



**MINUTES OF THE REGULAR RATON CITY COMMISSION**  
**MEETING HELD ON TUESDAY, AUGUST 25, 2020 AT 6PM**

**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: Ron Chavez, Don Giacomo and Lori Chatterley. Also present were City Manager Scott Berry, Clerk/Treasurer Michael Anne Antonucci, Deputy Clerk Desire'e Trujillo, and approximately 3 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:**

- **Notice of Potential Quorum: A quorum of City Commissioners may be in attendance in the Raton City Commission Chambers to participate in the 63<sup>rd</sup> NM Municipal League Virtual Annual Conference September 1-3, 2020.**
- **All city of Raton Offices will be closed on Monday, September 7, 2020 in observance of Labor Day.**
- **Next Regular Commission Meeting Tuesday, September 8, 2020 at 6 pm**

**V. COMMENTS FROM THE GENERAL PUBLIC:**

None

**VI. COMMITTEE REPORTS FROM COMMISSIONERS:**

Commissioner Lori Chatterley reported she missed July reporting so will give those updates as well. North Central Economic Development Agent Director, Marcia Medina will be retiring in December and they are looking for a qualified candidate to fill the position. An announcement was made for the Working Now Loan Program, which is for small businesses impacted by COVID-19, who are eligible to apply for up to \$10,000 for relief. The next meeting is September 25<sup>th</sup> via zoom. The Colfax County Senior Citizens Board met on July 21<sup>st</sup>, and voted to retain the current officers in their positions on the board, discussed audit contracts, different improvement projects and some changes to the budget procedure. Meal numbers are still looking good even though they are only able to provide grab-n-go. The next meeting will be September 22<sup>nd</sup> at 10:00 am at the Raton Senior Center. Commissioner Lori Chatterley was appointed to be the Vice Chair for the Public Infrastructure and Human Resources Committee with the NMML and

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attended a pre-meeting conference with lead staff on July 13<sup>th</sup>. She also attended a policy meeting on July 15<sup>th</sup> and reported that 5 resolutions were passed with no amendments. The Resolutions Committee then met on August 1<sup>st</sup> and everything was approved along with minor policy language. The next meeting will be at the annual conference in September. Commissioner Lori Chatterley reported that the Outdoor Recreation Taskforce met July 1<sup>st</sup>, along with City Manager Scott Berry to discuss trails. It was determined that Sugarite Canyon State Park does not need help on trails in park but is wanting to focus on a trail connecting downtown Raton, Climax Canyon and Roundhouse Park to Sugarite State Park. On August 12<sup>th</sup> there was a conference call about the State Outdoor Recreation Division Special Projects Grant which closes September 14<sup>th</sup>. They are looking for shovel ready projects and are only awarding \$75,000 for the entire state, which requires a 50% match, in-kind or cash, the project completion must be within 24 months of award. Commissioner Chatterley is wanting to prepare a better list of projects and priorities for outdoor recreation, so the City better can be prepared for future grants. The next meeting is August 26<sup>th</sup> at 7:00 pm via conference call.

Commissioner Donald Giacomo met with the Arthur Johnson Memorial Library Board Tuesday, July 28 at 5:30 pm. and reported that the Library was shut down in March due to COVID-19, but reopened May 18<sup>th</sup> for 5 patrons at a time. He also reported that the Library signed a contract with Sierra Communications for faster internet capabilities. In the month of May the reported fines collected were \$41.70, copies made were \$43.90 and \$500 was received from the Marge Leason Estate. In the month of June the reported donations collected were \$2.00, fines \$83.00 and copies made were \$560.50. Commissioner Giacomo reported that the RPS Board will be meeting tomorrow August 26<sup>th</sup> at 5:00 pm.

Commissioner Ronald Chavez reported no meeting was held for the Raton Water Works Board this month. The Financial Advisory Board met on August 20<sup>th</sup> and approved the Budget to be presented to Commission August 25<sup>th</sup>.

Mayor Pro-tem Linde Schuster reported the Raton Housing Authority met on August 18<sup>th</sup> and approved the financial reports and the final statement for the summer food program, which the Raton Public Schools took over and started providing meals on August 7<sup>th</sup>.

Mayor Neil Segotta Chaired for the NMML Public Safety Committee Meeting. The Resolutions Committee adopted 12 Resolutions and has 41 Resolutions to be presented for approval next week along with policy. The Mayors taskforce didn't hold a meeting last week due to already meeting all the criteria required by the Govenor, but he is looking forward to this weeks meeting on the 27<sup>th</sup>.

**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 August 11, 2020 Regular Commission Meeting minutes***

A motion was made to approve the August 11, 2020 Regular Commission Meeting Minutes with a few grammatical amendments by Commissioner Lori Chatterley. The motion was seconded by Mayor Pro-tem Linde' Schuster and carried 5-0 with all voting "aye".

