

P.O. Box 660
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Mayor Chris Gillespie

VILLAGE OF BOSQUE FARMS

1455 West Bosque Loop • Bosque Farms, NM 87068

COUNCIL MEETING AGENDA



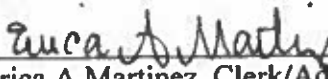
THE GOVERNING BODY OF THE VILLAGE OF BOSQUE FARMS WILL HOLD A COUNCIL MEETING ON WEDNESDAY, SEPTEMBER 16, 2026, IN THE COUNCIL CHAMBERS, 1455 WEST BOSQUE LOOP, BOSQUE FARMS, NM AT 6:00 PM.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL OF GOVERNING BODY
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
5. DEPARTMENTAL REPORTS
6. MAYOR AND COUNCIL REPORTS – no official action
7. REVIEW AND APPROVAL OF FINANCIAL REPORT – no official action
8. PUBLIC COMMENT – Limited 1.5 minutes; time cannot be shared
9. Review and Approval of Minutes from:
Regular Meeting held on June 17, 2026
Special Meeting held on June 18, 2026
Workshop Training July 15, 2026
10. OLD BUSINESS
 - A. Discussion and possible action on Rules of Procedure (Requested by Mayor Pro Tem De Smet)
12. NEW BUSINESS

- B. Discussion and Possible Action for on-call Engineering Services with Anchor Engineering (Requested by Mayor Pro Tem De Smet)
 - C. Discussion, Consideration and Possible Action regarding the use of EMS Tax for the purchase of emergency medical supplies, equipment, and related operational needs for Rescue 5 while providing EMS response services to the Village of Bosque through the Town of Peralta (Requested by Councilor Bruhn)
- 13. CLOSED SESSION. Discuss limited personnel matters as permitted under Section 10-15-1(H)(2) Treasurer; as permitted under Section 3-10-7 Mayor
 - 14. Consideration and Take Action on Appointment of Treasurer, Megan McCready
 - 15. Consideration and Take Action on Resolution 1098-26 to add Megan McCready to the Village of Bosque Farms bank accounts, thereby adding signature authority
 - 16. Discussion, Consideration and Possible Action regarding NMSA 1978, S 3-10-7 and Village Code Section 2-2-9, including authorization to initiate District Court proceedings for removal of the Mayor for malfeasance in Office and Authorization of Legal Counsel to prepare and file the complaint (Requested by Councilor Bruhn)

THE NEXT REGULARLY SCHEDULED MEETING OF THE VILLAGE OF BOSQUE FARMS VILLAGE COUNCIL WILL BE HELD ON WEDNESDAY, OCTOBER 21, 2026.

Agenda Posted on September 11, 2026


Erica A Martinez, Clerk/Administrator

PLEASE NOTE: 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 Village Clerk at (505) 869-2358 at least three (3) calendar days prior to the meeting. Public documents including the agenda and minutes can be provided in digital or hardcopy format. The Village of Bosque Farms 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/administrator for more information.

MONTHLY STATISTICS BREAKDOWN

Prepared by Lt. Duran

CALLS FOR SERVICE

BOSQUE FARMS: 253
PERALTA: 144
TOTAL: 397

TRAFFIC STOPS

BOSQUE FARMS: 47
PERALTA: 63
TOTAL: 110

CITATIONS

BOSQUE FARMS: 25
PERALTA: 39
TOTAL: 64

ARRESTS

BOSQUE FARMS: 2
PERALTA: 6
TOTAL: 8

DWI ARRESTS

BOSQUE FARMS: 0
PERALTA: 1
TOTAL: 1

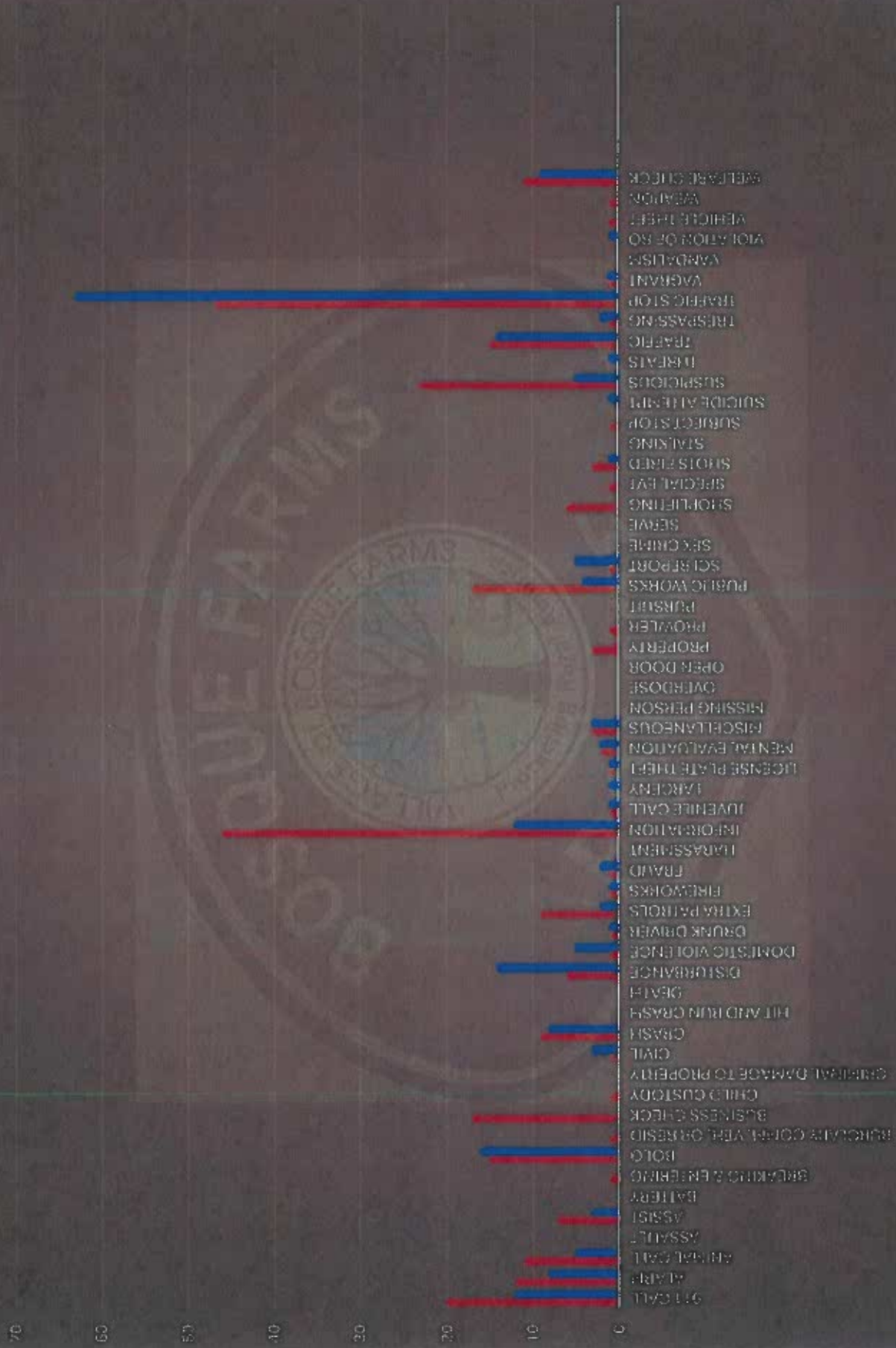
REPORTS

BOSQUE FARMS: 22
PERALTA: 25
TOTAL: 47

Significant Events:

- Officer Thom attended and completed 1st Line Supervisor Course
- Officer Perez attended and completed Crisis Negotiator Training (CIT)
- Chief Adams and Lt Duran attended New Mexico Municipal League Conference
- Officer Perez has been taking donations for the Special Olympics Event
- Intoxilyzer 9000 proficiency completed- Lt Duran
- 2026 Firearms Qualifications- Lt Duran/Det Gurule
- Final stages of planning for replacement units- Lt Duran
- Hired two new officers- Officer Curran and Officer Spence
- Law Enforcement Executive Program- Lt Duran
- Bosque Farms Fair/Parade- All units

TYPE OF CALLS BY AREA



■ Rescue Areas ■ Pinalia

MONTHLY SPECIALTY STATISTICS BREAKDOWN

CRISIS NEGOTIATOR

Mental Health Calls for Service:	0	Pending ACT Referrals:	0
Mental Health Evaluations for Treatment:	0	Total Active ACT Clients:	0
Mental Health Transports:	0	CIT Follow-Ups:	0
New ACT Referrals:	0	CIT/NIT Negotiations:	0

DETECTIVE

Total Cases Assigned:	1	Arrest Warrants:	0
Total Cases Closed:	1	Search Warrants:	0
Active Cases:	0	Returned Stolen Property:	0
Total Reports:	2	SCI Reports:	2
Supplemental Reports:	1	Safehouse Interviews:	0
Felony Arrests:	0	Total Citations:	0
Misdemeanor Arrests:	0	DWI Arrests:	0

DRONE OPERATOR

Drone Launches: 1

Drone Captures: 0

Drone Recoveries: 0

Drone Call-Outs: 0

Drone Reports: 0

Drone Warrants: 0





Chris Gillespie
Mayor

Village of Bosque Farms



Jason Adams
Interim Chief of Police

Animal Control - Monthly Report

AUGUST - 2026

Calls for Service/Phone Calls	155
After Hours / Dispatch Calls	1
Citations Issued	6
Verbal/Written Warnings	2
Impounded Animals	5
Animals Taken to VC Shelter	2
Owner Release's	0
Stray Animals Turned Over to The Village	6
Animals Rehomed/Returned	0
Cats Caught in Traps by Residents	6
Animals Euthanized	0

SPECIAL EVENTS: RECEIVED A DONATION OF 36,000 LBS OF PET FOOD WHICH WILL BE DISTRIBUTED IN SEPTEMBER.

