



City of Rio Communities Council Workshop
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, June 13, 2022 3:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Mayor Joshua Ramsell called the Council Regular Workshop to order at 3:12 pm.

Attendees

- PRESENT: Mayor Joshua Ramsell, Mayor Pro-tem Margaret R. Gutjahr, Councilor Arthur Apodaca, Councilor (virtual) Lawrence Gordon, Councilor Jimmie Winters.
- City Manager Dr. Martin Moore, Municipal Clerk Elizabeth Adair, Finance Clerk Renee Adams, Fire Chief/Code Enforcement Director Andrew Tabet, Public Works Director Gordon Reeves.

Accounts payable report

- Finance Clerk Adams began the discussion with everything over \$500.00; 2 accounts for GSD in the amount of \$10,557.80; 2 accounts for NM Tax and Revenue in the amount of \$1,176.82; Sharp Electronic for the amount of \$515.70; TLC in the amount of \$887.64; Flyer Press LLC in the amount of \$760.00; Tabet Lumber in the amount of \$600.00; Home Depot in the amount of \$523.12; Wells Fargo in the amount of \$2,497.73; Sharp Electronic in the amount of \$1,113.49; Village of Los Lunas in the amount of \$7,741.50; City of Belen in the amount of \$3,000.00; Total Glass Solutions in the amount of \$650.00; Paul W. Gallegos in the amount of \$1,650.00; Ralph T. Barnes in the amount of \$1,125.00; Home Depot in the amount of \$2,225.60; Craig Independent Tire Co. in the amount of \$882.75; 2 accounts for HD Supply White Cap in the amount of \$2,922.06; Verizon in the amount of \$797.51; Able & Willies in the amount of \$658.00; 2 accounts for Chalmers Ford in the amount of \$ 5,038.29; Paul W. Gallegos in the amount of \$1,650.00; Stuart C. Irby Co in the amount of \$1,278.31; Havona Environmental in the amount of \$1,165.05; Universal Waste System in the amount of \$5,460.79; 3 accounts for Amazon in the amount of \$3,307.91; LN Curtis in the amount of \$1,692.00; 2 accounts for Craig Independent Tire Co. in the amount of \$2,214.78; WEX Bank in the amount of \$1,950.42; PNM in the amount of \$832.19; 3 accounts for UniqueFleet in the amount of \$6,602.67; Dova in the amount of \$575.00; 3 accounts for Artesia Fire Equipment in the amount of \$25,883.25; Boundtree in the amount of \$1,841.24; Home Depot in the amount of \$3,515.23; H&E Equipment in the amount of \$11,629.16; HDR in the amount of \$1,732.47; NM Kitchen Supply \$1,237.45; Kalamazoo Flag Company in the amount of \$7,713.00.
- Councilor Apodaca asked if the city has some kind of contract with some of the services or do we shop around to get the best price before we commit.
- Fire Chief Tabet said for the fire side we have state contract and with the contract we essentially get the best price but anything we do purchase on the fire side we have a state contract.
- Manager Dr. Moore explained the different types of contracts for state and regional services, in addition our procurement policy is best price, best quality, don't always mean least expensive.
- Councilor Apodaca asked if we have a maximum amount that we can purchase without Councils' approval.

- Manager Dr. Moore said he believes that if we need Council approval it will be more than \$20k.
- Public Works Director Reeves explained that the public works department does go and seek the best price but usually gets a blanketed purchase order to cover certain parts of the cities work.
- Councilor Gutjahr asked what is PPE for public works for and asked for the 12,000 in the Fire Department.
- Municipal Clerk Adair stated that the PPE is not COVID related, but is the protected gear for them to work such as hats, gloves, etc.
- Fire Chief Tabet explained he had purchased 6k gallon pumpkins, new chainsaws, and new equipment for fire land.
- Councilor Gutjahr said we get a lot of stuff from Artesia.
- Fire Chief Tabet said they are on the State purchasing agreement, with two main state contracting services being Artesia Fire and Allen Curtis, determines if they have the equipment we need on hand and can deliver in a timely manner.

Ordinance 2022 - xx Personnel Policy - 14-day public review

- Manager Dr. Moore said there are some questions that Councilor Gutjahr had questions about, such as the health, and we did make some corrections for the Employee Assistant Program (EAP) and we do not have that plan and struck out the policy all together.
- Councilor Gutjahr asked about the employee testing, if an individual were under the influence, we would need a 24-hour testing site, and then follow the policy afterwards.
- Manager Dr. Moore said they have the opportunity to seek help but must be able to meet the requirements, and this led into a discussion.
- Councilor Gordon disagreed with Councilor Gutjahr because if someone is doing a substance they shouldn't have and we give them a pass then the city is going to be liable for them, this continued the discussion.
- Municipal Clerk Adair ask if the city would pay for the assessment or would the person be responsible in order to keep their position, this would have to be another thing to consider.

