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**Call to Order**

- Chairman Kuan Tikkun called to order the Economic Development Commission meeting at 10:05 a.m.

**Pledge of Allegiance**

- Vice Chair Loedi Silva led the Pledge of Allegiance.

**Roll Call**

- Present- Chairman Kuan Tikkun, Vice Chair Loedi Silva, Secretary Fran Rossberg, Frank Logan and Tom Zanotti.
- Present- City Manager Dr. Martin Moore, Mayor Pro tem Peggy Gutjahr, Municipal Clerk Lisa Adair and Deputy Clerk Amy Lopez

**Approval of Agenda for March 24, 2021**

- Secretary Fran Rossberg made the motion to approve the agenda for March 24, 2021. The motion was second by Mr. Frank Logan to approve the agenda for March 24, 2021. Secretary Fran Rossberg. Vote: Chairman Kuan Tikkun – yes; Vice Chair Loedi Silva- yes; Secretary Fran Rossberg- yes; Frank Logan – yes; Tom Zanotti – yes. With a 5-0 vote the agenda for the Economic Development meeting was approved as written.

**Approval of Meeting Minutes from March 10, 2021**

- Mr. Frank Logan made the motion to approve the Meeting Minutes for March 10, 2021. The motion was second by Secretary Fran Rossberg. Vote: Chairman Kuan Tikkun – yes; Vice Chair Loedi Silva- yes; Secretary Fran Rossberg- yes; Frank Logan – yes; Tom Zanotti – yes. With a 5-0 vote the Meeting Minutes from the March 10, 2021 the Economic Development meeting minutes was approved.

**General Commission Discussion**

- Chairman Tikkun said RCAN did trash pickup day and picked up 17 bags of trash off Hillandale and is looking at coordinating a trash pickup with Universal Waste System because we found a huge dump site on the North section of Hillandale and Manzano Expressway and have a pickup truck available to be able to throw those large items.
- Manager Dr. Moore asked when this would take place.
- Chairman Tikkun said we are looking to coordinate with the City on April 12<sup>th</sup>, and we would go out again alone on April 16<sup>th</sup>. She then said the next RCAN is going to be April 15<sup>th</sup>.

**Public Comment**

- No comments were made.

**Mayor Pro tem and/or City Manager Update**

- Mayor Pro tem Gutjahr said at the Council meeting last night we have come up with three things that we would like to see happen at our joint meeting with EDC: We would like to have a Welcome Business Committee; We would like to have the magnets updated and passed out; We have had conversations for Grand Opening, specifically UWS. He then said UWS said they have 2,003 regular customers, 103 that are not being serviced because they are not paying and will be cited by the Code Enforcer, and there are 44 vacant lots, and Universal Waste is extremely pleased. She further explained there are other businesses that have come in that might want grand openings.

- Vice-chair Silva said we might want to have a discussion before our joint meeting if Universal wants to have a grand opening sooner and began a discussion.
- Vice-chair Silva asked when the Newsletter comes out.
- Mayor Pro tem Gutjahr said it comes out in May.
- Vice-chair Silva said we might want to try to get it in the Newsletter or Universal's newsletter and continued the discussion.
- Mayor Pro tem Gutjahr said she and Clerk Adair will be looking at the magnets and be presenting that at the joint meeting. She then asked how the questionnaire has been going.
- Secretary Rossberg said we have gotten 22 back out of 46 businesses that have registered this year and continued the discussion.
- Mayor Pro tem Gutjahr said after speaking to the several of the local businesses and a lot of them don't know what Economic Development is, and I was wondering how we can make the EDC more visible. She explained that members of the EDC should go around to the businesses and introduce themselves and hand them newsletters.
- Mayor Pro tem Gutjahr said she passed out an organizational chart that shows who does what. She then explained the chain of command of the different departments and said both commissions work with the City Manager but mostly with the Council.
- Chairman Tikkun said the advisory boards and the City attorney are under the governing body and the Council and continued the discussion.
- Manager Dr. Moore said he handles the day-to-day operation and direction and continued the discussion.
- Mr. Logan said we have always been unclear about finance, but, using the example of our website, we were told that we went about getting the work done the wrong way, but it was our website, and we know what we wanted where finance did not. He then asked if we go to Manager Dr. Moore.
- Mayor Pro tem Gutjahr said you were never given proper instruction, explained the procedure, and continued the discussion.
- Manager Dr. Moore said the purchasing laws of the State and the municipalities changed in 2014. He then explained that we have to have a procurement officer and if we do not, we are forced to use the State Procurement Officer, and we have to follow a strict structure or we have audit findings. He then explained that EDC was probably never informed of the proper procedure and continued the discussion.
- Manager Dr. Moore said since EDC is a commission, we are allowed to use State contractors that you can talk to and get information from without spinning your wheels on quotes that you can't use.
- Mayor Pro tem Gutjahr said our audit was presented last night and we had significant deficiencies and they all involved procurement and when you look at them it wasn't a lot of money, but the public can see that things were not done correctly.
- Manager Dr. Moore said public officials can now be held personally liable and we need to very care to follow all the laws, or public officials can be sued and continued the discussion.
- The Commission began a discussion about State contracts.
- Manager Dr. Moore said I have been discussing logo/branding with the Council and other contacts and we can have someone, maybe Kristen from Los Lunas, come and talk to you and continued the discussion.
- Mayor Pro tem Gutjahr said one of the issues the Council has struggled with the Fire Department, the previous finance officer and previous City Manager not understanding procurement and we have had to clean that up.
- Manager Dr. Moore said talking to the Finance Officer and we have found money in the Capitol Budget and the City Council has been proposed to use that money for a sign for the City. He then said he has looked at the previous proposals to know about how much we are looking at.
- Mayor Pro tem Gutjahr said Peralta had put out a lovely new sign that is a good example of what we could have here.
- Manager Dr. Moore said he is expecting to have a proposal to Council in April. He then explained we will have to place something around the bottom of the sign to keep people from driving under the sign.

