

CITY OF AZTEC
COMMISSION MEETING MINUTES
January 12, 2016

I. CALL TO ORDER

Mayor Burbridge called the Meeting to order at 6:00pm 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 Sherri Sipe; Commissioner Sheri Rogers; Commissioner Katee McClure; Commissioner Roberta Locke

Members Absent: None

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

V. AGENDA APPROVAL

MOVED by Commissioner Locke, SECONDED by Commissioner McClure to Approve the Agenda as Presented

VI. PRESENTATION

A. San Juan Water Commission-No Show

B. Aztec Museum Annual Report

Michelle Lindsay member of Aztec Museum presented commission the 2016 Annual Museum Report mentioning the following:

- Opening day was Memorial Day 2015
- New addition to Museum "Pecos West Cyclorama" created by Valenty Zaharek

- Founder's Day and other events such as the Grand Circle Media Tour, Bood Reading, Caboose Facelift, Key Club Haunted House and Aztec Sparkles
- There were 1,400 visitors during regular season and 1,000 visitors for special events which was a success

VII. CITIZEN RECOGNITION

None

VIII. EMPLOYEE RECOGNITION

None

VIX. CONSENT AGENDA

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Rogers to Approve the Consent Agenda with the exception of Item G and H

- A. Commission Meeting Minutes, December 15, 2015
- B. Special Commission Meeting Minutes, December 21, 2015
- C. Travel Requests
- D. Resolution 2016-981 Fire Department E-One Rear Mount Pumper
- E. Resolution 2016-982 Surplus
- F. Resolution 2016-983 Write Off of Uncollected Utility Accounts
- G. PULLED-Bid 2016-546 River Diversion Head Gate
- H. PULLED-Bid 2016-548 Lovers Lane Concrete Box Culvert
- I. LIHEAP Memo of Understanding between City of Aztec and State of New Mexico Human Service Department

X. ITEMS FROM CONSENT AGENDA

- G. Bid 2016-546 River Diversion Head Gate

Josh mentioned that the Gold King Mine spill identified a problem with the diversion head gate which was not completely sealing and allowed seepage of contaminated water to the river pump station. He mentioned the the Animas River Diversion project has been in the design stage for multiple years the result of a required change in engineering firms and changes to the project over time. This project will allow protection of the critical Animas River Pump station located at river's edge. There is a chance that EPA will reimburse the City for this project.

MOVED By Commissioner McClure, SECONDED By Mayor Pro-Tem Sipe To Approve Award Of Bid 2016-546 To Kimo Constructors In The Amount Of \$103,029 Plus Gross Receipts Tax And Authorize The City Manager To Execute The Construction Agreement

H. Bid 2016-548 Lovers Lane Concrete Box Culvert

Josh went over the process of bid openings with commission and bid prices.

MOVED By Commissioner Locke, SECONDED By Mayor Pro-Tem Sipe To Approve Award Of Bid 2016-548 To H.O. Construction, Inc. In The Amount Of \$84,000 Plus Gross Receipts Tax And Authorize The City Manager To Execute The Contract Agreement

XI. CITIZENS INPUT

None

XII. BUSINESS ITEMS

A. Community Funding Request

Cindy Iacovetto, Director mentioned that this request is for the Steamers and Dreamers event that the Community Center will host on February 13, 2016 in the amount of \$4,995 to allow for expenses and start up costs.

MOVED By Mayor Burbridge, SECONDED By Commissioner McClure To Approve The Request For Community Funding Request For Steamers And Dreamers For The Amount Of \$4,995 With The Agreement To Remove Application From Lodger's Tax Advisory Board

All Voted Aye: Motion Passed Five to Zero

B. REP 2016-536 Blanco Arroyo Drainage Study Agreement

Josh mentioned that in September 2015, a RFP was published for a detailed floodplain analysis and improvement alternative on the Blanco Arroyo. Josh mentioned that we went in for three hydrological studies on drainage issues and this item up for approval.

