



**MINUTES
VILLAGE OF TIJERAS
COUNCIL MEETING
MONDAY, NOVEMBER 1, 2021, AT 6:00 P.M.
LOS VECINOS COMMUNITY CENTER – LARGE ROOM**

1. **Call to Order**

Meeting called to order at 6:02 p.m. by Mayor Bruton

Please turn off cell phones or set to silent mode

2. **Pledge of Allegiance**

Mayor Bruton led attendees in the Pledge of Allegiance.

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

JO	X	FG		MW	X	YG	
Quorum present		Yes	No				

4. **Introduction of Guests**

- Nicolas Kennedy, Deputy Clerk
- Bill Zarr, Village Attorney
- Jesus Delgado, AT&T
- Jaime Nunez, AT&T
- David Wilson, Resident
- Matt Armenta, Resident
- Alejandro Armenta, Resident

5. **Public Comment**

No public comment.

6. Approval of Agenda

A C T I O N	Motion	Motion to approve the agenda for 11/01/2021		
	Made by:	Ortiz	Councilor Ortiz-Y	Councilor F Garcia-
	Second by:	Wilson	Councilor Wilson-Y	Councilor Y Garcia-
	Motion carried?	PASSED	FAILED	

7. Council to Review and Approve Previous Minutes

[Attachment A - 101821 Draft Minutes.pdf](#)

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

8. Council to Review and Approve Proposal for Professional Architectural Design and Construction Phase Services for Community Tree Planting Initiative

[Attachment B - VOT Tree Grant JQP 10-28-21.pdf](#)

Mayor Bruton explained this proposal from Molzen Corbin includes all the design necessary to repair the irrigation systems at Village facilities in anticipation of the Community Planting Initiative. In addition to irrigation, the project scope will also include drainage improvements.

Councilor Ortiz asked if it is necessary to engineer the project. Mayor Bruton explained due to the extent of repairs and improvements necessary, the project requires the help of a professional engineer.

Councilor Ortiz asked if the Village is able to work with other firms on projects like this. Mayor Bruton stated he would like to issue requests for proposals on future design projects.

Deputy Clerk Kennedy explained the Community Planting Initiative is being funded through several grant awards and will not require a contribution from the Village general fund.

Mayor Bruton stated he hopes to bring down design costs on small projects by going out to bid on future projects.

Councilor Wilson asked for clarification on the line item labeled “reimbursable expenses.” Deputy Clerk Kennedy noted this line item pertains to costs such as copies, travel, meals, and so forth.

Councilor Wilson asked if the Village is required to pay taxes on this project. Mayor Bruton replied it is.

Councilor Wilson asked when construction is expected to begin. Mayor Bruton predicted the work would begin in March or April.

Councilor Wilson asked if the Village has mapped the areas designated for the Community Planting Initiative. Mayor Bruton replied that mapping of the four sites has begun. Deputy Clerk Kennedy noted that the proposal from Molzen Corbin also includes a planting schematic to ensure trees are planted in locations that maximize their chance of survival.

Councilor Wilson asked about the consequences of delaying this design work to solicit other quotes. Mayor Bruton noted Clerk Brown and Deputy Clerk Kennedy are coordinating with partner agencies to hold two planting events in May of 2022. He added a request for proposals would take at least 60 days, running the risk that the irrigation repairs would not be complete in time for the planting.

Councilor Wilson suggested Mayor Bruton have a conversation with the Village’s contact at Molzen Corbin about the high cost of design services. Mayor Bruton stated he would.

Mayor Bruton explained the Village typically uses Molzen Corbin for design services because it is simpler and allows for quicker turn-around times. He stated that the cost of their design services has become prohibitive, however.

Councilor Ortiz asked if it possible to negotiate the price with Molzen Corbin. Mayor Bruton replied he does not believe so in this case, but noted that issuing requests for proposals for future projects will be a negotiation tactic.

A C T I O N	Motion	Motion to approve the proposal for professional architectural design and construction phase services for Community Tree Planting Initiative in the amount of \$49,518.94		
	Made by:	Wilson	Councilor Ortiz--Y	Councilor F Garcia-
	Second by:	Ortiz	Councilor Wilson-Y	Councilor Y Garcia-
	Motion carried?	PASSED	FAILED	

9. **Council to Review and Approve Quote for Mobile Devices and Mobile Phone Service from AT&T**

[Attachment C - Village of Tijeras FirstNet Quote.pdf](#)

Mayor Bruton explained he first met with representatives from AT&T several months ago. He stated he uses his Village-issued cellphone on a daily basis and requires reliable cell reception. He noted Verizon is unable to provide reliable coverage in the Village of Tijeras. He noted AT&T is working on the federal First Net program to provide dedicated service to first responders and government officials in times of emergency. Mayor Bruton explained AT&T has agreed to sell the Village iPhone 12 Minis for \$0.99 per unit. He added that the monthly bill from AT&T would be about \$60.00 cheaper than the Village’s current Verizon service. He stated he is in support of switching service providers.

Councilor Wilson asked about the duration of the contract with AT&T and asked if everyone would keep the same phone numbers. Mayor Bruton replied everyone would keep their phone number. Mr. Delgado stated there will be no fixed contract term and the Village can cancel or change their service at any time.

