



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

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### Jemez Springs Village Council Meeting Minutes Tuesday September 16, 2025, 6:00 PM Governing Body Conference Room

**1. Call to Order** - Mayor Nealeigh called the meeting to order at 6:04 p.m.

**Council Members Present:** Mayor Michael Nealeigh, Trustees: James McCue, Manolito Sanchez and Bob Wilson.

**Council Members Absent:** Judy Boyd

**Also in Attendance:** Interim Clerk Heather Gutierrez, Finance Director Consultant Jim Cox, Police Chief Joe Moreno, Planning and Zoning Commission Chair Betsy Daub, IT Consultant Fred Simmank, Library Board Chair Barb Stone, and community members Olympia Holliday, Cynthia Shelton, Cliff Elliott, Talty Robinson, and Bill Bumstead.

**2. Pledge of Allegiance** – Mayor Nealeigh led the Pledge of Allegiance.

**3. Certification of the Agenda** - Mayor Nealeigh certified that the agenda was posted publicly in compliance with the 72-hour requirement of the Open Meetings Act.

#### **4. Approval of Minutes**

Mayor Nealeigh asked for corrections to the minutes from the August 19 regular Council meeting. Hearing none, Trustee Sanchez moved for approval, seconded by Trustee McCue. The motion passed unanimously.

Mayor Nealeigh then requested corrections to the minutes from the special workshop meeting of August 19. With no corrections offered, Trustee Wilson moved to approve the minutes as presented, seconded by Trustee Sanchez. The motion passed unanimously.

#### **5. Public Input**

Mayor Nealeigh opened the floor for public comments on items not on the current meeting's agenda. No members of the public came forward to speak.

## **6. Court Report**

Mayor Nealeigh presented the court report, reminding the Council that the report is provided as a courtesy and that the Village Council does not exercise supervisory authority over the court.

## **7. Mayor's Report**

Mayor Nealeigh made a statement on a recent issue regarding flag protocols, explaining that the Village's standard practice is to follow federal proclamations. He noted a recent presidential proclamation, issued with little advance notice, directed the flag to be lowered from September 11 through September 14, coinciding with the 9/11 commemoration. Mayor Nealeigh clarified that the Village's adherence to this directive was a matter of following established protocol and was not a political statement. He stated that any deviation would have been a unilateral action on his part. Acknowledging the sensitivity of the issue, he suggested the Council may need to develop a specific policy for such instances if there is significant community interest.

### **a. Code Enforcement – Ordinance Enforcement Procedure**

Mayor Nealeigh presented a draft procedure for Village ordinance enforcement. The process begins with a suspected violation, which is then investigated. If a violation is confirmed, a code enforcement officer will notify the individual, explain the necessary remedy, and establish a compliance deadline. Mayor Nealeigh stressed that the primary objective is to achieve a remedy, not to impose a penalty. If the issue is not resolved, the officer may file an ordinance violation citation with the Municipal Court. The judge may then dismiss the case, grant an extension, or impose a fine of up to \$500 per offense. Non-compliance could result in additional fines or jail time. Mayor Nealeigh noted that while the Village has the authority to enforce its ordinances, it has historically lacked a consistent follow-through process. He clarified that this procedure falls under his administrative authority and does not require Council approval but was presented for informational purposes. He added that he will request the designation of code enforcement officers at a future meeting.

### **b. Administration**

#### **i. General**

Mayor Nealeigh reported that a plumbing leak in front of the library has been repaired. He is seeking a second bid for the remaining work, as he considered the initial quote to be too high. He also updated the Council on the key project for all Village properties, which is approximately 80% complete. He extended his gratitude to resident volunteer Shelli Bergmann for her significant contributions to the project.

#### **ii. Project Updates**

Mayor Nealeigh announced that a community survey regarding a potential community center is now available on the Village website, [jemezsprings-nm.gov](http://jemezsprings-nm.gov). The survey is seeking feedback on program interests, willingness to volunteer, and potential financial contributions. It also includes demographic questions to assess the geographic distribution of potential users. He outlined a

promotional strategy that includes social media, postcard handouts, notes on the sewer bills, and outreach by community members in surrounding areas.

