



COMMUNITY IMPROVEMENT COMMISSION AGENDA

Thursday, January 7, 2016 at 9:30 a.m.
Conference Room at Roswell City Hall
425 N. Richardson Avenue

Commission Chair: Trey Nesselrodt
Commission Members: Kent Taylor, Isabel Olsen, Larry
Fresquez, Court Nichols, Jana Lessard, and Laurie Pankey
Staff Coordinator: Elizabeth Stark-Rankins

A. Call to Order

B. Approval of the Agenda

C. Minutes

1. December 3, 2015 Meeting Minutes 1

D. Non-Action Items

1. Member Reports on Meetings 2-3
2. Comprehensive Master Plan, Wayfinding, and MRA Plans 4
3. Entryway Signs 5

E. Action Items

1. Nomination Recommendations for 3 Expiring Positions 6-8
2. Development of Commission Work Plan 9-10

F. Adjourn (Next Meeting: February 4, 2016)

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 15-56.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.



MINUTES OF THE REGULAR MEETING COMMUNITY IMPROVEMENT COMMISSION

December 3, 2015

CALL TO ORDER

The regular meeting of the Community Improvement Commission was called to order at approximately 9:34 a.m. by Larry Fresquez with the following members present:

Kent Taylor Trey Nesselrodt
Isabel Olsen Larry Fresquez

Staff present included Elizabeth Stark-Rankins, Long-Range Planner. Other individuals present included Juan Oropesa, City Councilor, and Larry Connolly, ETZ Commission.

APPROVAL OF AGENDA

Mr. Taylor moved to approve the agenda as presented. Ms. Olsen seconded the motion and all were in favor.

APPROVAL OF MINUTES – November 12, 2015

Mr. Taylor moved to approve the minutes from the regular meeting on November 12, 2015 as presented. Mr. Nesselrodt seconded the motion and all were in favor.

NON-ACTION ITEMS

1. Member Reports on Meetings

This item is to allow members the opportunity to report on other community meetings attended. Ms. Olsen discussed the MainStreet Roswell meeting and indicated that Tom Blake has been selected as the new executive director. Mr. Taylor discussed the Infrastructure Committee and the project submitted for funding to repave Atkinson from McGaffey to 2nd. Mr. Fresquez reported on the ETZ Commission and the pending issue of a nightclub permit for the Roswell Studios.

REGULAR ITEMS

1. Development of Commission Work Plan

The members discussed options for projects that the group could work towards. A list of potential projects was begun. Mr. Taylor left the meeting at 10:30 a.m. No action was taken.

The meeting adjourned at approximately 10:41 a.m.

ROSWELL, NEW MEXICO
Community Improvement Commission
City Hall Conference Room
425 N. Richardson, Roswell, NM 88202
Thursday, January 7, 2016 at 9:30 a.m.

ACTION REQUESTED: N/A

BACKGROUND: Each member of the group selected meetings to attend as listed on the Organizations listing. This item provides time for each commissioner to report on any meetings that he/she attended since the last meeting.

