

CITY OF AZTEC  
COMMISSION MEETING MINUTES  
July 8, 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 City Attorney, Larry Thrower

**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 Sipe; Commissioner Sheri Rogers; Commissioner, Roberta Locke; Commissioner, Katee McClure

Members Absent: None

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

**V. PRESENTATION**

**A. Economic Development Update 2014-Ray Hagerman**

Mr. Hagerman gave a power point presentation on the Vision and Mission for Economic Development in 2014 to include the following:

Strategies

- Energy & Manufacturing
- Agriculture
- Tourism
- Initiatives
  - Energy Related
  - GNG Infrastructure
  - Natural Gas & Coal
  - Manufacturing of Products & Provision of Services relating to Energy Industry

- Agriculture
- Israeli-Navajo Micro Farmer Project
- Value Added
- Tourism
  - Geotourism Focus
  - Paddle Trails & Outdoor Experiences
- 2014-2015 Focus Areas
  - Organization Sustainability
  - Public Policy/Advocacy
  - Assist Companies
  - Help Drive Legislation
- Workforce Development
  - 800 Open Jobs Need Filling
  - Stop Brain Drain
  - Help Fix Broken People
  - Build Strong Entrepreneurial Eco System
  - Strong Process For Idea Generation
  - Pitch Opportunities for Scalable Companies
  - Matching Expertise to Opportunities

## **V. AGENDA APPROVAL**

MOVED by Commissioner Locke, SECONDED by Mayor Pro-Tem Sipe to Approve the Agenda with the exception of Business Item A Pioneer Heights Subdivision Agreement and Closed Session Pursuant to State Law, Section 10-15-1 (H-2) Limited Personnel Matters, City Manager Evaluation

All Voted Aye, Motion Passes 5-0

## **VI. CITIZEN RECOGNITION**

Bob Carman, Code Compliance Officer awarded Mr. & Mrs. Griego of 411 Bunker Ave. with the Aztec Spirit Award. He also awarded Farm Bureau Financial Services of 101 N. Main Ave. the Business Spirit Award that is presented quarterly.

## **VII. EMPLOYEE RECONGNITION**

City Manager, Josh Ray recognized Ken George, Electric Department Supervisor and the Electric Department employees on a call that they responded to in a timely manner on a power outage at the County Complexes on June 30th. He also mentioned that Commissioner Rogers and Sabrina Hood, Library Director have been accepted to Leadership San Juan. Josh mentioned that William Homka, Community Development Director and William Watson, Public Works Director received their Flood Plain Management Certifications. Josh reported that there was an all staff meeting the

morning of July 8th with approximately 89 employees in attendance and mentioned that Kris Farmer, Finance Department was recognized as Employee of the Year at that meeting.

## **VIII. CONSENT AGENDA**

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Locke to Approve the Consent Agenda with the exception of Item B, Commission Workshop Minutes, June 24, 2014, Item D, Travel Requests, Item F, 2014-396 Pedestrian Trail Contract Approval and Item G, North West New Mexico Council of Governments Membership Agreement and Board of Directors Appointment

All Voted Aye, Motion Passed 5-0

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Locke to Amend Motion to Approve the Consent Agenda with the exception of Item C, Commission Meeting Minutes, June 24, 2014, Instead of Item B Commission Workshop Minutes, June 24, 2014, Item D, Travel Requests, Item F, 2014-396 Pedestrian Trail Contract Approval and Item G, North West New Mexico Council of Governments Membership Agreement and Board of Directors Appointment

All Voted Aye, Motion Passed 5-0

- A. Commission Workshop Minutes, May 27, 2014
- B. Commission Workshop Minutes, June 24, 2014
- C. Pulled
- D. Pulled
- E. Finance Department Records Destruction
- F. Pulled
- G. Pulled
- H. Intergovernmental Agreement with San Juan County for Detention Center Services, Amendment Five
- I. Re-Bid 2014-408 Reservoir #3 Raw Water Pump Improvements Award and Contract Authorization

## **IX. ITEMS FROM CONSENT AGENDA**

- C. Commission Meeting Minutes June 24, 2014

Commission meeting minutes corrections as follows:

- P. 2 Presentation/Cliffdwelller Production
- P. 3 Business Items/New Mexico True Advertisement Campaign
- P. 5 DJ Simmons
- P. 5 5th sentence corrected

- P.5 11th sentence corrected to Trails Meeting
- P. 5 Added 5th paragraph

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Locke to approve Commission Meeting Minutes June 24, 2014

All Voted Aye, Motion Passed 5-0

D. Travel Request

Commissioner Locke questioned if there was a class in San Juan County that could be attended by the Police Department instead of having to travel out of state. Josh mentioned that they had looked into it but it was not available before the officers certification expired.

