



THE CITY OF ARTESIA, NEW MEXICO

511 W. Texas Ave.
P.O. Box 1310
Artesia, NM 88211-1310

(575) 746-3593
(575) 746-2122
(575) 746-3886

Mayor
City Clerk
Fax

AGENDA CITY COUNCIL MEETING

February 24, 2026
5:00 p.m.

1. **Determination as to whether quorum present**
2. **Invocation and pledge of allegiance**
3. **New Requests for City Facilities:**
4. **City Departments and Employees**
5. **Special Reports**
6. **Period for Hearing Visitors (3-minute time limit)**
7. **Approval of Consent Agenda**
8. **Public Hearings** – including consideration of final passage of any ordinance as to which proper notice has been published.
9. **Comments from Public Officials and Contracted Services**
10. **Committee Reports:**
 - A. Budget and Finance
 - B. Personnel
 - C. Police and Fire
 - D. Safety
 - E. Recreation
 - F. Infrastructure / Planning (*Streets, Garage, Cemetery, Parks, Water, Wastewater, Solid Waste, Facility Maintenance, Project Management, Code Enforcement, Permits and Inspections*)
 - G. Government
11. **Personnel:**
12. **Public Safety:**
 - A. **Police Department:**
 - B. **Fire Department:**
13. **Infrastructure:**
 - A. **Community Development:**
 - 1) *Consideration and approval of award of bid for The Legends Subdivision – Unit One Project to Constructors, Inc of Carlsbad, NM.

*Denotes material included in Council Packets or previously received material

- 2) *Consideration and approval to set a hearing on March 24, 2026, to consider and approval Case No. 26-04, Zone Change from "R1-B" Single Family District to "C" Commercial. Location: 2 lots W Of 1206 W Hermosa Dr and 1 lot W of 1209 W Sears. Legal: Lots 22, 23 & 24 of Block 6, Fairacres (Blocks 1 Thru 6), Quarter: SW S: 17 T: 17S R: 26E. Owners: Brad Young

B. Infrastructure:

14. City Attorney:

15. City Clerk:

- A. *Consideration and approval of Resolution 1939 Budget Adjustment for FY25-26 Budget.

16. City Administrator:

17. Mayor:

- A. ** Executive session: In accordance with the State of New Mexico Open Meetings Act, Section 10-15-1-(H)(7):
 - a. Pending or Threatened Litigation
 - i. Action as a result of executive session

18. New or other business from Councilors:

19. Adjournment

CONSENT AGENDA
February 24, 2026

1. **Approval of Minutes** *February 13, 2026
2. **Consideration of Bids:**
 - A. *Approval of award of bid for On-Call Mechanical Equipment Maintenance & Repair Services to Advance Airflow Technology.
3. **Contracts, Leases and Agreements:**
4. **Appointments:**
5. **Personnel Resignations, Hirings, Promotions, and Transfers:**

Upon recommendation of the Mayor, subject to successful completion of required pre-employment testing, permission to:

 - A. *Hire:

<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate of Pay</u>
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 - B. Ratification:
 - C. Promotion:
 - D. Demotion:
 - E. Transfer:
 - F. Resignation:
 1. Accept the resignation of Nicholas Villalobos Firefighter Certified effective February 25, 2026.
6. **Dates of Hearing:**
7. **Travel and Training:**
8. **Routine Requests for City Facilities:**
9. **Routine Resolutions (to be assigned a number by staff):**
10. **Budgeted Items:**
11. **Quarterly Journal Entries:**
12. **Non-budgeted Items:**
13. ***Payment of Bills**

**MINUTES OF CITY COUNCIL MEETING
ARTESIA, NEW MEXICO
FEBRUARY 10, 2026**

The City Council of the City of Artesia, New Mexico met in the City Council Chambers at City Hall on Tuesday, February 10, 2026, at 5:30 p.m. in regular session with Mayor Pro tem Jeff Youtsey presiding, and the following present to wit:

Ignacio Mariscal	George Mullen
Jarod Moreau	Wade Nelson
Raul Rodriguez	Dickie Townley

Also present:
Summer Valverde, City Clerk/Treasurer
Cas Tabor, City Attorney
Hayley Klein, City Administrator

Absent:
Mayor Jon Henry
Michael Bunt

A quorum was determined to be present. The invocation was given by Council Rodriguez, and all joined in the Pledge of Allegiance.

New Requests for City Facilities:

None.

City Departments and Employees

None.

Special Reports

None.

Period for Hearing Visitors

Linda Stevens and Kirsten Mauritsen greeted and thanked council for the opportunity to have another community mural painted, noting they hope for strong community involvement. They stated the wall is over 1000 ft. in length, but the design has not yet been developed.

Jessica Bollema and Kamili Burnett greeted Council, presented them with beans and pecans, and discussed their visit to Santa Fe representing Artesia's local businesses. They invited Council to the Chamber banquet later this month.

Consent Agenda

Councilor Rodriguez moved to approve the consent agenda as written. Seconded by Councilor Moreau, and upon vote, the motion passed.

CONSENT AGENDA

February 10, 2026

*January 27, 2026

- 1. Approval of Minutes**
- 2. Consideration of Bids:**

3. Contracts, Leases and Agreements:**4. Appointments:****5. Personnel Resignations, Hirings, Promotions, and Transfers:**

Upon recommendation of the Mayor, subject to successful completion of required reemployment testing, permission to:

A. *Hire:

Name	Department	Position	Rate of Pay
1. Kevin Evans	Waste Water	WW Operator II	\$4,232.80 per/mo CA19

B. Ratification:

C. Promotion:

1. Brett Golleher	Fire	Firefighter/Paramedic	\$5,701.84 per/mo CF2B
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D. Demotion:

E. Transfer:

F. Resignation:

1. Accept the resignation of Isidro Hernandez Police Officer Un-certified effective February 02, 2026.

6. Dates of Hearing:**7. *Travel and Training:**

A. Fire – Permission for one (1) employee to attend the NM IAAI Conference in Albuquerque, NM.

8. Routine Requests for City Facilities:**9. Routine Resolutions (to be assigned a number by staff):****10. Budgeted Items:****11. Quarterly Journal Entries:****12. Non-budgeted Items:****13. *Payment of Bills****Public Hearings**

None.