Regarding bridge projects, Mayor Nealeigh reported that the Village has been awarded a **\$1,000,000** grant from the Transportation Project Fund for the planning and design of the South Mooney Bridge. The grant requires a **\$50,000** match, for which the Village has submitted a waiver application. Mayor Nealeigh stated he has resisted pressure from the Department of Transportation to sign the grant agreement until a decision on the waiver is made in early October, as the Village does not have the required matching funds. If the waiver is denied, the Village may have to decline the grant. He also noted that the grant application for the North Mooney bridge was not approved.

### **iii. November Elections Schedule**

Mayor Nealeigh reminded attendees of the upcoming election on November 4. He announced the official candidates for Village Trustee are Cindy Sheldon, Melina Sanchez, Victoria Martinez, Jim McCue, and Monique Alton. The sole candidate for Municipal Judge is Anna Patterson.

### **iv. Events**

Mayor Nealeigh reminded the Council of the upcoming Harvest Festival on October 25 and the Jemez Holiday Festival on November 29<sup>th</sup>. He also announced that the 22<sup>nd</sup> annual Trail Sale is scheduled for September 18 and 19, during which the Village will host cluster sites at both Fitzgerald Park and the Community Park. Village surplus items will be sold at the municipal building at the Community Park. He also requested assistance from anyone with knowledge of sound equipment to help evaluate old speakers, microphones, and cables in the stage's control booth to determine what should be kept or sold.

### **c. Personnel**

Mayor Nealeigh informed the Council that he would be away from September 26 through October 1.

### **d. Community Relations**

#### **i. NMDOT**

Mayor Nealeigh reported that he is working to obtain a firm schedule from the New Mexico Department of Transportation for the ongoing highway paving project. He has received informal information from Chief Moreno that the work may extend to mile marker 18 and expects to receive formal confirmation soon.

#### **ii. Sandoval County Tourism Alliance (SCTA)**

Mayor Nealeigh confirmed that a Memorandum of Agreement (MOA) was signed with STCA allowing Village events to be promoted along with other county events.

### **e. Boards & Commissions**

#### **i. Library Board**

The Council was in receipt of the Library Board minutes from its August 12 meeting.

#### **ii. Planning & Zoning Commission**

The Council was in receipt of the draft minutes from the Planning and Zoning Commission's September 8 regular meeting.

#### **f. Department Reports**

##### **i. Bath House**

The Council was in receipt of the bathhouse report. Mayor Nealeigh expressed thanks to former mayor Roger Sweet for help repairing a leak in the hot springs 4" line on Monday that made it possible for the Bath House to stay open.

##### **ii. Fire Department**

The fire department report was received. Chief Sanchez emphasized that new volunteer fire department recruits are becoming engaged and stepping up to the work.

##### **iii. Information Technology**

The IT report was received.

##### **iv. Police**

The police report was received. Chief Moreno reviewed efforts to resolve long-standing communications issues. Mayor Nealeigh commended the Chief for his work with the County Dispatch Center and a satellite-based communications vendor to develop a solution.

##### **v. Public Works**

The public works report was received. Mayor Nealeigh emphasized that new signage and dog waste dispensers were installed at two locations on the third-mile track at the Community Park.

##### **vii. Streets**

Mayor Nealeigh reported that the one-way entrance signage at the north end of Jemez Springs Plaza has been installed. Work on access between Jemez Springs Plaza and Mooney Blvd is in progress. Also, the Cranberry Drive driveway sign has been removed and the Highway 4 address sign installed at that address. Mayor Nealeigh emphasized the need to get Village addresses aligned with the 911 system and pointed out that the Village is the addressing authority for determining addresses within the Village limits.

##### **viii. Wastewater**

The wastewater report was received. Mayor Nealeigh noted that Wastewater Operator Rose Fenton was not present due to immediate demands at the Wastewater Treatment Plant. Trustee Wilson asked about the status of the draft Wastewater Ordinance. Mayor Nealeigh clarified that the draft was being reviewed by the New Mexico Municipal League and will be brought to the Village Council once their review is completed.

