



**MINUTES  
VILLAGE OF TIJERAS  
COUNCIL MEETING  
MONDAY, OCTOBER 2, 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  
Ernest Barnes, P&Z Commissioner

Rita Rivera, Senior Center Manager  
Ramon Garcia, P&Z Commissioner

5. **Public Comment**

None.

6. **Approval of Agenda**

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

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

[Attachment A - 091823 Draft Minutes.pdf](#)

A C T I O N	<b>Motion</b>	<b>Motion to Approve Minutes</b>		
	Made by:	Ortiz		Councilor Armenta-Yes
	Second by:	Armenta		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

8. **Council to Review Previous Planning and Zoning Commission Meeting Minutes**

[Attachment B - 092723 P&Z Draft Minutes.pdf](#)

*The Governing Body reviewed the Planning and Zoning Commission meeting minutes.*

9. **Council to Review and Take Action on Resolution 2023-23 Acceptance of 2024 Transportation Project Fund Award LP30048**

[Attachment C - Resolution 2023-23 Acceptance of 2024 TPF Award LP30048.pdf](#)

[Attachment D - LP30048 Village of Tijeras FY24.pdf](#)

Mayor Bruton explained that this grant agreement is for Transportation Project Fund (TPF) funding for the Pine View Neighborhood Roadway Improvements project.

Mayor Bruton explained that, with this award taken into account, the total amount of funding available for the project is \$1,355,000 and the Village will have a local match of \$67,750.

A C T I O N	<b>Motion</b>	<b>Approval of Resolution 2023-23</b>		
	Made by:	Ortiz		Councilor Armenta-Yes
	Second by:	Wilson		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

10. **Council to Review and Take Action on Resolution 2023-24 Funding Extension Request for 2022 COOP Award L300314 (Baillo Drive)**

[Attachment E - Resolution 2023-24 Funding Extension Request for 2022 LGRF COOP L300314.pdf](#)

Mayor Bruton discussed that the funding for this project is set to expire in December, but the Village requires additional time to construct the project as it is too small on its own to be attractive to contracting companies. He stated the Village intends to combine the Baillo project with one or more others and advertise them together.

Councilor Ortiz asked when the project is expected to break ground. Mayor Bruton stated the current goal is to construct the project in spring 2024.

A C T I O N	Motion	<b>Approval of Resolution 2023-24</b>		
	Made by:	Garcia		Councilor Armenta-Yes
	Second by:	Ortiz		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

### 11. **Council to Review and Take Action on Change Order #3 for NM-333 Phase II Pedestrian Improvements Project (A300483)**

[Attachment F - A300483 A-1344 T-LPA Change Order #3.pdf](#)

[Attachment G - A300483 Budget.pdf](#)

Mayor Bruton explained this change order is related to several changes the Village would like to see made to the project, including widening the First Baptist Church driveway, installing additional rip rap in the switchback portion of the sidewalks, and installing another sidewalk culvert in a problem area for drainage.

Councilor Ortiz questioned if the change order could have been avoided if the engineers had foreseen these issues. Mayor Bruton responded that this change order is not related to flaws in the design of the project, per se, but instances in which the Village would like to change the project design after seeing the finished product.

Councilor Armenta stated he believes Molzen Corbin still bears some responsibility and the multiple change orders on the project would not have been necessary if the engineers had anticipated these issues.

A C T I O N	Motion	<b>Approval of Change Order #3 for A300483</b>		
	Made by:	Garcia		Councilor Armenta-Yes
	Second by:	Wilson		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

### 12. **Council to Review and Take Action on Travel Authorization for Deputy Clerk and Grant Writer/Administrator to Attend Clerks and Finance Officers Association Conference in Santa Fe 10/16/23 – 10/19/23**

- [Attachment H - 2023 CFOA Institute Memo.pdf](#)
- [Attachment I - Inn at Loretto Reservation Confirmations.pdf](#)
- [Attachment J - 2023 CFOA Conference Cost Breakdown.pdf](#)

Mayor Bruton stated that he would like the Clerks and Grant Writer/Administrator to continue working on their Certified Municipal Clerk certifications from the International Institute of Municipal Clerks. He explained that Clerk Kennedy is unable to attend this year’s fall CFOA conference due to a preexisting conflict as well as the October 16<sup>th</sup> Council Meeting, which overlaps with the conference.

Councilor Ortiz stated he is also in full support of the staff continuing their professional development, but noted that the cost of the hotel accommodations is quite high. Clerk Kennedy apologized for the high cost of the hotel rooms and explained that the NM Municipal League had reserved a block of rooms at a discounted rate, but they sold out within two days of the League announcing the group code. Clerk Kennedy added he was therefore forced to book rooms at another hotel and noted that nightly rates for hotels in the downtown Santa Fe area seemed to be generally high during the dates of the conference.

