

## REGULAR CITY COUNCIL MEETING

March 20, 2017

6:00 p.m.

Mayor Jerah Cordova called the Regular Meeting of the Belen City council to order at 6:00 p.m. Roll Call taken by Leona Vigil, City Manager.

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

**CITY MANAGER:** Leona Vigil

**CITY CLERK:**

**REPORTER:** Clara Garcia, VC News Bulletin

**OTHERS:** See attached Sign-in Sheet

### PLEDGE OF ALLEGIANCE

Mayor Jerah Cordova led the Pledge of Allegiance.

### APPROVAL OF AGENDA

Mayor Cordova asked for a motion to approve the agenda. Councilor Wayne Gallegos made a motion to approve the agenda. Mayor Cordova asked for a second. Councilor Frank Ortega seconded the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

### APPROVAL OF MINUTES

Mayor Cordova asked for an approval of the minutes dated March 6, 2017. Councilor Frank Ortega made a motion to approve. Mayor Cordova asked for a second. Councilor Wayne Gallegos seconded the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Abstain	Motion Carried

### PUBLIC COMMENTS

Mayor Cordova asked if there was anyone with a public comment.

Ms. Mona Soliz, a resident of Rio Communities, asked about action that could be taken regarding the tenants of the old hotel. There is a lot of foot traffic and speeding in the area. Mayor Cordova asked if this was the old Budget Hotel. Ms. Soliz advised it was. Mayor Cordova advised Ms. Soliz to contact Rio Communities Mayor, Mark Gwinn, or the Valencia County Sheriff's Department.

### PRESENTATIONS

Belen Railroad Day Proclamation: *Jerah Cordova*

Mayor Cordova read and presented the Belen Railroad Day Proclamation to Julie Cervantes. The celebration event will be April 1, 2017.

National Service Recognition Proclamation: *Jerah Cordova*

Mayor Cordova read and presented the National Service Recognition Proclamation to Bertha Flores, Director of RSVP. Bertha handed out a volunteer report, a copy is attached hereto and made an integral part of these minutes by reference. A Recognition Luncheon will be held on April 21<sup>st</sup>. The RSVP also has a park they maintain on 10<sup>th</sup> and Ross.

**Neighborhood Watch Program: Chief Scott Conner**

A block captain meeting was held on April 4<sup>th</sup> at the Police Department. There are 18 different block captains scattered around the city who have volunteered. Chief Conner brought Traci Morerod up to recognize her help in the program. Traci started the Neighborhood Watch Facebook page. Traci stated there are now 1201 members in Belen on the Facebook page. Signage is in progress. Councilor Gallegos attended the meeting and stated it was well attended. He liked the cooperation between the county and the city. Councilor Gallegos stated that, as more information becomes available, there will be a lot of other people who want to participate from the neighborhoods. Chief Conner stated a postcard campaign is being considered and are looking into adding a pamphlet to the water bill mailings. Councilor Aragon stated it takes the citizens to be the "eyes, ears and boots on the ground" for law enforcement. Councilor Ortega thanked Traci for her hard work. Chief Conner advised that the Police Department has had an increase in suspicious activity calls because of the Neighborhood Watch Program. Councilor Gallegos suggested that perhaps Neighborhood Watch could be incorporated in the National Night Out this year. Mayor Cordova asked Chief Conner if there was any particular area of the community that was not seeing a lot of participation in Neighborhood Watch. Traci advised that the community around Jaramillo and River Road is missing a block captain. Gabaldon Road has streets leading to the Bosque with no representation and South Main and Vivian area. Mayor Cordova asked Chief Conner how the Police Department and the officers using the information on the Facebook page. Chief Conner advised they try to monitor it closely but some of the information can be pretty old by the time they get it. Chief Conner stated they try to follow up on the information when they can. He stated they have had some success with some of the information on the Facebook page. Councilor Ortega asked Chief Conner if training or education is possible. Chief advised that, on April 4<sup>th</sup>, at 5:30 p.m., during the block captain meeting, there will be more information on what is safe and expected

**Waste Watch Group: Chief Scott Conner**

Waste Management has a security program where they train their drivers in a classroom environment. If drivers see an incident, they call the authorities and provide a report. Certified Waste Watch Drivers. Mayor Cordova asked if utility departments participate in the program, maybe even the schools. Chief Conner will look into it. Councilor Ortega suggested getting our own City employees trained.

