

City of Rio Communities Council Minutes
 Special Business Meeting
 November 1, 2018

Call to Order

- Mayor Gwinn called to order the city council special business meeting at 10:00 am.

Pledge of Allegiance

- Arturo Sais led the Pledge of Allegiance.

Roll Call

- Present: Mayor Mark Gwinn, Councilors; Bill Brown, Peggy Gutjahr, Arturo Sais and Joshua Ramsell.
- Present: Finance Officer/Treasurer Celina Benavidez and Municipal Clerk Lisa Adair

Approval of Agenda

- Councilor Gutjahr made a motion to approve the agenda as written for November 1, 2018. The motion was second by Councilor Brown. With a 4-0 vote the agenda for the special business meeting of November 1, 2018 was approved as written.

Accounts Payable

- Treasurer Benavidez read the Fire Departments accounts payable into the minutes.

NM Water Service Company	\$	131.12	Shred-it	\$	77.40
Able & Willies	\$	722.50	Century Link	\$	48.77
Pest Defense Solutions	\$	147.79	Boundtree Medical	\$	797.82
PNM	\$	797.80	Sharp	\$	17.89
Penguin Management	\$	40.00	Julian Barraza	\$	596.50
Grainger Supply	\$	460.32	Card Service Center	\$	1,057.44

- Mayor Gwinn asked regarding the fuel card is this the last purchase for this card.
- Treasurer Benavidez explained this is not the fuel card but is the credit card.
- Mayor Gwinn asked regarding Boundtree Medical if you don't have an itemized list how can Council approve if they do not have anything to compare that matches up to that amount.
- Treasurer Benavidez explained what she meant was that she didn't get an itemized PO, so she didn't have anything to compare and explained it was not an issue for Council it is an accounting issue.
- Councilor Gutjahr asked under card services when it says supplies what does that mean.
- Treasurer Benavidez explained the fire department purchased things from auto zone, but she does not have the receipts to state what they actual are.
- Councilor Gutjahr asked regarding the Abel & Willies bill is that t-shirts.
- Treasurer Benavidez said yes it is for t-shirts and then said she believes they ordered hats also, but this has not been billed as of yet.
- Treasurer Benavidez read the accounts payable for the City into the minutes.

Heather Benavidez (Judge-Oct)	\$	300.00	Bob Skerry (earned/acc time)	\$	6,978.45
NM Water Service Company	\$	377.49	Wilfred Chavez (pharmacy)	\$	79.69

NM Judicial Education	\$	6.00	Court Automation	\$	12.00
Lawrence R. Gordon (P&Z)	\$	60.00	Jimmie Winters (EDC)	\$	90.00
Kuan Tikkun (EDC)	\$	120.00	Frank Logan (EDC)	\$	120.00
Frances Rossberg (EDC)	\$	120.00	Robert William Teague (P&Z)	\$	60.00
L.E. Rubin (P&Z)	\$	150.00	Dennis K. Kintzler (P&Z)	\$	150.00
John Keith Thompson (P&Z)	\$	210.00	Jimmie Winters (P&Z)	\$	210.00
Thomas Scroggins (P&Z)	\$	210.00	Gilbert Garcia (keys)	\$	264.00
Number Nine Media Inc	\$	306.96	Century Link	\$	203.08
Elizabeth F Adair (Clerk travel)	\$	105.78	PNM	\$	409.38
Century Link	\$	84.85	NMML (clerk training)	\$	180.00
AC Disposal Services (cleanup)	\$	1,070.85	Sharp	\$	17.89
NM Gas Co	\$	121.35	Card Service Center	\$	1,019.44
Gusto (WK 16 reg payroll)	\$	6,161.25	Gusto (WK 18 reg payroll)	\$	3,889.86
Gusto (WK 16 reg liabilities)	\$	2,219.61	Gusto (WK 18 reg liabilities)	\$	1.177.64

- Councilor Gutjahr asked payment for Gilbert Garcia is that keys for two doors.
- Treasurer Benavidez explained that it was for 2 doors and 12 keys for one door and 2 keys for the other.
- Councilor Gutjahr asked regarding NM self-insured funds, you said they did not bill us for last year.
- Treasurer Benavidez said that the invoice said for last fiscal year and said she needs to call Kathy and find out exactly what this is for.
- Councilor Gutjahr asked regarding Bob Skerry can we hold off on paying that amount until further investigation.
- Treasurer Benavidez said that it has already been paid after Councilor Gutjahr and Mayor Gwinn had signed off on the amount.
- Councilor Sais asked for clarification if Bob worked one day we had to pay for the entire pay period.
- Treasurer Benavidez said yes that is what he is entitled to.
- Councilor Sais asked regarding the misc. on the card service center what is that for.
- Treasurer Benavidez said it is most likely office supplies, but she will have to contact the credit card service and find out exactly what everything was for.
- Treasurer Benavidez explained that there are some audit adjustments to accounts payable general journal transactions and further explained it is for the Fire Department and City Checking account for \$.09 and \$307.71 explained that it was suggested to her to pay it to the City and she said she can mark it as pay bills and it should take it off.
- Councilor Gutjahr made a motion to pay accounts payable as amended and the journal entries. The motion was second by Councilor Ramsell. Vote: Councilor Brown-yes; Councilor Sais-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. With a 4-0 vote the fire department and Cities accounts payable and journal entries were approved for payment as amended.

Appointment Jim Winters to Building Permit Officer

- Mayor Gwinn said this is an appointment for Jim Winters as the Building Permit Officer, this comes from the P&Z and then said Bob was handling all the reviews of plans before it goes to the P&Z or CID and until we have a new City Manager in place Jim has agreed to take on this position.

- Councilor Gutjahr moved to appoint Jim Winters as our Building Permit Officer. The motion was second by Councilor Brown. Vote: Councilor Ramsell-yes; Councilor Sais-yes; Councilor Gutjahr-yes and Councilor Brown-yes. With a 4-0 vote the appointment of Jim Winters as the Building permit Officer was approved.

Adjourn

- Councilor Brown moved to adjourn. The motion was second by Councilor Sais. With a 4-0 vote the City Council special business meeting was adjourned at 10:26 am.

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