



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

- **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.
  
- **Parliamentary Rules Training** (*20 minutes allocated 4:10 - 4:30 p.m.*)
  - Presented by Cristobal Rocha, Office of the City Clerk.
  
- **Old Business** (*10 minutes allocated 4:30 - 4:40 p.m.*)
  - Doctor's notes policy
  - Blanket checks
  - Public Safety Proposal
  - Reassignment
  - Discuss items for next Agenda
  
- **New Business** (*5 minutes allocated 4:40 - 4:50 p.m.*)
  - Landmarks Commission Update
  - Sidewalk updates
  
- **Public Comments** (*5 minutes allocated 4:50 - 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
  - Marilyn 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.