

**Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson
Thursday, August 4, 2022**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 22-14.

ROLL CALL

The meeting convened at 4:01 p.m. with Chairman Corn presiding; Councilors Heldenbrand, Perry, and Foster present.

Staff present: Joe Neeb, Juan Fuentes, Janie Davies, Mike Mathews, Juanita Jennings, Robert Glenn, Lorenzo Sanchez, Caroline Brooks, Jeff Bechtel, Kevin Maevers, Gabe Han, Amanda Davis, Kevin Wilson (via GoToMeeting), Renee Puckett, Amanda Dickerson

Guests present: Mayor Tim Jennings, Councilor Jeanine Best (via GoToMeeting), Councilor Juliana Halvorson, Juno Ogle (Roswell Daily Record), Rita Kane-Doerhoefer (via GoToMeeting), Mike Espiritu (Roswell/Chaves County EDC), Vicki Burress (via GoToMeeting), Will Cavin (via GoToMeeting)

APPROVAL OF AGENDA

Councilor Heldenbrand moved to approve the August 4, 2022 regular Finance Committee meeting agenda. Councilor Foster was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

APPROVAL OF MINUTES

Councilor Foster moved to approve the May 20, 2022 Special Finance Committee Meeting Minutes and the July 7, 2022 Regular Finance Committee meeting minutes as presented. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

NON-ACTION ITEMS

Information Reports:

Gross Receipts Reports & Grant Activity Report: Mr. Fuentes presented information on the GRT report for July 2022 and cannabis disbursement amounts, as well as information on state appropriations.

City of Roswell FY23 Budget: Ms. Davies presented information on the FY23 budget.

Lodgers' Tax & Convention Center Bed Fee: Ms. Jennings discussed the Lodgers' Tax and Convention Center Bed Fee Reports for May 2022.

UFO Festival Post Event Report: Public Affairs staff presented information on the expenses incurred running the festival, revenues brought in, statistics, surveys taken from local merchants, tourism and the impact to the local economy.

ACTION ITEMS

Consideration of Resolution 22-XX authorizing the Disposal of Certain Surplus Personal Property: Mr. Glenn presented the request for authorization to dispose of various old/obsolete equipment and vehicles currently owned by the City as scrap, through auction or by demolition. Councilor Foster moved to send to full City Council on the consent agenda Resolution 22-XX authorizing the Disposal of Certain Surplus Personal Property in Exhibits A & B. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

Consider recommending Resolution No. 22-XX to support membership in the SNMEDD/COG and authorize funding in the amount of \$13,588 for FY23: Mr. Maevers presented the request on behalf of the Southeastern New Mexico Economic Development District – Council of Governments to authorize funding in the amount of \$13,588 for the City of Roswell’s FY23 membership. Mr. Espiritu also spoke about the benefits including economic development support, assistance with legislative activities and funding. Councilor Foster moved to send to full City Council on the consent agenda for approval Resolution No. 22-XX to support membership in the SNMEDD/COG and authorize funding in the amount of \$13,588 for FY23. Councilor Perry was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

Consideration and approval of contract for museum renovation services by Huitt Zollars, Inc.: Ms. Brooks presented the request to proceed with scope of work and fee proposal from Huitt Zollars, Inc. to develop a master plan to align with current and future renovation needs; design lobby/entrance remodel, store relocation, exterior signage and flooring replacement; and construction contract administration in the amount of \$240,391 to be reimbursed with state appropriation funding. Councilor Foster moved to send to full City Council for approval of contract for museum renovation services by Huitt Zollars, Inc. Councilor Perry was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

Consider recommending approval of purchases over \$60,000 pursuant to City’s Purchasing Policy: Mr. Fuentes and Mr. Bechtel presented the list of items being requested for purchase approval including annual NMML membership fees from the Legal Department and various software fees and services from the IT Department. Councilor Perry moved to send to full City Council on the consent agenda the approval of purchases over \$60,000 pursuant to City’s Purchasing Policy as shown in Exhibit A. Councilor Foster was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

Consider approval to ratify the purchase of warehouse inventory from four separate vendors (Core & Main - \$182,975, Ferguson Waterworks - \$82,144.16, Baker Utility - \$64,980 and Benchmark Supply - \$73,110) in order to maintain sufficient supplies for the maintenance and repair of the City’s water infrastructure. Total cost of these purchases is \$403,209.16: Mr. Sanchez presented the request to ratify the approval of the

purchases as the parts and materials are crucial in maintaining the city's water infrastructure and supply issues created an immediate need to order despite not having the approval in place for being over \$60,000 each. Councilor Foster moved to send to full City Council for approval to ratify the purchase of warehouse inventory from four separate vendors (Core & Main - \$182,975, Ferguson Waterworks - \$82,144.16, Baker Utility - \$64,980 and Benmark Supply - \$73,110) in order to maintain sufficient supplies for the maintenance and repair of the City's water infrastructure. Total cost of these purchases is \$403,209.16. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

Consider recommending approval of the cost estimate & purchase order for services by Holloway Construction for the Roswell Convention Center Courtyard Fence project from American Rescue Plan Funding: Ms. Jennings presented the request for the purchase as the fencing has been on the ICIP list since 2019 and is needed as a sound barrier and to create additional space for clients of the Convention Center. The scope of work is estimated at \$201,943.60 and is eligible for ARP Funding.

MOTION: Councilor Foster moved to send to full City Council the approval of the cost estimate & purchase order for services by Holloway Construction for the Roswell Convention Center Courtyard Fence project from American Rescue Plan Funding. Councilor Perry was the second. A voice vote was as follows: Jason Perry-yes, Barry Foster-yes, Robert Corn-no, Ed Heldenbrand-no. The motion failed 2-2 and will move to full City Council for consideration without recommendation.

Consider recommending approval of the cost estimate & purchase order for services by Molzen-Corbin & Associates, INV for the Roswell Visitor Center Expansion Project from American Rescue Plan Funding: Ms. Jennings and Ms. Dickerson presented the request as the scope of work for an initial study design and phases was recommended for the addition and renovation of the existing building. \$300,000 was funded towards the project in FY22 and \$508,074 is being requested for FY23 through American Rescue Plan Funding that would bring the purchase order total to \$808,074. Councilor Foster moved to send to full City Council the approval of the cost estimate & purchase order for services by Molzen-Corbin & Associates, INV for the Roswell Visitor Center Expansion Project from American Rescue Plan Funding. Councilor Perry was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

PUBLIC PARTICIPATION

None.

ADJOURN

The meeting adjourned at 6:56 p.m.