



**MINUTES**  
**VILLAGE OF TIJERAS**  
**COUNCIL MEETING**  
**MONDAY, FEBRUARY 7, 2022 AT 6:00 P.M.**  
**HELD VIRTUALLY VIA ZOOM**

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 February 7, 2022:

Join Zoom Meeting  
<https://us06web.zoom.us/j/83429779833?pwd=NTBVMnN5MzcreFpCZW5rdHdsbXhUQT09>  
Meeting ID: 834 2977 9833  
Passcode: 140037  
One tap mobile  
+12532158782,,83429779833#,,,,\*140037# US (Tacoma)

1. **Call to Order**

Meeting called to order at 6:04 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	MA	X	MW	X	YG	
Quorum present	Yes	No					

4. **Introduction of Guests**

- Hallie Brown, Clerk
- Nicolas Kennedy, Deputy Clerk
- Bill Zarr, Village Attorney
- Gabby Melendez, Resident
- Paul Cravens, Resident
- Ernie Barnes, Resident
- Mike Wismer, Community Member
- Daniel Dunn, Community Member

5. **Public Comment**

The Village encourages public comment via email at clerk@tijerasnm.gov. 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	<b>Motion</b>	<b>Motion to approve the agenda for 02/07/2022</b>		
	<b>Made by:</b>	<b>Ortiz</b>	<b>Councilor Ortiz-Y</b>	<b>Councilor Armenta-Y</b>
	<b>Second by:</b>	<b>Armenta</b>	<b>Councilor Wilson-Y</b>	<b>Councilor Garcia-</b>
	<b>Motion carried?</b>	<b>PASSED</b>	<b>FAILED</b>	

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

[Attachment A 011022 Minutes Corrected.pdf](#)

[Attachment B 011822 Draft Minutes.pdf](#)

[Attachment C 012422 Draft Minutes.pdf](#)

Councilor Wilson asked about the corrections to the minutes for 01/10/2022 and requested that the minutes be amended to include Senior Center Manager Rita Rivera’s full name and title.

Councilor Armenta asked about the approval for the additional water line at the Well No. 3 site. He noted that the contractors appear to be undertaking a different sort of work. Mayor Bruton stated the contractor will need to absorb the cost of any improper work.

A C T I O N	<b>Motion</b>	<b>Motion to approve the minutes for 01/10/2022, 01/18/2022, and 01/24/2022 as amended as a consent agenda</b>		
	<b>Made by:</b>	Wilson	Councilor Ortiz--Y Councilor Wilson-Y	Councilor Armenta-Y Councilor Garcia-
	<b>Second by:</b>	Ortiz		
	<b>Motion carried?</b>	PASSED	FAILED	

Councilor Wilson noted the front page of the agenda for this meeting should include the year in the date. Clerk Brown stated she would update the agenda accordingly.

8. **Council to Review and Approve Fiscal Agent Agreements with MRCOG for Capital Outlay Project #20-E2487 and Capital Outlay Project #21-F2680**

[Attachment D Fiscal Agent Agreement MRCOG Village of Tijeras 20-E2487.docx](#)

[Attachment E Fiscal Agent Agreement MRCOG Village of Tijeras 21-F2680.docx](#)

Mayor Bruton explained these two projects are the design for a new maintenance building and the new public park at the Well No. 3 site. He added that because of the Village’s previous audit, which included several findings and a disclaimer of opinion, the Village must use a fiscal agent for these two projects.

Councilor Wilson asked if the Village will be required to use a fiscal agent for future projects. Mayor Bruton replied that the Village received funding for these two projects before the current audit. Clerk Brown stated it is unlikely that the Village will be required to use a fiscal agent in the future.

Clerk Brown explained that the fiscal agent ensures that the Village has followed all of the proper financial procedures when submitting payment applications, and that the agent’s signature is required.

Councilor Armenta asked if the Department of Finance and Administration is the fiscal agent. Clerk Brown explained that DFA is requiring the Village to have a fiscal agent, but the organization actually serving as fiscal agent is the Mid Region Council of Governments.

Mr. Zarr advised that the governing body take separate votes on the two fiscal agent agreements.

A	<b>Motion</b>	<b>Motion to approve the fiscal agent agreement with MRCOG</b>		
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C T I O N		<b>for capital outlay project #20-E2487</b>		
	Made by:	Ortiz	Councilor Ortiz--Y Councilor Wilson-Y	Councilor Armenta-Y Councilor Garcia-
	Second by:	Armenta		
	Motion carried?	PASSED	FAILED	

A C T I O N	Motion	<b>Motion to approve the fiscal agent agreement with MRCOG for capital outlay project #21-F2680</b>		
	Made by:	Ortiz	Councilor Ortiz--Y Councilor Wilson-Y	Councilor Armenta-Y Councilor Garcia-
	Second by:	Wilson		
	Motion carried?	PASSED	FAILED	

9. **Council to Review and Select Proposal for Comprehensive Master Plan**

[Attachment F Recommendation Letter- Comp Plan RFP.docx](#)

[Attachment G Proposal- Sites Southwest and Molzen Corbin.pdf](#)

[Attachment H Grading Rubric- Comp Plan - Group Deliberations.docx](#)

[Attachment I RFP- COMPREHENSIVE MASTER PLAN.docx](#)

Mayor Bruton noted the Council approved the advertisement of this project previously. He stated the Village received one bid, which is responsive. It is a joint proposal from Sites Southwest and Molzen Corbin.

