



## THE CITY OF ARTESIA NEW MEXICO

511 W. TEXAS AVENUE (575) 746-3593 MAYOR  
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### AGENDA CITY COUNCIL MEETING

April 24, 2018  
6:00 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:**
  - A. Report on acquisition of CPO certification by Gabrielle Cronopulos and consideration and approval to temporarily appoint Gabrielle Cronopulos as the City of Artesia CPO in the absence of a Purchasing Agent
5. **\*Approval of Consent Agenda**
6. **Public Hearings** – including consideration of final passage of any ordinance as to which proper notice has been published.
  - A. \*Consideration and approval of the question of whether the Alcohol and Gaming Division of the NM Regulation and Licensing Department should approve or disapprove the proposed transfer of ownership(s) of:
    - 1) State Liquor License No. 0578/Application No. 1052215 Brewer Oil Co. dba Brewer 26<sup>th</sup> Street, 2601 W. Main St., Artesia, NM. (Public hearing required by the State due to change of stockholders/ownership)
    - 2) State Liquor License No. 1051/Application No. 1052235 Brewer Oil Co. dba Western Way Shell, 101 N. 1<sup>st</sup> St., Artesia, NM. (Public hearing required by the State due to change of stockholders/ownership)
    - 3) State Liquor License No. 0789/Application No. 1052222 Brewer Oil Co. dba Brewer Hermosa, 1304 S. 1<sup>st</sup> St., Artesia, NM. (Public hearing required by the State due to change of stockholders/ownership)
  - B. \*Consideration and approval of an Ordinance to amend Ordinance No. 801, Amending the Master Plan of the Yates Farms Planned Unit Development (PUD) located in Section 7, T.17 S., R.26 E./ Bowman Drive and J.J. Clark Avenue, change the land use designated for three parcels of land, being a total of 8.6 acres, from “Public Use” to “Commercial and Multi-Residential”, and designating one parcel of land, being 10 acres, for “Public Use”
7. **Period for Hearing Visitors** (*3 minute time limit*)
8. **Comments from Public Officials and Contracted Services**
9. **Committee Reports:**
  - A. Budget and Finance
  - B. Personnel
  - C. Police and Fire
  - D. Planning (*Project Management, Code Enforcement, Permits and Inspections*)
  - E. Recreation
  - F. Infrastructure (*Streets, Garage, Cemetery, Parks, Water, Wastewater, Solid Waste, Facility Maintenance*)
  - G. Government

\*Denotes material included in Council Packets or previously received material

**10. Personnel:**

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

A. Promote (ratification of Mayor Miller's approval on Item A1):

<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate of Pay</u>
1. _____	Police	Detention Officer	\$2363 per month CA20
2. _____	Police	Administrative Assistant	\$2673 per month CA25

B. Hire:

<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate of Pay</u>
1. _____	Facility Maintenance	Community Improvement Technician	\$1988 per month CA13
2. _____	Police	Detention Officer	\$2363 per month CA20
3. _____	HR	IT Administrator	\$5000 per month CA43

C. Permission to advertise and fill:

- 1) Community Service Officer
- 2) Cemetery Equipment Operator
- 3) Water Technician
- 4) Cashier
- 5) Professional Standards & Training Coordinator

D. Report posting of Municipal Court position: Court Specialist

E. Consideration and approval of a temporary 5% pay increase for Greg Hall, Police Corporal, for additional duties in the absence of Police Sergeant(s)

**11. Public Safety:**

**A. Police Department:**

**B. Fire Department:**

**12. Community Development:**

A. \*Direct staff to begin the process of negotiating the sales of properties at 406 W. Missouri Ave., 914 S. Second St., 309 W. Cleveland Ave., and 309 S. Fortieth St.

**13. Infrastructure:**

A. \*Consideration and approval of lane striping and potential parking on Mahone Dr. and JJ Clarke Ave.

**14. City Attorney:**

**15. \*City Clerk:**

- A. Resolution Amending the Open Meetings Resolution
- B. Discussion and possible action on the make-up of the consent agenda
- C. Resolution Establishing Appointive Officers
- D. Discussion of 2018 Retreat

**16. Mayor:**

A. Consideration and approval to change the June 26, 2018 council meeting date and/or time

**17. New or other business from Councilors:**

**18. Adjournment**

# CONSENT AGENDA

## April 24, 2018

1. **Approval of Minutes:**
  - \* March 27, 2018 – corrected minutes
  - \* April 6, 2018 – Special meeting
  - \* April 10, 2018
  
2. **Consideration of Bids:**
  - A. \*Approval of award of bid to provide asbestos services for the Community Development Department to G.W.C Construction Inc., Lovington, NM
  - B. \*Approval of award of bid to provide demolition services for the Community Development Department to G.W.C Construction Inc., Lovington, NM
  
3. **Contracts, Leases and Agreements:**
  - A. \*Approval of the Amendment to Yates Farms Master Plan and 2008 Agreement
  - B. \*Approval of the amended lease agreement for Warren Development, LLC, at 203 Fletcher Road, Tract Z of the Amended Replat III Industrial Park of Artesia – Phase III, less the western forty (40) feet of the tract
  
4. **Appointments:**
  
5. **Resignations:**
  - A. Accept the resignation of Alfredo Osornio, Cemetery Equipment Operator, effective April 16, 2018
  - B. Report the resignation of Carrie Herring, Municipal Court Specialist, effective May 2, 2018
  - C. Accept the retirement of Richard Earnest, Water Operator IV, effective June 1, 2018
  - D. Accept the resignation of Delilah “Vanessa” Coss, Cashier, effective May 2, 2018
  
6. **Dates of Hearing:**
  
7. **\*Travel and Training:**
  - A. Library – Ratification of Mayor Miller’s approval for one (1) employee to attend the STEM to Read Workshop in Las Cruces, NM
  - B. Police – Permission for two (2) employees to attend the Law Enforcement Coordinators’ Symposium in Albuquerque, NM
  - C. Police – Ratification of Mayor Miller’s approval for six (6) employees to attend the Emotional Response for Diverse Situations training in Artesia, NM
  - D. Police – Ratification of Mayor Miller’s approval for one (1) employee to attend the Instructor Refresher training in Artesia, NM
  - E. Recreation – Permission for one (1) employee to attend the Certified Pool Operator Certification Program in Roswell, NM
  
8. **Routine Requests for City Facilities:**
  - A. \*Artesia Chamber of Commerce has requested the use of Jaycee Park from 8:00 am – 11:30 pm Wednesday, July 4, 2018 for the Annual 4<sup>th</sup> of July Celebration and Fireworks Extravaganza. Request use of city services and road closures as stated on application and waiver of fees. *Contingent upon proof of security and insurance*
  - B. \*Artesia Chamber of Commerce has requested the use of Eagle Draw from Saturday, November 3, 2018 thru Sunday, November 4, 2018 for the Annual Balloons & Tunes Festival. Request use of city services as stated on application and waiver of fees. *Contingent upon proof of insurance and security*
  
9. **Budgeted Items:**
  
10. **Non-budgeted Items:**
  
11. **\*Payment of Bills**