Comments from Public Officials and Contracted Services

None.

Committee Reports

Budget and Finance – Councilor Moreau stated a meeting is scheduled for February 17th.

Personnel – Councilor Mullen commented discussion was over the items identified on the consent agenda.

Police and Fire – None.

Safety – Mayor Pro tem Youtsey gave safety stats, noting many incidents were snow related.

Recreation – Councilor Rodriguez commented a meeting is scheduled for February 23rd, at 6:30 p.m. at the Artesia Recreation Center. He also noted that basketball and baseball has begun.

Infrastructure / Planning (*Streets, Garage, Cemetery, Parks, Water, Wastewater, Solid Waste, Facility Maintenance, Project Management, Code Enforcement, Permits and Inspections*) – None.

Government – There is a scheduled meeting set for February 18th at 4:30 p.m.

Personnel

A. *Stats

City Administrator Hayley Klein presented stats regarding the total number of employees and noted that it will be updated quarterly.

Public Safety

Police Chief Kirk Roberts greeted Mayor Pro Tem and Council and presented stats from the Animal Shelter, crime report, and IT updates. Chief Roberts stood for questions. Mayor pro tem Youtsey commended the Animal Shelter stats, stating these numbers should be the goal.

Fire Chief Kevin Hope greeted Mayor Pro Tem and Council and presented stats.

Infrastructure

Infrastructure Director Byron Landfair greeted Mayor Pro Tem and Council and presented project reports. Councilor Moreau asked about the status of the movie theatre. Director Landfair stated it is undergoing asbestos removal.

City Attorney

None.

City Clerk

City Clerk Summer Valverde greeted Mayor Pro Tem and Council and presented the financial reports.

City Clerk Valverde then presented Resolution 1937. Councilor Rodriguez moved to approve. Seconded by Councilor Moreau, and upon vote, the motion passed.

RESOLUTION 1937

City Clerk Valverde next presented Resolution 1938, providing detail for each line item. Discussion took place regarding the removal of the IT expenses line item. Councilor Rodriguez moved to approve, seconded by Councilor Mullen, and upon vote, the motion passed.

RESOLUTION 1938

City Clerk also gave an update on the budget process and stated she will meet with each department to review their budgets using Incode 10.

City Administrator

City Administrator Hayley Klein recognized the employees who worked hard during the snowstorm. Mrs. Klein shared updates on the 2025 Roswell Air Races.

Mayor

Mayor Pro tem Youtsey sought a motion in accordance with the State of New Mexico Open Meetings Act, Section 10-15-1-(H)(7)(8), to enter executive session. Councilor Rodriguez moved to go into executive session. Seconded by Councilor Moreau, and upon roll call with the following votes recorded:

Aye: Nelson, Townley, Mullen, Moreau, Rodriguez, and Mariscal

Nay: None.

The motion passed.

Council recessed to executive session at 6:09 P.M.

Council reconvened at 6:42 p.m.

Councilor Rodriguez moved to reconvene from executive session, stating that pending and threatening litigation was discussed, and the purchase or sale of real property was discussed with no action taken. Seconded by Councilor Mariscal, and upon roll call, with the following votes recorded:

Aye: Mariscal, Rodriguez, Moreau, Mullen, Townley, and Nelson

Nay: None.

The motion passed.

New or other business from Councilors

Councilor Townley recognized the city employees who stepped up and did an excellent job during the snowstorm.

Councilor Moreau expressed gratitude for a community that strongly supports youth.

Councilor Rodriguez thanked city employees, and those who participated with the baby box.

Mayor Pro Tem Youtsey encouraged everyone to think of and pray for the legislators in Santa Fe.

Adjournment

There being no further business, the meeting was adjourned at 6:46 P.M. on February 10, 2026.

Jeff Youtsey, Mayor Pro tem

ATTEST:

Summer Valverde, City Clerk/Treasurer



Purchasing Department
 1805 S. 27th Street/P.O. BOX
 1310
 ARTESIA, NM 88210
 575-748-8290
gcronopulos@artesianm.gov

Consent Agenda Item: 2a
Meeting Date:
February 10th, 2026

February 5th, 2026

Re: Recommendation of Award Letter ITB # 25-0008 On-Call Mechanical Equipment Maintenance & Repair Services

Dear City Council,

On Thursday, January 8th, 2026, a notice was published inviting bids for an On-Call Mechanical Equipment Maintenance & Repair Services. The bids were opened and read publicly on February 5th, 2026. One bid was submitted and is considered responsive. Below is a summary of the bid amounts. I have reviewed the bid provided to ensure that it meets all the necessary requirements.

BIDDER	Advanced Airflow Technology
STREET	1607 N. Garden Ave
CITY/STATE	Roswell, NM 88201
TELEPHONE	575-840-4029
EMAIL	
VETERAN'S PREFERENCE CERTIFICATE SUBMITTED	No
RESIDENT BUSINESS PREFERENCE SUBMITTED	No
CAMPAIGN CONTR. FORM	Yes
ITEMS	BID PRICE
All On-Call Mechanical Services (as defined in the Scope of Work; business hours 8:00 a.m. – 5:00 p.m.)	\$170.00
Emergency/After Hours Vendors must begin working on after-hours and emergency requests within one (1) hour of the City's notification.	
After-Hours Support (Weeknights/Weekends)	\$255.00
Emergency Response (Holidays or Critical Priority)	\$340.00

Mayor
Jon Henry

Mayor ProTem
Jeff Youtsey

CITY COUNCIL

Ignacio Mariscal
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Wade Nelson
Dickie Townley
Michael Bunt

The Purchasing Department recommends awarding contracts to Advanced Airflow Technology.

Instruct the Purchasing and Finance Administration Department to award and to have signature authority on the contract/purchase orders and all related documents.

