

A G E N D A
City of Aztec
CITY COMMISSION MEETING
May 24, 2016
201 W. Chaco, City Hall
6:00 p.m.

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. AGENDA APPROVAL

VI. CITIZEN RECOGNITION

VII. EMPLOYEE RECOGNITION

VIII. CONSENT AGENDA

- A. Commission Workshop Meeting Minutes, May 10, 2016
- B. Commission Meeting Minutes, May 10, 2016
- C. Travel Requests
- D. Resolution 2016-999 Adopting Youth Conservation Corps (YCC) 4 Year Plan
- E. Youth Conservation Corps Proposal/Application
- F. Resolution 2016-1000 Surplus
- G. CWSRF 021 Interim Loan Agreement Amendment #2

Items placed on the Consent Agenda will be voted on with one motion. If any item proposed does not meet the approval of all Commissioners, a Commissioner may request that the item be heard under "Items from Consent Agenda"

IX. ITEMS FROM CONSENT AGENDA

ATTENTION PERSONS WITH DISABILITIES: The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 334-7600 prior to the meeting so that arrangements can be made.

Note: A final agenda will be posted 24 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410

X. CITIZENS INPUT (3 Minutes Maximum)

(Citizens who wish to speak will sign up prior to the meeting – this section is for items not otherwise listed on the agenda)

XI. BUSINESS ITEMS

- A. Intent to Adopt Ordinance 2016-452 Amend Chapter 1, General Provisions, Section 1-8. General Penalty for Violations; Injunctive Relief Authorized

XII. LAND USE HEARINGS

- A. XTO Energy Oil & Gas Application
- B. Hutton Development-Minor Subdivision Preliminary & Final

XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

XIV. DEPARTMENT REPORTS

(When this item is announced, all Department Heads who wish to give a report will move to the podium)

XV. ADJOURNMENT

ATTENTION PERSONS WITH DISABILITIES: The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 334-7600 prior to the meeting so that arrangements can be made.

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CITY OF AZTEC
COMMISSION WORKSHOP MINUTES
May 10, 2016

I. CALL TO ORDER

Mayor Burbridge called the meeting in to order at 5:30pm at the Aztec City Commission Room City hall 201 W. Chaco, Aztec NM.

MEMBERS PRESENT: Mayor, Sally Burbridge; Commissioner, Sheri Rogers; Commissioner, Austin Randall; Commissioner, Katee McClure

MEMBERS ABSENT: Mayor Pro-Tem Sherri Sipe

OTHERS PRESENT: City Manager, Joshua Ray; City Attorney, Larry Thrower; General Services Director, Steve Mueller; Administrative Assistant, Sherlynn, Morgan; Project Manager, Ed Kotyk

A. Youth Conservation Corps (YCC) 4 Year Plan

Mayor Sally Burbridge opened the workshop for the 4 Year Plan for Youth Conservation Corps for years 2017-2020. Steve Mueller General Services Director presented the plan to commission.

The projects are as follows:

- YCC 2017-Community Center Landscaping/Family Center Landscaping/Llano Street Landscaping
- YCC 2018-Minum Park Pavilions/Memorial Rose Garden/Rio Animas Park Picnic Table Installation
- YCC 2019-Riverside Entrance Sign and Landscaping, Park Cable Fencing, Assembly and Installation of Bleachers, New Irrigation and Grass Turf, Removal of Trip Hazards and Painting of Dumpster Walls and Bollards
- YCC 2020- Swire-Townsend Wildlife Refuge

Josh Ray, City Manager reviewed the plan with Commission with discussion on what the projects will be and the cost of projects.

II. Adjournment

Mayor Burbridge adjourned the Workshop at 5:55 pm.

Mayor, Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

MINUTES PREPARED BY:

Karla Sayler, City Clerk

DRAFT

CITY OF AZTEC
COMMISSION MEETING MINUTES
May 10, 2016

I. CALL TO ORDER

Mayor Burbridge called the Meeting to order at 6:01pm at the Aztec City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

II. INVOCATION

The Invocation was led by City Attorney, Larry Thrower

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by General Services Director, Steve Mueller

IV. ROLL CALL

Members Present: Mayor Sally Burbridge; Mayor; Commissioner Sheri Rogers; Commissioner Austin Randall; Commissioner Katee McClure

Members Absent: Pro-Tem Sherri Sipe

Others Present: City Attorney Larry Thrower; City Manager Josh Ray; Administrative Assistant Sherlynn Morgan; Project Manager Ed Kotyk (see attendance sheet)

V. AGENDA APPROVAL

MOVED by Commissioner Randall, SECONDED by Commissioner McClure to Approve the Agenda with the exception of Item XI. Paschall Enterprises, Inc. DBA Five Fifty Brewing- New Liquor License Hearing

VI. CITIZEN RECOGNITION

Bil Homka, Community Development Director recognized the yard of the month winners as Robert and Debra Martinez at 713 Sabina Street.

VII. EMPLOYEE RECOGNITION

Josh Ray, City Manager recognized Motor Vehicle Department for excellent customer service. Josh recognized the winners of the Chamber Banquet, Business of the year, Anytime Fitness, Educator of the Year, Steve Lanier, and Citizen of the Year, Cindy Iacovetto, Community Center Director.

VIII. CONSENT AGENDA

MOVED by Commissioner Rogers, SECONDED by Commissioner Randall to Approve the Consent Agenda as presented

- A. Commission Workshop Meeting Minutes, April 26, 2016
- B. Commission Meeting Minutes, April 26, 2016
- C. Travel Requests
- D. Disadvantaged Business Enterprise (DBA) Program for Aztec Municipal Airport
- E. Resolution 2016-998 Surplus
- F. Senior Citizen Agreement for Use of Community Center

IX. ITEMS FROM CONSENT AGENDA

None

X. CITIZENS INPUT

Erin Barry addressed the Commission on ethical concerns on the Liquor License for Five Fifty Brewing. He mentioned that this presents a conflict of interest to himself and others in the community due to being a high residential area. He mentioned that members in the community feel that the activities for this business plan would be inappropriate for a residential area.

XII. LIQUOR LICENSE HEARING

- A. Paschall Enterprises, Inc. DBA Five Fifty Brewing-New Liquor License

Item was pulled from agenda and will be heard at June 14, 2016 Commission Meeting

XI. BUSINESS ITEM

Final Adoption of Ordinance 2016-450 Amending Chapter 22 Section 22-513 Commercial Use of Public Property

Josh mentioned that this is the Final Adoption to allow commercial use of public property with reasonable controls for Food and Vending Trucks in the area. There have been no comments to date. Commissioner McClure requested clarification on what City streets and other City properties would allow such food and vending trucks. It was mentioned that they will be allowed in any Park, Street or City Facility.

MOVED by Commissioner Randall, SECONDED by Commissioner Rogers to Approve the Final Adoption of Ordinance 2016-450 Amending Section 22-513 Commercial Use of Public Properties

A Roll Call Was Taken: All Voted Aye Motion Passed Four-Zero

A. Final Adoption of Ordinance 2016-451 Amending Chapter 11, Article IX Food Catering, Food Vending and Mobile Vending Units

Josh mentioned that this follows with item A and mentioned that we have not received any comments to date. Commissioner McClure questioned who set the rule that vendors can sell 500 feet to 100 feet from a school, church or childcare facility. It was clarified that it is State code.

MOVED by Commissioner Rogers, SECONDED by Commissioner Randall to Approve the Final Adoption of Ordinance 2016-451 Amending Chapter 11, Article IX Food Catering, Food Vending and Mobile Vending Units

A Roll Call Was Taken: All Voted Aye Motion Passed Four-Zero

C. Bid 2016-549 Sanitary Sewer Interceptor Award

Josh mentioned that this item has been on the City's infrastructure improvements list for several years. Funding was secured for the project in June 2013 and the design of the project was finalized in March 2016. He reviewed the dollar amounts from the staff summary with commission. Josh mentioned that there were four bids with Smithco Construction coming in at the lowest bid. The project will begin in July, 2016 and is scheduled to be complete by May 2017.

MOVED by Commissioner McClure, SECONDED by Commissioner Rogers to Approve the award of Bid 2016-549 to Smithco Construction, Inc. in the amount of \$3,533,970.00 plus gross receipts tax

XII. LAND USE HEARINGS

Mayor Burbridge opened the Land Use Hearing for 2016-036 Variance 822 Maddox Avenue. Mayor Burbridge stated that this hearing would be conducted under Procedures mandated by the New Mexico Court of Appeals in Battershell versus the City of Albuquerque, which were intended to protect the due process rights of our parties. Mayor Burbridge subsequently identified the parties and City Staff. Mayor Burbridge then asked Commission if they would accept the parties and they did. She reviewed the procedures and then asked if any members of the Commission had a conflict of interest, bias, or engaged in ex parte communication, there were none. Mayor Burbridge then swore in the parties and reviewed the Order of Presentation.

A. 2016-036 Variance 822 Maddox Avenue

Bil Homka, Community Development Director mentioned that this is a Variance application so the applicants can add a small addition to their home. He mentioned that is currently zoned as A-1 Agricultural-Rural. The addition is proposed for the front elevation of the house located on its right side. It will measure about 121-1/2 across the front of the façade and extend about eight feet toward Maddox Avenue. This addition would not require a variance if the property were zoned R-1 because it would meet the 25' setback requirement in the single family district. Bill reviewed the findings of fact with commission and it is the department's recommendation to approve this application.

MOVED by Commissioner Rogers, SECONDED by Commissioner Randall To Approve The 2016-036, application for a Variance to the city zoning code, Section 26-2-25 (1) Setback regulations that requires a 40' front yard setback in the A-1 Agricultural – Rural zoning district, and allow an additional encroachment of eight feet (8') for the six (6) reasons listed in the Findings of Fact

A Roll Call Was Taken: All Voted Aye Motion Passed Four-Zero

XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

Josh Ray recognized the parks crew on the appearance of the City Parks. He mentioned the ground breaking ceremony that will be held on May 19th for the Solar Field off of Swire Ave. at 11:00am hosted by Guzman Energy. Josh mentioned that we will be scheduling workshops for budget meetings.

Mayor Burbidge mentioned that Dr. Barkman will continue to be the representative for San Juan Regional board. She also mentioned that Dr. Sabol is no longer with his office. The Mayor attended the board meeting for San Juan Regional a couple of weeks ago and mentioned that they have found a candidate for CEO. She mentioned that she was in San Antonio last week attending the National League of Cities Conference. She mentioned that there were two topics of interest which were devices such as cell phones, ipads, laptops, desktops on what access and capabilities employees can have on them. The second was on Drones and remote control airplanes. The Mayor mentioned that some of our businesses have come together to promote their business by staying open late on Friday's.

Commissioner Rogers mentioned that she attended the Chamber Banquet and it was very nice. She thanked Josh and staff for keeping Commission updated o topic of events. She also mentioned that she appreciates the early notice on the City wide power outage that will occur on June 2nd.

Commissioner Randall mentioned that the San Juan Water Commission meeting was cancelled. He mentioned that he will be attending the Lodgers Tax meeting on Monday.

Commissioner McClure mentioned that she will be attending the Library Board meeting tomorrow. Commissioner McClure mentioned that she was unable to see the Liquor License hearing sign that the State posted on the building for the HUB. She mentioned that the postman will be picking up nonperishable food for the ECHO food bank. She mentioned that early voting has started for the primary election and mentioned that she will be attending coffee with the chief.

XIV. DEPARTMENT REPORTS

Chief Mike Heal mentioned that there will be extra officers patrolling the night of the power outage.

Kate Skinner Library Director thanked Commissioner McClure for the reminder of the Library board meeting. She mentioned the Library is working on the summer reading program and handed out postcards to commission.

Cindy Iacovetto, Community Center Director mentioned that anybody is welcome to eat at the Senior Center for \$6 a plate. She mentioned that there is no Circus this Friday at the Center it is a Magic Show.

XV. ADJOURNMENT

Moved by Mayor Burbridge, **SECONDED** by Commissioner Rogers to adjourn the meeting at 7:15 pm.

Sally Burbridge, Mayor

ATTEST:

Karla Saylor, City Clerk

MINUTES PREPARED BY:

Karla Saylor, City Clerk

Staff Summary Report

MEETING DATE: May 24, 2016
AGENDA ITEM: VIII. CONSENT AGENDA (C)
AGENDA TITLE: Travel Requests

ACTION REQUESTED BY: Visitor Center and Courts
ACTION REQUESTED: Approval of Employee/Public Official Travel Requests
SUMMARY BY: Cheryl Franklin

PROJECT DESCRIPTION / FACTS (Leading Department)

- Resolution 2003-603 identifies the requirement for employee/public official travel requests to be pre-approved by the commission. All travel requests will be submitted to the commission for approval prior to the travel occurring except in unusual circumstances when the City Manager may approve as provided in resolution 2003-603.
- The attached log is sorted by dates of travel and then by department; one request for next fiscal year.
- If travel/training is to be reimbursed or some of the costs will be paid by another entity, those notes have been included on the log.

FISCAL INPUT (Finance Department)

- All departments requesting travel have sufficient funds budgeted within their travel/training budgets

SUPPORT DOCUMENTS: Travel Log May 24, 2016

DEPARTMENT'S RECOMMENDED MOTION: Approve Employee/Public Official Travel Requests

**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL
MEETING DATE: MAY 24, 2016**

Dates of Travel	Department	Purpose of Travel/Location	Over-night	Out of State	Costs	Explanation of Cost	FY16 Budget Available
06/04-06/16	Visitor Center	Grand Circle Quarterly Meeting Lake Powell, UT.	Yes	Yes	129.60 70.00 238.16	Meal & Gratuity Allowance Estimated Cost for Fuel Lodging	Yes
07/15-24/16	Courts	National Judges Conference Biloxi, Mississippi	Yes	Yes	522.60 250.00 465.00 1035.00	Meal & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes

Staff Summary Report

MEETING DATE:	May 24, 2016
AGENDA ITEM:	VIII. CONSENT AGENDA (D)
AGENDA TITLE:	Resolution 2016-999 Adopting a YCC 4 Year Plan

ACTION REQUESTED BY:	Staff
ACTION REQUESTED:	Approve Resolution 2016-999 Adopting a YCC 4 Year Plan
SUMMARY BY:	Edward Kotyk

PROJECT DESCRIPTION / FACTS

Since 2003, the City has participated in the Youth Conservation Corp (YCC) program and has over the years, successfully implemented improvements and beautifications to different areas of the city while providing youth with a skill set.

