

**CITY OF ALAMOGORDO, NEW MEXICO  
CITY COMMISSION REGULAR MEETING MINUTES  
7:00 P.M., COMMISSION CHAMBERS  
DECEMBER 17, 2013**

**ROBERT RENTSCHLER, MAYOR  
NADIA SIKES, COMMISSIONER  
JOSH RARDIN, COMMISSIONER  
AL HERNANDEZ, COMMISSIONER  
JIM TALBERT, COMMISSIONER**

**JASON BALDWIN, MAYOR PRO-TEM  
SUSIE GALEA, COMMISSIONER  
JIM STAHLE, CITY MANAGER  
STEPHEN THIES, CITY ATTORNEY  
RENEE CANTIN, CITY CLERK**

**CALL TO ORDER, ROLL CALL, INVOCATION & PLEDGE OF ALLEGIANCE**

Mayor Rentschler called the meeting to order at 7:00 p.m. Roll Call was taken by the City Clerk. Clerk Cantin announced there was a quorum present. Invocation was given by Pastor James Forney and the Pledge of Allegiance was led by Mayor Pro-Tem Baldwin.

**APPROVAL OF AGENDA**

Mayor Pro-Tem Baldwin moved to approve the agenda. Commissioner Sikes seconded the motion. Motion carried with a vote of 7-0-0.

**PRESENTATIONS**

1. **Presentation of Proclamations for Miss Alamogordo/Miss Otero County Day; one Proclamation for Miss Alamogordo/Miss Otero County Outstanding Teen Day; and one Proclamation to Alexis Duprey, for Miss New Mexico Day. (Robert Rentschler, Mayor)**

Mayor Rentschler presented proclamations to Miss Alamogordo Outstanding Teen Raini O'Conner and Miss Otero County Outstanding Teen Ryleigh Murphy, Miss Alamogordo Brandi Blair and Miss Otero County Kristen Schrader, and Miss New Mexico Alexis Duprey.

**PUBLIC COMMENT**

None

**CONSENT AGENDA** (Roll Call Vote Required for items No. 5 & 6)

2. **Approve Minutes of the December 3, 2013 Regular Meeting of the Alamogordo City Commission. (Renee Cantin, City Clerk)**
3. **Approve statement related to the Executive Session of December 3, 2013. (Renee Cantin, City Clerk)**
4. **Approve the Lodger's Tax Expenditures for Tourism & Travel. (Jan Wafful, CS Admin. Assistant)**
5. **Approve the final publication of Ordinance No. 1456 amending the official zoning map of the City of Alamogordo, changing the classification of a certain tract of land commonly known as 1300 Indian Wells Boulevard from its present designation and zoning district of MH-1 Manufactured Housing District to C-3 Business District. [Roll call vote required] (Renee Cantin, City Clerk)**
6. **Approve the final publication of Ordinance No. 1457 amending Section 2-13-040 of the Code of Ordinances pertaining to the creation of a Central Purchasing Office. [Roll call vote required] (Renee Cantin, City Clerk)**

7. **Approve the award of RFQ No. 2013-05 for Engineering and Design Services for the 1-MGD Interim Brackish Water Reverse Osmosis Plant project, to CDM Smith, Inc. in the amount of \$1,188,318.46, including NMGRT. (Bob Johnson, Contract Coordinator)**

Commissioner Talbert moved to approve items # 2, 3, 4, 5, 6, 7 of the consent calendar. Mayor Pro-Tem Baldwin seconded the motion. Roll call was taken for items #5 & 6. Motion carried with a vote of 7-0-0.

### **ITEMS REMOVED FROM CONSENT AGENDA**

8. **Consider, and act upon, a request to fill the Golf Course Irrigation Specialist position, to be assigned to the Community Services Department. (Matt McNeile, Assistant City Manager)**

Assistant City Manager McNeile presented the item. He told the Commission this position is self explanatory. It was budgeted and the person who was in this position transferred to the Water Utility Department.

Commissioner Hernandez moved to approve the item. Commissioner Talbert seconded the motion. Motion carried with a vote of 7-0-0.

9. **Consider, and act upon, a request to fill the Regular Full Time Library Clerk position, to be assigned to the Community Services Department at the Alamogordo Public Library. (Matt McNeile, Assistant City Manager)**

Assistant City Manager McNeile presented the item. He said there were three full-time library clerks and this particular employee was a long-term employee who had retired in August and had leave that was paid out. We have advertised the position, conducted interviews, have selected a candidate and with your approval we will offer the job with the expected hire date to be around January 6, 2013. This position has been budgeted and approved.

Commissioner Hernandez moved to approve the item. Mayor Pro-Tem Baldwin seconded the motion. Motion carried with a vote of 7-0-0.

Mayor Pro-Tem Baldwin asked to move items 13 and 14 up so Assistant City Manager McNeile could continue. Mayor Rentschler agreed.

13. **Consider, and act upon a request to fill the Senior Center Program Aide/Driver position, to be assigned to the Alamo Senior Center/Community Services Department. (Matt McNeile, Assistant City Manager)**

Assistant City Manager McNeile said it was for an Aide/Driver who would be assigned to the Senior Center. This position helps to transport homebound seniors to the store, doctor's office and other locations. This person will mainly drive a van but will drive the bus when the driver is absent. This is another instance of an employee retiring and the position is approved and budgeted. We are hoping to fill it by late March, 2014 and would like to begin the process of advertising and recruiting now.

Commissioner Rardin moved to approve the item. Commissioner Sikes seconded the motion. Motion carried with a vote of 7-0-0.

14. **Consider, and act upon a request to fill the Parks Laborer position, to be assigned to the Community Services- Parks Department. (Matt McNeile, Assistant City Manager)**

Assistant City Manager McNeile explained there were seven full-time Park Laborers and the

employee in this particular position transferred to Public Works. It is a crucial position in our Parks Maintenance area that became vacant in mid-November and we would like to hire at the beginning of the year.

**Commissioner Hernandez moved to approve the item. Commissioner Rardin seconded the motion. Motion carried with a vote of 7-0-0.**

**10. Consider, and act upon, a request to fill the Paralegal position, to be assigned to the Legal Department. (Stephen Thies, City Attorney)**

City Attorney Thies told the Commission he would like their permission to fill the position of Paralegal/Legal Assistant. His office is a small office with three individuals and each of them are very important to keep the department operating. The current incumbent will be retiring at the end of this month. He said he had sufficient money to hire someone as soon as he was able to recruit.

