

**Regular Meeting of the Legal Committee
Held in the Roswell City Hall
Thursday January 30, 2025**

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 2:00 PM with Chair Heldenbrand presiding, Vice Chair Cortez, Councilor Corn, Councilor Oropesa and Councilor Marrujo present.

Staff present: Vicky Eaton, Christopher J. Nairn-Mahan, Hessel Yntema, Clint Caldwell, Shelly Bell, Della Andazola, Jessica Vickers, Bobbi Thompson, Toby Franco, Chad Cole, Mike Mathews, Todd Verciglio.

Guests present: Rita Kane-Doehoefer, Terry Haber and Mike Espiritu.

Public present via GoToMeeting: Jon Hitcock, Melissa Garcia, 16 guest.

APPROVAL OF AGENDA

Councilor Cortez moved to approve the Legal Committee meeting agenda as presented. Councilor Marrujo was the second. A voice vote was 5-0, and the motion passed.

APPROVAL OF MINUTES

Councilor Corn moved to approve the Legal Committee meeting minutes as presented from November 21, 2024. Councilor Oropesa was the second. A voice vote was 5-0 and the motion passed.

NON-ACTION ITEMS

1. Community Development Department Report- Numbers for December 2024 Business License issued were a total of 184, with 144 going to renewed license, 12 new license, 28 temporary permits. 74 total permits issued in the month of December.
2. Safety Department Monthly Report-Number for December 2024 were presented by Shelly Bell showing a total of 15 incidents and 8 of them were due to 3rd party.
3. HR Monthly Report- Reported 11 new employees, 8 promotions, and 25 exits. Turnover rate for the month of December was 4.02% and 36.9% for the year and a vacancy rate of 24.3%. Payroll count for December 27, 2024 to January 9, 2025 was 621 total employees paid.
4. Legal Department Communications- No administratively executed settlements for the months of November/ December 2024 and January 2025.
5. City Clerk Department Monthly Report- Update on monthly activities by the department. NextRequest for November 15, 2024 to January, 15, 2025 reported 60 open request, 82 city clerk, 13 PVRCC (Chaves County Sherriff's

- Office), 305 Roswell Police Department. Total invoices 224.
6. Discussion of RFP for development of municipal near Cielo Grande. Jessica Vickers to gather previous proposed plans to possibly include in the master plan.

REGULAR ITEMS

7. **Resolution 25-XX: consider recommending the adoption of Resolution 25-XX shall require the removal or demolition of four (4) dilapidated structures.** This item was presented by Toby Franco.

These structures constitute a public nuisance harmful to the public health, safety and general welfare.

Councilor Corn moved to consider recommending the adoption of Resolution 25-XX shall require the removal or demolition of four (4) dilapidated structures to the City Council for consent agenda. Councilor Marrujo was the second. A voice vote was taken 5-0 and the motion was passed.

8. **RFP 25-005: consider recommending approval of RFP 25-005 William Chesser Farm Lease.** This item was presented by Todd Verciglio.

The City has 286 acres known as “William Chesser Farm” for lease. The land is used for farming wheat, corn and cotton. The current lease is set to expire, and there are no more options to renew.

Councilor Oropesa moved to table RFP 25-005: consider recommending approval of RFP 25-005 William Chesser Farm Lease until next legal committee. Councilor Marrujo was the second. A voice vote was taken 5-0 and the motion was passed.

9. **Approval of authorization for ratification of the expenditure of \$179,216.33, over \$60,000.00, to procure engineering services from Molzen Corbin for the NCAR triangle site survey.** This item was presented by Bobbi Thompson.

A budget adjustment for \$179,216.33 was approved by the city council on January 9, 2025, to utilize State Appropriations grant 22-G2773 for funding the drainage survey Task Order from Molzen Corbin.

Councilor Corn moved approval of authorization for ratification of the expenditure of \$179,216.33, over \$60,000.00, to procure engineering services from Molzen Corbin for the NCAR triangle site survey to the Finance Committee. Councilor Oropesa was the second. A voice vote was taken 5-0 and the motion was passed.

10. **Approval of authorization for ratification of the expenditure of \$186,050.93, over \$60,000.00, to procure engineering services from Molzen Corbin for a terminal improvement design.** This item was presented by Bobby Thompson.

A budget adjustment for \$186,050.93 was approved by the city council on January 9, 2025, to utilize State Appropriations grant 23-H2930 for funding the terminal improvement design; main men and women's bathroom, east side entrance men and women's restroom, and standby generator from Molzen Corbin.

Councilor Corn moved approval of authorization for ratification of the expenditure of \$186,050.93, over \$60,000.00, to procure engineering services from Molzen Corbin for a terminal improvement design to the Finance Committee. Councilor Marrujo was the second. A voice vote was taken 5-0 and the motion was passed.

11. **Approve license agreement, or agreement substantially similar to that presented, between Reno Air Racing Association (RARA) and City of Roswell (COR).** This item was presented by Hessel Yntema.

Last year the City and RARA entered into an memorandum (MOU) regarding ROW hosting RARA NCAR events. This license agreement fills in the gaps and effectuates the binding portions of that MOU.

Councilor Corn moved approval license agreement, or agreement substantially similar to that presented, between Reno Air Racing Association (RARA) and City of Roswell (COR) to the Finance Committee. Councilor Oropesa was the second. A voice vote was taken 5-0 and the motion was passed.

12. **Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX amending the Municipal Campaign Finance Code.** This item was presented by Councilor Heldenbrand.

The City amended its campaign finance code in 2023 to provide for greater transparency. Following the election, upon review, minor amendments appear prudent to clarify who is a candidate and who is subject to finance reporting.

Councilor Oropesa moved Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX amending Municipal Campaign Finance Code to the City Council agenda. Councilor Marrujo was the second. A voice vote was taken 5-0 and the motion was passed.

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

NONE

PUBLIC PARTICIPATION

Rita Kane-Doehoefer spoke regarding the Trash pick up at the Air Center with Keep Chaves County Beautiful.

ADJOURN

The meeting adjourned at 3:39 p.m.

DRAFT