



**MINUTES OF THE REGULAR RATON CITY COMMISSION**  
**MEETING HELD ON TUESDAY, FEBRUARY 22, 2022 AT 6 PM**

**I. CALL TO ORDER:**

Mayor Neil Segotta called the meeting of the Raton City Commission to order at 6:00 p.m.

**II. ROLL CALL/ATTENDANCE:**

Answering roll call was: Mayor Neil Segotta, Mayor Pro-tem Linde' Schuster. Commissioners: Ronald Chavez, Donald Giacomo and Lori Chatterley. Also present were City Manager Scott Berry, Deputy Clerk Desire'e Trujillo, Clerk/Treasurer Michael Anne Antonucci and 5 visitors.

**III. MAYOR SEGOTTA LED EVERYONE IN THE PLEDGE OF ALLEGIANCE:**

**IV. RECOGNITION OF VISITORS, CITIZEN OF THE MONTH AND/OR PRESENTATION OF PROCLAMATION, SERVICE AWARD, CONGRATULATIONS, CONDOLENCES, HOLIDAY SCHEDULES, AND CITY/MUNICIPAL EVENTS:**

- All City offices will be closed February 21, 2022 in Observance of President's Day
- Next Regular Commission Meeting Tuesday, March 8, 2022 at 6:00 p.m.

**V. COMMITTEE REPORTS FROM COMMISSIONERS:**

Commissioner Lori Chatterley attended the Outdoor Recreation Taskforce on February 22<sup>nd</sup> where they discussed the Bartlett Mesa land acquisition, I-25 Frontage Road design, and a volunteer offshoot to beautify recreation assets and town. She attended the Colfax County Senior Citizens Board February 8<sup>th</sup> where they discussed fixing the boiler, Capital Projects, employee insurance plan options, approved financial reports, numbers of meals served and hours of duties performed. Next meeting is April 21<sup>st</sup>. She attended the NMML Municipal Day on February 3<sup>rd</sup> & 4<sup>th</sup> where they were briefed on legislative updates & issues, heard Senator Kearn speak on some problems with the tax changes, AJ Forte made mention of hiring a grant writer to assist Cities, and concerns on the speed in getting State Infrastructure monies out to municipalities. District Meetings are tentatively scheduled virtually April 6<sup>th</sup>. The North Central New Mexico Economic Development District didn't meet.

Commissioner Donald Giacomo attended the RPS Board meeting on January 26<sup>th</sup> where they approved election of board officers, minutes, financials, transfers, rate payer assistance for service upgrades, the Capital assets report, and heard the General Managers report. AJML Board didn't meet.

**MINUTES OF THE REGULAR RATON CITY COMMISSION**  
**MEETING HELD ON TUESDAY, FEBRUARY 22, 2022 (Cont.)**

Commissioner Ronald Chavez attended the RWW Board meeting on February 18<sup>th</sup> where they reported Lake Maloya is 2.5” below the spillway, the water crew assisted the City crew cleaning the streets after the snowstorm, renewed the Lake Dorothy lease and approved financials.

Mayor Pro-tem Linde’ Schuster also attended the RWW Board meeting on February 18<sup>th</sup> and reported the Center for Community Innovations has some changes soon to be announced. She also thanked Commissioner Chatterley for attending the NMML Municipal Day due to her not being able to attend.

Mayor Segotta attended the Mayors Caucus and reported a grant writer was chosen to assist the cities and discussed a tax bill that went through that will affect the cities assistance. The NMSIF Meeting was postponed due to legislature.

**VI. ITEMS FROM CITIZENS PRESENT:**

Joel Sanderson was present and briefly discussed his reasoning as to why he didn’t believe Plaza Supermarket should be considered a vacant building. City Manager Scott Berry stated it is very important to understand the requirements of the ordinance and invited Mr. Sanderson to make an appointment at his convenience to discuss the matter.

**VII. ACTION ITEMS/ PUBLIC HEARINGS/ORDINANCES/ RESOLUTIONS/ CITY MANAGER’S REPORT- The City Commission may discuss and/or take actions on the following agenda items:**

**A. *DELIBERATE AND ACT on Approval of Minutes for Regular Meeting held on March 8, 2022***

A motion was made by Mayor Pro-tem Linde’ Schuster to approve the Minutes for the Regular Meeting held on February 8, 2022 with one minor correction. The motion was seconded by Commissioner Lori Chatterley and carried 5-0 with all voting “aye”.

