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- Mayor Pro tem Peggy Gutjahr called to order the city council workshop at 3:04 pm.
- Present: Mayor Pro tem Peggy Gutjahr, Councilors; Bill Brown, Joshua Ramsell and Jim Winters
Present: Municipal Clerk Lisa Adair and (virtual) Finance Officer/Treasurer Stephanie Finch.

Accounts payable report

- Finance Officer Stephanie Finch went over the accounts payable: Artesia fire equipment for \$4,350 for LED light on the engines; Card services for various items for \$824.97; and Tyler Technologies for license of software and training for \$19,095.27.
- Councilor Winters asked what the best guess is on what reoccurring costs will be for Incode.
- Finance Officer Finch explained it will be \$10,000 to \$13,000 a year and began a discussion.
- Councilor Brown asked if this was the accounting system.
- Finance Officer Finch explained all the programs covered within Incode and began a discussion.
- Finance Officer Finch continued with Wells Fargo for the server for 2,497.73; Zoll Medical Corp for \$1,800 for preventative maintenance. She then explained the fund summary.

Finance Department - EMS, General Fund & Mileage Reimbursements graphs - Discussion

- Finance Officer Finch explained based of fiscal year recurring revenue received: EMS State DOH amount is \$8,000 and EMS GRT is \$90,000, for a total of \$98,000; Reoccurring expenses totaled \$27,981.83 and gave a breakdown of expenses.
- Mayor Pro Tem Gutjahr asked if the revenue will be impacted by COVID- 19.
- Finance Officer Finch explained it was impacted by about \$2,000 a month.
- Councilor Brown said there are 3 funding sources for EMS and began a discussion.
- Finance Officer Finch continued to explain that we have received in GRT's last year we received 89,819.01 this year we have received so far as of today 34,476.96.
- Councilor Brown asked if that includes the nominal fee.
- Finance Officer Finch explained said that we do not have a 3rd source, the stipends come from Fire GRT can only be paid for the stipends only.
- Councilor Brown asked regarding the County GRT can be used for EMS only but not command staff salary.
- Finance Officer Finch said on average the cost per year is \$28,000 on reoccurring cost and then explained what was purchased for the fire department with the funds and began a discussion.
- Councilor Ramsell said another source of funding can be from wildland funds.
- Finance Officer Finch said it is strictly reimbursement on a wildland fire and continued with the handout conclusion, explaining revenue is \$98,000, expenses \$27,981.83 and difference \$70,018.17.
- Finance Officer Finch further explained the general fund recurring revenue & expenses based on fiscal year 2020-2021, franchise tax \$170,000, GRT municipal local option \$145,000; GRT – municipal infrastructure \$24,000; property tax – current & prior \$239,820; GRT - \$238.00; Motor Vehicle - \$22,000; other state shared taxes - \$40,000 and continued to list revenues. She then went over recurring expenses: Governing Body at \$7,400; City Manager at \$108,213; General Administration at \$169,467; Finance at \$152,300.00; Municipal Clerk at \$110,530.00; Planning and Zoning at \$5,000;

Economic Development at \$5,000; Law Enforcement at \$1888,857; Fire Department at \$88,785; animal control at \$15,000; Dispatch/E911 at \$30,000. She then explained Expense departments: Library at \$3,000; Public Works at \$82,968; and Highways and Streets at \$21,500.

- Councilor Winters asked if Tyler Technologies was under finance or general administration.
- Finance Officer Finch said it is under general administration.
- Councilor Brown asked about the expense of the fire department.
- Finance Officer Finch explained that is for the fire chief position.
- Councilor Winters said he is a little concerned about the highway & streets fund.
- Finance Officer Finch explained this is a different fund and continued with her discussion.
- Finance Officer Finch explained in the FY 2018 – 2019 \$2905.12 on mileage reimbursement; FY 2019-2020 \$5,083.59 and began a discussion.