Agenda item – MOU with Valencia County – the Housing of Municipal Detainees (Manager/Council)

- Municipal Clerk Adair explained the warden for the county approached her and stated they are increasing their fees, and if council approves this will be affected the 1st of July, and started a discussion.
- Councilor Gutjahr asked if this is the same contract except for the amount of money. She then asked who pays for the medical and psyche evaluation.
- Municipal Clerk Adair said we have never had a municipal detainee taken to the sheriff's department so we would need to set up a precedent since we have never had an incident.
- Manager Dr. Moore stated this is a prebooking price and if they need any services this is what the city will get billed, this continued the discussion.
- Councilor Gutjahr asked if she can have more understanding on the process.
- Municipal Clerk Adair said they are only our detainee if our judge calls contempt of court.

Agenda item – Traffic Calming Plan

- Manager Dr. Moore said that this has been put on the agenda due to many residents bringing this issue to our attention, so he is coming to Council asking for up to \$50,000 for specific traffic calming types. He then stated the plan was originally going to be speed bumps, but this isn't the only thing that has been brought up.

Public Comment

- No public comments.

Manager Report

- Manager Dr. Moore explained he made a presentation to the Department of Transportation last week on the \$2.2 million dollar transportation project fund request on Goodman Avenue. He stated they did have subsequent questions in relationship on testing we do on the roads and with taking to Mr. Kubiak the timeline he gave was sometime in July for them to have a final review and began a discussion.
- Councilor Apodaca asked after we get the approval at the end of summer, when would the actual construction begin.
- Manager Dr. Moore explained the anticipation for construction would be done by the spring of 2023 and have till 2024 to complete the construction and continued the discussion.
- Councilor Gutjahr asked if these are ones that we have to spend and then get reimbursed for.
- Manager Dr. Moore said yes this is and the explained these are already budgeted beforehand.

a) Architect firms

- Manager Dr. Moore said he would like after we finish with FBT we would like to go out for an RFP for architectural services. He continued by saying we have had many challenges with delays and changes and after looking at the grants we've set up we already have state-approved scope of work and hoping to get it completed as well as go to RFP and get one to two architects that can do the things we need.

b) State of the City (deadline)

- Manager Dr. Moore said he spoke with the P&Z Commission talked about a July deadline to shoot for initial pieces from the comprehensive plan and include them as notations and plug them into the State of the City. He then asked for direction of when the City Council would like the report and will stand separately. He continued by saying last year the report was approved in October and he would like that out earlier then last year and asked Council what they would like.
- Municipal Clerk Adair said due to the administrative calendar the ICIP is moved up top August and will have to ICIP before the first meeting of August.
- Councilor Gutjahr asked if we would like ICIP and the State of the City to be in sync with each other, since the comprehensive plan will be synced with the State of the City and led into a discussion.
- Mayor Ramsell said if we have ICIP passed, would that be plenty of time to submit it to State since the first meeting is August 8th.
- Manager Dr. Moore said so having the ICIP approved on the 8th and then submitted on the 19th and then the State of the City presented and approved on the 22nd, this continued the discussion.
- Manager Dr. Moore explained about discussing how we are tracking and keeping track of citizens' complaints, concerns as well as issues and Amy has asked for training on MyCivic application and began a discussion.

Council General Discussion & Future Agenda Items

- Councilor Gordon can we discussion electric charging stations.
- Manager Dr. Moore said he will investigate the power capacity and who is going to run them.
- Councilor Gordon asked if we could increase the power with the infrastructure bill.
- Manager Dr. Moore said we will research it.

- Councilor Winters had no report.
- Councilor Apodaca had no report.
- Councilor Gutjahr said with the new comprehensive plan and the ICIP and overall, we need to look at the goals for the whole fire district.
- Mayor Ramsell said one thing we will need to discuss as a Council in the future the Sheriff's Department will not be able to support us, due to staff shortage and what will we do for long term and as well as funding for this type of operation. He continued by saying mil levy (property tax) will be needing to discuss and we are going to be not as much commercial but residential since we hear from the residents more.
- Councilor Apodaca asked if there has been any timeline on when the Sheriff's Office gave the timeline.
- Mayor Ramsell said there will be more conversation but estimated year to a year and a half.
- Mayor Ramsell said that there are lapel pins with our logo on them and staff now have photo IDs on lanyards or clips with the logo as well as job title.

Adjourn

- The Council Regular Workshop was adjourned at 4:15 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