**Commissioner Talbert moved to approve the item. Commissioner Hernandez seconded the motion. Motion carried with a vote of 7-0-0.**

**11. Consider, and act upon, a request to promote a Police Lieutenant and a Police Sergeant; and eliminate a Police Officer position by replacing this position with an Administrative Assistant/Inventory Clerk to be assigned to the Alamogordo Police Department. (Robert Duncan, Police Chief)**

Police Chief Duncan addressed the Commission concerning this position. He said there would be a lieutenant retiring at the end of the year and one of the PD sergeants would be picked to fill the position. This would mean one of his officers would be promoted to the vacated sergeant position. He asked for permission to change the vacant police officer position to that of Administrative Assistant/Inventory Clerk. This person would assist his Administrative Manager who would probably be leaving in August and this would give the person time to train before the Manager left.

**Commissioner Hernandez moved to approve the item. Commissioner Talbert seconded the motion.**

Mayor Pro-Tem Baldwin clarified whether the Administrative Assistant would be or would possibly be leaving in August. Police Chief Duncan said this person handles his entire budget and she just informed him that she would probably be leaving. He said he lost a position to the Fire Department that he was going to use to help her. In order for him to create a new position, he was willing to give up a police officer position and it would be a cost savings of over \$30,000.00.

Commissioner Hernandez said he spoke to the City Manager last week. One of the things he would like to discuss is the selection process for sergeant and lieutenant. When Interim City Manager Bob Carter was here he told us who had been promoted and that was his choice since he was City Manager at the time. Police Chief Duncan told him when he was first appointed he looked at every policy in the department and one policy is currently in the process of being changed. He wanted to change how the department promotes both sergeants and lieutenants. He wanted to be taken out of the process and there would no longer be three top candidates. He wanted the person to be promoted based upon merit. There would be a written exam and a full-blown assessment based upon their qualifications and what they know, not who they know. The assessors would be from outside of the agency and test scores would be evaluated by both the Human Resource Manager and by himself. This is a complete change of the process and he noted he would not know who the top three candidates are. Whoever had the top score would be the sergeant and become the lieutenant thus making it a fair and unbiased process. Commissioner Hernandez said he wanted to bring this up in order to let everyone know of the new process, and he expressed his appreciation for this. In the past, it had been hard to promote because the officers were not ready, but now they are working on getting the next person in line trained. Police Chief Duncan noted this was a team effort.

Mayor Rentschler asked the Police Chief about the position lost to the Fire Department. Police Chief Duncan said there was a frozen position that was moved over there and that's how he lost it. Mayor Rentschler said they had also lost about six positions and it was done willingly. The reason the Commission was calling people forward concerning new positions was to keep from creating any new positions that City simply could not afford at this point. He was curious if the Police Chief was asking to use one of the positions that went to the Fire Department. If he was trying to use that position to create another position, he didn't think it was something the Commission was willing to do. The split was made and you no longer have those positions.

Police Chief Duncan said the Police Department was going from 65 officers to 64 officers and he wanted to use that position for this Administrative position. Mayor Rentschler clarified the new Administrative position would not be one of those lost to the Fire Department and Police Chief Duncan confirmed this.

Human Resource Manager Josselyn told the Commission the position Police Chief Duncan lost to the Fire Department was the Administrative position. There was a frozen Administrative position in the PD that they asked to be unfrozen during last year's Budget Hearings, but it was not approved. It was approved to move the Administrative position to the FD so they would have it for the new division. She said Police Chief Duncan is not proposing to use one of the positions that were moved to the FD. He is proposing to eliminate a current budgeted police officer position and replace it with an administrative person, saving the City \$30,000.00. The position would cover administrative tasks and duties that need to be taken care of.

**Mayor Rentschler called for a vote. Motion carried with a vote of 7-0-0.**

**12.Consider, and act upon a request to fill the Accounts Payable position, to be assigned to the Finance Department. (Kenneth Johnson, Finance Director)**

Finance Director Johnson presented his item. He noted he wanted to fill this position and it was included in the current budget. They had paid out for about 90 hours to an individual who had decided to resign. There are two positions in the budget, of which one is unfilled and they would like to begin the process to fill it.

Commissioner Rardin asked if it was someone who had been with us for a long time or someone who had just been hired. Finance Director Johnson said this person had just had her six month evaluation with the City. Commissioner Rardin verified it would be her position that would be filled.

Commissioner Galea asked Human Resource Manager Josselyn how much staff time was involved in preparing agenda reports for each of these seven positions on the agenda tonight. Human Resource Manager Josselyn told her it depended on each position and the circumstances. Some take longer than others, but to put one of these together takes about eight staff members and as long as six to eight hours to get all the information together and have everything approved. Then there would be the time involved for the Commissioners to review the item. Commissioner Galea commented that would be about 40 hours of work that the Commission just went through in 20 minutes. She appreciated all the work involved.

Mayor Rentschler mentioned to Commissioner Galea this did not pertain to this agenda item and she could put this concern on an upcoming meeting agenda. She remarked this new level of bureaucracy he had created to defend positions does pertain to this agenda item. He felt her concerns were not addressing this particular item.

Commissioner Galea asked how much time had been used to fill the Accounts Payable position. Human Resource Manager Josselyn said the position was vacated on September 12, 2013. If we had not been required to go through this process it probably would have already been posted. She estimated this process delays recruitment three weeks. Commissioner Galea said it was hard to deal with a missing person for one day, but now we are dealing with three weeks and that is a reduced

level of services to our citizens. She felt we do not trust our City Manager or our people whom we hired.

Commissioner Rardin said he signed his name to the Budget and we are down \$620,000.00 for this last report from yesterday. He felt it necessary for them to go through this process of approval/disapproval. We are all liable for the Budget.

Commissioner Galea remarked we are now talking about budgets and if we are not going to trust the City Manager..... Mayor Rentschler interrupted to repeat she could put this on another meeting agenda. She told him he had not called Commissioner Rardin out of order when he began talking about budgets. Mayor Rentschler told her he was about to do so but he didn't talk for very long. He told both Commissioners they could put this discussion on the next agenda.

