



**City of Rio Communities - Council Workshop**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Monday, October 25, 2021 3:00 PM**  
**Minutes**

*Please silence all electronic devices.*

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**Call to Order**

- Mayor Pro tem Joshua Ramsell called to order the meeting at 3:18 pm.
- PRESENT: Mayor Pro-Tem Joshua Ramsell, Councilor Robert Chavez, Councilor Peggy Gutjahr, Councilor Jim Winters.
- Present: City Manager Dr. Martin Moore, Municipal Clerk Lisa Adair, and Finance Officer (virtual) Stephanie Finch.

**Accounts payable report**

- Finance Officer Finch went over the accounts payable report items over \$500.00: TLC Plumbing in the amount of \$1,307.20 for yearly HVAC maintenance for City Hall; Wells Fargo Financial Leasing in the amount of \$2,497.73 for the lease of the server; Card Service Center for email and office subscriptions in the amount of \$1,117.20; TLC Plumbing in the amount of \$677.70 for yearly HVAC maintenance for the Fire Station; TLC Uniforms for fire department shirts and uniforms.
- Councilor Gutjahr asked if TLC was strictly maintenance and not repairs.
- Finance Officer Finch explained it is just maintenance.
- Mayor Pro tem Ramsell also mentioned the amount for TLC for the fire department was also listed.

**Job Description - Accounting Specialist/Procurement Officer**

- Manager Dr. Moore explained that our current finance clerk position description needs to be updated to match what she is doing and being paid for. He then explained she will be learning some other duties and we need to make sure the job description matches.
- Councilor Gutjahr said under the job description the items are repeated and stated a couple of different formatting issues that need to be corrected.
- Councilor Winters asked how often chief procurement officer training is offered.
- Manager Dr. Moore explained it is offered every year and they have to be obtained every two years and began a discussion.
- Finance Officer Finch suggested having procurement officer certification as being part of the finance officer/treasure position and continued the discussion.

**Finance Clerk (to hire)**

- Manager Dr. Moore said we are in a situation that our grants are closed in a timely manner, we are already loading the existing staff, and we are in need of action being taken on number 3, that is part of the executive session.
- Councilor Gutjahr said we have discussed this before regarding more projects we have the more we needed to have additional personnel; we have needed this for a while but was concerned about the finances.
- Manager Dr. Moore began a discussion regarding finances coming from the State regarding the management of grants.
- Councilor Chavez said it was inevitable, the City is in great financial shape and to grow the City, the staff will have to grow as well.

### **Fire Command Vehicle**

- Acting Fire Chief Andrew Tabet stated they are retiring a 1999 Ford that is the vehicles for command staff and buying a EMS/Fire Command a 2021 Ford Explorer that is on state price agreement. He further explained the wait periods is a 2 year wait and we are also waiting for 1 1/2 years funds.
- City Manager stated this is one of 20 that are in stock, and another Municipality wanted all 20 but our chief was able to get one secured for us. The discussion continued.
- Manager Dr. Moore explained the funds will come out of fire department GRT and continued the discussion.
- Mayor Pro tem Ramsell asked if it will be outfitted with 4-wheel drive and better gas mileage.
- Acting Fire Chief Andrew Tabet explained it is more fuel efficient and will have 4-wheel drive to be able to go anywhere in the district.

### **State of the City**

- Manager Dr. Moore began a discussion on the State of the City 2021 report.
- Councilor Chavez said he likes what the city is doing but the more you put out there the less likely people are to read it, highlights are great, getting our goals out there is great, and people want to be informed see what we are doing.
- Councilor Winters said he would like to make the longer version part of the comprehensive plan.
- City Manager Dr. Moore explained how this can be sent out: keeping social media updated every few days with news; putting out press releases; and the newsletters.
- Councilor Gutjahr said we have talked about having postcards for information and also having a state of each city in the News Bulletin. She then asked what the figures in there were for.
- City Manager Dr. Moore said the numbers are what this would cost us and continued the discussion.
- City Manager Dr. Moore said he can adjust the State of the City format to make it a shorter and easier to mail.
- A discussion began regarding turnaround time to get it to the public.