MOVED By Commissioner McClure, SECONDED By Commissioner Locke To Approve The Proposal And Empower The City Manger To Execute The Agreement With AECOM For The Referenced Study RFP 2016-536 Blanco Arroyo Drainage Study Agreement

C. RFP 2016-537 Kokopelli Subdivision Drainage Study Agreement

Josh mentioned that this is the second of three hydrological studies on the Kokopelli Subdivision that was awarded in the amount of 93, 982.

MOVED By Commissioner Locke, SECONDED By Mayor Pro-Tem Sipe To Approve The Proposal And Empower The City Manager To Execute The Agreement With AECOM For The Referenced Study RFP 2016-537 Kokopelli Subdivision Drainage Study Agreement

All Voted Aye: Motion Passed Five to Zero

D. RFP 2016-537 Hampton Arroyo Drainage Study Agreement

Josh mentioned that this is the third of the hydrological study in the amount of \$123,254. This will come out of the General Fund Streets account where the other two will come out of the Municipal Road Fund account.

MOVED By Mayor Pro-Tem Sipe, SECONDED By Commissioner McClure To Approve The Proposal and Empower The City Manager To Execute The Agreement With AECOM For The Referenced Study RFP 2016537 Hampton Arroyo Drainage Study Agreement

E. Resolution 2016-984 Identifying Certain Public Infrastructure Improvements in Connection With Hutton Team, LLC Project

Josh mentioned that Hutton Team is a company wanting to develop a retail auto parts store in Aztec located off of NM Highway 550 and Ash St. Hutton Team is requesting funding assistance from the City to complete this project. City Staff has worked with Hutton to propose infrastructure improvements that will allow them to move forward with the project by installing a 6" waterline, construction of an electrical service line, and construction of an on-site retention pond. The improvements will be constructed by members of City staff and will only include costs for parts and labor. There were a couple of changes made to the contract. There will only be three parcels, the retention pond will be located on the southwest corner of the Hutton property not the northwest side and the resolution number was included in the contract.

MOVED By Mayor Pro-Tem Sipe, SECONDED By Mayor Burbridge To Approve Resolution 2016-984 Identifying Certain Public Infrastructure Improvements In Connection With Hutton Team, LLC With The Following Changes To The Contract; There Will Only Be Three Parcels On The Southwest Corner Of The Property Not The Northwest Side And The Resolution Number 2016-984 Was Included In The Contract

F. Resolution 2016-985 Initiating a Change in Land Use Zoning Classification for Parcel 2-064-178-208-071 (119 N. Church Street)

Bil Homka, Community Development Director mentioned that this is for the property called the HUB that the City purchased to change the zone to C-1 Commercial Local.

MOVED By Commissioner Rogers, SECONDED By Commissioner McClure To Approve 2016-985 A Resolution To Initiate The Review And Summary Of A Zone Change Action From O-I Office/Institution To C-1 Commercial Local For 119 N. Church Ave. Due To The Four (4) Findings Of Fact

XIII. LAND USE HEARINGS

A. Zone Change from O-I/Office/Institutional to C-1 Commercial Located at 406 S. Park Ave.

Mayor Burbridge opened the Land Use Hearing for Zone Change from O-I/Office/Institutional to C-1 Commercial Local at 406 S. Park 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 reviewed the Order of Presentation.

Bil mentioned that this application stems from a new business that signed a rental agreement for 404 S. Park with the property owner. The business is a retail type that is not permitted in the O-I Office/Institution zoning classification. The building located on this parcel has four suites. All of the businesses presently located on this parcel are permitted in C-1 Commercial Local. The new business was not listed as an approved use for O-I Office/Institution. Staff would encourage more parcels contiguous to the subject parcel to apply for C-1 Commercial Local zoning.

