



**MINUTES  
VILLAGE OF TIJERAS  
COUNCIL MEETING  
MONDAY, FEBRUARY 6, 2023, AT 6:00 P.M.  
COUNCIL CHAMBERS**

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**

Mayor Bruton led attendees in the Pledge of Allegiance.

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

JO	✓	MA	✓	MW	✓	YG	✓
Quorum present		Yes	No				

4. **Introduction of Guests**

Jessica Nixon, Village Attorney

5. **Public Comment**

None.

6. **Approval of Agenda**

Mayor Bruton requested that the Council reorder the agenda to place items 11, 14, and 16 near the top of the agenda so that the Grant Writer and Finance Director could leave the meeting after

testifying on items that pertain to them. He added that the other items on the agenda are expected to take more time.

A C T I O N	<b>Motion</b>	<b>Approve the agenda with amendment to place items 11, 14, and 16 at the front</b>		
	<b>Made by:</b>	Ortiz		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes
	<b>Second by:</b>	Garcia		
	<b>Motion carried?</b>	PASSED	FAILED	

## 7. **Council to Review and Take action on Previous Minutes**

[Attachment A - 010323 Draft Minutes.pdf](#)

Councilor Wilson requested updates to questions she had regarding permits of contractors that will be working with Molzen & Corbin.

Deputy Clerk Limon updated Councilor Wilson that will be addressed at the monthly Molzen & Corbin update meeting.

Councilor Wilson also had questions regarding a speed bump issue and if the hydrants coloring issue was addressed by Bernalillo County and if the cracking on Los Vallecitos had been addressed by the staff at Molzen Corbin.

Mayor Jake Bruton updated Councilor Wilson that he would address these issues with Molzen Corbin at the meeting on Wednesday.

A C T I O N	<b>Motion</b>	<b>Approval of the minutes for 1/3/23 as amended by Councilor Maxine Wilson</b>		
	<b>Made by:</b>	Garcia		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes
	<b>Second by:</b>	Wilson		
	<b>Motion carried?</b>	PASSED	FAILED	

## 8. **Council to Review and Take Action on Resolution 2023-07 FY2022-2023 Budget Adjustment Resolution #4.**

[Attachment I - Resolution 2023-07 Budget Adjustment Resolution FY23 BAR 4.pdf](#)

[Attachment J - BAR3 Budget Adjustments for FY2022-2023 02-06-2023.pdf](#)

Finance Director Audrey Caufield stated this budget adjustment is due to transferring of funds that deal with fire grants as well as water funds that are currently not self-sustaining.

A	<b>Motion</b>	<b>Approval of Resolution 2023-07</b>		
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C T I O N	Made by:	Garcia		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes
	Second by:	Wilson		
	Motion carried?	PASSED	FAILED	

## 9. Council to Approve Transfer of Shaline Lopez from Contract to Regular Employment Status

[Attachment N - Lopez Shaline Employment Status Change Letter Signed.pdf](#)

Mayor Jake Bruton stated that the intent of hiring Shaline Lopez through contract was due to the terms of a DFA grant program for which the Village was applying. Because the Village did not receive an award, the Mayor would like her status to go from contract to regular employment status.

Councilor Wilson requested updates on the Grant Writer position regarding what her salary would be, and also wanted to thank Shaline for her service so far with the Village.

Mayor Jake Bruton addressed Councilor Wilson's questions by stating the grant writer position is at will and at a budgeted salary of \$45,000 per year.

Councilor Armenta requested an update as to why the Village did not receive funds from DFA.

Mayor Jake Bruton stated no reason was given however he was made aware that MRCOG received an award.

A C T I O N	Motion	Transfer of Shaline Lopez from Contract to Regular Employment Status		
	Made by:	Garcia		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes
	Second by:	Ortiz		
	Motion carried?	PASSED	FAILED	

## 10. Council to Review and Take Action on Quote from Tyler Technologies for Utility Billing Module

[Attachment P - Village of Tijeras ERP Pro UB SaaS 11-15-22.pdf](#)

Mayor Bruton stated that the Tyler Utility Billing Module is an upgrade and will better serve the staff and the community regarding utility tracking and payment services. This module comes highly recommended from the Finance Director.