Staff has generated a list of potential YCC projects for the next four years (FY 2017-2020). This list was present to the City Commission at a workshop held on May 10, 2016.

SUPPORT DOCUMENTS:	<ul style="list-style-type: none">• Resolution 2016-999• YCC 4 Year Plan
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RECOMMENDED MOTION: Move to Approve Resolution 2016-999: Adopting a YCC 4 Year Plan.

**CITY OF AZTEC
RESOLUTION 2016-999
A Resolution Adopting the City's
Youth Conservation Corp (YCC) Four Year Plan**

WHEREAS, the Aztec City Commission and Parks and Recreation Department wishes to put into place an effective means of managing the City's Youth Conservation Corp (YCC) annual summer program; and

WHEREAS, the Parks and Recreation Department conducted a city wide assessment and developed a Parks and Recreation Enhancement Plan which was recently approved by the City Commission; and

WHEREAS, this Enhancement Plan was used to assist in the developing of a YCC plan for the next 4 years to allow for annual submittal to the State;

NOW THEREFORE, the Aztec City Commission resolves as follows:

Adopt the Youth Conservation Corp (YCC) Four Year Plan as a way to guide the future YCC projects for the next 4 years.

PASSED, APPROVED, and ADOPTED by the governing body at its meeting of May 24, 2016.

MAYOR SALLY BURBRIDGE

ATTEST:

CITY CLERK KARLA SAYLER



YOUTH CONSERVATION CORP

**4 Year Plan
(2017-2020)**

YCC 2017 – COMMUNITY CENTER / FAMILY CENTER / LLANO LANDSCAPING

FAMILY CENTER: Involves the removal of old landscaping and installation of new xeriscaping.



Project 1. Family Center Landscaping (A-F)

Task 1:	Remove old landscaping materials.	YCC
Task 2:	Level ground surfaces.	YCC
Task 3:	Remove any bushes/plants dead or deemed unnecessary by City.	YCC
Task 4:	Test all irrigation, repair or replace if necessary.	YCC
Task 5:	Lay weed barrier (All Zones).	YCC
Task 6:	Lay mulch (Zone A)	YCC
Task 7:	Lay cobble and/or decorative gravel (Zones B – F)	YCC

Materials to Purchase

Item	Qty	Unit Cost	Total Cost
Cobble	59 tons	\$25	\$1,475
Decorative Gravel	40 cu yds	\$90	\$3,600
Weed Barrier	5 rolls	\$100	\$500
TOTAL			\$5,575

HARTMAN-LLANO LANDSCAPING: Extend irrigation & landscaping from Hartman Park along Llano Street to Navajo Ave.

Project 2. Hartman - Llano Landscaping

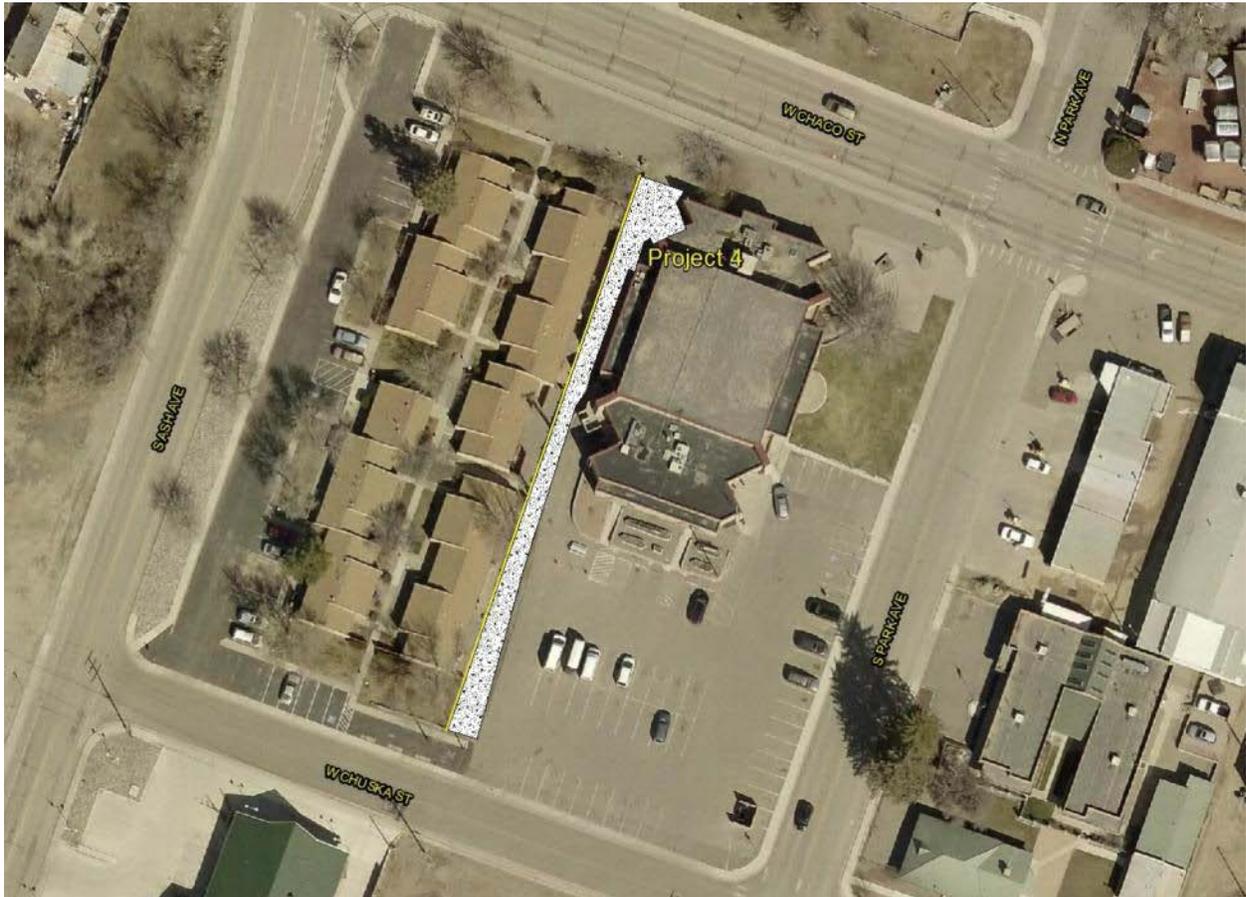
	Responsible
Task 1: Clear ground.	YCC
Task 2: Extend irrigation lines (for trees, approx. 210 In ft)	YCC
Task 3: Plant trees (4).	YCC
Task 4: Build railroad border on south side (approx. 200 In ft)	YCC
Task 5: Landscape with cobble and gravel.	YCC



Materials to Purchase

Item	Qty	Unit Cost	Total Cost
Cobble/gravel	145 tons	\$25	\$3,625
Rail Road Ties (approx. 200 In ft)	25	\$19	\$475
Weed Barrier	6 rolls	\$100	\$600
Trees	4	\$250	\$1,000
Irrigation (approx. 210 In ft)	1	\$5,000	\$5,000
TOTAL			\$10,700

COMMUNITY CENTER: Will landscape the area west and south of the community center to control drainage issues.



Project 3. Community Center Landscaping

Task 1:	Clear vegetation and debris.	Responsible	YCC
Task 2:	Sculpt / shape the terrain to accommodate drainage.	Responsible	YCC
Task 3:	Lay weed barrier.	Responsible	YCC
Task 4:	Xeriscape with cobble and gravel.	Responsible	YCC

Materials to Purchase

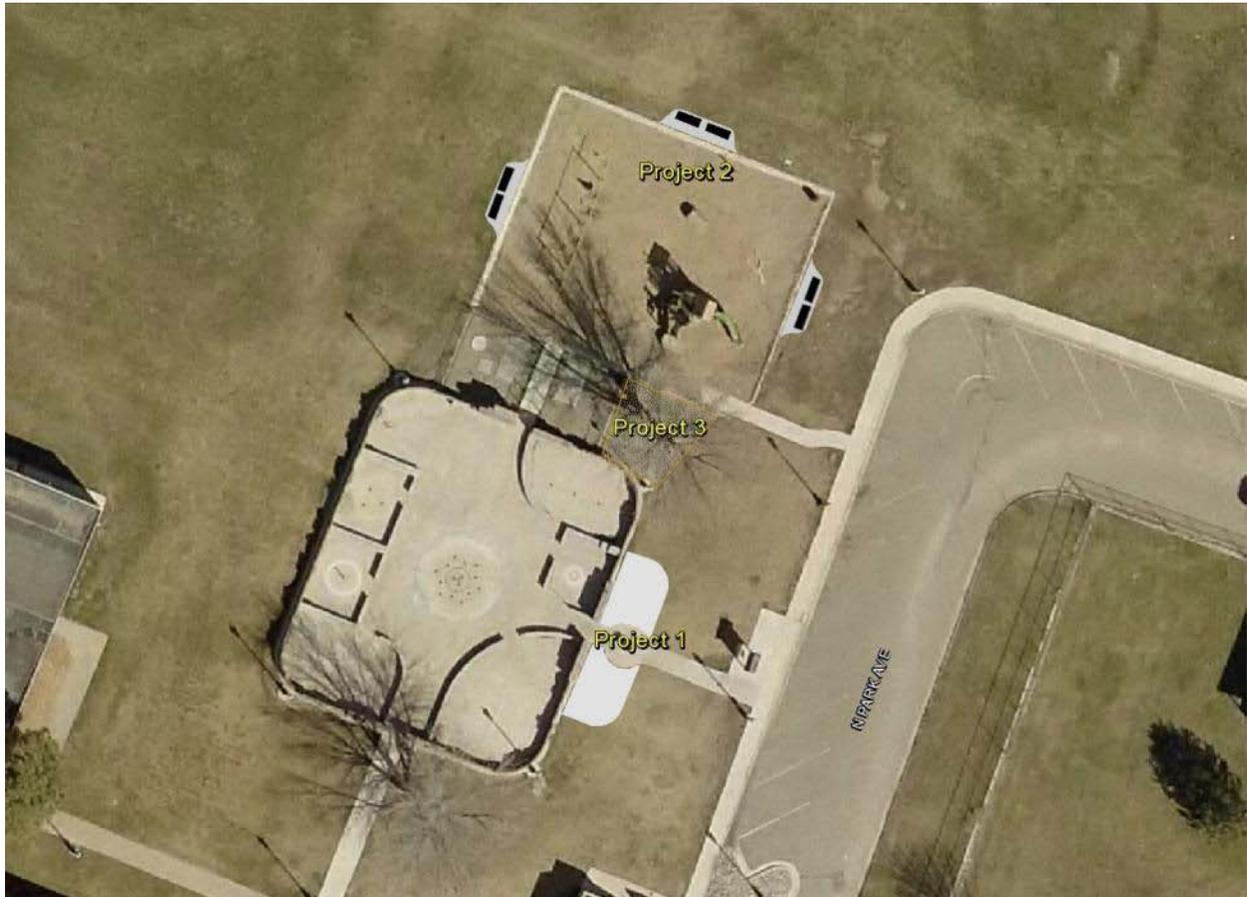
Item	Qty	Unit Cost	Total Cost
Cobble and Gravel	110 tons	\$25	\$2,750
Weed Barrier	3 rolls	\$100	\$300
TOTAL			\$3,050

Alternate 1. Trails Enhancement

Task 1:	Widen and de-vegetation of trails.	Responsible	YCC
Task 2:	Overlay of new trail surface material.	Responsible	YCC

YCC 2018 – MINIUUM PARK / MEMORIAL ROSE GARDEN / RIO ANIMAS PARK

MINIUUM PARK: Will involve the installation of two (2) shade structures around the Water Splash Park (Project 1), three bench areas around the play ground (Project 2) and some landscaping improvements (Project 3).



Project 1. Shade Structures

- Task 1: Install shade structures (2)
- Task 2: Concrete slabs around shade structure.

