



**MINUTES
VILLAGE OF TIJERAS
COUNCIL MEETING
MONDAY, OCTOBER 18, 2021, AT 6:00 P.M.
HISTORIC SANTO NINO CHURCH**

1. **Call to Order**

Meeting called to order at 6:00 by
Mayor Bruton

**Please turn off cell
phones or set to silent
mode**

2. **Pledge of Allegiance**

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

JO	X	FG	X	MW	X	YG	X
Quorum present		Yes	No				

4. **Introduction of Guests**

Hallie Brown, Clerk/Manager
Larry Seebinger, Finance Director
Bill Zarr, Village Attorney
Melinna Boyd, Molzen Corbin
Courtnei Hale, Resident
David Wilson, Resident

5. **Public Comments**

No public comment.

6. Approval of Agenda

A C T I O N	Motion	Motion to approve the agenda for 10/18/2021		
	Made by:	Y. Garcia	Councilor Ortiz-Abstain	Councilor F Garcia-Y
	Second by:	Wilson	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

7. Council to Review and Approve Previous Minutes

[Attachment A 100421 Draft Minutes.pdf](#)

A C T I O N	Motion	Motion to approve the minutes for 10/04/2021		
	Made by:	Ortiz	Councilor Ortiz--Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

8. Council to Review and Approve September 2021 Financials

[Attachment B August BOA.pdf](#)

[Attachment C September 2021 Financials Notes.docx](#)

[Attachment D September 2021 Financials.pdf](#)

Councilor Wilson asked if the Village's financials are in good shape. Finance Director Seebinger stated they are in very good shape, thanks in part to some grant awards.

Councilor Ortiz asked if the credits in the financials reflect the grants. Clerk Brown stated they do, and noted the Village was recently reimbursed for a grant from 2018. She added there will be additional reimbursements on the October financials. Finance Director Seebinger noted there will be a budget adjustment request at an upcoming meeting.

Councilor Wilson asked if there will be a mid-fiscal year budget meeting. Finance Director Seebinger stated he would be happy to hold a second quarter meeting.

Mayor Bruton noted the new financial software will improve the Village's ability to monitor its financials in real time.

A C T I O N	Motion	Motion to approve the September 2021 Financials		
	Made by:	Wilson	Councilor Ortiz--Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

9. **Council to Review and Approve Proposal for Professional Engineering Services for Village Wide Pavement Condition Index Report**

[Attachment E Tijeras - 2021 Capital Outlay PCI Report Proposal Bruton-signed.pdf](#)

Mayor Bruton explained he would like to prevent bias in the prioritization of road maintenance. He noted this criticality assessment will rank Village roads in terms of condition and help Village staff decide in what order to repair roads. Village staff will be able to communicate to residents when their road is scheduled to be repaired and how the Village will pay for the repairs.

Ms. Boyd explained the assessment would rate all roads on a scale of zero to 100, zero being in critical condition and 100 being perfect condition.

Mayor Bruton asked if the information could be uploaded to the Village’s GIS map. Clerk Brown stated she would be able to do so. Ms. Boyd noted she has experience creating other kinds of maps, but not necessarily GIS. Mayor Bruton noted Molzen Corbin helped the Village create the GIS mapping of the water utility.

Councilor Ortiz asked if Molzen Corbin will need to reassess roads in the future. Mayor Bruton replied the assessment will result in the creation of a maintenance schedule which should apply for several years.

Councilor Wilson noted several residents are not familiar with computers, and asked if such residents can call the Village for information. Clerk Brown said residents are welcome to call, adding she is happy to print out materials for residents or teach residents to navigate the website. Councilor Wilson stated that might be good information to advertise in a newsletter.

A C T I O N	Motion	Motion to approve the proposal for professional engineering services for Village-wide pavement condition index report		
	Made by:	Y. Garcia	Councilor Ortiz--Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-Y
	Second by:	Ortiz		
	Motion carried?	PASSED	FAILED	

10. **Council to Review and Approve Proposal for Professional Engineering and Construction Management Services for Patricio Garcia Full Depth Reclamation and Paving**

[Attachment F Tijeras - 2021 LGTPF Patricio Garcia Proposal Bruton-signed.pdf](#)

Mayor Bruton explained Molzen Corbin is the engineer on the Patricio Garcia project, which is funded through the Local Government Transportation Project Fund. He added the Village’s match is \$5,000.

