



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

Marylin Moquino.....
Denis Pepin..... Vendor Representative
Dee Clary Vendor Representative
Marie Coleman Property Owner Representative
Vacant Merchant Representative
Dana SherrillSitting - At-Large Representative
Steven PettingillCity Representative

- **Establish Quorum** (*2 minutes allocated 4 - 4:02 p.m.*)
 - Meeting called to order:
- **Approve Agenda** (*3 minutes allocated 4:03 - 4:05 p.m.*)
- **Community Event Staff Report** (*10 minutes allocated 4:05 - 4:15 p.m.*)
 - Advisory Board Vacancy Update
 - Board Member Position Election
 - Reminders
 - Board Meeting dates 02/18/26, 04/15/26, 06/17/26, 08/19/26, 10/21/26, 12/16/26.
- **Parliamentary Rules Training** (*20 minutes allocated 4:15 - 4:35 p.m.*)
- **Old Business** (*10 minutes allocated 4:35 - 4:45 p.m.*)
 - Vendor Representative nomination board involvement
 - Doctor's notes policy
 - Complaint Forms
 - Reassignment
 - Repairs to sidewalk
- **New Business** (*5 minutes allocated 4:45 - 4:50 p.m.*)
 - Blanket checks
 - Discuss items for next Agenda
 - Public Safety Proposal
- **Public Comments** (*5 minutes allocated 4:50 - 4:55 p.m.*)
- **Final notes from Board/ meeting dismissed** (*4:55 - 5 p.m.*)
 - Meeting Adjourned:



**CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD
Meeting Minutes
Wednesday, August 20, 2025 from 4:00 to 5:00 P.M.
Albuquerque Museum Conference Room**

Marylin Moquino.....Sitting - Vendor Representative
Dee ClaryVendor Representative
Vacant Property Owner Representative
Vacant Merchant Representative
Dana Sherrill Sitting -At-Large Representative
Steven PettingillCity Representative

- **Establish Quorum**
 - *Meeting called to order at 4:00 p.m. by Chair.*
 - *Quorum established.*

- **Approve Agenda** *approved at 4:02 p.m.*

- **Approve June 18, 2025 Minutes** *approved at 4:05 p.m.*

- **Community Event Staff Report:** *At 4:03 p.m.*
 - Vendor Participation Report
 - For the month July, an average of nine vendors participated in the program daily.
 - Advisory Board Vacancy Update: Still two vacancies (property owner, at-large). Applications pending; one applicant declined due to conflict of interest.
 - Old Town Portal Applications: Mid-year applications reopened. Board hopes this will bring in new vendors.
 - Board Meeting Dates: October 15, 2025 and December 17, 2025 confirmed.
 - Discussion: possibility of moving to a larger meeting space due to growing attendance.

- **Old Business:** *At 4:11 p.m.*
 - Advisory Board involvement in Vendor Representative nomination
 - Discussion on board involvement. Proposal documents distributed for review.
 - Doctors' notes
 - Concerns raised about vendors using doctor's notes to swap spaces.
 - Current policy: doctor's notes only apply for setup/teardown assistance.
 - Proposal: require annual doctor's note submission; clarify scope in Rules & Regulations.

- Complaint forms
 - Agreement: complaint forms should be used for major issues only.

- Suggestion: develop online digital form to improve accessibility for vendors without scanners/printers.
- **New Business: At 4:23 p.m.**
 - Being good neighbors and boundaries
 - Reminder to respect space boundaries and customer interactions.
 - City Staff let the board know that the property owner is taking out windows and putting in doors. This will impact spaces and will be complete after Balloon Fiesta Week.
 - To be added to future Rules & Regulations review.
 - Discussion on parking/loading zone and sidewalk
 - Concerns about vendors/customers parking for extended times, blocking view of vendors.
 - Recommendation: use SeeClickFix app or call 311 to report violations.
 - Cracks and uneven sections noted. Responsibility unclear between city and property owner. Staff will review.
 - Reassignment issues
 - Discussion on confusion during daily space reassignments.
 - Suggestion: clearer system so one vendor/security completes the process consistently.
 - To be addressed in Rules & Regulations update.
 - Adding a discussion on nominations and future vacancies
 - Proposal distributed for vendor representative involvement. Will be discussed next meeting.
 - Discuss items for next Agenda
 - Blanket checks.
 - Continued discussion on doctor's notes, reassignments, and public safety proposal.
 - Rules & Regulations review pending ordinance update.
 - Request for City Clerk presentation on Open Meetings Act and ADA compliance.
- **Public Comments At 4:48 p.m.**
 - ADA concerns on doctor's notes, fairness in assignments, need for vendor vote on ordinance changes, parking issues with large trucks, and support for reinstating a Portal Manager. Vendor voiced concern that only one vendor is speaking directly to City Council without updates being shared with the larger vendor group
- **Final notes from Board/ Meeting adjourned at 5:00 p.m.**