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- 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, Joshua Ramsell and Jim Winters.
- Present: City Manager Dr. Martin Moore, Municipal Clerk Lisa Adair, and Finance Officer Finance Officer Finch (virtually).

Accounts payable report

- Finance Officer Finch explained expenses totaling more than \$500: Tyler Technologies of \$2,640 for the licensing fee for Incode; NM Gas Company for City Hall gas for \$1,112.20, Village of Los Lunas for \$7,545.75 for E911 dispatch services for the second quarter; Universal Waste Systems for \$921.77 for 20 yard roll off and tire disposal and it is to be paid out of environmental GRT; Pete's Professional truck and Auto repair for repair for out of service fire engine for \$501.68; PNM for 684.97 for the fire department; HDR Engineering for the Drainage Master plan totaling \$14,607.04; expenses totaling \$32,619.62.
- Councilor Brown asked which Fire station had the large bill.
- Finance Officer Finch said it was the Rio Grande Estates fire station.

Resolution 2021-xx BAR #2 – discussion

- Finance Officer Finch said she is proposing to increase the amount in the General Fund by \$26,845.00 for Fund 30400 to replay the General Fund. She explained at the end of the quarter you cannot have a fund in the negative and we need to transfer money in until we get the grant reimbursed; fund 30400 is the street and road projects funds. She then said we will also have to do the transfer out for \$26,845.00 to pay it back, but we also need to increase the revenues in the EMS by \$420, transfer into the fire department \$57,550.00 for EMS GRT to replay the fire department for EMS supplies for last year, transfer out from EMS GRT for \$57,550.00, and the transfer in and transfer out of the \$126,845.00.

Resolution 2021-xx 2nd Quarter Financial Report – discussion

- Finance Officer Finch said the reserve balance is \$730.010, a balance of \$36.45 and \$40.00 of petty cash on hand, the NMFA Loan ending balance is \$54,510.94 and will start to dwindle down in April of May when they take out the payment.
- Councilor Winters asked if the NMFA Loan was our final loan or if there is one more.
- Finance Officer Finch said there are two more payments after this one and began a discussion.
- Finance Officer Finch explained the pooled cash report.
- Finance Officer Finch explained the State Legislative Appropriation fund has \$116,759.67 and will need to reimburse the General Fund roughly \$172,000; she then said she will be transferring that money once the grant for the Master Drainage plan is finished.
- Councilor Ramsell asked if the new doors for the fire department had already been taken out of the County EMS GRT.

- Finance Officer Finch said no, the doors have not been taken out yet and has not seen the purchase requisition for that yet and began a discussion.
- Mayor Pro tem Gutjahr asked to go over the revenues individually.
- Finance Officer Finch explained individual revenues.
- A discussion began on animal license.
- Finance Officer Finch said we have 68.2% of the budget remaining and once we get our small cities assistance that will change, and the next quarter will not seem as skewed.
- Councilor Brown asked Mayor Pro Tem when we are expecting the road cuts to be paid.
- Mayor Pro tem Gutjahr said we have been billing and they set a time for them to pay.
- Mayor Pro tem Gutjahr asked if we are on target month by month with where we were last year.
- Finance Officer Finch said it varies month by month, but she has not noticed a significant difference in the GRT compared to last year despite COVID.
- Finance Officer Finch went over department expenses and budget and said we might have to adjust the budget a little for unanticipated costs, but as long as we don't exceed the bottom-line, we will be alright.
- Mayor Pro tem Gutjahr asked what the total expense for Tyler Technologies and if they stayed within the budgeted amount.
- Finance Officer Finch said last year we had budgeted \$50,00 but we did not get a bill until this year, we made a budget adjustment for this year, transferring \$40,000, and we have spent \$31,216.56. She then said we saved a lot of money by doing a lot of the data entry ourselves and the cost you saw today for them is a yearly reoccurring licensing fee.
- Finance Officer Finch continued to explain department explaining department expenses and remaining budgets.
- Manager Dr. Moore said he will work with Council to spend the money we are required to spend.
- Finance Officer Finch continued to go over department expenses and budgets.
- Finance Officer Finch explained the roads project will resume when the weather warms up.

