

**Regular Meeting of the Roswell City Council
Held in Commission Chambers – Chaves County Administrative Center
Thursday, March 13, 2025, at 6:00 p.m.**

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

The meeting convened at 6:00 p.m. with Mayor Jennings presiding

ROLL CALL:	<i>Councilor Heldenbrand</i>	<i>absent</i>
	<i>Councilor Cortez</i>	<i>present</i>
	<i>Councilor Cavin</i>	<i>present</i>
	<i>Councilor Halvorson</i>	<i>present</i>
	<i>Councilor Oropesa</i>	<i>present</i>
	<i>Councilor Johnson</i>	<i>present</i>
	<i>Councilor Marrujo Jr.</i>	<i>present</i>
	<i>Councilor Corn</i>	<i>present</i>
	<i>Councilor Moore</i>	<i>absent</i>
	<i>Councilor Arnold</i>	<i>present</i>

Councilor Cortez led in the Pledge of Allegiance, and Councilor Marrujo led in prayer.

APPROVAL OF THE AGENDA

1. Approval of Agenda - approve the agenda for the March 13, 2025, Regular City Council Meeting.

MOTION: Councilor Halvorson moved to approve the agenda for the March 13, 2025, Regular City Council Meeting with the following changes:

- Move item #22 to be heard after item #2
- Move the following items to the consent agenda:
 - #18 appointments to the ETZ Commission
 - #19 appointments to Keep Roswell Beautiful Board
 - #20 appointments to the Museum Board of Trustees

Councilor Cavin was the second.

AMENDMENT: Councilor Cavin moved to remove item #21 and send it back to be heard at the Legal & Finance Committee. Councilor Oropesa was the second.

ROLL CALL ON AMENDMENT:	<i>Councilor Cortez</i>	<i>yes</i>
	<i>Councilor Cavin</i>	<i>yes</i>
	<i>Councilor Halvorson</i>	<i>yes</i>
	<i>Councilor Oropesa</i>	<i>yes</i>
	<i>Councilor Johnson</i>	<i>yes</i>
	<i>Councilor Marrujo Jr.</i>	<i>yes</i>
	<i>Councilor Corn</i>	<i>yes</i>

Councilor Arnold *no*

Motion passed 7-1.

ROLL CALL VOTE ON MAIN MOTION AS AMENDED:

<i>Councilor Cortez</i>	<i>yes</i>
<i>Councilor Cavin</i>	<i>yes</i>
<i>Councilor Halvorson</i>	<i>yes</i>
<i>Councilor Oropesa</i>	<i>yes</i>
<i>Councilor Johnson</i>	<i>yes</i>
<i>Councilor Marrujo Jr.</i>	<i>yes</i>
<i>Councilor Corn</i>	<i>yes</i>
<i>Councilor Arnold</i>	<i>no</i>

Motion passed 7-1.

2. Approval of consent agenda – approve the consent agenda for the March 13, 2025, Regular City Council Meeting.

MOTION: Councilor Halvorson moved to approve the consent agenda for the March 13, 2025, Regular City Council Meeting as amended. Councilor Johnson was the second.

ROLL CALL VOTE:

<i>Councilor Cortez</i>	<i>yes</i>
<i>Councilor Cavin</i>	<i>yes</i>
<i>Councilor Halvorson</i>	<i>yes</i>
<i>Councilor Oropesa</i>	<i>yes</i>
<i>Councilor Johnson</i>	<i>yes</i>
<i>Councilor Marrujo Jr.</i>	<i>yes</i>
<i>Councilor Corn</i>	<i>yes</i>
<i>Councilor Arnold</i>	<i>no</i>

The vote was 7-1. Due to the lack of unanimous consent, each item on the consent agenda must be heard and voted on.

Councilor Cavin made a motion to suspend the rules for the consent items and not discuss each item, only taking action. Councilor Halvorson was the second. A voice vote was unanimous, and the motion passed 8-0 with Councilors Heldenbrand, and Moore being absent.

22. Resolution 25-14 adoption of Resolution 25-14: A resolution of the city of Roswell, New Mexico accepting the results of the special audit for the City of Roswell and presenting the findings to the public.

