

City of Rio Communities Workshop Minutes
Tuesday February 11, 2020

- Mayor Pro-tem 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, Code Enforcer Gordon Reeves and Finance Clerk Angela Valadez.

Staff Priorities

- Gordon Reeves went over his priorities list: Court Proceedings, spraying weeds, writing procedures on how to properly use the weed sprayer and chemicals, street signage, request for electric hammer for pounding posts in the ground, pothole prices came in and location of potholes being fixed and timing of work being done, meeting with roofing contractors to find the cheapest way to stop the leaks, possible post office, the plotter is working and now need to get it hooked up to the server to be able to print, cameras will be put up outside for security, a plan to put up lights in the back of the building, asking for permission to buy a scissor lift to work on lights, cameras, etc. and has been working with a safety coordinator who has addressed some of the problem areas in the building, he proposed to rent a storage units to store the equipment that contain gasoline
- Councilor Brown asked for Gordon to come up with a list of what Public works is going to need and a plan of where to store it.
- A conversation began about vehicle storage and sales.
- Code Enforcer Reeves continued his long-term goals: Clean up the monument, the large sign for the plaza, and possible storage facility on city owned land.
- Mayor Pro-tem asked regarding safety, we need a safety committee, need a safety manual, can the Code Enforcer put one together.

Destruction of Computer hard drives – Discussion

- Council began a discussion on the destruction of 13 or 14 computer hard drives.
 - Audience Member asked if we are making sure we keep computers from past managers and finance people?
- City Clerk Adair said yes, those are not the ones being destroyed, the ones you have mentioned are still being used.

Business Licenses – Fire Inspections – compensation – other inspections - Discussion

- Council started a discussion about including inspections in business registration, wanting to clean up the process handing it over to P&Z, adding the inspections to the new Fire Chief's responsibility, and compensation for inspections.
- A discussion began on which fire marshal should be doing inspections, so businesses are not having to pay three times for inspections.
- Council Winters said we should not charge businesses for the inspection because it is and economic development issue and began a discussion.
- City Clerk Adair said we need a contact for the health department for inspections and began a discussion.

Accounts payable report

- Finance Clerk Valadez went over the fire accounts payable: AMY Tire Service, Windsor Door, Fuel Cards, and Artesia Fire.
- Finance Clerk Valadez went over the City accounts payable: Amazon for EDC address labels, administrative office of the courts, judicial education fee, R&R Fleet service, NM Edge for CPO Training, AC Disposal, Home Depot (four times), Ameripride, Roof Care, Woodlands Hardware, Amazon office supplies, Personnel Concepts, CES, NM Edge for Stephanie, Wells Fargo for the server lease.
- A discussion began about Ameripride contract.
- Councilor Brown asked if the first leg of the Park study was \$13,000 and if there will be another one for \$12,000 and began a discussion.
- Mayor Pro-tem Gutjahr asked who made the decision for leasing.
- City Clerk Adair explained it was through finance and we are using the company Sharp who is using Wells Fargo.
- Councilor Brown asked if we have received any bills of payments from NM water and began a discussion.

Ordinance 2020-xx Chapter 2 Article 11 Municipal Library & Library Board (14-day review) – Discussion

- Council went over the Ordinance 2020-xx Chapter 2 Article 11 Municipal Library and Library Board.
- City Clerk Adair said she had made the changes she had been asked to make regarding the Mayor and City Manager and began a discussion.
- Mayor Pro-tem Gutjahr explained that she is talking with individuals on from Friends of the Library and continued the discussion.

Southside of City Hall renovation – Discussion

- Council went over the plans.
- Mayor Pro-tem Gutjahr said we should continue to have this conversation at the next meeting.

Joint meetings of Council, EDC and P&Z - dates, purposes, etc. – Discussion

- Council began a discussion on joint meetings, resulting in EDC being set up for last meeting of March and every 3 months afterwards, P&Z set-up for last meeting of April and every 3 months afterwards.
- Mayor Pro-tem Gutjahr thought it would be a good idea to send out an email and flyers telling the community what is going on and upcoming.
- City Clerk Adair asked for a timeline for Department Heads to get reports together and began a discussion.

General Land Needs – Discussion

- Council began a discussion on land needs: Public works, Fire Department, and parks.
- A discussion began about land for parks.
- A discussion began about placement of clean-up day dumpsters.
- A discussion began on property for Public Works.

Streetlights – Discussion

- Councilor Winters began a discussion on the streetlights with a problem being lights being placed on City property and staggered intersections, and liability of putting lights too close to the road and needing an engineer start working on it.

Time Management regarding meetings – Discussion

- Mayor Pro-tem Gutjahr began a discussion on agendas and packets on Thursdays before meetings.
- Councilor Brown said he thinks the quarterly finance report needs to be shortened and began a discussion on how to shorten it.

Council reports & agenda items – Discussion

- Councilor Winters asked if councilor reports should be a blast to everyone or discussed here at the Council reports and began a discussion on changing the agenda item to give everyone guidelines to what they need to include on their report and restructure the city council.
- Councilor Brown said there is a 2020 census meeting to be held at the Rail Runner Transportations Center in Los Lunas at noon and Saturday is the cleanup.
- Mayor Pro-tem Gutjahr asked about Albuquerque PERA is 25 years and two others are 30 years, she will be going to see Mark, Mark's daughter Tina wrote an article in the paper
- Councilor Winters wanted to confirm some information one more time with the Senior Park some information and then I will present my report.

- The City Council workshop was adjourned at 1:05 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