

**CITY OF ALAMOGORDO, NEW MEXICO
CITY COMMISSION REGULAR MEETING MINUTES
6:30 PM, DONALD E. CARROLL COMMISSION CHAMBERS
October 14, 2025**

**SUSAN PAYNE, MAYOR
SHARON MCDONALD, MAYOR PRO-TEM
CRYSTAL GUTHRIE, COMMISSIONER
STEPHEN BURNETT, COMMISSIONER
WARREN ROBINSON, COMMISSIONER**

**JOSHUA RARDIN, COMMISSIONER
MARK TAPLEY, COMMISSIONER
STEPHANIE HERNANDEZ, ACTING CITY
MANAGER
DARRELL MORI, CITY ATTORNEY
RACHEL HUGHS, CITY CLERK**

CALL TO ORDER & ROLL CALL

Mayor Payne called the meeting to order at 6:30 PM. Roll Call was taken by the City Clerk. City Clerk Hughs announced there was a quorum present.

INVOCATION & PLEDGE OF ALLEGIANCE

The Invocation was given by Commissioner Robinson, and the Pledge of Allegiance was led by Commissioner Burnett.

APPROVAL OF AGENDA

Mayor Pro-Tem McDonald moved to approve.
Commissioner Robinson seconded the motion.
Motion Passed with a vote of 7 - 0 - 0.

PRESENTATIONS

1. Presentation of the Domestic Violence Month Proclamation. (Susan Payne, Mayor)

Mayor Payne proclaimed the month of October 2025 as "Domestic Violence Awareness Month" in Alamogordo and urged all citizens to actively participate in the domestic violence awareness events sponsored by the Center of Protective Environment (COPE) throughout the month of October 2025. She presented the proclamation to Veronica Gutierrez, the Executive Director of COPE.

PUBLIC COMMENT

Shelley Dowhanik-Baron said Extreme Amplitude is a gym facility that offers programming from mom and tots to adults. They have programs for gymnastics, tumbling, cheer, and even a program for boys and a gym for adults. The coaches are passionate. I understand they have approached the City for a partnership to access LEDA funding. They are currently in the Granada Center, which is an old facility. They have problems with the building. They are hoping to partner to move to a new facility.

Echo Johnson said she was the owner of Extreme Amplitude. I submitted my LEDA application in July. We opened in August 2018. Since then, we have had over three thousand students, two thousand families, and over one hundred employees walk through our doors. We currently have two hundred and ninety students enrolled and eighty on the waitlist. Our biggest accomplishments are the mental health empowerment and the safe place we have created for all ages. We know we have prevented at least four youth suicides because of the safe and encouraging environment we created. If we receive LEDA funds, we want to be able to purchase or build a larger building. There have been many struggles with the Granada Shopping Center, including a leaky roof, shifting foundation, and plumbing issues. Students have also kicked overhead water pipes and touched support structures, which is not safe and demonstrates the physical limits of our current location. A larger and newer facility would allow us to train athletes to higher levels and add new programs. We could also host competitions for gymnastics and jams for break dancing, which would increase the local tourism industry. With the additional programs, we anticipate hiring at least ten new employees.

CITY MANAGER'S REPORT

Acting City Manager Hernandez made the following remarks:

1. The October 28th Regular Commission Meeting will begin at 5:00 p.m. The two head-hunting firms are coming in, and that will allow you time to go into Executive Session to speak to them separately.
2. Wednesday is the New Mexico MainStreet Conference. Everyone here should have received an invitation to the

after-hours party at the Zoo. There will be catering, presentations, and awards.