Responsible
YCC
Contractor

Project 2. Benches around Playground

- Task 1: Concrete bases
- Task 2: Install benches (6)
- Task 3: Install shade structures (3)

Responsible
Contractor
YCC
YCC

Project 3. Landscaping

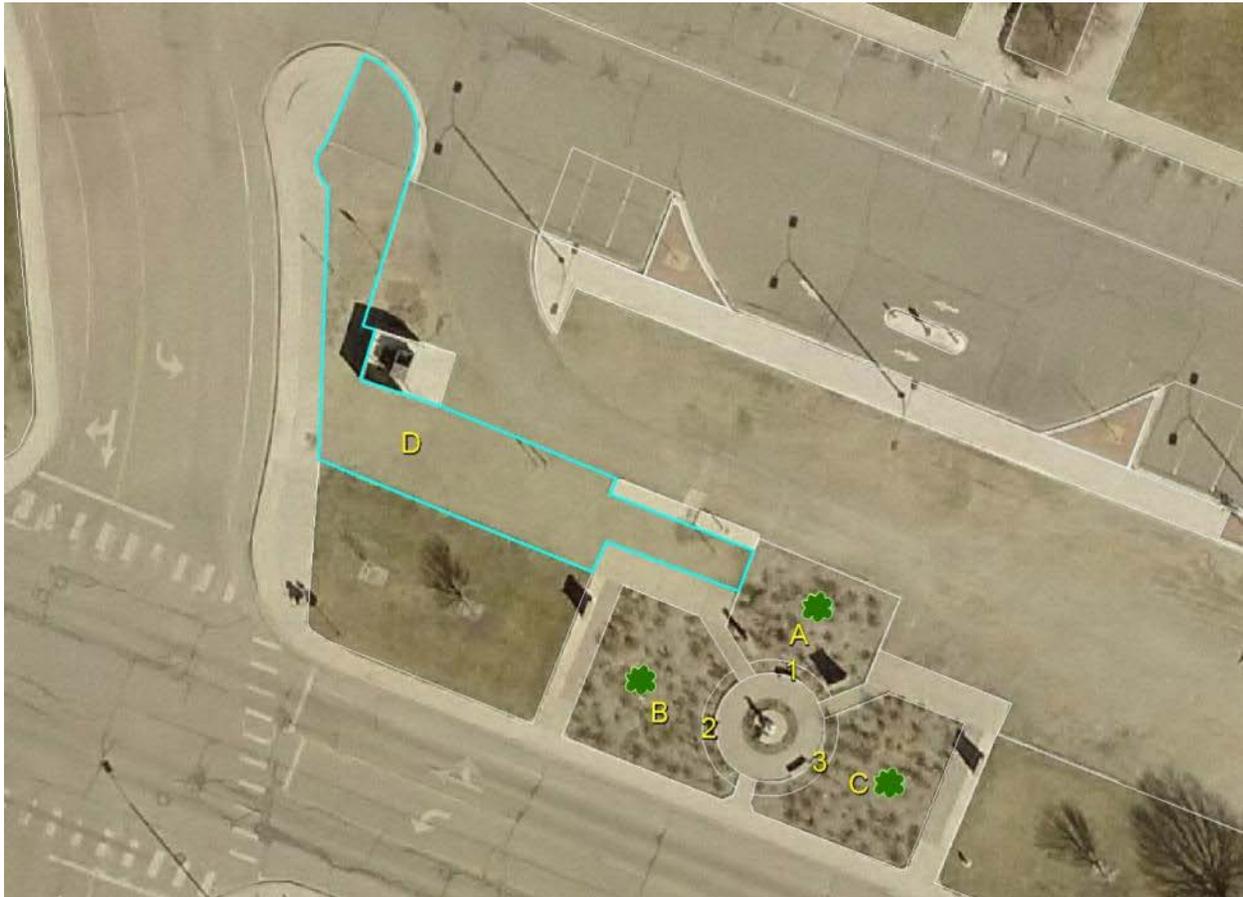
- Task 1: Clear landscape area.
- Task 2: Lay weed barrier.
- Task 3: Lay and compact crusher fines

Responsible
YCC
YCC
TCC

Materials to Purchase

Item	Qty	Unit Cost	Total Cost
Shade Structures (Splash Pad 15' x 15')	2	\$7,500	\$15,000
Shade Structures (Playground 8' x 8')	3	\$3,333	\$10,000
Concrete Pads for Shade and Benches	700 sq ft	\$8	\$5,600
Crusher Fines	7 tons	\$25	\$175
		TOTAL	\$30,775

MEMORIAL ROSE GARDEN: Will involve reducing the three planting zones (A-C) into planter boxes (1-3).



Alternate 4. Redesign and Landscaping of Rose Garden

	Responsible
Task 1: Clear vegetation in Zones A-C.	YCC
Task 2: Re-design irrigation system.	YCC
Task 3: Re-plant selected rose bushes within planter zones (1-3).	YCC
Task 4: Plant three new trees and mulch.	YCC
Task 5: Lay weed barrier in Zones A-C.	YCC
Task 6: Lay crusher fines in Zones A-C.	YCC
Task 7: Clear and level Zone D.	YCC
Task 8: Lay weed barrier in Zone D.	YCC
Task 9: Xeriscape Zone D (gravel and/or cobble).	YCC

Materials to Purchase

Item	Qty	Unit Cost	Total Cost
Crusher Fines	30 tons	\$25	\$750
Trees	3	\$500	\$1,500
Gravel/Cobble	30 tons	\$25	\$750
TOTAL			\$3,000

RIO ANIMAS PARK: Will include installation of three picnic tables (Project 1), construction of input/output ramp for rafting and tubing (Project 2), construction of a pavilion/ramada for large group gatherings (Project 3), and if needed improving the remote parking area (Project 4).



Project 5. Picnic Tables (Map 1-3)

- Task 1: Clear vegetation.
- Task 2: Assemble picnic tables.
- Task 3: Install picnic tables into concrete footers.

Responsible

YCC
YCC
YCC

Project 6. Input Ramp

- Task 1: Clear vegetation.
- Task 2: Lay gravel along ramp.
- Task 3: Lay cobble along border of ramp.

Responsible

YCC
YCC
YCC

Project 7. Parking Lot Graveling

- Task 1: Clear vegetation.
- Task 2: Lay and spread gravel.

Responsible

YCC
YCC

Alternate 1. Pavilion / Ramada

- Task 1: Clear vegetation.

Responsible

YCC

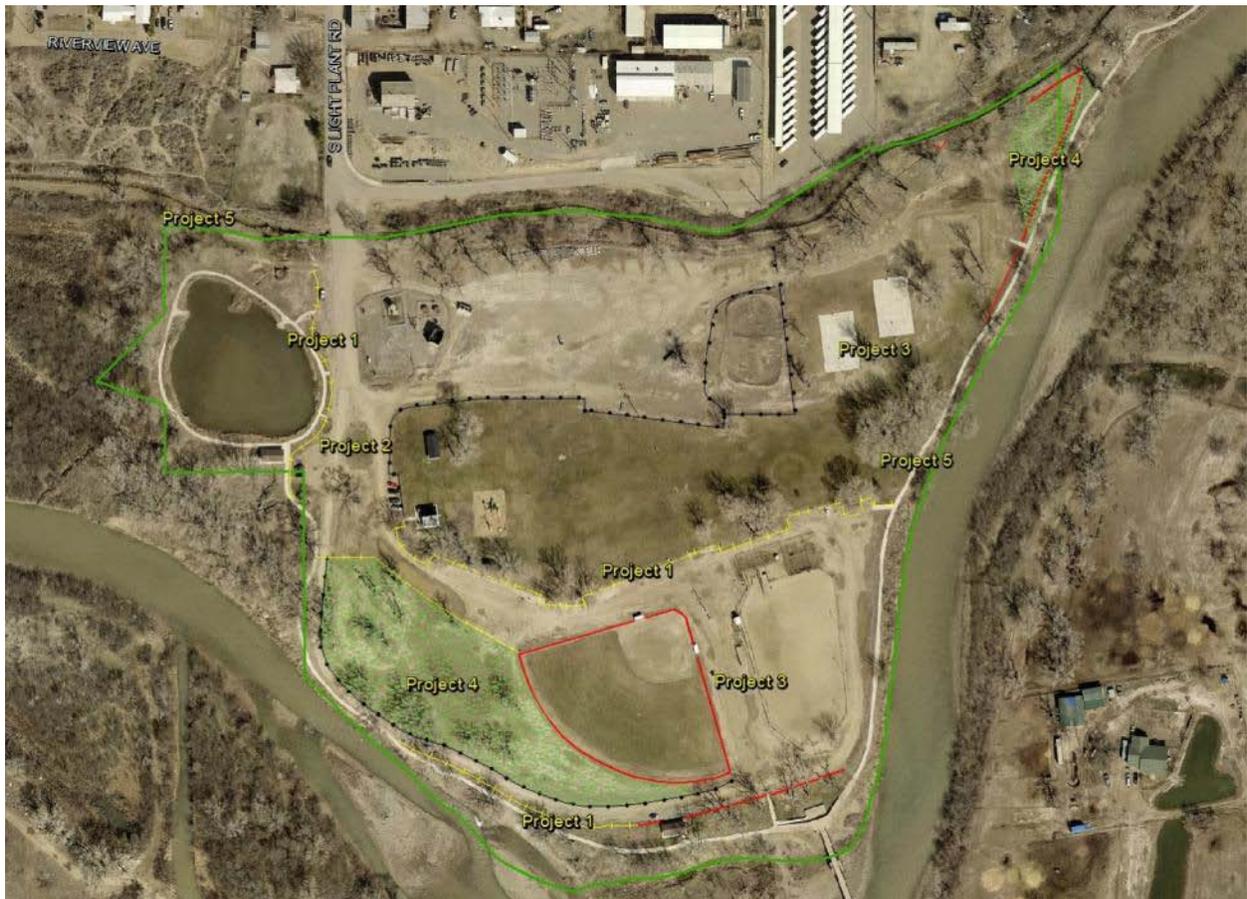
Task 2:	Construct pavilion / ramada.	Contractor
Task 3:	Install picnic table, trash can, and grill.	YCC
Task 4:	Gravel area.	YCC

Materials to Purchase

Item	Qty	Unit Cost	Total Cost
Pavilion (including contractor install)	1	\$35,000	\$35,000
Picnic Tables	4	\$1,500	\$6,000
Trash Cans	1	\$500	\$500
Big Grill	1	\$1,000	\$1,000
Gravel (Ramp)	72 tons	\$25	\$1,800
Cobble (Ramp)	20 tons	\$22	\$440
Gravel (Pavilion/Ramada)	10 tons	\$22	\$220
Gravel (Parking Lot)	65 tons	\$25	\$1,625
		TOTAL	\$46,585

YCC 2019 – RIVERSIDE PARK

RIVERSIDE PARK: Improvements will include removal and replacing old post and cable fencing (Project 1), new entrance sign and landscaping (Project 2), assembly and installation of portable bleachers (Project 3), new irrigation and grass turf (Project 4), removal of trip hazards along the sidewalk and trail improvements (Project 5), and painting of dumpster walls and bollards (Project 6).



Project 1. Fencing

- Task 1: Remove old post and cabling (2,270 ln ft).
- Task 2: Remove rail fence near stage (300 ln ft).
Remove rail fence at northeast end of park (560 ln ft).
- Task 3: Install new post and cabling (1,850 ln ft).
- Task 4: Install new access gate for vehicles.

Responsible

- YCC
- YCC
- YCC
- YCC

Project 2. Entrance Sign and Landscape Entrance Island

- Task 1: Ground clearing.
- Task 2: Concrete monument wall.
- Task 3: Stone masonry along base and column.
- Task 4: Install post and cable around perimeter of island.

Responsible

- YCC
- Contractor
- YCC
- YCC

Task 5: Lay weed barrier. YCC
 Task 6: Cobble island. YCC

Project 3. Portable Bleachers (Rodeo Arena & Basketball Courts)

