



EDMOND TEMPLE  
Mayor

PAM GRIDER  
Mayor Pro-Tem

VILLAGE OF JEMEZ SPRINGS

*Municipal Office*

080 Jemez Springs Plaza  
PO Box 269, Jemez Springs, NM 87025  
Phone (575) 829-3540 • Fax (575) 829-3339  
Ona P. Trujillo, Clerk/Treasurer

Website: [www.jemezsprings.org](http://www.jemezsprings.org)



JOHN MERHEGE  
Trustee

DAVID P. RYAN  
Trustee

ROBERT WILSON  
Trustee

DEBBIE PACKARD  
Deputy Clerk

**Minutes for Wednesday, November 13, 2013  
Regular Scheduled Council Meeting – 6:00pm  
Village Governing Body Conference Room**

**Present:** Mayor Temple, Mayor Pro-Tem Grider, Trustee Merhege, Trustee Ryan, Trustee Wilson, Clerk/Treasurer Trujillo, Deputy Clerk Packard, along with reference to the attached sign in sheet.

**1. Call to Order**

Mayor Temple called the meeting to order at 6:00 p.m.

**2. Pledge of Allegiance**

Mayor Temple led those in attendance in the Pledge of Allegiance.

**3. Approval of Agenda**

*Trustee Ryan made a motion to approve the agenda and Trustee Merhege seconded. All ayes, motion approved.*

**4. Skate Board Park – Amanda Webb-Knox represented the Jemez Mountain Mama’s to discuss:**

- Gratitude for the improvements to the park.
- Safety concerns regarding hazards around the gazebo and skate park areas – refer to handouts with pictures. Trustee Merhege stated that the Village must address numbers one (1) and two (2) for safety reasons. After discussion of handouts, Mayor Temple stated that the Village Maintenance Department could correct these issues.
- Reported that a rusty knife was found in the sandbox and thought the Council should be aware of this.
- Asked that when the lawn is fertilized in the spring, if the Village could notify them and post a sign for the well-being of the children, and Council concurred.
- Asked if it would be okay to pull weeds in park area, and all concurred.

**5. Public Art – Betsie Miller-Kusz –** She discussed the request for artists to place sculptures in the park without compensation. She requested that some type of “loan agreement” with the artists be made to include a time period and the conditions of the requests such as liability, etc. The liability would include what would happen if sculpture damaged, and who would carry liability insurance on this. Larger pieces would require some type of pad to set on and bolted down, and who would supply equipment to do this, and size requirements should be specific. The “loan agreement” needs to be specific with responsibility of the agreement. Requested that if the artist would donate

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art, would it be possible to get a plaque with the artist name and contact info for perspective customers. Question if the artists would be local – she would hope so. It was mentioned that the schools have a good system and forms should be online (not re-invent the wheel). Ms. Miller-Kusz asked how long it would take to kick this off. The Mayor said that if the Walkway Project is approved by the State, then it would be completed by the end of February 2014. The Art Project would be phase two, so the Village and artists would have time to plan.

6. **Bridge Replacement Project Update – NMDOT:** Bill and Jeff with the NMDOT stated that the planning to complete the two bridges (by the Bodhi and Monument) to include corrugated arches. Start time is planned in August 2014, and there will be one-lane detours starting in September. Completion is anticipated in the spring of 2015. Permits will be required including from the Forest Service, and the initial paperwork submitted by the Village will not have to be updated. Karen Nalezny was introduced as a contact if there are any questions regarding sewer lines.
7. **Sierra Court – Bill Drake** - item canceled as Mr. Drake not present.
8. **Reports Submitted/Not Submitted**  
Deputy Clerk Packard reported that all reports were submitted except by the Bath House, Police Department and Waste Water who will provide an oral report at meeting.
9. **Approval of October 9th Council Minutes**  
*Trustee Ryan motioned to approve the Council Minutes, and Trustee Merhege seconded. All ayes, and motioned approved.*
10. **Approval of October 9<sup>th</sup> Public Hearing Minutes**  
*Trustee Ryan motioned to approve the Public Hearing Minutes, and Trustee Merhege seconded. All ayes, and motioned approved.*
11. **Approval of October’s Library Board Minutes**  
*Trustee Ryan motioned to approve the Library Board Minutes, and Trustee Merhege seconded. All ayes, and motioned approved.*
12. **Approval of October 1<sup>st</sup> Fire Department Minutes**
13. **Monthly Reports**
  - A. **Village Clerk Report – Clerk/Treasurer Trujillo**
    - GRT amounts are back to the “norm” of \$8K. Stated she spoke to NM Taxation and Revenue and would like the Village to go electronically.
    - The Lodger’s Tax is current
    - CDWG grant will be repaying the general fund \$39,000.
    - The Village will make the first payment for construction next week, and be reimbursed for this.
    - At month end reconciliation, two checks did not appear on register-problem with Peachtree.
    - Trustee Wilson asked when the Small City Assistance will occur, and Ms. Trujillo stated this will happen in March of 2014.
    - Ms. Trujillo stated she did not get the paperwork turned in timely to approve our auditor; however the auditor does have it on her calendar. This will result in a finding on the audit.