**DISCUSSION**

**Salary Schedules Incentive Pay Plan: Lorenzo Carrillo, HR Manager**

Lorenzo stated that he assumed the Incentive Pay Plan was rescinded in December of 2016. Incentive Pay Plan was broken into four areas. The Incentive Pay Plan was last updated in 2009. EPA/EDA mandated certificates. Lorenzo went over the differences between the plans. Councilor Gallegos stressed that there is a difference between accreditation and certification. Councilor Ortega suggested meeting in a workshop on this issue. "We want to be fair across the board." He stressed what is important is that we stipulate if budget allows. Lorenzo will bring this back the second Monday in April.

**DISCUSSION WITH POSSIBLE ACTION**

**APPROVAL/DISAPPROVAL OF THE WELL #5 NOTICE OF AWARD: Doug Albin, Engineer**

He is the Project Manager for Well #5. The project went out to bid on February 21st. They received 4 bids. The recommendation of award is for White Cloud Incorporation. The bid came out to \$1,278,918.13. That same day the bid was protested, but has been resolved. Low bid exceeded the amount that the City has. Two bid items were more than they should be. Suggestion is to remove the site work and base coarse. Councilor Gallegos asked Roseann if everything is in place. Roseann answered yes.

Mayor Cordova asked for a motion. Councilor Gallegos made a motion to approve. Mayor Cordova asked for a second. Councilor Aragon seconded the motion. Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

**APPROVAL/DISAPPROVAL OF THE PROPOSED BUDGET ADJUSTMENTS: Roseann Peralta, Finance Director**

Roseann went over her budget adjustments for the third quarter. Roseann handed out the report, a copy is attached hereto and made an integral part of these minutes by reference. Adjustments 1 through 5 adjustments within the DFA report, it will not affect cash. They worked together to come up with this amount. Adjustments 6 and 7 are a wash between one fund account. Adjustments 8 through 12 are another wash. Adjustments 14 through 18 are actual increases to the budget. Adjustments 19 through 29 are line item adjustments. Adjustments 30 through 34 are increase to actual amounts. Adjustment 35 is an increase to actual. Adjustments 36 and 37 are an increase due to a grant received; revenue and expense. Adjustment 38 was a grant not received but budgeted for. Adjustment 40 is an increase to actual. Adjustment 41 is an increase to actual revenue. Adjustment 42 is based on a final payment paid at the beginning of this fiscal year. Adjustments 43 and 44 are a transfer 1/2 infrastructure fund into the meter replacement project fund. The money is available in the 1/2 infrastructure. Roseann wants to pay the engineering out of there, get the loan received to cover the construction. Councilor Gallegos asked if doing that would lower the loan.



Mayor Cordova asked for a motion. Councilor Gallegos made a motion to approve. Mayor asked for a second. Councilor Carter seconded the motion. Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

**APPROVAL/DISAPPROVAL OF THE MAINSTREET RESOLUTION SUPPORTING A PUBLIC-PRIVATE ECONOMIC DEVELOPMENT MAINSTREET PROJECT:** *Rhona Espinoza*