TRAINING:

Fine Fee Summary

From 08/01/2026 12:00 AM to 08/31/2026 11:59 PM

All Case Types and Sub-Types

All Clerks

Receipts

Case Payment

Animal Control	200.00
Corrections Fee PA	110.00
Fine	2,106.00
PD Equipment Fund 1	110.00
PD Equipment Fund 2	165.00

Subtotal:	2,691.00
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Total Receipts:	2,691.00
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Report Total:	2,691.00
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Receipt By Date Summary
 From 08/01/2026 12:00 AM to 08/31/2026 11:59 PM
 All Case Types and Sub-Types
 All Clerks

Date	Number	Payer	Case	Transaction Type	Amount
08/01/2026					
	47824	Wade, Katrina Lynn	202655755	Case Payment	100.00
	2026/08/01		Count: 1	Day Sub Total:	100.00
08/02/2026					
	47825	Ortiz, Eric	202655758	Case Payment	120.00
	47826	Loveless, Claudia Anne	202655771	Case Payment	120.00
	2026/08/02		Count: 2	Day Sub Total:	240.00
08/03/2026					
	47827	Esparza, Areli	202655740	Case Payment	100.00
	47828	Garcia, Christina	202655745	Case Payment	26.00
	47829	Turner, Jeanette	202655698	Case Payment	50.00
	47830	Turner, Jeanette	202655698	Case Payment	50.00
	2026/08/03		Count: 4	Day Sub Total:	226.00
08/04/2026					
	47831	Sanchez-Rios, Iris	202655749	Case Payment	75.00
	47832	Trujillo, Danny	202655743	Case Payment	50.00
	2026/08/04		Count: 2	Day Sub Total:	125.00
08/05/2026					
	47833	Renteria Hernandez, Eduardo	202655691	Case Payment	100.00
	2026/08/05		Count: 1	Day Sub Total:	100.00
08/07/2026					
	47834	Garley, Jonathon	202655744	Case Payment	270.00
	47835	Cherino, Kevin Mariano	202655736	Case Payment	50.00
	2026/08/07		Count: 2	Day Sub Total:	320.00
08/10/2026					
	47836	Chavez Mendoza, Brayan	202655781	Case Payment	100.00
	47837	Williams, Amrie Lynn	202655729	Case Payment	100.00
	47838	Gomez, Steve	202655747	Case Payment	100.00
	2026/08/10		Count: 3	Day Sub Total:	300.00
08/11/2026					
	47839	Jojola, Sheryl Lee	202655722	Case Payment	100.00
	2026/08/11		Count: 1	Day Sub Total:	100.00
08/12/2026					
	47840	Chavez, Mary	202655623	Case Payment	100.00
	2026/08/12		Count: 1	Day Sub Total:	100.00
08/17/2026					
	47841	Mendoza-Gonzalez, Valeria	202655742	Case Payment	100.00
	47842	Abeita, Zoey	202655708	Case Payment	80.00
	47843	Marquez, Erick	202655769	Case Payment	200.00
	2026/08/17		Count: 3	Day Sub Total:	380.00

Receipt By Date Summary
 From 08/01/2026 12:00 AM to 08/31/2026 11:59 PM
 All Case Types and Sub-Types
 All Clerks

Date	Number	Payer	Case	Transaction Type	Amount
08/18/2026					
	47844	Stapleton, Jon	202655767	Case Payment	25.00
	47845	Rivera Alvidrez, Maria	202655780	Case Payment	120.00
	2026/08/18		Count: 2	Day Sub Total:	145.00
08/20/2026					
	47846	Lente, Amber Nicole	202655763	Case Payment	100.00
	2026/08/20		Count: 1	Day Sub Total:	100.00
08/28/2026					
	47847	Rascon, Brianna Martha	202655746	Case Payment	150.00
	2026/08/28		Count: 1	Day Sub Total:	150.00
08/29/2026					
	47848	Vogel, Matthew Anthony	202655776	Case Payment	100.00
	2026/08/29		Count: 1	Day Sub Total:	100.00
08/31/2026					
	47849	Garcia, Jairo	202655774	Case Payment	80.00
	47850	Yazzie, Latesha	202655764	Case Payment	25.00
	47851	Fuentevilla, Juan	202655782	Case Payment	100.00
	2026/08/31		Count: 3	Day Sub Total:	205.00
			Count: 28	Total:	\$2,691.00

Monthly Activity Report

August 2026

Citations and Non-Citations By Issued Date
 Financial Type: Fines and Fees
 Cases With and Without Disposition

Citations	Last Month	This Month	Change	Last YTD	This YTD	Change
Animal Control	17	6	-11	79	77	-2
DUR	1	0	-1	7	3	-4
Miscellaneous	0	0	0	2	0	-2
NON TRAFFIC	0	0	0	1	0	-1
Planning & Zoning	0	0	0	6	2	-4
SEAT BELTS	4	2	-2	60	8	-52
TRAFFIC	56	16	-40	282	163	-119
Traffic violation	1	0	-1	0	2	2
Totals:	79	24	-55	437	255	-182
Non-Citations						
Animal Control	0	0	0	1	0	-1
TRAFFIC	0	0	0	1	0	-1
Totals:	0	0	0	2	0	-2
Fines and Fees						
Animal Control	1,070.00	200.00	(870.00)	3,677.00	5,120.00	1,443.00
Bad Check Fee	0.00	0.00	0.00	0.00	0.00	0.00
Corrections Fee	0.00	0.00	0.00	410.00	100.00	(310.00)
Corrections Fee PA	30.00	110.00	80.00	470.00	460.00	(10.00)
Court Automation Fee	0.00	0.00	0.00	120.00	30.00	(90.00)
Fine	2,005.00	2,106.00	101.00	30,991.00	13,699.00	(17,292.00)
Judicial Education Fee	0.00	0.00	0.00	60.00	14.00	(46.00)
PD Equipment Fund 1	30.00	110.00	80.00	490.00	470.00	(20.00)
PD Equipment Fund 2	45.00	165.00	120.00	755.00	695.00	(60.00)
Plannig & Zoning	0.00	0.00	0.00	500.00	350.00	(150.00)
Totals:	\$3,180.00	\$2,691.00	\$(489.00)	\$37,473.00	\$20,938.00	\$(16,535.00)

Citation Activity
All Case Types and Sub-Types
August 2026
Citations issued
Cases With and Without Disposition

Citation Report Type	Last Month	This Month	Change	Last YTD	This YTD	Change
Animal Control	17	6	-11	79	77	-2
DUR	1	0	-1	7	3	-4
Miscellaneous	0	0	0	2	0	-2
NON TRAFFIC	0	0	0	1	0	-1
Planning & Zoning	0	0	0	6	2	-4
SEAT BELTS	4	2	-2	60	8	-52
TRAFFIC	56	16	-40	282	163	-119
Traffic violation	1	0	-1	0	2	2
No Report Type	7	2	-5	50	39	-11
Total:	86	26	-60	487	294	-193

**COUNCIL OF THE VILLAGE OF BOSQUE FARMS, NM
MINUTES OF THE REGULAR MEETING
JUNE 17, 2026**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor Gillespie called the meeting to order at 6:01 p.m.

2. ROLL CALL OF GOVERNING BODY

Present were Mayor Gillespie, Councilor Ronita Wood, Mayor Pro Tem Eric De Smet, Councilor Zamora, and Councilor Bruhn arrived late. Quorum present.

3. PLEDGE OF ALLEGIANCE

Fire Chief Brogdon led the Pledge of Allegiance.

4. PRESENTATIONS

No presentations

5. DEPARTMENTAL REPORTS

Interim Chief Adams summarized May 2026 police and animal control reports.

Fire Chief Schneider gave an update on hydrants. Clerk Martinez will have a meeting with him to discuss purchase orders. He is looking forward to the EMS workshop to talk about the path going forward. The fire department is working with Senator Sanchez to get funding for additional PPE.

Prodigy, Andrew Padilla updated on WWTP issues including ongoing grinder pump failures, UV systems reliability concerns, and the offline sludge disposal facility. Councilor Bruhn visited the WWTP for a facility tour, he spoke with operators to gather feedback and operational perspective regarding the wastewater treatment plant and the collection system. Prodigy recommends the Village should review and update its agreement with Peralta to reflect the increased wastewater volume being sent to the WWTP. Prodigy and VBF staff are conducting street-by-street water valve and mainline location work in addition to regular operational duties to improve the ability to isolate main lines during leaks or maintenance events.

Clerk/Administrator Martinez has been heavily involved in jumping into the treasurer's role and learning that aspect of the Villages finances and fiscal activity. Clerk Martinez apologized if she hasn't gotten back to emails, she is heavily involved in trying to get the physical knowledge that's necessary for keeping the village running. This month she scheduled the regularly scheduled meeting, Rules of Procedure Workshop, two budget workshops, and the EMS Special Meeting along with the RFP. She filed the preliminary budget on time, but it was unbalanced at that point in time. Clerk Martinez is working very closely with DFA and Jen, who is contracted to help.

1 Council Meeting
2 06/17/2026 Page 2

3
4 Mayor Pro Tem De Smet asked why the Rules of Procedure was not on the agenda after the
5 six-hour meeting.

6
7 Clerk Martinez stated it's not completed yet she has Katie working on it. Clerk Martinez has
8 not had time to make sure it is finalized. She reminded everyone they just had the Rules of
9 Procedure workshop and there were a lot of changes made; she is trying to ensure that all the
10 changes are incorporated.

11
12 **6. MAYOR AND COUNCIL REPORTS**

13
14 **Councilor Bruhn** went to the wastewater treatment plant. He wants to have a meeting with
15 Molzen-Corbin to talk about their plans for the clarifier.

16
17 **Mayor Pro Tem De Smet** reminded the meeting that we are still in a complete burn ban,
18 please don't burn your small pile of weeds.

19
20 **Councilor Wood** informed the library is doing a good job with the kids this summer and they
21 have an adult reading program too. She thanked everyone that called to help with the fair,
22 they appreciate that.

23
24 **Mayor Gillespie** stated there have been several fires in Meadow Lake, someone decided to
25 burn a pile of weeds and burned their house down.

26
27 **Councilor Zamora** nothing to report.

28
29 **7. REVIEW AND APPROVAL OF TREASURER'S REPORT - no official action**

30
31 **Clerk/Administrator Martinez** presented a report to the council with current balances and
32 where the Village stands. No action was taken.

33
34 **8. PUBLIC COMMENT – Limited 1.5 minutes; time cannot be shared**

35
36 **Michael Brogdon**, longtime resident, concerning the water he is surprised there hadn't been
37 more increases. Regarding the sewer, a lot of people had to get rid of their septic tanks and
38 move into the system. If that goes back on the people of the Village, the Village is going to
39 have a real fight and a real stinky problem. He also commented on the trees coming up
40 between people's fences and the easement and the damage it could cause.

41
42 **Peggy McLoughlin**, 30-year resident, was pleased that she had a voice in the water situation.
43 She doesn't think it is something we can continue to dismiss every year. She appreciates
44 being educated today in water and wastewater and thinks someone should write up a short
45 expose to put online to explain arsenic levels, improving the drinking water and the grinder
46 pump situation.

Council Meeting
06/17/2026 Page 3

Mike Burnell Jr. asked how much more taxpayer funds are you planning on using to target individual citizens for arrest. They're arresting people specifically for submitting IPRA's pertaining to matters about finance issues. He asked if there is a line item on the Village's budget to deploy BFPD to enforce fake HOA bylaws. He referred to his IPRA invoice number 29045 dated February 28, 2026. Please consider self-reporting to the state auditor.

Bernedette Garcia Sanchez questioned the emergency service or lack of. She asked how many people have passed away due to the lack of EMS service. It is devastating to her, her family, and to this community. Shame on anybody that doesn't move on this kind of service, shame on this whole panel because that does not deserve to be kicked back. She is a casualty of war between politics and people.

Billy McNabb – giving his real name in public is going to get him arrested. He asked Attorney Winters if she had the invoice number 29045 with 11 of February entry by MGS. He secured that document. He is quite concerned about being arrested or detained for IPRA requests and the premise hazard to approach his home. He asked who appointed Mayor Gillespie. He stated you know where I live, send the Police Department if you need to, but you're going to pay for that personally, qualified immunity.

Debra Selisky spoke positively about a nighttime EMS response to a wrong-address medical alert call, commending the Peralta Rescue for their professionalism and compassionate response despite climbing her five-and-a-half-foot fence to check on the wrong residence.

Natalie Barger has been trying to get the hydrants mapped in the Village. There are 13 or 14 new hydrants that aren't identified on the water system in Bosque Farms. The BFFD were called out on that in the last State Fire Marshall Inspection. It's important to have these assets identified and tagged so they can be serviced and make sure they work.

Shoshana Avrishon is concerned about the increase in the water bill she believes is excessive. She is worried about people on fixed incomes, seniors, families that have children and are struggling. She is also disappointed to hear the Village did not put in a request for reimbursements. She also brought up concerns with EMS.

