



MICHAEL NEALEIGH
Mayor

ROBERT WILSON
Mayor Pro-Tem.

VILLAGE OF JEMEZ SPRINGS *Municipal Office*

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JUDY BOYD
Trustee
JAMES MCCUE
Trustee
MANOLITO SANCHEZ
Trustee

MINUTES FOR THE REGULARLY SCHEDULED VILLAGE COUNCIL MEETING: MONDAY, JULY 15, 2024, AT 6:00 P.M. IN THE GOVERNING BODY CONFERENCE ROOM

1. **Call to Order** by Mayor Nealeigh at 6pm
 - a. **Members Present:** Mayor Mike Nealeigh, Trustee Judy Boyd, Trustee James McCue, Trustee Manolito Sanchez, Trustee Robert Wilson, Interim Clerk Heather Gutierrez
Members Absent: None
 - b. **Others Present:** Finance Director Jim Cox, IT Consultant Fred Simmank, Wastewater Manager Rose Fenton, Planning & Zoning Commission Chair Betsy Daub, Police Chief Joe Moreno, Alica Wiess
2. **Pledge of Allegiance** led by Mayor Nealeigh
3. **Approval of Agenda** – Trustee Boyd moved to approve the agenda, Trustee Sanchez seconded, unanimously approved.
4. **Approval of Minutes**
 - a. **Regular Meeting Minutes 6-18-2024** – Trustee Boyd moved to approve the minutes, Trustee Wilson seconded, unanimously approved.
5. **Public Input** – No Public Input
6. **Court Report** – Written report submitted; no questions were raised by the council.
7. **Mayor's Report**
 - a. **Code Enforcement** – Mayor Nealeigh reported that no code enforcement issues have come up since the last meeting.
 - b. **Administration** – Mayor Nealeigh briefly went over the following:
 - i. **OMA Claim** –The Village is still awaiting a response from the Attorney General's office regarding the Open Meetings Act Claim.
 - ii. **IPRA Claim** – Verbal and email confirmation that the Inspection of Public Records Act claim is likely resolved, but an official letter is pending.
 - iii. **Project Updates** – Mayor Nealeigh briefly goes over project updates:
 1. **River Trail** – No further action taken on the River Trail project.
 2. **New Building at Civic Center Park** – Electrical supply has been wired underground. Reimbursement for grant funds is in process. Approximately \$130,000 in grant funds remains available for connecting the building to water and sewer and adding an ADA accessible entrance.

3. **Dark Sky** – The Dark Sky project is currently idle.
4. **Recycling Center Project** – The project has been completed, and reimbursement for expenses is pending.

iv. Event Update

1. **4th of July Celebration** – The celebration was successful, with five floats in the parade. Winners were announced, and all activities were funded by the Lodger's Tax Board.
2. **Event applications-** Applications are under consideration for events in Fitzgerald Park-- a dance party on August 3rd, a Halloween Spooktacular on October 31st, and a Fall into Winter event on November 30th.
 - a. **August 3—Dance Party** Both B & C were recommended by Alicia Wiess.
 - b. **October 31—Halloween Spooktacular**
 - c. **November 30—Fall into Winter**

c. Personnel Matters – Mayor Nealeigh reported on two personnel matters:

- i. **Street Superintendent position** - The mayor expressed a desire to hire a volunteer Street Superintendent to oversee street maintenance and signage.
- ii. **Leave accrual and Leave without Pay situation** – The Mayor discussed how to handle a situation with an employee (Janet Phillips) who has accrued negative leave hours and needs additional leave without pay.

d. Community Relations

- i. **Report on Public Hearing on Trust Land appeal** – The mayor reported on the public hearing and discussed the council's deliberative process regarding the trust land appeal.
- ii. **Speaking before local groups** - The mayor has been speaking to local groups to address rumors and concerns related to the trust land appeal and other issues.

e. Boards & Commissions

- i. **Library Board** – No written report submitted as no meeting in July occurred.
- ii. **Lodgers Tax Board** – Written report submitted, the board approved funds for the 4th of July celebration and discussed streamlining the process for future events.
- iii. **Planning & Zoning Commission** – Written report submitted, the commission discussed a steep slope exemption request, a conditional use permit request, and an inquiry about fence permits. They are also continuing their review of the Comprehensive Zoning Ordinance.

f. Department Reports

- i. **Bath House** – Written report submitted; Trustee McCue inquired how many massages therapist is working from the Bath house? Interim Clerk Gutierrez replied that 2 massage therapists were currently working. Trustee Sanchez inquired if they are full time and seeking clarity on contract. Massage therapists are contractors for the village, not employees.

