



**City of Rio Communities Council Workshop**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Monday, June 27, 2022 3:00 PM**  
**Minutes**

*Please silence all electronic devices.*

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**Call to Order**

- Mayor Ramsell called the workshop to order at 3:01 pm.

**Attendees**

- PRESENT: Mayor Joshua Ramsell, Mayor Pro-tem Margaret R. Gutjahr, Councilor Arthur Apodaca, Councilor Lawrence Gordon, Councilor Jimmie Winters.
  - Present: City Manager Dr. Martin Moore, Municipal Clerk Elizabeth Adair, Accounting Specialist/CPO Angela Valadez, Finance Clerk Renee Adams, Fire Chief/Code Enforcement Director Andrew Tabet, Economic Development Consultant Ralph Mims.

**Presentations: Valencia County Business Incubator: Ben Romero**

- Mr. Romero began his presentation on the Valencia County Business Incubator which provides a support system for local businesses through sustainable sales, financial and operational knowledge, as well as job creation. He started by stating that (IOTA) Incubation Operations, Training & Applications was commissioned to conduct a business incubation feasibility study. He continued to explain he is hoping to bring more job opportunities and also GRT taxes, due to this being a non-profit corporation he explained they are going after US grants and are seeking funding from other agencies as well.
- Councilor Apodaca asked if there is any affiliation with Albuquerque Regional Economic Alliance.
- Mr. Romero said we are not partnership but are seeking out partnerships around the state.
- Mr. Mims said they are in the startup state right now but will reach out to AREA, but they mainly deal with economic based businesses, and manufacturing industries.
- Mr. Romero continued with his presentation starting with the mentorship programs that help individuals work with experts in their industry as well as going over what the office space generally looks like to better asset the entrepreneurs, he proceeded to stated they will be offering team building activities and having seminars on various job opportunities. He went on to discussing what they intend on using for the funding for.
- Mr. Romero said since there opening, they have had about 32 businesses reach out to them and 7 people in their intake process as of right now.
- Mayor Ramsell stated it was a good presentation and he thinks this is very good for the community.
- Mr. Romero explained he will be open every Wednesday and they will be having there grand opening September 10<sup>th</sup> from 10am-2pm.
- Mr. Mims asked if he could talk about the leads grant and process.
- Mr. Romero said they went to do a presentation in front of SBDC and were granted a \$25k grant. He continued by explaining that with this grant it opens so many doors for them to receive more and to be able to help the people in Valencia County.

### **Accounts payable report**

- Finance Clerk Renee Adams went over all items over \$500; Amazon Business in the amount of \$1,010.84; Civic Plus in the amount of \$3,400; Card Services in the amount of \$550; Ralph T. Barnes in the amount of \$1,770; 4 accounts for Craig Independent Tire Co. in the amount of \$12,971.33; Waterway of NM in the amount of \$2,136.55; Artesia Fire Equipment in the amount of \$1,132.50; Lighthouse Uniforms in the amount of \$3,888.90; 6 accounts for Response Marketing in the amount of \$6,751; Amazon Business in the amount of \$1,268.87.
- Councilor Gutjahr asked what Response Marketing is.
- Finance Clerk Adams responded it is the name of the company.
- Councilor Gordon asked what the wildlife mask from Artesia are.
- Fire Chief Tabet explained it is a mask that filters out smoke and dirt while you're fighting the fire.
- Councilor Apodaca asked what is CivicPlus.
- Municipal Clerk Adair explained it is our municode agenda and business meeting builder.

### **ICIP Set Public Hearing Date**

- Manager Dr. Moore explained that we have to move the deadline for our infrastructure capital improvement plan, being as said the state moved the deadline from September to August 19th and requested the hearing be on the 25th of July.

### **Economic Development Consultant contract renewal**

- Manager Dr. Moore explained we have been working with Palmetto LLC with Ralph Mims and he has been gathering information and sent a spreadsheet on places he has been.
- Mr. Mims said when he first began with the consulting position no one knew where Rio Communities was. He then said we are going to be in a good position to have good materials and good activity. He continued by saying we have been getting a lot of inquiries from a lot of individuals mainly in the housing sector.
- Mayor Ramsell said we are basically updating the dates on the agreement.
- Manager Dr. Moore said yes, the dollar amount will be the same.
- Councilor Apodaca said he and Ralph attended the AREA 1.0 and it is very obvious to me how many contacts that Ralph has in the area.
- Mr. Mims said we need certain things in place before we can recruit businesses in the area.
- Mayor Ramsell said a future agenda item will be the welcome sign.