9. REVIEW AND APPROVAL OF MINUTES FROM SPECIAL MEETING HELD ON MAY 20, 2026.

A C T I O N	Motion	Approve Minutes from Special Meeting Held on May 20, 2026		
	Made by:	De Smet		Councilor Wood-Yes Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes
	Second by:	Wood		
	Motion carried?	PASSED	FAILED	

Council Meeting
06/17/2026 Page 4

10. OLD BUSINESS

A. Authorizing Publication Notice of Intent to Adopt the following: Ordinance No. 2026-02 An Ordinance Amending Village Code, Ordinance 4-1 Fire Department

A C T I O N	Motion	Approve authorizing Publication Notice of Intent to Adopt the following: Ordinance No. 2026-02 Amending Village Code, Ordinance 4-1 Fire Department		
	Made by:	De Smet	Councilor Wood-Yes Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes	
	Second by:	Zamora		
	Motion carried?	PASSED		

11. NEW BUSINESS

A. Review and Approve a Resolution Adopting a Schedule of Administrative Fees for the Comprehensive Zoning Ordinance 10-1; Repealing Resolution No. 847-15 (Revenues currently budgeted @ \$2,000.00, increasing in FY27 budget to \$120,000.00)

Clerk/Administrator Martinez noted for the record that the proposed rate increase had been factored into the preliminary FY27 budget as revenue, and that postponing this item will impact the timeline for finalizing and balancing the budget submission to DFA.

The council engaged in substantial discussion regarding this item. Mayor Pro Tem De Smet indicated concern that the fee amounts presented in the resolution did not match what had been discussed during the budget meetings, and that additional time was needed to review the figures. The council acknowledged this impact and indicated the matter would need to be resolved promptly.

A C T I O N	Motion	-Postpone New Business Items A, B, and C to the next regular scheduled meeting. -Take back her motion to postpone. -Reconsider the Postpone		
	Made by:	De Smet		Councilor Wood-Yes Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes
	Second by:	Zamora		
	Motion carried?	PASSED	FAILED	

Council Meeting
06/17/2026 Page 5

After deliberation the following motions were made.

A C T I O N	Motion	Approve Resolution Adopting a Schedule of Administrative Fees, Comprehensive Zoning Ordinance 10-1; Repealing Resolution No. 847-15 (Revenues currently budgeted @ \$2,000.00 increasing in FY27 budget to \$120,000.00)		
	Made by:	Wood	No roll call taken Councilor Wood - Mayor Pro Tem De Smet - Councilor Bruhn - Councilor Zamora -	
	Second by:	Bruhn		
	Motion carried?	PASSED		

Councilor Bruhn clarified that during the budget meeting, the discussion centered on two distinct fee structures: (1) building permit fees and (2) subdivision permit fees, and that he believed the revenue projections of \$2,000 and \$8,000 had been inadvertently transposed between Item A and B in the agenda documentation. Specifically, he noted that the \$120,000 revenue projection was intended for subdivision fees — anticipating incoming subdivision applications — while the \$8,000 figure was intended to reflect increased building permit fees.

Village Attorney Nan Winters clarified that the current schedule of administrative fees covers zone changes, text amendments, boundary changes, appeals, conditional use permits, and variances — and does not include building permits. She advised that the governing body has a Planning and Zoning officer who could research how other jurisdiction's structure percentage-based fees for subdivisions and bring a revised proposal forward.

A C T I O N	Motion	Amend previous motion and make a motion to Postpone New Business Items A, B, and C to the next regular scheduled meeting, and direct staff to come back with report and surveys on these matters.		
	Made by:	Wood		Councilor Wood-Yes Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes
	Second by:	Zamora		
	Motion carried?	PASSED	FAILED	

B. Notice of Intent to Adopt Ordinance amending Ordinance Section 10-2-23 (Revenues currently budgeted @ \$350.00, increasing in FY27 budget to \$8,000.00)

A C T I O N	Motion	Postpone New Business Items A, B, and C to the next regular scheduled meeting.		
	Made by:	Wood		Councilor Wood-Yes Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes
	Second by:	Zamora		
	Motion carried?	PASSED	FAILED	

Council Meeting
06/17/2026 Page 6

C. Notice of Intent to Adopt Ordinance amending Ordinance Sections 9-2-10 and 9-3-20 (increasing Water and Wastewater charges from approximately \$75.00 month to \$100.00 per month)

A C T I O N	Motion	Postpone New Business Items A, B, and C to the next regular scheduled meeting.		
	Made by:	Wood	Councilor Wood-Yes Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes	
	Second by:	Zamora		
	Motion carried?	PASSED		

D. Review and Approval of Request for Proposal 2026-01-100 for Annual Legal Services for the Village of Bosque Farms

A C T I O N	Motion	Approve of Request for Proposal 2026-01-100 for Annual Legal Services for the Village of Bosque Farms		
	Made by:	De Smet		Councilor Wood-Yes Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes
	Second by:	Bruhn		
	Motion carried?	PASSED	FAILED	

The council reviewed RFP 2026-01-100 for annual legal services. Clerk/Administrator Martinez acknowledged the assistance of contractor Jen in preparing the document and expressed confidence in its quality, noting it is based on a standard Municipal Legal services RFP that has been utilized by other municipalities and reviewed by legal professionals.

Mayor Pro Tem De Smet proposed several amendments to the RFP based on her experience with the previous legal services arrangement, in which she had been required to obtain mayoral approval before engaging the village attorney.

A C T I O N	Motion	Review and Approve of the RFP with said changes Proposal 2026-01-100		
	Made by:	De Smet		Councilor Wood- No Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes
	Second by:	Bruhn		
	Motion carried?	PASSED	FAILED	

E. Approving Resolution No. 1091-26 proclaiming dangerous fire conditions and drought conditions existing within the Village of Bosque Farms; Imposing restrictions on the sale and use of fireworks within the Village of Bosque Farms

Attorney Winters confirmed that the resolution language was taken directly from state statute and represents the full extent of the authority available to the village on this matter.

Council Meeting
06/17/2026 Page 7

A C T I O N	Motion	Approve of Resolution No. 1091-26 proclaiming dangerous fire conditions and drought conditions existing within the Village of Bosque Farms; Imposing restrictions on the sale and use of fireworks within the Village of Bosque Farms		
	Made by:	Wood	Councilor Wood-Yes Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes	
	Second by:	Zamora		
	Motion carried?	PASSED		

F. Review and Approve Resolution No. 1092-26 for the Transportation Project Fund (TPF) Agreement LP30037 Esperanza Drive Improvements 2nd Agreement Extension Request

A C T I O N	Motion	Approve of Resolution No. 1092-26 for Esperanza Drive		
	Made by:	De Smet	Councilor Wood-Yes Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes	
	Second by:	Bruhn		
	Motion carried?	PASSED		

G. Resolution No 1093-26 considering and taking action to remove Yvonne Maes from the Village of Bosque Farms bank accounts, thereby removing signature authority

Clerk/Administrator Martinez explained that the resolution removes Yvonne Maes from the administrative role on the village bank accounts and authorizes her to serve as account administrator with full functionality, while maintaining appropriate dual-signer controls for checks and balances.

A C T I O N	Motion	Approval considering removing Yvonne Maes from the Village of Bosque Farms bank accounts, thereby removing signature authority		
	Made by:	Bruhn	Councilor Wood-Yes Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes	
	Second by:	De Smet		
	Motion carried?	PASSED		

Council Meeting
06/17/2026 Page 8

**H. CLOSED SESSION. Discuss limited personnel matters as permitted
under Section 10-15-1(H)(2) – Police Chief**

A C T I O N	Motion	Move to Closed Executive Session limited to personnel matters.		
	Made by:	De Smet	Councilor Wood-Yes Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes	
	Second by:	Zamora		
	Motion carried?	PASSED		

A C T I O N	Motion	Move to come out of Executive Session limited to personnel matters.		
	Made by:	De Smet	Councilor Wood-Yes Mayor Pro Tem De Smet - Yes Councilor Bruhn- Yes Councilor Zamora - Yes	
	Second by:	Zamora		
	Motion carried?	PASSED		

Attorney Winters certified for the record that no matters were discussed other than the limited personnel matters as permitted under Section 10-15-1(H)(2) regarding the Police Chief, and that no action was taken in closed session.

THE NEXT MEETING OF THE VILLAGE OF BOSQUE FARMS GOVERNING BODY
WILL BE HELD ON WEDNESDAY, JULY 15, 2026.

ADJOURNMENT

8:50 PM

PASSED, APPROVED AND ADOPTED THIS 16TH DAY OF SEPTEMBER 2026

Chris Gillespie, Mayor

(SEAL)

ATTEST:

Erica A. Martinez, Clerk/Administrator

**COUNCIL OF THE VILLAGE OF BOSQUE FARMS, NM
MINUTES OF THE SPECIAL MEETING
JUNE 18, 2026**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor Gillespie called the meeting to order at 9:02 a.m.

Steve Robbins led the Pledge of Allegiance.

2. ROLL CALL OF GOVERNING BODY

Present were Mayor Chris Gillespie, Councilor Ronita Wood, Mayor Pro Tem Erica De Smet, Councilor James Bruhn, and Councilor Manuel Zamora. Quorum present.

3. COUNCIL TO REVIEW AND TAKE ACTION ON VILLAGE OF BOSQUE FARMS EMERGENCY MEDICAL SERVICES (EMS) FUNCTIONS AND CAPABILITIES MOVING FOWARD

The Council convened this special workshop to explore short-and-long term options for restoring and sustaining EMS services in the Village of Bosque Farms. The discussion included participation from Village of Bosque Farms Governing Body, Clerk/Administrator Erica A. Martinez, Fire Chief Jason Schneider, Peralta Town Clerk Kori Taylor, Peralta Treasurer/Deputy Clerk Steve Robbins, Valencia County Fire Chief Matt Propp, Peralta Deputy Fire Chief/EMS Chief Ashley Means.

Mayor Pro Tem De Smet made a motion to Review and Take Action on Village of Bosque Farms Emergency Medical Services (EMS) Functions and Capabilities moving forward. Councilor Zamora seconded the motion. No roll call taken.

Short-Term Coverage

The immediate concern before the Council was that the Village's current EMS operating licenses and capabilities were expiring at the end of the month, leaving the community without a functioning EMS response. Discussion centered on the need for a short-term agreement with the Village of Peralta's EMS department to bridge the gap while a longer-term structure is developed. It was clarified that any agreement involving compensation must be structured as an Intergovernmental Agreement (IGA) rather than a Memorandum of Understanding (MOU) or Mutual Aid Agreement, as the latter cannot include set pricing. Any short-term mutual aid arrangement could only be on a face-value basis.

Mayor Pro Temp De Smet and Councilor Bruhn agreed that Peralta would draft an initial IGA, which would then be reviewed by Bosque Farms' legal counsel. Both parties agreed the draft would be completed no later than June 25, 2026, in hopes of being presented at or before the next regular Council meeting. Peralta's EMS Director Ashley Means confirmed this approach.

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3 Long-Term EMS Structure

4 Councilor Bruhn proposed a phased approach: establish a working arrangement through
5 December 2026, evaluate its effectiveness, and then formalize a one- to five-year agreement.
6 Councilor Zamora expressed his preference that the long-term goal should be to bring a fully
7 staffed, 24/7 EMS capability under the Bosque Farms Fire Department, noting the Village
8 already has the equipment in place. He acknowledged, however, that achieving that goal
9 would take time and that interim arrangements were necessary.

