

City of Rio Communities Workshop Minutes  
Tuesday March 12, 2019

- Mayor Gwinn called to order the city council workshop at 10:00 am in the P&Z/EDC Room.
- Present: Mayor Mark Gwinn, Councilors; Bill Brown, Peggy Gutjahr, Arturo Sais and Joshua Ramsell.  
Present: City Manager Lisa Haynes, Municipal Clerk Lisa Adair and Finance Officer Celina Benavidez.
- ❖ Mayor Gwinn said he would like to add accounts payable report to the agenda after Council Reports.

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

- Councilor Ramsell said last week everyone knows there was a real nasty fire and said our fire department was outstanding, not only did they have multiple trucks out there but, they also were covering the City and Tierra Grande at the same time.
- Councilor Ramsell asked about the high charges from TLC.
- Mayor Gwinn said that will be covered in the accounts payable report by Treasurer Benavidez.
- Councilor Sais said public safety will be coming up and we will be discussing in the budget for a police officer, which is a major concern.
- Councilor Sais asked if we are going to have the Solid Waste hearing.
- Mayor Gwinn said he will be forwarding it to the attorney's this week, get the final draft and then take it to a public hearing, hopefully the week of the 26<sup>th</sup> or the first week of April.
- Councilor Sais asked what happened with the street lights.
- Mayor Gwinn said we had a maintenance agreement with APIC and they can help us get these solar lights and then said we need to put it out for bid and began a discussion on the capital outlay funding and procurement issues.
- Councilor Sais asked about the status on speed signs that were torn down, are they going to be replaced.
- Mayor Gwinn said he will be covering that under his report.
- Councilor Brown said he has been working severally on information for a budget workshop.
- Mayor Gwinn asked if Councilor Brown can cover that during the Council priorities list discussion.
- Councilor Brown said two years ago we put \$20,000 into the budget for a parks and trail study, which was not done and was carried over. He then said he would like something bid out so we do not have to carry it over again and began a discussion on the amounts that had been allocated and the bid process.
- Councilor Brown said a year ago we had budget strategies and said he did an update to the top 5 priorities and said he had a problem with the road section that needs to be updated and continued the discussion.
- Councilor Gutjahr said she also feels the fire department did an outstanding job.
- Councilor Gutjahr gave an update on the citizen patrol and she began a discussion to bring the new City Manager up to date on the program.
- Councilor Gutjahr said she talked with the risk manager regarding the Citizen Patrol outline and they had some concerns so they will be meeting with their attorney and continued the discussion.
- Mayor Gwinn showed everyone the color of the stucco that will be placed on the building (Navajo White).
- Mayor Gwinn said we have sent in our NMDOT request and once again gave the roads we are looking at on this grant and then said Bisham and Bishop turned out really good.

- Mayor Gwinn said we put in for the next LEPP and said we still have the funds for this year and then said to answer Councilor Sais regarding the speed signs, the officer did ask to get them replaced but also purchase some kind of recording device also.
- Mayor Gwinn said he has been talking with some people in Albuquerque we may have enough road base stored in the 27 acres to grind and produce our own milling not just for base course but we can possibly make shoulders and walking areas.
- Councilor Brown said specifically Goodman there is a 10 ft easement on both sides that would be great to have and continued the discussion.
- Mayor Gwinn said he had a good meeting with the 5 mayors and the chair of the Commission in Los Lunas, and the main subject was the hospital and began a discussion on there being no pending lawsuits and that everyone needs to have an input in the County regarding the hospital.
- Councilor Sais asked about Ron Gentry being in the paper and donating to a medical facility.
- Mayor Gwinn said the contact that the County made many years ago would not allow for a mini hospital and continued the discussion.
- Councilor Brown explained how the Mil-Levy was originally voted upon by the people in Valencia County to be taxed and it was to provide money for a hospital and then explained up the original idea was to build in Rio Communities and then continued the discussion.
- Mayor Gwinn said during that meeting in Valencia County they had also talked about the homes that had been foreclosed or vacant and began a discussion on a draft that was received from Belen of an ordinance giving more teeth to the City to go after banks that own the properties.
- Mayor Gwinn said other areas that came up was animal control and collection of payment and the process of what we are paying and how this needs to can be changed.
- Councilor Gutjahr explained there is only one animal shelter in the entire County and continued the discussion.
- Mayor Gwinn said the VIA building and our building have the same issues on the canopies and began a discussion on the problems and having a meeting with the Architects.
- Mayor Gwinn said he talked with Belfor and they will be going into the fire department and complete the work in the kitchen, but they are still waiting on the food inspection.
- Councilor Brown said the ADA bathroom is not ADA, it does not have any grab bars.

