



**REGULAR COUNCIL MEETING**  
**Wednesday, October 5, 2016**  
**103 Water St. Elephant Butte, NM 87935**  
**ACTION MINUTES**

**WORKSHOP – 1:00P**

Manager Finzen led a discussion on Sick Leave and PTO:

- Section 2 and Section 6 of the employee manual were discussed.
- Section 2.0 changing PTO from 6 months to 1 month was discussed.
- Recommendation from City Manager Finzen is to change PTO from 6 months to 1 month.
- Councilor Rogers would like a system of sick leave with pay due to catastrophic illness.
- Mayor Kent said there needs to be a difference between sick and vacation time.
- Councilor Rogers requested that there be 1080 hours cap on sick leave.
- Councilor Trager agreed to offer PTO at 1 month.
- Councilor Skinner stated that we need to cap the amounts on PTO, Sick, and Vacation for employees.
- There would be an accrual of up to 96 hours of sick leave which equals 1 day a month.
- Mayor Kent stated we need to allow 6 Dr. Appointments at up to 2 hours each time per year.
- Councilor Skinner stated that we need to develop a policy that fits our organization.
- Need to separate PTO, Sick, and Vacation days.
- City Manager Finzen will create a policy based on discussion and will present to Council at a later date.
- Mayor Kent moves to adjourn for a break before the Council Meeting.

**REGULAR COUNCIL MEETING-2:00 pm**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Kent called the Meeting to order at 2:00pm, and Councilor Skinner led the Pledge of Allegiance.

**ROLL CALL**

Clerk Rieth called the roll.

Mayor Kent, Councilor Rogers, Councilor Trager, and Mayor Pro-Tem Skinner were all present.

Councilor LaFont was absent.

1 Member of the press and 3 members of the public were in attendance.

**STATEMENT OF OPEN MEETINGS RESOLUTION AND THREE MINUTE LIMIT PER SPEAKER ON ALL ISSUES**

**PUBLIC INPUT**

There was no public input at this time.

## **PRESENTATIONS**

There were no presentations at this time.

**APPROVAL OF AGENDA** – Manager Finzen requested item 11D be removed. Mayor Kent asked for a motion to approve the Agenda with the removal of item 11D.

**Councilor Rogers made a motion to approve the Agenda with the removal of item 11d.**

**Councilor Trager seconded.**

**Motion carried unanimously.**

## **MAYOR AND COUNCIL REPORTS**

Mayor Kent announced on October 12<sup>th</sup>, 2016 at 4pm, there will be a ribbon cutting ceremony for Salon del rio and encouraged everyone to attend. Oktoberfest will be October 15, 2016 at Elephant Butte RV Event Center from 1pm-6pm.

Councilor Trager had nothing to report at this time.

Councilor Rogers had nothing to report at this time.

Mayor Pro-Tem Skinner reported that the Tourism department did report the Co- Op Grant and it was sent on to Jeanine. There is a \$10,000 maximum for the Co-Op Grant. Social Media Marketing allows up to \$50,000. Mayor Pro-Tem Skinner commented that Print media or banners can be on display in the airport. There will be a Web seminar to be attended by Janine. Mayor Pro-Tem Skinner commented that we received \$40,000 last year and this year that amount was cut down by \$10,000. Councilor Skinner suggested Manager Finzen follow up with Janine on the subject with the webinar so we can prepare to submit the Grant. Mayor Pro-Tem Skinner attended the workforce connections monitoring committee, and reported looking at trends on youth and dislocated adults. The Committee also came up with ideas how to correct the deficiencies.

## **MANAGER'S REPORT**

Manager Finzen reported that the Planning and Zoning Commission met on October 4, 2016 and there would be a comprehensive plan discussion on the next agenda. Manager Finzen also reported that 2 Capital Outlay projects were frozen by the Dept. of Finance: Water Infrastructure and Wastewater Infrastructure projects from 2015. Manager Finzen will be resubmitting the Signage Grant for ATV/OHV signs to NM Dept. of Transportation.

## **CLERK-TREASURER'S REPORT**

Clerk Rieth introduced new Deputy Clerk and Municipal Court Clerk Shannon Petsche.

## **CONSENT ITEMS**

Mayor Kent asked for a motion to approve the Consent items:

- Approval of Minutes-Special Meeting Minutes September 17, 2016

**Councilor Rogers made a motion to approve the Consent Item (s) submitted.  
Councilor Trager seconded.**

**A Roll Call Vote was held:  
Mayor Pro-Tem Skinner voted yes.  
Councilor Rogers voted yes.  
Councilor Trager voted yes.  
Motion Carried.**

- Approval of Minutes – Regular Meeting September 21, 2016

**Councilor Rogers made a motion to approve the Consent Item (s) as submitted.  
Councilor Trager seconded.**

**A Roll Call Vote was held:  
Mayor Pro-Tem Skinner voted yes.  
Councilor Rogers voted yes.  
Councilor Trager voted yes.  
Motion carried.**

