "aye".

M. Deliberate and act on RFP Award for Direct Youth Services FY2021-2024 Sub-contract for Girls Circle and Boys Council Program.

Clerk/Treasurer Antonucci stated that an RFP was advertised and that only one proposal was submitted by Human Resource Development Associates which is the same firm that provided the services this past year. She also noted that she reviewed the proposal and it was also evaluated by a committee consisting of Continuum Advisory Board members and was determined to have met all of the criteria to be considered a responsive proposer.

Clerk/Treasurer Antonucci recommended award of the sub-contract to Human Resource Development Inc. for a term of four years, one year with three one-year renewals starting July 1, 2020 and ending June 30, 2024. She also noted that the sub-contract is also contingent upon receiving written approval from CYFD. A motion was made by Mayor Pro-tem Schuster to Award the RFP for Direct Youth Services FY2021-2024 Sub-contract for the Girls Circle and Boys Council Program to HRDA. The motion was seconded by Commissioner Chatterley and carried 5-0 with all voting "aye".

N. Deliberate and Act on RFP Award for FY2021-2024 Direct Youth Services Sub-Contract for Restorative Justice Program.

Clerk/Treasurer Antonucci stated that an RFP was also advertised separately for the Restorative Justice Program direct youth services and that only one proposal was submitted by Peace Through Education which is the same firm that provided the services this past year. She also noted that she reviewed the proposal and it was also evaluated by a committee consisting of Continuum Advisory Board members and was determined to have met all of the criteria to be considered a responsive proposer. Clerk/Treasurer Antonucci recommended award of the sub-contract to Peace Through Education for a term of four years, one year with three one-year renewals starting July 1, 2020 and ending June 30, 2024. She also noted that the sub-contract is also contingent upon receiving written approval from CYFD. A motion was made by Commissioner Chatterley to Award the RFP for Direct Youth Services Sub-Contract for Restorative Justice Program to Peace Through Education. The motion was seconded by Commissioner Giacomo and carried 5-0 with all voting "aye".

O. Deliberate and Act on Resolution 2020-45: Approval of FY20 May Financial Report

Clerk/Treasurer Antonucci provided the financial summary and report for the period ending May 31, 2020. She reported that the ending cash balance in the General Fund less the 1/2th reserve was \$2,908,467. She also provided the ending cash balance for all other funds and noted that despite the anticipated decline in Gross Receipts as a result of the COVID-19 health emergency, the

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City of Raton will end the fiscal year slightly above the year to date budget projection which is a relief but does not mean that the City could not see a decline in the coming months. She also noted that the City will have several construction projects in progress this summer which will help offset any declines as a result of the continued effects of the COVID-19 on businesses and a potential decrease in summer travelers. Clerk/Treasurer Antonucci stated that the City of Raton was fortunate to have received an increased amount of Small Cities Assistance this fiscal year that will also help to offset potential declines. Clerk/Treasurer Antonucci reported that the Interim Budget was submitted by the deadline and that the City is working on the final budget that will be due to DFA no later than July 31st. A motion was made by Commissioner Giacomo to approve Resolution 2020-45: Approval of FY20 May Financial Report. The motion was seconded by Commissioner Chatterley and carried 5-0 with all voting "aye".

P. *Deliberate and Act on Resolution 2020-46: FY20 Budget Adjustment #16*

Clerk/Treasurer Antonucci provided an overview of the line item adjustments and noted that an adjustment was being requested to cover a change order on the Education Building roof and for the Shuler Office Renovation project. The resolution also included a line item adjustment as authorized by CYFD to move travel funds to the Coordinator salary due to COVID-19 restrictions that caused the cancellation of travel for coordinator meetings. A motion was made by Commissioner Giacomo to approve Resolution 2020-46: FY20 Budget Adjustment #16. The motion was seconded by Commissioner Chavez and carried 5-0 with all voting "aye".

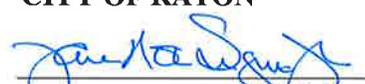
Q. *City Manager's Report.*

City Manager Berry Reported that construction on the Great Blocks project has started and will be completed by Spring 2021. He also reported that the Education Building roof was complete but that repairs to the interior damage still need to be done; the Aquatic Center roof membrane will be replaced next and then the Coors Building will be done after that. City Manager Berry stated that the 5th Street Chip Seal Project will start on July 6th. He also cautioned that fire danger is high and that there has been several lightning caused fires nearby. City Manager Berry recognized Raton Fire and Emergency Services for doing a good job looking for fires and asked citizens to be very cautious.

VII. ADJOURNMENT: The meeting adjourned at 7:33 p.m.

ATTEST:


Michael Anne Antonucci, City Clerk

CITY OF RATON

James Neil Segotta Jr., Mayor