BACKGROUND: The City of Roswell received authorization to release the Special Audit Report. The State of New Mexico Audit Rule (NMAC 2.2.2.10(M)(4), requires the audit report to be presented to the governing authority of an agency at a meeting held in accordance with the Open Meeting Act. The New Mexico Department of Finance and Administration (DFA) requires the Governing Body to approve a resolution showing acceptance and approval of the fiscal periods

July 1, 2018, through June 30, 2022. In addition, DFA requires a corrective action plan on the findings presented in the audit report.

MOTION: Councilor Corn made a motion to adopt Resolution 25-14: a Resolution of the City of Roswell, New Mexico, accepting the results of the special audit for the City of Roswell and presenting the findings to the public. Councilor Marrujo was the second.

FOR THE RECORD: Councilor Cavin stepped away at 6:53 pm and returned at 6:55 pm.

ROLL CALL VOTE:

<i>Councilor Cortez</i>	<i>yes</i>
<i>Councilor Cavin</i>	<i>yes</i>
<i>Councilor Halvorson</i>	<i>yes</i>
<i>Councilor Oropesa</i>	<i>yes</i>
<i>Councilor Johnson</i>	<i>yes</i>
<i>Councilor Marrujo Jr.</i>	<i>yes</i>
<i>Councilor Corn</i>	<i>yes</i>
<i>Councilor Arnold</i>	<i>yes</i>

Resolution 25-14 was adopted 8-0.

CONSENT ITEMS

3. Approval of issuing a purchase order to Siddons Martin Emergency Group in the amount of \$215,000.00 for a 2003 Ferrara 100' Ladder truck.

BACKGROUND: After the floods totaled our aerial platform, we were able to secure a used aerial ladder for rent. The initial payments were being made by NMSIF and as the payouts have come, it is now the responsibility of the City to take over rental payments.

The charge is \$395.00/ day. The new ladder truck is expected in 12-18 months.

12- months rent \$144,175.00

18- months rent = \$216,262.50

We would like to purchase the truck and own it. This will allow us to keep it in our fleet as a reserve for years to come for the same price as paying the rent.

MOTION: Councilor Corn made a motion to approve issuing a purchase order to Siddons Martin Emergency Group in the amount of \$215,000.00 for a 2003 Ferrara 100' Ladder truck. Councilor Halvorson was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

4. Approval to ratify change order to PO 22501332 for the following emergency Water & Wastewater Repairs due to flood disaster: Hondo Draw Bypass (Hondo River Sewer Damage) in the amount of \$462,259.59, 4th Street man-hole replacement in the amount of \$65,323.31, Lea Street manhole replacement in the amount of \$128,310.37, and Berrendo River Aerial sewer line repair in the amount of \$6,967.69 totaling \$662,861.05 to J & H Services, Inc. including GRT.

BACKGROUND: Emergency Flood Damage to water and wastewater infrastructure for repairs to multiple areas to include the Hondo Draw Bypass, 4th Street manhole, Lea Street manhole, and Berrendo River Aerial Sewer Line.

MOTION: Councilor Corn made a motion to approve to ratify change order to PO 22501332 for the following emergency Water & Wastewater Repairs due to flood disaster: Hondo Draw Bypass (Hondo River Sewer Damage) in the amount of \$462,259.59, 4th Street man-hole replacement in the amount of \$65,323.31, Lea Street manhole replacement in the amount of \$128,310.37, and Berrendo River Aerial sewer line repair in the amount of \$6,967.69 totaling \$662,861.05 to J & H Services, Inc. including GRT. Councilor Johnson was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

5. Approve waiving the replacement fees, valued at \$1,440.92, for items borrowed and damaged or lost in the flood of October 19, 2024.

BACKGROUND: On October 19, 2024, the City of Roswell and Chaves County experienced a devastating flood that caused damage to many homes and property. Included in the damaged items were materials borrowed from the Roswell Public Library. Residents returned damaged materials or reported damaged materials between October 21, 2024 and January 31, 2025. According to City Resolution 23-11 the borrower is charged a fee for replacing a lost item or an item damaged beyond repair.