#### **REGULAR ITEMS:**

##### **Discussion/Possible action-Water and Wastewater Rates:**

Director Cole presented a Look at numbers statewide and nationally for water and wastewater rates. Residential numbers are based on +/- 200 connections. \$37.50 for 6,000 gallons consumed in a monthly period. We are at 22 million gallons annual water consumption (extremely frugal). Average monthly household consumption is 4,000 gallons and we are at 3,932. That would be \$136,000 in revenue. We have 80-100 normal connections that use 0-100 gallons per month. We charge \$24.00 annually for stand by fees. The wastewater Facility is currently running at 10 percent of its capacity. We are sitting at \$17.59 base rate for water. Wastewater is in a little more dire condition. We are so low on wastewater that a rate increase would not be a huge hit to the customer; we are at \$22.00 currently. We would like to increase to \$25.00 versus \$22.00. Numbers are dependent on how much we are capable of selling. NM Water is willing to approach the customers saying we are allowing NM Water to share our information to come up with a base rate for variable flow price (based on Dec, Jan, and Feb.) and then build the fee schedule based on that rate, if you choose to opt out then the flat rate would be set at a certain rate, NM Water is willing to do this. Once annually would acquire info from NM Water for billing purposes. Mayor Pro-Tem Skinner would like to do ½ rate changes this year and ½ rate changes next year. Numbers would be based on residential hook ups and don't include the commercial side of hook ups. Possible Commercial accounts would pick an average or have a standard amount. Mayor Kent stated we need to move on this as quickly as possible. Mayor Pro-Tem Skinner would like the power point printed for the Council. The first council meeting in November, Director Cole will prepare the fee schedule and present Council with recommendations for the increase in the water and wastewater fees.

##### **Discussion/Possible action-Wastewater System Upgrades**

Manager Finzen explained that since a large portion of capital outlay monies have been frozen, the \$200,000 chunk we still have available is not enough to do a large wastewater phase, but there are some much needed maintenance items that need to be done at the treatment plant: Wastewater outlet NMED or EPA would like to see the outlet cleaned by Cuchillo Creek. When we have big flood events large deposits of dirt get dropped on the wastewater treatment plant. Engineering on Cuchillo Creek would be a concrete wall and pad so we could have a gradient set so we could clean effectively. The outfall is in definite need of repair and we have capital outlay project where there is a little bit of leeway toward system improvements or connections. It is crucial to look at system improvements. The mechanical components that need upgrading are; blowers that are worn badly and then efficiency is lost. It has been 8 years and the blowers have an 8-10 year life expectancy and they were rebuilt at the 5 year mark. Total price would be \$217,186.00 from Bohannon-Houston to do the upgrades to the wastewater treatment plant. Cost to the City would be \$17,186.00 because we have capital outlay of \$200,000.00. The wastewater fund does have enough funds to complete the projects.

**Councilor Rogers made a motion to approve Bohannon-Houston to design upgrades to the wastewater treatment plant system for \$217,186.00.**

**Councilor Trager seconded.**

**Motion carried unanimously.**

#### **Fire Fighter Stipend Budget**

Chief Boone explained that T or C offers a stipend for volunteer fire fighters of \$10.00 for every call they go on and \$10.00 for every training they attend. Estimated cost would be \$870.00 annually based on last year's numbers, with a total of \$3480.00. The Elephant Butte Fire Department ran 4 fire and 13 EMS calls since July 1, 2016. We currently have 5 volunteers. Mayor Kent would like to increase and budget for 10 firefighters to meet Fire Marshall and ISO ratings. Chief Boone should have 4 firefighters on every call, and would like 15 members in the department. Mayor Kent would like a maximum \$5000.00 a year currently not in budget in this fiscal year. Manager Finzen stated this can be funded by the \$10,000 contingency fund, SCRDA at \$30,000 of which actual expenses are at \$15,000, and lastly we have 1 ½ salaries in positions not filled that are currently being picked up by staff, if we value and look to get funded any of the aforementioned are viable options. Councilor Rogers suggested the Contingency Fund as the most appropriate source.

**Mayor Pro-Tem Skinner made a motion to approve the Firefighter Stipend as proposed by Chief Boone at a maximum of \$5000.00 out of the Contingency Fund.**

**Councilor Rogers seconded.**

**Motion carried unanimously.**

#### **Title transfer of Fire Truck 914 to Sierra County-Chief Boone-**

Item cancelled.

#### **Recommendation to use CES to secure Renegade Construction for LGRF project on San Mateo and ½ Black Range**

Manager Finzen requested utilizing the CES contract with Renegade Construction for the paving of Black Range and San Mateo. The funding is not fully enough to cover the full chip seal paving of San Mateo and Black Range. Manager Finzen suggested paving all of San Mateo and ¼ of Black Range with City Funding. Mayor Pro-Tem Skinner would not want to pave the part of Black Range not hooked up to sewer.

**Mayor Pro-Tem Skinner made a motion to approve CES to acquire Renegade Construction to pave San Mateo and ½ of Black Range per staff recommendations.**

**Councilor Trager seconded.**

**Motion carried unanimously.**

**Executive Session**

**At 3:24pm, Mayor Pro-Tem Skinner made a motion to go into executive session pursuant to NMSA 10-15-1 (H) (8) purchase, acquisition or disposal of real property or water rights by the public body. Councilor Rogers seconded.**

**A Roll Call vote was held:**

**Mayor Pro-Tem Skinner voted yes.**

**Councilor Rogers voted yes.**

**Councilor Trager voted yes.**

**Motion carried.**

At 5:31pm, Council came out of executive session. Mayor Pro-Tem Skinner certified that the only items on the agenda had been discussed during executive session, no decisions had been made, and no action had been taken.

**ADJOURNMENT**

**Mayor Pro-Tem Skinner made a motion to adjourn.**

**Councilor Rogers seconded.**

**Meeting adjourned at 5:32 pm.**



---

Karen Rieth, Clerk-Treasurer