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- Reported that testing for asbestos found 3 areas in the Police Building and will cost \$11,540 to remove. Ms. Trujillo suggested getting another quote, and after discussion possibly have the engineering company include the abatement process in their project and have a second party remove. The Mayor said he will discuss this more in his report later in the meeting.
  - **Holiday Schedule:** It was recommended that the office be closed Tuesday, Wednesday and Thursday of each week, and open on the Monday and Friday of the same week. *Trustee Merhege motioned to approve the closure of the Village Office on these dates, and Mayor Pro-Tem Grider seconded. All ayes, motioned approved.*
  - The dinner with Council members, Representative Garcia-Richard and Senator Shendo is planned for December 11<sup>th</sup>, and Ms. Trujillo has a menu. Meeting will start at 5:30 p.m. and dinner at 6:00 p.m. at Hwy 4 Café.
- B. Waste Water Report – Karen Nalezny**
- There was a construction meeting today for an update. All the dirt and electrical is completed. Project slowed down by one week due to missing parts and TLC lost the Foreman.
  - Ms. Nalezny is looking at purchasing a hoist to put in her truck to lift 1,000 pounds to help lift equipment.
  - The EPA will be coming on December 12<sup>th</sup> – this is a paper audit.
- C. Bath House – Winter Schedule – Rose Marie Mauzy** - Ms. Mauzy provided a hardcopy handout to Council members to discuss:
- Please to report that the Bath House passed the Environmental Department’s audit last week. There is a new rule that the Bath House will need a Pool Operation Certificate, and takes 6-8 hours for completion. Ms. Mauzy will get the certificate information to the Mayor so he can decide who should complete – possibly Chad.
  - Stated that she will attend the Sandoval County Meeting next week at the Caldera as they will be discussing economic business impacts during the past ten years.
  - Reviewed the budget and the Bath House was in the black for the month of October. Ms. Mauzy stated she could not identify where the cost of goods sold were in the budget. It was agreed that Trustee Wilson, Ms. Trujillo and Ms. Mauzy should meet to identify these figures.
  - Reported that the Bath House will close at 5:00 p.m. on Thanksgiving eve and will be closed on Thanksgiving Day.
  - The Bath House will decorate for December 14<sup>th</sup> Christmas festivities and serve hot drinks along with in-house promotional items.
  - Noted that she will increase staff during Christmas and New Year’s week, as these weeks have been busy in previous years. January is usually slow in the past, so she will monitor business and plan staff accordingly.
- D. Police Department – Chief Harger**
- **Video Camera** – The Chief reported that there is a caveat to the \$2600 video camera which is we would have to buy their computers for the cameras to work. He is talking with the company to try to get to waive these costs. If not, he will get with the Mayor to decide the next steps to take.
  - Reported that there were a total of 59 citations for the month of October.
  - All vehicles are current on maintenance.
  - Noted that he obtained two mobile data terminals to be placed in the police vehicles that were donated by Sandoval County. This will aid police personnel in running “real time” peoples/vehicle information.

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- Chief Harger recommended the purchase of a satellite phone to enhance communications at the cost of \$1300.

