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- Mayor Pro tem Peggy Gutjahr called to order the city council workshop at 3:08 pm.
- Present: Mayor Pro tem Peggy Gutjahr, Councilors; Bill Brown, Jim Winters, and Joshua Ramsell (virtual).
Present: Manager Dr. Martin Moore, Municipal Clerk Lisa Adair, Finance Officer Stephanie Finch (virtual) and Finance Clerk Angela Valadez (virtual).

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Accounts payable report

- Finance Officer Finch gave a report on items totaling more than \$500: Two payments to Administrative Services for employee health insurance totaling \$5,727.62; Robles, Rael, and Anaya for monthly legal fees totaling \$1,834.41; PNM for \$633.28; NM Gas Co for City Hall totaling \$970.70; 411 Equipment for maintenance and repair of Fire truck totaling \$7,378.44; PNM for both fire department for \$579.79.
- Mayor Pro tem Gutjahr asked if the repairs on the fire truck was for the tanker, they were having trouble with.
- Finance Officer Finch said yes.

HDR drainage plan – Presentation

- ❖ Mr. Chavez began the presentation and there are now seven projects on the plan instead of five including: NM309: replacement of culverts, improving crossings at NM 47 Arroyo, proposed roadway improvements and is high priority with the City, existing erosion at Golf Course and Country Club Lane.
- ❖ Manager Dr. Moore asked if the channel in that area would be needed and began a discussion.
- ❖ Mr. Chavez continued the presentation: Properties that have had flooding in the past will need improvement that will take care of the issues for the residents but might cause roadway damage and we are working on a solution; project O&M that covers maintenance and cleanup; detention plan analysis to recommend ponds upstream for current and future conditions and have asked for an amendment to look at this more closely.
- ❖ Councilor Ramsell said it has been a very helpful presentation, it will help with flood issues and road repair and continued the discussion.

Abatement Ordinance w/Attorney - Discussion

- Tabled

Ordinance 2021-xx (14-day public review)

- Manager Dr. Moore said talking to NMDOT on project number four, on what we can and can't do with the existing budget, we will be setting goals and expectation with department head and we will discuss department budgets. He then said a priority that he feels important is to make an extremely noticeable change in productivity in compliance issues and we will be working on training to make that happen, but it will be difficult without that quarter GRT increase.
- Councilor Ramsell said thank you for quickly addressing the additional items that we have asked to be addressed and it will be very helpful in making decisions and getting funding in the future and continued the discussion.

- Mayor Pro tem Gutjahr said the bare bones budget would include that Deputy Court Clerk and would like to say the \$40,000 earned by GRT increase last year, it helped maintain the City during Covid.
 - Manager Dr. Moore said with the drop in GRT due to Covid, it did help. He then said we talked about minimizing the impact to the taxpayers and talked about what we be looking at if Covid closes our business. He explained that it was hard to make projections about online sales GRT coming.
 - Councilor Winter said a quarter percent does give us some security, but we should not go beyond that, we need to live within our means.
 - Mayor Pro tem Gutjahr said we can put that compliance in as a position unpaid and see what the first couple of months look like, see what it looks like in internet sales, and go from there and continued the discussion.
 - Councilor Brown said the whole question of how much is unknown and asked has any amount of money been added for online revenues been added to the budget.
 - Manager Dr. Moore said no, we are not in the position to make an uneducated guess. He then said we want to come to you with a balance budget without the GRT increase and want to show the taxpayers what they are getting for the money they are putting over here and continued the discussion.
 - A discussion began on the vehicles owned by the City.
 - Councilor Brown said we have a good cash balance and that is a good thing to have if we absolutely need it.
 - Councilor Ramsell said he appreciates that we have a solid budget plan.
- a. **Chapter 3 Rev & Finance Article 5 Municipal GRT .25% - Discussion**
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- b. **Chapter 3 Rev & Finance Article 5 Municipal GRT .50% - Discussion**
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Resolution 2021-xx Cooperative Agreement/application (NMDOT Co-op Agreement/application) – Discussion

- Manager Dr. Moore said thank you to all those who are not getting paid to help with this, especially Planning and Zoning Secretary Adair for helping write this, and thanks also to HDR for their help.
- Councilor Winters addressed typographical errors and began a discussion.

Public input/questions*

- No public comment.

Approval of the Appointment for a Building Permit Officer - discussion

- Mayor Pro tem Gutjahr said we will need to approve Planning and Zoning Chairman Tom Scroggins and Manager Dr. Moore tonight to be able to sign building permits.

Additional signatory approvals on the bank account– discussion

- Manager Dr. Moore said the auditors gave us a finding for the finance department signing off on accounts payable and payroll checks because they are the ones that process those checks, and in order to resolve that situation is having a balance of elected officials and staff so that we always have a check and balance. He then said we are recommending we get additional signatories on the elected official

side and the staff side. He explained our recommendation would be the Municipal Clerk and the City Manager, a City Council member could also be on the account; that will address the audit finding.

- Finance Officer Finch said to cure the audit finding for the separation of duties, we need to take care of that before the fiscal year ends.
- Mayor Pro tem Gutjahr agrees.

a. Digital/electronic signatures

- Mayor Pro tem Gutjahr began a discussion regarding digital signatures.
- Manager Dr. Moore said we do have to have approval in writing before using a digital signature and continued the discussion.
- Clerk Adair explained how other municipalities are using electronic signatures and began a discussion.
- Mayor Pro tem Gutjahr said she must see the invoices before she signs and asked if she could see those online.
- Finance Officer Finch said it is possible to use PDFs to be sure the invoices could be viewed and continued the discussion.

Change of all Future City Council Workshop and Regular Business Meeting – Discussion

- Mayor Pro tem Gutjahr said she has checked with the Attorney and he can do the second and fourth Monday of the month and we can start that in April and began a discussion.

Manager Report

- Manager Dr. Moore said he would like to report that we were able to get an extremely competitive price on insulating the library, it is done and done up to code. He then said we found some gaping holes in duct work in the library, and we are working with Public Works to deal with that on the entire building. He explained finance will be ready to present the operating budget by April 8th, we are working on the Capital Budget and what balance we want to end with, and we are well on our way to be ready for that April 8th meeting. He explained the positions we hired for Public works and the janitor are pending background checks. He then said we are looking at the signage and whether we can pull it off in this fiscal year if it is beyond ten thousand, but he does believe we need to start lining up the money to do that.

Council General Discussion & future agenda items

- Councilor Brown explained the work they had put into investigating costs of the sign and continued the discussion.
- Manager Dr. Moore explained getting closer to getting streetlights taken care of.
- Councilor Brown said the preferred location for the sign was the large billboard and the second location was in front of City Hall and continued to explain sign details.
- Councilor Ramsell said regarding the sign, there needs to be some kind of barrier at the base of the large sign to keep people from driving under it. He then said looking at property tax and it is interesting to see other municipalities are doing and were had been told that we cannot have two rates for residential and commercial, but it does happen in other places.
- Councilor Winters said you might want to add a Jersey barrier to Chamartin and San Lucas.
- Mayor Pro tem Gutjahr said at some point we are going to need to have a conversation regarding branding and a conversation on bonding for residential bonds and municipal bonds and thought April 12 might work.

- Mayor Pro tem Gutjahr said we met with the County Manager and we have to work with him on several things and will be speak to him about the process of animal control and began a discussion.
 - Mayor Pro tem Gutjahr said we might have to make it a flat fee they pay to us so that it more manageable and get something done and continued the discussion.
- The City Council workshop was adjourned at 4:45.

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