### **Legal Service Contract**

- Manager Dr. Moore said they have had good conversations with Chris from Robles, Rael & Anaya law firm. He explained that he has talked with Procurement staff and have come up with a 6-month contract to see how things will be played out with new rates, ability to negotiate rates by submitting an RFP and will be bringing that paperwork in front of council. He continued by saying the RFP will be standard.

### **Ordinance 2022 - xx Personnel Policy**

- Manager Dr. Moore explained there was one issue raised at the last meeting, drug and alcohol use and the cannabis that are in place with the state. He continued by stating the issues we have had was the employee assistance policy which in a standpoint is a good thing to have to

watch out for the city's business interest but also need to balance off the needs for the employees. He stated this particular ordinance doesn't reference an employee assistance plan right now but does provide an ability for them to reach out to the city. This policy lets an employee reach out to the city to apply to utilize services if employee is under the influence. He finished by explaining there are insurance programs that would help in such cases.

- Councilor Gutjahr said it was a good conversation and then said she has been in contact with some people in the County who do get refers and some who take it step by step.
- Manager Dr. Moore explained in the July 1<sup>st</sup> 2022 ordinance, this does have municipalities to provide sick leave to employees and will be coming to you next meeting to go over policies, procedures after the ordinance is in place.
- Councilor Apodaca said it will be important for us to tell an employee that might have some issues with testing for drugs and alcohol get training and how to conduct those types of interviews as we move forward.
- Manager Dr. Moore said we will be looking at Standard Operation procedures following passage of this to be able to bring them to light and share with you for review so you can understand what is being presented.
- Councilor Gutjahr said she seconds what Councilor Apodaca said due to her bringing it up when talking to council and much more important to bring up to the attorney because they can determine who does the training, procedures and signs off on the paperwork.

#### **Law Enforcement**

- Manager Dr. Moore explained some of the challenges that we have but will not get into details, but we are seeing our local retail businesses losing thousands of dollars a month in theft and burglaries. He then said there is an overtime provision in the JPA with the sheriff's office and without objection he intends to invoke this and will go to the sheriff's offices and ask them to assign individuals to overtime specifically with this problem. He finished by saying the other issues with law enforcement will be figuring out what will happen in the future for the city.
- Mayor Ramsell said one thing we may consider is looking at the budget there is some options to think about moving forward. He continued by saying we are talking about our long-term plan as a city regarding police services, law enforcement and it is going to be a big thing to tackle but thinks this will be a hard discussion as far as what they are going to do, also the other half of this issue is how does that recurring cost get funded. He finished by saying law enforcement is not a onetime expense and will have start up costs as well as reoccurring costs.
- Councilor Gutjahr asked when we are going to start having conversation with the sheriff's office for an extension for a larger timeline and what is it going to cost us and when will we sit down and layout all the information.
- Manager Dr. Moore stated a recommendation to start when the general elections is done as well as that time they will be almost done with the existing contract and can talk to the sheriff's office as well as the county manager and see about an extension. He then said the taskforce is nearing its end here in August and will be complete and after Labor Day there will be a report on the desk of every Council member and Mayor and then we will be able to tackle more public safety issues.
- Mayor Ramsell asked if its will be ready July 11<sup>th</sup>.

- Manager Dr. Moore said possibly but more leaning towards the second meeting in July due to having GRT revenues come in since one business did close, July will give us a better look on how the revenues play out.
- Councilor Gutjahr asked about having a special workshop just on this topic. She then said she understands about the GRTs but isn't sure about the political side and really wants to know if what they are doing is a solid plan and began a discussion on dates.
- Manager Dr. Moore said we do have our regular meeting on the 11<sup>th</sup> and agrees with Councilor Gutjahr on having a special workshop only on this topic.
- Municipal Clerk Adair said since 2 council members will be gone, they cannot pass the resolution for ICIP.
- Manager Dr. Moore said he strongly recommends having the discussion on law enforcement before the public hearing for ICIP.
- Mayor Ramsell asked if the public hearing can be moved and a special meeting on the 26<sup>th</sup>.
- Councilor Gordon said he won't be back till the 28<sup>th</sup>.
- Manager Dr. Moore suggested the public hearing on August 1<sup>st</sup>.
- Municipal Clerk Adair said they need to have the meeting before August 19<sup>th</sup> and continued the discussion.
- Mayor Ramsell suggested July 12<sup>th</sup> for the special workshop.
- Councilor Apodaca said those days will work for him.

