



**City of Rio Communities Council Workshop**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Monday, May 23, 2022 2:00 PM**  
**Minutes**

*Please silence all electronic devices.*

---

**Call to Order**

- Mayor Joshua Ramsell called to order the City Council Workshop at 2:18 pm.

**Attendees**

- PRESENT: Mayor Joshua Ramsell, Mayor Pro-tem Margaret R. Gutjahr, Councilor Arthur Apodaca, (virtual) Councilor Lawrence Gordon, (virtual) Councilor Jimmie Winters.
  - City Manager Dr. Martin Moore, Municipal Clerk Elizabeth Adair, Finance Office Stephanie Finch, Accounting Specialist/CPO Angela Valadez, Finance Clerk Renee Adams, Fire Chief/Code Enforcement Officer Andrew Tabet.

**Accounts payable report**

- Finance Clerk Adams went over items over \$500.00; 2 accounts for GSD in the amount of \$8,811.58; 5 accounts for Robles, Rael and Anaya in the amount of \$7,754.07; 2 accounts for Sharp in the amount of \$2,960.00; Wells Fargo in the amount of \$2,497.73; Tyler Technologies in the amount of \$12,538.55; Card Services in the amount of \$509.40; Palmetto LLC in the amount of \$1,543.50; 2 accounts for Home Depot in the amount of \$1,113.69; Airgas USA LLC in the amount of \$1,283.89; Paul W. Gallegos in the amount of \$1,650.00; Able & Willies One Stop Shop in the amount of \$1,555.00; 2 accounts for Code 3 Services in the amount of \$22,416.68; 2 accounts for LN Curtis in the amount of \$2,539.00; Card Services in the amount of \$812.34; 2 accounts for Sharp in the amount of \$6,820.00; Carpet Warehouse in the amount of \$8,772.00; Amazon in the amount of \$791.01.
- Councilor Apodaca asked what is globe life insurance and is this yearly or monthly.
- Finance Officer Finch said this is a payroll deduction and has no cost to the city, and it is monthly.
- Councilor Gordon asked what is the differences on the bunker items.
- Fire Chief Tabet explained the only differences is the time they were purchased.
- Mayor Ramsell said he doesn't know when was the last time we pumped the septic.
- Finance Officer Finch explained it was during the fires, and the Tyler tech was for my civic permitting, licensing, and code enforcement.
- Councilor Gutjahr asked if my civic was active.
- Municipal Clerk Adair said it is up but there are some technical errors that are being worked out.

**Personnel Policy Draft review**

- Councilor Gutjahr asked if we have an Employee Assistant Program (EAP).
- Manager Dr. Moore said that he spoke with Tina and informed her that as a city we do not have an Employee Assistant Program, but to complete this part of the policy, we would have to come back to you with a particular company or provider to be able to move forward with the Employee Assistance Program.

- Councilor Gutjahr asked where do we have people go to get tested and began a discussion.
- Manager Dr. Moore said we are proposing a fairly comprehensive testing program which we would have the ability to do random employee testing.
- Councilor Winters said what is the difference between a full-time and a part-time employee.
- Municipal Clerk Adair said full-time is 35 hours and part-time is 29 hours.

#### **Resolution 2022 - XX NMDOT FTP Grant**

- Manager Dr. Moore began a discussion on the Transportation Project Fund (TPF), he started by saying there is a change on the grants and with that they want a resolution at the time the application is being submitting. He continued with saying the engineer would like a representative of the city to conduct the presentation, which Manager Dr. Moore will be conducting. He continued by saying the engineer requests for a waiver of the 5% match, but if they do not grant that to acknowledge the city will pay the 5% match if not granted.
- Manager Dr. Moore continued by stating this project does not cover putting in new sidewalks and was at the recommendation of our engineer to put in eight-foot-wide asphalt walking paths instead. He finished by saying this will leave space for us to put in a drainage system once we have enough money to do so.
- Councilor Apodaca asked to further explain what would happen if it would require us to pay the 5%.
- Manager Dr. Moore explained we would have to pay if we are not granted the wavier of the 5% from TPF.
- Councilor Gutjahr asked if we can request a waiver to DOT if the projects request a 25% match.
- Manager Dr. Moore said this is all new.
- Councilor Winters said there has been other chances they issue a waiver and then can not grant it so they maybe flush on money.