Sincerely,



Gabrielle Cronopulos

gcronopulos@artesianm.gov

575-748-8290

Mayor
Jon Henry

Mayor ProTem
Jeff Youtsey

CITY COUNCIL

Ignacio Mariscal
Raul Rodriguez
Jarrod Moreau

Wade Nelson
Dickie Townley
Michael Bunt



Expense Approval Report

By Fund

Payable Dates 2/11/2026 - 2/24/2026

Post Dates 2/11/2026 - 2/24/2026

Payment Number	Vendor Name	Description (Item)	Account Number	Account Name	Amount
Fund: 101 - GENERAL FUND					
Department: 02 - Municipal Court					
88143	SHARP ELECTRONICS CORPOR...	137-1987868-000	101-02-47120	COPIER LEASE	124.15
Department 02 - Municipal Court Total:					124.15
Department: 03 - Finance & Admin					
88151	TABOR LAW FIRM, LLC	GENERAL	101-03-45020	LEGAL SERVICES	7,139.94
88143	SHARP ELECTRONICS CORPOR...	137-1987865-000	101-03-44041	EQUIPMENT MAINTENANCE	124.15
88143	SHARP ELECTRONICS CORPOR...	137-1987878-000	101-03-44041	EQUIPMENT MAINTENANCE	1,999.60
88143	SHARP ELECTRONICS CORPOR...	137-1987879-000	101-03-44041	EQUIPMENT MAINTENANCE	124.15
88136	NM COMMISSION OF PUBLIC ...	SERVICE	101-03-46010	OFFICE SUPPLIES	13.50
88122	CENTURYLINK	CITY HALL FAX	101-03-47150	COMMUNICATION EXPENSE	274.65
88134	NEW MEXICO GAS COMPANY	GAS BILL / 611 W. MISSOURI	101-03-47160	UTILITIES	58.41
Department 03 - Finance & Admin Total:					9,734.40
Department: 05 - Streets					
88114	ARC POWER LINE CONSTRUCT...	SERVICE	101-05-45030	PROFESSIONAL SERVICES	15,513.93
88114	ARC POWER LINE CONSTRUCT...	SERVICE	101-05-45030	PROFESSIONAL SERVICES	11,328.06
88152	TERRA HAVEN LANDSCAPING ...	SERVICE	101-05-44030	PARKS MAINTENANCE	3,628.13
88143	SHARP ELECTRONICS CORPOR...	137-1987876-000	101-05-47123	EQUIPMENT LEASES	323.87
88154	TRI GEN WEEDICATORS LLC	SERVICE	101-05-45030	PROFESSIONAL SERVICES	3,078.67
Department 05 - Streets Total:					33,872.66
Department: 06 - Police					
88148	STARR JANITORIAL INC.	SERVICE	101-06-44010	BUILDING MAINTENANCE	112.32
88148	STARR JANITORIAL INC.	SERVICE	101-06-44010	BUILDING MAINTENANCE	124.10
88118	AT&T MOBILITY II LLC DBA AT...	287281394286	101-06-47150	TELEPHONE/CELL PHONE	529.45
88143	SHARP ELECTRONICS CORPOR...	137-1987863-000	101-06-44020	MAINTENANCE CONTRACTS	124.15
88143	SHARP ELECTRONICS CORPOR...	137-19878870-000	101-06-44020	MAINTENANCE CONTRACTS	363.66
88143	SHARP ELECTRONICS CORPOR...	137-1987871-000	101-06-44020	MAINTENANCE CONTRACTS	222.14
88143	SHARP ELECTRONICS CORPOR...	137-1987877-000	101-06-44020	MAINTENANCE CONTRACTS	249.12
88143	SHARP ELECTRONICS CORPOR...	137-1987947-000	101-06-44020	MAINTENANCE CONTRACTS	253.95
88121	CELLCO PARTNERSHIP DBA VE...	342367759-00001	101-06-47150	TELEPHONE/CELL PHONE	80.04
88128	EDDY COUNTY CENTRAL CO...	SERVICE	101-06-45030	PROFESSIONAL SERVICES	121,866.32
88122	CENTURYLINK	ANIMAL SHELTER	101-06-47150	TELEPHONE/CELL PHONE	177.12
88139	PAWS & CLAWS HUMANE SOC...	SHELTER CARE MARCH 2026	101-06-45902	ANIMAL SHELTER OPERATION	15,756.30
Department 06 - Police Total:					139,858.67
Department: 07 - Fire					
88143	SHARP ELECTRONICS CORPOR...	137-1987864-000	101-07-44041	EQUIPMENT MAINTENANCE	252.41
88121	CELLCO PARTNERSHIP DBA VE...	342367759-00001	101-07-47150	TELEPHONE	1,388.35
88149	STRYKER SALES CORPORTATIO	SERVICE	101-07-45900	CONTRACTS	7,713.43
88137	NM EMS BUREAU	EMS LICENSE RENEWALS	101-07-47040	EMPLOYEE TRAINING	360.00
Department 07 - Fire Total:					9,714.19
Department: 08 - Artesia Center					
88143	SHARP ELECTRONICS CORPOR...	137-1987873-000	101-08-47120	COPIER LEASE	249.12
88122	CENTURYLINK	ARTESIA CENTER	101-08-47150	TELEPHONE	94.65
Department 08 - Artesia Center Total:					343.77
Department: 09 - Commission on Aging					
88143	SHARP ELECTRONICS CORPOR...	137-1987874-000	101-09-47120	RENT EQUIPMENT / MACHINE...	249.12
88131	JACK RICHARDSON DBA CIBO...	SERVICE	101-09-46904	PROGRAMS	300.00
Department 09 - Commission on Aging Total:					549.12
Department: 10 - Library					
88143	SHARP ELECTRONICS CORPOR...	137-1987866-000	101-10-44020	MAINTENANCE CONTRACTS	180.47
88143	SHARP ELECTRONICS CORPOR...	137-1987867-000	101-10-44020	MAINTENANCE CONTRACTS	409.68
88122	CENTURYLINK	LIBRARY ALARM LINE	101-10-47150	TELEPHONE	88.56

