



**City of Rio Communities Council Workshop**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Monday, May 24, 2021 3:00 PM**  
**Minutes**

*Please silence all electronic devices.*

**Call to Order**

- Mayor Pro-tem Gutjahr called the workshop to order at 3:05 pm.
- PRESENT: Mayor Pro tem Peggy Gutjahr, Councilor Bill Brown, Councilor Joshua Ramsell, Councilor Jim Winters (Virtual).  
Present: City Manager Dr. Marty Moore, Municipal Clerk Lisa Adair, Finance Clerk/CPO Angela Valadez

**Presentation: City Complex (FBT Architect)**

- ❖ Jeremy Trumble from FBT began a presentation of the phase 1 & 2 of City Hall improvements, which would include updates to security, fire suppression, ADA compliance, adjusting the plan to meet immediate needs to get staff moved over.
- ❖ Jeremy Trumble explained the phase 1 entryway (vestibule) into the reception area which would include restrooms, further explained more of offices and the overall scheme of the master plan to take the building, and divide it into two functional areas, once for administration and one for the public. He continued the presentation.
- ❖ Jeremy Trumble said the main reason for phase 1 is to move the staff out of the public areas and into their permanent place. He explained the areas that are important: storage space, reception areas, clerk office, storage rooms, additional offices, manager's office, conference room and workroom. He then said there would be temporary partition to allow the public in without allowing them to wander around the building.
- ❖ Councilor Brown asked if the restrooms would be made ADA compliant.
- ❖ Jeremy Trumble said this will be expensive for the 1st phase, and if we make one change to the restroom, such as adding taller toilets, then we would have to renovate the stalls and would get into a lot of money. He then said at this phase, we would not be making changes to the restroom but could have people use the ADA compliant restroom near the City Council Chambers.
- ❖ City Manager Dr. Moore said if we need to to put in the toilet in one of the stalls to help accommodate that we can do that.
- ❖ Jeremy Trumble then explained phase II they would update restrooms to full ADA space, complete the lobby space, Council Chambers and finish the work on the administrative side of the building and if funds became available for the recreation side of the building, you could always start working on that.
- ❖ Mayor Pro-Tem Gutjahr said we are giving up the large multi-purpose room that we host community events and said she would like to see the court room on a different side.
- ❖ Jeremy Trumble stated this is a living document and changes can happen as we take into consideration changing needs and continued the discussion.
- ❖ Manager Dr. Moore said we have also talked about getting the staff moved over now and explained until we get the grants that will pay for it, we are thinking about placing the Clerks into the server room, the City Manager would be in the current Code Enforcement Officer and

having him move to the Public Works space in the back. He explained how City Hall will function during construction and the reuse of current furniture.

- ❖ Mayor Pro tem Gutjahr said she really appreciates Jeremy Trumble keeping the changes and adaptation the plan to fit our need and budget.
- ❖ Councilor Ramsell said he agrees to keep listening to the staff and making City Hall functional and continued the discussion.
- ❖ Manager Dr. Moore said if we can move the public works department, then we can move over the fire admin offices over and have more room for recreation.
- ❖ Councilor Brown said code requirement improvements need to be looked at very closely and one of the reasons we could not put in an electric car charging station because the electrical system did not support it and believes that needs to be addressed as well. The discussion continued.
- ❖ Manager Dr. Moore said separate from this master plan we do have some grants to repair the roof, help with the fire suppression, and security measures.
- ❖ Councilor Winters said he does not like phase II. Council continued to discuss having further discussion on phase II.
- ❖ Manager Dr. Moore stated having public coming into the outside access the electrical panels will be a problem, with vandalism and safety being an issue. The discussion on design continued.

#### **Accounts Payable report 5/24/2021 (Finance Officer)**

- Finance Clerk Valadez began a discussion on items over \$500.00: Tyler Technologies for the implementation of the new time clock system in the amount of \$1,241.79.
- Mayor Pro tem Gutjahr asked if the Tyler Technologies charge was a one-time charge.
- Finance Clerk Valadez said she will look into that.
- Finance Clerk Valadez continued to explain the invoices over \$500.00: Wells Fargo for the lease of the server in the amount of \$2,497.73; MuniCode for agenda and meeting management in the amount of \$3,400.00 for an annual subscription; Valencia County for animal control in the amount of \$795.00; Home Depot for Library construction supplies in the amount of 953.94; A.P.E. Electric for work on 3 streetlights at the intersection of 304 and 47; 411 Equipment to diagnose the fire department in the amount of \$753.62; TLC Uniforms for 22 sweatshirts for the fire department; TLC Uniforms for flashlight, jacket and boot insignia in the amount of \$648.42; TLC Uniforms for EMS shirts and uniform patches in the amount of \$784.78 and all three charges for TLC are invoices that never got paid.
- Manager Dr. Moore explained that these invoices were not paid from 2020 and began a discussion.
- Finance Clerk Valadez continued to explain the invoices over \$500.00: APIC for the labor and replacement of 28 light fixtures on Hwy 304 in the amount of \$6,217.17.

