



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

Jemez Springs Village Council Meeting Minutes Tuesday, January 21, 2025, 6:00 PM Governing Body Conference Room

1. Call to Order

Mayor Nealeigh called the meeting to order at 6:00 PM.

a) Council Members Present: Mayor Nealeigh, Trustee Boyd, Trustee McCue, Trustee Sanchez, and Trustee Wilson.

b) Council Members Absent: None

c) Also in Attendance: Interim Clerk Heather Gutierrez, Finance Director Consultant Jim Cox (via phone), Library Director Janet Phillips, Planning & Zoning Commission Chair Betsy Daub, Library Board Chair Barbara Stone, and community members Susanna Cooper, Greg Mertz, Rachel Chapman, Waldan, and Cliff Elliott.

2. Pledge of Allegiance

Mayor Nealeigh led the Pledge of Allegiance.

3. Approval of Agenda

Trustee Wilson moved to approve the agenda, seconded by Trustee Boyd. The motion passed unanimously.

4. Approval of Minutes

Trustee Boyd moved to approve the minutes of the December 17, 2024 meeting as presented, seconded by Trustee McCue. The motion passed unanimously.

5. Public Input

There was no public input.

6. Court Report

Mayor Nealeigh clarified that the report is submitted for informational purposes only.

7. Mayor's Report

Mayor Nealeigh presented his report, covering the following topics:

a) Code Enforcement: There were no code enforcement issues to report.

b) Administration

i. AmeriGas Propane Tanks on Village Property: The mayor provided an update on the dispute with AmeriGas. He stated that the AmeriGas supplier came to the tank behind the library. The mayor asked the driver not to fill the tank because it had been filled recently by another company, and because the village does not have a contract with AmeriGas, and because AmeriGas does not own the tank. The driver stated that he would make his manager aware of this. The mayor also stated that AmeriGas has not responded to the village's adjustment to their last bill, where the village had removed charges for service calls not initiated by the village.

ii. Open Meetings Act (OMA)/Inspection of Public Records Act (IPRA) Claim: The mayor reported no activity on previous OMA and IPRA claims from the relevant state agencies. He then outlined the actions taken so far regarding the current IPRA request made by Stephen Anderson. Account records from 2011-2024 were located and provided. Records from 2000-2008 were not found. The mayor clarified that Mr. Anderson had requested ordinances from 2000-2008, and any record of his account, digital or otherwise, from 2000-2024. Five ordinance numbers in the ordinance record book during this period did not have ordinances attached to them. After reviewing minutes from this period it was discovered that one had to do with the annual traffic ordinance renewal, and one was regarding home occupation. The subjects of the other three are unknown. Trustee Sanchez clarified that Mr. Anderson was the individual who paid for sewer service for 20 years and is seeking a refund. He asked if discovery on this matter was complete. The mayor responded that the clerk would need to check with the previous clerk to see what system was used for records during that period. Trustee Wilson noted that Continental Utility began in 2008, and prior to that a modified Quickbooks system was used, but that there was never any electronic record keeping, only paper.

c) Project Updates

i. Modular Building at Community Park: Mayor Nealeigh reported that the decks are complete, the sewer and water are connected, although the contractor failed to install a frost-free exterior spigot. Mayor Nealeigh clarified that the invoice will not be paid until the work is complete. The contractor for the decks was paid, and reimbursement from the grant requested. The possibility of a lighting upgrade was discussed. An inspection of the electrical system was done by a local contractor, Louise Bradley who found and resolved

a number of issues. She also recommended replacing the 16 fluorescent units with 16 LED units. Ms. Bradley was reluctant to bid since she is trying to retire, but recommended another local contractor. His bid was a little over \$3,500. Approval of a Notice of Obligation to pay for these services is pending. Mayor Nealeigh also reported that the two sets of aluminum steps that were lent to the village when Albuquerque Modular delivered the modular building will be picked up by the company. A local resident, Susanna Cooper, asked about rumors that the building might be repurposed as a community center instead of a village office building. The mayor stated that it was a rumor he had heard as well. He explained that the previous administration's intent was to move the village offices to the Community Park and use the current space for retail. Trustee Wilson clarified that if any group other than the Village used the building they would be subject to the anti-donation clause of the state constitution and would have to pay fair market price.

