

City of Rio Communities Workshop Minutes
May 14, 2019

- Mayor Gwinn called to order the city council workshop at 10:00 am
- Present: Mayor Mark Gwinn, Councilors; Bill Brown, Peggy Gutjahr, Arturo Sais and Joshua Ramsell.
Present:

Council reports & agenda items – 30 minutes

- Councilor Ramsell said he left a message for the Under Sheriff to find out about lead time for training the Citizens' Patrol. He then said he understands the Fire Department is going to be working more closely with the City of Belen Fire Department which is good for better communication between the communities.
- Councilor Sais asked how much money we have put aside this year for potholes.
- Mayor Gwinn said we have about \$20,000 set aside now but we're working on a long-term solution by putting out a bid for a long-term maintenance contract. He said that would be a positive way to stay ahead of the problem.
- Councilor Sais asked about plans for pocket parks.
- Mayor Gwinn began a discussion on the process of planning for parks.
- Councilor Sais said he can see that for the big parks, but we have small pieces of land that could be used for small parks. He said he would like to see something more visual for the residents.
- Mayor Gwinn said the ICIP is based on small parks, trails and eventually a big park. He said we set aside \$25,000 to pay for a park study.
- Councilor Brown said in March 2018, we got a proposal from Mic Rich to do some work at the fire station. He said he was going to stucco and paint the exterior of the building for \$35,500 and do some stonework under the canopies for an additional \$58,700.
- Mayor Gwinn said the money was not there so there is no signed contract.
- Councilor Brown said we have two fire hydrants around this building and the one on the north side looks good with the landscaping coming up to the base and that hydrant is fully functional. He said the landscaping around the hydrant on the south side is so close to the hydrant there is not enough room to connect the hoses which makes the hydrant inoperable.
- Mayor Gwinn said he will be meeting with the architects and that will have to be reworked. He said the water company said it may be possible to put the hydrant on a higher riser.
- Councilor Brown said the Church of the Nazarene offered to sell their building to the City for \$65,000, and apparently we have a Right of First Refusal. He said we should respond to their offer.
- Mayor Gwinn said we need to get through the budget before we ask them to come in and let us know what we'll get for the \$65,000.
- Manager Haynes said she would like to schedule a visit to the church and if Council gives her a date, she will arrange a tour of the property.
- Councilor Sais asked how we could use the facility. He said we should have some idea of what we would use it for first.
- Mayor Gwinn said it can be used for public works and the gym could be a youth recreation center and began a discussion on uses for the property.
- Councilor Gutjahr asked what happened with the water on the east side of the City and began a discussion. She said when she called the water company at 5:30 a.m. they didn't have any information about an emergency.
- Code Enforcer Reeves explained that the well shut down, so the tank didn't fill and three-quarters of the City was affected. He said the water pressure was low on most of the City and some people didn't have water at all.
- Councilor Gutjahr said she spent a lot of time at the fire department during the past few days. She said she hopes to have a peaceful conversation at the meeting tonight when they will meet to support their new chief.

- Mayor Gwinn said we have a cleanup this Saturday. He said we need to focus on the pit between Chamesa and Pageant. He said people have started to throw trash in the pit and, according to the terms of our grant, we'll have to clean it up.
- Mayor Gwinn said he and Manager Haynes attended the ICIP training last week and explained that some of the items discussed were best practices and procurement laws. He said at every presentation on ICIP they emphasize "planning, design and construct".
- Mayor Gwinn said the Mayor Caucus will be held Thursday in Bernalillo and the main area being discussed is the fifty state police officers being sent to Albuquerque and taken away from other communities in the state.
- Mayor Gwinn said he attended advanced MOLI. He said they are looking at criteria for newly elected officers because some of them aren't getting the education they need to do their job. He said Bill Fugineti asked the fourteen people who attend MOLI to speak with other cities about people newly elected to a government office attending MOLI.
- Manager Haynes said she does not understand why they don't make it mandatory.
- Mayor Gwinn said that the only time they are required to go is if a city has violated procurement laws or capital outlay.

Councilor Brown – Presentation – speed control methods

- ❖ Councilor Brown said the new term is called "Traffic Calming". He then distributed information and made his presentation regarding different techniques used to control traffic. He said Los Lunas strongly opposes speed bumps mainly because of the liability and discussed several alternatives. He then discussed El Paso's traffic management program.
- ❖ Mayor Gwinn said he would like to put this matter on the agenda for discussion at the first meeting in June.

