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Call to Order

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

Pledge of Allegiance

- Councilor Ramsell led the Pledge of Allegiance.

Roll Call

- Present: Mayor Pro tem Margaret “Peggy” Gutjahr, Councilors; Bill Brown, Joshua Ramsell and Jim Winters.

Present: City Manager Dr. Martin Moore, Municipal Clerk Elizabeth Adair, Finance Officer Stephanie Finch (virtual), EDC Chair Kuan Tikkun (virtual), Code Enforcer/Public Works Gordon Reeves, Fire Chief Andrew Tabet, City Attorney Chris DeFillippo Court Clerk Lisa Adair and Valencia County News-bulletin Editor Clara Garcia.

Approval of Agenda

- Mayor Pro tem Gutjahr asked to amend the agenda too include number 22, discussion regarding real property as well as the addition of Clerk and Finance reports.
- Councilor Ramsell moved to approve the agenda with amendments. Vote: Councilor Winters-yes; Councilor Brown-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes, with a 4-0 vote the agenda was approved as amended.

Approval of Minutes for the Budget Hearing of 4/22/2021, the Workshop and City Council Regular Business Meeting of 4/26/2021

- Councilor Ramsell moved to approve the minutes for the budget hearing of April 22, 2021, the workshop and city council regular business meeting of April 26, 2021. 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 the minutes for the budget hearing of 4/22/2021, the workshop and regular city council business meeting of 4/26/2021 were approved as written.

Public Comment

- No public comments.

Manager report

- Manager Dr. Moore thanked the departments that provided reports, wanted to thank the State agencies, Finance Authority, and the fire department for working together to get a new fire truck on such short notice, regarding ordinances he is working on the personnel ordinance and the ones listed on the agenda and are looking forward to getting those things finished, he had a meeting setting good goals with department heads, very pleased about the state of finances.

Economic Development

- Chairwomen Kuan Tikkun explained items Economic Development is working on: we have decided to reduce the number of slides on Henry Rau’s S.W.O.T report and use it as a digital brochure for developers and residents; we have been working on branding and logo with Council being the responsible party in taking care of the financial side and EDC will be asking branding questions in the Newsletters.

- Manager Dr. Moore said we have it in linear form just need to format it to a table so that it is easily cross referenced and continued the discussion.
- Chairwomen Tikkun continued with her report our social media pages and website will be highlighting local businesses; she has contacted several businesses regarding grand openings and have only heard back from one; she thanked Council for approving the electronic sign for the City.

Planning and Zoning

- Manager Dr. Moore explained he was hoping they would have had a written report, but they have had an extremely productive meeting and are working toward having one or more individuals coming in to get some training, are looking to helping some with the economic opportunities coming up, parks and rec, roads and residential housing and looking at strategic planning, and there are no current variances before them.
- Mayor Pro tem Gutjahr asked where the commission is with the zoning grid.
- Manager Dr. Moore explained said it is on their next agenda and is pushing to get it finished quickly.

Clerk

- Clerk Adair gave her department report: Both Amy and I attended virtually the spring conference for the Clerks finance association on April 7, 8, 14, 15, 21 & 22 2 hours each session; Both Amy and I have been working on MyCivic App (training); I have been working on Google maps for the MyCivic app trying to get Rio Communities as the City. I have the ownership (the City's business google account) back from the previous Finance officer setting up the account and not given anyone in the department the log in information; Amy and I are working with Incode Business License, Business Permitting, this program will make the tracking of business license, dog license and other annual licenses, also all permits that the City issues. Plus, it is connected to our finance software so the payment process will be a lot easier; We have also started working with Municode agenda and minutes management. We had our initial meeting with them; I have been working on the Library board members; I have worked on getting the ITB in various newspapers for the finance department; Amy is working on identifying businesses that have not sent in applications for a business licenses and who is doing business within the City limits without a license. We found a few on google maps that we were not aware that had a home business in our City. I will then be sending a letter with an application to these businesses.

