



**MEETING MINUTES
VILLAGE OF TIJERAS
REGULAR COUNCIL MEETING
TUESDAY, SEPTEMBER 2, 2025, AT 6:00 P.M.
COUNCIL CHAMBERS AND ZOOM**

Please turn off cell
phones or set to silent.

Join Zoom Meeting

<https://us06web.zoom.us/j/81387037545?pwd=Y6KUW7V0gL6HN17Gy1Lbjqf915GcY9.1>

Meeting ID: 813 8703 7545

Passcode: 717841

Dial: (720)707-2699

1. **Call to Order**

Meeting Called to Order by Mayor Bruton

2. **Pledge of Allegiance**

Pledge of Allegiance led by Mayor Bruton

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

M.Armenta	✓	E.Barnes	✓	Y.Garcia	✓	J.Ortiz	✓
Quorum present		Yes	No				

4. **Introduction of Guests**

Jessica Nixon, Village Attorney

Mailene Ramos, Village Attorney

5. **Public Comment**

None

6. **Approval of Agenda for Tuesday, September 2, 2025**

Councilor M. Armenta – Related to Councilor Ortiz and know Jeremy Ortiz bit not related by blood. Should I abstain from item 9? (Attorney Jessica Nixon – Mayor/Councilor Armenta your Ordinance defines that relationship as related by blood or marriage. You can vote but if you want to recuse yourself you can and their would still be a quorum.) Thank you.

Councilor Y. Garcia – Friendly amendment to correct the day from Monday to Tuesday.

A C T I O N	Motion To:	Approve Agenda for Tuesday, September 2, 2025.		
	Made by:	Y. Garcia		Councilor Armenta- Yes Councilor Barnes- Yes Councilor Garcia- Yes Councilor Ortiz- Yes
	Second by:	M. Armenta		
	Motion carried?	PASSED	FAILED	

7. **Council to Review and Approve Previous Minutes for August 25, 2025**

[Attachment A – Regular Council Meeting Draft Minutes August 25, 2025](#)

A C T I O N	Motion To:	Approve Minutes for August 25, 2025.		
	Made by:	J. Ortiz		Councilor Armenta- Yes Councilor Barnes- Yes Councilor Garcia- Yes Councilor Ortiz- Yes
	Second by:	Y. Garcia		
	Motion carried?	PASSED	FAILED	

8. **Council to Review Planning & Zoning Commission Hearing Minutes for August 27, 2025**

[Attachment B – Planning & Zoning Commission Hearing DRAFT Minutes August 27, 2025](#)



Councilor J. Ortiz – Would it be appropriate to recuse myself from items 8, 9 & 10? (Mayor Bruton – Item 8 is just discussion as P&Z Commissioners approve their own minutes but from 9 & 10.)

Councilor M. Armenta – Again just want to make sure I shouldn't recuse myself. (Attorney Jessica Nixon – We appreciate honesty and consideration, but Ordinance defines closer than your relationship and again up to you if you would like to recuse yourself.)

9. Council to Consider and Take Action on Recommendation from the Planning & Zoning Commission for Ortiz - 24 Kay Road Residence

- a. Commission Recommends Approval of Residence as planned.
- b. Commission Recommends Approval of Residence w/ Variance to allow reduction of setback requirement from 10' to 5' in corner where metal shed is to be placed.
- c. Commission Recommends Approval of Residence w/ Variance to allow height of structure where the residence exceeds 26'

[Attachment C.1 – Ortiz, 24 Kay Road Residence](#)

[Attachment C.2 – Setback Letter Dan Hendricks](#)

Councilor M. Armenta – Councilor Ortiz has a signed letter from Mr. Hendricks, and I agree with the variance approval requests for height and setback requirements. With the height exceeding 26' they won't block other residents. (Mayor Bruton – I stand by the Zoning Commission that we also approve including the height restriction as well as setback requirements.)

Mayor Bruton – Height restriction is only on part of the home; setback is only on the shed. Don't have any hesitation on approving.

Councilor J. Ortiz – Mayor, I would like to recuse myself from action item 9 & 10. (Mayor Bruton – Thank you)

Councilor Y. Garcia – Question regarding the letter from Mr. Hendricks. Is the verbiage, ok? I'm ok with the plans and the variance requests. (Attorney Jessica Nixon – Mayor/Councilor Y. Garcia – I was able to review the letter from the constituent and it's clear that he approves the plans and don't see any problems.)

A C T I O N	Motion To:	Approve Ortiz 24 Kay Rd. residence construction as planned w/ variance to allow reduction of setback from 10' to 5' and height structure height exceeding 26' to 29'6".		
	Made by:	M. Armenta		Councilor Armenta- Yes Councilor Barnes- Yes Councilor Garcia- Yes Councilor Ortiz-Recused
	Second by:	Y. Garcia		
	Motion carried?	PASSED	FAILED	

10. Council to Review and Approve Resolution 2025-30 New Hire Resolution

- [Discussion with Village Clerk/Manager regarding open positions](#)
 - [Senior Center Facilities Coordinator](#)
 - [Parks & Maintenance Technician](#)
- [Attachment D – Resolution 2025-30 New Hire Resolution](#)

Mayor Bruton – We have the Senior Center Facilities Coordinator which we're going to move from a temporary position to a permanent position, also have our Parks & Maintenance Technician which we will be hiring Mr. Jeremy Ortiz who is Councilor Ortiz's brother.

