



MICHAEL NEALEIGH
Mayor

ROBERT WILSON
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
Heather Gutierrez, Interim Clerk
voffice@jemezsprings-nm.gov
Website: www.jemezsprings-nm.gov



JUDY BOYD
Trustee
JAMES MCCUE
Trustee
MANOLITO SANCHEZ
Trustee

Jemez Springs Village Council Meeting Minutes Tuesday July 15, 2025, 6:00 PM Governing Body Conference Room

1. Call to Order

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

Council Members Present: Mayor Michael Nealeigh, Trustees: Judy Boyd, James McCue, Manolito Sanchez and Robert Wilson

Also in Attendance: Interim Clerk Heather Gutierrez, Finance Director Consultant Jim Cox, Planning & Zoning Secretary Talia Michelle, Police Chief Joe Moreno, Library Director Andrew Adaryukov and community member Myra Maher and Olympia Holliday.

2. Pledge of Allegiance was led by Mayor Nealeigh

3. Certification of Agenda - Mayor Nealeigh certified that the agenda was posted in compliance with the Open Meetings Act, more than 72 hours before the meeting.

4 Approval of Minutes

Mayor Nealeigh opened the floor for corrections to the minutes of the June 24, 2025, Regular Council Meeting. Trustee Boyd noted a misspelling of her name. With no further corrections, Trustee Wilson moved to approve the minutes as amended, seconded by Trustee Boyd. The motion passed by a unanimous voice vote.

5. Public Input

Mayor Nealeigh asked if any members of the public wished to speak on a matter not on the agenda. Hearing none, he proceeded to the next item.

6. Court Report

Mayor Nealeigh directed the Council's attention to the court report included in their packets, reminding them that it is a courtesy report and the municipal judge is not accountable to the Mayor or the Council.

7. Mayor's Report

a. Code Enforcement

Mayor Nealeigh reported on a pending code enforcement issue before the Planning and Zoning Commission regarding a short-term occupancy rental on Mooney Boulevard that was initiated prior to obtaining a conditional use permit. He expressed his belief that the matter would be resolved at the next Planning and Zoning Commission meeting. Following a brief discussion, it was confirmed by Talia Michelle, P&Z Secretary that the meeting is scheduled for Tuesday, July 22.

Mayor Nealeigh then discussed an enforcement matter under Chapter 14 of the municipal code concerning animals. He stated that after receiving three separate reports about possible abuse, he investigated the care of a mule and a horse on a property on Mooney Boulevard. Mayor Nealeigh spoke with the owner, who is expanding the property to over two-thirds of an acre and has committed to building a proper shelter. He reported the horse, a blue roan, is being kept in a smaller pen for rehabilitation from a barbed wire injury with the goal of rehoming it. The mule, which was approximately 200 pounds underweight, is also undergoing rehabilitation on a high-enriched diet and wears a protective mask against flies. Mayor Nealeigh observed that while a camper and an old schoolhouse are on the property, there is no adequate shelter for the animals. He advised the owner that a shelter is required for the mule's long-term care and stated he would continue to monitor the situation.

Myra Maher inquired about the Mooney Boulevard short-term rental violation. Mayor Nealeigh explained that the matter had been delegated to the Planning and Zoning Commission for resolution. In response to a further question, Mayor Nealeigh provided the address of the property, noting it is public record.

b. Administration

i. General

1. OMA and IPRA Claims - Mayor Nealeigh stated that the OMA and IPRA claims will remain on the agenda until they are terminated by the relevant state agency.

ii. Project Updates

1. Office Building a Community Park - Mayor Nealeigh announced that a public hearing will be held on August 19 from 4:00 p.m. to 6:00 p.m. to discuss the potential relocation of Village offices to the Community Park. He noted he will compile a history of the parcel for the hearing. Related to the Community Park, Chief Moreno reported that he is working to ensure that Civic Center Lane is properly designated on Google Maps. Mayor Nealeigh elaborated on the importance of this, citing a recent incident where Sandoval County personnel could not locate Civic Center Lane on their maps when setting up a sobriety checkpoint. He stressed the need to process any street name changes through the proper channels, possibly with the Sandoval County GIS officer, to ensure public accessibility. P&Z Secretary Michelle noted that Civic Center Lane currently appears on her Google Maps. Chief Moreno clarified that he had recently submitted edits to Google to change the lane's designation from a walkway to a public road, and these changes are now reflected publicly.

2. Dark Sky Project - Mayor Nealeigh reported that the Dark Sky lighting project is now complete with all grant funding secured.

