

**Regular Meeting of the Legal Committee
Held in the Roswell City Hall
Thursday, October 23, 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, C. Josh Nairn-Mahan, Mike Mathews, Chad Cole, Vicky Eaton, Jessica Vickers, Todd Verciglio, Toby Franco, Angela Garcia, Amalia Martinez, Michelle Sanchez, Shelly Bell, Caroline Brooks, Mac Rogers and Omar Gonzalez.

Guest present: Emily Valencia

Public present via GoToMeeting: Rita Kane-Doerhoefer (2), Stacey Hayes, Zach Scott, Lilliy, Eddie, Pierre Journal and 5 guests.

APPROVAL OF AGENDA

Councilor Oropesa moved to approve the October 23, 2025, Legal Committee meeting agenda. Councilor Corn was the second. A voice vote was unanimous and the motion passed 5-0.

APPROVAL OF MINUTES

Councilor Marrujo moved to approve the Legal Committee meeting minutes as presented from August 21, 2025. Vice Chair Cortez was the second. A voice vote was unanimous and the motion passed 5-0.

Councilor Corn moved to approve the Legal Committee meeting minutes as presented from September 25, 2025. Councilor Oropesa was the second. A voice vote was unanimous and the motion passed 5-0.

NON-ACTION ITEMS

3. Legal Department Communications September/ October- Leases: * Thomas Marden- Term effective on October 1, 2025 for 1 year and shall terminate on September 30, 2026; Rent \$2,937.50, payable in 12 monthly installments of \$244.00. * Larry Parker- Term effective on October 1, 2025 for one year and shall terminate on September 30, 2026; Rent \$2,737.28, payable in 12 monthly installments of \$228.10 for the first year of the lease. * AV Flight Property Use-

Term, 1-month effective October 1, 2025, with two (2)1-month renewals; Rent \$6,000.00 flat fee; -Settlements: * Arturo Rivera, 1609 S. Cahoon, Roswell, NM; Water Maintenance: Services were turned on and flooded the home; Settled on 10/07/25 in the amount of \$8,000.00. * Irvin Rangel, Springfield XDS 3.3 Single Stack 45ACP Tactical Gray Carry Conceal Pistol; Roswell Police Department, RPD had firearm as evidence of a case in 2023 and when claimant received the firearm it had rust; Claim is still pending investigation.

4. Community Development Department Report- Numbers from September 2025 were presented by Jessica Vickers, Business Licenses issued were a total of 191, with 116 going to renewed licenses, 39 new licenses and 36 temporary permits. 55 permits issued for the month of September.
5. City Clerk Department Monthly Report- Update on monthly activities by the department. NextRequest for September 19, 2025 to October 15, 2025 reported 31 city clerk, 5 PVRCC (Chaves County Sherriff's Office), 206 Roswell Police Department.
6. HR Monthly Report not presented, stands as is, reported 9 new employees, 8 promotions, and 14 exits. Turnover rate for the month of October is 2.21% and for the year 23.8% and a vacancy rate of 24.2%. Payroll count for September 19, 2025 through October 2, 2025 was 634 total employees.
7. Safety Department Monthly Report-Number for September 2025 was presented by Shelly Bell, showing a total of 12 incidents and 3 of them were due to 3rd party. (Report was provided as a handout).
8. Discuss proposed IRB for Solar Development, councilors requested some additional information.

REGULAR ITEMS

9. **Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing Ordinance 25-XX: An Ordinance for the sale of Real Property.** This item was presented by Todd Verciglio.

The property is located at 212 E. 12th Street, Roswell, Chaves County, New Mexico.

This property was used in the past by the Parks Department.

Chair Heldenbrand asked if any councilor would make a motion to put the item on the table. No councilor made a motion item was tabled to be put on the next legal committee meeting.

10. **Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of two (2) 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 Corn moved to consider recommending adoption of Resolution 25-XX for the removal or demolition of two (2) dilapidated structures to City Council for Consent Agenda. Councilor Marrujo was the second. A voice vote was unanimous and the motion passed 5-0.

11. **Consider approval of award for ITB-25-009: Roswell Air Center Taxiway C Rehabilitation Project to Constructors, Inc. in the amount of \$562,347.38 (including GRT).** This item was presented by Bobbi Thompson.

The City of Roswell issued ITB-25-009 for the Rehabilitation of Taxiway C at the Roswell Air Center.

The project consists of milling the existing asphalt pavement, overlaying with new asphalt, applying pavement markings, and completing associated improvements in accordance with FAA specifications.

The bid was publicly advertised for three consecutive weeks and made available through QuestCDN.

Two bids were received:

Mountain States Constructors, Inc. (Albuquerque, NM) -- \$726,997.60 (excluding GRT)

Constructors, Inc. (Carlsbad, NM) -- \$519,389.70 (excluding GRT)

Both bids were reviewed for responsiveness, bid bonds, licensing, and federal compliance. Lochner, the City's engineering consultant, recommended award of Schedule I to Constructors, Inc. as the lowest bidder in the amount of \$562,347.38 inclusive of GRT.

Councilor Corn moved to consider approval of award for ITB-25-009: Roswell Air Center Taxiway C Rehabilitation Project to Constructors, Inc., in the amount of \$562,347.38 (including GRT) to Finance Committee. Councilor Marrujo was the second. A voice vote was unanimous and the motion was passed 5-0.

12. **Requesting Approval to advertise RFP 26-002 for Design Professional Services for Flood-related projects (DR-4843NM)** This item was presented by Mac Rogers.

This request is for approval to advertise RFP 26-002 for Design Professional Services for Flood-related projects (DR-4843NM). The city is requesting architecture and engineering firms to submit proposals for the purposes of developing plans to repair city wide flood damages and incorporate hazard mitigation measures where necessary as a result of the October 19th, 2024 flood event that required a FEMA public assistance claim.

Councilor Marrujo moved for the approval to advertise RFP 26-002 for Design Professional Services for Flood-related projects (DR-4843NM) to City Council. Councilor Corn was the second. A voice vote was taken 5-0 and the motion was passed.

13. **Consider recommending approval of a lease agreement with First National Tower, Ltd for property located at 400 N. Pennsylvania Avenue, Roswell, NM 88201, inclusive of a ratification for November 1-30, 2025.** This item was presented by Caroline Brooks.

This request is to consider recommending approval for the City of Roswell to enter into a lease agreement extension with First National Tower, Ltd. The space has been used by the museum department under a waived fee following the October 2024 flood and payment is now required for additional use, necessitating a review of the agreement. This request is to cover a two-month extension for November 1-30, 2025 and December 1-31, 2025, allowing for preparations and move to another property.

Vice Chair Cortez moved to consider recommending approval of a lease agreement with First National Tower, Ltd., for property located at 400 N. Pennsylvania Ave, Roswell, NM 88201, inclusive of a ratification for November 1-30, 2025 to City Council for Consent Agenda. Councilor Marrujo was the second. A voice vote was unanimous and the motion was passed 5-0.

For the record: At 2:41 p.m. Councilor Oropesa asked to reconsider item number 9 and put on the table. Hess Yntema presented the item.

Councilor Oropesa made a motion to put Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing Ordinance 25-XX: An Ordinance for the sale of Real Property on the table. Councilor Marrujo was the second. A voice vote was unanimous and the motion passed 5-0.

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

PUBLIC PARTICIPATION

ADJOURN

2:59 p.m.

DRAFT