- ii. **Fire Department** – No written report submitted
 - iii. **Information Technology** – Written report submitted
 - iv. **Library** – Written report submitted
 - v. **Police Department** – Written report submitted, Chief Moreno briefly gave a report: this 4th of July was a great learning experience for him, and we documented some of the historical procedures, thanks to Trustee Sanchez. Chief Moreno informed the council that the number of Citation reports have doubled from his report. Trustee McCue inquired if the speed trailer collects data on how many people. Fred and Chief are looking into how to obtain that data.
 - vi. **Public Works** – Written report submitted; Trustee McCue thanked Trustee Wilson for mowing on the Civic Center Park. Mayor Nealeigh stated that the purchase of a tractor would be a priority when grant money becomes available.
 - vii. **Wastewater** – Written report submitted
 - 1. **OSG grant update**- Mayor Nealeigh updated regarding the OSG grant, to when a resolution and ordinance to receive funds are required. The grant will cover design and engineering for the Wastewater plant rehab. Trustee Sanchez asked about the last grant and the mayor pointed out that it was a preliminary assessment. Ms. Fenton stated that the PER identifies issues, where this grant is for the design to address those issues and will require new bids.
 - 2. **Wastewater Rate Assessment** - Ms. Fenton explained the rates that keep us operational, and that the expenses looking into the future are behind. There are a consistent 5-6% of customers not paying their sewer bill or paying late. A utility lien has submitted on one property.
8. **Trustee Reports** – No Trustee report was given.
9. **Finance Board** – The motion made by Trustee Wilson and seconded by Trustee Boyd to convene the Finance Board was approved. The interim clerk presented a report on the renewal of the printer contract and the possibility of exploring other vendors.
- a. **Finance Director Report – Jim Cox**
 - i. **Prior fiscal year(s)—2022 & 2023** – The finance director reported on the financial status of the prior fiscal years, noting that audits are in progress.
 - ii. **Just completed fiscal year—2024** – The finance director reported that we were able to successfully submit and approve all grants ending July 2024, Waiting on disbursement funds. Mr. Cox had a positive report from our DFA Project Manager on when we were always the 1st to come up when offer to get rid of entity, she is excited to keep us on her list of good communication.
 - iii. **Current fiscal year—2025** – The finance director expressed optimism about FY2025 due to the implementation of a new budget tracking mechanism.

- b. Resolution 2024-018—Property Disposal Approval** – The motion to approve Resolution 2024-018, authorizing the disposal of a 2020 Ford Explorer used by the police department, made by Trustee McCue and seconded by Trustee Sanchez, was approved by unanimous rollcall vote.
- c. Resolution 2024-019— Providing For Adjustments in The Village Operating Budget** – The motion to approve Resolution 2024-019, accepting the final quarter financial report for FY2024, made by Trustee Wilson and seconded by Trustee Boyd, was approved by unanimous rollcall vote.
- d. Resolution 2024-020—FY 2024 Final Quarter Financial Report** – The motion to approve Resolution 2024-020, accepting the final quarter financial report for FY2024, made by Trustee Sanchez and seconded by Trustee McCue, was approved by unanimous rollcall vote.
- e. Resolution 2024-021—Final Budget Adoption of 2025 Fiscal Year** – The motion to approve Resolution 2024-021, adopting the final budget for the 2025 fiscal year, made by Trustee Wilson and seconded by Trustee Sanchez, was approved by unanimous rollcall vote.
- f. Resolution 2024-022—Approval of Wastewater Rate Increase** – A motion to table the Resolution until the August meeting, made by Trustee Wilson and seconded by Trustee Sanchez, was approved by unanimous rollcall vote.

Trustee Sanchez moved to adjourn the Finance board; Trustee McCue seconded. The Finance board adjourned at 7:30m.

10. Old Business – No business to report

11. New Business

- a. Resolution 2024-023 –Approval of Planning and Zoning Meeting Date Change** – The motion made by Trustee Sanchez and seconded by Trustee Boyd to approve Resolution 2024-023, changing the Planning and Zoning Commission meeting date from the third Thursday to the fourth Thursday of each month was passed by unanimous rollcall vote.
- b. Consideration of “special case” leave accrual/use request** – The Council approved a motion made by Trustee Wilson and seconded by Trustee Sanchez to grant the mayor discretion in the matter of Janet Phillips’ leave time to allow up to 47 hours to accrue in arrears and to explore the possibility of other employees donating leave time.
- c. Consideration of venue use fees for Village properties** – The Mayor informed the council that this matter is being investigated and will be presented once additional information is obtained.

12. Adjourn – The motion to adjourn the meeting made by Trustee Sanchez and seconded by Trustee Wilson was approved by unanimous vote. The meeting adjourned at 7:36pm.