

**Regular Meeting of the Legal Committee  
Held in the Roswell Convention & Civic Center  
Thursday, January 28, 2021**

Notice of this meeting was given to the public in compliance with Section 10-15-1 through 10-15-4 NMSA and Resolution 20-26.

**ROLL CALL**

The meeting convened at 4:00 p.m. with Chair Stubbs presiding, Councilors Peterson, and Foster being present, and Councilor Perry being absent.

Staff present: Robert Glenn, Becky Hicks, Todd Verciglio, Bill Bartlett, Lorenzo Sanchez, Sharon Coll, Mayor Kintigh, Scott Stark, Joe Neeb, Juan Fuentes, Jeff Bechtel, Parker Patterson, Margaret Kennard, Jim Bures, Juanita Jennings, Merideth Hildreth and Jeanine Corn-Best

Guests present: Max Contreras and Britt Bourque

**FOR THE RECORD:** Councilor Perry joined the meeting via GoToMeeting at 4:02 PM.

**APPROVAL OF AGENDA**

Councilor Foster moved to approve the January 28, 2021, Legal Committee meeting agenda with the following change; moving Item #9 Addendum Sign Ordinance to Item #3a. Councilor Peterson as a second. A voice vote was 4-0, and the motion passed with Councilor Perry voting via GoToMeeting.

**APPROVAL OF MINUTES**

December 17, 2020, Legal Committee minutes stand approved as written.

**REGULAR ITEMS**

1. RAC Agreements

- A. Ascent Aviation Services Corp. – Scott Stark discussed the agreement. Councilor Foster moved to send to the consent agenda the recommendation of approval to authorize Ascent Aviation Services Corp., request to enter into a new lease agreement on Building #100, consisting of 5,520 square feet, more or less, for the purpose of auto mechanic's shop and equipment storage with all other terms and condition of the lease. Term: March 1, 2021 through February 28, 2021. Rent amount is \$1,600 monthly; \$19,200 annually. Councilor Peterson as the second. A voice vote was 4-0, and the motion passed with Councilor Perry voting via GoToMeeting.
- B. Larry Parker - Scott Stark discussed the agreement. Councilor Foster moved to send to the consent agenda the recommendation of approval to authorize Larry Parker, an individual, to enter into a new lease agreement on "T" Hangar 120, Space 2 consisting of 1,002 square feet, more or less for the purpose of aircraft maintenance

and storage. Term: March 1, 2021 through February 28, 2022. Rent amount is \$200 monthly; \$2,400 annually with all other terms and conditions of the lease. Councilor Peterson as the second. A voice vote was 4-0, and the motion passed with Councilor Perry voting via GoToMeeting.

- C. Scott Burnett - Scott Stark discussed the agreement. Councilor Foster moved to send to the consent agenda the recommendation of approval to authorize Scott Burnett, an individual, to enter in to a new lease agreement on “T” Hangar 120, Space 4, consisting of 1,175 square feet, more or less. Term: March 1, 2021 through February 28, 2022. Rent amount is \$205 monthly; \$2,460 annually with all other terms and conditions of the lease. Councilor Peterson as the second. A voice vote was 4-0, and the motion passed with Councilor Perry voting via GoToMeeting.
  - D. Clayton Hightower - Scott Stark discussed the agreement. Councilor Foster moved to send on the consent agenda the recommendation of approval to authorize Clayton Hightower, an individual, to enter into a new lease agreement on “T” Hangar 120, Space 6, consisting of 1,002 square feet, more or less. Term: March 1, 2021 through February 28, 2022. Rent amount is \$200 monthly; \$2,400 annually with all others terms and conditions of the lease. Councilor Peterson as the second. A voice vote was 4-0, and the motion passed with Councilor Perry voting via GoToMeeting.
  - E. Eastern New Mexico University–Roswell - Scott Stark discussed the agreement. Councilor Foster moved to send to the consent agenda the recommendation of approval to authorize Eastern New Mexico University-Roswell to renew their current lease agreement. They lease an area of land sufficient to conduct CDL training approximating runway 17/35 in orientation located at the old Roswell Municipal Airport. Term: March 1, 2021 through February 28, 2022. New rent amount is \$134 monthly; \$1,608 annually and including an annual 3% increase with all other terms and conditions of the lease. Councilor Peterson as the second. A voice vote was 4-0, and the motion passed with Councilor Perry voting via GoToMeeting.
- 2. Wayfinding Agreement – Juanita Jennings discussed the agreement. Councilor Foster moved to recommend to full City Council the approval of Wayfinding Signage Consulting Services Agreement with Groundwork Studio, a New Mexico Professional Corporation, for the amount of \$65,000.00. Councilor Peterson as the second. A voice vote was 4-0, and the motion passed with Councilor Perry voting via GoToMeeting.
  - 3. Real Estate Purchase Agreement – Todd Verciglio and Joe Neeb discussed the agreement. Councilor Foster moved to recommend to full City Council the approval of a Real Estate Purchase and Sale Agreement with Britt Bourque for the purchase by the City of real property located at 1101 N Atkinson, for the sum of \$415,000.00, the parcel is approximately 1.24 acres. Councilor Stubbs as the second. A voice vote was 3-1, and the motion passed with Councilor Peterson voting no and Councilor Perry voting via GoToMeeting.
- A. Addendum Sign Ordinance – Joe Neeb discussed that in 2020, staff had implemented certain sign standards different from the ordinance for areas in the downtown and certain

city properties. The City Manager administratively approved these differences for the election cycle in 2020. This was to give time either to amend the sign ordinance or to re-establish the expectations of the current sign ordinance. No action taken for discussion only.

4. Surplus Property Policy - Robert Glenn discussed the policy. Councilor Foster moved to recommend to full City Council the approval of the new Surplus Property Policy. Councilor Peterson as the second. A voice vote was 4-0, and the motion passed with Councilor Perry voting via GoToMeeting.

**FOR THE RECORD:** Councilor Peterson left at 5:42pm.

5. Resolution 21-XX Authorizing Sale of Surplus Property – Parker Patterson discussed the resolution. Councilor Foster moved to recommend to full City Council the adoption of a Resolution 21-XX authorizing sale of surplus personal property of the City. Councilor Perry as the second. A voice vote was 3-0, and the motion passed with Councilor Peterson being absent and Councilor Perry voting via GoToMeeting.
6. Resolution 21-XX Authorizing Sale of Property to Chaves County – Becky Hicks discussed the resolution. Councilor Foster moved to recommend to consent agenda City Council the adoption of Resolution 21-XX authorizing the sale of a surplus 2003 Freightliner truck to Chaves County for the amount of \$2,000. Councilor Stubbs as the second. A voice vote was 3-0, and the motion passed with Councilor Peterson being absent and Councilor Perry voting via GoToMeeting.
7. Resolution 21-XX Open Meetings Act – Parker Patterson discussed Resolution 21-XX. Councilor Foster moved to recommend to full City Council on the consent agenda recommending adopting the resolution pursuant to the New Mexico Open Meetings Act including; on number two (2) by adding the words “City Council” to read, “Notice of any other regular meetings of the City Council will be given ten (10) days in advance of the meeting date.” Councilor Perry as the second. A voice vote was 3-0, with Councilor Peterson being absent and Councilor Perry voting via GoToMeeting.
8. Department Reports - For Discussion Only.

#### **CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS**

None

#### **PUBLIC PARTICIPATION**

Britt Bourque

#### **ADJOURN**

The meeting adjourned at 5:59 p.m.