3. Mooney Boulevard Bridge Project – These projects remain pending as the Village awaits a decision from the New Mexico Department of Transportation on its grant applications.

iii. Infrastructure Capital Improvement Plan (ICIP) - Mayor Nealeigh announced that the Infrastructure Capital Improvement Plan (ICIP) has been submitted. Finance Director Consultant Cox confirmed it was uploaded to the state's capital project management system by the July 11th deadline. He stated the Village is awaiting any comments from the state and noted that the state is transitioning to a new system, which will cause some downtime and delay.

iv. November Elections Schedule - Mayor Nealeigh reviewed the upcoming November election schedule. He reminded the Council that they had previously voted to opt into the regular local elections, which shortens the current terms of office. The required ordinance was submitted to the County Bureau of Elections and the Secretary of State. He reported that on July 7, he officially notified the county clerk of the Village positions that will be on the November ballot: two Trustee positions and one municipal judge, all for four-year terms. In response to an inquiry from Trustee Boyd, Mayor Nealeigh clarified the trustee positions are those currently held by Trustee McCue and Trustee Sanchez. He then reviewed key dates from the election calendar, noting the Secretary of State will proclaim the election on August 5. Should the Village wish to place a measure on the ballot, a corresponding ordinance or resolution would need to be adopted by August 25 to meet notification deadlines. When asked by P&Z Secretary Michelle for an example of a ballot question, Mayor Nealeigh cited referendums or establishing taxes. Mr. Cox offered the gross receipts tax as an example. Mayor Nealeigh added that since the Village Council has already increased the gross receipts tax to its legal limit, any further increase would require a ballot resolution. P&Z Secretary Michelle inquired about levying a property tax for services, which Mr. Cox explained could be for a general purpose or to cover a bond. He clarified that general obligation bonds require a referendum via a ballot question, whereas a revenue bond could be passed by the Council without a public vote. Mayor Nealeigh emphasized that this discussion was purely theoretical, with no current plans for a referendum. He concluded the review by noting August 26 is the declaration of candidacy deadline, and September 5 is the final day for a candidate to withdraw or for a write-in candidate to file. He stated this information is available at the Village office.

v. Events - Mayor Nealeigh provided a report on the July 4th events. He stated that feedback indicated a successful, full day that included morning music, a parade, a flag ceremony, an ice cream competition, vendors, and a duck race. He noted that he and the duck race organizers agree the race should be held earlier in the day next year to better capture the crowd. The evening activities, featuring a dunk tank, a bouncy house, and a performance by the band Spiral Pilots, were very popular. While vendor participation was lower than hoped, he said family participation was excellent. He credited Olympia and Fletcher for creating popular games, the Chief for providing a cornhole game, and noted the dunk tank was a popular attraction, earning **\$245**. In response to a question from P&Z Secretary Michelle, Mayor Nealeigh stated the rental cost for the dunk tank and bouncy house was **\$921**, which was fully covered by a sponsorship by the Jemez Valley Credit Union. He also recognized Olympia and Fletcher for managing the family fun area,

sponsored by Our Lady of Assumption Catholic Church. He said the Village plans to be more active in acquiring sponsorships next year.

Mayor Nealeigh went on to state that the band finished at 9:00 p.m. and was followed by a patriotic sing-along that received positive feedback. Ms. Michelle commented that attendance seemed sparse initially and asked if the crowd grew, suggesting the evening portion could be held on a different day. Mayor Nealeigh replied that the planning committee will conduct an after-action review on Thursday, but he felt the evening went well with approximately 100 people attending and is encouraged to repeat it. He acknowledged the primary challenge was securing vendors. Trustee Wilson commented that he liked the evening timing because it was cooler and added that some residents he spoke with were unaware of the event. He agreed more vendors would have drawn a larger crowd. Mayor Nealeigh concluded that the Village will build upon this first annual evening event and work to establish the Community Park as its regular venue. Mayor Nealeigh confirmed the next scheduled event is the Jemez Holiday Festival on November 29 and noted that holding more events would require additional volunteers.

Trustee McCue asked about unauthorized fireworks he heard on the evening of July 4. Mayor Nealeigh confirmed they occurred at the Community Park, but he had no direct knowledge of who was responsible. Chief Moreno added that police officers on scene balanced the potential hazard against spoiling the public's enjoyment, noting the minor activity ceased when he drove by. Mayor Nealeigh expressed his support for bringing safe, official fireworks to the Village in the future if a way can be found. In response to a comment about poor communication regarding the Farmer's Market, Mayor Nealeigh explained that the July 5 market was canceled by the organizers. To accommodate the vendors, the Village offered them space at the July 4 event, and several participated. He stated that while the change was last-minute, it was handled in an organized manner, and vendors were notified.

c. Personnel - Mayor Nealeigh reported he had no update on the search for a permanent clerk/finance director. He is continuing to work with the Department of Workforce Solutions and is waiting for information on the self-insured fund premium and available funds before considering options.

d. Community Relations – Mayor Nealeigh stated that he no community relations activity to report.