Expense Approval Report

Payable Dates: 2/11/2026 - 2/24/2026 Post Dates: 2/11/2026 - 2/24/2026

Payment Number	Vendor Name	Description (Item)	Account Number	Account Name	Amount
88134	NEW MEXICO GAS COMPANY	205 W. QUAY	101-10-47160	UTILITIES	936.03
88122	CENTURYLINK	ARTESIA PUBLIC LIBRARY	101-10-47150	TELEPHONE	725.50
Department 10 - Library Total:					2,340.24
Department: 11 - Museum					
88143	SHARP ELECTRONICS CORPOR...	137-1987869-000	101-11-44020	MAINTENANCE CONTRACTS	222.14
88122	CENTURYLINK	MUSEUM ANNEX	101-11-47150	TELEPHONE	198.31
88122	CENTURYLINK	HISTORICAL MUSEUM	101-11-47150	TELEPHONE	100.92
88134	NEW MEXICO GAS COMPANY	GAS BILL/503 RICHARDSON ...	101-11-47160	UTILITIES	127.02
Department 11 - Museum Total:					648.39
Department: 17 - Planning					
88143	SHARP ELECTRONICS CORPOR...	137-1987872-000	101-17-44041	EQUIPMENT MAINTENANCE	249.12
Department 17 - Planning Total:					249.12
Department: 18 - Personnel					
88110	ADVANTAGE HEATING & COOL...	SERVICE	101-18-45905	IT EXPENSES	11,608.52
88150	TABOR LAW FIRM, LLC	PROSECUTION	101-18-45903	PROFESSIONAL SERVICES	6,865.17
Department 18 - Personnel Total:					18,473.69
Department: 21 - Facility Manintenance					
88125	CONSOLIDATED ELECTRICAL D	SUPPLIES	101-21-44010	FACILITIES MAINT	206.19
88125	CONSOLIDATED ELECTRICAL D	SUPPLIES	101-21-44010	FACILITIES MAINT	463.95
88125	CONSOLIDATED ELECTRICAL D	SUPPLIES	101-21-44010	FACILITIES MAINT	514.47
88125	CONSOLIDATED ELECTRICAL D	SUPPLIES	101-21-44010	FACILITIES MAINT	121.57
88125	CONSOLIDATED ELECTRICAL D	SUPPLIES	101-21-44020	FM LIBRARY	3.93
88157	WESSON ELECTRIC	SERVICE	101-21-44010	FACILITIES MAINT	12,529.97
88152	TERRA HAVEN LANDSCAPING ...	SERVICE	101-21-44010	FACILITIES MAINT	1,031.25
88152	TERRA HAVEN LANDSCAPING ...	SERVICE	101-21-44010	FACILITIES MAINT	262.80
88152	TERRA HAVEN LANDSCAPING ...	SERVICE	101-21-44010	FACILITIES MAINT	2,628.12
88110	ADVANTAGE HEATING & COOL...	SERVICE	101-21-44010	FACILITIES MAINT	6,444.75
88110	ADVANTAGE HEATING & COOL...	SERVICE	101-21-44010	FACILITIES MAINT	139.89
88112	ALK INC	SERVICE	101-21-44010	FACILITIES MAINT	1,103.02
88115	ARTESIA BUILDING SUPPLY	SUPPLIES	101-21-44010	FACILITIES MAINT	83.88
88115	ARTESIA BUILDING SUPPLY	SUPPLIES	101-21-44010	FACILITIES MAINT	111.84
88115	ARTESIA BUILDING SUPPLY	SUPPLIES	101-21-44021	FM GARAGE	242.20
88115	ARTESIA BUILDING SUPPLY	SUPPLIES	101-21-44021	FM GARAGE	38.98
88115	ARTESIA BUILDING SUPPLY	SUPPLIES	101-21-44010	FACILITIES MAINT	241.12
88115	ARTESIA BUILDING SUPPLY	SUPPLIES	101-21-44010	FACILITIES MAINT	69.90
88117	ARTESIA PLUMBING HEATING...	SERVICE	101-21-44010	FACILITIES MAINT	1,363.38
88117	ARTESIA PLUMBING HEATING...	SERVICE	101-21-44010	FACILITIES MAINT	301.41
88117	ARTESIA PLUMBING HEATING...	SERVICE	101-21-44010	FACILITIES MAINT	312.17
88117	ARTESIA PLUMBING HEATING...	SERVICE	101-21-44010	FACILITIES MAINT	134.56
88124	COATS PLUMBING AND HVAC ...	SERVICE	101-21-44010	FACILITIES MAINT	26.91
88124	COATS PLUMBING AND HVAC ...	SERVICE	101-21-44020	FM LIBRARY	26.91
88124	COATS PLUMBING AND HVAC ...	SERVICE	101-21-44017	FM FIRE	26.91
88124	COATS PLUMBING AND HVAC ...	SERVICE	101-21-44010	FACILITIES MAINT	142.63
88124	COATS PLUMBING AND HVAC ...	SERVICE	101-21-44010	FACILITIES MAINT	73.20
88124	COATS PLUMBING AND HVAC ...	SERVICE	101-21-44019	FM COA	38.48
88124	COATS PLUMBING AND HVAC ...	SERVICE	101-21-44010	FACILITIES MAINT	26.91
88158	WESTERN STATES FIRE PROTE...	SERVICE	101-21-45030	PROFESSIONAL SERVICES	1,291.79
Department 21 - Facility Manintenance Total:					30,003.09
Fund 101 - GENERAL FUND Total:					245,911.49
Fund: 209 - FIRE FUND					
Department: 00 - Non Departmental					
88146	SIDDONS MARTIN EMERGENC...	SERVICE	209-00-44041	EQUIPMENT OPERATING EXP...	6,494.34
88156	WATERWAY OF NEW MEXICO	SERVICE	209-00-44041	EQUIPMENT OPERATING EXP...	7,573.47
88156	WATERWAY OF NEW MEXICO	SERVICE	209-00-44041	EQUIPMENT OPERATING EXP...	2,313.43
88133	MOTOROLA SOLUTIONS	SERVICE	209-00-44041	EQUIPMENT OPERATING EXP...	82.38
Department 00 - Non Departmental Total:					16,463.62
Fund 209 - FIRE FUND Total:					16,463.62

