



AG E N D A
CITY OF AZTEC
CITY COMMISSION WORKSHOP
April 13, 2021
201 W. Chaco, City Hall
5:15 p.m.

Attendance:

According to current COVID-19 guidelines from the State of New Mexico, City of Aztec will allow in up to 10 people to attend the Commission meetings with appropriate COVID safe practices being observed by all. The public may also watch the meeting live streamed on YouTube, or join the meeting with the link provided below.

5:15 P.M.

Discussion on Public Courtyard - Randy Hodge

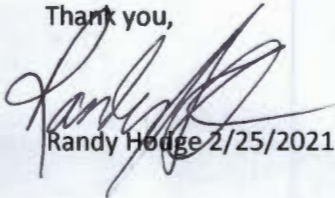


Ken George
City manager
City of Aztec

Dear Mr. George,

We would like to thank the city for allowing us to use the public courtyard north of our building. It has been a great asset to our business and the community. For continued and future use of the public courtyard I would like the city to consider an agreement with Rubios LLC for the present and long-term use of the area. By incorporating the property with our present property, we could expand our liquor license and could continue to provide the community with a venue for entertainment and dining, as we provided in conjunction with Aztec Chamber of Commerce sponsored music events. In order for us to expand our liquor license we would need a written property use agreement to be submitted with our expansion request. I will be available at your request to discuss any questions you may have.

Thank you,

A handwritten signature in black ink, appearing to read "Randy Hodge".

Randy Hodge 2/25/2021



AG E N D A
CITY OF AZTEC
CITY COMMISSION MEETING
April 13, 2021
201 W. Chaco, City Hall
6:00 p.m.

Attendance:

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Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/472163733>

You can also dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 472-163-733

I. CALL TO ORDER

II. INVOCATION AND PLEDGE OF ALLEGIANCE

United States Pledge of Allegiance

New Mexico Pledge of Allegiance

I Salute the Flag of the State of New Mexico and the Zia Symbol of Perfect Friendship among United Cultures

III. ROLL CALL

IV. PRESENTATION

Legislative Session Updates - Ryan Lane

Animas Riverbank Restoration Project - San Juan Water Shed Group

V. APPROVAL OF AGENDA ITEMS

VI. CONSENT AGENDA

A. Commission Closed Session Meeting Minutes March 16, 2021

B. Commission Meeting Minutes March 23, 2021

C. Commission Special Meeting Minutes April 1, 2021

D. Solid Waste Collection Services Agreement RFP 2019-672 Amendment Two

Note: A final agenda will be posted 72 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410.

- E. ITB 2021-770 Contract Award to Kyvek Energy Services, Inc. for the East Aztec Pump Station SCADA Upgrade Design Build Services
- F. Resolution 2021-1216 Night Depository Services with Citizens Bank

Items placed on the Consent Agenda will be voted on with one motion. If any item proposed does not meet the approval of all Commissioners, a Commissioner may request that the item be heard under "items from Consent Agenda"

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. CITIZENS INPUT (3 Minutes Maximum)

Limited to 3 minutes per person on subjects the Commission has not previously discussed, or formal action has not been taken. No formal action will be taken at this meeting which relates to comments or input from the General Public

Comments can be submitted in multiple ways:

- **Hand-Delivered** to 201 S. Chaco, Aztec NM 87410 by Tuesday April 13, 2021 at 5:00 pm
- **Mailed** to City of Aztec Commission Comments 201 W. Chaco, Aztec NM 87410 by Tuesday April 13, 2021.
- **Faxed** to (505)334-7609 before 5:00 pm on Tuesday April 13, 2021.
- **Emailed** to ksayler@aztecnm.gov before 5:00 pm on April 13, 2021

Comments submitted as listed will be distributed to commissioners and read into the recording during the public comment section. For those who wish to make comment during the meeting, you must join from a computer or mobile device.

