



**WORKSHOP AND
REGULAR COUNCIL MEETING
July 1, 2015
103 Water St. Elephant Butte, NM 87935
ACTION MINUTES**

WORKSHOP MINUTES – Canceled

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Kent called the Regular Meeting to order at 2:00 PM, and City Manager Finzen led the Pledge of Allegiance. Three members of the public and one member of the Press attended.

ROLL CALL

Clerk Rieth called the roll.

Present:

Eunice Kent, Mayor
Kim Skinner, Mayor Pro-Tem
Gerald Lafont, Councilor
Dee Rogers, Councilor
Edna Trager, Councilor

Absent: None.

Also in attendance was City Planner Bradford Dyjak.

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

PUBLIC INPUT

None.

PRESENTATIONS

None.

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 Dee Rogers seconded.
Motion carried unanimously.**

MAYOR & COUNCIL REPORTS

Fourth of July activities were discussed by Mayor Kent regarding the crowd at Elephant Butte Lake and the City of Elephant Butte. Fourth of July activities for the weekend are Boat and RV Show and organization of the flags to be up by volunteers.

Mayor Kent thanked all the people that help on this busy weekend.

Council reports

Councilor Trager mentioned New Mexico True has been covering the events at the state park and featuring Elephant Butte on website and on Albuquerque news.

Councilor Rogers had dates for Sierra County Dispatch Thursday July 16th workshop at 1:00 for sec 5 - 54 thru 55-511 this is the Finance part of SCRDA. There is a Regular Board meeting on July 16th at 10:00am Meeting are held at the Sierra County Commission Chambers.

Councilor LaFont had nothing to report.

Mayor Pro-Tem Skinner reported that the Chamber of Commerce had an open house which went very well. Thank you to all that stopped by open house. The JPC Board met for a budget meeting. Budget was \$300,000 income and \$300,000 expenses which is a wash. Budget prediction was discussed for next year. New doctors are arriving and ER will be opening soon. Sierra Vista will be running shuttle bus over the fourth for visitors.

Mayor Kent recognized Patsy Barnett for the work she is doing for the office of Sierra Joint of Aging Board. She is doing a super job help elderly people. Mayor Kent commended what a great job Patsy is doing for the community of Elephant Butte.

Mayor Pro-Tem Skinner added updates for the TV ads for the Fourth of July weekend.

Mayor Kent mentioned she received a call from Karen Mogen and John Bokich they want to have a meeting to improve communications with the council. She asked councilors' thoughts on this item. Councilor LaFont mentioned once a quarter they should meet. Mayor Pro-Tem Skinner mentioned if something special comes up to go ahead and set a meeting with them.

MANAGER'S REPORT

City Manager Finzen stated that the Fourth of July fireworks were moved to the dirt dam. This was not a City of Elephant Butte decision this was a Friend of Elephant Butte and State Parks decision. The decision was made for safety reasons.

Manager Finzen plans to send out email blast out to residents to promote Elephant Butte Days. Manager Finzen set up procedures to have volunteer sign in to better organize volunteer base here in Elephant Butte.

Manager Finzen stated that City has secured a grant from Walmart in the amount of \$2500.00 for Elephant Butte Days. The funds will go to assisting with cost of Elephant Butte Day expenses.

Manager Finzen reported that the clerk hiring has been completed and job postings are closed. Manager Finzen thanked the hiring board Council Rogers and Clerk Rieth for all the hard work in hiring process. He wished all applicants that applied the best in their job hunt.

Manager Finzen attended SCCOG meeting on the 26th which included year-end adjustments and fiscal year 2015-2016 budget. New officers have been elected as follows: Nora Barraza as Chair, Gordy Hicks as Vice Chair; Cindy Mayer as treasurer and council needs to appoint Councilor Trager next meeting.

Capital Appropriations 2015 Senate Capital outlay bill was signed on July 17th by Governor Martinez and included a \$150,000.00 appropriation bond to be used for sewer system improvements. Bonds go on sale in August for sewer upgrades.

Booster Pump Station is effectively complete. Have fencing to work to do but running great.

The Hospital Governing Board Approved their 2015-2016 budget, which includes \$155,000.00 for upgrades to the hospital's master development plan, \$150,000.00 for purchase of a new Hemoglobin meter, and \$40,000.00 to hire a Chief Financial Officer.

The City is currently accepting sealed bids for maintenance of dirt city streets. Bid opening will be July 23, 2015 at 2:00pm. Packets are available at City Hall

PLANNER'S REPORT

Planner Dyjak presented his report to the Council. Included for the record.

CLERK'S REPORT

Clerk Rieth presented her report to the Council; attached for the record.

CONSENT ITEMS

Mayor Kent asked for a motion to approve the Consent Items.

- Approval of Minutes –Regular Meeting, June 17, 2015.
- ➔ **Councilor Rogers made a motion to approve the Consent Item(s) as submitted. Councilor Lafont seconded.**

A Roll Call vote was held:

Mayor Pro-Tem Skinner abstained due to being absent at the last meeting.

Councilor Lafont voted yes.

Councilor Rogers voted yes.

Councilor Trager voted yes.

Motion carried.

REGULAR ITEMS

RESOLUTION 15-16-100 – A Resolution Relating to the Open Meetings Act

Manager Finzen explained that this is the annual resolution to meet the requirements of the Open Meetings Act. The only change from last year's is that we will now publish an annual notice of meetings to both the Herald and the Sentinel.

There being no further questions or discussion, Mayor Kent asked for a motion.