### **Prepare a nuisance abatement agreement**

- City Manager Dr. Moore explained that we have 503 & 506 Hermosa and said they have been entering into a financial agreement with the City to get it cleaned up and the attorney is fine with that with the right kind of language.
- Councilor Chavez asked if an ordinance needs to be changed.
- Councilor Winters said it is already in our abatement ordinance and continued the discussion.
- City Manager Dr. Moore said this would be a good template to be able to use in the future because there are other problem properties and continued the discussion.
- Councilor Chavez asked if there was a previous process that needed changing.
- City Manager Dr. Moore explained some of these properties have been through citations and courts with no results and this would help us take care of some of the problems and continued the discussion.

### **Public Comment**

- Clerk Adair stated that we did have an email come in today and read the statement into the minutes: I wish to comment on the nuisance abatement agreements and the easement regarding 607 Western Drive. Attached are two documents of the real estate listing for 607 Western Drive which we purchased. One lists the lot size as .5 acres the other is the view of the

back yard as shown in the listing. Note that this document also claims the lots is a .5-acre lot. At closing we were informed out lot size wasn't .5 acres. We had made a deposit and our moving van was on its way from Michigan, so we had no read option to challenge the closing document. If one looks at the backyards of Western drive from HWY 304, you'll see most of the properties' backyards extend out similar to the view of 607 Western Drive property. We have heard various explanations as to why the size of the properties have changed and none of them make sense, so we hope that the Council might be able to shed some light on why we don't have .5 acres. We know that our City Manager has been trying to resolve this issue and we have faith that he will come up with an equitable solution.

- Councilor Gutjahr said everything in the other documents says Belen, not Rio Communities and in talking to people we are constantly battling the name of the city.
- Councilor Chavez said in the past the listings change because the size of the yard change because people extend it into the easement to meet their needs. He then said it seems that it is a real estate issues that was handled wrong.
- Manager Dr. Moore explained in the plats that do not show the odd shaped plats and continued the discussion.

### **Manager Report**

#### **a) Electronic Sign**

- Manager Dr. Moore said one of the electronic sign TV Liquidator is the one with the lowest quote, we are prepared and ready, have gone through procurement, and have found an electric company to do the boring for the line to the sign. He then explained internally we will make sure there is decorative type of deterrent around the base. He then explained the total cost came in under \$60,000, coming in around \$55,000, and we are scheduling the construction.

#### **b) Electricity Cost**

- Manager Dr. Moore said he has been trying to keep an account on the cost of electrical usage, within our building, the fire department, and the streetlights. He then said we know cost are up, the plan is to have the public works director changing regular lighting to LED lights, is getting cost to replace AC units that are not energy efficient, we are also looking into the cost of insulation of the roof of City Hall, and is speaking with Power of NM who is investigating how the streetlights are metered or if we are charged by number of lights and once we get that answer we can figure out how to cut those costs.
- Manager Dr. Moore said he would like to verify which two Council members will be a part of the public safety task force as Councilor Gutjahr and Councilor Chavez for now and then be considered as a public member. The discussion continued.

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

- Councilor Winters said in light of this meeting, and the fact that we are maturing as a city, he would like for the city to look at CDBG grants, as a considerable source of revenue, and asked if we can handle something like that based on our population as well as the number of staff.
- Manager Dr. Moore said if we get the finance clerk, we could handle it.
- Councilor Chavez said he has been looking forward to the electrical sign and asked if there will be space to sell space on the sign.
- Municipal Clerk Adair said that would not be allowed.
- City Manager Dr. Moore said we are looking into LEDA and what the city is allowed to generate revenue.

- Councilor Winters said if we have place below, we can go to a Chamber of Commerce, or nonprofit, we might be able to place that below. The discussion continued.
- Councilor Gutjahr said regarding the budget conference in November and asked if they were registered to attend and began a discussion.
- Councilor Gutjahr said a resident who is taking care of some land on Horizon Vista is asking if she could possibly buy that land. It was determined the City owns the land and a discussion began.
- Manager Dr. Moore mentioned he got a cost for a lawyer to draft the ordinances and it would cost about \$7,0000 and began a discussion.
- Mayor Pro tem Ramsell no comments.

### Adjourn

- The City Council workshop was adjourned at 4:33 pm.

Respectfully submitted,

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

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

Approved:

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Mark Gwinn,  
Mayor

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Joshua Ramsell,  
Mayor Pro-tem/Councilor

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Robert Chavez,  
Councilor

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Margaret (Peggy) Gutjahr,  
Councilor

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Jim Winters,  
Councilor