



TOWN OF KIRTLAND
Town Council Regular Meeting Agenda
Council Chambers, 47 RD 6500 Kirtland, NM 87417
April 11, 2023, at 4:30 pm

- A. Call to Order
- B. Invocation
- C. Pledge of Allegiance
- D. Regular Meeting
- E. Approval of Agendas
 - 1. Approval of current agenda
 - 2. Approval of consent agenda to include:
 - a. Meeting Minutes from 03.14.2023
 - b. Financial reports from March 2023
- F. New Business
 - 1. Sewer Department Report-Dan Flack
 - 2. Future Project Update-list composed at the 03.14.23 meeting-Dan Flack
 - 3. San Juan County/Town of Kirtland MOU (Memorandum Of Understanding) update-Undersheriff Tanner SJCSO
 - 4. Street Name Update-Alex Uhl
 - 5. Motorcycle Awareness Month Proclamation- May 2023
 - 6. Clerk Institute Attendance-approval to fund registration/hotel stay/mileage requested by Lou Ann Davis
 - 7. Artwork-to make decisions based on viewing of artwork prior to the beginning of the regular meeting
- G. Reports from Elected Officials/Town Clerk
- H. Comments/Input from the public
 - (Limited to 3 minutes per person on subjects the Council has not previously discussed or taken formal action on. No formal action will be taken at the meeting.)*
- I. Tentative Closed Executive Session

STATE LAW

An Executive Session may be called at any time during the meeting. Pursuant to New Mexico Open Meetings Act New Mexico State Statute: § 10-15-1(H) Subsections;

(1) Meetings pertaining to issuance, suspension, renewal or revocation of a license, except that a hearing at which evidence is offered or rebutted shall be open. All final actions on the issuance, suspension, renewal or revocation of a license shall be taken at an open meeting;

(2) Limited personnel matters; provided that for purposes of the Open Meetings Act, "limited personnel matters" means the discussion of hiring, promotion, demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee; provided further that this paragraph is not to be construed as to exempt final actions on personnel from being taken at open public meetings, nor does it preclude an aggrieved public employee from demanding a public hearing. Judicial candidates interviewed by any commission shall have the right to demand an open interview;

(3) Deliberations by a public body in connection with an administrative adjudicatory proceeding for purposes of this paragraph, "administrative adjudicatory proceeding" means a proceeding brought by or against a person before a public body in which individual legal rights, duties or privileges are required by law to be determined by the public body after an opportunity for a trial-type hearing. Except as otherwise provided in this section, the actual administrative adjudicatory proceeding at which evidence is offered or rebutted and any final action taken as a result of the proceeding shall occur in an open meeting;

(4) The discussion of personally identifiable information about any individual student, unless the student or the student's parent or guardian requests otherwise;

(5) Meetings for the discussion of bargaining strategy preliminary to collective bargaining negotiations between the policymaking body and a bargaining unit representing the employees of that policymaking body and collective bargaining sessions at which the policymaking body and the representatives of the collective bargaining unit are present;

(6) that portion of meetings at which a decision concerning purchases in an amount exceeding two thousand five hundred dollars (\$2,500) that can be made only from one source is discussed and that portion of meetings at which the contents of competitive sealed proposals solicited pursuant to the Procurement Code are discussed during the contract negotiation process.

(7) Meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become participant;

(8) Meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body

J. Adjournment

DISABILITY

The Governing Body may revise the order of the agenda items considered at this Open Meeting. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Town Clerk at the Town Hall Building located at 47 RD 6500 Kirtland, New Mexico at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Agenda Posted in (six) 6 Public Places in the Town of Kirtland

1. Monsterslayer, 4187 HWY-64
2. Kirtland Post Office, 4211 HWY-64
3. Dairy Queen, 4216 HWY-64
4. Lower Valley Water Association, 4286 HWY-64
5. General Supply, 4345 HWY-64
6. Kirtland Town Hall, 47 RD 6500
7. Harper Valley Bulletin Board

The Town of Kirtland
Account Reconciliation
As of Mar 31, 2023
11-0001-10101-0 - Unrestricted Cash -Operational
Bank Statement Date: March 31, 2023

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			2,417,354.58
Add: Cash Receipts			132,133.25
Less: Cash Disbursements			(63,333.81)
Add (Less) Other			
Ending GL Balance			<u>2,486,154.02</u>
Ending Bank Balance			<u>2,490,035.43</u>
Add back deposits in transit			
Total deposits in transit			
(Less) outstanding checks			
	Dec 5, 2022	2700	(37.89)
	Mar 28, 2023	2778	(60.00)
	Mar 29, 2023	2780	<u>(3,783.52)</u>
Total outstanding checks			(3,881.41)
Add (Less) Other			
Total other			
Unreconciled difference			<u>0.00</u>
Ending GL Balance			<u><u>2,486,154.02</u></u>

James J. Quinn 4.3.23

date

The Town of Kirtland
Account Register
For the Period From Mar 1, 2023 to Mar 31, 2023
11-0001-10101-0 - Unrestricted Cash -Operational

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			2,417,354.58
3/1/23		Deposit	Circle of Life Home Care	35.00		2,417,389.58
3/1/23	2758	Withdraw	CenturyLink		259.21	2,417,130.37
3/1/23	2759	Withdraw	Innovate IT		37.89	2,417,092.48
3/1/23	2760	Withdraw	Next Level		64.02	2,417,028.46
3/1/23	2761	Withdraw	Double S Weed Control,		758.72	2,416,269.74
3/1/23	2762	Withdraw	Street Decor, INC.		2,290.08	2,413,979.66
3/1/23	2763	Withdraw	DTF Engineering		6,528.53	2,407,451.13
3/2/23	2757	Withdraw	Lou Ann M. Davis		978.66	2,406,472.47
3/2/23	bank3.2.23	Withdraw	Bank of the Southwest		1,521.00	2,404,951.47
3/6/23	2764	Withdraw	Dusenbery's Inc.		23,237.00	2,381,714.47
3/6/23	2765	Withdraw	Lower Valley Water User		23.46	2,381,691.01
3/6/23	2766	Withdraw	On The Spot Cleaning		202.65	2,381,488.36
3/6/23	WWT 03.06.23	Withdraw	NM Taxation & Revenue		206.96	2,381,281.40
3/6/23	goggle 3.6.23	Withdraw	Google		42.00	2,381,239.40
3/6/23	pera 3.6.23	Withdraw	Public Employee Retire		334.62	2,380,904.78
3/7/23	2767	Withdraw	United States Postal Ser		146.00	2,380,758.78
3/9/23		Deposit	P3 Medical Billing Soluti	35.00		2,380,793.78
3/9/23		Deposit	International Union of Op	35.00		2,380,828.78
3/9/23	2768	Withdraw	Waste Management		147.25	2,380,681.53
3/9/23	2769	Withdraw	NM Local Government L		196.33	2,380,485.20
3/9/23	2770	Withdraw	Parkers Workplace Solut		1,015.51	2,379,469.69
3/13/23	2771	Withdraw	Revize Software System		1,000.00	2,378,469.69
3/13/23	2772	Withdraw	ABC Sweeping & Landsc		6,719.25	2,371,750.44
3/13/23	2773	Withdraw	San Juan County		9,100.00	2,362,650.44
3/14/23	03.14.23	Deposit	Valley Pawn & Laundry	150.00		2,362,800.44
		Deposit	Snodalicious	35.00		2,362,835.44
		Deposit	General Supply	35.00		2,362,870.44
3/15/23	fica 03.15.23	Withdraw	US Treasury		777.64	2,362,092.80
3/16/23	2703475543831	Withdraw	US Treasury		807.81	2,361,284.99
3/16/23	2774	Withdraw	Lou Ann M. Davis		978.66	2,360,306.33
3/17/23		Deposit	State of NM GR Tax	6.44		2,360,312.77
3/17/23		Deposit	State of NM GR Tax	296.69		2,360,609.46
3/17/23		Deposit	State of NM GR Tax	128,688.74		2,489,298.20
3/20/23		Deposit	State of NM GR Tax	1,755.80		2,491,054.00
3/20/23	03.20.23	Deposit	Kirtland Realty	35.00		2,491,089.00
		Deposit	United Food Store #3	35.00		2,491,124.00
3/20/23	2775	Withdraw	City of Farmington		446.98	2,490,677.02
3/20/23	2776	Withdraw	New Mexico Gas Comap		80.93	2,490,596.09
3/20/23	2777	Withdraw	El Paso Times - Daily Ti		275.85	2,490,320.24
3/24/23	pera 3.24.23	Withdraw	Public Employee Retire		334.62	2,489,985.62
3/27/23		Deposit	Speedway	535.00		2,490,520.62
3/27/23		Deposit	Jason Oberholser	45.00		2,490,565.62
3/28/23	2778	Withdraw	Next Level		60.00	2,490,505.62
3/29/23	2780	Withdraw	San Juan County		3,783.52	2,486,722.10
3/30/23		Deposit	State of NM GR Tax	410.58		2,487,132.68
3/30/23	2779	Withdraw	Lou Ann M. Davis		978.66	2,486,154.02
Total				132,133.25	63,333.81	

The Town of Kirtland
Balance Sheet
March 31, 2023

ASSETS

Current Assets		
Unrestricted Cash -Operational	\$	2,486,154.02
Cash in Bank - LEPA		45,000.00
Cash in Bank - Municipal Stree		55,266.20
Cash in Bank - American Rescue		151,307.00
		<hr/>
Total Current Assets		2,737,727.22
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>2,737,727.22</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	50,665.94
Federal Withholding Payable		1,754.03
FICA Payable		(1,922.56)
Medicare Payable		584.08
SUI Payable		15.43
State Withholding Payable		1,452.95
PERA Payable		333.47
Insurance Payable		(7,589.51)
LEPA Accounts Payable		(8,879.48)
		<hr/>
Total Current Liabilities		36,414.35
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		36,414.35
Capital		
Retained Earning - GF		1,986,088.41
Fund Balance		401,495.96
Net Income		313,728.50
		<hr/>
Total Capital		2,701,312.87
		<hr/>
Total Liabilities & Capital	\$	<u><u>2,737,727.22</u></u>