Mayor Jake Bruton stated that funds from the American Rescue Plan will be utilized to help cover the costs of the new program.

Finance Director Audrey Caulfield encouraged the Council to come into her office to view the difference between the two systems to see the improvement Tyler will have on staff workload and payment tracking.

<b>A C T I O N</b>	<b>Motion</b>	<b>Approval of quote for Tyler Technologies Utility Billing module</b>		
	<b>Made by:</b>	<b>Ortiz</b>	<b>Councilor Armenta-Yes</b> <b>Councilor Garcia-Yes</b> <b>Councilor Ortiz-Yes</b> <b>Councilor Wilson-Yes</b>	
	<b>Second by:</b>	<b>Armenta</b>		
	<b>Motion carried?</b>	<b>PASSED</b>		

## 11. **Council to Review and Take Action on Resolution 2023-04 Adopting Revisions to the Facility Rental Agreement**

[Attachment B - Resolution 2023-04 Facility Rental Agreement.pdf](#)

[Attachment C - Village of Tijeras Facility Rental Agreement Revised 02062023.pdf.](#)

Mayor Jake Bruton stated Clerk Kennedy highlighted changes and updates for the Council in their packets.

Mayor Bruton stated changes include the addition of email and phone number fields to the agreement.

Councilor Ortiz asked if it would be possible for Village residents to receive a one-time usage discount or if this would violate the Anti-Donation Clause.

Both Mayor and the Village Attorney stated that any form of discount offered to certain individuals and not others could constitute a violation and is not recommended.

Councilor Ortiz mentioned his family has rented the kitchen in the Senior Center before and questioned why the kitchen is not listed on the agreement currently.

Deputy Clerk Limon stated he would reach out to the City of Albuquerque regarding how renting the kitchen would affect the Village's agreement with the City for the meal program.

Mayor Bruton stated he would be willing to pass the resolution in its current form and then amend it once staff receive clarification on the question of renting the kitchen.

Councilor Wilson questioned if a million dollar general liability insurance policy was required for all rentals and if the fees were shown to the Planning and Zoning Commission.

Councilor Wilson requested that an exact monitoring system be put in place to monitor the sounds of the film crew.

Mayor Bruton discussed options of having the Clerks monitor sound levels and enforce fines and penalties.

Councilor Garcia requested that the agreement be updated to state that film crews will forfeit their deposit if they violate the sound and light policy.

Mayor Jake Bruton requested that the refundable deposit for rental of the Village Hall overflow parking area for use by film crews be increased to \$500.00.

Councilor Wilson questioned if water usage is accounted for as well as if the amount was 500 dollars per day or event.

Mayor Jake Bruton stated the \$500 fee is per event and that if companies request a meter they may utilize water services.

A C T I O N	<b>Motion</b>	<b>Approval of Resolution 2023-04 as amended</b>		
	<b>Made by:</b>	Garcia		Councilor Armenta-Yes
	<b>Second by:</b>	Wilson		Councilor Garcia-Yes
	<b>Motion carried?</b>	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

## 12. **Council to Review and Take Action on Resolution 2023-05** **Adopting the Hydrant Meter Rental Agreement**

[Attachment D - Resolution 2023-05 Hydrant Meter Rental Agreement.pdf](#)

[Attachment E - Village of Tijeras Hydrant Meter Rental Policy DRAFT 012423 rev3.pdf](#)

Mayor Bruton explained that the Village did not previously have a penalty in place for lost meters and or other equipment. He added that a contractor lost a meter over the Thanksgiving weekend. Deputy Clerk Limon, water operator Sonya Apodaca, and Clerk Kennedy were assigned by the Mayor to draft a hydrant meter rental agreement.

Councilor Armenta asked for clarification regarding the cost of renting a meter.

