

City of Rio Communities Workshop Minutes
January 14, 2020

- Mayor Pro-Tem Peggy Gutjahr called to order the city council workshop at 10:07 am.
- Present: Mayor Pro-Tem Peggy Gutjahr, Councilors; Bill Brown, Joshua Ramsell and Jim Winters.
Present: City Manager Leisa Haynes, Municipal Clerk Lisa Adair, Finance Officer/Treasurer Stephanie Finch and Finance Clerk Angela Valadez.

Accounts payable report

- Finance Officer Stephanie Finch explained the fire department accounts payable.
- Finance Officer Finch explained the City accounts payable.
- Finance Officer Finch explained the cash balance report.

Reading & signing individually the Code of Conduct & Ethics Policy and the Social Media Policy

- Mayor Pro-Tem Gutjahr went over the social media and code of conduct & ethics policy and explained she and Municipal Clerk Adair will be explaining these policies to both P&Z and EDC at their next prospective meetings.
- Mayor Pro-Tem Gutjahr said it is critical that P&Z and EDC be careful to avoid the conflict of interests, our people cannot use their position to make money or use their influence and began a discussion.
- Jim Winters said P&Z is developing Public Hearing Protocol which deals with this subject and Council might want a copy of that and began a discussion continued.
- Council signed the Code of Conduct & Ethics Policy and the Social Media Policy.

Hire of fire chief procedures – Discussion

- Mayor Pro-Tem Gutjahr began a discussion on the procedure for hiring a fire chief, and explained PERA is holding up the process, and once that is finished, we can advertise for the position.
- Councilor Brown said the higher the level of PERA we offer, the more likely we are to get a good chief and began a discussion.
- Municipal Clerk Adair said by the end of February, PERA needs to be settled and the first posting should be going out by the first Thursday of April and began a discussion.
- Municipal Clerk Adair said we need to figure out where we want to post the position and began a discussion.

Resolution 2020-xx Open Meetings Act – Discussion

- Municipal Clerk Adair explained the changes to the resolution and went over the new posting sites.
- Councilor Brown mentioned Tierra Grande should say Tierra Grande Home-Owners Association so there is no confusion.

Administrative List – Discussion

- Council went over the administrative list.
- Municipal Clerk Adair said Valencia Day is listed as to be determined because I was not sure if they were still having that and the submittal for the Capital Outlay has a different format from past years and began a discussion.
- Mayor Pro-Tem Gutjahr asked if there have been any changes to our priorities.

- Municipal Clerk Adair explained the deadline to request Capital Outlay is February 2nd and how the State is requesting them to be submitted and began a discussion about phasing.
- Municipal Clerk Adair gave a list of the priorities: Storm Water and Drainage, Public Safety, Design and Pavement Reconstruction, City Hall Multi-Purpose Complex, and VRECC.

Council Priority List – Discussion

- Council Went over the priority list: Fee Schedule Resolution review, Research Rio Communities businesses, Quarterly Group Meetings, Municipal Code on Budget with Agenda Packet Builder, Human Resource on Retainer, Roof Repair, Building Use (Room Rentals), PERA, Recreation Programs, Energy Upgrade
- Mayor Pro-Tem Gutjahr asked City Manager Haynes where she was on street clean up.
- City Manager Haynes said she tried to talk to Universal but has not heard back and explained they should get back to us because they were interested in the contract.
- Mayor Pro-Tem Gutjahr said they would revise the personnel policy because of PERA.
- Mayor Pro-Tem Gutjahr asked City Manager Haynes about the MPA internship.
- City Manager Haynes said she had not looked into it yet and began a discussion.
- Councilor Winters suggested we look into bidding out the energy upgrade because it is likely cheaper.
- Mayor Pro-Tem Gutjahr said we need a speed limit sign for the parking lot by March.
- A discussion began regarding Eminent Domain and Abatement and it was decided to leave that to P&Z.
- Mayor Pro-Tem Gutjahr mentioned there needs to be meetings with both P&Z and EDC and began a discussion.
- Mayor Pro-Tem Gutjahr brought up the ordinance for the Fire Department.
- Councilor Brown explained what is being written in the ordinance.
- Mayor Pro-Tem Gutjahr said the disaster workshop will be after the Fire Chief is hired and began a discussion.
- A discussion began about having a City celebration in the summer.
- Mayor Pro-Tem Gutjahr said the fuel cards will be changed and began a discussion.
- Mayor Pro-Tem Gutjahr Capital outlay will be going out after getting an engineer and began a discussion.
- Mayor Pro-Tem Gutjahr began a discussion about the park study and the architect hired for the study.
- City Manager Haynes said there will be a complete step by step plan to develop the park, the next park Meeting is January 30 from 10-12, and a park committee includes Jim Winters, three children, Ross and herself.
- Mayor Pro-Tem Gutjahr said AEDs will be needed to be added to the budget and began a discussion.
- Municipal Clerk Adair began a discussion about the electronic sign for the front of the sign.
- Mayor Pro-Tem Gutjahr asked if we wanted to put \$25,000 towards the sign or use it for the roof and began a discussion resulting in a decision to hold the discussion until future meeting.
- Mayor Pro-Tem Gutjahr began a discussion about remodeling the building.
- Mayor Pro-Tem Gutjahr said we found out the DOT owns the lights and we own the right to maintain them and began a discussion.
- Councilor Winters explained who is contracted to the county to work on the lights and began a discussion.
- Mayor Pro-Tem Gutjahr began a discussion about the neighborhood lights.