10 Valencia County Fire Chief Propp strongly advocated for a 24/7 staffing model, noting that
11 Valencia County currently covers approximately 60% of EMS responses in Bosque Farms—
12 largely during hours when any part-time or volunteer coverage is unavailable. He emphasized
13 that call volume data shows peak EMS demand in Bosque Farms occurs in the evening hours,
14 not during the standard 8-to-5 window and encouraged the Council to align any coverage
15 model with those peak hours. He also cautioned against splitting accountability and authority
16 in any agreement structure, particularly if the Fire Department was to bear operational
17 responsibility.

18 Chief Propp noted that a cost-sharing arrangement between Bosque Farms and Peralta—
19 whereby both jointly fund full-time, 24/7 coverage—was a viable and fiscally sensible model
20 worth exploring. He estimated that a full 24/7 paramedic staffing model would cost
21 approximately \$360,000 to \$400,000 annually, but noted that once the Village pursues DOT
22 billing certification, patient billing revenue could substantially offset personnel costs over
23 time.

24 Fire Chief Schneider noted that the current structure of ordinances does not provide clear
25 ownership and authority over EMS apparatus and operations, and that updating those
26 ordinances would be a foundational step in any long-term plan. He also sought clarity on
27 whether the proposed model would have Peralta contracting to provide EMS services in
28 Bosque Farms or would instead support Bosque Farms in building its own internal EMS
29 capability—noting both were viable but distinct paths.

30 Staffing, Regulatory, and Billing Considerations

31 Chief Propp clarified that state statute requires two certified EMTs on any ambulance
32 transport and that, while a COVID era exemption allowing a non-EMT driver has not been
33 formally lifted, DOT billing requirements strictly mandate two certified providers. He
34 encouraged the Village to pursue DOT certification as part of its long-term plan to generate
35 billing revenue and reduce reliance on general funds.

36 Regarding funding mechanisms, Chief Propp distinguished between several available streams:
37 the EMS Gross Receipts Tax (GRT), which can be used flexibly for salaries, equipment, or
38 stipends; and EMS Fund Act money received from the state, which is restricted to supplies
39 and equipment only and cannot be used for salaries. He reported that Bosque Farms was
40 receiving approximately \$12,000 per month in EMS GRT revenue.

41 Chief Propp also described the State Firefighter Recruitment Grant program, which funds
42 100% of salary costs in year one, 50% in year two, and 25% in year three for entry-level, full-

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3

4 time firefighter or EMT positions. Clerk/Administrator Martinez reported that the Village
5 appeared to have a signed agreement for an allocation of \$131,250 under this program, with a
6 first disbursement expiration date of June 30, 2025. She indicated she would follow up with
7 the Department of Finance and Administration (DFA) to determine whether the grant is still
8 active or can be extended.

9 Councilor Bruhn made a motion to take a fifteen-minute break. Mayor Pro Tem De Smet
10 seconded the motion. Mayor called a Voice Vote All for none opposed. **Motion carried**
11 **unanimously.**

12
13 Mayor Pro Tem De Smet made a motion to reconvene the EMS session. Councilor Wood
14 seconded the motion. Mayor called a Voice Vote All for, none opposed. **Motion carried**
15 **unanimously.**

16 Ambulance Investigation

17 A concern was raised regarding the Village's rescue unit, which was noted to be under an
18 active investigation. Attorney Flores advised that discussing details of an active investigation
19 in open session could create legal liability for the Village, and recommended the Council
20 convene a closed session to address those matters under proper legal protocol. She noted,
21 however, that understanding the timeline of the investigation was a legitimate and important
22 concern—particularly as it related to equipment availability for any EMS agreement with
23 Peralta. Councilor Zamora noted that a provision could be included in the IGA to allow
24 Peralta access to the Village's rescue unit once the investigation is resolved. Legal counsel
25 confirmed that such a provision was feasible and could offer Peralta a degree of reassurance
26 regarding future equipment access.

27 Chief Schneider stated he had been asked about the investigation but was not previously
28 aware of the reasons for the unit being sequestered. He noted that the lack of clear ordinance
29 language around equipment ownership and authority contributed to ambiguity in these
30 situations and underscored the need for updated ordinance.

31 Next Steps

32 The Council agreed on the following path forward:

- 33 • Peralta to draft a short-term IGA with compensation provisions to be submitted to
34 Bosque Farms no later than June 25, 2026, for legal review and Council consideration.
- 35 • Peralta to provide an updated proposal for 24/7 EMS coverage, as well as a hybrid
36 model that would incorporate Bosque Farms-employed personnel under Peralta's
37 management.
- 38 • Valencia County EMS Chief Propp to provide a parallel proposal for 24/7 coverage
39 and a hybrid staffing model for the Council's consideration.
- 40 • Clerk/Administrator Martinez to contact DFA regarding the status and potential
41 extension of the firefighter recruitment grant.

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3 There were no formal motions acted upon at this meeting. The meeting was closed without
4 action taken, as no actionable items were before the Council.

5 **13. ADJOURNMENT**

6
7 Councilor Bruhn made a motion to adjourn the meeting. Mayor Pro Tem De Smet seconded
8 the motion. No roll call taken.

9
10 Mayor Gillespie adjourned the meeting at approximately 11:13 a.m.

11
12 **PASSED, APPROVED AND ADOPTED THIS 16th DAY OF SEPTEMBER 2026.**

13
14
15
16 _____
17 Chris Gillespie, Mayor

18
19 (SEAL)

20
21
22
23 ATTEST:

24
25
26
27 _____
28 Erica A. Martinez, Clerk/Administrator

**COUNCIL OF THE VILLAGE OF BOSQUE FARMS, NM
MINUTES OF THE WORKSHOP
JULY 15, 2026**

1. CALL TO ORDER

The training started at 3.02 p.m.

2. ROLL CALL OF GOVERNING BODY

Present were Mayor Chris Gillespie, Councilor Ronita Wood, Mayor Pro Tem Erica De Smet, Councilor James Bruhn, and Councilor Manuel Zamora. Quorum present.

3. TRAINING WORKSHOP ON OPEN MEETINGS ACT ("OMA"), NMSA 1978, §§ 10-15-1 TO -4 (1953, AS AMENDED THROUGH 2013) WITH THE NEW MEXICO DEPARTMENT OF JUSTICE

The purpose of this Workshop was Training on Opens Meeting Act ("OMA"), NMSA 1978, § 10-15-1 to -4 (1953, as amended through 2013) with the New Mexico Department of Justice

4. ADJOURNMENT

Workshop Training concluded 4:09 p.m.
No action was taken.

PASSED, APPROVED AND ADOPTED THIS 16TH DAY OF SEPTEMBER 2026

Chris Gillespie, Mayor

(SEAL)

ATTEST:

Erica A. Martinez, Clerk/Administrator



**VILLAGE OF BOSQUE FARMS
RULES OF PROCEDURE**

By Resolution 1081-26

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Article I

General Provisions

NMSA 1978 §3-12-3 grants the Governing Body of a municipality having a Mayor-Council form of government the power to determine the rules of its own proceedings.

1.1 Meetings

- A. The Governing Body shall hold regular meetings in accordance with the Open Meetings Act, NMSA, 1978, §10-15-1 et. seq., and will approve an annual Open Meetings Act Resolution in January of each year to set dates for all meetings for the following year. All regular meetings shall be held in the Village Council Chambers located at 1455 West Bosque Loop Bosque Farms N.M. unless otherwise specified on the meeting agenda.
- B. Notice of such meetings shall be posted at the following locations in the Village no later than 72 hours prior to the meeting date:
 - 1. Village Hall Lobby
 - 2. Village of Bosque Farms Community Center
 - 3. Sopa's Restaurant
 - 4. Southwest Grill
 - 5. Peralta Post Office
 - 6. Benny's Restaurant
 - 7. Tractor Supply
- C. Special meetings may be called by the mayor or by a majority (meaning three (3)) of the members of the Governing Body. Notice of such meetings shall be posted 72 hours in advance of the meeting date, just as a regular meeting would be.
- D. All binding actions of the Governing Body shall be taken at regular meetings, special meetings, or emergency meetings.
- E. The Governing Body may recess and reconvene a meeting to a subsequent date provided that prior to recessing, the mayor specifies the date, time, and place for continuation, subject to approval by a majority vote of the governing body and promptly causes posting of notice of the date, time, and place for the reconvened meeting at such places designated by Section 1.1.B of these rules. Only matters appearing on the agenda of the original meeting may be discussed at the reconvened meeting.
- F. Work session meetings may be held for the purpose of examining issues, however, no official action may be taken. Work sessions are meetings of the Governing Body (may or may not have a quorum) and may be scheduled by the mayor or any three (3) councilors. Non-mandatory work sessions are limited to no more than two hours in length. There shall be no more than three items on the agenda for these meetings. Public input may be taken at the discretion of the mayor or the Governing Body by majority vote. Any materials provided to the mayor and/or members of the Governing Body during a work session shall be made available to

the public at the same time. Such materials shall be accessible within 10 days of the meeting electronically through the Village's website.

- G. Town Hall meetings may be held to gather public input on various topics. Town Halls are meetings of the Governing Body (may or may not have a quorum) and may be scheduled by the mayor or any two (2) councilors. Public input procedures shall be determined by a majority vote of the governing body. These meetings will follow the same basic agenda format as a regular meeting or work study but will typically have one item of business followed by public comment on that topic. No votes or decisions will be made by the governing body at the town hall meeting, but information gathered at these sessions can be used to inform the governing body to make a decision at the next regularly scheduled meeting, or at a time that is announced during the town hall meeting.

1.2 Attendance

- A. Members of the Governing Body are expected to attend all scheduled meetings and shall make every effort to attend all special meetings. If a councilor or the mayor will be unable to attend a meeting, all shall make a reasonable effort to notify the Village Clerk of their absence. The clerk will notify all members of such absence(s).
- B. In accordance with the Open Meetings Act, NMSA 1978, § 10-15-1C, members of the Governing Body may participate in meetings by telephone or video conference or other similar communications facility by means of which all persons participating in the meeting can hear each other, when it is otherwise difficult or impossible to attend the meeting in person.

1.3 Duties of the Mayor

- A. The Mayor shall possess the powers and perform the following duties:
 - 1. Preserve order and decorum and have general direction of the Council Chambers.
 - 2. Announce the business before the body in the order in which it is to be acted upon.
 - 3. Recognize the speakers entitled to the floor and guide and direct the proceedings of the governing body.
 - 4. Call for input on agenda items.
 - 5. The mayor shall vote only in the event of a tie, as provided by NMSA §3-12-4
 - 6. The mayor shall rule on points of order; however, any Councilor may immediately appeal the ruling to the Governing Body, and a majority vote shall decide the question. No ruling of the mayor shall prevent a Councilor from exercising rights granted under these Rules or state law.
 - 7. The mayor shall put motions to a vote in the order they are properly made and seconded, without unnecessary delay. No motion made and seconded by Councilors shall be withheld from a vote unless ruled out of order and upheld by a majority of the Governing Body.
 - 8. The mayor shall work collaboratively with the Clerk and all Councilors in the preparation of agendas. Councilors may submit agenda items directly to the

Clerk as provided in Code 2-2-2 Procedure A (4), and no agenda request from a Councilor shall be denied.

