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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

- Councilor Ramsell 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 and Finance Officer/Treasurer Stephanie Finch.

Approval of Agenda

- Councilor Brown moved for the acceptance of the agenda for Tuesday, August 11, 2020 as presented. 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 the agenda for the regular business meeting of August 11, 2020 was approved as presented.

Approval of Workshop Minutes, City Council Regular Business Meeting Minutes and Special Workshop Minutes

- Councilor Ramsell moved to approve the minutes for the Regular Workshop, Regular City Council Business Meeting and Special Workshop. 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 the minutes for the special workshop held on July 21, 2020; the workshop held on July 28, 2020 and the city council regular business meeting held on July 28, 2020 were approved as written.

Public Comment

- No public comments

Economic Development

- Municipal Clerk read the EDC report into the minutes: Economic Development Commission report for August 11, 2020 Council: EDC understandings and agreements with Rio Communities Council as a result of July 15, 2020 meeting. 1. EDC will develop a questionnaire for local businesses to determine their needs. Email contacts updated. 2. EDC will develop social media for local businesses and consider social media training. 3. The City can only legally promote “Grand Openings” for new businesses. Other avenues to be researched for business advertising. 4. EDC requested more visibility for the EDC website in the city newsletter and easier access and visibility in the City website. 5. If the City renews the City Manager form of government, EDC would like more cooperation from the City Manager on how to achieve mutual ED objectives. 6.

Council agreed informally that EDC can contact Industrial Park businesses but leave the annexation issue for City Council or Manager. 7. EDC granted the City branding and logo project. Marketing professionals to be contacted and reviewed. 8. EDC attended July 27 Sina Medical Grand Opening and Pecos Homes Open House.

Planning and Zoning

- No report

Code Enforcement /Public Works

- Finance officer Stephanie Finch read into the minutes the Code Enforcement report:
- **Code Enforcement: Violations:** Wrote numerous weed violations; Health & Safety violations; Storing of RV, s & boats violations; Mailed out cert. mailed second notice (failure to comply); Accessory building violations; Continued criminal complaint filing; Abandoned vehicles 24-hour towing notices ; Still waiting on title search on the burnt house 503 Hermosa to come back; Near future: Working up and submitting a Substandard lien ordinance to P&Z.
- **Public Works:** Completed ordering of library construction materials; continued work on the library; library: birch plywood and popular wood is on backorder; purchased the existing fence panels that are on rent from American Fence, location west end of Chamartín; Public workers; clearing gutter weeds along roadways, notified DOT to clear weeds on Hwy's 47 and 304 again; resolved power source from City Hall building out to the area of the led parking light poles; flagpole ready, Council will need to pick out the finish on pole; bids in for the down light poles (3) on Hwy 304; the Roof City Hall; had two small leaks from last monsoon. Public Works will make repair; Public worker; advertising for worker position, will need some volunteers for this Saturday, City dumpster cleanup day; potholes: going out for bid, do to very large potholes. Will provide list for Mr. Adair, Ramsell and Winters.

Rio Grande Estates Fire Department

- No report from fire chief Tabet who said he will give his report on the special workshop on Thursday

Municipal Court

- Court Clerk Lisa Adair gave the court report for the month of July, 2020: 3 code violation (3) summons were filled in the courts; amounts collected are: Correction fees \$20; Court Automation fees \$6; Judicial Education fees \$3; Court Fines of \$0 giving a total of \$29 was collected in the courts for the month of July.

Discussion, Consideration, and Decision – Approval of Accounts Payable

- Finance Officer/Treasurer Stephanie Finch said this afternoon we went over accounts payable and we did talk about the door with R&R glass, and after having a discussion with Gordon Reeves, we will be holding off on the door and the check will be voided, and asked if other than that does anyone have any questions.
- Councilor Ramsell moved to approve accounts payable. 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 Council approved bills to be paid.

