

City of Rio Communities Workshop Minutes
Tuesday August 25, 2020

This meeting was streamed on Facebook Live
<https://www.facebook.com/riocommunities>

- Mayor Pro Tem Peggy Gutjahr called to order the city council workshop at 3:02 pm.
- Present: Mayor Pro Tem Peggy Gutjahr, Councilors; Bill Brown and Jim Winters.
Absent: Councilor Joshua Ramsell.
Present: Municipal Clerk Lisa Adair and Finance Officer Stephanie Finch.
- Mayor Pro tem Gutjahr said there are changes to the agenda, we will table number 7 until the next workshop.

Presentation of Parks

- ❖ Councilor Winters introduced the speaker Robert Loftus, who has been working on our parks study.
- ❖ Robert Loftus began his presentation, giving options for community parks and pocket parks and prices.
- ❖ Robert Loftus asked where the City wants to continue on the plan and he sees the 2 major issues today are what are the priorities and do we need to acquire land, and we would be happy to take the remaining fees to develop the pocket park and explained their goal is to get you one step closer to phase 1.
- ❖ Councilor Winters said one request was on a dog park.
- ❖ Robert Loftus said it is the same set of questions as any other park, the space, fencing, waste and storm water, but it the same set of questions as a regular park and similar costs.
- ❖ Councilor Winters asked about a hot spot for internet services.
- ❖ Robert Loftus explained that one of his contractors put conduits light poles for wi-fi access.
- ❖ Councilor Brown said at our next budget session will be when we can set monies aside to do any of this and our next monetary obligation is to put it in the budget so that we can operate the park.
- ❖ Mayor Pro Tem Gutjahr said it would be helpful for the community to see something happening and also we would need to establish a committee, but her concern would be if we did the pocket park in the saw tooth how do we keep it safe and prevent damage to it.
- ❖ Robert Loftus said it is secluded and nestled in there, backed up to back yards and people might be pretty vigilant about keeping an eye on it, it is too bad it is on one side of the community but it is a start. He then said the volunteer committee would be valuable and would rather hold off on too much more planning until we do have that input to cover every type of community member.
- ❖ Mayor Pro Tem Gutjahr agreed having a community committee would be able to sell it.
- ❖ Robert Loftus said to consider using resources on the contract to work with a committee, having them help with grant opportunities, showing that what you have done on your own helps those grants too.
- ❖ Councilor Winters said we do have another connection a group that is forming a 401c3 to help the City fund projects and continued with the discussion.
- ❖ Mayor Pro Tem Gutjahr said it would be helpful to adopt a plan so people can see we are moving forward.
- ❖ Councilor Winters said and something we can also put it on the website and people could want to be involved in the project and continued the discussion.
- ❖ Robert Loftus said he will write a letter to summarize where we are at in the process and began a discussion.

Accounts payable report

- Finance Officer Stephanie Finch explained what it is going to cost for our street repair: Player Court cul-de-sac, intersection of Burros Ct and Palmer Lane, Burros Ct, Blanco Ct, Carmel Rd, Perion Ct, intersection of Howard St and Brugg Dr, intersection of Nash St and Hillandale Ave, intersection of Brugg Dr and Howard St, Brugg Dr to Hillman, and Hillman, Hillman north of Brugg Dr and Hillman, Hillandale intersection at McKnight Pl and Goddard Place, and McKnight Pl at Damon Street to end of McKnight Pl. She then set the grant will expire December 31, 2020 and explained the cost difference in estimates, we are asking for the HMA-3 and the cost for the HMA-3 estimated cost is \$239,049.18 and we have \$222,000 for the grant. She then explained the cost breakdown.
- Finance Officer Finch went over the cash analysis report: The locally imposed reserve has \$730,010, petty cash \$36.45, the court petty cash is at \$40.00, and investments are \$706.85.
- Mayor Pro Tem Gutjahr asked about a certain portion are going to be invested in a CD and when that will happen.
- Finance Officer Finch asked for one month and then said maybe we can discuss putting the money in a state fund that has a much larger interest rate than banks and asked if could be on the next workshop.
- Finance Officer Finch went over the Pooled cash report: General Operating balance is \$1,358, 188.27, corrections fund is at \$5,965, environmental GRT funds are at \$17,887.51, EMS fund is at \$11,815.18, Fire protection fund is at \$38,473.18, Law Enforcement Protection Fund is at \$32,376.58, Street Fund is \$115,011.27, Fire GRT Fund is at \$14,917.43, EMS GRT is at \$235,276.95, Wildland Fire is at \$11,909.50, Capital Projects fund says it is negative \$162,908 because that is the check we have written for the truck, and once the truck is received we will be reimbursed, Capital Funds 399 has \$68,037.74 and it will be transferred back into the general fund as budgeted because it is supposed to remain at a zero balance.
- Mayor Pro Tem Gutjahr said Andrew was going to have to get back to us regarding the EMS GRT funds.
- Finance Officer Finch went over accounts payable: American Fence Co for \$1,348.57 to buy the panels; Design Silk Screen Printers for fire trucks at \$4,750.00; HDR Engineering for \$5,497.31 for NMDOT Certifications; Tyler Technologies for Incode Training at \$1,821.29; Valencia County Fiscal Office for Animal Control; Wells Fargo Financial Leasing for the lease of the server at \$2,497.73.
- Mayor Pro Tem Gutjahr asked at the next workshop can she let us know what we have spent for Incode and what we have budgeted for and began a discussion.
- Finance Officer Finch stated that she spoke with Maria Urban at DFA and she allowed us to add a few things for the Library and will allow us to reimburse the door, so we are going to go ahead on the door and began a discussion.

