

CITY COMMISSION SPECIAL/WORK SESSION MINUTES
CITY OF TRUTH OR CONSEQUENCES, NEW MEXICO
BLACK RANGE LODGE, KINGSTON, NM
WEDNESDAY, MAY 29, 2019

A. CALL TO ORDER

The meeting was called to order by Mayor Sandra Whitehead at 9:00 a.m., who presided and Renee Cantin, City Clerk-Treasurer, acted as Secretary of the meeting.

B. INTRODUCTION

1. ROLL CALL

The following Commissioners were present.

Hon. Sandra Whitehead, Mayor
Hon. Kathy Clark, Mayor Pro-Tem
Hon. Rolf Hechler, Commissioner
Hon. Paul Baca, Commissioner
Hon. George Szigeti, Commissioner

Also Present: Morris Madrid, City Manager
Renee Cantin, City Clerk-Treasurer

There being a quorum present, the Commission proceeded with the business at hand.

C. WORK SESSION

1. Future Goals Planning Session

Commissioner Hechler gave an overview of last years discussion.

1. Golf Course

City Manager Madrid led the discussion on the Golf Course and his plan is to keep it in house for this year. Mayor Whitehead asked what the difference is in the cost. City Manager Madrid said they are tracking it and will know better later in the year. Commissioners agreed we need to stick with it at least a year to have a better understanding of the cost.

Employees: City Manager Madrid said we have one full-time and will have some Seasonal and Volunteers and Bart River has done a great job and his wife has been helping and they are looking into making her an employee. Discussion was held on how that will be handled and whether it's allowable. Since they live on site and the residence is part of Bart's compensation package, she has been volunteering her time to assist Bart.

City Manager Madrid continued with the previous list and the posts on Marie Street were removed from the list because they were all taken care of. The Sulfur System for the ponds they are still working on and an Electrician has been contacted.

- 3 Tournaments each year
- Golf Pro – DONE.
- Crusher Fines for Cart Paths
- Fix arroyos & drainage issues (2-3 years)
- Winter Grass– would more than likely need to be reseeded.
- Accounting of \$1 fee per play for permanent improvements to the Golf Course
- Par 3 course. Find a way to fit small greens with three par holes to help entice the players who don't want to or can't play a full game of golf. It could attract people who don't have experience or ability to play a full course game.
- Pro Shop – Merchandising. City Manager Madrid said they haven't come up with a plan on that, he would like to find someone to help set up the inventory and tracking system and what may need to be ordered, etc. The possibility of staffing it by volunteers was discussed and City Manager Madrid will look into it.
- Separate Cash Register
- City Maintains Inventory
- Improve Filter System for water to help with alkaline and other issues
- Re-activate residence on-site
- Fix water issues with course.
- Keep Liquor License
- New Contract or not
- Delete-repeated Frisbee Golf – Removed from list
- Regular Hours they are open – Removed from list

2. Tourism

- Hire Events Coordinator – Promote our shows, golf tournaments, hot springs, etc.
 - Mayor Pro-Tem Clark gave an overview of the Tourism Director which was a contracted position and was filled by Gina Kelley. There were problems with the position which should've been an employee instead of an Independent Contractor. .

The question is do we want to look into hiring a Tourism person or should we keep Griffin and Associates. Discussion was held how to proceed including whether to consider the interest MainStreet expressed in taking the duties for tourism and marketing.

Catherine from the Lodge who serves on the Tourism Board shared some ideas and how both options have their strengths. City Manager Madrid had some ideas about the way they tried it in Las Vegas, New Mexico and the question is how do we get there?

Catherine talked about a survey and what do we need and how do we bring people in when we need them like in the middle of the week. They have to be looking for those business meetings and things that can be done to bring people then also. Mayor Pro-

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Tem Clark feels we should lean toward having our own person on staff who can help us work on setting up a plan including booking the Convention Center and bringing people here.

- The idea of sharing the Lee Belle Johnson space with the Spaceport Visitor's Center was discussed. Events or entertainment could be set up to benefit everyone and would help promote the City and Spaceport Visitors Center. It could also be available for small business meetings and other events like mid-week concerts to draw more people there.
- Add Interacting with Spaceport Visitors Center
 - Getting the most out of the Lee Belle Johnson Center is important. Also the proposal to build a new Visitor's Center on the north side of town and whether that would keep the downtown from being visited or if it would benefit the visitation downtown.
- Add Branding the city. Mayor Pro-Tem Clark added one person who can take all of the pieces and put them together is important to make the branding happen. We have a few different ones that don't necessarily work.
- Add Keep People in the Area

Streets/Sidewalks:

- Streets by Evelyn Renfro Park – Removed from list. McAdoo was paved but no understructure. Sims still needs to be done in front of City Hall.
- Resurface Gold Street – main entry to Sierra Vista Hospital
- Paving Plan – Water line assessment for understructure – 5 year
- Marie Street sidewalk – add street lights
- MainStreet Additional grants Downtown –
 - the planning for the Foch Street project is happening now. Discussion was held about the project.
- Apply for Arterial Program Grant (3rd Street East)
- NMDOT Local Government Road Fund is priority. City Manager Madrid reminded them we do have a priority list that was done for the LGRF.
- Add sharing Sidewalk installation expense which is paid by the owner in some communities.
- Add the City should look into closing McAdoo and Daniels on the HWP to tie into the Foch project to make a downtown area similar to what Las Cruces has.

