



**MINUTES OF THE SPECIAL RATON CITY COMMISSION
MEETING HELD ON THURSDAY, AUGUST 22, 2019 AT 6 PM**

I. CALL TO ORDER:

Mayor Segotta called the special 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, Commissioner 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:

- The regular meeting scheduled for August 27th will be cancelled due to conflict with the NMML Annual Conference in Las Cruces.
- Notice of Potential Quorum: A quorum of City Commissioners will attend the NM Municipal League Annual Conference in Las Cruces, NM August 28-30.
- City Offices will be closed Monday, September 2, 2019 in observance of Labor Day.
- Next Regular Commission Meeting Tuesday, September 10, 2019 at 6 pm.

V. COMMENTS FROM THE GENERAL PUBLIC:

No Comments.

VI. COMMITTEE REPORTS FROM COMMISSIONERS:

Commissioner Chatterley reported that the Branding Committee selected a photographer who was here the week of July 26-27 and took over 700 photos and will be back again to take more. She reported that they got some really good shots and thanked everyone who was willing to volunteer to be photographed. The next Branding Committee meeting will be September 9th. Commissioner Chatterley reported that the banners and flowers will be taken down soon as we approach the end of the summer and that a new flower vendor will be needed for next year. She also reported that she attended a reception at the Trinidad History Museum and that the City of Trinidad, the Trust for Public Land, and the Nature Conservancy were presented the Colorado Lottery Starburst Award for their work on the Crazy French Ranch/Fishers Peak development project. Commissioner Chatterley also

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reported that she attended a meeting with other city officials and Christy Tafoya, Director of the NM State Parks Division, to discuss the Fishers Peak Development Project and also plans for various projects at Sugarite State Park. Commissioner Chatterley reported that there was no Senior Citizens Board meeting or NCNMEDD meetings this month.

Commissioner Giacomo stated that RPS would meet next week and that there was no Library Board meeting this month.

Commissioner Chavez attended the Water Board Meeting held on August 16th. He reported that Lake Maloya is one foot below the spillway and that crews are cleaning large debris from the Cimarron diversion channel. The board was also presented the 2018 rate survey, Lake Maloya Service Spillway Feasibility Study and the July 2019 Financial Reports. He also noted that General Manager Dan Campbell reported that the Filter Plant Project is on schedule and that work on the Hospital Lift Station Project will begin on September 8th. Commissioner Chavez announced that Raton Works received the AWWA Outstanding Water Treatment Plant Award. He also reported that the board met in closed session to conduct phone interviews with applicants for the General Manager position. Commissioner Chavez reported that he attended the Financial Advisory Committee meeting today at noon and that the financials were reviewed and approved for presentation at the meeting tonight.

Mayor Pro-tem Schuster reported that the Center for Community Innovation is working on Economic Development proposals and recently awarded prizes to the bootcamp winners. She announced that the next business accelerator program will start in October. The Center for Community Innovation also assisted Aras Food trailer in setting up their new business. Mayor Pro-tem Schuster reported that two individuals have completed the high school equivalency program instructed by Pam Hunnicutt. Mayor Pro-tem Schuster announced that the Housing Authority meeting was scheduled for today but was cancelled. She also reported that the Chamber Board met on August 12th and that they are planning a reorganization retreat soon and that they will no longer be managing the Visitor Center as of October 1st.

Mayor Segotta reported that he recently attended the Energy Summit meeting in Albuquerque with City Manager Berry. He also reported that the Lodgers' Tax Advisory Board meeting was held yesterday and that there was a conversation about billboards. He noted that Mr. Lemus is a strong believer in billboards. Mayor Segotta stated that the Commission wants to make sure that the City can measure what they are getting for the money spent on the billboards.

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. Approval of the August 13, 2019 Regular Commission Meeting Minutes.

Commissioner Chatterley made a motion to approve the August 13, 2019 Regular Commission Meeting Minutes. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 with all voting "aye".

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B. *Public Hearing/Deliberate and Act on Ordinance No. 1006 Enacting a (0.23750%) Municipal Gross Receipts Tax Dedicated for Economic Development.*

City Manager Berry introduced the ordinance and stated that it was discussed at two previous meetings and is being brought to the City Commission by City staff for consideration to fund Economic Development. He also noted that it goes along with the City's plan and the work that the City is doing with Better City. City Manager Berry summarized recent legislation passed as a result of HB479 that de-earmarked a portion of Municipal Gross Receipts tax that is available for an unrestricted purpose but stated that language in the ordinance has a local dedication for economic development purposes as described in Section 4. A motion was made by Commissioner Chavez to approve Ordinance No. 1006 Enacting a (0.23750%) Municipal Gross Receipts Tax Dedicated for Economic Development. The motion was seconded by Commissioner Giacomo and carried 5-0 by roll call vote with each Commissioner voting "yes".

C. *Public Hearing/Deliberate and Act on Resolution 2019-47: Adopting FY2021-2025 Infrastructure Capital Improvement Plan.*

City Manager Berry gave an overview again of the importance of the plan for seeking funding for legislative capital outlay and CDBG. He then reviewed the top 5 priorities (1) Police Vehicles (2) Street Improvements (3) Industrial Park Pre-Engineered Building (4) Lake Maloya Dam Safety Improvements (5) RWW-Collection System Improvements. City Manager Berry thanked Public Works Director Jason Phillips for the time he has spent this year preparing and cleaning up the plan. The Mayor then opened it up for public comment. Kathy Harris asked if any thought had been given to extending sewer east of town. Raton Water Works General Manager Dan Campbell was present and stated that this has been discussed at length and would require a sewer lift station and a significant amount of planning. This area already has water lines that could be extended based on growth and development in the area but that quality is the issue. There was no further discussion. A motion was made by Commissioner Giacomo to approve Resolution 2019-47: Adopting FY2021-2025 Infrastructure Capital Improvement Plan. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 with all voting "aye".