MOVED By Commissioner Locke, SECONDED By Commissioner Rogers To Approve Permit 2015-152 To Change The Zoning Of Parcel Number 200363460, Containing 404 S. Park, From O-I Office/Institution To C-1 Commercial Local Due To The Three (3) Findings Of Fact

A Roll Call Was Taken; Motion Passed Five to Zero

XIV. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

Josh mentioned that the Library has an abundant amount of items that are on surplus. He mentioned that there are items from local talent in the surplus items. Josh will be attending a Special Workshop for the San Juan Water Commission tomorrow and invited commission to attend. The item on the agenda is for all the water rights within the water commission to be allocated to the member entities. Josh mentioned that Election Day is March 1, 2016 and mentioned that there will be two candidate forums at the Community Center in February.

Mayor Burbridge mentioned that she will be attending Municipal Day on January 28-29.

Mayor Pro-Tem Sipe thanked employees on all the work during the snow falls. She mentioned that she attended the Conoco Phillips breakfast and mentioned that they did a presentation on Cost vs. Benefits on the BLM regulations and the impact they will have.

Commissioner Locke requested if San Juan Safe Communities can give a presentation to commission and requested a drainage schedule from the City.

Commissioner McClure thanked the Community Center for Christmas dinner. She also thanked Kathy Lamb, Finance Director for volunteering to serve the Thanksgiving and Christmas dinner.

XV. DEPARTMENT REPORTS

Cindy thanked commission for their support in approving the funding request for Steamers and Dreamers. She also thanked Chief Heal for volunteering to deliver a meal to a family when we had the snow. She also thanked Kate and Ed with the help she has received for the help with Steamers and Dreamers. She also thanked Kathy for volunteering and Max. She thanked Kris Farmer and the 4H group for donating socks to the center.

Kate mentioned that she really enjoys working for the City and other departments within the City.

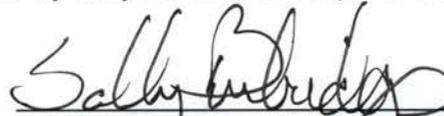
XVI. CLOSED SESSION

Mayor Burbridge moved the meeting into Closed Session Pursuant to Section 10-15-1 (H-2) Limited Personnel Matter, City Manager at 8:02 pm. Mayor Burbridge voted aye, Mayor Pro-Tem Sipe voted aye, Commissioner Rogers voted aye, Commissioner Locke voted aye, Commissioner McClure voted aye.

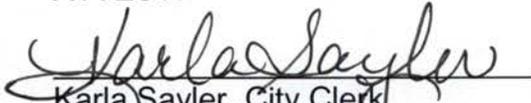
Mayor Burbridge moved the meeting out of closed session at 9:40pm by stating that the only discussion that took place during the closed session were Pursuant to Section 10-15-1 (H-2) Limited Personnel Matter, City Manager. Mayor Burbridge voted aye, Mayor Pro-Tem Sipe voted aye, Commissioner Locke voted aye, Commissioner Rogers voted aye, Commissioner McClure voted aye.

XVII. ADJOURNMENT

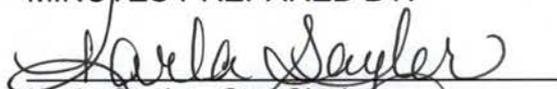
Moved by Mayor Burbridge, SECONDED by Mayor Pro-Tem Sipe to adjourn the meeting at 9:50 pm.


Sally Burbridge, Mayor

ATTEST:


Karla Sayler, City Clerk

MINUTES PREPARED BY:


Karla Sayler, City Clerk





ATTENDANCE SHEET

COMMISSION MEETING

DATE: 1-12-16

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NAME	ADDRESS OR AFFILIATION
Rebecca Beach	406 S. Park Ave, Aztec Aztec, N.M. 87410 Family Practice
Cotton Gray	COA
Wallace Beary	COA-IT
Tina Roper	COA
Ryan Lane	Aztec Museum
Sue Carter	citizen of Aztec
Bill WATSON	COA
Michelle Lindsay	Aztec Museum
Jessica Paddy	Citizen
Ken George	COAED
STEVE MUELLER	COA
Delain George	COA
Angela Watkins	Art Museum
Dale Houston	Aztec Museum
Dyla Anderson	" "

