

## CITY COUNCIL WORKSHOP

December 16, 2016

1:30 P.M.

Mayor Jerah Cordova called the Workshop of the Belen City Council to order at 1:30 P.M, held in the City of Belen Conference Room. Roll call taken by Leona Vigil, City Manager.

**PRESENT:** Mayor Pro-Tem Darleen Aragon  
Mayor Jerah Cordova  
Councilor Frank Ortega  
Councilor Wayne Gallegos

**ABSENT:** Councilor David Carter

**CITY MANAGER:** Leona Vigil

**DEPUTY CITY CLERK:** Charlotte Jaramillo

**OTHERS:** Steve Petitt  
Dale Tafoya  
Steve Tomita

### APPROVAL OF THE AGENDA

Mayor Jerah Cordova asked for a motion to approve the Agenda. Councilor Ortega motions to approve the agenda. Councilor Gallegos seconds the motion to approve the agenda. Roll Call Vote:

Councilor Ortega	Yes	
Councilor Gallegos	Yes	
Councilor Aragon	Yes	Motion Carried

### DISCUSSION

#### **SIDEWALK REPAIRS**

Council discussed that there is 1.4 million available for sidewalk repairs. Hoping to accomplish most if not all of the projects on the attached listing of sidewalk repairs that is made and integral part of these minutes by reference. Council and Mayor completed/refined the listing to make sure they have an order of priority to the different areas as follows:

#### **First Priority (4 out of 5, of these projects should be engineered, with a RFP)**

- 1) Delgado Ave.-10<sup>th</sup> to Mesa (South Side Only) +/- \$66,000(added funding for the removal of utility poles)  
Dale informs no engineering should be needed for this project
- 2) Seventh Street- Baca to Bernard +/- \$20,000
- 3) Bernard Ave-First to Main (Both Sides) +/- \$65,000
- 4) Tenth Street-Aragon to Camino (missing sections) +/- \$200,000
- 5) Vivian Field-South Side, Main St to Melanie

#### **Second Priority**

- 1) Middle School Area
- 2) Wisconsin & Desoto-Jose Gallegos Mini Park
- 3) Rosedale Circle
- 4) Fifth Street-North End by Garcia St.
- 5) Old Aragon Road- from tracks to Tafoya
- 6) Gilbert Ave-Mesa to 11<sup>th</sup>

- 7) Schaeffer-Main to the East end of Schaeffer
- 8) West Reinken Ave-from 10<sup>th</sup> to Mesa
- 9) South Eleventh St- from Gilbert to Dillon
- 10) Anthony Dr.- Main to Melanie
- 11) Dillon Ave- Mesa to 10<sup>th</sup>
- 12) Jude Ct-paved no sidewalks in spots
- 13) Don Felipe Rd- Main to Barboa
- 14) Campana- will be funded from Capital Outlay funding

### **Subsidiary Projects**

Main Street District- Assigned to Mayor Pro-tem Darleen Aragon

Main Street SE Quad- East of Main (South Bernard to Bacaville) Assigned to Councilor Frank Ortega

Main Street NE Quad- East of Main (North of Reinken) Assigned to Mayor Cordova

Old Town-Assigned to Councilor Wayne Gallegos

**Mayor Cordova** questions if a general contract could be entered into for “general concrete services”? Dale answers for the smaller jobs they can work it that way, but that any jobs that involve easements will require some engineering. He also agrees that local contractors could do some of the second and third priority jobs. This finalized list of sidewalk repairs to be approved at Council meeting soon.

**Steve Tomita** reminds that a surveyor needs to be out to the areas to ensure they have the correct right of way to put the sidewalks in and identify if fences need to be moved, etc. Drainage issues are discussed further.

**Dale** informs all that they are trying to do a semi-French drain with a porous concrete. Or utilizing the Bosque Drain. Two different funding sources may be used for the drainage and the engineering of the sidewalks. Dale advises that he has different funding specific to drainage. 10<sup>th</sup> Street and Picard, a lot of utility poles to be removed, ramps to be installed for ADA compliance. Replace existing sidewalks on Bernard, no curb.

**Councilor Gallegos** stresses that the City does not want to use all of the money on engineering but pertinent projects that require it will get it and others can be utilized by local contractors and City employees

**Councilor Ortega** agrees that local contractors should and can be utilized for the smaller projects to boost local contractor’s business and get the jobs done quicker throughout town. He also questions the priority to repair in front of the middle school gym and where the portables are.

**Steve Pettitt** comments that 3-4 of his crew would be needed to rip out sidewalks for over a week

Mayor Cordova and City Manager Vigil attend another meeting from 2:30 p.m. to 3:30 p.m. Dale Tafoya and Steve Pettitt leave the sidewalk meeting.

### **BUSINESS INCUBATOR LEASE AGREEMENT**

**Steve Tomita** presented the proposed draft ordinance establishing Business Center/Incubator lease qualifications and severability clause. A copy of the application and proposed ordinance is attached hereto and made an integral part of these minutes by reference. This ordinance establishes the Business Center and Incubator and approves leasing it out at \$4.00 per square foot. Leased at under market to encourage tenants to rent space at the Center and can do this because it invests in economic development. This ordinance allows us an overall coverage for all tenants who wish to lease in this building, so that we are not having to approve individual leases each time. This is allowed under LEDA because it supports/initiate small business and promote economic development. Any rentals of the common area have to be business orientated, not personal use (i.e. wedding receptions, graduations etc.) after December 2016. Cost of the Center for business meetings, etc. at \$150.00/day. **Councilor Gallegos** suggest keeping rates along the same lines at what is charged at the Belen Recreation Center. If the City is involved there shouldn’t be a charge to utilize for economic development, etc. .

**Councilor Ortega** questions other avenues that may want to use the Center, dog shows, flea markets, etc.

**Steve Tomita** explains that tenants must meet certain qualifications, finance records, maximum two-year lease, have a valid business plan and tenant will maintain periodic reviews by the Small Business Development Corporation.

All agree to finalize, send to legal for review.

Mayor Jerah Cordova and City Manager Leona Vigil rejoin the meeting at 3:30 p.m.

**ADJOURNMENT:**

Mayor Jerah Cordova adjourned the workshop at 3:35 p.m.

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Jerah Cordova, Mayor

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Leona Vigil, City Manager, CMC