9. In addition, the Mayor shall keep the Mayor Pro Tem regularly informed of all significant Village projects, contracts, negotiations, and ongoing Village business. Such updates shall occur on a regular basis and no less than two (2) time per week, whether or not a public meeting is scheduled.

- B. In the absence of the Mayor, upon the inability to act, or upon the request of the Mayor, the Mayor Pro Tem shall preside and shall have all the powers and authority of the Mayor.

1.4 Councilors' Responsibilities

Councilors share responsibility for ensuring meetings are conducted efficiently, transparently, and in full compliance with the Rules of Procedure and the Open Meetings Act.

A. Appointment of Mayor Pro-Tem

1. Councilors shall nominate and select from among the council members a Mayor Pro-Tem who shall preside in the absence of the mayor and exercise the duties of the mayor during such absence, as authorized by law.

B. Initiation of Legislation

1. Requests for initiation of legislation shall be directed to the Village Administrator. Any councilor may introduce ordinances, resolutions, or motions for consideration. Councilors may request assistance from the Village Administrator or staff, but such assistance shall not be required as a precondition for placing legislation on an agenda.
2. Substitute legislation. A proposal for a substitute ordinance or resolution in accordance with section 2.4.D shall be submitted through the Village Administrator and made available to the members of the Governing Body at least seventy-two (72) prior to the meeting at which the matter is to be discussed.

C. Public Statements

1. Councilors speak for themselves unless the Governing Body, by majority vote, authorizes a statement on behalf of the body as a whole.
2. Refrain from negotiating contracts on behalf of the Village, without authority from the Village Administrator. Only the Village Administrator or a person formally designated by the Governing Body may execute or finalize contracts on behalf of the Village. This does not prohibit councilors from communicating with outside organizations in their legislative capacity.

1.5 Committees of the Governing Body

- A. The Governing Body may establish, modify, suspend, or dissolve standing committees, special committees, advisory committees, task forces, or working groups by majority vote at any duly noticed public meeting. Any two (2)

Councilors, the Mayor, or the Village Administrator may request consideration of the creation of a committee and placement of such item on a future agenda. The request shall be placed on the next available agenda that complies with statutory notice requirements and shall not be unreasonably denied.

- B. Committees shall serve in an advisory capacity to the Governing Body and shall have no independent authority to enact ordinances, adopt resolutions, expend public funds, direct Village employees, bind the Village contractually, or otherwise take official action unless expressly authorized by ordinance or resolution.
- C. The Governing Body may establish standing committees as needed, including but not limited to:
 - 1. Finance and Budget Committee
 - 2. Ordinance and Policy Review Committee
 - 3. Public Safety Committee
 - 4. Public Works and Infrastructure Committee
 - 5. Parks and Recreation Committee
 - 6. Water and Wastewater Utility Committee
 - 7. Personnel and Compensation Committee
 - 8. Economic Development Committee
 - 9. Capital Improvement Projects Committee
 - 10. Ethics, Transparency and Government Affairs Committee
- D. Committee membership shall be established by majority vote of the Governing Body. Membership may include Councilors, the Mayor, Village residents, subject matter experts, or other persons deemed qualified by the Governing Body.
- E. Committee members and committee chairpersons shall be appointed by majority vote of the Governing Body unless otherwise provided by ordinance or resolution.
- F. Committees shall report their findings, recommendations, and activities to the Governing Body at regular public meetings. Committee meetings shall comply with the New Mexico Open Meetings Act whenever applicable.
- G. The Village Administrator or designee may provide administrative support to committees as directed by the Governing Body and subject to available resources.
- H. Sunset of Special Committees - Any committee established for a specific project, investigation, study, or purpose shall automatically dissolve upon completion of its assigned task unless extended by majority vote of the Governing Body.

1.6 Adopted Rules

- A. Any matter not covered by these rules shall be governed by decision of the Mayor, applying Robert's Rules of Order (current edition).
- B. Rules of Procedure may be adopted, amended, or repealed only by a majority vote of the Governing Body at a duly noticed public meeting. The mayor may propose changes, but no change shall take effect without approval of the Governing Body. All adopted rules must comply with the New Mexico Open Meetings Act. These

rules or any part thereof may be amended, repealed, or altered, by a majority vote of the Governing Body, with notice of proposed changes provided at least one regular meeting in advance.

- C. A violation of these Rules of Procedure shall not automatically invalidate an action of the Governing Body; however, any action taken in violation of the New Mexico Open Meetings Act or applicable state law may be invalidated as provided by law. These Rules shall not be interpreted to excuse or permit noncompliance with state statute or the Open Meetings Act.

1.7 Public Access, Live Streaming and Transparency

- A. To promote transparency, accountability, and meaningful public access to the operations of the Governing Body, all regular, special, and emergency meetings of the Governing Body shall be live streamed using available audio and video technology.
- B. Meetings shall be streamed in real time through a publicly accessible platform and, when feasible, recorded and archived for later public viewing on the Village's official website or other designated public platform.
- C. Live streaming, recording, and supplemental agenda posting are standard administrative practices intended to enhance public access and shall not be subject to discretionary approval.
- D. The temporary failure of technology or the inadvertent failure to post an agenda on social media shall not invalidate a meeting or any action taken, provided all requirements of the Open Meetings Act have been satisfied.

Article II Procedures

2.1 Preparation and Distribution of Agendas

- A. The Village Clerk/Administrator, under the direction of the mayor, shall prepare the draft agenda for each meeting of the Governing Body. Items may be placed on the agenda by the Mayor, any Councilor, the Village Clerk, or any Department Head by submitting a written request to the Village Clerk. Items for future agendas may also be requested during the "Other Business" portion of any public meeting. Any Councilor, the Mayor, or staff may state an item they wish to have included on a future agenda, and the Clerk shall place such requested items on the next available agenda that meets statutory notice requirements. No request made in writing or during announcements and future agenda items shall be unreasonably denied.
- B. All material to be presented to the Governing Body shall be submitted to the Village Clerk not less than 96 hours before an agenda is due to be posted.
- C. The draft agenda shall be finalized and published consistent with the Open Meetings Act.

1. The Village Clerk shall ensure that scheduled public meetings and hearings have been duly advertised.
2. The agenda, along with introductions and related materials, shall be available to each member of the Governing Body and on the Village website at least 48 hours prior to any meeting.
3. Agendas will be posted following the guidelines set forth in Article 1.1 B of these Rules of Procedure.

2.2 Minutes

- A. Minutes shall be kept for every meeting of the Governing Body in compliance with the New Mexico Open Meetings Act. The minutes shall reflect a true and accurate record of the meeting and shall include, at a minimum: the date, time, and place of the meeting; the names of members of the Governing Body in attendance and those absent; a summary of the discussion on all matters proposed, discussed, or decided; and a record of all votes taken.
- B. The minutes shall include the names of individuals who speak during the Public Comment portion of the meeting if they choose to provide their name for the record. If a speaker requests that their comments be entered as a matter of record, the minutes shall include both the speaker's name and a brief summary of the comments they provided.
- C. The Clerk shall maintain all approved minutes as permanent public records of the Village. All minutes are open to public inspection. Draft minutes shall be prepared within 10 working days after the meeting, NMSA 1978 10-15-1 (G), and will be posted on the website, attached to the approving agenda. Once approved, minutes will be posted on the official website under the Governing Body Meeting Minutes tab.
- D. Any Councilor may request correction of minutes during consideration of the approval of minutes.

2.3 Order of Business

- A. The order of business of the Governing Body shall be conducted in the following order, consistent with Ordinance No. 2.2.2(C) to the extent that there are items relevant to each section for that meeting:
 1. Call to order/Pledge of Allegiance
 2. Roll call of Governing Body
 3. Approval of Agenda
 4. Approval of Minutes
 5. Public comment
 6. Presentations or reports by Visitors, Staff, or Committees
 7. Confirmation of new appointments
 8. Department reports
 9. Councilors' report
 10. Old Business
 11. New Business

12. Announcements and future meeting and agenda items
13. Adjournment

- B. The mayor or any councilor after a motion duly made, may, during a meeting, rearrange items on the agenda to conduct business before the Governing Body more efficiently or to accommodate persons required for one or more particular items.
- C. The order of business for special and emergency meetings shall follow the same format as for a regular meeting but will include only those items of business necessary to conduct the meeting.

2.4 Public Comment Procedures

- A. The purpose of public comment is to allow residents and interested persons an opportunity to address the Governing Body on matters within the jurisdiction of the Village.
- B. Time Limits
 1. Speakers shall be limited to three (3) minutes.
 2. Additional time may be granted by the Mayor or upon a majority vote of the Governing Body.
 3. The Governing Body may, by majority vote, adjust individual or overall public comment time limits to accommodate a large number of speakers or to ensure the orderly conduct of business.
 4. Speakers must limit comments to matters within the Village's jurisdiction.
- C. Groups with similar comments are encouraged to designate a spokesperson to address the Governing Body.
- D. In accordance with the Open Meetings Act, the Governing Body cannot take action on any item raised during public comment unless it is on the posted agenda, or a future agenda item is scheduled pursuant to law.

2.5 Ordinances and Resolutions

- A. An ordinance ranks highest in authority of all actions of the Governing Body. If duly enacted, an ordinance has the force of law within the municipality and may be enforced in municipal court
 1. When possible, ordinances shall be adopted in accordance with Section 2-2-3 of the Village Code and shall be provided to the Governing Body at least seventy-two (72) hours prior to the meeting at which they are considered.
 2. Ordinances may be amended at first or second reading; however, any substantive amendment shall require postponement of final action to a subsequent meeting.
 3. Substantive amendments offered at any stage shall automatically postpone final action to a subsequent meeting.
- B. A resolution is an official action of the Governing Body that states policy,

provides direction, or expresses the position or intent of the Village.

1. Governing Body action shall be taken by resolution when required by law or when a formal expression of policy or direction is desired.
 2. Resolutions shall be adopted in accordance with Section 2-2-3 of the Village Code and shall be provided to the Governing Body at least forty eight (48) hours prior to the meeting at which they are considered.
 3. Resolutions may be amended; however, any substantive amendment shall require postponement of final action to a subsequent meeting.
 4. Substantive amendments offered to resolutions shall require the resolution to be postponed to a subsequent meeting.
- C. Once introduced, an ordinance or resolution is in the possession of the Governing Body and may be withdrawn only upon a motion and majority vote of the Governing Body.
- D. Substitutes for Ordinances and Resolutions
1. A councilor may recommend that that clauses in any ordinance or resolution be changed and that new matter be substituted, so long as the new matter is relevant to the title and subject of the original measure. The introduction of substitute ordinances or resolutions shall follow section 1.4.A.2.

2.6 Approvals

- A. Approvals are the class of action in which the Governing Body shall make the final determination upon the recommendation of the Mayor or Village Administrator. Those items requiring approval by the Governing Body shall include, but are not limited to, the following:
1. Mayor's appointments to Planning and Zoning Committee and the Library Board (but not Special Committees in accordance with Section 2-2-6 (B) of the Village Code.)
- B. Appointments to Boards and Committees
1. "Appointments to the Planning and Zoning Commission, Library Board, and similar advisory bodies shall be made by the Governing Body. Either the Mayor or any Council member may nominate a candidate for these positions. All nominations shall be considered and confirmed by the majority vote of the Council. No appointment to these positions shall be valid unless confirmed by a majority vote of the Council."