Councilor E. Barnes – Is the position at the Senior Center Debra's position? (Clerk/Manager A. Caufield – this is the position that Jaime Rios is currently filling during the summer as he was off from working for the schools but with a trial period, we have determined that he's capable of performing both jobs therefore we will move him from temporary to permanent.)

Councilor E. Barnes – On the Parks & Maintenance position – Is this a rebranding of Hector's old position? (Mayor Bruton – Kind of just it's still a maintenance position but hiring for the 3rd position that we budgeted for.) What about our Finance Director and Grants Administrator – Will we be hiring?

(Clerk/Manager A. Caufield – Right now we're not hiring for Finance Director, and we will be keeping Misty as our Grants Administrator.) Are you taking over the Finance Director role/do you have any



problems/is it a work overload for you? I'm just thinking about people. (Councilor J. Ortiz, M. Armenta, Y. Garcia – We just want to make sure that we don't overwork you.) (Clerk/Manager A. Caufield – No it's not and the Mayor and I have an agreement that I will come to him if it gets to that, and we will revisit and plan on hiring. We have all of our internal controls in place/we're audit compliant and as long as I'm not overwhelmed, I'm ok.) (Mayor Bruton – Yes, we have that agreement that if it gets to that point that she tells me right away. She's doing fantastic in both positions but if we must hire in the future we will.) (Councilor Y. Garcia – Even if we hire seasonal or temporary, to help her tie things up that take more time. Don't think your alone in this Audrey and you have our support.) (Clerk/Manager A. Caufield – Thank you and I just want to mention that Maria brought a lot more to the table than what her resume showed so I'm not alone in this.)

Councilor M. Armenta – I've known Jeremy Ortiz all my life and he's always been stand up, straight forward and honest so I think this will be a good hire. (Mayor Bruton – Interviewed a few candidates and Jeremy seemed a bit shy but he was on point with all his answers. I think he will do great in that position and will be an asset to us.) (Clerk/Manager A. Caufield – Jeremy had a great resume and answered all our questions with no hesitation. He has a lot of skills/abilities that will supplement our current team who is already doing great things.)

A C T I O N	Motion To:	Approve Resolution 2025-30 New Hire Resolution		
	Made by:	Y. Garcia		Councilor Armenta- Yes
	Second by:	M. Armenta		Councilor Barnes- Yes
	Motion carried?	PASSED	FAILED	Councilor Garcia- Yes Councilor Ortiz-Recused

11. Discussion and Planning of Annual October Trunk or Treat Event

- Clerk Manager A. Caufield – Would like to cancel Park & View, move the event to the Senior Center on October 25th from 12-8. Craft Fair/Vendors 12-4, Trunk or Treat 4-6 and have the band play from 4-8.
- Mayor Bruton – With the Summer Concerts success I like this idea.
- Councilor J. Ortiz – Agree and maybe add a costume contest as well. All elected officials should be required to dress up.
- Councilor Y. Garcia – Having the event on a weekend will probably have a better turn out with or without the movie but like the idea. Have we looked at purchasing heaters? (Clerk/Manager A. Caufield – We will look into it.)
- Councilor M. Armenta – Great idea to move it to the Senior Center in case it's cold the vendors can set up in doors.
- Clerk/Manager A. Caufield – Triple X is not available for that day; we will reach out to Trinity Soul. (Councilor Y. Garcia – They have a huge following in the East Mountains.)

12. Updates

- Prior Meeting Items Discussions
 - Commissioner Garcia spoke with Steven Salazar from NMDOT regarding guardrails. Commissioner Garcia – Yes called and expressed my concern as a resident of the Village and still waiting on a call back from him. I will update when I hear back. (Mayor Bruton – It's been hard to get NMDOT to do something, so I appreciate your efforts.)
- Mayor - None
- Councilors
 - E. Barnes
 - Missed last 2 council meetings due to medical reasons and would like to know any updates on Pine View project. (Clerk/Manager A. Caufield – Last years 90% design meeting with Molzen we received a quote from TLC which was pretty close to what we had in funding.



With the revisions since then the new quote came in close to \$2.8 million. We've started reaching out to other vendors with CES but haven't heard back. We didn't reach out to vendors further from us due to costs. We're also trying to look for vendors with the state.) If we can't find a vendor, what other options do we have? (Clerk A. Caufield – We can phase the project which is something we don't want to do but we will not lose the funding and will continue to find a vendor.) (Mayor Bruton – We're doing everything we can to find a vendor and get the funds spent for this project.) We've done a lot of business with TLC why did the pricing double? (Councilor M. Armenta – Can we look elsewhere for more funding?) (Clerk A. Caufield – Yes we're looking.)