**B. *DELIBERATE AND ACT on Lodgers’ Tax Advisory Board Recommendations***

City Manager Scott Berry stated he was unable to attend the Lodgers’ Tax Advisory Board meeting, but Deputy Clerk Desire’e Trujillo was present and would go over the recommendations of the board. Deputy Clerk Desire’e Trujillo stated the Lodgers’ Tax Advisory Board met on February 16, 2022 at 3:00 p.m. and provided the following recommendations: \$5,000 be awarded to the Chief Bicycle & Comedy Festival on May 6<sup>th</sup>-7<sup>th</sup> by Festival Director Wally Wallace from the Contingency Fund, \$14,000 be awarded to Raton MainStreet, Inc. on behalf of the Raton Beautification Coalition out of the Contingency Fund, and \$2,700 be awarded to the 8<sup>th</sup> Annual NM Vacation Guide 2022/2023 for a full-page advertisement designed by Executive Director for Community Innovation, Patricia Duran from the Print Advertisement Fund. Raton MainStreet’s Executive Director, Brenda Ferri was present, and she suggested a line item be added to the Lodgers Tax Fund for the Beautification Coalition to continue every year. Grow Raton’s

**MINUTES OF THE REGULAR RATON CITY COMMISSION**  
**MEETING HELD ON TUESDAY, FEBRUARY 22, 2022 (Cont.)**

Business Development Coordinator, Anita Valdez was present and stated they received a \$3,000 donation for flowers at the Visitor's Center. After a brief discussion of the events a motion was made by Commissioner Ronald Chavez to approve the Lodgers' Tax Advisory Board Recommendations. The motion was seconded by Commissioner Donald Giacomo and carried 5-0 with all voting "aye".

**C. *DELIBERATE AND ACT on Purchase of Fire Department CAD System Utilizing CES Contract #2021-29-S111-ALL and Approval of SHI International Corp. Software License and Support Agreement***

City Manager Scott Berry stated the Computer Aided Dispatch System would be purchased utilizing the Cooperative Education Services Contract (CES). Raton Fire Department Chief Anthony Burk stated the CAD System will aid in locating addresses better in the City as well as in the County. He stated it will benefit the Raton Fire Department as well as the Raton Police Department Dispatch capabilities pinpointing addresses off the shapefile. It will have the capabilities to implement readily available data on buildings and all utilities. He noted it will also give additional points towards the accreditation for the ISO rating. The combined total amount for the software and services is \$78,488.50 which he received verbal approval from the State Fire Marshal to use fire funds. A motion was made by Mayor Pro-tem Linde' Schuster to approve the Purchase of Fire Department CAD System Utilizing CES Contract #2021-29-S111-ALL and Approval of SHI International Corp. Software License and Support Agreement. The motion was seconded by Commissioner Lori Chatterley and carried 5-0 with all voting "aye".

**D. *DELIBERATE AND ACT on Bid Award for Electrical Improvements at the Raton Readiness Center***

City Manager Scott Berry stated the Raton Readiness Center currently only has single phase power and is needing three phase power which Springer Electric Cooperative will extend the service. Sealed Bids were solicited for the project and a public bid opening was conducted on Tuesday, February 15, 2022 at 2:00 p.m. with one bid submitted by VA Electric Inc. for \$98,595 plus NMGR for a total amount of \$104,593.83. City Manager Berry noted that due to the price of materials rising and the difficulty the contractors are having with finding experienced help, the bid came in significantly higher than anticipated. He recommended the bid be awarded with the funds paid from the City Economic Development line item stating the prices may continue to rise with time. A motion was made by Commissioner Donald Giacomo to approve the Bid Award for Electrical Improvements at the Raton Readiness Center. The motion was seconded by Commissioner Ronald Chavez and carried 5-0 with all voting "aye".

**E. *DELIBERATE AND ACT on Request for third Annual Renewal of Consulting Services Agreement***

City Manager Scott Berry stated this is a master service agreement renewal of an existing contract with Engineering Analytics that has been continuously

**MINUTES OF THE REGULAR RATON CITY COMMISSION**  
**MEETING HELD ON TUESDAY, FEBRUARY 22, 2022 (Cont.)**

used for a majority of infrastructure projects. He noted this is the third-year renewal that would be effective for a base period of one year. Engineering Analytics Civil Engineer, Tyler Davis was present and stated it has been an honor to work with the City which he stated he hopes continues for many years to come. He stated he would answer any questions the Commission may have. With no questions from the Commission, a motion was made by Commissioner Donald Giacomo to approve the Request for the Third Annual Renewal of Consulting Services Agreement. The motion was seconded by Mayor Pro-tem Linde' Schuster and carried 5-0 with all voting "aye".

