

**Regular Meeting of the Legal Committee
Held in the Roswell City Hall
Thursday, August 21, 2025**

Notice of this meeting was given to the public in compliance with NMSA 1978 §10-15-1 through 4 and Resolution 25-28.

ROLL CALL

The meeting convened at 2:00 p.m. with Chair Heldenbrand presiding, Vice Chair Cortez, Councilor Corn, Councilor Oropesa and Councilor Marrujo present.

Staff: Hess Yntema, Josh Nairn-Mahan, Mike Mathews, Chad Cole, Vicky Eaton, Clint Caldwell, Toni Gomez, Tim Jennings, Debbie Reyer, Abraham Chaparro, Naomi Steward, Andrew Valadez, Merideth Hildreth, Bobbi Thompson, Jessica Vickers, Todd Verciglio, Toby Franco, Angela Garcia, Amalia Martinez, Jordon Isley, and Jared Olive.

Guest present: Rita Kane-Doerhoefer, Julius Smith, and Emily Valencia

Public present via GoToMeeting: Zach Scott, Stacey Hayes, Lilliy, Isabel Zarrow, Cody Anderson, 13guests.

APPROVAL OF AGENDA

Councilor Corn moved to approve the August 21, 2025, Legal Committee meeting agenda. Vice Chair Cortez was the second. A voice vote was 5-0, and the motion passed.

APPROVAL OF MINUTES

Vice Chair Cortez moved to approve the Legal Committee meeting minutes as presented from June 26, 2025. Councilor Oropesa was the second. A voice vote was 5-0, and the motion passed.

NON-ACTION ITEMS

2. Community Development Department Report- Numbers from July 2025 were presented by Jessica Vickers, Business Licenses issued were a total of 166, with 98 going to renewed licenses, 36 new licenses and 32 temporary Permits. 59 permits issued for the month of July. The case filed in the Municipal Court is: Sonia Fresquez for 16-4 (D) Overgrown Property; 16-36 Violation: Nuisance: Exceptions (Storage or Abandoned, Wrecked, Dismantled or Inoperative Motor Veh); Judgement & Sentence filed on July 31, 2025.

3. City Clerk Department Monthly Report- Update on monthly activities by the department. NextRequest for June 19, 2025 to August 19, 2025 reported 71 city clerk, 11 PVRCC (Chaves County Sherriff's Office), 360 Roswell Police Department.
4. Safety Department Monthly Report-Number for June & July 2025 was presented by Shelly Bell showing a total of 23 incidents and 15 of them were due to 3rd party in June; a total of 18 incidents and 5 of them were due to 3rd party in July.
5. HR Monthly Report presented by Clint Caldwell, reported 13 new employees, 9 promotions, and 23 exits. Turnover rate for the month of March is 3.6% and for the year and a vacancy rate of 19.2%. Payroll count for July 25, 2025 through August 7, 2025 was 642 total employees.
6. Discussion of the Zoning Ordinance presented by Merideth Hildreth; need to build a strategy, hire a consulting firm with an RFP to get the changes done in a year or two. The Zoning Ordinance needs to be amended before the Master Plan is completed. Strategy should include Grants searched, Research of other cities and an estimate of the potential cost.

REGULAR ITEMS

7. **Approval to enter into contract with OpenGov for Budgeting Grants Management Software. This procurement will be through the Sourcewell contract 060624.** This item was presented by Toni Gomez.

The City of Roswell currently utilizes ClearGov for budgeting functions. After review, staff recommends transitioning to OpenGov, a comprehensive budgeting and grants management software. OpenGov offers enhanced transparency, daily updates with actuals, and robust reporting features that better align with the City's commitment to financial accountability and accessibility. The transition from ClearGov to OpenGov will improve efficiency in budget development, monitoring, and grant administration while providing clearer information to elected officials, staff, and the public.

Councilor Corn moved to approve to enter into a contract with OpenGov for Budgeting Grants Management Software to the Finance Committee. Councilor Marrujo was the second. A voice vote was taken 5-0 and the motion was passed.

For the record: Vice Chair Cortez stepped out at 3:03 p.m.

For the record: Vice Chair Cortez returned 3:07 p.m.

8. **Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of eight (8) 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 Marrujo moved to consider recommending adoption of Resolution 25-XX shall require the removal or demolition of eight (8) dilapidated structures to City Council for the Consent Agenda. Councilor Oropesa was the second. A voice vote was taken 5-0 and the motion was passed.

