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Call to Order

- Mayor Pro-tem Peggy Gutjahr called to order the city council regular business meeting at 6:00 pm.

Pledge of Allegiance

- Angela Valadez led the Pledge of Allegiance.

Roll Call

- Present: Mayor Pro-tem Peggy Gutjahr, Councilors; Bill Brown, Joshua Ramsell and Jim Winters.
Present: Municipal Clerk Lisa Adair, Finance Officer/Treasurer Stephanie Finch and Finance Clerk Angela Valadez.

Approval of Agenda

- Councilor Brown moved to accept the agenda as presented. The motion was second by Councilor Ramsell. Vote: Councilor Winters-yes; Councilor Brown-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. With a 4-0 vote the agenda for the regular business meeting was approved as presented.

Approval of Workshop Minutes, City Council Minutes and Special Workshop Minutes

- Councilor Ramsell moved to approve workshop minutes of May 12, 2020 City Council minutes of May 12, 2020 and special workshop minutes of May 7, 2020. The motion was second by Councilor Brown. Vote: Councilor Brown-yes; Councilor Ramsell-yes; Councilor Winters-yes and Councilor Gutjahr-yes. With a 4-0 vote the minutes for the workshop and city council regular business meeting held on April 28, 2020 were approved as written.

Public Comment

- No public comments

Accounts Payable approval

- Finance Officer/Treasurer said she did the cash balance report as of today and explained the beginning and ending cash balances and carryover showing a carryover of \$3,989.00.
- Councilor Ramsell moved to approve the accounts payable as presented. The motion was second by Councilor Winters. Vote: ***0.06*** Councilor Brown-yes; Councilor Ramsell-yes; Councilor Winters-yes and Councilor Gutjahr-yes. With a 4-0 vote accounts payable was approved to be paid.

Resolution 2020-IPA Audit Acceptance Approval

- Finance Officer/Treasurer Finch explained the audit was already approved at another meeting. She further explained last year DFA started requiring a resolution to be passed as approval. She then read into the minutes resolution 2020- 175 IPA audit acceptance approval.
- Councilor Ramsell ***. The motion was second by Councilor Winters. Vote: Councilor Brown-yes; Councilor Ramsell-yes; Councilor Winters-yes and Councilor Gutjahr-yes. With a 4-0 vote Resolution 2020-175 IPA Audit Acceptance Approval was passed, approved, adopted, and signed.

Resolution 2020-PERA SmartSave Deferred Compensation Plan

- Finance Officer/Treasurer Finch explained now that we have signed up for PERA, they also offer the SmartSave Deferred Compensation Plan at no extra cost to the City but it is an extra benefit shall the employee wish to enroll in it to add some additional cushion to the retirement.
- Councilor Ramsell said this is something nice to offer the employees in addition to PERA and his understanding is it works similar to a 401k.
- Finance Officer Finch read into the minutes resolution 2020-PERA SmartSave save deferred compensation plan.
- Councilor Ramsell moved to approve resolution 2020-176 PERA SmartSave deferred compensation plan. The motion was second by Councilor Brown. Vote: Councilor Winters-yes; Councilor Ramsell-yes; Councilor Brown-yes and Councilor Gutjahr-yes. With a 4-0 vote Resolution 2020-176 PERA SmartSave Deferred Compensation Plan was passed, approved, adopted, and signed.

Setup ACH services with United business Bank for payroll and accounts payable

- Finance Officer Stephanie Finch explained that with the new accounting service InCode we have the abilities to do ACH for payroll and accounts payable. In the past we have always contracted out our payroll, it will now be under one roof. We are taking that roll back onto us. She further explained each credit we make it is \$0.10, example each vendor we pay it will cost the City \$.10 as opposed to the cost of the check, envelope and postage and will make things run a lot smoother.
- Councilor Brown said for those that do not know ACH stands for automatic checking.
- Councilor Brown moved to approve the setup of ACH services with United Business Bank for payroll and accounts payable. The motion was second by Councilor Ramsell. Vote: Councilor Winters-yes; Councilor Ramsell-yes; Councilor Brown-yes and Councilor Gutjahr-yes. With a 4-0 vote Council approved and passed the setup of ACH services with United Business Bank for payroll and accounts payable.

Signatories on the bank account having access to complete the ACH file originations

- Finance Officer Stephanie Finch said the bank wants to know who has access to completing the ACH file originations. She is requesting the current signers on the bank account: Peggy Gutjahr, Angela Valadez and herself and any future signers on the bank account have access to complete the ACH file originations.
- Councilor Brown moved to accept the signatory party from the bank account having access to complete the ACH file originations. The motion was second by Councilor Ramsell. Vote: Councilor

Winters-yes; Councilor Ramsell-yes; Councilor Brown-yes and Councilor Gutjahr-yes. With a 4-0 vote Council approved and passed the signatures on the bank account file will have access to complete the ACH file originations.

Changing time and location for Workshops

- Mayor Pro-tem Gutjahr explained the reason this has come because of the need to be virtual we moved every meeting to this room due to the original order from Public Health and the Attorney General keeping our meetings to a minimum.
- Councilor Ramsell said it is good to try out on a short trial as we discussed in the workshop, keeping this until the end of July maybe August see how it works and then taking a look at it again then.
- Councilor Brown suggest tabling it for a final decision until August after the trial.
- Councilor Brown moved to change the discussion of the future location and time of the workshop until the August 11, 2020 meeting. The motion was second by Councilor Ramsell. Vote: Councilor Winters-yes; Councilor Brown-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. With a 4-0 vote Council moved to table the discussion and action to change time and location until August 11, 2020 city council meeting.

Council Reports

- Councilor Winters said we are interested in the amount of monies that have been temporarily frozen by the State. We have 2-3 projects on that list and we anxious to see what happens and we are doing everything we can to be prepared so when they are released we can move forward.
- Councilor Ramsell said it would be a good idea to revisit the fuel cards and moving to express cards. This is especially important for the fire department, so they do not have to stay with just the Philips 66 stations.
- Mayor Pro-tem Gutjahr said her last conversation with Stephanie was they were going to have both cards so they could go to other stations. She then said she will do a follow up.
- Councilor Brown no report.
- Mayor Pro-tem Gutjahr said we are setting up a standing committee to try and navigate some of the issues with the new service and filter through that. She then said she and Councilor Winters had an excellent conversation with both the New Mexico Water Company and PNM about two different issues on their rolls, our rolls and how we can work together.
- Mayor Pro-tem Gutjahr said there were many complaints this weekend regarding ATV's and talked to our Sheriff and making more rounds. Our sheriff deputy said he has talked with his Sargent and they will do what they can when he is not here. He has been monitoring that area, but they are hampered as to what they can do with them.

Adjourn

- Councilor Brown moved to adjourn. The motion was second by Councilor Ramsell. With a 4-0 vote the City Council regular business meeting was adjourned at 6:28 pm.

Respectfully submitted,

Elizabeth (Lisa) Adair, Municipal Clerk

Date: _____

Approved:

Mark Gwinn,
Mayor

Margaret (Peggy) Gutjahr,
Mayor Pro-tem

Bill Brown,
Councilor

Joshua Ramsell,
Councilor

Jim Winters,
Councilor