



ROGER SWEET  
Mayor

DAVID RYAN  
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](mailto:vclerk@jemezsprings-nm.gov)  
Emili Zapata, Administrative Assistant  
Website: [www.jemezsprings-nm.gov](http://www.jemezsprings-nm.gov)



MANOLITO SANCHEZ  
Trustee  
BOB WILSON  
Trustee  
DR. JULIETTE SWEET  
Trustee

MINUTES FOR THE REGULARLY SCHEDULED VILLAGE COUNCIL MEETING  
JUNE 20, 2018 AT 6:00 P.M. IN THE VILLAGE CONFERENCE ROOM

1. Call to Order-*At 6:00 the meeting was called to order. Present were Mayor Sweet, Mayor Pro Tem Ryan, Trustees Wilson, Sanchez, and Sweet, Police Chief Felix Nuñez and Reserve Officers Donally and Gallegos, Clerk/Treasurer Yvonne Dickey, and Mr. and Mrs. Bill Musser.*
2. Pledge of Allegiance- **DRAFT**  
*Mayor Sweet led the Pledge of Allegiance.*
3. Approval of Agenda-  
*Mayor Pro Tem Ryan moved that the agenda be approved. Trustee Sanchez seconded, and the agenda was approved unanimously.*
4. Approval of Minutes from 5/16/18 Meeting-  
*Trustee Sweet moved that the minutes from last month's meeting be approved as written. Mayor Pro Tem Ryan seconded, and the minutes were approved without opposition.*
5. Reports
  - a. Maintenance-Submitted.
  - b. Bath House-Submitted. *Ms. Dickey explained that the Bath House showed a loss of about \$2,000 in May. This is partly due to the purchase of the new POS equipment, and partly because money spent on the refurbishment plans has not yet been reimbursed by the grant. On a positive note, the Bath House was voted 4<sup>th</sup> best spa in the entire state!*
  - c. Library-Submitted. *Mayor Sweet commended the library on the quality of programs that have been presented lately.*
  - d. Court-Submitted.
  - e. Wastewater-Submitted. **DRAFT**
  - f. Police Chief-Submitted. *Chief Nuñez introduced new reserve officers Nancy Donally and Arnie Gallegos-Ms. Donally is a Certified Officer. He further explained that the contractor has almost finished with the repairs from the water damage and mold. The bill is expected to be about \$5,000 and the finishing touches will be done by Friday. Chief Nuñez also told the council that he has received a \$1,800 grant from the County DWI Program for signs (special event ahead, etc.) and another grant of about \$3,000 in equipment from APD.*
  - g. P & Z Commission-Submitted.



h. Volunteer Fire Department-Submitted.

i. Lodgers' Tax Advisory Board-Not Submitted.

6. Clerk/Treasurer's Report-

*Ms. Dickey explained that gross receipts tax received in May was about \$20,500. There is one month left in the fiscal year, and it appears that all departments will end the year within their budgets. The new Point of Sale system for the Bath House is ready to be installed, and from June 25-June 30, the system will be run "parallel" with the old HarborTouch system. After that, if all goes well, the new system will take over July 1. Ms. Dickey informed the council that she and Ms. Zapata will begin to compile audit materials in the coming weeks so that the audit (due to start in October) will be less stressful. She also reminded the council that the ICIP is due September 1<sup>st</sup>, so priorities need to be identified and discussed at the next council meeting.*

7. Resolution 2018-006 Submitting a Grant Request to NMDOT-

*The Village would like to submit a request to NMDOT for road funds to help with drainage issues and a collapsing retaining wall on Canyon Court and additional funds to help repair parts of Mooney. Funds totaling \$22,500 are being requested from NMDOT, and the Village must plan for a contribution of \$7,500. Mayor Pro Tem Ryan moved that the resolution be adopted. Trustee Sweet seconded, and the resolution was unanimously adopted.*

8. Privacy Policy-

*Mayor Sweet explained that the Library Board has concerns about the security cameras potentially being exploited by cyber-criminals. There have been no complaints or alleged violations of privacy, and only Chief Nuñez and the contractor (NM Security Works-licensed and bonded) have remote access to the cameras. Chief Nuñez showed the council how he is able to use his phone to log in and see what the cameras are filming. There is an advantage to this because the Chief could give direction to other first responders on scene even if he is not here and a situation occurs in the Village Park. These benefits need to be weighed against the possible risks, especially with cyber-crime increasing in prevalence. After discussing the issue, the consensus was that a Committee should be formed to draft a camera policy. Mr. Musser, Mayor Sweet, Greg Shores (IT), Sergeant Betz, and possibly Chief Nuñez will serve on the committee.*

**DRAFT**

9. Crisis Communication Protocol-

*Erica Asmus-Otero drafted a "Crisis Communication Protocol" in response to the forest closure. Her initiative is appreciated, but there are several problems with the document. First, although the forest closure does affect businesses, it is NOT a "Crisis". Second, if there is a crisis, members of the Village Council (not the Lodgers' Tax Board) should be speaking to the media. Trustee Ryan suggested that we look at protocols developed by State Forestry or FEMA and use that information as a starting point to come up with a Village Public Information Protocol. As the issue was discussed, the consensus was that if a situation arises which may involve contact with members of the media, the first step is to meet and analyze the situation. This meeting would involve the Mayor and Mayor Pro Tem, Police Chief and Fire Chief as appropriate, the Clerk/Treasurer, and any other personnel dictated by the situation. Then the Mayor or Mayor Pro Tem can create a statement or directive that is appropriate for the situation. Ms. Dickey will follow up and present a draft of the protocol at the next council meeting.*

**DRAFT**

10. Mayor's Report-

*Mayor Sweet told the council he has met with Matt Barbour from the Historic Site to discuss how to improve Light Among the Ruins since the crowds are so large now. He also told the council that there are plans in the works for a star-viewing event at the Historic Site and that the plans for the July 4<sup>th</sup> celebration are coming together.*

- a. Mayor Pro-Tem Ryan-*Mayor Pro Tem Ryan informed the council that he has asked the Governor of the Jemez Pueblo to send some Pueblo Police personnel to help with Light Among the Ruins, and that the response was positive.*
  - b. Trustee Wilson-*Trustee Wilson had nothing to report.*
  - c. Trustee Sanchez-*Trustee Sanchez had nothing to report.*
  - d. Trustee Sweet-*Trustee Sweet reiterated the good news that our Bath House was rated 4th best Spa in New Mexico in a recent survey!*
11. Adjourn-*At approximately 7:30 p.m. Trustee Wilson moved that the meeting be adjourned. Mayor Pro Tem Ryan seconded, and the meeting was unanimously adjourned.*

**DRAFT**