



**CITY OF ALBUQUERQUE,  
OLD TOWN PORTAL MARKET ADVISORY BOARD  
Wednesday, February 19, 2025 - Minutes**

**Marylin Moquino.....Vendor Representative**  
**Dee Townsend .....Vendor Representative**  
**Dana Sherrill ..... At-Large Representative**  
**Steven Pettingill.....City Representative**  
**Carissa Galban.....City Representative**

- **Establish Quorum:** 4:00 p.m.
  - Marilyn established that there was a quorum and called the meeting to order.
  
- **Approve Agenda:** 4:01 p.m.
  - Dee motioned to approve the agenda; the motion was seconded by Dana and approved unanimously.
  
- **Approve December 18, 2024 Minutes:** 4:02-4:15 p.m.
  - After a discrepancy regarding the minutes, Marylin asked Dana to approve the minutes, Dee seconded and the minutes were approved unanimously. The misunderstanding came from Marylin wanting to change a decision made at the previous meeting; however, the minutes remain accurate to what was decided therefore no changes are necessary. We will add reassignment time change back to the agenda to reopen discussion and allow for changes.
  - During the discussion on how to move forward, the public in attendance was asked by City Staff to save their comments for public comment resulting in a negative reaction. Ramona said having public comment before board discussion hinders them from being able to comment on agenda items. City staff was guided to have public comment before old business to respect the public’s time. City staff has been asked to move public comment to the end for the next meeting’s agenda.
  - Before moving on, Marylin mentioned that she would like for the Vendor Representative votes to come to the Advisory Board to verify the votes and potentially have a vote- this will be added to new business for discussion.
  
- **Public Comments:** 4:15-4:34 p.m.
  - Public in attendance: Adonica Gravengood, Christy Hales, Ramona Tafoya, Marie Coleman
  - Ramona Tafoya: Ramona expressed that open communication throughout the meeting allows for her to educate on agenda items. Ramona provided a handout on charms and fetishes; however, the handout was not given to City staff or the board prior to the meeting. City staff asked that any handouts be sent to the board with the agenda 10 days before the meeting. Examples of charms and fetishes that are banned were passed around as Ramona explained what they are and why they are banned from the program.
  - Marylin Moquino: Marylin asked why the reassignment changes have not been made to the rules and regulations. City staff said that edits to the rules and regulations take time and that they are moving forward. Marylin asked if a reminder could be sent to the vendors letting them know the change is not in affect; City staff agreed to send out a reminder. Marylin said that Dee has been allowing vendors to take a spot after reassignment. Dee stated she has not allowed any vendor to take a space outside of the current reassignment times. Marylin stated that she has received complaints from vendors about spot shifting. She said

that vendors do not feel comfortable filling out formal complaint forms as requested by City staff because they are not anonymous.

- Adonica Gravengood: Adonica said City staff did not address her complaint during Balloon Fiesta Week and that staff is inconsistent. Staff reiterated that submitting a formal complaint form protects staff and vendors and give us something to stand on to take disciplinary action.
- **Community Event Staff Report: 4:34-4:41 p.m.**
  - Vendor Participation Report: City staff reported on vendor attendance for the month of January. Marylin commented that the weather keeps vendors away. City staff stated we will be reporting the monthly attendance statistics throughout the year.
  - Lottery Participation: City staff reported that on average only two vendors have excluded themselves from participating in the Lottery since the start of the FY25 permit cycle. Marylin asked to put the automatic Lottery entry on the next agenda for discussion.
  - Studio Visits and Blanket Checks: City staff has reported that blanket checks have been conducted and that we have a studio visit planned. Marylin said that if someone has illegal items on their blankets during a blanket check that they should get a studio visit.
  - Advisory Board Vacancy Update (Property Owner and Merchant): City staff reported there are two upcoming vacancies on the board for a Vendor Representative and At-Large Member. Marie Coleman's application is still with City Council. Marylin mentioned being in touch with two people to potentially fill the Merchant vacancy.
  - Marylin requested a cleaning of the Portal. A cleaning is being planned for March 4 at 3 p.m. Vendors will be notified. Power washing the Portal will be scheduled when the weather warms up.
  - Reminder of Board Meeting dates 4/16/25, 6/18/25, 8/20/25, 10/15/25, 12/17/25
- **Old Business: 4:41-4:55 p.m.**
  - Casting pieces/charms guidelines discussion continued: Dee said there are already guidelines that ban the use of mass manufactured charms and fetishes. With more blanket checks being done, City staff will be able stop illegal items from being on the Portal. Item was not closed before moving on.
  - Public Safety discussion continued: Marylin asked if the City has made a plan for public safety, City staff is waiting on resources from Sylvia Ramos. This item will be revisited.
- **New Business: discussion on old business rolled over into new business.**
  - Showing permits at reassignment: Marylin does not want vendors doing reassignment to use the word "show" when asking to see permits for check in prior to reassignment and wants them to use "witness." Dee said vendors need to show their permits to whoever is doing reassignment as part of the check-in procedure. Item was not closed and discussion will be continued.
  - Marylin asked about the vendor spotlights that City staff has planned for social media posts and asked why no one was told about them. City staff shared that the vendors were informed about the vendor spotlights and that another email will be sent out to let vendors know they have the opportunity to highlight their business and the program through the Old Town social media.
  - Discuss items for next Agenda: 1. Proposed changes to reassignment procedure (reopened old business), 2. Automatic Lottery entry, 3. Advisory Board involvement in Vendor Representative nomination, 4. Doctor's notes, 5. Complaint forms
- **Final notes from Board/ meeting dismissed: 4:55-5:00 p.m.**
  - Meeting Adjourned: 5:00 p.m.