



REGULAR COUNCIL MEETING
Wednesday, July 6, 2016
103 Water St. Elephant Butte, NM 87935
ACTION MINUTES

WORKSHOP – 1:00pm

Clerk Rieth presented fiscal year 2015-2016 Actual expenditures to Council. Manager Finzen provided a monthly accounting of GRT revenues. Council discussed the preliminary budget as approved by DFA, and changes that will be reflected in the final budget that will be presented to Council for approval on July 20.

REGULAR COUNCIL MEETING - 2:00pm

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

ROLL CALL

Clerk Rieth called the roll.

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

Also present was City Manager Finzen.

2 Members of the press and 15 members of the public were in attendance.

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

PUBLIC INPUT

Mr. Kenny Campbell, Elephant Butte, showed several historical photos that were obtained from a garage sale, showing the development of Elephant Butte. Mr. Campbell would like to see photos of this nature permanently posted at Rotary Park.

APPROVAL OF AGENDA

Mayor Kent asked for a motion to approve the Agenda.

Councilor Rogers made a motion to approve the Agenda.

Councilor LaFont seconded.

Motion carried 4-0.

BOARDS AND COMMITTEE REPORTS

Councilor Rogers updated the council members of the changes and updates that the OHV Committee has been working on for the past two weeks.

MAYOR & COUNCIL REPORTS

Mayor Pro-Tem Skinner reported New Mexico True Magazine filmed segments of the River, Dam Site Historical District and Elephant Butte Lake with highlights on Wake Boarding and Jet Skiing.

Councilor LaFont had nothing to report at this time.

Councilor Trager had nothing to report at this time.

Councilor Rogers- had nothing to report at this time.

Mayor Kent thanked the Friends of the Butte Group for all their work they do for the City of Elephant Butte.

MANAGER'S REPORT

Manager Finzen's report is included for the record.

CLERK-TREASURER'S REPORT

Clerk Rieth's report is included for the record.

CONSENT ITEMS

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

- Approval of Minutes – Regular meeting June 15, 2016
- Approval of Minutes – Special June 27, 2016

Mayor Pro-Tem Skinner made a motion to approve the Consent Item(s) as submitted.

Councilor LaFont seconded.

A Roll Call vote was held:

Councilor Rogers voted yes

Mayor Pro-Tem Skinner voted yes.

Councilor LaFont voted yes.

Councilor Trager voted yes.

Motion carried.

REGULAR ITEMS

Clerk Rieth presented Resolution 16-17-100 Open Meetings Act with revisions as requested by Council from the last meeting.

Councilor Rogers made a motion to approve Resolution 16-17-100 Open Meetings Act as revised.

Councilor Trager seconded.

Motion carried unanimously.

Clerk Rieth presented Resolution 16-17-101 Rules and Procedures with no substantive changes.

**Councilor Rogers made a motion to approve Resolution 16-17-101 as submitted.
Councilor LaFont seconded.
Motion carried unanimously.**

Clerk Rieth presented Resolution 16-17-102 establishing a Savings Account for the Mescal Loop Paving Project. The purpose of this account will be to save funds for an eventual City Match of a large project.

**Mayor Pro-Tem Skinner made a motion to approve Resolution 16-17-102
establishing a savings account for the Mescal Loop paving project.
Councilor LaFont seconded.
Motion carried unanimously.**

Manger Finzen presented Resolution 16-17-103 Acceptance of LGRF

The City was awarded LGRF funding in the amount \$55,139.00 of which 75% is state match 25% city match of \$13,785.00 this Resolution is accepting the LGRF Project. The funding over the years has been lowered through LGRF, so we would file again for the funding and combine the 2 so we have a greater ability to get this Project done. This Resolution accepts these rules.

**Councilor Rogers made a motion to approve Resolution 16-17-103 Acceptance of
LGRF.
Mayor Pro-Tem Skinner seconded.
Motion carried unanimously.**

Manger Finzen presented Resolution 16-17-104 Participation in SCCOG.

