

**Regular Meeting of the Legal Committee
Held in the Roswell City Hall
Thursday, September 25, 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, Councilor Corn, Councilor Oropesa and Councilor Marrujo present and Vice Chair Cortez being absent.

Staff: Hess Yntema, Josh Nairn-Mahan, Mike Mathews, Chad Cole, Vicky Eaton, Toni Gomez, Michelle Sanchez, Jessica Vickers, Toby Franco, Angela Garcia, Amalia Martinez, Shelly Bell, James MacCornack, Timothy Vandebout, Councilor Arnold, and Councilor Cavin.

Guest present: Rita Kane-Doerhoefer, Julius Smith, Emily Valencia, Terry Haber and Willis Scharmer.

Public present via GoToMeeting: Zach Scott, Stacey Hayes, Lilliy, Cody Anderson, Emily Valencia, Melissa Garcia 9 guests.

APPROVAL OF AGENDA

Councilor Oropesa moved to approve the September 25, 2025, Legal Committee meeting agenda. Councilor Corn was the second. A voice vote was 4-0, and the motion passed with Vice Chair Cortez being absent.

NON-ACTION ITEMS

1. Community Development Department Report- Numbers from August 2025 were presented by Jessica Vickers, Business License issued were a total of 130, with 66 going to renewed license, 44 new license and 16 temporary Permits. 55 permits issued for the month of August.
2. Safety Department Monthly Report-Number for August 2025 was presented by Shelly Bell showing a total of 30 incidents and 16 of them were due to 3rd party in.
3. HR Monthly Report presented by Clint Caldwell, reported 17 new employees, 10 promotions, and 14 exits. Turnover rate for the month of March is 2.2% and for the year and a vacancy rate of 21.54%. Payroll count for August 22, 2025 through September 4, 2025 was 636 total employees.

4. City Clerk Department Monthly Report- Update on monthly activities by the department. NextRequest for August 19, 2025 to September 19, 2025 reported 43 city clerk, 5 PVRCC (Chaves County Sherriff's Office), 235 Roswell Police Department. IPRA training will be on 10/16/25.

REGULAR ITEMS

5. **Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX An Ordinance Amending Chapter 11 of the Roswell City Code Regarding Flood Damage Protection.** This item was presented by James MacCornack.

City of Roswell had a Community Assistance Visit from FEMA personnel. During this visit, required updates were identified to the City Flood Damage Prevention Ordinance to enable the City to remain compliant with National Flood Insurance Program regulations. The proposed changes are directly from language in the Code of Federal Regulations Title 44 and FEMA guidance documents. Proposed changes will not affect current process or procedures in flood plain administration.

Councilor Marrujo moved to consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX An Ordinance Amending Chapter 11 of the Roswell City Code Regarding Flood Damage Protection to the City Council for Consent Agenda. Councilor Oropesa was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Cortez being absent.

6. **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 the public health, safety and general welfare.

Councilor Corn moved to consider recommending adoption of Resolution 25-XX shall require the removal or demolition of one (1) dilapidated structure to City Council for the Consent Agenda. Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Cortez being absent.

7. **ITB: Consider recommending approval of ITB-25-012 Golf Merchandise as a multi-source award to Acushnet Company and BSN Sports, LLC.** This item was presented by Timothy Vandenbout.

The City issued ITB-25-012 for the supply of golf merchandise for resale at the Nancy Lopez Golf Course at Spring River Pro Shop. Bids were opened August 12,

2025. Two bids were received: BSN Sports, LLC offered a flat 10% discount off MSRP for golf balls, clubs, bags, gloves, and other merchandise. Acuschnet Company, LLC submitted wholesale pricing sheets across all categories including golf balls, clubs, bags, gloves, apparel, footwear, and accessories (Titleist, FootJoy, and Scotty Cameron brands). Discounts ranged from approximately 25% to 50% below MSRP. Awarding to both vendors will allow the Golf Course Pro Shop to maintain flexibility in sourcing and ensure a continuous supply of merchandise for its customers, while providing a variety of brands and competitive pricing.

Councilor Oropesa moved to consider recommending approval of ITB-25-012 Golf Merchandise as a multi-source award to Acushnet Company and BSN Sports, LLC to City Council for consent agenda. Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Cortez being absent.

8. **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 Toni Gomez.

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.

Chair Heldenbrand suggested on page one, paragraph one line four of the Agreement to not read as “with principal place of business at P.O. Box 1066, Roswell, NM 88202-1066”. Hess commented that he would think of different wording. City Clerk changed the wording to “with the mailing address of record at P.O. Box 1066, Roswell, NM 88202-1066”.

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 City Council for Consent Agenda. Councilor Oropesa was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Cortez being absent.

No motion was made for amendments.

9. **Consider recommending approval for Cavu Aerospace, Inc., to enter a 10-year lease beginning October 1, 2025, and ending September 30, 2035, for Hangar No. 84 at the Roswell Air Center.** This item was presented by Michelle Sanchez.

Cavu Aerospace, Inc., request to enter into a 10-year lease for Hangar No. 84, consisting of 43,622 square feet, more or less, located at the Roswell Air Center, commencing October 1, 2025, and ending September 30, 2035.

Councilor Marrujo moved to consider recommending approval Cavu Aerospace, Inc., to enter a 10-year lease beginning October 1, 2025, and ending September 30, 2035, for Hangar No. 84 at the Roswell Air Center to be sent to City Council for the Consent Agenda. Councilor Oropesa was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Cortez being absent.

10. **Consider recommending approval of Bravo-3 Holdings, LLC to enter into a 5-year lease beginning August 1, 2025, and ending July 31, 2030, for Bunker No. 1143 at the Roswell Air Center.** This item was presented by Michelle Sanchez.

Bravo-3 Holdings, LLC requests to enter into a 5-year lease for Bunker No. 1143, consisting of 2,147 square feet, more or less, located at the Roswell Air Center

Councilor Oropesa moved to consider recommending approval of od Bravo-3 Holdings, LLC to enter into a 5-year lease beginning August 1, 2025, and ending July 31, 2030, for Bunker No. 1143 at the Roswell Air Center to City Council for Consent Agenda. Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Cortez being absent.

11. **Consider recommending approval for New Mexico Historical Air Museum to enter into a 3-year lease beginning October 1, 2025, and ending September 30, 2028, for AOA Land Parcel at the Roswell Air Center.** This item was presented by Michelle Sanchez.

New Mexico Historical Air Museum requests to enter into a 3-year lease for AOA land Parcel consisting of 166,037 square feet, more or less, located at the Roswell Air Center Commencing on October 1, 2025, and ending September 30, 2028.

Councilor Corn moved to consider recommending approval for New Mexico Historical Air Museum to enter into a 3-year lease beginning October 1, 2025, and ending September 30, 2028, for AOA Land Parcel at the Roswell Air Center to City Council as a regular item. Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Cortez being absent.

12. **Consider recommending approval for a lease amendment for FEMA to enter into a 1-year lease beginning August 10, 2025 and ending July 31, 2026, at the Roswell Air Center.** This item was presented by Michelle Sanchez.

FEMA is requesting a lease amendment for building 611, consisting of 18,784 square feet, more or less, for emergency response administration and logistical operations. The lease term is 12 months with a 3-month firm commitment.

Councilor Corn moved to consider recommending approval for a lease amendment for FEMA to enter into a 1-year lease beginning August 10, 2025, and ending July 31, 2026, at the Roswell Air Center to City Council for Consent Agenda. Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Cortez being absent.

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

PUBLIC PARTICIPATION

ADJOURN

3:00 p.m.