

City of Rio Communities Council Minutes  
Regular Business Meeting  
Tuesday May 9, 2017

**1. Call to Order**

- Mayor Gwinn called to order the city council regular business meeting at 6:00 pm.

**2. Pledge of Allegiance**

- Robert Teague led the Pledge of Allegiance.

**3. Roll Call**

- Present: Mayor Mark Gwinn; Councilors Bill Brown, Arturo Sais and Thomas Scroggins.  
Absent: Councilor Peggy Gutjahr.  
Also Present: City Manager Bob Skerry, Treasurer Celina Benavidez, Municipal Clerk Lisa Adair, Fire Chief Jason Gonzales and Court Clerk Lisa Adair.

**4. Approval of Agenda**

- ° Councilor Sais moved to accept the agenda as put together. The motion was seconded by Councilor Scroggins. With a 3-0 vote the agenda for the regular business meeting was approved as presented.

**5. Approval of Workshop Minutes**

- ° Councilor Brown moved to accept the workshop minutes of April 4, 2017. The motion was seconded by Councilor Sais. With a 3-0 vote the minutes for the workshop of April 4, 2017 was approved as written.

**6. Approval of CDBG Minutes**

- ° Councilor Brown moved to accept the minutes of April 4 CDBG hearing as presented. The motion was seconded by Councilor Scroggins. With a 3-0 vote the minutes for the CDBG hearing of April 4, 2017 was approved as written.

**7. Public Comment**

- Clarke Metcalf, Rio Communities; said on Monday they sold their house and then said this will be the end of the newsletter and there will only be 2 more issues of the community voice. He then asked if there is anything that you want to tell the readers let him know before June 1<sup>st</sup> which will be the last issue.

**8. Economic Development**

- City Manager Bob Skerry said EDC's primary concern is updating the website and they are looking at getting all the rules and regulations to make good decisions on LEDA.
- Councilor Sais asked if this is part of the main stream program.
- Manager Skerry said no and then explained that LEDA stands for local economic development act.
- Councilor Sais asked if they go after franchises.
- Manager Skerry said yes and then continued to explain the process of offering LEDA to business.

**9. Planning and Zoning**

- City Manager Bob Skerry said Robert Teague is the new chairman of P&Z and Jim Winters last meeting was Thursday. He explained P&Z are trying to have a newsletter go out to all the resident and said this Thursday night they will be having a folding party of both the park survey and the public forum.

- Manager Skerry explained the public forum will be to get input from the resident on what they want for parks in the City. He further explained the process of having a plan, the design and applying for funding or grants.
- Mayor Gwinn asked would this include skate parks and said that he has received some inquiries on those types of parks.
- Manager Skerry said the P&Z survey is very general but they are asking the public to come to the forum and give their input.
- Chairman Teague said there will be a slide presentation at the forum with all types of parks.
- Councilor Sais asked what category would veteran's park fall under.
- Manager Skerry said there is a veteran's park category.
- Councilor Sais said they have monies other than CDGB.
- Manager Skerry said there are different ways of funding and explained on all of the grants the majority focus is on community involvement. He further explained that the more responses would be better but we are probably looking at about a 5% return of the surveys.

#### **10. Rio Grande Estates Fire Department**

- Fire Chief Jason Gonzales gave updates on the fire house and said the roaster is holding at 33 personnel, 2 members are attending the State Fire Academy, 3 members taking their EMS license exam and they have the 2 brand new rescue units on the road. He then explained they are getting ready to over hall the old one for the Tierra Grande sub-station. He further explained they ordered a new Command Unit a 2017 Chevy Silverado.
- Chief Gonzales said he was asked to brief Mayor/Council on the difference between an ambulance or a rescue vehicle and explained what the differences are.
- Chief Gonzales said they currently went through testing for Officer positions and presented his badge to Alex Beattie that was promoted to lieutenant and then stated also promoted was Samuel Peterson.
- Councilor Sais asked what is the concern of the fire department on speed bumps.
- Chief Gonzales explained the general concern of the fire department is on spacing and how high the bump is.
- Chief Gonzales wanted to thank Javier Jarrales for helping the City put up street signs.

