



City of Rio Communities Council Workshop
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, May 09, 2022 3:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Mayor Joshua Ramsell called the regular workshop to order at 3:04 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, Finance Officer Stephanie Finch, Accounting Specialist Angela Valadez, Finance Clerk Renee Adams, Fire Chief Andrew Tabot, City Attorney Chris DeFillippo, Economic Development Consultant Ralph Mims.

Presentations

PGV - Sam Datta (PGV Advisors) & Frederick Esters (Estech Global, Inc.)

- ❖ Mr. Frederick Esters introduced himself as well as PGV advisor Sam Datta and informed council that Mr. Datta has over 300 employees all over several states who have helped municipalities.
- ❖ Mr. Sam Datta said about 6 - 8 weeks ago they started having discussions with Dr. Moore and Mayor Ramsell about the needs for the community, he then began his presentation on 'What a Thriving Community Look Like?' and gave an in-depth look into the meanings of each play by play.
- ❖ Mr. Datta continued with the presentation activities (roots) which support a thriving community such as Affordable Green Housing, Reviewing Municipal Policies, Encourage Job Programs, Real Estate for Small Business. He continued with "What are investors looking for?".
- ❖ Mr. Datta explained how they work with municipalities such as bringing in grant writers, housing and step by step strategies to move forward.
- ❖ Councilor Apodaca asked what would be the basic requirements that the city would need to be able to partner with your company.
- ❖ Mr. Datta explained this is a contingent base and they have not come to an agreement on the process.
- ❖ Councilor Apodaca asked but is there anything tangible that you can point out as basic requirements.
- ❖ Mr. Datta further explained we must look into what grants you have applied for, what has the city already done, because you don't want duplicates and want the investors you already have to collaborate with our business. He further explained that once he gets all this information, he needs then he can come up with a plan.
- ❖ Mr. Mims explained an IRB, which defer taxes up to 30 years, and told Mr. Datta to get a copy of the book because it has a lot of good incentives that the state has to offer.
- ❖ Mr. Datta explained for new homeowners you can get 1.25% with no down payment through USDA.
- ❖ Mr. Mims asked if we can get the realtors to advertise the 1.25% from the USDA.
- ❖ Councilor Apodaca said we as a community are really interested in economic development which is our big push right now, so this is exciting to see.

- ❖ Mr. Mims asked if there is money out there for public safety.
- ❖ Mr. Datta said yes there is, and continued by saying people equal power, the more people you have the more power you have, this led into a discussion.

Accounts payable report

- Finance Clerk Renee Adams began going over the bill list; Amazon in the amount of \$679.98; Maloy Mobile Storage in the amount of \$1,340.58; Sharp in the amount of \$515.70; Sandra Schauer in the amount of \$3,698.79; Animal Control in the amount of \$3,282.30; ULINE, INC in the amount of \$1,944.39; 2 accounts for Home Depot in the amount of \$4,358.11; Ralph T. Barnes in the amount of \$1,365.00, Woodlands in the amount of \$775.31; ULINE, INC in the amount of \$4,242.29; Code 3 Service in the amount of \$5,923.66; TLC Uniforms in the amount of \$2,990.25; Amazon in the amount of \$1,897.12; 2 accounts for TLC Plumbing in the amount of \$2,714.31; Verizon in the amount of \$2,225.52; PNM in the amount of \$882.72; WEX Bank in the amount of \$2,561.19; Amazon in the amount of \$818.04; 8 accounts for UniqueFleet, LLC in the amount of \$10,373.61; 2 accounts for Quill in the amount of \$2,155.96; Amazon in the amount of \$4,331.05; Quill in the amount of \$1,213.99; Carpet Warehouse in the amount of \$1,055.00; Sego Insulations in the amount of \$9,800.00; Home Depot in the amount of \$845.76.
- Councilor Gutjahr asked about the VOIP if that was a monthly fee.
- Finance Officer Finch said yes, and we had added phones so that's for the system and gotten rid of other expenses but have added cell phones and iPads under Verizon for the Fire Department.
- Finance Clerk Adams and continued with her report starting with, Sandra Schauer.
- Councilor Gutjahr asked about the animal control and asked why they charged twice.
- Finance Clerk Adams said we had 57 days for 21 animals at \$50 a day, then we had 14.1 hours of case activity at \$30.00 per day.
- Councilor Gutjahr asked about the uniforms for the Fire Department is this ongoing or as new people come in.
- Fire Chief explained this is as new people come in, but we are very tough on what we wear, but the shirts will last about 2 months before needing new shirts. He also explained that they are going to start wearing class B uniforms, which is lined with an extra layer of material for the Firefighters protection.
- Councilor Gutjahr asked is the preventive maintenance on the vehicles a routine check or is there going to be a waiting period.
- Fire Chief Tabet explained usually every six months, but due to the fires we've had locally we had maintenance for them to be ready when the next fire happens.
- Councilor Apodaca asked for the Home Depot charge of \$845.76, what was the description since it was for the first phase of the remodel.
- Finance Clerk Adams said it was for the range in the kitchen.

