

City of Rio Communities Council Minutes
Regular Business Meeting
Tuesday March 10, 2020

Call to Order

- Mayor Pro-tem Peggy Gutjahr called to order the city council regular business meeting at 6:00 pm.

Pledge of Allegiance

- Claudine Montano led the Pledge of Allegiance.

Roll Call

- Present: Mayor Pro-tem Peggy Gutjahr, Councilors; Bill Brown, Joshua Rams and Jim Winters. Present: Municipal Clerk Lisa Adair, Finance Officer/Treasurer Stephanie Finch, Finance Clerk/Procurement Officer Angela Valadez, EDC Chairman Frank Logan, P&Z member Dennis Kintzler and Court Clerk Lisa Adair.

Approval of Agenda

- Mayor Pro-tem Gutjahr requested the amending of the agenda; remove code enforcement department report and table code enforcement officer - speed sign.
- Councilor Brown moved to approve the agenda as changed. The motion was second by Councilor Ramsell. Vote Councilor Winters-yes; Councilor Ramsell-yes; Councilor Brown-yes and Councilor Gutjahr-yes with a 4-0 vote the agenda for the regular business meeting for March 10, 2020 was approved as amended.

Approval of Workshop Minutes

- Tabled

Approval of City Council Minutes

- Councilor Ramsell moved to approve city council minutes for January 28 and February 11, 2020. The motion was second by Councilor Winters. Vote: Councilor Brown-yes; Councilor Gutjahr-yes; Councilor Ramsell-yes and Councilor Winters-yes. With a 4-0 vote the minutes for the city council meeting held on January 28 & February 11, 2020 were approved as written.

Audit Report Presentation – Hinkle + Landers – Council Discussion and Action

- ❖ Farley Verner, Managing Partner of Hinkle + Landers CPA, gave a presentation of the 2019 Audit report and explained they have been contracted to do the yearly audit that is required through the State Auditors officer and is due by December 15; which is then sent to the State Auditor's office for their review, after they released the report the City then invited him to give a presentation. He then proceeded to go over management's responsibility.
- ❖ Mr. Verner went over Auditor's responsibility, communications and conclusion.
- ❖ Mr. Verner stated that one of their responsibilities is to give an opinion or a modified opinion, and in the Case of the City it is a clean opinion, there were no surprises. He then went over the account practices and proposed audit adjustments; went over audit findings such as no timely deposits, financial closed findings internal control, documentation not found. He then explained some recommendations for best practice, reconcile PTO balances in GUSTO payroll system, IRS rules compliance, move payroll function to the finance department; went over the balance sheet analysis; went over detail of assets; went over liabilities; capital assets, depreciation and long-term debt; net position over time, capital assets, restricted for other purposes and unrestricted; change in net position (profit/loss); went over revenue; expense by type; went over new

accounting standards; and finished up saying the big improvement in the finance department is accountability and quality.

- ❖ Mayor Pro-tem Gutjahr asked the finance department to address some of the findings.
- ❖ Finance Officer/Treasurer Stephanie Finch explained, regarding timely deposits, they are making those deposits within 24 hours of receipt; financial reporting because of having QuickBooks it is harder to report but we will be switching over to a funding software and hope to go live by July 1 if not it will be no later than January 1, 2021; supporting documentations, they have been making copies of all supporting documents, checks, deposits, purchase orders. Etc. and other changes that have been implemented, after looking at the IRS laws, the fire departments stipend will now be paid through the payroll system, as well as the Judge and the Court Clerk instead of as a contractor.
- ❖ Mayor Pro-tem Gutjahr gave a lot of kudos to the Finance department, then came in at a difficult time, they had a lot of work to do and were very professional.
- Councilor Brown moved to approve the audit as presented. The motion was second by Councilor Ramsell. Vote: Councilor Winters-yes; Councilor Brown-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. With a 4-0 vote the audit for FY 2019 by Hinkle + Landers was approved.

Public Comment:

- Frank Logan, Rio Communities; said his comments in regarding the Library board and one clause that says the board will be made up of Rio Communities residents and he then said there are several people he is aware of that would like to be on the board, one in particular lives about 500 yards outside of City and one 3 ½ miles of our boundary. He then said he does not know if there is a statute that says we must do that and has to be inside of our footprint. He then asked if this area could be looked at.

Economic Development

- Economic Development Chairman Frank Logan said we are almost ready to go live website and explained that the designer is working on the multimedia function. There were 2008 letters with address labels that went out last week.
- Mayor Pro-tem Gutjahr explained that Council has been looking at the reports that the departments give if they could give a brief handout on their updates and possibility sending them out to the community.

Planning and Zoning

- Planning and Zoning member Dennis Kintzler said they are working on the abatement ordinance and it has been on the agenda and will continue to work on that and also, they are working on a hearing procedure.

Code Enforcement

- Not here

Rio Grande Estates Fire Department

- Not here

Municipal Court

- Court Clerk Lisa Adair gave the court report for the month of February; 21 traffic case(s) were filled in the courts; amounts collected are: Correction fees \$200; Court Automation fees \$60;

Judicial Education fees \$30; Court Fines of \$323 giving a total of \$613 was collected in the courts for the month of February.

