

City of Rio Communities Council Minutes
Regular Business Meeting
Tuesday April 10, 2018

Call to Order

- Mayor Gwinn called to order the City Council Regular Business meeting at 6:00 pm.

Pledge of Allegiance

- Claudine Montano led the Pledge of Allegiance.

Roll Call

- Present: Mayor Mark Gwinn, Councilors; Bill Brown, Peggy Gutjahr, Arturo Sais and Joshua Ramsell.
Present: City Manager Bob Skerry, City Treasurer Celina Benavidez, Municipal Clerk Lisa Adair, EDC Vice Chairman Frank Logan, P&Z Chairman Robert Teague, RGEFD Fire Chief L.E Rubin and Municipal Clerk Lisa Adair.

Approval of Agenda

- Councilor Gutjahr moved to approve the agenda for Tuesday April 10, 2018 regular business meeting as is. The motion was second by Councilor Brown. With a 4-0 vote the agenda for the regular business meeting was approved as presented.

Approval of Workshop Minutes

- Councilor Gutjahr moved to approve the workshop minutes of 3/13/18. The motion was second by Councilor Brown. With a 4-0 vote the Workshop minutes of March 13, 2018 was approved as written.

Approval of City Council Minutes

- Councilor Sais moved to approve the minutes for the City Council meetings of 3/13/2018 and 3/27/2018. The motion was second by Councilor Brown. With a 4-0 vote the City Council Regular Business meeting minutes of March 13, 2018 and March 27, 2018 were approved as written.

Approval of City Council Special Business Minutes

- Councilor Brown moved for the approval of the City Council special business minutes for March 21, 26 & 27 of this year. The motion was second by Councilor Gutjahr. With a 4-0 vote the City Council Special Business meeting minutes of March 21, March 26 and March 27 of 2018 were approved as written.

City Manager Report

- Manager Skerry said last Thursday he and Celina attended the (LGBMS) Local Government Budget Management System and explained this if the new reporting system that will be used for the DFA crossover.
- Manager Skerry explained an RFP is emanate and is in the last phases for a hospital in the County and due to go in front of the County Commission on April 18 and said they are shooting for the 1st week of September for an actual contract.
- Councilor Sais asked if they have chosen a location.
- Manager Skerry explained one of the areas that was discussed is the bidding entity, along with the proposal will also give a location at that time.
- Councilor Gutjahr said she understands from other committees even if it is going nationwide it behooves them to pick a location.

- Manager Skerry said he, Jim Winters and Peggy Gutjahr went and presented to the stockholders of the industrial park regarding annexation and explained some of the discussion and what we would provide if there is an annexation.
- Manager Skerry explained Jim Winters will be attending an AED conference on how to help cities get hot prospects.
- Manager Skerry said May 1st is the deadline to apply for the LEED grants.
- Manager Skerry said he will be going next week to Raton for a State Economic Development workshop.
- Manager Skerry explained that FBT has cancelled the meeting for April 16th because they want to get actual elevations on the building before they can present to us additional drawings.
- Manager Skerry explained that he has also asked FBT to look at color schemes and awnings for the fire department exterior to possibly match City Hall.
- Manager Skerry said there is still addressing issues and explained that Vista Del Rio Mobile home park sold, and they still everything as Belen.
- Manager Skerry said the business incubator is going strong and moving forward.
- Manager Skerry reminded that VALEO will be meeting in Peralta on May 1st at 6:00 pm.
- Manager Skerry explained we are to the point of needing to consider updating our software for budget and accounting.
- Mayor Gwinn asked if the State is putting out one of the software systems.
- Manager Skerry explained the State has put out a chart of accounts but they are not an accounting software company.
- Treasurer Benavidez explained what the crossover will do.
- Manager Skerry continued to explain the need for a new accounting software.
- Manager Skerry explained what will be coming up regarding the budget for the building will be fire protection, fire suppression, ADA bathrooms and other interior work.
- Councilor Sais asked if MRCOG helps with annexation.
- Manager Skerry said they only help with the mapping.

Public Comment

- No public comments.

Economic Development

- EDC Vice Chairman Frank Logan explained the group took a look at everything they have been working on over the last year and there are about 10 items they are still working on. He then said a few things they are looking at is an advertising budget, the LEDA with AED and other groups. He then said when the next newsletter comes out they would like to propose that a new section be added for EDC.
- Vice Chairman Logan said they are still working on the business brochure and are still working on getting residents to mark their houses with street numbers and change their mailing address to Rio Communities.
- Councilor Sais said one of the residents gave him a packet regarding a food co-op that comes through here.
- Vice Chairman Logan said he was aware of this organization.