Parks

- Recycling Armijo & Ralph Edwards Parks
 - Ralph Edwards Management Plan
 - Continue with Armijo Ball Fields & address the stickers there
 - Armijo Park new fencing – Removed
 - Modernize watering systems
- Trash at Gun Club – removed from list. Add renewing the patent/contract with the Gun Club

Website

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- Digital Relocation Package link – still needs to be done. We have a hard copy and need to work on making it electronic
- Landing Page – Moshe Koenick has developed one and someone dropped the ball somewhere. City Manager Madrid will check with Mr. Koenick for an update.
- Assigning a person from each department to update regularly

Economic Development

- More car shows
 - Race cars
 - Mustang Corvette, Camaro
 - Motorcycle Runs
- Attract & keep Winter Visitors
 - Forum for Snow Birds
- Promote & Welcome ESRA Event
- Develop/Find manufacturing jobs
- Improved Tourism Signs
- Middle Rio Grande Economic Development Association
- ADD Airport Better Fuel Sales
 - Develop additional 12 or so hangars for the requests we have now since there are no more available. We need to get ready for the possibility of increased flights due to the Spaceport rampup.
 - Water system will be upgrade to be provided there
 - Long Range Plan needs to be reviewed and updated to include the Jet Fuel Sales.
- Stop Population Loss - REMOVED
- Develop Tourism - REMOVED
- Commission to be more proactive – REMOVED

City Manager Madrid began by reminding them we do have a priority list that was done for the LGRF.

Commissioner Szigeti brought up some concerns about Marie Street.

Mayor Whitehead asked where we were with the last meeting where the blocking of parking spots to help with the situation at Foch & Main St. was discussed.

Code Enforcement

- Better enforcement
- Process is too slow
- Better communication with public
- Code Enforcement Presentation – Green
- ADD Address the issues of hiding trash behind walls for fire hazards etc.
 - Need to review Code deficiencies in that manner.
- Ask Police Department to assist with Enforcement in identification of code issues.
- Deal with Green Motor coach with 6 flat tires. – Removed has been completed

Grants

- YCC
- More research for additional grants
- South Central Council of Governments additional grants and more interaction
- ADD looking into hiring a Grant Writer to help with finding and writing them.

Rebecca Dow suggested a person who is willing to write the grants and would be paid a percentage of awarded grants.

City Staffing & Salaries

- Reduction in # of employees
 - Relocation of Water Dept. to WWTP
- Better salaries for entry level & lower level
- Standardized uniform policy
- Uniforms
- ADD Employee Recognition Program
 - City Manager Madrid already has plans for service awards events. Clerk-Treasurer Cantin notified him that the Clerk's Office has them on file.
 - Looking at an official program similar to Silver City where employees can pitch in for the events. And having a committee to review requests or nominations for awards
- Staff Development "certifications"
 - Certification Plan for each department
- ADD Compensation
 - Some positions will not be hired such as Public Works Director (all Dept. Heads have been made Managers for their own dept.), Building Inspector (money can be used for plan review services as needed), Police Department (Deputy Chief is retiring. There were only 2 applicants and one was internal. They are looking at eliminating that position and convert it into Narcotics Officer and two Lieutenants); Service Center (converting Director to an Administrative Assistant. Overall it will reduce the FTE's by 4.5.
 - Grants Projects Coordinator Burnette has also been handling the Zoning Official duties and is working on being a Certified Zoning Official; Jamie Sweeney will be moved to the Admin. Building as the separate Safety Officer under Administration.
 - We were extra conservative in our DFA projections and they will be included in the final. Those plans will all have agreements for each employee so if they don't stick with the plan their compensation will not increase.

Recessed at 12:04 p.m. and reconvened at 12:46 p.m.

Meter Upgrades Water/Electric

- Electric Meter Upgrades – AMI – they are out for bid and will be brought to Commission for award.
- Allow service of old meters
- Explore other automated options – Removed from list.
 - State Contract/Borrow money/Increase rates – Removed.

5 Year Plans

- Plan for each department – Discussion was held about having each department put one together. Mayor Pro-Tem Clark suggested the plan could be used for evaluations.
 - State Parks had a five year management plan for each park that was reviewed
- General Clean up of City Offices & Buildings
- Acquire property next to Water Department – Mayor Pro-Tem Clark reiterated her idea to use that for the Senior Activities to help when the convention center becomes more active.
- Increase Productivity – Removed from list.

