

AGENDA
VILLAGE OF TIJERAS
COUNCIL MEETING
MONDAY, NOVEMBER 2, 2020 AT 6:00 P.M.
COUNCIL CHAMBERS

The Village of Tijeras will be using a format that complies with the recent New Mexico Department of Health’s public health emergency order governing mass gatherings because of COVID-19. Public in-person attendance Monday evening will not be allowed. Minimal Village staff will be in attendance to present items and most Councilors will be participating by phone or video conference.

The agenda has been streamlined to focus on time-sensitive matters. Members of the public interested in watching the meeting can view the agenda and live-stream the meeting from home via Zoom using this link and accessing the meeting for October 19, 2020.

Join Zoom Meeting
<https://zoom.us/j/92541518066?pwd=TUdZWDFFUERSdzBxV1R5R0ZpUEhQQT09>
 Meeting ID: 925 4151 8066
 Passcode: 224104
 One tap mobile
 +13462487799,,92541518066#,,,,,0#,,224104# US (Houston)
 +16699009128,,92541518066#,,,,,0#,,224104# US (San Jose)

1. **Call to Order**

Meeting called to order at 6:00

Please turn off cell phones or set to silent mode

2. **Pledge of Alliance**

3. **Roll Call/Determination of Quorum**

DJ	X	FG	X	MW	X	YG	
Quorum present		Yes	No				

4. **Introduction of Guests**

William Zarr, Village Attorney	Danny Jaramillo, P&Z Chairman
Arthur and Maureen Barr, Property Owners	Kathy Healy, Document Retention Assistant
Jay Ashbacher, Molzen Corbin	

5. **Public Comments**

The Village encourages public comment via email at clerk@villageoftijeras.com . Citizens are asked to type PUBLIC COMMENT in the subject line of the email. Within the body of the email, individuals should include a name, address, whether the comment pertains to a specific item on the agenda, and the comment.

Public comments about items will be accepted prior to the meeting, to be read into the meeting at the appropriate time. In addition, the email address will be monitored during the meeting for comments to be received during the live proceedings and read into the record when the Mayor calls for public comment.

No public comment.

6. **Approval of Agenda**

A C T I O N	Motion	Motion to approve agenda for 11/2/20		
	Made by:	Wilson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-
	Motion carried?	PASSED	FAILED	

7. **Council to Review and Approve Previous Council Minutes**

[Attachment A 101920 Draft Minutes.pdf](#)

A C T I O N	Motion	Motion to approve minutes for 10/19/20		
	Made by:	Wilson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-
	Motion carried?	PASSED	FAILED	

8. **Council to Review and Approve Resolution 2020-30, Amendment to Local Government Road Fund Cooperative Agreement**

[Attachment B Resolution 2020-30 L300246 Amendment 1.pdf](#)

Clerk Brown explained that there was a significant sum left over from the NMDOT cooperative funds used to do culvert work on Rincon Loop East. The contractors at Molzen Corbin requested an extension on the funds and the Resolution would signify that the Village Council approved the extension.

A C T I O N	Motion	Motion to approve Resolution 2020-30		
	Made by:	Wilson	Councilor Johnson-Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-
	Second by:	Johnson		
	Motion carried?	PASSED	FAILED	

9. **Council to Review and Approve ZA 1118, Business Registration Pepito’s Food Truck**

[Attachment C ZA 1118 Business Registration Pepitos Food Truck.pdf](#)

Clerk Brown explained the property owner has decided to rent her property to a food truck. The Zoning Ordinance only requires food trucks to have a current business registration. She added that the owner of the food truck paid his business registration fee and submitted copies of all required permits and licenses.

Councilor Wilson asked when the food truck will operate. Mayor Bruton stated the food truck operates Saturday and Sunday from 11:00 a.m. to 7:00 p.m. Councilor Wilson asked if there is a limit to the number of food trucks that can operate on a single property. Clerk Brown stated the Zoning Ordinance contains no such limit.

Councilor Johnson asked how long the business registration will last. Clerk Brown replied it is good for one year.

Councilor Wilson asked if the food truck owner had submitted their necessary permits from the Environmental Health Department. Clerk Brown replied she has a copy on file.

Councilor F. Garcia asked if the food truck owner has his own licenses or if he is making use of the property owner’s license. Mayor Bruton explained the food truck owner has his own licenses.

A C T I O N	Motion	Motion to approve ZA 1118, business registration for Pepito’s Food Truck		
	Made by:	F. Garcia	Councilor Johnson-Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-
	Second by:	Johnson		
	Motion carried?	PASSED	FAILED	

10. **Council to Review and Approve ZA 1119, Montessori School, Arthur and Maureen Barr**

[Attachment D ZA 1119 Arthur and Maureen Barr Montessori School.pdf](#)

Clerk Brown explained that the Barr family purchased the former Abundant Living church building and plans to open a Montessori school. She added their plans would not change the footprint of the property, but as schools are a conditional use of the commercial development zone, their plans require the approval of council.

Councilor F. Garcia asked what the Planning and Zoning Commission thought of the proposal. Clerk Brown replied the Commission approved the plans unanimously.

Councilor Wilson stated she has a favorable impression of the Montessori model and thinks the proposed school will be a good fit for the Village. Mayor Bruton commended the property owners for the improvements they have made on the property and Clerk Brown expressed her intent to foster collaboration between the Senior Center and the school.

