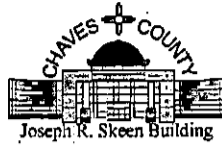




**CHAVES COUNTY
BOARD OF COUNTY COMMISSIONERS**

**Richard C. Taylor, Chairman
Michael J. Perry, Vice Chair**



**Dara Dana, Member
R. Cliff Waide, Member
Herbert "Hub" Corn, Member**

William B. Williams, County Manager

ADMINISTRATIVE MEETING MINUTES

THURSDAY, MAY 15, 2025

CHAVES COUNTY ADMINISTRATIVE CENTER – JOSEPH R SKEEN BUILDING

#1 ST. MARY'S PLACE, ROSWELL, NM 88203

CALL TO ORDER

County Manager Bill Williams called the meeting to order at 9:00 AM. Chairman Taylor was present by phone and asked if there was a quorum. County Clerk, Cindy Fuller, stated there were three (3) Commissioners present in the Chambers and one (1) was present by phone. Commissioner Taylor appointed Commissioner Dana as Chair Pro Tem and asked her to take over the meeting. Bill Williams stated that Commissioner Taylor and Commissioner Perry went to Washington, D.C., to lobby on behalf of funding. Commissioner Perry will return to Roswell on Sunday, but Commissioner Taylor's flight was delayed by weather, stranding him in Dallas this morning.

PLEDGE OF ALLEGIANCE

Commissioner Waide led the pledge, and Commissioner Dana led in prayer.

DETERMINATION OF QUORUM

Those present in the Commission Chambers were Commissioners Dana, Waide, and Corn. Commissioner Taylor was present by phone.

Also present were County Manager, Bill Williams, Public Services Director, Alex Palomino, County Attorney, Stan Riggs, Facility Maintenance Director, Scott Massey, Purchasing Director, Analicia Nieto, Road Supervisor, Joe West, IT Director, Andrew Rey, Chief Finance Officer, Anabel Barraza, County Clerk, Cindy Fuller, County Treasurer, Chanel Rey, Planning and Zoning Director, Louis Jaramillo, Sheriff, Mike Herrington, HR Director, Emma Dominguez, media, staff, and guests.

APPROVAL OF AGENDA

MOTION MADE TO: APPROVE THE AGENDA
MOTION MADE BY: COMMISSIONER WAIDE
SECOND MADE BY: COMMISSIONER CORN
IN FAVOR: COMMISSIONERS TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

APPROVAL OF MINUTES

MOTION MADE TO: APPROVE THE MEETING MINUTES FROM THE MEETINGS HELD ON APRIL 17, 2025, APRIL 22, 2025, AND MAY 8, 2025
MOTION MADE BY: COMMISSIONER WAIDE
SECOND MADE BY: COMMISSIONER CORN
IN FAVOR: COMMISSIONERS TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

PRESENTATIONS AND AGENCY UPDATES

ROSWELL-CHAVES COUNTY ECONOMIC DEVELOPMENT CORPORATION

Mike Espiritu, President and CEO

Mr. Espiritu thanked the Commission for their support. Next week is the pylon racing seminar, and we will have over 100 airplanes here. They will be flying Sunday through Friday for certification and accreditation with the FAA for the new course. The grandstands won't be ready as we had thought, but there will be temporary structures in place. They are holding a volunteer

event this Saturday from 4:00 – 6:00. The Amazon project is moving forward on the site at Sunset and Monksdale. The EDC is looking to bring more retail businesses to Chaves County. A marketing plan was completed and is heading to the International Council of Shopping Centers. He should have a report by July. They will be holding an event called “Celebrate Chaves County” on July 30, 2025, to celebrate our businesses, and awards will be given out.

CHAVES COUNTY COOPERATIVE EXTENSION OFFICE

Tamara Shubert, County Program Director, FCS/4-H Agent

Drew Garnett, Extension Ag. Agent

Katie Wright, Extension 4-H Agent

Ms. Wright gave an update on the state shooting sports results.

Ms. Shubert stated that summer is a very busy time for them. The Extension Club is holding a freeze-drying training on June 5th at 5:30. The NMSU President will be in on Tuesday, May 20, at 1:30. A brief update was given on the new Cooperative Extension building.