3. At the last meeting, Mayor Payne asked the Chamber of Commerce to present what they have been doing over the past year. Unfortunately, things did not fall into place for them to present at this time. They sent a thirteen-page report, which I sent earlier this morning at 10:00 AM. I did not receive it in time for it to be put on the Agenda. I promised them I would hit on some key accomplishments. They did Project Rise, which we made a resolution for. They hosted the 2024 Growing Leaders Conference featuring Dr. Tim Elmore. They launched a business class series in 2025 to strengthen local entrepreneurs. They sponsored Small Business Saturday. They created membership benefits like digital billboards and loyalty cards. They co-produced marketing tools like the promotional videos for Alameda Park and Bonito Lake. They lead in tourism marketing through the Alamogordo 360 virtual tour, which has received twenty-three thousand views since July 2024. They did the DOD Housing Study in June, the Metropolitan Rehabilitation Tax Abatement Program, and the Under LLC Project, which is an anticipated \$45,000,000 to \$50,000,000 private investment launching in 2026. The Military Affairs Committee was reactivated. The Five & Thrive Guide connects community families to local services. There have been ongoing branding and beautification initiatives in partnership with the City, and the Gateway Freedom Monument and the F4 Open House are advancing through collaboration.

REMARKS AND INQUIRIES BY THE CITY COMMISSION

Mayor Payne said she visited Miss Landry's three third-grade classes at Sunset Hills. I was invited there to listen to kids' suggestions on how to make playgrounds safer. I received sixty-five letters, of which I picked a few for the students to read here tonight. Student Genevieve said pads could be put on the floor for when we fall on the ground on the swing. Another idea is a slide. Student Hadley said an idea is to separate the monkey bars from the equipment because kids can always get hit. Also, why does the exercise spiny thing go so fast? Kids always get hit on it or when using it. Student Josiah said we could add more sand and less concrete. Also, lowering the monkey bars would make the playground safer. Mayor Payne said another letter from Student Zayden gave the idea to make the ground rubber, so when kids fall, they do not get splinters. Another idea is to make the playground metal, so you do not get splinters.

Mayor Payne said she went over the report from the Chamber of Commerce and found it to be disingenuous because the Chamber did not do all of this by itself. They mention MainGate, which isn't a thing anymore. I called Kevin Cardoza at PNM because I was confused about this Underline, and Mr. Cardoza said the last he heard from them was in May. What they wanted from PNM was to use their poles, but he did not feel that was something the Chamber of Commerce was a big part of. Underline LLC says it is working on licensure in the state of Arizona to partner with PNM. The thing here that bothers me the most is the Five & Thrive Guide. That has nothing to do with anyone at the Chamber but Danielle. She has spent countless hours on that. Regarding Project Rise, I believe there is a nonprofit set up that is not them. With Operation Homefront, they were nothing more than a drop-off point. Under ongoing strategic engagement, fiscal agent support was provided for the district four cleanup, which was actually the district five cleanup. It says here that there is a net gain of sixty-eight members in nearly the last three years. They say one hundred and thirty-six joined, but there were only thirty ribbon cuttings. It would have been nice if they had been here to answer some questions, so I could have gotten clarification. We give the Chamber of Commerce \$50,000 to bring in businesses.

Commissioner Robinson said he would like to see the MainStreet updates highlighted somewhere. I do not think a website is enough. Mayor Payne said it is on social media. Mayor Payne said she agreed that we need to get the word out.

Commissioner Guthrie asked for an update on the timeline for Oregon Avenue. Senior Project Manager Boyle said the updated timeline, if the change order is approved, is March 15th. Commissioner Guthrie asked if that was for the entire thing. He said it is for Phase One, which is up to 10th Street. Phase Two is for 10th Street south.

Commissioner Burnett asked how the Zoo was coming along. Senior Project Manager Boyle said good. Commissioner Burnett asked where we were with the bear enclosure. Senior Project Manager Boyle said it is under review with the Zoo Manager and her Director. They are reviewing the proposal to ensure everything is where they want it to be. Once I get their approval, I will be able to get it into design. The zoo wall has moved up to the monkey exhibit. Commissioner Burnett asked how the netting was going. Senior Project Manager Boyle said hopefully that will be going out for advertisement on Saturday. Commissioner Burnett asked about the drain from the pond. Senior Project Manager Boyle said the sewer and storm drain are on the agenda to go out soon. I need to separate these projects because it's just me. I do not want to throw everything into one week. I am keeping it organized by separating

them so I can focus on them. Acting City Manager Hernandez said with the storm drain, we are going to wait until we are open on MainStreet.

