



**WORKSHOP AND
REGULAR COUNCIL MEETING
August 19, 2015
103 Water St. Elephant Butte, NM 87935
ACTION MINUTES**

WORKSHOP -1:02pm

Manager Finzen and Mr. Jay Armijo, President of Southern New Mexico Council and Executive Director of SCCOG explained the Colonia process and how it can assist the City in getting Funding for infrastructure in some areas. Mr. Armijo explained the procedures and what the New Mexico Finance Authority will be looking for to make the final decision to fund through the Colonias Program.

Mayor Pro-Tem Skinner added that Senator Smith had suggested the City apply for Colonias to help with sewer and help upgrade parts of the city but not putting whole City of Elephant Butte into Colonia status.

Mr. Armijo made suggestions on how to move forward on this project to get approved to get the Colonias Fund. The next step is to put a plan together and apply in October 2015.

Councilor LaFont spoke about allowing golf carts on City Streets and pointed out a path for golf carts would be necessary to be safe in the community. Mayor Kent mentioned a few key items that needed to be verified through the state and/or Motor Vehicle Department what is required prior to having golf carts on the roads in the City of Elephant Butte.

Mayor Kent went over all events for Elephant Days and the prizes offered in raffle drawing.

REGULAR COUNCIL MEETING - 2:00pm

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Kent called the Regular Meeting to order at 2:00 PM, and Councilor Trager led the Pledge of Allegiance.

ROLL CALL

Clerk Rieth called the roll. Mayor Kent, Mayor Pro-Tem Skinner, Councilor LaFont, Councilor and Councilor Trager were present. Councilor Rogers was absent.

Also present was Manager Finzen.

9 members of the public and 2 members of the press were also in attendance.

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

PUBLIC INPUT

None.

ELEPHANT BUTTE INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN

Manager Finzen explained that the ICIP was on the agenda to be passed today and as a courtesy, we were allowing for last minute public input on the subject.

PRESENTATIONS

The entire Council took a moment to thank the American Legion for all of the work in the community. Mayor Kent presented a 9/11 Proclamation to the Commander of the American Legion, Al Norton. Mayor Kent proclaimed September 11, 2015 as Patriot Day, a national day for service and remembrance.

APPROVAL OF AGENDA

Mayor Kent asked for a motion to approve the Agenda.

- ➔ **Mayor Pro-Tem Skinner made a motion to approve the Agenda as submitted. Councilor Lafont seconded. The motion carried unanimously.**

BOARDS AND COMMITTEE APPOINTMENTS AND COMMITTEE REPORTS

None.

MAYOR & COUNCIL REPORTS

Councilor Skinner reported overview of her attendance to the New Mexico Tourism Meeting in Ruidoso that went very well, with lots of good things and great plans ahead.

Councilor LaFont mentioned that he would have a couple of cars in the Elephant Days Car show.

Councilor Tregar attended Seminars in Ruidoso, stating that there was a lot of good information.

MANAGER'S REPORT

Manager Finzen gave his report. Attached for the record.

CLERK-TREASURER'S REPORT

Clerk Rieth reminded everyone that the first Wednesday meeting in September will be cancelled due to Manager Finzen, Clerk Rieth, Mayor Kent, Councilor Trager, and Mayor Pro-Tem Skinner attending the NMML annual conference. The next regular Council meeting will be September 16, 2015.

Clerk Rieth distributed the Fund balance report and a detailed listing on expenditures to date. Council has requested to see this report on a quarterly basis.

Mayor Kent talked about the new budget and new processes in the office that are in effect to stay on top of the budget.

CONSENT ITEMS

Mayor Kent asked for a motion to approve the Consent Items

- Approval of Minutes – Regular Meeting, August 5, 2015
- ➔ **Mayor Pro-Tem Skinner made a motion to approve the Consent Item(s) as submitted. Councilor Lafont seconded.**

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

PUBLIC HEARING

None

REGULAR ITEMS

Mayor Kent introduced Resolution 15-16-108 adopting an infrastructure capital improvement plan for 2016-2021

City Manager Finzen listed items that would be covered in Resolution 15-16-108.

Mayor Kent asked for a motion.

Mayor Pro-Tem Skinner made a motion to approve Resolution 15-16-108 adopting an infrastructure capital improvement plan for 2016-2021

Councilor Rogers seconded.

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

Mayor Kent explained that after discussions with the County and the City Attorney, there is still some work that needs to be done on the Amendment to the joint powers agreement for County of Sierra, City of Tor C. Williamsburg and City of Elephant Butte. The County has postponed the item, and Mayor Kent recommended doing the same.

Mayor Pro Temp Skinner made motion to postpone the Amendment to the joint powers for County of Sierra, City of Tor C. Williamsburg and City of Elephant Butte until Mayor Kent can revise the Amendment with the City Attorney.

Councilor Lafont seconded the motion.

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

**At 2:31 pm Mayor Kent asked for motion to go into Executive Session.
Councilor LaFont made a motion to go into executive session pursuant to NMSA 1978, 10-15-1 (H)(2), personnel matters – City Planner.**

Councilor Skinner seconded the motion.

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

At 3:42 pm, Council came out of executive session.
The regular meeting reconvened.

Councilor Lafont certified that only matters stated in the motion to go into executive session were discussed and no decisions had been made.

