

ROBERT WILSON
Mayor

PAM GRIDER
Mayor Pro-Tem

VILLAGE OF JEMEZ SPRINGS

Municipal Office

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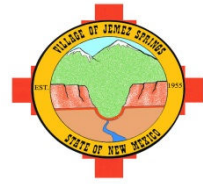
Lupita De Herrera, Clerk/Treasurer

vclerk@jemezsprings.org

Sylvia A. Roybal, Deputy Clerk

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Website: www.jemezsprings.org



SUZETTE WALKER
Trustee

DAVID P. RYAN
Trustee

MANO SANCHEZ
Trustee

Minutes for Tuesday July 21, 2015 Special Scheduled Council Meeting – 6:00 P.M. Village Governing Body Conference Room

1. Call to Order

2. Pledge of Allegiance

3. Approval of Agenda

Mayor Wilson stated that item 11a) needed to be removed from the agenda.

Mayor Pro-Tem Grider made a motion to approve the agenda with amendments. Trustee Walker seconded the motion, all in favor; motion approved.

4. Approval of June 10, 2015 Council Meeting Minutes.

Trustee Walker stated that she made the motion to approve the minutes with amendments and Trustee Ryan seconded the motion. As well as after the budget discussions were complete it was tabled until the next meeting because of lack of information.

Trustee Walker made a motion to approve the minutes with amendments. Mayor Pro-Tem Grider seconded the motion, all in favor; motion approved.

5. Approval of June 16, 2015 Special Scheduled Council Meeting

Trustee Walker moved to approve minutes as presented. Trustee Ryan seconded the motion, all in favor; motion approved.

6. Reports Submitted/Not Submitted

a. Maintenance

Trustee Walker stated that after looking at his report she didn't think 18 hours of weed cutting a week was right. She stated that that was too much time and there are still a lot of weeds.

b. Bath House

Mayor stated that this report needed approval because of the hiring/termination and contracting of bath house.

Trustee Walker made a motion to approve the Personnel changes – approved the hiring/termination and contracting of bath house. Mayor Pro-Tem Grider seconded the motion all in favor; motion approved.

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- c. **Library Report - Submitted**
- d. **Courts Report - Submitted**
- e. **Waste Water - Submitted**
- f. **Police Chief Report – Chief Betz – Questions & Answers**

Chief Betz explained the shoot out that he was involved in.

Trustee Ryan stated that the department should have about 9 Tasers, a body camera as well as a camera on the mirror of the vehicle he was driving. Chief Betz stated that he had found 1 Taser but had not found 9, the body camera was a scorpion and they were no longer good. Trustee Ryan stated that there is supposed to be a very expensive car camera that would record all the happenings in the back seat and all that was happening in front as well.

Trustee Ryan asked about the radars. Chief Betz stated that the one in his vehicle worked but the other one does not work yet. Trustee Ryan stated that he would like the Chief to start enforcing the traffic ordinance. Chief Betz stated that he was going to start, but with the shoot-out it delayed him. Trustee Ryan asked if he had AED training. Chief Betz stated that he did. Trustee Ryan stated that he needed to get under the Fire Departments Medical Director.

g. P&Z Minutes

7. Approval of Library Board Member – Karen Walsh

Mayor Wilson stated that it was the recommendation of the board to appoint Ms. Karen Walsh as the new member to the Library Board.

Trustee Walker made a motion to approve Ms. Karen Walsh as the new Library Board Member. Mayor Pro-Tem Grider seconded the motion, all in favor; motion approved.

8. Greg Shores – Webpage for Bathhouse & Village & .gov.

Greg Shores stated that he would be converting mailboxes this week. The village website will be split this week and all the items on the right hand column will be with the .gov domain and a link to the .org will be there as well for non-governmental use. He stated that the emails will be the trickiest part of the process. After the conversion any emails sent to old addresses will automatically be forwarded to new address and they will also get a reply stating what the new address is and to update their address book. New passwords will have to be longer and more complex for increased security.

Mayor Wilson stated that the .org will be the responsibility of the Lodgers Tax Board.

Greg then explained what happened to the site with google and stated that it would be taken care of as soon as Google re-indexes the Village website.