Commissioner Guthrie asked where the Juniper Study was. Acting City Manager Hernandez said they had the traffic counts out there for two weeks. I have not received a report on that. I will follow up with Public Works Director Vargas.

CONSENT AGENDA

2. Approve the minutes for the Regular Commission meeting on September 23, 2025. (Rachel Hughs, City Clerk)

3. Consider, and act upon, Ordinance 1717 for final publication, approving a loan agreement in the amount of \$12,000,000 with the Drinking Water State Revolving Loan Fund for the construction of approximately 6.5 miles dedicated transmission water pipeline from Snake Tank Well 5. (Evelyn Huff, Finance Director) (Roll Call Vote Required)

4. Consider, and act upon, Resolution 2025-32 requesting approval of the First Amendment to Transportation Project Fund Grant Agreement, from the New Mexico Department of Transportation, Transportation Project Fund, for a change in project scope for the 10th Street Concrete Box Culvert project. (Debbie Osborne, Grant Coordinator) (Roll Call Vote Required)

5. Consider, and act upon, approval of Change Order 2, in the amount of \$204,464.54, excluding NMGR, to La Luz Dirt and Paving, to add additional concrete work, and Sewer tie-ins for the new Natatorium all within the scope of work. (Justen Boyle, Senior Project Manager)

Mayor Pro-Tem McDonald moved to approve.
Commissioner Guthrie seconded the motion.
Motion Passed with a vote of 7 - 0 - 0.

ITEMS REMOVED FROM CONSENT AGENDA

None.

NEW BUSINESS

6. Consider, and act upon, Resolution 2025-31 Authorizing the method of destruction of requested public records through the NextRequest portal to be by automatic deletion. (Rachel Hughs, City Clerk) (Roll Call Vote Required)

City Clerk Hughs said I currently bring all records in my custody to the Commission for approval of destruction by bonded shredding once the retention period is up. This is a request to have public records requests made through the online portal automatically deleted after the retention period is over, which right now is one year after the file is closed. I ask that you approve the resolution for efficient record maintenance. Mayor Payne asked which records are being deleted. City Clerk Hughs said she was talking about the electronic copies that are sent through NextRequest. Acting City Manager Hernandez said the original record itself is not being deleted. We keep those according to the retention schedule. City Clerk Hughs gave stats. For the last thirty days, we have received seventy-six requests, fifty-seven of which were for records for the Alamogordo Police Department. Of those, twenty-eight were for body-worn cameras. Thirty were commercial requests. Three were for emails. One was for the City Commission. We have closed sixty-five requests. We completed a request we had been working on since May 2nd, where we provided over 18,000 emails. Four of us worked on that request, and we put over eighty hours on it.

7. Provide guidance for allocating the remaining fund balance in LEDA Fund 105. (Stephanie Hernandez, Acting City Manager)

Acting City Manager Hernandez said this item was previously tabled, but it has more information for you to review now, including the three requests we have received. We are at \$1,900,000, and I would like to know how the

Commission would like to allocate that. What are the Commission's priorities? I need direction as to how you want to do that. I did the analysis on Extreme Amplitude. Those are for part-time positions, which affects the amount.

