



**CITY OF ALBUQUERQUE,  
OLD TOWN PORTAL MARKET ADVISORY BOARD**

**Wednesday, April 16, 2025 – Minutes**

**Marylin Moquino.....Vendor Representative**  
**Dee Clary.....Vendor Representative**  
**Marie Coleman ..... Property Owner Representative**  
**Vacant ..... Merchant Representative**  
**Dana Sherrill ..... At-Large Representative**  
**Steven Pettingill .....City Representative**

- **Establish Quorum**
  - Marilyn established that there was a quorum and called the meeting to order at 4:03 p.m.
- **Approve Agenda: 4:04 p.m.**
  - Marilyn motioned to approve the agenda; the motion was seconded and approved unanimously.
- **Approve February 19, 2025 Minutes: 4:05 p.m.**
  - Marilyn motioned to approve the Minutes for February 19, 2025, the motion was seconded and approved unanimously.
  - Dee Clary (formerly Townsend) mentioned her last name changed and if it could be updated moving forward.
- **Community Event Staff Report:**
  - Presentation from the Director of Arts & Culture, Dr. Shelle Sanchez
    - Rescheduled for the next board meeting on June 18, 2025.
  - Vendor Participation Report
    - For the months of January – March, an average of three vendors participated in the program daily.
    - Marilyn responded that after January the foot traffic of Old Town slows down in large due to the cold weather forecast. Added in that February and March weekends had less vacancy of Vendors with the weather beginning to warm up.
    - City Staff is present at least 5 days of the week.
  - Advisory Board Vacancy Update – Welcome Marie Coleman replacing Sylvia Ramos.
  - Old Town Portal Applications open Tuesday, April 15, 2025
    - Marilyn asked where these could be located, city responded it could be found on the website as well as the link that was sent to all current portal vendors of FY2025. Dee then mentions how she was easily able to locate the application on the website.
    - Marilyn asked if applications were still due by May 15, 2025 and was referencing the “This section is reserved for community events staff” section at the bottom of page. City staff replied with yes applications are due by May 15, 2025 and the bottom is for the community events staff use.
    - Marilyn asked how studio visits were going. The city responded that a few have been done, but due to recent staffing shortages and availability, but are currently scheduling a 4<sup>th</sup> studio visit. Marilyn asked how these were being scheduled and city responded based on availability.
  - Reminder of Board Meeting dates 6/18/25, 8/20/25, 10/15/25, 12/17/25

- **Old Business:**

- Casting pieces/charms guidelines discussion continued
  - Came to the conclusion that the guidelines need to be reviewed.
- Public Safety discussion continued
  - Marilyn spoke with the church to become a secondary shelter in place for the portal vendors.
  - Marilyn will be writing a shelter in place proposal.
- Showing permits at reassignment discussion continued
  - Discussion of verbiage usage when self-reassignment is done by a vendor. References about last years document says “witness” should be used in leui of “show/see” as the vendors are not city officials.
  - Incident of a vendor’s space being reassigned after they laid their blanket down and had paid their space fee before 9:30 a.m. reassignment.
  - An allegation was made towards the vendor who performed reassignment that day, Ramona saying this specific vendor does not look in her direction or Bernard Dallas, when she or he shows up for reassignment. Therefor Ramona proceeds to put her vendor permit within inches of the accused vendor’s face. A city staff advised that you should not put something in someone else’s face like that. Also asked if Ramona had filed an official complaint, she replied no.
  - Submitting an official complaint form was reiterated by a city staff member, as well as emphasizing the confidentiality along with it. Also stating we can’t address an issue if we don’t know about it.
  - It was recommended that when a city rep is not available, there should be a 2-person (vendor holders) validation.
  - Marilyn will be writing a reassignment proposal about claiming space procedure.
- Reopening reassignment procedure to discuss times
  - Marilyn brought up the last reassignment time should be moved back from 9 p.m. to 4:30 p.m. because speaking for herself, it takes her about 3 hours to set up/take down. And emphasizing who wants to pay \$12 for not a full hour, saying that they may not get a return on the fee. Also stating the ordinance does not allow vendor selling after 9 p.m.
  - Several comments from the public were made in regards to 4:30 p.m. being too early.
  - Marie mentions that most old town shops close around 8/9 p.m. and it would be a good idea to allow the portal vendors to have an opportunity to sell to those customers who are wanting to shop but the stores are closed.
  - Dana added in she thought 8:30 p.m. would be a good cut off time for reassignment.

- **New Business: *Skipped over after concluding Old Business and opened up for public comments.***

- Advisory Board involvement in Vendor Representative nomination
- Automatic Lottery Entry
- Doctors’ notes
- Complaint forms
- Discuss items for next Agenda

- **Public Comments**

- Marilyn commented the public comments should go back to the beginning of the Agenda. Dee commented to leave them at the end.
- Pictures for vendor permits can be a 2x2 passport photo, well lit front facing phone photo, or picture from prior year.
- Majority enjoy the automatic lottery, only about 3 to 4 vendors not wanting it. If this number increases we should re evaluate per Marilyn.
- La Placita construction questions due to new ownership, portal vendors asking if they will be moved elsewhere to sell during that time. City responded they are in contact with the owner and should have an update on this matter by the next board meeting on 6/18/25.

- Questions on what Shelle Sanchez presentation was going to be about, City responded they were not privy to that information but she will present at the next board meeting on 6/18/25.
- It was asked if the meetings could be longer than 1 hour, because that does not give enough time for the agenda.
- Continuing discussion of vendors self-reassignment and permit contingences.
- Continuing discussion on Doctor's note and specifications in regards to the program.
- Adding a discussion on being good neighbors and boundaries.
- Adding a discussion on parking/loading zone
- Adding a discussion on city representative reassignment involvement.
- Adding a discussion on nominations, however the nominations will be over.
- City encouraged the vendors to reach out to vendor reps (Dee/Marilyn) to get their items added to the agenda proposal.
- **Final notes from Board/ meeting dismissed**
  - Meeting Adjourned: 4:59 p.m.