

Friday May 30, 2025
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in special business meeting on Friday May 30, 2025 at 9:00 a.m. in the County Commission Room with those present being: Commissioner Paul Grider, Commissioner Roy Lee Criswell, Commissioner Tina Dixon, Commissioner Malin Parker, Commissioner Fabian Munoz, County Attorney Randall Van Vleck, County Manager Annette Kirk, Clerk Mandi Park, Assessor Stevin Floyd, Chief Deputy Assessor George Beggs, Certified Appraiser Tasha Grassel, Chief Deputy Treasurer Layle Sanchez, Road Superintendent Juan Dominiguez, Human Resources Coordinator Mary Orozco, Administrative Assistant Mikhail McKinley, Sheriff Javier Sanchez, Chief Deputy Sheriff Bryan Holmes, GIS Coordinator Johnny Montiel.

Call to Order – Commissioner Dixon at 9:00 a.m.

Invocation – Commissioner Criswell

Pledge – Commissioner Dixon

- 1) **Approval of Agenda:** Commissioner Grider made a motion to approve the agenda with a second from Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.
 - 2) **Approval of Minutes:** Commissioner Grider made a motion to approve the minutes from the May 20, 2025 regular meeting with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.
 - 3) **New Business:**
 - A. **Discussion and Consideration of Maintenance and Use of Fairgrounds Arenas:** Commissioner Parker stated Mr. Dominguez deep broke the indoor arena with the new rake and bigger tractor. He stated the surface is in good shape. Commissioner Parker stated that we will need additional staff to maintain the arenas and coordinate stall rentals and stall maintenance. He stated there is an app available that he and Ms. Kirk are looking into. He stated a full-time staff with a Thursday, Friday, Saturday, Sunday schedule would best suit the needs of those renting the fairgrounds. He stated the extra staff person would be a recurring expense that we would need to budget for, both this year and in the future. Commissioner Parker also addressed the safety issues that were brought up at the last meeting by the Little Wranglers board. They will provide any extra panels needed to expand the south end of the run for speed events. Mr. Levacy will provide the dirt work. No action was necessary.
 - B. **Discussion and Consideration of New Mexico Counties 88th Annual Conference the week of June 16-19, 2025 in Clovis, NM:** Ms. Orozco stated the conference will be held in Curry County, so no overnight stays will be necessary. She encouraged participation. She stated the road department will be participating in the equipment ROADEO at conference. She also noted the Thursday the 19th during the conference is a holiday. After some discussion, Commissioner Parker made a motion to postpone this item indefinitely with a second from Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.
- Public Hearing regarding FY 26 Preliminary Budget:** At 9:24 am, Commissioner Grider made a motion to go into public hearing for the purpose of discussing the FY 26 preliminary budget, with a second by Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Ms. Kirk presented the workbooks containing the requests from each department and office and asked that the commission consider adding the safety committee request for \$1,300.00 that was not included in the original request. Commissioners agreed that funding for the safety committee could be added in the maintenance department budget. Commissioner Parker asked Ms. Kirk, before getting too deep into budget discussions, he wanted to know the debt to revenue ratio. Ms. Kirk stated she did not have that number, and stated there are no exceptions to the June 1, 2025 deadline for the budget to be submitted to Department of Finance. Commissioner Parker asked what it would take to get the numbers he is looking for? Ms. Kirk stated she could bring back that information in an hour or so. At 9:28 Commissioner Parker made a motion to recess public hearing until Ms. Kirk could bring back the requested information., with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Grider made a motion to recess the meeting subject to the call of the chair, with a second by Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

The meeting was recessed at 9:28 am.

The meeting was reconvened at 12:30 pm, with Commissioner Dixon calling the meeting to order.

At 12:35 pm Commissioner Grider made a motion to resume public hearing, with a second by Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

Ms. Kirk provided a handout with the scheduled debt service payments, balances and amortization schedules. Ms. Kirk stated she pulled the information DFA, noting \$681,000.00 in debt payments budgeted for FY 26, with \$1,010,000.00 in projected GRT to cover those debt service obligations. Commissioner Dixon asked for the bottom-line number. Ms. Kirk showed the spreadsheet totals with \$1,900,000.00 more in budget requests than projected revenues. That did not account for investment income or capital outlay that we could receive. It was based on 96.5% of total property tax collection, projected. Commissioner Grider asked the total of reoccurring expenses. Ms. Kirk stated she was not sure, with so many different possible scenarios it varies widely. Adding 2 additional positions would add to the reoccurring expenses. It has not yet been determined if some of the


propose projects will have Industrial Revenue Bonds or PILT payments, or if they will come to fruition. Those are not included in the budget. At 1:55 pm Commissioner Parker left the room and joined the meeting by phone. After much discussion, the list of budget cuts includes taking \$100,000.00 out of detention equipment, taking \$2,000.00 out of building maintenance, Assessor will purchase vehicles out of their 499, giving 2 trucks to the Sheriff's office, the sheriff's Office will then give one vehicle to DWI Compliance. Two vehicles and the cost to upfit both for the Sheriff's Office totaling \$110,000.00 will be cut. One vehicle out of DWI, for \$35,000.00 will be cut. \$65,000.00 from GIS for a vehicle and upfitting for use by emergency manager/GIS coordinator will be cut. \$52,000.00 will be cut from software upgrades for County Manager including website upgrades, agenda prep, minute prep etc. \$40,000.00 will be cut from fairgrounds for towable bleachers. \$10,000.00 will be cut from fairgrounds for tables and chairs. \$10,000.00 will be added to rural fire and ambulance to support rural departments at \$7,500.00 per department. Ms. Kirk stated she would be able to cut the TKM contract at the end of December with a savings of about \$22,500 of the \$60,000.00 contract. Ms. Kirk stated she is also working with ENMU for some student internships which would help with IT, criminal justice, IPRA, etc. Those would be little or no cost to the county if an agreement with ENMU can be reached. After much discussion, and cutting, and adding in the two additional staff, one to road department and one to fairgrounds maintenance, at 3:19 pm Commissioner Criswell made a motion to adjourn public hearing with a second by Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

C. **Consideration of and request for Approval of the FY26 Preliminary Budget:** After making recommended cuts, adding the two positions and reaching a budget of approximately \$144,000.00 to the positive, Ms. Kirk requested approval of the FY-26 preliminary budget. Commissioner Grider made a motion to approve the FY-26 preliminary budget, with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

4) **Executive Session:** At 3:21 p.m. Commissioner Dixon made a motion to go into executive session with a second by Commissioner Grider stating only those items on the agenda will be discussed in the closed session. Commissioner Grider-Yes, Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Those present in the executive session included the 4 commissioners in the room, Commissioner Parker by phone, Ms. Kirk, Mr. Van Vleck and Ms. Orozco. At 3:42 p.m. Commissioner Grider made a motion to come out of executive session with a second by Commissioner Criswell. Commissioner Dixon stated only those items on the agenda were discussed in executive session. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Dixon also stated no action was taken in the executive session, and no action is needed as a result of the closed session, however Commissioner Dixon stated Ms. Kirk submitted a letter of resignation effective July 31, 2025.

5) **Adjourn:** The meeting was adjourned at 3:46 pm.

ATTEST:


Mandi M. Park
County Clerk



BOARD OF ROOSEVELT
COUNTY COMMISSIONERS


Tina Dixon
Commission Chair