MOVED by Commissioner McClure, SECONDED by Mayor Pro-Tem Sipe to approve Item D, Travel Requests

All Voted Aye, Motion Passed 5-0

F. Bid 2014-396 Pedestrian Trail Contract

Mayor Burbridge questioned what this bid is for. Ed Kotyk, Project Manager mentioned that this is the trail from the bridge to Hampton Arroyo.

MOVED by Mayor Burbridge, SECONDED by Mayor Pro-Tem Sipe to Approve Item F, Bid 2014-396 Pedestrian Trail Contract

All Voted Aye, Motion Passed 5-0

G. Northwest New Mexico Council of Governments Membership Agreement and Board of Directors Appointment

Commissioner McClure questioned why there was such a decrease in funding from FY10 to present. Josh mentioned that there was a noticeable amount of decreased services from the Council of Governments therefore Staff and Commission elected to cut back in funding.

MOVED by Commissioner Locke, SECONDED by Commissioner Rogers to Approve the Northwest New Mexico Council of Governments Membership Agreement, Fiscal Year 2015, amending annual dues to \$3000

All Voted Aye, Motion Passed 5-0

**X. CITIZENS INPUT**

None

## **XI. BUSINESS ITEMS**

A. Pioneer Heights Subdivision Agreement-PULLED

B. Bid 2014-407 South Light Plant Sidewalks Change Order #1

Josh mentioned that this has been requested by City Staff to complete sidewalk, drive pad, curb and gutter construction along the east side of S. Light Plant Road. The request is for \$4,810 or there is an optional request of \$5, 400 to remove old fence and install new fence bringing it to a total of \$10,210.

MOVED by Commissioner Rogers, SECONDED by Mayor Pro-Tem Sipe to Approve Bid 2014-407 South Light Plant Sidewalks Change Order #1 for the amount of \$10,210 plus GRT

All Voted Aye, Motion Passed 5-0

## **XII. LAND USE HEARING**

Mayor Burbridge opened the Land Use Hearings for a 901 Lovers Lane Lot Split Size Variance and America -Plug & Abandon Storey B LS #8. 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. 901 Lovers Lane Lot Split Size Variance

Michelle Morgan mentioned that this is a Variance request to split the property on 901 Lovers Lane and 901-1/2 Lovers Lane in order to sell the additional home located on the property and addressed as 901-1/2 Lovers Lane. It is currently a rental and the tenants are interested in purchasing the home. The property is zoned as R-1 Single Family Dwelling District. Per City Coded R-1 zoned properties are required to have a minimum lot areas of 7,000 square feet, the lot width shall be a minimum of 65 feet and coverage of each lot shall not exceed 50%. These homes do not meet the City's current requirements for residential parcels in R-1 zoning district. Commission and Staff discussed Findings of Facts 1-7. The Community Development Department

recommends APPROVING this application for a Variance to Sec. 26-2-34 AREA REGULATIONS for his property at 901 Lovers Lane and 901-1/2 Lovers Lane, Aztec, NM 87410, Property Tax ID # R0001718, advising Commission to accept Findings of Fact # 1- 7 and vote "YES" to show the motion as APPROVED for the following reasons:

- The Variance will allow for the property to be split in two parcels, Community Development plans on re-writing land use code due to this variance and the address will be changed to 903 Lovers Lane from 901-1/2 Lovers Lane.

MOVED by Commissioner McClure, SECONDED by Commissioner Locke to Approve this application for a Variance to Sec. 26-2-34 Area Regulations for this property at 901 Lovers Lane and 901-1/2 Lovers Lane, Aztec, NM 87410, Property Tax ID #R0001718, accepting Findings of Fact #1-7.

