



ROBERT M. WILSON
Mayor

ROGER SWEET
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

Yvonne Dickey, Clerk/Treasurer
vclerk@jemezsprings-nm.gov
Website: www.jemezsprings-nm.gov



MANOLITO SANCHEZ
Trustee
DAVID RYAN
Trustee
DR. JULIETTE MULGREW
Trustee

Minutes for the Regularly Scheduled Council Meeting February 21, 2018 6:00 p.m. Village Council Room

1. Call to Order-*The meeting was called to order at 6:05 p.m. Present at the meeting were: Mayor Wilson, Mayor Pro Tem Sweet, Trustees Ryan and Sanchez, Police Chief Nuñez, Clerk/Treasurer Yvonne Dickey, Misty Schuck of Burt & Company, and many members of the community.*
2. Pledge of Allegiance-*The Mayor led the Pledge of Allegiance*
3. Approval of Agenda-*Trustee Ryan moved that the agenda be approved but that #9 Status of Lease Agreement be moved up to number 5, and the audit report be moved down to take its place. Mayor Pro Tem Sweet seconded, and the agenda was unanimously approved with the change.*
4. Approval of Minutes from the January 17th Meeting-*Trustee Ryan moved that the minutes from the January 17th meeting be approved as presented. Trustee Sanchez seconded and the minutes were unanimously approved.*
5. Status of Lease Agreement for Old Fire Station Building-*Mayor Wilson informed the council and attendees that the architect was ready to submit the Change of Occupancy, which has now been forwarded to CID for review. The Change of Occupancy plans and paperwork cost \$3,600.00. There was a small amount of asbestos found in the flooring mastic, which will need to be remediated. This will cost approximately \$4,500.00 which is within the budget to accomplish. Work on the remediation will take place the week of February 26th. Once the CID review is completed, a contractor can do the remainder of the work needed. The Village is ready to proceed with signing the lease agreement. Cody Lewis added that he will schedule a time to meet with the Mayor about getting the furnace running and scheduling the remaining repairs. None of this will delay the lease signing-all that is needed is for the CID to approve the change of occupancy and the asbestos remediation to be completed. Trustee Sweet asked what the cost has been to the Village so far. Mayor Wilson stated that the figure is between \$8,000 and \$10,000. Trustee Sweet asked where the money came from and Ms. Dickey explained that some money was budgeted from the Governing Body when the FY 2018 budget was developed. Any funds still needed will come from the Village's General Fund. Trustee Ryan asked when the Second Alarm group will be able to begin moving in. Mr. Lewis said that within 1-2 weeks of lease signing, they can*

begin. However, permitting can take up to 90 days, so the actual opening date will be early summer.

6. Reports Submitted/Not Submitted

- a. Maintenance-Submitted
- b. Bath House-Submitted
- c. Library-Submitted

Appoint new Library Board Member-Mayor Pro Tem Sweet gave some information on Bill Musser, the new candidate for the library board. Once approved, Mr. Musser will take the place of Ms. Judith Isaacs. Mayor Pro Tem Sweet moved that Mr. Musser's appointment to the library board be approved. Trustee Sanchez seconded, and Musser's appointment to the library board was unanimously approved.

d. Court-Submitted

- e. Wastewater-Submitted. *Trustee Ryan asked whether there was money in the sewer's budget for preventive maintenance and repair of the switch for the backup generator Ms. Nalezny mentioned in her report. Ms. Dickey affirmed that those funds are available.*

f. Police Chief-Submitted

g. Planning & Zoning Committee-Submitted

h. Fire Department-Submitted

i. Lodgers' Tax Board-Not Submitted

7. Village Clerk's Report-*Ms. Dickey reported that Gross Receipts Tax revenues were higher than she expected in January, some grant reimbursement has been received for the architect's work on evaluating the Bath House, and a \$3,400 reimbursement was received for the VFD's work on the Cajete Fire. All departments are within budget. Annual tax forms have been prepared and distributed to employees and contractors, and the release letter for the audit report was received. If the forests have to be closed due to the drought, tax revenues are sure to be impacted-this is something to be considered when the budget for next fiscal year is being developed. On a positive note, small cities assistance of \$90,000 usually arrives in March.*

8. Discuss Election-*Ms. Dickey explained that since there was no candidate for Mayor, there are two ways to proceed. First, the council may appoint a Mayor after the election has been confirmed. This must take place 6 days after election but not more than 21 days after the election. The appointee must be a "qualified elector", and the appointment can be made either at a special meeting or during the next regular meeting. This option allows the council to avoid a special election, which is the other option. Meanwhile, everything is set for the regular election which will take place March 6. The Precinct Board was selected (Randy Peterson, Mike Nealeigh and Jeannene Nealeigh) and all supplies are ready.*

9. Audit Report-*Misty Schuck from Burt & Company explained the audit procedure, what the audit report contains, and the overall results of the audit. Ms. Schuck informed the council that the audit resulted in an "unmodified" opinion, which is the best result. There were minor findings, such as one out of 25 timesheets not being signed by a supervisor. None of the findings were worrisome enough to be considered "significant". Trustee Ryan asked Ms. Schuck if she felt comfortable*

that Village Administration was effectively managing the business activities and funds of the Village. Ms. Schuck emphatically replied "yes", noting that Village staff was cooperative and helpful, reiterating that what few findings existed were minor and that an unmodified opinion is the best result a municipality can get. Trustee Sanchez and the Council thanked Ms. Dickey and Mayor Wilson for their good work managing the finances.

