

City of Rio Communities Workshop Minutes

January 28, 2020

- Mayor Pro-tem Peggy Gutjahr called to order the city council workshop at 10:00 am.
- Present: Mayor Pro-tem Peggy Gutjahr, Councilors; Bill Brown and Jim Winters.
Absent: Councilor Joshua Ramsell
Present: Municipal Clerk Lisa Adair, Finance Officer/Treasurer Stephanie Finch and Finance Clerk Angela Valadez
- Mayor Pro-tem changed the agenda. Council decided to remove city manager report and replace it with the Mayor Pro-tem report.

Staff Priorities - Discussion

- Mayor Pro-tem Gutjahr explained why staff priorities will be given to the Council.
- Finance Officer Stephanie Finch gave the Finance department report: Priority list includes getting the reserve money into an interest bearing CD, get Stephanie added to the online bank account; PERA and health insurance; start working on 2020-2021 budget and include Council and Departments to get their spending priorities; In-code installation and data input; finance to take over payroll duties; award solid waste, attorney and engineer RFPs; begin working on existing grants, get library going and spend library grant by May 15th, 2020; Stephanie to be recertifies as CPO February 11-4, Angela to attend more accounting classes March 23-27; to work on a plan to move all employees to the South side of the building
- Municipal Clerk Lisa Adair gave both the clerk and deputy clerk report: City Clerk's Daily/ Weekly list includes: personnel, agendas, meetings, minutes, website maintenance, scheduling events & building use, customer service; get Go-Daddy web host for the City in February; library and library board Ordinance written and approved, update personnel and building use policy; process for paid fire chief

Accounts payable report - Discussion

- Finance Officer/Treasure Stephanie Finch went over the accounts payable for the fire department.
- Finance Officer/Treasurer Finch went over the accounts payable for the City.
- Finance Officer/Treasurer Finch gave a cash balance report.
- Councilor Brown asked if the Deputy has a wish list for the funds he is allotted and began a discussion.
- Councilor Brown asked if it is viable to have the mobile speed units because they are being vandalized and out of service more than they are in service and began a discussion.

Selection of opening a Saving Account – Discussion

- Finance Officer/Treasurer Finch began a discussion on the placing half in a CD and half in a savings account and thinks it might be best to place half in a CD and half in a savings, so the savings would be available right away if we needed to access it while the CD was able to draw interest.

Adding Stephanie Finch – Finance Officer/Treasurer to sign on bank account – Discussion

- Finance Officer/Treasurer Finch explained why she needs to be a signer on the checking account in case of emergency, sickness, ability to check the account, etc. and began a discussion.

Resolution 2020-xx 2nd Quarter Financial Report – Discussion

- Finance Officer/Treasurer Finch went over the financial report and began a discussion.
- Councilor Brown asked about what the \$50,000 was budgeted for in the EDC portion of the budget.
- Finance Officer/Treasurer Finch explained City Manager Haynes had reserved that and she would have to look it up.
- Councilor Winters said he thought that was for advertising and marketing and began a discussion.

Establishing a Library and Library Board – Discussion

- Municipal Clerk Adair went over the Library Fund changes: Funding being administered through the Officer/Treasurer, the Library Director will present the budget to the City Manager and Finance Officer/Treasurer, Personnel, Duties of Library Director, organization of the Board, communication will go through the Municipal Clerk to post on social media, website and minutes.
- Councilor Brown asked why the Library Board is being headed by the City Manager.
- Municipal Clerk Adair explained the Library Director will be under the City Manager as a City employee, the Board is an advisory committee and began a discussion.

Southside of City Hall renovation – Discussion

- Mayor Pro-tem Gutjahr began a discussion on the City Hall renovation.
- Code Enforcer Reeves explained we brought in Roof Care and continued the discussion.
- Code Enforcer Reeves explained that he has a representative from self-insurers that will come out on the eighth as an OSHA inspector to go over the roof.
- Council said they would like to get rid of the sky light and began a discussion.
- Municipal Clerk Adair explained the new design for renovations and began a discussion.

Selling of Department Vehicles – Discussion

- Code Enforcer Reeves explained why it took so long to get the red truck licensed and registered and it is now officially ours.
- Municipal Clerk Adair said Council will have to announce the sale of it at the meeting.
- Code Enforcer Reeves explained where the other vehicles are and that they will not be for sale at this time.
- Councilor Brown asked why we bought the truck just to sell it.
- Code Enforcer Reeves explained it was donated and began a discussion.
- Councilor Winters said we need to figure out what insurance is on them and need to know what they are all worth and began a discussion.

Organizational meeting – Discussion

- Mayor Pro-tem Gutjahr said she would like the names of all commissions and board and then began a discussion.
- Mayor Pro-tem Gutjahr said someone will have to make a motion to make a recommendation for a Mayor Pro-tem and began a discussion.

City Manager Report

- Removed

Council reports & agenda items – 30 minutes

- Councilor Winters passed out a report on Valencia County Dial-a-ride and began a discussion on the different ride programs.
 - Councilor Winters explained which streets we are going to put streetlights on, and we will have to investigate where City property is and began a discussion.
 - Councilor Brown said he has approached our newsletter to have information added regarding the census and began a discussion.
 - Councilor Brown gave information on the electronic sign he obtained from Frank Logan and explained the cost is for the sign, not including installation and mounting, explained different sign costs, and began a discussion.
 - Councilor Brown said he got quotes for vehicle storage for the City and began a discussion.
 - Councilor Brown explained the traffic calming on Rio Communities Way and began a discussion.
 - Mayor Pro-tem Gutjahr said she and Jim met with Kyle Falls, about the land by the Fire Department, it will be brought to Council at some point, access to the property from DOT might be an issue and began a discussion. The investment event is postponed, and EDC will be working on that, next meeting have to pick dates to have joint meetings with P&Z & EDC. Council decided to do priorities quarterly
 - Mayor Pro-tem Gutjahr began a discussion on the priorities for the capital outlay.
 - Councilor Winters said he would like priority to be 001, 002 & 005 and continued the discussion.
- The City Council workshop was adjourned at 1:27 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