Accounts payable report

- Finance Officer Benavidez said she does not have an accounts payable report ready at this time. She then introduced Angela who is the new finance clerk.

Council Priority List update – Discussion

- Councilor Gutjahr began a discussion on the priority list.
- Manager Hayes said she has requested bids for streetlights but hasn't heard from anyone. She said the bid will include twenty streetlights plus lights in the front and back of the building. She said the lights on Hwy 304 and Hwy 47 are part of the bid.
- Council began a discussion on the mill levy and the hiring of another police officer.
- Manager Haynes said she has that set up for discussion in June.
- Mayor Gwinn said we'll need to make a decision in June because the paperwork will need to be completed and submitted before July 1.
- Councilor Gutjahr asked about a date for a procurement workshop.
- Mayor Gwinn explained that he spoke with people from DFA at the ICIP meeting. He said they are willing to meet with us but not until all the budgets have been submitted. He said we may be able to schedule a procurement workshop in August or September and it may have to be held in Santa Fe.
- Council continued the discussion on the priority list.
- Mayor Gwinn said Jason at the fire department told him they will be attending the 801/802 class, but the dates have not been confirmed and continued the discussion.
- Councilor Gutjahr began a discussion regarding a celebration of the City, having councilors on the committee and the problem of creating a quorum. She said Kathryn at Silver City told her they do that by resolution where their mayor states that it will be a celebration which allows him to set up a committee that includes all the councilors.
- Councilor Gutjahr added two items to the priority list for discussion in June – the Nazarene property and a speed control plan.

Public input/questions (3) minutes to address the Council

- A resident said he is unable to hear Council's conversation and then suggested it would be better to have a sound system.
- Mayor Gwinn explained that workshops are designed for the Council to work on issues but there are areas where we ask for input from the residents so we can focus on those areas and try to speak more clearly.

Animal Control – Intergovernmental Agreement with the County – Discussion

- Mayor Gwinn said the County will be passing the MOU at their meeting on May 22. He explained that the main component added to the MOU was that if an animal is picked up the owner of the animal will have to pay the \$50/day storage fee plus \$35 for care.
- Manager Haynes explained that the fee will have to be paid to the City before they can pick up the animal.
- Mayor Gwinn said basically it is holding the pet owners responsible for their animals.

Ordinance 2019-xx Solid Waste (14-day review) – Discussion

- Mayor Gwinn explained this will come up at the meeting tonight and the plan is to pass it for the fourteen-day review. He said once Council approves it for fourteen-day review, it will be available to the residents on the website.
- Municipal Clerk Adair said we have made some changes to the website so the document will be located on the clerk's page now.

Citizens Patrol – Discussion

- Councilor Gutjahr distributed copies of documents regarding the Citizens Patrol and began a discussion. She said Council has discussed driver qualifications and asked if anyone had questions. She also explained that Council was informed by our insurance company that the City has to pay \$10 or \$55 per volunteer and continued the discussion regarding qualifications and requirements for volunteers.
- Councilor Gutjahr asked about the status of the car.
- Mayor Gwinn said we first need to know how we want to proceed. He said if we decide to move forward, we can get the car painted and put money in the budget for tires.
- Councilor Brown said we should have a policy and procedure section for the volunteers.
- Council continued with the discussion.

Public input/questions (3) minutes to address the Council

- No public comments.

FY 20 Budget updates – Discussion

- Manager Haynes said the revenue is the same except that the fourth quarter state fire marshal allotment increased by \$55,000.
- Mayor Gwinn said we received information from the State Fire Marshal that our fire department will get state fire funds of \$194,000 for 2020.
- Finance Officer Benavidez left the room to make copies of the correct budget report and Manager Haynes began her report.
- Manager Haynes said she will help the Country Club the first week in June to get their electric bill under control. She said they are spending \$120,000 a year and that's the problem with making a go of the Country Club.
- Manager Haynes said there was a meeting of the leadership at the Moose Lodge and they decided they need to do something with the outside of their building since the City Complex looks so good.
- Manager Haynes said she will be going to Taos to make a presentation to some site selection agents.
- Manager Haynes said she is meeting with Scott Edeal because he is interested in building homes in the City. She said her goal is to get forty homes built or started by July of 2020.