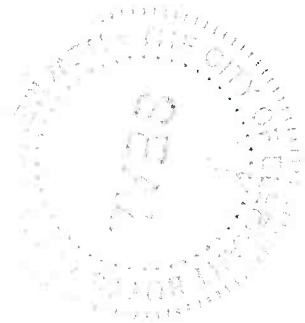
ADJOURNMENT

→ Mayor Pro-Tem Skinner made a motion to adjourn. Councilor Trager seconded.
The meeting adjourned at 3:43pm


Minutes adopted at the Regular meeting on September 16, 2015

Karen Rieth

Karen Rieth, City Clerk -Treasurer



CITY PLANNER'S REPORT

To: Mayor Kent & City Councilors
From: Bradford Dyjak, City Planner 
Date: August 18, 2015



As you are aware, tomorrow will be my last Council meeting as I have tendered my resignation effective August 26th. While I am proud of the visionary strides that the City has taken during the past two years, it became evident that it was time to move forward, although I wish the City well as it builds upon this foundation of progress. I especially would like to thank the P&Z members for their dedication to the community behind the scenes as they truly are the unsung heroes. For that, I am grateful to have collaborated with them to enhance the city. Following is an update of recent activity.

Organizational

1. **P&Z Update** – Held special workshop August 18th and updated existing P&Z Rules of Procedure and Public Hearing Rules in addition to updating the Comprehensive Plan. As three commissioner terms expire at the end of September, I have notified Andrew that the Council should schedule appointment/reappointment of these three positions and possibly a single alternate position at its September 16th regular meeting.
2. **Transition Plan** – As a planner, all good transitions have a good plan. Therefore, I have already outlined a plan to P&Z and Andrew regarding the Comp Plan status and schedule, future ordinance update schedule, case and projects status along with P&Z training items.

Development & Planning Updates

1. **Drainage & Erosion Lots Ordinance** – As the Council has approved Ordinance #157, staff will need to review and compile all existing and potential Red Lots and bring forward to designate by resolution at an upcoming Council meeting in the fall.
2. **Monte Vista** – Final inspection of grading and drainage improvements completed and the work performed was done according to plans. Continued monitoring will need to be conducted on the property – including after heavy rain events.
3. **Comprehensive Plan Update** – Working in conjunction with P&Z, the draft Land Use and Housing Chapters of the Plan were finalized focusing on zoning changes and future land use policies. P&Z has recommended creating 3 distinct commercial/industrial zoning districts for the city that currently are only covered by a single zoning district. Annexation policies and future housing options were also identified and I am finalizing the Comp Plan Update Schedule.

Code Enforcement/Zoning Updates

New Complaints/Violations Inspected (8/1 – 8/14)

- | | | |
|-------------------|----------------------|-------------------|
| 1. Weeds – 0 | 5. Noise – 0 | 9. Zoning/Vendors |
| 2. No Address – 0 | 6. Streets/Drain – 1 | /No Permit – 1 |
| 3. Animals – 4 | 7. Trash/Junk – 4 | 10. Begging & |
| 4. Nuisances – 1 | 8. Vehicles – 1 | Vagrancy – 0 |

Permits Issued (8/1 – 8/14)

1. #15-202 - 410 Alhambra Drive – carport
 2. #15-203 - 1111 Skyline Drive – fence
 3. #15-204 - 311 Erie Avenue – new house and accessory building
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CITY MANAGER'S REPORT



To: Mayor Kent and City Councilors
From: Andrew Finzen, City Manager
Date: August 18, 2015
Subject: Manager's Report *AF*

- **Animal Shelter:** After meeting with TorC Chief of Police Alirez, I have been updated on the Animal Shelter status for Sierra County. Chief Alriez has invited me to sit on the Animal Shelter Committee, and I will begin to update Council on the contents of these meetings. The next meeting is on September 9.
- **Engineering Services:** The RFP for open-ended engineering services is still out to bid. A bid opening will be held at 2:00pm September 17.
- **Booster Pump:** We are adding some fire hydrants onto our Booster Pump project. The original contract was completed and we still had \$37k in state appropriation funding to use. These funds will now be used to purchase and install six new fire hydrants at critical needs areas around the City. Bohannan Huston deserves credit for the work they've done on this project, as they essentially had handed me all the closeout documents, and I told them "I want fire hydrants," and they said "ok." So this will be a change order on the current contract, and it will cause the contract to be extended by 20 days. The initial closeout date was September 10, but it will now be September 30. However, I think this is a very worthwhile reason to extend the contract deadline, as this is state funding that we should fully utilize and because water improvements are the number 2 item in our ICIP.
- **Planning & Zoning:** Planning & Zoning held a special workshop August 18th and updated existing P&Z Rules of Procedure and Public Hearing Rules in addition to updating the Comprehensive Plan. Three Commissioners (Nathan, Sheridan, Les) terms will expire at the end of September, so we will schedule the appointment or reappointment of these commissioners at the September 16th meeting. In addition, the Planning & Zoning committee expressed interest in having at least one alternate appointed to the committee. As the Council has approved Ordinance #157, I will be reviewing and compiling all existing and potential Red Lots and bring forward to designate by resolution at an upcoming Council meeting. Our City Planner has accepted a position with the City of Ruidoso. His last day with the City is August 26. We will be doing a workload assessment and address how we will fill the position at a later date. Until then, I will be the point of contact for all work previously handled by the City Planner. I recommend to the Council that we enter into Executive Session at the end of Regular Business.