

City of Rio Communities Workshop Minutes  
Tuesday March 10, 2020

- Mayor Pro-tem Peggy Gutjahr called to order the city council workshop at 10:00 am.
- Present: Mayor Pro-tem Peggy Gutjahr, Councilors; Bill Brown, Jim Winters and Joshua Ramsell.  
Present: Municipal Clerk Lisa Adair, Finance Officer/Treasurer Stephanie Finch and Finance Officer Angela Valadez.
- Mayor Pro-tem Gutjahr add a discussion about the Coronavirus to the agenda before council comments.

**Accounts payable report**

- Finance Officer/Treasurer Finch went over the cash balance report
- Finance Officer/Treasurer Finch explained that we are now paying everything out of the City account, since Council approved the closing of the fire department account.
- Finance Officer/Treasurer Finch went over the accounts payable report.
- Councilor Brown asked why the invoices for Public Works are not on a single invoice.
- Finance Officer/Treasurer Finch said they are from different places and on different days.
- Finance Officer/Treasurer Finch explained that the City will be going with GoDaddy, once we get the okay, we will have you all reset your passwords.
- Councilor Brown said he noticed that March 31 is when we submit the application for the Law Enforcement Fund, but before that we have to negotiate the VC Sheriffs agreement before we can do that.
- Mayor Pro-tem Gutjahr said no, we already have that signed by the Sheriff and began a discussion.

**Award of General Engineering Service Agreement - Discussion**

- Finance Officer/Treasurer Finch explained that HDR was the highest-ranking engineering from the evaluation committee and then explained the contract.
- Councilor Brown felt it was a very well written agreement and expressed concerns regarding change orders that might become a significant amount of money.
- HDR answered Councilor Brown question explaining there won't be any change orders as long as the scope of work requested did not change and began a discussion.
- Mayor Pro-tem asked to change the wording City Manager to Mayor or his/her designee.
- Finance Officer/Treasurer Finch said it could be worded as the Mayor or his/her designee and would speak to the lawyer about it.

**Code Enforcement Officer - speed sign – Discussion**

- Table to next meeting

**Southside of City Hall renovation – Discussion**

- Council began a discussion on the renovation.
- Mayor Pro-tem Gutjahr would be interested to at least talk to an architect and have them look at this and we need to think about what steps we take first.

- Councilor Winters said the thought on the renovation is to get FBT take the inside drawing and whatever changes we want and have them redraw it ADA compliant and with security measures considered and began a discussion.
- Finance Officer/Treasurer Finch said that yes, we can use FBT, we can use them, as long as it us under \$60,000 and then suggested not to use CES anymore and continued the discussion.
- Councilor Winters said one concern is the drainage on the south side and replacing the doors in the back and relight the room. The discussion continued.

**Public input/questions to address the above agenda item (3) minutes to address the Council**

- There were no comments made.

**Library Design/draft of process – Discussion**

- Mayor Pro-tem Gutjahr said there will be a draft for the application and information for the interview process by next meeting.
- City Clerk Adair said she is getting email from the public interested and putting them in a separate file so when we are ready, I know who to send information too.

**Public input/questions to address the above agenda item (3) minutes to address the Council**

- No comment was made.

**Library Procedures time-line – Discussion**

- Council continued the discussion.
- Mayor Pro-tem Gutjahr said we need to go ahead with the purchasing of the equipment for the library.
- City Clerk Adair said that ordering would be done by Finance and began a discussion.
- Jim Winters said as of right now the room will not have to redo the electrical in that room.
- City Clerk Adair explained that guest Wi-Fi is ready and explained the library computers will use it.
- Mayor Pro-tem Gutjahr said we will need some information about ordering books and DVDs, we can order everything except those know for now and allow the library board to order those or we can get more information and order them. The discussion continued.
- Councilor Brown mentioned the deadline to use the funding was April 15<sup>th</sup>.
- Mayor Pro-tem Gutjahr said we do have to have everything ordered by then.

**Public input/questions to address the above agenda item (3) minutes to address the Council**

- Resident gave an example of other areas having problems bringing old books into the library and having the library in the City Hall building itself.