MOTION: Councilor Corn made a motion to approve waiving the replacement fees, valued at \$1,440.92, for items borrowed and damaged or lost in the flood of October 19, 2024. Councilor Marujo was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

6. Approval of award of professional services for the Roswell Public Library Outdoor Play and Learn Area to Studio 27 in the amount of \$38,843.93 which included GRT.

BACKGROUND: The City of Roswell issued an 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 learning area (3,182 square feet). The outdoor early childhood play and learning 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 outdoor play and a gardening area. An outdoor program area would be ideal. The outdoor early childhood play and learn area will include an integrated 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 this project completed by December 31, 2025.

MOTION: Councilor Corn made a motion to approve award of professional services for the Roswell Public Library Outdoor Play and Learn Area to Studio 27 in the amount of \$38,843.93 which included GRT. Councilor Johnson was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

Resolution(s)

7. Resolution 25-09: Weeds - adoption of Resolution 25-04, the Resolution shall mandate the cleanup of approximately six (6) separate properties within the City.

BACKGROUND: At present, no more efficient means are available to enforce the requirements that property within the City limits be kept clean and orderly. Citation of property owners requires they be present in Roswell. Even the citations do not provide for the actual cleanup and cannot give the City the right to file a lien for the cleanup expense. This procedure is cumbersome, but should result in resolution of some more severe situations.

MOTION: Councilor Halvorson made a motion to adopt Resolution 25-04, the Resolution shall mandate the cleanup of approximately six (6) separate properties within the City. Councilor Cavin was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

8. Resolution 25-10: Condemnations - adoption of Resolution 25-10 the Resolution shall require the removal or demolition of one (1) dilapidated structure.

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

MOTION: Councilor Corn made a motion to adopt Resolution 25-10 the Resolution shall require the removal or demolition of one (1) dilapidated structure. Councilor Marrujo was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

9. Resolution 25-11 - adoption of Resolution 25-11: Resolution to the New Mexico Department of Transportation for TPF Roadway Projects.

BACKGROUND: The NMDOT has issued a "Call For Projects". These are projects that should be considered easily ready for bidding or other procurement process. The funding level for awarded projects is 95% NMDOT and 5% Local Match. The City of Roswell has been successful in previous applications, including award of Atkinson and Hobbs Mill & Fill Projects. Formal project awards will be in September 2025 after NMDOT Highway Commission approval. Projects to be applied for are:

1. 2nd St. (US 380) Pavement Maintenance Project (Sunset to E. City Limits)
2. S. Atkinson Mill & Fill/ADA Capital Project; (Brasher to McGaffey)

MOTION: Councilor Corn made a motion to adopt Resolution 25-11: Resolution to the New Mexico Department of Transportation for TPF Roadway Projects. Councilor Halvorson was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

10. Resolution 25-12 - adoption of Resolution 25-12: Approving budget adjustment for the fiscal year ending June 30, 2025.

BACKGROUND: The New Mexico Department of Finance Administration (DFA), requires approval of a budget adjustment when increasing revenue and/or expense in the approved budget. The finance department is requesting a budget adjustment for line items in Exhibit "A". These adjustments are for various grants and other departments.

MOTION: Councilor Corn made a motion to adopt Resolution 25-12: Approving budget adjustment for the fiscal year ending June 30, 2025. Councilor Johnson was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

Bids, RFP's and Agreements

11. Approval of award recommendation for RFP-25-006: Approval of Scope of Work for RFP-25-006 Audit Services

BACKGROUND: The City of Roswell, New Mexico, is seeking proposals from independent certified public accounting firms (CPAs) approved by the New Mexico State Auditor to conduct the annual audit of the City's financial statements for the fiscal year July 1, 2024, through June 30, 2025.