Responsible

Task 1: Assemble portable bleachers on site. YCC

Project 4. New Irrigation and Turf

Responsible

Task 1: Clear turf zones of rock, wood, and other debris. YCC

Task 2: Trench new irrigation lines. City Staff

Task 3: Install irrigation. YCC

Task 4: Till ground. City Staff

Task 5: Lay new grass sod. YCC

Project 5. Sidewalk and Trail Improvements

Responsible

Task 1: Cut and remove vegetation, weed, etc. YCC

Task 2: Lay mulch along trail surface. YCC

Task 3: Back fill along sidewalks with drop-offs (safety need). YCC

Project 6. Painting Dumpster Walls & Bollards

Responsible

Task 1: Sand and clean bollards. YCC

Task 2: Paint bollards. YCC

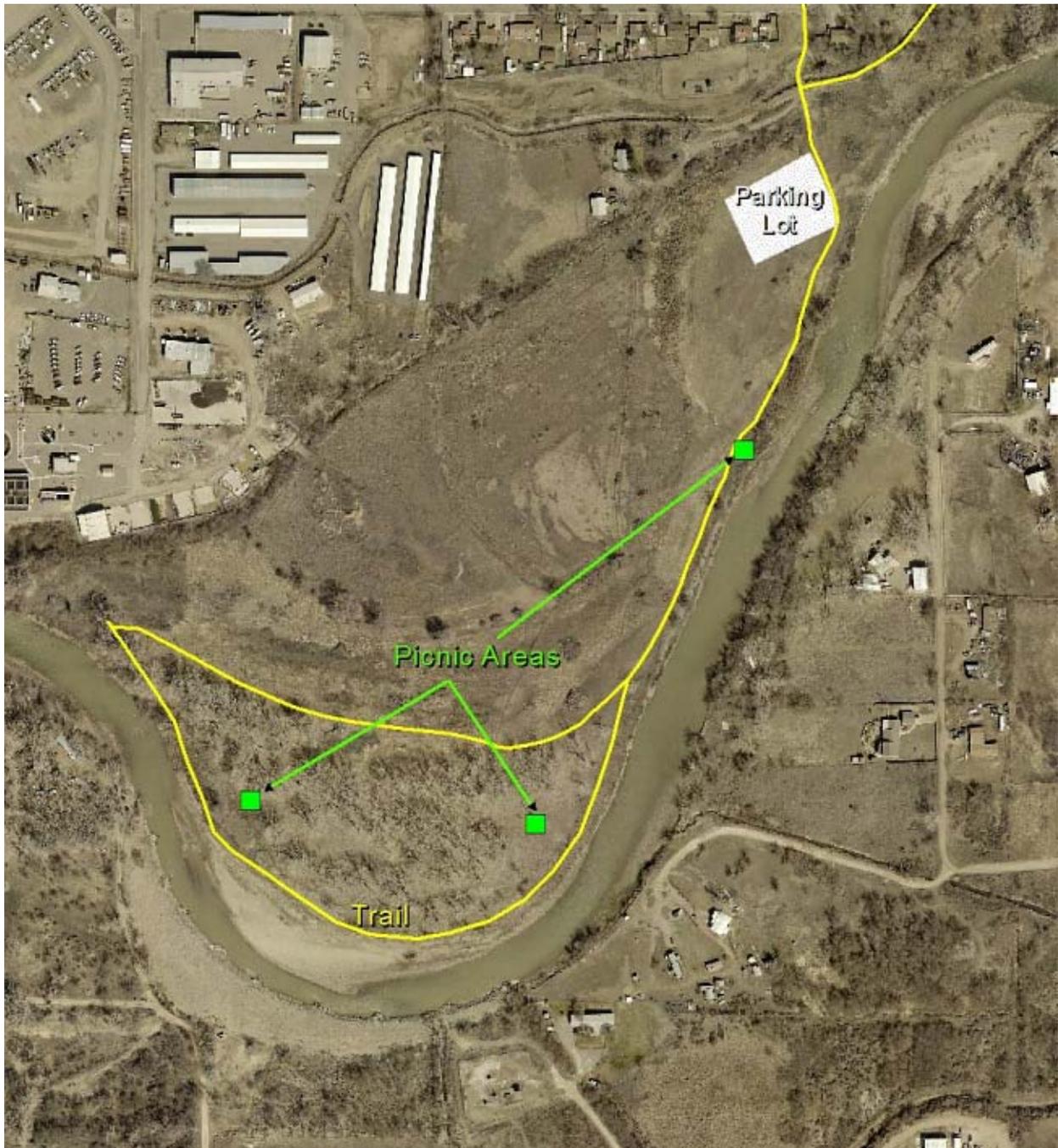
Task 3: Paint Dumpster Walls YCC

Materials to Purchase

Item	Qty	Unit Cost	Total Cost
Post and Cabling	1850 ln ft	\$10.00	\$18,500
Monument wall (contractor)	16 ln ft	\$10,000	\$10,000
Stone masonry, concrete, paint (for monument wall)	1	\$3,000	\$3,000
Cobble (landscape island)	60 tons	\$25	\$1,500
Portable bleachers	4	\$2,000	\$8,000
Irrigation	1	\$5,000	\$5,000
Grass Turf	115,100 sq ft	\$0.35	\$40,285
Paint	5 gal	\$35	\$175
TOTAL			\$86,460

YCC 2020 - SWIRE-TOWNSEND WILDLIFE REFUGE

Swire-Townsend Wildlife Refuge: Improvements will include addition of a pedestrian loop trail, tree planting, installation of several picnic areas, development of trail between Swire-Townsend and Riverside Park, and development of a parking lot.



Materials to Purchase

Item	Qty	Unit Cost	Total Cost
Picnic Tables	3	\$1,500	\$4,500
Trash Cans	1	\$500	\$500
Gravel (Parking Lot)	90 tons	\$25	\$2,266
		TOTAL	\$7,266

Cost Summary

	YCC Project Year	Project Cost	Total
	Community Center	\$3,050	
YCC 2017	Family Center	\$5,575	\$19,325
	Llano Street	\$10,700	
	Minium Park	\$25,885	
YCC 2018	Memorial Rose Garden	\$3,000	\$80,470 OR
	Rio Animas Park (exclude pavilion)	\$46,585 \$11,585	\$45,470
YCC 2019	Riverside Park (exclude turf)	\$86,460 \$46,175	\$86,460 OR \$46,175
YCC 2020	Swire-Townsend	\$7,266	\$7,266

Staff Summary Report

MEETING DATE:	May 24, 2016
AGENDA ITEM:	VIII. CONSENT AGENDA (E)
AGENDA TITLE:	FY17 Youth Conservation Corps (YCC) Proposal

ACTION REQUESTED BY:	City Staff
ACTION REQUESTED:	Approval to submit FY17 Youth Conservation Corps (YCC) Proposal
SUMMARY BY:	Kris Farmer

PROJECT DESCRIPTION / FACTS

- New Mexico Youth Conservation Corps (YCC) uses a formal proposal process to apply for funding. Proposal due date is June 15, 2016, at 3pm.
- Youth Conservation Corps Commission will equally distribute funds for projects in 2 categories: 1) Projects located in urban Metropolitan Statistical Areas (MSAs), which include Bernalillo, Sandoval, Valencia, Dona Ana, Los Alamos, Santa Fe, Tarrant, and San Juan Counties (urban counties) and 2) Projects located in all other counties (rural counties).
- The City has had successful applications since 2003.
- The proposal will not be complete and ready for Mayor's signatures until the week of May 31, 2016. Due to this, staff is requesting that Mayor be authorized to execute proposal prior to June 6, 2016.
- If funding is successful, the City is required to accept funding. Typically response is required within a week of notification of grant award. Due to this, staff is requesting that City Manager be approved to accept the funding on behalf of the City.
- YCC program requires the City meet our match before last reimbursement payment will be processed. As a result, the proposal will not identify 100% of the anticipated City match in the event that all projects are not completed or actual costs are less than estimated costs.
- PALS (Park/Ash/Llano Streets) beautification has been identified as the project for FY17. Projects include:
 - Family Center Landscaping-remove old landscaping and replace with low maintenance xeriscaping.
 - Hartman-Llano Landscaping – extend 210' of irrigation line from Hartman Park to corner of Llano and Navajo and plant trees along south side of Llano. Build a 220 ft railroad tie border on south side of trees.
 - Community Center – xeriscaping on west and south side of the center to accommodate drainage.

- Alternate projects, if time and funding permits, construct and widen City trails, overlay trails with mulch and reconstruct playground fall zones.
- It is estimated the program will begin in May 2017 with the hiring of the YCC youth and continue through the middle of August 2017. The program will provide employment for 12 youth plus 6 alternates and the YCC Coordinator.
- This funding application continues the YCC youth wage pay scale which compensates returning YCC members at a higher rate than non-experienced youth. The YCC youth also benefit through the YCC Cash Bonus/Tuition Voucher Program. Corps members who have worked 12 months in a 48 month period may be eligible to receive a \$500 cash bonus or a \$1500 tuition voucher. The tuition voucher may be used over a two year period. Corps members must have satisfactory employment evaluations during their YCC service to be eligible.
- The grant provides funding for youth employment and some program supplies. However, the NM YCC desires a larger portion of the YCC funding to be utilized for youth wages. As a result the bulk of the project supplies will be borne by the City.
- The City has had successful YCC programs in the past; however, the summer months are the busiest months for the Parks and Recreation Department, which makes it extremely difficult to add supervision of 12 additional employees to staff. If the City's proposal is successful, the City will hire a project coordinator as in previous years.

PROCUREMENT / PURCHASING (if applicable)

- To ensure availability of materials and timely completion of projects listed, if funded, City will begin procuring many items spring 2017, after Notice to Proceed is received. Any items received prior to Notice to Proceed are not considered a match to the YCC funds

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

Entire project costs for FY16-17 proposed grant proposal: \$82,096

- Projected costs for labor and materials for YCC are as follows: \$53,838
 - 1. YCC Youth \$48,188
 - 2. Materials, Supplies and Training \$ 5,650
- Projected costs for labor and materials for City are as follows: \$28,258
 - 1. YCC Coordinator \$ 8,489
 - 2. City Staff (included in budget) \$ 2,130
 - 3. Materials, Supplies and Training \$17,639
- FY17 Preliminary Budget currently includes all funds for materials, supplies, training, YCC Coordinator and youth wages to June 30, 2017.
- The program will actually cross the FY17 and FY18 budget years and funds will be appropriated in FY18 to complete the City's obligation if proposal submittal is authorized by the City Commission and funding is granted.

FY17 YCC Youth (YCC Grant) \$25,058

FY18 YCC Youth (YCC Grant)

\$23,130

SUPPORT DOCUMENTS: 2017 YCC Proposed Projects with maps

DEPARTMENT'S RECOMMENDED MOTION: Move to approve submittal of FY17 Youth Conservation Corps (YCC) Proposal and authorize Mayor to execute proposal prior to June 6, 2016 and approve City Manager to accept funding, if grant is successful, on behalf of the City.

Staff Summary Report

MEETING DATE: May 24, 2016
AGENDA ITEM: VIII. CONSENT AGENDA (F)
AGENDA TITLE: Resolution 2016-1000 Surplus

ACTION REQUESTED BY: IT
ACTION REQUESTED: Approval of Resolution 2016-1000 Surplus
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- IT Department continues to inventory technology related equipment which has no useful purpose for the city, is obsolete, or is no longer functional. Computer hard drives have either been removed and destroyed or drives have been erased.
- The Finance Department is requesting to submit the items for public auction through the Public Surplus website.
- If the items are not sold they will be donated or disposed of according to Statute Section 3-54-2 and Procurement Statute 13-6-1. Disposition of obsolete, worn-out or unusable tangible personal property.

FISCAL INPUT / FINANCE DEPARTMENT

- Revenues from auction to be applied to General Fund / Joint Utility Fund

SUPPORT DOCUMENTS: Resolution 2016-1000 Surplus List

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2016-1000 Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be Sold or Disposed.

**CITY OF AZTEC
SURPLUS LIST
RESOLUTION 2016-1000**

Department	Item/Model	Condition	Reason for Surplus	Location
IT	IBM Thinkpad R500 L3-AMC7B (damaged usb port)	Poor	Obsolete	General Services Storage
IT	Dell Optiplex GX520 BM6M961 (Dead – No Drive)	Poor	Obsolete	General Services Storage
IT	Dell Optiplex 755 5RN00F1 (No Drive)	Poor	Obsolete	General Services Storage
IT	IBM Thinkpad T30 (4) KP-RKRXR KP-RKRYA KP-RKRXV KP-RKRYT (screws missing)	Poor	Obsolete	General Services Storage
IT	Dell Optiplex 745 3SCZMC1	Poor	Obsolete	General Services Storage
IT	Dell Optiplex 780 (4) JSBBNL1 6S689P1 2WWQQQ1 2WWRGQ1	Poor	Obsolete	General Services Storage
IT	APC Battery Backup Unit (1 Qty) APC Back-UPS XS1500 JS0527046893	Poor	Obsolete	General Services Storage
IT	Dell Optiplex GX620 CGFG1B1 (Dead – No Drive)	Poor	Obsolete	General Services Storage
IT	Local Computer Solutions Generic PC = OSD (2) Asus PG41T-M Motherboard Intel Pentium Processor 2G DDR2 1333mghz 250G Seagate HDD	Poor	Obsolete	General Services Storage

CITY OF AZTEC RESOLUTION 2016-1000

A RESOLUTION DECLARING CERTAIN MUNICIPAL PROPERTY NOT ESSENTIAL FOR MUNICIPAL PURPOSE AND DIRECTING IT BE SOLD, OR IF THE PROPERTY HAS NO VALUE, DONATE THE PROPERTY TO ANY ORGANIZATION DESCRIBED IN SECTION 501(c)3 OF THE INTERNAL REVENUE CODE OF 1986 OR DISPOSED.

WHEREAS, Sections 3-54-2 and 13-6-1 of NMSA, 1978 Compilation authorizes municipalities to sell personal property which is not essential for a municipal purpose or if the property has no value, donate the property to any organization described in Section 501(c)3 of the Internal Revenue Code of 1986; and

WHEREAS, the City of Aztec owns certain personal property which is obsolete and/or surplus and no longer needed or useful to the City; and

WHEREAS, the Governing Body wishes to declare this property not essential for a municipal purpose so that it can be sold or donated according to statute.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY of the City of Aztec, New Mexico that the personal property below described which is owned by the City is surplus and not essential for a municipal purpose.

PASSED, APPROVED AND SIGNED this 24th day of May, 2016.

MAYOR SALLY BURBRIDGE

ATTEST:

CITY CLERK KARLA SAYLER

Staff Summary Report

MEETING DATE:	May 24, 2016
AGENDA ITEM:	VIII. CONSENT AGENDA (G)
AGENDA TITLE:	CWSRF 021 Interim Loan Agreement, Amendment #2
ACTION REQUESTED BY:	FINANCE DEPARTMENT
ACTION REQUESTED:	Approve CWSRF Interim Loan Agreement Amendment #2
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS

- The City has secured funding for the sanitary sewer interceptor line in the form of a CWSRF loan/grant agreement.
- Loan Ordinance 2013-423 was approved on June 10, 2013 for the loan amount of \$3,599,564 and the interim loan agreement identified funding available for 3 years.
- Loan Ordinance 2014-441 was approved on December 18, 2014 increasing the loan amount by \$1,450,436 to a total of \$5,050,000. The interim loan agreement amendment revised the amount of the loan, retaining the funding availability for 3 years from the original agreement.
- NMED (administrator of the CWSRF funding) was notified on May 4, 2016 of the pending termination date of the CWSRF funding and a request for extension was submitted.
- Bid 2016-549 Sanitary Sewer Interceptor Line was awarded on May 10, 2016. The project provides 305 days for construction (May 2017 projected completion).
- CWSRF 021 Interim Loan Agreement, Amendment #3, amends the funding to be available until January 24, 2018. The extended date provides sufficient time for the project to be completed and funding closed prior to the new funding expiration date.
- Acronyms used:
 - CWSRF: Clean Water State Revolving Fund
 - NMED: New Mexico Environment Department

FISCAL INPUT

- Approval of the interim loan agreement, amendment #2, secures the funding necessary for the sanitary sewer interceptor project.