#### **Resolution 2022 - XX Dangerous property**

- Fire Chief/Code Enforcer Tabet explained they have 2 dangerous properties he would like to take care of, one is a business, which he feels like it's time to remove, and the other one is a house, which is a hoarder situation, the surrounding neighbors complained of it being a nuisance. He continued to say he is asking for Councils approval on the issue.
- Councilor Apodaca asked how they determined the house was a hoarding situation.
- Fire Chief/Code Enforcer Tabet stated just standing on the outside of the property and looking around it has a mass amount of trash, broken down vehicles, appliances, etc.
- Councilor Apodaca asked what the process would be after the approval.
- Fire Chief/Code Enforcer said they would get the paperwork that states 'We deem this property as hazardous and you have this many days to leave' and then after that there would be a cleanup, this led into a discussion.
- Mayor Ramsell said he believes it called clean and lien.
- Councilor Gutjahr said the policy is very clear and if people get sent to court and still have not done anything about the issue then this is our next steps to take.
- Councilor Gordon asked if there were any pictures taken.
- Fire Chief/Code Enforcer said yes there is pictures.

### **Resolution 2022 - XX Dangerous property**

- Fire Chief explained this is a business dangerous property and in talks with the state as well as other agencies we feel we need to go ahead and clean it up as well. He continued by saying he has public complaints as well as a health issue.
- Councilor Gutjahr said she is glad we are making progress and moving forward.
- Councilor Winters said it's really bad.

### **Library Policy**

- Manager Dr. Moore explained that the library board has been working over the last few months to pull the policy together, as well as were able to pull resources from other libraries and hit the sensitive areas like determining the appropriate or inappropriate internet usage and when to escort someone from the premises and hose types of situations. He continued by saying the board has stated they would like the librarian to be certified before applying for grants.
- Councilor Gutjahr said her concerns having the employee have emergency training such as (CPR, First Aid).
- Manager Dr. Moore said not only are we going to train the librarian, but we are also going to train all the employees.

### **PGV Proposal of contingency services**

- Manager Dr. Moore explained with talking to our legal counsel as well as our procurement officer, we do have a few issues to bring your attention such as length of the contracts and having documentation issues we think it's best to table this for now. He continued to say, there isn't a cost upfront but talking to the finance office and not having everything together, we are recommending tabling this at the business meeting to clear things up and there might be a potential need for this in the future.
- Councilor Apodaca said during their presentation he specifically asked what would the city have to provide in order to move forward, so I think we are making a really great move here.

### **MOA Rio Communities Sheriff**

- Manager Dr. Moore explained the MOA with Valencia County and the Sheriff department. He then explained in the month of April we have received over 200 law enforcement incidents in our community alone, with approximately 50 of those were highway related and the rest were property and domestics. He went on by saying our law enforcement officers and the sheriff have been very busy and we want to acknowledge that the sheriff and the undersheriff have been extremely helpful.
- Finance Officer Finch said there needs to be certain verbiage to be placed in the MOA that needs to state approximately \$105k shall be from the city general fund and approximately \$45k will come from the state law enforcement protection fund.
- Councilor Gutjahr said in the past we had a grid which indicated what calls were being reported and began a discussion.
- Mayor Ramsell explained the amount is the total number of calls for police services include welfare checks and if they have to serve papers to someone as well, so technically 30 would be actual crime calls.

- Councilor Gutjahr said with talking with the sheriff she explained people told her that there are more crime then she has reported but she made it very clear for people to call everything in.
- Mayor Ramsell said he thinks this is a very good agreement we have with the county.

### **Public Comments**

- No public comments

### **Manager Report**

#### **a) Fire Fuels Mitigation**

- Manager Dr. Moore said he would like to mention there as some individuals that are compliance officers and they had these individuals that helped in the floods and had paid them an hourly rate but with speaking with the public works director in relations to the plan we showed at the last meeting, they feel they would need one to two individuals to help with the cleanup, and for example tumbleweeds would need to be places in the machine, and being able to get them out of the fences thoroughly. He then said we would like to start on Highway 47 where the wood and concrete fences are then, by the golf course as well as the rest of 304 and many alleyways and drainage ways that are plugged up, also the sawtooth area is being looked at and a lot of fuel in that green belt area and we feel that it is very important to clean it up.

