

City of Rio Communities Council Minutes
Regular Business Meeting
Tuesday July 24, 2018

Call to Order

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

Pledge of Allegiance

- Clara Garcia 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, Finance Officer/Treasurer Celina Benavidez and Municipal Clerk Lisa Adair.

Approval of Agenda

- Councilor Gutjahr moved to approve the agenda for the regular business meeting of Tuesday July 24, 2018 as written. The motion was second by Councilor Brown. With a 4-0 vote the agenda for the City Council regular business meeting of July 24, 2018 was approved as presented.

Approval of Workshop Minutes

- Councilor Sais moved to accept the workshop minutes of 6/12/2018 and 6/26/2018. The motion was second by Councilor Ramsell. With a 4-0 vote the workshop minutes of July 12 and July 26, 2018 were approved as written.

Approval of City Council Special Business Meeting Minutes

- Councilor Gutjahr moved to approve the minutes for the City Council Special Business Meeting of 6/12/2018. The motion was second by Councilor Brown. With a 4-0 vote the minutes for the Special Business Meeting of June 12, 2018 was approved as written.

City Manager Report

- Manager Skerry said APIC was here today installing solar powered digital speed signs and they put the two on Manzano, one on Nancy Lopez and one on Hillandale and then the last one will be put up tomorrow.
- Mayor Gwinn asked if they are going to program them also.
- Manager Skerry said yes and then explained more street, watch for children and speed signs have been put up over the weekend and asked everyone to keep an eye out for downed street signs due to winds and let City Hall know.
- Mayor Gwinn asked if APIC will be able to take care of the signs at Rio Communities Way.
- Manager Skerry said that will be put up by Ryan.
- Manager Skerry explained the superintendent for the building construction was out today scouting trip for staging of where to put his equipment, how much crew and staffing he needs. He then said Monday he and Celina will be meeting with Sanjay, Jim Rich and Jay and will go over all the contracts, timeline documents, scope of work and P. O's before they start the work.
- Councilor Gutjahr had asked how long after the contracts are signed will it take to start the work.

- Manager Skerry said he thinks right after contracts are signed the work will start. He then said the original timeline was October but at this time there is not a definite time frame for completion.
- Manager Skerry explained the website design is being worked on and Council saw the draft of the initial cover page and then explained that Celina and Lisa are working with a national design company Municode to build our website. He then said at some point we are going to need some professional photography.
- Manager Skerry explained that on Monday and Tuesday of last week he went up to Espanola for the State Economic Development and said the first day was on rural economic council meeting and the second day was IDEA. He then said we are listed as a rural because we are less than 15,000 population but we are the South most municipality in the Albuquerque Metro area, so we have the best of both worlds. He further explained one of the discussions was on opportunity zones and then explained he had applied for it and we were given a CDP (census designated place) this is a tax break for investors and explained how this could help short term investors to invest in physical property within the State and began a discussion on how the investor could make a tax-free investment.
- Manager Skerry explained the week before he had gone to the Manager's training and the program was put on by the ICMA (international City Manager Association).
- Manager Skerry said procurement wise, we still have solar street lights to install and order, also we need to complete the road stripping and explained we will need to put out another procurement on pothole repair.
- Treasurer Benavidez asked regarding the sound system does council want speakers for the front or the whole back area also.
- Mayor Gwinn explained he went to a meeting in Moriarty and they have a pretty nice system setup with gold star and it has 4 corner speakers and the mics are wireless.
- Manager Skerry explained the ones that he saw was at TAP and explained the system.

Public Comment

- Jodi Skelton asked regarding the signs that were put up, was any of them the Crime Watch signs.
- Manager Skerry explained that Crime Watch signs are not from the City but if they can get the City the signs we can put them up.
- Jodi said she thought we had the signs.
- Mayor Gwinn also said we had them ordered.
- Manager Skerry said we do not order them, the Crime Watch group has to do that and said that is not a City sign.
- Jodi Skelton asked when the code enforcement officer position was first published.
- Manager Skerry said about 8 weeks ago.
- Jodi Skelton asked wasn't it last fall when the code enforcer resigned, why has it taken so long to hire anyone.
- Manager Skerry explained what needed to be completed before we were able to advertise for the position.
- Treasurer explained that Council had asked us to redo our HR policy and this took several months to get everything straight and also other human resource issues.
- Jodi Skelton said this is a position that needs to be filled and asked how many people have applied.