Mayor Bruton stated that companies interested in renting a meter must pay a fee which is set by a separate resolution. He added that renters are also billed for their water usage.

A C T I O N	<b>Motion</b>	<b>Approval of Resolution 2023-05</b>		
	<b>Made by:</b>	Wilson		Councilor Armenta-Yes
	<b>Second by:</b>	Garcia		Councilor Garcia-Yes
	<b>Motion carried?</b>	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

## 13. **Council to Review and Take Action on Resolution 2023-06** **Adopting Revised Planning and Zoning Fees**

[Attachment D – Resolution 2023-03 Financial Policies and Procedures .pdf](#)

[Attachment E- VOT Financial Policies and Procedures Manual Updated 12.29.2022.pdf](#)

Mayor Jake Bruton assigned Clerk Kennedy to review the planning and zoning fees of other municipalities to see how the Village's fees compare. After conducting some research into the matter, Clerk Kennedy recommended that the Village raise the fee for certain complex zoning applications, such as annexations and zone changes, while lowering the fee for routine residential applications.

Councilor Wilson asked if the Planning and Zoning Commission had an opportunity to review these fees as well.

Deputy Clerk Limon stated that this was addressed as updates to the Planning and Zoning Commission back in January.

A C T I O N	<b>Motion</b>	<b>Approval of Resolution 2023-06</b>		
	<b>Made by:</b>	Ortiz	Councilor Armenta-Yes	
	<b>Second by:</b>	Armenta	Councilor Garcia-Yes	
	<b>Motion carried?</b>	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

#### 14. **Council to Review and Take Action on Memorandum of Understanding with Bernalillo County for Use of Village of Tijeras Fire Station**

[Attachment K - MOU Village of Tijeras Bernalillo County.pdf](#)

Mayor Bruton stated that this agreement has gone back and forth between both legal counsels of the Village and the County.

Mayor Bruton recommended the Village pass the MOU in its current form, stating that a lease agreement with Albuquerque Ambulance Company is forthcoming.

Councilor Wilson question if the Village was aware when the lease would begin.

Mayor Bruton stated the lease completion would decide that date.

Councilor Wilson questioned if the public would be allowed to enter for treatment if needed.

Bernalillo County EMS Division Chief Gallegos addressed Councilor Wilson's question, stating that the public could seek help there.

A C T I O N	<b>Motion</b>	<b>Approve the MOU with Bernalillo County for use of the Village of Tijeras Fire Station</b>		
	<b>Made by:</b>	Wilson	Councilor Armenta-Yes	
	<b>Second by:</b>	Garcia	Councilor Garcia-Yes	
	<b>Motion carried?</b>	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

### 15. **Council to Review and Take Action on Fiscal Agent Agreement with MRCOG for DFA Capital Outlay Award 22-ZG9044**

[Attachment L - MOU Tijeras\\_MRCOG 22-ZG9044 12.28.2022.pdf](#)

[Attachment M - Tijeras 22-ZG9044 Veterans Memorial agreement.pdf](#)

Mayor Jake Bruton stated that due to audit findings dating back to the previous administration, a fiscal agent is required to oversee this award.

Councilor Wilson questioned if the award is for the Veterans Memorial.

Mayor Bruton stated that would be used to rehabilitate the existing Memorial and possibly create a new walkway between the Memorial and the Senior Center.

Councilor Wilson voiced concerns about the stairs at the park and requested they be painted different colors to help people avoid falling. Councilor Wilson asked if the funds must be expended by the end of June.

Grant Writer Shaline Lopez stated that the funds must be spent by June 30<sup>th</sup>.

