



THE CITY OF ARTESIA, NEW MEXICO

511 W. Texas Ave.
P.O. Box 1310
Artesia, NM 88211-1310

(575) 746-3593
(575) 746-2122
(575) 746-3886

Mayor
City Clerk
Fax

AGENDA CITY COUNCIL MEETING

April 28, 2026
5:00 p.m.

1. **Determination as to whether quorum present**
2. **Invocation and pledge of allegiance**
3. **New Requests for City Facilities:**
 - A. *Nisha Bhakta – requests the use of MLK/Roberts Park Shelter, Band Shell, and Restroom on May 10, 2026 and June 21, 2026, from 4:00 pm-9:00 pm for a family gathering.
 - B. *HOSA Future Health Professionals-AHS requests permission for the following streets to be closed on May 2, 2026, from approximately 9:00 am to 11:00 am to safely accommodate the Mile for Medicine 5k Event: Quay Ave. from 12th St. to 10th St., Richardson Ave. from 13th St. to 10th St.
 - C. *Victor Lujan – requests the use of MLK/Roberts Park for a Cinco de Mayo Event on May 2, 2026, from 10:00 am to 9:00 pm.
4. **City Departments and Employees**
5. **Special Reports**
6. **Period for Hearing Visitors (3-minute time limit)**
7. **Approval of Consent Agenda**
8. **Public Hearings** – including consideration of final passage of any ordinance as to which proper notice has been published.
9. **Comments from Public Officials and Contracted Services**
10. **Committee Reports:**
 - A. Budget and Finance
 - B. Personnel
 - C. Police and Fire
 - D. Safety
 - E. Recreation
 - F. Infrastructure / Planning (*Streets, Garage, Cemetery, Parks, Water, Wastewater, Solid Waste, Facility Maintenance, Project Management, Code Enforcement, Permits and Inspections*)
 - G. Government
 - H. Animal Services
11. **Personnel:**
12. **Public Safety:**
 - A. **Police Department:**

*Denotes material included in Council Packets or previously received material

B. Fire Department:

13. Infrastructure:

A. Community Development:

- 1) *Ratification of Mayor Youtsey's approval to set a public hearing on May 12, 2026, for Case No. 26-03 Holly Frontier Navajo Refining LLC Annexation and Zoning Designation to Heavy Industrial District "M2". Location: All of HF Sinclair owned property West of Bolton Rd between East Logan and East Hermosa Drive. Owner: Holly Frontier Navajo Refining LLC.
- 2) Consideration and approval to set a public hearing on May 26, 2026, for Case No. 26-06, Zone change from SU1 "Special Use" to C "Commercial. Location: 2713 W Main Street. Legal: Subd: WALLER Lot: 9 Quarter: NE S: 13 T:17S R: 25E County of Eddy, State of NM. Owner: Joy Beth Combs
- 3) Consideration and approval to set a public hearing on May 26, 2026, for Case No. 26-07 – Variance to build a metal fence on top of an active waterline. Location: 1012 W Chisum Avenue. Legal: Lot 14, Lot 15 and Lot A of the IRBY E2 of Lot 15 & 16 REPLAT, SW Quarter S:18 T:17S R:26E of the City of Artesia, Eddy County, New Mexico.

B. Infrastructure:

14. City Attorney:

15. City Clerk:

- A. * Consideration and approval of Resolution 1945 Budget Adjustments for the 2025-2026 Budget.
- B. Consideration and approval of Over-Hire in the Finance Department for the Purchasing Assistant position.

16. City Administrator:

17. Mayor:

- A. *Executive session: In accordance with the State of New Mexico Open Meetings Act, Section 10-15-1-(H)(8):
 - a. Purchase of Real Property
 - i. Action as a result of executive session

18. New or other business from Councilors:

19. Adjournment

Recurring



The City of Artesia New Mexico

612 N. 8th Street (575) 748-0279 Streets and Parks Supervisor
P.O. Box 1310 (575) 748-9980 Recreation Admin Assistant
Artesia, NM 88211-1310 (575) 748-9979 Recreation Supervisor

