

City of Rio Communities Council Minutes
Regular Business Meeting
Tuesday April 14, 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

- Councilor Joshua Ramsell 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 and Finance Officer/Treasurer Stephanie Finch.

Approval of Agenda

- Councilor Ramsell moved to approve the agenda for the city council regular business meeting for April 14, 2020. The motion was second by Councilor Brown. With a 4-0 vote the agenda for the city council regular business meeting held on April 14, 2020 was approved as presented.

Approval of Workshop Minutes, City Council Minutes and Special Business Minutes

- Councilor Brown moved to approve the workshop minutes of 3/10/2020 City Council minutes of 2/25/2020, 3/10/2020 and special business meeting minutes of 3/30/2020. The motion was second by Councilor Ramsell. With a 4-0 vote the minutes for the workshop held on March 10, 2020, the city council regular business meeting held on February 25, 2020 & March 10, 2020 and the city council special business meeting held on March 30, 2020 were approved as written.

Public Comment

- No public comments.
- Mayor Pro-tem Gutjahr explained under department reports, the department heads are not here, but they did give us a report to read.

Economic Development

- Municipal Clerk read into the minutes statement from Economic Development Chairman Frank Logan: they are waiting for the next meeting to go live with website; at next meeting will train commission and mounting new social media program, will use Facebook and Twitter to enhance new website; Website designer will handle the training; anxious for Council and Commission to work out new directions for agenda; they need more feedback from the labels to households in Rio Communities, no returns were sent back to the City so our mailing list is holding up, the only feedback was from a citizen that has lived here many years and they were amazed that they lived in Rio Communities rather than Belen; COVID-19 quarantine is causing slow ups on all projects.

Planning and Zoning

- Municipal Clerk read into the minutes statement from Planning and Zoning Department Chairman Thomas Scroggins: they are working on abatement ordinance; working on standardizing hearing procedures to be used by the City of Rio Communities, stifled by quarantine by COVID-19 slowed up entire process; issued a building permit for one house on

Frederico, house is 80% complete at this time; issued 2 separate permits for houses on Nancy Lopez; issued multiple building permits for solar roof top installations and issued 2 building permits for storage buildings within the City.

Code Enforcement

- Municipal Clerk read into the minutes statement from Code Enforcement Officer Gordon Reeves: he had multi code violations 10-30 day time limit for RV's illegally stored and parked, vehicles dismantled, MVD requirements, weeds, hoarders, burn days (educating residents leaving burn hotline number) 505-866-2036; Senior center traffic chaos in City's parking lot during the lunch line (he redirected to behind the building); Illegal dumping, has ordered signs w/fines on them, located perpetrator on a dumping case and working out a solution; solid waste collection he has received the 1st list of refusal not wanting services with Universal Waste Service;
- Public Works department Gordon Reeves stated: the roof, fixed all leaks; fire extinguishers, monthly inspection completed, training class for staff on proper use of extinguisher; 1st aid area has been established in City Hall; Corona 19 marking 6' intervals in building, hand sanitizer dispensers in 6 locations; irrigation up and running; installing exterior cameras; document drop off box has been installed for public next to the entrance of Amy's office; Light poles on Hwy 314 replacement cost needs to be a council discussion, light pole outages, Hwy 304 – 2 out Hwy 47 has 14 out; kitchen in City Hall, they will be doing the essential flooring and drywall, cleaning it up; potholes, material is bought, workers are ready, weather permitting, locations have been identified.
- Councilor Ramsell explained the public works department went through 2 pallets of cold patch fixing those potholes.