**Commissioner Galea moved to approve this item. Commissioner Sikes seconded the motion. Motion carried with a vote of 7-0-0.**

## **UNFINISHED BUSINESS**

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- 15. Consider, and act upon, approving the amendment to the Rules of Conduct. (Jim Stahle, City Manager and Renee Cantin, City Clerk)**

City Manager Stahle told the Commissioners this item was requested by Commissioner Rardin and we put together an option for you to consider. There isn't a lot of amendment and if you look at the material you will see the highlighted changes. He directed their attention to Section 5.a). This used to state, 'The City Clerk shall consult with the City Manager and Mayor in the preparation of the Agenda.' The change is to strike 'and Mayor'. Another highlighted part of section 5.c) is to simply add 'By majority vote Commissioners can remove items from the agenda.' Another is Rule 7 to add, 'Upon the availability of the full audio digital recording of the meetings, the minutes may be prepared in an Action item version with minimal discussion.' This would save a lot of writing time because if we have recordings of meetings for people to access, it wouldn't be necessary to write detailed minutes.

**Commissioner Talbert moved to approve the amendment to the Rules of Conduct. Commissioner Rardin seconded the motion.**

Commissioner Sikes asked for clarification on Rule 7 by asking how long we would have to retain the digital recording. City Manager Stahle said forever. City Clerk Cantin told them the State statute says audio recordings may be destroyed after the minutes are approved, but we are submitting we would keep them if we could go away from the exhaustive minute format. She said previously the City Commission decided to keep cassette tapes four years and then we went to destroying the tapes after the minutes were approved. We are working on posting the audio minutes on our website and as soon as this is accomplished we are requesting to go to more of the summary form of minutes. This wouldn't be completely summary, but would be as stated in this change – 'Action item version with minimal discussion'.

City Manager Stahle said this is modernizing the efforts in the Clerk's Office and putting their skills to better use. Writing up detailed minutes when we keep a recording of the meeting doesn't make any sense. We will have the actions recorded forever but with modern technology we can afford the community as well as yourselves the opportunity to listen to the minutes. You should be able to go on-line to any item on an agenda and pull up the conversation to listen to. He noted the sentence says 'may' and not 'shall'.

Commissioner Rardin asked the City Clerk if the new software she uses automatically prints the minutes. She told him it is not voice activated recording. He then asked her how long we would keep these recordings on a data base in City Hall. Ultimately, she hoped to have one CD of an entire meeting with the agenda, agenda book, minutes of the meeting and the audio. We will redo the City website to make the audio minutes accessible on the website.

Mayor Pro-Tem Baldwin wanted to remind everyone they had talked about this quite extensively a few months ago. Some of the citizens said they appreciated the exhaustive minutes to read through. He was fine with this change, but reminded everyone again they had discussed this in April. He thought some citizens wanted to keep the printed, exhaustive minutes. Commissioner Galea agreed that was the discussion but at the time there weren't any digital minutes available to the public. The exhaustive minutes were requested, but if the full, digitalized minutes were provided on the website, that would be sufficient.

Mayor Pro-Tem Baldwin said the change states, 'Upon the availability..' and that sums it up. When it is completely ready to go we can make the final decision. City Clerk Cantin said it is ready to go and we simply don't have the final version set the way we want and posted on the website. Mayor Pro-Tem Baldwin said it sounds like it's kind of ready to go.

City Manager Stahle said if someone wants a section actually typed up, we can still do that. More importantly, we had 8-tracks, then cassette tapes, then CD's and now digital recording. How will we be able to access these digital minutes in the years to come? He suspected digital recording will be around for a long time. The bigger challenge will be that we have equipment available for the public so they can access that information. Minutes are the most important tool we have to find the history on a case. We can always type up a detailed set of minutes if requested and it would save an incredible amount of time to not type up the minutes of every single meeting.

Commissioner Rardin asked if there would be any computer issues like when we changed the email system and we lost emails. Would we have a backup copy of the audio minutes? City Clerk Cantin said yes, we will. Commissioner Rardin said he was old-fashioned and wanted to have a hard copy to read. He mentioned he had researched minutes recently and had to go back to 1910 to find information. They had it on file in the Clerk's office that he could read.

Mr. Paul Sanchez from the audience addressed the Commission saying he was one of the opponents of going to summary minutes the way it was discussed a few months ago. From what he heard from the City Clerk and City Manager, if the software was such where we could go to a specific point in the minutes in order to find information, he thought that would be a great idea. He would be interested in getting away from the written minutes because it takes an immense amount of time to prepare. His concern was that we don't move to summary minutes before the software is in place. He remarked it is presently very difficult to get an audio cassette recording of a meeting. The CD as the City Clerk described it would be the hard copy Commissioner Rardin was concerned about.

Mr. Bob Wood asked in what format the audio would be available. Would it be MP3 and would it be downloadable? City Clerk Cantin said it would be downloadable and in MP3.

Helen Wood asked how clear the audio would be. She noted the County Commission has theirs digitized and in video and she can't hear a word they are saying. It is very garbled. Some of the past City Commission meeting minutes have had 'unintelligible' where the person typing the minutes was unable to understand. Will we have this with the digital audio?

City Manager Stahle said that was a big concern. That is why we have the microphones and make sure everyone speaks into them. He stated this recording system is pretty good when used correctly. Ms. Wood told him if it is clear, she could see no reason not to go to it. She went on to say the County audio/video is completely inaudible. Mayor Rentschler agreed but felt the Staff has been able to understand the vast majority of what we say. We are reminded on occasion by the Clerk to talk into the microphone.

City Clerk Cantin noted this new system is completely different from the cassette tapes and invited anyone to come by the office to listen. She went on to say the speaker system is fairly new and very good. Mayor Rentschler hoped we could have a voice activated system in the future, also.

Commissioner Sikes asked if this would require a change in protocol during a commission meeting whereby we would have to identify ourselves. Currently the person transcribing knows who the

speakers are. It may be incumbent upon the Mayor or whoever is chairing a meeting to identify who is speaking before they speak in order for the digitalized minutes to be interpreted by anyone who listens to the audio. Mayor Rentschler said that is the normal course of events for each speaker to be identified before speaking.

Mayor Rentschler discussed taking out Rule 5.a). He felt the person who would be leading the meeting should have some input in the preparation of the agenda. He would like to see 'and Mayor' left in this rule. Commissioner Hernandez didn't have a problem with that because Rule 5.c) addresses that issue as far as removing an item. Mayor Rentschler said at some point in time someone felt the mayor would have veto power over an item coming on an agenda, but that isn't what it says at all. It says 'consult with'.

Commissioner Rardin admitted he had asked for that to be put in there but after reading over the rules again he did not have a problem with it. Any Commissioner can ask for an item to be put on there and if the Commission as a whole wants to remove it at the meeting it is possible. The Mayor has to run the meeting so the Mayor should have some say in the order of the agenda. Other than that, they cannot dictate what is or isn't on the agenda.