IX. BUSINESS ITEMS

None

X. LAND USE HEARING

None

XI. COMMISSIONER, CITY MANAGER, DEPARTMENT REPORTS

XII. CLOSED SESSION

Closed Session Pursuant to State Law, Section 10-15-1H (2) Limited Personnel Matters, Discussion on City Manager Recruitment

XIII. AJOURNMENT

1 CITY OF AZTEC
2 SPECIAL CLOSED SESSION
3 March 16, 2021
4

5 **CALL TO ORDER**
6

7 Mayor Snover opened the meeting at 6:00 pm.
8

9 MEMBERS PRESENT: Mayor Victor Snover; Mayor Pro-Tem Fry;
10 Commissioner Randall; Commissioner Mark
11 Lewis (virtual) Commissioner Padilla (in
12 Chambers)
13

14 MEMBERS ABSENT: None
15

16 OTHERS PRESENT: Interim City Manager Ken Geroge; Assistant
17 Interim City Manager Steven Saavedra; City
18 Attorney Tyson Gobble; City Clerk Karla Saylor
19

20 Mayor Snover moved into closed session at 6:02 pm.
21

22 All Voted Aye
23

24 **CLOSED SESSION**
25

26 Closed Session Pursuant to State Law, Section 10-15-1H (2) Limited Personnel
27 Matters, Discussion of City Manager Position
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30 Mayor Snover moved out of closed session at 7:05 pm.
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32 All Voted Aye
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37 _____
38 Mayor, Victor C. Snover

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41 ATTEST:

42 _____
43 Karla Saylor, City Clerk
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45 MINUTES PREPARED BY:

46 _____
47 Sherlynn Morgan, Administrative Assistant

1 CITY OF AZTEC
2 COMMISSION MEETING MINUTES
3 March 23, 2021
4

5 **I. CALL TO ORDER**
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7 Mayor Snover called the Meeting to order at 6:00 pm
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9 **II. INVOCATION AND PLEDGE OF ALLEGIANCE**
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- 11 A. Invocation (led by Mayor Pro-Tem Fry)
12 B. United States Pledge of Allegiance (led by Mayor Snover)
13 C. New Mexico pledge of Allegiance (led by Mayor Snover)

14 **III. ROLL CALL**
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16 Members Present: Mayor Snover; Mayor Pro-Tem Fry; Commissioner Austin
17 Randall; Commissioner Mark Lewis; Commissioner Mike
18 Padilla (in person)
19

20 Members Absent: NONE
21

22 Others Present: Interim City Manager Ken George; Assistant Interim City
23 Manager Steven Saavedra; City Attorney Tyson Gobble; City
24 Clerk Karla Saylor; IT Director Wallace Begay (see
25 attendance sheet)
26

27 **IV. APPROVAL OF AGENDA ITEMS**
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30 MOVED by Commissioner Lewis to approve the agenda as given;
31 SECONDED by Mayor Pro-Tem Fry
32

33 All voted Aye: Motion passed five to zero
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35 **V. CONSENT AGENDA**
36

- 37 A. Commission Meeting Workshop Minutes March 2, 2021
38 B. Commission Meeting Minutes March 9, 2021
39 C. Special Budget Resolution 2021-1214 Intergovernmental Grant Fund
40 D. Resolution 2021-1215 Legislature Grant Fund #20-E2678 Capital
41 Appropriation Project
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43 MOVED by Commissioner Randall to approve the consent agenda as given
44 SECONDED by Commissioner Padilla
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46 All voted Aye: Motion passed five to zero

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VI. ITEMS REMOVED FROM CONSENT AGENDA

NONE

VII. CITIZENS INPUT (3 Minutes Maximum)

NONE

VIII. BUSINESS ITEMS

A. Funding Application Aztec MotoCross

General Services Director Jeff Blackburn mentioned the presentation that Andrew Gallegos did at the last meeting showing the progress of the track and improvements he has made and he is devoted to making things happen at the track. They have asked us for \$11,797 for electric improvements at the track, so we would be improving our own property. Commissioner Randall asked if the City would be doing the work. Interim City Manager Ken George explained that this is a request for us to build a power line out to our own facility and then the client would actually pay for the power they use. This would just help to upgrade our own facilities. City Attorney Tyson Gobble explained that it would not go against anti-donation because we have every right to upgrade our own property. We need to make the distinction that we are not giving them the money we will be doing the work ourselves.

MOVED by Commissioner Padilla to approve the request for work to be done out to our property where the motocross track is and they authorize our electric department to do it **SECONDED** by Mayor Pro-Tem Fry

A Roll Call was taken: All voted Aye: Motion passed five to zero

IX. LAND USE HEARING

NONE

X. COMMISSIONER, CITY MANAGER, DEPARTMENT REPORTS

Interim City Manager Ken George mentioned that the last time he looked the snow pack was at 83% and if it stays through the end of this month he thinks we will be fine through the summer with water. He has told the parks it's ok to start watering and we have planned on opening up the splash park. If water level goes down then we will go into water restrictions. He would like to have a workshop at the next meeting regarding the plaza and its use.