Storm Drainage

- Arcos/Brewery/Bullocks
- CDBG Grant
- Planning Grant
- Additional Catch Basins
- ADD Van Clothier drainage project review. City Staff was trained on how to do the curb cuts and the basin behind the theater on Main & Foch has not been done.
- ADD Cleaning Culverts from Tennis Courts to Golf Course and ask County for funding from floodplain revenue.

Signage

- I.D. Streets with no signs
- Upgrade Tourism related signs
- Rural Pathway Grant – 1 to 1 match. \$100,000 commitment

City Hall

- Design and construct new drive thru
- Upgrade offices
- Repair Sidewalks
- Stucco
- Beautification
- Acquire Property
- Need an estimate of cost. A suggestion was made to look into the Historic Designation possibility for City Hall and old Police Department.
- ADD renovation of the Chambers

Buildings

- Civic Center
 - Parking Lot renovation, resurface, and striping
 - Roof assessment – Civic Center
 - Gutters & Downspouts on whole building
 - Senior Activities

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- Pool
 - Dome – could do a revenue assessment and look at options like a retractable roof or a Dome.
 - There were plans for a new pool and the bid was \$1.9 million, the city has the plans somewhere. Need to locate.
 - Heater needs to be upgraded and is being taken care of.
 - Senior Activity Parking

Administration

- Expedite Procurement process and issues
- Credit Card acceptability at city sites for purchases
- Admin. Vehicle for travel
- Petty Cash for small purchases
- Open PO?
- Emergency fixes
- Budgets
 - City Manager Madrid plans to adopt the DFA Chart of Accounts
 - He also plans to review and eliminate any line items and bank accounts that haven't been used or are not needed.

Communications – Commission, Manager, and Public

- Semi Annual reports from DH
- More meetings like Town Hall set up
- Better response to complaints
- Newsletter
- Radio Forum

Better Interaction with Legislators

- Support Gas Tax for Roads

City Clean up

- Explore C & D transport costs - Do we need a C & D Landfill?
- Promote recycling 22% Target

Boys & Girls Club

- Call Rep. Dow – USDA Grant
- Fundraiser
- Program Clean Properties

Left for a few minutes returned at 1:17:01 of the second recording.

Discussion was held on the size of the Sierra Vista Hospital Governing Board and the Joint Powers Commission. After the outcome of the meeting with the County Attorney, they are on board to take a Resolution to a meeting for discussion and adoption.

Mayor Pro-Tem Clark added after the Downtown Town Hall meeting the Live/Work issue.

The Round-a-bout median landscaping and funding for some of the costs associated with the Utilities such as: Moving Electric Poles, Water lines, and Sewer lines. Mayor Pro-Tem Clark personally feels that we should nix the project because the cost is going to be too extraordinarily high. She also disagrees with the Traffic Study that was done and its bad data. For example, when a bus crossed they didn't account for the 30 passengers. Clerk-Treasurer Cantin let them know in the meetings she attended one of the meetings with the Engineers for the utility lines reviews and another was the last Town Hall meeting.

Commissioner Baca left the meeting at 2:28 p.m.

D. EXECUTIVE SESSION

1. Limited Personnel Matters (Department Heads) Pursuant to 10-15-1(H.2)

Mayor Pro-Tem Clark moved to approve going into Limited Personnel Matters (Department Heads) Pursuant to 10-15-1(H.2). Commissioner Szigeti seconded the motion. Roll call vote was taken by the Clerk-Treasurer. Motion carried unanimously.

Commissioner Hechler moved to approve going into executive session at 2:32 p.m. to Limited Personnel Matters (Department Heads) Pursuant to 10-15-1(H.2). Mayor Pro-Tem Clark seconded the motion. Roll call vote was taken by the Clerk-Treasurer. Motion carried unanimously.


Mayor Whitehead reconvened the meeting in open session at 2:48 p.m.

Mayor Whitehead certified that only matters pertaining to Limited Personnel Matters (Department Heads) Pursuant to 10-15-1(H.2) was discussed in Executive Session and no action was taken.

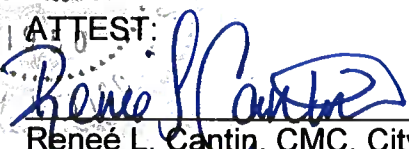
C. ADJOURNMENT

Mayor Pro-Tem Clark moved to adjourn at 2:49 p.m. Commissioner Hechler seconded the motion. Motion carried unanimously.

Passed and Approved this 24th day of July, 2019.


Sandra Whitehead, Mayor

ATTEST:


Renee L. Cantin, CMC, City Clerk