The cities approval to participate in The South Central Council of Governments they required entities to approve via resolution. This resolution affirms the cities position in the council of governments along with payments to the council of governments of \$500.00 for annual dues. The city would reappoint Edna Trager as the designated representative and City Manager Finzen as a second.

**Mayor Pro-Tem Skinner made a motion to approve Resolution 16-17-104
Participation in SCCOG.
Councilor LaFont seconded.
Motion carried unanimously.**

Discussion of Code Enforcement Position by Councilor Rogers

We approved a part time employee for this position in a previous meeting. After review of the position and the importance this position has to the city it is recommended to make the position a full-time position for Code Enforcement Officer. This is a viable position with the city by find an outstanding applicant that is experienced in taking on the work load the city has in this area.

Discussion of Road Transfer for Rock Canyon Road by Councilor Rogers

Manager Finzen explained that the Rock Canyon Road Project is near completion. The last item expected to be completed in the next two weeks is the French drain. The Council discussed the possibility of a road transfer agreement with NMDOT to make Rock Canyon Road

a City owned Street. Council discussed what the process would be to transfer ownership. NMDOT may hold meetings in which the city representatives would attend to see the process through.

There being no further discussion:

Councilor LaFont made a motion to adjourn.
Mayor Pro-Tem Skinner seconded.
Motion carried unanimously.

Minutes adopted at the Regular Meeting July 20, 2016.



Karen Rieth, City Clerk



MEMORANDUM



To: Mayor Kent and City Councilors

From: Andrew Finzen, City Manager

Date: July 6, 2016

Subject: Manager's Report

City Auction – The City is prepared for its surplus auction, which was approved via Council Resolution 15-16-110. The auctioned items will be visible on the website GovDeals.com/ElephantButte and bidding will begin Wednesday, July 13. Interested bidders may set up appointments with the City to inspect items but all bidding must be done online.

French Drain – We are planning to move forward with the French Drain work to Rock Canyon Road. After consulting with our engineers and NMDOT, we reached agreement that this option is the best solution for the price point.

Budget – The City has received approval for its Preliminary Budget from the NM Department of Finance and Administration. We will look to pass the Final Budget based on workshop discussions and final tweaking at the July 20 City Council meeting.

GRT Distributions for FY 15-16

GRT - \$33,711.69 April reporting in June (6)
\$45,385.36 March reporting in May (1)
\$42,199.47 February reporting in April (2)
\$28,460.76 January reporting in March (9)
\$28,071.27 December reporting in February (10)
\$24,714.14 November reporting in January (12)
\$23,787.61 October reporting in December (11)
\$30,616.03 September reporting in November (8)
\$33,151.98 August reporting in October (7)
\$37,850.57 July reporting in September (3)
\$37,250.68 June reporting in August (4)
\$33,836.54 May reporting in July (5)

CLERK-TREASURER REPORT TO THE COUNCIL

To: Mayor Kent & City Councilors
From: Karen Rieth, Clerk-Treasurer
Date: July 6, 2016

Volunteer Fire Fighter Eligibility for PERA

To qualify for a pension from PERA as a Volunteer Fire Fighter, One year of service credit is earned for each year of service that the following requirements are met: Attend 50% of all scheduled drills; attend 50% of all scheduled business meetings, and Participate in at least 50% of all emergency response calls.

The monthly pension is determined by years of service.

At least age 55 with 25 or more years of service receives \$250 per month.

At least age 55 with 10 or more years of service receives \$125 per month.

When Chief Boone took over the department, the first thing he did was to try to locate personnel records to determine the level of training and service of each member of the department. A call to PERA revealed that the last report received from the Elephant Butte Fire Department was from Pat Taylor in 2006. We found where paperwork had been completed in 2010, but it was never submitted to PERA. Prior to 12/31/2015, we would have been able to make retroactive corrections as far back as 1979, however, that is no longer allowed, and we will have to look forward, with none of our volunteers receiving past credit.

