



City of Rio Communities Council Regular Business Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, June 14, 2021 6:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Mayor Pro tem Gutjahr called to order the meeting at 6:00 pm.

Pledge of Allegiance

- Councilor Winters led the pledge of allegiance.

Roll Call

- Present: Mayor Pro Tem Peggy Gutjahr, Councilor Bill Brown, Councilor Joshua Ramsell, Councilor Jim Winters.
Present: City Manager Dr. Martin Moore, Municipal Clerk Lisa Adair, Finance Officer Stephanie Finch (virtual), Finance Clerk Angela Valadez (virtual) and Valencia County News-bulletin Editor Clara Garcia.

Approval of Agenda

- Councilor Brown made a motion to approve the agenda as presented. The motion was second by Councilor Ramsell. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters. With a 4-0 vote the agenda for the City Council regular business meeting of June 14, 2021 was approved as presented.

Approval of Minutes of the City Council Regular Workshop minutes and the City Council Regular Business meeting minutes 5/24/2021 and the City Council Special Business meeting minutes 6/2/2021

- Councilor Brown moved to approve the Regular Workshop minutes and the City Council Regular Business meeting minutes 5/24/2021 and the City Council Special Business meeting minutes 6/2/2021. The motion was second by Councilor Winters. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters with a 4-0 vote the minutes for the City Council Workshop and Regular business meeting of 5/24/2021 and the City Council Special business meeting of 6/2/2021 was approved as written.

Public Hearing

- **Motion & roll call vote to recess Regular Business Meeting session and to go into Public Hearing**
 - Councilor Winters moved with a roll call vote to recess Regular Business Meeting session and to go into Public Hearing. The motion was second by Councilor Ramsell. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters. With a 4-0 vote the regular business meeting was recessed and the public hearing began at 6:08 pm
- **Consideration of the proposed: Ordinance 2021-XX Chapter 11 Article 1 Fireworks Control**
 - Councilor Brown said this was heavily discussed at our workshop.
 - Councilor Winters said he had nothing to add as we have discussed this thoroughly.
 - Councilor Ramsell said we have seen over the last few days the situation locally and throughout the State with the dry conditions and we have discussed this thoroughly.

- **Motion and roll call to go back into Regular Business Meeting session and roll call vote to recess Regular Business Meeting session and to go into Public Hearing**
 - Councilor Winters moved with a roll call to go back into Regular Business Meeting session and roll call vote to recess Regular Business Meeting session and to go into Public Hearing. The motion was second by Councilor Ramsell. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters. With a 4-0 vote Council returned to the regular business meeting at 6:10 pm.

Discussion, Consideration, and Decision – Ordinance 2021-xx Fireworks Control

- Councilor Brown moved to approve Ordinance 2021-79 Fireworks control ordinance. The motion was second by Councilor Ramsell. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters. With a 4-0 vote Ordinance 2021-79 Chapter 11 Article 1 Fireworks Control was passed, approved, and signed.

Mayoral Proclamation - Fireworks

- Mayor Pro tem Peggy Gutjahr read the proclamation into the minutes.
- Clerk Adair mentioned there was a correction to the proclamation and needs to say 2021-79 at the second therefore on the State Statute and Ordinance and began a discussion.
- Mayor Pro tem Peggy Gutjahr stated the proclamation is available to reviewed online to find out what is and is not permissible.

Manager Report

- City Manager Dr. Moore gave his report: the drywall in the library is almost complete, carpet is going in this week, the stone facing is almost complete, the electrical is almost complete. He then explained we are closing on one of the road projects on Hillandale and are close to being finished with the drainages plan and are looking to be finished soon with the City Hall Phase Two plan, and we are working with Planning and Zoning to update some ordinances.
- Manager Dr. Moore said we are working on the personnel policy, have a few good candidates for the fire chief and appreciate the Mercer Groups help with that and will be interviewing soon. He then said this Saturday, the fire department is going to have an open house to see the new doors and new trucks and equipment.
- Manager Dr. Moore stated that we reviewed the job description going out this week for 2 emergency personnel to help primarily with daytime during the week calls and they would be EMT/Fire with EMT basic training.