The Town of Kirtland
Income Statement
For the Nine Months Ending March 31, 2023

	Current Month		Year to Date	
Revenues				
Fee Revenue - GF	\$ 0.00	0.00	\$ 0.00	0.00
Business License Revenue - GF	35.00	0.03	3,322,625.00	69.59
Gross Receipts Tax - GF	0.00	0.00	0.00	0.00
Fuel Tax - GF	0.00	0.00	0.00	0.00
Small Cities Assistance - GF	0.00	0.00	0.00	0.00
Municipal Enironment GRT	0.00	0.00	423.44	0.01
Municipal Inrastructure GRT	0.00	0.00	0.00	0.00
Donated Property - GF	0.00	0.00	0.00	0.00
Franchise Tax	0.00	0.00	90,573.29	1.90
GRT - Municipal Local Option G	131,994.68	99.27	1,203,489.00	25.21
GRT - Municipal Infrastructure	0.00	0.00	0.00	0.00
GRT - Municipal Environmental	0.00	0.00	0.00	0.00
Gas Tax for General Purposes	0.00	0.00	27,868.44	0.58
GRT - Shared Municipal Eq Dist	0.00	0.00	0.00	0.00
Other Shared State Taxes	0.00	0.00	2,060.76	0.04
Business Licenses/Registration	940.00	0.71	4,875.00	0.10
Administrative Fees	0.00	0.00	1,779.59	0.04
Small Cities Assistance (TRD)	0.00	0.00	8.04	0.00
Law Enforcement Protec (LEPA)	0.00	0.00	45,000.00	0.94
Law Enforcement Protect - LEPA	0.00	0.00	0.00	0.00
Other State Grant	0.00	0.00	0.00	0.00
Federal - Other Revenue	0.00	0.00	0.00	0.00
Federal - American Rescue Plan	0.00	0.00	75,653.50	1.58
Federal - Other Revenue	0.00	0.00	0.00	0.00
Capital Grant Revenue	0.00	0.00	0.00	0.00
Total Revenues	132,969.68	100.00	4,774,356.06	100.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	132,969.68	100.00	4,774,356.06	100.00
Expenses				
Entertainment & Meals - GF	0.00	0.00	0.00	0.00
Travel - GF	0.00	0.00	0.00	0.00
Election Costs - GF	0.00	0.00	0.00	0.00
Accounting - GF	0.00	0.00	0.00	0.00
Audit - GF	0.00	0.00	0.00	0.00
Building Rent - GF	0.00	0.00	0.00	0.00
GRT Administrative Fee - GF	0.00	0.00	0.00	0.00
Internet - GF	0.00	0.00	0.00	0.00
Legal & Professional - GF	0.00	0.00	0.00	0.00
Mileage Expense - GF	0.00	0.00	0.00	0.00
Office Supplies - GF	0.00	0.00	0.00	0.00
Operating Supplies - GF	0.00	0.00	0.00	0.00
Payroll Taxes - GF	0.00	0.00	0.00	0.00
Telephone and Internet - GF	0.00	0.00	0.00	0.00
Travel - GF	0.00	0.00	0.00	0.00
Utilities - GF	0.00	0.00	0.00	0.00
Wages - GF	0.00	0.00	0.00	0.00
PERA - GF	0.00	0.00	0.00	0.00
Workers Comp - GF	206.96	0.16	1,146.91	0.02
SJC-Records Technician - GF	0.00	0.00	0.00	0.00
Fire Protection - SJC - GF	0.00	0.00	0.00	0.00
One Call - GF	0.00	0.00	0.00	0.00

For Management Purposes Only

The Town of Kirtland
Income Statement
For the Nine Months Ending March 31, 2023

	Current Month		Year to Date	
Police Protection - SJC - GF	0.00	0.00	0.00	0.00
Road Maintenance - SJC - GF	0.00	0.00	0.00	0.00
Street Lights - GF	0.00	0.00	0.00	0.00
Advertising - GF	0.00	0.00	0.00	0.00
Bank Charge - GF	0.00	0.00	0.00	0.00
Building Repairs - GF	0.00	0.00	0.00	0.00
Contributions - GF	0.00	0.00	724.00	0.02
Dues & Subscriptions - GF	0.00	0.00	0.00	0.00
Equipment Rent - GF	0.00	0.00	0.00	0.00
Equipment Repair - GF	0.00	0.00	0.00	0.00
Fuel - GF	0.00	0.00	(596.83)	(0.01)
Insurance - GF	0.00	0.00	0.00	0.00
Penalties and Interest - GF	0.00	0.00	0.00	0.00
Postage - GF	0.00	0.00	0.00	0.00
Vehicle Expense - GF	0.00	0.00	0.00	0.00
Red Apple Transit - GF	0.00	0.00	0.00	0.00
Travel - Council	0.00	0.00	0.00	0.00
Other Travel - Mileage	0.00	0.00	0.00	0.00
Employee Training - Council	0.00	0.00	0.00	0.00
Travel - Mayor	0.00	0.00	0.00	0.00
Other Travel - Mileage	0.00	0.00	0.00	0.00
Employee Training - Mayor	0.00	0.00	0.00	0.00
Trans. Costs - Red Apple Trans	0.00	0.00	5,997.00	0.13
Contract - Attny Fees - Copple	0.00	0.00	0.00	0.00
Contract - Attny Fees - Beckst	0.00	0.00	0.00	0.00
Contract - Attny Fees - NM Loc	196.33	0.15	3,173.68	0.07
Contract - Prof Ser - Engineer	6,528.53	4.91	34,927.17	0.73
Contract - Other - Pictometry	0.00	0.00	0.00	0.00
Contract - Other - Tech Suppor	0.00	0.00	31.16	0.00
Software	1,000.00	0.75	2,211.65	0.05
Supplies - General Office	1,015.51	0.76	2,929.57	0.06
Supplies - FF&E (Non-Capital)	0.00	0.00	0.00	0.00
Postage	146.00	0.11	392.00	0.01
Subscriptions & Dues	275.85	0.21	8,471.17	0.18
Other Costs - Bank Charges	1,521.00	1.14	9,462.93	0.20
Commit & Other Fees - GRT	836.43	0.63	6,887.52	0.14
Other Travel	0.00	0.00	0.00	0.00
Contract - Audit	0.00	0.00	16,029.06	0.34
Prof. Services - Accounting	0.00	0.00	7,192.33	0.15
Maint & Repairs - Building	0.00	0.00	5,013.36	0.11
Contract Services - One Call	0.00	0.00	322.00	0.01
Contract Services - Janitorial	202.65	0.15	4,046.11	0.08
Contract Services - Waste Mgt	147.25	0.11	1,103.89	0.02
Communication Costs	0.00	0.00	0.00	0.00
Insurance - General Liab/Prop	0.00	0.00	0.00	0.00
Rent of Equip/Machinery	0.00	0.00	0.00	0.00
Telecommunications	463.12	0.35	3,652.24	0.08
Utilities - Electricity	446.98	0.34	2,821.23	0.06
Utilities - Natural Gas	80.93	0.06	592.64	0.01
Utilities - Water	23.46	0.02	470.80	0.01
O & M - Buildings & Structures	0.00	0.00	879.67	0.02
Equipment & Machinery	0.00	0.00	0.00	0.00
Roadways/Bridges	0.00	0.00	115,304.58	2.42
St. Lighting/Traffic Sig/Signs	0.00	0.00	0.00	0.00
Election Costs	0.00	0.00	0.00	0.00
Salaries - Full-Time Positions	4,680.00	3.52	30,036.96	0.63
FICA - Regular	290.16	0.22	1,862.30	0.04
FICA - Medicare	67.86	0.05	435.54	0.01
Retirement - PERA	482.04	0.36	2,844.34	0.06

For Management Purposes Only

The Town of Kirtland
Income Statement
For the Nine Months Ending March 31, 2023

	Current Month		Year to Date	
Retiree Health Care	0.00	0.00	0.00	0.00
Health Insurance	0.00	0.00	500.98	0.01
Life Insurance	0.00	0.00	4.42	0.00
Dental Insurance	0.00	0.00	25.86	0.00
Vision Insurance	0.00	0.00	4.80	0.00
Disability Insurance	0.00	0.00	0.00	0.00
Unemployment Compensation	15.45	0.01	204.54	0.00
Worker's Comp Premium	0.00	0.00	0.00	0.00
Worker's Comp Employer's Fee	0.00	0.00	9.31	0.00
Travel - Clerk	0.00	0.00	2,310.56	0.05
Other Travel - Mileage	0.00	0.00	1,166.31	0.02
Contract Services - Police	0.00	0.00	19,509.38	0.41
Cont Serv - SJC Records Tech	0.00	0.00	56,299.38	1.18
Contract Services - Fire Prote	0.00	0.00	15,000.00	0.31
Cont Ser - Animal Pound Fees	0.00	0.00	0.00	0.00
Maint & Repairs - Grounds/Road	7,477.97	5.62	39,990.47	0.84
Contracts Services - Toilets	0.00	0.00	0.00	0.00
Buildings & Structures	0.00	0.00	0.00	0.00
Equipment & Machinery	0.00	0.00	0.00	0.00
Infrastructure	0.00	0.00	723,032.76	15.14
Other Operating Costs - VWSD	0.00	0.00	13,203.81	0.28
Other Operating Costs - VWSD	0.00	0.00	0.00	0.00
Other Operating Costs - FMDC	0.00	0.00	3,321,000.00	69.56
Maint- Repair-Ground-Cemetery	0.00	0.00	0.00	0.00
Supplies - Other	0.00	0.00	0.00	0.00
Equipment and Machinery	0.00	0.00	0.00	0.00
Operating Supplies-LEPA	0.00	0.00	0.00	0.00
Equipment >\$5,000 - LEPA	0.00	0.00	0.00	0.00
Maint & Rep - Grounds/Roadways	0.00	0.00	0.00	0.00
Grants to Subrecipients	0.00	0.00	0.00	0.00
Infrastructure	0.00	0.00	0.00	0.00
Supplies - Safety	0.00	0.00	0.00	0.00
Contract Services	0.00	0.00	0.00	0.00
Total Expenses	26,104.48	19.63	4,460,627.56	93.43
Net Income	\$ 106,865.20	80.37	\$ 313,728.50	6.57