- Tom Zanotti asked if we had any money to spend on parks and if not, wouldn't that money be best spent on parks.
- Manager Dr. Moore explained that it looks like we will be receiving \$250,000 for parks and explained bonding that will help with that.
- Mayor Pro tem Gutjahr said we have about \$600,000 to put into the building for electrical, moving offices to the other side so that this side becomes recreation, and we are looking at replacing some fire trucks. She then said we are looking to see some real changes in the City this year.
- Vice-chair Silva asked if EDC could be informed when those grants will be in effect so that we can put those on social media.
- Manager Dr. Moore said we will be better about getting information out to different areas, the Commissions, the Public and other places that might need to know. He then said we want people to see that things are happening and continued the discussion.
- Manager Dr. Moore said a press release might not hurt.
- Mayor Pro tem Gutjahr said the newsletter will be showing the new doors on the fire department and inform people that the money to do so did not come out of the City's pocket and continued the discussion.
- Mayor Pro tem Gutjahr said things are happening, we have had issues to clean up and now we are getting ready to go.
- Chair Tikkun asked where the EDC falls under qualified immunity.
- Manager Dr. Moore said the commissions do fall under qualified immunity.
- Mayor Pro tem Gutjahr said if you step outside of your role and do something that you are not supposed to do as a representative of the city, you are liable and continued the discussion.
- Mr. Zanotti asked if there was a designated information officer for the City.
- Manager Dr. Moore said that it is something Council will have to discuss and explained Federal Qualified Immunity and how the State and cities will have to learn those rules.
- Mayor Pro tem Gutjahr said for the designated information person, it would be the Mayor or the City Manager.
- Manager Dr. Moore said he wouldn't dare speak on something the Council has not approved and would defer the question to the Mayor and continued the discussion.
- Mayor Pro tem Gutjahr said if there is ever a question at all, speak to the Manager and continued the discussion.
- Commission began a discussion about GRT and the importance of people using Rio Communities when filing business tax information.
- Chair Tikkun said there was a suggestion to have a business get together to make sure they understand to file taxes under Rio Communities, and began a discussion.
- A discussion began on what cannot be purchased by the City.
- Chair Tikkun said there was a question about electricity for the large sign and asked where the power would come from.
- Mayor Pro tem Gutjahr said there is a way to do it and continued the discussion.
- Secretary Rossberg said we have to spend a certain percentage of money that we get to promote public art and suggested using that money to decorate around the bottom of the sign and began a discussion.

**Public Comment •**

- No comments were made.

**Strengths, Weaknesses**

- Chair Tikkun asked what strengths and weaknesses the Commissioner found.
- Mr. Zanotti said we could come up with this stuff, but it really hasn't changed, we are probably too close to the situation, and might need an outside source to be the judge. He then gave a list of strengths: rural; low housing pricing; climate; young city (could also be a weakness); (could also be a weakness). Weakness: invisibility, no one knows where we are, we have not developed State contacts for people to know we are a City and definitely not nationally; no recreational vehicle parks.

- Chair Tikkun said she had asked the Commissioners to look at Henry Rau's S.W.O.T. report, so that we could narrow it down for developers.
- Manager Dr. Moore said he is willing to help and said just let me know what you are wanting and began a discussion.
- Secretary Rossberg said it is going to depend on who will be looking at it and began a discussion.
- Fran Rossberg said she thought no activities and no park is going to be one thing that is going to detract people from wanting to move here and invisibility.
- Chair Tikkun said invisibility and bad first impression and no Chamber of Commerce.
- Vice-chair Silva said most people drive through without knowing we are a separate City, and we might want to better address that to be more visible.
- Manager Dr. Moore said he can talk to NMDOT to get some signs saying you are entering the City and continued the discussion.
- Chair Tikkun said a park would help us be more visible.
- Chairman Tikkun asked what we should do now with Henry Rau's presentation, are these still current, do we need to update it.
- Vice-chair Silva said she believes two people should take it and narrow it down and address it but this presentation has not changed much since this was written. She explained we do need to lighten it up and put a positive spin on it and continued the discussion.
- Vice-chair Silva made a motion to table this discussion until it is narrowed down and began a discussion.
- A discussion began on what to do next with the presentation.

#### **Broadband Research**

- Not discussed at this time.

#### **Business Questionnaires**

- Secretary Rossberg said there were eight people that said they would like to be promoted on social media and we could highlight those businesses on social media.
- Vice-chair Silva said she would also like to go through those questionnaires and would like to meet before the next meeting and began a discussion.

#### **Social Media**

- Vice-chair Silva said she posted a flyer on social media to businesses explaining why it is so important to use the correct tax codes, she spoke with the new meat market and explained that when they get some new products in, we can feature those new products. She then said she is looking for new things to post and she

#### **Adjourn**

- Mr. Logan moved to adjourn. Vice-Chair second the motion and the meeting adjourned at 11:52 p.m. with a 4-0 vote.

Respectfully submitted,

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Amy L. Lopez, Deputy Clerk

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

Approved

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Kuan Tikkun, Chairman

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Loedi Silva, Vice Chairman

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Fran Rossberg, Secretary

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Frank Logan

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Tom Zanotti