



MICHAEL NEALEIGH
Mayor

ROBERT WILSON
Mayor Pro-Tem.

VILLAGE OF JEMEZ SPRINGS
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JUDY BOYD

Trustee

JAMES MCCUE

Trustee

MANOLITO SANCHEZ

Trustee

Jemez Springs Village Council Meeting Minutes

Tuesday October 21, 2025, 6:00 PM

Governing Body Conference Room

1. Call to Order - Mayor Nealeigh called the meeting to order at 6:03 p.m.

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

Also in Attendance: Interim Clerk Heather Gutierrez, Finance Director Consultant Jim Cox, Police Chief Joe Moreno, IT Consultant Fred Simmank, Library Director Andrew Adaryukov, Wastewater Operations Manager Rose Fenton, Library Board Chair Barb Stone, and community members Olympia Holliday, Cynthia Shelton, and Victoria Martinez

2. Pledge of Allegiance

Mayor Nealeigh led the Pledge of Allegiance.

3. Certification of the Agenda - Mayor Nealeigh certified that the agenda was posted at least 72 hours prior to the meeting in accordance with the Open Meetings Act and noted that copies were available for guests.

4. Approval of Minutes

Mayor Nealeigh asked for any corrections to the minutes from the September 16, 2025, regular Council meeting. Trustee Boyd identified a typographical error on page two under the Code Enforcement section and the correction of an acronym from STCA to SCTA on the following page. Trustee Boyd moved to approve the minutes as corrected, seconded by Trustee Sanchez. The motion passed by a unanimous voice vote.

5. Public Input

Mayor Nealeigh opened the floor for public input on any subject not on the agenda. He noted that comments on agenda items could be made when those items were discussed. No members of the public came forward to speak.

6. Court Report

Mayor Nealeigh directed the Council's attention to the court report provided in their packets, reminding them that it was for informational purposes only and that the court does not operate under the authority of the Mayor or the Village Council.

7. Mayor's Report

a. Code Enforcement – Appointment of Michael Nealeigh as Code Enforcement Officer
Mayor Nealeigh announced that he had appointed Michael Nealeigh as a volunteer Code Enforcement Officer and would seek the Council's confirmation of the appointment during the new business portion of the meeting.

b. Administration

i. General

1. November Election Schedule - Mayor Nealeigh reported that early voting for the November 4 election was underway and would continue through November 1. He stated that voting is taking place in the municipal building's conference room, which is now under the control of the presiding election judge. He confirmed that early voting hours are 10:00 a.m. to 6:00 p.m. on weekdays and Saturday.

Mayor Nealeigh reviewed the previous Saturday's activities at the Village plaza, which included a VIN etching event, a trail sale, the farmer's market, and parking for voters. He expressed concern that concentrating too many events in one location diminishes the utilization of each and suggested the Village should consider using other available spaces for future events.

2. Surplus Sale Report - Mayor Nealeigh reported that a surplus sale held at the Community Park building generated **\$287** and cleared out a significant amount of items, including office furniture, computers, and monitors. He noted that several hundred banker boxes remain, which he hopes to sell via social media before recycling them. He added that 26 fluorescent light fixtures will be taken to the Habitat for Humanity ReStore, and chairs were given to Lookee Here. He instructed department heads to retrieve any claimed items from the building so it could be fully emptied.

Mayor Nealeigh shared that the Jemez Mountains Community Chorus held its first rehearsal in the Community Park building on Monday evening with 33 people in attendance. This marked the building's first official use for a purpose other than storage. He observed that the parking lot was adequate but very dark and that only one of the two bathrooms was operational.

ii. Events Planning Committee

Mayor Nealeigh stated that the Events Planning Committee was finalizing preparations for the Harvest Festival, scheduled for Saturday from 10:00 a.m. to 3:00 p.m. The festival will feature a farmer's market, a petting zoo, and various activities. A ristra-making class will be offered for **\$40**, with registration available via email. He also noted that the State Police Fraud Division conducted a successful VIN etching event last Saturday to help combat auto theft and may return for another session during the Harvest Festival.