FINANCIAL CONSIDERATION: N/A

LEGAL REVIEW: N/A

**BOARD OR
COMMITTEE ACTION:** Non-action Item

**STAFF
RECOMMENDATION:** N/A

Organization	Contact	Meeting Time	Location	CIC Attendee
City Groups				
City Council	Sharon Coll, City Clerk - scoll@cablone.net, 575-637-6202	2nd Thursday, 6PM	Bassett Auditorium	
County Commission	Brenda Sanchez, County Clerk - bsanchez@co.chaves.nm.us	3rd Thursday, 9AM	County Chambers	Jana Lessard
Finance Committee	Caleb Grant, Chair - calegrant@hotmail.com, 575-317-3396	1st Thursday, 8AM	City Hall	Laurie Pankey
	Monica Garcia, Finance Director - m.garcia@roswell-nm.gov, 575-637-6247			
General Services Committee	Juan Oropesa, Chair - j.oropesa@roswell-nm.gov, 575-626-2043	4th Tuesday, 4PM	City Hall	
	Jonathan Phillips - j.phillips@roswell-nm.gov, 575-637-6240			
Infrastructure Committee	Jeanine Best, Chair - jeanine.best@roswell-nm.gov, 575-420-8455	3rd Monday, 4:00PM	City Hall	Kent Taylor
	Elizabeth Stark-Rankins - e.stark@roswell-nm.gov, 575-637-6250			
Legal Committee	Jason Perry, Chair - j.perry@roswell-nm.gov, 575-317-5115	4th Thursday, 3PM	City Hall	Kent Taylor
	Bill Zarr - w.zarr@roswell-nm.gov, 575-637-6220			
P&R Built Environment Committee	Tim Williams - t.williams@roswell-nm.gov, 575-624-6720	3rd Wednesday, 3PM	Cahoon Park	
Parks & Rec Commission	Tim Williams - t.williams@roswell-nm.gov, 575-624-6720	3rd Monday, 6PM	Cahoon Park	Jana Lessard
Planning & Zoning Commission	Bill Morris - b.morris@roswell-nm.gov, 575-637-6223	Last Tuesday, 6PM	Bassett Auditorium	Jana Lessard
Public Safety Committee	Tabitha Denny, Chair - t.denny@roswell-nm.gov, 575-910-9135	4th Monday, 3PM	City Hall	Kent Taylor
	Mike Mathews - m.mathews@roswell-nm.gov, 575-637-6298			
Roswell Chaves County ETZ Commission (Arterial Overlay District)	Tabitha Denny - t.denny@roswell-nm.gov, 575-910-9135	2nd Tuesday, 5:30PM/7:30PM	County Chambers	Larry Fresquez
	Savino Sanchez - s.sanchez@roswell-nm.gov, 575-626-9917			
	Larry Connolly - larryconnolly@me.com			
Other Groups				
Bike Routes	Tim Rodgers			
ENMU Built Environment Committee	Shelly Ervin - 575-624-7135			
Friends of Roswell Zoo				
Garden Clubs	Isabel Olsen - issyolsen@yahoo.com, 575-627-0534			Isabel Olsen
Housing Committee	John Mulcahy - jmulcahy@chavescounty.net, 575-740-0739			
Keep Roswell Beautiful	Tim Williams - t.williams@roswell-nm.gov, 575-624-6720			Isabel Olsen
MainStreet Roswell	Peggy Seskey - peggystamps4u@yahoo.com Tom Blake?	2nd Tuesday, 11AM	MainStreet Offices	Isabel Olsen, Trey Nesselrodt
Native Vegetation				
Rail Committee	John Mulcahy - jmulcahy@chavescounty.net, 575-740-0739			Larry Fresquez
RISD School Board		2nd Tuesday, 6PM	RISD Board Room	
Roswell Adult Center Foundation				
Roswell Interarts Organization	Brinkman Randle			
	Sue Wink - winksusan@hotmail.com, 505-627-7206			
Roswell Motor Supply	Trey Nesselrodt - trey@nesselrodt.com, 575-623-8778			
Tourism Council	Judy Stubbs	2nd Monday, 10AM	Archives Building	Isabel Olsen
YPAC	Larry Connolly - larryconnolly@me.com			

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ACTION REQUESTED: N/A

BACKGROUND: Since March 2015, the City, along with a steering committee and selected consultants, have been working on 3 plans: an update to the 2005 Comprehensive Master Plan, a Wayfinding Plan, and a Metropolitan Redevelopment Area Plan that focuses on the Railroad District.

The Comprehensive Master Plan closes the public comment period on January 8. The public drafts for the Wayfinding and MRA plans will be available soon. We hope to have the finalized plans pushed forward to committee in February with adoption from the full Council in March. Then, we can begin the process of implementing the plan with the community's help.

FINANCIAL CONSIDERATION: N/A

LEGAL REVIEW: N/A

BOARD OR COMMITTEE ACTION: Non-action Item

STAFF RECOMMENDATION: N/A

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ACTION REQUESTED:

N/A

BACKGROUND:

This project was financially initiated by the Finance Committee and the full budget allocated in FY16. After pricing estimates and initial meetings, the project was awarded to EFG Creative along with Waide Construction for final sign design, fabrication, and installation.

The final designs have been created, based on the initial schematic design produced earlier in 2015 by EFG Creative. Each sign base will be similar with a different theme on the top. There will be 5 designs total, each highlighting a different area or aspect of Roswell, to be placed at each main entrance route into the City as well as at the Air Center entrance.

FINANCIAL CONSIDERATION:

The budget has already been allocated and the project award already made by the Council. This is the first stage of the project as awarded.

LEGAL REVIEW:

N/A

**BOARD OR
COMMITTEE ACTION:**

Finance Committee to consider acceptance of 5 entryway sign designs with recommendation to City Council on 1/7/16.

**STAFF
RECOMMENDATION:**

N/A

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ACTION REQUESTED: Nomination Recommendations for 3 Expiring Positions

BACKGROUND: All committee, commission, and board appointments are made directly by the Mayor with approval from City Council. This commission has the ability to recommend nominations to the Mayor for appointment to this commission.