**F. *DELIBERATE AND ACT on Agreement between the City of Raton and Molzen Corbin for Municipal Airport Engineering Services***

City Manager Scott Berry stated the City has an on-call contract for services specific to the Airport which is required to be renewed every four-years by the Federal Aviation Administration and the State. He stated Molzen Corbin has provided the airport engineering services for over 20 years and that he recommends approval of the Master Services Agreement. A motion was made by Commissioner Lori Chatterley to approve the Agreement between the City of Raton and Molzen Corbin for Municipal Airport Services. The motion was seconded by Commissioner Ronald Chavez and carried 5-0 with all voting "aye".

**G. *DELIBERATE AND ACT on Molzen Corbin Task Order # 2022-1 for DBE & Maintenance***

City Manager Scott Berry stated that if Molzen Corbin has a project or task the City will bring it to the Commission for approval and that the City is required to have a current Disadvantage Business Enterprise Program (DBE) and Maintenance Task Order to be compliant with FAA civil rights office regarding DBE Program elements, annual goals, and annual reporting requirements. He stated that the renewal of the task order is required at this time. A motion was made by Commissioner Lori Chatterley to approve the Molzen Corbin Task Order #2022-1 for DBE & Maintenance. The motion was seconded by Commissioner Donald Giacomo and carried 5-0 with all voting "aye".

**H. *DELIBERATE AND ACT on Molzen Corbin Task Order #2022-2 For Taxiway B Project***

City Manager Scott Berry stated Taxiway B is parallel to the 725 Crosswind Runway and has surpassed its serviceable life and is in need of full reconstruction. It is the intent of the contract to design the project during the 2022 calendar year to allow for bids to be advertised in April 2023 or 2024 depending upon available Federal Aviation Administration (FAA) funding with the City of Raton pledging 5% from the General Fund. A motion was made by Mayor Pro-tem Linde' Schuster to approve the Molzen Corbin Task Order #2022-2 for Taxiway B Project. The motion was seconded by Commissioner Lori Chatterley and carried 5-0 with all voting "aye".

**MINUTES OF THE REGULAR RATON CITY COMMISSION**  
**MEETING HELD ON TUESDAY, FEBRUARY 22, 2022 (Cont.)**

**I. *DELIBERATE AND ACT on Resolution No. 2022-8: Application for Fiscal Year 2022-2023 LGRF Cooperative (COOP) Funding to NMDOT District IV***

City Manager Scott Berry stated he received a letter from the NMDOT inviting requests. He recommended resurfacing five streets with double penetration chip seal that are a priority to the improvement of the community transportation system. The cost of the proposed street reconstruction project would be \$150,000 with the NMDOT funding of \$112,500 and the City of Raton funding in the amount of \$37,500 from the gas tax line item. The recommended streets are Lopez Street, Buena Vista Street, Boundary Street, East Seventh Street, and East Eighth Street. He noted that if the Commission would like to discuss other options that could be done as well. A motion was made by Commissioner Lori Chatterley to approve Resolution No. 2022-8: Application for Fiscal Year 2022-2023 LGRF Cooperative (COOP) Funding to NMDOT District IV. The motion was seconded by Commissioner Donald Giacomo and carried 5-0 with all voting "aye".

**J. *DELIBERATE AND ACT on Resolution No. 2022-9: Application for Fiscal Year 2022-2023 Municipal Arterial Program (MAP) Funding to NMDOT District IV***

City Manager Scott Berry stated the Municipal Arterial Program (MAP) requirements are that the street is used as traffic relief from the highway which has been used for Hospital Drive, Tiger Drive and 5<sup>th</sup> Street. Kearney Avenue and Brilliant Street forms a primary transportation loop that connects the developed area to the Interstate 25 Business Loop 17. Due to being primary, higher traffic streets they are currently exhibiting deteriorated pavement conditions. The City of Raton is requesting \$400,000 in total project funding pledging \$100,000 in required matching funds from the gas tax if approved. City Manager Berry noted if the project is approved it will begin in the summer of 2023. A motion was made by Mayor Pro-tem Linde' Schuster to approve Resolution 2022-9: Application for Fiscal Year 2022-2023 Municipal Arterial Program (MAP) Funding NMDOT District IV. The motion was seconded by Commissioner Ronald Chavez and carried 5-0 with all voting "aye".

**K. *DELIBERATE AND ACT on Resolution 2022-10: NMDOT District IV L400526 Application for an Extension of Grant Agreement for the Whittier Street and Byron Avenue Project***

City Manager Scott Berry stated Rocky Road Construction has the contract for the project but is having issues getting parts, hot mix pavement and finding experienced help. Due to these challenges the City is proposing a request to the NMDOT for an extension on the grant agreement until June 30, 2023. A motion was made by Commissioner Lori Chatterley to approve Resolution 2022-10: NMDOT District IV L400526 Application for an Extension of Grant Agreement for the Whittier Street and Byron Avenue Project. The motion was seconded by Commissioner Donald Giacomo and carried 5-0 with all voting "aye".

