



**MINUTES
VILLAGE OF TIJERAS
COUNCIL MEETING
THURSDAY, JULY 6, 2023, AT 5:00 P.M.
COUNCIL CHAMBERS**

1. **Call to Order**

Meeting called to order at 5:01 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	✓	MA	✓	MW	✓	YG	✓
Quorum present		Yes	No				

4. **Introduction of Guests**

Jessica Nixon, Village Attorney Ernest Barnes, Resident
Marie Wilson, Resident

5. **Public Comment**

Marie Wilson voiced concerns regarding the slope stabilization project on Los Vallecitos Road.

Mayor Bruton stated that he is also dissatisfied with the result of the project and added that the Village is currently pursuing options to have the issues with the project addressed.

6. Approval of Agenda

A C T I O N	Motion	Approval of the Agenda		
	Made by:	Garcia		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes
	Second by:	Wilson		
	Motion carried?	PASSED	FAILED	

7. Council to Review and Approve Previous Minutes

[Attachment A - 062023 Draft Minutes.pdf](#)

A C T I O N	Motion	Approval of Previous Minutes		
	Made by:	Wilson		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes
	Second by:	Armenta		
	Motion carried?	PASSED	FAILED	

8. Council to Review and Take Action on Resolution 2023-16 Adopting Financial Polices and Procedures.

[Attachment B - Resolution 2023-16 Financial Policies and Procedures.pdf](#)

[Attachment C - VOT Financial Policies and Procedures Manual Updated 06.29.2023.pdf](#)

Mayor Bruton stated that based on recommendations from the Village’s auditors, the Village is adopting updates to its financial policies and procedures in order to avoid audit findings.

Clerk Kennedy summarized the content of meetings he held with the auditors in May. He explained the auditors’ recommendations concerning the Village’s vehicle fueling policies.

Clerk Kennedy explained that management have updated the fuel card policy to require employees to enter their unique employee identification number and the odometer reading of the vehicle when fueling. Additionally, Deputy Clerk Limon created a destination and mileage log which is being implemented in all Village vehicles.

Mayor Bruton requested that language be added to the fuel card section of the policy regarding use of a Village-issued purchasing card to fuel vehicles while traveling.

A C T I O N	Motion	Approval of Financial Policies and Procedures as amended		
	Made by:	Garcia		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes
	Second by:	Ortiz		
	Motion carried?	PASSED	FAILED	

9. **Council to Review and Take Action on Proposal for Professional Engineering Services – Pine View Road Improvements (LP30041)**

[Attachment D - Tijeras - Pine View Improvements - Design Proposal-signed.pdf](#)

Mayor Bruton provided an overview of the available funding for the project and reiterated that Pine View Road is one of the roads most in need of repairs per the recently-completed Pavement Condition Index.

Councilor Ortiz asked if there is any potential for cost savings on the proposal. Mayor Bruton stated that he has already discussed this with the engineers, agreeing to cost-saving compromises such as procuring construction services through CES rather than a traditional invitation to bid process, as well as sharing the responsibility for construction observation with Molzen Corbin.

Councilor Garcia asked when construction would begin. Mayor Bruton responded that the goal is to begin construction in September or October.

Councilor Armenta asked if the Village can work with its engineers to design the wastewater project such that it does not disturb the roadway improvements on Pine View Road. Mayor Bruton responded that he and the staff would work with the engineers to do so.

The Council requested that staff provide ample notice to residents of Pine View Road of the anticipated start date and duration of construction. Clerk Kennedy stated that he would ensure the public is informed.

A C T I O N	Motion	Approval of Proposal		
	Made by:	Ortiz		Councilor Armenta-Yes
	Second by:	Armenta		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

10. **Council to Review and Take Action on Proposal for Professional Engineering Services – Baillo Drive Improvements (L300314)**

[Attachment E - Tijeras - Baillo Drive Improvements - Design Proposal-signed.pdf](#)

Mayor Bruton stated this item is similar to the previous item, with the exception to the location of the project. Funding expires in December and the total available funding is \$205,000.00.

A C T I O N	Motion	Approval of Proposal		
	Made by:	Armenta		Councilor Armenta-Yes
	Second by:	Garcia		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

11. Updates

- a. Mayor
 - i. Mayor Bruton informed the Council of issues with the pedestrian improvements project and stated he is working with the contractors to address the issues.
- b. Council
 - i. Councilor Wilson thanked the maintenance staff for their work cutting weeds in the Village. She requested that they prune the tree branches at Los Vallecitos and Primera Agua, as they are obscuring the stop sign.
 - ii. Councilor Wilson requested that a copy of the Pavement Condition Index be sent to the Council.
 - iii. Councilor Armenta noted that the walkable space between handrails on the pedestrian improvement projects is fairly narrow. Mayor Bruton stated he is working with the engineers and contractors to seek a solution.
 - iv. Councilor Garcia notified the Mayor and Council of a meeting with the Area Agency on Aging to be held at the Senior Center on July 10th at 2:00 p.m.
 - v. Councilor Ortiz asked when the pedestrian improvements project is expected to be completed. Clerk Kennedy stated the anticipated completion date is in early September.
 - vi. Councilor Ortiz requested an update on the status of the pocket park project. Mayor Bruton informed the Councilor that landscaping bids are coming in high and the Village is looking at options to complete the park with available funding.
- c. Clerk
 - i. Clerk Kennedy informed the Council that Star Paving patched the pavement on Camino del Arroyo at no cost to the Village.
 - ii. Clerk Kennedy stated that he is working with the maintenance team to acquire a shield and install it on the light at the Senior Center that has been shining into a nearby resident's property.
- d. Deputy Clerk
 - i. Deputy Clerk Limon stated he would be having a focus group meeting for the Senior Center computer basics course next week. The official course date is August 4th, 2023
 - ii. Deputy Clerk Limon stated that he has been summoned to jury duty and will not be able to attend the 50th anniversary. However, he will work with Clerk Kennedy to ensure the event goes smoothly in his absence.
- e. Departments
 - i. None.

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

THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY JULY 17TH, 2023.

ADJOURNMENT

The meeting adjourned at 6:00 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