

Phone (575) 546-8848 · Fax (575) 546-6442
E-MAIL: deming@cityofdeming.org Website: www.cityofdeming.org
P.O. BOX 706 · DEMING, NEW MEXICO 88031
POPULATION 14,000

CITY COUNCIL MEETING
AGENDA
January 17, 2023
5:30 P.M.

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/CityofDeming>

Or Using your Phone: [1 866 899 4679](tel:18668994679)

Access Code: 595-334-189 Password: 595334189

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ATTENDANCE ROLL CALL

1. Consent Agenda
 - A. Minutes
 - a. Regular City Council December 20, 2022
 - B. Annually Passed Resolutions
 - a. Adoption of the Open Meetings Act
 - b. Adoption of Procurement Practices Pursuant to NMSA 1978, Sections 13-1-28 to 13-1-199, and NMSA 1978, Sections 13-4-1 to 13-4-42 Public Works Contracts
 - c. Adoption of NMAC 2.42.2 Pursuant to NMSA 1978, Sections 10-8-5 and 9-6-5 Concerning Traveling and Per Diem Regulations
 - d. City of Deming Section 3 Plan – To Comply with CDBG Regulations
 - e. Citizen Participation Plan – To Comply with CDBG Regulations
 - f. Residential Anti-Displacement and Relocation Assistance Plan
 - C. Out of State Travel Request by Cassie Ward, Economic Development
2. Presentation by Non-Profit Organizations Funded by the City– 3 Minute Allotment Each
3. Amendment to DM11-30 An Administrative Regulation Governing Vacancy Fill/Hiring Process
4. Approval of Job Description for Volunteer Police Chaplain
5. Request of Approval for the City of Deming’s Debt Policy
6. Procurement: RFP 23-03 Contractual Services on City Owned Properties
7. Quasi-Judicial Public Hearing: To Consider an Alternate Subdivision for Maria Marquez
8. Administrator’s Report
9. Adjourn Meeting

The next regular City Council Meeting is scheduled for February 21, 2023 at 5:30 p.m.

CITY COUNCIL MEETING MINUTES

January 17, 2023

Remote meeting in compliance with the
New Mexico Open Meetings Act

Council Present:

Monica Topham, Mayor Pro Tem
Alex Valdespino, Councilor

Joe “Butter Milo, Councilor

Council Present (Telephonically/Virtually):

Council Absent:

Benny L. Jasso, Mayor

Irmaisela A. Rodriguez, Councilor

Staff Present: Aaron Sera, City Administrator

Joe Owen, Fire Chief

Jim Massengill, Public Works Director

Lane Camfield, Planner

Raul Madrid, Asst. Community Services Director

Laura Holguin, Finance Director/CFO

Clint Hogan, Chief of Police

Azucena Vargas, Community Services Director

Adrian Coloma, IT

Amanda Sanders, Public Information Officer

Staff Present (Telephonically/Virtually):

Recording Secretary: Mary Jo Valdez, CMC, Municipal Clerk

Mayor Pro Tem Topham called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

Ms. Valdez noted for the record that Mayor Jasso and Councilor Rodriguez were absent and confirmed there was a quorum with the following roll call:

ROLL CALL VOTE

Councilor Valdespino Aye

Councilor Milo Aye

Mayor Pro Tem Topham Aye

1. Consent Agenda

Mr. Sera stated he had nothing to discuss on the consent agenda. Mayor Pro Tem Topham asked Council if they had any questions or if they were prepared to make a motion.

Councilor Valdespino motioned to approve the consent agenda, as submitted; Councilor Milo second the motion; motion carried by the following roll call vote:

ROLL CALL VOTE

Councilor Valdespino Aye

Councilor Milo Aye

Mayor Pro Tem Topham Aye

2. Presentation by Non-Profit Organizations Funded by the City – 3 Minute Allotment Each

Council was informed by Non-Profit Organizations regarding their services available to the community hearing from PlaySharity, Deming Chamber of Commerce, and also what USDA Rural Development provides to municipalities.

3. Amendment to DM11-30 An Administrative Regulation Governing Vacancy Fill/Hiring Process

Mr. Sera stated that the amendment would update the employee referral program, allowing a referral stipend of \$500 for certified positions and \$250 for uncertified positions.

Councilor Milo motioned to approve the amendment, as submitted; motion second by Councilor Valdespino; motion carried by following roll call vote:

ROLL CALL VOTE

Mayor Pro Tem Topham	Aye
Councilor Milo	Aye
Councilor Valdespino	Aye

4. Approval of Job Description for Volunteer Police Chaplain

Mr. Sera explained that the proposed position is beneficial to many agencies across the nation. Mr. Sera stated that a couple years back, the Deming Police Department experienced some bad years, adding that it would have been beneficial to have had a Chaplain during that time. Mr. Sera stated that the position would be beneficial for all departments in crisis; adding that management first finds spiritual counseling while looking for therapists to help personnel cope with traumatic events.

Councilor Milo asked if Chief Hogan agreed with the position. Chief Hogan addressed Council stating that he is aware of the position and agrees it is needed.