- ➔ **Councilor Rogers made a motion to approve Resolution 15-16-100. Councilor Lafont seconded. Motion carried unanimously.**

RESOLUTION 15-16-101– Participation in Local Government Road Fund Program

Manager Finzen explained participation in local government road fund program by New Mexico Transportation. This program provides funding for local governments to improve city streets. The total cost of program is \$65,141.00 the city match is 25% which is \$16285.00 New Mexico DOT funds 75% which is \$48,856.00. This has been allocated in the budget for the new fiscal year.

There being no further questions or discussion, Mayor Kent asked for a motion.

- **Mayor Pro-Tem Skinner made a motion to approve Resolution 15-16-101.
Councilor Lafont seconded.
Motion carried unanimously.**

RESOLUTION 15-16-102– Governing Body Rules of Procedure

Manager Finzen explained that this is also an annual resolution, and nothing has changed from last year. Manger Finzen brought article 2.1A to Mayor Kent’s attention which states through City Manager the City Clerk will prepare the Agenda.

- **Councilor Rogers made a motion to approve Resolution 15-16-102.
Councilor Lafont seconded.
Motion carried unanimously.**

ADJOURNMENT

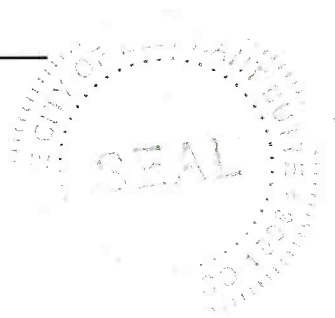
There being no further business;

- **Councilor Lafont made a motion to adjourn. Councilor Rogers seconded. The meeting adjourned.**

Minutes adopted at the Regular meeting on July 15, 2015

Karen Rieth

Karen Rieth, City Clerk -Treasurer



CITY PLANNER'S REPORT



To: Mayor Kent & City Councilors
From: Bradford Dyjak, City Planner *BD*
Date: June 30, 2015

Following is a brief update on planning, zoning and code enforcement activity for review at Wednesday's Council meeting.

Projects

1. **Monument Sign** – Southwest Signs to receive backlit channel letters and expected to install later this week/early next week which should coincide with Sierra Electric Co-op's line extension.
2. **FEMA Reimbursement** – The final tranche of funding from last September's flood losses was disbursed to the City in the amount of \$15,366.
3. **SCRTD Bus Stops** – The Regional Transit District is moving forward with an alternative plan to reinstate bus routes from Elephant Butte and Truth of Consequences to Las Cruces. The City's stop will be located at the Community Center and run 2-3 times per day Monday, Wednesday and Friday beginning in September.
4. **Dirt Streets Maintenance Bid** – Requesting bids for annual dirt street maintenance with opening on July 23rd at 2 p.m. The contract would be awarded at the August 5th Council meeting.

Development & Planning Updates

1. **P&Z Update** – Held special meeting June 25th with next regular meeting July 7th. Continuing the Comprehensive Plan update focusing on the commercial corridor standards and housing.
2. **Alcohol Licensing Ordinance** – Per new laws approved by the State Legislature, an ordinance to establish the license fees and stagger the registration and renewal periods for different classifications is being drafted for Council consideration at the July 15th meeting.
3. **Conditional Use #CU-15-02** – I'll Do It Electric is relocating its office and contractor's yard upon P&Z approving its conditional use application at 112 Desert View Drive. This was the first application under the new commercial zoning ordinance and will include greater landscaping, site plan and drainage cohesiveness.

Code Enforcement/Zoning Updates

New Complaints/Violations Inspected (6/15 – 6/30)

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

Permits Issued (6/15 – 6/30)

1. #RP-1505 – 607 Hallmark Street – Lot Line Vacation
 2. #15-127R– 601 Skyline Drive – reauthorization of (ZP #14-111); porch replacement
 3. #15-128 – 138 Huron Drive – fence
 4. #15-129 – 404 Lakeshore Drive – fence/wall
 5. #15-130 – 202 Calle del Corte/203 Calle del Rancho – Carport, metal 30'x40'
 7. #RP-1506 – 803 Hallmark Street – Lot Line Vacation
- # # #

CLERK'S REPORT TO THE COUNCIL

To: Mayor Kent & City Councilors
From: Karen Rieth, Clerk-Treasurer
Date: July 1, 2015

2015 Audit

We have received a copy of the fully executed contract approved by DFA to proceed with Integrity Accounting as our 2015 auditor.

Final Budget Process

We are now beginning our year end close out process.

Our Final Public Hearing for the FY 2015-2016 Budget will be during the regular Council meeting on July 15th, which begins at 2pm

There will be a special workshop on July 28th at 10am for final budget discussion, and a special meeting on July 29th at 2pm for final budget adoption.

New Clerks *Please stop in & meet if you haven't already -*
I would like to introduce my new Deputy Clerk, Charlene Spieker. Charlene was nice enough to rearrange her moving schedule in order to begin June 26, to attend the 8 hour Court Software training, since she is also the new Court Clerk.

Our new Utility Clerk is Jessica Vasquez, who's first day will be July 6.

the updated Organizational Chart has been distributed

Please stop by the Clerk's office and welcome our new clerks when you have a chance.

You may notice several changes in the Clerk's office as we reorganize. We are confident that these changes will allow for increased efficiency and productivity.

NMFA Loan

Our NMFA loan for the Rock Canyon road and Annex projects closed on 6/26/2015. Total loan amount is \$595,894. The required debt service reserve is \$36,704.98; \$25,000 will be used to pay costs of issuance, and \$4,469.88 will be used to pay NMFA Loan Origination Fee.

This leaves us \$529,809.14 to fund our projects.