Rhona handed out a Marketing Plan, Branding and Style Guide and the Chamber of Commerce Annual Report, copies are attached hereto and made an integral part of these minutes by reference. \$1250.00 a month to host the visitor center. 286 businesses belong to the Chamber to include Los Lunas, Bosque Farms and Peralta. City of Belen pays the minimum. The City pays \$25,000 and \$10,000 in kind. Recent national accreditation by National MainStreet Center. Final draft of the marketing plan, priority to the MainStreet Board. Rhona submitted the grant for a \$500,000 grant through the New Mexico Resiliency Reliance. That money will be used to create a way finding program plan. Awarded the only Great Blocks on MainStreet which was an \$80,000 planning grant. USDA is interested on offering funding for a lot of the components of the Great Blocks grant. Councilor Ortega asked if MainStreet will help curb some economic development needed. Councilor Ortega is concerned that the City needs to have enough people trained when business comes into the community. Steve Tomita reported that this summer there will be a 6 week course in conjunction with Clairant, Aristech, Sisneros Brother, Keter, UNMVC and Belen School. If students have their high school diploma or are graduating seniors, can take the course. Once the course is passed, the students will be certified maintenance technicians with national recognition.

Mayor Cordova asked for a motion. Councilor Ortega made a motion to approve. Mayor Cordova asked for a second. Councilor Gallegos seconded the motion. Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Abstain	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

**APPROVAL/DISAPPROVAL OF THE BELEN MAINSTREET MOU AGREEMENT:** *Rhona Espinoza*

Mayor Cordova asked for a motion. Councilor Gallegos motion to approve. Mayor Cordova asked for a second. Councilor Ortega seconded the motion. Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Abstain	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried

**APPROVAL/DISAPPROVAL OF THE ABATEMENT RESOLUTION TO DEMOLISH THE PROPERTY LOCATED AT 113 NORTH 2<sup>ND</sup> STREET:** *Steve Tomita, P & Z Director*

Steve Tomita stated that the resolution declares the property at 113 North Second Street. The building has been vacant for a number of years, part of the roof has caved in and another part is beginning to fail. There is a lot of vandalism occurring. The planning and fire departments inspected the building. The fire department declared it as derelict, unsafe and a threat. They sent notices to the owner, but nothing has occurred. The resolution gives the property owners to move forward. If they do nothing, the City has the power to move forward to do an RFP and hire a contractor to demo the building. Under state statutes, if a building is declared derelict, the resolution can be passed to force some kind of action. Councilor Aragon asked if the City had the money to tear the building down. Steve stated not right now. Councilor Gallegos asked if this property was on the list for demo. Mayor Cordova advised that most of the items on the list were resolved. The last two are the Old Mustang Gas on South Main which was not in bad enough condition to declare it for demolition and there is a remediation concern with the property. The other one was on Green Acres behind Auge's and that came down. Three more properties were added to the list, this building and two on Sanchez off Garcia Loop. Mayor Cordova advised it is the intent to request money from the council for future demolition starting July 1<sup>st</sup>. Councilor Carter asked where is the City in recouping the demolition fees for the other properties. Steve answered that they have been turned over to real estate companies to list. Councilor Carter stated that they didn't expect to recoup it all. Mayor Cordova stated the expectation would not be to recoup on these properties. Councilor Ortega asked about the properties on 120 and 125 Aragon. We can't even take care of our own properties.

Mayor Cordova asked for a motion. Councilor Carter made a motion to approve. Mayor Cordova asked for a second. Councilor Aragon seconded the motion. Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	



Councilor David Carter                      Yes            Motioned Carried

**APPROVAL/DISAPPROVAL OF THE REMEDIAL MAINTENANCE OF PRIVATE ROADS WITHIN THE CITY LIMITS: Frank Ortega, Councilor**

Take care of private roads that are in the City. In order to protect the City’s interest, we came up with this resolution. The resolution was presented to the City attorney. Letter will be sent to homeowners that, if they want the street paved, they will have to follow criteria in order to do this. Councilor Carter suggested the issue be tabled until corrections can be made on the resolution. Councilor Gallegos suggested adding to the resolution that the services provided by the city would be protected. Mayor Cordova stated concern regarding the infractions of the anti-donation clause and would like to see in the resolution that a permanent log is created that includes the location, material used, staff, costs, date initially requested and date completed, application or letter submitted requesting such a service, photos that document before and after. Mayor Cordova also suggested a provision that this has to service two or more residences or businesses before action is taken by the City.

