

City of Rio Communities Workshop Minutes  
Tuesday November 13, 2018

- Mayor Gwinn called to order the city council workshop at 10:00 am.
- Present: Mayor Mark Gwinn, Councilors; Bill Brown, Peggy Gutjahr and Joshua Ramsell.  
Absent: Councilor Arturo Sais.  
Present: Municipal Clerk Lisa Adair and Treasurer Celina Benavidez.
- Mayor Gwinn said he would like to move FBT's report to the beginning of the meeting and Council reports will be after that.

**Change Order proposal for columns and footings - Discussion**

- Jeremy Trumble from FBT Architects discussed progress on various projects and explained changes that need to occur for the current work around the city hall building. He said the change order is for demolition of the old columns and addition of new columns for the canopy. He said the original design intent was to maintain the existing columns and use them for structural elements for the new canopy but after the contractor completed demolition, they found that the columns were not structurally sound for the new construction. He said the change order is to remove those columns and replace them for the new structure.
- Mayor Gwinn said he passed the information to Treasurer Benavidez and she has signed off on it and forwarded it back to FBT.

**GEO test for subgrade of concrete – Discussion**

- Mr. Trumble said the line item for materials testing needs to be approved. He said this is an owner cost and is a third-party verification that the contractor is performing the sub-grade preparation properly. He said the proposal is "hourly not to exceed" for geo-testing and the contractor will call for those tests as needed. He said they will test the compression strength of the concrete and the dirt underneath the sidewalks and a similar cost should also be anticipated for the landscaping part of the project.
- Mayor Gwinn said Treasurer Benavidez has also signed off on that and sent it to FBT.
- Mr. Trumble said the landscape project is moving forward and is within the budget. He said the pricing on the work at the fire station is being done now and should be within the budget.
- Mayor Gwinn said some changes were made to the landscape plan to stay within budget. He said because of the change orders that were necessary, we're behind on the project and asked for an estimated time to complete the work around the outside.
- Mr. Trumble said he would have to go back to Mick Rich to get a definitive schedule.
- Mayor Gwinn asked that the information he gets from Mick Rich be forwarded to him.

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

- Councilor Ramsell said he noticed some road repairs have been completed and residents have told him they are grateful.
- Councilor Brown said he has an update on the Older American Program. He said at their meeting at Del Rio Senior Center they asked for help and have hired someone for \$30 per week. He said Lupe is

happy to have her because she relates well to the clients and is a good worker. He asked if we've been able to get information regarding her request for Wi-Fi.

- Mayor Gwinn said he spoke with the Danny Monette and he said there may be a possible collaboration between the City and the County to get Wi-Fi for them. He said he will meet with Mr. Monette and see what can be done.
- Councilor Brown said he attended the MOLI 3 and there was a facilitator that made a presentation on good communication. He also said Greg Hall from Rio Rancho spoke to the value of having a city Facebook page that is active.
- Councilor Brown said Randy Van Vleck from NMML spoke about the new election process which is having the county run all elections and the timing required.
- Councilor Gutjahr said, because of the weather yesterday, we will have to reschedule training with Tasha on interviewing potential employees. She said she asked Tasha for possible dates for the training within the next few weeks.
- Councilor Gutjahr said she got a call today asking for a time to do the training on the time clock.
- Mayor Gwinn said he will talk to Treasurer Benavidez.
- Councilor Gutjahr said all the Councilors will be attending the training this week and because there are so many sessions, we may want to split them up.
- Mayor Gwinn said we should split up the sessions and discuss them at the next workshop. He then began a discussion on who will be attending what.
- Councilor Gutjahr said she and Councilor Ramsell attended a meeting at the fire station and the only position that will require an election will be for a secretary. She said the others were elected by acclamation and the chief is Nathan Gonzales and the assistant is Andrew Tabet.
- Councilor Gutjahr said she and the Mayor met with the State Fire Marshal who was very helpful and complimented us on how we're handling things. She said he told her it has been difficult to move thinking and staffing in the direction of rescue and medical calls.
- Mayor Gwinn said he gave the State Fire Marshal a copy of the letter the Town of Peralta submitted when they took over their fire department and he said that's all he needs. He said he will put it on file that we're the fiscal agent for the City of Rio Communities Fire Department including fire district one.
- Mayor Gwinn said he would like to put a temp agency on the agenda for the workshop on the 27<sup>th</sup> to give us an idea of where they can help us until we hire a city manager.
- Mayor Gwinn said Universal paving is working on various intersections and chip and seal will have to wait until this spring.
- Mayor Gwinn said the attorney reviewing the trash ordinance wants to meet with us either next week or the last week in November. He said he will ask members of P&Z to sit in on the meeting along with him and Councilor Gutjahr. He said he hopes we'll have more details after that meeting and would like to have it on the agenda for the Council meeting on December 11 to move to public hearing.
- Mayor Gwinn reported on the number of applications for building permits that have been submitted to the City since 2015. He said most of those applications were for solar panels and carports.
- Mayor Gwinn said the last cleanup for this year will be on the 17<sup>th</sup> of this month. He said we may have to work out something else to get dumpster here after the sale of AC Disposal which is supposed to happen on December 1.
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## **Guest Speaker – Ann McCartney – Valencia Renewables and Solar PV**