Mayor Rentschler asked if that was an amendment. Commissioner Rardin asked to have that added back in. City Manager Stahle said you need to make a motion to amend the original motion to approve as is.

**Commissioner Rardin moved to approve amending 5.a) to include 'and Mayor'. Commissioner Sikes seconded the motion. Motion carried by a vote of 7-0-0.**

**Mayor Rentschler called for a vote on passing the Rules of Conduct with the amendment. Motion carried with a vote of 7-0-0.**

## **NEW BUSINESS**

**16. Consider, and act upon, the first publication of Ordinance No. 1459 amending certain Sections of Chapter 28 the Code of Ordinances Concerning Water, Sewer and Reclaimed Water Rates and a schedule for review of rates. (Stephen Thies, City Attorney; Armando Ortega, Customer Services Manager; and Brian Cesar, Public Works Director)**

City Attorney Thies told the Commission the City Staff has been looking at the water and sewer rates to see if they need to be raised. City Code currently provides that we are to present the recommended water rates 90 days prior to submission of the Annual Budget. We considered this might not be the best time to do it since it is during the holidays and prior to an election. We propose to amend the current City Code to provide that the water/sewer rate changes would be recommended in conjunction with the presentation of the Budget. That would allow you a better opportunity to decide whether we have a financial need to raise water/sewer rates. Staff is requesting you approve this ordinance for first publication.

Commissioner Galea said the new ordinance would be a delay to strike the 90 day rule prior to the Budget. If we delay it five or six months it would be like a continuing resolution. She felt we should do what's right by the people and not be political. She asked Customer Service Manager Ortega to come up for some questions. She said last year they had approved an elevated rate structure and she asked him to help her remember the details.

Customer Service Manager Ortega remarked when the water rate increase had been proposed for 2012 & 2013, we brought two rates to consider. Some considerations were future Capital Projects and also future operational needs. One of the operational needs was the ONM Operational Maintenance on the new Wastewater Treatment Plant in 2017. He said the escalator Commissioner Galea is talking about is that when we brought the Commission our projections, we explained there would be some costs associated with the Wastewater Treatment Plant in 2017 and we didn't want all

that cost to be put on the taxpayers all at once. We wanted to do an escalator and bring the ONM up through 2017. That is what Commissioner Galea is referring to.

Mayor Rentschler asked if there would be a delay in the implementation if we don't review them at this point. Customer Service Manager Ortega said there are two parts to this. We review our projections to our actuals and we discuss whether the current rates are enough to take care of all the operational needs. He and Public Works Director Cesar have been working closely together and will have some cost savings in our operations that Public Works Director Cesar feels will take care of that downfall for these few months; for not implementing the rates in February. If we don't implement the rates in February we would lose four months of rates. Mayor Rentschler asked what that cost would be and Customer Service Manager Ortega told him about \$55,000.00.

Public Works Director Cesar told the Commission they had looked at the Water/Sewer Budget (Fund 81) and with the loss of Bonito Lake he had to increase the electrical costs for potential pumping. To make up the \$55,000.00 deficit, we will be using a portion of the money budgeted in the electrical line item for pumping wells. Not implementing the rate increase at this time will not impact our ongoing operations.

Commissioner Galea understood not implementing the rate increase now would not be an impact because of the \$55,000.00 cushion, but if we were to increase rates if necessary, that cushion would still remain. She then asked Public Works Director Cesar about the ongoing projects such as Snake Tank and Bonito Lake. She said we have in the past often borrowed from DFA, and she wondered if they had more or less money for us to borrow than they had in the past. Public Works Director Cesar said there are fewer projects being approved for funding. She asked if we need to fund these future projects in our rate structure versus using DFA for financing. Public Works Director Cesar said we are looking for our Desalination Project to possibly use Fund 49 and Fund 81 as a source of money instead of going for the Water Trust Board or Finance Authority. Commissioner Galea said our rate structure is dependent on our future water projects, and Public Works Director Cesar said when we bring our rate proposal to Commission during the Budget cycle, we will be bringing a budget that includes all the ICIP projects the Commission recently approved, all our future Desalination projects and Wastewater Treatment Plant upgrades, etc. that will all be incorporated into the new rate structure.

Mayor Rentschler commented to Public Works Director Cesar that the Wastewater Treatment Plant just had a 2 Megawatt Solar System brought on and we should see a significant amount of savings. Has that been incorporated into the current budget? Public Works Director Cesar told him it will be incorporated into next fiscal year's budget. Mayor Rentschler asked if we are already seeing a savings from that and the Public Works Director said we will begin to see savings. It went on line 2.5-3 weeks ago. Mayor Rentschler said we should see our electrical rates drop in half there. He said this is another place we may have more room to alleviate our citizens of some of this for a little bit longer. Public Works Director Cesar agreed.

Commissioner Talbert commented that in looking at the wording, it seems all we are asking is to change when we look at the rates, not the implementation date. All the change says is 'in conjunction with' instead of '90 days prior'. It does not change the implementation date.

City Manager Stahle said it simply says let's look at our rates when we deal with our budget so you get a better picture of your capital needs and operating needs. In section 1, you will determine when the new rates if any go into affect in the ordinance that approves whatever rate you approve. Whatever rate is in your future, you must decide when you want to make it applicable.

Commissioner Galea understood waiting until the Budget Cycle. She felt by prolonging this an additional amount of time would cost \$50,000, and that cushion could remain there. She didn't feel that should be prolonged and didn't want to approve this ordinance.

Mayor Rentschler saw it as not taxing the citizens until they needed to be taxed. We wouldn't be passing a tax in advance because we might need it. Commissioner Galea replied she wasn't talking about taxing anyone, she was talking about rate increases/decreases depending on our future. Mayor Rentschler stated he saw it the exact same way; taxing the citizen whether it was Gross Receipts taxes or something else. Commissioner Galea said we have to drink water and flush toilets. Mayor Rentschler said it was the same situation because you think we might lose this or we might need this, so we need to do it now; whereas if we have more information during Budget time we can make a more educated decision. Commissioner Galea said we have all that information now – costs of projects, water deficit rates structure as it is now, what money will need to be used for future projects. It is costing the taxpayers \$55,000.00 to delay this. Mayor Rentschler felt we were allowing the taxpayers to keep \$55,000.00. They went back and forth on this further.