Resolution 2021-xx Open Meetings Act – discussion

- Mayor Pro tem Gutjahr said we pass this annually and asked if any changes had been made.
- Municipal Clerk Adair said we have been posting at seven places including City Hall and we only need to have six and began a discussion.
- Councilor Winters suggested keeping all locations to have options.
- Municipal Clerk Adair said she received questions from other clerks regarding the section where we can remote in for emergencies which is in our policy.

GRT Ordinance – discussion

- Council began a discussion to increase the GRT.
- Mayor Pro tem Gutjahr said we need to put something visual in the newsletter explaining to the public how much it would be and what it would do for them and asked it to be on the next Council Meeting agenda.

City Council with EDC special workshop 1/20/2021 – agenda items – discussion

- Council began a discussion on agenda items for the special workshop with EDC on 1/20/2021.
- Municipal Clerk Adair explained the request from EDC to be updated on the library, parks, City Hall improvements and Road Beautification and began a discussion.
- Council continued the discussion on agenda items.

City Council with P&Z special workshop 1/28/2021 – agenda items – discussion

- Municipal Clerk said the agenda items include animal welfare and city grid and began a discussion with Council.
- A discussion began about residents picking up their pets from the County animal shelter.
- Councilor Winters said part of the reason now is how much they charge to get the animal back and most people will just surrender the pet and continued the discussion.
- Mayor Pro tem Gutjahr she met with the Manager and attorney on Abatement and would like to discuss that under open discussion.
- Municipal Clerk Adair went over the election results for Planning and Zoning.

Records retention – discussion

- Municipal Clerk Adair said she provided a list to do a resolution to update records retention to reflect record retention policies of the Municipal League and began a discussion.

Ordinance 2021-xx zoning code – discussion

- Councilor Brown said he has a couple of comments on definitions: non-profit is a State designation from the PRC, and he thinks they mean resident rather than residential.
- Councilor Winter said he does not agree with the definition and thinks it should say residential zoning and began a discussion.

New Mexico Economic Development Guide – discussion

- Mayor Pro tem Gutjahr said we are having this conversation because we were asked by the magazine if we want to place another add in the magazine.
- Councilor Brown said this is the New Mexico Economic Development Magazine and the ad was a premium add right in the center and explained the cost of the ad. He then said there is no way to have a cost analysis to see if we got any return for the ad and does not see the benefit at all.
- Manager Dr. Moore said explained the most efficient way to market the City would be to market digitally which is where most of the traffic would be and began a discussion.

Council General Discussion & future agenda items

- Councilor Winters said at the last meeting discussing the drainage plan, something not mentioned was the retention ponds upstream and he was wondering how they could get additional questions to the engineers.
- Manager Dr. Moore asked if the retention ponds release a slow amount of drain in the middle and release water slowly.
- Councilor Winters explained how retention ponds in the City work and continued the discussion.
- Councilor Ramsell looked on the grants for USDA to see if there are any that would help us with drainage, and he has not found any and explained most grants will not help because we don't own our water or sewer.
- Councilor Brown had no report.
- Mayor Pro tem Gutjahr explained the conversation with the attorney regarding abatement, and his biggest concern was they have to decide how much money the City is willing to put into Abatement, and he his going to give us a report next meeting about how we want to proceed and what we could do.
- Manager Dr. Moore explained Code Enforcer Reeves put together some ideas on how to handle some of the issues here and what our ordinances can enforce.

- Gordon Reeves said the attorney did state to put procedures together, steps towards the abatement and it will most likely be a case-by-case basis and continued the discussion.
 - Councilor Brown stated being one of the authors on the abatement ordinance, the abatement of dangerous buildings and structures and the abatement of weeds and nuisances are completely different but feels we do need to establish a budget for abatement and a prevention of new building to be built until the liens are satisfied and began a discussion.
- The City Council workshop was adjourned at 5:00 pm.

Respectfully submitted,

Lisa Adair, Municipal Clerk
(Taken and 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