Commissioner Burnett asked what Patriot Pointe wanted the money for. Is that for the sidewalks and aprons? Acting City Manager Hernandez said yes sir. Commissioner Rardin asked how that created jobs. Acting City Manager Hernandez said it does not. If the County does the Metropolitan Rehab Act, and City Attorney Mori and County Attorney Nichols have spoken about this, then they believe this would qualify. City Attorney Mori said in the ordinance for the LEDA funds, there is a carve-out specifically for a metropolitan redevelopment area. That is the only way it came in. Commissioner Rardin said the money is typically paid back through job creation. How do we guarantee payback? City Attorney Mori said we would have to go through the same process that a larger project would go through. The MRA is for a single parcel, making it that much more difficult to make those kinds of calculations. It has the potential to be designed as MRA, so we brought it to the Commission to let you know. It is technically acceptable in our ordinances. Acting City Manager Hernandez said there is also a mention of whether another benefit to the community can be shown. Their other benefit would be providing housing. It is the Commission's decision. Mayor Payne said they told us they are not going to use local contractors. Commissioner Rardin said, given the size of the contract, there is no one large enough in Alamogordo to do it, so I understand that. Same with the suppliers. So, if the Commission gives direction to split this up, how will we get our payback? Acting City Manager Hernandez said it would be quantified in how many units, baseline rent, etc. There is GRT on that. Commissioner Robinson said so we basically get paid back in quality of life. Commissioner Rardin said the ordinance states the intent is to create jobs. Acting City Manager Hernandez said this ordinance was made so long ago, and it somewhat contradicts itself. I do not disagree with you, but there is wiggle room. Some attorneys have looked at it for other people, and they feel they qualify. Commissioner Rardin said if we say that putting housing in the community is the benefit, are we saying that all other builders in the community qualify for LEDA? Acting City Manager Hernandez asked if the Commission wanted to entertain using it for housing or for different types of businesses. Do you prefer a type of business? Commissioner Guthrie said we are already doing stuff for housing. I think LEDA is for job creation. I would like to see the remaining balance go to Extreme Amplitude. Acting City Manager Hernandez said the balance for Extreme Amplitude was \$460,000. Commissioner Guthrie asked if those were firm numbers. The building will be more than that. Acting City Manager Hernandez said it has to be paid back in job creation. Commissioner Burnett said I looked at White Sands Theater and their job creation and payroll. Extreme Amplitude will be double that, but White Sands Theater got \$1,000,000. Acting City Manager Hernandez said she would have to go back and review that. We did a job analysis on Rad Retrocade and the White Sands Theater. Commissioner Burnett said the Theater only had one full-time employee, with the possibility of up to five employees. Acting City Manager Hernandez said it was more than that. Commissioner Burnett said that by year five, they may have seven total employees. Commissioner Guthrie said so, based on your numbers, we should only use a certain amount. If it were at our discretion, we could choose to use more if we decide to. Acting City Manager Hernandez said that was the Commission's job. Commissioner Rardin said GRIP may be better for two of these. Commissioner Burnett asked who built the Albertson's when the City used GRIP. Acting City Manager Hernandez said that it may have been Kurt Falls Corporation. Commissioner Guthrie said they were out of town. Acting City Manager Hernandez said they would give us all their receipts, and then we would look at where they spent them. Just because they give receipts does not necessarily mean they will receive reimbursement for it. What they got reimbursed for was only what they used locally. Commissioner Guthrie said it would be the same for the other two housing. Commissioner Rardin said LEDA needs to be geared towards job creation. My biggest issue is what jobs are the two apartment complexes creating? As soon as the construction jobs are done, they go away. I do not believe we will get our payback in the time period they are here for. City Attorney Mori said that is the exact guidance we want from the Commission. That way, when we receive applications, we know how to proceed. Commissioner Burnett said he would not be voting on this if we awarded to Xtreme Amplitude because she is my sister-in-law, but he agreed with Commissioner Guthrie. Commissioner Guthrie asked Echo Johnson to speak regarding some questions. How much are you going to need for the new building? Mrs. Johnson said since submitting my application, we put in an offer on a building that suits all of our needs. I spoke with White Sands Construction regarding how much I was going to ask for. The size of the building we would need is \$4,000,000. The United American Moving Building has become available, and we put in an offer for \$1,800,000. If we got \$1,900,000, that would allow us to build that building and allow us to do the buildout we would need. The United American Moving Building is on the way out to Holloman Air Force Base, on the north side. The main portion of that building is seventeen thousand square feet with thirty-foot ceilings, which is more than big enough to keep our kids safe and allow us to grow. The additional \$100,000 would allow us to put in a fire suppression system if the City deems that necessary. We spoke with the Fire Department about that, but have not received a clear answer.