Each term is a 4-year term and 2 terms can be served consecutively. There are 3 positions currently held by Laurie Pankey, Kent Taylor, and Isabel Olsen, all of whom are eligible for another 4-year term. However, Ms. Olsen has indicated that she does not wish to continue to serve on the commission.

FINANCIAL CONSIDERATION: N/A

LEGAL REVIEW: N/A

BOARD OR COMMITTEE ACTION: Nomination recommendations of 3 individuals to serve a 4-year term beginning in April 2016 and continuing to March 2020 and acceptance of the nomination letter to provide to the Mayor.

STAFF RECOMMENDATION: Nominate 3 individuals and accept nomination letter format.

COMMUNITY IMPROVEMENT COMMISSION

7 Members - 2 Four Year Terms

Updated July 2014

Kent Taylor

c/o NMMI
101 W. College
Roswell, NM 88201
Phone: 624-8092
E-mail: kent@nmmi.edu
1st Term: Filled unexpired term for David West
Term Ends: March 2016

Court Nichols

423 E. 2nd Street
Roswell, NM 88201
Phone: 575-910-2343
E-mail: courtnichols@yahoo.com

1st Term: April 2014

Term Ends: March 2018

Jana Lessard

705 Mission Arch
Roswell, NM 88201
Phone: 623-6377
E-mail: jlessard@ciconstructors.com
1st Term: April 2014
Term Ends: March 2018

Larry Fresquez

606 N. Kentucky Ave.
Roswell, NM 88201
Phone: 575-626-0259
E-mail: fresquezl@msn.com
1st Term: April 2014
Term Ends: March 2018

Isabel Olsen

4405 Verde Dr.
Roswell, NM 88201
Phone: 420-3548
E-mail: issyolsen@yahoo.com
1st Term: April 2012
Term Ends: March 2016

Trey Nesselrodt (Chair)

309 N. Virginia
Roswell, NM 88201
Phone: 626-8626 C, 623-8778 W
E-mail: trey@nesselrodt.com
1st Term: Filled unexpired term for Alvin Jones
(4/2012 to 3/2014)
2nd Term: April 2014
Term Ends: March 2018

Laurie Pankey

3004 Edgewood
Roswell, NM 88201
Phone: 575-590-2032
E-mail: lpankey20@me.com
1st Term: April 2014
Term Ends: March 2016

Juan Oropesa (City Council Liaison)

1307 E. Tilden
Roswell, NM 88201
Phone: 626-2043 C, 624-0043 H
E-mail: j.oropesa@roswell-nm.gov



CITY OF ROSWELL

PO BOX 1838 ROSWELL, NM 88202-1838 TEL: 575-624-6700 FAX: 575-624-6709 www.roswell-nm.gov

December 31, 2015

The Honorable Dennis Kintigh
City of Roswell
425 N. Richardson Ave.
Roswell, NM 88202

Re: Community Improvement Commission Position Nomination Recommendations

Dear Mayor Kintigh,

Three positions on the Community Improvement Commission are set to expire in March 2016. Those positions are currently held by Ms. Isabel Olsen, Ms. Laurie Pankey, and Mr. Kent Taylor. After consideration from the Commission members, they recommend that the following individuals be nominated to fill these positions for the next 4-year term from April 2016 to March 2020:

Person 1
Person 2
Person 3

These recommendations are for your consideration and appointment, with confirmation of the City Council, at the March 2016 Council meeting. We appreciate your consideration and continued support of the Community Improvement Commission and look forward to exciting things in 2016!

Sincerely,

Current Members of the Community Improvement Commission:

Trey Nesselrodt, Chair
Larry Fresquez
Jana Lessard
Court Nichols
Isabel Olsen
Laurie Pankey
Kent Taylor

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ACTION REQUESTED: Development of Commission Work Plan

BACKGROUND: The Commission wishes to establish a work plan and timeline for projects. Each member was asked to bring 2-3 project ideas to the meeting for review.

FINANCIAL CONSIDERATION: N/A

LEGAL REVIEW: N/A

BOARD OR COMMITTEE ACTION: Discuss project ideas and select projects to add to the work plan with a timeline for recommendation to City Council.

STAFF RECOMMENDATION: N/A

CIC Project Suggestions

1. Planters/flower baskets on Main
2. Clarification and enhanced maintenance on planters on Main
3. Main St. island enhancements – complete what was started and add to
4. Clean up ports of entry
5. ETZ: South Main beautification and code enforcement
6. Engage youth in projects/programs
 - a. Public recognition of activity
 - b. Youth page in newspaper
7. Broadening interaction with community – survey what they want
 - a. Enhance Facebook and/or website – submit your idea button
8. MainStreet merchant meeting
9. Traffic calming/pedestrian friendliness downtown

Art project contest for railroad district