



City of Rio Communities Council Workshop
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, January 23, 2023 3:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Mayor Joshua Ramsell called the regular Workshop to order at 3:00 pm.

Attendees

- PRESENT: Mayor Joshua Ramsell, Mayor Pro-tem Margaret R. Gutjahr, Councilor Arthur Apodaca, Councilor Lawrence Gordon, Councilor Jimmie Winters.
 - City Manager Dr. Martin Moore, Municipal Clerk Elizabeth Adair, Deputy Clerk Lalena Aragon, Finance Officer (virtual) Stephanie Finch, Accounting Specialist/CPO Angela Valadez, City Attorney Randy Van Vleck, Fire Chief Andrew Tabet.

Accounts payable report

- CPO Angela Valadez went over everything over \$500.00; NM Local Government Law in the amount \$2,896.44; Pitney Bowes in the amount of \$907.50; TLC Plumbing in the amount of \$1,306.44; Wells Fargo in the amount of \$2,497.73; Flyer Press LLC in the amount of \$1,488.85; H&E Equipment in the amount of \$3,568.79; UVW in the amount of \$728.44; UniqueFleet in the amount of \$630.48; Ortega and Sons in the amount of \$599.13; TLC Uniforms in the amount of \$1,350; 2 accounts for TLC Plumbing in the amount of \$1,257.31; Sharp in the amount of \$1,301; 2 accounts for HDR in the amount of \$2,190.05; Larry Cearley in the amount of \$2,803.12; 4 accounts for HDR in the amount of \$30,293.10; 3 accounts for Construction Coordinators Inc. in the amount of \$3,834.

Authorization to Appropriate funds for Library Assistant Position

- Manager Dr. Moore explained the library is back open and due to positional needs we feel we need a library assistant position. He continued to say this would not exceed 25 hours a week as well as not to exceed \$17 an hour and continued to explain this position will be open internally for 5 business days.
- Councilor Gutjahr said she is very happy to see this as well as people have been asking her about the library.

Resolution 2022-XX BAR #3 (Budget Adjustment Resolution)

- Finance Officer Finch began explaining the budget adjustment and started by saying they will be increasing the zoning permits to \$2,000, increasing interest income by \$21,650, decrease professional services by \$25,000, increase city wide clean up by \$30,000, increase code enforcement by \$31,200, increasing FICA-Medicare by \$435, increasing FICA-Regular by 1,935, increasing part time positions by \$9,350, increasing FICA-Regular by \$580, FICA-Medicare by \$136, increase library/museum acquisition by \$4,241, increase maintenance & repairs by \$8,000, increase transfer ins by \$52.00, decrease EMT coordinator by \$35,000, decrease FICA-regular by \$2,170, decrease FICA-Medicare by \$508, increase wildland fire by \$8,000, increase state Co-op by \$140,000 and increase roadways/bridges by \$140,000.

- Councilor Gutjahr asked why the decrease of the full-time position EMS Coordinator.
- Finance Officer Finch explained that we are decreasing the position because we do not see for the rest of the fiscal year on pursuing this position.
- Manager Dr. Moore agreed with Finance Officer Finch.

Resolution 2023 - XX Second Quarter Financial Report

- Finance Officer Finch explained the 2nd quarter with what balance we started off with January 1st, 2022, what revenues we have made till December 31st 2022, what transfers we have made by December 31st, 2022 as well as the expenditures from December 31st 2022. She explained as of December 31st, 2022 the city has \$4,043,445.43. She started to go over the financial report presentation and went over the percentages on General Operating Fund, Revenues, Expenditures, Municipal Court, Manager, General Administration, Finance/Budget/Accounting, Municipal Clerk, Planning & Zoning, Economic Development, Law Enforcement, Fire Protection, Animal Control, Dispatch, Park & Recreation, Library, Public Works, Highway and Streets, Other Financing Sources.
- Councilor Winters asked why 911 dispatched is only at 26%.
- Finance Officer explained it is only due to lack of invoices from there department.
- Manager Dr. Moore further explained they are behind on billing, and they have just hired a new finance director as well.
- Councilor Gutjahr said she is surprised that the sheriff office has not been invoiced and with animal control the percentages are more than average.
- Manager Dr. Moore explained we have been receiving a lot of calls for animal control and just within the last week there has been calls for two parts of town with these problems.
- Councilor Winters asked if anyone has come to the city for an animal pick up form.
- Clerk Adair explained that it has been a couple of months.

Donation of the Fire Equipment to Antiqua and Barbuda

- Fire Chief Tabet explained they are looking at donating outdated equipment, and further explained the equipment has been dated outdated and have been put aside since we can no longer use them but in the past we have been able to donate to those in need.
- Ralph Mims explained that Albuquerque Fire Department has already donated to Antiqua and Barbuda already. He further explained he knows a program from North Carolina where the military takes the equipment to these places and said they will be picking up the equipment later this week and taking them to Antiqua and Barbuda. He continued to say he has contact with the attorney general and could set up a zoom call later on which would make Rio Communities known globally as well as he is part of this committee and states they are in need of fire equipment.
- Fire Chief Tabet explained that mostly hoses and PPE are the equipment out of date and explained he will get the list emailed to all the councilors before the regular business meeting.

MOU (memorandum of understanding) Between the Department of Homeland Security and Emergency Managements, State Fire Marshal Division and the City of Rio Communities

- Manager Dr. Moore said we really need fire marshals' qualifications for industrial inspections and in order for them to come inspect we need an agreement between the City of Rio Communities and the fire department.