2.7 Motions

- A. Presentation of Motions
1. Main Motion: a main motion presents an ordinance, resolution, or other proposition for passage, adoption, approval, or rejection. The question is usually stated in the positive form i.e., "to pass," "to adopt", "to approve", "to confirm", etc. To make a proper motion, a Councilor must obtain the floor by stating "Madame/Mister Chair [or Mayor], I move that ..." and then state the motion.

2. A main motion must be seconded before debate can take place (a “second” does not constitute agreement to the motion, and only opens discussion), and only one main motion may be on the floor at a time. A Councilor may give brief explanatory comments prior to stating the motion but must refrain from debate until the motion has been seconded. In the absence of a second, the motion fails. Main motions are debatable, amendable, and can be reconsidered after adoption. The mayor shall call twice for a second before determining a motion fails for lack of a second.
3. Motions become the official recorded statement of an action taken by the Governing Body. A motion should therefore be worded in a concise, unambiguous, and complete form appropriate to such a purpose.
4. A motion should not be offered if its only effect is to propose that the body refrain from doing something since the same result can be accomplished by no motion at all.

B. Withdrawal and modification of motions.

1. Until a motion is seconded and stated, the mover may withdraw or modify the motion without consent. When a motion is seconded and stated, it is in the possession of the Governing Body and can, therefore, be withdrawn or modified only by consent of the body.

2.8 Postponement of Action

- A. Postponement (to a definite time): the motion to postpone defers action on a pending question to some definite day or future meeting. When a question has been postponed to a certain time, it becomes an order of the day for that time. When the time to which a question has been postponed arrives and the question is taken up, it can be postponed again if the additional delay will not interfere with the proper handling of the postponed question. The motion to postpone is debatable, amendable, and may be reconsidered.
- B. To Table (postpone temporarily): any measure before the Governing Body may be tabled temporarily to be heard later at the same meeting. Items must be removed from the table and acted upon prior to the adjournment. The motion to table is not debatable, not amendable, and cannot be reconsidered.
- C. To Remove from the Table (resume consideration): the purpose is to bring before the Governing Body for action a question that has previously been laid on the table. The motion to remove from the table is not debatable, not amendable, and cannot be reconsidered.
- D. Reconsideration of Action:
 1. The purpose is to permit the Governing Body to reconsider a vote on previous action. The reconsideration of a negative vote on final action is as proper as reconsideration of a favorable vote.
 2. The motion to reconsider may be made at the same meeting or a subsequent meeting. However, certain rules apply as appropriate under the circumstances.
 3. The motion must be made by a member who voted on the prevailing side.
 4. The motion to reconsider is inappropriate after the action taken has gone into

- effect or after it is too late, for any reason, to reverse the action taken.
5. The determination of reconsideration is dependent on the passage or failure of the motion for reconsideration.
 6. Should the motion for reconsideration pass, the item is immediately before the Governing Body to be acted upon or scheduled for hearing at a subsequent meeting.
 7. Should the motion for reconsideration fail the item remains as adopted.
 8. Either the motion to reconsider or the notice of intent to reconsider must be made not later than the next regular meeting. A member of the Governing Body may indicate notice of intent to propose reconsideration either orally or in writing to the Village Clerk.
- E. The effect of making the motion to reconsider, or of giving notice of the motion, is to suspend all action on the subject of the motion until the reconsideration is acted upon.
- F. Reconsideration at a subsequent meeting
1. When notice is required for a question, the Governing Body shall comply with all rules requiring public notice.
 2. If reconsideration will be taken up at a subsequent meeting, notice of intent will be placed on the agenda. The determination of reconsideration is dependent on the passage or failure of the motion for reconsideration.
- G. Debate on the motion to reconsider will be limited to the merits of the reconsideration and not the merits of the question to be reconsidered.
- H. The passage of the motion to reconsider requires a majority vote, even if the measure to be reconsidered requires a two-thirds vote.

2.9 Amendments

- A. Every amendment proposed must be relevant to the subject of the proposition.
- B. A proposed amendment takes precedence over the original motion out of which it arises and must be voted upon before the original motion.
- C. After an amendment is adopted, the question as amended must be put to a vote.
- D. Rejection of an amendment leaves the pending question worded as it was before the amendment was offered.
- E. Form of amendments:
1. Amendments should be offered in a concise, unambiguous, and complete form of a motion.
 2. In form, amendments may be divided into the following types:
 - a. To add (that is to place at the end)
 - b. To insert
 - c. To strike out
 - d. To strike out and insert
- F. Decision on amendments

1. An amendment, once adopted, may not thereafter at the same meeting be changed or modified, except upon reconsideration of the vote by which it was adopted.
2. When a proposed amendment has been defeated, the same amendment may not be proposed again without first reconsidering the vote by which the amendment lost.

G. The Governing Body may require amendments to be submitted in writing.

H. **Withdrawing Amendments and Accepting Modification**

1. Amendments may be withdrawn before being seconded and stated by the Mayor. After it is seconded and stated, it is in the possession of the Governing Body and may be withdrawn only with the consent of the Governing Body.
2. A member may modify an amendment before it is seconded and stated by the Mayor. After it is seconded and stated, it is in the possession of the Governing Body and can be modified only with the consent of the Governing Body. The Mayor may put the question of modification without waiting for a motion, if there is no objection.

ARTICLE III

RULES OF ORDER

3.1 Rules of Debate

Debate is the essential feature of a legislative body. It is the means by which the opinions of members are exchanged, questions deliberated, and conclusions reached on the business before the body.

- A. To permit debate:
 - 1. There must be a debatable question before the body, and one member must have been recognized as entitled to speak.
 - 2. All debate must be addressed to the Mayor, and not to the members.
 - 3. Debate must be confined to the question before the body.
- B. Call the Question (Previous Question): Debate may be closed immediately by calling the question. The motion for the call for the question may motivate unanimous consent to end debate. Before such a motion has been seconded, the chair may ask if there is any objection to closing debate. If there is no objection, the Mayor shall immediately call the question. If any Councilor objects, the Mayor shall ask if there is a second to the motion. If there is a second to the call, he must immediately take a vote on whether to order the call for the question. The call for the question requires a majority vote before the vote on the question to which it is applied. The call for the question is neither amendable nor debatable and cannot be reconsidered.

3.2 Rules of Voting

- A. Each Councilor in attendance must vote for or against all measures before the Governing Body, unless there is a conflict of interest, for which abstention is recognized. Such conflict-of-interest disclosure shall be recorded in the minutes.
- B. A member shall not explain his vote during voting, which would be the same as debate at such a time.
- A. Except for procedural matters, voting shall be by roll call and each Councilor's vote shall be recorded in the minutes. Roll call votes shall be at random, but a failure to call for votes at random shall not affect the validity of any vote. Actions declared as procedural by the Mayor may be decided by a voice vote.
- C. No member of the Governing Body shall participate in the discussion, debate, deliberation, or vote, or otherwise take part in the decision-making process on any agenda item before the Governing Body in which the member has a conflict of interest. Further, to avoid the appearance of impropriety, any member determined either self-identified, or called for by any member of the governing body as having a possible conflict of interest on any agenda item before the Governing Body shall leave the meeting room, prior to any debate on the agenda item to be discussed.
- D. The Mayor shall vote only in case of a tie vote among the Councilors present.

3.3 Decorum

- A. The Mayor shall preserve the order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with these procedures. Any questions on the matter of order and decorum shall be resolved by referring to the current edition of Roberts Rules of Order.
- B. Members must address all remarks through the Mayor.
- C. Members of the Governing Body shall confine their remarks to the question under discussion or debate, avoiding personal references or attacks on fellow members, staff members, or members of the public. No member of the Governing Body shall engage in private discourse or commit any other act tending to distract the attention of the Governing Body from the business before it.
- D. Point of Order may be raised by any councilor to address an alleged violation of these Rules of Procedure occurring during the current proceedings of the Governing Body. The presiding officer shall rule on the Point of Order immediately.
 - 1. A Point of Order is not a motion, does not require a second, is not debatable, is not amendable, and is not subject to reconsideration. The presiding officer is not required to rule on procedural issues that are not presently before the Governing Body or that do not arise from the matter currently under consideration.
 - 2. Any ruling of the presiding officer on a Point of Order may be appealed to the Governing Body, and such appeal shall be decided by a majority vote of the Council
- E. Question of Privilege. Questions of privilege do not relate to pending business but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. The Mayor makes a ruling by a majority vote of the Governing Body as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed.
- F. Members of the public who wish to address the council shall sign in on the sheet posted by the front door of the Council Chambers before the meeting begins.
- G. While the Governing Body is in session, no person, either of the public attending the meeting nor members of the Governing Body, shall act in a disorderly manner while speaking during a meeting. People shall also refrain from making any personal, impertinent, or slanderous remarks during a meeting. The Mayor may bar anyone acting improperly from continuing to address the Governing Body by majority vote.
- H. The Chief of Police or such police officer as is designated the chief's alternate shall be the sergeant-at-arms of the Governing Body and shall carry out all orders of the Mayor for the purpose of maintaining the order and decorum of the session. Upon order of the Mayor, or the Governing Body, it shall be the duty of the sergeant-at-arms to place any person who violates these provisions under arrest and cause such person to be prosecuted upon the complaint of the Mayor.

- I. The Fire Marshal, Fire Chief, or their designee, shall enforce the room capacity, and ingress and egress of the room where the Governing Body meeting is occurring.

3.4 Public Comment

- A. Speakers during Public Comment shall be allotted three (3) minutes.
- B. The Governing Body may extend a speaker's time by majority vote.
- C. Comments must address the Governing Body as a whole, not individual members or staff.
- D. Public commenters shall refrain from personal attacks, slanderous remarks, or disruptive behavior. The speaker may be given a warning about disruptive behavior by any member of the Governing Body.
- E. After a second warning, the Mayor may rule a speaker out of order and may terminate the speaker's remaining time with a majority vote of the Governing Body.
- F. Public comments shall not include discussion of pending personnel matters or quasi-judicial matters.

3.5 Appeal Hearing Procedures

- A. All appeals brought to the Governing Body following guidelines set forth in Village Ordinances shall be conducted in accordance with Village Ordinance and the rules of this section. To the extent there is conflict between these rules and Village Ordinance, Village Ordinance shall control.
- B. Reasonable efforts shall be made to give notice of public hearings to all interested people. Notice of public hearings shall state the subject, the time and place of the public hearing, the manner in which interested people may express their views, and where interested people may obtain copies of the material that is the subject of the hearing. Notices of hearing shall be posted following section
 1. Certified letters will be sent to parties affected if such notice was required at the hearing in which the matter being appealed was originally heard.
- C. At the beginning of the appeal hearing, the Mayor shall identify the parties to the public hearing. Parties are those people who have an immediate, pecuniary, or direct interest that will be substantially and specifically affected by the proceeding. The Mayor shall also identify witnesses sponsored by such parties, any person who made comment or testified below in the matter that is being appealed and wishing to give testimony or address the Governing Body must register with the Village Clerk, giving their name and address, and whether they wish to speak as a proponent, opponent, or otherwise.
- D. Any person offering testimony in the proceeding will be sworn by the Village Clerk and will be subject to cross-examination by the parties and the Governing Body. Objections to the proffered testimony of any person must be made at the time the testimony is offered.

