



MICHAEL NEALEIGH  
Mayor

MANOLITO SANCHEZ  
Trustee

## 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  
Heather Gutierrez, Interim Clerk  
[voffice@jemezsprings-nm.gov](mailto:voffice@jemezsprings-nm.gov)  
Website: [www.jemezsprings-nm.gov](http://www.jemezsprings-nm.gov)



ROBERT WILSON  
Trustee  
JAMES MCCUE  
Trustee  
JUDY BOYD  
Trustee

---

### MINUTES FOR THE REGULARLY SCHEDULED VILLAGE COUNCIL MEETING: TUESDAY, APRIL 16, 2024 AT 6:00 P.M.

1. **Call to Order** by Mayor Nealeigh at 6pm.
  - a. Members Present: Mayor Mike Nealeigh, Trustee Judy Boyd, Trustee Jim McCue, Trustee Bob Wilson, Trustee Mano Sanchez, Interim Clerk Heather Gutierrez  
Members Absent: None
  - b. Others: Talia Michelle, Cliff Elliott, Cheryl Denney, Betsy Daub, Jennifer Olson, Jim Cox, Barbara Stone, Alicia Weiss, Monique Alton
2. **Pledge of Allegiance** led by Mayor Nealeigh.
3. **Approval of Agenda** – Trustee Wilson moved to approve, Trustee McCue seconded, unanimous approval.
4. **Approval of Minutes 3/20/2024 & Special Minutes 4/4/2024** – Trustee Sanchez moved to approved, Trustee Boyd seconded. Trustee Sanchez asked that a quote on March 20<sup>th</sup> misapplied to him be removed. The minutes were approved unanimously with this correction.
5. **Public Input** – Jennifer Olson from Jemez Sustainable Solutions (JSS) asked that Jef Bold from the Food Forest project obtain a key to the Civic Park shed so he can store equipment. As this request has already been approved, Mayor Nealeigh affirmed that he would get Jef a set of Keys to the shed.
6. **Governing Body Organization** – Mayor Nealeigh pointed out that following on Election the new Governing Body is required by state statute to establish rules of procedure, confirm current employees & appointees, & elect a Mayor Pro-Tem.
  - a. **Resolution 2024-009 Rules of Procedure** – Trustee Wilson moves to approve the resolution, Trustee McCue seconded. The Resolution passed with unanimous consent.
  - b. **Confirmation of Appointments & Employees** – Trustee Sanchez moved to confirm all current employees. Trustee McCue seconded. After a short discussion the motion was approved unanimously. Trustee McCue moved to approve current appointee to the Planning & Zoning Commission, The Lodger's Tax Board, & the Library Board, Trustee Sanchez seconded. The motion was approved.
  - c. **Election of Mayor Pro-Tem** – Trustee Sanchez nominated Trustee Robert (Bob) Wilson. There being no additional Trustee Wilson was elected unanimously. It was affirmed that Trustee Wilson is to be added as a signatory to the four Jemez Valley Credit Union Accounts.
  - d. **Additional Meetings (Workshops)** – Mayor Nealeigh discussed briefly his plan to call special workshop meeting to discuss matters that warranted additional time & attention.
7. **Court Report** – Written report submitted.

## 8. **Mayor's Report** –

a. **Code Enforcement** – Mayor Nealeigh reported that he intended to enforce the Business Registration Ordinance & has already secured 4 new business registrations.

b. **Administration** – Mayor Nealeigh reported on two actions against the Village.

### i. **Actions**

1. **OMA Claim** – This claim was posted in March 15 & has to do with procedures for closing an open meeting. Former Mayor Roger Sweet issued a formal response. The Attorney General's office has not yet responded.

2. **IPRA Claim** – This claim was filled in when a request was made for information from the public records & the person applying felt that the Village personnel were not responsive or not sufficiently responsive. The New Mexico Department of Justice (NMDOJ) has provided instruction on how these request should be handled in the & has indicated that the Village is currently in compliance.

ii. **Project Update** – The Mayor indicated that no actions have been taken on the first four projects due to lack of available funds.

1. **Trust Land**

2. **River Trail**

3. **New Offices**

4. **Dark Sky**

5. **Paraclete Gift** – Pending later discussion in Resolution 2024-012

c. **Personnel** – The Mayor reminded the Council that Nora Sutherland has resigned from the Library staff & reported that Janet Phillips is on leave due to an illness in her family.

d. **Community Relations** – Mayor Nealeigh reported that he has requested a meeting with both the Governor of the Pueblo of Jemez & the Governor of the Pueblo of Zia Pueblo.