City of Artesia Parks

Request for Use of Facilities

No guarantee of sole use of park or City property

NAME: Nisha BHAKTAR
ADDRESS: 922 S 1st St
PHONE: 575-748-5060 CELL PHONE #/EMERGENCY #: 575-748-5061
TYPE OF EVENT: mother's day & father's day NUMBER OF ATTENDEES: 100
DATE AND TIME OF EVENT: May, 10 & June 21 4:00 PM to 9

WILL INFLATABLE GAMES BE USED? ☐ Yes ☒ No If yes, complete Inflatable Games Permit

WILL A TENT BE USED OR SET UP? ☐ Yes ☒ No If yes, complete Canopy-Tent Permit

WILL A GRILL BE USED? ☒ Yes ☐ No



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REQUEST USE OF:

MLK / ROBERTS PARK

Shelter
Band Shell
Restrooms

JAYCEE PARK

Restrooms
North Shelter
West Shelter

CENTRAL PARK

Gazebo

GUADALUPE PARK

Gazebo
East Shelter

DAVIS PARK

BAISH PARK

EAGLE DRAW PARK

OTHER (Specify) _____

Artesia Aquatic Center can be reserved for certain fees. Please contact the Artesia Aquatic Center at 575-746-8525. *

NOTE: NO ALCOHOLIC BEVERAGES WILL BE SERVED OR CONSUMED ON CITY PROPERTY

REQUIREMENTS: (Fees must be paid in advance of use)

___ BARRICADES (\$30.00 per location)

___ CONES (\$5.00 per 10 cones)

___ POWER PLUGS – Available at Jaycee North and West Shelter/Roberts Park/Central Park/Guadalupe Park/MLK Park/Jamaica Park (\$50.00)

___ EXTRA DUMPSTERS (\$25.00 each)

___ POLICE ASSISTANCE (Applicable fees applied)

___ STANDBY FIRE/AMBULANCE (\$145.00 first hour, \$108.00 second hour, and \$27.00 each fraction thereof)

\$ _____ TOTAL COST FOR USE OF FACILITIES (There will be a \$200.00 cap on fees)
(Cap excludes Police Assistance and Fire/Ambulance Service Fees)

**** IF REQUESTING A WAIVER OF FEES, THE SPONSORING AGENCY MUST BE A GOVERNMENT ENTITY AND MUST SIGN BELOW STATING THAT THEY ARE THE SPONSORING AGENCY. ****

(Signature of Government Entity Representative and Name of Entity)



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Approval contingent upon receipt of all applicable fees, licenses and department approvals.

If you are requesting a street closure, indicate which street(s) and where you are requesting the barricades be placed. City personnel are not responsible for setting up and taking down of the barricades or equipment for the event.

Note: City personnel must have 48-hour notice on placement of equipment.

*Proof of insurance coverage may be required

I have read the foregoing and fully understand that this is a binding Agreement between the undersigned and the City of Artesia, and I understand and agree to clean the facility I/we plan to use.

Nisha Bhakta
Printed Name

NBhakta
Signature

Date

***INSURANCE REQUIREMENTS:** Sponsoring organization must provide to the office of the Artesia Recreation Department an insurance certificate, 10 days prior to event, with the City of Artesia, New Mexico and other applicable parties shown as Additional Named Insured. Minimum coverage to be as follows: \$1,000,000 Liability; \$1,000,000 Bodily Injury.



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Artesia, NM 88211-1310	(575) 748-9979	Recreation Supervisor

CARNIVAL RIDES/INFLATABLE GAMES PERMIT

Per the State of New Mexico Regulation & Licensing Department Carnival Ride Insurance Program, all rides, as described by this program must be inspected, and certified annually.

No carnival ride/inflatable game can be operated before being certified by the New Mexico Carnival Ride Insurance Administrator.

State of New Mexico Regulation and Licensing Department

2550 Cerrillos Road, 3rd Floor, Santa Fe, NM 87505

Phone: (505) 476-4853 Office Hours: 8:00 AM – 5:00 PM

Website: <http://www.rld.state.nm.us/construction/Carnival Ride Insurance Program.aspx>

☐ A copy of General Liability Insurance in the amount of \$1,000,000 naming the City of Artesia as an additional insured.