Resolution 2020- xx ICIP (Infrastructure Capital Improvement Plan)

- Clerk Adair explained this the resolution we have had in the past regarding our plan and will be adopted for the 2022 to 2026 Infrastructure Capital Improvement Plan and when the Resolution is approved it has to be uploaded to the DFA by September 17, 2020; she then said the only thing that will be uploaded is this document and contact information and we can get this approved tonight and began a discussion.

Website update – Discussion

- Council had a discussion on what changes they wanted made on the website.

Abatement – Discussion

- Council began a discussion on the Abatement Ordinance, and it was decided there would need to be to be an appeals committee and a budget would need to be completed, but it all will need to go to the attorney.

Naming of the public library – Discussion

- Mayor Pro Tem Gutjahr said she had a conversation with staff, it was brought up that all the libraries are not named after a single person, but named after the City, and to honor Mark Guinn, we could dedicate the library to him.

VRECC – Discussion

- Tabled to August 22, 2020 meeting.

City Manager Plan – Discussion

- Mayor Pro Tem Gutjahr began a discussion and said the bottom line is deciding on how we want to hire the manager, in house, outsourced, or hybrid.
- Councilor Brown said he is moving towards a hybrid on the hiring of a City Manager, because we are in over our head, especially in negotiations, but a lot we can do ourselves.
- Councilor Winters said we need to look at six things, he would be willing to put together to finish this quickly: candidate profile, what we would advertise, City government information, cleaning up the writing, facility description, and community profile.
- Mayor Pro Tem Gutjahr said there was a resource to call regarding a recruiter and asked Councilor Brown to contact them and began a discussion on what the staff wanted in a Manager.
- Clerk Adair explained Incode figures, the budget was \$50,000 and the Treasurer Finch has spent \$37,489.17 in mostly software, we did save over \$25,000 doing the work themselves.

Council Priorities – Discussion

- Council went over their 5 main priorities: 01 Roads: no new information from Councilor Ramsell;
- 02 Parks and Trails: adding Gordon, John Thompson, and Greg to the committee; 03 Abatement: in progress; 04: OT for the sheriff.
- Councilor Brown said we need to decide on the electronic message board next meeting and began a discussion on future agenda items.
- Council said abatement is in process.
- Mayor Pro Tem Gutjahr said regarding the breakdown for the OT of the sheriff, we need to let the sheriff know what kind of targeting we want, such as speeding and began a discussion.
- Mayor Pro Tem Gutjahr said she will have Stephanie setup something with the engineers for the building design, but Councilor Winters found the more updated version of the building and began a discussion.

Council General Discussion & future agenda items

- Councilor Brown said he has received the census information, vehicle magnets, and banners and will have the Code Enforcer put the magnets on the City vehicles and put up the banners and began a discussion.
- Councilor Brown said the CARES act received \$150,000,000 in grant and we have not done anything.

- Mayor Pro Tem Gutjahr explained the county has applied and they will get money that include all of our businesses and the businesses could then apply for the grant and the City has sent email to the businesses with the information and began a discussion.
 - Councilor Winters had no comments.
 - Mayor Pro Tem Gutjahr asked regarding the fire department chief and other positions out for hire.
 - Clerk Adair said there are three more applications for the fire chief and public works has received one resume, and she is still working on the wording for the part time janitor.
 - Mayor Pro Tem Gutjahr asked about the letter to the Fire Marshal regarding the land.
 - Councilor Winters said we need to make the decision about how it is being financed and began a discussion.
 - Mayor Pro Tem Gutjahr explained Clerk Adair had registered Council and herself for an online conference for some training.
 - Clerk Adair mentioned the Economic Development Magazine is in with our ad and began a discussion.
- The City Council workshop was adjourned at 5:15 pm.

Respectfully submitted,

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

Date: _____

Approved:

Mark Gwinn,
Mayor

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

Bill Brown,
Councilor

Joshua Ramsell,
Councilor

Jim Winters,
Councilor