



MINUTES
VILLAGE OF TIJERAS
HYBRID COUNCIL MEETING
MONDAY, NOVEMBER 6, 2023 AT 6:00 P.M.
IN-PERSON ATTENDANCE AT TIJERAS SENIOR CENTER
VIRTUAL ATTENDANCE VIA ZOOM

Join Zoom Meeting
<https://us06web.zoom.us/j/83383584848?pwd=roaJybwMToq5BDEhiOUB27N05DrJia.1>
 Meeting ID: 833 8358 4848
 Passcode: 765876

To participate by phone, dial +1 719 359 4580. Be prepared to enter the Meeting ID and Passcode listed above when prompted.

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**

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

4. **Introduction of Guests**

Anna Baecker, Village Attorney

Dominic Marks, Maintenance Supervisor

Rita Rivera, Senior Center Manager

Audrey Caufield, Finance Director

Garrett Maxson, Resident

Ramon Garcia, P&Z Commissioner

5. **Public Comment**

None.

6. **Approval of Agenda**

A C T I O N	Motion	Motion to approve the agenda		
	Made by:	Garcia		Councilor Armenta-Yes
	Second by:	Armenta		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Absent Councilor Wilson-Yes

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

[Attachment A - 100223 Draft Minutes.pdf](#)

Councilor Garcia requested that the meeting minutes be updated to reflect the changes she requested regarding the road project on Patricio Garcia, such as widening the road and improving drainage.

A C T I O N	Motion	Motion to approve as amended		
	Made by:	Armenta		Councilor Armenta-Yes
	Second by:	Garcia		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Absent Councilor Wilson-Yes

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

[Attachment B - 101123 P&Z Draft Minutes.pdf](#)

The Governing Body reviewed the Planning and Zoning Commission Meeting Minutes.

9. **Introduction of Officers from New Mexico State Police District 5**

(The Officers representing NMSPD 5 were not present at this meeting there for the item was tabled)

A C T I O N	Motion	Motion to table		
	Made by:	Armenta		Councilor Armenta-Yes
	Second by:	Garcia		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Absent Councilor Wilson-Yes

10. **Council to Review and Take Action on Resolution 2023-25 Open Meetings Act Resolution Update**

[Attachment C - Resolution 2023-25 2023 OMA Resolution Update.pdf](#)

Mayor Bruton stated this update is merely to replace Molly’s Bar as a posting location and instead have the Senior Center listed. No other changes will be made at this time.

A C T I O N	Motion	Motion to approve Resolution 2023-25		
	Made by:	Armenta		Councilor Armenta-Yes
	Second by:	Wilson		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Absent Councilor Wilson-Yes

11. **Council to Review and Approve August 2023 Financial Statements**

[Attachment D - August 2023 Income Statement.pdf](#)

Finance Director Caufield reviewed the August income statement.

Councilors Armenta and Wilson questioned if there was any way in the financial system that expenses categorized as “other” could be shown in greater detail.

Finance Director Caufield stated she will explore options to do so and, in the meantime, she is happy to discuss any expenses categorized as “other.”

Councilor Garcia requested that future financial statements be updated to list itemized expenditures.

Finance Director Caufield stated that to include itemized expenditures in the financial statements would likely decrease the readability of the statements.

Mayor Bruton stated he believes the current format of financial statements is sufficient. He asked why Councilor Garcia is interested in seeing itemized expenditures.

Councilor Garcia stated that certain residents are concerned about the Village’s use of resources and stated that providing itemized lists of expenditures would deter any speculation on that topic. Mayor Bruton asked which residents have voiced concerns and what specific transactions they are concerned about. Councilor Garcia did not specify.

Mayor Bruton explained that residents seeking a greater level of detail about the Village’s transactions may submit a request to inspect public records pursuant to the New Mexico Inspection of Public Records Act (IPRA). Clerk Kennedy added there is a report generated each

time the Village cuts checks, known as a check register, that would provide the information Councilor Garcia is describing.

Councilor Garcia asked if the staff would immediately provide copies of the Village’s financial records upon request. Mayor Bruton stated he believes so. Clerk Kennedy added that he and Deputy Clerk Limon always seek to fulfill requests made pursuant to IPRA as quickly as possible, but their ability to do so depends on the size and nature of the request. He continued that providing a single check register is relatively simple, but providing months or years’ worth of financial records is a more time-consuming task. He also noted that certain financial records must be redacted to protect the sensitive financial information of the Village, such as bank account numbers. Finance Director Caufield stated that her ability to generate financial reports from the Village’s financial management system is dependent upon her workload and availability. She noted that she is currently juggling multiple time-consuming tasks, including preparing the Village’s quarterly reports and managing the migration of the Village’s utility billing system.

Councilor Garcia stated that some residents are concerned that their requests made pursuant to IPRA are labeled as “broad and burdensome” and not fulfilled in a timely manner, or even go unfulfilled altogether. Deputy Clerk Limon stated that requests for large groups of documents may be labeled “broad and burdensome” based on the amount of time it takes to search for and identify records responsive to the request and make any necessary redactions. He added that when he submits responses to IPRA requests, he instructs the individual making the request to notify him if they have any additional questions or believe the response is incomplete. He noted that he has never received a complaint from any individual making an IPRA request that the response provided by the Village was unsatisfactory. Clerk Kennedy added that in his time with the Village, no IPRA request has gone unfulfilled.

Councilor Wilson called a point of order and requested that the Council redirect the discussion to the action item under consideration.

