

Friday June 13, 2025
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in special business meeting on Friday June 13, 2025 at 2:00 p.m. in the County Commission Room with those present being: Commissioner Paul Grider, Commissioner Tina Dixon, Commissioner Malin Parker, Commissioner Fabian Munoz, County Manager Annette Kirk, Attorney Michael Garcia by zoom, Clerk Mandi Park, Finance Administrator Drew Patterson, Human Resources Coordinator Mary Orozco, Chief Deputy Assessor George Beggs, Treasurer Victoria Ramos, Chief Deputy Sheriff Bryan Holmes, DWI Prevention Coordinator Darla Reed, Special Projects Coordinator Carla Weems, and community members Kam Knight and Ursula Parker.

Call to Order – Commissioner Dixon at 2:00 p.m.

Invocation – Commissioner Munoz

Pledge – Commissioner Dixon

1) **Approval of Agenda:** Commissioner Criswell made a motion to approve the agenda with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

2) **Elected Officials/Department Heads Reports:**

Manager: Ms. Kirk provided a detailed report of her recent activities and a wrap-up of her duties. She presented the commission with the same in a handout, overviewing budget and finance, projects and facilities, programs and grant oversight, internal coordination and staffing, and intergovernmental and stakeholder engagement.

3) **New Business:**

A. **Discussion and Consideration of Fairgrounds:** Ms. Kirk met with Mr. Spinks, Mr. Nixon, and architects Bob and Dave regarding the issues with the construction at the fairgrounds. The contractor, Mr. Nixon will be held to the standard set by the original architect in the contract. NCA Architects will provide Nixon Construction with a final punch-list of work to be completed and items that need to be done or re-done. No action was required. Commissioner Criswell stated the arena was in good shape for the Little Wrangles event this weekend. He reported RV outlet and water issues, and reservations that would need to be resolved to accommodate bigger, multi-day events. He stated all the new roofs look good. Commissioner Parker asked how often the fairgrounds was utilized and stated we needed a schedule of usage/availability, that the public could see to plan/schedule events. Ms. Knight stated the ground was outstanding, and she has spoken with other event producers about getting into the arena. There is still the issue of a tractor, tractor driver, and drag and who is allowed to operate the available equipment. Ms. Kirk noted her concern that the tractor that is available is shared with the road department.

B. **Discussion and Consideration of the County Manager Job Description, Contract and Posting of the Position:** Ms. Orozco provided commissioners with a hard copy of the current job description and asked for review. Commissioner Parker requested changes to clarify elected officials and the staff in elected offices do not report to the county manager. Ms. Orozco made the requested changes. Commissioner Criswell made a motion to approve the county manager job description as amended, with a second by Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

4) **Resolutions-Ordinances-Proclamations:**

A. **Consideration of Resolution 2025-22 Budget Adjustment for 4th Quarter FY-25 Financial Reports Part I:** Ms. Kirk stated the resolution was necessary to bring all of the accounts into balance to finalize the 4th Quarter of FY 25 ending June 30, 2025. Commissioner Grider made a motion to adopt the resolution with a second by Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

5) **Contracts-Agreements-Procurements:**

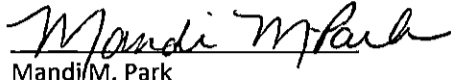
A. **Request for Approval of Professional Services Agreement for Mental Health Resources, Inc. for DWI/Compliance Program for a total of \$12,000.00 for the Contract Year of July 1, 2025 to June 30, 2026:** Ms. Reed requested the agreement be renewed stating the terms are the same as prior years. Commissioner Parker made a motion to approve the renewal of the contract with a second by Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

6) **Executive Session:** At 2:33 p.m. Commissioner Grider made a motion to go into executive session with a second by Commissioner Criswell. Commissioner Dixon stated 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 were Ms. Kirk, Mr. Garcia and the 5 commissioners. At 2:44 p.m. Ms. Kirk left the executive session. At 2:54 Mr. Patterson was asked to enter the executive session. At 3:19 p.m. Commissioner Grider made a motion to come out of executive session with a second by Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Dixon stated only those items on the agenda were discussed in executive session. She also stated no action was taken in the executive session, but action is necessary as a result of the executive session. Commissioner Dixon stated Ms. Kirk asked to be released from the remainder of her contract. Commissioner Dixon stated Mr. Patterson was willing to assume the role of Interim County Manager. Commissioner Munoz made a motion to release Ms. Kirk from further obligation to the county and to pay the remainder of the contract through the end of July, with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes,

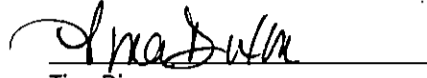
Commissioner Munoz-Yes. Commissioner Grider made a motion to appoint Mr. Patterson as the Interim County Manager effective Saturday June, 14, 2025, with a second by Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Ms. Orozco will post the position to hire a new County Manager in the coming weeks.

- 7) **Media Communication:** no media was present
- 8) **Adjourn:** The meeting was adjourned at 3:22 p.m.

ATTEST:


Mandi M. Park
County Clerk

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS


Tina Dixon
Commission Chair

