

**AG E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION MEETING**  
**September 24, 2019**  
**201 W. Chaco, City Hall**  
**6:00 p.m.**

**I. CALL TO ORDER**

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

United States Pledge of Allegiance

New Mexico Pledge of Allegiance

I Salute the Flag of the State of New Mexico and the Zia Symbol of Perfect Friendship among United Cultures

**III. ROLL CALL**

**IV. APPROVAL OF AGENDA ITEMS**

**V. CONSENT AGENDA**

- A. Commission Meeting Workshop Minutes September 10, 2019
- B. Commission Meeting Minutes September 10, 2019
- C. Resolution 2019-1155 Municipal Surplus
- D. Aztec Boys & Girls Club Lower Rood Retrofit

*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"*

**VI. ITEMS REMOVED FROM CONSENT AGENDA**

**VII. PRESENTATIONS**

San Juan Regional Medical Center

**VIII. CITIZENS INPUT (3 Minutes Maximum)**

**IX. BUSINESS ITEMS**

None

**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 72 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410.

X. **QUASI JUDICIAL HEARINGS (LAND USE)**

None

XI. **COMMISSIONER, CITY MANAGER, DEPARTMENT REPORTS**

XII. **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.

**Note:** A final agenda will be posted 72 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410.

1 CITY OF AZTEC  
2 WORKSHOP MEETING MINUTES  
3 September 10, 2019  
4

5 **I. CALL TO ORDER**  
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7 Mayor Snover called the Workshop to order at 5:18 pm at the Aztec City  
8 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.  
9

10 MEMBERS PRESENT: Mayor Victor Snover; Mayor Pro-Tem Fry;  
11 Commissioner Sherri Sipe; Commissioner,  
12 Mark Lewis  
13

14 MEMBERS ABSENT: Commissioner Randall  
15

16 OTHERS PRESENT: City Manager Steve Mueller; Finance Director  
17 Kathy Lamb; City Attorney Nicci Unsicker;  
18 Community Development Director Steven  
19 Saavedra; Project Manager Ed Kotyk; City  
20 Clerk Karla Saylor; see attached sign in sheet  
21

22 **A. Discussion of Animal Control/Community Development Ordinances**  
23

24 City Manager Steve Mueller mentioned that staff has had discussion over animal  
25 ordinances. He introduced Tina Roper Animal Shelter Director and Steven Saavedra  
26 Community Development Director.

27 Steve mentioned that there will be discussion on dogs riding in the back of a  
28 truck and how the ordinances will need to be changed. Tina mentioned that she does  
29 not have the authority to pull people over to give citations so this is not an ordinance  
30 she can enforce. Chief Heal mentioned that this will be something that will have to be  
31 done through the police department and will need to be added to the police ordinance.  
32 Commissioner Sipe stated that we live in a rural area and is not in favor of this to  
33 become an ordinance. Citizen Diana Mesch mentioned that she thinks the police  
34 department needs to focus on more important things than dogs in the back of the truck.

35 There was discussion on adequate protection for dogs and cats in certain types  
36 of weather. Tina feels this will be hard to regulate and enforce, it will be up to people to  
37 call in, and that this can possibly be added under the inhumane treatment of the animal  
38 ordinance. She mentioned that the Animal Shelter does welfare checks anytime they  
39 get a call about inhumane treatment of an animal.

40 There was discussion on Chickens, Ducks and Turkeys and the zoning, right now  
41 you can only have chickens in an area that is zoned for chickens and it does not specify

1 a female chicken or rooster. Steven mentioned that he can work with Commission on  
2 coming up with a set of rules for the ordinance and zoning and that these ordinances  
3 will be revisited at a later date.

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5 **II. ADJOURMENT**

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7 Moved by Mayor Snover to adjourn the meeting at 5:57 p.m.

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Mayor, Victor C. Snover

ATTEST:

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Karla Sayler, City Clerk

MINUTES PREPARED BY:

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Sherlynn Morgan, Administrative Assistant

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CITY OF AZTEC  
COMMISSION MEETING MINUTES  
September 10, 2019

**I. CALL TO ORDER**

Mayor Victor Snover called the Meeting to order at 6:02 pm at the Aztec City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

- A. Invocation (led by Chief Heal)
- B. United States Pledge of Allegiance (led by Mayor Snover)
- C. New Mexico pledge of Allegiance (led by Mayor Snover)

**III. ROLL CALL**

Members Present: Mayor Victor Snover; Mayor Pro-Tem Fry;  
Commissioner Sipe; Commissioner Mark  
Lewis

