

CITY OF TUCUMCARI
MINUTES
April 8, 2010

The Tucumcari City Commission met for their Regular Meeting on Thursday, April 8, 2010, at 6:00 p.m. in the City Commission Chambers. Members present constituting a quorum were Antonio Apodaca, Amiel Curnutt, Robert Lumpkin, and Jim Witcher. Jimmy Sandoval was absent.

City staff members present were Mike Cherry, Assistant City Manager; Christine Dougherty, City Clerk; Doug Powers, Planning and Zoning Administrator; Steve Stephenson, Airport Manager; Alex Madrid, Streets and Sanitation Superintendent; Marty Garcia, Finance Director; and Jason Braziel, Chief of Police.

Gay Wellborn, Reverend of St. Michaels Episcopal Church, gave the invocation and Mayor Pro Tem Apodaca led the group in the Pledge of Allegiance.

Roll Call

Mayor Witcher asked for Roll Call:

Sandoval	Curnutt	Witcher	Lumpkin	Apodaca
No	Yes	Yes	Yes	Yes

Consideration of Changes or Deletions to Agenda

Mayor Witcher asked if there were any suggested changes or deletions to the agenda. Mr. Apodaca indicated that due to the absence of Ms. Rose and Mr. Sandoval, the Executive Session should be cancelled.

Mr. Cherry stated that Item VIII, A, Ordinance 1076 should be removed because there are still some issues the planning and zoning committee is considering.

Mr. Cherry also stated that item XI, B the Animal Control Memorandum of Understanding should be removed due to Ms. Rose's absence.

Items from Commissioners

Commissioner Curnutt had no comments.

Commissioner Lumpkin thanked all those in attendance for coming to the meeting. Mr. Lumpkin also stated that a recent story in the Quay County Sun Newspaper reported that the Small Business Development Center helped turn a local business around and he was pleased to hear of this. He went on to say that a community Easter Egg Hunt was held for area children and sponsored by the First Assembly of God Church, Altrusa, McDonalds, Quality Lube and Tire, Everyone's Federal Credit Union, Teambuilders, Tabosa Extension Club, Subway and others. Mr. Lumpkin said that there were over 12,000 eggs at the park and many children participated and fun was had by all.

Mayor Pro Tem Apodaca thanked everyone for their consideration of his health care needs. He

explained that he has been seeing doctors at the VA hospital and thanked everyone for their patience in his absence.

Mayor Witcher had no comments.

Approval of Minutes

Commissioner Lumpkin made a motion to approve the minutes of the March 25, 2010 Regular Commission Meeting with the change of noting Mike Cherry as the alternate to the EPCOG Committee instead of Jim Witcher on page seven. Commissioner Curnutt seconded the motion. Roll Call:

Curnutt	Witcher	Lumpkin	Apodaca
Yes	Yes	Yes	Abstain

Approval of Vouchers

Commissioner Lumpkin made a motion to approve the vouchers for payment. Mayor Pro Tem Apodaca seconded the motion. Roll Call:

Witcher	Lumpkin	Apodaca	Curnutt
Yes	Yes	Yes	Yes

Items From Citizens

Mayor Witcher asked if there were any citizens wishing to address the Commission. Being none, the meeting continued.

Proclamations, Memorials, or Petitions

Mayor Witcher read a proclamation declaring April 24, 2010 as Comcast Cares Day. Spencer DeBord from Comcast Cable Communications thanked the City for the proclamation. Mr. DeBord stated that this is the sixth year that the Comcast Cares project has been at the softball fields. Mr. DeBord stated that this year there will be sprinkler systems installed in two of the fields.

Mayor Witcher also proclaimed April 16, 2010 as Golden Apple Tribute to Teacher Excellence Day in Tucumcari.

Ordinances and Resolutions

Mayor Witcher called upon City Clerk, Christine Dougherty to present Resolution 2010-16. Ms. Dougherty explained that this resolution is required by City Code in order to appoint alternate Municipal Judges.

Mayor Pro Tem Apodaca stated that the Resolution should contain the wording “consent of the commission” in order to be congruent with the code.

Mayor Pro Tem Apodaca made a motion to approve Resolution 2010-16 Appointing Alternate Municipal Judges with the additional wording “consent of the commission.” Commissioner Lumpkin seconded the motion. Roll Call:

Lumpkin	Apodaca	Curnutt	Witcher
Yes	Yes	Yes	Yes

Mayor Witcher called upon City Clerk, Christine Dougherty to present Resolution 2010-17. Ms. Dougherty explained that this resolution was drafted to increase copy, fax and notarization fees. Ms. Dougherty explained that these fees have not been reviewed since 2006. Ms. Dougherty also explained that the proposed fees are round figures and should be easier for the cashiers to figure charges.

Commissioner Lumpkin made a motion to approve Resolution 2010-17 Establishing new Copy, Fax, and Notarization Fees. Commissioner Curnutt seconded the motion. Roll Call:

Apodaca	Curnutt	Witcher	Lumpkin
Yes	Yes	Yes	Yes

Mayor Witcher called on Mike Cherry to present Resolution 2010-18 Designating Checking Account Signatories. Mr. Cherry explained that because of the election, new Commissioners need to be designated as signatories on the City checking accounts.