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**B. *Public Hearing & Review of the Draft Infrastructure Capital Improvement Plan (ICIP) FY 2022-2026***

City Manager Scott Berry stated now is the time to prioritize for the next few years. He has asked for the public's input the last couple meetings which is taken into advisement when drafting the plan. He stated a project that may be of high priority to the city commission and citizens, may not be as high of a priority to the state, who looks for continuity. City Manager Berry reported the ICIP is due to the Department of Finance and Administration/Local Government Division (DFA/LGD) by September 18. He stated the 1<sup>st</sup> item listed is getting the Police Department 6 new vehicles, due to the current vehicles being outdated. He also noted that the City of Raton received Legislative Capital Outlay from the 2020 regular session in the amount of \$226,525 for replacement of police vehicles. In addition, due to Senate Bill 8 which passed during the NM Legislature Special Session in June and signed by the Governor in July, states that "A law enforcement agency shall require peace officers the agency employs and who routinely interact with the public to wear a body-worn camera while on duty". The Raton Police Department has utilized lapel cameras for several years, but it is an older system that requires upgrade for legal compliance. Also the Police Department is needing replacement computers for dispatch. City Manager Berry recommends a Capital Outlay request for \$300,000 in the upcoming 60 day session. The 2<sup>nd</sup> item of high priority is drainage system improvements and reconstruction in the original town site, in the amount of \$250,000. The project would replace components of a system that are greater than 75 years old. The 3<sup>rd</sup> item, replacement of the Public Works Department 1983 street sweeper and purchase of equipment needed to perform chip-sealing with City crews, improving the street conditions over a period of the next ten years. He stated due to cost, used equipment would be purchased to keep within budget limitations. The 4<sup>th</sup> item is street improvement and reconstruction of the North Interchange, Sugarite Avenue, Guadalupe Street and East Cook Avenue. This is the State Highway 72 route that connects South Second Street with Interstate 25. City Manager Berry recommends pavement rehabilitation, storm drainage improvement, reduction of lanes and the adding of a recreation trail connecting Second Street, Roundhouse Trail and Sugarite Canyon. He recommends a Capital Outlay request for this project in the amount of \$750,000. The 5<sup>th</sup> item on the list is the document storage facility to improve the City of Raton's record management process. The proposal is for construction of a facility, with the estimated cost being \$250,000. City Manager Berry stated he would also like to scan and save some of the documents rather than storing. He also stated he is currently working on the demolition of dilapidated structures and the Cimarron diversion system improvements. There was discussion about possibly renaming the Outdoor Recreation Corridor and that it was pleasing to see the trails moving up on the ICIP. There was also discussion that the NMSIF may provide cameras for the Raton Police Department. No action was taken.

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***C. Deliberate and Act on Resolution 2020-54: Submission of EDA Grant and Pledge of Matching Funds***

City Manager Scott Berry reported the City of Raton has funding through the CARES Act and is requesting matching funds of \$75,000. He stated he asked Colfax County to take the lead and partner with the City of Raton and also requested matching funds. The EDA has no deadline for the application but due to the nature of funding he is wanting to submit by September 10<sup>th</sup>. The EDA has a screening Commission who will approve or reject the application by the 3<sup>rd</sup> week of September. City Manager Berry stated he is working with Better City and NCNMEDD to review and submit. City of Raton Economic Development Director, Jessica Barfield and Community Innovations Director Geoff Peterson, who was via conference call, identified a need for a remote workforce training program along the lines of CDL training and a heavy equipment course. A motion was made by Mayor Pro-tem Linde' Schuster to approve Resolution 2020-54: Submission of EDA Grant and Pledge of Matching Funds. The motion was seconded by Commissioner Ronald Chavez and carried with a 5-0 with all voting "aye".

***D. Deliberate and Act on Appointment to Lodgers' Tax Advisory Board***

City Manager Scott Berry stated it has been a dark period due to COVID-19 so the Lodgers' Tax collections for 2020 are down. There hasn't been a meeting since March but a meeting is scheduled tomorrow, August 26 in anticipation of relaxation of restrictions. He stated the statute stating who qualifies to be on the board is a strict one. It requires two of the seats to be occupied by lodge owners, two of the seats by business owners who are tourism related and the last seat is an at-large seat that can be filled by any qualified City of Raton citizen. City Manager Berry stated the City of Raton received one application from Mr. Arthur Fulkerson to fill one of the tourism related seats, and he encouraged any willing citizen to come in and put an application to serve on the board. A motion was made by Commissioner Ronald Chavez to approve the Appointment to Lodgers' Tax Advisory Board. The motion was seconded by Commissioner Lori Chatterley and carried 4-0 with all voting "aye". Mayor Neil Segotta abstained from voting due to Mr. Fulkerson being an employee of his.