Economic Development Report

- EDC - Vice Chair Loedi Silva gave the Economic Development report to Council: We focused on social media presences and we have voted to spotlight businesses within the community, where we will interview a business and this time that business was also in our newsletter; we have had one business reach out to be spotlighted and we will be putting spotlights on the EDC website, with a new business every 6-8 weeks; we will be featuring positive stories from our communities and would appreciate ideas and pictures from events such as the fire department open house; branding and logo has been tabled until it is coming to fruition; she has been meeting with Belen and Los Lunas EDC to establish a positive relationship; Fran Rossberg is working on Welcome Wagon bags and needs items from businesses for those; Kuan asked to

have a meeting with Mayor Pro tem and City Manager for a grant to help repair low income homes with a deadline on July 19th.

- Mayor Pro tem Gutjahr said we are working on revising the magnets that will be going out to individuals and continued the discussion.

Planning and Zoning

- Chair Thomas Scroggins gave the Planning and Zoning report to Council: We have decided to revisit the Master Plan because it has been over six years; we have the finalized version of the animal welfare survey and will begin getting those out the public; we are going to revisit RV storage because it is a subject that comes up often; we have talking about an unofficial sectioning of the city based on lot sizes because that affects what types of animals should be allowed where.
- Mayor Pro tem Gutjahr said as a Council we have been doing a checklist on the Comprehensive Plan in the last two year and will have to locate that information and began a discussion.

Municipal Clerk Department

- Clerk Adair gave her report: For the month of May we received our final MyCivic app training, we are waiting for the developer to give us so final information so that we can input that on our workflow system, and the workflow system is where from the app, they will send the work order to the Public Works Director and from there the Public Works Director will determine who will take care of that situation. That is why we have to have a workflow, workorders will be broken down into categories like signs and graffiti and from there the workorders will be delegated. I have been manually changing addresses on google maps to show Rio Communities because she is not getting help from them, I have been trying to work with google to let them know that we are a government entity, but I am not getting any response, but they are approving the edits. We do have a lot of sections that do say Rio Communities, but homes and businesses do not. We are working on Incode, we have a training this month and two next month and by the end of July we should be going live with licenses and permits, we did our final training on Municode agenda and minutes, we are still changing some items, and we should be going live next month with the Commissions.
- Mayor Pro tem Gutjahr asked if once we get MyCivic ready, will we be notifying the public that it is available and how to use it.
- Clerk Adair said either we could put it in the newsletter, or we could do a special thing on social media explaining it, we could do some thing special once we go live, but the idea was to put it on the website and social media.
- Mayor Pro tem Gutjahr said we could add it to our magnet as well.
- Clerk Adair said I have worked with the City Manager with the City Hall renovation and have helped the procurement officer to get some bids to the newspaper, coordinated with the County to be an early election site, we are looking at using our current offices for early voting site once we have moved to the other side of the building, early voting starts October 16, with elections taking place November 2. She then said she is sending a letter to the County Clerk announcing the position and continued to read the letter.

Finance Department

- Finance Officer Stephanie Finch gave the report for the Finance Department: The finance department has submitted the interim budget and received interim budget approval from DFA; worked with HDR Engineers and Chief Procurement Officer on bid package for NMDOT Grant #D18398 for Golf Course Lane/ Country Club Lane; on June 3, 2021 Invitation to Bid was published and released for Golf Course Lane Improvements; Accounts Payable, reconciliation of bank accounts, biweekly payroll/payroll reporting and taxes; submitted request for reimbursement on Drainage Plan grant and close-out documents for L300249 – NMDOT Grant; grant management and monthly reporting; worked on NMFA loan for fire truck; help pre-bid conference for invitation to bid #2021-0103; worked on end of year adjustments and are preparing for end of year and FY 2021 audit; attended trainings with Bidnet Direct and signed the City up for their website which is a free procurement service; and working on the finishing touches for the final budget.