Mayor Payne asked if we were talking about Extreme Amplitude's application specifically tonight, or just LEDA in general. We are not acting on anything; you just want guidance. Acting City Manager Hernandez said correct. Mayor Payne asked how much Extreme Amplitude was asking for. Mrs. Johnson said she originally asked for \$3,000,000, which is what was available at the time. The United American Moving Building was not an option at that time. To build something of the size we needed would cost \$4,000,000. Mayor Payne asked if she had any intention of getting a loan. Mrs. Johnson said not at this point. We currently do not have any loans, but we are in a position where we can get them. The loans I would get are for equipment to add to our new programs. Mayor Payne said she could not think of a single time in the last ten years that the Commission has approved that much. \$1,000,000 yes, but never almost \$2,000,000. Commissioner Rardin said we did \$4,500,000 for Medlin Ramps. Commissioner Burnett asked how much the cookie factory was for. Acting City Manager Hernandez said around \$300,000. Commissioner Rardin said it was more than that with the original one. The current one is about \$340,000. Commissioner Rardin said tonight is just to give staff direction on LEDA. Acting City Manager Hernandez said yes, that way, I can give the two apartment complexes an answer regarding LEDA based on direction from the Commission. Commissioner Guthrie said if we gave that guidance, when would we be allocating those funds? Acting City Manager Hernandez said by the next meeting, hopefully.

Mayor Pro-Tem McDonald said the amount in the packet is around \$400,000. Can you explain that? Acting City Manager Hernandez said on page three, looking at the ten, twelve, and sixteen hours based on different amounts. This was my first run through it, and you will get more information on the next one. I wanted to give the Commission a basic basis. Commissioner Rardin said in the past, with larger ones, we would take a second on whatever piece of property they are buying or use that as collateral. Acting City Manager Hernandez said we run a mortgage. Commissioner Rardin said that way, in the event the business collapses or folds, we could recoup the taxpayer's money. I assume that is still an option. Acting City Manager Hernandez said yes. As soon as the Inkwell was completed and the check was awarded, we put a mortgage on it. They cannot sell it or take a loan against it without going through the City. We also get it appraised. All that will be applicable to Rad Retrocade and White Sands Theater. Even though they already own the building, we will put a mortgage on it.

Mayor Pro-Tem McDonald asked what equipment was needed and if it would be financed through this. Mrs. Johnson said we are looking to add a ninja program, like in Ninja Warrior. I do not have exact numbers for that, because it depends on the space I have. That would be the major purpose, in addition to any equipment we need to upgrade. Our tumble track is getting torn on the end, so we need a new bed. We want to update our equipment if we host competitions to higher-quality stuff. We also have the option to rent equipment. We could host a meet now with the equipment we have, but we are limited by ceiling height and things hanging off the ceiling. Commissioner Rardin asked if the ninja program would be a gym or the training for it. Mrs. Johnson said both. A focus of ours is men's health.

Mayor Payne asked if anything needed to be done with the building. How much is the building? Mrs. Johnson said \$1,800,000. Mayor Payne said so it would be to rebury the building. Mrs. Johnson said yes. Mayor Payne asked if it needed refurbishing. Mrs. Johnson said no. We do not need a lot of that; we have the equipment, and we mostly need open space. Once I get into the building, I will see how we need to use any additional funds. A secondary building comes with it, but I do not know the best way to utilize the space because I have not been able to spend a lot of time in it. It still has people's stuff in it. An additional \$100,000 would either be to build out rooms within the main building or to renovate the other space.

Mayor Pro-Tem McDonald said you have eighty on the waiting list now. You would maybe be adding two hundred people. How many instructors are you going to hire within a year? Mrs. Johnson said she currently has thirty instructors. With the ninja alone, I would be able to add five. The others would be determined by how much our programs grow. It looks like a minimum of ten. Mayor Pro-Tem McDonald said with \$1,900,000, would you be able to absorb the equipment and hire extra people in that time frame? Mrs. Johnson said yes.

Commissioner Burnett asked how many competitions they had statewide. Mrs. Johnson said that runs from November to May, putting us at fifteen to twenty we could attend. For the sake of cost to the parents, we attend four meets in the state.