#### **Accounts Payable report:**

- Treasurer Benavidez explained regarding the TLC issue on the invoices.
- Mayor Gwinn said putting Gordon as the overseer we have another set of eyes looking to make sure the work is being done.
- Manager Haynes asked who pays for the fire department bills.
- Mayor Gwinn explained the funding for the fire department and then explained that the Treasurer gets P.O.'s and pays the bills.
- Manager Haynes asked are they the employees of the City.
- Mayor Gwinn explained they are all volunteer and began a discussion on paid fire departments and the contract with the Sheriff department for an officer.
- Councilor Sais asked if Albuquerque's Mayor going to cut back on head hunt for officers.
- Mayor Gwinn explained he is not going after any of the police academy officer coming out of May's class and continued the discussion.
- Councilor Ramsell asked regarding animal control the bill is about \$800.00.

- Treasurer Benavidez explained the amount of cost of housing and the labor hours that are charged for them to pick up any animal and continued the discussion on animal control.

### **District 8 Meeting April 11<sup>th</sup> (early registration by April 4<sup>th</sup> - who will be attending) – Discussion**

- Mayor Gwinn said the district meeting will be April 11<sup>th</sup> in Rio Rancho and began a discussion on what may be discussed at the meeting.
- Clerk Adair explained the deadline is April 4<sup>th</sup> to sign up for the meeting.

### **Appointment of EDC Member – Discussion**

- Mayor Gwinn explained he will be introducing Loedi Silva tonight to be a member of EDC and explained her credentials.

### **Update seasonal/temporary Janitor – Discussion**

- Mayor Gwinn said we are still looking for a janitor and then said that our Treasurer had called many companies and they did not want to service our community.
- Treasurer Benavidez said commercial companies do not want to come out here and Merry Maids only does residential.
- Councilor Brown said at a previous meeting there was discussion about possibly having an employee as either a temporary or seasonal.
- Clerk Adair explained she called several other municipalities and nobody has done casual or temporary employees for janitorial and then said it will take us some time to create a job description for seasonal persons.
- Treasurer Benavidez asked if Council would be working on the building use policy before the health fair.
- Councilor Gutjahr asked what the concern is since she does fill out the current building use policy, gets the insurance and application along with a deposit check. She then said she is working on the policy and she will do her best to get it done.

#### **Public input/questions (3) minutes to address the Council**

- No public comments.

### **VALEO cleanup day – April 13, 2019 – Discussion**

- Mayor Gwinn said under VALEO we have the cleanup scheduled for April 13 and then explained he is proposing to the County to clean Escobar road and began a discussion on all the municipalities in Valencia County and the County getting involved.
- Clerk Adair explained what she has done to make a proclamation for all the members of VALEO with the exception of Bosque Farms and continued the discussion.

### **Council Priority List – Discussion**

- Councilor Gutjahr explained this is another update on the priority list beginning with the funding of another officer and also putting a lawyer on retainer and keeping it at \$20,000.
- Mayor Gwinn said that the Finance Officer would like to see the lawyer retainer go out for bid. He then explained regarding the Solid Waste Ordinance that the attorney is working on, he explained to them that he would like it for some time in April to start the process of the review and public hearing.
- Councilor Sais stated that he had lunch with the person from Universal.