Expense Approval Report

Payable Dates: 2/11/2026 - 2/24/2026 Post Dates: 2/11/2026 - 2/24/2026

Payment Number	Vendor Name	Description (Item)	Account Number	Account Name	Amount
Fund: 211 - LAW ENFORCEMENT ASST FUND					
Department: 00 - Non Departmental					
88105	DON CHALMERS FORD	2025 Ford F-150	211-00-46900	EXPENSE	50,410.00
Department 00 - Non Departmental Total:					50,410.00
Fund 211 - LAW ENFORCEMENT ASST FUND Total:					50,410.00
Fund: 217 - RECREATION FUND					
Department: 00 - Non Departmental					
88109	ADVANCED AIRFLOW TECHNO...SERVICE		217-00-46010	SUPPLIES	4,101.17
88109	ADVANCED AIRFLOW TECHNO...SERVICE		217-00-46010	SUPPLIES	11,666.91
88155	VALLEY DAIRY PRODUCTS, INC	SUPPLIES	217-00-46010	SUPPLIES	3,149.00
88117	ARTESIA PLUMBING HEATING... SERVICE		217-00-46010	SUPPLIES	284.51
88117	ARTESIA PLUMBING HEATING... SERVICE		217-00-46010	SUPPLIES	344.53
Department 00 - Non Departmental Total:					19,546.12
Fund 217 - RECREATION FUND Total:					19,546.12
Fund: 300 - CAPITAL IMPROVEMENT FUND					
Department: 00 - Non Departmental					
88138	PARKHILL SMITH & COOPER, I...	PROJECT # 04027722.30	300-00-48736	RUNWAY 4/22 REHAB DESIGN	6,862.30
88127	DONALD T DEGRAY DBA PRECI...SERVICE		300-00-46025	AVTC GRANT	4,734.26
88152	TERRA HAVEN LANDSCAPING ... SERVICE		300-00-48191	SIGNAGE RICHEY & BOWMAN	37,749.55
88108	FILE CONSTRUCTION, LLC	BULLDOG WELL	300-00-48763	NEW WATER WELL ENGINEER...	540,309.28
88107	MFLI INC. DBA MELLOY FORD	Ford350	300-00-48373	WATER VEHICLE	67,730.00
88106	MCLL INC. DBA MELLOY CHEV...	2025 Chevy 1500 SPA #40-00...	300-00-48535	VEHICLE WW	42,855.00
Department 00 - Non Departmental Total:					700,240.39
Fund 300 - CAPITAL IMPROVEMENT FUND Total:					700,240.39
Fund: 503 - WASTE WATER FUND					
Department: 00 - Non Departmental					
88118	AT&T MOBILITY II LLC DBA AT...	287281394286	503-00-47150	TELEPHONE	83.74
88122	CENTURYLINK	WASTE WATER PLANT	503-00-47150	TELEPHONE	289.00
Department 00 - Non Departmental Total:					372.74
Fund 503 - WASTE WATER FUND Total:					372.74
Fund: 504 - SOLID WASTE FUND					
Department: 00 - Non Departmental					
88140	PILOT THOMAS LOGISTICS, LLC..	FUEL	504-00-43030	GASOLINE & OIL EXPENSE	752.69
88153	TEXAS INDUSTRIAL SERVICES	SERVICE	504-00-46040	UNIFORM EXPENSE	337.63
88120	BIG ASS TANKS, LLC	SERVICE	504-00-44040	VEHICLE MAINTENANCE	123.79
88143	SHARP ELECTRONICS CORPOR...	137-1987875-000	504-00-44020	MAINT CONTRACTS	124.15
88145	SHERWIN WILLIAMS CO	SUPPLIES	504-00-46903	GRAFFITI REMOVAL	8.65
88145	SHERWIN WILLIAMS CO	SUPPLIES	504-00-46903	GRAFFITI REMOVAL	47.43
88122	CENTURYLINK	TRANSFER STATION	504-00-47150	TELEPHONE	91.14
Department 00 - Non Departmental Total:					1,485.48
Fund 504 - SOLID WASTE FUND Total:					1,485.48
Fund: 505 - WATER FUND					
Department: 00 - Non Departmental					
88152	TERRA HAVEN LANDSCAPING ... SERVICE		505-00-44010	BUILDING MAINTENANCE	5,681.87
88153	TEXAS INDUSTRIAL SERVICES	SERVICE	505-00-46040	UNIFORM EXPENSE	204.43
88153	TEXAS INDUSTRIAL SERVICES	SERVICE	505-00-46040	UNIFORM EXPENSE	204.43
88113	ALLBRIGHT & ASSOCIATES, INC.	SERVICE	505-00-46901	WATER MATERIALS EXPENSE	14,212.50
88122	CENTURYLINK	CITY HALL FAX	505-00-47160	UTILITIES	105.90
88119	BAKER UTILITY SUPPLY	SUPPLIES	505-00-46901	WATER MATERIALS EXPENSE	5,712.96
Department 00 - Non Departmental Total:					26,122.09
Fund 505 - WATER FUND Total:					26,122.09
Fund: 507 - AIRPORT FUND					
Department: 00 - Non Departmental					
88159	YORK TECHNICAL RESOURCES	SERVICE	507-00-44021	AUTOMATING WEATHER REP...	2,409.76
Department 00 - Non Departmental Total:					2,409.76
Fund 507 - AIRPORT FUND Total:					2,409.76

Expense Approval Report

Payable Dates: 2/11/2026 - 2/24/2026 Post Dates: 2/11/2026 - 2/24/2026

Payment Number	Vendor Name	Description (Item)	Account Number	Account Name	Amount
Fund: 510 - CEMETERY FUND					
Department: 00 - Non Departmental					
88153	TEXAS INDUSTRIAL SERVICES	SERVICE	510-00-44010	BUILDING & GROUNDS MAIN...	19.45
88153	TEXAS INDUSTRIAL SERVICES	SERVICE	510-00-46040	UNIFORM EXPENSE	64.12
88153	TEXAS INDUSTRIAL SERVICES	SERVICE	510-00-44010	BUILDING & GROUNDS MAIN...	19.45
88153	TEXAS INDUSTRIAL SERVICES	SERVICE	510-00-46040	UNIFORM EXPENSE	64.12
88122	CENTURYLINK	WOODBINE CEMETERY	510-00-47160	UTILITIES	97.49
Department 00 - Non Departmental Total:					264.63
Fund 510 - CEMETERY FUND Total:					264.63
Grand Total:					1,063,226.32