Clerk Brown explained Sites Southwest would handle the public engagement component of the project and Molzen Corbin would consult on the engineering aspects of the project. She stated the RFP selection committee consisted of five Village residents and they determined that the proposal from Sites Southwest and Molzen Corbin was responsive.

Councilor Armenta asked about the timeframe of the Comprehensive Master Plan (CMP). Clerk Brown stated the plan encompasses 20 years. She added that the Village last updated its plan in 2002, and most communities update their plans every 5 to 10 years. She explained that Attachment I was the instructions given to the companies.

Councilor Armenta asked if communities are required by law to have a plan. Clerk Brown stated it is not required by law, but many granting agencies require that a community have a plan. She added that a CMP is a good way for communities to engage their residents.

Mayor Bruton stated that the CMP can guide future versions of the Village's ICIP.

Councilor Armenta asked how this project will be funded. Clerk Brown stated the Village was required to select a company before applying for a grant, but that she plans to apply

for a grant from the New Mexico Finance Authority in the amount of \$50,000. She added that the cost above \$50,000 is the gross receipts tax.

Councilor Wilson noted she is concerned that only one company submitted a proposal, despite the project being advertised twice in the *Albuquerque Journal*. Clerk Brown explained the request for proposals was also published on the Village's website and added that a second project has also been advertised twice. She stated she believes it is the nature of the industry currently that architecture and engineering firms and contractors have limited availability. She added that the selection committee discussed the fact that the Village received only one proposal and weighed whether the proposal was sufficient.

Councilor Wilson asked about the criteria of the selection committee. Clerk Brown replied that the information is included in Attachment H.

Councilor Wilson asked if Sites Southwest is a division of Molzen Corbin. Clerk Brown explained it is a separate company but the two companies decided to work on the project together.

Mayor Bruton stated that the limited dollar amount of the project may be another reason why the Village received only one proposal.

Clerk Brown noted she adapted the request for proposals from similar advertisements from other communities. She stated the rubric was very specific, which may have deterred some companies from submitting a proposal.

Councilor Wilson asked if the companies have been in conversation with the Village about how they plan to engage the public. Clerk Brown explained the proposal includes a section on public engagement, but Sites Southwest currently plans to hold Zoom meetings. She added this is a concern because public engagement in Village of Tijeras Zoom meetings has historically been low. She stated public engagement will be an important part of negotiations. Councilor Wilson stated she would like to talk to the companies about hosting an in-person town hall meeting.

Councilor Wilson asked if Clerk Brown can share the names of the selection committee members. Clerk Brown explained Councilors can submit a request for public information, but she cannot share their names in the meeting. She added that the committee consisted of two Village staff members and three residents, and that the members did a good job. Councilor Wilson agreed that the selection committee members dedicated a lot of time to scoring the proposal and did a good job. Clerk Brown noted that all of the selection committee members were invited to attend this evening's meeting.

Councilor Wilson thanked the selection committee members for their time and input. Mayor Bruton echoed Councilor Wilson's remarks, adding that evaluating proposals is taxing.

Councilor Armenta stated he reached out to the some of the companies’ references. He stated that the clerk of Lake Arthur had a positive experience. He added that the clerk had to do a lot of the work and thanked Clerk Brown and Deputy Clerk Kennedy.

<b>A C T I O N</b>	<b>Motion</b>	<b>Motion to select the proposal from Sites Southwest and Molzen Corbin</b>		
	<b>Made by:</b>	<b>Ortiz</b>	<b>Councilor Ortiz--Y</b>	<b>Councilor Armenta-Y</b>
	<b>Second by:</b>	<b>Armenta</b>	<b>Councilor Wilson-Y</b>	<b>Councilor Garcia-</b>
	<b>Motion carried?</b>	<b>PASSED</b>	<b>FAILED</b>	

Clerk Brown stated that the companies will receive an award letter this week and she will also finalize the grant application.

10. **Council to Review and Approve ZA 1150 Paul Cravens Petition for Annexation**

[Attachment J 012622 PZ Approved Minutes.pdf](#)

[Attachment K ZA 1150 Paul Cravens Petition for Annexation.pdf](#)

Mayor Bruton explained this petition for annexation came through the Planning and Zoning Commission twice due to an issue with the first version of the petition.

Deputy Clerk Kennedy stated that the Council will be moving to refer this petition to the Bernalillo County Commission.

Councilor Wilson noted that the attached minutes do not refer to the petition for annexation. She also noted that the petition packet included a note stating that the petition had been withdrawn. Deputy Clerk Kennedy explained that the wrong Planning and Zoning Commission meeting minutes were mistakenly attached. He added that the note regarding the withdrawal refers to an earlier version of the petition and was included to establish a record.

Clerk Brown noted that the Planning and Zoning Commission unanimously voted to recommend that the Village Council approve the petition for annexation.