#### **11. Municipal Court – Court Clerk**

- Court Clerk Lisa Adair stated that there were 8 traffic violations filled in the courts for the month of April. She then said collected in the courts for May was \$200 in corrections fee; \$60 in court automations fee; \$30 in judicial education fee and \$280 in court fines totaling \$570.00.
  - Mayor Gwinn recognized Commission David Hyder.

#### **12. Jim Winters resignation from Planning and Zoning**

- Mayor Gwinn said Jim Winters has given him a letter asking to step away from P&Z.
- Mayor Gwinn explained that Jim enjoyed his time with P&Z but now he was to put a lot more effort into EDC.
- Councilor Brown moved with regret to accept Jim Winters resignation from Planning and Zoning. The motion was seconded by Councilor Sais. Vote: Councilor Scroggins-yes; Councilor Sais-yes and Councilor Brown-yes. With a 3-0 vote the resignation from Planning and Zoning of Jim Winters was approved.

#### **13. Accounts Payable -- City Treasurer Celina Benavidez**

- Treasurer Benavidez requested permission to pay the following bills totaling \$28,225.75

Comcast Business	\$ 289.16	Heather Benavidez	\$ 100.00
Elizabeth Adair (court clerk)	\$ 173.10	NM Water Service Co	\$ 256.04
Century Link	\$ 84.85	USPS	\$ 110.00
PNM	\$ 296.14	NM Gas Co	\$ 302.04
Expertech Services	\$ 428.00	Marie Galvan-Cipollone	\$ 160.15
Elizabeth Adair (travel)	\$ 165.98	Valencia County (EMS)	\$ 5,340.79
NM Municipal League	\$ 275.00	NM Municipal League	\$ 30.00
NM Municipal League	\$ 105.00	NM Municipal League	\$ 225.00
PayDay Inc.	\$ 95.29	PayDay Inc.	\$ 5,028.93
PayDay Inc.	\$ 2,025.03	Village of Los Lunas	\$ 8,229.50
Judicial Education	\$ 30.00	Court Automation Fee	\$ 60.00
NM Municipal League	\$ 1,000.00	Valencia County	\$ 3,179.25
Bob Skerry (Travel)	\$ 236.50		

- Mayor Gwinn asked what was the charge of \$275.00 for the NM Municipal League.
- Treasurer Benavidez explained that was for the clerk and finance department trainings.
- Councilor Sais moved to accept the bills as read and pay them. The motion was seconded by Councilor Scroggins. Vote: Councilor Brown-yes; Councilor Sais-yes and Councilor Scroggins-yes. With a 3-0 vote accounts payable was approved for payment.
- Treasurer Benavidez asked for any questions regarding the profit and loss statement.

#### **14. Intergovernmental Agreement – Valencia County – Road Sign Service agreement**

- Manager Skerry explained the reason for the agreement with the County and then read into the minutes the agreement between the County of Valencia and the City of Rio Communities regarding the installation of street signs. He then explained we also have another continuation of services agreement with the County regarding animal control and GIS.
- Mayor Gwinn asked with this agreement have we replaced all our solid steel to breakaway poles and brought them up to code.
- Manager Skerry said yes this has been a good deal and explained the reason to have the fire department involved is to help them know the roads in the City if they need to go out on a call.
- Councilor Sais asked what are the differences between an MOA or MOU.
- Manager Skerry explained that a MOU is a memorandum of understanding; a MOA is a memorandum of agreement; a JPA is a joint powers agreement and an AA which is an automatic agreement and gave the definitions of each agreement.
- Councilor Scroggins moved to pass the agreement between the County of Valencia and the City of Rio Communities regarding the installation of street signs. The motion was seconded by Councilor Sais. Vote: Councilor Brown-yes; Councilor Scroggins-yes and Councilor Sais-yes. With a 3-0 vote the Intergovernmental Agreement between the County of Valencia County and the City of Rio Communities – road sign service agreement was passed, approved, adopted and signed.

#### **15. MOA – Valencia County – EMS Services**

- Manager Skerry said this is the 4<sup>th</sup> agreement we have with Valencia County. He then explained we have had this agreement with the County that gets renewed every year and further explained the changes that were made to the agreement.
- Councilor Sais asked where is the medical waste disposed.
- Manager Skerry said it goes in a special bio-medical container and they have contractors to haul it away.