10. Discussion about Village Special Events-Mayor Wilson began by giving some background. Traditionally the Village sponsors Cabin Fever Festival in February, some kind of special event around Memorial Day, a community-wide celebration for Independence Day, and another special event around Labor Day. The Village also supports and participates in Light Among the Ruins in early December although this is really an event held by the State Historic Site. The Car Cruise in April is not sanctioned by the Village, but given the huge effect it has on Village resources and infrastructure, for the past two years, the Village has chosen to take a more proactive role in that event. Mayor Wilson invited community members present to take part in an open discussion about Village special events. Tanya Struble, a member of the Lodgers' Tax Board said that lots of effort has been put forth over the past several years to get people to come visit Jemez Springs because this contributes to the local economy in the form of Lodgers' Tax receipts as well as Gross Receipts Tax revenues. She expressed the opinion that these events are fun for the community as well as our visitors, the events bring money to the Village, and some are even starting to become family traditions for those visitors. She recognizes the strain of planning such events and expressed the opinion that a dedicated event planner would ease that strain. Ms. Struble also advocated finding a way to make the car cruise into some sort of revenue generator for the Village. Cody Lewis explained that in preparing to open Second Alarm Brew Pub, he has researched and realized that without special events, Gross Receipts Tax will be reduced, which is unsustainable for the local economy. He is in favor of pressuring the car clubs to organize better. Chief Nuñez explained that as the local government, public safety has to be the paramount concern of the Village Council. Chief Nuñez said that last year, his department coordinated with 27 other agencies during the car cruise, and that there was a vast improvement over the "flash mob" car cruises in the past. In fact, there were NO incidents within Village limits. If visitors can be invited to stay in the Village a while and we can entice them to stop in the community, it helps the local economy. The Chief also noted that it is better to be proactive and to consider structuring fees for the use of Village facilities to be commensurate with the strain put on our resources and infrastructure. Ms. Struble noted that each event is a learning process as we begin to leverage our ability to attract visitors. Mayor Pro Tem Sweet expressed his agreement that a dedicated event planner is needed. Trustee Ryan noted that while certain business owners may want to cater to a specific audience, the Council's time and resources are best invested in the five events the Village sponsors/participates in directly. Ms. Struble shared her belief that the majority of the business community in Jemez Springs supports the special events. Trustee Sanchez asked Ms. Struble what Lodgers' Tax Board's budget was for Erica Asmus-Otero, the board's public

relations person. Ms. Struble replied that was about \$10,000. Trustee Sanchez expressed curiosity about hiring an event planner with a similar budget, if the funds could somehow be found. Mr. Lewis shared his opinion that the Fitzgerald Park (Village Square) is too small for most events and suggested using the Leyba Land, noting that parking fees or entry fees could help offset the costs to the Village. The trouble is finding enough people to make that happen. Trustee Ryan would like to see some follow-up with the county to get the dirt pile moved and the agreed-upon improvements made at the Leyba Land. Perhaps now that spring is coming that will happen. Trustee Sanchez asked what "skin in the game" do the local businesses have in the five major events? Traditionally, these have been \$50-\$300 in the form of sponsorships. Trustee Ryan stated that next regular meeting there should be a discussion of realistic fees for use of Village facilities. He also expressed the opinion that the Independence Day celebration should take place on a weekend even if the Fourth of July does not fall on a Saturday or Sunday. Mayor Pro Tem Sweet suggested that we try to plan a light show rather than investing in fireworks that we usually cannot use because of the extreme fire danger.

11. "No Mas" Benefit Concert Request-Trustee Sanchez reported that the Legion has decided against having the No Mas Benefit Concert this year.
12. Farmers' Market Request-Jennifer Olson first asked whether the Village's Insurance covers growers who are using the park for the farmers' market. Since we are not certain whether our policy covers the vendors, Trustees Ryan and Sanchez suggested that the participants provide their own insurance. Ms. Olson then asked whether the growers could have permission to use the Fitzgerald Park on weekends for the farmers' market from Late April to Early October. Mayor Wilson said they could, with the exception of days when Village sanctioned special events were being held. Ms. Olson expressed a wish to use the park even on days of Village special events so the farmers market was consistently available on weekends throughout the producing season. Trustee Ryan said that the Village supports members of the community and expressed the desire to see the Farmers' Market be able to share use of the park even on special event days. Mayor Wilson and Clerk/Treasurer Dickey explained that there were specific instances on Labor Day Weekend last year, when some farmers' market participants were disrespectful of Village property and personnel, going as far as to accost the Mayor, speak to Village staff in a verbally abusive manner, and even to damage the fences around the park that were set up for a Village-sponsored event. This occurred even though Ms. Olson was notified by both Chief Nuñez and Ms. Dickey in advance of the need to be flexible this one weekend. Ms. Olson said that the destruction occurred because the farmers' market vendors felt the gates were put in a place that made it inconvenient for them to load/unload their goods. Trustee Sanchez said that from now on there is a zero-tolerance policy for such behavior and that he would prefer the farmers' market find a separate location on dates when Village-sponsored events occur. Mayor Wilson reiterated that any group or individual using Village property shall be subject to the reasonable expectation to behave in a cooperative, respectful manner or they will not be allowed back. Trustee Ryan also said that if Village property is destroyed, the

