

☐ DRAFT MINUTES
☒ APPROVED MINUTES

VILLAGE OF JEMEZ SPRINGS

PLANNING AND ZONING COMMISSION

MINUTES OF THE SPECIAL MEETING August 4, 2026

Date: August 4, 2026
Time: 6:51 P.M.
Meeting called to order by: Cliff Elliott, Chair Pro Tem

CERTIFICATION OF NOTICE OF MEETING AND AGENDA

The Chair certified that the meeting notice and agenda were posted and published in compliance with the New Mexico Open Meetings Act.

ROLL CALL OF COMMISSIONERS AND DETERMINATION OF QUORUM

- Andrew Adaryukov – Present
- Susanna Cooper – Absent
- Cliff Elliott – Present
- Cheryl Denney – Present
- Jay Gourley – Present
- Fred Simmank – Present

Also present: Mayor Michael Nealeigh, Deputy Clerk Tonya Yudizky.

The Chair announced that a quorum was present and that the meeting could proceed.

ORIENTATION

- a. Commissioner Simmank explained the use of the Microsoft SharePoint platform for the commission's files. Hands-on one-on-one or small-group technical training will have to be conducted at the earliest opportunity with the commissioners to enable them to use the platform effectively.
- b. Mayor Nealeigh made a presentation about the commission's origins, history, purpose, structure, and governing rules, as well as the commissioner's duties and responsibilities.
- c. Mayor Nealeigh presented a review of the Village Code, focusing on the sections most relevant to the function of the commission.

- b. Mayor Nealeigh and Commissioner Elliott discussed the typical use of the Robert's Rules of Order, their purpose and function, and their local adaptations and variations.

ADMINISTRATIVE MATTERS

- a. The date of the next regular meeting of the Planning and Zoning Commission was confirmed as August 25 ,2026, at 6:30 p.m., to be held at the Shepherd Municipal Building Conference Room.

The meeting was **Adjourned** at 8:35 p.m.

Andrew Adaryukov, Secretary Pro Tem