FINANCIAL QUARTERLY REPORT ANALYSIS

ENTITY: City of Kirtland
 Date Received: 11/8/2022
 Date Checked: 1/12/2023
 Analyst: Sherri Green
 Date BC Review: 1/13/2023 CUC

QUARTER: 1st ☒
 2nd ☐
 3rd ☐
 4th ☐

Action Taken:

- ☐ None required
☒ E-Mail (attach)
☐ Letter (attach)
☐ Conference Call/Site Visit

KEY ISSUES/COMMENTS:

Audit Opinion: Unmodified Number of Audit Findings: 1
 Number of Material Weakness: 0 Number of Significant Deficiency: 0
 of Repeat Findings: 0

Q2 was submitted
 3.30.23
 and approved
 4.3.23

ITEMS TO REVIEW:

RECAP Page

Cash Balances

- ☒ Verify Beginning Cash Balances agreed with approved budget

Comments: Beginning Cash balances agree with approved budget.

- ☒ Verify Lodgers Tax Report (supporting document) reconciles to LGMBS Data

Form signed and have N/A on form.

- ☒ Verify Ending Cash Balances are NOT in deficit
 DEFICIT Cash triggers MONTHLY REPORTING requirement.

Comments: Ending Cash Balances are not in deficit.

Transfers

- ☒ Verify Total Transfers net to zero.

Comments: N/A

- ☒ Verify Transfers do NOT exceed budget authority.

Comments: N/A

Adjustments

- ☒ Review Adjustment Supporting Schedule ties to recap totals.

Comments: N/A

Investments

- ☒ Review Investment Schedule ties to recap totals.

Comments: N/A

- ☒ Verify investment activity(reduction or increase) and follow-up with entity.

Comments: N/A

DETAILED Report

Percentages of Budget vs. Actuals

- ☒ Verify percentage of Budget vs Actuals are within reason per qtr.
 (i.e. 25% for 1st quarter, 50% for 2nd quarter, etc.)

Comments: Percentages are good.

Expenditures

- ☒ Verify Expenditures are within budget authority.

Comments: Expenditures are within budget authority.

Transfers

- ☒ Verify Transfers are within budget authority.

Comments: N/A

Other General Fund Major Revenue Sources

Verify actuals are in line with budget

- ☐ Property Taxes (Current, delinquent, etc.)
☒ Small Cities/Counties Distribution
☐ PILT

Comments: Small Cities Assistance if good. Kirtland has not imposed an operational mill levy.

Percentage of Variance of Adjusted Budget vs. Actuals:

	Revenues	Expenditures
GENERAL FUND	33.16%	8.67%
County Road Fund	N/A	

24.49%

Comments:

General Fund looks good on percentages.

GRT & CANNABIS Analysis: Variance Entity Actuals/TRD(RP- 500)

- ☒ Customize RP-500 REPORT for variance comparisons

Comments: Reconciles 100%. No Cannabis reported.

FINANCIAL QUARTERLY REPORT ANALYSIS

ENTITY: City of Kirtland
Date Received: 3/13/2023
Date Checked: 3/13/2023
Analyst: Sherri Green
Supervisor review: SG 3/31/2023
Date BC Review: CVC 3/31/23

QUARTER: 1st
 2nd
 3rd
 4th

Action Taken:
☐ None required
☒ E-Mail (attach)
☐ Letter (attach)
☐ Conference Call/Site Visit

KEY ISSUES/COMMENTS:
 Audit Opinion: Unmodified Number of Audit Findings: 0
 Number of Material Weakness: Number of Significant Deficiency:
 Repeat Findings:

Please Note: The cash balance depleted by (\$64,074, 63).

ITEMS TO REVIEW:

RECAP Page

Cash Balances

☒ Verify Beginning Cash Balances agreed with approved budget

Comments: Beginning cash balances agree with approved budget.

☒ Verify Lodgers Tax Report (supporting document) reconciles to LGMBS Data

Lodgers tax N/A and signed.

☒ Verify Ending Cash Balances are NOT in deficit
 DEFICIT Cash triggers MONTHLY REPORTING requirement.

Comments: Ending cash balances are not in deficit.

Transfers

☒ Verify Total Transfers net to zero.

Comments: N/A

☒ Verify Transfers do NOT exceed budget authority.

Comments: N/A

Adjustments

☒ Review Adjustment Supporting Schedule ties to recap totals.

Comments: N/A

Investments

☒ Review Investment Schedule ties to recap totals.

Comments: N/A

☒ Verify investment activity (reduction or increase) and follow-up with entity.

Comments: N/A

DETAILED Report

Approved Budget

☒ Verify Approved Budget figures are entered in correct column.

Comments: Budget figures are entered in correct column.

Approved Budget Adjustments

☒ Verify Approved Budget Adjustments are entered in correct column.

Comments: Budget adjustments are entered in correct column.

Percentages of Budget vs. Actuals

☒ Verify percentage of Budget vs Actuals are within reason per qtr.
 (i.e. 25% for 1st quarter, 50% for 2nd quarter, etc.)

Comments: Percentages are good.

Expenditures

☒ Verify Expenditures are within budget authority.

Comments: All expenditures are within budget authority.

Transfers

☒ Verify Transfers are within budget authority.

Comments: N/A

Other General Fund Major Revenue Sources

Verify actuals are in line with budget
☒ Property Taxes (Current, delinquent, etc.)
☒ Small Cities/Counties Distribution
☒ PILT

Comments: Kirtland has not imposed on operational mill levy. Small Cities Assistance is good.

Percentage of Variance of Adjusted Budget vs. Actuals:

	Revenues	Expenditures	
GENERAL FUND	29.06%	20.21%	-8.85%
County Road Fund	n/a		0.00%
			0.00%

Comments:

General Fund is good.

GRT & CANNABIS Analysis: Variance Entity Actuals/TRD(RP- 500)

☒ Customize RP-500 REPORT for variance comparisons

Comments: There is a difference of \$331,380.81 from RP-500 Report and Q2 year-to-date. Entity reporting less. No cannabis reported for Q2.

Valley Water and Sanitation District
Account Reconciliation
As of Mar 31, 2023
1020 - Checking Account
Bank Statement Date: March 31, 2023

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	112,116.61
Add: Cash Receipts	44,915.65
Less: Cash Disbursements	(43,636.10)
Add (Less) Other	
Ending GL Balance	<u>113,396.16</u>
Ending Bank Balance	<u>113,396.16</u>
Add back deposits in transit	
Total deposits in transit	
(Less) outstanding checks	
Total outstanding checks	
Add (Less) Other	
Total other	
Unreconciled difference	<u>0.00</u>
Ending GL Balance	<u><u>113,396.16</u></u>

Joseph M. Davis 4.4.23

Valley Water and Sanitation District
Account Register
For the Period From Mar 1, 2023 to Mar 31, 2023
1020 - Checking Account

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
3/1/23		Deposit	Beginning Balance			112,116.61
3/1/23	2639	Withdraw	San Juan County New M	7,804.46		119,921.07
3/1/23	2640	Withdraw	The Cincinnati Insurance		1,015.00	118,906.07
3/1/23	2641	Withdraw	City of Farmington		7,209.05	111,697.02
3/6/23	03.06GGR	Withdraw	AECS, Inc.		20,397.33	91,299.69
3/7/23	2642	Withdraw	NM Taxation and Reven		1,954.27	89,345.42
3/13/23	2643	Withdraw	Lower Valley Water User		558.83	88,786.59
3/13/23	2644	Withdraw	City of Farmington		1,922.02	86,864.57
3/13/23	2645	Withdraw	Harper Valley Homeown		2,322.00	84,542.57
3/14/23	2646	Withdraw	San Juan County		3,301.70	81,240.87
3/14/23	2647	Withdraw	Omni Site		1,160.00	80,080.87
3/14/23	2647	Withdraw	Omni Site		580.00	79,500.87
3/14/23	3/14/23	Deposit	Lower Valley Water User	36,827.02		116,327.89
3/20/23	2648	Withdraw	NM Commissioner of Pu		3,152.00	113,175.89
3/20/23	2649	Withdraw	NM Gas Company		63.90	113,111.99
3/23/23		Deposit	San Juan County New M	284.17		113,396.16
Total				44,915.65	43,636.10	

Valley Water and Sanitation District
Balance Sheet
March 31, 2023

ASSETS

Current Assets		
Checking Account	\$	113,396.16
Capital Outlay - Non Current		142,582.96
Grant Receivable Unearned		(142,582.96)
Harper V. Loan - Current		10,001.50
Harper V. Loan - Noncurrent		572,837.22
Lagoons Loan - Current		1,216.00
Lagoons Loan - Noncurrent		11,135.23
		<hr/>
Total Current Assets		708,586.11
Property and Equipment		
Land		33,200.00
Land Improvements		5,839,001.00
Buildings		1,859.52
Accumulated Depreciation		(1,035,015.35)
		<hr/>
Total Property and Equipment		4,839,045.17
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>5,547,631.28</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Harper Valley HOA Reimb	\$	(20,898.00)
Sales Tax Payable		2,276.29
		<hr/>
Total Current Liabilities		(18,621.71)
Long-Term Liabilities		
N/P Whipple Taps		9,500.00
N/P SJC Lagoons Loan		(0.40)
N/P SJC Harper Valley Loan		564,210.05
		<hr/>
Total Long-Term Liabilities		573,709.65
		<hr/>
Total Liabilities		555,087.94
Capital		
Fund Balance - Fixed Assets		6,057,119.31
Fund Balance - Operating		(951,076.50)
Net Income		(113,499.47)
		<hr/>
Total Capital		4,992,543.34
		<hr/>
Total Liabilities & Capital	\$	<u><u>5,547,631.28</u></u>