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
101 - GENERAL FUND	245,911.49	245,911.49
209 - FIRE FUND	16,463.62	16,463.62
211 - LAW ENFORCEMENT ASST FUND	50,410.00	50,410.00
217 - RECREATION FUND	19,546.12	19,546.12
300 - CAPITAL IMPROVEMENT FUND	700,240.39	700,240.39
503 - WASTE WATER FUND	372.74	372.74
504 - SOLID WASTE FUND	1,485.48	1,485.48
505 - WATER FUND	26,122.09	26,122.09
507 - AIRPORT FUND	2,409.76	2,409.76
510 - CEMETERY FUND	264.63	264.63
Grand Total:	1,063,226.32	1,063,226.32

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
101-02-47120	COPIER LEASE	124.15	124.15
101-03-44041	EQUIPMENT MAINTENA...	2,247.90	2,247.90
101-03-45020	LEGAL SERVICES	7,139.94	7,139.94
101-03-46010	OFFICE SUPPLIES	13.50	13.50
101-03-47150	COMMUNICATION EXPE...	274.65	274.65
101-03-47160	UTILITIES	58.41	58.41
101-05-44030	PARKS MAINTENANCE	3,628.13	3,628.13
101-05-45030	PROFESSIONAL SERVICES	29,920.66	29,920.66
101-05-47123	EQUIPMENT LEASES	323.87	323.87
101-06-44010	BUILDING MAINTENANCE	236.42	236.42
101-06-44020	MAINTENANCE CONTRA...	1,213.02	1,213.02
101-06-45030	PROFESSIONAL SERVICES	121,866.32	121,866.32
101-06-45902	ANIMAL SHELTER OPER...	15,756.30	15,756.30
101-06-47150	TELEPHONE/CELL PHONE	786.61	786.61
101-07-44041	EQUIPMENT MAINTENA...	252.41	252.41
101-07-45900	CONTRACTS	7,713.43	7,713.43
101-07-47040	EMPLOYEE TRAINING	360.00	360.00
101-07-47150	TELEPHONE	1,388.35	1,388.35
101-08-47120	COPIER LEASE	249.12	249.12
101-08-47150	TELEPHONE	94.65	94.65
101-09-46904	PROGRAMS	300.00	300.00
101-09-47120	RENT EQUIPMENT / MA...	249.12	249.12
101-10-44020	MAINTENANCE CONTRA...	590.15	590.15
101-10-47150	TELEPHONE	814.06	814.06
101-10-47160	UTILITIES	936.03	936.03
101-11-44020	MAINTENANCE CONTRA...	222.14	222.14
101-11-47150	TELEPHONE	299.23	299.23
101-11-47160	UTILITIES	127.02	127.02
101-17-44041	EQUIPMENT MAINTENA...	249.12	249.12
101-18-45903	PROFESSIONAL SERVICES	6,865.17	6,865.17
101-18-45905	IT EXPENSES	11,608.52	11,608.52
101-21-44010	FACILITIES MAINT	28,333.89	28,333.89
101-21-44017	FM FIRE	26.91	26.91
101-21-44019	FM COA	38.48	38.48
101-21-44020	FM LIBRARY	30.84	30.84
101-21-44021	FM GARAGE	281.18	281.18
101-21-45030	PROFESSIONAL SERVICES	1,291.79	1,291.79
209-00-44041	EQUIPMENT OPERATING...	16,463.62	16,463.62
211-00-46900	EXPENSE	50,410.00	50,410.00
217-00-46010	SUPPLIES	19,546.12	19,546.12
300-00-46025	AVTC GRANT	4,734.26	4,734.26
300-00-48191	SIGNAGE RICHEY & BO...	37,749.55	37,749.55
300-00-48373	WATER VEHICLE	67,730.00	67,730.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
300-00-48535	VEHICLE WW	42,855.00	42,855.00
300-00-48736	RUNWAY 4/22 REHAB D...	6,862.30	6,862.30
300-00-48763	NEW WATER WELL ENG...	540,309.28	540,309.28
503-00-47150	TELEPHONE	372.74	372.74
504-00-43030	GASOLINE & OIL EXPENSE	752.69	752.69
504-00-44020	MAINT CONTRACTS	124.15	124.15
504-00-44040	VEHICLE MAINTENANCE	123.79	123.79
504-00-46040	UNIFORM EXPENSE	337.63	337.63
504-00-46903	GRAFFITI REMOVAL	56.08	56.08
504-00-47150	TELEPHONE	91.14	91.14
505-00-44010	BUILDING MAINTENANCE	5,681.87	5,681.87
505-00-46040	UNIFORM EXPENSE	408.86	408.86
505-00-46901	WATER MATERIALS EXP...	19,925.46	19,925.46
505-00-47160	UTILITIES	105.90	105.90
507-00-44021	AUTOMATING WEATHER...	2,409.76	2,409.76
510-00-44010	BUILDING & GROUNDS ...	38.90	38.90
510-00-46040	UNIFORM EXPENSE	128.24	128.24
510-00-47160	UTILITIES	97.49	97.49
Grand Total:		1,063,226.32	1,063,226.32

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	1,063,226.32	1,063,226.32
Grand Total:	1,063,226.32	1,063,226.32



Solutions for today... Vision for tomorrow

February 16, 2026

Ms. Gabrielle Cronopulos,
Chief Procurement Officer
City of Artesia
P.O. Box 1310
Artesia, New Mexico 88210

Re: **Bid No. COA-25-0007**
The Legends Subdivision – Unit One Project
Artesia, NM

Dear Ms. Cronopulos:

As you know, bids were opened for the above-referenced project on Thursday, February 12, 2026. The City received two (2) competitive bids. Bids were submitted by Constructors, Inc. of Carlsbad, NM and J&H Services, Inc. of Albuquerque, NM. The bid amounts are summarized on the attached bid tabulation sheet. The sign-in sheet for the bid opening is attached as well. The bids were reviewed by me for completeness and mathematical accuracy. The lowest, responsive bid was submitted by Constructors, Inc. with a bid amount of \$2,699,741.00 (plus gross receipts tax).

