CITY OF AZTEC
COMMISSION MEETING MINUTES
July 26, 2016

I. CALL TO ORDER

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

II. INVOCATION

The Invocation was lead by City Attorney Larry Thrower

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Boy Scouts Attendees

IV. ROLL CALL

Members Present:	Mayor Sally Burbridge; Commissioner Katee McClure; Commissioner Austin Randall; Mayor Pro-Tem Sherri Sipe; Commissioner Sheri Rogers
Members Absent:	None
Others Present:	City Clerk Karla Sayler; Project Manager Ed Kotyk (see attendance sheet)

V. AGENDA APPROVAL

MOVED by Commissioner McClure, SECONDED by Mayor Pro-Tem Sipe to Approve the Agenda as Presented

VI. CITIZEN RECOGNITION

Mayor Burbridge recognized Boy Scouts Will Ballew and Trini Ballew who were in attendance.

VII. EMPLOYEE RECOGNITION

Mayor Burbridge and Commissioners recognized Chief Mike Heal and his staff for the National Night Out event.

VIII. CONSENT AGENDA

MOVED by Commissioner Randall, SECONDED by Mayor Pro-Tem Sipe to Approve the Consent Agenda with the Exception of Item B, Travel Requests and G,

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

A. Commission Meeting Minutes, July 12, 2016
B. Pulled
C. Lodger's Tax Advisory Board Appointments
D. Library Advisory Board Member Appointment
E. Resolution 2016-1008 Surplus
F. Airport Advisory Board Member Appointments
G. Pulled
H. City of Aztec / Western Area Power Network Operating Agreement
I. Economic Development Advisory Board Appointment

IX. ITEMS FROM CONSENT AGENDA

B. Travel Request

Commissioner McClure has a concern on cost of travel for Visitor Center to attend a conference in Vancouver, Canada. She asked how this conference will be beneficial for the City of Aztec. Kathy Lamb, Finance Director mentioned that it is for marketing the City and Ed Kotyk, Project Manager mentioned that this would be a one time shot at maybe getting contacts, memorabilia, and information on how to get a travel tour in the Aztec area and that we would be the only City in New Mexico that will be in attendance. The cost will be split between Lodgers Tax and Visitor Center travel budget.

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Rogers to Approve Employee/Public Official Travel Requests

Motion Passed Four to One; Commissioner McClure voted Nay

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

Commissioner McClure asked if it is beneficial for the City to enter into this agreement for the cost of $3,000. The benefit of being a member of the COG is that they can assist City's by helping them get federal grants, grants that would come from department of labor directly thought the economic development administration and mentioned that the City of Aztec is currently working on a grant that would require the COG to sign off on it for approval for the waste energy project.

MOVED by Commissioner Randall, SECONDED by Mayor Pro-Tem Sipe to Approve The Agreement With Northwest New Mexico Council of Governments With The Changes Made

All Voted Aye; Motion Passed Five to Zero

X. CITIZENS INPUT

NONE

XI. BUSINESS ITEMS

A. Resolution 2016-1009 FY16 Year End Budget Adjustments

Kathy mentioned that this is for yearend budget adjustments for fy16 and mentioned that we try not to have any adjustments and the one thing that is new is the requirement to make an adjustment for our investments DFA wants a formal acknowledgment on what happens to the investment through the course of the year by adopting a resolution. Kathy mentioned that some of the investments we currently have are accruing interest on a monthly basis. She mentioned that there are two funds that need funds transferred which are the Airport Fund and Golf Course Fund which amounts to $85,000. Commissioner McClure has a concern both on the timeliness and accuracy of information provided of golf course operations.

MOVED by Commissioner Randall, SECONDED by Commissioner Rogers to Approve Resolution 2016-1009 Year End Budget Adjustment

Motion Passed Four to One; Commissioner McClure voted Nay

B. Resolution 2016-1010 Approval of Fy16 4th Quarter Financial Report

Kathy mentioned that is the formal process that DFA requires a resolution to be passed for the approval of the financial reports. The report submittal has been a requirement of the annual budget approval process for several years and requires the yearend financial report to include many estimates as the complete year end process has not been completed.

MOVED by Commissioner Rogers, SECONDED by Mayor Pro-Tem Sipe the Approve Resolution 2016-1010 Approval of FY16 4th Quarter Financial Report

All Voted Aye; Motion Passed Five to Zero

C. Resolution 2016-1011 FY17 Annual Budget Adoption

Kathy mentioned that DFA requires by formal resolution that the governing body accepts the annual budget. She mentioned that after the resolution is approved it has to be submitted to DFA by July 31st and they have until the 1st of September to provide approval for the annual budget. She mentioned that there are some significant adjustments to this budget from the preliminary budget most significantly is the reduction of the gross receipts and multiple funds.