AGENDA ITEMS

A. PUBLIC HEARING

1. PUBLIC HEARING TO ACCEPT SUGGESTIONS AND IDEAS FOR PROJECT FOR FY 2027-2031 INFRASTRUCTURE CAPITAL IMPROVEMENTS PLAN (ICIP)

Presenter: Adriana Zapata, Project Specialist

As part of the State requirements for the Infrastructure Capital Improvement Plan (ICIP) planning process, Chaves County is required to hold a public hearing to gather community input, suggestions, and ideas for potential projects to be considered for inclusion in the County’s ICIP. The ICIP is a five-year planning tool that guides capital improvement priorities. Eligible projects involve the repair or replacement of existing infrastructure or the development of new infrastructure. Projects must have a minimum cost of \$25,000.00, have a life expectancy of at least 10 years, and provide a benefit to the community.

Chair Pro Tem Dana opened the public meeting for public comment.

COMMENTS:

Bill Williams, Chaves County Manager, stated that the purpose of the ICIP is for the Legislators to assist us, or other funding sources, to prioritize what the county’s needs are based on what the Commission wants them to do. Some of the projects include adult detention center security upgrades, courthouse roof replacement, the cultural plaza, courthouse HVAC electrical drives replacement, and several others. We have a lot of ongoing projects that will be in our community for 50 years or more.

2. PUBLIC HEARING – ORDINANCE O-117 FOR FRANCHISE AGREEMENT TO LEACO RURAL TELEPHONE COOPERATIVE INC.

Presenter: Alex Palomino, Public Services Director

Ordinance O-117 would authorize a non-exclusive franchise agreement with LEACO Rural Telephone Cooperative, Inc. for five (5) years to operate and maintain telecommunication lines and infrastructure throughout the County and to utilize County right-of-ways. Mr. Palomino also stated they are looking to amend the time frame from five (5) years to twenty (20) or twenty-five (25) years. This is a public hearing and was properly advertised in the Roswell Daily Record.

Chair Pro Tem Dana asked if there was anyone in favor of this who would like to speak.

LEACO representatives, Shane Reeves, Construction and Engineering Manager, and Megan Campos, Director of Business Development, were invited to explain the project.

<p>MOTION MADE TO: APPROVE ORDINANCE O-117 AS AMENDED TO TWENTY-FIVE (25) YEARS MOTION MADE BY: COMMISSIONER WAIDE SECOND MADE BY: COMMISSIONER CORN IN FAVOR: COMMISSIONERS: DANA, WAIDE, AND CORN OPPOSED: NONE</p>

*County Manager Bill Williams made a point of order that if there is anyone against this project, they should be allowed to speak. Chair Pro Tem Dana asked if there was anyone who wished to speak against this Ordinance. No one came forward.

AGREEMENT AND RESOLUTIONS

3. APPROVE AN AWARD RECOMMENDATION AND AGREEMENT A-25-014 FOR RFP-25-04 LEGAL SERVICES TO STAN L. RIGGS

Presenter: Analia Nieto, Purchasing Director

Chaves County issued a request for proposals for Legal Services. The advertisement was issued in the Roswell Daily Record and Albuquerque Journal. Proposals came due April 15, 2025. Chaves County received one proposal, from Stan L. Riggs. Staff reviewed the proposal for compliance, and the evaluation committee reviewed the proposal against evaluation factors to include experience with the NM Local Public Body law, professional qualifications, and capability to perform contract requirements. The evaluation committee recommends approval of award and approval of agreement A-25-014 to Stan L. Riggs for a monthly amount of \$9,375.00 plus GRT. The agreement term begins July 1, 2025, through June 30, 2026, with the option to auto-renew for an additional 3 years, not to exceed June 30, 2029. Staff recommends approval.

MOTION MADE TO: APPROVE AGREEMENT A-25-014
MOTION MADE BY: COMMISSIONER CORN
SECOND MADE BY: COMMISSIONER WAIDE
IN FAVOR: COMMISSIONERS: TAYLOR, WAIDE, AND CORN
OPPOSED: NONE
RECUSED: COMMISSIONER DANA

4. AGREEMENT A-25-015 BETWEEN CHAVES COUNTY AND THE STATE OF NEW MEXICO, DFA/LOCAL GOVERNMENT DIVISION FOR DWI LOCAL GRANT FY26

Presenter: Elly Hollon, DWI Coordinator

The Chaves County DWI program was awarded \$75,000.00 in local DWI grant funds for fiscal year 2026. This funding will be utilized to fund a full-time treatment provider, a full-time treatment provider for Spanish-only clients, and an alternative sentencing program. The term of the Agreement will start on July 1, 2025, and will extend to June 30, 2026. Staff recommends approval.

