

City of Rio Communities Council Minutes  
Regular Business Meeting  
Tuesday May 23, 2017

**1. Call to Order**

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

**2. Pledge of Allegiance**

- ° Clarke Metcalf led the Pledge of Allegiance.

**3. Roll Call**

- ° Present: Mayor Mark Gwinn; Councilors, Bill Brown, Peggy Gutjahr, Arturo Sais and Thomas Scroggins.

Also Present: City Manager Bob Skerry, City Treasurer Celina Benavidez, Municipal Clerk Lisa Adair and EDC Chairman Jim Winters.

**4. Approval of Agenda**

- Councilor Brown moved to accept the agenda as presented. The motion was second by Councilor Scroggins. With a 4-0 vote the city council regular business meeting agenda was approved as presented.

**5. Approval of Workshop Minutes**

- Councilor Gutjahr moved to approve the workshop minutes of April 10<sup>th</sup>, 2017. The motion was second by Councilor Sais. With a 4-0 vote the minutes for the workshop of April 10, 2017 was approved as written.

**6. Approval of Budget Hearing Minutes**

- Councilor Scroggins moved to accept the budget hearing minutes of April 17, 2017 as written. The motion was second by Councilor Brown. Councilor Sais said he wasn't at the meeting but gave his approval for the minutes. With a 4-0 vote the minutes for April 17, 2017 budget hearing was approved as written.

**7. Approval of City Council Minutes**

- Councilor Gutjahr moved to accept and approve the regular business meeting minutes of April 11, 2017. The motion was second by Councilor Brown. With a 4-0 vote the minutes for the city council regular business was approved as written.

**8. Public Comment**

- Clarke Metcalf, Rio Communities; said he is embarrassed because he told his readers they were going to get a mailing of a park survey and the public forum date then to find out it was canceled and then asked if he could find out if there is still going to be another mailing or hearing and would like to know by May 30 so he can put in his last issue. He then said today is his birthday and the last time he will be coming to the microphone.
- Clyde Shue, Rio Communities; brought a petition today regarding getting another patrol person in the City and said they feel one patrolman is not enough coverage and would like to see about getting more money out of the budget for another officer.
- Kuan Tikun, Rio Communities; as a member of EDC attended a mission graduate program and explained in September they will be having a meeting and would like to see all the people interested in improving our work force in the County to attend in September and announced on June 27 will be having a planning meeting.

**9. Accounts Payable -- City Treasurer Celina Benavidez**

- Treasurer Benavidez asked for permission to pay the following bills totaling: \$12,905.78.

NM Municipal League	\$ 30.00	AC Disposal Services	\$ 165.00
Card Service Center	\$ 696.35	Valencia County	\$ 4,669.43
PayDay Inc.	\$ 9.44	PayDay Inc.	\$ 5,038.45
PayDay Inc.	\$ 2,026.41	Century Link	\$ 179.11
Bob Skerry	\$ 91.59		

- Councilor Gutjahr explained to the audience that the amount for Valencia County is from animal control is for several months of service.
- Mayor Gwinn asked if the County said how many animals were picked up in our area.
- Manager Skerry explained there is a whole list of everything and then said it is about 17 pages of documentation.
- Councilor Gutjahr moved to approve the accounts payable and payroll. The motion was second by Councilor Scroggins. Vote: Councilor Brown-yes; Councilor Gutjahr-yes; Councilor Sais-yes and Councilor Scroggins-yes. With a 4-0 vote accounts payable was approved with payment.

**10. Resolution 2017 - 83 Fixed Asset Policy**

- Manager Skerry read into the minutes resolution 2017-83 and then explained this resolution is setting up a policy for all assets including the fire department, city buildings, equipment and roads etc.
- Manager Skerry explained that we have setup a depreciation schedule that is included in the policy.
- Mayor Gwinn asked does this have all our equipment listed.
- Manager Skerry said yes and Council is approving the resolution and the actual list will go up and down to be depreciated at the end of every year.
- Councilor Brown moved to approve resolution 2017-83 fixed asset policy. The motion was second by Councilor Sais. Vote: Councilor Scroggins-yes; Councilor Gutjahr-yes; Councilor Sais-yes and Councilor Brown-yes. With a 4-0 vote Resolution 2017-83 Fixed Asset Policy was passed, approved, adopted and signed.

