

City of Rio Communities Workshop Minutes  
Tuesday January 9, 2018

- Mayor Mark Gwinn called to order the workshop at 10:00 am.
- Present: Mayor Mark Gwinn; Councilors, Bill Brown, Peggy Gutjahr, Arturo Sais and Thomas Scroggins.  
Present: City Manager Bob Skerry, City Treasurer Celina Benavidez, Municipal Clerk Lisa Adair and EDC Jim Winters.

**Council reports & agenda items – 30 minutes**

- Mayor Gwinn asked for one adjustment to the agenda he would like to add Kristen McLoughlin from PNM to address council.
- Kristen McLoughlin from PNM Local government and Community Relations Manager gave a presentation to the governing body on information on the upcoming legislation and upcoming bill the Energy Redevelopment Bond Act. She then stated that the PRC has final say if the bond is used and continued with the presentation.
- Councilor Sais asked what kind of input would we have.
- Kristen McLoughlin explained how this would help every community to voice their support.
- Councilor Sais asked what is the justification that the PRC is not supporting this.
- Kristen McLoughlin said we must prove to the PRC the justification on saving their customers money and they will rule for it to be used.
- Mayor Gwinn said we use the letter to go to the legislatures and for them to move it forward to the PRC.
- Manager Skerry said the PRC is statutorily controlled.
- Councilor Gutjahr asked for clarification on the megawatts data.
- Kristen explained her documentation.
- Mayor Gwinn continued with Councilor reports.
- Councilor Scroggins had no comments.
- Councilor Sais had no comments.
- Councilor Brown said at the last meeting he mentioned that Ron Gentry had approached him about annexing his property. He then passed out a synopsis of the property and began a discussion.
- Councilor Brown passed out the governing body priorities list status and began a discussion.
- Councilor Brown requested once again to be added to the workshop and the city council meeting agenda for discussion and action to add public input to the city council meeting.
- Mayor Gwinn said he would like to wait and see how the public input at the workshops are going before discussion about moving it to council meetings.
- Councilor Brown said it has been one year to the date since first introduced the option.
- Mayor Gwinn asked to defer this item till end of February.
- Councilor Brown agreed to defer till February.
- Councilor Gutjahr said the family health fair will be on Saturday April 21<sup>st</sup>.
- Councilor Gutjahr explained some of the comments she had received regarding the speed sign on Goodman.
- Mayor Gwinn mentioned on the 20<sup>th</sup> of the month will be the City cleanup.
- Mayor Gwinn said in February he and Bob will be attending the Legislative Municipal League Day.
- Mayor Gwinn said a lot of the potholes have been taken care of. He then said that the bid for Manzano repaving is opened today and AMR gave us kudos for the Street Signs it has helped them out a lot.

- Councilor Gutjahr explained her understanding of tomorrow night's townhall meeting by the legislators is regarding the upcoming legislative session.
- Clerk Adair asked all Councilors to go over the dates for the city cleanups and let her know a month before the date, so they can make any adjustments to the calendar.