Chief Boone and I have discussed the reporting requirements, and going forward, we will be working together to insure that all eligible volunteer Fire Fighters are enrolled in PERA, and receive the credit they deserve.

Elephant Days

We are taking reservations for the Hot Rod Rally, and soliciting entries for the Rib Cook-off, anyone interested should contact the Clerk's office. We also have advertising space available in our event guide, and the official Ribs, Rods & Rock n' Roll T-shirts are available for sale - \$12 for 2XL, and \$10 for all other sizes – Inquire at the front desk.

Billing Issue

We had some technical glitches with the Utility bills this month due to a recent upgrade in the financial software, the water bills went out with the minimum base charge, showing zero consumption. We are working with Tyler support to fix the problem.



CITY OF ELEPHANT BUTTE

Treasurers Report
Summary
 Date Range: 07/01/2015 - 06/30/2016

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance	Calculated - Actual Ending
101 - General Fund	-652,490.80	944,610.49	682,392.35	0.00	0.00	-390,272.66	-652,490.80	262,218.14
201 - Correction	-2,185.90	737.56	0.00	0.00	0.00	-1,448.34	-2,185.90	737.56
206 - EMS	-678.76	7,806.00	2,471.95	0.00	0.00	4,655.29	-678.76	5,334.05
209 - Fire	-16,852.73	44,931.00	37,951.20	0.00	0.00	-9,872.93	-16,852.73	6,979.80
211 - Law Enforcement	0.34	20,000.00	19,999.66	0.00	0.00	0.68	0.34	0.34
214 - Lodgers Tax	0.00	61,847.18	52,905.10	0.00	0.00	8,942.08	0.00	8,942.08
216 - Streets	0.00	560,670.10	551,108.59	0.00	0.00	9,561.51	0.00	9,561.51
217 - Recreation	-8,794.64	23,359.15	25,832.70	0.00	0.00	-11,268.19	-8,794.64	-2,473.55
299 - Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
398 - Land & Structures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
399 - Capital Outlay WW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
594 - Water	-155,514.62	362,489.40	207,936.98	0.00	0.00	-962.20	-155,514.62	154,552.42
595 - Deposits	-43,015.69	3,080.55	0.00	0.00	0.00	-39,935.14	-43,015.69	3,080.55
596 - Waste Water	-406,445.18	578,627.52	858,570.98	0.00	0.00	-686,388.64	-406,445.18	-279,943.46
701 - Trust & Agency	-73,472.50	5,496.02	0.00	0.00	0.00	-67,976.48	-73,472.50	5,496.02
998 - Pooled Investment Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999 - Pooled Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Report Total:	-1,359,450.48	2,613,654.97	2,439,169.51	0.00	0.00	-1,184,965.02	-1,359,450.48	174,485.46



Pooled Cash Report

CITY OF ELEPHANT BUTTE

For the Period Ending 6/30/2016

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
101-0000-10100	Cash Account	873,904.86	39,665.16	913,570.02	
201-0000-10100	Cash Account	2,748.30	175.16	2,923.46	
206-0000-10100	Cash Account	6,012.81	0.00	6,012.81	
209-0000-10100	Cash Account	26,831.99	(2,999.46)	23,832.53	
211-0000-10100	Cash Account	0.00	0.00	0.00	
214-0000-10100	Cash Account	3,841.35	5,100.73	8,942.08	
216-0000-10100	Cash Account	7,312.06	2,249.45	9,561.51	
217-0000-10100	Cash Account	7,538.47	(1,217.38)	6,321.09	
299-0000-10100	Cash Account	0.00	0.00	0.00	
301-0000-10100	Cash Account	0.00	0.00	0.00	
398-0000-10100	Cash Account	0.00	0.00	0.00	
399-0000-10100	Cash Account	0.00	0.00	0.00	
594-0000-10100	Cash Account	297,217.89	12,847.07	310,064.96	
595-0000-10100	Cash Account	48,717.52	(2,621.28)	46,096.24	
596-0000-10100	Cash Account	106,315.06	19,663.21	125,978.27	
701-0000-10100	Cash Account	78,968.52	0.00	78,968.52	
TOTAL CLAIM ON CASH		1,459,408.83	72,862.66	1,532,271.49	
CASH IN BANK					
999-0000-10100	Cash Account	1,459,408.83	72,862.66	1,532,271.49	
TOTAL CASH IN BANK		1,459,408.83	72,862.66	1,532,271.49	
DUE TO OTHER FUNDS					
999-0000-21000	Due To Other Funds	1,459,408.83	72,862.66	1,532,271.49	
TOTAL DUE TO OTHER FUNDS		1,459,408.83	72,862.66	1,532,271.49	
Claim on Cash	1,532,271.49	Claim on Cash	1,532,271.49	Cash in Bank	1,532,271.49
Cash in Bank	1,532,271.49	Due To Other Funds	1,532,271.49	Due To Other Funds	1,532,271.49
Difference	0.00	Difference	0.00	Difference	0.00