**11. Resolution 2017 - \_\_ Budget Amendment #2 (Fire Protection to Gen fund 20k)**

- Treasurer Benavidez read into the minutes resolution 2017-88 budget amendment #2 (fire protection to gen fund 20k).
- Councilor Gutjahr moved to approve Resolution 2017-88 budget amendment #2. The motion was second by Councilor Scroggins. Vote: Councilor Sais-yes; Councilor Brown-yes; Councilor Gutjahr-yes and Councilor Scroggins-yes. With a 4-0 vote Resolution 2017-88 budget amendment #2 (Fire Protection to Gen fund 20k) was passed, approved, adopted and signed.

**12. Resolution 2017 - \_\_ Budget Amendment #3 (Gen to Correction fund 16.8k)**

- Treasurer Benavidez read into the minutes resolution 2017-89 budget amendment #3 (gen to correction fund 16.8k).
- Councilor Scroggins moved to approve the annual budget amendment #3 resolution 2017-89. The motion was second by Councilor Brown. Vote: Councilor Gutjahr-yes; Councilor Scroggins-yes; Councilor Brown-yes and Councilor Sais-yes. With a 4-0 vote Resolution 2017-89 Budget Amendment #3 (Gen to Correction fund 16.8k) was passed, approved, adopted and signed.

**13. Resolution 2017 - \_\_ Budget Amendment #4 (Gen to EMS fund 6.3k)**

- Treasurer Benavidez read into the minutes resolution 2017-90 budget amendment #4 (gen to EMS fund 6.3k).
- Councilor Sais asked why were they not in tandem since the next 3 resolutions are all for EMS.
- Treasurer said they are independent transfers and explained we had never received approval from DFA or Council to get this done.
- Councilor Sais moved to approve resolution 2017- budget amendment #4 (Gen to EMS fund 6.3k). The motion was second by Councilor Gutjahr. Vote: Councilor Scroggins-yes; Councilor Sais-yes; Councilor Brown-yes and Councilor Gutjahr-yes. With a 4-0 vote Resolution 2017-90 Budget Amendment #4 (Gen to EMS fund 6.3k) was passed, approved, adopted and signed.

**14. Resolution 2017 - \_\_ Budget Amendment #5 (Gen to EMS fund 6k)**

- Treasurer Benavidez read into the minutes resolution 2017-91 budget amendment #5 (gen to EMS fund 6k).
- Councilor Gutjahr moved to approve resolution 2017-91 budget amendment #5 from the general fund to the EMS fund for \$6,000.00. The motion was second by Councilor Scroggins. Vote: Councilor Brown-yes; Councilor Scroggins-yes; Councilor Sais-yes and Councilor Gutjahr-yes. With a 4-0 vote Resolution 2017-91 Budget Amendment #5 (Gen to EMS fund 6k) was passed, approved, adopted and signed.

**15. Resolution 2017 - \_\_ Budget Amendment #6 (Gen to EMS fund 7.9k)**

- Treasurer Benavidez read into the minutes resolution 2017-92 budget amendment #6 (gen to EMS fund 7.9k).
- Councilor Sais moved to accept resolution 2017-92 budget amendment #6 transfer from general fund to EMS fund for 7.9k. The motion was second by Councilor Scroggins. Vote: Councilor Gutjahr-yes; Councilor Brown-yes; Councilor Scroggins-yes and Councilor Sais-yes. With a 4-0 vote Resolution 2017-92 Budget Amendment #6 (Gen to EMS fund 7.9k) was passed, approved, adopted and signed.