Unaudited - For Management Purposes Only

Valley Water and Sanitation District
Income Statement
For the Nine Months Ending March 31, 2023

	Current Month		Year to Date	
Revenues				
Construction/Engineering Sales	\$ 43,161.98	100.00	\$ 331,155.05	74.75
Application Fee Sales	0.00	0.00	0.00	0.00
Connection/Tap Fee Sales	0.00	0.00	3,911.25	0.88
Monthly Service Sales	0.00	0.00	81,777.83	18.46
Standby Charge	0.00	0.00	0.00	0.00
Admission Fee Sales	0.00	0.00	0.00	0.00
Maintenance Income	0.00	0.00	26,143.65	5.90
Lagoon's Loan Repayment	0.00	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00	0.00
San Juan County GRT	0.00	0.00	0.00	0.00
San Juan County GRT Unishare	0.00	0.00	0.00	0.00
Disconnect/Reconnect Fee	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Late Fee	0.00	0.00	0.00	0.00
Grant Income	0.00	0.00	0.00	0.00
Sales/Fees Discounts	0.00	0.00	0.00	0.00
Lagoon Loan Repayment	0.00	0.00	0.00	0.00
Total Revenues	43,161.98	100.00	442,987.78	100.00
Cost of Sales				
Engineering Costs	20,397.33	47.26	189,437.50	42.76
Construction Inspection Costs	0.00	0.00	0.00	0.00
Service Line Construction Cost	0.00	0.00	2,134.34	0.48
Operations Maintenance Costs	0.00	0.00	29,857.30	6.74
Cleanin/Inspections Services	0.00	0.00	0.00	0.00
Admission Court/Clerk Fees	3,301.70	7.65	6,603.40	1.49
Pre-Treatment (Chemicals)	0.00	0.00	107,486.36	24.26
Meter Reads	0.00	0.00	0.00	0.00
City of Farmington Collection	7,209.05	16.70	69,454.66	15.68
Cost of Sales	0.00	0.00	0.00	0.00
Inventory Adjustments	0.00	0.00	0.00	0.00
Total Cost of Sales	30,908.08	71.61	404,973.56	91.42
Gross Profit	12,253.90	28.39	38,014.22	8.58
Expenses				
Advertising	0.00	0.00	0.00	0.00
Billing Services	0.00	0.00	418.00	0.09
Payroll Tax Expense	0.00	0.00	0.00	0.00
Bad Debt Expense	0.00	0.00	0.00	0.00
Harper Valley HOA Fees	0.00	0.00	0.00	0.00
Income Tax Expense	0.00	0.00	0.00	0.00
Legal Services	0.00	0.00	0.00	0.00
Other Taxes Expense	0.00	0.00	0.00	0.00
Professional/Accountant	0.00	0.00	0.00	0.00
Rent or Lease Expense	3,152.00	7.30	9,583.00	2.16
Penalties/Interest Charged	0.00	0.00	1,197.38	0.27
Fuel/Oil	0.00	0.00	0.00	0.00
System Maintenance & Repairs	1,740.00	4.03	21,396.35	4.83
Supplies Expense	0.00	0.00	0.00	0.00
Small Tools Expense	0.00	0.00	0.00	0.00
Town of Kirtland	0.00	0.00	0.00	0.00
Utilities Expense	2,544.75	5.90	21,350.49	4.82
Office Expense	0.00	0.00	68.00	0.02
Telephone Expense	0.00	0.00	0.00	0.00

For Management Purposes Only



Town of Kirtland
Regular Town Council Meeting Minutes
47 RD 6500 Kirtland, NM 87417
March 14, 2023

Councilor Jason Heslop called the meeting to order at 4:45 pm in the Council Room at Town Hall, located at 47 RD 6500, Kirtland, New Mexico.

Jason Heslop led the Pledge of Allegiance and gave the Invocation.

Those present:

Councilor Tyrone Austin
Councilor Jason Heslop
Councilor Alex Uhl

Clerk, Lou Ann Davis
Engineer, Dan Flack

Those absent:

Mayor Mark Duncan
Mayor Pro-Tem Larry Hathaway

Visitors:

3 persons

Approval of Agenda:

Councilor Tyrone Austin made a motion to accept the 03.14.2023 agenda as it was presented to The Council. Councilor Alex Uhl seconded the motion. Upon voice vote, the motion passed unanimously.

Consent Agenda:

The Consent Agenda consisted of the monthly financials for the Town of Kirtland for February 2023 as well as the monthly financials for Valley Sanitation for February 2023. Councilor Tyrone Austin made a motion to approve the Consent Agenda as it was presented. Councilor Alex Uhl seconded the motion. Upon voice vote, the motion passed.

New Business:

1. Cory Tanner-Undersheriff for San Juan County Sheriff's Office to present proposed grant application for Law Enforcement Protection Fund (LEPF).

Undersheriff, Cory Tanner from the SJC Sheriff's Office spoke concerning the LEPF application that is due on the last day of March. The funding for this grant has been increased to \$95,000.00 for this year. He, on behalf of the SO expressed a desire to use those funds to purchase two vehicles and/or other equipment to be used by the SO.

A discussion ensued concerning possession of the vehicles and/or equipment and other issues like insurance and registrations. Undersheriff Tanner proposed to The Council that The Town of Kirtland sign possession over to The Sheriff's Office. This would make it the responsibility of the SO to insure the vehicles and to keep their registrations current. They would also be responsible for the upkeep of the vehicles/equipment. He said that he would investigate the best way to do this and assured The Council that if and when The Town of Kirtland has its own Police Force, that the vehicles and/or equipment would then be signed back over to The Town.

Councilor Alex Uhl made a motion in support of the proposal extended to The Council by Undersheriff Tanner. Councilor Tyrone Austin seconded the motion. Upon voice vote, the motion passed unanimously.

2. Willis Boundary Line-Cheney.Walters.Echols Inc. -presentation by Dan Flack

Dan Flack presented The Council with documents concerning an adjustment to the Willis boundary line in Harper Valley. It is a difference of 20 feet that was originally expected to become a public park. There was discussion concerning the water lines in that area, but Dan Flack assured The Council that those water lines are not the responsibility of The Council/The Town regardless of approving this boundary adjustment.

Councilor Alex Uhl made a motion to approve the Willis Boundary Line Adjustment as it was presented to The Council. Councilor Tyrone Austin seconded the motion. Upon voice vote, the motion passed unanimously.

3. Sewer Report-Dan Flack

Engineer Dan Flack provided an update for happenings in February with the Sewer District. He let The Council know that he had updated the sewer rates for the coming year and shared those new numbers with the Lower Valley Water Users Association.

4. Award of Contract for Improvements to RD 6405 & RD 6411

Dan Flack informed those at the meeting that Four Corners Materials had put in a bid for the Improvement project of RD 6405 and RD 6411. The bid was for \$269,610.83. He asked that The Council accept this bid so that the project could move forward.

Councilor Tyrone Austin made a motion to accept the bid of \$269,610.83 by Four Corners Materials for improvements to RD 6405 and 6411. Councilor Alex Uhl seconded the motion. Upon voice vote the motion passed unanimously.

5. Discussion concerning future projects-presentation by Dan Flack-

Dan Flack began the next portion of the meeting by asking The Council what would be on their wish lists for improvement projects in The Town and its surrounding areas. After a healthy discussion the following list was made:

1. Sewer improvements to RD 6405
2. Basketball and Pickleball courts at the Town Park
3. Improvements to Force Main 3
4. Improvements/refinishing to the KYA Parking lot
5. Extending sewer to the RD 6447 neighborhood

Dan said that he would put together estimates for the indicated projects to be review at a future date.

6. Addressing Update-Alex Uhl

Councilor Alex Uhl informed those in attendance at the meeting that he had a good first meeting with his chosen "addressing committee". He also admitted that there is more work to be done and that another meeting would be held. Mz Kara Wood is one member of the addressing committee and volunteered the use of the Kirtland Realty Office for their next meeting. He will have an update to share at the April Meeting.

7. Lower Valley Water Users Agreement-Resolution 2023-02

Every three years an agreement needs to be put in place so that the Lower Valley Water Users can continue to collect sewer fees for the sewer services that are performed/received. There was discussion concerning the fact that this arrangement has worked very well and that there does not appear to be any reason to change it.

Councilor Alex Uhl proposed that agreement continue and that Resolution 2023-02 be adopted by the Kirtland Town Council. Councilor Tyron Austin seconded the motion.

A roll call vote was taken with the following results:

For:

Alex Uhl

Tyron Austin

Jason Heslop

Against:

None

Those absent for the vote:

Mayor Mark Duncan

Mayor Pro-Tem Larry Hathaway

Councilor Jason Heslop declared that with three Councilors having voted in favor thereof, the said motion carried, and Resolution 2023-02 was duly passed and adopted. Clerk Lou Ann Davis will inform The Lower Valley Water Users Association personnel of this action, share the paperwork with them and get the rest of the needed signatures to the complete document.

8. Support letter- Office of Clean Energy Demonstrations-Hydrogen Hub

Councilor Jason Heslop read the letter and said that he would entertain a motion to support the cause contained in the letter. Alex Uhl made a motion to support the cause behind the letter. Councilor Tyrone Austin seconded it. Upon voice vote the motion passed unanimously.

9. Review of artwork proposals

There was a good discussion concerning the artwork proposals that had been submitted by artists friendly to the Kirtland Community. Councilor Jason Heslop informed those present that Mayor Mark Duncan had proposed a \$10,000.00 budget for the acquisition of artwork. The Council agreed that this was a workable budget considering the proposals that had been submitted.