- Mayor Gwinn explained that this has to go through an RFP and procurement and if someone received other information that person would have to excuse him/her self from a vote because you had outside influence and began a discussion.
- Councilor Gutjahr explained when and when not a Councilor can go to different meetings such as P&Z or EDC and continued the discussion.
- Councilor Sais said he feels we are a rubber stamp and he was elected by the public so he needs to be educated and continued the discussion.
- Councilor Gutjahr explained there is a big difference in her point of view of asking questions is fine but the minute that it looks like you are siding with the vendor or that vendor purchasing something for you whether it be a meal or a gift that can be construed as a bribe and continued the discussion.
- Treasurer Benavidez explained the law is if the gift or purchase is at least \$500 it is a violation.
- Mayor Gwinn said at MOLI training this was explained regarding ethics.
- Councilor Gutjahr said an issue is the perception from the public.
- Councilor Brown asked for clarification on the boundaries regarding attending the EDC or P&Z meetings and continued with the discussion.
- Mayor Gwinn said he thinks they were led down a different trail, but explained that at the MOLI trainings they were told that if the commissions were going to be voting on an issue that would be coming to the governing body a Councilor should not attend and continued the discussion on when to attend the EDC/P&Z meetings.
- Councilor Gutjahr continued with the priority list and asked have the street lights contract been completed.
- Treasurer Benavidez explained that she still needs to talk with APIC.
- Councilor Gutjahr asked about the PNM lights on 47 & 304.
- Mayor Gwinn explained the process of transferring the lights nobody kept paperwork except for us and began a discussion on the contract.
- Councilor Brown said he is still working on the ordinance from the County of the relationship between the City and the fire department, he then said he gave the chief and assistant chief a copy and they will make sure the wording in the proposed ordinance will go by their bylaws.
- Councilor Gutjahr continued with the priority list and said at the next workshop she is hoping to bring something on the building use policy.
- Councilor Gutjahr said annexation was on pause until the City Manager is in place and then said we will be looking at this in May/June discussions.
- Council continued with the priority list.
- Mayor Gwinn explained regarding business licenses and having businesses change their CRS to reflect Rio Communities and continued the discussion.
- Clerk Adair asked if we can add to the priority list, setting up a fee schedule and explained that we have an amount of for a building permit, business license, filming permit and a few others and continued the discussion.
- Treasurer Benavidez asked if can be added to the priority list some sort of agreement of fiscal agency between the fire department and the City.
- Councilor Brown explained that ordinance that he is working on is establishing the relationship between the fire department and the City and establishing the fiscal agent and continued with the discussion.

### **Public input/questions (3) minutes to address the Council**

- Resident said Clerk Lisa said there is not a set fee schedule and then asked is the code enforcer giving citations without fees.
- Clerk Adair explained that is separate from the fees and those citations are code violations and that goes to court.
- Councilor Gutjahr continued with the priority list and asked about the status on the procurement workshop.
- Treasurer Benavidez said she will talk with Terry Davenport and see if there is anyone to be able to help with a procurement workshop.
- Councilor Gutjahr asked about the human resource contract or retainer.
- Treasurer Benavidez explained we are exceeding our small purchasing threshold with the attorney and we never put that out for bid and we are probably going to get an audit finding next year and began a discussion on an attorney retainer.
- Councilor Gutjahr said we do not have an HR company so we had wanted to contract that out and look at it more and continued a discussion on the line item of professional services.
- Councilor Ramsell continued with the priority list, beginning with road clean ups and explained that he got calls from residents asking if they can use the pile of dirt during or after a storm and then said this will work for now but not to do clean up after a big storm.
- Councilor Gutjahr continued with the priority list, review progress of PERA.
- Mayor Gwinn explained that he will be going over with the new Leisa and said he has all the paperwork and they will go over it together and continued with the discussion.
- Mayor Gwinn said that he and Fire Chief had attended a disaster workshop and explained that City Hall would be a designated area for a disaster and continued the discussion on setting up an incident command center.
- Councils continued the discussion on the priority list.
- Councilor Brown explained the background of wanting to setup an MPA internship program and continued with the discussion.
- Councilor Gutjahr asked about the status on municipal code ordinance adding \$10,000 to the budget next year.
- Clerk Adair explained that last year when we were looking at setting up the website we were also given a quote for the codification of the ordinances but Bob had put a hold on that and continued with the discussion.
- Treasurer Benavidez said there might be a procurement issue, going with the same company and not going out for bid for codification.
- Councilor Gutjahr said she put VALEO participation as completed and then explained about the MAC (medical advisory committee) research and the RC (Rio Communities) survey and continued the discussion on the priority list.
- Mayor Gwinn started a discussion regarding our domains riocommunitiesnm. net, org, com and we should buy up all those domains.
- Manager Haynes asked Council why they wanted to hire someone from out of State for your City Manager.
- Mayor Gwinn said it wasn't so much searching for someone out of State but wanting someone certified as a City Manager and explained his process of how he searched for a Manager.
- The City Council workshop was adjourned at 1:10 pm.

Respectfully submitted,

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Lisa Adair, Municipal 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