

Regular Meeting of the Legal Committee
Held at City Hall, Mike Mathews Conference Room
425 N. Richardson Ave., Roswell, NM 88201
Thursday April 23, 2026

Notice of this meeting was given to the public in compliance with NMSA 1978 §10-15-1 through 4 and Resolution 26-12.

ROLL CALL

The meeting convened at 2:00 p.m. with Chair Cavin presiding, Vice Chair Arnold, Councilor Moore, Councilor Heldenbrand, and Councilor Oropesa present.

Staff present: Amalia Martinez, Angela Garcia, Omar Gonzalez, Toby Franco, Jessica Vickers, Shelly Bell, Mac Rogers, Clint Caldwell, Vicky Eaton, Shawna Van Dyke, Randy Bunch

Guests present: Rita Kane-Doerhoefer

Public present via GoToMeeting: Abraham Chaparro, 10 guests, 2 Unknowns, AM, Vanessa Sanchez, Zachary Scott.

APPROVAL OF AGENDA

Councilor Heldenbrand made a motion to amend the agenda, and table Item 9. Councilor Arnold seconded the motion. A voice vote was taken, and the motion passed unanimously 5-0.

APPROVAL OF MINUTES

Councilor Arnold made a motion to approve the February 26, 2026 minutes. Councilor Moore seconded the motion, A voice vote was taken, and the motion passed unanimously, 5-0.

Councilor Arnold made a motion to approve the March 26, 2026 minutes. Councilor Moore seconded the motion, A voice vote was taken, and the motion passed unanimously, 5-0.

REGULAR ITEMS

- 10. Consider recommending adoption of Resolution 26-XX shall require the removal or demolition of one (1) dilapidated structure.** Presented by: Toby Franco.

Councilor Oropesa made a motion to recommend adoption of Resolution 26-XX to the City Council for placement on the Consent Agenda. Councilor Heldenbrand seconded the motion. A voice vote was taken, and the motion passed unanimously, 5-0.

- 11. Consider recommending approval to advertise RFP 26-XX for HVAC and Plumbing services and repairs to City-owned facilities.** Presented by: Lee Rogers.

Councilor Moore made a motion to recommend approval to advertise RFP 26-XX, for HVAC and Plumbing services and repairs to City-owned facilities, to the City Council, for placement on the Consent Agenda. Councilor Oropesa seconded the motion. A voice vote was taken, and the motion passed unanimously, 5-0.

- 12. Request for approval to proceed with the burial of overhead power lines at the Air Center to enhance safety for Air Race training and event operations.** Presented by: Omar Gonzalez.

Councilor Arnold made a motion to forward the request to the Finance Committee, without recommendation. Councilor Heldenbrand seconded the motion. A voice vote was taken, and the motion passed unanimously, 5-0.

- 13. Consider approval of a Professional Services Agreement between the City of Roswell Fire Department and Public Consulting Group, LLC to provide consulting services for the Ambulance Supplemental Payment Program (ASPP), including cost reporting, program development, and support to obtain Medicaid supplemental reimbursements.** Presented by: Randy Bunch.

Councilor Heldenbrand made a motion for the approval of a Professional Services Agreement between the City of Roswell Fire Department and Public Consulting Group, LLC to provide consulting services for the Ambulance Supplemental Payment Program (ASPP) including cost reporting, program development, and support to obtain Medicaid supplemental reimbursements to the City Council, for placement on the Consent Agenda. Councilor Moore seconded the motion. A voice vote was taken and, the motion passed unanimously, 5-0.

- 14. Consider recommending adoption of Amendment to Resolution 18-44 a Resolution Amending the Roswell Airport Advisory Commission.** Presented by: Councilor Corn.

Councilor Arnold made a motion to table the item to allow for further revision and clarification, with the intent of bringing it back for consideration at the next Legal Committee meeting scheduled for May 28, 2026. Councilor Oropesa seconded the motion. A voice vote was taken, and the motion passed unanimously, 5-0.

NON-ACTION ITEMS

1. Community Development Monthly Report
2. City Clerk Department Report
3. Human Resources Department Report
4. Safety Department Report
5. Legal Department Report
6. Review of Audit Committee's process

Discussion was had regarding the Audit Committee's process. Concern was raised that its process does not fully adhere to the process of a typical committee and recommendation was made to change the name to Audit Advisory Board. Discussion also included a recommendation that the Audit Advisory Board hold monthly meetings and provide a brief report summarizing updates from each meeting. No motions were made and no votes were taken.

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

NONE

PUBLIC PARTICIPATION

Councilor Heldenbrand requested that neighborhood meetings be held to promote communication and increase public awareness of City activities.

A handout of the *Roswell Summer Guide* was distributed.

ADJOURN

The meeting adjourned at 3:37 p.m.