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

D. Non-Action Items
   1. Member Reports on Meetings
   2. Comprehensive Master Plan, Wayfinding, and MRA Plans
   3. Entryway Signs

E. Action Items
   1. Nomination Recommendations for 3 Expiring Positions
   2. Development of Commission Work Plan

F. Adjourn (Next Meeting: February 4, 2016)
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.
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
<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
<th>Meeting Time</th>
<th>Location</th>
<th>CIC Attendee</th>
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<tbody>
<tr>
<td><strong>City Groups</strong></td>
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<tr>
<td>City Council</td>
<td>Sharon Coll, City Clerk - <a href="mailto:scoll@cableone.net">scoll@cableone.net</a>, 575-637-6202</td>
<td>2nd Thursday, 6PM</td>
<td>Bassett Auditorium</td>
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</tr>
<tr>
<td>County Commission</td>
<td>Brenda Sanchez, County Clerk - <a href="mailto:bsanchez@co.chaves.nm.us">bsanchez@co.chaves.nm.us</a></td>
<td>3rd Thursday, 9AM</td>
<td>County Chambers</td>
<td>Jana Lessard</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Caleb Grant, Chair - <a href="mailto:calebgrant@hotmail.com">calebgrant@hotmail.com</a>, 575-317-3396</td>
<td>1st Thursday, 8AM</td>
<td>City Hall</td>
<td>Laurie Pankey</td>
</tr>
<tr>
<td>General Services Committee</td>
<td>Monica Garcia, Finance Director - <a href="mailto:m.garcia@roswell-nm.gov">m.garcia@roswell-nm.gov</a>, 575-637-6247</td>
<td></td>
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<tr>
<td>Infrastructure Committee</td>
<td>Juan Oropesa, Chair - <a href="mailto:j.oropesa@roswell-nm.gov">j.oropesa@roswell-nm.gov</a>, 575-626-2043</td>
<td>4th Tuesday, 4PM</td>
<td>City Hall</td>
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</tr>
<tr>
<td>Legal Committee</td>
<td>Jason Perry, Chair - <a href="mailto:j.perry@roswell-nm.gov">j.perry@roswell-nm.gov</a>, 575-317-5115</td>
<td>4th Thursday, 3PM</td>
<td>City Hall</td>
<td>Kent Taylor</td>
</tr>
<tr>
<td>P&amp;R Built Environment Committee</td>
<td>Bill Zarr - <a href="mailto:w.zarr@roswell-nm.gov">w.zarr@roswell-nm.gov</a>, 575-637-6220</td>
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<tr>
<td>Parks &amp; Rec Commission</td>
<td>Tim Williams - <a href="mailto:t.williams@roswell-nm.gov">t.williams@roswell-nm.gov</a>, 575-624-6720</td>
<td>3rd Wednesday, 3PM</td>
<td>Cahoon Park</td>
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<tr>
<td>Planning &amp; Zoning Commission</td>
<td>Bill Morris - <a href="mailto:b.morris@roswell-nm.gov">b.morris@roswell-nm.gov</a>, 575-637-6223</td>
<td>Last Tuesday, 6PM</td>
<td>Bassett Auditorium</td>
<td>Jana Lessard</td>
</tr>
<tr>
<td>Public Safety Committee</td>
<td>Tabitha Denny, Chair - <a href="mailto:t.denny@roswell-nm.gov">t.denny@roswell-nm.gov</a>, 575-910-9135</td>
<td>4th Monday, 3PM</td>
<td>City Hall</td>
<td>Kent Taylor</td>
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<tr>
<td>Roswell Chaves County ETZ Commission</td>
<td>Mike Mathews - <a href="mailto:m.mathews@roswell-nm.gov">m.mathews@roswell-nm.gov</a>, 575-637-6298</td>
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<tr>
<td>Roswell Chaves County ETZ Commission (Arterial Overlay District)</td>
<td>Tabitha Denny - <a href="mailto:t.denny@roswell-nm.gov">t.denny@roswell-nm.gov</a>, 575-910-9135</td>
<td>2nd Tuesday, 5:30PM/7:30PM</td>
<td>County Chambers</td>
<td>Larry Fresquez</td>
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<td>Other Groups</td>
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<td>Bike Routes</td>
<td>Tim Rodgers</td>
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<td>ENMU Built Environment Committee</td>
<td>Shelly Ervin - 575-624-7135</td>
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<td>Friends of Roswell Zoo</td>
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<tr>
<td>Garden Clubs</td>
<td>Isabel Olsen - isys@<a href="mailto:lten@yahoo.com">lten@yahoo.com</a>, 575-627-0534</td>
<td></td>
<td>Isabel Olsen</td>
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<tr>
<td>Housing Committee</td>
<td>John Mulcahy - <a href="mailto:j.mulcahy@chavescounty.net">j.mulcahy@chavescounty.net</a>, 575-740-0739</td>
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<tr>
<td>Keep Roswell Beautiful</td>
<td>Tim Williams - <a href="mailto:t.williams@roswell-nm.gov">t.williams@roswell-nm.gov</a>, 575-624-6720</td>
<td></td>
<td>Isabel Olsen</td>
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<tr>