### e. **Board & Commissions**

i. **Planning & Zoning Commission** – Written report submitted

ii. **Lodger's Tax Board** – Written report submitted

iii. **Library Board** – Written report submitted

### f. **Department Reports**

i. **Bath House** – Written report submitted

ii. **Fire** – No written report submitted

iii. **IT** – No written report submitted

iv. **Library** – Written report submitted

v. **Police** – Written report submitted. Mayor Nealeigh mentioned that Chief Moreno will be changing his schedule to cover weekends, as we enter the tourist season.

vi. **Public Works** – Written report submitted

vii. **Waste Water** – Written report submitted

## 9. **Trustee Reports**

- a. **Trustee Boyd** – Nothing to report
- b. **Trustee McCue** – Nothing to report
- c. **Trustee Sanchez** – Discussed what information might be included in a Trustee Report.
- d. **Trustee Wilson** – Discussed whether the Trustee Report might be a written & included on the meeting packet. Trustee Wilson also asked the Mayor if he could provide more details in the future reports on the Village projects. Mayor Nealeigh agreed to provide additional information in these reports.

10. **Finance Board** – Trustee Sanchez moved to convene the Finance Board, Trustee McCue seconded. The motion passed with no objection & the meeting began at 6:33pm.

- a. **Interim Clerk's Report** – Written report submitted. Trustee Sanchez asks how much the Village will be receiving from the Lights of Gisewa event in December; Interim Clerk Gutierrez Stated that \$12,000 was still pending.

b. **Finance Director Report** - Jim Cox Finance Director/Consultant

### i. **Budget Updates**

1. **Prior Years** – Mr. Cox stated that he is working to bring all payments from prior year current. Most of these are insurance & contractor invoices. Progress is being made with DFA grant reimbursement requests that were filed incorrectly, not corrected, or never submitted.
2. **FY 2024** – Mr. Cox stated that he is also working on current year payroll, setting up the vendor records, & establishing correct billing procedures moving forward. He is finalizing General Fund bank reconciliation & working to complete the LGBMS quarterly report.
3. **FY 2025** – Mr. Cox stated that he is working with the Mayor to develop the 2025 FY budget proposal that will be presented at the May meeting of the Village Council. This will be the interim budget once it is approved by the DFA.  
Trustee Boyd asked to see the quarterly report once submitted. Trustee Wilson verified that the quarterly report will be presented at the May Council meeting.

ii. **Resolution 2024-010 Disposal of Vehicle** – Mr. Cox introduced the Resolution & explained that State Statue authorizes the governing body to dispose of property with a value of \$25K or less. Disposal of property over \$25k requires a vote by the voters. The current resolution is a request to dispose of a police vehicle, 2015 Dodge Durango, & will be subject to DFA approval.

Trustee Wilson made a motion to approve the resolution, Trustee Sanchez seconded. Trustee Wilson asked if any money received will be applied to General Fund to help with bills. Mr. Cox stated that the proceeds of the sale will be deposited into the General Fund. The motion passes with unanimous approval.

Trustee Sanchez moved to adjourn the Finance Board, Trustee McCue seconded, unanimous approval. The Finance board adjourned at 6:47.

## 11. Old Business

### a. Waste Water -

- i. **Resolution 2024-011 Approval of Delinquent Sewer Bill Policy** - Trustee Wilson moved to approved the resolution, Trustee Boyd seconded. Trustee Sanchez asked moved to amend the resolution to extend the payment plan "up to 120 days" instead of 90 days Trustee Wilson seconded. After some discussion the amendment passed unanimously. Trustee Sanchez moved to further amend the resolution to waive the late fee once payment plan is set up & if the customer is complying with the terms of the agreement. Trustee McCue seconded. The amendment passed with unanimous approval. The Resolution passed as amended by unanimous approval.
- ii. **Resolution 2024-012 Approval of Wastewater Preliminary Engineering Report Alternative #2** – Trustee Wilson moved to approve the resolution, Trustee Sanchez seconded. After some discussion, the resolution passed with unanimous approval.

- b. **Resolution 2024-013 Acceptance of Gift of Property from Servants of the Paraclete** – Trustee Wilson moved to accept, Trustee McCue seconded. Mayor Nealeigh reported that as of a letter dated April 9, 2024 & received on April 15, the Servants of the Paraclete withdraw their offer to donate the property located at 18191 Highway 4. The Mayor further reported that in conversation with Father David Fitzgerald on April 16<sup>th</sup> he raised the possibility of the Village accepting the donation in its current condition if it included the original .85 parcel with the chapel, the four-plex, & the two-bedroom, two-bath house. The discussion that followed focused on the possible uses of the buildings & lands & the risks associated with deferred maintenance & the limits of Villlage finances. Several members of the public spoke in favor of accepting the property should the Servants of the Paraclete decide to donate the property. The resolution passed with unanimous approval in favor from all the Trustees.

## 12. New Business

- a. **Authorizing the use of the Village Plaza for Earth Day & Farmers Market** –Trustee Sanchez moved to agree to the MOU presented by Jemez Sustainable Solution outlining the terms of use of the Village Plaza for Earth Day & Farmers Market. Trustee Boyd seconded. The motion passed with unanimous approval.
- b. **Confirmation of New Library Board Member – Gracie Johnson** – Trustee Boyd moved to confirm, Trustee Wilson seconded. Gracie Johnson's appointment to the Library Board was approved by unanimous vote.

13. **Adjourn** – Trustee McCue moved to adjourn, Trustee Sanchez seconded. With unanimous approval the meeting adjourned at 7:28 pm.