- Mayor Pro-Tem Gutjahr explained there was interest in Citizens Patrol but was not able to meet with anyone interested and began a discussion.
- Councilor Brown said we need to budget for another officer.
- Councilor Ramsell said that we can do that but who knows if the Sherriff's department will have any officers to spare and began a discussion.
- Mayor Pro-Tem Gutjahr asked if there was a discussion about raising the GRT and began a discussion.
- Jim Winters said we might have to consider a different MIL Levy for commercial versus residential and began a discussion.
- City Manager Hayes began a discussion about fixing roads.
- Jim Winters said we need to remeasure the roads before we put about for bid and began a discussion.
- Jim Winters said we need to add safety to the list and began a discussion.
- Jim Winters said we need to figure out who will be on the committee to select the roads for 2021 because it will not work how it has in the past. The discussion continued.

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

- no public for comments

Manager Report

- Manager Haynes went over her report: Possible layout for future P&Z Room; she has had 3 meetings to Annex and are supposed to meet soon; training center with Mission Graduate; Architect Robert Loftis has a plan for the parks; Legislature talk went well; Urgent Care announcement; Solid Waste proposals have been judged; pictures and bios will be added to the website; Pecos Homes ground breaking on February 7th; the Nazarene Building is being looked at for an assisted living facility; a farmers market is interested in coming; Engineering RFP, Attorney RFP will be going out soon, February 12 the EDC will be hosting and Endless Views, Endless Opportunities Economic Development Real Estate Showcase and explained what the meant; Robert Chavez said he might take the building off the Tilery Property; the fire department needs some land and we need Public Works space and there is possibility to buy the land next to the Fire Department from Kyle Falls; there was a short movie made here called Typhoon and we will watch that.

Council reports & agenda items – 30 minutes

- Councilor Ramsell went over his report: old air tanks at the Fire Department were decommissioned and asked about disposal; a person who lives on Charmartin said their street sign is misspelled; someone called to say there are bad potholes on Del Fuego and Western Drive; someone mentioned if Gordon sees potholes he could put them on a list.
 - Councilor Winters went over his report: final building permit report and P&Z report for 2019; he asked if the Water Company has submitted road cuts, they need to pay for road cuts.
 - Councilor Brown went over his report; Valencia County turn 168, NM is 108, and Rio Communities is 7; Concerned about LEDA act and our lack of Strategic Plan, but we have an Ordinance so we are ok; the charging station has been tabled; the traffic calming plan for Rio Communities Way and recommendation for DOT to lower the speed limit to 35 on Hwy 47 and to add street lights to Horner and Goodman; he will include some pricing for traffic calming and went over the plan.
 - Mayor Pro-Tem had no report.
- The City Council workshop was adjourned at 3:20 pm.

Respectfully submitted,

Lisa Adair, Municipal Clerk
(Transcribed by Amy L. Lopez, Deputy Clerk)

Date: _____

Approved:

Mark Gwinn,
Mayor

Margaret (Peggy) Gutjahr,
Councilor Mayor Pro-tem

Bill Brown,
Councilor

Joshua Ramsell,
Councilor

Jim Winters,
Councilor