<td>MainStreet Roswell</td>
<td>Peggy Seskey - <a href="mailto:peggystamps4u@yahoo.com">peggystamps4u@yahoo.com</a></td>
<td>2nd Tuesday, 11AM</td>
<td>MainStreet Offices</td>
<td>Isabel Olsen, Trey Nesselrodt</td>
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<tr>
<td>Native Vegetation</td>
<td>Tom Blake?</td>
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<tr>
<td>Rail Committee</td>
<td>John Mulcahy - <a href="mailto:j.mulcahy@chavescounty.net">j.mulcahy@chavescounty.net</a>, 575-740-0739</td>
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<td></td>
<td>Larry Fresquez</td>
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<tr>
<td>RISD School Board</td>
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<td>2nd Tuesday, 6PM</td>
<td>RISD Board Room</td>
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<td>Roswell Adult Center Foundation</td>
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<td>Roswell Interarts Organization</td>
<td>Brinkman Randle</td>
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<td>Roswell Motor Supply</td>
<td>Trey Nesselrodt - <a href="mailto:trey@nesselrodt.com">trey@nesselrodt.com</a>, 575-623-8778</td>
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<tr>
<td>Tourism Council</td>
<td>Judy Stubbs</td>
<td>2nd Monday, 10AM</td>
<td>Archives Building</td>
<td>Isabel Olsen</td>
</tr>
<tr>
<td>YPAC</td>
<td>Larry Connolly - <a href="mailto:larryconnolly@me.com">larryconnolly@me.com</a></td>
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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
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
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
<th>Term Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent Taylor</td>
<td>c/o NMMI</td>
<td>624-8092</td>
<td><a href="mailto:kent@nmmi.edu">kent@nmmi.edu</a></td>
<td>March 2016</td>
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<tr>
<td></td>
<td>101 W. College</td>
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<td></td>
<td>Roswell, NM 88201</td>
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<tr>
<td>Isabel Olsen</td>
<td>4405 Verde Dr.</td>
<td>420-3548</td>
<td><a href="mailto:issyolsen@yahoo.com">issyolsen@yahoo.com</a></td>
<td>March 2016</td>
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<td>Roswell, NM 88201</td>
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<tr>
<td>Court Nichols</td>
<td>423 E. 2nd Street</td>
<td>575-910-2343</td>
<td><a href="mailto:courtnichols@yahoo.com">courtnichols@yahoo.com</a></td>
<td>March 2014</td>
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<td>Roswell, NM 88201</td>
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<tr>
<td>Jana Lessard</td>
<td>705 Mission Arch</td>
<td>623-6377</td>
<td><a href="mailto:jlessard@ciconstructors.com">jlessard@ciconstructors.com</a></td>
<td>March 2018</td>
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<td></td>
<td>Roswell, NM 88201</td>
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<tr>
<td>Larry Fresquez</td>
<td>606 N. Kentucky Ave.</td>
<td>575-626-0259</td>
<td><a href="mailto:fresquezl@msn.com">fresquezl@msn.com</a></td>
<td>March 2018</td>
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<td></td>
<td>Roswell, NM 88201</td>
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<tr>
<td>Trey Nesselrodt (Chair)</td>
<td>309 N. Virginia</td>
<td>626-8626 C, 623-8778 W</td>
<td><a href="mailto:trey@nesselrodt.com">trey@nesselrodt.com</a></td>
<td>March 2018</td>
</tr>
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<td>Roswell, NM 88201</td>
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<tr>
<td>Laurie Pankey</td>
<td>3004 Edgewood</td>
<td>575-590-2032</td>
<td><a href="mailto:lpankey20@me.com">lpankey20@me.com</a></td>
<td>March 2016</td>
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<td>Roswell, NM 88201</td>
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<tr>
<td>Juan Oropesa (City Council Liaison)</td>
<td>1307 E. Tilden</td>
<td>626-2043 C, 624-0043 H</td>
<td><a href="mailto:j.oropesa@roswell-nm.gov">j.oropesa@roswell-nm.gov</a></td>
<td>March 2018</td>
</tr>
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<td>Roswell, NM 88201</td>
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1st Term: Filled unexpired term for David West  
1st Term: April 2012  
1st Term: April 2014  
1st Term: April 2014  
1st Term: April 2014  
1st Term: April 2014
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
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: 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