Commissioner Lumpkin made a motion to approve Resolution 2010-18 designating Mr. Witcher and Mr. Apodaca as signatories on City checking accounts as they are the Commission members on the Finance Committee. Commissioner Curnutt seconded the motion. Roll Call:

Curnutt	Witcher	Lumpkin	Apodaca
Yes	Yes	Yes	Yes

City Manager’s Report

Mr. Cherry apologized for Ms. Rose’s absence due to illness. Mr. Cherry called on Steve Stephenson to present the Airport Capital Investment Plan. Mr. Stephenson stated that this plan is due every five years in order to be eligible to apply for various sources of funding. Mr. Stephenson went on to explain that the airport receives \$150,000 in entitlement funds from the government annually that can be rolled over for three years in order to fund a larger project. Mr. Stephenson went on to explain that his next project will be a road gate on the hangar access road which is needed for security reasons. He also plans to do some environmental work at the airport. Mr. Stephenson stated that the plan has to be updated annually and he would appreciate guidance from the Commission on how to expend the funds.

Mayor Witcher asked if the entitlement funds could be used to hire personnel. Mr. Stephenson responded in the negative stating that the funds are to be used for the airport structure and things used by aircraft.

Mayor Pro Tem Apodaca asked if traffic was up or down at the airport. Mr. Stephenson responded that traffic is down. Commissioner Lumpkin added that air traffic is down across the nation. Mr. Stephenson agreed and added that the average age of pilots is increasing indicating that young people are not learning to fly as the cost of obtaining a pilots license is around \$11,000.

Mr. Cherry then went on to inform the Commission about the Information Technology Contingency System Plan. Mr. Cherry stated that this plan was formulated as a result of an audit finding and can be used with the all hazards plan.

Mr. Cherry then directed the Commission to the Personal Use of Vehicles Policy in their packets. Mr. Cherry indicated that this policy was drafted as a result of an audit finding and those staff members that qualify to take a City vehicle home after working hours will be taxed accordingly as per the new policy.

Mr. Cherry also directed the Commission to the Grant Management Policy in their packets. This policy was drafted in order to bring the City into audit compliance. Mr. Cherry explained that the policy is in effect, a staff person has been designated as grant manager and the new agenda request form ensures that grant funds are utilized accordingly.

Mr. Cherry stated that there will be a Main Street Assessment meeting at 10:30 am on April 14. Mr. Cherry will attend in Ms. Rose's place and the Mayor and any Commissioners who wish should attend.

Gordon Environmental will deliver a draft of the updated specifications for cell number one at the landfill. The preliminary construction schedule is to advertise for bids in mid-April, hold a pre-bid meeting at the end of April, award bids by mid-May and have construction begin around the first of June.

The substantial completion meeting and walk through at the Wastewater Treatment Plant will occur on Friday. The funding for phase three has been awarded and a notice to proceed will be issued soon.

The notice to proceed has been executed for the energy grant which provided \$52,000 for energy efficient lighting at City Hall.

Mr. Cherry reported that Ms. Rose offered the position of Police Chief to Jason Braziel and he accepted the position. Mr. Cherry went on to explain that a committee of community members was convened to assist in the selection process of a new Police Chief. Those serving on the committee were: Ron Reeves, District Attorney; Joe Shallert, Quay County Sheriff; Bob McClelland Jr., local pharmacy owner; and Edward Perea, Tucumcari Citizen. Mr. Cherry added that the decision was not an easy one but he and Ms. Rose both served on the selection committee and feel they made a good decision.

Mr. Cherry stated that he will have a street light report and recommendation for the Commission at the next meeting.

Mr. Cherry explained that there are numerous funds that have had temporary transfers that were never refunded. This has been carried on the books for a long time and we can no longer identify why the original transfers were made. At the next meeting, we will propose to DFA to wipe them all clean via a resolution.

Mr. Cherry reported that there will be an EPCOG meeting April 14 from 10-12 and Ms. Rose will not be able to attend. Mr. Cherry asked if any of the Commissioners would be able to attend.

Mr. Cherry then reported that the National Association of Housing and Redevelopment Officials conference will be held next week and in attendance will be the Housing Authority Staff, Ms. Rose and Commissioner Curnutt.

Mr. Cherry also reported that there will be Ute Water Commission meeting April 21 from 1-3 pm in Melrose and Ms. Rose will be in attendance.

Mr. Cherry reported to the Commission that there was a break in at the Library and some cash was stolen. The police department is working to solve the crime.

Mr. Cherry went on to tell the Commission that there will be a Community Development Block Grant 2010 Allocation meeting April 21 in Albuquerque and Doug Powers and Misty Vick will be in attendance. Mr. Apodaca asked Mr. Powers if the state had selected which CDBG projects will be funded. Mr. Powers stated that the information about which projects will be funded will be given out at the meeting and that he is in hopes the City will be funded \$500,000 as it was last year.

