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- Mayor Pro Tem Peggy Gutjahr called to order the city council workshop at
- Present: Mayor Pro Tem Peggy Gutjahr, Councilors; Bill Brown and Jim Winters (virtually)
Absent: Councilor Joshua Ramsell.
Present: Municipal Clerk Lisa Adair and Finance Officer/Treasurer Stephanie Finch.

VRECC – Data – Tommy Sanchez – Presentation

- ❖ Present: Tommy Sanchez from VRECC and Sue Moran from Tierra Grande.
- ❖ Mr. Sanchez began a discussion on how the GIS system is funded, explaining funding is ran through a local fiscal agent which is the Village of Los Luas, we serve the entire county, and then explained the current GIS system and what is going to be changed in next gen.
- ❖ Mr. Sanchez said when he sends out the stats you basically getting data that happens within the incorporated area, you can also do a mutual aid agreement where your responders get first response.
- ❖ Mayor Pro Tem Gutjahr states we are part of Tierra Grande Estates and we cover both areas, then asked why we would need to have a mutual aid agreement.
- ❖ Mr. Sanchez explained because it is not incorporated in the area, for statistics you are set up as a municipality and whatever is not in the municipality is in the county and in the county, and until Tierra Grande incorporates into the city, it is part of the county and the statistics would reflect that.
- ❖ Mayor Pro Tem Gutjahr said it does not count even if we own Tierra Grande.
- ❖ Mr. Sanchez explained the county responds to anything outside of the boundary, since you are volunteer fire stations, they give you first opportunity, but it goes to whoever responds to the call first and began a discussion.
- ❖ Mr. Sanchez continued with his presentation on the breakdown of statistics, including law enforcement calls, traffic stops.
- ❖ Councilor Brown asked if you can isolate crime calls to no crime calls.
- ❖ Mr. Sanchez said the codes are done by the Law Enforcement agencies but if we want something highlighted, the colors on the graph can be changed and continued the discussion.
- ❖ Mayor Pro Tem Gutjahr said Chief Tabet has been watching and he said when the State gave us the fire department, they gave us the Rio Communities Fire District and County One Fire District, not mutual aide, it is our district, that included a CAD number and county number.
- ❖ Mr. Sanchez said when these things were labeled it will still be RCPD & RCFD in the syst, because we do not have that information and continued the discussion.
- ❖ Councilor Winters asked where your data comes from.
- ❖ Mr. Sanchez said right now it comes from GIS Valencia County and it is updated monthly, I audit it and put it into the CAD data base.
- ❖ Councilor Winters said there are several people living in commercial buildings.
- ❖ Mr. Sanchez said we have any structure in town should be on record even if it is vacant and a support ticket is given to me if there is new information that has been recorded.

- ❖ Sue Moran asked is there any way you could pinpoint which structure have within Tierra Grande, even Socorro County and then I could confirm at least for Tierra Grande.
- ❖ Mr. Sanchez said it is on his online map that would include an address if it is a recorded structure, if it is not on the VRECC website search the data base yourself, and there are search options to make sure you are searching VRECC addresses. He tries to update the map as often as CAD is updated, but at least monthly and continued the discussion.
- ❖ Councilor Winters asked do you list the City that something is in, we are often listed as Belen.
- ❖ Mr. Sanchez said it is a zip code thing and he issues by city boundaries. He then said if there is a road shared by Rio Communities and Belen and we would need to talk to him; our system uses boundaries so I have had no issues, but if there are areas of concern over boundaries, I would make the road two roads so that it shows up as both and continued the discussion.

HDR Engineering – for DFA Appropriation ID D3421 NMDOT street Lighting in Rio Communities (via Go to meeting)