92 Interim Assistant City Manager Steven Saavedra reminded everyone about the
93 EDAB meeting this Thursday at 8 am. He gave a shout out to the COG, our
94 Representatives, the Governor's office and the Governor because we were
95 allocated \$100,000 for Main Ave. improvements as part of the MRA plan, \$150,000
96 for public safety vehicles, \$200,000 for a water line system and \$2 million for the
97 reservoir 1 rehabilitation.

98
99 Commissioner Lewis the water was released from Lake Nighthorse last week and
100 he does not know the outcome of that study yet but will report as soon as he know
101 something.

102
103 Commissioner Padilla mentioned that he had several people ask about when we
104 will be allowing citizens into the building for meetings. City staff will check into what
105 the current policy is and what the limit capacity is. They would like to start having a
106 few citizens at the meetings.

107
108 Commissioner Randall mentioned that Tiger Park was hot last weekend with trout.

109
110 Mayor Pro-Tem Fry continues to work with community garden and get up and
111 running. The piano project has a committee now and that helps. The pianos will
112 come out on May 8th and people will be giving concerts at the different locations.
113 Working on plans to have a concert in Minium Park on July 16th.

114
115 Mayor Snover echoed what Steven Saavedra said about the capital outlay funding.
116 He is pleased with the way the staff has structured the requests and project
117 descriptions. He appreciates everyone's hard work on getting the work done for the
118 City Manager search. He has an ECHO board meeting tomorrow night.

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137 **XI. ADJOURNMENT**

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139 Mayor Pro-Tem Fry moved to adjourn the meeting at 6:25 pm SECONDED by
140 Commissioner Lewis

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Mayor, Victor Snover

154 ATTEST:

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157 Karla Sayler, City Clerk

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160 MINUTES PREPARED BY:

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163 Sherlynn Morgan, Administrative Assistant

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1 CITY OF AZTEC
2 SPECIAL COMMISSION MEETING MINUTES
3 April 1, 2021
4

5 **I. CALL TO ORDER**
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7 Mayor Snover called the Meeting to order at 3:37 pm
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9 **II. INVOCATION AND PLEDGE OF ALLEGIANCE**
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- 11 A. Invocation (led by Commissioner Randall)
12 B. United States Pledge of Allegiance (led by Commissioner Padilla)
13 C. New Mexico pledge of Allegiance (led by Commissioner Padilla)

14 **III. ROLL CALL**
15

16 Members Present: Mayor Snover; Mayor Pro-Tem Fry; Commissioner Austin
17 Randall; Commissioner Mark Lewis; Commissioner Mike
18 Padilla (in person)
19

20 Members Absent: NONE
21

22 Others Present: Interim City Manager Ken George; Assistant Interim City
23 Manager Steven Saavedra; City Attorney Tyson Gobble; City
24 Clerk Karla Saylor; IT Director Wallace Begay (see
25 attendance sheet)
26

27 **IV. CLOSED SESSION**
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29 Closed Session Pursuant to State Law, Section 10-15-1H (2) Limited Personnel
30 Matters, Discussion of City Manager Position
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32 Mayor Snover moved into closed session at 3:40 pm.
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34 All Voted Aye
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36 Mayor Snover moved out of closed session at 4:37 pm. stating that no other
37 topics were discussed and no decisions were made
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39 All Voted Aye
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47 **V. BUSINESS ITEMS**

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49 A. City Manager Hiring Process

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53 MOVED by Commissioner Randall to proceed with further interviews with
54 Paul Eckert and Martin Lucero for our City manager position SECONDED by
55 Commissioner Padilla

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57 A Roll Call was taken: All voted Aye: Motion passed five to zero

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60 **VI. ADJOURNMENT**

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62 Mayor Snover moved to adjourn the meeting at 4:38 pm SECONDED by
63 Commissioner Lewis

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Mayor, Victor Snover

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ATTEST:

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Karla Sayler, City Clerk

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MINUTES PREPARED BY:

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Sherlynn Morgan, Administrative Assistant

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Staff Summary Report

MEETING DATE: April 13, 2021
AGENDA ITEM: VI. CONSENT AGENDA (D)
AGENDA TITLE: Solid Waste Collection Services Agreement RFP 2019-672
Amendment Two

ACTION REQUESTED BY: Staff
ACTION REQUESTED: Approve Solid Waste Collection Services Agreement RFP
2019-672 Amendment Two
SUMMARY BY: Staff

PROJECT DESCRIPTION / FACTS

During the February 23, 2021, the Commission approved changes to the Solid Waste Collection Services agreement between the City of Aztec and Waste Management of New Mexico dated March 1, 2019. As per the original agreement, changes in to the agreement must be made in writing.