MOTION MADE TO: APPROVE AGREEMENT A-25-015
MOTION MADE BY: COMMISSIONER CORN
SECOND MADE BY: COMMISSIONER WAIDE
IN FAVOR: COMMISSIONERS TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

5. RESOLUTION R-25-016 AUTHORIZING THE PURCHASE OF REAL PROPERTY AND APPROVING THE EXECUTION OF DOCUMENTS BY CHAIRMAN TAYLOR

Presenter: Bill Williams, Chaves County Manager

Chaves County would like to acquire a parcel of land adjacent to the new Public Health Department. This is the only parcel in Block 3, Lot 5, which is not owned by Chaves County. The owner wishes to sell the parcel to Chaves County for the sum of \$18,000.00. The legal description is: Fruitland Subdivision, Block 3, Lot 5, W 150', S 200'

Additionally, it is requested that Chairman Taylor be authorized to execute any documents on behalf of the Board of Commissioners. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-25-016
MOTION MADE BY: COMMISSIONER CORN
SECOND MADE BY: COMMISSIONER WAIDE
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

6. RESOLUTION R-25-017 IMPOSING THE NON-PROHIBITIVE LICENSE TAX ON STATE LIQUOR LICENSE HOLDERS

Presenter: Bill Williams, Chaves County Manager

This Resolution would impose the non-prohibitive license tax on the persons holding state licenses under the Liquor Control Act as distributors of alcohol within Chaves County. The annual tax, per Section 7-24-2, NMSA 1978, shall not exceed \$250.00 per license. The Chaves County Board of Commissioners is empowered to impose this tax by resolution on or before the first day of June of each year. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-25-017
MOTION MADE BY: COMMISSIONER WAIDE
SECOND MADE BY: COMMISSIONER CORN
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

7. RESOLUTION R-25-018 CHAVES COUNTY ANNUAL ROAD HEARING APPLICATION DISPOSITION

Presenter: Alex Palomino, Public Services Director

For the 2025 Road Applications received on February 3rd: The Freeholders have completed their report to the Commission, the Commission held a public hearing, and the roads were viewed by the Commission. The Resolution before the Commission requests the disposition of the two (2) new road requests and one (1) road vacation request. The road vacation request takes effect immediately. All applicants will be notified of the action taken by the Commission today.

APPLICATION NO. 2 AND NO. 8 – OSAGE ROAD (Lansing Rd. to Dover Rd.)
NEW ROAD REQUEST

MOTION MADE TO: APPROVE APPLICATIONS NO. 2 AND NO. 8 – OSAGE ROAD
MOTION MADE BY: COMMISSIONER CORN
SECOND MADE BY: COMMISSIONER WAIDE
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

APPLICATION NO. 3 – PIONEER ST. - VACATION

MOTION MADE TO: APPROVE APPLICATION NO. 3 – PIONEER ST.
MOTION MADE BY: COMMISSIONER WAIDE
SECOND MADE BY: COMMISSIONER CORN
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

APPLICATION NO. 4, NO. 5, AND NO. 6 – BRONCO ROAD – NEW ROAD REQUEST

MOTION MADE TO: APPROVE APPLICATIONS NO. 4, NO. 5, AND NO. 6 – BRONCO RD.
MOTION MADE BY: COMMISSIONER CORN
SECOND MADE BY: COMMISSIONER WAIDE
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

MOTION MADE TO: APPROVE RESOLUTION R-25-018 WITH APPROVAL OF APPLICATIONS NO. 2 AND 8 ON THE NEW ROAD, APPLICATIONS NO. 4, 5, AND 6 ON NEW ROAD REQUESTS, AND APPLICATION NO. 3 VACATION.
MOTION MADE BY: COMMISSIONER WAIDE
SECOND MADE BY: COMMISSIONER CORN
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

8. RESOLUTION R-25-019 APPROVAL OF INTERIM BUDGET FY 2025-2026

Presenter: Anabel Barraza, Chief Finance Director

The Finance committee and staff have reviewed the departmental budget requests with elected officials and department heads. An interim budget was then submitted to the Board of County Commissioners at a workshop on Thursday, May 8th, and the budget document was amended and is being presented in its revised form. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-25-019
MOTION MADE BY: COMMISSIONER WAIDE
SECOND MADE BY: COMMISSIONER CORN
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

