

City of Rio Communities Council Minutes
Regular Business Meeting
August 13, 2019

Call to Order

- Mayor Mark Gwinn called to order the city council regular business meeting at 6:00 pm.

Pledge of Allegiance

- Dennis Kintzler led the Pledge of Allegiance.

Roll Call

- Present: Mayor Mark Gwinn, Councilors; Bill Brown, Peggy Gutjahr, Arturo Sais and Joshua Ramsell.

Present: City Manager Leisa, Municipal Clerk Lisa Adair, Finance Officer/Treasurer Stephanie Finch, EDC member Lodi Silva, P&Z Chairman Thomas Scroggins, Municipal Judge Heather Benavidez and Court Clerk Lisa Adair.

Approval of Agenda

- Councilor Gutjahr moved to approve the agenda as amended with 19, 20 & 21 removed and table the salary and wage scale. The motion was second by Councilor Sais. With a 4-0 vote the agenda for the City Council regular business meeting was approved as amended.

Approval of Workshop Minutes

- Councilor Ramsell moved to approve the workshop minutes of June 25, 2019. The motion was second by Councilor Brown. With a 4-0 vote the Workshop minutes of June 25, 2019 was approved as written.

Approval of City Council Minutes

- Councilor Sais made a motion to approve the City Council minutes if 6/11/2019 and 6/25/2019. The motion was second by Councilor Gutjahr. With a 4-0 vote the City Council Regular business meeting minutes of June 11 and June 25, 2019 were approved as written.

Public Hearing

- Mayor Gwinn asked for a motion to go into the public hearing for the ICIP.
- **Motion and roll call vote to recess Regular Business Meeting session and to go into Public Hearing:**
 - Councilor Gutjahr moved to recess the regular business meeting to go into the public hearing for the ICIP infrastructure capital improvement plan. The motion was second by Councilor Sais. Vote Councilor Ramsell-yes; Councilor Gutjahr-yes; Councilor Sais-yes and Councilor Brown-yes. With a 4-0 vote Council recessed the regular business meeting session and went into public hearing at 6:05 pm.
 - **ICIP (infrastructure Capital improvement Plan)**
 - Manager Haynes explained that this is for our ICIP (infrastructure capital improvement plan) and went over all the priorities.
 - Councilor Gutjahr explained in order to have to do this we have to have a solid comprehensive plan and once this goes in online our legislatures look at the ICIP and this is what they go by.
 - Manager Haynes said the reason we got the \$715,000 for our roads has been because the roads are in our comprehensive plan.

- Mayor Gwinn explained we continuously update our comprehensive plan.
- Mayor Gwinn explained that we will have the 5 legislators here on September 18, 2019 for a meet and greet.
- Manager Haynes asked if the public is invited to this event.
- Mayor Gwinn said yes and explained they will be giving a presentation when they come.
- Mayor Gwinn explained that we will have a special meeting on the 20th to approve the ICIP.
- **Motion and roll call to go back into Regular Business Meeting session**
 - Councilor Gutjahr made a motion with a roll call vote to go back into the regular business meeting session. The motion was second by Councilor Sais. Vote Councilor Brown-yes; Councilor Ramsell-yes; Councilor Sais-yes and Councilor Gutjahr-yes. With a 4-0 vote Council went back into the regular business meeting session at 6:20 pm.

Swearing in of New Finance Officer/Treasurer – Stephanie Finch

- Judge Benavidez swore in the Finance Officer/Treasurer Stephanie Finch and the Personnel Board member Silvestre Saavedra.

Public Comment

- No public comments

City Manager

- City Manager Leisa Haynes said our City maybe small but we do the same work that all Cities do, she then said we are working on a new app “See Click Fix” and explained what this app will do for the citizens of the City.
- Manager Haynes said the Citizens patrol car is being painted.
- Manager Haynes said every City is required to have 2 certified procurement officers and said she and Angela our finance clerk went to procurement school and both passed and are both certified.
- Manager Haynes explained the public may have seen that Rio Communities is going to have new homes built and said we have only had 2 homes built since 2010.
- Manager Haynes said we will be having a meeting here on Thursday at 10:00 with the Vista Del Rio mobile home park residents.
- Manager Haynes has been meeting with developers in the City.
- Manager Haynes said they will be having a LED lights test starting on Golf Course Road on September 6 – October 4.