Constructors, Inc. is a registered Contractor in the State of New Mexico with active classifications GA-98, GB-98, GF-01, GF-03, GF-04, GF-05, GF-06, and GF-09 operating under license number 1585. The bid submitted by Constructors, Inc. listed the subcontractors and suppliers that will work on this project. Each is licensed in the State of New Mexico with the appropriate classification to perform their nature of work. The Surety for the 5% Bid Bond included in the bid submitted by Constructors, Inc. is Western Surety Co.

The basis of award for this project is the lowest, complete, and responsive bid submitted by a qualified, licensed Contractor in the State of New Mexico. Therefore, after reviewing the submitted bids, Smith Engineering Co. recommends the contract be awarded to Constructors, Inc. of Carlsbad, NM for the bid total amount, including gross receipts tax, of \$2,906,157.80.

Please feel free to call with any questions or comments.

Sincerely,
Smith Engineering Co.

Scott Hicks

Scott Hicks, PE
Project Engineer

City of Artesia
The Legends Subdivision - Unit One
Bid Tabulation
Bid Opening Date: February 12, 2026



BID SCHEDULE				ENGINEER'S ESTIMATE		CONSTRUCTORS, INC.		J&H SERVICES, INC.	
ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST (\$/UNIT)	ITEM COST (\$)	UNIT COST (\$/UNIT)	ITEM COST (\$)	UNIT COST (\$/UNIT)	ITEM COST (\$)
1	Demolition/Removals	LS	1	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$32,000.00	\$32,000.00
2	Clear & Grub/Earthwork	LS	1	\$75,000.00	\$75,000.00	\$145,000.00	\$145,000.00	\$78,000.00	\$78,000.00
3	Subgrade Prep 6"	SY	21,000	\$3.50	\$73,500.00	\$3.70	\$77,700.00	\$2.25	\$47,250.00
4	Base Course 6"	SY	21,000	\$12.50	\$262,500.00	\$10.00	\$210,000.00	\$10.30	\$216,300.00
5	Prime Coat Material	SY	12,000	\$1.00	\$12,000.00	\$0.45	\$5,400.00	\$1.70	\$20,400.00
6	HMA SP-IV Complete - 2.5" Thick	SY	12,000	\$20.00	\$240,000.00	\$15.00	\$180,000.00	\$17.40	\$208,800.00
7	Geogrid Base Reinforcement	SY	12,000	\$3.50	\$42,000.00	\$2.65	\$31,800.00	\$7.00	\$84,000.00
8	Mountable Concrete 24" Curb and Gutter	LF	5,800	\$45.00	\$261,000.00	\$44.00	\$255,200.00	\$46.00	\$266,800.00
9	Concrete Valley Gutter 6" x 36"	LF	180	\$85.00	\$15,300.00	\$90.00	\$16,200.00	\$68.00	\$12,240.00
10	Flush Concrete Ribbon Curb	LF	160	\$40.00	\$6,400.00	\$35.00	\$5,600.00	\$64.00	\$10,240.00
11	6" Concrete Fillet w/Ramp Type "A"	EA	14	\$6,000.00	\$84,000.00	\$6,300.00	\$88,200.00	\$9,960.00	\$139,440.00
12	Concrete Alley Pad 6"	SY	430	\$175.00	\$75,250.00	\$180.00	\$77,400.00	\$193.00	\$82,990.00
13	8" HDPE Waterline (DR-17, IPS)	LF	3,200	\$70.00	\$224,000.00	\$65.00	\$208,000.00	\$58.00	\$185,600.00
14	16" HDPE Waterline (DR-17, IPS)	LF	970	\$100.00	\$97,000.00	\$120.00	\$116,400.00	\$104.00	\$100,880.00
15	1" Water Service Lateral Connection	EA	74	\$2,000.00	\$148,000.00	\$1,950.00	\$144,300.00	\$2,200.00	\$162,800.00
16	8" Gate Valve w/ Valve Box	EA	10	\$6,000.00	\$60,000.00	\$6,600.00	\$66,000.00	\$4,300.00	\$43,000.00
17	16" Gate Valve w/ Valve Box	EA	2	\$20,000.00	\$40,000.00	\$25,000.00	\$50,000.00	\$24,000.00	\$48,000.00
18	Fire Hydrant Assembly. Incl. 6" Valve w/Valve Box	EA	6	\$12,000.00	\$72,000.00	\$13,500.00	\$81,000.00	\$11,850.00	\$71,100.00
19	8" Sanitary Sewer Line (SDR35) 0'-6'	LF	2,600	\$65.00	\$169,000.00	\$62.00	\$161,200.00	\$60.00	\$156,000.00
20	4" PVC SCH 40 - Sanitary Sewer Service Connection and Lateral	EA	74	\$1,500.00	\$111,000.00	\$1,300.00	\$96,200.00	\$2,000.00	\$148,000.00
21	4' Diameter Sanitary Sewer Sewer Manhole (0'-6')	EA	7	\$12,000.00	\$84,000.00	\$12,500.00	\$87,500.00	\$14,300.00	\$100,100.00
22	4" PVC Sanitary Sewer Cleanout (single)	EA	2	\$1,500.00	\$3,000.00	\$1,600.00	\$3,200.00	\$1,800.00	\$3,600.00
23	Connect to Existing Water Line (Hot Tap)	EA	1	\$18,000.00	\$18,000.00	\$25,000.00	\$25,000.00	\$22,600.00	\$22,600.00
24	Connect to Existing Sewer Line	EA	2	\$7,500.00	\$15,000.00	\$11,500.00	\$23,000.00	\$3,500.00	\$7,000.00
25	Manhole Adjustment and Concrete Collar Replacement	EA	1	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
26	Dry Utility Trenching	LF	5,000	\$25.00	\$125,000.00	\$30.00	\$150,000.00	\$34.00	\$170,000.00
27	Hot Thermoplastic Pavement Marking Stripe 24" - White	LF	108	\$12.00	\$1,296.00	\$12.00	\$1,296.00	\$115.00	\$12,420.00
28	Stop Sign Including Steel Post and Base Post	EA	9	\$1,000.00	\$9,000.00	\$905.00	\$8,145.00	\$1,400.00	\$12,600.00
29	Traffic Control Management/Devices	LS	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$38,500.00	\$38,500.00
30	Materials Testing Allowance	ALLOW	1	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00
31	NPDES Permitting and SWPPP Preparation and Implementation	LS	1	\$10,000.00	\$10,000.00	\$11,000.00	\$11,000.00	\$9,600.00	\$9,600.00
32	Mobilization/Demobilization	LS	1	\$200,000.00	\$200,000.00	\$250,000.00	\$250,000.00	\$185,000.00	\$185,000.00
33	Construction Staking by Contractor	LS	1	\$40,000.00	\$40,000.00	\$50,000.00	\$50,000.00	\$110,000.00	\$110,000.00
SUBTOTAL BID					\$2,650,246.00		\$2,699,741.00		\$2,847,760.00
GROSS RECEIPTS TAX @ 7.6458%					\$202,632.51		\$206,416.80		\$217,734.03
TOTAL BID AMOUNT:					\$2,852,878.51		\$2,906,157.80		\$3,065,494.03