Jason Heslop suggested that seeing the artwork would be a good next step. Both Alex Uhl and Tyrone Austin agreed with him.

The Clerk will contact the artists who submitted proposals and put together a viewing of the artwork to accompany the next meeting to be held 04.11.2023. "Artwork for the Town Hall" will be a line item on the next agenda.

Reports from Elected Officials:

Jason Heslop-nothing to share

Alex Uhl-nothing to share

Tyrone Austin-nothing to share

Comments/Input from the General Public:

There were no comments from the public.

Adjourn:

At approximately 5:42 pm Councilor Jason Heslop asked if there were any further questions or comments. There were none at that time and it was suggested that the meeting could be adjourned. Councilor Alex Uhl made a motion to adjourn the meeting. Councilor Tyrone Austin seconded the motion. The meeting was adjourned at 5:43 pm

SEAL

Mayor Pro-Tem, Larry Hathaway

ATTEST:

Lou Ann Davis, Town Clerk

PROJECTS SUMMARY

2 Basketball Half Courts	\$	166,455
--------------------------	----	---------

Pickleball Court	\$	225,862
------------------	----	---------

Road 6405 Sewer Line Extension	\$	41,384
--------------------------------	----	--------

Road 6447 West Loop Sewer	\$	63,304
(Cost Per Lot)	\$	12,660

- Send a letter of injury

Town Hall Crack Seal/Seal Coat	\$	12,388
--------------------------------	----	--------

KYA - 57,782 sf

Asphalt Repairs for large cracks	\$	73,407
----------------------------------	----	--------

Crack Seal/Seal Coat	\$	34,553
----------------------	----	--------

Striping	\$	4,474
----------	----	-------

Subtotal	\$	112,434
----------	----	---------

Cost Per SF	\$	1.95
-------------	----	------

Cost Estimate for two basketball half courts					
Bid Item	Item Description	Qty.	Unit	Unit Price	Amount
1	General Conditions	1	LS	\$ 10,000.00	\$ 10,000.00
2	Demo	1	LS	\$ 5,000.00	\$ 5,000.00
3	Grading/Excavation	181	CY	\$ 150.00	\$ 27,150.00
4	Irrigation modification	1	LS	\$ 2,500.00	\$ 2,500.00
5	Surveying and staking	1	LS	\$ 2,500.00	\$ 2,500.00
6	Basketball court concrete paving	3,900	SF	\$ 12.00	\$ 46,800.00
7	4" concrete sidewalk	1,000	SF	\$ 9.00	\$ 9,000.00
8	Striping	1	LS	\$ 1,500.00	\$ 1,500.00
9	Basketball Goals	2	EA	\$ 3,500.00	\$ 7,000.00
10	Site Furnishings	1	LS	\$ 5,000.00	\$ 5,000.00
11	Design Allowance	1	LS	\$ 15,000.00	\$ 15,000.00
Subtotal of Bid Items No. 1 through 10					\$ 131,450.00
Sub-Total Base Bid plus Allowance					\$ 131,450.00
Contingency 20%					\$ 26,290.00
New Mexico Gross Receipts Tax (NMGRT) at 6.63%*					\$ 8,715.14
Total of Bid Items No. 1 through 7 Plus Contingency and NMGRT					\$ 166,455.14

Cost Estimate for a Single Pickleball Court					
Bid Item	Item Description	Qty.	Unit	Unit Price	Amount
1	General Conditions	1	LS	\$ 10,000.00	\$ 10,000.00
2	Demo	1	LS	\$ 5,000.00	\$ 5,000.00
3	Grading/Excavation	260	CY	\$ 150.00	\$ 39,000.00
4	Irrigation modification	1	LS	\$ 2,500.00	\$ 2,500.00
5	Surveying and staking.	1	LS	\$ 2,500.00	\$ 2,500.00
6	Construct post-tension athletic court paving including surfacing and pickleball nets and posts, complete in place.	2,240	SF	\$ 20.00	\$ 44,800.00
7	4" concrete sidewalk	1,000	SF	\$ 9.00	\$ 9,000.00
8	Furnish and install 8' height chainlink fence	70	LF	\$ 100.00	\$ 7,000.00
9	Furnish and install wind screen on 8' height chainlink fence	40	LF	\$ 15.00	\$ 600.00
10	Furnish and install 6' height chainlink fence	130	LF	\$ 80.00	\$ 10,400.00
11	Furnish and install 8' height by 4' width chainlink fence gate	2	EA	\$ 500.00	\$ 1,000.00
12	Furnish and install 10' x 6' shade structure	1	EA	\$ 20,000.00	\$ 20,000.00
13	Site Furnishings	1	LS	\$ 5,000.00	\$ 5,000.00
14	Design Allowance	1	LS	\$ 20,000.00	\$ 20,000.00
Subtotal of Bid Items No. 1 through 14					\$ 176,800.00
Sub-Total Base Bid plus Allowance					\$ 176,800.00
Contingency 20%					\$ 35,360.00
New Mexico Gross Receipts Tax (NMGR) at 7.75%*					\$ 13,702.00
Total of Bid Items No. 1 through 7 Plus Contingency and NMGR					\$ 225,862.00

ROAD 6405

LINE EXTENSION

US 64 TO TOWN BOUNDARY

Item	Description	Unit	QTY	UP	Total
1	Mob/Demob	EA	1	\$ 2,500.00	\$ 2,500.00
2	8" SDR 35 Sewer in Place	LF	320	\$ 110.00	\$ 35,200.00
3	Connect to Existing Manhole	EA	1	\$ 1,000.00	\$ 1,000.00
	Subtotal				\$ 38,700.00
	NMGRT (6.9375%)				\$ 2,684.81
	Total Cost				\$ 41,384.81

COUNTY ROAD 6447
WEST LOOP
SEWER SERVICE PROJECT

Item	Description	Unit	QTY	UP	Total
1	Mob/Demob	EA	1	\$ 2,500.00	\$ 2,500.00
2	8" SDR 35 Sewer in Place	LF	400	\$ 60.00	\$ 24,000.00
3	Connect to Existing Manhole	EA	1	\$ 1,000.00	\$ 1,000.00
4	4' Diam. Manhole	EA	1	\$ 4,000.00	\$ 4,000.00
5	4" Service Line	LF	125	\$ 25.00	\$ 3,125.00
6	Replace Base Course 6" thick	Tons	142	\$ 55.00	\$ 7,822.22
7	Traffic Control	Day	4	\$ 500.00	\$ 2,000.00
8	Testing				\$ 1,000.00
9	Engineering/Inspection				\$ 5,000.00
10	Connection Fee				\$ 8,750.00
	Subtotal				\$ 59,197.22
	NMGRT (6.9375%)				\$ 4,106.81
	Total Cost				\$ 63,304.03

5 LOTS

\$ 12,660.81



5204 2ND STREET NW, ALBUQUERQUE, NM 87107
 PHONE: 505.998.6629 | WWW.SUNLANDASPHALT.COM

To:	Town Of Kirtland	Contact:	Dan Flack
Address:	47 Road 6500	Phone:	(505) 330-6535
	Kirkland, NM 87417	Fax:	
Project Name:	Town Of Kirtland - Summer 2023 Asphalt Maintenance - 3-21-23	Bid Number:	NM007887
Project Location:	47 Road 6500, Kirtland, NM	Bid Date:	4/3/2023

Item Description	Total Price
------------------	-------------

1 - 47 Road 6500

(Hot) Rubberized Crack Seal / Apply PMM Sealer

\$9,999.750

- Provide Traffic Control And Barricades During Our Scope Of Work.
- Power Clean With High Volume Air As Needed And Seal All Cracks 1/4 Inch And Larger With Crafcro Polyflex III Crack Sealant Up To 60 Lbs. (Alligatored Areas Not Included.) Additional Pounds Placed Above This Quantity Will Require Additional Charges.
- Power Sweep/clean Asphalt Surface.
- Furnish And Apply Two (2) Coats Of PMM Sealer By Spray-Spray Application On Approximately 8,703 Square Feet. (Adhesion Or Bonding Of Seal Coat Materials Is Not Warranted In Areas Exposed To Automotive Fluids And/or Other Spills.)
- This Proposal Is Based On Performing The Work In 1 Section Over 1 Continuous Working Day.

Pavement Markings W/ Reflectorized Glass Beads

\$1,585.440

- Restripe 17 Parking Stalls Lot To Existing Pattern Using Reflectorized White/Yellow Latex Traffic Paint.
- Layout And Paint 2 ADA Handicap Stall(S) Using Reflectorized White And Blue Latex Traffic Paint.
- Paint Approx. 120 Linear Feet Of 4 Inch Striping Using Reflectorized Blue Latex Traffic Paint.
- **All Pavement Striping To Be Applied With One (1) Coat Of Paint.**

Subtotal for above 1 - 47 Road 6500 Items: \$11,585.190

Kirtland, NM 6.9375%: \$803.720

Total Price for above 1 - 47 Road 6500 Items: \$12,388.910

2 - 39 Road 6500

Remove And Replace Asphalt Repairs

\$73,407.870

- Provide Traffic Control And Barricades During Our Scope Of Work.
- Make Necessary Sawcuts.
- Remove And Stockpile 35 Parking Blocks.
- Remove Approx. 4,590 Square Feet Of Failed Asphalt To A Depth Of Up To 3 Inches. Compact Existing Base And Pave With Up To 3 Inches Of SP-IV Asphaltic Surface Course.
- This Proposal Is Based On Performing The Work In 4 Sections Over 8 Continuous Working Days.