9. RESOLUTION R-25-020 BUDGET ADJUSTMENT FOR FY 2025

Presenter: Anabel Barraza, Chief Finance Director

The Finance Department is requesting a budget adjustment for the line items outlined in Exhibit A. These adjustments account for three (3) grants expended by the Clerk’s Office, IPRA fees collected, and vehicle and equipment purchases for the Road, Safety, Public Services and Detention Center Departments. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-25-020
MOTION MADE BY: COMMISSIONER CORN
SECOND MADE BY: COMMISSIONER WAIDE
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

10. RESOLUTION R-25-021 AUTHORIZING CHAVES COUNTY TO “PICK UP” PERA EMPLOYEE CONTRIBUTION RATE INCREASE

Presenter: Emma Dominguez, HR Director

Resolution R-25-021 proposes that Chaves County “pick up” the .50% PERA contribution rate increase for employees as requested for approval in the interim budget for fiscal year 2025-2026 today, May 15, 2025. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-25-021
MOTION MADE BY: COMMISSIONER CORN
SECOND MADE BY: COMMISSIONER WAIDE
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

OTHER BUSINESS

11. VACANCY ON THE ROSWELL-CHAVES COUNTY EXTRATERRITORIAL ZONING COMMISSION

Presenter: Louis Jaramillo, Planning and Zoning Director

As you may know, our Roswell-Chaves County ETZ Chairman, Royce “Pancho” Maples, passed away on May 1, 2025. Mr. Maples represented Chaves County on the ETZ Commission for more than 14 years and was recently re-appointed in August for a term of one year. His knowledge, experience and insight will be greatly missed by the Staff and the Commission. Per NMSA 3-21-3 and the Roswell-Chaves County ETZ Ordinance #80-1, the Board appoints three County residents who live in the ETZ District to the Commission every year. The ETZ District is the approximate two-mile radius area that surrounds the City of Roswell. Planning staff will be taking nominees through May. Nominees must live in the ETZ District and be able to attend morning meetings on the third Tuesday of the month. Mr. Jaramillo will bring this back to the Commission in June.

12. RATIFICATION OF REQUEST FOR OUT-OF-STATE TRAVEL FOR MIDWAY VOLUNTEER FIRE DEPARTMENT

Presenter: Alex Palomino, Public Services Director

Fire Services is requesting ratification of out-of-state travel for up to four members of the Midway Volunteer Fire Department (VFD). The request did not make it in time for the April agenda for the commission meeting, as all details and personnel commitment was not in on time. Since we have learned that three (3) members of the Midway (VFD) went to Flower Branch, Georgia, to the Makita Experience May 7-9. This was an all-expense-paid trip on behalf of Makita and Siddons-Martin Emergency Group.

MOTION MADE TO: RATIFY THE TRAVEL REQUEST FOR THE MIDWAY VOLUNTEER FIRE DEPARTMENT MEMEBERS TO GEORGIA
MOTION MADE BY: COMMISSIONER WAIDE
SECOND MADE BY: COMMISSIONER CORN
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN
OPPOSED: NONE

*10:17 am – Commissioner Taylor signed off from the meeting

APPROVAL OF CHECKS

MOTION MADE TO: APPROVE CHECKS IN THE AMOUNT OF \$3,278,248.39
MOTION MADE BY: COMMISSIONER WAIDE
SECOND MADE BY: COMMISSIONER CORN
IN FAVOR: COMMISSIONERS: DANA, WAIDE, AND CORN
OPPOSED: NONE

APPROVAL OF REPORTS

MOTION MADE TO: APPROVE REPORTS
MOTION MADE BY: COMMISSIONER CORN
SECOND MADE BY: COMMISSIONER WAIDE
IN FAVOR: COMMISSIONERS: DANA, WAIDE, AND CORN
OPPOSED: NONE

UNSCHEDULED COMMUNICATIONS ARE LIMITED TO THREE MINUTES PER VISITOR NOT TO EXCEED 15 MINUTES. NO FORMAL ACTION WILL BE TAKEN BY THE COMMISSION.