Councilor Wilson stated she is glad Clerk Kennedy will be present at the October 16<sup>th</sup> Council Meeting and preceding zoning ordinance workshop. She added she thinks it best that the Clerks rotate their attendance at conferences that overlap with Village meetings, so that at least one of them is available to attend.

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

**13. Updates**

- a. Previous Meeting Items
  - i. Los Vallecitos Slope – Village Attorney Jessica Nixon stated the memo her office is drafting on the Village’s agreement with the contractor is not quite ready for presentation to the Council. She advised the Mayor and Councilors to pursue an informal solution with the contractor, adding that the Village may wish to pursue a legal remedy if that effort is unsuccessful.
- b. Mayor
  - i. Mayor Bruton had no announcements to make.
- c. Council
  - i. Councilor Garcia requested that Patricio Garcia Road be widened during the upcoming roadway improvement project to allow residents sufficient

space to pass one another. Mayor Bruton directed the Clerks to contact the engineers and look into the possibility of doing so.

- ii. Councilor Garcia asked for updates on the Trunk or Treat and Veterans Day events, noting that she would like the flags for the branches of the U.S. Armed Forces to be replaced at the Veterans Memorial prior to the Veterans Day Ceremony. Clerk Kennedy provided an update on plans for the Trunk or Treat event. Mayor Bruton asked the Clerks to order replacement flags for the Veterans Memorial.
  - iii. Councilor Ortiz stated that Virginia Armenta is experiencing drainage issues related to a culvert that is too narrow. He asked that staff look into the issue to determine if the culvert is within the Village's easement and, if so, make preparations to replace it with a larger culvert. Clerk Kennedy stated he would look into the issue.
  - iv. Councilor Ortiz noted the East Mountain Celebration is coming up on October 14<sup>th</sup> and asked for more information about the Village's role in the event. Clerk Kennedy stated there has been little contact from Bernalillo County regarding the event, but noted the Village would have a booth at the celebration and administer the car show. Deputy Clerk Limon added that he had created and circulated a flyer for the car show.
  - v. Councilor Armenta thanked Councilor Wilson for bringing the issue of overgrown foliage near Armenta Road and Los Vallecitos Road to the attention of maintenance staff. He added that he is willing to assist with the replacement of the culvert on Armenta Road.
  - vi. Councilor Wilson requested an update on the status of fire hydrant testing. Clerk Kennedy stated he would contact Prodigy Builders and ask for an update.
  - vii. Councilor Wilson stated she would like the Grant Writer/Administrator to present at the next Council Meeting regarding the projects she has been working on. Deputy Clerk Limon stated he would work with Ms. Lopez to arrange for her to present at the next Council Meeting.
  - viii. Councilor Wilson stated she would like staff to work to release the monthly newsletter earlier in the month. Deputy Clerk Limon stated he would make efforts to do so.
- d. Clerk
- i. Clerk Kennedy noted that there was supposed to be an item on this agenda for the Finance Director to present the financial statements for August and September 2023. He explained that the omission was an oversight on his part and stated that the financials would be on the next agenda.
  - ii. Clerk Kennedy reminded the Mayor and Councilors that the next Council Meeting would be held at the Tijeras Senior Center, as the Council Chambers will be inaccessible due to the election.

- e. Deputy Clerk
  - i. Deputy Clerk Limon thanked the Council for approving his attendance at the CFOA conference.
  - ii. Deputy Clerk Limon provided updates regarding the recent Roosevelt Middle School Health Fair, which he and Ms. Sonya Apodaca attended on behalf of the Village, as well as the most recent Park and View showing.
  - iii. Deputy Clerk Limon stated the next tech course that he will be teaching at the Senior Center is scheduled for 10/23.
  - iv. Deputy Clerk Limon notified the Council of his upcoming travel plans and stated he would provide the newsletter to Clerk Kennedy for approval and production prior to his departure.
  - v. Deputy Clerk Limon provided additional details regarding the East Mountain Celebration and Trunk or Treat events.
  - vi. Deputy Clerk Limon stated he feels the Village should make a priority of updating its Comprehensive Master Plan.
- f. Departments
  - i. Senior Center Manager Rivera noted that several participants have been receiving duplicate mailings from the Village and asked that the Clerks review the mailing list. Clerk Kennedy stated he would work with the staff to update the list.
  - ii. Ms. Rivera shared that the Cañon de Carnue Land Grant would like the Village to send them a flyer for the Veterans Day Ceremony when it is available.

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

*THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY OCTOBER 16<sup>TH</sup>, 2023.*

### **ADJOURNMENT**

The meeting adjourned at 6:54 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 minutes