

LEGAL COMMITTEE MEETING AGENDA
Tuesday, NOVEMBER 18, 2025 AT 2:00 P.M.
City Hall Large Conference Room
425 N. Richardson Ave., Roswell, New Mexico 88201

Chair: Ed Heldenbrand, Ward 3
Vice Chair: Chris Cortez, Ward 3
Members: Juan Oropesa, Ward 1
Robert Corn, Ward 4
Carlos Marrujo Jr., Ward 5
Staff Liaison: Hessel E. Yntema IV.

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 Marrujo, and Councilor Corn present. **Councilor Oropesa was absent.**

STAFF PRESENT: Hess Yntema, 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

APPROVAL OF AGENDA

Councilor Marrujo moved to approve the November 18, 2025 Legal Committee meeting agenda. Councilor Cortez as a second. A voice vote was 4-0, and the motion passed.

NON-ACTION ITEMS

1. Legal Department Communications Report
2. November Department Report
3. Community Development
4. HR Monthly Report
5. Safety Department Report

REGULAR ITEMS

6. Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX An Ordinance Amending the City of Roswell's Purchasing Procedures.

Councilor Cortez moved to approve the Ordinance amending the City of Roswell's Purchasing Procedures. Councilor Corn as a second. A voice vote was 4-0, and the motion passed to be put on the consent agenda.

7. Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of two (2) dilapidated structures.

Councilor Marrujo moved to approve the recommendation of adoption of Resolution 25-XX for the removal or demolition of dilapidated structures. Councilor Cortez was the second. A voice vote was 4-0 and the motion passed to be placed on the consent agenda.

8. Resolution 25-XX: Consider recommending adopting of Resolution 25-XX Adopting new rates and fees for the Roswell Air Center.

Councilor Cortez moved to approve Resolution 25-XX adopting new rates and fees for the Roswell Air Center to be heard at the Finance Committee Meeting. Councilor Corn was the second. A voice vote was 4-0 and the motion passed.

9. Resolution 25-XX: consider recommending adoption of Amendment to Resolution 18-44 a Resolution Amending the Roswell Airport Advisory Commission.

Councilor Cortez moved to table Resolution 18-44 amending the Roswell Airport Advisory Commission. The motion was tabled.

10. Consider recommending approval of Aevex Aerospace, LLC to enter into a 5-year lease beginning October 1, 2025, and ending September 30, 2030, for Bunker 1136 and Bunker 1142 at the Roswell Air Center.

Councilor Corn moved for the approval of Aevex Aerospace, LLC to enter into a 5-year lease beginning October 1, 2025. Councilor Marrujo was the second. A voice vote was 4-0 and the motion passed.

11. Consider recommending approval of City of Roswell Police Department to enter into a 5-year lease beginning December 1, 2025, ending November 30, 2030, for Building No. 500 at the Roswell Air Center.

Councilor Corn moved to approve the City of Roswell Police Department to enter into a 5-year lease beginning December 1, 2025 at the Roswell Air Center as amended. Councilor Marrujo was the second. A voice vote was 3-1 with Councilor Heldenbrand voting no. The motion passed as amended.

12. Consider recommending approval of City of Roswell Museum Lease to enter into a 5-year lease beginning December 1, 2025, and ending November 30, 2030, for Building No. 1081 at the Roswell Air Center.

Councilor Corn moved to approve the City of Roswell Museum Lease to enter into a 5-year lease beginning December 1, 2025 at the Roswell Air Center. Councilor Marrujo was the second. A voice vote was 4-0 and the motion passed.

13.Approval of the Scope of Work for RFP: Prefabricated Modular Hold Room Facility at the Roswell Air Center.

Councilor Marrujo moved to approve the Scope of Work for RFP: Prefabricated Modular Hold Room Facility at the Roswell Air Center as amended to the consent agenda. Councilor Cortez was the second. A voice vote was 4-0 and the motion passed.

14.Consider approval of the award for ITB-26-004: Diagnostic, Service, and Replacement of Heating, Air Conditioning, and Dehumidification Systems at the Aquatic Facility to Advanced Airflow Technology.

Councilor Corn moved to approve the award for ITB-26-004: Diagnostic, Service, and Replacement of Heating, Air Conditioning, and Dehumidification Systems at the Aquatic Facility to Advanced Airflow Technology to the consent agenda. Councilor Marrujo as a second. A voice vote was 4-0, and the motion passed.

15.Consider recommending approval of J& H Services, Inc., contracted under Cooperative Educational Services (CES) Contract No. 23-08-c3115-All, for the provision and installation of concrete wall barriers and fencing services at the Roswell Air Center.

Councilor Cortez moved to table the item. A voice vote was 4-0 and the motion was passed.

16.Consider recommending approval of RFP-26-002 Professional Legal Services for Special PFAS Litigation Counsel to NM Local Government Law, LLC.

FOR THE RECORD: Councilor Cortez recused himself from this item.

Councilor Corn moved to approve RFP-26-002 Professional Legal Services for Special PFAS Litigation Counsel to NM Local Government Law, LLC to the consent agenda. Councilor Marrujo as a second. A voice vote was 3-0 and the motion passed.

17.Consider recommending approval of the Drought Contingency Plan 2025. 17

Councilor Corn moved to approve the Drought Contingency Plan 2025 to go to City Council, regular agenda. Councilor Marrujo as a second. A voice vote was 4-0 and the motion passed.

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

PUBLIC PARTICIPATION

Julius Smith

ADJOURN

The meeting adjourned at 4:32 p.m.