

CITY OF AZTEC
COMMISSION MEETING MINUTES
MARCH 11, 2014

I. CALL TO ORDER

Mayor Burbridge called the Meeting to order at 6:00 p.m. at the Aztec City Commission Room, City Hall, 201 W. Chaco, Aztec, NM

II. INVOCATION

The Invocation was led by Commissioner Current

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Pro-Tem Crowley

IV. ROLL CALL

Members Present: Mayor Sally Burbridge; Mayor Pro-Tem Jim Crowley
Commissioner Roberta Locke; Commissioner Sherri Sipe; Commissioner Gene Current; Commissioner Sheri Rogers; Commissioner Katee McClure

Members Absent: None

Others Present: City Manager, Joshua Ray; City Attorney, Larry Thrower;
City Clerk, Karla Saylor; Project Manager, Edward Kotyk
(see attendance sheet)

V. ELECTION RESULTS OF MARCH 4, 2014

City Clerk, Karla Saylor read the official results of the Regular Municipal Election held on March 4, 2014 as follows:

For District #2 City Commissioner

| | |
|-----------------|-----------|
| Sally Burbridge | 170 Votes |
| Joe Hubbard | 82 Votes |

For District #4 City Commissioner
Katee McClure 217 Votes

For District #5 City Commissioner
Sheri Rogers 229 Votes

The Total number of Ballots cast were 255 for the Municipal Election of March 4, 2014.

VI. COMMISSIONERS OATH OF OFFICE

- A. The Honorable Judge Karen Townsend Administered the Oath of Office to Commissioner Sally Burbridge, Commissioner Sheri Rogers, and Commissioner Katee McClure

VII. COMMISSION ORGANIZATION MEETING

- A. Elections of Mayor and Mayor Pro-Tem.....Commissioners

MOVED by Commissioner Sipe, SECONDED by Commissioner Rogers to Approve the Appointment of Commissioner Sally Burbridge as Mayor of City of Aztec.

All Voted Aye Motion Passed Four to Zero

MOVED by Commissioner McClure, SECONDED by Commissioner Locke to Approve the Appointment of Commissioner Sipe as the Mayor-Pro Tem of the City of Aztec.

All Voted Aye, Motion passed Four to zero

- B. Appointments of Commissioners to Boards/Committees.....Commissioners

Appointments to Boards and Committees were made as follows:

- 1) Airport Advisory Board-Commissioner Rogers
- 2) Economic Advisory Board-Commissioner Sipe
- 3) Library Advisory Board-Commissioner Locke
- 4) Lodgers Tax Advisory Board-Commissioner McClure
- 5) Personnel Committee- Mayor Burbridge-Commissioner Sipe
- 6) Four Corners Economic Development Services-Mayor Burbridge
- 7) San Juan Safe Communities Initiative-Commissioner Rogers

- 8) Farmington Metropolitan Planning Organization(MPO)-Commissioner Sipe
- 9) NW New Mexico Seniors-Commissioner Sipe
- 10)ECHO-Commissioner McClure
- 11)San Juan Water Commission-Commissioner McClure
- 12)San Juan Regional Medical Center Corporation-Dr. Barkman
- 13)Council of Governments (COG)-Mayor Burbridge
- 14)County Commission Representatives-Commissioner Rogers

VIII. AGENDA APPROVAL

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Locke to Approve the Agenda

IX. CITIZEN RECONGNITION

Code Compliance Officer, Bob Carmen presented the Aztec Spirit Award for Yard of the Month to Randy and Kimberly Hodge at 201 E. Chaco, and Commercial Spirit Award of the Month to Aztec Hardware.

X. EMPLOYEE RECONGNITION

None

XI. CONSENT AGENDA

MOVED by Commissioner Locke, SECONDED by Mayor Pro-Tem Sipe to Approve the Consent Agenda with the exception of Item E. Russell Planning & Engineering Contract Amendments #1

All Voted Aye; Motion Passed Five to Zero

- A. Commission Meeting Minutes February 25, 2014
- B. Travel
- C. 2012 GO Bond Agreement
- D. Law Enforcement protection Fund Grant
- E. Pulled

XII. ITEMS FROM CONSENT AGENDA

E. Russell Planning & Engineering Contract Amendment #1

Mayor Burbridge asked if the examples listed in the second paragraph were items proposed or anticipated ideas that would be included with the zero lot lines.

Roshana Moojen answered that these items were received as comments and recommendations from the land use surveys that were completed by the public and are just examples, not anything guaranteed to be in the contract.

MOVED by Mayor Burbridge, SECONDED by Commissioner Locke to approve Russell Planning and engineering Contract Amendment #1

XIII. CITIZENS INPUT

Kevin Townsend informed Commission, about the open City Property that adjoins his property on Swire Ave, that there is illegal dumping and other activities happening on that property, and that he has been shutting and locking the gate leading to the property.

Diana Mesch expressed her concerns with the \$35 fee for garage sale signs and stated that it can be a hardship for some families to have to pay that fee. She asked Commission to reconsider having this fee in City Code.