Mayor Nealeigh outlined plans for the Jemez Holiday Festival on November 29. The event is expected to include full-sized and smaller radio-controlled balloons, dance

performances by the troupe from the Pueblo, an appearance by Santa and Mrs. Claus, games, and holiday songs performed by the Jemez Mountains Community Chorus. There will also be hundreds of farolitos, a bonfire, food and craft vendors, and a potential "Winter Wonderland" for children on the stage.

iii. Project Updates

Mayor Nealeigh presented an analysis of the Community Center survey, which received 131 responses. He detailed the demographics of the respondents: 42 live north of the Village, 48 within the Village, and 31 south of the Village. He noted that nearly 45% of respondents had lived in the area for less than 10 years and that 56% were between the ages of 18 and 64. The top interests identified in the survey were classes, fitness equipment, local history displays, meeting spaces, and dances. Mayor Nealeigh pointed to the interest in a community choir as an example of the survey's accuracy, noting that 38 people expressed interest and 33 attended the first rehearsal, suggesting the data provides a reliable guide for planning.

Mayor Nealeigh reported that in response to a question about interest in regular meals, 39 people expressed interest. He also noted that 60% of all survey respondents had never visited the Jemez Valley Community Center in Cañon to have a meal or participate in an event, suggesting a local service would serve a new population. Trustee Sanchez questioned the clarity of the question, stating he had visited the location but had never eaten there. Mayor Nealeigh clarified the question's wording and explained that with 131 responses, the statistical impact of a potential misinterpretation would be minimal.

Regarding volunteer support, 66% of respondents indicated a willingness to help on special occasions, and 33 people were willing to volunteer regularly. Regarding financial support, the survey indicated the most support for special activities and programming. The most common potential donation level was **\$25 to \$99**, while four respondents indicated they might give between **\$1,000 and \$5,000**. Mayor Nealeigh stated that an analysis of the data suggested a fundraising campaign could reasonably raise approximately **\$44,000**. Based on these results, he announced he would introduce a resolution under new business to authorize obtaining the necessary permissions to change the Community Park building's use and to develop a funding plan.

Mayor Nealeigh noted that immediate improvements are necessary at the building, particularly exterior lighting. He proposed using all or a portion of the **\$21,000** in capital outlay that will expire at the end of the current fiscal year. He noted that an additional **\$75,000** may be available once the current executive order is lifted. A future capital outlay request would be needed for larger exterior renovations.

Mayor Nealeigh reported there has been no decision yet by NMDOT on the Village's request for a waiver of the **\$50,000** match for the **\$1,000,000** South Mooney Bridge Planning and Design project

Mayor Nealeigh discussed new legislative tools, Senate Bill 383 and Senate Bill 7, that grant municipalities authority to address stormwater and flooding issues. He explained

that one bill allows for a GRT increase of 3/8 of a percent without a referendum to back revenue bonds for flood resilience projects, which could generate around **\$50,000** annually for the Village. The other bill allows for the creation of a stormwater utility funded by fees, which he considered less viable. Trustee Wilson asked if these funds could be used to harden parts of the sewer system against flood damage. Mayor Nealeigh responded that he believed it would be a permissible use and could provide a dedicated funding source for crucial infrastructure protection.

c. Personnel

Mayor Nealeigh announced that the Village is advertising for a part-time office cleaner. The position is for five hours per week and pays **\$18 to \$20** an hour with no benefits. He noted that the wastewater assistant position would be discussed under new business.

d. Community Relations

Mayor Nealeigh reported on a meeting with Alicia Rodriguez and Seth Tinkle from the Rural Transportation Planning Organization, part of the Mid-Regional Council of Governments. They will assist the Village in updating its comprehensive plan, last completed in 2015, and will also help secure funding for the planning process and other initiatives, such as a highway safety study for Highway 4. He added that the organization has provided a grant writer through Daniel B. Stevens & Associates, to assist the Village at no cost.