D. *Deliberate and Act on Lodgers Tax Recommendations for Funding.*

City Manager Berry reviewed the recommendation from the Lodgers' Tax Advisory Board to award \$5,800 to the Raton Country Club for advertising for the 21st International Golf Tournament and the 100th Year Anniversary Golf Tournament from the Contingency Fund line item, \$17,088.08 for the Gate City Music Festival from the Annual Events line item and \$1,670 for a full page print ad in the NM Rail Runner Magazine Balloon Fiesta Edition from the Print Advertisement line item. There was a brief discussion on the golf tournaments, the 100th Year Anniversary and the increase in the amount requested for the Gate City Music Festival due to the loss of some sponsorship funding. A motion was made by Commissioner Giacomo to approve the Lodgers' Tax Recommendations as presented. The motion was seconded by Commissioner Chatterley and carried 5-0 with all voting "aye".

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E. *Deliberate and Act Resolution 2019-48: Approval of July 2019 Financial Reports.*

Clerk/Treasurer Antonucci gave an overview of the July 2019 Financial Reports and noted that the August gross receipts distribution was received which is reflective of June sales and is showing a .90 increase year to date per budget projections. She also noted that in order to meet the FY2020 budget projections, the City of Raton will need to see a higher percentage increase by October going into the slower construction months. She also reported that the City of Raton's cash flow usually starts to decrease in the months of October, November and December and then stabilized in January after the 1st half of the property taxes are received. Clerk/Treasurer Antonucci also noted that the Recreation Fund was showing a negative ending cash balance but reported that a budgeted transfer was made this week to that fund and that the Airport Capital Outlay Fund was also showing a negative cash balance but noted that the City is holding the checks to the vendors until the reimbursements from the grant funds are received. In addition, Clerk/Treasurer Antonucci reported that there was a reconciling issue at month end because payroll checks were run on August 31st in order to meet the direct deposit requirements but payroll expense did not post to the general ledger until August 1st. This caused the system to be out of balance at month end but the system corrected itself in August and cleared the reconciling items. There was no further discussion. A motion was made by Commissioner Chatterley to approve Resolution 2019-48: Approval of July 2019 Financial Reports. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 with all voting "aye".

F. *Deliberate an Act on Resolution 2019-49: Resolution Authorizing the City of Raton to Utilize the Houston-Galveston Area Council (H-GAC) Contract for the Purchase of One (1) New Type II Ambulance.*

City Manager Berry stated that this is a proposed purchase for a transport ambulance and that it was budgeted for FY2020. The ambulance would be purchased from Southwest Ambulance who is on the H-GAC purchasing contract and that the price quoted is \$88,473 which also includes the gurney. City Manager Berry recommended approval noting that the purchase is necessary due to a high volume of transports to out of town hospitals. A motion was made by Mayor Pro-tem Shuster to Approve Resolution 2019-49: Authorizing the City of Raton to Utilize the Houston-Galveston Area Council (H-GAC) Contract for the Purchase of One (1) New Type II Ambulance. The motion was seconded by Commissioner Chatterley and carried 5-0 with all voting "aye".

G. *Deliberate and Act on Resolution 2019-50: FY20 Budget Adjustment #1.*

Clerk/Treasurer Antonucci stated that this was a line item adjustment to move funds from the ambulance expense line item to the C.O. – Vehicle line item to cover the purchase of the ambulance. A motion was made by Commissioner Chatterley to approve Resolution 2019-50: FY20 Budget Adjustment #1. The motion was seconded by Commissioner Giacomo and carried 5-0 with all voting "aye".

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H. *City Manager's Report.*

City Manager Berry reported that the Shuler basement is substantially complete and that the contractor did a good job. He also stated that there would be a small change order to weather proof the doors and that there will be another phase for renovation and repairs later on. City Manager Berry reported that the City is in the process of closing out Phase I of the Great Blocks project with NM MainStreet and is working on the legislative capital outlay public works equipment purchase and Police Department toughbooks. He also reported that he is working with NM Self Insurer's Fund to schedule the roof repairs soon. City Manager Berry informed the Commission that he received a petition from an East 10th Street Property owner regarding traffic safety issues and that he has hired Engineering Analytics to evaluate signage and the speed limit.

I. *Closed Session Pursuant to 10-15-1H(2) Personnel – Economic Development Position.*

A motion was made by Commissioner Chatterley to go into Closed Session Pursuant to 10-15-1(H)(2) Personnel – Economic Development Position. The motion was seconded by Mayor Pro-tem Schuster and carried 5-0 by roll call vote with each Commissioner voting "yes". The Commission recessed for 5 minutes and then began the closed session at 7:04 p.m.

J. *Certification of Closed Session.*

The Commission returned to open session and Clerk/Treasurer Antonucci stated that the minutes will reflect that 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. She then asked the Commission to signify by a yes or no vote if they agreed with the statement. All Commissioners voted "yes".

VIII. ADJOURNMENT:

The meeting adjourned at 7:37 p.m.

ATTEST:


Michael Anne Antonucci, City Clerk

CITY OF RATON


James Neil Segotta Jr., Mayor