☐ Carnival Ride Insurance Program Certificate Issued by the NM Regulation & Licensing Department

I hereby understand that in order to utilize Inflatable Games, I have provided the items described above before occupying and/or utilizing the City Facilities and Premises.

I have read the foregoing and fully understand that this is a binding Agreement between the undersigned and the City of Artesia.

Printed Name

Signature

Date



ARTESIA FIRE DEPARTMENT

3300 W. MAIN STREET - SUITE F
ARTESIA, NM 88210
(575) 746-5051

Application for
☐ Canopy ☐ Tent ☐ Event Permit

Permit No. _____

A SITE PLAN IS REQUIRED SHOWING WHERE THE TENT/EVENT WILL BE SET UP AND ALSO THE DIMENSIONS OF THE TENT

IF YOU ARE LEASING YOUR BUSINESS SPACE, WRITTEN PERMISSION FROM YOUR LANDLORD IS REQUIRED.

TENTS OR CANOPIES IN EXCESS OF 400 SQUARE FEET SHALL REQUIRE A PERMIT AND AN INSPECTION BY A FIRE OFFICIAL.

APPLICANT _____ PHONE # _____

ADDRESS _____

REASON FOR TENT/EVENT/CANOPY _____

DATES: FROM _____ TO _____

HOURS OF OPERATION _____

WILL FOOD BE COOKED OR SERVED? _____ YES _____ NO

WILL THERE BE ELECTRICITY REQUIRED? _____ YES _____ NO
(Exterior grade extension cords are required for any use outside)

SIGNATURE OF OWNER/AGENT _____

☐ **Permit Granted** Date Permit Issued _____ Issued By _____
☐ **Permit Denied** Remarks _____

2. What is expected traffic pattern for event? **Attach a site map indicating location of each activity/vendor(s), fire lanes, garbage receptacle and porta potties.** Fire lanes will remain maintained.

Traffic limited areas includes: Quay street (from 12th-10th street) and Richardson street from 13th to 10th street) and 10th street (from Quay to Richardson). Site Map attached. Garbage and restrooms provided by the high school.

3. Describe how sanitation control (garbage & restrooms) will be provided and maintained. Existing school restrooms will be used. Trash cans will be placed throughout the event area and monitored by volunteers. All garbage will be collected and properly disposed of after the event.
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4. Describe how public safety, traffic and crowd control will be provided (Events that are held during daylight hours will not be required to have security personnel present. Events that are held after nightfall will be required to have a total of two bonded security personnel present. Carnivals are required to have four bonded security personnel present at all times. The Artesia Police Department will track public safety response within a ½ mile radius from event to determine future security requirements. If public safety responds to 3 or more calls related to the event, future security requirements will be increased).

The event will be held during daylight hours. Adult sponsors and volunteers will supervise participants and monitor registration, vendor areas, and the running route. The route will be clearly marked and the pedestrian traffic will remain within designated areas. Fire lanes will remain clear.

5. How many participants and visitors are anticipated and where will parking be provided. 75-100 participants and visitors combined. Parking will remain within the designated parking spaces on the high school campus.
-
-
-

6. How have parking impacts and street closures been coordinated with the neighbors (residential and/or business)? Temporary road closures will allow local access to homes and driveways with minimal disruptions expected.

Describe how fire lanes will be identified and kept open. A minimum of 12 feet emergency access will be maintained at all times and kept free of vehicles, vendors, and participants. Event staff will monitor and ensure access for emergency vehicles.

7.

8. Will the event require the closure of any street or alley? If so, list street name(s) with date and time of requested closure. **(City Personnel are not responsible for setting up and taking down of the barricades or equipment for the event. Note: City Personnel must have 48 hours notice on placement of equipment.)**

The following streets are requested to be closed on May 2, 2026 from approximately 9am to 11am to safely accommodate the 5k route:

Quay Street from 12th Street to 10th Street

Richardson Street from 13th street to 10th Street

10th Street from Quay Street to Richardson Street

The event organizers understand that City Personnel are not responsible for placement or removal of barricades or equipment and will ensure all necessary arrangements are made.