Resolution-XX Volunteer Fire Chief – Discussion

- Mayor Pro tem Gutjahr explained the history regarding the volunteer Fire Chief, explaining the current Chief has been working on policy and procedures, he was going to put a committee at the fire department so that we can look at those; to make sure there is no question, this is the Resolution that the current chief remains full time until one is hired and began a discussion on the paid chief.
- Councilor Brown said as backup history, we would hire a paid Chief by the 1st of July and the volunteer fire department rules state that an election will need to take place and this resolution would overstep our boundary.
- Councilor Ramsell explained we made the approval until we have hired a chief, and shortly after it was brought to our attention but the fire department had approved of the current chief at the time and changing it now would not be helpful.
- Councilor Winters said he cannot see a reason to change we are at two-thirds though the review of the fire chief applications now and we should have a chief hired by the end of November, so having an election now does not make much sense.
- Councilor Brown said for the long time we have said we are going to have participation from the fire department, I don't think it is legal if not moral and think they should have their elections.
- Mayor Pro tem Gutjahr explained we appoint the Fire Chief when we took over the fire department, they are a City fire department, what stated as the standard of operating procedure is where we are at conflict on the City's ability to fire the chief; she did talk to our attorney and the resolution is in concert with this conversation. She then explained from the beginning we had the fire department went over the job description and whether it was adequate, the fire department did their part and got it back to us, then we asked that they have a representative for the hiring process, we developed a process from day one and they agreed to it.
- Councilor Brown continued to state that we are overstepping our bounds as a fiscal agent, their election should have nothing to do with the fiscal agent.
- Councilor Ramsell said when it was a County fire department and turned over to the City it is now a City fire department which is why we are in the process of changing the policies and procedures to be in line with the City.
- Councilor Brown said we do not have any documents that say we cannot let them have an election and continued the discussion.
- Councilor Ramsell said he remembers speaking with the attorney and it was said that volunteers are volunteers and until they are official City employees it is treated like a club, and a club's rules are not official or binding.

- Councilor Winters said we are quite a way into the process that they agreed to and we should continue.
- Council continued the discussion on the volunteer fire department.

Zoning Ordinance Sign Illumination – Discussion *Public input/questions

- Mayor Pro tem Gutjahr said we had turned over to P&Z to rework the wording that ordinance.
- Councilor Brown said there is illegal about buying a message board, nothing is stopping us from purchasing a message board and began a discussion.
- Gordon Reeves explained everything is on hold until the Ordinance is fixed and all the information he has about what the City has in place will be given to Stephanie as soon as we have the go ahead.
- Mayor Pro tem Gutjahr said we have wanted to do this, we want to have a mini procurement training, because there are times that we ask for information and are given a quote and we need to find out how to ask for information without a quote; she then asked for the Planning and Zoning to have the ordinance submitted to Council for the November 10th.

Hiring of (2) EMT Basics & another Officer – Discussion *Public input/questions

- Mayor Pro tem Gutjahr asked if the City was going to hire an EMT using EMS funds.
- Councilor Winters said if we are using the EMS funds there will be enough for one or will there be enough for two, there is not enough money in the City budget to hire.
- Councilor Ramsell said we are hire on the basic EMS certification since that would be their primary purpose and began a discussion.
- Councilor Ramsell continued the discussion regarding another officer and continued to look for reoccurring revenue to be able to afford a second officer, the current cost of \$150,000 through the County is not there, the need is not going away, changing the GRT or Mil Levy increase might be what we need to do.
- Mayor Pro Tem Gutjahr said are we thinking of increasing the Mil levy and extending it.
- Councilor Brown said he voted against the increase of taxes.
- Councilor Winters said are we or should we be concerned whether or it should be a full officer or a half time officer.
- Councilor Ramsell said speaking with the undersheriff said they do not do part-time and continued the discussion.
- Mayor Pro tem Gutjahr asked if the finance officer had an idea how much it would cost to hire an EMT.
- Finance Officer Finch said it would cost \$55,000 a year with @\$16.00 an hour with fringe, at this time we can hire one full time. She further explained that because of COVID the amounts went down from the EMS GRT.
- Councilor Winters said if we were able to generate a .25% on our GRT
- Finance Officer Finch said if we did increase by a .25%, we would generate rough estimate \$30,000 - \$40,000 a year more.
- Mayor Pro tem Gutjahr said I really think we do need to find a way to pay for basic services, EMTs and another officer are key, we need to find a way to make the community see that and began a discussion.
- Finance Officer Finch said you can hire your 2 EMT's then budget in your general fund to help pay for the EMS items to keep it going, there is a little wiggle room in the general fund, you still have about \$20,000.
- Council continued the discussion on hiring 2 EMTs.