#### **8. Trustee's Report**

##### **a. Trustee Boyd - absent**

##### **b. Trustee McCue**

Trustee McCue stated he had nothing to report.

##### **c. Trustee Sanchez**

Trustee Sanchez announced he will not be running for re-election after serving three terms. He explained that he is stepping down to focus on his new responsibilities as Fire Chief.

#### **d. Trustee Wilson**

Trustee Wilson acknowledged the attendance of trustee candidates Cindy Sheldon and Jim McCue. Mayor Nealeigh then announced that it was Trustee Wilson's birthday, and those present sang "Happy Birthday" to him.

#### **9. Finance Board**

Trustee McCue moved to convene the Finance Board, seconded by Trustee Wilson. The motion passed.

##### **a. Interim Clerk Report**

Interim Clerk Gutierrez reported that no progress has been made on establishing an online sewer payment system.

##### **b. Lodgers' Tax Board Report**

###### **i. Recommended Expenditures**

Trustee McCue presented the Lodgers' Tax Board report and moved to approve the board recommended funding requests of **\$2,000** for the Harvest Festival, **\$300** for advertising the Jemez Uncommon Studio Tour, and **\$4,000** for the Jemez Holiday Festival. Trustee Wilson seconded the motion, which passed without further discussion.

###### **ii. Lodger's Tax Audit status report**

Mayor Nealeigh reported that the lodgers' tax audit initially identified seven out of 17 lodgers as non-compliant. Most of these cases have since been resolved, with only one lodger still working toward compliance. He estimated that the total recovered arrears could reach as high as **\$10,000**. Mayor Nealeigh also stated his intent to begin auditing local businesses for proper collection of the Village's Gross Receipts Tax (GRT).

##### **c. Finance Director Report**

###### **i. Prior Fiscal Year(s) –2023, 2024, 2025**

Finance Director Consultant Cox reported that work on FY2023, 2024, and 2025 audits are progressing, with the goal of submitting all three audits by the December 15 deadline for the FY2025 audit.

###### **ii. Current Fiscal Year -2026**

Finance Director Consultant Cox reported that GRT collections for July and August were approximately **\$8,000** below the projected revenue budget. He noted that the construction and educational services sectors saw the largest decreases. He expressed optimism that collections would improve, noting a similar slow start in the previous fiscal year.

###### **iii. Resolution 2025-015 - Providing for Adjustments in the Village's Operating Budget**

Finance Director Consultant Cox presented Resolution 2025-15, the first budget adjustment for FY26. The resolution included an increase of **\$27,198** in both revenue and expenditures for the Fire Protection Fund and a **\$43,860** increase for a non-recurring rural libraries program grant that

has been awarded to the Village. Trustee Wilson moved to adopt the resolution, seconded by Trustee Sanchez. Following a roll call vote, the motion passed unanimously.

Trustee Sanchez moved to adjourn the Finance Board, seconded by Trustee McCue. The motion passed.

#### **10. Old Business**

There was no old business to discuss.

#### **11. New Business**

##### **a. Approval of section 304, 309, and 311 of Police Department Standard Operating Procedures**

Mayor Nealeigh explained that approving sections 304, 309, and 311 of the Police Department's Standard Operating Procedures (SOPs) is part of an ongoing process to adopt federally recommended procedures. Police Chief Moreno added that the procedures are critical for training and accountability and clarified that the term "conducted energy device" refers to a taser. Trustee Wilson moved to approve the SOP sections, seconded by Trustee McCue. A roll call vote was conducted, and the motion passed unanimously.

##### **b. Resolution 2025-016 - Approval of Planning and Zoning Permit Fee for Permit Applications Submitted After Work for Which the Permit Is Required Has Begun**

Mayor Nealeigh announced that consideration of Resolution 2025-016 was being postponed. He explained that the resolution, which would establish a fee for permit applications submitted after work has already commenced, was deferred because he had not yet concluded discussions with members of the Planning and Zoning Commission. The item will be placed on a future agenda.

**12. Adjourn** – There being no further business before the Council, Mayor Nealeigh adjourned the meeting at 7:32 pm.