- ❖ Finance Officer Finch explained she had worked with Antonio Nunez with the LED street lighting but there is more to it than meets the eye and asked that he explain to you what is going on.
- ❖ Antonio Nunez from HDR Engineering explained what type of streetlights and the costs, they tend to be stolen and after speaking to the company that does the streetlighting we will have to meet certain specifications for NMDOT, we will also need to think about vandalism and began a discussion.
- ❖ Mayor Pro Tem Gutjahr asked what the issues were with solar lighting.
- ❖ Finance Officer Finch explained NMDOT does not approve solar for street lighting and began a discussion.
- ❖ Mayor Pro Tem Gutjahr asked if we can't do solar what can we do.
- ❖ Antonio Nunez said we would have to go with wired lighting.
- ❖ Finance Officer said we should talk with our representatives to see if we can change the language.
- ❖ Councilor Winters asked if the solar panels are manufactured in NM.
- ❖ Finance Officer Finch said Solara is mainly residential and commercial, but we can reach out to them to see if they make streetlights and began a discussion.
- ❖ Antonio Nunez said he reached out to Team David who supplied the lighting on Golf Course Road, and he is aware of the area.
- ❖ Ray said it doesn't need to be approved by NMDOT, but we might have to start from scratch.
- ❖ Councilor Winters asked where these would be selected locations and began a discussion.
- ❖ Finance Officer Finch had asked if they could kind of explain to you what is going on.

Rio Communities City Hall Design – FBT Fee Proposal - Discussion

- Finance Officer Stephanie Finch said there would be an existing facility assessment, which would include the architectural fee, roofing consultant fee, the structural engineering and building system fee and then there would be conceptual design; she then said the cost of the existing facility assessment would cost \$19,400, excluding gross receipts tax, and the design would cost \$23,000 and began a discussion.
- Councilor Winters asked what is included is architectural roofing, we have already had the roof looked at and do we need to do it again.

- Finance Officer Finch said FBT follows under professional services and if the cost is under \$60,000, you do not have to go out to bid and you do not have to have three quotes and started a discussion.
- Councilor Winters under the structural engineer part, we do need to have the building examined structurally, but as far as the building systems we had that thoroughly looked at by the company who did the work, electrical we probably desperately need, communication system is lousy and asked if that is included and began a discussion.
- Mayor Pro Tem Gutjahr said it would be helpful to have the paperwork on the roof assessment that had already taken place, the electrical we really do need and began a discussion about the HVAC.
- Finance Officer Finch said they will have to know where all the HVAC ducts and communications lines are and if we are changing any of their locations and began a discussion.
- Councilor Winters said the reason we are doing this is so we can find the overall need and then asked where we are in funding the project and began a discussion.
- Finance Officer Finch said we can do a budget adjustment and then said we have \$25,000 of legislative funding for the building that we need to use this fall, then we could use the general fund for the remaining amount.

Accounts payable report

- Finance Officer Finch went over the accounts payable GSD for health insurance, Tyler technologies MyCivic for software, Tyler Technologies for thermal receipt printers for InCode, AED subscription, Cooperative Education Service for the park plan, Robles, Rael, & Anaya new contract agreement with gross receipts tax agreement, GSD for health insurance, Tyler Technologies for Code Enforcement and permitting modules added to it, and Haloed Solutions IT service for powerline adapter and labor.
- Finance Officer went over the cash analysis report and the pooled cash report: Ending balance in reserve \$700,030,010; petty cash is \$36.45 and court petty cash is \$40; she is still waiting for the investment pool information; Pooled cash report: general fund current balance is \$1.3 million; corrections is \$5,085; environmental GRT is \$17,887.51, EMS is \$11,841.29; Fire protection is \$35,139.83; Law Enforcement is \$32, 376. 58; Street funds is \$120,175.15; Fire GRT Fund is at \$17,834.93; EMS GRT is at \$244,430.44; Wildland Fire is at \$11,909.50, Capital Projects fund says it is negative \$162,908, which is waiting for reimbursement that are in the works; Capital Projects is at \$62, 037.74.

Investment of Funds - Discussion

- Finance Officer Finch said she does not have any news on the investment of funds, and she would like to wait on that.

Universal Waste Systems – Complaint Process – Discussion

- Mayor Pro Tem Gutjahr said we are going to go over some of the issues and how to solve them, some of the things we want to do are not necessarily in the ordinance or contract.
- Rheganne Vaughn from Universal Waste Systems stated that they have been excited about the progress of the transition. Then said for the 2nd quarter, the City received \$4,032 in franchise fees, there are 1974 active sites, 42 active commercial accounts, 288 past due accounts which is high, and these customers are 90+ past due. She further said in the contract that they can stop

service but UWS said they did not, the billing for the 4th quarter of the year is going out in a couple of weeks and there will be a robo calls going out for the past due accounts and we do have to give the City and the customers 10-day notice that we will be stopping their service and we are looking at doing that sometime in October. She then said we are at 40 vacant household and will then have drivers out at the 40 homes to make sure they are vacant. They do offer 4 different residential discounts and currently 23% of your households are utilizing a discount and that is 5 % more than the original report, she explained how they process workorders, which include bulky items, recycling and additional carts, etc. and began a discussion.

