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POPULATION 14,000

CITY COUNCIL
Special Meeting
June 17, 2013
9:00 A.M.
AGENDA

Call to Order / Pledge of Allegiance

1. Out of State Travel Request for Wesley Hooper to attend a meeting in Scottsdale, Arizona titled "Transition to Natural Gas" on June 25, 2013.
2. Public Hearing to Consider an Application for a Sign Permit for a Message Board Sign to be Located at the Corner of Pine and Gold Streets
3. Approval of a Resolution: Authorizing Acceptance of Grant Funding From New Mexico Environment Department Solid Waste Bureau
4. Approval of a Resolution: A Resolution Authorizing Submission Of An Airport Application For Airport Aid To The Federal Aviation Administration (FAA) 2013 Deming Airport Improvements
5. Ratification of the Letter of Commitment to Act as Fiscal Agent for the Deming Luna County Commission on Aging
6. Approval of Airport Fee Schedule
7. Bids:
 - a. Bid #13-14-RFP Professional Engineering Services-Airport
 - b. Bid #13-11-RFP Professional Engineering Services for an Automatic Water Meter Reading System
8. Meeting Adjourned

The next regularly scheduled workshop and meeting is July 8, 2013 commencing at 4:00 p.m. and 6:00 p.m.

CITY COUNCIL SPECIAL MEETING MINUTES

June 17, 2013

Council Present: Andres Z. Silva, Mayor
Joe "Butter" Milo, Councilor
Linda Franklin, Mayor Pro Tem
Bill Shattuck, Councilor

Council Absent: David Sanchez, Councilor

Staff Present: Richard F. McInturff, City Administrator
Aaron Sera, Asst. City Administrator
Wesley Hooper, Community Svcs. Dir.
Jim Massengill, Public Works Director
Vicki Engle, HR Specialist
Edgar Davalos, Fire Chief
Gina Gentile, City Planner
Lloyd Valentine, Financial Svcs. Mgr.

Recording Secretary: Lila Jasso, Administrative Secretary/Asst. Deputy Clerk

Mayor Silva called the meeting to order and led the pledge of allegiance at 9:00 a.m.

- 1. Out of State Travel Request for Wesley Hooper to attend a meeting in Scottsdale, Arizona titled "Transition to Natural Gas" on June 25, 2013:** Mr. Sera presented and read the memorandum requesting the out of state travel for Wesley Hooper. He stated that the Compressed Natural Gas (CNG) conference Mr. Hooper will attend would assist in the City's endeavor to utilize more energy efficient means of transportation. He recommended that Council approve this request.

Mayor Pro Tem Franklin motioned to approve the Out of State travel request for Wesley Hooper to attend a meeting in Scottsdale, Arizona titled "Transition to Natural Gas" on June 25, 2013. Councilor Milo seconded the motion, motion carried unanimously.

- 2. Public Hearing to Consider an Application for a Sign Permit for a Message Board Sign to be located at the Corner of Pine and Gold Streets:** Ms. Gentile presented this request for a sign permit for multiple message board signs. Mayor and Council asked Ms. Gentile for clarification on the location of the lighted reader board signs. Councilor Shattuck recused himself from this item, as he would be representing the applicant/developer. Mayor Silva asked Mr. Shattuck if he had seen a plan for the design of the building. Mr. Shattuck stated that he had not. Mayor closed the public hearing.

Councilor Milo motioned to approve the sign permit for multiple Message Board Signs to be Located at the Walgreen's development site. Mayor Pro Tem Franklin seconded the

motion, motion carried. Mayor Pro Tem Franklin added a friendly amendment to include the phrase "on all three sign locations, as presented". Friendly amendment was seconded by Councilor Milo. Motions carried.

3. **Approval of a Resolution: Authorizing Acceptance of Grant Funding from New Mexico Environment Department Solid Waste Bureau:** Mr. Sera presented this resolution to Council. He read the resolution into record. He stated that the resolution will allow for the City to accept grant funding in the amount of \$43,500; that Jim Massengill, Public Works Director will be designated Grantee Representative; Aaron Sera, Assistant City Administrator will be designated Signatory Authority; Lloyd Valentine, Financial Services Manager, and Richard F. McInturff, Treasurer, are designated Grantee Responsible Financial Officers.

Mayor Pro Tem Franklin motioned to approve the resolution Authorizing Acceptance of Grant Funding from New Mexico Environment Department Solid Waste Bureau, as presented. Councilor Milo seconded the motion, motion carried unanimously.