**MINUTES OF THE REGULAR RATON CITY COMMISSION**  
**MEETING HELD ON TUESDAY, FEBRUARY 22, 2022 (Cont.)**

**L. *DELIBERATE AND ACT on JJAC Grant Budget Adjustment Request***

City Clerk/Treasurer Michael Anne Antonucci stated this request is due to an increase in referrals and 7 group sessions currently being held per week per facilitator. The increased funding of \$14,025 will provide 85 more group sessions to be facilitated in the Council Program to youth in need of services in the 2022 fiscal year. She noted that the funds will transfer from the Girls Circle to the Boys Council and that the amended agreement was approved at the February 8th Commission meeting. With no questions from the Commission a motion was made by Mayor Pro-tem Linde' Schuster to approve the JJAC Grant Budget Adjustment Request. The motion was seconded by Commissioner Lori Chatterley and carried 5-0 with all voting "aye".

**M. *DELIBERATE AND ACT on Resolution 2022-11: Approval of January 2022 Financial Reports***

City Clerk/Treasurer Michael Anne Antonucci stated the General Fund revenues collected year-to-date overall were slightly below budget due to the property tax payment deadline extension. The City received one distribution in late January and will receive another property tax distribution in late February which will bring actual revenues in line with the year-to-date budgeted revenues for fiscal year 2022. The General Fund Gross Receipts Tax year-to-date after receiving the February distribution is 12.38% above the budget projection for fiscal year 2022. The February 2022 distribution was significantly higher than the previous year which could be a result of the online sales GRT from Christmas. The Legislative Session ended on February 17<sup>th</sup> and the City of Raton received the Small Cities Assistance distribution last week in the amount of \$385,910.68. She noted the amount was \$135,910.68 more than budgeted and after the various needs are evaluated a budget adjustment request will be brought to the Commission for expenditure. A motion was made by Commissioner Ronald Chavez to approve Resolution 2022-11: Approval of January 2022 Financial Reports. The motion was seconded by Commissioner Lori Chatterley and carried 5-0 with all voting "aye".

**N. *DELIBERATE AND ACT on Resolution 2022-12: Budget Adjustment #8 FY22***

City Clerk/Treasurer Michael Anne Antonucci stated the budget adjustment consists of a shuffling of monies for needs in the General Fund, reallocating funds to the pool chemicals line item due to inflation in prices in the Special Revenue Fund, the use of reserves to reflect costs for the transformer, electrical engineer and electric contractor for the three-phase Power Project in the Economic Development Fund, an increase in transfers from the Gas Tax to cover the Byron/Whittier, Sugarite and East 10<sup>th</sup> Frontage Road Projects in the Street Improvements Fund, an adjustment due to an increase in Boys Council referrals in the Juvenile Justice Grant, and a transfer from the Gas Tax to the Capital Projects to cover the Byron/Whittier, Sugarite and East 10<sup>th</sup> Frontage

**MINUTES OF THE REGULAR RATON CITY COMMISSION  
MEETING HELD ON TUESDAY, FEBRUARY 22, 2022 (Cont.)**

Road Projects. A motion was made by Commissioner Lori Chatterley to approve Resolution 2022-12: Budget Adjustment #8 FY22. The motion was seconded by Mayor Pro-tem Linde' Schuster and carried 5-0 with all voting "aye".

**O. CITY MANAGER REPORT**

- City Manager Berry reported Representative Roger Montoya will be in Raton for a community meeting at the Convention Center on Thursday at 9:30 a.m.
- City Manager Berry reported the Planning & Zoning Board will meet on February 24<sup>th</sup> in the Commission Chambers at 5:30 p.m.
- City Manager Berry reported the Infrastructure Project Crushing Asphalt Millings is complete.
- City Manager Berry reported the Cimarron line construction phase is starting and will continue through the rest of 2022.
- City Manager Berry reported the Legislative Session adjourned February 17<sup>th</sup> and the City of Raton requested about 35 million in Capital Outlay funding and was awarded 1.1 million in Senate Bill 212 for the Film Development Production Project.
- City Manager Berry reported the City received \$25,000 for the El Portal Civic Plaza Project which was less than requested.
- City Manager Berry reported there is a Brown Field Funding meeting on March 11<sup>th</sup> at 10:30 a.m.
- City Manager Berry reported an Army Corps request for the Wastewater Treatment Plant was submitted to Representative-Congresswoman Leger Fernandez.

**VIII. ADJOURNMENT:**

The meeting adjourned at 7:26 p.m.

**CITY OF RATON**

  
James Neil Segotta Jr., Mayor

**ATTEST:**  
  
Michael Anne Antonucci, City Clerk