Discussion, Consideration, and Decision – Approval of Contract FY21 LGRF (Local Government Road Fund) DOT Cooperative Agreement

- Finance Officer/Treasurer Finch explained we had applied for this funding and we were awarded it and this is the agreement to seal the deal and explained DOT share and our share to the total cost \$40,000 with the total project cost being \$160,000, including design, pavement, rehabilitation, construction, reconstruction drainage and miscellaneous improvements at various locations and it has been budgeted for.
- Councilor Ramsell moved to for the approval of Contract FY21 LGRF (Local Government Road Fund) DOT Cooperative Agreement. The motion was second by Councilor Brown. Vote: Councilor Winters-yes; Councilor Brown-yes; Councilor Ramsell-yes and Councilor Gutjahr-yes. With a 4-0 vote Contract FY21 Local Government Road Fund Cooperative Agreement was passed, approved, adopted and signed.

Discussion, Consideration, and Decision - Changing time and location for Workshops

- Mayor Pro Tem Gutjahr explained we had moved it to this time at 3:30 but are reviewing the time.
- Councilor Brown said basically move from 3:30 pm to 3:00 pm with the same location.
- Councilor Ramsell moved to change our workshop time to 3:00 pm on Tuesday, keeping the location the same. 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 Council will be moving the start of the workshop from 3:30 pm to 3:00 pm on the 2nd and 4th Tuesday of every month.

Discussion, Consideration, and Decision - Job Description (Janitorial)

- Mayor Pro Tem Gutjahr explained that we had previously had someone on contract services, and it was pointed out that we actually need to have an employee and we did not have a description for this position and so today we are reviewing that.
- Councilor Winters said it was an overall good job description.
- Councilor Winters moved to accept the job description for a janitorial service. The motion was second by Councilor Ramsell. Vote: Councilor Brown-yes; Councilor Ramsell-yes; Councilor Winters-yes and Councilor Gutjahr-yes. With a 4-0 vote Council approved the job description for janitor.

Discussion, Consideration, and Decision - Salary & Wage Ranges (Janitorial)

- Mayor Pro Tem Gutjahr said we had a conversation regarding the wage scale for the janitorial position and the conversation was \$10-\$15 an hour.
- Councilor Brown said this is a part-time position, with the position being two hours a day.
- Councilor Ramsell said it is important to have that wage range so there is room for growth for someone who wants to stay at the City for a while or someone with more experience could have a little higher pay.
- Councilor Winters made a motion to set the wage range for janitorial service from \$10 - \$15 an hour as a part time position. The motion was second by Councilor Ramsell. Vote: Councilor Brown-yes; Councilor Ramsell-yes; Councilor Winters-yes and Councilor Gutjahr-yes. With a 4-0 vote Council approved the salary and wage range for the janitorial position to be \$10.00 - \$15.00 an hour.

Council Reports

- Councilor Winters said he commented on the EDC report in our meeting with a little more involvement with the businesses, we only lost 3 within this pandemic, we would like to have more businesses and trying to get information to our businesses during this pandemic is important.
- Councilor Ramsell said he is keeping up with the reporting for the Census response, we fell to number 3 at 73%-74% so we are still in the top 3 in the state, #1 Bosque Farms and Corrales is #2.
- Councilor Brown said he received a quote from Paul’s Signs for the census banner and at 14’x3’ which could be used up front between the street lamps or the giant billboard, and explained the process for ordering the banner and being reimbursed by the Census.
- Councilor Ramsell asked do they go back and add if they find more after September and began a discussion.
- Mayor Pro Tem Gutjahr said we are supposedly having VALEO on the 18th but that is not going to be possible because one of the County members will not be able to make it, there are three dates left that we might be able to have that VALEO meeting, update on Universal they have purchased a building on HWY 304; need help for the Cleanup on Saturday.

Adjourn

- Councilor Winters moved to adjourn. The motion was second by Councilor Ramsell. With a 4-0 vote the City Council regular business meeting was adjourned at 6:35 pm.

Respectfully submitted,

Elizabeth (Lisa) Adair, Municipal Clerk
 (Transcribed by Amy L. Lopez, Deputy Clerk)

Date: _____

Approved:

Mark Gwinn,
 Mayor

Margaret (Peggy) Gutjahr,
 Mayor Pro-tem/Councilor

Bill Brown,
 Councilor

Joshua Ramsell,
 Councilor

Jim Winters,
 Councilor