4. **Approval of a Resolution: A Resolution Authorizing Submission Of An Airport Application For Airport Aid To The Federal Aviation Administration (FAA) 2013 Deming Airport Improvements:** Mr. Sera presented this resolution to Council. He read the resolution into record. He stated that the City will be applying to the FAA for 90% assistance toward the Pavement Maintenance of Taxiway A & Apron project. He also stated that the City is anticipating 5% assistance from the NMDOT-Aviation Division.

Councilor Shattuck motioned approving the Resolution Authorizing Submission of an Airport Application for Airport Aide to the Federal Aviation Administration for 2013 Deming Airport Improvements, as presented. Mayor Pro Tem Franklin seconded the motion, motion carried unanimously.

5. **Ratification of the Letter of Commitment to Act as Fiscal Agent for the Deming Luna County Commission on Aging:** Mr. Sera presented this item to Council. He stated that Ms. Barbara Rios, Executive Director of the Deming Luna County Commission on Aging, dba Deming Senior Center is requesting that the City of Deming serve as fiscal agent for any and all capital outlay funding requests. In the past, the City has provided this service to the Deming Senior Center.

Councilor Milo motioned to ratify the letter of commitment to act as fiscal agent for the Deming Luna County Commission on Aging. Mayor Pro Tem Franklin seconded the motion, motion carried unanimously.

6. **Approval of Airport Fee Schedule:** Mr. Sera presented this item to Council. He read the request memo into record. A discussion was entertained to discuss current hangar lots and the proposed increase. Some large leases are coming up for renewal.

Mayor Pro Tem Franklin motioned to approve the Airport Fee Schedule, as presented. Councilor Shattuck seconded the motion, motion carried unanimously.

7. Bids:

- a. Bid #13-14-RFP Professional Engineering Services-Airport:** Mr. Sera Presented this bid to Mayor and Council. He stated that staff received seven proposals of which each were responsive and met the requirements of the RFP instructions. He confirmed that each proposal was reviewed, ranked and rated by a four –staff member committee; Richard McInturff, Aaron Sera, Wes Hooper, and Jim Massengill. He stated that staff is requesting approval of award to KSA Engineers, and to allow staff to negotiate and execute any related fee schedules, task orders, and contracts. If negotiations are not successful with KSA Engineers, the RFP must be re-advertised and go back to Council for approval.

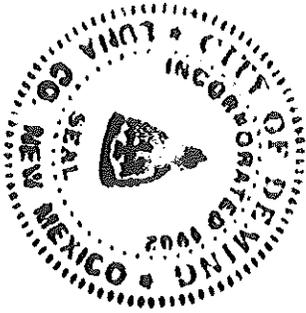
Councilor Shattuck motioned to approve Bid #13-14 Professional Engineering Services for the Airport with KSA Engineering, as presented. The motion was carried by Councilor Milo, motion carried unanimously.

- b. Bid #13-11-RFP Professional Engineering Services for an Automatic Water Meter Reading System:** Mr. Sera presented this item to Mayor and Council. He mentioned that this RFP had previously been advertised with no responsive bids received. He stated that on this second round there were three responsive proposals. Each proposal was reviewed, ranked and rated by a three member committee of Aaron Sera, Wes Hooper, and Jim Massengill. Mr. Sera stated that staff is requesting approval of award for RFP 13-11 to Smith Engineering and allow staff to negotiate and execute any related fee schedules, task orders, and contracts.

Mayor Silva asked if in the event negotiations cannot be met with Smith Engineering, staff could proceed to negotiate with the next ranked firm. Mr. Sera confirmed that they could.

Mayor Pro Tem Franklin motioned to approve Bid #13-11 RFP for Professional Engineering Services for Automatic Water Meter Reading System, and giving staff the authority to negotiate with the number one ranked firm Smith Engineering. In the event negotiations cannot be met with Smith Engineering, they would begin negotiations with the second ranked Engineer's, Inc., and if necessary the third ranked; Wilson and Company. Councilor Shattuck seconded the motion, motion carried unanimously.

- 8. Adjourn Meeting.** Councilor Milo motioned to adjourn the meeting. Mayor Pro Tem Franklin seconded the motion, motion carried unanimously. Meeting adjourned at 9:29 a.m.