M. Armenta

- i. Accent Landscaping – Would like to keep the momentum going with repairs to the Pocket Park. Fence repair. (Clerk/Manager A. Caufield – We did meet with them but have not received a quote from them yet. The damaged water lines are not covered by the warranty. The guys will take care of the fence.)
- ii. Would also like to keep the momentum/discussion open regarding the volunteer event for the Veterans Memorial. (Commissioner Garcia – If glue/mortar is purchased I have the tools and I can help.) (Councilor J. Ortiz – Rep. Lord did mention that she would like to part of the event, she did state that she'd be out of town but if we plan something for the first week of October she'd like to be involved.) (Councilor E. Barnes – Councilor Ortiz also mentioned grass?) (Clerk/Manager A. Caufield – A lot of the existing water lines are damaged, but the guys will start working on locating/replacing and start seeding. Funds available will be used for larger items that need to be purchased like shade structure, improvements for ADA Access, etc.) Councilor M. Armenta – I'm 100% in agreement with any improvements that we do to the Veterans Memorial, they gave a lot to us, and we somehow have to do something in return.

J. Ortiz

- i. East Mountain Celebration September 21st from 12-4 at Vista Grande– BernCo asked that we help with the car show. I have a flyer ready and will get that emailed. If anyone can help with spreading the word for car show sign ups. (Deputy Clerk M. Martinez – As of this morning we have 9 signed up.)
- ii. Any updates on the RV parked at the Pohl property? If I need to deliver a letter, please let me know. (Mayor Bruton - No updates.)
- iii. Luis Garcia Park/Veterans Memorial Lights and Flag. (Clerk/Manager A. Caufield – The guys will be replacing the flag this week and will check the light functionality. We might need electrical work and at that point will change to LED lights.)
- iv. 2026 Earth Day would like to do an Arroyo clean up. If we can start brainstorming on getting waivers or how we will handle that. (Clerk/Manager A. Caufield – We did receive more funding this year for Earth Day and can use funds for additional resources.) (Councilor M. Armenta – Solely focus on arroyo clean up?) I think unless you all have other ideas. After this last flooding we all saw the damage caused due to arroyos filled with debris, trash, elm trees. (Mayor Bruton – Like the idea.)

Y. Garcia

- i. Recommendation/tag on to Councilor Ortiz & Armenta with regards to the Veterans Memorial. Audrey, I like the fact that you're planning on addressing the handicap accessibility. Clean up is a great idea can we get this included in the October newsletter? Try and plan for October 4th which is right before our next council meeting, we can all try and volunteer and make a weekend out of it, if we can get it in our newsletter and send out flyers to try and get our community together and help out with the event. (Clerk/Manager A. Caufield – We can get flyers out.) This will give us the opportunity to get it cleaned up and ready for our Veterans event in November. (Clerk/Manager A. Caufield – If we plan for October 4th that will give us time to make flyers/add to newsletter and this way it gives Rep. Lord time to plan for that day as well. If you all check your calendars, please let me know if



that works for you.) (Councilor M. Armenta – I will make it a point to be part of it on any date.)

d. Clerk – A. Caufield

- i. Bernalillo County taking over Council Chambers on October 10th for elections. Council Meetings for October 20th and November 3rd will be held at our Senior Center.
- ii. DFA Final approval letter handed out, Councilor Y. Garcia I will email you a copy.

e. Deputy Clerk – M. Martinez – No updates.

Councilor M. Armenta – Mayor if I may please before you adjourn. (Mayor Bruton – Of course go ahead.) Councilor Ortiz and I are running for Council again, any support that anybody can generate for us will be really appreciated. (Mayor Bruton – I endorse and support the both of you. I hope the rest of Council does as well. You guys are amazing and do great things. I love the way you’ve expressed it yourself that “it’s positive” things are getting accomplished.) Thank you, Mayor. (Councilor E. Barnes - Both Councilor Ortiz and Councilor Armenta are invited to our neighborhood gathering this coming Saturday and if they’d like to speak in front of the residents, they’re more than welcome to.) (Councilor J. Ortiz – Will we have to post a Potential Quorum? Clerk A. Caufield – If you’re going to discuss Village business yes, we will post one otherwise there’s no need. Attorney Jessica Nixon – That is correct if you will be discussing Village business you will have to post one but if you’re out hanging out there’s no need to post.

13. **Time and Place of Next Meeting**

The next Regular Meeting of the Governing Body of the Village of Tijeras will be held on Monday, September 15, 2025, at 6 P.M. in the Council Chambers.

14. **Adjournment**

Meeting adjourned at 6:46pm.

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 needs a reader, 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 office of the Village Clerk at (505) 281-1220 at least four (4) calendar days prior to the meeting. Public documents including the agenda and minutes can be provided in digital or hardcopy format. The Village of Tijeras strictly prohibits any form of unlawful discrimination based on race, color, religion, gender identity, sexual orientation, sex, national origin, age, disability, or political affiliation in any program, activity, or service sponsored by the Village. Contact the office of the Village Clerk for more information.