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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.

**David Mize – TV Liquidator – Presentation (via Go to meeting)**

- ❖ David Mize gave a presentation.
- ❖ Councilor Brown said the sign that we are considering placing the message boards on is 20' high and about 200' where we are, will that have any complications on their end.
- ❖ David Mize said the way the signs work, is it is controlled by a keyboard that you would point at sensor like a remote and be able to program it that way.
- ❖ Mayor Pro tem Gutjahr said is this the price per side.
- ❖ Mr. Mize said yes, you would have to purchase 2 and you can mirror them, so you only have to program one side and it would be reflected on the other side.
- ❖ Mr. Mize said it is possible to program it through and computer instead.
- ❖ Councilor Ramsell said regarding the high UV and high winds is this spec ready for New Mexico weather.
- ❖ Mr. Mize said yes this these are weatherproof, can withstand temps between -40 and 140 degrees and wind rating would be based on the structure it is placed on.
- ❖ Councilor Ramsell asked about warranty and parts warranty, with concern for parts scarcity after time.
- ❖ Mr. Mize said there is a warranty, the signs are designed to last at least 11 years, they will have parts available for up to 12 years, and most of the repairs we can walk you through by phone.
- ❖ Councilor Winters asked about mounting hardware.
- ❖ Mr. Mize said yes there will be 4 mounting brackets per TV, they will mount to tracks they can slide one to position them how you want them.
- ❖ Councilor Brown asked what proper mounting would be if we did not use the large sign.
- ❖ Mr. Mize explained the options, typically the signs would be sandwich two poles.
- ❖ Councilor Brown asked who would do the installation.
- ❖ Mr. Mize said generally you would get a general contractor and they would get a subcontractor to put up sign and hook up the electrical.

**Accounts payable report**

- Finance Officer/Treasurer Finch explained the setup regarding receipt register and the expense approval report. She added \$162,908 to Melloy Dodge for the two brush trucks we had a grant for, the grant was \$150,00 and the rest came out of fire funds., we are going to pay the whole thing out of Capital projects funds, and transfer funds back once we are reimbursed.
- Councilor Winters asked for anything over \$500 to be explained.
- Finance Officer Finch went over the amounts over \$500: Municode was for annual fee; Plas-Mac Inc. for Fire Department water and foam tanks for brush trucks; Robles, Rael, & Anaya for attorney fees; Sandra Schauer for Rio Communities News Letter; The Library Store for Library book shelves which may not be reimbursed; TLC Plumbing for maintenance on City Hall and Fire Department; Tyler

Technologies for training; Valencia County Fiscal Office for Officer; Wells Fargo for server; Zeke's auto for tune up parts and labor on F-550 SD.

- Councilor Ramsell asked if the library was the only remaining outstanding invoice.
- Finance Officer/Treasurer Finch said yes.
- Finance Officer/Treasurer Finch went over the total pulled cash report and then the cash analysis report.

#### **Resolution 2020-XX BAR #02 (budget amendment) – Discussion**

- Finance Officer/Treasurer went over the budget adjustment resolution, increase Fire Protection Fund by \$5,600 and increase the special revenue fund by \$4,200.

#### **Resolution 2020-XX 2020 Final Quarter Finance Report – Discussion**

- Finance Officer/Treasurer Finch went over the 4<sup>th</sup> quarterly report.
- Councilor Brown asked if we are in jeopardy of getting claw backs.
- Finance Officer/Treasurer Finch said maybe the LEPP, they could take it back but she has never seen them do that, and continued explaining the budget.

#### **Resolution 2020-XX Fiscal Year 2021 Operating Budget Adoption – Discussion**

- Finance Officer/Treasurer Finch explained the current budget and no changes were asked for.

#### **Clarification of City Management Procedures - Discussion**

- Mayor Pro tem Gutjahr stated that we had a meeting with Randy Van Vleck to discuss if we want a City Manager or Administrator.
- Councilor Ramsell said keeping with a City Manager form of government reduces any politics being involved and Council is still able to hire or discharge that employee if needed and reduces worry with the staff, protecting them from losing their job.
- Councilor Brown said he thinks we should go with an administrator form of government because of the trouble we have had in the past, the only fear is that a change of administrator could change staff.
- Councilor Winters said there is a lot of small Cities that have an Administrative government and he has heard horror stories about a new Mayor coming in comes and fires everyone and he feels we need to do everything to help staff.
- Mayor Pro tem Gutjahr said having an Administrator is extending the arm of the Mayor and with a City Manager would be handling the HR side of things; we would need to be specific with expectation going in to hire a City Manager, but the City Manager works with the whole Council and not just the Mayor, where the Administrator works only with the Mayor; she would look at the past as a failure on all our parts and we need to learn from it and draw our expectations before we hire.

##### **Public input/questions\***

- No public comments.

