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- Mayor Pro-tem Peggy Gutjahr called to order the city council workshop at 3:36 pm.
- Present: Mayor Pro-tem Peggy Gutjahr, Councilors; Bill Brown, Joshua Ramsell and Jim Winters.
Present: Municipal Clerk Lisa Adair, Finance Officer/Treasurer Stephanie Finch and Finance Clerk Angela Valadez.

Accounts payable report

- Finance Officer/Treasurer Finch went over the accounts payable report with Council and asked if there were any question
- Mayor Pro-tem Gutjahr asked why there were two charges for Zoll Medical and what the Amazon charge \$80.48.
- Finance Officer/Treasure Finch explained there were two invoiced for Zoll Medical but they were combined on one check; she continued to explain the Amazon charge was part of the larger amount and was just not added to the list given to you.
- Councilor Brown asked about the Carpet Wearhouse charge.
- Finance Officer/Treasure Finch explained that it was for carpet for the Library.
- Councilor Ramsell asked if the American Fence charge was an ongoing charge.
- Finance Officer/Treasure Finch said yes and continued the discussion.

Capital Outlay Funds – Discussion

- Councilor Winters began a discussion on the Capital outlay/grants/NMDOT/other special funding information and explained anything in red is frozen; he will update the road repair and any projects we will have to come up with the match; we can track some of the older, completed grants; the City Hall repair still has \$25,000 that needs to be spent. Then asked if matching funds were added to the budget or if a budget adjustment for the remainder will be required.
- Finance Officer Finch said we can do a budget adjustment of the remainder and asked for help to get certification for the pavement rehabilitation.
- Councilor Winters said we will contact NMDOT to find the process and began a discussion.
- Finance Officer Finch said the \$25,000 for the building is not frozen and is afraid that the State could possibly freeze that too if we do not use it quickly.
- Mayor Pro-tem Gutjahr said we could use it on the roof skylight area.
- Finance Officer Finch explained we received the NMDOT grant the award is for \$160,000, \$120,000 is the State's share, \$40,000 is the City's share and if we wanted to apply for the match waiver we would have to write a resolution to do that; she then asked if Council was interested in applying for the match waiver.
- Councilor Winter said it would be worth it and began a discussion.

Media Electric Sign – Discussion

- Councilor Brown began a discussion on the media electric signs and discussed prices and size.
- Mayor Pro-tem Gutjahr said she looked at the sign for Belen Schools and it was very visible.

- Council continued the discussion.
- Mayor Pro-tem Gutjahr asked what everyone thinks about the location of the sign and continued the discussion.
- Councilor Winters suggested doing one side of the sign one year and doing the next side the next year and continued with the discussion.
- Council scheduled the next 3 workshops with various sign companies.

Setting up joint meetings with EDC & P&Z – Discussion

- Mayor Pro-tem Gutjahr stated that Frank Logan from EDC will be taking a 6-month leave.
- Councilor Ramsell said per quarter would be fine, maybe we could shoot for a Friday.
- Council began a discussion about scheduling meetings with P&Z and EDC; Council decided to schedule EDC July 1 and P&Z July 15 @ 10 am but decided to check with those commissions 1st before setting the date.

Discuss appointment of a building permit inspector – Discussion

- Council began a discussion on having a Building Permit Inspector.
- Councilor Winters said he thinks it is important to be from P&Z and is experienced with the codes and ordinances and began a discussion.
- Councilor Brown said he understands the need for a building inspector but there are needs for different types of inspectors: a permit inspector, a fire inspector and a health inspector, and we have never had a health inspector and don't really have a fire inspector.
- Mayor Pro-tem Gutjahr said she knows of 2 individuals requesting to be fire inspectors and go to training and continued the discussion.
- Councilor Winters suggested to looking into a FEMA flood plain manager, we currently use the County and continued the discussion.

