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Call to Order

- Chairman Kuan Tikkun called to order the Economic Development Commission meeting at 10:07 a.m.

Pledge of Allegiance

- Chairman Kuan Tikkun led the Pledge of Allegiance.

Roll Call

- Present- Chairman Kuan Tikkun, Vice Chairman Loedi Silva, Frank Logan and Tom Zanotti
- Absent- Secretary Fran Rossberg
- Present- Mayor Pro Tem Gutjahr and Deputy Clerk Amy Lopez

Approval of Agenda

- Frank Logan made the motion to approve the agenda for November 12, 2020 as amended. The motion was second by Loedi Silva to approve the agenda for November 12, 2020. Vote: Chairman Kuan Tikkun – yes; Loedi Silva – yes; Frank Logan – yes; Tom Zanotti- yes. With a 4-0 vote the agenda for the Economic Development meeting was approved as amended.

Approval of Meeting Minutes from October 28, 2020

- Tom Zanotti made the motion to approve the Meeting Minutes for October 28, 2020. The motion was second by Frank Logan. Vote: Chairman Kuan Tikkun – yes; Loedi Silva - yes; Frank Logan – yes; Tom Zanotti- yes. With a 4-0 vote the Meeting Minutes from October 28, 2020 the Economic Development meeting was approved.

General Commission Discussion

- Frank Logan said he received another copy of New Mexico True and Rio Communities is not in there and began a discussion about how to get advertised in the magazine.
- Kuan Tikkun said we are really talking about marketing, getting into magazines, what magazines are free, and we will have to look into that as we go along.

Public Comment

- No comments were made.

Procurement

a. Mayor Pro tem Gutjahr and Procurement Officer Input

- Kuan Tikkun said there are procedural processes we would like to have cleared up, so we know how to proceed.
- Mayor Pro Tem Gutjahr explained the procurement is a piece of finance and no one is independent of the Council and when we talk about these things there is always a process. She then said everything has to be approved by Council.
- Tom Zanotti asked if allocations of project funds would go to Council.
- Mayor Pro Tem Gutjahr said yes and explained Council and the City Manager and EDC will all work together.
- Frank Logan said the EDC used to report to the City Manager and he reported to Council.
- Mayor Pro Tem Gutjahr said it is likely that you will report to the City Manager again, but your commission and mission reports to the Council.
- Kuan Tikkun said she had an article about Peralta and their procurement process and began a discussion about RFPs.

- Frank Logan said there was no need for an RFP because it was under the amount required; there are different layers, if it under a certain amount you can hire someone without having three bids, over that amount you have to have three bids, if it is over a certain amount then you have to have three bids and an RFP and continued the discussion.
- Mayor Pro Tem Gutjahr said your role is going to be to go before Council and ask them if the project is moving forward.
Tom Zanotti asked if an exception would be if a vendor is identified as being a state vendor.
- Mayor Pro Tem Gutjahr said it really depends, there is a state list of vendors that have been cleared from procurement, and explained pricing and steps required to procure the project legally.
- Kuan Tikkun said the budget process puts into context as far as what we need to proceed to the next steps, and we are under \$60,000.
- Mayor Pro Tem Gutjahr said the first thing to do would be to find out if there is money in the budget for the project and began a discussion.
- Frank Logan asked if they have an idea, such as the marketing, it is a broad category and what we do depends on what it will cost, so we have to narrow down the scope of work by getting a ball park figure, but we were informed that we have broken procedure by getting prices, but how do we make a determination of the scope of work and what we want to buy if we don't know what it will cost.
- Mayor Pro Tem Gutjahr said if she were going to look into a request from Council, she would ask other Municipalities what they spend, but the moment you ask a vendor to get a scope of work, you have eliminated that vendor. She then explained there are ways to get information without getting into a vendor's details. She then said what she thought was lacking was clear direction on your role in this.
- Frank Logan said he understands what is being said but the marketing has been a discussion for a long time, it sat for a long time and now Council has come back to us to look into; He then said they did look into another Municipality, and we went to a vendor for research perspective, we were not trying to give the vendor a heads up and all the vendor's received the same information and continued the discussion.
- Loedi Silva said she understood at the first joint meeting, EDC would just be a source of information for City Council, and then City Council would make the decision.
- Mayor Pro Tem Gutjahr suggested looking into more Municipalities and do research on what you liked that they did, get the cost information and scope of work from them and continued the conversation.
- Mayor Pro Tem Gutjahr explained once you have an idea of what you want, and have no vendor, then procurement would go out with the idea of your scope of work in mind, and they will go from there; she explained you can ask what it cost, but you don't ask who does the work and continued the discussion.
- Mayor Pro Tem Gutjahr said she wouldn't talk to any vendor, including the state list because there could be a problem, you are safer to let procurement do it; She then said it won't always be the decision of EDC and continued the discussion.
- Kuan Tikkun said she still does not know what their budget is.
- Mayor Pro Tem Gutjahr explained EDC is gathering information on how the other Municipalities are doing the same thing, then it will go to Council, then procurement will look at what we want and where the money will come from to pay for it and continued the discussion.
- Tom Zanotti said finding out what other Municipalities have done does not mean those cities got the best price.
- Mayor Pro Tem Gutjahr said that is where procurement comes in to get us the best price and continued the discussion.
- Mayor Pro Tem Gutjahr said asking how long it took and if any advice can be given, and once the research is done, it goes to Council and Council would be the one to send it to procurement and continued the discussion.
- Mayor Pro Tem Gutjahr went over the EDC budget and mentioned there is an expense of \$1,000 that was not budgeted for within the EDC budget and the City is currently being paid for and will need to be addressed; She then explained in the

future they will make sure to ask EDC for what they would like to see in the budget for special projects and would suggest getting a budget report quarterly.