(Hot) Rubberized Crack Seal / Apply MasterSeal Sealer

\$34,553.640

- Provide Traffic Control And Barricades During Our Scope Of Work.
- Power Clean With High Volume Air As Needed And Seal All Cracks 1/4 Inch And Larger With Crafcro Polyflex III Crack Sealant Up To 5,900 Lbs. (Alligatored Areas Not Included.) Additional Pounds Placed Above This Quantity Will Require Additional Charges.
- Power Sweep/clean Asphalt Surface.
- Furnish And Apply Two (2) Coats Of PMM Sealer By Spray-Spray Application On Approximately 57,782 Square Feet. (Adhesion Or Bonding Of Seal Coat Materials Is Not Warranted In Areas Exposed To Automotive Fluids And/or Other Spills.)
- This Proposal Is Based On Performing The Work In 2 Sections Over 4 Continuous Working Days.

Item Description	Total Price
Pavement Markings W/ Reflectorized Glass Beads	\$4,474.570
<ul style="list-style-type: none"> Restripe 88 Parking Stalls Lot To Existing Pattern Using Reflectorized White/Yellow Latex Traffic Paint. Layout And Paint 5 ADA Handicap Stall(S) Using Reflectorized White And Blue Latex Traffic Paint. Paint Approx. 300 Linear Feet Of 4 Inch Striping Using Reflectorized White Latex Traffic Paint. Install 4 Each New Parking Blocks. Re-Pin 35 Each Existing Parking Blocks. - Sunland Asphalt Is Not Responsible For Damage To Parking Blocks Due To Deteriorating Concrete In Parking Blocks. Install 1 Each New ADA Sign On New Telspar Post Into Existing Base. All Pavement Striping To Be Applied With One (1) Coat Of Paint. 	
Subtotal for above 2 - 39 Road 6500 Items:	\$112,436.080
Kirtland, NM 6.9375%:	\$7,800.250
Total Price for above 2 - 39 Road 6500 Items:	\$120,236.330
Bid Price Subtotal:	\$124,021.270
Total Kirtland, NM 6.9375%:	\$8,603.980
Total Bid Price:	\$132,625.250

Notes:

• IMPORTANT NOTICE:

- In order to hold pricing, this proposal must be signed and returned within 15 days from the bid date specified above. Due to the pricing volatility of our industry at the moment, Sunland reserves the right to update pricing at any time prior to start of work.**
- Sunland will provide a phasing plan to our point of contact if requested, but Sunland Asphalt is **not responsible for notifying residents, tenants, or customers.** If vehicles are not moved prior to the start each phase, Sunland Asphalt will require additional cost for towing and/or crew downtime. Please refer to towing selection form at time of scheduling for more information.
 - The depth of the existing asphalt or concrete is only an estimate. Additional depth may require additional charges. The removal of the asphalt or concrete has been bid for that function alone and does not include excavation of the base or subbase. If at the time of the removal, it is determined that contamination of water has weakened either the base or the subbase, additional charges would be negotiated to correct the unforeseen problem. If upon the removal of the asphalt or concrete, it is found that structures exist below the asphalt or concrete such as concrete footings, abandoned pipes, metal supports, etc., an additional charge would be negotiated to remove these obstructions if they would impede or prohibit grade consistencies. Sunland Asphalt or concrete will not be held liable for any underground cables, electrical lines, water lines or any other underground obstruction not locatable or not buried to a depth less than 18" below the existing finished grade.
 - Asphalt repaves and/or asphalt R&R's are not represented to change the course of water runoff and may obstruct water runoff from other sources. An Asphalt repave and/or asphalt R&R may not eliminate water ponding, as it will follow the contours of the original pavement. Asphalt repave and/or asphalt R&R will not remedy pre-existing subgrade deficiencies. If it is determined that prior repairs are necessary, an option for that work will be offered. Sunland Asphalt cannot be responsible for any pre-existing subgrade deficiencies. The depth of the Asphalt repave and/or asphalt R&R, as stated on the proposal, is represented as the average depth after compaction given the standard 1/4" tolerance.
 - No permits, fees, bonds, testing, concrete, striping bumper blocks, signs (No signage of any kind, electrical signs of any kind, barricades, stop signs, handicap signage, warning or beware signs) weed killers, water meter, or staking in price unless noted in contract. There will be an extra charge based on time and material for the removal and replacement of dirt or soil if hardpan or caliche is found unless otherwise noted. Additional charges may be applied resulting from circumstances beyond the control of Sunland Asphalt which prohibit the above mentioned work from being completed as scheduled. (i.e., unmoved vehicles, trailers, sprinklers, vandalism, etc.). Any pre-existing ADA compliance issues are excluded from contract unless specifically stated in proposal. Sunland Asphalt will not be held liable for any underground cables, electrical lines, water lines, irrigation lines, sensor loops or any other underground obstruction not buried to a depth less than 18" below the existing finished grade.
 - Additional (downtime/mobilization) charges may result from delays beyond the control of Sunland Asphalt (or its subcontractors) which prohibit the above mentioned work from being completed as scheduled. (i.e., unmoved vehicles, disregard for Sunland traffic control, sanitation/delivery services, sprinkler runoff, etc.)
-If too windy to spray apply, contractor may elect to squeegee apply the sealer.
 - Materials and workmanship are warranted for a period of (1) year. Crack seal and separations due to freeze/thaw cycles and pavement shrinkage are a normal condition and not covered by the warranty. Consequently, this work will not be repaired by Sunland Asphalt.

<p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED:</p> <p>Sunland Asphalt & Construction, LLC</p> <p>Authorized Signature: _____</p> <p>Project Consultant: Oscar Ortiz 505-270-9486 oortiz@sunlandasphalt.com</p>
--	---

47 Road 6500
Kirtland, NM

Trench Patching (TP)

TP 1 - 685 lf
TP 2 - 436 lf
TP 3 - 487 lf
TP 4 - 687 lf

47 Road 6500

Crack seal
Seal coat
Restripe

39 Road 6500

Crack seal
Seal coat
Restripe

Install new ADA sign
including Van
Accessible on new
telspar post

39 Rd 6500

TP 1

TP 2

TP 3

TP 4

Kirtland Youth Association

**AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING
BETWEEN THE TOWN OF KIRTLAND, A MUNICIPAL CORPORATION
AND SAN JUAN COUNTY, NEW MEXICO**

This Memorandum of Understanding (MOU) is made this 1st day of April, 2023 by and between the Town of Kirtland ("Town"), a municipal corporation within San Juan County, State of New Mexico, and San Juan County, New Mexico ("County") (collectively, "the Parties").

RECITALS:

WHEREAS, the Town, within its territorial boundaries has responsibility for providing and maintaining public services including, but not limited to, police, fire, road and street maintenance; and

WHEREAS, the Town began operations July 1, 2015 and NMSA 1978 §3-2-1A required organizers of the Town incorporation effort to put forth a Municipal Services Revenue Plan showing the Town's financial viability and ability to provide to its residents services required by statute; and

WHEREAS, San Juan County, pursuant to its Board of Commissioners Resolution #14-15-12 adopted the Town Municipal Services and Revenue Plan ("Plan") submitted to DFA, Local Government Division, which was approved as amended by LGD; and

WHEREAS, the Plan provided for an agreement to be entered into between the Town and County whereby the County would provide fire department, police protection, road and street maintenance on a fee-for-services basis for the Town until such time as the Town would assume provision of these services directly; and

WHEREAS, the Town entered into a Memorandum of Understanding with San Juan County dated July 1, 2015 to provide fire department, police protection, road and street maintenance on a fee-for-services basis for the Town until such time as the Town would assume provision of these services directly; and

WHEREAS, said MOU was amended several times which made the MOU difficult to read and interpret, necessitating this Amended and Restated MOU.

1. PURPOSE

The purpose of this Memorandum of Understanding is to formalize the Agreement for purchase of services from the County by the Town.

2. THE PARTIES AGREE:

- A. County shall provide road and street maintenance/repair services on roads and streets within the Town boundaries as and when those services were provided by the County prior to July 1, 2015. The Town will be responsible for the planning and funding of all capital improvements. This Agreement may be amended to account for roads as they are annexed to the Town.
- B. County shall provide sheriff's patrols, e-911 and law enforcement services as and when those services were provided by the County prior to July 1, 2015. The County will provide a part-time record technician to the Town at the rate set out in Exhibit A, attached hereto.
- C. Vehicles and motor vehicles purchased by the Town using Law Enforcement Protection Funds (LEPF) which require registration and insurance shall be titled and registered in the name of the County and shall be insured by the County. At such time as the Town assumes direct provision of law enforcement services, or the law enforcement equipment reaches the end of its serviceable life, whichever occurs first, the Town's LEPF-purchased equipment will be transferred to the Town.
- D. County shall provide fire services at the flat rate provided in Exhibit A, attached hereto.
- E. Town shall pay the County at the rate set out in Exhibit A hereto for the personnel and equipment costs of personnel assigned to provide services within Town boundaries as invoiced pursuant to time and materials reports reviewed and approved by the appropriate County department head and attached to the invoices to the Town under subparagraph F below.
- F. An administrative fee of ten percent (10%) shall be applied to each invoice.
- G. Upon each annual renewal occurring on July 1st ("renewal date"), salaries for law enforcement employees shall be increased at the same payroll rate as County employees at the highest rate available. For example, if merit pay increases up to 2% become available to County employees, then the salary for the Sheriff's Deputy and Records Technician shall each increase by 2% under this agreement. In addition, on the renewal date, all charges, costs and fees for road maintenance shall be increased using the Consumer Price Index (CPI) – U.S. City Average. The CPI will be used by determining the percent change between the previous year's CPI and the current CPI. The calculation shall follow the calculation method shown in the U.S. Bureau of Labor Statistics publication How to Use the Consumer Price Index for Escalation, located at <https://www.bls.gov/cpi/factsheets/escalation.htm>.

- H. All rates and expenses are based on services within town boundaries as they existed on May 1, 2020. Any annexations or changes in services to the Town may result in increased rates for services beyond the annual CPI increase.
- I. Payments shall be made quarterly to the County and mailed to the County's Treasurer, 100 South Oliver Drive, Aztec, NM 87410, by the 20th day of the month following the quarterly receipt of an invoice from the County.