Mayor Nealeigh recounted his attendance at the October 8 Sandoval County Commissioners meeting, where he advocated for more frequent roll-off service at the recycling center. He was introduced by Commissioner Joshua Jones and praised county staff who have assisted the Village. He reported having positive conversations with the county manager, deputy manager, and the commission chairman after the meeting.

He confirmed that he and Police Chief Moreno will meet with the Cultural Affairs Department on Thursday to discuss plans for the Lights of Gísuwá event in December.

e. Boards and Commissions

Mayor Nealeigh noted that the minutes for both the Library Board and the Planning and Zoning Commission were included in the Council's packet and asked if there were any questions. None were raised.

f. Department Reports

Mayor Nealeigh referred the Council to the bathhouse report, noting the manager was not present. He then directed attention to the Fire Department report and asked Trustee Sanchez if he had anything to add; Trustee Sanchez did not. No questions were raised regarding the IT report. The librarian was present but had no comments to add to his submitted notes.

Mayor Nealeigh noted the public works report was in the packet and highlighted their work preparing the park and plaza for winter. He elaborated on the street report, describing a new vehicle cut through from Mooney Boulevard to Jemez Springs Plaza

and noted that the work was done by local contractor Jemez Gold. During the excavation, a water turn-off was discovered and reported to the water department. He stated that the thick layer of gravel is intended to be compacted by traffic before being graded. Mayor Nealeigh also reported that the GIS addressing project is progressing, with the goal of creating a consistent numbering system for 911 responders to improve public safety. He confirmed the new addresses will be updated in all official dispatch systems and will gradually populate to consumer mapping services.

Mayor Nealeigh turned to the wastewater report. Wastewater Operations Manager Fenton reported that the legal firm Robles, Rael & Anaya is handling the process of securing easements for the sewer system rehabilitation project. She stated that fewer than 30 of the approximately 130 required easements have been signed, largely due to outdated property records. Mayor Nealeigh stressed the urgency of the matter, explaining that construction cannot begin without obtaining easement rights to the entire sewer line. If construction does not start early in the coming year, the Village risks losing at least **\$3 million** in federal grant funding. In response to a question from Trustee Boyd, Mayor Nealeigh confirmed that most easements were not secured when the sewer system was originally installed.

8. Trustee's Report

Trustee Boyd, Trustee McCue, and Trustee Sanchez had nothing to report. Trustee Wilson pointed out that there were three candidates for Village office present--Victoria Martinez, Cindy Sheldon, and James McCue.

9. Finance Board

Trustee Sanchez moved to convene the Finance Board, seconded by Trustee Boyd. The motion passed by a unanimous voice vote.

a. Interim Clerk Report

Interim Clerk Gutierrez reported that she was still awaiting a response from the new sewer billing system provider and was continuing to compile documents for the audits.

b. Lodgers' Tax Board Report

Trustee McCue stated that the Lodgers' Tax Board had not met since the last Council meeting. Mayor Nealeigh added that one lodging establishment remains non-compliant with Lodgers' Tax payments, with no payments recorded since July 2022. He stated that despite repeated assurances from the owner, he will likely have to initiate code enforcement proceedings through the court.

c. Finance Director Report

Finance Director Consultant Jim Cox reported that his recent work focused on uploading financial files for the FY23, FY24, and FY25 audits, and he expressed hope that the Village would meet the state's December deadline for the FY25 submission.

Mr. Cox presented a report on gross receipts tax (GRT) collections. He noted that after a shortfall of **\$25,211** in September, October collections were **\$3,700** above budget

projections . For the fiscal year to date, collections are down by approximately **\$33,000**. He recommended maintaining the current budget while continuing to monitor revenue.