MOTION: Councilor Corn made a motion to approve Scope of Work for RFP-25-006 Audit Services. Councilor Marrujo was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

Minutes

12. Approval of the minutes from the Regular City Council meeting on February 13, 2025.

MOTION: Councilor Halvorson made a motion to approve the minutes from the Regular City Council meeting on February 13, 2025. Councilor Cortez was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

NON-ACTION ITEMS (Information Items)

13. Airport Updates (Bobbi Thompson)

14. AvFlight Corp. (Garrett Hain, VP of Finance and Treasurer)

15. Seven Seals Award presented by Gary Smith with Employer Support of the Guard and Reserve (Gary Smith / Steve Henderson)

16. Employee out-of-state travel (Amalia Martinez)

PUBLIC PARTICIPATION ON AGENDA ITEMS AND NON-AGENDA ITEMS

- Sarah McCarthur spoke regarding renovations of the Museum and the democrat elections.

PUBLIC HEARING(S)

17. Ordinance 25-01: Hold a public hearing to consider proposed Ordinance 25-01 amending the Municipal Campaign Finance Code.

BACKGROUND: 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.

MOTION: Councilor Corn made a motion to hold a public hearing to consider proposed Ordinance 25-01 amending the Municipal Campaign Finance Code. Councilor Cavin was the second.

Those in favor – none

Those opposed – none

ROLL CALL VOTE:

<i>Councilor Cortez</i>	<i>yes</i>
<i>Councilor Cavin</i>	<i>yes</i>
<i>Councilor Halvorson</i>	<i>yes</i>
<i>Councilor Oropesa</i>	<i>yes</i>
<i>Councilor Johnson</i>	<i>yes</i>
<i>Councilor Marrujo Jr.</i>	<i>yes</i>
<i>Councilor Corn</i>	<i>yes</i>
<i>Councilor Arnold</i>	<i>yes</i>

Ordinance 25-01 was enacted 8-0.

NEW BUSINESS / REGULAR ITEMS

18. Approval of Mayor Jennings' recommendations of appointments to the ETZ Commission as follows:

Position 1 - Eddie Carrillo (4/1/25-03/31/26)

Position 2 - John Erard (4/1/25-03/31/26)

Position 3 - Mona Kirk (4/1/25-03/31/26)

BACKGROUND: The ETZ Commission consists of 7 positions: (4) members from Chaves County and (3) from the City.

MOTION: Councilor Halvorson made a motion to approve Mayor Jennings' recommendations of appointments to the ETZ Commission. Councilor Corn was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

19. Approval of Mayor Jennings' recommendations of appointments to the Keep Roswell Beautiful Board as follows:

Position 3 - Marie Manning (renewal 4/1/2025-3/31/2029)

Position 4 - JoAnn Mascarenas (4/1/2025-3/31/2029)

BACKGROUND: The Keep Roswell Beautiful Board consists of 5 members. Each member shall serve four-year terms with no term limits.

MOTION: Councilor Halvorson made a motion to approve Mayor Jennings' recommendations of appointments to the Keep Roswell Beautiful Board. Councilor Cavin was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

20. Approval of Mayor Jennings' recommendations of appointments to the Museum Board of Trustees as follows:

Position 2 - Timothy Hartwick (renewal 4/1/2025-3/31/2029)

Position 4 - Morgan Breedyk (4/1/2025-3/31/2029)

Position 6 - Nancy Fleming (4/1/2025-3/31/2029)

Position 8 - Katie Huebner (4/1/2025-3/31/2029)

Position 10 - Jose Valles Rivera (4/1/2025-3/31/2029)

BACKGROUND: The Museum Board of Trustees consists of 11 members. Each member shall serve (2) four-year terms.

MOTION: Councilor Halvorson made a motion to approve Mayor Jennings' recommendations of appointments to the Museum Board of Trustees. Councilor Cortez was the second.

VOTE: A voice vote was unanimous, and the motion passed 8-0, with Councilor Heldenbrand and Moore being absent.

Resolution(s)

21. Resolution 25-13 - Adoption of Resolution 25-13: Creating a Community Response Team within the City of Roswell Fire Department. *Item was sent back to be heard at Legal and Finance Committee at the approval of the agenda.*

CITY MANAGER REPORTS/ANNOUNCEMENTS

23. Administratively Executed Leases February/March 2025.

ADJOURNMENT

Meeting adjourned at 8:30 p.m.

Approved on this 10th day of April, 2025

(City Seal)

Timothy Z. Jennings, Mayor

Amalia Martinez, City Clerk