Code Enforcement Department/Public Works Department

- Code enforcer/public works director Gordon Reeves gave the report for both the code enforcement and public works: **Code Enforcement:** Field work has identified weed and vehicle violations, storing of RV's & boats violations, and accessory building violations. The occupants of a dozen properties have been notified and are working with code enforcement to correct violations. **Public Works:** Public workers have mowed city hall grass and performed weed control on city property; Public workers have cleaned approximately a dozen illegal dumping areas around the city; In preparation for using the legislative appropriation grant for streetlights, I am completing a Labor and Material cost analysis for Rio Communities Blvd (Hwy 47) LED streetlight fixture up-grade; Highway 304 light fixtures have been installed; Both the vacant full time and soon to be vacant part time Public Works positions are being advertised for Hire. Our part time worker has resigned effective June 19th from the part time position; Potholes: list given to Contractor to Bid in May; The City now has a stockpile of 250 waste tires set to be sent to recycle in JUNE. In addition, we have stockpiled mattresses, furniture, and appliances for removal. **Street Paving:** Cities roads: The 2020/ 2021 Road contract work with Universal Constructors to chip seal and fog seal Hillandale and surrounding streets is completed. Please note that the purpose of this project was to extend the life of the existing pavement on these streets. **Library:** Carpet is being installed the week of June 14, 2021; We expect to complete installation of the book shelves the last week of June, depending on the availability of shelving material; Countertops for the library computers are ready to be installed.
- Code enforcer/public works director Gordon Reeves gave a report of things not on the submitted report: completed stripping of the city hall parking lot as well as two emergency parking stalls for the fire department in the back of the building, there is a tree on Golf Course Road that needs to be removed, and we need to fill the two positions of public workers. He then said we have some RV situations coming up with people parking RVs in front of there homes and we are beginning to cite those and weeds over 20 inches tall
- Councilor Brown said we are going to ask for his assistance to enforce illegal fireworks for the City.

Fire Department

- Fire Chief - City Manager Dr. Moore gave the report for the Fire Department: Our new Fire Tender (Tanker) truck has already been on numerous calls and operated well! On June 19th,

from 11 a.m. to 3 p.m., the Fire Department is hosting an open house for the public. We cordially invite city staff and city council as well as the city manager to come by. Please also bring your family members with you. Free food and drinks will be provided! We are continuing to replace outdated tools and gear. We want to take a minute to thank City Council and the city manager and city staff for all their hard work and Support to the Fire Dept. Monthly statistics for April calls: 2 Alarm calls, 1 brush fire call, 2 disturbance calls, 2 domestic violence calls, 1 illegal burn call, 2 information calls, and 74 medical calls, with a total of 84 calls. They are getting ready to do another round of training as well.

- Councilor Brown asked if there is a way to find out how many of the medical calls that we actually responded to, because he would like to see the before and after of hiring the two new EMTs and began a discussion.

Municipal Court Department

- Court Clerk Lisa Adair gave the report for the month of May to Council: 14 traffic violation(s) were filed; Amounts collected are: Correction fees \$60; Court Automation fees \$18; Judicial Education fees \$9; Court Fines of \$120; giving a total of \$207.00 were collected in the courts.

Public Comment

- No public comments.

Discussion, Consideration, and Decision – Approval of Accounts Payable

- Councilor Ramsell said there were several charges for Tyler tech, and they include MyCivic and maintenance fees that we usually don't see.
- Mayor Pro tem Gutjahr said there were 2 file cabinets for the fire department that are fireproof that were ordered. She explained the accounts payable report is online for public viewing.
- Councilor Ramsell motioned to approve the accounts payable as presented. The motion was second by Councilor Winters. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters. With a 4-0 vote accounts payable was approved to be paid.

Discussion, Consideration, and Decision - Resolution 2021-xx First Amendment to Capital Appropriation Project - street lights

- Mayor Pro tem Gutjahr said we had originally in the 2020 capital outlay streetlights that would be solar only, but we have asked for the wording to be changed to provided us more options.
- Clerk Adair read into the minutes Resolution 2021-13 First Amendment to Capital Appropriations Project.
- Councilor Winters moved to approve Resolution 2021-13 First Amendment to Capital Appropriations Project. The motion was second by Councilor Ramsell. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters. With a 4-0 vote Resolution 2021-13 First Amendment to Capital Appropriation Project Streetlights was passed, approved, and signed.

Discussion, Consideration, and Decision - Approval Electrical Sign - scope of work

- Mayor Pro tem Gutjahr explained this project has gone on for a while and we are looking to add an electric sign to our parking lot and described the scope of work.

- Councilor Winters moved to approve the Electrical Sign - scope of work. The motion was second by Councilor Ramsell. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters. With a 4-0 vote, the scope of work for the electric sign was approved.