Finance

- Finance Officer Finch gave her department report: Attended numerous meetings with City Manager working on budget for FY 2021-2022; Created presentation of Fiscal Year 2021-2022 budget for City Council workshop and public hearing; Submitted 3rd quarterly financial report and budget adjustment for FY 2020- 2021 budget; Submitted quarterly reports to IRS, State of NM and Unemployment; Angela attended Chief Procurement Officer Recertification Class. She passed and will be certified for another 2 years; Angela signed up to take advanced procurement classes the first week of May with NM EDGE for Material Management, Solicitation & Processing of bids, RFP Document & Development, NM Procurement Process and Negotiation Strategies; Worked with HDR Engineers, City Manager and Public Works Director on NMDOT Grant #D18398 for Golf Course Lane/Country Club Lane; Submitted all required certifications for NMDOT Grant #D18581, Pavement Rehabilitation/Improvements of City Roads; Worked on bid package for Pavement Rehabilitation/Improvements of City Roads; On 4/29/2021 Invitation to Bid was published and released for Pavement Rehabilitation/Improvements of City Roads; Accounts Payable; Reconciliation of bank accounts; Biweekly Payroll / Payroll Reporting & Taxes; Angela renewed her surety bond; Submitted request for reimbursement on Drainage Plan grant; Grant management and monthly reporting; Worked on FY 2020-2021 Audit Contract – City Council approved; Worked on Investment Plan with City Manager.

Code Enforcement /Public Works

- Code enforcement report: **Code Enforcement:** Weed and Vehicle violations; Storing of RV's & boats violations; UWS Disposal: Homeowners delinquent accounts. Fourteen accounts reviewed for violation of trash collecting Ordinance; Once found out of compliances, notices sent out along with a copy of Cities Trash Collection Ordinances; Trespassing and growing throughout the City. Citizens using vacant land to gain access to their property and same method to shortcut to public roadways, and Accessory buildings violations.
- **Public Works:** Public workers; Weed control cities properties and illegal dumping control; Completed the LED light upgrade on Hwy 304. Moved enough old Hwy 304 light fixture over to Hwy 47 to repair 13 fixtures. The remaining fixtures will be used for future repairs; NOTE: Original bid to fix Hwy 47 Lights \$7000. By using the old Hwy 304 Light Fixtures and part of Public Works staff the repair cost came in at \$1500; Reconditioning Hwy 304 Light fixtures; Public Works worker position back out for advertising for Hire; Along Hwy 304; Sent out correspondence to property owners along the corridor to correct the encroaching onto City property. For a future proposal project, Cost of erecting a 4 ft. fence along southside of Hwy 304, to establish the cities and residence property lines. This fence will correct any existing encroachment and eliminate any future encroaching; Potholes: list for the next go around of repairs. List is growing weekly; Contractor hired, to back fill the washed-out retention inlet located west end of Chamartin Ave. Complete; Establishing contacts with Water Dept and Fire Dept. Fire Hydrants hydro testing is current and the locations of them so the PW will keep the Hydrants clear of obstructions; and recovered and stocked piled 250 tires, that will fill three 20 yd dumpsters, set to be sent to recycle in June and stocked pile of Mattress, furniture, and appliance's
- **Project Managing:** Street Paving: City roads: 90 % of the Cut & replacement is completed. The chip & seal is getting ready to start. Contractor contract has been extended to May 2021. Library: Moving right along; Projecting completion the end of May 2021

Rio Grande Estates Fire Department

- Fire Chief Andrew Tabet gave his report: For last month we had 40 calls: 15 fire, 25 ems calls and numerous mutual aid calls. Greg Gallegos has been promoted to Captain, Jessy Tourne has been promoted to LT, and Josh Good to Sergeant. Thank you all so much for the support and the help in getting our new tender. It should be in house and in Service this month. Chief Tabet FF1-EMT-B

Executive Session pursuant to NMSA Section 10-15-1 (H)(8) Discussion regarding the purchase of Real Property.

- Councilor Ramsell made a motion to amend the agenda to move our executive session up to before item number 13 court clerk report on the agenda. Councilor Brown second the motion. Vote: Councilor Brown-yes; Councilor Winters-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. With a 4-0 vote the agenda was amended to have the executive session before item number 13.
- **Motion and roll call vote to go into close session**
 - Councilor Ramsell moved to go into executive session pursuant to NMSA Section 10-15-1 (H)(8) discussion regarding the purchase of real property with a roll call vote.
 - The motion was second by Councilor Brown. Vote: Councilor Brown-yes; Councilor Winters-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. With a 4-0 vote Council went into executive session at 7:00 pm.
- **Motion and roll call vote to go back into the regular business meeting session**
 - Councilor Ramsell motioned with a roll call vote to go back into the the regular business meeting 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 vote Council went back into the regular business meeting session at 7:22 pm.

- **Welcome everyone back and statement by the Mayor Pro tem**
 - Mayor Pro tem Gutjahr said welcome back and would like everyone to know that nothing was discussed during executive session other than the discussion pursuant to NMSA Section 10-15-1 (H)(8), which is the discussion of real property. She then said there was no decision.

Municipal Court

- Clerk Adair stated for the month of April there were no violation filed. The amounts collected were, Correction fees \$20, Court Automation fees \$6, Judicial Education fees \$3 and Court Fines of \$0, giving a total of \$29.00 were collected in the courts.