Amendment Two amends the original agreement to include the following modification of terms and conditions:

- Article III. Contractor Provisions, Section 28. Recycling Services, Subsection B. Residential Recycling, is amended and replaced in its entirety to read, "The Contractor will provide the collection of commingled curbside recycling bi-weekly for the rate set forth in Exhibit A. Recyclable materials are the items defined under item 2. "Recyclable Materials" in Exhibit B. The Contractor will provide educational information to the City regarding recycling and the recyclable materials. The Contractor shall supply one free initial container for residential recycling to each residence requesting such a container. All residential customers will be billed for recycling services regardless of whether the customer requests a recycling container."

The amendment has been reviewed and approved by City Attorney Gobble.

SUPPORT DOCUMENTS: Amendment Two to Solid Waste Collection Services Agreement

DEPARTMENT'S RECOMMENDED MOTION: Move to approve Amendment Two - to the Solid Waste Collection Services Agreement between the City of Aztec and Waste Management of New Mexico, RFP 2019-672.

**Amendment Two to the Solid Waste Collection Services Agreement
Between the City of Aztec, New Mexico and
Waste Management of New Mexico, Inc.**

This amendment, effective April 1, 2021, is hereby made and entered into by the City of Aztec, New Mexico, a municipal corporation of San Juan County (hereinafter referred to as the "City") and Waste Management of New Mexico, Inc. (hereinafter referred to as "Contractor").

Whereas the City and Contractor entered into a Solid Waste Collection Services Agreement effective as of March 1, 2019, with a term expiring February 28, 2023; and

Whereas the City Commission voted to make certain changes, enumerated below, to the original Agreement at their February 11, 2020 Commission meeting, and

Whereas the City Commission voted to make additional certain changes, enumerated below, to the original Agreement at their February 23, 2021 Commission meeting, and

Now, therefore, it is hereby mutually agreed by and between the City and Contractor that this Agreement shall be amended to include the following modifications of terms and conditions:

Article III. Contractor Provisions, Section 28. Recycling Services, Subsection B. Residential Recycling, is amended and replaced in its entirety to read, "The Contractor will provide the collection of commingled curbside recycling bi-weekly for the rate set forth in Exhibit A. Recyclable materials are the items defined under item 2. "Recyclable Materials" in Exhibit B. The Contractor will provide educational information to the City regarding recycling and the recyclable materials. The Contractor shall supply one free initial container for residential recycling to each residence requesting such a container. All residential customers will be billed for recycling services regardless of whether the customer requests a recycling container."

In witness whereof, the parties have executed this Amendment as of the date first written above.

CITY OF AZTEC

BY: _____

Victor Shover, Mayor

ATTEST:

By: _____

Karla Saylor, City Clerk

Approved to Form: _____

Tyson Gobble, City Attorney

WASTE MANAGEMENT OF NEW MEXICO, INC.

BY:



Dan Darnell, NM Public Sector Manager

Staff Summary Report

MEETING DATE:	April 13, 2021
AGENDA ITEM:	VI. CONSENT AGENDA (E)
AGENDA TITLE:	ITB 2021-770 Contract Award to Kyvek Energy Services, Inc for the East Aztec Pump Station SCADA Upgrade Design Build Services

ACTION REQUESTED BY:	City Staff
ACTION REQUESTED:	Approval
SUMMARY BY:	Steve Morse

PROJECT DESCRIPTION / FACTS

Acronyms:

The City – The City of Aztec, NM

Background:

- The City has completed the construction of the upgrade to the East Aztec Water Pump Station. This upgrade consisted of construction of a building and the installation of two new pumps with controls and sensors. The pumps pump water from the Lower East Water Storage Tank to the Upper East Water Storage Tank. The new controls and sensors are not yet connected to the SCADA system located at the Water Treatment Plant.
- The City issued ITB 2021-770 East Aztec Pump Station SCADA Upgrade Design Build Services to procure design and build services to connect the East Aztec Pump Station to the SCADA system at the Water Treatment Plant.