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

#### B. America-Plug & Abandon Storey B LS #8

Michelle Morgan mentioned that BP America Production has submitted an Oil and Gas Permit Application to plug and abandon the Storey B LS #8 existing well located at 1301 Old Spanish Trail. This application is to plug and abandon a gas well on location. BP will need a Plug & Abandon Rig on location for 2-3 days hours of work will be during daylight hours only. Reclamation of the site will include removal of fencing, re-contouring of well pad, and reseeding of location. Three alternate reclamation plans were offered to BP to reclaim the well pad. BP and the City were in favor of BP reclaiming the well pad and the City is not responsible for any reclamation of the well pad due to workloads and budget restraints at the time.

The Community Development Department recommends Approving this Oil and Gas Permit Application for plugging and abandoning the BP America Storey B LS #8.

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Rogers to approve the Oil and Gas Permit Application for plugging and abandoning as well as the reclamation of the BP America Storey B LS #8, located at 1301 Old Spanish Trail, Aztec, San Juan County, New Mexico, accepting Findings of Fact #1-13

A Roll Call Was Taken; Motion Passed Four to One

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

Josh mentioned that he recommends that there be a workshop to review Community Development Code for fines and fees. Josh mentioned that we have a member of staff that will be giving a 5 minute presentation on the Arterial Route at the



ATTENDANCE SHEET

COMMISSION MEETING

DATE: 7-8-14

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| NAME            | ADDRESS OR AFFILIATION        |
|-----------------|-------------------------------|
| STEVE MUELLER   | COA                           |
| Bob Curman      | COA                           |
| Delain George   | COA                           |
| Sabrina Hood    | COA                           |
| Paul Hunter     | COA                           |
| CAROL GRAY      | COA                           |
| Sue Carter      | citizen of Astoria            |
| Jane Hart       | 901 Louisa Ln                 |
| Jerry Van Riper | 200 Energy Court - Farmington |
| BILL WATSON     | COA                           |
| MIKE HEAL       | COA                           |
| WALLACE BEAU    | COA - IT                      |
| Ray Hagerman    | 4CED                          |
| Turner White    | Daily Times                   |

DOT Commissioners Meeting in Farmington on July 24th hosted by the MPO. Josh also mentioned that the Annual Municipal League Conference is scheduled for August 27-29. He lastly mentioned that he will be rafting down the river the upcoming weekend.

Mayor Burbridge mentioned that she has 4CED board meeting on July 9th and that she would be meeting with Josh and Bil Homka and representatives from NM True TV to start talking about the TV Commercial for the City.

Commissioner Locke mentioned the San Juan Animal League has a clinic scheduled for July 13 at the Aztec Community Center. She mentioned that she has received positive comments about our Buy Local Shopping Bags and that she will be volunteering at the Blues and Blues Festival.

Commissioner McClure mentioned that the 9th Annual Blues and Brews fest will be on July 18-19 at Riverside Park.

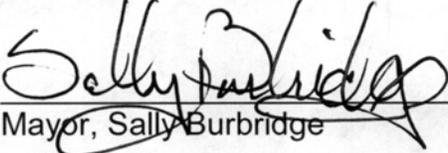
Commissioner Rogers mentioned the ice bucket challenge for charity. The challenge is to donate \$10 to charity of your choice and get a bucket of ice dumped on you and if you don't want ice dumped on you can donate \$100 to the charity of your choice. You can do this on your own and just get video of if for proof.

#### XIV. DEPARTMENT REPORTS

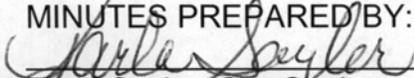
Chief Heal mentioned that he was appointed by the Chiefs Association to attend the Municipal Leagues Resolutions Committee Meeting on July 19th. He also Mentioned that National Night Out will be July 29th from 5-7pm.

#### XV. ADJOURNMENT

MOVED by Mayor Burbridge to Adjourn the Meeting at 7:45pm.

  
\_\_\_\_\_  
Mayor, Sally Burbridge

ATTEST:  
  
\_\_\_\_\_  
Karla Sayler, City Clerk

MINUTES PREPARED BY:  
  
\_\_\_\_\_  
Karla Sayler, City Clerk