Economic Development

- EDC member Lodi Silva said they are working on their website.
- Mayor Gwinn asked when the next meeting for the 501c3 is.
- Lodi Silva said their next meeting is on August 28, 2019.
Resident asked what EDC does for the existing business.
- Lodi Silva said they are looking at ways to help promote the existing business.
Resident said it makes more sense to help the existing businesses.

Planning and Zoning

- P&Z Chairman Thomas Scroggins said as was explained this morning was the zoning and subdivision ordinances.

- Chairman Scroggins said the next thing they are looking into abatement issues and incorporating the State status into our ordinance.

Rio Grande Estates Fire Department

- RGEFD – not here

Municipal Court

- Court Clerk Lisa Adair gave the court report for the month of July: 1 code violation(s) and 26 traffic citation(s) were filled in the courts; amounts collected are: Correction fees \$180; Court Automation fees \$54; Judicial Education fees \$27; Court Fines of \$195 giving a total of \$456 was collected in the courts for the month of July.

Accounts Payable approval

- Finance Officer/Treasurer Finch asked if there was any questions regarding the accounts payable report.
- Mayor Gwinn said he noticed the NM self-insurers was on the report.
- Finance Officer Finch explained that when she broke everything out \$38,649.48 was for the fire department.
- Mayor Gwinn said we also paid \$25,000 the remainder for the police officer.
- Councilor Gutjahr said we had a bill for the animal control and explained the new process and further explained the conversation that with the State Fire Marshal the need to have purchase orders for everything.

FIRE DEPARTMENT – Accounts payable

NM Gas Co	\$ 29.41	Card Service Center	\$ 2,151.13
PNM	\$ 1,147.22	Boundtree Medical	\$ 1,405.46
NM Self Insurers’ Fund	\$ 38,649.48		

CITY – Accounts payable

Gusto (regular payroll)	\$ 9,631.64	High Point Bookkeeping	\$ 940.08
NM Gas Co	\$ 24.84	Gusto (contract fee)	\$ 91.46
PNM	\$ 94.28	PNM	\$ 49.02
Gusto (reg liabilities)	\$ 1,376.21	Pest Defense Solutions	\$ 144.70
Ameripride	\$ 33.44	Sharp	\$ 185.42
Gusto (contract fee)	\$ 85.15	High Point Bookkeeping	\$ 1,396.68
Card Service Center	\$ 7,413.77	Comcast Business	\$ 290.85
Universal Information	\$ 85.00	Ameripride	\$ 33.44
PNM	\$ 52.06	Valencia County (Deputy Officer)	\$ 25,000.00
Pamela Johnson	\$ 102.00	PNM	\$ 512.60
Pest Defense Solutions	\$ 289.40	Century Link	\$ 84.85
Gusto (regular payroll)	\$ 10,205.86	Marilyn Winters	\$ 1,020.00
Quest Diagnostics	\$ 30.50	Ameripride	\$ 33.44
Century Link	\$ 203.08	Elizabeth Adair (Court Clerk)	\$ 293.81
NM GFOA (dues)	\$ 50.00	Elizabeth Adair (travel)	\$ 32.56
Angela Valadez (travel)	\$ 79.20	Angela Valadez (travel)	\$ 59.40
Leisa Haynes (travel)	\$ 19.80	Heather Benavidez (Judge Aug)	\$ 300.00
AC Disposal (cleanup)	\$ 360.00	AC Disposal (cleanup)	\$ 360.00
AC Disposal (cleanup)	\$ 360.00	AC Disposal (cleanup)	\$ 360.00

TLC Plumbing	\$	118.66	Ameripride	\$	33.44
Sharp	\$	185.42	NM Self Insurers' Fund	\$	7,540.92

- Councilor Ramsell moved to approve the accounts payable. The motion was second by Councilor Sais. Vote: Councilor Brown-yes; Councilor Gutjahr-yes; Councilor Sais-yes and Councilor Ramsell-yes. With a 4-0 vote the accounts payable for the Fire Department and the City were approved for payment.

Moving the next Workshop and City Council Meeting from August 27 to August 26 - Discussion

- Mayor Gwinn explained due to the fact that the New Mexico Municipal League conference starts on the 27th of August he has asked the Council to consider moving the regular business meeting to August 26th.
- Councilor Sais moved to hold the regular business meeting and the workshop on August 26th which will be a Monday. The motion was second by Councilor Gutjahr. Vote: Councilor Gutjahr-yes; Councilor Brown-yes; Councilor Ramsell-yes and Councilor Sais-yes. With a 4-0 vote Council approved the moving of the workshop and city council regular business meeting from August 27, 2019 to August 26, 2019.