Members Absent: Commissioner Austin Randall

Others Present: City Manager Steve Mueller; City Attorney Nicci Unsicker;  
Project Manager Ed Kotyk; City Clerk Karla Sayler (see  
attendance sheet)

**IV. APPROVAL OF AGENDA ITEMS**

MOVED by Commissioner Sipe to approve the agenda as given; SECONDED by  
Mayor Pro-Tem Fry

All voted Aye: Motion passed four to zero

**V. CONSENT AGENDA**

- A. Commission Meeting Workshop Minutes August 13, 2019
- B. Commission Meeting Minutes August 13, 2019
- C. Commission Special Meeting Minutes August 20, 2019
- D. Resolution 2019-1152 Municipal Surplus
- E. Resolution 2019-1153 Senior Center ICIP
- F. 2018 General Obligation Bond Agreement
- G. Resolution 2019-1154 NMDOT Agreement Control Number C5193387

MOVED by Commissioner Lewis to Approve the Consent Agenda as given  
SECONDED by Mayor Pro-Tem Fry

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All voted Aye: Motion passed four to zero

**VI. ITEMS REMOVED FROM CONSENT AGENDA**

NONE

**VII. PROCLAMATION**

Manufacturing Day  
Constitution Week

Mayor Snover read and presented the proclamations.

**VIII. PRESENTATIONS**

Employee Recognition – Electric Department

Ken George Electric Director introduced Isreal Silva who is the newest lineman to graduate from the lineman school. Mayor Snover and Commission congratulated him for graduating.

**IX. CITIZENS INPUT (3 Minutes Maximum)**

NONE

**X. BUSINESS ITEMS**

A. Final Adoption of Ordinance 2019-494 Solid Waste and Recyclable

City Manager Steve Mueller mentioned that this will include the recycle component into the ordinance with the associated fee schedule. He mentioned that this is the final adoption and there have been no comments.

MOVED by Mayor Pro-Tem Fry to Approve Final Adoption of Ordinance 2019-494 Amending Chapter 21 Solid Waste and Recyclables SECONDED by Commissioner Lewis

A Roll Call was Taken; All voted Aye; Motion passed four to zero

**XI. QUASI JUDICIAL HEARINGS (LAND USE)**

NONE

92 **XII. COMMISSIONER, CITY MANAGER, DEPARTMENT REPORTS**

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94 City Manager Steve Mueller mentioned he attended the NMML Annual Conference  
95 last week, and that they had very good sessions. September 21<sup>st</sup> will be the household  
96 hazardous waste collection day at the County complex on Oliver Drive in Aztec. He will  
97 be on vacation starting next week through September 30<sup>th</sup> and Chief Heal will be acting  
98 City Manager while he is out.  
99

100 Commissioner Sipe mentioned she also attended the annual conference and came  
101 back with good notes to share with EDAB. She has NWNM Seniors and EDAB  
102 meetings next week. She has asked for a workshop with George Sharp which will be  
103 scheduled on October 15<sup>th</sup>.  
104

105 Commissioner Lewis mentioned he also attended the annual conference he  
106 learned quite a lot and brought back good information. The Water Commission meeting  
107 was canceled this month. He plans to attend the County Commission meeting on  
108 Thursday.  
109

110 Mayor Pro-Tem Fry mentioned she attended the 4CED quarterly meeting, she  
111 explained that it would be nice to have more Aztec representation at these meetings.  
112 She also attended the annual conference, and attended an ozone meeting.  
113

114 Mayor Snover mentioned he also attend the NMML annual conference. He enjoyed  
115 the keynote speaker and classes. He attended ECHO meeting and they are in the  
116 process of hiring a new CEO. He will be out of town next week.  
117

118 Chief Heal mentioned that they were up for re-accreditation so they had people at  
119 the station assessing everything this week. He thinks it went very well.  
120

121 Steve Morse Public Works Director mentioned that they have had several water  
122 breaks but they got them fixed. He thanked the crew for their hard work.  
123

124 Steven Saavedra Community Development director explained that he will be out of  
125 the office in a training next week so they are trying to move the EDAB meeting.  
126

127 Cindy Iacovetto Community Center Director thanked Commission and Staff for  
128 their support of the upcoming vintage social.  
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130 Wallace Begay IT Director mentioned that ECHO is having a blue jean fundraising  
131 event on the 14<sup>th</sup> and ATOS is having a 5K run at the vintage social and invited  
132 participation.  
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134 **XIII. CLOSED SESSION**

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136 Mayor Snoved moved the meeting into Closed Session at 6:30 pm Pursuant to  
137 State Law, Section 10-15-1 (H-6) discussion of sole source purchase that exceeds  
138 \$2,500 or of the contents of competitive sealed proposals during the contract  
139 negation process for Municipal Legal Services Award

140 Mayor Snover voted Aye; Mayor Pro-tem Fry voted Aye; Commission Sipe voted  
141 Aye; Commission Lewis voted Aye

142 Mayor Snoved moved the Closed Session back to regular meeting at 8:20 pm  
143 Pursuant to State Law, Section 10-15-1 (H-6) discussion of sole source purchase  
144 that exceeds \$2,500 or of the contents of competitive sealed proposals during the  
145 contract negation process for Municipal Legal Services Award and mentioned that  
146 there were no other items discussed.