SUPPORT DOCUMENTS: CWSRF 021 Interim Loan Agreement, Amendment #2

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve CWSRF 021 Interim Loan Agreement, Amendment #2

**NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU
CLEAN WATER STATE REVOLVING FUND (CWSRF) PROGRAM**

INTERIM LOAN AGREEMENT, AMENDMENT No. 2

Loan No. CWSRF 021

THIS AMENDMENT TO THE INTERIM LOAN AGREEMENT, hereinafter referred to as “Amendment No. 2” is made and entered into this ____ day of _____, 2016 by the New Mexico Environment Department (NMED) and the **CITY OF AZTEC** (Borrower) (collectively the “Parties”). Borrower has enacted Ordinance No. 2013-423 approved on June 10, 2013 and Ordinance No. 2014-441 approved on December 18, 2014 hereinafter collectively referred to as “Ordinance” which authorized execution of the Interim Loan Agreement; authorizes this Amendment No. 2; authorizes the Borrower to accept loan funds from NMED; and irrevocably pledges the Net Revenues to be derived from the operation of the City’s Joint Utility System for the repayment of this Amendment No. 2, the Agreement and Note.

WHEREAS, the Parties entered into an Interim Loan Agreement on June 24, 2013 and Amendment No. 1 on February 19, 2015, collectively the “Agreement”;

WHEREAS, the Parties have determined that an extension of time is needed to allow for completion of the project;

WHEREAS, it has become necessary to make changes to the Agreement;

NOW THEREFORE, the Parties do mutually agree as follows:

SECTION III. LOAN AMOUNT:

Delete the third paragraph, which reads: Provided the Borrower complies with the Construction Conditions and the Loan Subsidy Grant Requirements below, the loan and grant subsidy amount will be available for a period of Three (3) years from the date of this Agreement.

In place of the deleted sentence, insert: Provided the Borrower complies with the Construction Conditions and the Loan Subsidy Grant Requirements below, the loan and grant subsidy amount will be available until January 24, 2018.

SECTION V. CONSTRUCTION CONDITIONS:

Delete Subsection A, which reads: Upon execution of this Agreement, the Borrower shall adhere to the schedule below to expeditiously initiate and achieve Project Completion within 36 months. The Borrower shall:

Complete Construction Three (3) years from the date of this agreement.

In place of the deleted Subsection A, insert: Upon execution of this Agreement, the Borrower shall adhere to the schedule below to expeditiously initiate and achieve Project Completion by January 24, 2018. The Borrower shall:

Complete Construction by January 24, 2018.

All conditions of the Agreement, which are not identified in this Amendment No. 2, remain the same.

THE PARTIES FURTHER AGREE that this Amendment No. 2 becomes effective upon execution by NMED Secretary.

IN WITNESS WHEREOF, the Borrower and NMED do hereby execute this Amendment No. 2.

This Amendment No. 2 has been approved by:

New Mexico Environment Department
Wastewater Facility Construction Loan Program
Clean Water State Revolving Loan Fund

By: _____
Signature of duly authorized Loan Official

Title: _____ Date: _____

By executing this Amendment No. 2, the undersigned represents that he/she is duly authorized to act on behalf of the Borrower.

By: _____
Signature of duly authorized Borrower Official
City of Aztec

Title: _____ Date: _____

Attest: (Seal)

Signature of Witness

Title Date: _____

Approved as to form: (optional)

Borrower's Attorney Date: _____

Staff Summary Report

MEETING DATE:	May, 24. 2016
AGENDA ITEM:	XI. Business Item(A)
AGENDA TITLE:	Intent to Adopt Ordinance #2016-452 Addition to Chapter 1 Section 1-8 General Penalty for Violation; Injunctive Relief Authorized

ACTION REQUESTED BY:	Judge Carlton Gray
ACTION REQUESTED:	Approve Intent to Adopt Ordinance #2016-452 Addition to Chapter 1 Section 1-8 General Penalty for Violation; Injunctive Relief Authorized
SUMMARY BY:	Carlton Gray-Municipal Judge

PROJECT DESCRIPTION / FACTS (Leading Department)

At this time there is no provision allowing community service for defendants that are unable to pay fines. By adding this to the code the Judge would be allowed to either order or allow defendants to complete community service. It will also allow for deferment of judgments based on completion of community service or donations to an approved organization.

SUPPORT DOCUMENTS:	City Code Chapter 1 section 1-8 (6)
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DEPARTMENT'S RECOMMENDED MOTION:	Move to Approve Intent to Adopt Ordinance #2016-452 Addition to Chapter 1 Section 1-8 General Penalty for Violation; Injunctive Relief Authorized
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**City of Aztec
ORDINANCE 2016-452**

**An Ordinance to Amend Chapter 1, General Provisions,
Section 1-8. General Penalty for Violations; Injunctive Relief Authorized**

WHEREAS: The Aztec Municipal Court Judge has thoroughly reviewed and analyzed Section 1-8, Injunctive Relief Authorized within Chapter 1 of the City of Aztec Code;

WHEREAS: The Aztec Municipal Court Judge has proposed that at his or her discretion a part or all of a fine may be suspended or deferred part or allow community service and or contributions to an organization approved by the court:

NOW THEREFORE BE IT ORDAINED by the Governing Body of the City of Aztec, New Mexico that Ordinance 2016-452 be adopted.

PASSED, APPROVED, SIGNED AND ADOPTED this _____ day of _____ 2016.

By the Aztec City Commission, City of Aztec, New Mexico.

Mayor Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

APPROVE AS TO FORM:

Larry Thrower, City Attorney

ADVERTISED DATE OF FINAL ADOPTION: _____

EFFECTIVE DATE OF ORDINANCE: _____

Sec. 1-8. General Penalty for Violations; Injunctive Relief Authorized.

1. In this section "violation of this Code" means:
 - (1) Doing an act that is prohibited or made or declared unlawful, an offense or a misdemeanor by ordinance or by rule or regulation authorized by ordinance;
 - (2) Failure to perform an act that is required to be performed by ordinance or by rule or regulation authorized by ordinance; or
 - (3) Failure to perform an act if the failure is declared a misdemeanor or an offense or unlawful by ordinance or by rule or regulation authorized by ordinance.
2. In this section "violation of this Code" does not include the failure of a city officer or city employee to perform an official duty unless it is provided that failure to perform the duty is to be punished as provided in this section.
3. Except as otherwise provided, a person convicted of a violation of this Code shall be punished by a fine not exceeding five hundred dollars (\$500.00), imprisonment in jail for a term not exceeding ninety (90) days, or both. With respect to violations of this Code that are continuous with respect to time, each day the violation continues is a separate offense.
4. The imposition of a penalty does not prevent revocation or suspension of a license, permit or franchise.
5. Violations of this Code that are continuous with respect to time may be abated by injunctive or other equitable relief. The imposition of a penalty does not prevent equitable relief.
6. The Judge may at his or her discretion suspend or defer part or all of the fines or allow community service and or contributions to an organization approved by the court. All court costs as defined in Chapter 1 Section 3 of the City Code must be paid and shall not be suspended or deferred.

(Code 2007, 1-8)

Staff Summary Report

MEETING DATE: May 24, 2016
AGENDA ITEM: XI. LAND USE HEARING (A)
AGENDA TITLE: 2016—050 XTO Energy Oil & Gas Application

ACTION REQUESTED BY: Cherylene Weston
XTO Energy Inc.
382 Road 3100
Aztec, NM 87410

ACTION REQUESTED: 2016-050 Oil & Gas Application to plug and abandon existing well, Hampton D #1 located in NW/4 NE/4 Sec. 10, T30N, R11W

SUMMARY BY: William M. Homka AICP, CFM

PROJECT DESCRIPTION / FACTS

This request seeks approval to plug and abandon an existing gas well identified as Hampton D #1 at the above location. The site is situated within Aztec's municipal limits on a 23 acre parcel of land owned by the City of Aztec. The site is generally situated between Sabena Street and Navajo Dam Road and behind the Aztec Animal Shelter. There are also several residential properties nearby and 10 property owners within the 400' notification zone were sent a meeting notice via certified mail as required by the Aztec's Oil & Gas code. The technical location can be viewed on the original State of New Mexico Notice of Intention to Drill application submitted in 1961. Another site map, which also lists the nearby property owners, is also attached for reference.

The well site information is as follows:

General Information

Existing Pad Area: 0.5 acres
New Pad Area: N/A
Total Pad Area: 0.5 acres
Building Info: N/A
Floodplain: No/Yes (*not identified on FIRMs maps but recently affected by arroyo flooding*)
Arroyo: Near Hampton Arroyo
Access: Off of Navajo Dam Road

The application was submitted by XTO Energy Inc. located at 382 Road 3100 in Aztec, NM. Information submitted with the application adheres to Chapter 15 'Oil and Gas Wells' adopted as Chapter 15 in Aztec's City Code (August, 2013). The application includes a checklist which highlights all of the requirements set forth in the city code. All required documentation was submitted and verified by Community Development. Not all application materials are attached

to this report; however anyone interested may visit Community Development and view the complete application file. The application information will be retained as reference case 2016-050. The public inspection process involves completing a public records request in the City Clerk's office.

A schematic provided by the applicant portrays a cross section of the well. It depicts the various types of fill and cap materials to be placed in the casing which reaches a depth of about 6,899 feet. The water table is shown at about 5,735 feet and a system of soil and cement plugs placed at varying depths in the casing length appears to address the water table and other soils surrounding the well.

Of critical importance for plug and cap and well removal applications are the plans proposed to reclaim the land around the well. A reclamation plan is required as part of such applications. This particular location offers an opportunity for the City of Aztec to work with the well owners as part of the reclamation plan. This area and the residents below it, along Sabena Street, were severely impacted by recent flooding in 2015. The applicant is working with the city as it prepares a study of the nearby arroyo. This coordination and the well's removal offer an opportunity for the city to include some of the area in its flood mitigation planning effort.

Thus the XTO Energy Inc. Reclamation Plan formalizes the partnership with the city. It appears a pre-reclamation site inspection occurred within a month of the flood in August, 2015. Two XTO representatives attended the site inspection meeting along with William Watson P.E., Aztec Public Works Director as early as September 11, 2015. Together they will determine the best reclamation process to achieve the City of Aztec Public Works Department Goals.

Removal work includes all fences, production equipment, concrete slabs, anchors, flow lines, risers, automation and electrical equipment, liner materials and any debris and trash. It will be disposed of at approved facilities. Available top soil will be stockpiled during the reclamation process and redistributed after completion of earthwork to achieve approved design specifications. The reclamation work will observe all requirements set forth as environmental concerns including archeology, threatened and endangered species and other wildlife. In the end a marker will be installed as required by the New Mexico Oil Conservation Division to permanently identify the well location.

After a review of the Aztec City Code requirements contained in Chapter 15 of the Oil and gas Wells standards, staff finds the application to be complete and complies with the submission requirements. Staff does not object to this application, 2016-050 a Request to plug and abandon an existing well at the identified location. The approval carries the condition that work follows the plans attached with the application and reclamation continue to be coordinated with the Public Works Department.

FINDINGS OF FACT

1. The existing well proposed for closure is on land owned by the City of Aztec;
2. 10 property owners within the required notification area have been send meeting notices via the US Postal Service Certified Mail;
3. The well removal is a voluntary application by XTO Energy Inc.
4. The application included all required materials and support the application for well removal;
5. The well owner has provided a proof of financial liability;
6. The removal adheres to all applicable regulations of federal, state and local jurisdictions, and;
7. The reclamation plan is unique in its proposed cooperation with the City of Aztec's ongoing efforts to prepare a flood mitigation study and eliminate the potential for future damage to nearby property owners caused by flooding.

SUPPORT DOCUMENTS:

1. Application
 - a. Maps prepared by applicant
 - b. Descriptions of roadways and proposed access
 - c. Proof of financial liability
 - d. U.S. Dept. Interior Drill Permit Application
 - e. 1961 Notice of Intention to Drill Form
 - f. Various maps and other documentation
2. Approximate Location/Vicinity Map
3. Notification letter to nearby property owners
4. Applicant letter
5. Mailing list

DEPARTMENT'S RECOMMENDED MOTION: Move To Approve 2016-050, an Oil & Gas application submitted by XTO Energy Inc. to plug and abandon an existing well known as Hampton D #1 per the five (5) Findings of Fact listed above.



CITY OF AZTEC OIL & GAS APPLICATION

(APPLICATIONS ARE VALID FOR 90 DAYS FROM DATE OF SUBMISSION)
NEW WELL SITES AND MAJOR MAINTENANCE WORK REQUIRE COMMISSION APPROVAL; APPLICATIONS FOR SUCH APPROVAL MUST BE SUBMITTED A MINIMUM OF 21 DAYS BEFORE THE SCHEDULED COMMISSION MEETING.

APPLICANT CONTACT INFORMATION	
Name of Operator:	XTO Energy Inc.
Address:	382 Road 3100, Aztec, NM 87410
Contact Name:	Cherylene Weston
Phone:	505-333-3190
Email:	<u>Cherylene_weston@xtoenergy.com</u>
Name of Off-set Lease/Owner(s):	XTO Energy Inc.
WELL INFORMATION	
Name:	Hampton D #1
API #:	30-045-09759
Type of Lease:	Fee
Lease Number:	N/A
Depth:	6,793
Formation:	Dakota
Location:	NW/4 NE/4 Sec. 10, T30N, R11W
Type of Work:	Plug & Abandon
Contractor:	A Plus Well Service
Proposed Work Dates:	May 25-28, 2016
WELL SITE INFORMATION	
Address: 825 Sabena St.	
Tax ID:	R0013609 Parcel Size (acres) 24.13
Zone District:	Current Use:
Flood Plain:	<input type="checkbox"/> YES <input type="checkbox"/> NO SFHA Zone:
Well Pad Area (sqft) :	Existing Pad Area: 0.5 acres
	New Pad/ Expansion: N/A
	Total Pad Area: 0.5
Setbacks:	Building:
	Arroyo:
PERMIT FEES ARE DUE AT TIME OF APPLICATION; additional fees may be assessed at time of permit approval.	

