



Call to Order

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

Attendance

- PRESENT: Mayor Joshua Ramsell, Councilor Arthur Apodaca, Councilor Lawrence Gordon, Councilor Peggy Gutjahr and Councilor Jim Winters.
- Present: Manager Dr. Martin Moore, Municipal Clerk Lisa Adair, (virtual) Deputy Clerk Amy Lopez. Finance Officer Stephanie Finch and Finance Clerk Renee Adams.

Presentation: Melinda Allen - New Mexico Partnership - Economic Development

- Manager Dr. Moore introduced Melinda Allen, who is the Director of New Mexico Partnership, she was the lead county economic development corporation director. She has had quite the extensive career experience in the southwest.
- Melinda Allen began a presentation on economic development and New Mexico Partnership, who are a non-profit and focus on bringing businesses into communities. She further explained the company gets a lot of big businesses who ask to be in New Mexico. During the presentation she then showed how they have been getting businesses in New Mexico since COVID has hit and how effective it has become.
- Councilor Apodaca asked why they are not working with hospitality industry as there are chain restaurants and multiple of opportunities for revenue.
- Ms. Allen explained they do but its eternal revenue for New Mexico and we focus on the based jobs that bring revenue from outside New Mexico into New Mexico and continued with the presentation.
- Councilor Gutjahr asked what is the first step we must take if a company should come to us.
- Ms. Allen explained since we are actively seeking leads, if it was open, we would share with the community, who all have equal opportunities, but if a community only has a lead, which they need assistants, then they can call us and maybe later down the road the said community decides it's not going to work, well then we would give it to another community and go from there then continued with the presentation. (PRO) Potential Recruitment Opportunity is what we call our leads.
- Manager Dr. Moore asked when you say 5%-10%. What exactly are they from. This led into a discussion.
- Ralph Mimms Economic Development Consultant asked could we use the LEDA ordinance for retail.
- Ms. Allen said as long as it is in our ordinance, you also can you it for hospitality and such projects then continued with the describing more what LEDA can do for the community.
- Mayor Ramsell asked if our ordinance allows, we can have hospitality and retail in our LEDA.
- Councilor Winters said we were asked to not put it into our current ordinance. This led to a discussion.
- Councilor Apodaca asked on hospitality you had mentioned they do not bring in outside money and continued the discussion.
- Mr. Mims asked when you said you can help retail, in what fashion and then asked her to elaborate.

- Ms. Allen explained she has really great relationships with other consultant companies and she's more than willing to introduce anyone to. She has marketing training to help communities to pitch ideas on retail and are more than willing to help the communities to move forward.

Presentation: Community & Youth Program Grant

- Manager Dr. Moore explained we have a \$75k Junior Appropriation Grant that Representative McQueen worked really hard to get for us and began a presentation.
- Manager Dr. Moore said this had conversations with the Finance Director, Deputy Clerk and continued with the presentation.
- Manager Dr. Moore began the presentation by giving a slideshow on all the programs for all ages such as, OSMO, Coding, Robotics, Drones, 3D Printing, Laser Printing/Engraving, Cricut, Videography/Photography/Sound Studio, Stop Motion Filming, Sewing Center, Plastic Recycling, Graphic Arts and Gaming, Arts and Crafts, Physical Activities and Escape Room Events.
- Deputy Clerk Lopez explained she tried to pick programs for all ages could be included, for instance Coding will start from the little bitty ones and stop at whoever doesn't want to participate. Some programs out there where high schools can work with younger kids for as part as their NHS credit, some programs are where we pay people to come in to work with the kids for camps. I am hoping to work with Valencia Campus a little bit and have some graphic arts students come in and host a camp. There is a lot of opportunities to introduce more technology into the community and help with the education, since New Mexico really suffers in that department, More businesses are going online and its beneficial. This gives the community opportunities for the future instead of having an option of flipping burgers.
- Finance Officer Finch explained we only have till May to spend the money, so we need an approval right away.
- Councilor Gordon asked since you want to reach out to UNM-VC can we reach out to NM-Tech as well. If everything's in place, what outlay needs to happen to get it ready by the summer.
- Finance Officer explained we just need to spend the money before then, because \$75k in purchases will be really difficult to do in a little amount of time, this started a discussion.
- Councilor Gutjahr said the presentation was fantastic, then asked if there will be a planning committee that's going to involve people from schools, especially for staffing and further explained it was Representative McQueen who had also given us the \$50k for the library. She asked when we get these items, where will we put all of them until in use. She suggested for us to look into service organizations to help with these programs.
- Councilor Apodaca said is this whole concept like a mobile classroom, can we take these to different places, or are they going to stay in one place, because my concern is where will the equipment be stored or will it be moving sat on a school bus or such.
- Manager Dr. Moore said as staff we have looked at the master plan for phase 3 of the building which is going to be 3-5 years down the road, but yes somethings can be mobile, we have space to safely store and safely to set up.
- Councilor Winters asked how the presentation is going to be used and this started a discussion.
- Manager Dr. Moore said yes, we can add this to other programs down the road.
- Councilor Gutjahr said this would be an excellent thing to send to the legislatures who funded since we are in the middle of a capital outlay so he can see what our plan is with the \$75k he gave us, continued the discussion.
- Manager Dr. Moore said he can include this with the other presentations to the legislators. Staff did work hard on this presentation.
- Municipal Clerk Adair gave kudos to Deputy Clerk for putting this presentation together and all the work she put into the programs.