Approval of FY 2023 Interim Budget

- Finance Officer Stephanie Finch asked if anyone had questions for the budget presentation.
- No questions or comments from Council.

Resolution 2022 - XX Time Extension and CO-OP Contract Funding to NM DOT

- Manager Dr. Moore began a discussion and informed Council he has talked with the finance office, the NMDOT as well as Homeland Security and their legal council as well. He told Council he talked to them about where will the grant money go to and who gets to spend what percentage of the money on what.

- Manager Dr. Moore continued by saying the recommendation from Mr. Peter Kobiak, from the Department of Transportation, to request now instead of waiting so we are not in the middle of the project and end up at risk of running out of funds. He continued by saying the resolution will allow to be able to bump it back 2023.

Approval of Fiscal Year 2022 Audit Contract between the City of Rio Communities and SJT Group LLC

- Finance Officer Finch explained this is a regular audit contract that we have to use with the state auditor's office and explained this is our 3rd year and next year will be going out for bids. She continued by explaining that she has already been in contact and has scheduled for mid-August for them to come in the office.

NMDOT Feasibility Project FTP Grant Application

- Manager Dr. Moore said the FDP Grant Application is the project that typically requires 5% match which is significantly more money than the last time we have applied for this grant.
- Mr. Antonio from HDR began by saying this project is a big step for Rio Communities, and stated the roads have seen better days and the best way to fix the roads is to do a full reconstruction as well as adding a 'multi-use path' which can be used for pedestrians, bicycles, etc. He furthered by saying his recommendation is for the City to apply for the FPT grant since funds are very short and because of the price of oil increased the new estimate is high but it can change again if the market changes.
- Manager Dr. Moore explained with a 5% match it would be approximately \$116k if the project would fall
- Mr. Antonio said talking with Mr. Kobiak this would be the best grant to go after since the match is so low, but the project can always be complete in phases.
- Manager Dr. Moore said this is a collective road so the roads would be about 5 inches of asphalt instead of the ½ inch we have now a total reconstruction of the base. He further explained that this is step one of two possibly three parts to be able to apply for this grant.
- Councilor Gutjahr asked why are we starting at Damon, is it because the intersection from 47 is DOT.
- Manager Dr. Moore said the road is not aligned with Rio Communities Way and 47 they are offset. He continued by saying this is a strong recommendation buy our engineer that we leave that particular piece of road separate for another project.
- Councilor Gutjahr asked if money is the reason we are not extending the road.
- Manager Dr. Moore said yes that is correct.
- Councilor Gutjahr said due to the roads in question being done around 2015, 2016 residents might ask why are we doing these roads instead.
- Manager Dr. Moore explained that the condition of the road is in very bad shape, and Horner from Hwy 47, to Hillandale and Manzano is part of another grant we have applied for for a total design which is called a rural arterial road. He further explained the plan initially is to have transportation for everyone in the community and making sure safety is enhanced and continued with the discussion.
- Councilor Gutjahr asked if this is sort of a template to look at roads an for the roads to have a sides for people to have an area to walk and bike, so when people see this they can see what will be coming in the future and continued with the discussion.
- Councilor Apodaca asked if the walking path would include curb and sidewalk.

- Mr. Antonio said it is better off with roadside ditches instead of curb and gutter which the gutter can be a safety issue for the residents and by using a multi-use trail instead of a sidewalk it will be more beneficial.
- Councilor Apodaca asked what is the surface made out of and how long will the trail last.
- Mr. Antonio explained it is made of 3 inches of asphalt and if the trail is well maintained then it can last about 10 to 15 years.
- Councilor Winters said in response to the previous road work on Goodman, it was a chip and seal type of work which only last 5 to 7 years, so he thinks its time for a change.

City Attorney Contract

- City Attorney DeFillipo began to explain the 2 contracts and started to explain each one. He said the first contract is a gap contract that will last till the end of the fiscal year and will be non-flat fee which is \$150 per hour per attorney, and the second contract is as stated a one-year term up to \$60k at \$175 per hour for attorney and \$60 per hour for paralegals.
- Manager Dr. Moore said we defiantly recommend the GAP contract and he then said that he has talked with the Finance Officer and Procurement Officer, and they agreed upon going out for an RFP on a permanent contract and confident that would be accomplished before bridge contract ran out.
- Councilor Gutjahr asked why are we going out for a new contract if its 10th year is next year.
- Manager Dr. Moore explained you are looking at when the first purchase order was sent out in 2013, also with the regulation right now if you are not an exception, they are encouraging RFPs after 4 years, this started a discussion.
- Councilor Gutjahr said it has changed a lot since our last meeting.
- Manager Dr. Moore said it actually changed since this afternoon when the new section of the state law was placed on my desk.