A C T I O N	Motion	Motion to approve the August 2023 financial statement	
	Made by:	Wilson	Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Absent Councilor Wilson-Yes
	Second by:	Armenta	
	Motion carried?	PASSED	

12. **Council to Review and Approve September 2023 Financial Statements**

[Attachment E - September 2023 Income Statement.pdf](#)
[Attachment F - FY24 Quarter 1 Recap.pdf](#)

A C T I	Motion	Motion to approve the September 2023 financial statement	
	Made by:	Armenta	Councilor Armenta-Yes Councilor Garcia-Yes
	Second by:	Wilson	

O N	Motion carried?	PASSED	FAILED	Councilor Ortiz-Absent Councilor Wilson-Yes

13. **Council to Review and Take Action on Quote for Maintenance Department Equipment**

[Attachment G - Core & Main Proposal 2831581.pdf](#)

Maintenance Department Supervisor Dominic Marks explained the request, stating that it is intended to replenish equipment utilized by the Maintenance Department during the fiscal year thus far, as well as stock up for anticipated future needs.

Councilor Armenta stated he trusts Mr. Marks’s judgment and is confident the request is justified. Mayor Bruton echoed these comments, thanking Mr. Marks for planning ahead.

Financial Director Caufield asked if the equipment included in the request is the same equipment that the Maintenance Department requested during the creation of the Village’s FY24 budget, or if this request is in addition to the earlier request. Mr. Marks clarified this request is additional. Finance Director Caufield stated that the request would therefore require a Budget Adjustment Resolution (BAR), but that the Council could approve the request at this meeting and the BAR at a future meeting.

A C T I O N	Motion	Motion to approve quote for maintenance dept equipment		
	Made by:	Wilson		Councilor Armenta-Yes
	Second by:	Armenta		Councilor Garcia-yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Absent Councilor Wilson-Yes

14. **Council to Review and Take Action on ZA 1182 – Garrett Maxson 8 Senda Los Arboles – Variance Request to Construct Metal Shop**

[Attachment H - ZA 1182 - Garrett Maxson 8 Senda los Arboles - Variance Request to Construct Metal Shop.pdf](#)

[Attachment I - 102523 P&Z Draft Minutes.pdf](#)

Mayor Bruton thanked Mr. Maxson for his patience and apologized that they were unable to move this item to the top of the agenda.

Councilor Wilson welcomed Mr. Maxson to the community and thanked him for his law enforcement service.

Councilor Armenta asked if Mr. Maxson intends to connect to the Village’s wastewater utility when it becomes available and further questioned if the placement of the metal shop would

interfere with either the existing septic system or the future connection to the wastewater utility. Mr. Maxson stated he is considering connecting to the wastewater utility, but noted that the placement of the metal shop should not interfere with either system.

A C T I O N	Motion	Motion to approve variance request for ZA 1182		
	Made by:	Garcia		Councilor Armenta-Yes Councilor Garcia-yes Councilor Ortiz-Absent Councilor Wilson-Yes
	Second by:	Wilson		
	Motion carried?	PASSED	FAILED	

15. **Council to Call for Public Hearing on Proposed Ordinance No. 240 – Comprehensive Zoning Ordinance**

Mayor Bruton requested the Council call for the Public Hearing on Ordinance 240 to take place on December 4th at 5:30 p.m., before the regularly-scheduled Council meeting.

A C T I O N	Motion	Motion to call for a Public Hearing on Monday, December 4th, 2023 at 5:30 p.m.		
	Made by:	Garcia		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Absent Councilor Wilson-Yes
	Second by:	Armenta		
	Motion carried?	PASSED	FAILED	

16. **Updates**

- a. Previous Meeting Items
 - i. Los Vallecitos Slope – The Mayor and staff are currently working to reach an informal solution with TLC.
 - ii. Fire Hydrant Testing – Staff are awaiting a quote from Prodigy Builders for the equipment necessary to perform the testing.
 - iii. Patricio Garcia Project – Clerk Kennedy stated that the cost estimate for widening the road is about \$27,000.00 and noted that the Village only has \$23,000.00 in funding remaining for the project. The Mayor and Council instructed Clerk Kennedy to move forward with the change order.
 - 1. Councilor Garcia asked when the work on Patricio Garcia is expected to be complete. Clerk Kennedy responded that the estimated completion date is December 18th.
 - iv. Newsletter – Deputy Clerk Limon announced the newsletter has been published and approved and mailed out this morning.
 - v. Upcoming Events – Mayor Bruton announced upcoming events including the anniversary of the Senior Center’s grand reopening, the Veterans Day Ceremony, and the Winter Celebration.

- a. Council
 - i. Councilor Garcia thanked staff for their efforts for the Trunk or Treat event.
 - ii. Councilor Armenta welcomed Mr. Maxson to the community and thanked him for his service.
 - iii. Councilor Armenta expressed his thanks to staff for looking into widening Patricio Garcia.
 - iv. Councilor Wilson thanked the staff for all the hard work with this meeting and the upcoming events.
- b. Clerk
 - i. Clerk Kennedy recapped the Trunk or Treat and Cleanup Saturday events. He thanked the staff for their hard work on both events and also thanked East Mountain Disposal for partnering with the Village for Cleanup Saturday.
- c. Deputy Clerk
 - i. Deputy Clerk Limon shared updates regarding engagement with the Village's social media pages and recent events.
- d. Departments
 - i. Senior Center Manager Rivera shared with the Council statistics on attendance and lunch participation at the Senior Center. She also invited the Mayor and Council to attend the upcoming anniversary event.
 - ii. Grant Writer/Admin Shaline Lopez shared updates on her recent work on the Village's grant-funded projects.
 - a. Mayor Bruton thanked Ms. Lopez for her work on the grants. Councilors Armenta and Wilson echoed his comments. Councilor Wilson expressed a special thank-you for the Cleanup Saturday event, stating that residents greatly appreciate it.

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

THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY NOVEMBER 20TH 2023.

ADJOURNMENT

The meeting adjourned at 7:13 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