- Rheganne Vaughn said there is a household hazardous waste and electronic waste event on November 15 at Conejo and the green waste event will be in October; she then said they are in escrow for a building and should be closing in the next 30 days and began a discussion.
- Mayor Pro Tem Gutjahr asked about tire recycling.
- Rheganne Vaughn said that is on demand and I can add it to the newsletter.
- Councilor Brown asked regarding tires, is there a limit of tires the City can recycle.
- Rheganne Vaughan said we provide 2 dumpsters a year for the disposal of tires, but the City is responsible for the cost of taking them to the Colorado landfill, the labor is up to the City and continued the discussion.
- Councilor Winters said on the tires you might want to do that later in the season due to rattlesnakes.
- Rheganne Vaughan said there are grants to help with cleanups.
- Councilor Winters said we don't want to wait to late how we remedy some of the problems we have, when would be a good time to start the conversation about people who don't have enough trash, recycling, and people who just cannot afford it.
- Mayor Pro Tem Gutjahr said maybe we might have to start the process and change the ordinance and began a discussion.
- Rheganne Vaughan explained that she has gone over the list and cleaned it up, she will send out to everyone tomorrow.

Public input/questions

- Richard Henderson said there is a junkyard on Goddard. Why is it still there? Just go to the stop sign its on the north side of the road.
- Mayor Pro Tem Gutjahr explained this is a Code Enforcement issue.

City Manager Hire Timeline plan - Discussion

- Council began a discussion on the City Manager timeline
- Councilor Brown said the 1st thing we must decide is what we are going to farm out and what do we want to do ourselves and go from there and began a discussion.
- Councilor Winters said he is starting an interview questions and a packet for interviews and began a discussion.

Councils consideration to waive business license fee for the 2021 year – Discussion

- Mayor Pro Tem Gutjahr started a discussion due to COVID we wanted to do something for businesses, and we felt if there was no business license fee for the year, it would be a small help.
- Councilor Brown said this is symbolic, the fee is so little, but it is meaningful that we are trying to support them.

- Councilor Winters said it is a good thing, it should also be accompanied by a letter listing two or three other things we are doing for businesses, which includes the use of dumpsters on cleanup days.
- Mayor Pro Tem Gutjahr said we have updated email list of businesses, contact by EDC, and a variety of other things.
- Clerk Adair asked for the letter by the first of December to along with the survey for EDC, with the business license renewal letters and applications and began a discussion.

Public input/questions

- No public comments.

Parks update – Discussion

- Council began a discussion on the letter from MRWM.

Media Electric Sign – Discussion

- Councilor Brown said he was hoping we would have had this on the council meeting tonight. He then started a discussion on the different companies' comparison of different screen sizes.
- Mayor Pro Tem Gutjahr explained the roles of the Council, we can say where we want the sign but cannot get involved in cost, that is procurement.
- Councilor Brown said all, but one did not give an installation cost.
- Mayor Pro Tem Gutjahr said we need to come together when we come to make our discussion on where and the size we want, but the rest is up to procurement and continued the discussion.
- Councilor Winters said Councilor Brown did a very good job putting together all information and said they all had good signs and as far as location I think we have to decide and it might be interesting to see what it would cost to put a sign on the big board and began a discussion.

Council General Discussion & future agenda items

- Councilor Brown said he attended the Cyber security webinar on August 19 and it talked about what the DOD requirements are, this is appropriate for meeting the requirements of the Department of Defense, we met level two even though we don't need that certification. He then said he attended the Municipal league virtual conference, he attended the supporting our businesses, Ruidoso had a huge presentation on what they have did to support their businesses, which included City employees going to every business giving them a care package, asking them what each business needed, and he will get a copy of the presentation. He then asked on the priority list when is a priority item completed and then further said he has one priority item, which is abatement and two of the three parts are completed and with the lawyer and cannot move past that until the lawyer is finished and began a discussion.
 - Councilor Winters said he attended the Municipal league, have a new representative, what the Economic development is doing, he also asked if Universal have received a business license and began a discussion.
 - Mayor Pro Tem Gutjahr had no comments.
- The City Council workshop was adjourned at 5:24 pm.

Respectfully submitted,

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