A C T I O N	<b>Motion</b>	<b>Approval of fiscal agent agreement with MRCOG for DFA Capital Outlay Award</b>		
	<b>Made by:</b>	Armenta		Councilor Armenta-Yes
	<b>Second by:</b>	Garcia		Councilor Garcia-Yes
	<b>Motion carried?</b>	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

### 16. **Council to Review and Take Action on Memorandum of Agreement with Nautilus Solar Energy**

[Attachment O - JLN MOA with Nautilus Solar Energy for Donations \(draft\) nak.pdf](#)

Mayor Bruton stated that accepting this donation from Nautilus would allow the Village to undertake some beautification projects. Mayor Bruton mention that the previous Clerk and Councilor Wilson discussed wooden scissor sculptures at points of entry and exit to the Village. The remainder of the donation would be used to pave the road to the cemetery.

Councilor Ortiz stated that the Council did not support Nautilus's proposed solar energy project in the Village and that he does not feel the Village should be associated with Nautilus.

Mayor Bruton clarified that the Council disapproved of the zone change necessary to locate a portion of the project within Village limits, but did not state they were opposed to the solar project itself.

Councilor Ortiz stated he does not want to support Nautilus's project and he is reluctant to support this agreement due to the risk that it will commit the Village to support Nautilus.

Mayor Bruton stated that the MOA does not commit the Village to anything but merely accepts the donations from Nautilus.

Councilor Wilson noted that the Village has accepted donations from GCC in the past and stated she is unsure of what the conflict would be with this agreement.

Councilor Wilson asked what the material would be used for the scissors be and what color they would be.

Mayor Bruton stated the sculptures would be made of stained wood and no lighting would be installed.

Councilor Wilson stated she wholeheartedly supports these ideas. The paving of the cemetery road and the sculptors would be a nice dynamic to have to aid the Village.

<b>A C T I O N</b>	<b>Motion</b>	<b>Approval of MOA with Nautilus Solar Energy</b>		
	<b>Made by:</b>	<b>Wilson</b>		<b>Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes</b>
	<b>Second by:</b>	<b>Ortiz</b>		
	<b>Motion carried?</b>	<b>PASSED</b>	<b>FAILED</b>	

## 17. Updates

- a. Mayor
  - i. Mayor discussed Municipal Day and his plans to speak with the Village's legislators.
  - ii. Mayor updated the Council on a meeting he had with Senator Schmedes.
  - iii. Notice of possible quorum has been posted by Clerk Kennedy regarding the Molzen and Corbin monthly update meeting.
  - iv. Another chipper day event is currently being planned. More information is soon to come.
  - v. The NM-333 pedestrian improvement project should begin in March.
  - vi. The Village will be giving a presentation related to its Transportation Improvement Plan project submission on February 21<sup>st</sup>.
  - vii. Mayor recapped a meeting with NMDOT to discuss how best to combine funding sources on the NM-333 pedestrian improvements project.
- b. Council
  - i. Councilor Armenta had no updates.
  - ii. Councilor Garcia had no updates.
  - iii. Councilor Ortiz stated he would be in contact with the Clerks soon to plan this year's Earth Day event. He suggested the event take place on April 22<sup>nd</sup>.
  - iv. Councilor Wilson requested an update regarding the status of the two-way radios requested by the Senior Center.



- v. Councilor Wilson stated she would like to receive a copy of the previous Planning and Zoning fee schedule at the next meeting for comparison.
- vi. Councilor Wilson stated she would like P&Z minutes to be presented at Council Meetings going forward.
- vii. Councilor Wilson would like questions raised by the Council at a given meeting to be included on the agenda for the following meeting and addressed during the updates portion of the agenda.
- c. Clerk
  - i. Village Clerk Kennedy was out on sick leave but requested that Deputy Clerk Limon update the Council that the Village has gone live with its new ERP Pro 10 financial software.
  - ii.
- d. Deputy Clerk
  - i. Deputy Clerk Limon stated they he is currently working on a social media policy to better protect the Village.
  - ii. Deputy Clerk Limon addressed Councilor Ortiz that he would look to have his contact information passed on to GCC so they may do a blast reading at his home.
- e. Departments
  - i. None.

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

*THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON TUESDAY FEBRUARY 21<sup>ST</sup>, 2023.*

## **ADJOURNMENT**

The meeting adjourned at 7:44 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 minutes