- Kuan Tikkun said there is a joint meeting on January 21.
- Mayor Pro Tem Gutjahr said at that meeting we can discuss what you will need in a future EDC budget.
- Kuan Tikkun said EDC will speak with municipalities and ask questions and we will present the work to Council.
- Mayor Pro Tem Gutjahr said when we meet with you in January, you can present to Council how much you want to take on and we can base the budget on that and continued the discussion.

Branding/Logo/Marketing Project

- Kuan Tikkun asked if the topic should be tabled at this time.
- Loedi Silva said about it now is pointless because we have no goal at the moment.
- Kuan Tikkun said there are two phases: the identity process and the marketing process and began a discussion.
- Tom Zanotti said marketing is part of branding and began a discussion.
- Frank Logan said you cannot market without an identity and began a discussion.
- Loedi Silva our task is just reaching out to other cities to see what they chose to do, get it to Council and they will either get it back to us or move forward with it and began a discussion.
- Frank Logan said we need to have a couple of different cities we look into, get some information from them and get the Council the information so that they can move forward and asked what cities we want to look at.
- Loedi Silva said we want to use the ones that show development because they are doing something right.
- Frank Logan said we might want to look at some cities that aren't doing well to see where they are going wrong and continued the discussion.
- Tom Zanotti said we really need to figure out what to draw people into Rio Communities with.
- Loedi Silva was asked to investigate what Belen's marketing is doing and Tom Zanotti was asked to look into RVs and continued the discussion.

USDA Update

- Frank Logan said Christine Griego let us know the privately owned water company does not qualify for any programs; the Council will have to discuss ways to work with the water company.
- Tom Zanotti asked if the City could build the extensions and the water company pays to manage it.
- Frank Logan said we need to have cooperation with the water company and so far, they are unwilling to put in new sewer lines, there is a real concern about having to add another treatment center; USDA cannot work with Rio Communities because we do not own the water company, they can do certain amounts of guaranteed financing with a private company but with us being the manager over it; it will be a huge headache.
- Loedi Silva said they pump sewage from Cypress Gardens, the sewer plant will eventually be filled up, there is another developer that is wanting to build another 400 homes, and the sewer plant will also be filled up by developments outside the City and began a discussion.
- Tom Zanotti said the water company is using the cost-effective route to the detriment of our economic growth and continued the discussion
- Kuan Tikkun said this might be something we need to collaborate with P&Z and Council.
- Frank Logan said until something happens with the water company, USDA is out of the picture, and continued the discussion.
- Kuan Tikkun said EDA might be another option for sewer and began a discussion.
- Kuan Tikkun said USDA has a lot of grants for city centered development, maybe we might meet their requirements and began a discussion.
- Frank Logan said they are a private company, so it is more of a legal issue.
- Kuan Tikkun said we want to request of the Council to take this to the attorney to see what the City's water/sewer rights are and continued the discussion.

Holiday Schedule

- Kuan Tikkun said the next meeting would be the day before Thanksgiving and December 23 would be another meeting.
- Tom Zanotti moved the meetings for November 25, 2020 and December 23, 2020 be cancelled. Loedi Silva seconded the motion. Vote: Chairman Kuan Tikkun – yes; Loedi Silva – yes; Frank Logan – yes; Tom Zanotti- yes.

EDC Education Ideas

- Loedi Silva said prior to Covid-19 she wanted to take a class that talked about what EDC is tasked with.
- Frank Logan said he attended the class in Silver City, and it was excellent theory but hardly any of it was practical to the City of Rio Communities.
- Kuan Tikkun asked if there a practical course we can take and began a discussion.
- Kuan Tikkun said she is looking at maybe taking a grant writing class and understanding where we like to be in five years as a City.
- Frank Logan said the International EDC does offer good courses, but they are pricey.
- Kuan Tikkun said UNMVC might offer something.
- Tom Zanotti said maybe we could use some of that money for subscriptions and materials and continued the discussion.
- Kuan Tikkun said we will look at City Reports, Education Ideas, and City Attorney/Council for water issues, for the next agenda.

Adjourn

- Tom Zanotti moved to adjourn. Frank Logan second the motion and the meeting adjourned at 11:42 p.m. with a 4-0 vote.

Respectfully submitted,

Amy L. Lopez, Deputy Clerk

Date: _____

Approved

Kuan Tikkun, Chairman

Loedi Silva, Vice Chairman

Fran Rossberg, Secretary

Frank Logan

Tom Zanotti