**16. Resolution 2017 - \_\_ Budget Amendment #7 (Gen to Fire Protection fund)**

- Treasurer Benavidez read into the minutes resolution 2017-93 budget amendment #7 (gen to fire protection fund).
- Councilor Gutjahr moved to approve resolution 2017-93 budget amendment #7 for the general fund to the fire protection fund. The motion was second by Councilor Sais. Vote: With a 4-0 vote Resolution 2017-93 Budget Amendment #7 (Gen to Fire Protection fund) was passed, approved, adopted and signed.

**17. Resolution 2017 - \_\_ Budget Amendment #8 (Gen to EMS Fire Protection Fund)**

- Treasurer Benavidez read into the minutes resolution 2017-94 budget amendment #8 (gen to EMS fire protection fund).
- Councilor Scroggins moved to approve the annual budget amendment #8 resolution 2017-94 as written. The motion was second by Councilor Gutjahr. Vote: Councilor Brown-yes; Councilor Gutjahr-yes; Councilor Sais-yes and Councilor Scroggins-yes. With a 4-0 vote Resolution 2017-94 Budget Amendment #8 (Gen to EMS Fire Protection Fund) was passed, approved, adopted and signed.

**18. Resolution 2017 - \_\_ Budget Amendment #9 (Gen to Wildfire funding)**

- Treasurer Benavidez read into the minutes resolution 2017-95 budget amendment #9 (gen to wildfire funding).
- Councilor Gutjahr gave clarification of what the wildfire fund is.

- Manager Skerry explained if the fire department should get called out of the City limits to fight a brush fire they get reimbursed from the State and further explained that the money could only go into the wildfire fund.
- Councilor Brown explained that after 4 hours of firefighting they will get reimbursed for labor and equipment.
- Councilor Sais moved to accept resolution 2017-95 budget amendment #9 transfer from the general fund to the wildfire funding in the amount of \$4,740.75. The motion was second by Councilor Gutjahr. Vote: Councilor Scroggins-yes; Councilor Brown-yes; Councilor Gutjahr-yes and Councilor Sais-yes. With a 4-0 vote Resolution 2017-95 Budget Amendment #9 (Gen to Wildfire funding) was passed, approved, adopted and signed.

**19. Resolution 2017 - \_\_ Budget Amendment #10 (Gen to Fire Protection fund - grant award)**

- Treasurer Benavidez read into the minutes resolution 2017-96 budget amendment #10 (gen to fire protection fund – grant award).
- Councilor Gutjahr moved to approve resolution 2017-96 budget amendment #10 from the general fund to the fire protection fund – grant award. The motion was second by Councilor Brown. Vote: Councilor Scroggins-yes; Councilor Sais-yes; Councilor Brown-yes and Councilor Gutjahr-yes. With a 4-0 vote Resolution 2017-96 Budget Amendment #10 (Gen to Fire Protection fund – grant award) was passed, approved, adopted and signed.

**20. Resolution 2017 - \_\_ Budget Amendment #11 (Gen to Fire Protection fund 20k)**

- Treasurer Benavidez read into the minutes resolution 2017-97 budget amendment #11 (gen to fire protection fund 20k).
- Councilor Scroggins asked if this a reversal of amendment #2.
- Manager Skerry explained we had fronted the fire department because they had not received their disbursement.
- Councilor Gutjahr moved to approve resolution 2017-97 amendment #11 (gen to fire protection fund 20k). The motion was second by Councilor Sais. Vote: Councilor Scroggins-yes; Councilor Brown-yes; Councilor Sais-yes and Councilor Gutjahr-yes. With a 4-0 vote Resolution 2017-97 Budget Amendment #11 (Gen to Fire Protection fund 20k) was passed, approved, adopted and signed.

**21. Resolution 2017 - \_\_ Budget Amendment #12 (Gen to Capital Projects)**

- Treasurer Benavidez read into the minutes resolution 2017-98 budget amendment #12 (gen to capital projects).
- Councilor Scroggins moved to approve resolution 2017-98 annual budget amendment #12 as written. The motion was second by Councilor Gutjahr. Vote: Councilor Brown-yes; Councilor Gutjahr-yes; Councilor Sais-yes and Councilor Scroggins-yes. With a 4-0 vote Resolution 2017-98 Budget Amendment #12 (Gen to Capital Projects) was passed, approved, adopted and signed.