(On a different subject, Trustee Ryan asked Mayor Pro-Tem Grider if an application had been submitted for the chicken coop that was being built. Mayor Pro-Tem Grider stated that they had not.)

9. Concert – August 15, 2015 – Brian Appell – Liquor Permit & Other Conditions

Trustee Walker stated that she did not understand what was happening. Mayor Wilson stated that he wanted to ask Mr. Appell about parking because of the rain. Mayor Wilson stated that he had several questions for Mr. Appell in regards to clean-up, security and parking. Mayor Pro-Tem Grider stated that maybe this item could be tabled until later on to see if Mr. Appell would be able to attend the meeting.

Trustee Walker moved to table this item until later to see if the applicant arrives. Trustee Ryan seconded the motion, all in favor; motion approved

Trustee Ryan made a motion to approve the Liquor Permit subject to the Rental fee, Security, Noise Control, Parking and Site Plan for alcohol distribution and site plan approved by the Chief of Police and Mayor. Trustee Walker seconded the motion, all in favor motion approved.

10. Julia A. Patterson – Court Building & Funding

It was decided that she will get her two offices back. Ms. Sylvia A. Roybal will move out of the office she is now in and return to the Mayors old office.

11. Fire Department

- a. Lauren Dwyer – EMS Pharmacy License – Removed from Agenda**
- b. EMS - Protocols & Medical Director's Contract**

Trustee Ryan stated a correction needed to be done on the contract for Medical Director on the first page it should state the 1st day of JULY not June 2015. Trustee Ryan then asked where the funds come from. He was informed the monies came out of the general fund.

Trustee Ryan made a motion to approve the Medical Director's contract with amendment of date. Trustee Sanchez seconded the motion, all in favor; motion approved.

- c. Administrative Assistant-Contract Funding; Prior Year & Budget**

Mayor Wilson stated that Mayor Temple shut down the fire department because of paperwork that was not done. They agreed that the auxiliary was to pay for the admin. Asst. Mayor Wilson stated that later on the Village was using a State Fire Marshall fund which was not allowed. After the audit we had to reimburse the fire fund for the monies. The general fund reimbursed the fire department. Does the village get reimbursed for 2013, 2014, and 2015 and what is the Village going to do about 2016?

Windstream gave the fire department \$5,000.00 and that could offset part of the payment, but the way the accounting was done it was put into the general fund.

Mano stated that he would take the Friends could probably pay \$2,250.00, that would be a more manageable amount to take to the board than \$3,000.00. Trustee Sanchez stated that he would take that to the friends of the board and they will meet this weekend. Mark, Charlie, Peter and himself.

The question arose as to if the preliminary budget does not have an administrative assistant position on it, do we want to add an administrative assistant?

Mr. Craig Francois stated that he order supplies, did pump test, contacted Windstream in order to fix internet, hose tests, keeps track of all inspections and keeps track of the training and who needs training, In a nut shell he keeps the volunteer Fire Department Running.

Discussion ensued in regards to the purpose of the Friends Board of the Fire Department.

Friends have paid for July and August and then this will be taken up at the August meeting.

Trustee Sanchez made a motion to table this item until next meeting. Trustee Ryan seconded the motion all in favor; motion approved.

12. Bath House Budget

Trustee Walker stated that Ms. Packard had requested for Mary to be the interim bath house asst. manager and that if she did a good job as interim she could become the assistant manager and that the Mayor had not allowed it.

Mayor Wilson stated that was true. He informed Ms. Packard that if Ms. Lasiewiski was appointed to the interim bath house asst. manager, she would still have to apply for the permanent position before she could get it.

Discussions ensued about various statements.

Trustee Walker asked did we not approve her budget in May? Mayor Wilson stated yes, but the salaries were different in the budget submitted, than the full-time positions in the assumptions sheet. This had not been resolved.

Trustee Walker stated that Ms. Debbie Packard sent her resignation at 6:08 P.M. this evening.

This then started another discussion in regards to micro-management and the responsibilities of individuals. Mayor Wilson stated that there is a difference in between overview and micro-management if he didn't oversee what was happening he would not know what was going on, that does not mean that he is micro-managing.

There was no resolution on this

13. Review of Chapter 7 & Chapter 76 of Village Code regarding H/R & Personnel

Mayor Wilson stated that he would like to show the areas in the ordinance of the Village of Jemez Springs where it states that Village Clerk/Treasurer is also the HR Director.