Rio Grande Estates Fire Department

- Municipal Clerk Read into the minutes Statement from RGEFD Fire Chief Nathan Gonzales: public relations and education, they have canceled all events has per New Mexico Governor's order, actively working on promoting safety related information to disseminate throughout the community via alternate platforms; Membership activity, Chad Good appointed to Emergency coordinator, 6 personnel achieved NM State licensures for EMT basic, Assistant Chief Andrew Tabot, Lieutenant Michael Scales, Retired Chief L E Ruben, Julio Barranca, Kendal Good and Mark Barela; new equipment CPR chest compression x2, actively working with Valencia County OEM to obtain PPE for EMS personnel; purchase request pending for fit test machine SCBA N-95 in house; station 1 RC will receive new bay doors x2; daily operations, minimum PPE as recommended by CDC, maximum of 2 personnel response to sick unless additional units are requested by EMS on scene, reduction of personnel to shift to maximum of 4 per station, social distancing is applicable per station; emergency calls answered for the month of March were 54.

Municipal Court

- Court Clerk Lisa Adair gave the court report for the month of 13 traffic violation(s) were filled in the courts; amounts collected are: Correction fees \$200; Court Automation fees \$60; Judicial Education fees \$30; Court Fines of \$294 giving a total of \$584 was collected in the courts for the month of March.

Accounts Payable Approval

- Finance Officer/Treasurer Finch explained the accounts payable was discussed at the workshop earlier today and asked if there were any questions.
- Mayor Pro-tem Gutjahr explained a lot of large purchase for the fire department are 2 laptops have been purchased for City staff to use at home.
- Councilor Brown moved for the approval of the Accounts payable 3/26 – 4/14/2020 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 accounts payable was approved to be paid.
- Mayor Pro-tem Gutjahr explained moving forward, after the city council meeting, the accounts payable list will be put up on the website, under the minutes for that meeting.

Audit Contract Agreement

- Finance Officer Stephanie Finch explained we have used Hinkle and Landers for the last 6 years and State audit rules is you can only use them for 6 years and then you must use a different firm. She further explained the received three quotes and went with the lowest bid came from SJT Group, last year's cost was at \$34,000, the lowest bid came in at \$21,380.06 so this has saved the City of \$10,000, this is the standard contract from the State Auditor which we have to use. She then requested approval to move forward with SJT Group as our auditor.
- Councilor Ramsell moved to approve the audit agreement with SJT LLC. 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 and awarded the agreement with SJT Group LLC. The contract was then signed by Mayor Pro-tem Peggy Gutjahr.

Move Cleanup day from April 25th back to April 18th

- Councilor Brown said it was a good move back to the 3rd Saturday, since most people in Rio Communities is used to.
- Councilor Ramsell moved to change the cleanup date from April 25 to April 18, this Saturday. 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 cleanup date for Rio Communities was approved to move back to April 18th.

COVID-19 response plan update

- Mayor Pro-tem Gutjahr gave an update on the COVID-19 plan, we are still working from home primarily, trying to find the best way for our streaming of our meetings, the emergency manager, Chad Good is sending out weekly report/updates to her.
- Municipal Clerk Adair mentioned that she is updating the emergency contacts in City Hall and will be distributing to Council, staff and fire department.
- Mayor Pro-tem Gutjahr explained that Aristech Surfaces came in today to measure sneeze guards for both the Clerk and deputy clerk offices as well as other government offices in Belen.

Council Reports

- Councilor Brown explained we have a couple of citizens complaint having to do with Waste Management not picking up their trash bins, he then said that Mr. Darnel is no longer who you contact, Trish Sanchez is now the one to contact for complaints.

- Mayor Pro-tem Gutjahr said she also spoke with Trish and said as of yesterday they picked up the carts.
- Councilor Ramsell said they are moving forward with potholes and trying to work out a plan with the Code Enforcer and establish a constant schedule to repair and monitor them.
- Councilor Winters said on the Senior Park has updated all their signage, Al's mini mart is yet to update their signage they have a building permit to do that and working on it. There are 3 building permits for houses in Rio Communities, and said he has been involved in this process for 7 years and they have never had more than one at a time, they have also 6 new manufacturing houses in serves or be put in serves and said this is really says something good for what is happing in Rio Communities.
- Mayor Pro-tem Gutjahr we are looking at where we are looking at where we are going to put a flagpole out in front of City Hall.
- Mayor Pro-tem Gutjahr reminded to please support our local businesses and thanked all for continuing to server our community.

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 6:35 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