**22. Resolution 2017 - \_\_ Budget Amendment #13 (Gen to Municipal Streets)**

- Treasurer Benavidez read into the minutes resolution 2017-99 budget amendment #13 (gen to municipal streets).
- Councilor Gutjahr asked is this money from the DOT grant.
- Treasurer Benavidez it is being moved over from the year before.
- Councilor Sais moved to approve resolution 2017-89 budget amendment #13 general fund to municipal streets. The motion was second by Councilor Scroggins. Vote: Councilor Brown-yes; Councilor Scroggins-yes; Councilor Gutjahr-yes and Councilor Sais-yes. With a 4-0 vote Resolution 2017-99 Budget Amendment #13 (Gen to Municipal Streets) was passed, approved, adopted and signed.

### **23. FY 2018 Interim Budget**

- Manager Skerry said this has been a good budget season. He explained as of June 1<sup>st</sup> DFA receives our interim budget. He further explained we had about a 3-hour workshop going over all the details.
- Manager Skerry explained the line item for janitorial was changed bumping it up to \$6,000 and then said Council has been working hard to get a balanced budget and then went over the revenue on the FY2018 budget proposal (interim).
- Councilor Sais asked how did the State get into the financial mess they are in.
- Manager Skerry explained they projected oil to be \$100 a barrel and NM gets 30% of their income from oil, they projected to high and continued explaining the revenues.
- Manager Skerry went over the expenditures on the FY2018 budget proposal (interim). He explained the council has in front of them the official version that will be going to DFA and continued the discussion on franchise fees revenues and expenditures.
- Councilor Sais asked has there been a response on the newsletter.
- Manager Skerry explained we had put it out for bid twice with no zero response and then explained in the past we used UNM-VC for web design and this year we do have in the budget for website developer and administration maybe we can include this same type of skills for a newsletter as well.
- Councilor Gutjahr said one of things we have been doing is developing a pattern in expenses, revenues and having a sustainable budget.
- Councilor Sais asked what does an officer cost.
- Manager Skerry explained each officer comes with his own vehicle, computer and equipment whereas the Sheriff has given us a breakdown and it comes out to \$125,000 per officer.
- Councilor Sais asked would our officer get a cost of living increase.
- Manager Skerry explained that is up to the County & Sheriff and they cover everything for the officer including salary increase and continued the discussion on the budget.
- Councilor Gutjahr moved to approve the interim budget for the FY 2018. The motion was second by Councilor Brown. Vote: Councilor Scroggins-yes; Councilor Sais-yes; Councilor Gutjahr-yes and Councilor Brown-yes. With a 4-0 vote the FY2018 Interim Budget was passed, approved, adopted and signed.

### **24. City Manager Report**

- Manager Skerry had no comments.

### **25. Councilor Reports**

- Councilor Scroggins had no comments.
- Councilor Sais said he and Councilor Scroggins attended the Belen School Board meeting yesterday and the students from the career academy presented to the board their drawings for the park and it went very well.
- Councilor Brown had no comments.
- Councilor Gutjahr thanked everyone who came to the meeting and said she is willing at any time to discuss any subject.
- Councilor Gutjahr explained there is a new alert app that we will be sending out to the public.
- Manager Skerry said this is coming from the VRECC and will be replacing "Code Red" alert.
- Mayor Gwinn said the cleanup this weekend we filled 3 dumpsters and then asked council to consider the June cleanup because it is on Father's Day weekend if they would like to move it around.
- Mayor Gwinn said the animal clinic was this Sunday and they had a good turnout.

- Mayor Gwinn explained Universal has been out taking care of potholes.
- Mayor Gwinn said Amazon April 1<sup>st</sup> a sales tax will be going into effect giving the State 5% and municipalities 2% of internet sales.

**ADJOURN**

- Councilor Gutjahr moved to adjourned. The motion was seconded by Councilor Sais. With a 4-0 vote the City Council regular business meeting was adjourned at 7:39 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: \_\_\_\_\_