Regular Meeting of the Roswell City Council  
Held in Meeting Room A – Roswell Convention and Civic Center  
Thursday, March 12, 2020, at 6:00 p.m.

The meeting convened with Mayor Kintigh presiding; Councilors Foster, Henderson, Best,  
Kennard, Roebuck, Peterson, and Oropesa being present; Councilor Stubbs participating  
by telephone; Councilors Sanchez and Moore being absent. Councilor Foster led in the  
Pledge of Allegiance and Councilor Henderson led in prayer.

Notice of this meeting was given to the public in compliance with Sections 10-15-1  

Councilor Kennard moved to approve the agenda for the March 12, 2020, regular City  
Council meeting to include the minutes from the February 13, 2020, regular City Council  
meeting, one Scope of Work, two Purchases, five Air Center leases, five Resolutions and  
to pull item eight from consent agenda and place it as regular agenda item 20, and to pull  
item 17 from consent agenda and place it as regular agenda item 21. Councilor Peterson  
was the second. A voice vote was 8-0 and the motion passed with Councilor Stubbs  
participating by telephone; Councilors Sanchez and Moore being absent.

**Mayor Kintigh’s announcements/reports**  
Mayor Kintigh asked that everyone please silence their cell phones. Mayor Kintigh stated  
this would be Councilor Henderson’s last City Council meeting serving as councilor.

**NON-ACTION ITEMS**  
**Presentation** – Roswell Chamber of Commerce Annual Report to the City Council per  
contractual agreement. Ms. Jennings introduced Ms. Purcella with the Chamber of  
Commerce. Ms. Purcella discussed the annual report and read the Roswell Chamber of  
Commerce Termination of Service Agreement letter.

**Presentation** – Roswell Hispano Chamber of Commerce Annual Report to the City  
Council per contractual agreement. Ms. Jennings introduced Mr. Nava with the Hispano  
Chamber of Commerce. Mr. Nava gave a presentation on their annual report which  
included: introduction of board of directors, festivals, events, activities, programs and  
overview of operations.

**PUBLIC PARTICIPATION ON AGENDA ITEMS**  
Participants acknowledged on each item.

**CONSENT ITEMS**  
**Bids, RFP’s and Agreements**  
Scope of work for RFP-20-005 WWTP Dewatering Facility. The City has been approved  
for and has accepted a Clean Water Act Loan to construct a dewatering facility at the  
WWTP (Waste Water Treatment Plant). The first step is to issue an RFP for design of  
facility. The RPF will be required to follow federally funded project requirements and will
have NMENV Department oversight. This project will be funded by a Clean Water Act Loan in the amount of $5,500,000.

Issuance of Purchase Order for annual city wide striping of streets in the amount of $86,000 to Highway Supply utilizing Statewide Price Agreement 80-805-18-16698. As a matter of safety, citywide striping of streets is performed annually. The request for this year is for $86,000, which is approximately the same amount as last year. Annual striping is budgeted annually out of Road Budget.

Purchase of 2020 Elgin Broom Bear Sweeper from Pete’s Equipment Repair, Inc. in the amount of $297,000, utilizing Elgin/Federal Signal’s Sourcewell Contract #12-2017FSC. The Streets Department normally has three street sweepers to service the City of Roswell. The 2012 Schwarze Vacuum Street Sweeper has reached its practical service life. This 2012 model is down 75% of the time and incurring high repair costs. It is recommended to replace the 2012 with subject 2020 model. Failure to repair will put additional strain on existing two street sweepers. The City’s Fleet Replacement Plan is unfunded. The 2012 Schwarze sweeper is due for replacement. Funding will be from transferring Streets Maintenance & Infrastructure money to fund sweeper. Micro-surfacing of portion of NE Roswell was not completed in the fall due to temperatures and end of paving season. This micro-surfacing money will be used to buy sweeper.

ROW Leases
Approval to authorize Jon E. Hitchcock, Robert B. Corn, James Patterson, Siavash Karimian, Brandon Arnold, John Berry, and Cliff Waide, individuals, to renew their current lease agreement on Hangar No. 91, Spaces A and B. Jon E. Hitchcock, Robert B. Corn, James Patterson, Siavash Karimian, Brandon Arnold, John Berry, and Cliff Waide lease the hangars for the purpose of aircraft storage and maintenance. 91A is 4,589 square feet with an approximately 750 square feet addition, and 91B is 4,623 square feet. New rent amount respectively is $860 and $850 monthly; $10,320 and $10,200 annually. Rent adjustment is 5% and 3%, respectively. Jon E. Hitchcock, Robert B. Corn, James Patterson, Siavash Karimian, Brandon Arnold, John Berry, and Cliff Waide have been customers since January 2000. Term: April 1, 2020 through March 31, 2021.