Councilor Wilson asked when work will begin. Clerk Brown replied design will begin immediately. She added she hopes the work will be completed at the same time as the Wilson Lane and Celina Lane projects. Mayor Bruton noted the Wilson Lane and Celina Lane projects have been delayed due to lack of available contractors.

Councilor Wilson asked if there will be a construction observer, and if all projects have an observer. Clerk Brown stated not all projects have a construction observer. Ms. Boyd stated this project has a construction observer. Councilor Wilson asked if the Senior Center project has a construction observer. Clerk Brown stated it does not. Councilor Wilson asked if Molzen Corbin is involved. Clerk Brown stated Nolberto Hernandez with Molzen Corbin is the project manager.

Councilor Wilson requested that Village staff be in contact with residents to notify them of the road work. Mayor Bruton stated they would.

Councilor Wilson asked if the project will include Camino Municipal. Clerk Brown replied it will not, adding that the last project on Patricio Garcia Road was the installation of the sidewalks.

Councilor Ortiz asked about the duties of a construction observer. Ms. Boyd explained Molzen Corbin’s construction observers ensure all work is completed according to specifications, ensuring the longevity of the project. Mayor Bruton noted he receives weekly reports on the status of the Senior Center Phase IV project, which are fairly detailed. Clerk Brown noted construction observers are typically required for federally-funded projects.

A C T I O N	Motion	Motion to approve the proposal for professional engineering and construction management services for Patricio Garcia Road full-depth reclamation and paving		
	Made by:	Y. Garcia	Councilor Ortiz--Y	Councilor F Garcia-Y
	Second by:	Ortiz	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

11. **Council to Review and Approve Resolution 2021-26**
Approving Submission of Application for Financial Assistance
to the New Mexico Finance Authority

Clerk Brown explained the Village is updating its Comprehensive Master Plan, last updated in 2001. It is recommended to update the plan once a decade. She added the request would allow the Village to pay to update the plan. She explained the plan includes major projects for the next few years, as well as ongoing maintenance of Village facilities. She added she will send a copy of the existing plan to Councilors, which reflected the status of Village projects in 2001. She stated the process to update the plan will likely be lengthy. Clerk Brown explained the Village will work through CES to obtain quotes for the work.

A C T I O N	Motion	Motion to approve Resolution 2021-26		
	Made by:	F. Garcia	Councilor Ortiz--Y	Councilor F Garcia-Y
	Second by:	Wilson	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

12. **Council to Review and Approve Quote for Tijeras Paving Projects (Wilson Lane and Celina Lane) from TLC through CES**

[Attachment H TIJERAS PAVING PROJECTS 2021.pdf](#)

Mayor Bruton explained the project will cost roughly \$300,000, with a \$10,000 match. He noted the work will not be completed until March 2022 due to lack of available crews.

Councilor F. Garcia confirmed the amount. Mayor Bruton stated it is just over \$300,000. Clerk Brown added the Village has funding in excess of the budgeted project cost. Mayor Bruton noted the prices are guaranteed through March.

A C T I O N	Motion	Motion to approve quote for Wilson Lane and Celina Lane paving projects from TLC		
	Made by:	Ortiz	Councilor Ortiz--Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

Councilor Ortiz recused himself from the Public Hearing and exited the meeting.

13. **Council to Open Public Hearing on Ordinance 225**

A C T I O N	Motion	Motion to open the Public Hearing on Ordinance 225		
	Made by:	Wilson	Councilor Ortiz-	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

14. **Council to Open Public Comment on Ordinance 225**

A C T I O N	Motion	Motion to open Public Comment on Ordinance 225		
	Made by:	Y. Garcia	Councilor Ortiz-	Councilor F Garcia-Y
	Second by:	Wilson	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

No individual made public comment on Ordinance 225.

15. **Council to Close Public Comment on Ordinance 225**

A C T I O N	Motion	Motion to close Public Comment on Ordinance 225		
	Made by:	Y. Garcia	Councilor Ortiz-	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

16. **Council to Close Public Hearing on Ordinance 225**

A C T I O N	Motion	Motion to close the Public Hearing on Ordinance 225		
	Made by:	Y. Garcia	Councilor Ortiz-	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

17. **Council to Consider and Approve Ordinance 225**

[Attachment I Ordinance No. 225 with Attachments.pdf](#)

Mayor Bruton explained the Village has been discussing this land sale for several months.