Commissioner Hernandez asked if the increase was needed today. City Manager Stahle said the current ordinance says the City Manager shall review the above rates annually and make a recommendation. His recommendation was not to raise the rates at this time. He said he would come back to them during the Budget Cycle for consideration of rate increases. He recommended approving this ordinance as prepared.

Commissioner Rardin said you are basically asking to prolong this until about March or April of next year and then you will look at the rates prior to the Budget Hearings in May. City Manager Stahle said that was correct. Commissioner Rardin said if we don't need to start collecting the money now then why not wait until March, April or May of next year. He asked what the increase might be. City Manager Stahle said it depends on a lot of things. One is recapture of future construction; if you want to start implementing rates that would include the replacement program of our Capital Projects, it will be a lot higher. It depends on a lot of things, but it will be a substantial increase. When it comes to water rates he wanted to make sure we had ferreted through all the Budget material before making a recommendation, and he wasn't ready for that. Commissioner Rardin said we had an increase of \$.46 or \$.64 a few years ago and we had a lot of constituents upset over that. He felt we should give the City Manager time to look it over and have it ready for the next Budget Hearing in May.

Commissioner Galea said just to redirect, the City Manager said there would need to be a rate increase that is suggested to the Commission for the next fiscal year's budget, and she felt if we don't raise the rates now instead of later, it will cause us to raise the rates more. She felt that by raising them now we would save money for the taxpayers further down the road. Last year it cost the average household \$2.00-\$5.00 per month and she knew it was a lot of money. If we want to have a prosperous future, we need to raise the rates now instead of down the road.

**Mayor Pro-Tem Baldwin moved to approve the first publication of Ordinance No. 1459 amending certain Sections of Chapter 28 the Code of Ordinances Concerning Water, Sewer and Reclaimed Water Rates and a schedule for review of rates. Commissioner Rardin seconded the motion.**

Commissioner Hernandez stated for some it may be the difference between continuing to live independently in regular housing or moving into Public Housing. He wanted to make sure when we raise rates it is what is needed. He had asked the City Manager and he said no.

Mayor Rentschler added one more thing. When he was recently in Santa Fe and talking to the State Engineer, he told him that in Alamogordo we have been punishing our citizens for a long time in the name of water conservation with the 5-Tier System. Could we look at a 3-Tier System and allow a little more water in the first tier and ramp up from there. If we could sell more water we might be able to stave off some of this rate increase. He also told the State Engineer that when he was a kid there was a lot more green grass. Now we have xeriscaping at best and people who park on their lawns at worst. Those of us who keep our grass green pay dearly for it. He wanted the City to look at this and the rate structure.

**Motion carried with a vote of 5-2-0. Commissioner Hernandez and Commissioner Galea voted nay.**

Commissioner Galea stated her reason for voting nay was because the City Manager clearly stated there would be a proposal for a rate increase, and she wasn't in favor of continuing resolutions.

**17. Receive report on current collection practices for unpaid utility accounts. (Stephen Thies, City Attorney)**

City Attorney Thies reported this was put on the agenda at the request of a landlord who had recently received a utility bill that one of his tenants had incurred. The specific complaint was the time it took for the City to bill him for the tenant bill; it was a little over one year. Our current policy is a combined effort of Utility Billing and the Legal Department. When a tenant moves out and leaves an unpaid utility account, the utility deposit will be applied to the account and if there is any remaining balance the tenant will be billed. If that amount is not paid by a certain time, we either turn it over to a collection agency or file a lien against the property. City Attorney Thies referred to two State statutes that applied to the collection practices. The first allows us to charge a security deposit and the second which allows us to hold the landlord responsible for utility charges unless the landlord comes to City Hall to report he will not be responsible for it. We currently require a \$210.00 security deposit instead of the \$140.00 security deposit when the landlord submits such a notice. He referred to a spreadsheet of the utility liens that had been filed over the years. There is \$48,259.44 unpaid on this list. Any over four years old are difficult to collect.

Mayor Rentschler said this list shows there are fewer filings every year and asked if that was because of better collection policies or a result of us not filing a lien. Customer Service Manager Ortega said we actually have brought some of this to the City Council. He had been informed the Commission did not want to file liens for anything under \$200.00 because the administrative fee attached was \$200.00. Thus, we try to work the accounts as long as we can and we try to use our collection agency. Part of the delay was because we were going through an RFP process to get a new collection processor and that took a long time. We have a new collection person hired and we are working diligently to get these caught up. We sent a letter to one of the homeowners and he was not in agreement with our policy. He got a water bill from 2010. The tenant was first notified and then the homeowner, and that account was not sent to the collection agency. We are here today to discuss that policy. Our current policy is to hold the accounts for four years and then write them off. He had discussed this with Commissioner Rardin and he wanted to present some ideas on how to process these accounts.

Commissioner Rardin remarked one of his constituents was in the audience and he had talked to several others who had rentals around Alamogordo. He could see their side when they get a letter in the mail stating a lien will be filed for an outstanding bill almost four years old. Commissioner Rardin felt the homeowner needed to be notified within a month or two of an outstanding bill. In this particular case, if the homeowner wanted to take the renter to court over the bill the judge would ask him why he waited almost four years to do this. He referred to the list of liens, and City Attorney Thies said these were all water bills and none were abatement liens. Commissioner Rardin said there are about 100 on this list and all but about 12 or 15 are not collectable now. He suggested writing those off and from now on doing a better job of notifying the property owners when a renter moves out without paying their water bill. The landlord needs to be notified when the renter is notified.

Customer Service Manager Ortega said in four years we have knocked down our write-offs from \$36,000.00 to \$12,000.00. Last year our write-offs were close to \$12,000.00 so he felt our current policy is working. There was a time when some of these were overlooked and Customer Service Manager Ortega took responsibility for that, but he said they have been working diligently on this. We are hitting them really hard and are responding to all in a timely manner, so he commented the Commissioners may be getting calls. There is one collections clerk working all these accounts and there is a lot of work involved. There will be a lapse in time because it is not an easy job going after these folks.

Commissioner Talbert asked Customer Service Manager Ortega what the current policy was. Customer Service Manager Ortega told him was to give the terminated account 30 days to pay their bill. Commissioner Talbert said a landlord has to return a deposit within a certain amount of time and can't hold on to it for four years. Customer Service Manager Ortega said we have spoken to and work with all the property managers within the City. They contact us to determine if the account has been terminated and whether there is a balance in order to ascertain what amount should be deducted from the security deposit. Commissioner Talbert said a lot of them are not property managers; they are individuals who do not live in Alamogordo and it would seem reasonable to contact these people before they give back any deposits.