Councilor Johnson asked if the plans will require an inspection by the Fire Marshall. Clerk Brown replied she is in the process of scheduling an inspection. Mr. Barr stated he and his contractor are tentatively scheduled for November 15th. Councilor Johnson echoed the comments of the other Councilors, voicing his support for the project.

A C T I O N	Motion	Motion to approve ZA 1119 with condition that property owners submit to an inspection by the Fire Marshall.		
	Made by:	Johnson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-
	Motion carried?	PASSED	FAILED	

11. **Council to Review and Approve the Hiring of Kathleen Healy as Document Retention Assistant**

[Attachment E Kathleen Healy Application Materials.pdf](#)

Mayor Bruton noted the Council had approved this position previously. He added the position is part-time and starts at \$10.00 per hour. He stated that Kathleen has been great and is overqualified for the position.

Kathleen stated she is thrilled to be working for the Village and working with the team of staff.

Councilor Wilson noted she had the pleasure of meeting Kathleen and believes her to be a great asset to the Village. Kathleen thanked the Council for their kind words.

A C T I O N	Motion	Motion to approve hiring of Kathleen Healy as Document Retention Assistant (part-time at \$10.00/hour)		
	Made by:	Wilson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-

Motion carried?	PASSED	FAILED	
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12. **Council to Formally Adopt Village of Tijeras Water Ordinance No. 200**

[Attachment F WATER ORDINANCE NO 200.pdf](#)

Mayor Bruton noted that Items 12 and 13 should have been listed on the agenda as public hearings. He stated that the Village’s attorney recommends postponing these items to ensure the proper procedures are followed. Clerk Brown stated she would reschedule these items for the second meeting in November.

A C T I O N	Motion	Motion to postpone to 11/16/20		
	Made by:	Wilson	Councilor Johnson-Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-
	Second by:	F. Garcia		
	Motion carried?	PASSED	FAILED	

13. **Council to Formally Adopt Village of Tijeras Personnel Ordinance No. 195**

[Attachment G Ordinance-No.-195-Personnel-Ordinance.pdf](#)

A C T I O N	Motion	Motion to postpone to 11/16/20		
	Made by:	Wilson	Councilor Johnson-Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-
	Second by:	F. Garcia		
	Motion carried?	PASSED	FAILED	

14. **Council to Review and Approve Resolution 2020-31, Adoption of the Village of Tijeras Personnel Handbook**

[Attachment H Village of Tijeras Employee Handbook.pdf](#)

Deputy Clerk Kennedy suggested postponing Item 14, as the Personnel Handbook summarizes policies contained in the new version of the Personnel Ordinance, which has not yet been adopted.

A C T I O	Motion	Motion to postpone to 11/16/20		
	Made by:	Johnson	Councilor Johnson-Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-
	Second by:	F. Garcia		

N	Motion carried?	PASSED	FAILED	
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15. **Council to Review and Approve List of Record Destruction per Resolution 2020-27**

[Attachment I November 2nd Shredding RecordsIndex.xls](#)

Mayor Bruton stated that, thanks to hiring Kathleen, the staff is ready to destroy another set of records. He stated the Council had the list in their attachments.

A C T I O N	Motion	Motion to approve list of record destruction per Resolution 2020-27		
	Made by:	Wilson	Councilor Johnson-Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-
	Second by:	Johnson		
	Motion carried?	PASSED	FAILED	

16. **Updates**

- a. Mayor Bruton – Mayor Bruton updated the Council on ongoing projects, including the CARES Act Small Business Grant Program, a meeting to discuss the formation of a Veterans Committee, his intent to place a wreath at the Memorial Wall on Veteran’s Day and stream the event on Facebook, high voter turnout during early voting and Bernalillo County’s plans to clean the Council Chambers after the election, and a potential zoning violation at a property in the Village.
- b. Councilors
 - a. Clerk/Treasurer Update – Clerk Brown stated that a community member has been donating flowers to the Senior Center, which are distributed to seniors with their meals. She described a new hybrid schedule under which half the staff work at the office and half work from home on a week-on, week-off basis. She stated the Village can use CARES Act funds to reimburse expenses incurred as a result of this schedule and that the people at Cobb Fendley have been helpful in facilitating the transition.
 - b. Deputy Clerk Update

17. **Time and Place of Next Meetings**

THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY, NOVEMBER 16, 2020. THE MEETINGS WILL BE HELD VIA A VIRTUAL PLATFORM UNTIL

*RESTRICTIONS ON PUBLIC GATHERINGS MANDATED BY THE
DECLARATION OF A PUBLIC HEALTH EMERGENCY ARE LIFTED.*

ADJOURNMENT

The Governing Body may revise the order of the agenda items considered at this Open Meeting. If you are an individual with a disability who is in need of an amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at 505-281-1220 at least three (3) days prior to the meeting.

Pursuant to New Mexico Open Meetings Act Section 10-15-1 (H) Subsection (2) limited personnel matters; (5) discussion of bargaining strategy preliminary to collective bargaining negotiations; (7) attorney-client privilege pertaining to threatening or pending litigation in which the public is or may become a participant; (8) discussion of the purchase, acquisition or disposal of real property or water rights by the public body. Speakers limited to 2 minutes.