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
ACCOUNTS PAYABLE PENDING				
101-0000-20000	Accounts Payable	(244.36)	244.36	0.00
201-0000-20000	Accounts Payable	0.00	0.00	0.00
206-0000-20000	Accounts Payable	0.00	0.00	0.00
209-0000-20000	Accounts Payable	0.00	0.00	0.00
211-0000-20000	Accounts Payable	0.00	0.00	0.00
214-0000-20000	Accounts Payable	0.00	0.00	0.00
216-0000-20000	Accounts Payable	0.00	0.00	0.00
217-0000-20000	Accounts Payable	0.00	0.00	0.00
299-0000-20000	Accounts Payable	0.00	0.00	0.00
301-0000-20000	Accounts Payable	0.00	0.00	0.00
398-0000-20000	Accounts Payable	0.00	0.00	0.00
399-0000-20000	Accounts Payable	0.00	0.00	0.00
594-0000-20000	Accounts Payable	0.00	0.00	0.00
595-0000-20000	Accounts Payable	0.00	0.00	0.00
596-0000-20000	Accounts Payable	0.00	(506.24)	(506.24)
701-0000-20000	Accounts Payable	0.00	0.00	0.00
TOTAL ACCOUNTS PAYABLE PENDING		(244.36)	(261.88)	(506.24)

DUE FROM OTHER FUNDS				
999-0000-13101	Due From General Fund	(244.36)	244.36	0.00
999-0000-13201	Due From Correction	0.00	0.00	0.00
999-0000-13206	Due From EMS	0.00	0.00	0.00
999-0000-13209	Due From Fire	0.00	0.00	0.00
999-0000-13211	Due From Law Enforcement	0.00	0.00	0.00
999-0000-13214	Due From Lodgers Tax	0.00	0.00	0.00
999-0000-13216	Due From Streets	0.00	0.00	0.00
999-0000-13217	Due From Recreation	0.00	0.00	0.00
999-0000-13299	Due From Grants	0.00	0.00	0.00
999-0000-13398	Due From Land & Structures	0.00	0.00	0.00
999-0000-13399	Due From Capital Outlay WW	0.00	0.00	0.00
999-0000-13594	Due From Water	0.00	0.00	0.00
999-0000-13595	Due From Deposit Fund	0.00	0.00	0.00
999-0000-13596	Due From Waste Water	0.00	(506.24)	(506.24)
999-0000-13701	DUE FROM Trust & Agency	0.00	0.00	0.00
TOTAL DUE FROM OTHER FUNDS		(244.36)	(261.88)	(506.24)

ACCOUNTS PAYABLE				
999-0000-20000	Accounts Payable	(244.36)	(261.88)	(506.24)
TOTAL ACCOUNTS PAYABLE		(244.36)	(261.88)	(506.24)

AP Pending	(506.24)	AP Pending	(506.24)	Due From Other Funds	(506.24)
Due From Other Funds	(506.24)	Accounts Payable	(506.24)	Accounts Payable	(506.24)
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>