Mayor Pro-Tem Baldwin said that brings up another question of whose responsibility it is. It is the landlords, correct? Customer Service Manager Ortega said that is correct. Mayor Pro-Tem Baldwin said most landlords/property managers have a deposit for this, correct? Customer Service Manager Ortega agreed. Mayor Pro-Tem Baldwin said the process should be for the property owner to check with you. Customer Service Manager Ortega said most do and we receive calls on a daily basis. Mayor Pro-Tem Baldwin noted this is before us to decide what to do and we are to decide whether to change our policies or not. This isn't the first conversation we've had on this, whether it be utilities or weed abatement. The process seems to be working the majority of the time, and Customer Service Manager Ortega agreed. There have been several reasons why we let some of these go so long, but we do not have an excuse for it now and are staying on top of all. Mr. Ortega said he is working on them as well as the Codes Department in order to get everything caught up.

Mayor Pro-Tem Baldwin asked about the amount written off and his total budget collected on a yearly basis. Customer Service Manager Ortega said that amount was over \$9 million dollars. Mayor Pro-Tem Baldwin felt the process was probably working well if \$12,000.00 was all we had to write off.

Commissioner Galea agreed with Mayor Pro-Tem Baldwin and felt the owners of these homes are business owners and there is always a risk that comes with owning and running a business. She asked Customer Service Manager Ortega if there was a faster way to turn off the water for those who do not pay their bills. Customer Service Manager Ortega said our current ordinance allows them to go two months past due, and at that point we can terminate them and send a final bill. In total, it takes about three months. When we go to the network reading system, it will allow us to read all the meters in three days. At that point, we are going to try and bill them all within those three days and that will change the game because we will be more aggressive in collecting from these people. He said if he was a homeowner he would have been upset to receive a bill from 2010. He understood why the gentleman was upset and he has apologized and stated they will do a better job. He said they were open to any direction the Commission might give.

Commissioner Hernandez asked Customer Service Manager Ortega how he handled someone who hadn't paid a bill moving to another location and whether they could open a new account. Customer Service Manager Ortega told him the first thing we do is ask the customer if they had ever had service with the City of Alamogordo. When they sign the application we look up the name in our records. Commissioner Hernandez asked how they do it if someone uses another name. Customer Service Manager Ortega said the current ordinance does not require that, but it will be one of our recommendations. If we had brought the rates to you tonight, the new ordinance would have more specific language concerning lease agreements and the requirement to bring that agreement when they sign up for water.

Commissioner Hernandez said we don't know when the lease is broken and so the landlord may have already returned the deposit. They will have to call the City. Customer Service Manager Ortega said we have to be careful because it is a public record, so not just anyone can call and get the information. Commissioner Hernandez said it is easy to get around by using someone else to sign up for water. There are a lot of loopholes there. Customer Service Manager Ortega said he would get with the City Attorney to add the statement that a lease agreement will be required when signing up for water. We do require a purchase agreement or some proof they have purchased the home.

Commissioner Rardin said the constituent he had talked to mentioned running an individual's credit, but he didn't know how much that would cost for us to do this. In this case the lady had moved out and gone to a different town. She had not come in to cancel her service so the City kept billing. Someone moved in about two months later and Commissioner Rardin wondered why Utility Billing had not notified the owner there was an outstanding bill. Customer Service Manager Ortega told him if it was processed correctly the owner would have been notified. They would have been notified 40 days after it was billed. Commissioner Rardin said it sounded like Utility Billing had everything under control. Customer Service Manager Ortega said any homeowner may come in and file an Owner Waiver Form that would dismiss them from any responsibility for an unpaid water bill. It increases the deposit but it takes the responsibility from them. Commissioner Rardin said that protects that landlord but causes the deposit to go up. Customer Service Manager Ortega said we have talked to homeowners and some were reluctant to do this, but when they did they said it did not affect them either way.

Mayor Rentschler asked how soon he expected the Electronic Read system to be online. Customer Service Manager Ortega told him the City Attorney is currently in contract negotiations with the person who won the RFP. We are hoping to get started at the beginning of next year and within six months we should have a total install.

Mr. Harv Hamilton told the Commission he has some rentals. He had paid a 10 year old water bill. When he had asked if there was any bill outstanding he had been told they could not release that information to him. He wanted to know how to do this when you are just a 'little guy' who didn't understand the system. Customer Service Manager Ortega told him if you bring in proof you are the homeowner, we will require you to do a Public Records Request. Otherwise, you can go to the City Clerk's office right away and then I will get it to you.

Mayor Rentschler remarked this is only for discussion tonight and no action will be taken.

Customer Service Manager Ortega apologized to Mr. LeFevre again and stated they would do a better job from now on.

**18. Consider, and act upon, submitting a proposal to support constructing a local State Veterans Cemetery, including a letter of support. (Susie Galea, Commissioner)**

Commissioner Galea reported Governor Martinez had visited at the VFW a number of months ago with Secretary Hale of the Department of Veteran Services. There is a program where the Federal VA has funding for states for three VA mini-cemeteries. They have targeted Alamogordo for one sight since we are 80 miles from the nearest VA cemetery and we have over 8,000 veterans in Otero County. She would like to discuss this and hopefully direct City Staff to work with Secretary Hale for the identification of a Veteran's Cemetery. It would not cost the City any money to construct it because it would all be funded through the VA. She said there were a number of veterans who preferred Ft. Stanton in Lincoln County for a cemetery location, also.

Commissioner Talbert asked if the fees she proposed were on airport property. Commissioner Galea didn't propose any property. She said our Staff has identified the airport property location as a good location in order to meet VA requirements. Commissioner Galea had considered a mountainous location by the Space Museum, but VA requires it to be on flat land. Commissioner Talbert asked if the property identified in the agenda report was within Airport property. Commissioner Galea said City Planner South could answer that. City Planner South said it was on Airport property and was the parcel on the northeast corner of the Airport property just inside the fence. It was the parcel looked at by PNM for their Sun Field in the past. It is 160 acres, and Commissioner Galea said they only needed 4-5 acres. City Planner South said 4-5 acres is the minimum and it can be more than that. The idea of building on mountainous property would not satisfy the tech. standards for a Federal cemetery. Commissioner Galea noted Ft. Stanton does not meet the criteria.

