

Special Meeting of The City of Roswell Council
Friday, August 22, 2025, at 10:00 A.M.
City Hall – Large Conference Room
425 N. Richardson Ave.
Roswell, NM 88201

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

The meeting reconvened at 10:01 a.m. with Mayor Jennings presiding:

ROLL CALL:	Will Cavin	Present
	Darrell Johnson	Present
	Juliana Halvorson	Absent
	Ed Heldenbrand	Present
	Angela Moore	Present
	Cristina Arnold	Present
	Robert Corn	Absent
	Juan Oropesa	Absent
	Christopher Cortez	Present
	Carlos Marrujo, Jr.	Present

APPROVAL OF THE AGENDA

Approval of agenda - approve the agenda for the August 22, 2025, Special City Council Meeting

Councilor Heldenbrand made a motion to approve the agenda for the Special Meeting of the City Council for August 22, 2025. Councilor Marrujo was the second.

The voice vote was unanimous.

PUBLIC PARTICIPATION ON AGENDA ITEMS

Julius Smith discussed the position of City Auditor.

REGULAR ITEMS

1. Ordinance 25-05: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-05: An Ordinance Amending Chapter 2 of the Roswell City Code Regarding City Auditor Appointment.

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

MOTION: Councilor Heldenbrand made a motion authorize to advertising for a public hearing to consider adopting proposed Ordinance 25-05: An Ordinance Amending Chapter 2 of the Roswell City Code Regarding City Internal Auditor Appointment. Councilor Cavin was the second.

AMENDED MOTION: Councilor Heldenbrand made a motion to amend the motion with the following changes: on page 2, line 16, after CPA, add the following “or Certified Governmental Auditing Professional, or Certified Internal Auditor through the Institute of Internal Auditors.” Councilor Arnold was the second.

The voice vote was unanimous.

AMENDED MOTION: Councilor Cortez made a motion to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-05 as amended: An Ordinance Amending Chapter 2 of the Roswell City Code Regarding Internal City Auditor Appointment. Councilor Arnold was the second

ROLL CALL:	Will Cavin	Yes
	Darrell Johnson	Yes
	Ed Heldenbrand	Yes
	Angela Moore	Yes
	Cristina Arnold	Yes
	Christopher Cortez	Yes
	Carlos Marrujo, Jr.	Yes

Motion passed 7-0 with Councilors Halvorson, Corn, and Oropesa being absent.

FOR: none

AGAINST: none

2. Approval of ratification of PO 22600754 to J&H Services for the replacement of the RIAC Lift Station in the amount of \$3,003,307.48, including GRT.

BACKGROUND: The existing lift station on Hobson Road serving the Roswell Air Center experienced a near-catastrophic failure that resulted in a temporary loss of pumping capacity. Wastewater personnel were able to restore limited service using backup equipment; however, full replacement of the lift station is required to prevent complete service failure.

To expedite replacement under emergency procurement, existing design plans from Freese & Nichols were used to solicit contractor quotes. Four contractors were contacted: J&H Services, Smithco Construction, KE&G Construction, and Enviroworks. Two contractors responded:

- J&H Services – \$2,684,885.00 (base quote, excluding GRT)
- KE&G Construction – \$3,054,237.00 (base quote, excluding GRT)

Smithco Construction and Enviroworks did not respond. After review, J&H Services was determined to be the lowest responsible bidder. Including Bid Alternate #2 and Gross Receipts Tax (8.2708%), the total project cost is \$3,003,307.48. Purchase Order 22600754 was issued to J&H Services under emergency procurement, and ratification is now requested.

MOTION: Councilor Johnson made a motion to approve the ratification of PO 22600754 to J&H Services for the replacement of the RIAC Lift Station in the amount of \$3,003,307.48, including GRT. Councilor Johnson was the second.

ROLL CALL:	Will Cavin	Yes
	Darrell Johnson	Yes
	Ed Heldenbrand	Yes
	Angela Moore	Yes
	Cristina Arnold	Yes
	Christopher Cortez	Yes
	Carlos Marrujo, Jr.	Yes

Motion passed 7-0 with Councilors Halvorson, Corn, and Oropesa being absent.

ADJOURNMENT

Meeting adjourned at 10:49 a.m.

Approved on this 11th day of August 2025.

(City Seal)

Timothy Z. Jennings, Mayor

Amalia Martinez, City Clerk