Mayor Nealeigh indicated that he will create a "request for interest" document outlining the available space and what it can and cannot be used for, and circulate it widely to see what interest there is in using the space on Jemez Springs Plaza for retail.

ii. Dark Sky Lighting: Mayor Nealeigh reported that he is working to secure the final certification needed for the project. A vendor for the fixtures has been selected but not one for installation.

iii. Award to Jemez Valley Community Wellness: Mayor Nealeigh reported that the scope of work and budget are currently under review by JVCW and the Village and he anticipates that the final contract will be approved by MRCOG and signed by the end of the month.

d) Personnel Matters

The library director, Janet Phillips, has indicated that she will retire effective April 1st, 2025. The job description for the Library Director position was provided to the trustees for review and comment. The position for Clerk/Finance Director has been posted on the village website, via the text alert system, in physical locations throughout the village, in the local newspaper (After the Thunder), and on the New Mexico Municipal League website. Postings in other publications are pending.

e) Community Relations

Mayor Nealeigh reported that he has had no activity in this area since the last meeting.

f) Boards and Commissions

i. Library Board: The library board met the previous Tuesday and provided minutes from their October 2024 meeting.

ii. Lodger's Tax Board: The board will meet the second or third week of February, pending an effort to get the village's tourism website organized. They will then work on how to advertise for those local businesses subject to the Lodger's Tax.

iii. Planning and Zoning Commission: The commission submitted their last meeting minutes. Commission Chair Betsy Daub outlined proposed changes to ordinance 130-28, regarding building permits. The commission recommended clarifying that permits are required for buildings over 200 square feet and that structures proposed within the floodplain may be treated differently. Also, applicants are responsible for obtaining any appropriate state and county permits, in addition to village permits. The commission recommended that the zoning administrator be the Planning and Zoning Commission, and that applications be acted on at the next regularly scheduled monthly meeting. If a special meeting is needed to act on an application sooner, the chair and vice-chair would act on behalf of the whole commission. Finally, they recommended clarifying that the zoning administrator must approve, and not just review, each application. Trustee Wilson stated that he is in favor of updating the zoning ordinances but would prefer not doing so in such small pieces. Chairman Daub assured him that these changes are being requested now because they involve such an essential function of the commission. The mayor clarified that these ordinance changes would need to be published in the local newspaper at least two weeks before the next meeting to be acted upon.

g) Department Reports

i. Bath House: The report was included in the packet.

ii. Fire Department: The December 2024 report was included in the packet.

iii. Information Technology: The report was included in the packet.

iv. Library: The report was included in the packet, and the library director was present.

v. Police Department: The December 2024 report was included in the packet, and the police chief was present. The chief reminded everyone to cover their faucets, as the administration building for the Valles Caldera had suffered a large water break because of the cold. He also stated he would do a fire walk at the Valles Caldera administration building before leaving for the night. He also reported that he is close to confirming a cross commissioning relationship with the Sandoval County Sheriff's Department.

vi. Public Works: The report was included in the packet. Mayor Nealeigh noted that work on making Lucero Road passable and providing off-street parking is ongoing. Work was slowed down due to the employee being sick over the holidays, and the cold weather. Mayor Nealeigh also reported that he is working with vendors to replace the water heater in the library and to install a larger water heater at the Brewhouse.

vii. Streets: Mayor Nealeigh reported that he purchased several street signs that needed replacing. In addition, he has secured permission from two property owners to allow the local NMDOT station to scrape the shoulders on Highway 4 between Circle Drive and Lewis Drive. He also reported that he was in contact with Jayson Grover, a traffic engineer with NMDOT, about additional safety signage. He learned from Mr. Grover that the average daily traffic count through the village was 5,364 vehicles, or 1,957,860 vehicles per year.