- Councilor Brown moved to approve the agreement for the purpose of providing medical EMS services between Valencia County and the City of Rio Communities. The motion was seconded by Council Scroggins. Vote: Councilor Scroggins-yes; Councilor Sais-yes and Councilor Brown-yes. With a 3-0 vote the MOA between the County of Valencia and the City of Rio Communities for EMS services was passed, approved, adopted and signed.

**16. Resolution 2017-\_\_ Create a Local Reserve Account**

- Manager Skerry explained in the past the Council had set aside a required reserve fund of 10% and the risk of losing your income having a direct impact on your GRT. He then further explained we are establishing an interest-bearing account with the New Mexico State Treasurer, New Mexico Local Government Investment Pool in the amounts of \$200,000, \$58,000 and \$95,000 totaling \$355,000 and then explained the reserve rules only applies to the general fund and then said that will be about a 4/12 cushion.
- Councilor Sais moved to accept Resolution 2017-86 to create a local reserve account. The motion was seconded by Councilor Scroggins. Vote: Councilor Brown-yes; Councilor Scroggins-yes and Councilor Sais-yes. With a 3-0 vote Resolution 2017-86 Create a Local Reserve Account was passed, approved, adopted and signed.

**17. Resolution 2017-\_\_ Create a Capital Outlay Account**

- Manager Skerry read into the minutes Resolution 2017-87. He then explained the history of the previous amount. He further explained this money was set aside in the regular bank account and in the general fund but this will be set aside in a specific interest-bearing bank account to be used only for capital projects. He then said this will be establishing an account with the New Mexico State Treasurer, New Mexico Local Government Investment Pool in the amount of \$500,000.
- Councilor Scroggins moved to approve Resolution 2017-87 capital projects bank account as written. The motion was seconded by Councilor Brown. Vote: Councilor Sais-yes; Councilor Scroggins-yes and Councilor Brown-yes. With a 3-0 vote Resolution 2017-87 Create a Capital Outlay Account was passed, approved, adopted and signed.

**18. City Manager Report**

- Manager Skerry said tomorrow morning Universal Constructor will be working on pothole repairs and then explained the plan from Universal if the weather is good is to finally finish Goodman.
- Manager Skerry explained yesterday at the workshop council was given the latest updated budget.
- Manager Skerry said at the close of each month we get to know how the revenues are coming out for the year and the projections are close and feel we are either going to meet the goals or exceed them.
- Councilor Sais asked what was the approximation of the court's budget.
- Manager Skerry explained he will have the total sum by the next meeting and then said we are increasing the court clerk pay for hours that might increase next year, increases for training and explained the biggest items will be for software but then said that these items will be reimbursed by the court systems.
- Manager Skerry said another expense that he had not anticipated was needing a certified court interpreter and that is another item in the courts budget.
- Councilor Sais said translation is important.

**19. Councilor Reports**

- Councilor Scroggins had nothing to report.

- Councilor Sais said the Belen school board has invited the Governing body to a meeting on Thursday 5/25 at 6:00 pm and explained the students that had did proposals for his vision of a veteran’s park will be recognized at the meeting.
- Councilor Sais said he would like to see more discussion on implementing a city policy that would require all homes to have trash trolley carts.
- Mayor Gwinn said P&Z is looking in to this matter.
- Councilor Brown had nothing to report.
- Mayor Gwinn said on the 20<sup>th</sup> is our cleanup and explained we will have 2 dumpsters.
- Mayor Gwinn said on the 21<sup>st</sup> is the annual vaccination clinic for dogs and cats here at City Hall and then explained Lisa and Pam will be there issuing dog licenses.

**ADJOURN**

- Councilor Sais moved to adjourn. The motion was seconded by Councilor Scroggins. With a 3-0 vote the City Council Regular Business Meeting was adjourned at 7:15 pm.

Respectfully submitted,

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Elizabeth (Lisa) Adair  
Municipal Clerk

Approved:

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Mark Gwinn,  
Mayor

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Margaret (Peggy) Gutjahr,  
Councilor Mayor Pro-tem

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William (Bill) Brown,  
Councilor

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Arturo R. Sais,  
Councilor

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Thomas Scroggins,  
Councilor

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