Mr. Zarr noted there is a typographical error in the Ordinance that should be corrected by amendment. In Section 3, where it says “Thirty Thousand Dollars” it should instead say “Thirty-One Thousand Dollars”. Councilor Y. Garcia included the amendment in her motion.

A C T I O N	Motion	Motion to approve Ordinance 225 as amended		
	Made by:	Y. Garcia	Councilor Ortiz-	Councilor F Garcia-Y
	Second by:	Wilson	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

Councilor Ortiz reentered the meeting at the conclusion of the Public Hearing.

18. **Council to Review and Approve List of Record Destruction per Resolution 2020-27**

[Attachment J 072721 Shredding Records Index.xls](#)

A C T I O N	Motion	Motion to approve the list of record destruction		
	Made by:	Y. Garcia	Councilor Ortiz-Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-Y
	Second by:	F. Garcia		
	Motion carried?	PASSED	FAILED	

19. **Updates**

a. Mayor

- i. There will be two showings of the Park and View on October 29 (*Beetlejuice*) and October 30 (*Hocus Pocus*). There will be a Trunk or Treat event before the showing on October 30. There are still tickets available. The existing screen was damaged in a wind storm. The new screen will be installed this week.
 1. Councilor Y. Garcia suggested painting the plywood frame white. Mayor Bruton stated this is an option for the future.
 2. Councilor Wilson asked if there is a way to protect the screen. Mayor Bruton noted it costs the Village several hundred dollars to install or adjust the screen, making it cost prohibitive to take it down. Clerk Brown noted the screen lasted longer than expected.
- ii. Salt and cinder were delivered at the end of last week. NMDOT donated several concrete barriers, which Village staff used to cordon off an area of the maintenance building to contain the salt and cinder. The Village purchased as much salt and cinder as it used last winter. The former arrangement under which NMDOT stored salt and cinder on the Village's behalf is no longer available.
- iii. During recent work on the Senior Center Phase IV project, the contractor accidentally severed the phone line and conduit. The severed line is now covered by the concrete foundation of the building expansion. The Village is working with Molzen Corbin and Vigil Construction to repair the damage or otherwise restore phone connection to the building.

b. Councilors

- i. Councilor Y. Garcia stated she will be unable to attend the next Council meeting.
- ii. Councilor F. Garcia asked if Molzen Corbin is aware of the situation with the phone line. Mayor Bruton stated he has been in close contact with Molzen Corbin.
- iii. Councilor F. Garcia asked if the Patricio Garcia Road project will address the troublesome curb. Mayor Bruton stated he does not believe so. Clerk

Brown explained the curb is required for ADA compliance. Councilor F. Garcia noted the curb extends too far into the roadway, and he notified Molzen Corbin of that fact when the curb was installed. Clerk Brown stated she would work with her contacts at Molzen Corbin to address the issue, if possible.

- iv. Councilor Ortiz noted he enjoyed holding the meeting in the church, which he has not visited in many years.
- c. Clerk
 - i. The Village has a technical assistance award from the Frontier and Native American Communities program of New Mexico MainStreet to create a strategic restoration and maintenance plan for the historic Santo Nino Church. Village staff have met with a historic preservation specialist, Will Powell. The major issue with the church is the intrusion of moisture. The Village's short term goal is to install gutters on the building to direct water away from the building. Village staff will meet with Mr. Powell again on November 2, and are working to schedule a meeting with John Pate from Molzen Corbin. Village maintenance staff will be trained in the ongoing maintenance they can perform on the facility, such as repointing the windows.
 - ii. Clerk Brown and Deputy Clerk Kennedy will be attending the New Mexico Main Street Fall Institute, which will assist Village staff in completing this and future Main Street projects.
 - iii. Village staff are working with Molzen Corbin to create design documents for irrigation repairs, drainage improvements, and planting schematics in anticipation of the Community Planting Initiative. The irrigation infrastructure at most of the sites will require significant repairs due to historical neglect. The planting will take place in May 2022.
 - iv. Village staff have almost completed the FY2021 audit, which is currently proceeding ahead of schedule. There may be a delay on the auditor's part because they have impending deadlines.
 - v. The Council meetings on November 1, November 15, and December 6 will be held at Los Vecinos Community Center while the Council Chambers are inaccessible due to the election.
- d. Deputy Clerk
- e. Departments

20. Time and Place of Next Meetings

THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY, NOVEMBER 1, 2021.

ADJOURNMENT

The meeting was adjourned at 6:58 PM.

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 minute