THIS IS AN APPLICATION AN OFFICIAL LAND USE PERMIT WILL BE ISSUED BY THE CITY OF AZTEC ONCE THIS APPLICATION IS REVIEWED AND APPROVED	
CITY OF AZTEC USE ONLY	
PERMIT FEES	
Admin. Fee	\$ 500.-
Permit Fee	\$ 10.-
Electric Fees	\$
GRAND TOTAL	\$ 510.-
THE FOLLOWING ITEMS MUST BE COMPLETED BY APPLICANT ONCE LAND USE PERMIT IS ISSUED	
Arrange City Utility Inspections/Connections	_____
County Building Permit	_____
One Call (811)	_____
Install Address Numbers	_____
CITY COMMENTS	
Meets SB:	_____
Meets Height:	_____
Zone Compliance:	_____
Visual/Weed Mit.:	_____
Noise Mit.:	_____
Fencing:	_____
Dust/Access Mit.:	_____
Wetlands:	_____
EPA CGP:	_____
NM OCD:	_____
USACE:	_____

PAID

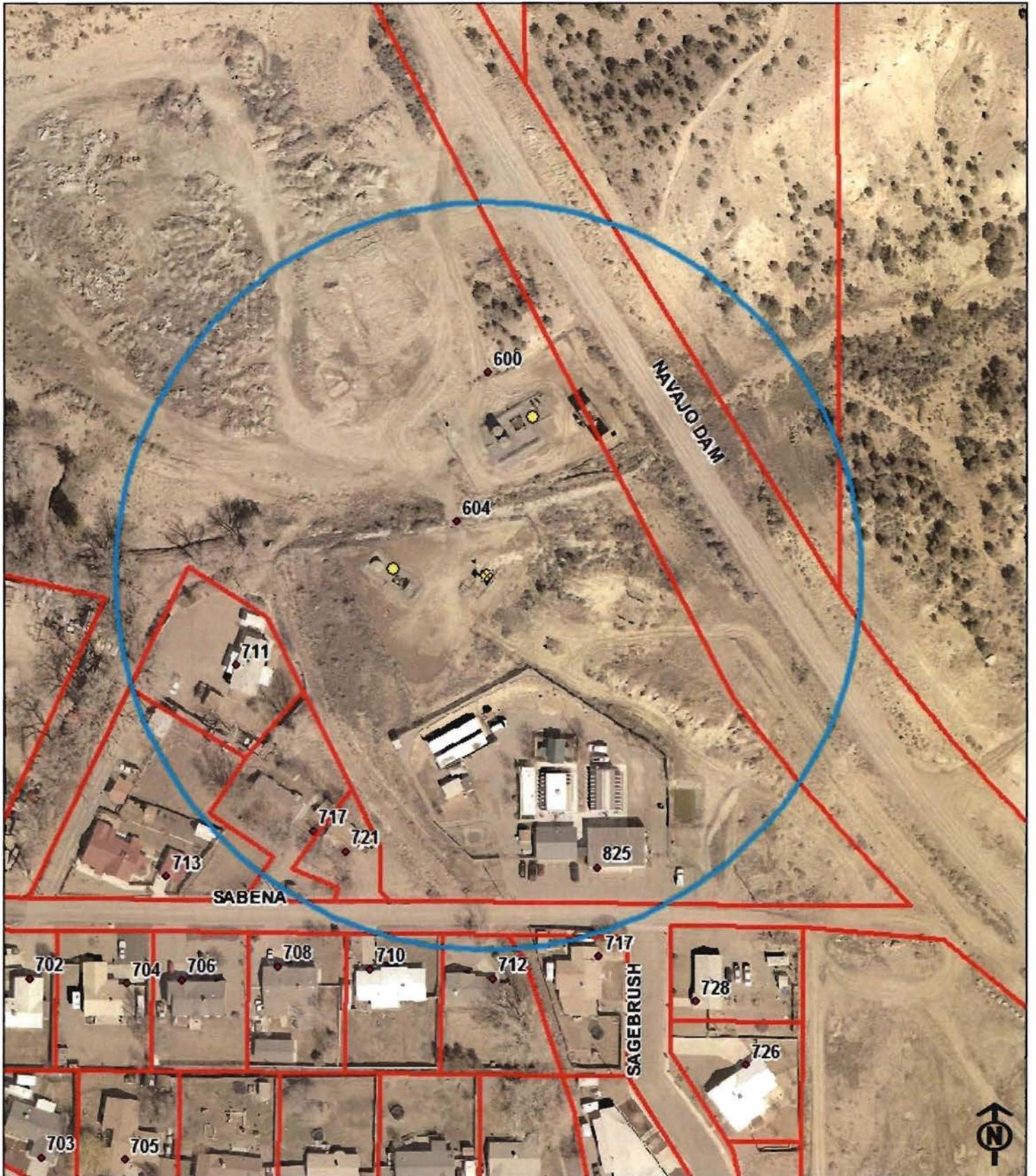
Permit #: 2016-049 Date Started: 2 MAY 2016 Date Finalized:

COA#:

WELL SITE INFORMATION, Cont.				
Compressors:		No.	Horse Power	Gas/ Electric
	Existing:	0		
	New:	0		
	Total:	0		
Features	Existing	New	Removed	
Meter House:	1			
Separators:	1			
Valves:	5			
Evaporative Tanks:	0			
Production Tanks:	1			
Reserve Pits:	0		4/2016	
Pump Jacks:	0			
Sound Enclosures:	0			
ATTACHED DOCUMENTATION (AS REQUIRED) Consult the Community Development Dept. for Guidance				
DOCUMENTATION ITEMS	YES	NO	N/A	
Owner Verification			X	
Detailed Site Map	X			
Weed/Vegetation Plan			X	
Electrical Load Calculation			X	
Visual Mitigation Plan			X	
Wildlife Mitigation Plan			X	
Noise Mitigation Plan			X	
Dust/Access Mitigation Plan			X	
Certificate of Insurance	X			
Copy of Original Lease			X	
Surface Damage/ROW Agreement		X		
APD Sundry Notice	X			
C-144	X			
Elevation Certificate			X	
Land Use Hearing Application (Variance, etc.)			X	
Business License Application			X	

CITY STAFF APPROVAL	
Community Development	_____
Electric Dept.	_____
Utility Office	_____
Public Works Dept.	_____
Floodplain Management	_____
Storm Water Mgmt.	_____
Parks and Recreation	_____
Addressing	_____
Police Dept.	_____
Fire Dept.	_____
City Commission	_____

APPLICANT SIGNATURE
I, <u>Cherylene Weston</u> , representing <u>XTO Energy Inc.</u> , hereby certify that I have read this application and hereby dispose and state under penalty of perjury that all statements, proposals, sketches, and/or plans submitted with this application are true and correct and that I shall adhere to the Municipal Regulations of the City of Aztec.
Signature: <u>Cherylene Weston</u>
Date: <u>May 2, 2016</u>



Hampton D #1 XTO Energy



May 3, 2016

**Hampton D #1 – Plug and Abandonment
Well Permit Application Check List**

XTO Energy Inc. proposes to place a rig on the referenced well for a duration of 5 to 6 days to plug and abandon the well. The well is located inside the City of Aztec boundaries. The work procedure is as follows:

Install and test rig anchors. Comply with NMOCD, BLM & Operator safety regulations. Move in rig up daylight rig. Conduct safety meeting for all personnel on location. NU relief line and blow down well. Kill well with water as necessary. ND well head and NU BOP. Test BOP. TOH tubing. Perform Plug #1 to #8 in sequence. ND BOP and cut off well head below surface casing flange. Install P&A marker with cement. RD, MOL and cut off anchors. Restore location per Reclamation Plan.

OWNER VERIFICATION - XTO acquired this well from Energen Resources in 2003. XTO's state OGRID number is 05380.

DETAILED SITE MAP - See attached map created by XTO GIS with link to San Juan County Parcels data. The subject well is located behind the Aztec Animal Shelter, south of the Navajo Dam Road (Hwy 173).

WEED/VEGETATION PLAN - N/A existing location

ELECTRICAL LOAD CALCULATION – N/A existing location

VISUAL MITIGATION PLAN - N/A existing well location

WILDLIFE MITIGATION PLAN – N/A existing well location

NOISE MITIGATION PLAN - N/A existing well location

DUST/ACCESS MITIGATION PLAN - N/A existing well location

CERTIFICATE OF INSURANCE – See attached letter of self-insurance in lieu of Certificate of Insurance.

COPY OF ORIGINAL LEASE – N/A existing location

SURFACE DAMAGE/ROW AGREEMENT – Unable to locate surface use agreement or ROW. Well originally permitted and drilled by Southwest Production Company in 1961. XTO Acquired the well from Energen Resources in April 2003.

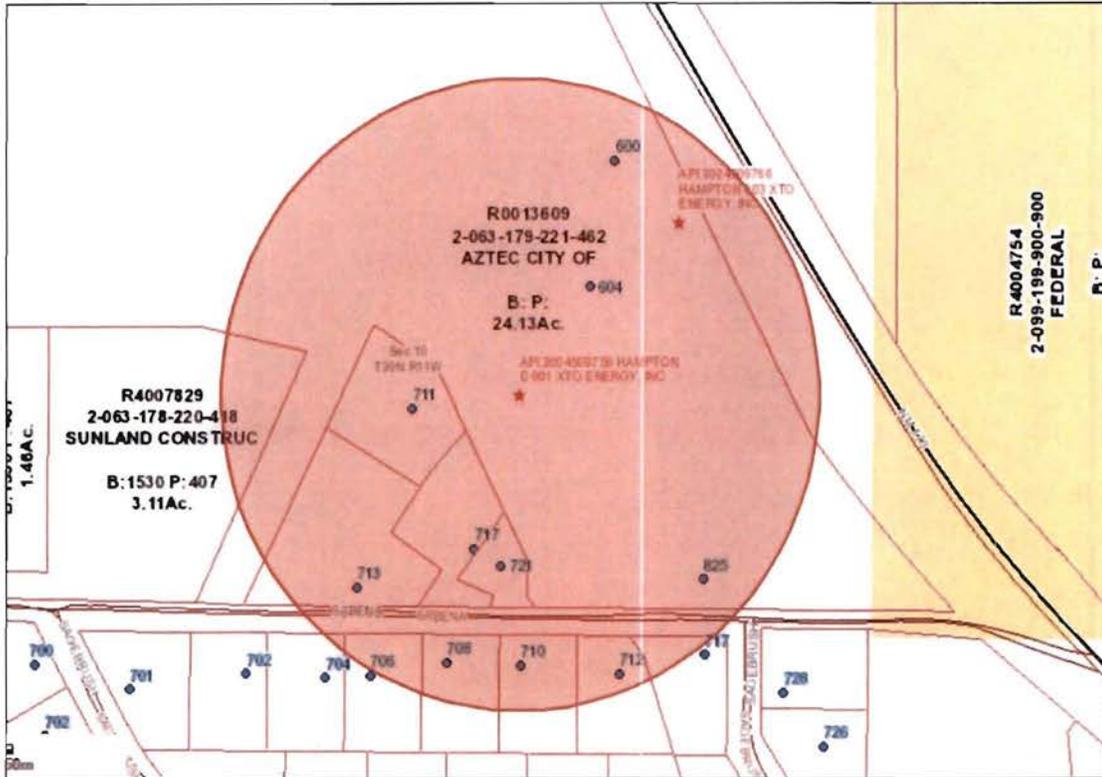
APD SUNDRY NOTICE – Attached

C-144 – Attached. **Note some typographical errors in the Section number. It references Section 26, when it was intended to reference Section 10. NMOCD approved the C-144 as is.

ELEVATION CERTIFICATE – See original APD attached.

LAND USE HEARING – N/A Well to be plugged and abandoned. The ½ acre well pad will be reclaimed per the attached Reclamation plan.

Hampton D #1 (API#: 30-045-09759)
 1010' FNL & 1760' FEL, NW/4 NE/4 Sec. 10, T30N, R11W
 San Juan County, New Mexico



400' BUFFER

ACCOUNTNO	NAME1	ADDRESS	CITYSTATEZIP
R0014609	SHANNON MICHAEL G AND STARLA E	717 SAGEBRUSH DR	AZTEC, NM 87410
R0013609	AZTEC CITY OF	201 W CHACO	AZTEC, NM 87410-1915
R0002248	CLELLAND DENVER AND SARAH D	710 E SABENA ST	AZTEC, NM 87410
R0002245	PENSONEAU RALPH R AND ROBERTA	704 SABENA	AZTEC, NM 87410-1700
R0002339	BRYANT STERLING	712 SABENA ST	AZTEC, NM 87410
R0011589	LANIER RODGER M AND KAREN J	PO BOX 682	AZTEC, NM 87410
R0014557	MARTINEZ ROBERT R AND DEBRA	713 E SABENA ST	AZTEC, NM 87410-1796
R4007829	SUNLAND CONSTRUCTION INC	2532 AYMOND ST	EUNICE, LA 70535
R0011134	MARTINEZ ROBERT AND DEBRA	713 E SABENA	AZTEC, NM 87410
R0002247	LOVATO PATRICK B AND MONICA L	708 E SABENA ST	AZTEC, NM 87410
R0002246	TAYLOR DENNIS F AND CYNTHIA D	23 ROAD 2924	AZTEC, NM 87410
R0015155	PADILLA GERALDINE ET AL	P O BOX 998	AZTEC, NM 87410-

ExxonMobil Risk Management Inc.
P.O. Box 3342
Houston, Texas 77253-3342

January 2nd, 2013

To Whom It May Concern

ExxonMobil

As a wholly owned affiliate of ExxonMobil, XTO's financial strength allows XTO and ExxonMobil to self-insure on a broad basis where permitted by law. XTO and ExxonMobil self-insure on the premise that insurance is typically required to evidence a potential source of funds available to an entity to meet its contractual and/or legal liabilities in the event of an accidental or unforeseen occurrence. Therefore, insurance requirements serve a practical purpose only when required of companies having limited financial resource or assets. **The absence of insurance does not alter or reduce the legal responsibilities of contracting parties to one another or third parties.**

It is beneficial to your company, XTO, and ExxonMobil to avoid the administrative cost of procuring and monitoring certificates of insurance for companies of XTO's and ExxonMobil's financial strength.