### **Budget items from Council – Discussion**

- Mayor Gwinn asked council to look at the synopsis he handed them on areas of concern for the budget.
- Councilor Gutjahr said regarding item number #7 EMT's & benefits the money come out of the EMS fund and then asked does the fire chief pay come out of something different.
- City Manager explained that the money can come out of EMS funds if both the fire chief and assistant fire chief are EMT's and then said most of the cost if not all of it could be covered under the EMS GRT and fire funds and then said however after creating the position and the GRT goes down and/or there are no State fire funds you are stuck with a staff position and the City would have to pay for it.
- Councilor Brown said we can look at homeland security safer program, but it only covers up to 5 years. He then said we need to seriously consider 2 full-time EMT's.
- Manager Skerry explained the protocols for the fire department and further explained that his job is to come up with solutions and then began a discussion.
- Councilor Brown asked regarding a location for the sub-site volunteer location would all their training be covered by the fire station funding and training be done here.
- Manager Skerry said yes, all training will happen here and continued the discussion.
- Manager Skerry read to council the directive for a fire chief's, nature of duties and continued the discussion on what is missing in the fire department.
- Councilor Scroggins asked since the fire chief reports to the City Manager, does he the city manager have the authority to hire and fire the chief.
- Manager Skerry explained not with the current by-laws as they are written but he does have veto power over the chief. He then further explained if they are a paid position, he as the City Manager does have the authority and continued the discussion.
- Councilor Scroggins said what leaves him confused is what is the relationship between the fire department and the governing body.
- Manager Skerry explained that no volunteer fire department can manage their own books but have a fiscal agent and the City is their agent, the Council is the finance board and continued the discussion.
- Councilor Scroggins said he feels we do not have a well-defined relationship with the fire department and the hiring process.
- Manager Skerry said that all personnel will come through the City Manager and then explained that a volunteer fire department does not hire paid staff and continued the discussion.
- Councilor Gutjahr asked at this point we currently have their by-laws and we are looking at, either meshing or rewrite so that they have input who they would like in their department, but we would hire the salaried positions.
- Manager Skerry explained the individual would still have to meet all requirements for the fire department before hired at a salaried position and continued the discussion.
- Councilor Sais asked what percentage of the fire department volunteers live in the City.
- Manager Skerry said he does not have that number.
- Manager Skerry explained the key to getting fire and EMS personnel is PERA and continued the discussion.

- Councilor Brown asked regarding item #5 the HR retainer there is a range of \$15,000 - \$20,000 and suggested to put it to \$50,000.
- Mayor Gwinn said he has been looking at other cities with similarities and they are at this range.
- Manager Skerry explained that by ordinance the City Manager has control over HR and then further explained the process of what the HR company does for private industries and then stated he is not for turning over the hiring of personnel to this HR company it is still his responsibility and began a discussion.
- Councilor Brown said he understood from the HR company was to study our documents.
- Councilor Gutjahr asked the more realistic number would be about \$10,000.
- Manager Skerry said he thinks once the HR assessment is complete we are done and continued the discussion.
- Councilor Brown said regarding item # 8 develop walking trails and small parks for families could lead into the eminent domains and said he feels we need to set aside \$50,000 for acquisition of lands.
- Manager Skerry explained we have \$20,000 in the budget for parks and open space study and plan.
- Councilor Gutjahr said she has been hearing all the time from the community is the need for another full-time deputy and began a discussion.
- Councilor Scroggins asked if we would get a second deputy and annex the industrial park would we not then end up paying the County double, since they are already covering the industrial park.
- Manager Skerry explained hypothetically if the annexation would go through essentially, we could get an additional officer without raising taxes just on the property taxes received from the industrial park and continued the discussion.
- Councilor Gutjahr asked what would the estimate time frame for annexation.
- Manager Skerry explained the best way to do annexation is through a petition of the landowners and continued the discussion.
- Councilor Sais said the County would be more receptive with two officers.
- Councilor Scroggins said we are going to have a new Sheriff's office regime, so we don't know if they will be as receptive and continued the discussion.
- Manager Skerry explained that the Sheriff is an elected position, but the County is the finance board and they are the one that make the final approval and further explained the process of the continued services agreement and continued the discussion.
- Councilor Brown said he is personally against adding a second deputy and explained we already have the lowest crime rate in the County, we have extraordinary backup for the deputy we have and feels a second deputy would not prevent crime and then continued the discussion.
- Manager Skerry explained that the court clerk can handle the work load with one deputy, adding another deputy would increase the work load, this may have the need to add another part-time court clerk and continued the discussion.

**a) Public questions (3) minutes to address the Council**

- No public comments.