3. RELATIONSHIP OF THE PARTIES

The Parties agree that Town shall not be directly liable in any way for any compensation, wages, benefits or expenses of any County employee or contractors. The Parties agree that County employees or contractors providing services in or for the Town are independent contractors and are not Town employees or agents.

4. CARE, MAINTENANCE, TRAINING AND SUPERVISION

County will be responsible and have exclusive control over all personnel and equipment subject to direction of the Town as to the method, means or manner of providing the services. Should there be issues regarding method, means or manner of services provision, they will be worked out between the Town Mayor and the County Manager and if not resolvable at that level will be resolved pursuant to Paragraph 10.

5. HOLD HARMLESS/INDEMNIFICATION

Each Party hereby agrees to indemnify, defend and hold harmless the other party, its officers, directors, employees or agents, from and against any and all liability, claims, losses, damages, injuries or expenses, including reasonable attorneys' fees, brought by a third party, resulting from or claimed to have resulted from the acts or omissions of the indemnifying Party, its officers, directors, employees, or agents. The Parties do not intend, and this provision shall not be construed, to waive, alter or modify any of Parties immunities, defenses or protections afforded by the New Mexico Tort Claims Act.

6. TERMINATION

This MOU shall be in full force and effect upon its execution by the Parties and shall renew automatically each year hereafter on July 1st.

Notwithstanding the term, the Party's participation in this MOU may be terminated by 90 days advance written notice by either Party.

7. AMENDMENTS

This MOU may from time to time be amended by written agreement of the Parties.

8. SEVERABILITY

If any one or more of the provisions contained in this MOU shall be for any reason held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect other provisions hereof, and this MOU shall be construed as if such invalid, illegal or unenforceable provision had never been a part hereof.

9. THIRD PARTY BENEFICIARY

The Parties to this MOU do not, and do not intend, to create in the public, any member thereof, or any person or entity, any rights whatsoever such as, but not limited to, the rights of a third-party beneficiary, or to authorize anyone not a Party to this MOU to maintain a suit for any claim whatsoever pursuant to the provisions of this MOU.

10. DISPUTE RESOLUTION

- A. Disputes shall be first discussed by representatives of each Party having the authority, if necessary, to bind the Party that they represent. Such representatives shall endeavor to amicably and promptly resolve the dispute. If the representatives are not able to resolve the dispute, a description of the dispute and the reasons why it cannot be resolved shall be reported to the next meeting of the respective Town and County governing bodies. The Parties governing bodies then shall conduct a joint meeting and endeavor to resolve the dispute.
- B. Any and all disputes between the parties not resolved under Paragraph 10A shall only be resolved by arbitration.
- C. Upon notification that a party desires to proceed to arbitration of a dispute, the parties shall endeavor to select a mutually agreeable neutral arbitrator. If after five (5) days the parties are unable to agree upon a neutral arbitrator, they shall then request that the Chief Judge of the Eleventh Judicial District submit a list of four (4) arbitrators. Within ten (10) days after receipt of the list of arbitrators, the parties shall meet to strike names on the list of arbitrators. A coin toss shall be conducted. The winner of the coin toss shall determine striking order. From there each party shall alternate in striking a name from the list until only one name remains. The remaining arbitrator on the list shall act as the neutral arbitrator. The hearing will be held within sixty (60) days after selection of the neutral arbitrator. The arbitrator shall render the decision in writing within thirty (30) days of the hearing date or of his or her receipt of timely post-hearing briefs submitted by the parties, if any. The parties may, by mutual agreement, waive the filing of post-hearing briefs.

- D. The neutral arbitrator to whom any issue shall be submitted shall have the authority to interpret the MOU, to make findings of fact based upon the evidence submitted to the arbitrator and to apply the MOU provisions to said facts. The jurisdiction of the arbitrator is limited in that the arbitrator has no authority to add to, subtract from, amend, or otherwise change or in any way modify the provisions of this MOU. The fee and expenses of the arbitrator shall be borne equally by the parties. If a party desires a transcript of the arbitration hearing, it shall so notify the other party at least 48 hours in advance of the start of the hearing. The full cost of the transcript shall be borne by the party ordering the transcript, and copies of the transcript shall be made available only to that party and the neutral arbitrator unless, prior to the start of the hearing, the other party agrees to assume its share of the cost of the transcript (including court reporter's fees), in which case copies of the transcript shall be made available to each party and to the neutral arbitrator.
- E. The decision of the arbitrator, rendered in accordance with the provisions of this paragraph 10, shall be final, binding and not subject to question or appeal by the parties.

11. SOLE AND ENTIRE AGREEMENT

This MOU incorporates all agreements and understandings between the Parties hereto concerning the subject matter hereof and that all such agreements and understandings have been merged into this written agreement. No prior agreement or understanding, verbal or otherwise, of the Parties or their agents shall be valid or enforceable unless embodied in this agreement.

12. BINDING EFFECT

This MOU shall be binding upon and inure to the benefit of the Parties and their respective representatives, successors and assigns.

13. OTHER DOCUMENTS

The Parties agree to such further and other agreements as reasonably may be required from time to time to carry out the provisions of this MOU, including but not limited to, those required to contract for other County services to the Town as may be negotiated from time to time.

14. LAW

The laws of the state of New Mexico shall govern this MOU.

15. NOTICES

Any notice, demand, request, or information authorized or related to this MOU shall be deemed to have been given if mailed or e-mailed as follows:

Town of Kirtland
ATTN: Mayor
P.O. Box 1887
Kirtland, NM 87417

San Juan County
ATTN: County Manager
100 S. Oliver Drive
Aztec, NM 87410

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals by their duly authorized officers, agents or representatives effective as of the date and year first written above.

**BOARD OF COUNTY COMMISSIONERS
OF SAN JUAN COUNTY, NEW MEXICO**

By: _____
Steve Lanier, Chairman

ATTEST

Tanya Shelby, County Clerk

TOWN OF KIRTLAND, NEW MEXICO

By: _____
Mark Duncan, Mayor

ATTEST

Lou Ann Davis, Town Clerk

EXHIBIT "A"

**To the Amended and Restated Memorandum of Understanding Between the Town of Kirtland
and San Juan County, New Mexico
Dated April 1, 2023**

- | | | |
|----|---|--|
| 1. | Deputy's Salary (SJCSO), including FICA, PERA, Health Care, NMRHC, and Workers Compensation | \$102,210.95 per year |
| | Record Technician Salary (SJCSO) including FICA, PERA, Health Care, NMRHC, and Workers Compensation | \$45,834.66 per year |
| 2. | Road Maintenance | Up to \$12,000 per year on a time and materials basis. |
| | Capital improvements shall be the Town's responsibility at the Town's expense. | |
| 3. | Fire and Emergency Services | Flat rate of \$70,000.00 per year |

TOWN OF KIRTLAND
SUGGESTED ROAD NAMES

SJC ROAD NO	PLATTED NAME	SUBDIVISION	COMMITTEE'S SUGGESTED NAMES	APRIL 6 AMENDED NAMES
6050	HAPER VALLEY PKWY	HARPER VALLEY	HARPER VALLEY PKWY	HARPER VALLEY PKWY
6052	ALFALFA PL	HARPER VALLEY	CHERRY LANE	ALFALFA COURT
6054	WHEATFIELD PL	HARPER VALLEY	APPLE LANE	WHEATFIELD COURT
6055	OATFIELD CT	HARPER VALLEY	WILLOW LANE	EAST CROSSROAD
6065	EVERGREEN AVE	HARPER VALLEY	EVERGREEN LANE	WEST CROSSROAD
6067	EVERGREEN AVE/RIVERVIEW DR	HARPER VALLEY	SPRUCE LANE	WEST ARBOLES COURT
6070	RIVERVIEW DR	HARPER VALLEY	RIVERVIEW LANE	EAST ARBOLES COURT
6071	BLUESPRUCE CT	HARPER VALLEY	RIVERVIEW COURT	RED OAK COURT
UN-NAMED		HARPER VALLEY		AUTUMN BLAZE CIRCLE
6100			COTTONWOOD STREET	OLD KIRTLAND HWY
6220			ROADRUNNER LANE	ROADRUNNER DRIVE
6298	MANNING DR	MANNING ACRES	POPPY LANE	FLOWER COURT
6299			LILAC LANE	GREENHOUSE DRIVE
6360	MANOR DR	VALLEDALE	HOLLYHOCK LANE	HOLLYHOCK LANE
6361				MERCANTILE DRIVE
6400	6TH ST	TOWN OF KIRTLAND	SOUTH ANTELOPE AVENUE	SOUTH OLD ANTELOPE DRIVE
6405	LINCOLN ST	NORTH KIRTLAND	LINCOLN STREET	TUMBLEWEED DRIVE
6411	WASHINGTON ST	NORTH KIRTLAND	WASHINGTON STREET	WILD WEST DRIVE
6427	WHIPPLE ST	ROSE VALLEY	PRIMROSE LANE	ROSE DRIVE
6432	SAPPORO RD	VISTA GRANDE	GREY FOX LANE	GREY FOX LANE
6451			COTTONTAIL LANE	COTTONTAIL LANE
6455			COYOTE LANE	RED FOX LANE
6500			NORTH ANTELOPE AVENUE	NORTH OLD ANTELOPE DRIVE
6517			BADGER LANE	RATTLE SNAKE LANE
6520			GOLF COURSE AVENUE	GOLF COURSE DRIVE
6523			CHURCH AVENUE	STEEPLE DRIVE
6536			CORAL LANE	TURQUOISE DRIVE
6575			BRONCO AVENUE	SCHOOL DRIVE
	4116 US 64			RED TOP DRIVE
	4120 US 64 Sherwood RV			CAMP DRIVE
	4179 US64 JustaLaundry			JUSTA DRIVE
	4235 US 64			ACEQUIA DRIVE
	4265 US 64			SANDY LANE DRIVE
	4290 US 64 Circle B Storages			CIRCLE RUN
	4296 US 64 Sterling			STERLING LANE
	4336 US 64 Paramount			PARAMOUNT COURT
	4381 US 64 Desert Mountain			DESERT MOUNTAIN DRIVE
	33 Road 6299			LAVENDER LANE
NMDOT				
US 64			KIRTLAND BOULEVARD	GRANDVIEW

Kirtland, New Mexico
Proclaiming May 2023 as
“Motorcycle Awareness Month”

WHEREAS, New Mexico’s extensive road systems provide some of the most magnificent riding in the United States, making Kirtland an ideal location for motorcycle use; and

WHEREAS, many registered motorcyclists, who undergo extensive training and testing in order to obtain a license, call Kirtland home and enjoy the roadways we have to offer; and

WHEREAS, riders face a higher risk on the road than those operating vehicles. Statistics show that those operating vehicles are at fault in the majority of all accidents involving a motorcycle; and

WHEREAS, it is imperative that motorists always exercise caution and stay alert while traveling on Kirtland’s road systems; and

WHEREAS, the National Highway Traffic Safety Administration has declared May as “Motorcycle Awareness Month”; it is the desire of this Mayor’s office to join the NHTSA in raising awareness of the growing number of motorcyclists on Kirtland’s roadways in order to help prevent accidents and most importantly, save lives.

