

CITY OF AZTEC  
COMMISSION MEETING MINUTES  
MAY 13, 2014

**I. CALL TO ORDER**

Mayor Burbridge called the Meeting to order at 6:05 p.m. at the Aztec City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

**II. INVOCATION**

The Invocation was led by Judge, Carlton Gray

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Electric Director, Ken George

**IV. ROLL CALL**

Members Present: Mayor Sally Burbridge; Mayor Pro-Tem Sherri Sipe; Commissioner Roberta Locke; Commissioner Sheri Rogers; Commissioner Katie 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. AGENDA APPROVAL**

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Locke to approve the Agenda as amended adding Presentations Item B Aztec Ruins Lecture Series and Proclamation for National Police Week .

All Voted Aye; Motion Passed Five to Zero

## **VI. PRESENTATION**

### **A. Complete Streets Presentation/Duane Wakan**

Duane Wakan, MPO Transportation Planner opened up the workshop by introducing the Walkable and Livable Communities Institute stating that they have assisted more than 3,500 cities and towns in North America and around the world in creating their best communities. Duane introduced 2 members of the Institute, Mr. Robert Ping, Technical Assistant Programs Manager from Portland Oregon and Samantha Thomas, Project Manager from Washington. Mr. Ping presented a power point on Complete Streets. The power point covered what complete streets are and how they are achieved. He reviewed recommendations to the design guidelines developed by the MPO complete streets advisory group. Creating Complete Streets in Cities increase safety, health & well-being, equity & prosperity and placemaking.

### **B. Aztec Ruins Lecture Series**

Lauren Blacik, Chief of Interpretation of Aztec Ruins National Monument opened the presentation by thanking Commission for their support in funding for the annual Lecture Series and introduced Seresa Bloom, Park Ranger. Seresa gave an overview of the upcoming Lecture Series stating that they have an attendance of on average of 45-50 with 87 being the highest and 15 being the lowest at the event. She mentioned that the Lecture Series runs for about 4 months beginning in June. The official kickoff will begin Friday, June 6, 2014 with a guest speaker from Santa Fe.

## **PROCLAMATION**

Mayor Burbridge read the proclamation declaring the Week of May 11-18, 2014 National Police Week.

## **VII. CITIZEN RECOGNITION**

Code Compliance Officer, Bob Carmen presented the Aztec Spirit Award for Yard of the Month to Melvin Woodard at 324 Gila Rd, and Commercial Spirit Award of the Month to Aztec Floral Design.

Josh recognized three of the twenty-one Aztec High School Honor Graduates this year, who are children of City employees;

- Adam Gray
- Kayli Farmer
- Alicia Meador

## **VIII. EMPLOYEE RECOGNITION**

Josh recognized the Police Department and Animal Shelter for their quick response to an accident involving an animal on Aztec Blvd. Josh also recognized Employee of the Quarter, Alexis Doucet-Koonce from the Utility Department for her hard work and characteristics as a model employee for the City.

## **IX. CONSENT AGENDA**

MOVED by Commissioner Locke, SECONDED by Commissioner Rogers to Approve the Consent Agenda with the exception of Item G. Bid #2014-402 Reservoir 3 Waterline Extension Change Order #1.

- A. Commission Workshop Minutes, April 22, 2014
- B. Commission Meeting Minutes, April 22, 2014
- C. Travel Request
- D. Bid #2014-405 Asphalt Paver
- E. Approval to Destroy City Documents-Community Development Office
- F. National Parks Service Contract #P14PC00152
- G. Pulled
- H. New Mexico Aging & Long Term Services Department Agreement 2014-1196
- I. NM TRD Municipal Motor Vehicle Service Provider Contract Amendment No. 1
- J. Memorandum of Understanding (MOU) between City of Aztec-Public Library and City of Bloomfield-Public Library Renewal Agreement

## **X. ITEMS FORM CONSENT AGENDA**

- G. Bid #2014-402 Reservoir 3 Waterline Extension Change Order #1

Mayor Pro-Tem Sipe questioned the reason for the Change Order on Reservoir 3. Public Works Director, Bill Watson answered that there was a very important valve that was not included in the original design.

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner McClure to Approve Bid #2014-402 Change Order #1 increasing the \$105,584.98 plus NMGRT and increasing construction time to 129 days.

## **XI. CITIZENS INPUT**

None

## **XII. BUSINESS ITEMS**

None

### **XIII. LAND USE HEARING**

Mayor Burbridge opened the Land Use Hearing for a Setback Variance for 602 Blackshawl Circle. 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. Setback Variance for 602 Blackshawl Circle**

Planning Tech, Michelle Morgan mentioned that Shawn and Wendy Payne had applied for a variance to setback for their property at 602 Blackshawl Circle and have planned on building a Pergola next to their residence and wants to only have a 5ft setback area between the two. She mentioned that City Code states that there has to be a 10ft setback and the residence is in an R-1: Single Family Dwelling District. She mentioned that she did receive an additional comment after the Staff Summary was prepared and would like to add that to the Findings of Facts as #7. She stated that the comment was received May 12<sup>th</sup> from Bill Matson who is a neighbor closest to the Pergola and he stated that he has no objection to the variance.