- E. Any person offering testimony in the proceeding will be sworn by the Village Clerk and will be subject to cross-examination by the parties and the Governing Body. Objections to the proffered testimony of any person must be made at the time the testimony is offered. If the Governing Body allows new testimony on an appeal, an interested person does not have to have appeared before the subordinate official or body from which the appeal is taken (*e.g.*, before the Planning and Zoning Board in a land use proceeding).
- F. The Mayor may change the order of speakers so that testimony is heard in the most logical groupings, *e.g.*, proponents, opponents, adjacent owners, vested interested, etc.
- G. The Mayor will introduce the item, open the public hearing, and call upon the staff to submit its report into evidence and request the proponent ("appellant") to describe the matter under consideration.
- H. All written material must be marked as exhibits, submitted to the Clerk, and placed into evidence as part of the administrative record. Cross examination by a party of a witness or interested person expressing their views, although expressly permitted.
- I. The Mayor shall establish reasonable speaker time limits and otherwise control presentations to avoid repetition or the introduction of irrelevant matters.
- J. After the proponents and opponents have had an opportunity to be heard, the Mayor will call for rebuttal. A proponent or opponent speaking in rebuttal shall not introduce new materials.
- K. After the Governing Body has heard all the evidence, the Mayor closes the public hearing. Nothing further shall be admitted into the record. The Governing Body may discuss and debate ("deliberate") the evidence presented. Deliberation may be conducted in either an open or closed session of the Governing Body, depending upon subject, client attorney privilege, and other factors. After concluding its deliberations, a motion concerning the subject of the appeal is in order. Following the motion and its second, additional discussion may occur among the body. The purpose of this discussion is to formulate the agreed upon relief and the factual and legal basis for such relief.
- L. The Governing Body shall direct their attorney to promptly prepare a written decision that includes an order granting or denying relief and a statement of the factual and legal basis for the order; shall file the order with the Village Clerk, and shall serve a copy of the written decision and the requirements for filing an appeal to all persons who appeared as parties in the proceeding and every person who has filed a written request for notice of the final decision in that particular proceeding.

Agenda Item Request Form

Council members who would like to have an item of business addressed at a council meeting may submit this form either in person or by email to the Village Clerk. This form must be submitted to the clerk no later than one week prior to the date of the meeting on which the item is requested to appear. If the item cannot be placed on the requested meeting agenda, the councilor will receive an email from the clerk with a brief explanation of why the item will not be on the agenda for that date, and will give a meeting date for the item to appear on the agenda. Questions can be directed to the Clerk/Admin either by email at clerkadmin@bosquefannsmn.gov, or by phone at 505-869-2358.

Councilor Name: _____

Name of agenda topic: _____

This topic will be in the form of a (please choose one):

Resolution ____ Ordinance: ____ Discussion only: ____

Update from staff: ____ Action item: ____

Meeting date being requested: _____

Short description of topic: _____

Signature: _____ Date: _____

CLERK'S OFFICE USE ONLY

Date request received: _____ Received by: _____

Request approved: _____ Request denied: _____

Reason for denial: _____

Meeting date for requested item: _____ Notes: _____

SAMPLE RESOLUTION

RESOLUTION NO.

A RESOLUTION DECLARING APRIL 1ST TO BE JUAN CALABERA DAY.

WHEREAS, on April 1, 1878, Juan Calabera and his family settled in a homestead in Bosque Farms; and

WHEREAS, the area surrounding the Juan Calabera homestead was gradually populated by additional settlers; and

WHEREAS, this settlement later became the Village of Bosque Farms.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Village of Bosque Farms that henceforth April 1st shall be known and celebrated in the Village of Bosque Farms as Juan Calabera day; and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to the surviving descendants of Juan Calabera, and that a copy be prominently displayed in the lobby of the Village Hall.

ADOPTED AND APPROVED THIS ____ DAY OF ____, 20__.

Mayor

(SEAL)

ATTEST:

Municipal Clerk

SAMPLE ORDINANCE

ORDINANCE NO.

AN ORDINANCE PERTAINING TO SIGNS: ESTABLISHING CERTAIN SIZE AND LOCATION REQUIREMENTS; PROVIDING A PENALTY; REPEALING CERTAIN PRIOR ORDINANCES.

BE IT ENACTED BY THE GOVERNING BODY OF THE VILLAGE OF BOSQUE FARMS:

Section 1.

Section 2.

Section 3.

Section 4.

SHORT TITLE.--This Ordinance may be cited as the "Sign Ordinance of the Village of BOSQUE FARMS".

PURPOSES.--The purpose of the Sign Ordinance of the Village of BOSQUE FARMS is to promote the safety, comfort and well-being of street users; to reduce distractions and obstructions from signs; to preserve and enhance the natural scenic beauty and other aesthetic features of the streets; and to generally create and foster a more stable and attractive roadside environment.

DEFINITIONS.--As used in the Sign Ordinance of the Village of BOSQUE FARMS:

GENERAL RESTRICTIONS.—

Section 5. **STANDARDS.--**

Section 6. **PENALTY.--**Any person violating any provision of the Sign Ordinance of the Village of BOSQUE FARMS shall be fined not more than one hundred dollars (\$100). Each day that a violation is permitted to exist after notification constitutes a separate offense.

Section 7. **SAYING CLAUSE.--**The Sign Ordinance of the Village of BOSQUE FARMS does not apply to any sign lawfully in existence at the time of its adoption, and the use of any such sign may continue. Normal maintenance and repairs are permitted, but the sign shall not be altered, enlarged or rebuilt except in conformance with the Sign Ordinance of the Village of BOSQUE FARMS.

Section 8. **REPEAL.--**Ordinance No. 101 of the Village of BOSQUE FARMS, enacted February 2, 1957, is hereby repealed.

Section 9. SEVERABILITY.--If any part or application of the Sign Ordinance of the Village of *BOSQUE FARMS* is held invalid by a court of competent jurisdiction, the remainder, or its application to other situations or persons, shall not be affected.

Section 10. EFFECTIVE DATE.--The Sign Ordinance of the Village of BOSQUE FARMS shall become effective five days after publication as provided by law.

PASSED, APPROVED AND ADOPTED this _th day of _____, 20 _.

Approved:

Mayor

(SEAL)

ATTEST:

Municipal Clerk



Outlook

Anchor Engineering Company information and resumes

From Martin J.Garcia <martin@anchoreng.net>

Date Wed 9/9/2026 3:28 PM

To Manuel Zamora <m.zamora@bosquefarmsnm.gov>; James Bruhn <j.bruhn@bosquefarmsnm.gov>; Erica DeSmet <E.DeSmet@bosquefarmsnm.gov>

Cc avila <avila@anchoreng.net>

 1 attachment (2 MB)

SECTION 1 Company Profile.doc;

All, thank you for asking whether Anchor Engineering LLC would be interested in serving as an Alternate Engineering firm for the Village of Bosque Farms. We are certainly interested in the opportunity and are available to discuss this further if needed. I have attached a portion of a recent proposal we submitted to a governmental entity that identifies the company experience and Project Team resumes for your review. I am available by phone at 505-362-1530 or by e-mail at this e-mail address if you have any questions or require clarification. Once again we appreciate the potential opportunity to serve the Village of Bosque Farms.

Martin J. Garcia, PE
President/Managing Member
Anchor Engineering LLC
575 Bosque Farms Boulevard
Bosque Farms, NM 87068

Anchor Engineering Billing Rates for 2026 are as follows:

<u>Work Category</u>	<u>Hourly Rate</u>
SENIOR CIVIL ENGINEER	\$200.00/HR
ENGINEERING ASSOCIATE	\$ 90.00/HR
SENIOR DESIGNER/CADD	\$ 90.00/HR
SURVEY CREW	\$250.00/HR
SURVEYOR	\$200.00/HR
ADMINISTRATIVE	\$ 50.00/HR
MILEAGE IS AT CURRENT FEDERAL RATE	

VILLAGE OF BOSQUE FARMS, NEW MEXICO

RESOLUTION #1098-26

THE GOVERNING BODY OF THE VILLAGE OF BOSQUE FARMS IS ASKED TO CONSIDER AND APPROVE THE APPOINTMENT OF A TREASURER, MEGAN MCCREADY, AND TO CONSIDER AND APPROVE TO ADD MEGAN MCCREADY TO THE VILLAGE OF BOSQUE FARMS BANK ACCOUNTS WITH SIGNATURE AUTHORITY.

WHEREAS, Megan McCready was hired as the Treasurer on August 31, 2026; and

WHEREAS, Megan McCready should be authorized to be added to the Village of Bosque Farms bank accounts to allow the Treasurer to act as a signer on the accounts and have the authority to manage all banking relationships for the Village to include but not limited to management of credit cards, online banking activity, and any banking activity on behalf of the Village.

NOW THEREFORE, BE IT RESOLVED by the Village of Bosque Farms Governing Body that Megan McCready should be appointed by Council and added to the Village of Bosque Farms bank accounts allowing for access to all Village banking activities.

BE IT FURTHER RESOLVED, Treasurer Megan McCready is authorized to manage the Village of Bosque Farms bank accounts, be a signer on the accounts and have the authority to manage all banking relationships with the Village to include but not limited to management of credit cards, online banking activity, and any banking activity on behalf of the Village.

PASSED, APPROVED AND ADOPTED THIS 16TH DAY OF SEPTEMBER 2026.

VILLAGE OF BOSQUE FARMS

Christopher Gillespie, Mayor

(SEAL)

ATTEST:

Erica A. Martinez, Clerk Administrator

Erica Martinez

Bosque Farms Village Clerk

SUPPORTING DOCUMENTATION REGARDING CONSIDERATION OF PROCEEDINGS FOR REMOVAL OF MAYOR CHRIS GILLESPIE

PURPOSE

This document is submitted for inclusion in the agenda packet to provide the Governing Body and the public with a summary of the conduct and circumstances giving rise to consideration of proceedings concerning the removal of Mayor Chris Gillespie from office.

The matters below should be evaluated together with the underlying meeting minutes, recordings, correspondence, contracts, financial records, agency findings, legal invoices, court filings, procurement records, and other supporting documentation.

The purpose of this document is not to declare that every allegation below has been judicially established. Rather, it identifies the factual basis upon which the Governing Body may determine whether initiation of judicial removal proceedings and related relief is warranted.

I. FAILURE OR REFUSAL TO CARRY OUT ACTIONS APPROVED BY THE GOVERNING BODY

Of particular concern is an alleged continuing pattern in which actions have been approved by majority vote of the Governing Body but subsequently have not been implemented, including circumstances in which the Mayor allegedly directed the Village Clerk not to carry out the approved action.

A. \$4.9 Million Wastewater/Grinder Pump Funding

The Governing Body approved use of approximately \$4.9 million in available loan/grant funding for grinder pumps and approved changing the scope of work and submitting the necessary documentation to the State.

Despite the action taken by the Governing Body, the approved direction was not carried out. The Mayor directed the Clerk not to proceed with the action approved by Council.

This issue is particularly significant because it involves approximately \$4.9 million in public infrastructure funding and equipment necessary for the Village wastewater system.

B. Self-Report to the New Mexico Office of the State Auditor

The Governing Body voted by a 3-1 majority to self-report financial and accounting concerns to the New Mexico Office of the State Auditor.

Despite that vote, the approved action was not carried out, and the Mayor allegedly directed the Clerk not to proceed with the Council-approved self-report.

This prevented or delayed implementation of an action specifically approved by the Governing Body for independent state review of Village financial matters.