Councilor Valdespino motioned to approve the job description for Volunteer Police Chaplain; motion second by Councilor Milo; motion carried by following roll call vote:

ROLL CALL VOTE

Councilor Milo	Aye
Councilor Valdespino	Aye
Mayor Pro Tem Topham	Aye

5. Request of Approval for the City of Deming’s Debt Policy

Mr. Sera stated that the policy is a long-term financial planning policy that is currently in practice, which had not been written for consideration of approval.

Councilor Milo asked if it was a living document. Mr. Sera confirmed that it is.

Mr. Sera stated that the pandemic skewed the data for future financial forecasts but stated that staff has been diligent in planning as best as possible.

Councilor Valdespino motioned to approve the debt policy, as presented; Councilor Milo second the motion; motion carried by the following roll call vote:

ROLL CALL VOTE

Mayor Pro Tem Topham	Aye
Councilor Milo	Aye
Councilor Valdespino	Aye

6. Procurement: RFP 23-05 Contractual Services on City Owned Properties

Mr. Madrid addressed Council stating that staff received (5) five proposals for the RFP and requested the approval with the authorization for staff to negotiate and execute any related contracts and documents as follows:

- A. Deming Excavating, Inc.
- B. Dola Rock & Construction
- C. Four Rivers, Inc.
- D. M Squared Electric, LLC
- E. Power Moves, Inc.

Mr. Sera explained that the firms being awarded would be able to handle any general work needed on electric, landscaping, construction, and any other services covered under the RFP under procurement code asking Ms. Holguin to confirm the threshold for procurement guidelines. Ms. Holguin stated it is \$20,000. Mr. Sera stated that those awarded can be utilized up to \$20,000 in services.

Councilor Valdespino motioned to approve RFP 23-05, as presented; Councilor Milo second the motion; motion carried by the following roll call vote:

ROLL CALL VOTE

Mayor Pro Tem Topham	Aye
Councilor Valdespino	Aye
Councilor Milo	Aye

Mayor Pro Tem Topham asked that all parties interested in providing testimony for the cases listed in item 7 sign-in and be sworn-in by raising their right hand and stating “I do so affirm” once he read the oath. All parties swore-in.

7. Quasi-Judicial Public Hearing: To Consider an Alternate Subdivision Request by Maria Vasquez

Mayor Pro Tem Topham conducted a quasi-judicial public hearing to consider an alternate subdivision request by Maria Vasquez.

Mayor Pro Tem Topham asked if all hearing notices were posted properly. Ms. Valdez confirmed.

Mayor Pro Tem Topham called the hearing to order and asked if Council had any conflicts of interest; they did not.

Mr. Camfield, City Planner, presented the item to Council stating that the applicant is requesting an alternate subdivision to separate the tract into five tracts for the purpose of selling the five lots and stated that staff had no concerns.

Mayor Pro Tem Topham asked if staff or Council had any questions of staff. There were none.

Mayor Pro Tem Topham asked if the applicant would like to speak. Ms. Vasquez did not.

Mayor Pro Tem Topham asked if there were any affected parties that would like to speak. There were none.

Mayor Pro Tem Topham asked if there were any other parties that would like to speak. There were none.

Mayor Pro Tem Topham closed the public hearing and asked for Council's decision and asked if Council wished to go into closed session pursuant to NMSA 1978 10-15-1 (H) 3 of the Open Meetings Act, to discuss the item.

Councilor Milo motioned to approve the alternate subdivision request, as presented; motion second by Councilor Valdespino; motion was approved by the following roll call vote:

ROLL CALL VOTE	
Mayor Pro Tem Topham	Aye
Councilor Milo	Aye
Councilor Valdespino	Aye

8. Administrator's Report

Mr. Sera addressed Council, reporting on the following items.


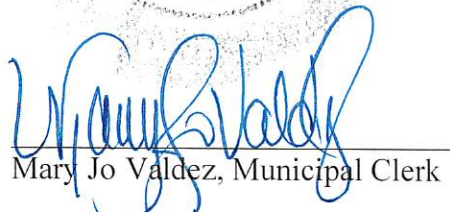
- Working with Johnson Controls on the energy efficiency project still need to meet with NM Energy, Minerals, and National Resources Division for final approval. Municipality is eligible to receive savings.
- Federal Government passed a law that Municipalities can receive a tax credit for installing solar fields up to 40% of the cost. One of the projects under the energy efficiency contract will be solar panels at the K-Mart Building where the new City Hall will be located.
- 17 Service awards were presented by the Mayor and myself in addition to an award to Silas Wilson for 37 years of service. Silas will be hired through a temp agency to continue work at the fields and to run the summer rec program.
- Met with the Office of the Governor and Senator Heinrich about the cost of natural gas; has not received a response. Staff is pressing with negotiations with a deadline of January 31st for the company to sign.
- Attended Title 42 Border Migrants meeting. Border Patrol communicated that they would not be brought to Deming.
- Moving along with the West Side Incubation Program which will bring forward a PowerPoint soon; staff will be working on CDBG and public hearings.

9. Adjourn Meeting

With no further business to discuss, Mayor Pro Tem Topham entertained a motion to adjourn the meeting.

Councilor Milo motioned to adjourn the meeting; Councilor Valdespino second the motion; motion carried unanimously. The meeting adjourned at 6:11 p.m.

ATTEST.



Mary Jo Valdez, Municipal Clerk

CITY OF DEMING, NEW MEXICO


Benny L. Jasso, Mayor