*Trustee Merhege motioned to approve the satellite phone purchase, and Mayor Pro-Tem Grider seconded. All aye, motion approved.*

- Reported that he was applying for \$7100 of grant money for Police Reserve support.
- Noted that there is an increase in community crime, as four robberies in one week. Shane stated he is working on night manpower to minimize crime.
- Noted that he wants to apply for the 100 Days/Nights grant monies, but needs more statistical information, which will take time.
- Fuel costs have increased due to the increase in officers.

**E. Waste Water Delinquent Accounts – Deputy Clerk Packard**

- Ms. Packard referred to the handout and stated that delinquent accounts are minimal. There are two liens and ten accounts more than 60 days.
- Overall, receipts are good with \$730 outstanding accounts over 60 days.

**14. Approval of NMFA Loan for Bath House - Discussion to pursue this loan in case the Bath House needs additional working capital.**

- Can request up to \$10K for loan, but needs Councils approval.
- The Village cannot co-mingle general funds to support the Bath House. If the Bath House cannot pay for the loan, then the State Statutes provide that general funds can reimburse the loan payments.

*Trustee Merhege made the motion to apply for the loan, and Trustee Wilson seconded. All ayes, motion approved.*

**15. Resolution 476 – Election Resolution - – This Resolution is a formality to “call for election”, and needs the approval of the Council.**

*Trustee Merhege motioned to pass, approve and adopt Resolution 476, and Mayor Pro-Tem seconded. All ayes, motion approved.*

**16. P&Z Utility Connections - Mayor Pro-Tem Grider stated that some community members are not getting building permits and that the utility companies are providing service. She asked Ms. Packard to contact Sandoval County to see how they handled this issue, and if an ordinance was required. Ms. Packard contacted Sandoval County and they sent all utility companies a letter where they have to sign off when all permits are approved and received. After much discussion, it was decided to do a letter and if a letter did not remedy the issue, then an ordinance would be written.**

- Mayor Pro-Tem Grider asked if anyone knew of the motor home south of the Village where it appeared that someone was living. If so, then permission was not obtained by the P&Z Commission. A name was provided, and Ms. Packard will research and notify Mayor Pro-Tem Grider.

**17. Job Description Revisions for Village Clerk and Deputy Clerk - Ms. Trujillo provided hardcopies of these, and will be discussed later.**

**18. Mayor’s Report**

- There is \$30K earmarked for the Walkway, and wanted to know if Dave Raue could do this project, and if not then Wilson & Company does have someone that can do this.
- Noted that the Johnson property was favored for the Cell Tower. The “ball” is now in Commnet’s court.
- There was no interest in the Event Planner job posting.
- Reported that Dave Raue completed the Sierra Court project today.

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## 19. Trustee Reports

1. **Mayor Pro-Tem Grider** – No report.
2. **Trustee Merhege** – No report.
3. **Trustee Ryan** – No report.
4. **Trustee Wilson** – Trustee Wilson asked if anything could be done on email spam – can the Server stop this. He is getting inundated in spam emails and everyone concurred. This is a question for Greg Shores, the IT Contractor, so the Village will follow up and report back.

## 20. Executive Session

*Trustee Ryan made a motion to go into Executive Session at 8:00 p.m., and Trustee Merhege seconded. All ayes, motioned approved.*

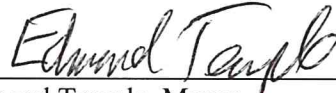
Ms. Packard was excused from this session where personnel issues were discussed and concluded at 8:20 p.m.

*Trustee Ryan made a motion to adjourn Executive Session at 8:20 p.m. and Trustee Merhege seconded. All ayes, motion approved.*

## 21. Adjournment

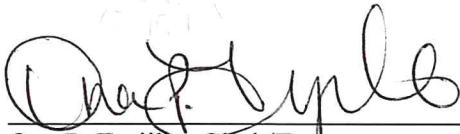
*Trustee Ryan moved to adjourn the meeting and Trustee Merhege seconded the motion. All ayes. Motion approved.*

Meeting adjourned at 8:01 p.m.



Edmond Temple, Mayor  
Village of Jemez Springs

Attest:



Ona P. Trujillo, Clerk/Treasurer  
Village of Jemez Springs

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