Planning and Zoning

- P&Z Chairman Robert Teague explained P&Z is still working on rewording some of the zoning and subdivision codes. He then said that he has been trying to keep the moral up within P&Z. He

then thanked Bob Skerry for helping at P&Z and explained that every time they have a meeting Bob gives educational Insights.

- Chairman Teague said the solid waste is still at a standstill with Council and feels we need to be more proactive.
- Manager Skerry explained he had provided Council with the questions that P&Z had come up with.
- Chairman Teague said he doesn't understand why it is taking so long and then said we need to be more decisive about this matter.
- Councilor Brown said that Council has made their recommendations and it is now out of their hands.
- Chairman Teague explained he read in the news-bulletin that Council is considering giving the residents one or two years to get on board with solid waste.
- Mayor Gwinn explained that the City Manager had asked Council to talk with the attorney to write the ordinance and the attorney wants the City Manager to write it and Council is still in discussions on how to move forward with it.
- L.E Rubin stated that P&Z was accused of dragging their feet and it is frustrating because it seems that Council is the one dragging and instead of pointing fingers back and forth it needs to just get done.
- Chairman Teague said that a group was out picking up trash a couple of weeks ago and feels that is a good thing, but then explained that one of the individuals that was picking up trash, had trash flung at them at the same time by a passing vehicle.

Rio Grande Estates Fire Department

- RGEFD Fire Chief L.E Rubin thanked the Mayor for his help on Saturday for loading his tractor with cinderblock wall around the station.
- Chief Rubin said the Easter egg hunt was a huge success and they probably had about 150 kids.
- Chief Rubin explained they promoted Mike Ward to lieutenant.
- Chief Rubin said EMT Elias has been assigned as the new safety officer. He then said they hired 3 new volunteers on a pre-probationary period and explained what a pre-probationary period means.
- Chief Rubin explained engine 19 from Tierra Grande went through a much-needed overhaul and is back in service and engine 14 will be going for the same overhaul service later this month.
- Chief Rubin said that they are going over their policies and have submitted several to the other officers for review.
- Chief Rubin gave the number of calls for the month: Tierra Grande answered 20 EMS and 4 fire calls. The main station answered 27 EMS and 31 fire calls. Combined total of 82 calls; 47 EMS and 35 fire calls.
- Mayor Gwinn asked while watching the news he saw there are already spot fires on the Bosque, what are we doing in this matter.
- Chief Rubin explained that the County has a wildland team that goes through and tries to clean up the underbrush yearly. He further explained the department has a wild land co-op with the County to help them and they help us with the wild fires.
- Councilor Brown asked if there have been any financial surprises that he has discovered since taking over as Chief.
- Chief Rubin said there is several expenses that we are going to have to fund out of the Fire Funds since the fire department is self-insured and explained these areas that were not covered under the insurance.

Municipal Court – Court Clerk

- Court Clerk Lisa Adair gave the report for the month of March. Five citations were filed in the courts. The courts collected \$144 in Court Fines of \$144 for the month of March.

Accounts Payable -- City Treasurer Celina Benavidez

- Treasurer Benavidez gave the accounts payable report for the following bills:

Bob Skerry (travel)	\$ 114.38	Gusto	\$ 2,009.48
Gusto	\$ 5,356.27	Gusto	\$ 75.00
Century Link	\$ 84.85	NM Gas Co.	\$ 652.18
PNM	\$ 329.90	PNM	\$ 322.46
Comcast	\$ 288.90	NM Water Service Co	\$ 250.17
Elizabeth Adair (Court Clerk)	\$ 125.85	Bob Skerry (travel)	\$ 26.23
Heather Benavidez (Judge-April)	\$ 300.00	MyBank	\$ 0.54
USPS (newsletter postage)	\$ 578.31	Number 9 Media (elect)	\$ 382.05
NMML (newly elect workshop)	\$ 285.00		

- Councilor Gutjahr asked why there are two charges for USPS on the report.
- Treasurer Benavidez explained that one is the charge and the other is the paid transaction.
- Councilor Gutjahr asked if there is a way to get the accounts payable earlier then the way they are receiving them now.
- Treasurer Benavidez explained the reasons of not getting accounts payable to Council until the night of the council meeting and began a discussion.
- Councilor Gutjahr, after further discussion about receiving the accounts payable report earlier asked Treasurer Benavidez to think about it and we can talk about it at a workshop.
- Councilor Gutjahr made a motion to pay the bills and approve accounts payable April 2 – April 10, 2018. The motion was second by Councilor Sais. Vote: Councilor Ramsell-yes; Councilor Sais-yes; Councilor Gutjahr-yes and Councilor Brown-yes. With a 4-0 vote accounts payable to approved for payment.