Commissioner Lumpkin expressed his thanks to City Staff for working to correct the audit findings. Mr. Cherry replied that eliminating audit findings is a priority for the City Manager.

Mayor Pro Tem Apodaca stated that at the last meeting a closing time for City Parks was discussed. Mr. Apodaca asked that this be put on the next agenda for discussion.

Old Business

Mayor Witcher called on Ms. Dougherty to present the Municipal Election Expense Report. Ms. Dougherty directed the Commission to the report in their packets detailing the actual cost of the Municipal Election. Ms. Dougherty explained that the actual cost of the election was \$6967.78 and only \$5000.00 was budget. A budget amendment request was executed to rectify this shortfall.

Mr. Cherry then explained to the Commission that an invoice was received for SPIRIT Organization dues. Mr. Cherry explained that Ms. Rose's recommendation was not to pay the dues as the budget is tight and the organization has not been very active in New Mexico.

Commissioner Lumpkin made a motion not to pay the SPIRIT Organization dues at this time. The motion was seconded by Mayor Pro Tem Apodaca. Roll Call:

Curnutt	Witcher	Lumpkin	Apodaca
Yes	Yes	Yes	Yes

Mayor Witcher acknowledged reading the City Planning Commission Minutes for the meetings of: August 25, 2009; September 22, 2009; October 27, 2009; November 3, 2009; November 24, 2009; and January 26, 2010. Mr. Witcher asked that these minutes be provided in a more timely fashion in the future.

Mayor Witcher asked Ms. Dougherty to present the appointment of one member to the Recreation Advisory Board. Ms. Dougherty explained that there is a vacancy on the Recreation Advisory Board and one application has been received. Commissioner Lumpkin made a motion to appoint Yvette Fazekas to serve on the Recreation Advisory Board and Mayor Pro Tem Apodaca seconded the motion. Roll Call:

Witcher	Lumpkin	Apodaca	Curnutt
Yes	Yes	Yes	Yes

Mayor Witcher called on Mark Lake to present the Main Street Master Plan. Mr. Lake explained that about nine months ago the Main Street program used a \$70,000 state grant to develop a master plan for the program. Mr. Lake stated that Consensus Planning out of Albuquerque was hired to develop the

master plan. Jim Strosher and Jackie Fishman from Consensus Planning were in attendance to describe the master plan to the Commission. Mr. Strosher explained that although the document is an important one, the process is equally important. Mr. Strosher also explained that partners were the IDEA Group, Bohanan Huston and Elmo Baca.

Mr. Strosher explained that a public meeting was held in August and a two day charette was held to incorporate the ideas of all stakeholders. Additionally an asset inventory was completed.

Ms. Fishman then reviewed the plan in its entirety. Ms. Fishman explained that phase one of the plan includes renovation of the Depot District, the Sands Dorsey Building, the Odeon Theatre and façade improvements to downtown buildings. Ms. Fishman suggested that revisions to the zoning and unified development code may need to be considered in the project.

Commissioner Lumpkin thanked Consensus Planning for their work stating that the plan is very complete, informative and well put together. Mr. Lumpkin also stated that the case study of Las Vegas was very helpful and that he looks forward to seeing this project come to fruition. Mr. Lumpkin thanked Consensus Planning for coming to Tukumcari.

Mayor Witcher stated that over the years, he has reviewed many plans and found this one to be very understandable and well put together. Mr. Witcher suggested that the plan be reviewed annually by a committee and then the Commission. Mr. Witcher also suggested that several copies of the plan be made available for public viewing including at the library and the Clerks office.

New Business

Mayor Witcher called on Ms. Dougherty to present the Certificate of Records Destruction. Ms. Dougherty explained that the finance department had cleaned out some cabinets necessitating a rotation of archived files to the records storage facility. Ms. Dougherty asked that the Commission recognize the records that had been destroyed as per state statute.

Items From Commissioners

Mayor Witcher asked each Commissioner if they had any comments.

Commissioner Curnutt thanked Consensus Planning for their work and stated that the plan was awesome and he was glad to have a direction.

Mayor Pro Tem Apodaca had no comments.

Commissioner Lumpkin welcomed Jason Braziel to his new position and thanked those that served on the selection committee for their work. Mr. Lumpkin also stated that the comments included in the Department Head reports about the museum were very positive. Mr. Lumpkin again complimented City Staff for correcting the audit findings. Mr. Lumpkin also thanked those that worked so hard on completing the Main Street plan.

Mayor Witcher thanked the City Staff saying that he feels Tukumcari has the finest staff and citizens. Mr. Witcher also thanked the audience in attendance.

Adjournment

Commissioner Lumpkin made a motion to adjourn and Commissioner Curnutt seconded the motion.
Time noted 7:10 pm. Roll Call:

Curnutt	Witcher	Lumpkin	Apodaca
Yes	Yes	Yes	Yes

James L. Witcher, Sr., Mayor

ATTEST:

Christine Dougherty, City Clerk