



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
Website: www.jemezsprings-nm.gov



MANOLITO SANCHEZ
Trustee
BOB WILSON
Trustee
DR. JULIETTE SWEET
Trustee

DRAFT Minutes
Regularly Scheduled Village Council Meeting
April 18, 2018 at 6:00 p.m. in the Village Conference Room

1. Call to Order-*The meeting was called to order at 6:03 p.m. Present were Mayor Roger Sweet, Mayor Pro Tem Dave Ryan, Trustees Wilson, Sanchez, and Sweet, Clerk/Treasurer Yvonne Dickey, Chief Felix Nuñez, and Jemez Springs residents Fred Simmank, Seth Thomas, and Mike Nealeigh*
2. Pledge of Allegiance-*Mayor Sweet led the Pledge of Allegiance.*
3. Approval of Agenda-*Trustee Wilson moved that the agenda be approved as presented. Mayor Pro Tem Ryan seconded and the agenda was unanimously approved.*
4. Approval of Minutes from 3/21/18 Regular Meeting-*Mayor Pro Tem Ryan moved that the minutes be approved as written. Trustee Sweet seconded, and the minutes were approved without opposition.*
5. Reports
 - a. Maintenance-*Submitted*
 - b. Bath House-*Submitted*
 - c. Library-*Submitted*
 - d. Court-*Submitted*
 - e. Wastewater-*Submitted*
 - f. Police Chief-*Submitted. Mayor Sweet asked the Chief whether the mold issue in the Police Station had been resolved. Chief Nuñez explained that a contractor has been working on an estimate. He also stated that there will be increased coverage by himself and reserve officers during weekends beginning in June. Members of the council expressed their appreciation for Chief Nuñez's recruiting of reserve officers and the impact that makes on drivers who speed through the village.*
 - g. P & Z Commission-*Submitted*

- h. Volunteer Fire Department-Submitted
 - i. Lodgers' Tax Board-Submitted
6. Clerk/Treasurer's Report-*Ms. Dickey explained that as of the end of March, three quarters of the Fiscal Year have elapsed. Departmental budgets within the general fund should therefore be at about 75%. This is true of almost all departments. Wastewater and Bath House are also doing very well in comparison to their budgets for this point in the fiscal year. Small Cities Assistance in the amount of \$90,000 was received and Gross Receipts Tax received was better than expected. All components of the new Square POS system for the Bath House have arrived and Ms. Dickey will begin setting it up. The plan is to run both systems in parallel to ensure accuracy, then when Bath House personnel are comfortable the old POS system will be eliminated.*
- a. Approve Quarterly Report-*Ms. Dickey prepared the quarterly report for the council to review and approve. It was properly moved and seconded that the quarterly report be approved, and the motion passed with no opposition.*
 - b. Discuss Budget Process-*Ms. Dickey explained how the interim budget is developed, beginning with annualizing costs from the current fiscal year and comparing these with realistically projected revenues. The availability of funds is balanced with the needs and goals of each department in the upcoming fiscal year, and that information is incorporated into a potential budget. In the end, final approval of the budget rests with the council, each department uses the budget to guide their spending during the year, adjustments are made as needed, and the entire process repeats itself. Ms. Dickey will begin developing the interim budget in the coming weeks and will meet with each department head to discuss needs, wishes and plans for the coming year. The resulting interim budget will be presented at the next council meeting for approval from the council.*
7. Resolution 2018-004 Adopting a New Logo-*Mayor Sweet explained that the logo is a visual representation of the Village and that it is ideal for there to be consistency with this representation on written materials, website, even signage. He negotiated with the DOT to provide signage at the bridge project site welcoming visitors to the Village. Now, there is an outdated logo that appears on much of our written material, and a new logo that was developed for the Lodgers' Tax Board and the .org website. Trustee Wilson asked if the council felt that the new logo reflected the needs and mission of our local government. After some discussion, the council came to the consensus that the new logo looks more updated and modern and will be a good fit for the Village Government as well as Lodgers' Tax and the .org website. Trustee Wilson*

stated that the old logo appears on several signs and banners, and that updating those items may take some time. Trustee Sweet moved that Resolution 2018-004 be approved, thereby adopting the new logo. Trustee Sanchez seconded and the resolution was approved unanimously.

8. *Discuss Bath House Improvement Project & Grant-Mayor Sweet expressed gratitude to Trustee Wilson for getting this project started during Wilson's tenure as Mayor. Now, Mayor Sweet is continuing on the work, and let the council know that the project will be reduced in scope to fit within the amount of funds available through the grant. Priorities that have been identified include humidity control, HVAC improvements, and asbestos/mold testing and abatement as appropriate. These improvements will enhance the health and comfort of our Bath House employees as well as customers. (In the summer, the heat and humidity in the bath house reaches such levels that heat exhaustion is a concern.) Trustee Sweet advocated testing the spring to get an up-to-date idea of the mineral content, and perhaps a new sign to explain the content and the benefit of the minerals present. The council expressed approval of the priorities and support of the project. Mayor Sweet will continue to collaborate with the architects and engineers on these improvements.*

9. *Discuss Sierra Court Drainage Project-Mayor Sweet met with representatives from Smith Engineering to discuss ways to reduce the cost or phase this project. After looking at the site they realized there are possible solutions within our Road Fund budget. The DOT personnel were unable to "blow out" the culvert at the base of Sierra Court, however, the representatives from Smith Engineering were willing to provide the names of some contractors who can do this part of the work. Meanwhile, Smith will provide a cost estimate for replacing one of the corrugated culverts with a smooth one for better water flow and adding "water bars" (which are similar to speed bumps) to direct and enhance drainage. Mayor Sweet will continue to work with Smith to get the project started as soon as possible. He also advocates routine maintenance on the road to keep the improvements functioning. This will contain and direct storm runoff and mitigate property damage.*

10. *Mayor's Report*
 - a. *Mayor Pro Tem Ryan-Mayor Pro Tem Ryan had nothing to report.*
 - b. *Trustee Wilson-Trustee Wilson reminded the council that there is an outstanding grant for a geothermal heating project. This grant is for project design, which is always the basis for further funding eligibility. Wilson also offered to serve on the Lodgers' Tax Board. Mayor Sweet explained that he has already asked two other local lodging establishment owners to serve, but if they are unwilling, he will call on Trustee Wilson. Trustee Wilson encouraged the council to listen to the concerns of the business community and keep an*

open mind about well controlled events, which can enhance tourism and be profitable for local business owners.

- c. Trustee Sanchez-Trustee Sanchez had nothing to report.*
- d. Trustee Sweet-Trustee Sweet has noticed that the night sky ordinance is beginning to be better adhered to. She is working with Erica Asmus-Otero and her contacts in Sandoval County to try to promote the Village as a dark sky destination. She explained that she is also seeking grants to fund improvements to the lighting infrastructure that are night-sky compliant. Mr. Simmank stated that while huge strides have been made in curbing the burglaries, the crime problem may present challenges to promoting our Village in such a way. Trustee Sweet expressed her excitement that the new POS Equipment has come in and is beginning to be set up. Her hope is to see online appointment scheduling eventually, after sufficient time has been allowed for personnel to get used to the new system.*

11. Adjourn-At approximately 8:00 p.m. Trustee Sanchez moved that the meeting be adjourned. Mayor Pro Tem Ryan seconded, and the meeting was unanimously adjourned.