Approval to authorize Zachary Canright and Jared Putman, individuals, to lease “T” Hangar No. 120, Space 3. Zachary Canright and Jared Putman, lease the hangar for the purpose of aircraft storage and maintenance. 1,002 square feet. Rent amount is $191 monthly; $2,292 annually. Term: April 1, 2020 through March 31, 2021.

Approval to authorize Tom Wadsworth, an individual, to amend his current lease agreement on “T” Hangar No. 119, Space 2. Tom Wadsworth, leases the hangar for the purpose of aircraft storage and maintenance. Tom will be dropping this hangar from a lease in his name, to a new lease in both his name and Carlton Walker. Tom Wadsworth has been a customer since November 1992. Current rent amount of $187.58 monthly will be assigned to the new joint lease.
Approval to authorize Tom Wadsworth and Carlton Walkers, individuals, to lease "T" Hangar No. 119, Space 2. Tom Wadsworth and Carlton Walker, lease the hangar for the purpose of aircraft storage and maintenance. 1,002 square feet. Rent amount is $187.58 monthly; $2,250.96 annually. Term: April 1, 2020 through March 31, 2021.

Approval to authorize Thurston Woods, an individual, to renew his current lease agreement on a portion of Building No. 1776. Thurston Woods, leases a portion of the building for the purpose of storage. 1798 square feet. New rent amount is $210 monthly; $2,520 annually. Rent adjustment is 15%. Thurston Woods has been a customer since April 2010. Term: April 1, 2020 through March 31, 2021.

Resolutions
Resolution 20-14 – Condemnations – The Resolution shall require the removal or demolition of nine dilapidated structure.

Resolution 20-13 – Weeds – The Resolution shall mandate the cleanup of approximately three separate properties within the City.

Resolution 20-15 – Consider approval of Resolution 20-15 a resolution of the City of Roswell, New Mexico amending the budget for the fiscal year ending June 30, 2020, by increasing revenue and offsetting expenses in three funds. This is a housekeeping item. Due to DFA’s new reporting system (LGBMS), we are required to approve a budget amendment when increasing a revenue and offsetting expense line item.
Revenue (various funds) $42,390 and Expenses (various funds) $42,390.
Fund 1101 (General Fund): Revenues $4,994 Expenses $4,994
Fund 2690 (Restricted Donations): Revenues $35,000 Expenses $35,000
Fund 5300 (Water Funds): Revenues $2,396 Expenses $2,396

Resolution 20-17 – Approval of Resolution 20-17 to develop construction documents for Roswell Market Walk project as part of the Great Blocks on MainStreet Initiative. City Councilors, Mayor Kintigh, City Staff along with MainStreet Roswell worked on a grant application for funding of a Great Blocks project. The grant request was submitted and awarded on December 2, 2019 by New Mexico MainStreet. $20,000 cash match to be funded in PR’s existing budget, a 10% value of the full grant amount of $100,000.

Minutes
Approval of the minutes from the regular City Council meeting on February 13, 2020.

FOR THE RECORD: Councilor Stubbs left the meeting at 7:01 p.m.

NEW BUSINESS/ REGULAR ITEMS
Approval of a Professional Service contract with the legal firm of Sherman & Howard for the preparation of Tax Increment Development Districts (TIDD) and Public Improvement Districts (PID). Councilor Foster moved to approve a profession service contract with the legal firm of Sherman & Howard for the preparation of Tax Increment Development Districts (TIDD) and Public Improvement Districts (PID). Councilor Peterson was the second. Mr. Morris discussed the contract. Jill Sweeney of Sherman and Howard was
present to answer any questions. Sherman and Howard have already entered into an agreement with Bernalillo County for the process of developing and implementing TIDDS and PIDS in that County. The primary use of these economic development tools is to allow for self-financing of infrastructure placement for specific geographic areas, specifically the Old Municipal Airport and the Railroad District Metropolitan Redevelopment Area (MRA). This professional service will allow the City to proceed with the drawing up the TIDD and PID documents. Note: for space concerns relevant portions of the applicable agreement are included; for the full agreement staff will be happy to provide upon request. A roll call vote was as follows: Barry Foster-y, Steve Henderson-y, Jeanine Best-y, Margaret Kennard-y, Jacob Roebuck-y, George Peterson-y, Juan Oropesa-y and the motion passed with Councilors Stubbs, Sanchez, and Moore being absent. Councilor Oropesa explained his vote stating he voted yes because he thinks it is a good idea but does not fully understand it. So, he is willing to go ahead and see what it turns out to be.