PROCUREMENT

Two bids in response to the City's Invitation to Bid (ITB) 2021-770 were received on March 18, 2021. The cost breakdown for the low bid provided by Kyvek Energy Services, Inc. is as follows:

○ Design Lump Sum	\$ 21,447.68
○ Installation Lump Sum	\$ 3,300.00
○ Start Up Lump Sum	\$ 5,252.32
○ Contingency (5% of total of above items)	\$ 1,500.00
○ Estimated GRT	\$ 2,622.38
Total	\$ 34,122.38

FISCAL IMPACTS

The East Aztec Pump Station SCADA Upgrade project has been included in the FY21 Annual Budget in the Capital Projects Fund.

SUPPORT DOCUMENTS: None

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the award of the contract for the East Aztec Pump Station SCADA Upgrade Design/Build Services to Kyvek Energy Services, Inc and authorize the City Manager to negotiate and execute the contract on behalf of City.

Staff Summary Report

MEETING DATE: April 13, 2021
AGENDA ITEM: VI. CONSENT AGENDA (F)
AGENDA TITLE: Resolution 2021-1216 Night Depository Services with Citizens Bank

ACTION REQUESTED BY: Finance Department
ACTION REQUESTED: Approve Resolution 2021-1216 Night Depository Services with Citizens Bank
SUMMARY BY: Kris Farmer

PROJECT DESCRIPTION / FACTS

- The commission approved Resolution 2012-903 authorizing night depository services with Citizens Bank in December 2012.
- It is necessary, in the course of business, to update the resolution for those services periodically. Due to a change in personnel within the Finance Department, Mattilyn Jody Dobbs has been added as an individual who could pick up deposits on behalf of the City.

PROCUREMENT

- None

FISCAL IMPACTS

- None

SUPPORT DOCUMENTS: Resolution 2021-1216
Night Depository Services Agreement

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2021-1216 Night Depository Services with Citizens Bank

RESOLUTION 2021-1216

Resolution for Night Depository Services with Citizens Bank

I, the undersigned, hereby certify to the Citizens Bank that I am the Mayor of the City of Aztec, a municipal corporation duly organized and existing under the laws of the State of New Mexico, that the following is a true copy of preambles and resolutions duly adopted by the City Commission of the City of Aztec at a meeting duly held on the 13th day of April 2021 at which a quorum was present, and that such resolution have not been rescinded or modified.

WHEREAS, the City of Aztec is desirous of availing itself of the privilege of using the Night Depository Service furnished by Citizens Bank; and

WHEREAS, such service is rendered gratuitously by the bank and is available only to the depositors that are willing to assume certain risks;

NOW, THEREFORE, BE IT RESOLVED that the Interim Finance Director is hereby authorized and directed to execute and deliver to the Citizens Bank as agreement in the form and tenor as set forth on the Night Depository Service Agreement, and

FURTHER RESOLVED, that the Interim Finance Director is here authorized to designate from time to time the officers and employees who are empowered to act as agents or representatives of the City of Aztec under the foregoing agreement and the City Clerk is hereby directed to certify to said Bank the names of the agents or representatives so designated, and changes in such designations, and said Bank shall be fully protected in relying on such certifications of the City Clerk and shall be indemnified and saved harmless from any claims, demands, expenses, loss of damage resulting from, or growing out of honoring the signature and instruction of any agent or representative so certified, or refusing to honor the signature or instruction of one not so certified; and

FURTHER RESOLVED, that the foregoing resolution shall remain in full force and effect until written notice of their amendment or rescission shall have been received by said Bank, and that receipt of such notice shall not affect any action taken by the Bank prior thereto;

FURTHER RESOLVED, that the City Clerk be and hereby is, authorized and directed to certify to said Citizens Bank the foregoing resolutions and that the provisions thereof are in conformity with the Municipal Code of the City of Aztec.

I further certify that there is no provision in the Municipal code of the City of Aztec limiting the power of the City Commission to pass the foregoing resolution and that the same are in conformity with the provision of said Municipal Code.

I further certify that the following are the names and signatures of the persons designated to act as agents and representatives of the City of Aztec pursuant to the foregoing resolutions;

Accredited Representatives:

Signatures:

Mattilyn Jody Dobbs

Amanda Williams

Passed, Adopted and Approved this 13th day of April 2021.

Victor Snover, Mayor

SEAL:

ATTEST:

Karla Saylor, City Clerk