147 Mayor Snover voted Aye; Mayor Pro-tem Fry voted Aye; Commission Sipe voted  
148 Aye; Commission Lewis voted Aye

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150 **XIV. BUSINESS ITEMS (CONTINUED)**

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152 B. B. RFP 2019-697 Municipal Legal Services Award

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154 Commissioner Sipe MOVED to Approve Move to approve award of RFP 2019-697  
155 Municipal Legal Services to H. Steven Murphy P.C. and Tyson Gobble, P.C. and authorize  
156 the City Manager to sign the professional services agreement on behalf of the City  
157 SECONDED by Commissioner Lewis

158 Mayor Snover voted Nay; Mayor Pro-Tem Fry voted Nay; Commissioner Sipe voted Aye;  
159 Commissioner Lewis voted Nay; MOTION Denied 3-1

160 Commissioner Lewis MOVED to Approve award of RFP 2019-697 Municipal Legal  
161 Services to Nicci Unsicker P.C. and authorize the City Manager to sign the professional  
162 services agreement on behalf of the City SECONDED by Mayor Pro-Tem Fry

163 Mayor Snover voted Aye; Mayor Pro-Tem Fry voted Aye; Commissioner Sipe voted Nay;  
164 Commissioner Lewis voted Aye; Motion Passed 3-1

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166 **XV. ADJOURNMENT**

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168 Mayor Snover moved to adjourn the meeting at 8:30 pm SECONDED by  
169 Commissioner Sipe

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Mayor, Victor Snover

ATTEST:

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Karla Saylor, City Clerk

MINUTES PREPARED BY:

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Sherlynn Morgan, Administrative Assistant

DRAFT

# Staff Summary Report

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**MEETING DATE:** September 24, 2019  
**AGENDA ITEM:** V. CONSENT (C)  
**AGENDA TITLE:** Resolution 2019-1155 Municipal Surplus

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**ACTION REQUESTED BY:** Police Department, Finance Department  
**ACTION REQUESTED:** Approval of Resolution 2019-1155  
**SUMMARY BY:** Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

- The Police Department and Finance Department have identified city property which no longer provides operational value to the department and requests approval of those items as municipal surplus. Police equipment including light bars, radars, radios, etc. will not be listed on public surplus but will be destroyed through other methods.
- If the items are not sold they will be donated or disposed of according to NM Statute Sections 3-54-2 and 13-6-1. Disposition of obsolete, worn-out or unusable tangible personal property.

## PROCUREMENT

- N/A

## FISCAL IMPACTS

- Revenues from sale of surplus items will be applied to General Fund / Joint Utility Fund

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**SUPPORT DOCUMENTS:** Resolution 2019-1155  
Surplus List

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2019-1155 Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be Sold or Disposed.

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**CITY OF AZTEC  
RESOLUTION 2019-1155  
September 24, 2019**

**MUNICIPAL SURPLUS**

**POLICE DEPARTMENT SURPLUS**

Department	Item/Model	
<p style="text-align: center;">Police</p>		<p>2006 Ford Crown Victoria Unit 001-141 S/N 2FAFP71W26X128855 Odometer: 143,000</p> <p>Acquisition Date: 02/21/2006</p> <p>Reason for Surplus: Not Required In Department</p> <p>Condition: Vehicle has been used to scavenge parts for other units in the Police fleet</p>
<p style="text-align: center;">Police</p>		<p>2007 Ford Crown Victoria Unit 001-146 S/N 2FAHP71W27X153023 Odometer: 162,103</p> <p>Acquisition Date: 09/17/2007</p> <p>Reason for Surplus: Not Required In Department</p> <p>Condition: Vehicle has been used to scavenge parts for other units in the Police fleet</p>

**FINANCE DEPARTMENT SURPLUS**

Department	Item/Model	
<p style="text-align: center;">Finance</p>		<p>Banker Box Storage System Total of 14 containers</p> <p>Acquisition Date: 2008</p> <p>Reason for Surplus: Not Required In Department</p>

**CITY OF AZTEC  
RESOLUTION 2019-1155  
September 24, 2019**

**MUNICIPAL SURPLUS**

<b>Department</b>	<b>Item/Model</b>	
Finance		IBM TYPEWRITER WHEELWRITER 1000 S/N 11CFXB4  Acquisition Date: 1999 (est)  Reason for Surplus: Not Functional (electric power source)

# **CITY OF AZTEC RESOLUTION 2019-1155**

**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 described on the attached list which is owned by the City is surplus and not essential for a municipal purpose.