***E. Deliberate and Act on Ordinance No. 1009 Authorizing the Execution and Delivery of a Loan Agreement by and Between the City of Raton and NMFA For the Purpose of Refunding NMFA Loan Nos. PPRF-2332 and Funding a Reserve Account.***

City Manager Scott Berry reported the New Mexico Finance Authority is involved in helping finance public infrastructure. He stated it requires Commission action, which is similar to the Aquatic Center loan, and will lower the interest rate. A motion was made by Commissioner Lori Chatterley to approve Ordinance No. 1009 Authorizing the Execution and Delivery of a Loan Agreement by and Between the City and NMFA For the Purpose of Refunding NMFA Loan Nos. PPRF-2332 and PPRF-2333 and Funding a Reserve Account. The motion was seconded by Commissioner Donald Giacomo and carried 5-0 with a roll call vote of "yes" by each commissioner.

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***F. Deliberate and Act on Bid Award for Contract to Replace Windows and Install Door Openers at the Raton Senior Citizens Center***

City Manager Scott Berry stated the building is owned by the City of Raton and has continual repairs needed. The Center was cited by the Fire Marshal due to some windows being screwed shut. City Manager Berry reported the low bid submitted by Northeastern Construction in the amount of \$54,000, excluding NMGRT, exceeded the grant funding from Aging & Long Term services. He also recommended negotiating with the contractor and ask the Senior Center and City to split the additional cost. There was also discussion of reducing the scope of work to lessen the cost and request additional funding from Aging & Long Term. A motion was made by Commissioner Lori Chatterley to approve the Bid Award to Northeastern Construction for Contract to Replace Windows and Install Door Openers at the Raton Senior Citizens Center with contingencies. The motion was seconded by Commissioner Donald Giacomo and carried 4-0 with all voting "aye". Mayor Neil Segotta abstained.

***G. Deliberate and Act on Parametrix Cost Proposal for Environmental Assessment for Proposed Paving and Drainage Improvement Project at the Raton Depot***

City Manager Scott Berry reported the City of Raton now owns the Depot and is at phase one of the renovations. He also noted that he is wanting to expend the funds coming from the Federal Highway Administration as soon as possible. NMDOT Environmental asked to review the historic documents and sand born maps. City Manager Berry stated there is no proposal yet from the Parametrix the first meeting is yet to be had. He requested postponing decision till September. A motion was made by Commissioner Lori Chatterley to postpone the Parametrix Cost Proposal for Environmental Assessment for Proposed Paving and Drainage Improvement Project at the Raton Depot. The motion was seconded by Mayor Pro-tem Linde' Schuster and carried 5-0 with all voting "aye".

***H. Deliberate and Act on Resolution 2020-55: Approval of July 2020 Financial Reports***

City Clerk/Treasurer Michael Anne Antonucci stated the Financial Advisory Committee met last Thursday, August 20<sup>th</sup>. She reported not seeing a decline in gross receipts although the restrictions on motels has had a significant impact on Lodgers' Tax. Clerk/Treasurer Antonucci stated the slight increase seen in gross receipts is due to more people shopping locally and due to construction. She also reported receiving final budget approval from DFA last week for fiscal year 2021. A motion was made by Mayor Pro-tem Linde' Schuster to approve the July 2020 Financial Reports. The motion was seconded by Commissioner Donald Giacomo and carried 5-0 with all voting "aye".

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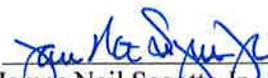
**I. *City Manager's Report***

- City Manager Berry reported the crack sealing commenced around Fairmont Cemetery. There was a delay due to the contractor, but he intends to crack seal every street paved with hot mix in the last 10 years to prevent moisture and sediment growing.
- City Manager Berry reported the Chip Seal project is complete and still needs fog sealing but wants to have it complete by the end of September.
- City Manager Berry reported the Public Works Street Sweeper is now unreliable and needs to be replaced.
- City Manager Berry reported the water line on 3<sup>rd</sup> street is being replaced with poly ethaline pipe and expects it to continue through December. The public will be notified of any traffic interruptions.
- City Manager Berry reported the Great Blocks project is progressing well. Contractors will do their best to keep the businesses accessible and Rio Grande will be closed for several days.
- City Manager Berry reported the Transfer Station is progressing well and the building should be constructed in about a month.
- City Manager Berry reported the Convention Center boiler project is in progress.
- City Manager Berry reported the East Fork Fire near Lake Dorothy cannot call on NM resources. The Fire Department is on standby. The area was previously burned in the Track fire and is of big concern because it is close to our watershed.
- City Manager Berry reported the water line from Eagle Nest Lake has sediment due to the fire and needs work. Lake Maloya is down 5 feet. He also asked the public to conserve water and stated the City will do the same to hopefully prevent restrictions in the summer.
- Mayor Pro-tem Linde' Schuster commended everyone for all their hard work in these hard times.

**VIII. ADJOURNMENT:**

The meeting adjourned at 7:24 p.m.

**CITY OF RATON**

  
James Neil Segotta Jr., Mayor

**ATTEST:**

  
Michael Anne Antonucci, City Clerk