- Manager Skerry explained the process and then said we have about four applications for code enforcer and five applications for finance clerk.
- Connie Gonzales on Don Diego; said she is one of several homeowners receiving a letter from the NM Department of Transportation regarding a complaint about their right-of-way access along Hwy 47 and in this notice DOT decision to erect a fence on Hwy 47 from Maddox street to South Navajo loop. She then states the only notification they received was a taped envelope in the mail, not certified or registered mail and then said her property according to the property plat has driveway access along 47 and then asked Council to invite Nancy Pierra to come to a council meeting.

September 19th Meet your Legislator day

- Mayor Gwinn explained on September 19th we will be having the next Meet your Legislator day and the residents will have opportunities to discuss with them any concerns. He then said Council will be looking at our ICIP and will be asking them for their support at the upcoming 60-day legislative session.
- Mayor Gwinn explained what the ICIP is to the residents and encouraged everyone to come to the ICIP hearing to voice their opinions.
- Councilor Brown said his understanding of the Meet your Legislator Day is not just for the ICIP but support Municipalities in other areas and gave an example of online sales tax.
- Mayor Gwinn explained the Municipal League and the Resolution committee will be sending the online sales tax, along with a hand full of other resolutions up to the legislature.

Resignation of Personnel Board Member

- Mayor Gwinn said he has a letter from Claudine Montano to resign from the personnel board.
- Councilor Gutjahr moved to approve the resignation of Claudine Montano from the Personnel Board. The motion was second by Councilor Brown. Vote: Councilor Ramsell-yes; Councilor Brown-yes; Councilor Gutjahr-yes and Councilor Sais-yes. With a 4-0 vote Council approved the resignation of Claudine Montano to the Personnel Board.

RGEFD – Policies and Procedures

- Mayor Gwinn would like to give the residents a chance to ask Chief Rubin question regarding the fire departments response time and other questions they may have.
- Fire Chief L.E. Rubin said he was asked for a copy of the roster and the driver operator list for the fire department and passed that out to Council and further explained how many people are on the roster, what their levels are and who can operate the vehicles.
- Chief Rubin explained the fire department are an all-volunteer department and they have several MOA's with the surrounding departments and explained how all departments are toned out on a call and each have a designation on what apparatus need to be brought.
- Chief Rubin said they have mutual aid agreements for fire and EMS and further said the County fire departments are also all volunteer. He then explained RGEFD averages roughly about 130 calls a month and manages to answer about 2/3 of these calls that have been toned. He further explained how the calls are directed to all agencies.
- Mayor Gwinn said after our workshop we had a better understanding of what happens when a 911 call goes out to our fire department and what is unique about fire district 1 is the amount of territory outside of the City that they maintain to keep the County of Valencia going.

- Chief Rubin said we are the largest fire district in the County and has always had the best support from our constituents.
- Councilor Gutjahr explained that we had a very long workshop this morning to address several issues and concerns especially around the Cities social media and code of ethics policies and procedures, also with the fire departments SOP's & SOG's. She then said she appreciates that Council was able to voice these concerns and also concerns specifically about an individual Captain and the person supervising this individual is the Chief, so this individual has a chance to prove that the concerns they had would not continue.
- Chief Rubin said that is his expectations and certainly not an unreasonable expectation from Council.
- Mayor Gwinn said he appreciates the explanations at the workshop and also to the residents tonight.

Accounts Payable

- Finance Officer/Treasurer Benavidez gave the accounts payable report.