Mayor Burbridge questioned what the purpose for a 10ft Setback is if only 3ft is required on the side. Michelle explained that it is mainly a fire code issue.

The Community Development Department recommends approving this application for a Variance to Setbacks Request to five (5) feet between the Pergola and the residence, for this property at 602 Blackshawl Circle, Aztec, NM 87410, Property Tax ID #R0002256, advising Commission to accepting Findings of Fact #1-7 and vote "YES" to show the motion as Approved.

MOVED by Commissioner McClure, SECONDED by Mayor Pro-Tem Sipe to Approve this application for a Variance to Setbacks Request to five (5) feet between the pergola and the residence, for this property at 602 Blackshawl Circle, Aztec, NM 87410, Property Tax ID #R0002256, accepting Findings of Fact #1-7.

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

#### **XIV. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**

Josh mentioned that there was an Smart 911 link on the City App which is a website you can put in your personal information so if you need to call 911 they already have your information. He mentioned that the Commission Budget Workshops will be May 19<sup>th</sup>-20<sup>th</sup> 4-6pm in the Commission room. He mentioned that the preliminary budget would be on the next Commission meeting for approval.

Mayor Burbridge mentioned that she, Mayor Pro-Tem Sipe, Josh, and Staff met with the Roping Club about a potential relocation. She mentioned that Four Corners Paddle trail had a public meeting on May 1st with land owners . There was a question to try to get a decision on lawful use of right of ways along the river for recreational use. She mentioned that they have an opinion from a local District Attorney in favor of using the rivers for recreational use. The Mayor mentioned that the Alien Run had 111 participants and the event. She mentioned that she attended the National League of City's Risk Conference in San Diego.

Mayor Pro-Tem Sipe mentioned that she attended the meeting with the Roping Club. Members of the club are under the impression that the City is trying to move them out of Riverside. Mayor Pro-Tem clarified that if the City is willing to work with them to find another location. If one cannot be found than they asked that they work on upgrades to the arena to make it presentable. She thanked all the employees who came out to help with the City Clean Up. She also mentioned that Kokopelli Park is looking very nice. She reminded everyone that May 31<sup>st</sup> is the Matthew Bardwell Alumni Memorial Scholarship Baseball game. Mayor Pro-Tem has an EDAB meeting this Thursday May 15<sup>th</sup>. She also mentioned that she received a compliment from Jeannie Everett stating how nice the City looks.

Commissioner Locke mentioned that her stepfather was a Policeman for Baltimore and recognized National Police Week and mentioned that it is also National Nursing Home week. She mentioned she attended the Easter Sunrise Services at the Aztec Ruins. Commissioner Locke mentioned that it is Early Voting and that Fiesta days will be held at Riverside Park on June 6-8.

Larry Thrower mentioned that the Supreme Court ruled that it is Constitutional to have Invocation at the beginning of Commission Meeting. He will be on Vacation from June 3-15 and will not be at the next Commission Meeting or have City office hours.

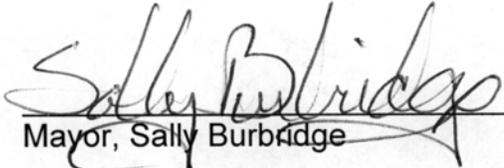
**XV. DEPARTMENT REPORTS**

Chief, Mike Heal thanked Commission for the Proclamation. He mentioned that the metals he wears on his uniform were given to him from Mr. Bill Matson's father.

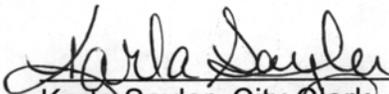
**XVI. ADJOURNMENT**

MOVED by Mayor Pro-Tem Sipe to Adjourn the Meeting at 7:30 pm.

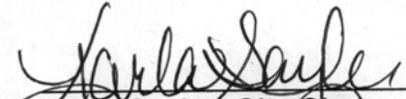


  
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Mayor, Sally Burbridge

ATTEST:

  
\_\_\_\_\_  
Karla Sayler, City Clerk

MINUTES PREPARED BY:

  
\_\_\_\_\_  
Karla Sayler, City Clerk



ATTENDANCE SHEET

COMMISSION MEETING

DATE: 5/13/14

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--- PLEASE PRINT---

NAME	ADDRESS OR AFFILIATION
Delain George	COA
Ken George	COAED
MIKE HEAL	COA
Sabrina Hood	COA
Lauren Blacik <sup>ME</sup>	Aztec Ruins
Cyresa Bloom	Aztec Ruins
ARLEN GRAY	COA
Juan Fenton	Dunkin' Timmer
Wendy + Shawn Payne	602 Blackshapel Cir.
Susan Carter	Citizen of Aztec
Jane Roper	COA
Bob Curman	COA
Michelle Morgan	COA
BOB WATSON	COA
BOB THOMAS	COA