#### **Update on Library Board – Discussion**

- Municipal Clerk said we started looking for a library board with seven people interested but we have not gotten many responses back, we have only received two applications come back; I sent out another request and got two back and of the other three, I had one ask what kind of commitment was involved and after explaining I haven't heard back, and I haven't heard back from the other two.
- Councilor Winters said we had a few that wanted to be part of the Library Board but are outside City Limits, we might want to change the minimum to 5 and have most of them from Rio Communities, and began a discussion.
- Councilor Brown asked about book donations.
- Municipal Clerk asked no more books be donated until further notice because we are running out of space to store them until we get the library going.

**Public input/questions\***

- No public comments.

**Update on IT service – Discussion**

- Municipal Clerk said we have had John Ivy come in several times and he set up cordless mics, a new recorder, he was able to set us up for our Zoom meetings, we should be getting our Smartboard by the end of this week and it's a large computer so we can do anything a computer can do, it is touchscreen, on a cart so it is mobile and we are getting training as well.

**Public input/questions\***

- No public comments.

**Update on Solid Waste – Discussion**

- Councilor Winters said we still have five or six categories we need to resolve with Universal and we should do the initial discussion should be done in a workshop, figure out what we need and then approach Universal.
- Municipal Clerk said she has been in contact with Universal and they did not bid for a smaller container and they cannot do that because it is not in our Ordinance; the recycling at City Hall is on call to pick up the dumpster, we will move the bin from the fire department to City Hall, 91 households have curbside recycling, Conejo will only take recycling for free, no trash or yard waste; we have over 78 residents have used bulk items, we have information on vacant properties and began a discussion.

**Dumpster usage – Discussion**

- Mayor Pro tem Gutjahr explained that it has come to her attention but asked why on cleanup days, why cannot City businesses also use the dumpster.
- Councilor Brown said on our flyer it does not mention businesses.
- Councilor Ramsell said businesses should be able to use that because they are part of the community and they are wanting to keep the properties clean.
- Jim Winters said we need to do a better job at working with our businesses and began a discussion.
- Jim Winters suggested the businesses be made aware.
- Mayor Pro tem Gutjahr began a discussion about what the flyers should say.

**VALEO topics – Discussion**

- Mayor Pro tem Gutjahr asked where we want to go with this, it was asked regarding using the ditch banks for travel, and what are your thoughts and concerns.
- Councilor Ramsell said the main reason is safety to make those ditch banks a pedestrian walkway or for 4 wheelers, there are just a lot more safety issues.
- Mayor Pro tem Gutjahr said the conservancy does already allow horses and bicycles.
- Councilor Ramsell said using the ditch banks is an out of the box idea, and those kind of ideas lead to good changes in some cases, but to use the ditch banks to traverse from one park to another, those are large distances in between them and they will be in places where they need emergency services they might not be able to get to them in time.
- Mayor Pro tem Gutjahr asked what we would like to do for VALEO, do we have a VALEO on parks and trails for our area.
- Councilor Ramsell said we could include parks, but overall, as a county we still have people not using the vehicles safely.
- Mayor Pro tem Gutjahr said as a topic ATV and recreational use?
- Councilor Ramsell said AV and recreation and maybe have a designated space to operate those vehicles

- Councilor Winters said how about Los Lunas, they have a program where they have officers that patrol outlying areas and maybe they would be able to give us a presentation and began a discussion.
- Mayor Pro Tem Gutjahr said the meeting will be on August 18, 2020.

#### **Council General Discussion & future agenda items**

- Council decided to have a special workshop on the 13<sup>th</sup> of August at 10 a.m.
- Mayor Pro tem Gutjahr said topics Zip Codes, City Manager Issue, and Universal.
- Councilor Winters stated he would like to see EDC vision discussed.
- Councilor Ramsell said we should put ENDWI stickers on all City vehicles and also, at a future time, put a State Lease program for city vehicles.
- Councilor Brown asked about the fire ordinance.
- Mayor Pro tem Gutjahr said she will check with our Attorney to see where they are at with it and began a discussion.
- Councilor Winters said the Corona Virus has really been hard on our businesses and said he is constantly getting stuff and asked if the businesses are getting the information for help for the businesses; he asked for forgives of the license fee for businesses for next year and began a discussion.
- Mayor Pro tem Gutjahr said we should send out the business license letters earlier this year and continued the discussion.

- The City Council workshop was adjourned at 5:15

Respectfully submitted,

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 Lisa Adair, Municipal Clerk  
 (Transcribed by Amy L. Lopez, Deputy Clerk)

Date: \_\_\_\_\_

Approved:

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 Mark Gwinn,  
 Mayor

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 Margaret (Peggy) Gutjahr,  
 Mayor Pro-tem/Councilor

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 Bill Brown,  
 Councilor

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 Joshua Ramsell,  
 Councilor

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 Jim Winters,  
 Councilor