MINUTES OF THE REGULAR RATON CITY COMMISSION
MEETING HELD ON TUESDAY, JULY 12, 2022 AT 6 PM

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 and Mayor Pro-tem Linde’ Schuster. Commissioners: Ronald Chavez, Donald Giacomo and Lori Chatterley. Also present were City Manager Scott Berry, Deputy Clerk Desire’e Trujillo, Clerk/Treasurer Michael Anne Antonucci, Public Works Director Jason Phillips and 7 visitors.

III. MAYOR SEGOTTA LED EVERYONE IN THE PLEDGE OF ALLEGIANCE:

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, July 26, 2022 at 6:00 p.m.
- Proclamation: 4th of July Events, Raton MainStreet and Balloon Rally Committee

V. ITEMS FROM CITIZENS PRESENT:

Mrs. Mercy Swanson was present and wanted to extend her appreciation to the Public Works Department for cleaning up all the illegally dumped trash next to the dumpsters.

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. DELIBERATE AND ACT on Approval of June 28, 2022 Regular Meeting Minutes

A motion was made by Commissioner Lori Chatterley to approve the June 28, 2022 Regular Meeting Minutes with one minor correction. The motion was seconded by Commissioner Ronald Chavez and carried 5-0 with all voting “aye”.

B. **Public Hearing: Infrastructure Capital Improvement Plan (ICIP) FY2024-2028**

City Manager Scott Berry went over the top five priorities on last year's Infrastructure Capital Improvement Plan and spoke on how important this plan is for certain funding requests. He invited the Raton Citizens to submit comments or attend the public hearings in order to address their thoughts on what the City’s priorities are. He noted that the due date is August 19th, which is a lot sooner than usual. No action was taken.

C. **DELIBERATE AND ACT on Event Form – Relay for Life on 1st Street, October 1st**

City Manager Scott Berry stated the City staff have reviewed and approved the event form. Mr. Julian Gutierrez is the team captain for the “Walking for Loralai Team”, and he stated the proposed walking path is believed to be the safest. He also stated they are planning to have a DJ, a couple bands, vendors, and that they have 12 teams registered so far. A motion was made by Commissioner Lori Chatterley to approve the Event Form – Relay for Life on 1st Street, October 1st. The motion was seconded by Mayor Pro-tem Linde Schuster and carried 5-0 with all voting “aye”.

D. **DELIBERATE AND ACT on Liquor License #90006 Raton Country Club Change of Officers & Resident Agent**

City Clerk/Treasurer Michael Anne Antonucci stated that the City of Raton Governmental Liquor License is currently leased to the Raton Country Club. The New Mexico Regulation & Licensing Department requires a Change of Officers Application submitted along with a $250 fee anytime there is a change in officers and a Designation of Resident Agent Application submitted along with a $50 fee anytime there is a change to the Resident Agent. The minutes from the Raton Country Club Board of Directors Annual Meeting will be attached to the applications when submitted along with the required fees. A motion was made by Mayor Pro-tem Linde Schuster to approve Liquor License #90006 Raton Country Club Change of Officers & Resident Agent. The motion was seconded by Commissioner Lori Chatterley and carried 5-0 with all voting “aye”.

E. **DELIBERATE AND ACT on Agreement Between the City of Raton and Northeastern NM Educational Foundation (NENMEF) dba Center for Community Innovation to Provide Economic Development and Business Support Services**

City Manager Scott Berry stated cost proposals were submitted by the Center for Community Innovation last year and that the Commission supported it. The SkillSharp Online Learning has been very successful with its wide range of courses that upscale work force development with training and provides license certificates. Center for Community Innovations Executive Director,
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Patricia Duran was present, and she thanked the Commission and the City of Raton for their support of this program. She stated there are currently 65 active users of the SkillSharp Online Learning and that they are anticipating the number to grow to 250 this next year. The agreement is for a one-time fee for Metrix License of $6,000, marketing & promotion $6,000, and annual workforce services $24,000 (billed monthly), which would come from the economic development fund. After a brief discussion, a motion was made by Commissioner Ronald Chavez to approve the Agreement Between the City of Raton and Northeastern NM Educational Foundation (NENMEF) dba Center for Community Innovation to Provide Economic Development and Business Support Services. The motion was seconded by Commissioner Donald Giacomo and carried 4-0 with all voting “aye”. Mayor Pro-tem Linde’ Schuster abstained from the vote due to sitting on the board for the Center for Community Innovation.