Discussion, Consideration, and Decision – Approval of Rio Communities Park Master Plan

- Mayor Pro tem Gutjahr said we had an excellent presentation today and began a discussion.
- Councilor Winters thanked the members of the Committee from the Community, they have provided very good information and opinions and some of those have been incorporated into the design, and he hopes to work with them in the future.
- Councilor Ramsell said getting to watch the presentation was great, it basically laid out a multi-year plan and it shows what is possible.
- Councilor Brown said kudos to those that prepared it, it was a good presentation.
- Mayor Pro tem Gutjahr said she liked the layout, and agrees that although it will take time, it will be worth it.
- Councilor Ramsell moved to approve the Rio Communities Park Master Plan. The motion was second by Councilor Winters. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters. With a 4-0 vote the Rio Communities Park Master Plan was approved.

Discussion, Consideration, and Decision – Approval of Rio Communities Master Drainage Plan

- Mayor Pro tem Gutjahr said another outstanding presentation that has been in the making for a while now and explained some of the problems the City has with drainage.
- Councilor Brown said this a very good plan that will serve us well and was well presented.
- Councilor Winters said in the zoning ordinance left room for the drainage plan because if you are building next to a drainage area it takes planning and these guys did a great job.
- Councilor Ramsell added that some did not understand that there has never been a drainage study done in this area, not by the State or County, and this will be really good information that we can share and it is really good for us to have this.
- Councilor Ramsell moved to approved Rio Communities Master Drainage Plan. The motion was second by Councilor Brown. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters. With a 4-0 vote, the Rio Communities Master Drainage Plan was approved.

Council Discussion

- Councilor Ramsell said Council has been really busy during COVID, parks, streetlights, drainage for the future of this community.
- Councilor Winters said it occurred to him that we have been able to do the most with the fewest of employees in the County, we would love to have more employees but the ones we have, have all come through.
- Councilor Brown had no report.
- Mayor Pro tem Gutjahr agreed that when we looked at the very beginning, things have been laid out to be built on and we didn't have the money when we started but we have been able to get Capital Outlay and get a lot accomplished.

Executive Session - regarding the discussion of the purchase, acquisition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8)

Motion and roll call vote to go into close session

- Councilor Ramsell motioned with a roll call vote to go into close session regarding the discussion of the purchase, acquisition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8). The motion was second by Councilor Winters. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters. With a 4-0 vote Council went into executive session at 7:13 pm.

Motion and roll call vote to go back into the regular business meeting session

- Councilor Winters made a motion with a roll call vote to go back into the regular business meeting session. The motion was second by Councilor Ramsell. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters. With a 4-0 vote Council went back into the regular business meeting session at 7:45 pm.

Welcome everyone back and statement by the Mayor Pro-tem

- Mayor Pro-tem Gutjahr welcomed everyone back in the City of Rio Communities, and explained an executive session was held to speak only of the matter concerning regarding the discussion of the purchase, acquisition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8).

Consideration & Decision – Mayor Pro-tem recommendation regarding the discussion of the purchase, acquisition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8)

- Mayor Pro tem Gutjahr stated there is an action item and asked for a recommendation to be made to purchase the land south of the Rio Grande Fire Station, identified as Tract 2B 1.00AC and Tract 2C, land of Horizon Corporation for \$95,000 plus 1/2 of the closing cost and to give Margaret R. Gutjahr authority to execute and sign the contract.
- Councilor Ramsell motioned to grant Mayor Pro tem Margaret R. Gutjahr the authority to execute and sign the contract. The motion was second by Councilor Winters. Voting Yea: Mayor Pro Tem Gutjahr, Councilor Brown, Councilor Ramsell, Councilor Winters. With a 4-0 vote the motion to purchase land south of the Rio Grande Fire Station, identified as Tract 2B 1.00AC and Tract 2C, land of Horizon Corporation for \$95,000 plus 1/2 of the closing cost and to give Margaret R. Gutjahr authority to execute and sign the contract was approved.

Adjourn

- Councilor Winters moved to adjourn. The motion was second by Councilor Ramsell. With a 4-0 vote the City Council regular business meeting was adjourned at 7:48 pm.

Respectfully submitted,

Elizabeth (Lisa) Adair, Municipal Clerk
(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