Trustee Walker then stated that the Clerk/Treasurer is the procurement officer as well and the human resources director. That is a lot of hats.

Trustee Walker stated that since the village does not have to spend \$2,000.00 on policies and procedures that we can spend on job descriptions.

Mayor Wilson stated that after reading chapter 76, he as well as other predecessors, have not followed these items. This is a responsibility of the Mayor and can recommend to the council contractual arrangements for professional services.

Discussion ensued.

14. H/R and Job Descriptions

This study will be performed. (It was added to the budget later in the meeting.)

15. Monthly Reports

a. Village Clerk Report – Clerk/Treasurer De Herrera

1) Cash Flow

2) Resolution #2015-16 – Memorandum of Agreement – Sandoval County

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Trustee Ryan made a motion to approve Resolution 2015-16 – Memorandum of Agreement – Sandoval County. Trustee Sanchez seconded the motion, all in favor; motion approved.

3) Resolution #2015-14 – Open Meetings Act

Trustee Ryan made a motion to approve Resolution 2015-14 the Open Meetings Act with amendments. Trustee Sanchez seconded the motion, all in favor motion approved.

4) Resolution #2015-13 – Fourth Quarter DFA Financial Report

Trustee Ryan made a motion to approve Resolution 2015-13: Fourth Quarter DFA Financial Report at presented. Trustee Walker seconded the motion, all in favor; motion approved.

5) Resolution #2015-15 – 2015-2016 Budget Adoption.

Trustee Ryan made a motion to approve Resolution 2015-15 - 2015-2016 Budget Adoption. Trustee Walker seconded the motion, all in favor; motion approved.

6) Resolution #2015-17 – Transfer of Balances from Minor Funds to General Fund.

Trustee Walker made a motion to approve Resolution 2015-17 – Transfer of Balances from minor funds to General Fund. Mayor Pro-Tem Grider seconded the motion, all in favor; motion approved.

7) Resolution #2015-18 – DFA Budget Adjustment.

Trustee Ryan made a motion to approve Resolution 2015-18 DFA Budget Adjustment. Mayor Pro-Tem Grider seconded the motion, all in favor motion approved.

16. Mayor's Report

Mayor Wilson stated there will be an open meeting in August prior to regular meeting for ICIP to allow for public input for capital funds in order to ask for money.

There will also be an open meeting for an ordinance to adopt the codification for new items. Clerk/Treasurer De Herrera stated that the only thing codified were the changes done in 2013 but not the changes done in 2014. There was never an ordinance to adopt.

The ordinance will be available for inspection by Friday. It will be posted on Friday. The public open meeting will start at 5:00 P.M.

Mayor Wilson stated that the Village has the ability to increase our gross receipts tax rate. Outside village 6.25 inside 6.9375 we could by state law we could increase our gross receipts tax by 3 increments of 1/8 of 1% without public input. The Village would get us about 3500.00 a year per increment. Mayor Wilson will bring more information to the August meeting.

a. Mayor Pro-Tem Grider

Mayor Pro-Tem stated that she was having a work session prior to her P & Z meeting. She explained about recording meetings, and stated that she was expecting a package from Mr. Randy Van Vleck.

b. Trustee Walker

Trustee Walker stated the village might be able to paint on the wall of the Legion for a sign for the bath house.

c. Trustee Ryan

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Trustee Ryan asked about concerts the nightly ones happening now at the Stage Stop. Mayor Wilson stated that he would look into it.

d. Trustee Sanchez

Trustee Sanchez asked if all had received the copy of the lease with the Legion. He stated that they (the Legion) would like to secure a long term lease.

Trustee Sanchez asked the Trustees to look over the lease and at the next meeting give some input or suggestions for the new lease.

17. Adjournment

Trustee Grider moved to adjourn meeting. Trustee Sanchez seconded the motion, all in favor motion approved. Meeting adjourned at 10:37 p.m.

Ms. Leone Wilson then informed the Mayor and Trustees of training on July 31st at Walatowa for hospitality and stated that she thought it would be great if all employees could attend, or at least a representative from all departments. She did not know the exact times but would let the Mayor know.