Discussion, Consideration, and Decision – Approval of Accounts Payable

- Finance Officer stated that she added in invoices discussed in the workshop, noted that Whitecap in the amount of \$4,900.11 that is not in the correct department and she will make a change by doing a journal entry to place it in Public Works.
- Councilor Brown moved to accept the accounts payable. The motion was second by Councilor Ramsell. Vote: Councilor Winters-yes; Councilor Brown-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. With a 4-0 vote accounts payable was approved to be paid.

Discussion, Consideration, and Decision – Approval of FY 2022 Interim Budget

- Mayor Pro tem said finance has done a wonderful job on the budget and after a public hearing and several meetings, it is ready.
- Councilor Ramsell said we were talking about 1 EMT and with this budget we are looking at hiring 2 EMTs, which is outstanding for the community and also having another position for public works and janitor.
- Mayor Pro tem Gutjahr said because of some of the areas of income we are able to give 2.5% increase to our current employees, provide some money for a joint summer rec program with Belen and Willie Chavez park and two EMTs. She then said we are able to match our road grants and being able to amend out contract with the County and the Sherriff's department to help increase police activity by 25%, and we will let the public know when that has happened.
- Councilor Ramsell said all of these things are being done while spending about \$25,000 less than last year and continued the discussion.
- Councilor Ramsell approve the 2022 Fiscal year Interim Budget. 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 the interim budget for the FY2022 was approved and passed.

Discussion, Consideration, and Decision – Approval of Various MRCOG Board & Committees

- Manager Dr. Moore recommended the Mayor Pro tem Gutjahr as the voting representative of the MRCOG Board with Dr. Moore as the alternate voting member, Municipal transportation board, he would recommend Dr. Moore as a voting member with Councilor Winters as alternate, and for the policy committee for the Metropolitan Transportation, he would recommend Dr. Moore as a voting member with Councilor Winters as alternate, and to the Rio Communities Metropolitan Transportation committee, he would recommend Councilor Winters as the voting member.
- Councilor Brown moved for the approval of the recommendation of MRCOG board and Committees. The motion was second by Councilor Ramsell. Vote: Councilor Winters-yes;

Councilor Brown-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. With a 4-0 vote those appointees have been approved.

Discussion, Consideration, and Decision – Ordinance 2021-xx Chapter 11 Article 5 Fire and Emergency – 14-day public review

- Manager Moore asked for this go out for a 14-day public review.
- Councilor Ramsell made a motion to approve Ordinance 2021-xx Chapter 11 Article 5 Fire and Emergency go to a 14-day public review. 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 Ordinance 2021-xx Chapter 11 article 5 fire and emergency was approved for a 14-day public review.

Discussion, Consideration, and Decision – Resolution 2021-xx NMFA Loan application – 14-day public review

- Manager Dr. Moore read resolution 2021-xx NMFA Loan application into the minutes.
- Mayor Pro tem Gutjahr explained that this will go out for a 14-day review.
- Councilor Ramsell moved Resolution 2021-xx NMFA Loan application to go out for a 14-day public review. 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 2021-xx NMFA loan application was approved for a 14-day public review.

Discussion, Consideration, and Decision - MOU with the City of Belen & the City of Rio Communities Summer Recreation program

- Mayor Pro tem Gutjahr said working together with Belen recreation so our youth can have an active participation in that program.
- Manager Moore read into the minute the MOU with the City of Belen & the City of Rio Communities summer recreation program.
- Councilor Ramsell moved to approve the MOU with the City of Belen & the City of Rio Communities Summer Recreation Program. 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 the MOU was passed, approved, and signed.

Discussion, Consideration, and Decision – Combine janitor and part-time public worker positions

- Councilor Ramsell moved to combine janitor and part-time public work positions.
- Manager Moore asked if we are hiring one full time position.
- Councilor Ramsell amended his motion to combining the janitor and part-time public work positions into one fulltime position. 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 Council approved the combining of the Janitor and public worker positions.

Council Reports

- Councilor Ramsell said the census has been completed and hopefully by 27th of May we will have the reports for the County and City.
- Councilor Brown had no report.
- Councilor Winters said we have been listening to the public to have recreation and we are getting closer to creating a recreation program within City Hall and getting money from the State for parks, we are trying to make some momentum, but it will still take some time.
- Mayor Pro tem Gutjahr had no comment.
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Adjourn

- Councilor Brown moved to adjourn. The motion was second by Councilor Ramsell. With a 4-0 vote the City Council regular business meeting was adjourned at 7:55 pm.

Respectfully submitted,

Elizabeth (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