e. Boards & Commissions

i. Library Board - The Library Board did not meet since the last meeting of the Village Council.

ii. The Planning & Zoning Commission - Draft minutes from its June 26 meeting were provided to the Council. Mayor Nealeigh asked for questions, and hearing none, moved to the next item.

f. Department Reports

i. Bath House - The bathhouse report was provided.

ii. The Volunteer Fire Department – The monthly report was provided. Trustee Sanchez added that he has contacted four new potential recruits. In response to a question from Mayor Nealeigh, Trustee Sanchez confirmed he would also contact a fifth individual his week.

ii. Information Technology - There was no report for information technology.

iv. Library - The library report from Library Director Andrew Adaryukov was provided. Mayor Nealeigh congratulated the library, noting its float won first place in the July 4th parade, with the Valles Caldera float placing second and the Brewhouse placing third. Library Director Adaryukov credited the children and staff for their work on the winning float.

v. Police Department - The police department report was provided. Trustee Wilson thanked Trustee Sanchez for his work during a busy month. Trustee McCue inquired if the report included the recent checkpoint. Chief Moreno replied that details would be in next month's report but confirmed the checkpoint was successful, resulting in no DWIs, a couple of arrests, and approximately 30 citations.

vi. Public Works - The Public Works report was provided.

vii. Streets - The streets report was provided. Mayor Nealeigh noted the completion of a new crosswalk and stated that the one-way street project and the transition from Jemez Springs Plaza to Mooney Boulevard will be completed in phases. He mentioned that donated services from someone with a box blade or backhoe would facilitate the work. Mayor Nealeigh reminded the Council that the Village will purchase a compact tractor or Bobcat once the audits are complete. He also reported that the Adopt-a-Walk program is still enlisting participants ahead of its organizational meeting.

viii. Wastewater - Regarding the wastewater report, Mayor Nealeigh stated the system cleaning and scoping project is approximately 99% complete. The vendor, Pro Pipe, may need to return to locate one final manhole. He anticipates that engineers will use the collected data to develop a comprehensive rehabilitation plan in the coming months. In response to a comment from Ms. Michelle about a previous engineering study Mayor Nealeigh clarified that a Preliminary Engineering Report (PER) was done in 2022-23. The Village acquired a little over **\$1 million** to have the same engineering firm produce a full rehabilitation plan. He explained the scoping project identified the nature of the system's problems, and the full engineering study will now create a prioritized action plan. Mayor Nealeigh stated the Village has around **\$3 million** to resolve what the PER identified as a **\$13 million** problem. He noted the Village has several requests for over additional funding from Congressional Designated Spending programs at the federal level. Trustee Boyd asked if the **\$3 million** in available funds has an expiration date. Mayor Nealeigh confirmed it does, with a percentage required to be spent by early next year, and affirmed the Village is on schedule to meet this deadline. He outlined the process, which involves completing the engineering study, securing a construction vendor, and then implementing the plan. The engineering plan is expected by the end of the year.

8. Trustee's Report

a. Trustee Boyd

Trustee Boyd had nothing to report.

b. Trustee McCue

Trustee McCue reported that a video he took of a snake has reached 67,000 views.

c. Trustee Sanchez

Trustee Sanchez thanked Mayor Nealeigh for the cleanup of the sidewalk north of the Caldera Offices, noting that it looks excellent and that he has received thanks from a family member as well. Mayor Nealeigh credited the cooperation of the local transportation department for the work.

d. Trustee Wilson

Trustee Wilson thanked all the volunteers, fellow Council members, and Mayor Nealeigh for their work on the July 4th celebration, stating that it went very well and that the evening event has real potential.

9. Finance Board

Trustee Boyd moved to convene the Finance Board, seconded by Trustee McCue. The motion passed by a unanimous voice vote and the Finance Board convened at 6:48 p.m.

a. Interim Clerk Report

Interim Clerk Gutierrez reported that she had spoken with Savannah at the Water Association regarding a system conversion and will be reaching out again to synchronize their efforts.

b. Lodgers' Tax Board Report

Trustee McCue reported that he has spoken with two members of the Lodgers' Tax Board, and they will call a meeting after the July 4th event review. The purpose of the meeting will be to begin planning for the holiday festival and to seek individuals to organize other events. P&Z Secretary Michell inquired if the board follows up with short-term rental operators to ensure they are submitting Lodgers' taxes. Trustee McCue responded that it does not, as it is not an enforcement committee and such matters would fall under the Planning and Zoning Commission. Secretary Michelle suggested the board could request a report to identify payment gaps. Mayor Nealeigh stated he would take on the project of charting payments, identifying any gaps in filing, and conducting follow-up. He noted that filing is required even if an operator has zero income for a period. Secretary Michelle added that non-filers could be threatened with the loss of their conditional use permit.