MOA – Valencia County – Housing and care of adult persons arrested

- Manager Skerry read into the minutes the title for the MOA between Valencia County and Rio Communities for the housing and care of adult persons arrested.
- Councilor Brown moved to approve the MOA for Valencia County, housing and care of adult persons arrested. The motion was second by Councilor Gutjahr. Vote: Councilor Brown-yes; Councilor Gutjahr-yes; Councilor Sais-yes and Councilor Ramsell-yes. With a 4-0 vote the MOA between Valencia County for the housing and care of adult persons arrested was passed, approved, adopted and signed.

Job description for all positions

- Mayor Gwinn explained that at the workshop today all positions were reviewed.
- Councilor Gutjahr asked if we are going to approve each job description separate or together.
- Councilor Brown said he feels they should be voted on all together and at one time.
- Mayor Gwinn read out loud the job description titles that have been reviewed and amended at the workshop; City Manager, Finance Officer/Treasurer, Chief Procurement Officer, Finance Clerk, Finance Assistant, Code Enforcer, Municipal Clerk, Deputy Clerk and Court Clerk.

- Councilor Gutjahr made a motion to approve all the job descriptions that the Mayor had just read as amended at the workshop today. The motion was second by Councilor Brown. Vote: Councilor Sais-yes; Councilor Gutjahr-yes; Councilor Ramsell-yes and Councilor Brown-yes. With a 4-0 vote the job descriptions for all positions were approved.

Public input/questions (3) minutes to address the Council

- No public input.

Personnel Matters

- Manager Skerry explained there was a very detailed discussion this morning at the workshop regarding various personnel matters.
- Mayor Gwinn said it was a collaboration between Council and staff towards our personnel policy.

Public input/questions (3) minutes to address the Council

- No public input.

Ordinance 2018 – __ Personnel Policy – 14-day review

- Mayor Gwinn said this policy will be on a 14-day public review.
- Manager Skerry said that Lisa after the long discussion at the workshop today made the changes that Council and staff discussed today and highlighted those areas.
- Manager Skerry explained the personnel policy is an ordinance and said ordinances are the laws of the municipality. He further explained that this and the job descriptions was reviewed by a private HR company and they added additional federal requirements to the policy.
- Manager Skerry read into the minutes ordinance 2018 – Personnel Policy. He then said there will be a public hearing in 14-days if anyone wishes to speak regarding this ordinance.
- Councilor Brown moved to approve ordinance 2018 – xx personnel policy for a 14-day review. The motion was second by Councilor Sais. Vote: Councilor Brown-yes; Councilor Sais-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. With a 4-0 vote ordinance 2018-xx personnel policy was approved for a 14-day public review.

Council Reports

- Councilor Ramsell said he noticed the road construction crew out working. He then said someone asked if we will be doing any striping to the streets.
- Mayor Gwinn explained that once the work is completed, we still need to put another coat on Goodman we should get that road striped and then also Frederico.
- Councilor Sais had no report.
- Councilor Brown had no report.
- Councilor Gutjahr reminded the health fair will be on the 21st from 10-2 and gave a few events that will be at the fair.
- Councilor Gutjahr asked to be added to the next agenda for the workshop and council meeting; salary range with a 2-year overview of the percentage rate of our GRT's; work out dates for a P&Z joint meeting; set dates for budget hearings and would like an overview of the procurement process.
- Councilor Sais asked can we put things out to bid for the solid waste.
- Mayor Gwinn said there is issues need to be addressed before we can put it out to bid.
- Manager Skerry explained some of these items that need to be in place before we put it out to bid such as the solid waste ordinance, franchise fee ordinance or a road impact fee along with the contract or RFP.

- Mayor Gwinn said on August 7, 2-7 the City along with Valencia County Sheriff will host the National Night Out.
- Mayor Gwinn said our cleanup will be on April 28 and we will have a wood chipper.
- Mayor Gwinn explained we have had a lot of people being called by Waste Management stating they pay the City a franchise and he further explained they do not pay the City a franchise but do pay Rio Rancho.
- Mayor Gwinn reiterated talk to your neighbors regarding the address showing Belen and change it to Rio Communities.

Adjourn

- Councilor Brown moved to adjourn. The motion was second by Councilor Gutjahr. With a 4 - 0 vote the City Council Regular Business meeting was adjourned at 7:45 pm.

Respectfully submitted,

 Elizabeth (Lisa) Adair,
 Municipal Clerk

Date: _____

Approved:

 Mark Gwinn,
 Mayor

 Margaret (Peggy) Gutjahr,
 Councilor Mayor Pro-tem

 Bill Brown,
 Councilor

 Joshua Ramsell,
 Councilor

 Arturo R. Sais,
 Councilor