Commissioner Rardin is not against this, but he would like to see if we have any parcels within the City limits. He didn't think there would be room for the Airport to expand if they used that property. City Planner South said we looked at many places that were city owned. This application would have to be sent to the State by the end of this year. Commissioner Rardin asked if a location would have to be on the application and City Planner South said yes. He would have to have a detailed cost estimate and so would have to include the price of buying land, if needed. One other parcel considered was due south of the Sewer Plant, but they didn't feel it would be a desirable location. Commissioner Rardin said if the cemetery was in the middle of town than visitors to the cemetery might be more likely to stay and spend their money. City Planner South agreed that would be ideal, but we don't have that situation.

Commissioner Talbert asked if it would be possible to move the western boundaries of the Airport. Mayor Rentschler remarked this parcel was 160 acres and they are only asking to allocate 4-5 acres. Commissioner Talbert said the western boundary bothered him. He said they could not extend the runway approach to one of the runways because it is too close to the mountains. The overrun is there and we don't want to lose that. City Planner South said that in his previous experience working with airports, having a cemetery in an overrun area is something the FAA is moderately comfortable with. Commissioner Talbert said Carrizozo has that situation.

Commissioner Sikes said she felt some pressure since we had to have it done before the end of the year. She had talked to some veterans who had retired here and not taken into consideration the fact we don't have a veteran's cemetery. They did not seem to be concerned about it. She felt it was nice to have but we do have veteran's cemeteries in the State, and she asked how much it would cost to maintain it. Commissioner Galea told her that because this is a joint venture between the State and the VA, the State will maintain it and there will be no cost to the City at all.

Commissioner Rardin asked City Planner South if we have access to this piece of property by the Airport. City Planner South said there is a street running directly along the north boundary, Airport Road, so the access would be there. Commissioner Rardin asked about using the southeast corner of the 160 acres and whether we would have to build a road. City Planner South said that would be included in the cost of the cemetery construction and would not be considered a city street. He went on to say that in addition to the slope issues in the area, it is also a requirement that the cemetery be green and not xeriscaped. Thus, we would need recycled water and we have that in this area.

Commissioner Hernandez made a point on the importance of communication. He noted we have only 2.5 weeks to do this, but the letter was written almost two months ago. He felt if we had communicated better and had more time we might have found a more suitable area. He agreed with Commissioner Rardin about having it in a nicer location, such as South Scenic or the west side. Commissioner Galea apologized for this. When the letter arrived she was out of town at the Southwest Defense Alliance and with the holidays it wasn't brought to the Commission before this meeting.

Mr. Paul Sanchez said he was opposed to this idea because on a yearly or bi-yearly basis the area veteran's groups take a trip to Ft. Stanton to maintain that historic cemetery property. He knows veterans who have been requesting the State and Federal agencies to make Ft. Stanton a national cemetery and they want to be buried there. He stated he was very involved with military funerals and didn't feel a VA cemetery here in Alamogordo was a priority to any veteran he had spoken to. He said something came up during tonight's discussion that he felt was unintentional, but had offended him. It was the comments concerning a cemetery in town generating the economy. He said a veteran's cemetery is not a tourist attraction. In his experience with the Lincoln/Otero Veteran's Leadership Council he found they were opposed to this idea. To his knowledge, he said there was only one person that is in favor of this idea and that is Commissioner Galea. He felt the money should go toward Ft. Stanton since it is an existing, historic veteran's cemetery. He felt the Ft. Stanton location was massively supported by our local veteran's groups.

Commissioner Galea said Paul Sanchez' comments were a lie. She was not the only one wanting this cemetery. Commander Croft of HAFB is in favor of it and many veterans here are in favor of it. She agreed Ft. Stanton was a historical cemetery and on the VA list at #70, she thought, and that would be a long wait. She remarked the slopes do not meet the requirements and Secretary Hale identified Alamogordo because of the large amount of military retirees. She felt having a cemetery here would be less of a burden for loved ones. Las Cruces veterans would also come here instead of El Paso because they would want to rest in the State from which they served.

Mr. Paul Sanchez commented he had said 'to his knowledge' Commissioner Galea was the only one, so he took offense to her comment that he had lied.

Commissioner Hernandez said the letter dated November 8<sup>th</sup> and received November 14<sup>th</sup> by the City Clerk could have been given to the City Manager and maybe we could have had more time to research it.

**Commissioner Galea moved to approve submitting a proposal to support constructing a local State Veterans Cemetery, including a letter of support. Commissioner Talbert seconded the motion. Motion carried with a vote of 6-1-0. Commissioner Sikes voted nay.**

**19. Appointment of Boards & Committees. (Robert Rentschler, Mayor)**

Mayor Rentschler made no appointments.

**PUBLIC COMMENT**

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None

**CITY MANAGER'S REPORT**

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1) City Manager Stahle mentioned a meeting he had had earlier today. He, Mayor Rentschler and Commissioner Rardin met with some staff and members of the US Army Corps of Engineers. We sent a letter to the Feds some months ago asking them to take another look at the Dry Canyon Wash and the Tays/Holcolm Wash and try to combine them. In today's meeting, it was made clear that if that was the case we would risk any efforts to resolve the flooding from Dry Canyon and would cost us considerably more. On that basis, he would send a letter to the Corps requesting they not combine the Tays/Holcolm Wash area with the Dry Canyon Wash area. Instead of a 25/75 cost split for the improvements to Dry Canyon it might go as high as 50/50, so we don't want to put that at risk. We will have to look at the Tays/Holcolm area separately, but we can do that in the future.

**REMARKS AND INQUIRIES BY THE CITY COMMISSION**

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**Commissioner Rardin commented on the following:**

1) Commissioner Rardin said he had not received a GRT report in two months. They used to get a number of reports every month but haven't for a while. One came from the State yesterday and according to the State website, we are down \$620,000.00. The State report comes out on the 15<sup>th</sup> of the month and we should have our report within a day or two following that. He also questioned why we are down 6% and Ruidoso up 10%. He didn't see anything going on up there that wasn't also going on down here.

City Manager Stahle said the State report came out on the 15<sup>th</sup> and today is the 17<sup>th</sup>. He said when we get them we want to put a report in your box that isn't duplicating that report and we will do so in a timely basis. Commissioner Rardin said he shouldn't have to get on the website to do this, it should be forwarded to the Commissioners. The Tax and Revenue report doesn't have how it was dispersed, it just says whether we are up or down. The report we used to get told us where it was coming from and the last one had that information. It is important for us to see that so we know where we are.

