

**CITY OF AZTEC  
COMMISSION WORKSHOP MEETING MINUTES  
Tuesday September 22, 2026**

**CALL TO ORDER**

Mayor Lanier called the workshop to order at 5:00 pm at Aztec City Hall, 201 W. Chaco, Aztec NM 87410

Members Present: Mayor Brett Lanier; Mayor Pro-Tem Jason Cortez; Commissioner Katie Buchholz; and Commissioner Austin Randall; Commissioner Eduardo Chavez

Members Absent: None

Others Present: Interim City Manager Chief Troy Morris; Deputy Interim City Manager Ed Kotyk; City Clerk Karla Saylor; City Attorney Sofia Flores

**A. Procurement Policy (Finance Department)**

Mayor Brett Lanier opened the workshop and turned it over to Finance Director Jennie Achee. Jennie stated that the workshop was intended to review proposed updates to the procurement policy. The three items discussed were increasing the small purchase order limit from \$750 to \$1,000, revising the Electric Department's current procurement policies and processing of change orders.

There was discussion about how the Electric Department currently creates and approves its own purchase orders. Jennie said she would like the Finance Department to oversee the department's spending, so the procurement process should be returned to the Finance Department.

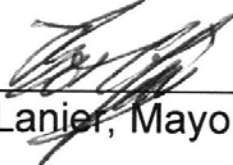
There was also discussion about project change orders. The Commission agreed that it would like to receive monthly updates on all change orders. For projects over \$600,000, any increase of 10% or \$100,000 would be brought to the Commission. Commission requested that smaller increases should be included in the monthly report.

**B. Discussion of Transmission Line (Electric Department)**

The Commission agreed to table Item B until a future meeting.

**ADJOURNMENT**

Moved by Mayor Lanier to adjourn the meeting at 5:55 p.m.

  
Brett Lanier, Mayor

MINUTES PREPARED BY:

  
Alisha Jaramillo, Deputy Clerk

ATTEST:

  
Karla Sayler, City Clerk