PASSED, APPROVED AND SIGNED this 24th day of September 2019.

\_\_\_\_\_  
VICTOR C. SNOVER, MAYOR

ATTEST:

\_\_\_\_\_  
KARLA SAYLER, CITY CLERK

# Staff Summary Report

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**MEETING DATE:** September 24, 2019  
**AGENDA ITEM:** V. Consent Agenda (D)  
**AGENDA TITLE:** Aztec Boys & Girls Club Lower Roof Retrofit

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**ACTION REQUESTED BY:** General Services (Building Maintenance)  
**ACTION REQUESTED:** Approval  
**SUMMARY BY:** Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

- The City building which is occupied by the Aztec Boys & Girls Club (ABGC) is in need of roof repairs, specifically the lower roof.
- The lease agreement between the City and ABGC, effective November 13, 2012, identifies major repairs (defined as exceeding \$2,500/repair) of the facility are the responsibility of the City.

## PROCUREMENT

- A cooperative purchasing contract negotiated through CES (Cooperative Educational Services) will be utilized to procure the roof repairs at the Aztec Boys & Girls Club.
- This form of procurement is authorized by 13-1-67 NMSA 1978.
- DKG & Associates, Inc., under CES Contract #16-03B-R122-ALL, has submitted a proposal in the amount of \$98,507.50. DKG & Associates has previously worked for the City in 2015 for the roof replacement project on the Utility/MVD & Police/Courts buildings.

## FISCAL IMPACTS

- The FY20 Adopted Annual Budget, Capital Projects Fund, includes \$100,000 specific to this project.

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**SUPPORT DOCUMENTS:** DKG & Associates, Inc. Proposal

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the Proposal from DKG & Associates, Inc. and authorize City Staff to proceed with Aztec Boys & Girls Club Lower Roof Retrofit.

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**September 19, 2019**

**Mr. Jeff Blackburn**

General Services/Parks Director  
 City of Aztec  
 201 W. Chaco Street  
 Aztec, NM 87410

**Subject: Aztec Boys & Girls Club Lower Roof Retrofit Totaling Approx. 7,000 SF - CES Proposal**

<u>Spec #</u>	<u>Description</u>	<u>Unit Cost (\$)</u>	<u>Ext. Cost (\$)</u>
1.4.3	Remove adhered single-ply base flashings 600 SF	0.40/SF	240.00
1.7.4	Install plywood on wall 240 SF	2.20/SF	528.00
1.2.17	Install 1/2" poly-iso crickets 200 BF (1/4" X 2)	0.90/SF X2	360.00
1.2.21.b	1/4" CDX gypsum or 1/4" HD poly-iso 7,000 SF	0.90/SF/IN	6,300.00
1.4.40	80 mil TPO or 60 mil PVC mech. attached 7,000 SF	4.20/SF	29,400.00
1.11.2.a	Rhinobond System 7,000 SF	1.00/SF	7,000.00
1.4.38	60 mil TPO or PVC adhered base flashings 1,000 SF	4.20/SF	4,200.00
1.6.7	Remove coping 330 LF	0.50/LF	165.00
1.6.38	New metal copings 330 LF	12.00/LF	3,960.00
1.10.12b	Warranty, 20 year 7,000 SF	4,000 EA	4,000.00
1.11.6.3	Architectural Services 20 HR	150/HR	3,000.00
1.11.2.a	2018 NM wage rate increase 800 HR	25/HR	20,000.00
1.10.13	Per Diem – 8 men x 10 days	75.00/Day/Man	6,000.00
1.11.6.8	Crane – 6 DAY	500/DAY	3,000.00
2.1.2	Region 1 Multiplier @ 15%		<u>13,222.95</u>
	Sub-Total Amount		101,375.95
	<b>DKG Voluntary Discount</b>		<u><b>10,375.95</b></u>
	Adjusted Sub-Total Amount		91,000.00
	NMGRTax @ 8.250%		7,507.50
	Bonds @ 0.75% (Included)		<u>000.00</u>
	Total Project Cost		98,507.50

Our CES Contract # is 16-03B-R122-ALL.

Thank you for the opportunity to help with the roof maintenance needs of City of Aztec.

Weldon C. Good, VP/CEO  
 DKG & Associates, Inc.

