

**Regular Meeting of the Legal Committee
Held in the Roswell City Hall
Thursday November 21, 2024**

Notice of this meeting was given to the public in compliance with NMSA 1978 §10-15-1 through 4 and Resolution 24-23.

ROLL CALL

The meeting convened at 3:35 PM with Chair Heldenbrand presiding, , Councilor Corn present, and Vice Chair Chappell participating via phone with Councilor Oropesa and Councilor Marrujo being absent.

Staff present: Vicky Eaton, Christopher J. Nairn-Mahan, Clint Caldwell, Shelly Bell, Della Andazola, Amalia Martinez, Jessica Vickers, Miguel Martinez, Toby Franco, Mike Mathews.

Guests present: Rita Kane-Doehoefer, Paul Jones, Elizabeth Vargas, Doray Hill, Becky Joyce, Kendall Joyce, Ronald Jovero, Ken Barb, Greg Alpers.

Public present via GoToMeeting: Irma Perez, Terry Haber, Melissa Garcia, 8 guest.

APPROVAL OF AGENDA

Councilor Corn moved to approve the Legal Committee meeting agenda as presented. Councilor Chappell was the second. A voice vote was 3-0, and the motion passed with Councilor Chappell participating via phone, and Councilors Marrujo and Oropesa being absent.

APPROVAL OF MINUTES

Councilor Corn moved to approve the Legal Committee meeting minutes as presented from October 24, 2024. Councilor Chappell was the second. A voice vote was 3-0 and the motion passed with Councilor Chappell participating via phone, and Councilors Marrujo and Oropesa being absent.

NON-ACTION ITEMS

2. Community Development Department Report- Numbers for October 2024 Business License issued were a total of 203, with 169 going to renewed license, 30 new license, 4 temporary permits. 64 total permits issued in the month of October.
3. HR Monthly Report- Reported 14 new employees, 5 promotions, and 21 exits. Turnover rate for the month of August was 3.3% and 30.3% for the year and a vacancy rate of 21.3%. Payroll count for October 18, 2024 to October 31, 2024 was 637 total employees paid.
4. City Clerk Department Monthly Report- Update on monthly activities by the department. NextRequest for October 10, 2024 to November 11, 2024 reported 58 open request, 45 city clerk, 6 PVRCC (Chaves County Sherriff's Office), 200 Roswell Police Department. Total invoices 137.

5. Legal Department Communications- No administratively execute leases and no administratively executed settlements for the months of October/ November 2024.
6. Safety Department Monthly Report-Number for October 2024 were presented by Shelly Bell showing a total of 16 incidents and 6 of them were due to 3rd party.

REGULAR ITEMS

7. **Ordinance 24-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting Ordinance 24-XX n Ordinance to amend certain sections of the zoning ordinance appendix A of the Roswell City Code related to Residential Districts, Article 12 and Article 14.** This item was presented by Miguel Martinez.

Planning & Zoning Administrator Text Amendments Proposed by City Councilor Cristina A. Arnold. Based upon the Land Use and Zoning Considerations, Staff recommends that the Planning & Zoning Commission review, introduce a motion, and vote on a recommendation to City Council regarding Roswell Zoning Ordinance Proposed Text Amendments pertaining to Articles 12 and 14 as written or amended.

Item dies for a lack of a motion.

8. **RFP 25-004: Consider recommending approval of Award Recommendation for RFP 25-004 City of Roswell Comprehensive Master Plan and authorize the City Manager to enter contract negotiations with Able City of El Paso TX.** This item was presented by Jessica Vickers.

The City posted RFP 25-004 City of Roswell Comprehensive Master Plan on September 22, 2024. Three proposals were received on October 29, 2024. The Evaluation Committee completed its review and recommended awarding this contract to Able City.

Councilor Corn moved to consider recommending approval of Award Recommendation for RFP 25-004 City of Roswell Comprehensive Master Plan and authorize the City Manager to enter contract negotiations with Able City of El Paso to the Finance Committee. Councilor Chappell was the second. A voice vote was taken 3-0 and the motion was passed with with Councilor Chappell participating via phone, and Councilors Marrujo and Oropesa being absent.

9. **Resolution 24-XX: consider recommending adoption of Resolution 24-XX shall require the removal or demolition of one (1) dilapidated structure.** This item was present by Toby Franco.

These structures constitute a public nuisance harmful to the public health,

safety and general welfare.

Councilor Corn moved Resolution 24-XX: consider recommending adoption of Resolution 24-XX shall require the removal or demolition of one (1) dilapidated structure to City Council for consent agenda. Councilor Chappell was the second. A voice vote was taken 3-0 and the motion was passed with with Councilor Chappell participating via phone, and Councilors Marrujo and Oropesa being absent.

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

NONE

PUBLIC PARTICIPATION

Rita Kane-Doehoefer spoke regarding the County's Master Plan.

ADJOURN

The meeting adjourned at 4:36 p.m.