- Manager Haynes said she is meeting with Willie Giron and we're going to invite the owners of the industrial park to our building. She said she will have a meal catered and ask them to sign on the dotted line while they're here. She said she has also talked with Keter and one of the other companies in the park and asked them to start talking to their ownership.
- Council then continued discussion on the budget beginning on the revenue side.
- Mayor Gwinn said we're projecting \$903,000 gross revenue next year and we're still projecting \$1.3 million carry-over.
- Finance Officer Benavidez said the fire department will have \$144,253 after the \$50,000 is transferred to the City and that does not include their carry-over.
- Manager Haynes said they also have fire fund money and money from the Valencia County EMS/GRT fund.
- Manager Gwinn said we have a contract with State Forestry, so we'll get some money when we help fight fires.
- Councilor Gutjahr asked about the municipal street grant that has not come in yet.
- Mayor Gwinn said it hasn't come in because we haven't finished the chip and seal. He said we need a week of 85-degree weather and that may not happen until June.
- Manager Haynes began a discussion on the expenditures.
- Mayor Gwinn said we're looking at \$1.8 million in total expenditures which is up \$800,000.
- Manager Haynes said we have \$1.3 million carry-over and we have to show where we'll spend it.
- Councilor Brown said we have a ten-year plan to spend \$1.2 million dollars and use 25% for matching funds to get loans. He said the draw down on that over the ten years would have given us \$10 million in expenditures for \$1.2 million. He said if we spend more money than we have revenue year after year, we won't have that draw down for ten years and that is a concern for him.
- Councilor Gutjahr said she is confused about general fund expenditures. She said all we have is actual expenditures from 2017-2018 which is \$341,000 from the general fund but we budgeted \$1,000,000.
- Finance Officer Benavidez said we always budget against the money we have in the general fund and we have to report that to DFA. She said if Council wants money to be restricted, it should be put in another special revenue fund.
- Councilor Brown asked if the two part-time public works employees can be listed as one employee.
- Mayor Gwinn said OSHA requires two public works employees to work together.
- Manager Haynes said retirement will go up to 7.25% in July.
- Finance Officer Benavidez said we'll need to remember that, if we implement PERA, our salaries can't go above recurring revenue.
- Councilor Gutjahr asked about the cost for equipment and machinery of \$56,750.
- Manager Haynes explained how that money will be used and continued the discussion on expenditures. She said if we don't want to finish the kitchen, we can lower the amount by \$50,000. After some discussion, the \$50,000 to finish the kitchen was deleted from the budgeted expenditures.
- Manager Haynes explained the \$144,000 is for a new roof and continued the discussion.
- Manager Haynes asked if Council would like to lower the public works/sidewalks budget from \$200,000 to \$100,000 and continued the discussion. It was agreed that the budget for sidewalks should be \$100,000.
- Manager Haynes said she increased the budget for recreation to \$120,000 because Councilor Sais would like to see some pocket parks on the east side.
- Mayor Gwinn said we're still a year away from building parks because of the planning and design that is required.
- Councilor Sais said we need something the residents can see, or this governing body is going to look like a do nothing City.
- Councilor Ramsell asked if we can use part of the \$120,000 we've shaved off other expenditures to do the design of parks since we already have \$25,000 for the plan.
- Mayor Gwinn asked about the \$20,000 for staff transition.
- Manager Haynes gave the example of hiring someone to help catch up on minutes.

- Manager Haynes continued with the discussion on expenditures for corrections, environmental, EMS fund, law enforcement protection fund, municipal street fund and capital projects.
- Manager Haynes said to change the amount under parks and trails from \$396,000 to \$231,973 and that will allow us to buy land and do something with parks. She said the total amount for capital projects will go to \$317,543 and that gives us the \$400,000 set aside for grants.
- Manager Haynes said she will have the corrections made today and will send the budget out to Council before the meeting tomorrow.

Manager Report

- Manager Haynes gave her report during the break in the budget discussion.
 - The City Council workshop was adjourned at 1:38 pm.

Respectfully submitted,

Lisa Adair, Municipal Clerk
(Transcribed by Pam Johnson)

Date: _____

Approved:

Mark Gwinn,
Mayor

Margaret (Peggy) Gutjahr,
Councilor Mayor Pro-tem

Bill Brown,
Councilor

Joshua Ramsell,
Councilor

Arturo R. Sais,
Councilor