Mr. Delgado noted his team would facilitate the transfer of service to the new devices. Mayor Bruton asked if it would be possible to transfer all the devices on the same day. Mr. Delgado stated it would, and a representative from AT&T would come to Village Hall.

Mayor Bruton asked how quickly the transfer could happen. Mr. Delgado stated it will take several days to set up, but he will be in contact with Clerk Brown and Deputy Clerk Kennedy next week. He added AT&T can facilitate the transfer outside of normal business hours if necessary.

A C T I O N	Motion	Motion to approve the quote from AT&T		
	Made by:	Ortiz	Councilor Ortiz--Y	Councilor F Garcia-
	Second by:	Wilson	Councilor Wilson-Y	Councilor Y Garcia-
	Motion carried?	PASSED	FAILED	

10. **Council to Review and Approve Conference Registration and Travel for Clerk and Deputy Clerk to Attend NM Municipal Clerks Certification Institute 11/16/21 – 11/19/21**

[Attachment D - 2021 Municipal Clerks Institute Memo.pdf](#)
[Attachment E - 2021 NM Municipal Clerks Institute Prelim Program.pdf](#)
[Attachment F - Drury Plaza Hotel Santa Fe Rates.pdf](#)

Mayor Bruton noted this is a nationally-accredited municipal clerks institute and a great educational opportunity for Clerk Brown and Deputy Clerk Kennedy. He added the total

cost for both to attend would be \$1,913.18. He stated he thinks the institute will be very valuable to them.

Deputy Clerk Kennedy explained the conference registration fee includes the four-day in-person institute in Santa Fe, three virtual trainings in early November, course materials, instructor fees, lunches each day, a dinner on Tuesday, a reception on Thursday, and the Village's dues to the International Institute of Municipal Clerks. He also noted the NM Municipal League has a scholarship available and he and Clerk Brown would be applying for scholarships. He noted lodging is offered at the same hotel where the institute is being hosted, adding there is a group rate of \$133.00 per room per night.

Councilor Wilson stated willingness to pursue this certification was a selection criterion in the search for the Clerk and Deputy Clerk, adding that she is pleased Clerk Brown and Deputy Clerk Kennedy are pursuing this certification.

A C T I O N	Motion	Motion to approve the conference registration and travel for the Clerk and Deputy Clerk in the amount of \$1,913.18		
	Made by:	Wilson	Councilor Ortiz--Y Councilor Wilson-Y	Councilor F Garcia- Councilor Y Garcia-
	Second by:	Ortiz		
	Motion carried?	PASSED	FAILED	

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

[Attachment G - 083121 Shredding Records Index.xls](#)

Councilor Wilson noted the records included on this record destruction index date back many years.

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

12. **Updates**

a. Mayor

- i. The Senior Center Phase IV project is well underway. Village staff held a progress meeting last week. Framing of the addition has begun and Vigil plans to enclose the addition soon. The phone line issue will soon be repaired.
- ii. The Village is hosting a Veterans Day event on Wednesday, November 10 at 3:30 p.m. The event will include the Pledge of Allegiance, National

Anthem, speeches from Mayor Bruton and several veterans, and light refreshments.

- iii. The Halloween double feature of the Park and View was a great success. Acting Fire Chief Kyle Kollo helped Village staff resolve a technical issue with the first showing. The trunk or treat was a lot of fun. The kids wore great costumes and volunteers decorated their vehicles. Turnout at both showings was high.

b. Councilors

- i. Wilson – I participated in the trunk or treat and it was a lot of fun. The decorations were great and the kids were very excited. The Mayor gave out a lot of candy, paid for from his own funds. It was a good community activity.
 - 1. Mayor Bruton added the staff was essential in organizing the event.
- ii. Ortiz – The event was awesome. I think it is great we are hosting more community events. I expect next year will be even better.

c. Clerk

d. Deputy Clerk

- i. Village staff held a progress meeting with TLC, Molzen Corbin, and Prodigy Builders at the Well No. 3 site. TLC is working as quickly as possible given supply issues. The slabs for the well house and generator have been poured. The piping inside the well house is in place. Water lines have been run to the intersection of Camino Primera Agua and NM-333. TLC is working to locate the main distribution lines under NM-333. The project includes the installation of pressure-regulating valves at residences and businesses in the neighborhoods.
 - 1. Councilor Wilson asked if TLC will repair the pavement on NM-333. Mayor Bruton stated they would.
- ii. Village staff are planning a winter celebration in early December. The event will be held at the Luis Garcia Park. The vision for the event includes decorating the park with light displays, hosting a food truck to serve hot chocolate and treats, arts and crafts vendors to sell Christmas gifts in the Santo Nino Church, and a children's choir from the local schools to sign carols.
 - 1. Mayor Bruton noted the folks at Los Vecinos have expressed their willingness to work with the Village on this and other projects.
- iii. The Village is still seeking qualified applicants for the MVD Clerk and Document Retention Assistant positions. The Mayor and staff conducted two interviews on Friday and hope to make a determination in the near future.

e. Departments

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

*THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING
BODY WILL BE HELD ON MONDAY, NOVEMBER 15, 2021.*

ADJOURNMENT

The meeting adjourned at 6:46 p.m.

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