He then reviewed the first quarterly report submitted to the Department of Finance and Administration. Total revenues for the quarter were **\$859,970** and expenditures of **\$867,507**, with the large figures driven by grant activity in the wastewater fund. The general fund saw revenues of **\$103,624** and expenditures of **\$110,266**. The Village's cash balance as of September 30 was **\$530,152**. After accounting for restricted funds, the general fund's operational cash balance was **\$233,722.52**. He confirmed that the Village meets its required 1/12th reserve of **\$9,189**.

Finally, Mr. Cox informed the Council that the U.S. Mint has stopped producing pennies and advised that this will eventually require the Village to establish a rounding policy for cash transactions at its enterprise operations.

Trustee Boyd moved to adjourn the Finance Board, seconded by Trustee McCue. The motion passed by a unanimous voice vote, and the board adjourned at 7:19 p.m.

10. Old Business

Mayor Nealeigh stated there was no old business.

11. New Business

a. Approval of Police Department Standard Operating Procedures

Mayor Nealeigh presented four police department standard operating procedures for approval. Police Chief Moreno noted these were shorter policies and that more lengthy ones would be presented next month. Trustee Wilson commented that the policies were educational. Trustee Wilson moved to approve the procedures, seconded by Trustee McCue. The motion passed with a unanimous roll call vote.

b. Confirmation of Michael Nealeigh as Code Enforcement Officer

Trustee Wilson moved to confirm the appointment of Michael Nealeigh as Code Enforcement Officer, seconded by Trustee Boyd. Mayor Nealeigh explained that he had taken on the volunteer role after no members of the Planning and Zoning Commission stepped forward and affirmed his statutory responsibility as mayor to ensure ordinances are enforced. The motion passed with a unanimous roll call vote.

c. Resolution 2025-016 – Granting Approval of Planning and Zoning Permit Fee for Permit Applications Submitted After Work/Activity for which the Permit is Required has Begun.

Mayor Nealeigh read Resolution 2025-016, which establishes an investigation fee equal to the amount of the original permit fee for any work started before a required permit is obtained. Trustee Sanchez moved to approve the resolution, seconded by Trustee McCue. In response to a question from Trustee McCue, Mayor Nealeigh clarified that permit fees for building and the installation of a mobile home are based on square footage from **\$50** to **\$100** plus a per-square foot charge, while other permits fee tend to be a flat rate of **\$50**. The resolution passed with a unanimous roll call vote.

d. Resolution 2025-017 – Granting Approval for Mayor Nealeigh to Develop a Funding Plan and Secure Necessary Permissions to Establish the Community Park Building as the Location of the Jemez Springs Community Center

Mayor Nealeigh read Resolution 2025-017, authorizing him to seek the necessary permissions and create a funding plan to potentially establish a community center in the building at 25 Civic Center Lane. Trustee Boyd moved to approve the resolution, seconded by Trustee McCue. Mayor Nealeigh emphasized that this resolution was a preliminary step and not a final decision. The resolution passed with a unanimous roll call vote.

e. Resolution 2025-018 – Authorizing the Position of Wastewater Assistant and Setting Salary Range

Mayor Nealeigh read Resolution 2025-018, establishing a wastewater assistant position with an hourly salary range of **\$16 to \$22**. Trustee Wilson moved to approve the resolution, seconded by Trustee Boyd. Mayor Nealeigh explained that the position would be funded by reallocating money from overtime and non-renewed contracts, resulting in no additional expense to the Wastewater enterprise fund. In response to a question from Trustee Sanchez, Mayor Nealeigh confirmed that a goal for the new hire would be to become certified. The resolution passed with a unanimous roll call vote.

f. December Village Council meeting date change

Mayor Nealeigh requested that the December Council meeting be moved from December 16 to accommodate a family event. The Council reached a consensus to reschedule the meeting to Thursday, December 11. Mayor Nealeigh confirmed the new date and noted that the next meeting would be on November 18.

12. Adjourn

There being no other business on the agenda Mayor Nealeigh declared the meeting adjourned at 7:43 p.m.