Resolution 20-16 – Approval of Resolution 20-16 a resolution of the City of Roswell, New Mexico amending the budget for the fiscal year ending June 30, 2020, by increasing revenue in Lodgers’ Tax and offsetting expenses for design costs for (2) HVAC units at the Convention Center. Councilor Henderson moved to approve Resolution 20-16 a resolution of the City of Roswell, New Mexico amending the budget for the fiscal year ending June 30, 2020, by increasing revenue in Lodgers’ Tax and offsetting expenses for design costs for (2) HVAC units at the Convention Center. Councilor Kennard was the second. Ms. Jennings gave an overview of the Convention Center. Facility Maintenance staff presented at the January 27th Infrastructure Committee the Convention Center Priority Needs List. It included the needs being 1- Debt Service, 2 - HVAC, 3-Fence, 4-Lighting, 5- Office remodel. Following the meeting, Facility Maintenance requested a design cost estimate for the HVAC units. Their inspection indicates these units will no longer support the larger south exhibit hall space. These units were not included in the new construction per facility management and engineering at that time. Currently, one is not operating and the other has stripped down parts. Additional discussion and research is being conducted with the intent to implement phase II of the construction project which will cover the remaining project lists that have not been completed and include kitchen equipment replacements. Mr. Chaparro and Mr. Moore were present to answer any questions council may have. Councilor Foster moved to amend the resolution for funding to come out of the Convention Center Fee instead of Lodgers’ Tax. Councilor Roebuck was the second. A roll call vote was as follows: Barry Foster-y, Steve Henderson-no, Jeanine Best-no, Margaret Kennard-no, Jacob Roebuck-y, George Peterson-no, Juan Oropesa-no and the motion failed 4-3 with Councilors Henderson, Best, Peterson and Oropesa voting no; Councilors Stubbs, Sanchez, and Moore being absent. A roll call to approve Resolution 20-16 was as follows: Barry Foster-no, Steve Henderson-y, Jeanine Best-y, Margaret Kennard-y, Jacob Roebuck-y, George Peterson-no, Juan Oropesa-y and the motion failed 5-2 with Councilors Foster and Peterson voting no; Councilors Stubbs, Sanchez and Moore being absent. Councilor Henderson moved to reconsider the action on Resolution 20-16. Councilor Foster was the second. A roll call was as follows: Barry Foster-y, Steve Henderson-y, Jeanine Best-y, Margaret Kennard-y, Jacob Roebuck-y, George Peterson-no, Juan Oropesa-no and the
motion passed 5-2 with Councilors Oropesa and Peterson voting no; Councilors Stubbs, Sanchez and Moore being absent. Councilor Foster moved to amend Resolution 20-16 to change funding from Lodgers’ Tax to Convention Center Fee. Councilor Kennard was the second. A roll call was as follows: Barry Foster-yes, Steve Henderson-yes, Jeanine Best-yes, Margaret Kennard-yes, Jacob Roebuck-yes, George Peterson-no, Juan Oropesa-no and the motion passed 5-2 with Councilors Oropesa and Peterson voting no; Councilors Stubbs, Sanchez and Moore being absent. A roll call vote to approve Resolution 20-16 as amended was as follows: Barry Foster-yes, Steve Henderson-yes, Jeanine Best-yes, Margaret Kennard-yes, Jacob Roebuck-yes, George Peterson-no, Juan Oropesa-no and the motion failed 5-2 with Councilors Oropesa and Peterson voting no; Councilors Stubbs, Sanchez and Moore being absent.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
Juliana Halvorson and Molly Boyles discussed the UFO Festival. Dr. Khorsand and Dr. Jewell discussed COVID-19.

CITY MANAGER REPORTS/ANNOUNCEMENTS
Mr. Neeb discussed future events and meetings. Karen Sanders presented an update on COVID-19.

ADJOURNMENT
Meeting adjourned at 8:30 p.m.

Approved on this 9th day of April 2020.

(City Seal)

DENNIS KINTIGH, MAYOR

SHARON COLL, CITY CLERK