9. If any event activity or vendor requires electrical connections or other accommodation to operate, indicate location and how you anticipate meeting their needs (All vendors will be required to pass inspection prior to operating and must provide proof of all applicable licenses. City of Artesia is not responsible for damage to any of applicant or vendors equipment). No electrical connections are anticipated. Vendors will be responsible for electrical set up if needed and must comply with all applicable licensing and inspection requirements. (Note this is a part of the vendor contract).

10. How will the event area be cleaned before, during and after the event? Trash receptacles will be placed throughout the event and monitored during the event. Volunteers will collect litter as needed. A full cleanup of all areas will be completed immediately following the event.

11. When specifying location of event activity/vendor(s), do you anticipate utilizing any area not owned or managed by the City of Artesia? ☐ Yes ☒ No If yes, the **owner/manager of subject property must complete and sign** the following:

Title: _____
Telephone: _____
Signature of authorizing authority: _____
Name of property owner: _____
Authorizing authority: Address: _____

- A. If the City of Artesia approves this application for public event, will your organization grant permission for the sponsoring organization to use your property on the dates specified, for the purpose and activities described in this application? ☒ Yes ☐ No If yes, please complete the following:

- B. Are there any limitations or restrictions on use of your property? ☒ Yes ☒ No If yes, please describe in detail _____

- C. Do you require the event sponsor list you as an Additional Named Insured and provide an insurance certificate to your organization prior to the event date? ☒ Yes ☒ No If yes, please indicate coverage limits you require for general liability, property damage and/or personal injury _____

12. If nature of this event requires event workers to stay overnight (such as carnival or other event workers) where and how do you anticipate providing their lodging? If you anticipate utilizing private property(s) for lodging or other purposes, **the owner of the subject property(s) must complete and sign** the following:

Address: _____
Name of property owner: _____
Authorizing authority: _____ Title: _____

Telephone: _____
Signature of authorizing authority: _____

- A. Are there any limitations or restrictions on use of your property? ☐ Yes ☒ No If yes, please describe in detail _____

B. Do you require the event sponsor list you as an Additional Named Insured and provide an insurance certificate to your organization prior to the event date? ☐ Yes ☒ No X If yes, please indicate coverage limits your require for general liability, property damage and/or personal injury? _____

C. How will use of your property by event workers impact neighboring property owners? Describe steps that will be taken to mitigate any adverse impact(s) N/A _____

13. Please provide any other information, which you believe, will assist the City in the review process:
This is a school sponsored 5k promoting community health and student leadership. The event will be supervised by adult sponsors and held within the school campus.

14. By signing this form, I/We understand and agree to clean the facility I/We plan to use.

15. Will food vendors be present at your event? ☐ X Yes ☐ No

FOOD VENDOR REQUIREMENTS:

- (A) One serviceable 10 lb Dry Chemical (Type A, B, C) extinguisher on hand. Extinguisher should be readily available at each location.
- (B) All electrical extension cords must be a minimum of 12/3, UL approved outdoor type extension cords. No "daisy chains" with the use of extension cords will be allowed. Access to the extension cords must be isolated from public traffic.
- (C) ANY flammable fuel (propane, butane, gasoline/diesel for generators only) must be stored in an approved container, and a minimum separation distance of 35ft from any open flame will be required for storage of all fuel.

16. Will a tent or shelter be set- ☐ up? ☒ Yes ☐ No If yes, complete the Canopy Tent Permit

17. Will a grill be used? ☐ Yes ☐ No ☒ No

18. Will Inflatable Games be ☐ used? Yes ☐ No ☒ No If yes, complete the Inflatable Games Permit

19. **INSURANCE REQUIREMENTS:** Sponsoring organization must provide to the office of the City Clerk/Finance Director an insurance certificate, 10 days prior to event, with the City of Artesia, New Mexico and other applicable parties shown as Additional Named Insured. Minimum coverage to be as follows: \$1,000,000 Liability; \$1,000,000 Bodily Injury.

Can you provide this Insurance Certificate? ☐ Yes ☒ No

Signature of applicant: Gvette Franco

Date: 3/30/26

Updated 08/25/2025

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Printed Name

Signature

Date

9. **Routine Resolutions (to be assigned a number by staff):**
10. **Budgeted Items:**
11. **Quarterly Journal Entries:**
12. **Non-budgeted Items:**
13. ***Payment of Bills**