C. Publication of Ordinance Amendments

Amendments to Village ordinances approved by the Governing Body allegedly were not subsequently published as required.

The Mayor allegedly directed that the necessary publication not occur despite the action of the Governing Body.

D. Pattern of Disregarding Governing Body Direction

These incidents collectively raise a broader concern regarding whether the Mayor has repeatedly attempted to substitute his individual direction for actions lawfully approved by a majority of the Governing Body.

II. APPOINTMENTS AND EXERCISE OF MUNICIPAL AUTHORITY WITHOUT GOVERNING BODY APPROVAL

A. EMS Coordinator

In approximately August 2025, the Mayor selected an individual to function as the Village's EMS Coordinator without obtaining approval from the Governing Body per NMSA 3-11-6.

The individual was characterized as a "volunteer."

Despite that characterization, the individual was allegedly permitted access to Village resources and information associated with the EMS Coordinator position, including budget information, expenditures, personnel-related information, and other Village resources.

The Governing Body had not approved the appointment.

This raises concerns regarding compliance with applicable provisions of the New Mexico Municipal Code and Village ordinances governing mayoral appointments and Governing Body approval.

B. Interim Police Chief

The Mayor appointed and swore in an individual to function as Interim Police Chief without bringing the appointment before the Governing Body for approval.

The Governing Body should determine whether the appointment complied with applicable state statutes, Village ordinances, personnel rules, and appointment requirements.

III. FINANCIAL AND ADMINISTRATIVE FAILURES

The Mayor serves as the Village's Chief Administrative Officer. During his administration, substantial financial and administrative deficiencies have developed.

A. Approximately \$1 Million in Outstanding Grant Reimbursements

The Village has reportedly expended approximately \$1 million associated with grant-funded projects without timely submitting the necessary reimbursement requests to the State.

The Governing Body should determine when these reimbursement requests became delinquent, when the Mayor became aware of the problem, what corrective action was available, and what action the Mayor took after learning of the deficiency.

B. Accounts Payable and Accounts Receivable

Village accounts payable and/or accounts receivable reportedly became approximately three months delinquent.

The situation deteriorated to the point that essential Village operations were affected.

C. Police and Fire Department Fuel Emergency

The financial and administrative backlog ultimately contributed to a situation in which the Bosque Farms Police Department and Bosque Farms Fire Department were unable to use their fuel cards to fuel emergency vehicles.

The circumstances were considered sufficiently serious that an emergency meeting of the Governing Body was called to address the Village's ability to maintain essential public-safety operations.

D. Purchase Orders

Village purchase orders reportedly became approximately three months behind.

The backlog affected the ability of Village departments to conduct normal operations and comply with purchasing and financial requirements.

E. Fire Department Stipends

Bosque Farms Fire Department personnel reportedly went approximately four months without receiving stipend payments owed to them.

Collectively, these circumstances raise substantial questions regarding the supervision and administration of Village financial operations and whether adequate corrective action was taken after the Mayor became aware of the problems.

IV. NEW MEXICO OPEN MEETINGS ACT FINDING

During a public meeting, approximately 20-30 residents were removed after members of the public clapped during the proceedings.

The Mayor directed that residents be removed, the residents were locked out, and the meeting continued without them.

The New Mexico Department of Justice subsequently determined that the Village and/or Mayor failed to comply with the New Mexico Open Meetings Act in connection with the incident.

NMDOJ directed that corrective action be taken at a subsequent meeting.

Approximately six months have passed, and the requested corrective action allegedly has not been completed.

The Governing Body should review the NMDOJ determination, the corrective action requested by NMDOJ, and subsequent meeting records to determine whether the requested corrective action remains outstanding.

V. USE OF VILLAGE LEGAL COUNSEL AND PUBLIC FUNDS

A. Investigation of Criminal Charges Against an IPRA Requester

Village taxpayer funds were used to direct Village legal counsel to investigate whether criminal charges could be pursued against a Village resident associated with Inspection of Public Records Act requests.

The resident subsequently initiated or threatened litigation arising from these circumstances.

The Governing Body should review legal invoices, correspondence, directives to counsel, and other records to determine who authorized the work, its governmental purpose, its cost to taxpayers, and whether the use of Village resources was appropriate.

B. Investigation of Criminal Charges Against a Sitting Councilor

The Mayor also directed Village legal counsel to investigate the possibility of criminal charges against a sitting member of the Governing Body.

The Governing Body should determine the nature and purpose of that investigation, who authorized it, the legal expenses incurred, and whether Village resources were properly used for that purpose.

C. Threats of Criminal Charges Against the Bosque Farms Fire Department

After the Bosque Farms Fire Department loaned a mechanical gurney to Peralta EMS, the Mayor threatened criminal charges and/or arrest in connection with the equipment.

The circumstances surrounding the loan, communications made by the Fire Department regarding the equipment, and the Mayor's subsequent actions should be reviewed.

VI. PROCUREMENT AND PROFESSIONAL SERVICES

A. Repeated Professional-Services Agreements With Village Legal Counsel

The Village entered into multiple professional-services agreements involving the same legal counsel.

Concerns have been raised that successive agreements may have been utilized in a manner that avoided procurement requirements that otherwise would have applied.

The Governing Body should review the dates, amounts, scopes, procurement methods, approvals, amendments, renewals, and cumulative expenditures associated with these agreements to determine whether all applicable procurement requirements were satisfied.

B. \$60,000 Professional-Services Agreement

A professional-services agreement of approximately \$60,000 was entered into for services described as intended to "bring cohesiveness back to the Village."

The individual selected reportedly had a personal friendship or relationship with the Mayor.

The existence of a personal relationship does not itself establish wrongdoing. However, the Governing Body should review the procurement process, disclosure of any relationship or potential conflict, selection process, scope of work, deliverables, authorization, payments, and compliance with applicable procurement requirements.

VII. IPRA RECORDS AND ACCESS TO GOVERNMENT INFORMATION

A Village resident who reportedly had no formal IPRA training was permitted to assist with and/or perform redactions of records responsive to Inspection of Public Records Act requests as a volunteer.

The Governing Body should determine what records the individual was permitted to access, whether any records contained confidential, personnel, or otherwise protected information, who authorized that access, what supervision was provided, and whether the arrangement complied with applicable law and Village policies.

VIII. EMS AND PUBLIC SAFETY

The Village is currently defending a wrongful-death action associated with allegations concerning the absence or availability of EMS services.

The existence of litigation does not itself establish wrongdoing by the Mayor.

However, the Governing Body should review the history of efforts to establish or maintain EMS coverage, actions presented to the Governing Body, actions taken or prevented by the Mayor, the disputed EMS Coordinator appointment, mutual-aid arrangements, Rescue 5 operations, and other relevant records to determine whether mayoral actions or inaction contributed to failures in providing EMS services.

IX. AFSCME COUNCIL 18-NM LITIGATION

The Village is involved in pending litigation involving the American Federation of State, County and Municipal Employees (AFSCME), Council 18-NM, concerning alleged interference with union negotiations.

The existence of litigation does not establish that the allegations are true.

The Governing Body should nevertheless review the underlying conduct, communications, bargaining records, actions attributed to the Mayor, and legal claims to determine whether the circumstances are relevant to the Mayor's performance of his official duties.

X. COUNCIL VACANCY

Following the resignation or departure of a member of the Governing Body, a vacancy remained on the Council. NMSA 3-12-1 states that a vacancy must have a candidate presented to council either 15 days from the vacancy or at the next regularly scheduled meeting. Neither has happened.

XI. OVERALL PATTERN OF CONDUCT FOR GOVERNING BODY CONSIDERATION

The Governing Body is not being asked to evaluate these incidents merely as isolated disagreements with the Mayor.

Taken together, the matters described above raise broader questions concerning:

1. Whether the Mayor has repeatedly refused or prevented implementation of actions lawfully approved by a majority of the Governing Body;
2. Whether the Mayor has exercised appointment or administrative authority without obtaining Governing Body approval when such approval was required;
3. Whether the Mayor has adequately performed his responsibilities as Chief Administrative Officer during substantial financial and administrative failures affecting essential Village operations;
4. Whether public funds, Village legal counsel, personnel, and other governmental resources have been used for appropriate municipal purposes;
5. Whether the Mayor has complied with state law, Village ordinances, procurement requirements, the Open Meetings Act, and directives or corrective actions issued by state oversight authorities; and
6. Whether the cumulative conduct demonstrates a continuing pattern sufficient to warrant judicial proceedings concerning the Mayor's continued service in office.

A central concern raised by these incidents is the apparent pattern in which the Mayor allegedly has exercised authority without Council approval in circumstances where Council approval may have been required, while at other times allegedly preventing implementation of actions that had already received majority approval from the Governing Body.

XII. REQUESTED GOVERNING BODY ACTION

Based upon the conduct and circumstances summarized above and the supporting documentation presented to the Governing Body, the Governing Body is requested to consider and take appropriate action concerning the initiation of judicial proceedings seeking the removal of Mayor Chris Gillespie from office pursuant to applicable New Mexico law.

If approved, the Governing Body further requests and authorizes appropriate legal counsel to pursue the judicial remedies available to the Village and Governing Body in connection with those proceedings.

REQUEST FOR TEMPORARY AND PRELIMINARY INJUNCTIVE RELIEF

As part of the judicial proceedings, the Governing Body further requests that legal counsel seek appropriate temporary and/or preliminary injunctive relief from the District Court to prevent or restrict Mayor Chris Gillespie from exercising the powers and duties of the Office of Mayor while the removal proceeding is pending, to the extent such relief is authorized by law and supported by the evidence and circumstances presented to the Court.

The requested interim relief is intended to preserve the operations of the Village, protect Village finances and public resources, ensure implementation of lawful actions of the Governing Body, protect essential public-safety and administrative functions, and prevent additional alleged interference with actions authorized by the Governing Body while the Court considers the merits of the removal proceeding.

The Governing Body recognizes that any temporary or preliminary removal, suspension, restriction of authority, or other injunctive relief is a matter for determination by the District Court under the applicable legal standards.

Nothing in this action should be construed as an attempt by the Governing Body itself to exercise judicial removal authority.

XIII. AUTHORIZATION TO LEGAL COUNSEL

If approved by majority vote, appropriate legal counsel is requested and authorized to:

1. Review the supporting evidence and applicable New Mexico statutes, Village ordinances, and other legal authority;
2. Determine the appropriate legal procedure and prepare and initiate the appropriate judicial proceeding seeking removal of Mayor Chris Gillespie from office;
3. Seek temporary, preliminary, or other appropriate injunctive relief restricting or suspending the Mayor's exercise of the powers and duties of office while the proceeding remains pending, if counsel determines such relief is legally available and supported by the evidence;
4. Present to the Court the documentary evidence, agency findings, Governing Body actions, financial records, contracts, correspondence, meeting recordings and minutes, legal invoices, procurement records, and other evidence relevant to the requested relief;
5. Take such additional lawful action as is reasonably necessary to protect the interests, finances, operations, employees, public-safety functions, and residents of the Village of Bosque Farms during the pendency of the proceedings; and

6. Report to the Governing Body regarding the status of the proceedings as permitted by law.

The ultimate determination regarding removal from office, as well as any request for temporary or preliminary injunctive relief while the matter is pending, shall remain with the court of competent jurisdiction in accordance with New Mexico law.

Councilor Bruhn
James Bruhn