2) He said there was a structure fire down the street from his house and they contained the fire to the attic and it wasn't a total loss. He said since Fire Chief Ward has been here they have learned how to put a fire out.

**Commissioner Hernandez commented on the following:**

1) Commissioner Hernandez expressed he appreciated the improved communication from the City Manager's office. It has been helpful, and it can still be improved, but it is important that we communicate to him and him to us.

2) He wished everyone a Merry Christmas.

**Mayor Pro-Tem Baldwin commented on the following:**

1) Mayor Pro-Tem Baldwin thanked the City Staff for putting on the get-together today and for all the decorations around City Hall. He wished everyone a Merry Christmas.

**Commissioner Galea commented on the following:**

1) Commissioner Galea said she had attended the Arms Meeting on December 10<sup>th</sup>, which is a regional military meeting. They have a BRAC criteria key they are looking at for the region and she wanted consensus from the Commission for the City Manager to utilize staff to answer some of their questions concerning infrastructure in order for our information to be utilized in the regional analysis. No one was opposed to that.

2) She attended the Joint Land Use Study meeting (JLUS) on December 11<sup>th</sup> and Susan Flores from the Otero County Commission was there, also. We are winding down with the JLUS and Public Comment. The report should be out by January and then Public Comment will be allowed for four weeks after that. There are a number of residents from the Weed Community who were frustrated because they thought their voices weren't being heard or responded to promptly. There is a Comment Matrix being used to review all the comments and this will be printed in the document for all to see. There will be highlighted areas that show how Public Comment is addressed. There will be an additional Public Comment meeting with Weed and when it occurs she asked that more Commissioners attend that meeting. Their concerns are use of Public Land which they want to use for Solar and Wind energy.

3) She said the City has an opportunity to have an Open House and reception at the Golf Course in recognition of the Sun Country Golf Association 2013 Golf Club of the Year Award. A number of us have complained of the subsidy we use to keep the Golf Course running and if we had more users of the course, we would have less of a subsidy to pay. She would like the City Staff to work with the Chamber and OCEDC to do this. Commissioner Rardin asked how much it would cost. Mayor Rentschler asked when it would need to be and she asked Mayor Pro-Tem Baldwin. Mayor Pro-Tem Baldwin said if you really want to show it off at its best, it should be in the spring-time or early summer. He said the sooner the better and he thanked her for wanting to do this. He said we would incur some of the cost because it is our golf course, our restaurant and our management. Commissioner Galea asked if anyone objected to the City Manager working with staff and Mike Espiritu and the Chamber to put this together. No one objected.

4) She said all the City Staff had worked hard to decorate for Christmas. She said Rosanne Garcia from the Senior Center and Mary Scott from Public Works are retiring.

5) She wished everyone a Merry Christmas.

6) PNM will be at the Expo in January addressing energy efficiency and their push to incentivise transitioning from swamp coolers to energy-efficient AC units.

**Commissioner Sikes commented on the following:**

1) Commissioner Sikes said she also wanted to thank City Staff for all their support during the year and helping us put on entertaining Commission meetings. She thanked the Police and Fire Departments, too. She thanked everyone for the event in the lobby and all the holiday decorations. She remarked they would be judging those displays on Friday and knew everyone had put in a lot of time and effort during their breaks. She wished everyone a Merry Christmas.

**Mayor Rentschler commented on the following:**

1) Mayor Rentschler met with State Engineer Scott Vigil on December 6<sup>th</sup> and Secretary of the

Environment Flint. We were apprehensive when we went there, but after we reported on what Alamogordo had done concerning water over the last 20 years, where the Desalination Project had come from and all the other projects and programs we have, they told us our Desalination Project was at the top of projects and the Governor is looking at funding these projects. We stand a good chance of getting our Desalination Plant completely funded. It was an outstanding meeting.

2) He was in Santa Fe again on December 11<sup>th</sup> to meet with the Governor and to thank her for the help on the Desalination Project. He invited her to attend a Groundbreaking for the Snake Tank Well Field sometime in early January.

3) He spoke to the Governor about the Hold Harmless Tax. He explained about how the Hold Harmless will work in the County and why the City Commission elected not to do that.

4) He had received a call from a constituent saying there wasn't a baby swing at Alameda Park. He spoke with Assistant City Manager McNeile and thought there would be one there soon.

5) He attended the Christmas Tree Lighting that was arranged by Commissioner Galea and it was done very nicely. He hoped it would be done again next year.

6) Mayor Rentschler participated and was a judge in the Christmas Parade. It was outstanding.

7) He will record a Christmas & New Year's message for one of the radio stations.

8) On Dec. 16<sup>th</sup>, the DFA Secretary called him about PSAP. We have gone without the tax money we all pay on our cell phones for 12 years now and that is well over \$1 million dollars lost. We will have a meeting on January 8<sup>th</sup>, with the DFA Secretary to work out what will happen with these PSAP funds.

9) He met with Ron Darnell, PNM Vice-President about their extension policy. If you have a swamp cooler and want to go to refrigerated air it costs you maybe \$3,000.00-\$4,000.00 additional to pay for the upgrade of the transformer that feeds your house. They got it through the PRC without any trouble and are now looking to do something further to incentivize us to go to refrigerated air. This is good for Alamogordo since we are trying to use less water.

10) He mentioned the meeting the City Manager had spoken of with Michael Martinez from the US Corps of Engineers. It was an interesting meeting.

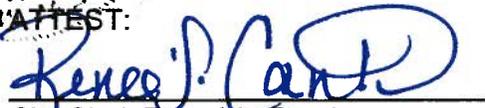
11) Mayor Rentschler thanked HR for decorating the foyer, Megan Wade for decorating the big tree, Renee for putting together tonight's Open House and all City Staff for all they do for the Commission and the citizens of Alamogordo.

12) He wished everyone a Merry Christmas and Happy New Year.

13) He reminded everyone the Commission Meetings go back to the second and fourth Tuesdays of the month and he hoped to see everyone here on January 14, 2014.

**ADJOURNMENT**

Commissioner Rardin moved to adjourn at 9:18 p.m. Commissioner Sikes seconded the motion. Motion carried with a vote of 7-0-0.

ATTEST:  
  
City Clerk Renee L. Cantin

  
Mayor Robert Rentschler

(Prepared by Nancy Jacobs, Deputy Clerk)  
Approved at the Regular Meeting held on January 14, 2014.