Mayor Bruton asked that the correct minutes be emailed to the Councilors. Deputy Clerk Kennedy stated he would do so.

Mr. Zarr suggested the Council move to refer the petition to the Bernalillo County Commission for approval of the petition for annexation. He stated that such a motion would suggest approval to the County Commission.

Mayor Bruton stated he wants to avoid ambiguity and signal to the Bernalillo County Commission that the Village Council is in support of the petition. Mr. Zarr suggested

including a citation to the relevant section of state statute. He reasoned that the Village Council would not refer the petition to the County Commission unless they were interested in the annexation proposal.

Councilor Armenta noted he wants to help Mr. Cravens. Mayor Bruton stated that he would also like to support Mr. Cravens, adding that the Village was not fair in its dealings with Mr. Cravens in the past.

Mr. Zarr noted the appropriate section of statute is Section 3-7-3 NMSA 1978. Mayor Bruton noted that Deputy Clerk Kennedy sent the citation using the Zoom chat feature.

Mr. Cravens stated he is thankful to the Council for helping him with the petition.

<b>A C T I O N</b>	<b>Motion</b>	<b>Motion to approve ZA 1150 and refer the petition for annexation from Paul Cravens to the Bernalillo County Commission for approval pursuant to Section 3-7-3 NMSA 1978</b>		
	<b>Made by:</b>	<b>Ortiz</b>	<b>Councilor Ortiz--Y</b> <b>Councilor Wilson-Y</b>	<b>Councilor Armenta-Y</b> <b>Councilor Garcia-</b>
	<b>Second by:</b>	<b>Armenta</b>		
	<b>Motion carried?</b>	<b>PASSED</b>	<b>FAILED</b>	

Clerk Brown stated she will send the petition to her contact at Bernalillo County tomorrow and will notify the Village Council when the petition goes before a meeting of the County Commission.

## 11. Updates

### a. Mayor

- i. The Village experienced a significant snowstorm last week. Village staff did their best to keep the roads clear. The Village had to buy a brand-new hopper to distribute salt and cinder on the roads. The old hopper ceased working on the first day of the storm. Village staff were able to return to the roads the same evening.
- ii. Water pipes at Village Hall froze today, requiring the building to close early. The issue has been addressed. An exhaust valve on the water softener froze and then burst. The building has water again and the building will reopen tomorrow. Village maintenance staff have been instructed to make necessary repairs.
- iii. The tree trimming project is well underway. If you receive any calls from concerned residents, refer them to the Mayor.
- iv. Municipal Day at the state legislature was a success. The delegation from the Village was only able to meet with one legislator but Village staff are in discussion with all three regarding funding Village projects.

### b. Councilors

- i. Councilor Ortiz stated he enjoyed last year's Earth Day event and would like the Village to host another event this year. He suggested advertising the event in the next newsletter. He added that he would like to offer some sort of souvenir to participants.
    1. Clerk Brown noted Village staff are producing a newsletter this week and encouraged Councilor Ortiz to reach out to her to discuss what information should be included.
    2. Mayor Bruton stated the event last year was a success and he would like to hold another this year.
  - ii. Councilor Armenta thanked the Mayor and Village maintenance team members Dominic Marks and Hector Castruita for their diligence during the storm. He thanked Clerk Brown and Deputy Clerk Kennedy for their work at the Municipal Day event.
    1. Councilor Ortiz echoed his remarks.
  - iii. Councilor Wilson stated she appreciates how well-prepared Village staff were for the heavy snowfall. She added she heard a lot of hard work went on behind the scenes.
    1. She congratulated Planning and Zoning Commissioners David Thompson and Ernie Barnes and thanked them for accepting the positions of Chair and Vice Chair, respectively. She stated she believes the P&Z Commission is on a good track.
    2. She thanked Village staff for updating meeting minutes to clarify the meaning of acronyms.
    3. She suggested hosting a workshop for new governing body members in March or April.
      - a. Clerk Brown stated she would be happy to help facilitate a workshop. She invited Councilors to contact her and discuss what they would like to see on the agenda. She suggested including training on parliamentary procedure.
      - b. Mayor Bruton noted he supports holding such a workshop.
      - c. Councilor Ortiz stated he supports the idea.
      - d. Mayor Bruton encouraged Councilors to attend the upcoming training for new elected officials.
- c. Clerk
    - i. Contact Clerk Brown if you are interested in attending the upcoming trainings for new elected officials.
    - ii. The request for proposals for drainage improvements on Criswell Drive and Carmino Road will be on the next meeting agenda.
    - iii. Village staff will be working to schedule another dumpster day event in March.
  - d. Deputy Clerk
  - e. Departments



## 12. **Time and Place of Next Meetings**

*THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON TUESDAY, FEBRUARY 22, 2022.*

Clerk Brown noted the next meeting will be on a Tuesday because Monday, February 21 is President's Day.

Councilor Ortiz asked if the next meeting will be in-person or virtual. Mayor Bruton stated Village staff will monitor COVID-19 cases and be in touch.

## **ADJOURNMENT**

The meeting adjourned at 7:12 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