XIV. BUSINESS ITEMS

A. Final Adoption of Ordinance 2014-435 Amending Article I, Section 17.1 of Chapter 17-Personnel

Josh Ray mentioned that this is a final adoption and that no comments have been received and no changes have been made since the Intent to Adopt.

Commissioner Rogers asked if the Contraband section was completely taken out of the policy. It has been taken out at this time from the Safety Policy and Personnel Policy per Staff discussions.

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Locke to Approve the Final Adoption of Ordinance 2014-435 Amending article I, Section 17.1 of Chapter 17 – Personnel

A Roll Call Was Taken; All Voted Aye; Motion Passed Five to Zero

B. Final Adoption of Ordinance 2014-436 Amending Chapter 5 Animals

Josh mentioned that this is a final adoption also and that no comments have been received and no changes have been made since the Intent to Adopt.

MOVED by Commissioner Rogers, SECONDED by Mayor Pro-Tem Sipe to Approve the Final Adoption of Ordinance 2014-436 Amending Chapter 5-Animals

A Roll Call Was Taken; All Voted Aye; Motion Passed Five to Zero

C. Final Adoption of Ordinance 2014-437 Amending Chapter 16, Article V.
Animal Fees

Josh mentioned that this is a Final Adoption also and that no comments have been received and no changes have been made since the Intent to Adopt

MOVED by, SECONDED by to Approve the Final Adoption of Ordinance 2014-437 Amending Chapter 16, Article v. Animal Fees

A Roll Call Was Taken; All Voted Aye; Motion Passed Five to Zero

D. Final Adoption of Ordinance 2014-438 Amending Chapter 1, Section 12 Fine
Schedule for Section 1-12-4 Animals

Josh mentioned that no comments have been received and no changes have been made since the Intent to Adopt

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Rogers to Approve the Final Adoption of Ordinance 2014-438 Amending Chapter 1, Section 12 Fine Schedule for Section 1-12-4

A Roll Call Was Taken; All Voted Aye; Motion Passed Five to Zero

E. Mary Shepherd 1 WS 47 Abandonment

Community Development Director, Roshana Moojen mentioned that this is a complete plug and abandon on the well that is located in Kokopelli subdivision off of Little Rabbit Drive. She also mentioned that there is one notation that will appear on the permit should Commission approve this item, and that notation is that City Code requires that everything be re-seeding within 6 months of the completion of the plug and abandonment. Mayor Pro-Tem Sipe questioned if the 6 month time limit should be included in the motion. Roshana stated that it can be added to the motion.

Citizens who live in the Kokopelli subdivision questioned Commission about what will happen to the land once it is capped off. There were questions on fencing and if it would be removed. Staff clarified that it would be and the lot would be reseeded. There was a question if a structure could be built on the site. OCD would have to clarify the answer. Ken George, 706 French Drive, asked if a company could re-drill on the property. Staff clarified that they would have to

seek a variance to setbacks and come before commission for approval. Ken also mentioned that the pipelines should be marked to show that they are not in use.

MOVED by Mayor Pro-Tem Sipe, SECONDED by Rogers to Approve the Oil and Gas Permit Application for a plug and abandon for the Mary Shepherd 1 WS 47 with adding a requirement that the re-seeding must be done within 6 months and also Commission would like to require a ground level marker unless Oil Conservation Division (OCD) requires otherwise

XV. LAND USE HEARING

Mayor Burbridge opened the Land Use Hearing for a Special Use Request for 809 Pioneer Ave. 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 then reviewed the Order of Presentation.

A. Special Use Request for 809 Pioneer Ave.

Roshana presented the Staff Summary and Finding of Facts to Commission. She mentioned that this came to Commission as a variance in January and it was denied recommending that the applicant come back for a special use permit.

The Community Development Department recommends Approving this application (and waiving all fees) for a Special Use Permit to allow a travel trailer to act as a temporary secondary residence located at 809 Pioneer Ave. in Aztec, New Mexico, for the duration of Mrs. Betty Steed's residence at the property; proof of Mrs. Betty Steed's continuing residence at the property must be submitted to the City of Aztec every six months to maintain the Special Use Permit; the Special Use Permit shall expire as soon as Mrs. Betty Steed's residency at this address is no longer existent; advising Commission to accept Findings of Fact #1-5 and vote "Yes" to show the motion as Approved.

Applicant, Kevin Edwards thanked Commission for their time. Interested Party Mr. Steed mentioned that he has Power of Attorney and mentioned that Kevin be able to stay at the residence up to ninety days after Ms. Steed is no longer residing there. Mr. Steed stated that he will see that the affidavit of residency will be submitted every six months for proof that Ms. Steed is still at the residence.

MOVED by Commissioner Locke, SECONDED by Mayor Pro-Tem Sipe to Approve this application (and waiving all fees) for a Special Use Permit to allow a travel trailer to act as a temporary secondary residence located at 809 Pioneer Ave. in Aztec, New Mexico, for the duration of Ms. Betty Steed's residence at the property; proof of Ms. Betty Steed's continuing residence at the property must be submitted to the City of Aztec every six months to maintain the Special Use Permit; the Special Use Permit shall expire 90 days after Ms. Betty Steed's residency at this address is no longer existent; accepting Findings of Fact #1-5. Motion Amended by Commissioner Locke Seconded by Mayor Pro-Tem Sipe to include verification of residency form signed and notarized from Mr. Steed of her continuing residency every 6 months.