Accounts payable report

- Finance Officer Finch explained accounts payable everything over \$500; Two charges for Tyler Technology in the amount of 2,729.48; NM State Printing and Graphics for Revising the Logo in the amount of \$640; Wells Fargo for Dell Server in the amount of 2, 497.73; Three charges for Animal Control in the amount of 4,528.10; J-H Supply Company for Street Signs in the amount of \$1,715.20; Universal Waste for Dumpster Service in the amount of 1,154.92; Two charges to TLC Plumbing and Utility for Fire Departments Heater Repair in the amount of 2,252.87; Two charges to Solve Americas Problems in the amount of \$29,020; Two charges to GSD for health in the amount of \$7,232.58; Two charges for Attorney Fees in the amount of \$9,236.80; Two charges for NM Gas in the amount of \$2,131.38; NM Edge for CPO class in the amount of \$540; Two charges for HDR in the amount of \$8,698.05 Ortega and Son's Propane in the amount of \$734.89; Fuel for the Fire Department in the amount of \$1,016.75; PNM in the amount of \$905.45; HDR in the amount of \$578.72.
- Finance Officer Finch explained for the animal control we pay for how long the animal has been there and for them to pick up their animals and these charges are for 3 months then continued with accounts payable.
- Manager Dr. Moore explained the cost for Universal Waste Systems and how we had 2 roll off for tires (complimentary of Universal Waste), 2 big rolls offs that we paid for as a City. 3 roll offs that the County brought for December 5th clean up. He informed Council it was a joint cost with The County and The City.
- Finance Officer Finch explained there were a few repairs needed to be done at the Fire Department on their heating, she went on about how high the gas bill was significantly high but hoping in the near future we will see a reduction and continued with the discussion.
- Dr. Moore explained the reason for the HDR was a catch all and having them look at sites for commercial properties, they are looking at the roads and hoping when we get the funds to start on that project we know where we are looking at first.
- Finance Officer Finch continued with presentation.
- Mayor Ramsell asked about the charges for the fire department was one for Terra Grande.
- Mayor Ramsell explained that charges for the special projects from the attorney had included our personnel review ordinances and for cleanup that citizens haven't cleaned up in a long time.

City Logo

- Manager Dr. Moore began a discussion on the LOGO and how he has gotten positive feedback and would like Council to consider approving later on tonight.
- Councilor Gordon asked how long will the colors last.
- Manager Dr. Moore explained it will depend on what quality of the paint and those types of things.
- Finance Officer Finch explained we could get magnets of the logo and put them on vehicles and for water towers or tanks we can try vinyl graphics instead of paint and continued with the discussion.
- Councilor Apodaca said he is really impressed with the Logo it's really clean and crisp. It's really great to have a professional logo done like this for businesses and companies to consider us.

Resolution 2022 - xx BAR #2

- Finance Officer Finch went over the BAR and explained we are increasing the revenues by \$30k, and listed all the changes that have been made, such as Postage, Salary Employment, Supplies for Clerk and Finance Departments, Maintenance & Repairs, Utilities etc.
- Manager Dr. Moore as he understands on the flooding there is a requesting reimbursement.

- Finance Officer Finch continued with the discussion by explaining we are increasing the funds for the streets and using some of the capital outlay reimbursement. She further explained we created a new fund for the donation we received from Bill Brown Donation Parks and Public Works, and have made placeholders which include Contract Services, Building infrastructures, Equipment and Machinery, Plan Acquisition. She then explained the fund did come with restrictions and this is the reason the placeholders are in the place for right now and no one is allowed to use it for any other reason.
- Councilor Gutjahr said one of the reasons Finance Officer Finch put items into the fund is that we need to have something under the fund or its going to be difficult later on.
- Finance Officer Finch continued to explain what DFA requires as a place holder and they don't care to much as long as it doesn't go over the bottom line so that's why i mentioned we just put placeholders for now.
- Please see attached Budget Adjustment Register in packet.