**Resolution 2020-\_\_ Cooperative Agreement (NMDOT Co-op Agreement) – Discussion**

- Council began a discussion on the resolution.
- Councilor Winters explained what roads will be requested for work: West side: Plunket and Unitus, Borros, Palmer, speed bump on Brown. East side: Damen and Horner, Baldwin and Riggs, Suncrest, Sombrero Loop, Pagent and Gorman, Perion court, Guapo, Aviso, Clinton Court is getting so bad it needs fixed.
- Councilor Brown began a discussion about speed bumps.
- Councilor Winters explained the total would be around \$218,00.

- Councilor Ramsell mentioned maybe the City should go ahead and look into fixing Macy, Mead and Knox to have the area finished and began a discussion.
- Councilor Brown asked if there will be enough time to get these done and started a conversation.
- A discussion began regarding contracts.
- Mayor Pro-tem Gutjahr said we have to find
- a way to communicate with Public Works to keep the list of what is being done on the roads and by whom.
- Councilor Ramsell suggested an email list be created for all those involved in the roads and began a discussion.
- Councilor Brown asked if we could have a list of what is being done so that we can present it to the public and began a discussion.
- Jim Winters said that he has finished the bus routes, but not the stops, and also, he has started listing the major DOT projects we have done for the last 3 years so the public can see what we are doing.

### **Reschedule March 24, 2020 workshop and City Council Regular business meeting – discussion**

- Council discussed dates of the reschedule of the March 24, tonight we will be moving to Wednesday the 25<sup>th</sup> of March. It was decided that Council would meet in Council Chambers for the workshop.

### **2020-2021 Valencia County News Bulletin Visitor's Guide – discussion**

- Mayor Pro-tem Gutjahr began a discussion on the visitor's guide.
- Council questioned what we were paying for in advertising and agreed that no more money should be spent on advertising on this budget.

### **General land needs**

- Council began a conversation on land needs.
- Mayor Pro-tem Gutjahr began a discussion about land for parks.
- Councilor Brown said he would like to see an updated asset list on land we do own, it does not show two or three properties.
- Mayor Pro-tem Gutjahr said she agrees but the treasures have been very busy, it could be added to their to do list.
- Council continued with discussion about the land next to the fire department, how it could be paid for, how it was going to be used, and the drainage and access issues.
- Councilor Ramsell began a discussion about Public Works needing a space for their equipment as well.
- Councilor Brown asked where the City's truck was parked and was told it was at the Fire Department.
- Councilor Winters said that Code Enforcer Reeves was having a drawing made for a small park off Hillandale and began a discussion.

### **Coronavirus**

- Council began a discussion about Coronavirus prevention.
- Mayor Pro-tem Gutjahr said we started to look at what we would be able to do from home if we needed to and what our procedure would be to keep people safe while we are working in the building.

### **Council General Discussion & future agenda items – 30 minutes**

- Councilor Ramsell said he understands we need to keep working on the DUNS number for the grant, the Governor might start vetoing Capital Outlay funding because of the oil dropping, was shocked how little people know about our City, how it is funded, and we will need to try to keep the public about Rio Communities, possibly running an article with our history, and began a discussion.
  - Councilor Winters had no comments.
  - Councilor Brown was wondering how sign ups were going to work that are taking place at the cleanup and how parking was going to be handled, was curious about the “coffee shop” visit with our officer and began a discussion.
  - Mayor Pro-tem Gutjahr said regarding Bill Fulginiti, we will send a sympathy card/letter and proclamation for his birthday; met with the Sherriff department of a second officer and began a discussion about what another officer entailed, targeting areas of the City to focus the Officers’ time, and where would the money from citations from a part time officer would go.
  - Councilor Winters asked if there was enough money to sustain another officer.
  - Finance Officer/Treasurer Finch stated that she believes so and then answered Council’s questions about funding an officer: there is enough to fund another officer, it is better to get some public safety in place before some of the other things, like parks.
  - Councilor Winters asked what we are spending on personnel.
  - Finance Officer/Treasurer Finch said she will be able to let you know by end of month and continued the discussion.
  - Finance Officer/Treasurer Finch went over employee benefits with Council: the best plan would be through the State and health insurance would be optional to full time employees, current employees could opt out of PERA but new employees must have it, we have to submit a letter and it is a long process for the insurance and we want to make sure we can afford it and work it into the budget. The discussion continued.
  - Councilor Brown asked about the newsletter having census information and began a discussion.
- The City Council workshop was adjourned at 1:12 pm.

Respectfully submitted,

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 Lisa Adair, Municipal Clerk  
 (Transcribed by Amy L. Lopez, 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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 Jim Winters,  
 Councilor