- Fire Chief Tabet explained it would be the code enforcement division from the State Fire Marshal department that would come down and further review with the site plans it hasn't had a yearly update. He further explained with talking with the fire marshal department they stated it would be best if they took over the inspection since they have a division for the situation. He finally said this is normal for these sorts of situations and in past years the county has done the inspections but shouldn't have since it is in our fire district, and he continued to say with talking with the state and county fire they all agreed state marshals will take over, but they need a MOU for the initial inspection.
- Councilor Gordon asked if we see us taking over in the future.
- Fire Chief Tabet said long term yes, but it is great to have more than one company be able to do the inspections.
- Councilor Gordon asked if there is anyone in the fire house that is up to the standards yet.
- Fire Chief Tabet said no not yet because since it is industrial, we have to have someone else come in and make a better decision on what to look for.
- Manager Dr. Moore explained the chief and a few other fire department members are 2 to 3 classes in for us in the future to make these decisions.
- Mayor Ramsell said this is great and gives more of a transparency as well as additional resources from the state.
- Councilor Winters said having the State Fire Marshal behind a decision made will be very helpful.
- Fire Chief Tabet said yes, and they are by the book as well as bring a group to start from one end of the site to the other and being other companies in if need be.

Consent Agenda

- Councilor Gutjahr said she thinks it is a good idea and it shortens everything as well as hopefully helps council. She continued to say this gives us all accountability and stated the public can see the agenda.
- Councilor Apodaca said thinks it is a good idea as long as Finance Officer Finch is available when we have questions about accounts payable.
- Councilor Winters said it was her idea that we do this in advance and helps her out in the long run as well.
- Councilor Gordon said it is a good idea also, and his concern is the public thinks they are hiding things but if there are questions regarding accounts payable the finance office will answer the questions.
- Mayor Ramsell said the meeting packet will still be available before and after the meeting and further explained this does speed up the meetings as well as if anyone on council has a question with an item, they can pull it out and have a discussion.
- Councilor Gutjahr said we have to keep reminding the public it is online and encourage and call us or call the City Manager and ask about an item instead of waiting for the meeting to ask a question and even so one of us might not have a question on the same item they are asking about.
- City Attorney Van Vleck explained the items will be listed on the agenda individually anyway and the public will have access to the whole agenda. He continued to explain the difference is council will be voting on the items all at once.
- Finance Officer Finch said the public can call in to the finance department and ask questions.

- Mayor Ramsell said that's for questions on upcoming agendas as well as past agendas.

Public Comment

- No public comments.

Manager Report

- January 13, 2023 Gas odor update

- Manager Dr. Moore said recently we had a gas odor and there were at least 7 trucks that night trying to look and locate the source of the odor and two times where Black Masa Oil. He further explained the equipment at Black Masa Oil was cold and not running. He said he wanted to thank county fire chief as well as Belen fire chief for helping in the investigation.
- Manager Dr. Moore explained they could not find anything, but we are going to have to figure out where it is coming from and not finding the source is extremely frustrating to all the first responders.
- Fire Chief Tabet said they immediately started a uniform command, which was developed by our fire station and they started staffing up district 8 and district 1 as well as county. He continued to say the overwhelming aspect was the odor which was natural gas where they had a conversation with NM gas company who were dismissing the calls. He explained with the initial conversations with NM Gas about how Black Masa Oil is not involved they had several trucks out looking for the issue and had also reached out to BNSF which ruled out the railroad yard. He finally stated with calling other potential companies they all came up empty handed but is still under investigation.
- Councilor Winters asked if Valencia power was on the list.
- Fire Chief Tabet explained yes it was but wasn't there place.
- Councilor Winters asked what is the possibility of monitoring equipment for the industry park like an air quality machine.
- Fire Chief Tabet said that will be addressed more with state. He further said for an external, we would have to see what the cost would be and where would we put it.
- Councilor Gutjahr asked the additive that is added to the gas to make it smell bad, where is that manufactured and is there a place around here.
- Fire Chief Tabet explained that several years ago the same incident had happened where NM Gas had put too much additive causing the smell. He continued to explain there are 4 NM Gas companies in the county and had asked them to check each building and came back negative.
- Councilor Gutjahr said she was at Longbow having dinner when she smelled it bad leaving and when she had gotten home, it wasn't as strong as it was there.
- Fire Chief Tabet said they had reports from Goodman down to the river.
- Councilor Apodaca thanked the fire department for the quick response and uncovered every possible aspect.
- Mayor Ramsell said it was very frustrating for citizens as well as himself not having answers and said he does appreciate the efforts.

Council General Discussion & Future Agenda Items

- Councilor Apodaca had nothing to report.
- Councilor Gutjahr said she has had a conversation with the City Manager about the zip code issue and making sure it is coming along.

- Manager Dr. Moore said we feel the same way in the City Manager's office, and the area person is out of Phoenix so we will be working with them as well as Senator Heinrich's office on the issue.
- Councilor Gutjahr said when we were original looking at this with a different Representative each time, but just because the staff may change the information still stays the same.
- Councilor Gordon had nothing to report.
- Councilor Winters said it occurs to him when going through the finance report and found the animal licenses are not doing well and wonder if they can have a conversation about this in a future meeting.

Adjourn

- The city council workshop was adjourned at 4:00 pm

Respectfully submitted,

Elizabeth F. Adair, Municipal Clerk
(Transcribed by Cheyenne Sullivan, Assistant to the Municipal Clerk)

Date: _____

Approved:

Joshua Ramsell,
Mayor

Margaret R. Gutjahr,
Mayor Pro-tem/Councilor

Arthur Apodaca,
Councilor

Lawrence R. Gordon,
Councilor

Jimmie Winters,
Councilor