Agenda formatting and postings – Discussion

- Mayor Pro-tem Gutjahr explained the reason why we came to looking into other formats for agendas and began a discussion.
- Municipal Clerk Adair said the reason we use this format because Mayor Gwinn wanted to keep it to one sheet and the six days before the meeting is because of the newspaper, we do not have to give the newspaper the whole agenda but add a disclaimer saying the agenda can change within 72 hours of the meeting and began a discussion.
- Councilor Ramsell said he looked at the agenda formats and saw the main difference is bolding letters and the length and descriptiveness, but agreed that they should be small enough not to take up a lot of posting space and continued the discussion.
- Councilor Winters said the only thing he doesn't like about a short agenda is we can't be descriptive and we use jargon that needs to be explained, and he thinks we might be violating some ADA compliance and continued the discussion.
- Mayor Pro-tem Gutjahr explained that we do need to explain things better so the public can decide if they want to attend the meeting, and continued the discussion

Council Priorities List – Discussion

- Councilor Ramsell said his priorities; fuel cards: getting rid of the Phillips 66 and using P cards, speed limit signs for the parking lot, and cleaning of the roads.
- Councilor Winters asked regarding the flagpole.
- Mayor Pro-tem Gutjahr said Gordon will work on it after July 1st.
- Councilor Winters said his priorities is first is police and second is GRT and/or mil levy increase.
- Councilor Brown said his priorities is P&Z assignment of abatement; second is the fire and EMT ordinance; third is the electric message board
- Mayor Pro-tem Gutjahr said her priorities is first is police and public safety; second is the building: moving to the other side.
- Municipal Clerk Adair stated that the finance department has been working on PERA and getting folders together for personnel and began a discussion.
- Councilor Ramsell asked if we can put the other bills paid out on a chart for the public.
- Councilor Brown said he tried to get a pie chart from the previous Treasurer, and it was an impossible task, maybe starting in July we can have all the monthly expenses in a chart for the budget so we can be transparent to the public and began a discussion.
- Councilor Winters suggested moving the quarterly update on the priorities back to monthly of the top 5 and continued the discussion.

City Cleanup June 20, 2020 – Discussion

- Council began a discussion on the City Cleanup day.
- Municipal Clerk explained most of the bins last month was yard waste rather than household trash and began a discussion.
- Councilor Ramsell suggested giving the public a grace period before the City no longer accepts household trash on cleanup days because we do not want them to go dump out on the Mesa.
- Mayor Pro-tem Gutjahr suggested asking the Code Enforcer to keep track of how much household trash is being thrown and began a discussion.

Council General Discussion & future agenda items

- Councilor Winters explained a grant for the NMED outdoor equity fund which is co-sponsored by PNM and due August 1.
- Councilor Ramsell said if there is status update regarding Cisco meeting systems for upcoming meeting and began a discussion.
- Municipal Clerk explained Microsoft teams would be a better option for us, because it can be used for a live event, and it doesn't allow the public to interrupt the meeting, but it does allow them to make comments and continued the discussion about the safety of Microsoft Teams.
- Councilor Ramsell asked about the purchase of other domain names that associate to Rio Communities; putting more street signs as well as adding stop signs on Nancy Lopez intersections, Brown and Lee Trevino, Kaghan and Guapo intersections.
- Councilor Brown said he made several contacts regarding FEMA and went over his information; flood plain analysis; map that shows where we are in the flood plain; and chances of flooding.
- Mayor Pro-tem Gutjahr said she is thinking about next week to meet with Randy to give his presentation, we already have a lot going on in our workshop, but we can have a special workshop at 2 on the 24th; prices on the deputy cost and the newest version of that cost.

- Councilor Winters said we had a discussion with Universal; started a complied list between the City and Universal, 16 on the list that will come off once they have been approved, leaving 33 still on the list which is only 1% of the total list; Universal offered to work with us but they wanted the ordinance to comply with the contract so we will need to alter our ordinance if we make changes, and Council will need to decide on the changes as well as the refusals; Universal might be willing to lower the poverty threshold; we talked about the City helping those who are unable to and be a go between until Universal gets an office here.
 - Clerk Adair explained there is a complaint form for Universals on the website; the customer does need to speak to Universal first before filling out the form to the City; there is also a form for vacant properties and it has to be verified by the City before Universal stops charges for that property.
 - Mayor Pro-tem Gutjahr asked when the next meeting with Universal will be.
 - Councilor Winters said that there is not one scheduled at this time.
- The City Council workshop was adjourned at 5:40 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