#### **Resolution 2021-xx Investment Policy (Finance Officer/Manager)**

- Manager Dr. Moore explained that they have had many discussions with Department of Finance Administration regarding investment policies in the State, updated resolutions to include financial institutions within the County, being broader than the Municipality, one exception is the investment pool that the State has is available for us to utilize and taking a look at the financial institutions might get us better return than the State pull. He then said we want

to make sure wherever we chose to invest is fully insured, we are currently looking at what level we are collateralized, and we have found we are only at 50% right now.

- Mayor Pro tem asked if this should be an annual event.
- Manager Dr. Moore strongly suggested to add it during the budget time and continued the discussion.
- Councilor Brown said several months ago that the finance department did a search, and this would be an update to what was previously done and continued with the discussion.

#### **Resolution 2021-xx NMFA Loan application (Finance Officer)**

- Council began a discussion on the resolution 2021 NMFA loan.
- Manager Dr. Moore explained this is the wording that is required from NMFA Loan, and we have spoken with the attorney just to make sure the language will still be beneficial for us. He then explained the City takes care of the first part of the transaction in obtaining a letter from the Fire Marshall agreeing to reimbursement and allows for the fire protection fund to pay the loan.
- Councilor Winters asked if we need to have a need for another loan is another resolution required.
- Manager Dr. Moore said yes, this resolution is only for this loan and if we to need another loan, we would need another resolution and continued the discussion.

#### **Resolution 2021-xx Reimbursement Tax Exempt (Finance Officer)**

- Council began a discussion regarding Resolution 2021-xx Reimbursement Tax Exempt (Finance Officer)
- Manager Dr. Moore explained that this will be the reimbursement from the State Fire Marshalls office.

#### **Ordinance 2021-xx Chapter 11 Article 5 Fire and Emergency (City Manager/Council)**

- Manager Dr. Moore said there are 2 areas in this ordinance, we have a current budget and what we can afford, it authorizes several things, but it has to be in the budget but is not a recommendation to proceed. He explained it opens the door to future internal controls and growth and ability to meet financial needs and began a discussion.
- Councilor Brown said he strongly states that the EMS should be removed because that is something the Fire Chief can do administratively and is not something we want to mandate should the time come, we don't want to micromanage his command. He then said this map that was included in our handout is wrong and continued the discussion.
- Mayor Pro tem Gutjahr said regarding 11-5-5, it does not say that this is handled administratively within the department, however this is another option.
- Councilor Ramsell said this gives the possibility of allowing the Fire Chief to appoint and he would be okay making a statement like what was suggested.
- Mayor Pro tem Gutjahr said on page three it was going to have a chief of police added and began a discussion.
- Councilor Winters said this will be part of the public hearing tonight.

### **Firework Ordinance (Attorney/Council)**

- Manager Dr. Moore said we are trying to get the wording is proper before we are getting the proclamation out in June.
- Councilor Brown said the proclamation would basically cover the ban and restrictive use of fireworks, covering the sale of fireworks and the article title should cover that it is restricting the sale.
- Mayor Pro tem Gutjahr said this already states that the type of fireworks permitted is in the ordinance and began a discussion.
- Councilor Ramsell said he does not see anything wrong with the ordinance, aerials being banned have been in play for a while, and we know that even if we do not sell them here, people will go outside the County and buy them and bring them back, and I agree that it would be good to have both the ordinance and the proclamation.
- Mayor Pro tem Gutjahr said primarily this is on selling and what can be used, and this will be moved to 14-day review and continued the discussion of the name of the ordinance.