ICIP (Infrastructure Capital Improvement Plan) – Discussion *Public input/questions

- Mayor Pro tem Gutjahr explained they were on a call with MRCOG and what was brought up a project that we are working on that they can go to bat with us for the legislature. She thought parks and trails and began a discussion.

EDC – Discussion *Public input/questions

- Councilor Winters said they felt there was \$8,000 and began a discussion.
- A discussion began about the EDCs misunderstanding on procurement and branding.
- Councilor Brown said another concern for EDC was not on the newsletter mast head and began a discussion.

MRCOG – Discussion

- This is part of the ICIP discussion

ATV's – Discussion

- Mayor Pro tem Gutjahr said the last time we talked, we adopted the State's Ordinance about ATVs and now we can post signs on our roadway, she then asked what these signs would say.
- Code Enforcer Reeves said the signs would state ATVs are prohibited in this area and would site the ordinance number below and a fine amount; he then stated that he has a vendor that can present the design to me and then I will submit that to the Council.
- Mayor Pro tem Gutjahr said the main thing that has come up, we have a petition but what would have a virtual meeting with the petitioners and the officer and his supervisor to help us understand what we can and can't do; and we should do this soon.
- Code enforcer Reeves said he could head that up, he has spoken with the officer several time about this and would be able to get the word out to the petitioners.
- Mayor Pro tem Gutjahr said the assumption is the landowners are allowing them on their land and asked what we can do about that.
- Code Enforcer Reeves said we can find the owners and explain that it is a liability and if riders are permitted to use their land, they need some type of letter stating so and continued the discussion.

Salary & Wages – Discussion

- Councilor Winters explained how he came out with the low and high on the pre-existing range, the data has not changed but he did dwell on the hourly, starting with the low range and used a percentage to figure out what the percentage is to the City Manager, a lot of the positions are the same but do need to look at the job descriptions and began a discussion.
- Mayor Pro tem Gutjahr said the Chief procurement officer is a combined position, Angela does both and began a discussion.
- Council began a discussion on the merit system for raises.

Zip Codes – Discussion

- Councilor Brown said there is a proposed letter and application for a request to have a Municipal Identity Review; he has verified the correct person to submit the application and explained the process.
- Mayor Pro tem Gutjahr said she has talked with someone in the representative's office, they want to know what has already been done and then she will provide the contacts and continued the discussion.
- Councilor Brown said there is basically a whole lot of things to do regarding boundary review process and began a discussion.

- Mayor Pro tem Gutjahr explained that a group that met online and they were told no, that there is no way to get it, she will tell her all this and all the work Councilor Brown has done and continued the discussion.
- Councilor Winters said he does have a list of streets that might be similar to Belen, none are the same, there were three or four similarities and continued the discussion.

Council General Discussion & future agenda items

- Councilor Winter had no items.
 - Councilor Ramsell had no items.
 - Councilor Brown had no items.
 - Mayor Pro tem Gutjahr she will be asking next Tuesday that there is law enforcement here for the election. Also, we had conversation with any call that we have in Tierra Grande it is our code, we will get City Data and other data and they will of the same, we will get two sets of data, one for the City and one for the unincorporated area; she would like the public to know the lights were supposed to be done but things had to be changed with the wording and is taking longer than projected.
- The City Council workshop was adjourned at 5:50 pm.

Respectfully submitted,

 Lisa Adair, Municipal Clerk
 (Taken & 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