F. DELIBERATE AND ACT on Award RFP and Subcontract for CYFD Grant Direct Youth Services

City Clerk/Treasurer Michael Anne Antonucci stated the HRDA local office reported they were no longer going to hold office in the City of Raton and fulfilled their obligation through the end of June 2022. As a result, proposals were solicited from interested parties to provide the direct youth services for these programs. Proposals were due by 5:00 p.m. on July 6, 2022. One proposal was submitted from Northeastern NM Educational Foundation dba The Center for Community Innovation. The proposal was reviewed by the Chief Procurement Officer and reviewed by a committee consisting of Continuum Advisory Board members. It was determined that the Center for Community Innovation meets all criteria to be considered a responsive proposer. City Clerk/Treasurer Antonucci recommended award of the subcontract in the amount of $130,075 for fiscal year 2023 contingent upon receiving written approval from CYFD per grant agreement 21-690-200-20841-4. A motion was made by Commissioner Chatterley to approve Award RFP and Subcontract for CYFD Grant Direct Youth Services contingent upon receiving written approval from CYFD. The motion was seconded by Commissioner Ronald Chavez and carried 5-0 with all voting “aye”.

G. DELIBERATE AND ACT on Dispatch Agreement between the City of Raton and Colfax County

City Manager Scott Berry stated this agreement is a renewal of an existing contract for 24 hour, seven-days a week dispatch services that is due to expire. Colfax County is to pay the City of Raton the sum of $49,062 per year in equal monthly installments of $4,088.50 on the fifteenth day of each month during the term of this agreement. A motion was made by Commissioner Lori Chatterley to approve the Dispatch Agreement between the City of Raton and Colfax County. The motion was seconded by Mayor Pro-tem Linde’ Schuster and carried 5-0 with all voting “aye”.
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H. DELIBERATE AND ACT on Bid Award for Aggregate Chip Spreader

Public Works Director Jason Phillips stated the chip spreader is the final component required for the City’s chip sealing operation. He noted that this type of machinery is usually priced anywhere from $200,000 to $250,000. Sealed bids were requested for a new or used aggregate chip spreader and accepted until 2:00 p.m. on Tuesday, July 5, 2022. One bid was received from W.M. Serazio Company in the amount of $28,900 not including NMGRT. The procurement was done in accordance with New Mexico State Statute 13-1-155 which governs the purchase of used equipment. In accordance with this statute a certificate of working order and a 90-day warranty have been obtained for the 1998 Bearcat BC2002 Spreader (Serial Number 161198). The equipment submitted meets all the relevant project specifications. A motion was made by Mayor Pro-tem Linde’ Schuster to approve the Bid Award for Aggregate Chip Spreader. The motion was seconded by Commissioner Donald Giacomo and carried 5-0 with all voting “aye”.

I. DELIBERATE AND ACT on Alpha Design Proposal – Exterior Paint Project for the Arthur Johnson Memorial Library

City Manager Scott Berry stated this is a project that has been discussed for quite a while due to it being about ten-years since it was last done. The proposal is for the Architectural Services from Alpha Design Architects to prepare exterior elevations of the existing building then designate which areas are to be prepared, primed, and painted. Alpha Design will then prepare a project manual containing the Invitation to Bid, instructions to bidders, project specifications, State wage rate, drafted exterior elevations, bid form, and related information to distribute to contractors to bid from. Alpha Design will assist with a pre-bid conference with prospective bidders then assist with receiving and reviewing the bids for construction. They would receive and evaluate material submittals from the builder to verify compliance with the specifications. The architect would also provide on-site observations approximately once weekly to answer questions from the builder and to verify that the work shown on the contractor’s application for payment is accurate. The fee for these services is $3,200 plus NM gross receipts tax. A motion was made by Commissioner Lori Chatterley to approve the Alpha Design Proposal – Exterior Paint Project for the Arthur Johnson Memorial Library. The motion was seconded by Commissioner Ronald Chavez and carried 5-0 with all voting “aye”.

J. CITY MANAGER REPORT

- City Manager Berry reported Community Facility Manager Greene, and himself had a video conference with Senator Heinrich’s staff about the Infrastructure Bridge Project and Broadband. They also spoke with staff at NM COG who will assist with writing grant requests. He noted some of the requests would require matching funds.
- City Manager Berry reported there is a lot of construction projects in progress and that they are doing well considering the rainy weather.
There are Seal Coat Projects currently at City Hall, Savage Avenue, the Multi Modal, and the Senior Center. The Photovoltaic Project is underway which is funded through the American Rescue Plan Act and the final funding is expected by the months end.

- City Manager Berry reported the City of Raton’s Independence Day Celebration was very successful and that he was very pleased that we received quite a bit of rain.

VII. ADJOURNMENT:

The meeting adjourned at 6:47 p.m.

Michael Anne Antonteggi, City Clerk

CITY OF RATON

James Neil Segotha Jr., Mayor