CITY OF DEMING, NEW MEXICO

Andres Z. Silva, Mayor

ATTEST:

Richard F. McInturff, Clerk

RESOLUTION NO. 13-28

**AUTHORIZING ACCEPTANCE OF GRANT FUNDING FROM
NEW MEXICO ENVIRONMENT DEPARTMENT
SOLID WASTE BUREAU**

WHEREAS, the City of Deming (**GRANTEE**) and the New Mexico Environment Department (**NMED**) (collectively, the parties) have entered into a joint and Cooperative Agreement.

WHEREAS, the New Mexico Legislature has enacted the Solid Waste Act, NMSA 1978, §§ 74-9-39, et seq. (Solid Waste Act) creating the Solid Waste Facility Grant Fund; and

WHEREAS, §§ 74-9-40 of the Solid Waste Act authorized NMED to grant funds from the Solid Waste Facility Grant Fund to establish or modify solid waste facilities or for contracting for solid waste services; and

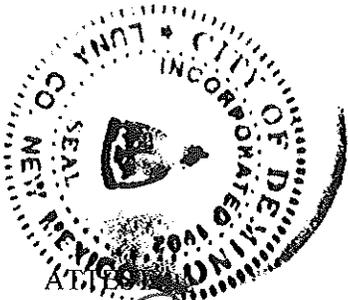
WHEREAS, the City of Deming is eligible, pursuant to the Solid Waste Act, for said grant funds and has applied for funds in the amount of **\$43,500**; and

WHEREAS, The City of Deming intends on adding two groundwater monitoring wells at the Butterfield Trail Regional Landfill (BTRL) with a fully funded grant,

NOW THEREFORE BE IT RESOLVED that the City of Deming City Council determines, resolves, and orders as follows:

- To accept grant funding in the amount of \$43,500; and
- That Jim Massengill, Public Works Director, is the **GRANTEE REPRESENTATIVE** and Aaron Sera, Assistant City Administrator, as **SIGNATORY AUTHORITY** who are authorized to submit any pertinent documents pertaining to the supervision of the project and act as the single point of contact; and
- That Lloyd Valentine, Financial Services Manager, and Richard F. McInturff, Treasurer, are the **GRANTEE RESPONSIBLE FINANCIAL OFFICERS** who are authorized to sign reimbursement requests and other finance related documents requiring a signature for submittal to the New Mexico Environment Department.

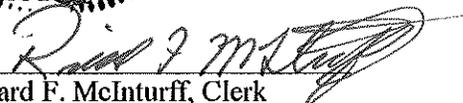
PASSED, APPROVED AND ADOPTED THIS 17th day of June, 2013.



CITY OF DEMING, NEW MEXICO



Andrés Z. Silva, Mayor



Richard F. McInturff, Clerk

RESOLUTION NO. 13-29

**A RESOLUTION AUTHORIZING SUBMISSION
OF AN AIRPORT APPLICATION FOR AIRPORT AID
TO THE FEDERAL AVIATION ADMINISTRATION (FAA)
2013 DEMING AIRPORT IMPROVEMENTS**

WHEREAS, the governing body of the City of Deming is applying to the Federal Aviation Administration for 90% assistance toward the Pavement Maintenance of Taxiway A & Apron project through the Airport Improvement Program (AIP) which FAA commitment cannot be formally made until a grant offer is made and accepted, and is anticipating 5% assistance from the NMDOT- Aviation Division, and time is of the essence to secure the FAA funding; and

WHEREAS, the project is within the City jurisdiction, and is necessary for the public good and convenience and is to serve the users of the Deming Municipal Airport and

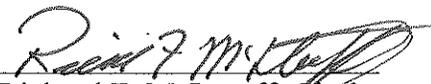
WHEREAS, the City of Deming is committed to appropriating funds to match the remaining 5% of the project cost in accordance and consistent with the regulations and policies governing the FAA- AIP program and the NMDOT- Aviation Division grant conditions.

NOW THEREFORE BE IT RESOLVED that the governing body of the City of Deming hereby adopts and approves this resolution and authorizes Aaron Sera, Assistant City Administrator, to execute all documents related to the project and directs staff to take actions necessary to implement and fund this resolution and project.

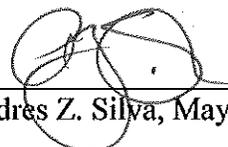
PASSED, ADOPTED, AND APPROVED this 17th day of June, 2013



ATTEST:


Richard F. McInturff, Clerk

CITY OF DEMING


Andres Z. Silva, Mayor