### **Clerk update on agenda & minutes management (Clerk/Manager)**

- Clerk Adair began a discussion regarding the new agendas and minutes management, explaining their will be attachments and hyperlinks making it easier to get to everything.
- Councilor Winters asked if there was going to be a cut off on the financial reports.
- Manager Dr. Moore explained he has been speaking with finance and they are currently getting mail from three different locations, and it will be consolidated into one location soon, and that will make it easier to receive invoices and make payments and get them into a report in time for the packets. The discussion continued.
- Municipal Clerk Adair explained we should be getting packets out by Friday and continued the discussion.

### **Manager Report**

- Manager Dr. Moore said our Municipal Clerk added the council chambers a clock that we can see and is accurate.
- Manager Dr. Moore said the road work is 1/2 way done on the re-chip and seal on Hillandale and we have talked about the LED lights that have already been replaced, but we have three extra lights and several that needed to be replaced, so we used the lights in the intersection of 304 and 47, and we still have some that are still out on 47 but we have to fix wiring first. He then said we are going into the finalization of bidding for the roads, we currently 13 grants on the list, one would be to accept the master plan of the building, knowing that there will be tweaking of phase 2 that will be a project under our belt. He then explained he considers a project completed when it has been signed off on and the final paperwork finished, and he is working with the Deputy Clerk to create a progress chart on all the grants so that you can see in detail where we are with each project.
- Manager Dr. Moore said Finance did a terrific job on the budget and we were one of the first to submit our budget in the State of New Mexico and we are waiting to see if they will ask for corrections. He then said we are in the process of making sure our policies are separate from our procedures and are making sure they are properly implemented.
- Mayor Pro tem Gutjahr said it is nice to see the procedures, but they need to approve the policies and the procedures are up to the staff and began a discussion.

- Council began a discussion on the sign.
- Mayor Pro tem Gutjahr requested at the next workshop we solidify our plan for the sign and move forward with it

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

- Councilor Brown said there was no sense in creating rumble strips on Hillandale before they finished the street work and asked to proceed with the signage, which would be at the intersections and a curve ahead at the base of Hillandale, reflective signs on the curve, and when the road work is completely finished, to add the rumble strips.
- Councilor Ramsell said he agrees that the curve needs those signs and he said they need on both sides. He then said as far as the rumble strips, they can be avoided because of how they are spaced and is concerned about people living in the area might complain about the noise. He explained the signage on the road might be enough.
- Councilor Winters said the road work on Hillandale is not the entire length of the road.
- Mayor Pro tem Gutjahr said if she lived on Hillandale she would want to be involved in the decision of traffic calming options and it would be helpful to send out brief survey, so everyone knows what is happening and have a say in it.
- Councilor Ramsell said the non-invasive things, such a road signs, that are cheap and easy might not require public opinion, but rumble strips might. The discussion continued.
- Councilor Brown said another item was double yellow line stripping when the road work is finished, especially on the eastern part, and also the western part be redone and get some new Horner and Hillandale pedestrian areas done as well and began a discussion.
- Councilor Ramsell said after seeing a couple of comments people have made on the roadwork flyer that was sent out, I can see that people do not realize the City has spent a lot of money on road work, they don't realize how the grant work and what they cover, and suggested we have a list on the website road work that we have completed, and show the grant money as well as the matching funds from the City so the public can see it easily, and maybe we can keep a rolling current total.
- Councilor Ramsell said the census should be coming out soon, possibly later in the week, he tried to locate us by Municipality and was not able to find us.
- Manager Dr. Moore said that we are part of a census designated place but not as a city location, and we need to talk to our Congress members our need to be a City on the Census, road map, and GIS database, and continued the discussion.
- Councilor Ramsell asked for a general idea/cost to change out the lights to LED. He then said there is a stop sign missing on Kagan & Suncrest.
- Councilor Winters reminded everyone that not a lot of validation work will be made to the Census until they are confirmed with a 2022 American survey.
- Mayor Pro Tem said on June 19 there will be an open house at Oasis Plaza, Universal will have theirs and the fire department will have theirs as well. She said she would like to update the magnets and will work on that next workshop. She began a discussion on the animal control form for people to be able to pick up their pets from the pound.

### **Adjourn**

- The City Council workshop was adjourned at 5:20 pm.

Respectfully submitted,

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Elizabeth (Lisa) Adair, Municipal Clerk  
(Taken and Transcribed by Amy L. Lopez, Deputy Clerk)

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

Approved:

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Mark Gwinn,  
Mayor

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Margaret (Peggy) Gutjahr,  
Mayor Pro-tem/Councilor

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Bill Brown,  
Councilor

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Joshua Ramsell,  
Councilor

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Jim Winters,  
Councilor