Derek Avila (cleanup/weeds)	\$	350.00	Frank Logan (EDC)	\$	180.00
Frances Rossberg (EDC)	\$	150.00	Elizabeth F Adair (Clerk travel)	\$	41.28
Jimmie Winters (EDC)	\$	180.00	Jimmie Winters (P&Z)	\$	90.00
Kuan Tikkun (EDC)	\$	180.00	Lawrence R. Gordon (P&Z)	\$	60.00
Robert William Teague (P&Z)	\$	30.00	Dennis K. Kintzler (P&Z)	\$	150.00
L.E. Rubin (P&Z)	\$	150.00	John Keith Thompson (P&Z)	\$	90.00
Thomas Scroggins (P&Z)	\$	90.00	Sharp	\$	169.28
Century Link	\$	203.08	NMML (Manager Conference)	\$	100.00
Bob Skerry (W/E 7/21)	\$	267.46	Number Nine Media Inc	\$	155.28
David Jaramillo (paint code car)	\$	1,000.00	Court Automation	\$	72.00
Gusto	\$	6,084.93	Gusto	\$	2,319.07
NM Judicial Education	\$	36.00	Elizabeth Adair (court travel)	\$	36.12

- Councilor Gutjahr said for her information the difference in pay is how many meetings EDC or P&Z members attend.
- Finance Officer/Treasurer Benavidez said yes it is.
- Councilor Sais moved to pay our bills as read. The motion was second by Councilor Ramsell. Vote: Councilor Brown-yes; Councilor Gutjahr-yes; Councilor Ramsell-yes and Councilor Sais-yes. With a 4-0 vote accounts payable was approved for payment.

Resolution 2018-xx - 4th Quarter Financial Report

- Finance officer/treasurer Benavidez explained we are approving the 4th quarter report then read into the minutes Resolution 2018-135 4th Quarter Financial Report.
- Councilor Brown moved to accept 2018-135 4th Quarter Financial Report. The motion was second by Councilor Gutjahr. Vote Councilor Ramsell-yes; Councilor Sais-yes; Councilor Gutjahr-yes and Councilor Brown-yes. With a 4-0 vote Resolution 2018-135 4th Quarter Financial Report was passed, approved, adopted and signed.

Council Reports

- Councilor Ramsell said he had a precautionary request is please be careful regarding coming around corners because there are a lot more people out walking.
- Councilor Sais said we went over lots of things at the workshop and he feels it needs to be brought up to the public regarding manager vs administrator. He then said there is some frustration regarding the hiring of the Code enforcer and Finance clerk. He further said that the manager gave us job descriptions for 2 positions at the fire department for council to review which has some division in this area.
- Councilor Sais said there has been division between administration and council and he feels we need to work together because we are a small group and a new city and hopefully we can get together and implement some of the goals.
- Councilor Brown said last year we had a governing body priority list in addition to the priority established for the manager he then passed out and went over the priority list for the governing body to update.
- Councilor Brown asked for the status of the HR company's invoice.
- Mayor Gwinn said it is under an attorney review.
- Councilor Gutjahr said regarding the health fair they are not sure what the status is at this point with all the construction going on, but it is still scheduled for the 21st of October.
- Councilor Gutjahr said we are still working on the process of how to fund another officer and timelines.
- Councilor Gutjahr explained we are having a public forum on Solid Waste on the 21st of August here at City Hall.
- Mayor Gwinn said on August 9th the kids start back to school and explained we have a drop box for school supplies in the front office if any of the residents wish to contribute.
- Mayor Gwinn explained that on August 7th is National night out here in the parking lot of City Hall and then said the Sheriff's department will be passing out backpacks with school supplies.
- Mayor Gwinn said the city has been looking at our bus routes and highlight the roads that our buses take and looking at potholes and signs.
- Mayor Gwinn said we had a great cleanup and thanked Councilor Brown for his help and also the help from Dennis Kintzler and Thomas Scroggins and they had filled 3 dumpsters.
- Mayor Gwinn said we will be adding another school bus to the City.
- Mayor Gwinn said we have our Annual Convention for municipalities which will be held in Roswell this year.
- Councilor Gutjahr thanked the City Manager for following up on the Zone opportunity.

Adjourn

- Councilor Gutjahr made a motion to adjourn. The motion was second by Sais. With a 4-0 vote the City Council regular business meeting was adjourned at 7:35 pm.

Respectfully submitted,

Pamela Johnson, Municipal Clerk
(Taken and Transcribed by Elizabeth 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