CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD
Meeting Agenda
Wednesday, April 15, 2026 from 4:00 to 5:00 P.M.
Albuquerque Museum Auditorium Room

Denise Pepin…….. Vendor Representative
Dee Clary ……Vendor Representative
Marie Coleman ……..……..……..……. Property Owner Representative
Vacant ……..……. Merchant Representative
Dana Sherrill ……..…… Sitting-At-Large Representative
Steven Pettingill ……..…… City Representative

- **Establish Quorum** *(2 minutes allocated 4 - 4:02 p.m.)*
    - Meeting called to order:

- **Approve Agenda and Minutes** *(3 minutes allocated 4:03 - 4:05 p.m.)*

- **Community Events Staff Report** *(5 minutes allocated 4:05 - 4:10 p.m.)*
    - Advisory Board Vacancy Update
    - Reminders
        - Portal Operations
        - 2026 Board Meeting Dates: 04/15/26, 06/17/26, 08/19/26, 10/21/26, 12/16/26.

- **Old Business** *(10 minutes allocated 4:10 - 4:20 p.m.)*
    - Doctor's notes policy
    - Blanket checks
    - Public Safety Proposal
    - Reassignment
    - Discuss items for next Agenda

- **New Business** *(25 minutes allocated 4:20 - 4:45 p.m.)*
    - Landmarks Commission Update
    - Sidewalk updates

- **Public Comments** *(10 minutes allocated 4:45 - 4:55 p.m.)*

- **Final notes from Board** *(5 minutes allocated 4:55 - 5 p.m.)*
    - Meeting Adjourned:

CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD
Meeting Minutes
Wednesday, December 17, 2025 from 4:00 to 5:00 P.M.
Albuquerque Museum Auditorium Room

Denise Pepin……Vendor Representative
Dee Clary ……Vendor Representative
Marie Coleman ……..……...……...……. Property Owner Representative
Vacant ……..……. Merchant Representative
Dana Sherrill ……..…...Sitting - At-Large Representative
Steven Pettingill ……..…….City Representative

- **Establish Quorum**
  - Meeting called to order at 4 p.m. by Chair.
  - Quorum established.

- **Approve Agenda**
  - Agenda approved at 4:01 p.m.

- **Approve August 20, 2025 Minutes**
  - Minutes approved at 4:03 p.m.
  - October 15, 2025 Old Town Portal Market Advisory was postponed due to lack of Quorum.

- **Community Event Staff Report**: At 4:04 p.m.
  - Community Event Staff thanks Marylin Moquino for her time as the Vendor Representative.
  - Introducing Denise Pepin on to the Old Town Portal Market Advisory Board as the new Vendor Representative. Denise Pepin was approved at the Twenty-Sixth Council Forty-Second meeting.
  - Vice Chair, Dee Clary leads meeting moving forward until the Board Representative has an election to update the Chair and Vice Chair.
    - Nominations presented for Dee Clary to be the new Chair and Denise Pepin to be the new Vice Chair. Unanimous votes for Dee Clary to be the new Chair and Denise Pepin to be the new Vice Chair.
  - Reminder for Board Meeting dates: 02/18/26, 04/15/26, 06/17/26, 08/19/26, 10/21/26, 12/16/26.
  - Advisory Board would like to plan to have an additional meeting or extended meeting if changes are made to the Ordinance by City Council.
  - The staff has a contingency plan in place to relocate vendors to the south side of the property if westside spaces cannot be utilized.
- **Parliamentary Rules Training:** At 4:10 p.m.
  - Motion was made to postpone training until later date.

- **Old Business**: At 4:12 p.m.

- Motion was made to leave the process with the Community Events Staff handling the Vendor Representative nomination and election process.
- Motion was made to review ADA policies before continuing discussion on Doctor's notes.
- Complaint Forms have been updated and are now online for easier access for Portal Market Vendors.
- Motion was made to wait for public comments to discuss matters regarding Reassignment.
- Repairs to sidewalk have been completed by the property owner George Cook.
- Motion for the Advisory Board to follow up with Landmarks Commission

- **New Business** At 4:35 p.m.
  - Discuss items for next Agenda
  - Marylin agreed to update the Public Safety Proposal and present it by the next meeting.

- **Public Comments** At 4:53 p.m.
  - Blanket Checks
  - Weekend reassignment
  - Nomination process

- **Final notes from Board**
  - Meeting Adjourned: At 5 p.m.

CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD
Meeting Notes
Wednesday, February 18, 2026 from 4:00 to 5:00 P.M.
Albuquerque Museum Auditorium Room

Denise Pepin*……Vendor Representative
Dee Clary* ……Vendor Representative
Marie Coleman ……...……...……...……. Property Owner Representative
Vacant ……..……..……. Merchant Representative
Dana Sherrill ……..…...Sitting - At-Large Representative
Steven Pettingill ……..…….City Representative
*** Board members who were present**

Quorum was not achieved. The board engaged in general discussion only. No motions were made and no official actions were taken.

- Dee Clary and Denise Pepin were present (4:05 p.m.).
- The average number of portal vendors for December and January was seven.
- Reminder of upcoming Board Meeting dates: 04/15/26, 06/17/26, 08/19/26, 10/21/26, 12/16/26.
- Parliamentary Rules Training was conducted by Cristobal Rocha from the City Clerk's Office. Training concluded without questions (4:26 p.m.)
- Blanket Checks by City staff have increased.
- Marilyn Moquino will email her Public Safety Proposal to the board.
- Note that George Cook was fined for the installation of the doors (4:33 p.m.).
- A new building survey will be completed.
- A Request was made for an ADA Training, and review on doctor notes.

At 4:35 p.m., time was opened for public discussion. Two individuals chose to speak and the allotted time was divided evenly, giving each member five minutes.

- Concerns were raised about the validity of the board and a possible rules violation.
- A member of the public stated they are in contact with the State to verify the board's validity (4:40 p.m.).
- Another member of the public advised that the last survey on record is from 1986.
- A question was raised about why the October board meeting without quorum was cancelled, while today's meeting was not.
    - The board responded that no official business was being conducted and that a special guest presentation from the City of Albuquerque was scheduled to provide Parliamentary Rules training. The board noted that they are now more informed and understand that discussion may occur without motions or actions to be respective of presenter's time.

Discussion adjourned at 4:45 p.m.