In lieu of a Certificate of Insurance, therefore, please accept this letter that XTO and ExxonMobil have the financial resources to respond to the potential liability that may arise from its business operations and relationship with your company.

The term of this letter will remain in effect until the expiration or earlier termination of our contract or any renewal thereof.

Should you require any further information, please feel free to contact this office.

Sincerely,



Todd Johnstone
ExxonMobil Risk Management
Tel: (713-680-7084) Fax: (713-680-7302)
Email: todd.a.johnstone@exxonmobil.com

TS
3/28/13
-HR-

An ExxonMobil Subsidiary

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PRODUCTION OFFICE	
OPERATOR	

NEW MEXICO OIL CONSERVATION COMMISSION
Santa Fe, New Mexico

Form O-101
 Revised (12/1/55)

NOTICE OF INTENTION TO DRILL

Notice must be given to the District Office of the Oil Conservation Commission and approval obtained before drilling or recompletion begins. If changes in the proposed plan are considered advisable, a copy of this notice showing such changes will be returned to the sender. Submit this notice in **QUINTUPLICATE**. One copy will be returned following approval. See additional instructions in Rules and Regulations of the Commission. If State Land submit 6 Copies Attach Form O-128 in triplicate to first 3 copies of form O-101

207 Petr. Club Plaza, Farmington, New Mexico

11/13/61

(Place)

(Date)

OIL CONSERVATION COMMISSION
 SANTA FE, NEW MEXICO

Gentlemen:

You are hereby notified that it is our intention to commence the Drilling of a well to be known as
Southwest Production Company

(Company, or Oil) **Hampton "D"**, Well No. **1**, in **B** (Unit) The well is located **1010** feet from the **North** line and **1760** feet from the **East** line of Section **10**, T. **30N**, R. **11W**, NMPM. (GIVE LOCATION FROM SECTION LINE) **Basin Dakota** Pool, **San Juan** County

D	C	B X	A
E	F	G	H
L	K	J	I
M	N	O	P

N/320 Acres

If State Land the Oil and Gas Lease is No.....

If patented land the owner is.....

Address.....

We propose to drill well with drilling equipment as follows: **Rotary**

The status of plugging bond is **\$10,000.00 Blanket Bond in Effect**

Drilling Contractor **Aspen Drilling Company**
P. O. Box 2060

Farmington, New Mexico
Dakota

We intend to complete this well in the.....
 formation at an approximate depth of **6750**

CASING PROGRAM

We propose to use the following strings of Casing and to cement them as indicated:

Size of Hole	Size of Casing	Weight per Foot	New or Second Hand	Depth	Blocks Cement
12 1/2"	9 5/8"	32.30#	New	300	250
7 7/8"	4 1/2"	10.50#	New	Total Depth	300 or cement to cover Gallup formation.

If changes in the above plans become advisable we will notify you immediately.

ADDITIONAL INFORMATION (If recompletion give full details of proposed plan of work.)

DV tools will be placed for the protection of the Pictured Cliffs & Mesaverde formations.

Approved..... **11-14**, 19...**61**
 Except as follows:

OIL CONSERVATION COMMISSION
 By: *Ernest C. [Signature]*

Sincerely yours,
Southwest Production Company

(Company or Operator) Original signed by
 By: **Carl W. Smith**

Position: **Superintendent**
 Send Communications regarding well to

Name: **Southwest Production Company**

Address: **207 Petr. Club Plaza, Farmington, N. M.**



Mayor
Sally Burbridge

Mayor Pro-Tem
Sherri Sipe



Commissioners

Austin R. Randall
Katee McClure
Sheri L. Rogers

A desirable place to live, work and play; rich in history and small town values!

May 3, 2016

XTO Energy Inc.
c/o Cherylene Weston
382 Road 3100
Aztec, NM 87410

Ms. Weston:

Community Development has received your application to plug and abandon the well located at NW/4 NE/4 Sec. 10, T30N, R11W. The City Commission will hear this request during a public meeting to be held on **Tuesday, May 24, 2016 at 6:00 PM at City Hall, located at 201 W. Chaco Street in Aztec, NM.** As the owner, you and your designated representative are required to attend the scheduled Commission meeting regarding this matter. In order to be heard you will need to go to the Commission room 10 minutes prior to the start of the meeting at 6:00 pm where you will be directed to sign in at the Clerk's table for the appropriate hearing.

The public is requested to contact Community Development via phone at 505-334-7605 or email at whomka@aztecnm.gov to provide support or concerns about this request. The public is also invited to attend the scheduled Commission meeting regarding this matter.

Community Development will be creating a staff summary for Commission to provide them with additional information on this variance request. **Please look over the summary prior to the meeting so you are aware of Community Developments recommendation on this application. A staff summary will be available to the public on the City of Aztec website at this location: http://www.aztecnm.gov/agendas/ccm_agenda.pdf the Thursday prior to the scheduled Commission meeting.** Notice of meeting cancellation/rescheduling will also be at this website, so please check the Thursday prior and day of meeting for confirmation.

If you have any further questions, please don't hesitate to call me at 505-334-7605, Monday through Thursday from 7:00 a.m. to 6:00 p.m. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "William Homka". The signature is written in a cursive style with a long, sweeping underline.

William Homka
Director
Community Development

Hampton #1

R0011589/711 Sabena St
✓ Rodger M and Karen Lanier
PO Box 682
Aztec, NM 87410

R4004754
FEDERAL
70 Road 3536

R0014557/713 E. Sabena St
✓ Robert and Debra Martinez
713 E Sabena St.
Aztec, NM 87410

✓ R0011134/717 E Sabena St
Robert and Debra Martinez
713 E. Sabena St
Aztec, NM 87410

✓ R0015155/721 E Sabena St
✓ Geraldine Padilla
PO Box 998
Aztec, NM 87410

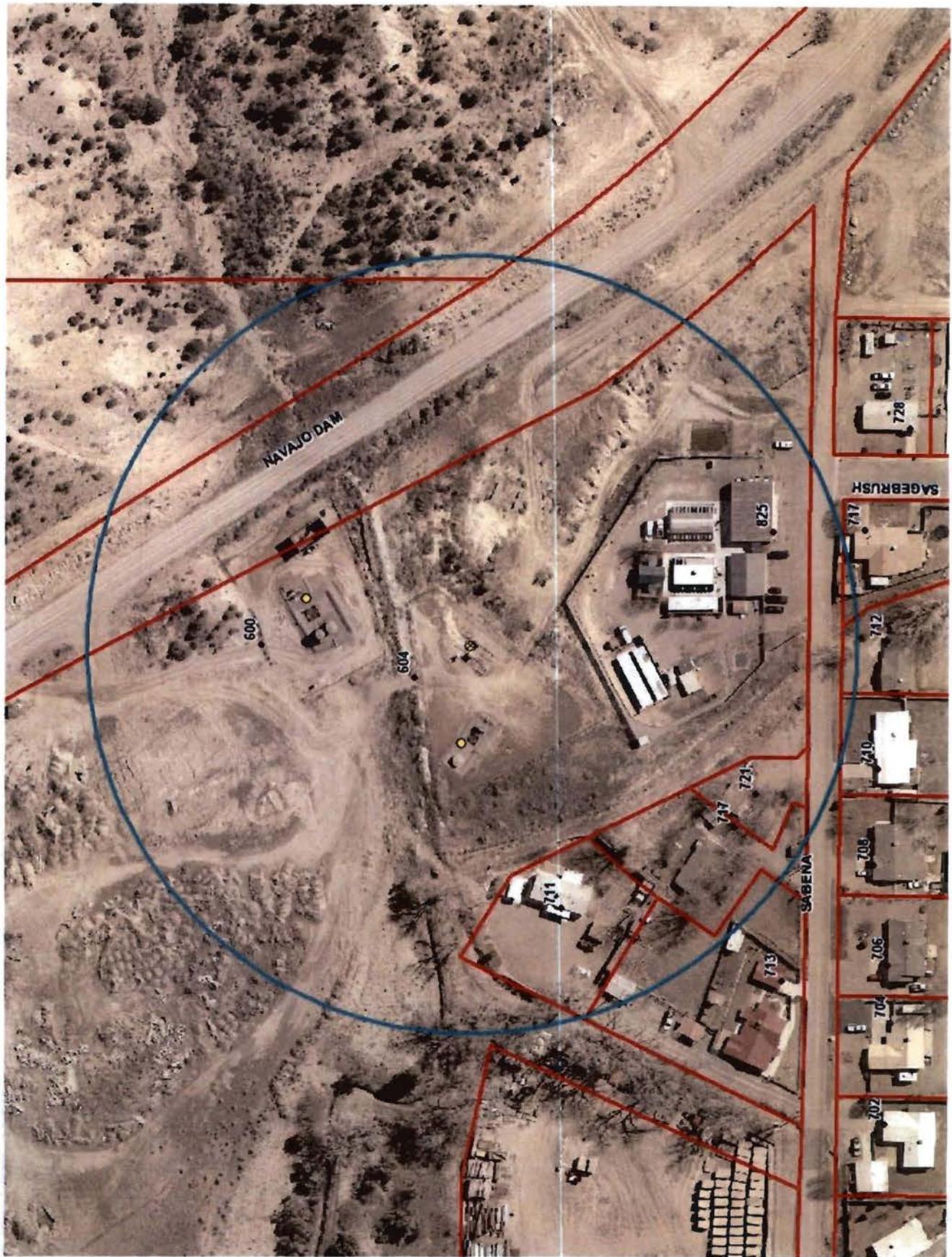
R0002248/710 E Sabena St
✓ Denver and Sarah Clelland
710 E Sabena St
Aztec, NM 87410

R0002339/712 E Sabena St
✓ Sterling Bryant
712 E Sabena St
Aztec, NM 87410

R0014609/717 Sagebrush Dr
✓ Michael and Starla Shannon
717 Sagebrush Dr
Aztec, NM 87410

R0013609/825 E Sabena St
✓ City of Aztec
2091 W Chaco
Aztec, NM 87410

R0002581
City of Aztec
2091 W Chaco
Aztec, NM 87410



**City of Aztec – Community Development
Notice of Public Hearing**

Notice is hereby given that the following application has been filed with the Community Development Department of the City of Aztec, New Mexico.

Permit Application 2016-050 – a request from XTO Energy to plug and abandon a well site within the 3 mile review radius in The City of Aztec, San Juan County, New Mexico, as described below:

LEGAL DESCRIPTION

Hampton D #1, API# 30-045-09759, NW/4, NE/4, Section 10, Township 30N, Range 11W, City of Aztec, San Juan County, New Mexico.

Otherwise located at 604 Sabena Street

Pursuant to the provisions of Section 3-21-6, New Mexico Statutes Annotated, 1978 Compilation, notice is hereby given that these petitions will be considered at the regularly scheduled Commission Meeting of the City of Aztec on **Tuesday, May 24, 2016 at 6:00 p.m.** at City Hall, 201 West Chaco, Aztec, New Mexico. All interested individuals are invited to attend the hearing and shall have an opportunity to be heard with respect to the subject Petition.

Dawn Lewis
Administrative Assistant

Staff Summary Report

MEETING DATE: May 24, 2016

AGENDA ITEM: XI LAND USE HEARING (B)

AGENDA TITLE: Hutton Development-Minor Subdivision Preliminary & Final

ACTION REQUESTED BY: Hutton Growth One LLC
736 Cherry Street
Chattanooga, TN
37402

ACTION REQUESTED: 2015-068 Minor Subdivision Preliminary & Final Plat Approval
SW ¼ Section 9, T30N, R11W, N.M.P.M. in Aztec

SUMMARY BY: William M. Homka AICP, CFM

PROJECT DESCRIPTION / FACTS

This application is seeking approval of a minor subdivision plat within the City of Aztec. The site consists of just over (6) acres and is generally bounded by N. Ash Street to the east, W. Aztec Boulevard to the north, land on which the A&W Root Beer business is situated to the west, and abutting parcels used/owned by High Country Chevrolet to the south. The lot is an irregular shape and its elevation is much lower than that of W. Aztec Boulevard. This project formally applied for review to the city on November 11, 2014. The application has undergone regular and numerous discussions and negotiations between Hutton, the property owners, and the City of Aztec. In addition, another partner in this development is O'Riellys Autoparts, which is poised to purchase Lot 2 in this three (3) lot subdivision, which will leave two new parcels available for commercial development.

Some general site/development information is below:

General Information

Zoning: C-2 General Commercial

Existing Parcel: 6.33 acres

New Parcel 1: 2.144 acres (93,398 sq. ft.)

New Parcel 2: 1.359 acres (59,197 sq. ft.)

New Parcel 3: 2.561 acres (111,574 sq. ft.)

Floodplain: Partially across new Lot 1

Access: A new roadway will be constructed along the south of the three lot development and be accessed from N. Ash Street. A private access easement will be constructed between the new roadway and W. Aztec Boulevard. The access has already been reviewed and approved by the New Mexico Department of Transportation.

The application was submitted by Hutton, a real estate, development and construction company based in Chattanooga, TN. The land is currently owned by the Ernest and Ila Mae Trust who

reside at 61 Road 2350, Aztec NM. The site presently has two structures on it; one is a Quonset hut and the other is a cement block building. Both buildings are proposed for demolition and removal to make way for new development.