Resolution 2022 - Second Quarter Financial Report

- Finance Officer Finch explained the pooled cash report and the non-pooled cash report and began to read the list starting with the General Operating Fund in the amount of \$2 million, and Corrections, Environmental, EMS, Fire Protection, Law Enforcement Protection, Municipal Street, American Rescue Plan Act, Other Special Revenue.
- Councilor Gordon asked about the COVID relief fund, what can we use it on.
- Finance Officer Finch said it is broad but it has to be due to COVID so we can use it for economic development and use it for to bring more businesses into our community, you can also give your employees temporary pay for working during COVID, water or sewer projects.
- Councilor Apodaca asked if there is a timeline on when this money has to be spent or will it keep rolling over.
- Finance Officer Finch and Dr. Moore explained we have till March of 2024 to spend these funds and continued the discussion.
- Manager Dr. Moore said we are going to be very careful that doesn't exceed what's in the grant and continued with the discussion.
- Finance Officer Finch explained what is in the non-pooled cash report and listed the report.
- Finance Officer Finch explained the general revenue funds which included the end of the year report, She did go into depth on the percentages of each department and how much over all what is left, which lead into a discussion.
- Finance Officer went over other funds and explained that we are seeing a decrease in gas tax since a lot people are going back to work.
- Councilor Gutjahr explained the County EMS GRT pays for the EMT's and Firefighters we hired.
- Finance Officer Finch stated that now since we are seeing more capital projects, we are going to be seeing more action in this fund pretty quickly, especially now that we have been receiving grant agreements we should be moving forward, this continued the discussion.
- Please see attached report in the packet.

Public Comment

- Tommy Westmoreland asked if we have had any applications for public works or Code Enforcer, then asked for the Ron Gentry on the corner, if he wants to sell where the coffee shop was, would like to see the City purchase. If you guys can make a memorial on the corner, he then said if we can change the zoning for a hospital so we can get on this band wagon for funding and get us in a better position than we are now. He then asked about a peddler's ordinance to work something out to stop people from soliciting. he then asked is the fire department truck white and blue or blue and black. Went on about the status of the fire chief where are we at on

that. He said there was issues with getting on the website and to take a look at that. On the presentation about the kids and thinks we should build a pool for the City or get in touch with Belen and see about those passes. He has obtained a registered list of everyone that voted in this City and people from 92 years old to 20 years old have voted.

Manager Report

a) Valencia County Business Incubator - proposal of space

- Manager Dr. Moore explained that he provided to Council Ben Romero who works with several individuals called Incubator and are looking for space in both Los Lunas & Rio Communities to lease the space where our clerks were before.
- Ben Romero explained what the Incubator program is about and gave his presentation.
- Councilor Gutjahr said she remembers when this started and how she was very excited to see it happen before and then things happened but is very excited to move forward.
- Councilor Winters said he thinks this a good program and glad to see it coming again.
- Manager Dr. Moore asked informed Council this will be on the agenda with a lease agreement drawn up soon.
- Councilor Winters said this would be the second and I only know of one more and that is in Belen.
- Councilor Gordon asked what resources would you have for the people.
- Ben Romero explained as of right now just starting off with consulting, then helping out in technology then hopefully more in the future, this started a discussion.

b) Electronic Sign update

- Manager Dr. Moore explained that the signs are up, and everything is ready to go.

c) Personnel Ordinance

d) Streetlight Plan

- Manager Dr. Moore explained they are moving forward and are breaking it up in to 3 phases.

e) State Capital Outlay Priorities

- Manager Dr. Moore explained the State Legislators want us to pick our top two priorities that we want done.
- Councilor Apodaca said he thinks law enforcement is at the top of the list as far as the residents wanted us to focus on. Where does law enforcement stand.
- Manager Dr. Moore explained as far a capital outlay priority we do not have it, but that's the reason for the task force and continued with the discussion.

f) Federal Capital Project Priorities

- Manager Dr. Moore explained the Federal Projects - storm water drainage system and the road improvements as the top priorities.
- Councilor Winters said I think that's a great start and with the storm water it ties right in to the direction we are going; with the roads we all know we need fixing and like Don Diego rd. cannot fix any other way except tearing the up and fixing them correctly.
- Manager Dr. Moore explained that we have some numbers from HDR so when we go in front of the Governor, we are going to have somewhat concrete numbers.
- Councilor Apodaca asked to go in complete a new road does that mean all new lines before the roads are done.
- Councilor Winters explained we do not own the lines so we would give the water department to replace it, this started a discussion.
- Councilor Winters said under the streetlights would it be appropriate to see the cost to put in a bus stop and continued with the discussion on expansion.

Council General Discussion & Future Agenda Items

- No Council Discussion.

Adjourn

- The workshop was adjourned at 5:40 pm.

Respectfully submitted,

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

Date: _____

Approved:

Joshua Ramsell, Mayor

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

Arthur Apodaca, Councilor

Lawrence R. Gordon, Councilor

Jim Winters, Councilor