Barbara Gomez – 2514 N. Grand – MainStreet Roswell

Ms. Gomez thanked the Commissioners for allowing her to speak last week to request funding. They did not receive funding this time, but they do appreciate the Commission and their time. She gave an update on upcoming events. The UFO Festival will be July 3-6. The 2026 Chevrolet Corvette is coming out with a new color called Roswell Green Metallic, named after the 1947 Roswell Incident. They will also have the Ghostbusters’ car at this year's UFO Festival. A Roswell planning meeting will be held today at the Library.

Rita Kane Doerhoeffer – very narrow, unstriped, Chicago Cubs mailbox, Mark Road

Ms. Doerhoeffer gave updates on Keep Chaves County Beautiful. They do a lot for this community, but couldn’t do it without the help of all of you up there and the staff. The trees on the Courthouse lawn planted in honor of Jim Gill will be dedicated soon. Ray cleaned up the walking trail for its dedication, and the VFW was there planting trees. They have written a grant. They have new signage. She has a trash cleanup on Saturday at the State Fairgrounds.

Online comments: Augustine Garcia

Andrew Rey, Chaves County IT Director, read the comments from Mr. Garcia.

COMMISSIONERS’ COMMUNICATIONS

COMMISSIONER WAIDE

Commissioner Waide stated it would be nice if they would bring one of the 26 Corvettes down for us to see and maybe have a raffle or giveaway. He thanked all the County staff for everything they do and stated that they really do appreciate everyone and how they make it so much easier on them.

He was visiting with some of Joe's Road Department guys this morning and they are getting a lot of compliments now.

COMMISSIONER CORN

Commissioner Corn thanked the County Sheriff's Department and First Responders. Their job is pretty tough. On Thursday of last week, he was cutting hay and saw a truck go by like they were going to a fire, then he saw another one, and another one, then he saw firetrucks go by, and then the lifeflight helicopter. He hopes everybody was alright on that call, you guys have a tough job. He stated the staff is doing a great job.

COUNTY MANAGER'S COMMUNICATIONS

Bill Williams stated he is wondering if Mike Espiritu is going to buy the first Corvette and donate it to the County. It's exciting that there will be dedications in honor of Jim Gill at the Courthouse. The Gill Family, and Jim in particular, has been a godsend to our community. He lived his whole life here and did a lot of good for a lot of people. A photo was shown of Commissioner Perry in Washington, D.C. at the Department of Agriculture. He thanked Commissioner Perry and Taylor for the work that they've done for us this week with their lobbying efforts. Next week is the Western Interstate Region National Association of Counties, and Commissioner Waide will be attending, as well as Commissioner Perry. This will be held in South Dakota. He thanked all the departments for the wonderful work they did on the budget.

He reminded everyone that at noon today they are having a dedication of the Chaves County walking trail. He thanked Keep Chaves County Beautiful for their contribution, even though they were an unpaid partner in this. They helped figure out a lot of the plantings. They have invited the architect and hope we have a nice turnout. It's nice that the Chaves County Commission has decided to do something like this on the south end of town. A lot of times, people see everything happening up north or downtown, and people have reached out over the last couple of years about how thankful they are to have a community project on the south end of town. He thanked Commissioner Dana for helping them out today and stated that her leadership is never lacking.

COMMISSIONER DANA

Commissioner Dana thanked Bill for saying those things about the walking path. She stated she has been receiving calls from constituents who live around the walking path, and they have thanked us for putting in this path because they notice that everything goes up north. It's nice to see the improvements here in their neighborhoods. She appreciates everything that the staff and Commissioners have done because it is noticed. She thanked the County Road Department for everything they are doing. She knows people are running out of patience and keep hearing about the flooding and FEMA but it is a long process. There are a lot of exciting things, UFO Festival, Reno Air Races, a lot of people coming into town for the summer season. We'll have the Farmers Market. She thanked Rita for protecting the Chaves County lawn. We want to make sure it is preserved for generations to come.

SIGNATURE OF DOCUMENTS

The meeting was adjourned at 10:42 am.



Cindy Fuller
Cindy Fuller, County Clerk

BOARD OF CHAVES COUNTY COMMISSIONERS

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Richard C. Taylor, Chairman

Michael J. Perry
Michael J. Perry, Vice-Chairman

Dara Dana
Dara Dana, Member

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Herbert 'Hub' Corn
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