viii. Wastewater: The report was included in the packet. The wastewater operations manager was dealing with cold and freezing basins and bugs, and a pump that was going out. Mayor Nealeigh told the council that he and Ms. Fenton were meeting the next day with Daniel B. Steven and Associates to help them finalize their design plan. The design plan would involve scoping and cleaning 30,000 feet of collection lines. The total cost for the design phase of the project is estimated at just over \$500,000. The village has secured the \$237,000 they had previously applied for, and an additional \$800,000 from overflow sewer grant funds that had originally been allocated to Texas. The total estimated cost for rehabilitating the collection lines and the treatment plant is \$11 million, with almost \$4 million in funding secured so far..

8. Trustee Reports

- a) **Trustee Boyd:** Had nothing to report.
- b) **Trustee McCue:** Had nothing to report.
- c) **Trustee Sanchez:** Had nothing to report
- d) **Trustee Wilson:** Had nothing to report.

9. Finance Board

Trustee Boyd moved to convene the Finance Board, seconded by Trustee Sanchez. The motion carried.

- a) **Interim Clerk's Report:** Interim Clerk Gutierrez reported that she is still waiting on feedback regarding the software update for the wastewater billing system..
- b) **Finance Director's Report:**
 - i. **Prior Fiscal Years (2022-2024):** Consultant Jim Cox reported that \$45,110.27 of previous years' expenses have been paid, including the last vendor payment. \$73,000 remains outstanding: \$37,548 to City of Albuquerque and \$36,445.60 to the New Mexico Self-Insured Fund. He is working with both entities to pay past due accounts by the end of the current fiscal year. Mr. Cox stated that the work on the audits is continuing, with an expected completion by the end of March 2025.
 - ii) **Current Fiscal Year (2025):** Mr Cox reported that revenues are currently exceeding the prior year's figures. The Village has received the first reimbursement from the GRO Funds, and the first-quarter reports were approved by DFA. Overall, revenues are performing well, and the Village financial outlook is positive. The quarterly report to DFA has been submitted and approved. He also anticipates that the Village will receive its Small City Assistance grant from the state in February.

- c) **Resolution 2025-001 Providing For Adjustments In the Village Operating Budget:**

Mr. Cox explained the need to adjust the budget to include ARPA funds from Sandoval County. Trustee Boyd moved to approve Resolution 2025-001, seconded by Trustee Sanchez. The motion carried.

Trustee Sanchez raised the question as to whether the Fire Chief needed approval to use the department credit card. Mayor Nealeigh clarified that the card was issued in the fire chief's name and that all department heads possessing a purchasing card have been previously granted such authorization by the mayor..

Trustee Wilson moved to adjourn the Finance Board. The motion was seconded by Trustee Sanchez, and it passed unanimously.

10. Old Business

There was no Old Business

11. New Business

a) Planning & Zoning Commission Appointment: Mayor Nealeigh appointed Cliff Elliott to the Planning and Zoning Commission to fill the vacancy left by Rose Fenton's resignation. The mayor reviewed Mr. Elliott's qualifications. Trustee Boyd moved to confirm the appointment, seconded by Trustee Wilson. The motion was carried unanimously.

b) Resolution 2025-002, Affirming Operational Structure of Jemez Springs Public Library: Mayor Nealeigh read Resolution 2025-002. He clarified that this resolution replaces Resolution 473 and any other resolution having to do with the operational structure of the Jemez Springs Public Library. Trustee Boyd moved to approve Resolution 2025-002. Trustee McCue seconded the motion. Trustee Boyd asked for clarification and explanation as to why this resolution was necessary. Library Director Janet Phillips explained that the previous resolution (473) was created during Mayor Edmond Temple's time (circa 2012) and was not in compliance with current practice, particularly regarding the library budget. She noted it was important to correct this to avoid potential problems. With no further discussion the motion was carried unanimously by roll call vote.

Library Director Phillips requested a deadline for trustee feedback on the Library Director job description. After a brief discussion, a deadline of Friday was agreed upon.

12. Adjourn

Upon the conclusion of New Business Mayor Nealeigh adjourned the meeting.