

AGENDA
ROOSEVELT COUNTY BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING
Tuesday, Jan. 7, 2025 9:00 a.m.
Roosevelt County Courthouse
Commission Room
109 E. First St.
Portales, NM 88130



Call Meeting to Order
Invocation
Pledge of Allegiance
Salute to the Flag of New Mexico

1. Elect Chair for 2025:

2. Elect Vice-Chair for 2025:

3. Approval of Agenda:

4. Approval of Minutes:

Approve Minutes of Dec. 23, 2024 special meeting minutes

5. Approval of Accounts Payable and Payroll:

Payroll from Oct. 1, 2024 through Dec. 31, 2024

Accounts Payable from Oct. 1, 2024 through Oct. 31, 2024

6. Informational Items:

Presentation on Constituent Services for Ben Ray Lujan Office – Constance Williams

Discussion on usage of Roosevelt County Fair Grounds – Commissioner Parker, Kam Knight, Amber Workheiser

7. Public Requests:

At the Discretion of the Commission Chair. For information only (**No Action Can Be Taken**). All public comments will follow the 2023-02 Public Participation Resolution, and is limited to three (3) minutes.

8. Elected Officials/Department Heads Reports:

Treasurer – Victoria Ramos

Assessor – Stevin Floyd

Clerks – Mandi Park

Detention –Shayla Ramsey

Presentation of FY25 2nd Quarter Restrictive Housing Report

Road –Juan Dominguez

Manager – Annette Kirk

Commissioners

9. Old Business:

a. Commissioners annual report of Detention Center inspect on December 17th, 2024 - Commissioners

10. New Business:

The Commission may take action on any item listed.

- a. Request for Approval to add both Chairman and Vice-Chairman as Authorized Signatory Officials for Bank Accounts with JP Stone Community Bank, with Authorization to Sign Checks or Orders for the Payment of Money, Withdraw or Transfer Funds on Deposits with Financial Institution. If Financial Institution Accepts this Power with a Multiple Signature Limitation, Domestic Government Unit Agrees to Waive a Multiple Signature Requirement for Any Withdraw in a Format that Does Not Allow Financial Institution an Opportunity to Examine Signatures and Number of Signatures Required: Two –Victoria Ramos
- b. Discussion and Possible Action to Approve 2025 Roosevelt County Committee Assignments – Annette Kirk/Commissioners
- c. Discussion of Changing Commission Meeting Times – Annette Kirk/Commissioners

- d. Discussion and Consideration of Contract with TKM, LLC for professional services to assist the County with all Financial Services for FY25 – Joe Ortiz/Daniel Trujillo/Annette Kirk
- e. Discussion of Insurance Premiums and Deductible amounts for 2025

11. Resolutions – Ordinances – Proclamations:

- a. Consideration of Resolution 2025-01 Compliance with New Mexico Open Meetings Act – Annette Kirk
- b. Consideration of Resolution 2025-02 Public Participation at Roosevelt County Commission Meetings – Annette Kirk
- c. Consideration of Resolution 2025-03 Delegation of Authority to the County Manager for Disbursement of Vendor Checks – Annette Kirk
- d. Consideration of Resolution 2025-04 Delegation of Authority to the County Manager to Enter into Certain Contracts and Settlement Agreements – Annette Kirk
- e. Discussion and Consideration of Resolution 2025-05 Establishing a Fee Schedule for Public Use of the Roosevelt County Fairgrounds/Facilities – Annette Kirk
- f. Discussion and Consideration of Ordinance 2021-01 Relating to the Promotion of the Ethical Conduct of Public Officials within Roosevelt County and Addressing Interference by County Commissioners or Other Elected Officials – Commissioner Parker

12. Contracts – Agreements - Procurements:

- a. Request for Approval of FY25 EMS Fund Act Application for Arch Volunteer Fire Department – Hugh Frank
- b. Consideration and Request for Approval of the contract with TKM, LLC for Professional Services – Annette Kirk
- c. Request for Approval of the 48 month contract with TimeClock Plus for Annual License and Services – Annette Kirk

13. Media Communication

- 14. Executive Session:** Pursuant to 10-15-1 N.M.S.A. (1978) H (2) attorney-client privileged information pertaining to threatened or pending litigation, and/or limited personnel matters pertaining to the County Manager, as needed. Any further action necessary as a result of the closed executive session

15. Adjourn.

**NEXT REGULAR COMMISSION MEETING --- Tuesday, February 4, 2025 at 9:00 a.m.
Roosevelt County Courthouse Commission Room**

This is to certify that a copy of this agenda was emailed to local and regional media outlets, a copy was provided to the County Clerk's Office, and posted on the Roosevelt County website www.rooseveltcountry.com by Friday, Jan. 3, 2025 by 5:00 p.m.

Annette Kirk

Annette Kirk, County Manager

Members of the public unable to attend the meeting in person can view the meeting live on YouTube <https://www.youtube.com/channel/UC1bHckYttNQnmm6ymJhWaXQ> and a recording of the meeting will be saved as a public video and linked from the County's website following the public meeting.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact ADA Coordinator Johnny Montiel at 575.359.2869 at least one (1) day prior to the meeting or as soon as possible.