The City of Aztec engaged in discussions with Hutton to guide the development plan in a direction that addresses several issues and/or needs the city currently faces. It has been a very unique development process due to the number of involved entities. Hutton, in effect has served as the consultant to O'Riellys and is also preparing that company's site plan. At the same time Hutton is assisting the property owners by working to prepare development scenarios and drawings over the past two years. Hutton is producing development documents in this application that prepare all 6.33 acres for development rather than just one site that its client needs. Hutton has partnered with other firms including SMA Engineering in Farmington and Olsson Associates. Olsson has offices located in seven states and specializes in numerous professional services ranging from site design and planning, geotechnical services and various engineering disciplines. The issues that this development addresses include:

1. Alter a site with difficult topography so it can be developed commercially and stimulate Aztec's tax base.
2. Create three parcels that will be attractive for development.
3. Provide a site for a new retail store already committed to locating in Aztec. (Lot 2)
4. Provide controlled access to a 6.33 acre site adjacent to W. Aztec Blvd. Only one curb opening is permitted onto W. Aztec Blvd.
5. The new circulation connects Lots 2 and 3 via a private access easement and connection to W. Aztec Blvd. and N. Ash St. via a new public roadway that runs behind all three lots.
6. Provide for a regional water detention system designed to transfer the runoff from all three sites, via surface grading and below surface piping, to a single detention pond with sufficient capacity to meet city storm water requirements for new development.
7. Landscaping plans will require live plantings along W. Aztec Blvd. with irrigation to help beautify the gateway corridor to Aztec.
8. Eliminates a vacant, often cluttered area of land at the intersection of W. Aztec Blvd. and N. Ash St, north of the irrigation ditch. People often place cars and other large items 'for sale by owner' at this location without seeking permission of the land owner.
9. Eliminates existing old, antiquated structures on the development site that have cast a blighting appearance on the surrounding area for years.

This development has evolved into a partnership among the parties to facilitate the project. The City of Aztec has/will enter into a development agreement with Hutton that identifies the responsibilities of each party. For its part Hutton has provided a minor site plan that presents all of the required information for the City of Aztec to review. The large acreage parcels meet and exceed Aztec's subdivision requirements and the access and circulation ways are protected with easements on the plat. The regional detention – storm water drainage system shared among the three parcels is also identified as an easement on the plat and meets city drainage requirements. Adjacent property owners are identified and legal descriptions are provided for the new parcels. All utility easements are also identified on the plat.

The platting process has happened congruently with site design processes. This was inherently necessary due to the large differences in grade and site elevations. The site presented a challenge, most significantly was designing a connecting vehicular circulation system while also

making room for utilities, roadways, and some surface drainage leading to the regional detention pond.

Thus other drawings exist that predicate this plat but are not part of this review, however are more relevant to construction drawings and site plans. Those drawings more specifically address the existing and proposed topography. They also identify an area of the site as floodplain, which is confined to Lot 1 in the northeast corner of the parcel. About half of the identified floodplain area lies north of an existing irrigation ditch and the other half lies between the same ditch and N. Ash Street.

Thus this project must address existing site development constraints from W. Aztec Boulevard, N. Ash Street and surrounding parcels. The disparate elevations need fill and contour work to create suitable development elevations. Hutton proposes to elevate Lot 2's grade to match W. Aztec Boulevard's grade along the parcel's frontage and slope downward to an elevation that meets the access road.

The finished, target elevation of Lots 2 where it abuts W. Aztec Boulevard is about 5613 feet. Additional fill material will be brought in to raise the elevations of Lots 1 & 3 to an elevation of about 5308 feet. The target elevation points discussed here are in relation to W. Aztec Boulevard. The elevation of the new road connecting to N. Ash Street will be 5310'. This represents a site grade difference of five feet (5') between the new roadway and W. Aztec Boulevard to the north. All new fill will be graded with a negative slope toward the back of the sites for drainage, vehicular circulation, and overall appearance purposes. The grade of Lots 1 & 3 will be filled to within two feet (2') of the new access roadway, or 5308'. Although this leaves a grade depression, the parties involved have decided the elevation of 5308' is temporary and a reasonable grade adjustment. This elevation should still present attractive parcels for future development projects and provides flexibility for buyers to design their own site improvements. As a point of reference, the finished floor elevation proposed for the O'Riellys Autoparts will be 5311'. This falls two feet (2') below the target grade of 5313' along W. Aztec Boulevard but three feet above the new access road elevation at 5310'.

For its part the City of Aztec has agreed to construct offsite improvements to facilitate the preparation/readiness of the sites for commercial development on the three parcels. The improvements include constructing the access roadway between N. Ash Street and Lot 3 as well as conducting the earthwork to create the regional detention pond. It is not uncommon for development partnerships to include off-site improvements made by a public municipality to encourage / attract additional development projects in the city.

The activities described in the previous paragraphs summarize a development agreement between the City of Aztec and Hutton. That agreement is a separate document but integral to insuring the completion of this project as proposed and ultimately approved by the City Commission. The agreement includes this plat as one of several exhibits that provide a picture of the development upon completion. The development will rely heavily on the city's Utilities, Electric, and Public Works Departments and their participation implementing some of the agreement. It also includes said departments with insuring the project is developed in accord with the agreement.

FINDINGS OF FACT

1. A site with difficult topography will be re-graded and developed commercially
2. This project will create developable parcels zoned for commercial uses that are attractive to future economic development projects in Aztec;
3. The commercial subdivision can stimulate/ increase Aztec's tax base;
4. Provide a site for a new retail store already committed to locating in Aztec. (Lot 2)
5. This project proposes best practices for access management and traffic control involving a large parcel fronting along a major thoroughfare, W. Aztec Blvd. by only permitting one curb opening onto it.
6. By constructing a public access drive across the rear of Lots 1 – 3 this project proposes best practices for access management and traffic control and connect them to N. Ash St.
7. A private access easement is proposed between Lots 2 & 3 and connects W. Aztec Blvd. to the new access road at the rear of Lots 1 – 3.
8. All parcels access the new circulation system, which will contain vehicular circulation and traffic movement on the project site, eliminating potential for more access ways on W. Aztec Blvd. in this area.
9. This project constructs a regional water detention system designed to transfer the runoff from all three sites to a single detention pond. The design uses surface grading and buried piping. The new pond has sufficient capacity to meet city storm water requirements for the new development.
10. Landscaping plans will require live plantings along W. Aztec Blvd. and be irrigated to help beautify Aztec's gateway corridor.
11. Ultimately, this project eliminates a vacant, often cluttered area of land at the intersection of W. Aztec Blvd. and N. Ash St, north of the irrigation ditch. People often place cars and other large items 'for sale by owner' without seeking permission of the land owner.

SUPPORT DOCUMENTS:

1. Application
2. Plat
3. Notification letters to nearby property owners
4. Applicant letter
5. Mailing list

DEPARTMENT'S RECOMMENDED MOTION: Move To Approve 2015-068, an application for a Minor Subdivision Plat, and consider this the preliminary and final plat after much negotiation and two years of development meetings among all the parties, as the plat meets all requirements and for the ten (10) Findings of Fact listed above.

RECEIVED

APPLICATION FOR PRELIMINARY PLAT APPROVAL

MAY 28 2015



CITY OF AZTEC
APPLICATION FOR PRELIMINARY PLAT

CITY OF AZTEC
COMMUNITY DEVELOPMENT

PERMIT FEES ARE DUE AT TIME OF APPLICATION; additional fees may be assessed at time of permit approval. Fees are: \$10 Admin. Fee + \$200 Prelim. Plat Fee + \$2 per lot Fee. Total Fee to be determined at time of application.

Date: 11/11/14

1. Name of Subdivision:

2. Name of Applicant:

Sam Swartz/Hatten Phone: 423 771 4470

Address:

736 Cherry St Chattanooga TN 37402
(Street No. and Name) (City) (State) (Zip Code)

3. Name of Local Agent:

Cardell Andrews Phone: 420 333 4340

Address:

(Street No. and Name) (City) (State) (Zip Code)

4. Owner of Record:

Ila Mae Sullivan Phone: 505-333-4494

Address:

601 Road 2350, Aztec NM
(Street No. and Name) (City) (State) (Zip Code)

5. Engineer:

Cardell Andrews Phone: 480 333 4340

Address:

(Street No. and Name) (City) (State) (Zip Code)

6. Land Surveyor:

Kurt Shepherd Phone: 505 325 7535

Address:

401 W. Broadway Farmington NM 87401
(Street No. and Name) (City) (State) (Zip Code)

7. Attorney:

Catherine Long Phone: 423-771-4458

Address:

736 Cherry St. Chattanooga, TN 37402
(Street No. and Name) (City) (State) (Zip Code)

APPLICATION FOR PRELIMINARY PLAT APPROVAL

- 8. Postal Delivery Area: _____
- 9. School District: _____
- 10. Total Acreage: _____
- 11. Zoning: C-2
- 12. Number of Lots: _____
- 13. Fee Required at \$200 plus \$2.00 per Lot: _____
- 14. Is any open space being offered as part of this subdivision application?

- 15. Has the City Commission granted any variance, exception, or special use permit concerning this property? If yes, please describe:

- 16. Is any variance to the Subdivision Regulations being requested? If yes, please describe and attach a Variance Checklist and Variance Application:

- 17. Proposed Classification of Subdivision: Minor
(Major or Minor)
- 18. Proposed Type of Subdivision: Commercial
(Commercial or Residential)
- 19. Provide
 - Hard copy of Plat (18" x 36", paper)
 - Legal description and deed(s)
 - Subdivision Plat in electronic format (ArcGIS or Autocad)

RECEIVED

MAY 28 2015

CITY OF AZTEC
COMMUNITY DEVELOPMENT

2015-068

RECEIVED

MAY 28 2015

CITY OF AZTEC
COMMUNITY DEVELOPMENT

APPLICATION FOR PRELIMINARY PLAT APPROVAL

List all contiguous holdings in the same ownership (as defined in the Subdivision Regulations).

Section _____ Lot(s) _____

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into the present owner as recorded in the San Juan County Clerk's Office. This affidavit shall indicate the legal owner of the property, the contract owner of the property, and the date the contract of sale was executed.

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

Tennessee
STATE OF ~~NEW MEXICO~~
COUNTY OF ~~SAN JUAN, SS:~~ Hamilton

I, SAM SUSEN hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

Signature _____

Mailing Address _____

(Street) (City) (State) (Zip Code)

Subscribed and sworn to (or affirmed) before me this 11th day of November, ~~2013~~ 2014

State of Tennessee County of Hamilton

Deborah Scott
Notary Public

My Commission expires on: 2-10-18



MILLER ENGINEERS, INC.
DBA SOUDER, MILLER & ASSOCIATES

014716

2015-068

5/27/2015

City of Aztec

\$206.00 fees 7030

Subdivision review fee
Project 2123385 Task 2

RECEIVED

MAY 28 2015

CITY OF AZTEC
COMMUNITY DEVELOPMENT

890-5102

CI

TY OF AZTEC 06/02/2015 10:24 CD
CM DEV ADMIN FEE (ALL PERMITS)
U-4283621
FMSD CM DEV ADMIN FEE (CALL PE 19.00
FMSD CM DEV LAND USE PERMITS 196.00
PAYMENT RECEIVED AMOUNT 206.00
CHECK: 014716 AMOUNT 206.00
TOTAL 206.00

CASH RECEIPT		Date 5/28/2005		003055	
Received From Miller Engineers - SMA		Address 2101 San Juan Blvd, FMSD, NM		For PLAT - Prelim - 2015-068	
Dollars \$ 206.-		ACCOUNT		HOW PAID	
AMT OF ACCOUNT	206.-	CASH			
AMT PAID	206.-	CHECK	206.00		
BALANCE DUE	0	MONEY ORDER			
		CREDIT CARD			
		By <i>[Signature]</i>			

CRB 1183

Mayor
Sally Burbridge

Mayor Pro-Tem
Sherri Sipe



Commissioners

Austin R. Randall
Katee McClure
Sheri L. Rogers

A desirable place to live, work and play; rich in history and small town values!

May 19, 2016

PUBLIC NOTICE

Dear Property Owner:

As a surrounding property owner of N1/2 – SW1/4 of SECTION 9, T30N, R11W, Hutton Growth One, LLC has made a request to the City of Aztec Community Development Department to create a minor subdivision.

The City Commission will hear this request during a public meeting to be held on **Tuesday, May 24, 2016 at 6:00 PM located at City Hall, 201 W. Chaco, Aztec, NM.** As the surrounding property owner, you are welcome to attend the scheduled Commission meeting regarding this matter. In order to be heard you will need to go to the Commission room 10 minutes prior to the start of the meeting at 6:00 pm where you will be directed to sign in at the Clerk's table for the appropriate hearing.

The public is requested to contact Community Development via phone at 505-334-7605 or email at whomka@aztecnm.gov to provide support or concerns regarding this request. The public is also invited to attend the scheduled Commission meeting regarding this matter.

Community Development will be creating a staff summary for Commission giving them more information on this property and the variance request being made. **Please look over the summary prior to the meeting so you are aware of Community Developments recommendation on this application. A staff summary will be available to the public on the City of Aztec website at this location:**

http://www.aztecnm.gov/agendas/ccm_agenda.pdf the Thursday prior to the meeting.

Notice of meeting cancellation/rescheduling will also be at this website, so please check the Thursday prior and day of meeting for confirmation.

If you have any further questions, please don't hesitate to call me at 505-334-7605, Monday through Thursday from 7:00 a.m. to 6:00 p.m. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "William Homka".

William Homka
Director
Community Development

Addresses for O'Reillys

908 W Aztec Blvd/ R0001740
Knepp Family LLC
PO Box 1347
Aztec, NM 87410

601 W. Chaco/ R0000187
Beta Dev Co. Attn: Conoco Inc
4001 Penbrook St
Odessa, TX 79762

405 W Chaco/ R0001626
ZC Inc
PO Box 393
Farmington, NM 87499

301, 101, 201 N Ash St/ R0000667
Bill and Mary Jane Smart
201 N Ash Ave
Aztec, NM 87410