c. Finance Director Report

Finance Director Consultant Cox provided an update on prior fiscal years, announcing that the 2022 audit has been completed and the draft financial statements have been submitted to the State Auditor. He is now working to get the contracts for the 2023 and 2024 audits approved concurrently to expedite the process. Regarding the current fiscal year 2025, he stated it is the first full year operating with complete monthly reporting and reconciliations, which is providing good financial data. For the coming 2026 fiscal year, he said the primary goals are to maintain the newly established procedures and get the final budget approved, while also completing the outstanding audits to release held capital outlay grants.

d. Approval of Resolution 2025-009—Providing for Adjustments in the Village's Operating Budget

Mr. Cox presented Resolution 2025-009 for final fiscal year 2025 budget adjustments. He requested a budget transfer to cover expenditure increases in the sewer fund and the bath house.

He explained this is a budgetary transfer and not an actual cash transfer unless it becomes necessary later in the current fiscal year. Trustee Wilson moved to approve Resolution 2025-009, seconded by Trustee Sanchez. Trustee. There being no discussion, Interim Clerk Gutierrez conducted a roll call vote: Trustee Boyd, aye; Trustee McCue, aye; Trustee Sanchez, aye; and Trustee Wilson, aye. The motion carried unanimously, and the resolution was approved.

e. Approval of Resolution 2025-010—Final Quarterly Report Year Ending June 30, 2025.

Finance Director Consultant Cox presented Resolution 2025-010 for approval. He directed the Council to the recap sheet showing actual figures, noting the report reflects a beginning cash balance **\$130,543** and an ending cash balance **\$410,772**. He explained this growth reflects catch-up work on billing and the receipt of funding streams, which allowed the Village to meet its required reserves and maintain balances in the restricted funds. Total revenues for the fiscal year were **\$2.5 million** which includes revenues in the general fund, enterprise funds, restricted funds for police, fire and the lodgers tax, and restricted grant funds. Total expenditures were **\$1.8 million** which include expenditures in the general fund, the restricted funds, enterprise funds, and restricted grant funds.

Trustee Sanchez moved to approve Resolution 2025-010, seconded by Trustee Boyd. Trustee Wilson commented that from the trustee standpoint it is nice to have a year in which have a good idea of what happened and what we are carrying forward. In addition, Trustee Sanchez mentioned he had an updated quote for the fire department radios related to the carryforward request and would forward it to Interim Clerk Gutierrez. Mr. Cox affirmed that having a plan and quote in place is the essential component for securing carryforward approval from the state. With no further discussion, Interim Clerk Gutierrez conducted a roll call vote: Trustee Boyd, aye; Trustee McCue, aye; Trustee Sanchez, aye; and Trustee Wilson, aye. The motion passed unanimously, and the resolution was approved.

f. Approval of Resolution 2025-011—Final Budget Adoption of 2026 Fiscal Year.

Mr. Cox explained this that the FY26 Final Budget updates the previously approved interim budget with the final ending cash balances from fiscal year 2025. He noted that general fund estimates were not changed due primarily to the unknown premium for the New Mexico Self-Insurers' Fund (SIF). He explained that while a bill as high as **\$300,000** from the SIF is possible, **\$100,000** has been budgeted. Mr. Cox and Mayor Nealeigh explained the rationale presented by the SIF staff that will tie property insurance premiums to entity Gross Receipts Tax revenue. He noted that the process of the SIF Board coming to a decision on how to handle smaller entities who are profoundly impacted by the existing premium formula is out of sync with the state mandated budget approval timeline. The SIF Board will act on this matter at their mid-August meeting.

Mr. Cox then summarized the FY26 Budget of **\$410,000** with a starting cash balance of **\$230,000** and recommended its approval. Trustee Wilson moved to approve Resolution 2025-011, seconded by Trustee McCue. Trustee Wilson asked whether lost revenue from premiums adjusted down using the GRT indexed model would be covered by other participating members or would the shortfall come out of SIF reserves. Mr. Cox speculated that entities with higher GRTs would likely assume a greater portion of the adjustment. Mayor Nealeigh discussed his interaction with SIF personnel at some length and quoted a SIF staff member who described the

GRT index method as being “reasonable, logical, and actuarially sound.” With no further discussion, Interim Clerk Gutierrez conducted a roll call vote: Trustee Boyd, aye; Trustee McCue, aye; Trustee Sanchez, aye; and Trustee Wilson, aye. The resolution passed unanimously.

Trustee Sanchez moved to adjourn the Finance Board, seconded by Trustee Boyd. The motion passed by a unanimous voice vote and the Finance Board adjourned at 7:24 p.m.

10, Old Business - There was no old business to come before the Council.

11. New Business - There was no new business to come before the Council.

12. Adjourn - There being no further business before the Council, Mayor Nealeigh adjourned the meeting at 7:26 p.m.