#### **b) Incident Management Plan**

- Manager Dr. Moore said we are going to be updating the incident management plan and my office will be working with the Fire Department as well.

#### **c) Planning for Grand Opening of the Library & Maker Space**

- Manager Dr. Moore thanked everyone for making it possible to do the libraries soft opening and we would like to suggest for the planning of the grand opening and know a few members of Council are a big part of the opening, as well as we would like to wrap the Makerspace with the libraries grand opening and invite Representative McQueen, since he was the one to help get us those funds.

#### **d) Summer Youth Programs**

- Manager Dr. Moore said with talking to the City of Belen and having so many kids for the summer recreation program, we are collaborating with them for the 6 weeks this summer. He continued by saying everything is on track, with a few bumps but nothing major.

#### **e) Task force updates**

- Manager Dr. Moore said the two task forces are getting closer to completion, but the public task force is challenging to get analysis due to dealing with domestic abuse issues is more complex than traffic issues and such, so we are making sure we are hitting those bases and getting as much information as possible.

#### **f) Road Repairs**

- Manager Dr. Moore said we have two types of repairs and then said we are going to look at needing an on-call contract for road repairs, such as the large repairs we had last year when people called them potholes when they are really chunks in the roads. He continued by

saying we have been doing good about renting out equipment but sometimes it is hard to rent things out but are trying the best we can.

#### **g) Rescue Plan Act project planning**

- Manager Dr. Moore said he would like a couple of Council members to begin a planning for the rescue plan and to begin after the fiscal year, so we can show the public some realization of funds moving forward.
- Councilor Gutjahr and Councilor Gordon will help on the planning committee.
- Councilor Gutjahr said she would like to be on the grand opening committee for the makerspace and library.
- Councilor Apodaca asked how can he get in contact to be part of the Water Board.
- Manager Dr. Moore said he will follow up.
- Manager Dr. Moore said Planning and Zoning is moving their meeting in June to the 9<sup>th</sup> and the 23<sup>rd</sup>.
- Councilor Gutjahr asked about the grand opening dates and then asked if Councilor Winters can be on the Rescue Act Committee.
- Councilor Apodaca said he will be on the Rescue Act Committee.
- Councilor Gutjahr asked about the potholes as you drive in Oasis Plaza whos responsibility is it to repair.
- Manager Dr. Moore said we will figure out and solve the conflict about the potholes.
- Councilor Gordon asked if we have spoken with the Optimist club about the summer program dates.
- Manager Dr. Moore said to his knowledge it is not conflicting with the Optimist club but have not spoken to them directly.

#### **Council General Discussion & Future Agenda Items**

- Councilor Apodaca followed up if there was any new information on the landowner donating that corner for the sign.
- Manager Dr. Moore said nothing he can discuss in open session.
- Councilor Apodaca also asked about the flag pole.
- Manager Dr. Moore said there is no update yet.
- Councilor Gutjahr said there is a meeting this week with the DOT and she will not be able to attend.
- Manager Dr. Moore said he has it on his calendar.
- Councilor Gutjahr said the article on the fire danger and mitigation was excellent.
- Councilor Gordon said he thought the article in the newspaper last week about Valencia County drilling for gas and oil was interesting and wondering how it will affect us.
- Manager Dr. Moore said the area that it could affect our plan development areas around the city, but there has not been any notification officially or unofficially in relations to the gas and oil drilling at this time.
- Councilor Winters nothing to report
- Mayor Ramsell said if have not a chance to look at the Makerspace go take a look and public works department have the back room cleaned up, floors waxed, walls painted.

**Adjourn**

- The City Council Workshop adjourned at 3:41 pm.

Respectfully submitted,

\_\_\_\_\_  
Elizabeth F. Municipal Clerk  
(Transcribed by Cheyenne Sullivan, Assistant Clerk)

Date: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Joshua Ramsell,  
Mayor

\_\_\_\_\_  
Margaret R. Gutjahr,  
Mayor Pro-tem/Councilor

\_\_\_\_\_  
Arthur Apodaca,  
Councilor

\_\_\_\_\_  
Lawrence R. Gordon,  
Councilor

\_\_\_\_\_  
Jimmie Winters,  
Councilor