#### **Public Comment**

- No public comments

#### **Manager Report**

##### **a) Event Updates (Summer Youth programs, Grand Opening Library/Maker Space July 30<sup>th</sup>, Grand Opening of VCBI August 20<sup>th</sup>, Health Fair October 21<sup>st</sup>)**

- Manager Dr. Moore began discussion on the summer youth program, starts up again the week of July 11 what they have been told is they may have more children signed up for the seconded session, and explained the optimist will be having their LEGO robotics camp also in July. Grand opening for the library/maker space is July 30<sup>th</sup> and working to improve and clean the library as well as learning what kinds of set ups works and do not work as well. He continued by saying the business incubator grand opening is now on September 10<sup>th</sup> at 10am and on October 21<sup>st</sup> there will be a health fair now that we are out of COVID plus this gives the Fire Department some time to prepare.
- Councilor Gutjahr said the big thing we also have is public works who can help set up and take things down as well.
- Mr. Mims said there are 3 ribbon cuttings coming up in July starting with the secondhand store, Dollar General and Longbow Diner. He said due to not having a chamber of commerce the city is not supposed to do groundbreaking for anti-donation location but did find out the Moose Lodge can sponsor. He then asked the Mayor and Council for dates to coordinate with businesses to have a quorum.

##### **b) NMML Policy Committee reports**

- Manager Dr. Moore explained his area of the NMML policy committee they are pushing for finds to be taken out to add a pool and talked to DFA so they can provide to smaller

communities like ours some funds to help administer grants and set that as high priority. He continued by saying they are in talks about striping the local share state GRT so we must stay vigilant on this to make sure they do not strip it.

- Municipal Clerk Adair explained her area which was time limit for municipalities in a class A county to act in annexation petitions, as of right now they can petition the annexation board and bypass the city if they wish to annex and they're trying to regulate this. She continued by saying they are trying to bypass this due to not giving the city or county time and as of right now it is only a 60-day time frame so they want to extend this to a 90 day time frame to prepare for an annexation. She stated the concern is the grants for the libraries which is whole dollar amounts, they will not happen this year but in 2024, and also, the high priority they were also looking at was back to work which states after retirement you must wait 12 months before returning so they want to reduce the time frame.
- Manager Dr. Moore said one concern coming from the environment department was helping communities that are recovering from the wildfires as well as discussions on resolutions even though we do not have a resolution as of yet.
- Councilor Gutjahr said who the invites will be and also the Los Lunas librarian and State librarian will be invited as well as Kristen Gamboa she was interested in the makerspace, this led into a discussion.
- Municipal Clerk Adair said her and they Assistant to the City Manager have been working on designs for the invitations and planning on sending them out by the 11<sup>th</sup>.
- Mr. Mims explained they have formulated a supermarket letter which states the government body of Rio Communities is interested in attracting supermarkets and would like the council to look it over and sign it.

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

- Councilor Gutjahr had no report.
- Councilor Gordon had no report.
- Councilor Winters had no report.
- Councilor Apodaca said he attended the first VALEO meeting last month as well as a few members but the comment that Mayor Noblin from Belen had made was about the topic of discussion on law enforcement because it is a big concern with all municipalities throughout Valencia County.
- Mayor Ramsell had no report.

**Adjourn**

Respectfully submitted,

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

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

Approved:

\_\_\_\_\_  
Joshua Ramsell,  
Mayor

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Margaret R. Gutjahr,  
Mayor Pro-tem/Councilor

\_\_\_\_\_  
Arthur Apodaca,  
Councilor

\_\_\_\_\_  
Lawrence R. Gordon,  
Councilor

\_\_\_\_\_  
Jimmie Winters,  
Councilor