MOVED by Mayor Pro-Tem Sipe SECONDED by Commissioner Randall to Approve Resolution 2016-1011 FY17 Annual Budget

All Voted Aye; Motion Passed Five to Zero

D. Resolution 2016-1012 Sunday Sales of Alcoholic Beverages at Public Celebrations

Delain George, Utility Director mentioned that his is a resolution to allow Local Wine Growers and Brewers only to sale alcohol on Sunday at public events and celebrations in the City. She mentioned that the current resolution needs to be corrected to Aztec Municipal Code 4-13-3 (8). Permits will be $25 for each public celebration permit. Each year a new resolution will be presented to Commission to approve events that would be allowed to sale alcohol on Sundays for public celebrations only.

MOVED by Commissioner McClure, SECONDED by Mayor Pro-Tem Sipe to Approve Resolution 2016-1012 as Corrected Allowing Recognized Public Celebrations To Sell Beer and Wine on Sundays During The Specific Event

All Voted Aye; Motioned Passed Five to Zero

XII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

Mayor Burbridge mentioned that she attended NMML meetings last week one being a tax committee meeting. She reported that Senator Sharer is proposing a flat 2% tax in San Juan County which will impact gross receipts tax.

Mayor Pro-Tem Sipe recognized the Police Department for the efforts put in for the NNO event. She mentioned that she will be attending a NWNM Seniors meeting in the next two weeks and that she did not attend the EDAB meeting. Mayor Pro-Tem Sipe

mentioned that Connie Mack World Series and San Juan County Fair will begin the weekend of August 5th.

Commissioner Rogers apologized for lack of participation at the NNO event. She was late attending due to other conflicts.

Commissioner Randall mentioned that Lodgers Tax will have 2 new members after tonight with the approval of appointments in the consent agenda and that he will be attending a COG meeting next Wednesday in Farmington. The speaker will be Rick Sebenoler, Regional Economic Development Administration Representative for our region.

Commissioner McClure mentioned that she volunteered at the NNO event. She attended the 4th Friday event downtown and mentioned that the Blues and Brews event was well attended. She thanked the Parks Department especially Jeff Blackburn and Matt Graves and the Electric Department for their help with the event. She invited everybody to attend the next 4th Friday event in August. Commissioner McClure mentioned that she will be attending the next ECHO meeting and they should have a new director by then.

XIII. DEPARTMENT REPORTS

Chief Heal thanked Commission for allowing the National Night Out event and thanked volunteers for helping with the event.

XIV. CLOSED SESSION

Commission went into closed session at 7:06 pm pursuant to state law, section 10-15-1 (h-2) limited personnel matters, city manager evaluation

Mayor Burbridge Voted Aye, Mayor Pro-Tem Sipe Voted Aye, Commissioner Rogers Voted Aye, Commissioner Randall Voted Aye, Commissioner McClure Voted Aye

Commission came out of closed session pursuant to state law, section 10-15-1 (h-2) limited personnel matters, city manager evaluation at 8:48pm and mentioned that there were no other items discussed.

Mayor Burbridge Voted Aye, Mayor Pro-Tem Sipe Voted Aye, Commissioner Rogers Voted Aye, Commissioner Randall Voted Aye, Commissioner McClure Voted Aye

XV. ADJOURMENT

Moved by Commissioner Rogers, SECONDED by Mayor Burbridge to adjourn the meeting at 8:48 p.m.

Mayor, Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

MINUTES PREPARED BY:

Karla Sayler, City Clerk

ATTENDANCE SHEET

COMMISSION MEETING

DATE: 7/26/16

PAGE 1 of 2

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NAME	ADDRESS OR AFFILIATION
STEVE MUELLER	COA
Ken George	COAED
WALLACE BERRY	COA- IT
Carlton Gray	COA
Delair Gun	COA
Tina Rojas	COA
Mike Hall	
Kathy Lamb	COA
Luke Dunham	1144 Graceland
[illegible]	Aztec 1003 Km Kami
Tom Ballew	Citizen
Will Ballew	C Will
Trini Ballew	Citizen
Ken Baumgardner	Citizen
John Faverino	Aztec EDAB

ATTENDANCE SHEET

COMMISSION MEETING

DATE: 1-26-16

PAGE 2 of 2

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NAME	ADDRESS OR AFFILIATION
Debbie Israel	TALON
Cindy Glaworth	COA