Mayor Pro-Tem McDonald said GRT would increase twenty, and by 2027, they project \$600,000 in revenue, and the GRT contribution would be \$26,212.30? Commissioner Rardin said that would be for actual discussion later when

this is brought forward. Does staff have the direction needed? Acting City Manager Hernandez said yes.

Mayor Payne asked if the Commission wanted the Extreme Amplitude LEDA item for the next meeting. Commissioner Guthrie and Commissioner Rardin said yes.

Mayor Pro-Tem McDonald said to clarify things, are we going with businesses for \$1,900,000, but not the housing? Commissioner Guthrie said correct. Acting City Manager Hernandez said that was her understanding of the direction.

8. Consider, and act upon, the first publication of Ordinance 1718, creating the Gross Receipts Investment Program. (Stephanie Hernandez, Acting City Manager) (Roll Call Vote Required)

Acting City Manager Hernandez said this was almost identical to what we left off. There were no real issues with GRIP except that it had no cap. In the ordinance, I added a section stating that the Commission will set the annual budget for it, and we will have a cap of \$20,000 per application. On the last page, of the ones we found, I have how much we sent out. For the most part, they were under \$20,000. This money comes directly from the General Fund. We do not have a tax dedicated to this, and there is nothing we could use for it.

Mayor Payne asked what a typically sized project for \$20,000 in gross receipts would be. Commission Rardin said our portion is one and a half percent. Acting City Manager Hernandez said one point seven-five is what I looked at. Commissioner Guthrie said project costs are between \$1,500,000 and \$2,000,000, correct? Acting City Manager Hernandez said in looking at the potential tax rebate, that is what they submitted to us. We actually paid the reimbursement amount of what was actually spent in the city of Alamogordo.

Commissioner Tapley said so in GRIP, gross receipts are what people actually pay, and we rebate them back our portion? Acting City Manager Hernandez said correct. It is a reimbursement. We do not up-front the cash. They enter a project. The Commission approves the project as a GRIP. They break ground. They can either give us receipts at the end or quarterly, depending on the size of the project. We then go through those receipts to see what was actually spent in Alamogordo, and how much of that can be reimbursed.

Commissioner Rardin asked HJBM LLC was. Was that the call center at the mall? Acting City Manager Hernandez said it may have been. I was not here for that one. Mayor Pro-Tem McDonald said she thought the call center came in later. Commissioner Burnett said it was later. Mayor Pro-Tem McDonald said it did not stay open for that long.

Commissioner Tapley said there was a potential tax rebate of a certain dollar amount. How do you get more back on the rebate? I am looking at one where the potential was \$8,625 and the actual rebate paid was \$11,639. It was for Carl's Junior. Acting City Manager Hernandez said the project probably cost more in the end. They estimated \$500,000, and it probably cost more.

Commissioner Rardin said so the only major change from the original ordinance is the cap on the dollar amount. Acting City Manager Hernandez said yes, plus we stated that the Commission will set the annual budget amount. Commissioner Rardin said so if we dedicated \$200,000 a year, we could do ten projects at \$20,000 each. Acting City Manager Hernandez said yes. I was going to suggest \$100,000 for this year because of the new Dispatch Center.

Commissioner Rardin asked if both apartment complexes would be eligible for this if they used local labor or suppliers. Acting City Manager Hernandez said yes, if they come before the Commission before they break ground.

Commissioner Rardin moved to approve.

Commissioner Robinson seconded the motion.

Motion Passed with a vote of 7 - 0 - 0.

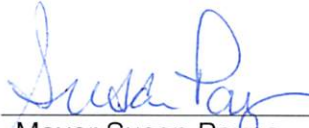
9. Appointments to Boards and Committees. (Susan L. Payne, Mayor)

Mayor Payne appointed Jan Brending to the Parks & Recreation Board. No one was opposed.

ADJOURNMENT

Mayor Pro-Tem McDonald moved to adjourn.
Commissioner Burnett seconded the motion.
Motion Passed with a vote of 7 - 0 - 0.

ATTEST:



Mayor Susan Payne



City Clerk Rachel Hughs

(Prepared by Dylan Aleshire, Deputy Clerk)
Approved at the Regular Meeting held on October 28, 2025.