A Roll Call Was Taken; All Voted Aye; Motion Passed Five to Zero

XVI. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

Josh mentioned that there have been over 50 applicants for the Community Development Director position, staff has done interviews, and they have made an offer for the position and it was accepted by Margaret Ambresino, she will start next week. Josh mentioned that the Buy Local bags have been completed and the plan is to sell the bags for \$9.00 at different businesses in town. He informed Commission that there will be a Potluck on Monday the 17th at noon for St. Patrick's Day. Josh scheduled a Commission retreat for Friday, March 14th from 12p.m to 4p.m.

Mayor Burbridge has asked that Commissioners give highlights of their advisory boards meeting to the rest of Commission during Commission reports. Four Corners Economic Development will be sponsoring the StreetWise MBA Program put together by Energize coming up this Spring and Fall hosting twenty businesses. This will allow businesses to put together business plans and marketing as they operate their businesses. There will also be a High Desert Discovery Day on April 23-24 at San Juan College for people looking at launching a business. The deadline to apply is March 28. All information is on the www.4cornersed.com website. She also mentioned that Export Tech trains businesses on how to export products out to the country. She mentioned that local businesses Jack's Plastic Welding and Surefire participated. She mentioned that they will be hosting another one in September. She also mentioned that the Four Corners Paddle Trails project has been moved under the tourism committee of 4CED. She mentioned that 4CED has 1,530 jobs in the works for San Juan County. She mentioned the Vision Plan for the City and encouraged Commission to get familiar with the plan. She also mentioned the following meetings that are coming up for Commissioners interested in attending:

- Newly Elected Official Training on March 22
- District Meeting in Gallup on March 20
- Council of Government in Grants March 19
- NMSIF Conference May 7-11
- MOLI Trainings

Mayor Pro-Tem Sipe welcomed the new Commissioners. She asked Steve Mueller, General Services Director when construction on Kokopelli Park will be started again. Steve stated that this item is on the Special Project list and will take a couple of months to complete. She mentioned that there is need for a cross walk by the post office across Rio Grande. She mentioned that she has received compliments on the looks of the baseball parks.

Commissioner Rogers stated that she is excited to be a part of the City Commission.

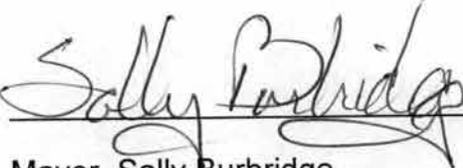
Commissioner McClure mentioned that there has been only 6 all female councils in the US and this is New Mexico's first all female council.

XVII. DEPARTMENT REPORTS

None

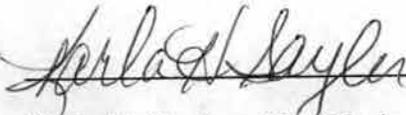
XVIII. ADJOURNMENT

MOVED by Mayor Burbridge to adjourn the meeting at 7:52pm.



Mayor, Sally Burbridge

ATTEST:



Karla H. Sayler, City Clerk

MINUTES PREPARED BY:



Chelsea Clowe, Support Service Secretary



ATTENDANCE SHEET

COMMISSION MEETING

DATE: 3/11/14

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--- PLEASE PRINT---

| NAME | ADDRESS OR AFFILIATION |
|------------------|------------------------|
| CHRISTINE PIÑA | AZTEC |
| James I enton | Aztec |
| STEVE MUELLER | COA |
| Sabrina Hood | COA |
| Tina Roper | COA |
| Susan Carter | citizen of Aztec |
| Dyan Deleingrey | COA |
| Bill WABER | COA |
| MIKE HEAL | COA |
| Bob Curman | COA |
| Cherylene Chaney | XTO |
| Wallace Beck | COA |
| | |
| | |
| | |

Mayor
Sally Burbridge

Mayor Pro-Tem
James D. Crowley



201 West Chaco
Aztec, NM 87410

City Commissioners

Roberta S. Clover
Sherri Sipe
Eugene L. Current

Request to Speak to the Commissioners

Meeting Date: 3/11/14

Please register below prior to the start of this meeting if you wish to speak under "Citizen's Input." Please limit your comments to three (3) minutes. Select only one person to speak for a group.

PLEASE PRINT

| NAME | ADDRESS | TOPIC |
|----------------|-------------------|-------------------------|
| Kevin Townsend | 1001 Swire | Townsend/City Property. |
| Diana Mesch | 510 Ruins Rd # 29 | * 35 Garage Sale for |
| | | |
| | | |
| | | |
| | | |
| | | |

The Commission appreciates your attendance at tonight's meeting. They ask that in an attempt to resolve complaints that you consult the appropriate City staff prior to discussing the issue at a Commission meeting.