Mayor Cordova asked for a motion. Councilor Ortega made a motion to table the resolution. Mayor Cordova asked for a second. Councilor Aragon seconded the motion. Roll Call Vote:

Councilor Frank Ortega                      Yes  
Councilor Darleen Aragon                      Yes  
Councilor Wayne Gallegos                      Yes  
Councilor David Carter                      Yes            Motioned Carried

**APPROVAL/DISAPPROVAL OF THE ADDED EMPLOYEE POSITIONS TO THE WATER AND STREET DEPARTMENTS: Leona Vigil, City Manger**

Leona informed the Council that she discussed this issue with the Mayor last week and they didn’t believe this needed Council approval; however, she left it on the Agenda and will let the Council decide if they want to take action. She informed the Council that she has been wanting to obtain an employee for property maintenance of our city buildings. She stated that she wants a “Charlie Kessler.” This position would be the groundskeeper for City buildings, perform minor janitorial and maintenance service. It would be opened up in-house and the employee would be under the supervision of the Community Maintenance Director. Dale is looking for an assistant supervisor for the water department with the appropriate certifications.

No action was taken.

**INFORMATIONAL ITEMS**

**CITY MANAGER’S REPORT**

Met with Conservancy regarding Willis Chavez Park. Notes will be submitted.  
Leona and Mayor Cordova met with Tommy Flores, street department, Tommy Sanchez, IT, Roseann, Finance, and Dale, Projects on 3/16.  
Meeting scheduled this week with Carl Lucero to go over who is responsible for what regarding street lights, who’s responsible for what sidewalks.  
Appointment with Sharon Ronhorse, PNM representative, to go over street lights, who maintains what.  
Vacation from 3/30 to 4/5. Roseann will be in charge.

**COMMUNICATIONS FROM THE CITY COUNCIL**

Councilor Gallegos met with IT on 3/9 regarding an ordinance for resolution amendment on the City’s camera policy. Special meeting on 03/13. Met with Conservancy representative, Belen Public School teacher, City staff, Steve from P&Z on 3/15 regarding a possible agreement and the City regarding Willie Chavez Park. Attended the St. Patrick’s Day Balloon Rally.  
Councilor Aragon wants the city to take over the Willie Chavez Park. Attended NM Main Street meeting on public relations and marketing. Attended the Belen Economic Development meeting and a market meeting with New Mexico MainStreet. Attended the car show at St. Patrick’s Day Balloon Rally.  
Councilor Ortega stated the Balloon Fiesta was great. Thanked staff for working hard and keeping the council informed.  
Councilor Carter thanked Councilor Gallegos for stepping in on the meeting. He stated schools are back in session and tax season is upon us.  
Mayor Cordova met with Don Chavez on 3/8. Attended the Belen Eagles game at the Pit. Special meeting on 3/13. On 3/16 held meeting with staff and Leona trying to get caught up on different issues around the City. Attended an event put on by the Valencia County Literacy Council event on Friday at the Belen Public Library. Attended the Balloon Rally on Saturday morning. Attended a constituent meeting on Saturday which went well.

**ADJOURNMENT:**



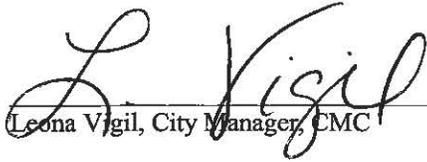
Mayor Cordova asked for a motion to adjourn tonight's Regular Council Meeting. Councilor Aragon motioned to adjourn. Councilor Ortega seconds the motion. Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	Motioned Carried



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Jerah Cordova, Mayor



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Leona Vigil, City Manager, CMC