Resolution 2019 – Capital Outlay Project (drainage)

- Finance Officer/Treasurer Finch read into the minutes Resolution 2019-156 capital outlay project (drainage).
- Councilor Gutjahr moved to approve resolution 2019-156 Capital Outlay Project, drainage. The motion was second by Councilor Ramsell. Vote: Councilor Ramsell-yes; Councilor Sais-yes; Councilor Gutjahr-yes and Councilor Brown-yes. with a 4-0 vote Resolution 2019-156 Capital Outlay Project (drainage \$115,000) was passed, approved, adopted and signed.

Resolution 2019 – Capital Outlay Project (solar lights)

- Finance Officer/Treasurer Finch read into the minutes Resolution 2019-157 capital outlay project (solar lights).
- Councilor Ramsell moved to approve resolution 2019-157 capital outlay project, solar streetlights. Vote: Councilor Sais-yes; Councilor Ramsell-yes; Councilor Brown-yes and Councilor Gutjahr-yes. With a 4-0 vote Resolution 2019-157 Capital Outlay Project (Solar streetlights \$60,000) was passed, approved, adopted and signed.

Resolution 2019 – NMDOT Cooperative Agreement

- Removed

Resolution 2019 – NMDOT (eagle project road)

- Removed

Resolution 2019 - NMDOT (main collections road)

- Removed

Reappointment of EDC members

- Mayor Gwinn explained that the three EDC members wish to be reappointed: Frank Logan, Kuan Tikkun and Fran Rossberg.
- Councilor Gutjahr moved to approve the reappointment of Kuan, Fran and Frank. The motion was second by Councilor Ramsell. Vote: Councilor Ramsell-yes; Councilor Gutjahr-yes; Councilor Brown-yes and Councilor Sais-yes. With a 4-0 vote Frank Logan, Kuan Tikkun and Fran Rossberg were re-appointed to the Economic Development Commission for the City of Rio Communities.

Salary and Wage Scale – Discussion

- Tabled

Job Description public works - Discussion

- Mayor Gwinn explained that we have in our budget approved to individuals for public works and said the City Manager has given Council a job description for this department and asked if Council had a chance to review it.
- Councilor Brown said no.
- Councilor Gutjahr said there are some questions regarding the general duties and stated her concerns.
- Councilor Brown moved to table the job descriptions until next meeting. The motion was second by Councilor Ramsell. Vote: Councilor Gutjahr-yes; Councilor Sais-yes; Councilor Brown-yes and Councilor Ramsell-yes. With a 4-0 vote the approval for the job description of the public works was tabled till August 26th meeting.

Executive Session on limited personnel matters. NM Section 10-15-1 (B)(H)(2)

- Mayor Gwinn asked for a motion to go into closed session.
- **Motion and roll call vote to go into close session**
 - Councilor Gutjahr made a motion with a roll call vote to go into executive session on limited personnel matters. NM section 10-15-1 (B)(H)(2). The motion was second by Councilor Ramsell. Vote: Councilor Brown-yes; Councilor Ramsell-yes; Councilor Sais-yes and Councilor Gutjahr-yes. With a 4-0 vote Council went into executive session on limited personnel matters. NM Section 10-15-1 (B)(H)(2) at 6:53 pm
- **Motion and roll call to go back into regular business meeting session**
 - Councilor Sais moved to go from the closed session to the regular meeting by roll call vote. The motion was second by Councilor Ramsell. Vote: Councilor Brown-yes; Councilor Gutjahr-yes; Councilor Ramsell-yes and Councilor Sais-yes. With a 4-0 vote Council went back into the regular business meeting session at 8:15 pm.
- **Welcome everyone back and statement by the Mayor: The Governing Body of the City of Rio Communities, New Mexico, hereby states that on August 13, 2019 a Closed Executive Session was held and the matters discussed in the closed meeting were limited only to limited personnel matters as posted on the agenda**
 - Mayor Gwinn read the above statement.

Action results from Executive Session

- No action taken from executive session.

Council Reports

- Councilor Ramsell has no report.
- Councilor Sais has no report.
- Councilor Brown has not report.
- Councilor Gutjahr said the Citizen patrol will be meeting on September 4th at 6:30 in the P&Z room.
- Mayor Gwinn said there is a cleanup this Saturday and if there is anyone that has a pickup if they can help it would be greatly appreciated.

Adjourn

- Councilor Ramsell moved to adjourn. The motion was second by Councilor Gutjahr. With a 4-0 vote the City Council regular business meeting was adjourned at 8:17 pm.

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