Resolution 2022 - XX Dangerous property

- Fire Chief Tabet began to explain that this piece of property looks like a hoarder house and both in fire and in health he recommends to have it cleaned for the residents surrounding it. He continued by saying that the building doesn't look like its not in structural sound and the fire danger is real, with animal feces and trash all over the property.
- Councilor Winters asked for future it would be nice to have picture evidence for city records.
- Municipal Clerk Adair said that this property has been to court several times so the court may have pictures as well.
- Councilor Apodaca asked what is the next step.
- Fire Chief Tabet began to explain instead of going to court he would like to have council deem the property as dangerous and then he would work with the city manager and public works to see what they can do to resolve the issue.
- Councilor Apodaca said would we have to hire a company to go clean the property and force the owner to pay.
- Fire Chief Tabet said yes unfortunately, if it has to go that far.
- City Attorney DeFilippo explained that according to your ordinance if a property is deemed a dangerous property what is next would be something called clean and lien and the way you can get the money back is by having a lien on the property but wouldn't be a direct payment from the homeowner. He continued by saying the only question would be if the city can collect on the lien at any point and will get the direct payment if the property is foreclosed on.

- Councilor Gutjahr said she noticed that the County is doing a lot with nuisance homes and building and noticed they are publishing them in the paper.

Personnel Policy draft

- Manager Dr. Moore began a discussion on the work that the law firm putting together the draft document and he said he encourages council to read the document and come up with any questions or comments
- Councilor Gutjahr said we should dedicate a large amount of time for this because 1 ½ hours is not enough time.
- City Attorney DeFillipo said he feels this is a strongly finished form and he feels confident that the document is structurally sound.

Public Comments

- Mayor Ramsell read into the minutes an email from Tommy Westmoreland at 459 Goddard Court, Dr. Moore, Please tell me about American Rescue Act money. What are we allowed to spend it for? The last I heard Santa Fe had not put out any guidance on what the money could be used for. Is that true? The Tillery building is being torn apart by the high winds. Insulation is all over the right of way on the North side of Manzano Parkway. I did see one homeless person come out of the building last week. Is there a time frame for its demolition? In addition to the Interim Fire chief, what are the names of the other two code enforcement officers? Looking forward to missing signs and bent signs being replaced or repaired. The two parks need to be brought in compliance with city ordinances as they are a continuing eyesore.
- No other public comments.

Manager Report

a) Supermarket letter

- Manager Dr. Moore began a discussion regarding the draft supermarket letter as Mr. Mims has been talking to investors and the letter is a way for us to get grocery stores or supermarkets attention to bring them to Rio Communities. He continued by saying that he hopes this brings in many types of services that can benefit Rio Communities.

b) Economic Development events

- Manager Dr. Moore began a discussion stating that the Valencia County Incubators have sponsored ribbon cutting events and he said there are about 3 taking place around the city and he continued by saying this is great to show we aren't just sitting here talking about change that change is taking place in Rio Communities.
- Manager Dr. Moore said he did include in the agenda the brochure and placards to be handed out at trade shows and continued by letting Council know that Belen Public Schools asked if Council, or himself will be attending the graduation.

Council General Discussion & Future Agenda Items

- Councilor Apodaca said he had an idea a couple of places in the City that are noticeable, as the sign that says, "Welcome to the City of Rio Communities" maybe adding something to the sign to dress it up or make it look more attractive. He then said the location by the triangle shaped wall with a flagpole and on windy days all you see is the cord hanging and its starting to be an eyesore, he suggested putting a fresh coat of paint and maybe calling it a Veterans Memorial and make it all inclusive and figure out a way to add a permanent flag and a light.
- Councilor Gutjahr said that is conversation with DOT and had no comments.

- Councilor Gordon said a couple of weeks ago when talking with the Finance Officer and The City Manager, he asked what could we do to get a Police Department and they explained to me that we don't have enough funds in having a 5-man team and a Chief. He continued by saying maybe we can have a Chief and a 2-man team in the future.
- Manager Dr. Moore said they have ran some budget numbers just in case this discussion was to come up but will encourage the appropriate format to be able to have that kind of discussion.
- Councilor Apodaca said for businesses they are going to be looking at it public safety and its a very big factor to consider if they want to invest in the city or not.
- Councilor Winters nothing tonight.

Adjourn

- City Council adjourned at 4:56 pm.

Respectfully submitted,

Elizabeth F. Adair, 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