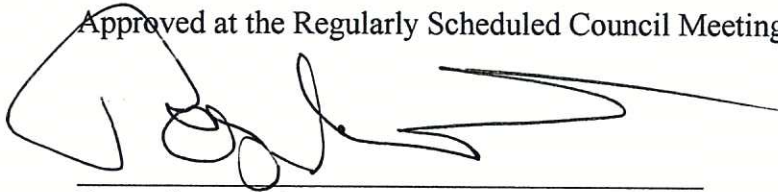
person responsible shall be arrested. He concluded by restating that the Village Council supports local growers and the general concept of the farmers' market. Therefore, Ms. Olson's group is welcome to use the Fitzgerald Park, free of charge as in years past, so long as appropriate standards of behavior are met. Cody Lewis also offered Ms. Olson use of the JVCU parking lot as an alternate location on the few dates when conflict may exist.

13. Resolution 2018-001 For Advertising MOA with Tourism Alliance-*This Resolution relates to Resolution 2017-017, which was also for an Advertising MOA with the Tourism Alliance. However, there was a typo in the MOA as it was sent to us. The Lodgers' Tax Board had agreed to contribute \$2,000, but the MOA was sent to us with the amount listed as \$1,000. After checking with the Lodgers' Tax Board, Ms. Dickey verified that the correct amount is really \$2,000 so the MOA needs to be re-signed. Trustee Sweet asked about the benefits of this MOA, and Ms. Struble explained that there are many benefits, including a large ad on the billboard at I-25 and US 550 for Cabin Fever. Trustee Ryan moved that the resolution be approved. Trustee Sanchez seconded, and the MOA was unanimously approved.*
14. Resolution 2018-002 Changing Planning & Zoning Meeting Date-P & Z
Commission members are better able to attend meetings if the date is changed, therefore, a resolution is needed. Trustee Ryan moved that the resolution be approved. Trustee Sanchez seconded and the resolution changing the meeting date was approved without opposition.
15. Mayor's Report-*Mayor Wilson reported that the preliminary report has been received from the engineering team that is working on the historical preservation and improvements at the Bath House. It is beyond the reach of existing funding to do all the improvements, so he will follow up with the team to prioritize tasks that will make the bath house livable and stop water damage from the inside of the building. This includes dehumidifying and HVAC work. Also, the Point of Sale system contract is expiring. Mayor Wilson has asked Greg Shores to research potential replacements that ideally will have more user-friendly features and the ability to schedule online. Trustee Ryan will send a person who can talk to Mr. Shores. Mr. Lewis also mentioned the Clover POS System. Mayor Wilson has found an engineering firm to do a PER (Preliminary Engineering Report) with the Geothermal Grant money, which will hopefully qualify the Village for more grants. With regard to the bridge project, the contractor will pay for the water line to be moved and construction may begin in fall of 2018. Mayor Wilson advised the council that when Ms. Dickey begins to develop the new budget, one factor to consider is that there have not been raises in four years, although employee benefits for bath house employees were improved upon. Chief Nuñez and Clerk/Treasurer Dickey are both working for less than their predecessors, and it is Mayor Wilson's recommendation that this should be remedied and salaries be brought in line with comparable positions at other municipalities if the budget allows. Mayor Pro Tem Sweet asked for notes and advice, and Mayor Wilson expressed a willingness to stay on for two more years if the council decided to appoint him.*

- a. Mayor Pro-Tem Sweet-*Mayor Pro Tem Sweet informed the council that the Library Board and Friends of the Library have set up an Amazon Smile account that allows anyone buying through amazon.com to name the Library as their charity of choice, so that a portion of that money goes back to the library. He will write an article for the Thunder and follow up with Greg Shores to place something on the website about this as well.*
- b. Trustee Mulgrew-*Unable to attend.*
- c. Trustee Sanchez-*Trustee Sanchez noted that 8 light fixtures in the Village were upgraded by JMEC to be night-sky compliant. He also thanked Mayor Wilson for all he has done during his tenure as Mayor.*
- d. Trustee Ryan-*Trustee Ryan echoed that sentiment, expressing appreciation for all Mayor Wilson's hard work over the past several years.*

16. Adjournment-*At approximately 9:15 p.m. Mayor Pro Tem Sweet moved that the meeting be adjourned. Trustee Sanchez seconded and the meeting was unanimously adjourned.*

Approved at the Regularly Scheduled Council Meeting this 21st day of March, 2018



Roger Sweet, Mayor

Attest:



Yvonne Dickey, Clerk/Treasurer