

**Regular Meeting of the Legal Committee
Held in the Roswell City Hall
Thursday February 27, 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 and Councilor Corn present, and with Councilor Oropesa and Councilor Marrujo being absent.

Staff present: Vicky Eaton, Christopher J. Nairn-Mahan, Clint Caldwell, Shelly Bell, Jessica Vickers, Toby Franco, Mike Mathews, Chad Cole, Enid Costley and Meredith Hildreth.

Guests present: Rita Kane-Doehoefer.

Public present via GoToMeeting: Melissa Garcia, Merissa Guilez, 7 guest.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Councilor Corn moved to approve the Legal Committee meeting minutes as presented from January 30, 2025. Councilor Cortez was the second. A voice vote was 3-0 and the motion passed, with Councilors Marrujo and Oropesa being absent.

NON-ACTION ITEMS

2. Community Development Department Report- Numbers for January 2025 Business License issued were a total of 152, with 169 going to renewed license, 22 new license, 4 temporary permits. 53 total permits issued in the month of January.
3. HR Monthly Report- Reported 18 new employees, 11 promotions, and 22 exits. Turnover rate for the month of January was 2.88% and for the year and a vacancy rate of 27.82%. Payroll count for January 24, 2025 to February 6, 2025 was 625 total employees paid.
4. City Clerk Department Monthly Report- Update on monthly activities by the department. NextRequest for January 16, 2025 to February 19, 2025 reported 77 open request, 47 city clerk, 9 PVRCC (Chaves County Sherriff's Office), 215 Roswell Police Department. Total invoices 105.

5. Safety Department Monthly Report-Number for January 2025 was presented by Shelly Bell showing a total of 24 incidents and 11 of them were due to 3rd party.
6. Legal Department Communications- One Administratively Executed Settlement for Diego Estrada.
7. Discussion of the past development plans for Cielo Grande. Presented by Meredith Hildreth. Discussion was in regards to the zoning area by 8th street and Sycamore. A lay out of the Old Municipal Airport (OMA) was presented to distinguish City-owned land. The City-owned land adjacent from the Cielo Grande Park will be included in the Master Plan to be zoned for mixed-density residential development to accommodate small lots, duplex and multi-family lots, townhomes, patio homes, and apartment complexes.

REGULAR ITEMS

8. **Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of one (1) dilapidated structure.** This item was presented by Toby Franco.

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

Councilor Cortez moved Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of one (1) dilapidated structure to City Council for consent agenda. Councilor Corn was the second. A voice vote was taken 3-0 and the motion was passed, with Councilors Marrujo and Oropesa being absent.

9. **Consider recommending approval of Award of Professional Services-Outdoor Early Childhood Play and Learn Area.** This item was presented by Enid Costley.

The City of Roswell issued a RFQ on January 30, 2025, from the on-call vendors for design services. The award of professional services for a complete set of engineer-designed plans for developing and constructing an outdoor early childhood play and learn area (3,182 square feet). The outdoor early childhood play and learn area will be located in the northeast area of the library with an entrance through the children's area. The area will be fenced in and include an area for the outdoor play and a gardening area. An outdoor program area would be ideal. The outdoor early childhood play and learn area will include an intergraded mixture of elements with a defining signature theme that identifies the facility as unique and one-of-a-kind. The city desires the outdoor early childhood play and learn area to be music-themed, consisting of singing,

talking, reading, writing, and playing features. We would like thjs project completed by December 31, 2025.

Councilor Cortez moved to consider recommending approval of Award of Professional Services- Outdoor Early Childhood Play and Learn Area to the Finance Committee. Councilor Corn was the second. A voice vote was taken 3-0 and the motion was passed, with Councilors Marrujo and Oropesa being absent.

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

Chair Heldenbrand commented a vacant home the property becomes a nuisance. An Ordinance for nuisance property to make amendments or to recommend. There is no jail time and possibly need to move the case to Magistrate Court. Cost would be reduced if the Ordinance Property Violation is moved to Magistrate Court. A yearly schedule will need to be created to determine if the person has been cited before.

PUBLIC PARTICIPATION

Rita Kane-Doehofer spoke regarding Keep Chaves County Beautiful

ADJOURN

The meeting adjourned at 3:34 p.m.