**P&Z Questions on Solid Waste – Discussion**

- Mayor Gwinn stated that P&Z gave Council questions where they are and where we might want to proceed and began a discussion on looking at various options.
- Councilor Brown stated that he attended a few sessions with P&Z and said that he felt the consensus was a single hauler and mandatory pickup and continued the discussion.

- Councilor Scroggins explained he saw someone put 3 sizable garbage bags in the Dollar Store dumpster and continued the discussion on accountability.
- Mayor Gwinn explained Belen and Bosque Farms have a billing department. He then asked how would mandatory pickup be enforced and who will do the leg work, the single hauler or the City and continued the discussion
- Councilor Scroggins asked if we had a code enforcer would that be part of their job to send a letter of non-compliance.
- Manager Skerry explained we have a trash accumulation ordinance, so if the code enforcer knew what house was not using a trash service he could take that person to court and continued the discussion.
- Councilor Gutjahr asked would we have to put a scope of work out for bid with all the requirements for the single hauler to commit to.
- Manager Skerry explained we would write a solid waste ordinance first and then behind that would be the RFP and would address all the bid questions and continued the discussion

**a) Public questions (3) minutes to address the Council**

- No public comments.

**Resolution 2018- \_\_ County EMS GRT**

**Resolution 2018 - \_\_ 2<sup>nd</sup> Fire Funds Distribution**

**Resolution 2018 - \_\_ Fire Department Fuel Card**

- Treasurer Benavidez asked that all resolution be combined for this discussion. She then explained what each resolution was about.
- Councilor Sais asked if we are reimbursed from the fire funds after we pay it for the fire department.
- Treasurer Benavidez explained at this point our account is associated with the fire department, so it is easier to just pay it out of general funds and began a discussion on the process.

**EDC LEDA – Jim Winters – Discussion**

- EDC Chairman Jim Winters passed out the recommendation from the State Economic Development and explained their recommendations.
- Mayor Gwinn asked is EDC asking for Council to approve the LEDA and EDC plan tonight.
- Chairman Winters explained both the EDC and LEDA is on the agenda tonight and what will be needed from Council.

**a) Public questions (3) minutes to address the Council**

- No public comments.

**Update HR status – Discussion**

- Manager Skerry explained Allyssa (our designated rep.) has come down from the HR company and has gone over the policies and job description. He then began a discussion on the wage and salary scale, job descriptions and hiring process.
- Manager Skerry mentioned that we are looking at hiring a full-time finance assistant and making this position requiring them to be a backup CPO, notary public and get bonded.
- Mayor Gwinn asked if you are looking at a finance assistant, are you saying you wouldn't be able to find that person locally.
- Manager Skerry explained that we need someone to be able to back-up the finance department and has knowledge of that position and continued the discussion.
- Councilor Gutjahr explained her past in hiring individuals with not all the required skills but had strong learning abilities and continued the discussion on how they were very strong employees.
- Manager Skerry stated that he feels to get qualified employees we need to adjust the wage and salary scale and continued the discussion.

- Councilor Brown said even with our existing position descriptions calls for more qualification and experience than what the existing wage and salary schedule pays and continued the discussion.
- Manager Skerry explained what the HR company will be giving us a means regarding the salary and wage scale within the area and continued the discussion.
- Manager Skerry explained we have an application for PERA and continued the discussion on the process for the application.
- Manager Skerry said there is a general health services available through PERA, but we do not qualify and then further explained that we are still on our own for health care, so we need to continue the nominal fee and continued the discussion.
- Councilor Brown asked when will we change the full-time hours to 40 instead of 35.
- Manager Skerry explained the reasoning that we had come up with the hours was due to keeping wages low and further explained that the salaried employees usually work more than 35 hours a week and continued the discussion.

**a) Public questions (3) minutes to address the Council**

- No public comments.

**Manager Report**

- No manager's report.
- The City Council workshop was adjourned at 12:58 pm.

Respectfully submitted,

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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: \_\_\_\_\_