

City of Rio Communities Council Minutes
Regular Business Meeting
Wednesday March 25, 2020
This meeting was streamed on Facebook Live
<https://www.facebook.com/riocommunities>

Call to Order

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

Pledge of Allegiance

- Chris DeFilippo led the Pledge of Allegiance.

Roll Call

- Present: Mayor Pro-tem Peggy Gutjahr, Councilors; Bill Brown, Joshua Ramsell and Jim Winters. Present: Municipal Clerk Lisa Adair, Finance Officer/Treasurer Stephanie Finch, City Attorney Chris DeFilippo, City Manager Leisa Haynes and Valencia County News-Bulleting Editor Clara Garcia.

Approval of Agenda

- Councilor Brown moved for the acceptance of the agenda for Wednesday March 25th the regular business meeting as presented. The motion was second by Councilor Winters. Vote: Councilor Brown-yes; Councilor Ramsell-yes; Councilor Winters-yes and Councilor Gutjahr-yes. With a 4-0 vote the agenda for the regular business meeting held on March 25, 2020 was approved as presented.

Approval of Workshop Minutes and City Council Minutes

- Councilor Winters moved to approve the workshop minute of 1/28/20, 02/11/20 and 02/25/20. The motion was second by Councilor Ramsell, Vote: Councilor Brown-yes; Councilor Ramsell-yes; Councilor Winters-yes and Councilor Gutjahr-yes. With a 4-0 vote the workshop minutes of January 28, 2020, February 11, 2020 and February 25, 2020 were approved as written.

Accounts Payable approval

- Councilor Ramsell asked regarding the Zoll charge of \$28,440 was that for the defibrillator or the automatic CPR.
- Finance Officer/Treasurer Finch said it was for both.
- Councilor Brown asked about the OFS Sales Corporations.
- Finance Officer/Treasurer Finch said it is an office supply company and this is for chairs and tables for the training room at the fire department for their EMS training.
- Mayor Pro-tem said both these items come from EMS GRT money.
- Councilor Ramsell moved to approve the accounts payable as presented. 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 accounts payable for the City and Fire Department were approved for payment.

Resolution 2020-xx Amending Resolution 2020-166 City Procurement Policy Manual

- Finance Officer Treasurer Finch explained that we added to our manual a procurement protest policy and everything else stayed the same.
- Mayor Pro-Tem Gutjahr said that she understands we had a section in the previous one but noticed this is a more detailed process of the protest.
- Councilor Ramsell moved to approve 2020-168 amending resolution 2020-166 City Procurement Policy Manual. The motion was second by Councilor Brown. Vote: Councilor Winters-yes;

Councilor Brown-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. With a 4-0 vote Resolution 2020-168 City Procurement Policy Manual was passed, approved, adopted and signed.

COVID-19 response plan

- Mayor Pro-Tem Gutjahr explained that we are working on an emergency response plan, to outline how the City responds during an emergency such as this, how it continues to function, who is in charge and the line of succession.
- Councilor Winters started the discussion and explained that how we organized will be quite different from other Cities, he stated one change was purchasing department to procurement. Another area is animal control, it states Rio Communities contracts with Valencia County for animal control services.
- Councilor Brown suggested taking out from the advisory committees the older Americans program and further said the program has a Director that is in Belen and there is only one employee from the County and there is no connection with the Older American's program and us.
- Mayor Pro-tem Gutjahr said in the City order of succession, she suggested the change Mayor/Mayor Pro-tem, City Manager/Administrator, City Clerk, and the Finance Officer (they are the 2 that work together as a unit).
- Councilor Brown asked are we a Mayor/Council form of government and then asked should we have the City Manager first then the Mayor/Mayor Pro-tem said there are several places that the day to day operation of the City.
- Mayor Pro-tem Gutjahr said some other areas that needs to be cleaned up is changing the Village to the City.
- Councilor Brown said in the appendix the Village needs to be taken out.
- Council continued to go over the emergency plan.
- Councilor Winters moved to move forward with the COOP Continuity of Operations Plan draft version. The motion was second by Councilor Ramsell. Vote: Councilor Brown-yes; Councilor Ramsell-yes; Councilor Winters-yes and Councilor Gutjahr-yes. with a 4-0 vote approval of the draft of the plan.

Council Reports

- Councilor Winters had nothing to report.
- Councilor Ramsell had no report
- Councilor Brown said there was a successful community cleanup on Saturday, both were filled by 9 am. He then said by now throughout the nation every household had received census cards and applications and reminded it is very important to fill out and send in their forms.
- Mayor Pro-tem Gutjahr we have a new Deputy Officer Juan Sandoval and he is out and about. She then mentioned we will be having a special meeting on Monday for several items, 1. to finalize the COOP plan, emergency proclamation and resolution regarding the future meetings.

Executive Session limited personnel matters. NM Section 10-15-1 (H)(2) – City Manager Position

- Mayor Pro-tem Gutjahr asked what the pleasure of the Council is.
 - **Motion and roll call vote to go into close session**
 - Councilor Ramsell moved to go into executive session limited personnel matters according to NM 10-15-1 (H)(w) regarding City Manager Position by roll call vote. 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 Council went into executive session on limited personnel matters. NM Section 10-15-1(B)(H)(2) – City Manager Position at 6:30.

- **Motion and roll call to go back into regular business meeting session**
 - Councilor Ramsell moved by roll call vote to go back into regular business meeting session after the executive closed session. The motion was second by Councilor Brown. Vote: Councilor Winters-yes; Councilor Brown-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. with a 4-0 Council went back into the regular business meeting session at 6:47 pm.
- **Welcome everyone back and statement by the Mayor Pro-tem**
 - Mayor Pro-tem Gutjahr stated that on March 25, 2020 an executive session was held, and the matters discussed were limited only to the limited personnel matters NM Section 10-15-1 (H)(2) the City Manager as posted on the agenda

Action item – Consideration & Decision – Mayor Pro-tem recommendation regarding City Manager Position

- Mayor Pro-tem Gutjahr recommendation is to terminate the at will position of the City Manager.
- Councilor Ramsell moved to accept the said recommendation. The motion was second by Councilor Winters. Vote: Councilor Brown-yes; Councilor Ramsell-yes; Councilor Winters-yes and Councilor Gutjahr-yes. With a 4-0 vote the termination of the City Manager Leisa Haynes was approved.

Adjourn

- Councilor Ramsell moved to adjourn. The motion was second by Councilor Brown. With a 4-0 vote the City Council regular business meeting was adjourned at 6:50 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