**Public Bid Opening
City of Artesia
The Legends Subdivision – Unit One
February 12, 2026
2:00 pm**

Name/Company	Email Address
TYLER KOCH - J&H SERVICES	tyler@jhservicesinc.com
JESUS FIERRO - Constructors, Inc	jfierra@ciconstructors.com
Gabrya Aranzales	-
John Anguiano	COA
Scott Hicks	Smith Eng.



CITY OF ARTESIA
Community Development Department

MEMORANDUM

TO: Mayor Henry and City Council

FROM: Byron Landfair, Infrastructure Director
Anna Iglesias, City Planner

DATE: March 17th, 2026

SUBJECT: Consideration and recommendation of Case No. 26-04,
Zone Change from "R1-B" Single Family District to "C"
Commercial

Case No. 26-04

Request: Consideration and recommendation of Case No. 26-04, Zone Change from "R1-B" Single Family District to "C" Commercial

Location: 2 lots W Of 1206 W Hermosa Dr and 1 lot W of 1209 W Sears

Legal: Lots 22, 23 & 24 of Block 6, Fairacres (Blocks 1 Thru 6), Quarter: SW S: 17 T: 17S R: 26E

Owners: BRAD YOUNG

ACTION: TO RECOMMEND APPROVAL OR DENIAL OF THE REQUEST

The applicant is requesting a Zone Change from "R1-B" Single Family District to "C" Commercial on approximately 0.609 combined acres more or less. The properties are located on the Northeast corner of the 13th Street and Hermosa Avenue intersection.

The properties were used as extra parking for the Church of Christ and are in the process of being purchased pending approval of the zone change. The future land use map of the comprehensive plan designates the site as Institutional.

The future owners are planning to build a spa/professional space which a "spa" is only permitted on a type "C" Commercial District.

The property is within Zone X of the FEMA Flood Insurance Rate Map, meaning that there is minimal flood hazard in the area.

Staff is in support of this zoning district designation request. Planning and Zoning Commission recommended approval on their regular February 18th, 2026 meeting.

CITY OF ARTESIA - BUILDING PERMIT
DEPARTMENT OF BUILDING PERMITS & INSPECTION
15 E Compress Rd, Artesia NM 88210
Permit #: 20260022

Project Address: W. of 1206 W. Hermosa Dr. Permit Type: Zone Change

Project Description: Zone Change from R1B to Commercial

Name of Owner: Church of Christ Date Issued: 01/20/2026

Contractor: Home Owner License #: 360870

Subdivision: Lot:

Block:

Zoning Classification: Occupancy Use:

Construction Type:

Building Classification: Residential Square Feet:

Flood Zone: X

Building Official: Don Plotner Project Valuation: 0

Permit Fee: \$300.00



Building Official - City of Artesia

Final Inspection

Date

City of Artesia

Application for a Zone Change

Type or Print in BLACK or BLUE ink only:

1. B. Young Properties LLC Address 2209 W. Hermosa dr.
 Property Owner's Name City/State/Zip Artesia, N.M. 88210
 Phone # 575-365-7393

2. BRAD Young Address _____
 Property Owner's Name City/ State/Zip _____
 Phone # _____

CASE No. 210-04
 DATE: 1/20/2016
 Flood Zone: X
 \$300 Application fee

 Agent's Name
 Address _____
 City/ State/Zip _____
 Phone # _____

Current Zoning District:
R-1B
Proposed Zoning District:
C commercial

Address and Legal Description of Proposed Zone Change Area: (Lot/Block/Subdivision, or 1/4 1/4 Section-Township/Range)
W 1206 W. Hermosa Ave. Fair Acres (Blks 1 Thru 6)
Lots 22, 23 and 24

Reason for the Request: (Please attach extra sheet if necessary)
Change from R-1B to Commercial
To build spa / professional spaces

Proposed Zone Change Area:
 (1 acre =43,560 square foot)
 Sq. Ft. 26,518
 Acres _____

FUTURE LAND USE PLAN

Residential Commercial Industrial Public
 Park & Open Space Religious Institution Cemetery Mix Use
 Mobile Home Hospital Parking Undetermined

SHADED AREA FOR STAFF ONLY

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By signing this document, I acknowledge that I have been informed of the dates, times, and locations of the meetings for the Planning and Zoning Commission and City Council and that I and/or my agent shall attend the meetings in order to fulfill the requirements of this application.

Brad Young _____
 1. Property Owner's Signature

 Agent's Signature

_____ 2. Property Owner's Signature

RESOLUTION 1939

**A RESOLUTION PROVIDING FOR BUDGET ADJUSTMENTS TO THE 2025-2026
BUDGET**

WHEREAS, the Governing Body wishes to adjust the 25-26 budget, and

WHEREAS, there are sufficient reserves,

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY of the City of Artesia that there are adjustments to the 2025-2026 budget that need to be made as listed in Exhibit A

NOW BE IT ALSO RESOLVED to submit the budget adjustments to DFA for inclusion in the 2025-2026 budget.

PASSED, ADOPTED, and APPROVED this 24th day of February 2026.

Jonathon Henry, Mayor

ATTEST:

Summer Valverde, City Clerk/Treasurer