NOW THEREFORE, Be it resolved that the Town Council of Kirtland, New Mexico, does hereby proclaim May 2023 as:

Motorcycle Awareness Month

in Kirtland and encourage all New Mexicans to renew their commitment to safe driving practices, to watch for motorcyclists, and to be aware of all who share the road.

Town Council of Kirtland, New Mexico

By: _____
Larry Hathaway, Mayor Pro-Tem

Attest:

Lou Ann M Davis, Town Clerk



Clerk TOK <clerk@kirtlandnm.org>

Order Confirmation

2 messages

info@nmml.org <info@nmml.org>

To: "Lou Ann M. Davis" <clerk@kirtlandnm.org>

Wed, Mar 15, 2023 at 10:44 AM



ORDER CONFIRMATION/INVOICE/RECEIPT

Dear Lou Ann,

Thank you for your order. Here are the details of your order. Please retain this email for your records.

Order Number: 67345

Order Date: Mar 15, 2023 11:42 AM

Bill To: Lou Ann M. Davis

Order Total: 75.00

Payment Method: VISA *****2116

Name on Card: Lou Ann Davis

Item

NMMCFOA Certification Program - Lou Ann M. Davis
When: Apr 18, 2023 - Apr 19, 2023
Where: Embassy Suites 1000 Woodward Blvd. NE Albuquerque, NM 87102
United States
Registration option: Apr 18, 2023 2:00 PM - Registration

Price	Qty	Total
75.00	1	75.00

Item Total 75.00

Shipping 0.00

Handling 0.00

Item Grand Total 75.00

Transaction Grand Total 75.00

If you have questions about your order, please contact us at 800-432-2036.

Thank you!

Connect with us:



New Mexico Municipal League - 1229 Paseo de Peralta Santa Fe, NM 87501.



ORDER CONFIRMATION/INVOICE/RECEIPT

Dear Lou Ann,

Thank you for your order. Here are the details of your order. Please retain this email for your records.

Order Number: 67346

Order Date: Mar 15, 2023 11:45 AM

Bill To: Lou Ann M. Davis

Order Total: 200.00

Payment Method: VISA *****2116

Name on Card: Lou Ann Davis

Item

2023 NMMCFOA Spring Meeting - Lou Ann M. Davis

When: Apr 19, 2023 - Apr 21, 2023

Where: Embassy Suites 1000 Woodward Blvd. NE Albuquerque, NM
87102 United States

Registration option: Jan 9, 2023 10:00 AM - Registration

Price	Qty	Total
200.00	1	200.00

Item Total 200.00

Shipping 0.00

Handling 0.00

Item Grand Total 200.00

Transaction Grand Total 200.00

If you have questions about your order, please contact us at 800-432-2036.

Thank you!

Connect with us:



New Mexico Municipal League - 1229 Paseo de Peralta Santa Fe, NM 87501.



TO: MUNICIPAL CLERKS, CLERK/TREASURERS, CLERK/ADMINISTRATORS & DEPUTY CLERKS

FROM: Mariah Valdez, Operations Manager
New Mexico Municipal League

SUBJECT: NM MUNICIPAL CLERKS & FINANCE OFFICERS ASSOCIATION
SPRING MEETING -- APRIL 19-21, 2023

DATE: March 13, 2023

The NM Municipal Clerks & Finance Officers Association Spring Meeting is scheduled for April 19th through the 21st at the Embassy Suites, 1000 Woodward Ave. NE.

Registration begins on Wednesday, April 19th at 10:00 a.m. and the Spring Meeting commences at 1:15 p.m. Click here to access the Preliminary Program and Registration Form. If you decide to attend, register online or fill out the registration form and send it to us with your payment by Tuesday, April 9th.



HOTEL INFORMATION

Embassy Suites
1000 Woodward Ave. Pl. NE, Albuquerque, NM 88102
Call for Reservations: 505-245-7100 or [click here to reserve online](#)
Special Rates: \$129 + tax

All rates based on single or double occupancy and include a full breakfast buffet each morning.

Cut-off Date Friday, March 31st

Cancellation Policy: 48 hours prior to arrival

Ask for the NM Municipal Clerks and Finance Officers Room Block. To ensure you obtain these special rates, you must make your reservation by the above cut-off date. We have a limited number of rooms blocked and reservations are on a first come first served basis therefore these rooms may sell out prior to 3/31. Thereafter, rooms will be on an availability basis at the regular rate(s). **We recommend you make your room reservation ASAP.**



Kirtland Chamber of Commerce Community Priorities

GOALS

ECONOMIC (Businesses, Infrastructure, Shop Local, Employment Opportunities)

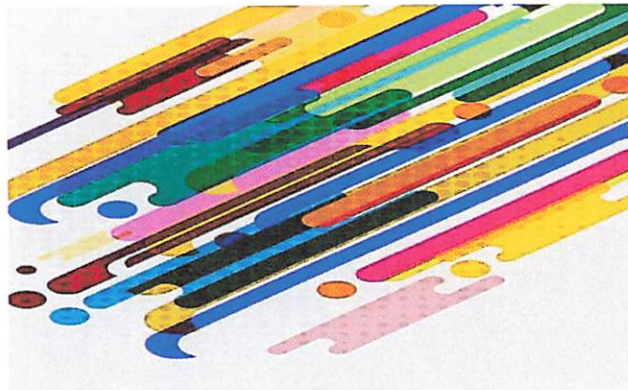
PLACE (Environment, Beautification, Recreation Opportunities, Safety)

SERVICES (Educational, Health Care, Community Resource Center)

RELATIONSHIPS (Communication, Community Calendar, Volunteer Opportunities)

Economic Goals

- Attract Businesses (Grocery Store, Shops, Retail)
- Infrastructure (Access to Public Sewer System, Sidewalks, Crosswalks)
- Shop Local Campaign (Encourage People to Shop in our Town)
- Employment Opportunities



Our Location: Goals for our Place

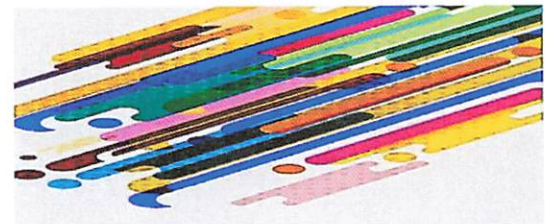
- Beautification: Attractive Features, Litter-Free Environment, Recycling Opportunities, Show-Case Local Artistic Talent
- Recreation: Walkability, Parks, Venues, REC Opportunities, Activities for Kids, Seniors, Pets (Pickle Ball, Fitness Center, Dog Park, etc.)
- Safety: (Sidewalks, Crosswalks, Lighting)





Service Goals

- Educational: High-Quality Education Opportunities with an Emphasis on Literacy, Competency, Outstanding Outcomes and Retention of our Graduates within our Community.
- Library Services: Public Library and College Library Programs
- Health Care: Urgent Care Services, Tele-Medicine, Mental Health and Pharmacy
- Community Resource Center: Venues for Meetings, Community Outreach, Recreation and Social Events



Goal to Build Community Relationships

- Encourage Communication Opportunities by Promoting the Tri-City Record Newspaper, Social Media, Warbler Newsletter, Kiosks and Signage, Public Community Calendar
- Make Community Needs Known to Provide the Opportunity for Neighbors and Friends to Take Care of One Another. Make Volunteerism Needs and Opportunities Known.



Kirtland: The Town Where Neighbors Matter!



AECS Inc
PO Box 1063
Kirtland, NM 87417
(505) 598-5163



BILL TO
TOWN OF KIRTLAND
PO BOX 1887
KIRTLAND, NM 87417

INVOICE 3379

DATE 04/03/2023 TERMS Net 30

DUE DATE 05/03/2023

DATE	ACTIVITY	QTY	RATE	AMOUNT
	INSTALL FLAGS			
	D ENGINEERING NMDOT PERMIT	6.25	165.00	1,031.25T
	D&G CONST TRAFFIC CONTROL	1	2,143.52	2,143.52T
	D&G CONST BOOM LIFT RENTAL	1	935.64	935.64T
	D REVIEW LABOR/EQUIPMENT	1	1,762.50	1,762.50T

SUBTOTAL 5,872.91
TAX 407.43
TOTAL 6,280.34

TOTAL DUE \$6,280.34

Flag purchasing/installation project ESTIMATE	
NMDOT Permit	\$2,000.00
Rental of a lift	\$1,500.00
labor (DTF Engineering)	\$6500.00-\$7000.00
Flags-poles	\$1290.00-\$2527.20+ shipping
	\$11290.00-\$13027.2+shipping

Total cost of flags+shipping
from
Street Decor Inc.
\$ 2290.08