For the record: Chair Heldenbrand stepped out at 3:12 p.m.

For the record: Chair Heldenbrand returned 3:14 p.m.

Item Number 9 was moved after number 13

10. **Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX An Ordinance Amending Chapter 2 the Roswell City Code Regarding City Auditor Appointment.** This item was presented by Vice Chair Cortez.

This amendment clarifies that the City Auditor position provided for in Chapter 2 of the City Code maybe an individual or firm that is contracted by the City, and not just an employee.

Councilor Corn moved to amend on page 2 line 6 “to the governing body through the Audit Committee, comprised of the Treasurer and the chairs of the Finance, Legal, Public Safety and Infrastructure Committees. The Treasurer shall chair the Audit Committee. Any action requested shall be referred to the appropriate standing government body committee. All reports of the Internal City Auditor shall be available upon request to any governing body member. (a) Duties: The Internal City Auditor shall provide financial, performance, and compliance services as provided under generally Accepted Government Auditing Standards (the Yellow Book). Further duties shall be prescribed by contract. (b) Qualifications: The Internal City Auditor shall at minimum be a licensed CPA in New Mexico, and have no less than 3 years’ experience in government auditing or internal auditing”. Councilor Oropesa was the second. A voice vote was taken 5-0 and the motion was passed.

Councilor Corn moved Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX

An Ordinance Amending Chapter 2 the Roswell City Code Regarding City Auditor Appointment as amended to Special City Council meeting. Vice Chair Cortez was the second. A voice vote was taken 5-0 and the motion was passed.

11. **Consider recommending approval to enter into a professional services contract with True Business Solutions, LLC., to provide internal audit services for the City of Roswell.** This item was presented by Chad Cole.

The City of Roswell is seeking to engage a qualified firm to perform internal auditing services to strengthen internal controls, enhance compliance, and support transparency in municipal operations.

Councilor Corn moved to consider recommending approval to enter into a professional services contract with True Business Solutions, LLC, to provide internal audit services for the City of Roswell to be tabled for the following month's legal committee meeting. Councilor Marrujo was the second. A voice vote was taken 5-0 and the motion was passed.

12. **Considering recommending approval of the Commercial Operation Application for use at the Roswell Air Center.** This item was presented by Bobbi Thompson.

The Air Center currently has individuals/companies working on-site who do not have any contracts. This document provides legal and insurance protections from those individuals to the city.

Vice Chair Cortez moved to consider recommending approval of the Commercial Operation Application for use at the Roswell Air Center to be sent to City Council for the Consent Agenda. Councilor Marrujo was the second. A voice vote was taken 5-0 and the motion was passed.

13. **Consider recommending approval of award of ITB-26-002 Custom Welding & Fabrication Services as a multi-source award.** This item was presented by Abraham Chaparro.

The City posted ITB-26-002 Custom Welding & Fabrication Services on August 6, 2025, bids were received on August 18, 2025.

Councilor Corn moved to consider recommending approval of award of ITB-26-002 Custom Welding & Fabrication Services as a multi-source award to Finance Committee. Councilor Oropesa was the second. A voice vote was taken 5-0 and the motion was passed.

CLOSED SESSION

Convened at 4:05 p.m.

Hold a closed session pursuant to NMSA 1978 §10-15-1H (7)(8), to discuss attorney client privilege pertaining to litigation threatening or pending against the City. Hess Yntema presented the item.

Returned to regular meeting at 4:32 p.m.

9. **Discussion and recommendation of approval of a Lease Agreement with P.T. Production, Inc., a New Mexico Corporation, for property located at 400-402-404 West 2nd Street and 106 N. Kentucky, Roswell, NM 88203.** This item was presented by Todd Verciglio.

This request is to consider recommending approval for the City of Roswell to enter into a Lease Agreement with P.T. Productions Inc. The office space is needed to house the 6 departments that make up the Community Development.

Vice Chair Cortez moved discussion and recommendation of approval of a Lease Agreement with P.T. Production, Inc., a New Mexico Corporation, for property located at 400-402-404 West 2nd Street and 106 N. Kentucky, Roswell, NM 88203 to Finance Committee. Councilor Oropesa was the second. A voice vote was taken 5-0 and the motion was passed.

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

PUBLIC PARTICIPATION

ADJOURN

4:44 p.m.