Accounts Payable approval

- Finance Officer/Treasurer Stephanie Finch explained that the funds are separated and the accounts payable will be on one report.
- Mayor Pro-tem Gutjahr explained the cost for VRECC for the services of 911.
- Councilor Ramsell moved to approve the accounts payable as presented. The motion was second by Councilor Ramsell. Vote: Councilor Brown-yes; Councilor Winters-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. with a 4-0 vote the accounts payable for the City and Fire Department were approved for payment.

Code Enforcement Officer - speed sign

- Tabled

Resolution 2020-__ Cooperative Agreement (NMDOT Co-op Agreement)

- Councilor Winters explained to everyone know which roads are on the resolution.
- Councilor Brown explained that the City matches 25% of the total cost the remainder comes from NMDOT.
- Mayor Pro-tem Gutjahr mentioned that our public works department did go out last weekend and fill in some potholes.
- Clerk Adair read into the minutes Resolution 2020-167 Cooperative Agreement (NMDOT-Co-op agreement).
- Councilor Ramsell moved to approve Resolution 2020-167 NMDOT coop agreement. The motion was second by Councilor Brown. Vote: Councilor Winters-yes; Councilor Ramsell-yes; Councilor Brown-yes and Councilor Gutjahr-yes. With a 4-0 vote Resolution 2020-167 Cooperative Agreement (NMDOT co-op agreement) was passed, approved, adopted and signed.

Reschedule March 24, 2020 workshop and City Council Regular business meeting

- Mayor Pro-tem Gutjahr explained the reason for moving the meetings due to Council will be attending the District 8 meeting of the New Mexico Municipal League.
- Councilor Ramsell moved to reschedule the March 24, 2020 workshop and City Council regular business meeting to March 25. The motion was second by Councilor Brown. Vote: Councilor Winters-yes; Councilor Ramsell-yes; Councilor Brown-yes and Councilor Gutjahr-yes. With a 4-0 vote the workshop and city council meeting for March 24, 2020 was reschedule to March 25, 2020.

Award of General Engineering Service Agreement

- Mayor Pro-tem Gutjahr explained the reason that we needed an engineering company because of several projects that we are needing to have completed by an engineer and we are not at the point to have a staff engineer therefore the RFP was sent out and explained the process.
- Finance Officer/Treasurer Stephanie Finch explained the evaluation committee meet and evaluated 2 proposals that were received, then rated them on the criteria stated in the RFP. She then said the highest scoring offer is HDR Engineering.
- Procurement Officer Angela Valadez stated that the grammatical changes that were brought up this morning have been made to the contract. She then further explained the reasoning for

having on engineering company instead of going out to bid every time there is a need for an engineer in upcoming projects.

- Mayor Pro-tem explained the roles of Council when it comes to RFP, it is up to them to approve or disapprove the agreement presented to them. She then said once it comes before them from the Procurement department they have 3 options; approve the contract, change something in the contract or to disapprove it, that is it, it is not like they can choose someone else. She then said if Council says no, they do not want it, they have to have a reason why they are not accepting the agreement, it then has to go back out for a total bid. This is from the State Procurement Code.
- Councilor Ramsell said he is glad this is happening because there are so many projects that are requiring different types of engineers and it will be nice to just call or email them up and explain our needs.
- Councilor Winters explained that 6 years ago planning and zoning started working on several ordinance and one problem they saw off the back was a drainage plan and are very pleased that this is now going to come to fruition.
- Councilor Brown moved for the approval of the award in general engineering service agreement with HDR Engineering. The motion was second by Councilor Ramsell. Vote: Councilor Winters-yes; Councilor Ramsell-yes; Councilor Brown-yes and Councilor Gutjahr-yes. With a 4-0 vote Council approved, awarded and signed the agreement to HDR Engineering Service.

Council Reports

- Councilor Winters said we have a lot of projects in motion.
- Councilor Ramsell said he was shocked of things he has heard such as... that we are not a City, who the sheriff is and how did that person become sheriff. He then said one thing he always says if you have questions come talk to him because he is willing to give you as much information as he can. He then said one thing he is trying to get out to everyone is, if you have ideas, suggestions or solutions that you see, feel free to let us know.
- Councilor Brown said we have the community cleanup Saturday 21st.
- Mayor Pro-tem Gutjahr explained that on the Saturday 21st cleanup UWS will be here to sign up people, for the new process that we have to only have one hauler and then on the 18th at 6:00 pm there will be a public meeting regarding Universal and the process and to sign up and answer any questions. She then stated that it surprises her that how many people believe that we use to be under Belen. She then stated again that at the "Coffee Shop" they will be having a meet the officer on Wednesday the 18th from 10-11 am; we are working with the Sheriff for some overtime officers to look at targeted areas.
- Mayor Pro-tem said regarding the Coronavirus, even though it has yet to find out if it is in New Mexico, we are developing our own plan to be pro-active, for instance ; succession and has already started asking staff to start looking at how they would work from home just in case this happens. She then said we are working as a Council on transparency.

Adjourn

- Councilor Brown moved to adjourn. The motion was second by Councilor Ramsell. With a 4-0 vote the City Council regular business meeting was adjourned at 7:09 pm.

Respectfully submitted,

Elizabeth (Lisa) Adair, Municipal Clerk

Date: _____

Approved:

Mark Gwinn,
Mayor

Margaret (Peggy) Gutjahr,
Mayor Pro-tem

Bill Brown,
Councilor

Joshua Ramsell,
Councilor

Jim Winters,
Councilor