- ❖ Ann McCartney from Valencia Renewables explained that her organization is interested in promoting renewable energy and energy conservation by government entities, schools and residents in Valencia County to save money and reduce carbon emissions. She said there is a program run by the New Mexico Energy, Minerals and Natural Resources called ESCO where companies do energy audits at no charge to the cities or counties to look at energy use and how to save money.
- ❖ Mayor Gwinn said we have partnered with PNM with a solar plant in our City and they have looked at areas for us to improve our energy costs. He said any cost cuts made by the municipalities benefits everyone.
- ❖ Councilor Gutjahr said PNM did an energy audit and indicated there were ways that we could obtain significant savings. She said Jim Winters looked at the data from PNM and said because of our roof, solar panels on the roof would not work for us but there are other things we're doing, and it may be helpful to have another energy audit now.
- ❖ Ms. McCartney suggested having the Energy, Minerals and Natural Resources come and give their presentation to Council.

## **1<sup>st</sup> Quarter Financial Report - Discussion**

- Treasurer Benavidez said she sent the report to Mayor Gwinn and Councilor Gutjahr and asked if they had questions.
- Treasurer Benavidez explained two negative balances on State EMS GRT and Fire Funds shown on the report and balances under Miscellaneous Expenditures in the General Fund. She also said there is nothing under Economic Development Housing. She said those expenses were expensed to finance and administration because what we've done with economic development doesn't qualify as housing. She also said the attorney fees were expensed to executive legislative account, but we only budgeted \$7,000 for that and we're at 52.7% of our budget now. She also explained amounts under other special revenue that belongs to County EMS GRT and now we have set up accounts for County EMS/GRT and discretionary funds.
- Councilor Gutjahr said both the new fire chief and the assistant are willing to meet with Treasurer Benavidez and go through the budget so that they understand it.
- Treasurer Benavidez said that should be done as soon as possible to avoid negative balances.

## **Order 3<sup>rd</sup> dumpster for November Cleanup - Discussion**

- Mayor Gwinn said this was covered under Council Reports.

## **Personnel Board, EDC & P&Z members – Discussion**

- Mayor Gwinn said everyone up for renewal on P&Z have agreed to continue. He also said he will be introducing one person to be added to the Personnel Board.
- Councilor Brown said he has talked with the two existing members and let them know that as soon as we have a new member, he will be calling a meeting.
- Mayor Gwinn said he has two individuals that will attend EDC meetings and hopefully one or both will agree to serve on the EDC or P&Z. He said he will introduce one of them at Council meeting tonight.

## **Personnel Policy updates – Discussion**

- Councilor Gutjahr reviewed changes to the policy as follows: exit interview was added to the definitions and a statement regarding verification of receipt of applications was added under Submission of

Application. She also said a statement was added under Reduction in Force and Layoff that an exit interview will be required. After some discussion, it was decided that “required” should be changed to “requested”. She then said the language regarding selection of a committee to interview was changed to read “no less than three”.

#### **City Organizational Chart – Discussion**

- Mayor Gwinn went over the city organizational chart and said it will help to understand how the City operates.

#### **Change Workshop back to Monday – Discussion**

- Mayor Gwinn said he has had a request from some Councilors that they would like to go back to a Monday workshop which would give them more time to digest information before the regular business meeting on Tuesday.
- Councilor Brown said we changed the workshop to Tuesday because the financial information could not be made available on Mondays. He asked if the financials will be available if the workshop is moved to back to Monday.
- Mayor Gwinn said one of the reasons for the change was that payroll had to be done on Monday and maybe a workshop around 2:00 p.m. would be better.
- Municipal Clerk Adair said another reason was that getting the packets together on Monday morning was difficult.
- Councilor Gutjahr said she understands that getting the financial reports ready on Monday morning is a struggle and it may be better to meet later in the day. She said it would also be helpful if the workshops could run shorter.
- Mayor Gwinn suggested tabling this discussion until the first of the year. He also said Councilor Sais should be here for the discussion.
- Councilor Brown said he would like to keep the workshop as is and getting the packet earlier would be good too.

#### **Councilor Brown – internship program – Discussion**

- Councilor Brown distributed information on specifics of how the program works and began a discussion. He said we would have to identify a project for the intern and the number of hours ahead of time and it has to be agreed to by Council, the intern and the internship program.
- Mayor Gwinn said he likes the program but would like to have a City Manager hired first.
- Councilor Gutjahr said she has worked with interns before and it is important that we have someone here to supervise because it requires a lot more than we think.
- Councilor Brown said if we want someone for next semester we can't wait.
- Councilor Ramsell said maybe we would have to wait until the fall semester and it may be something we want to do twice a year if it ends up being a productive venture.
- Councilor Brown said this would be a win-win all around and he would like for the City to pursue it.
- Mayor Gwinn reminded that Council will be attend a DFA Budget Conference on November 15 and 16.

- The City Council workshop was adjourned at 11:45 am.

Respectfully submitted,

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Lisa Adair, Municipal Clerk  
(Transcribed by Pamela Johnson, Deputy Clerk)

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

Approved:

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Mark Gwinn,  
Mayor

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Margaret (Peggy) Gutjahr,  
Councilor Mayor Pro-tem

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Bill Brown,  
Councilor

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Joshua Ramsell,  
Councilor

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Arturo R. Sais,  
Councilor