



**NOTICE OF CITY OF ELEPHANT BUTTE  
CITY COUNCIL MEETING**

103 Water Avenue, Elephant Butte, NM 87935

**Wednesday, October 25, 2023 – 2:00PM**

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**Minutes\***

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**Mayor Mortensen** called the meeting to order and led the pledge of allegiance.

**2. ROLL CALL**

Mayor Phillip Mortensen – Present  
Mayor Pro Tem Kim Skinner – Present  
Councilor Travis Atwell – Present  
Councilor Cathy Harmon – Present  
Councilor Edna Trager – Present

**City Clerk Cobleigh** conducted a roll call and declared a quorum.

**3. APPROVAL OF AGENDA – Council Declaration of Conflict of Interest**

**Councilor Harmon** recused herself from any voting or action for item 9a.

**Councilor Harmon** made a motion to approve the agenda with one amendment, item 14a, remove the word closed. Mayor Pro Tem Skinner seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes  
Councilor Atwell – Yes  
Councilor Harmon – Yes  
Councilor Trager – Yes

Motion Carried.

**4. PUBLIC COMMENT**

**STATEMENT OF OPEN MEETINGS RESOLUTION & 3 MINUTE LIMIT PER SPEAKER  
ON ALL ISSUES**

Public comments can be made in person, by phone or given to the City Clerk by email (cityclerk@cityofeb.com) before the meeting.

**Paul Rintelen Operating Engineer for City of Elephant Butte** – Rintelen stated that he has been with the City of Elephant Butte for nearly five years and has been in the operating industry for 31 years. Rintelen informed the council that he in fact did not apply for this job he was asked, almost begged to

take this job to help the city. Rintelen stated he hopes that in this time he has performed his job. It was stated that as an operator you don't have resumes, your performance is in the seat. Rintelen stated that one of the things he brought up to Brian Burlage, his direct supervisor and City Attorney Ben Young was the hours that he works that he does not have the means to have a water truck at his disposal. Rintelen explained that without this water truck available he would need to work through his lunch to get the job done. Rintelen stated that with the new time clock system that has come up, he was told that it was Public Works' fault that the time clock system came up. Rintelen wanted to see if he could request to maintain working through his lunch break to use that hour to work on the city as needed. Rintelen stated that he sacrifices his lunch daily to maintain the city. Rintelen requested that he be permitted to work a straight shift time from 7:00am-3:00pm with no lunch to better serve the city and utilize the moisture on the roads and keep operations going. Rintelen stated he was directed to file a complaint or grievance but stated he is not good at writing stuff down, so he decided to put it verbally through public comment. Rintelen stated he had been told that he had to do this, that this is just how it is. Management told Rintelen if he was told to pull "effing weeds" then he must pull the "effing weeds". Rintelen stated he felt intimidated by this comment from management. Rintelen stated that in all his years here he hopes he has been a benefit to the city and if he was cut, he would bleed the city. Rintelen stated that to be disrespected like that by management hurt him to the bone and now may even jeopardize his position in the city.

**Steve Berkstresser NM Water Service Operator** – Berkstresser informed the council of a 20' utility easement on the property located on Warm Springs Blvd that is up for ordinance approval today. Berkstresser stated that within this utility easement there is an 8" water main and he knows there is also sewer on the property.

## **5. CONSENT ITEMS**

- a. Regular City Council Meeting Minutes August 16, 2023

**Councilor Harmon** made the statement that these minutes were lacking pertinent information regarding the employee reports section and requested that these be amended to reflect the reports given.

**Clerk Cobleigh** stated that this was the meeting when the audio recording cut out halfway through the meeting and this was also the meeting where she was working remotely and therefore did not have all of the reports noted and presented the minutes to the best of her ability. Clerk Cobleigh also made the statement that per the Attorney General's Office minutes can be condensed to show action items and a brief description of the meeting.

**Mayor Pro Tem Skinner** made a motion to approve the meeting minutes as submitted. Councilor Atwell seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Atwell – Yes

Councilor Harmon – Yes

Councilor Trager – Yes

Motion Carried.

b. Regular City Council Meeting Minutes September 20, 2023

**Councilor Harmon** made the statement that these minutes were lacking pertinent information regarding the employee reports section and requested that these be amended to reflect the reports given.

**Mayor Pro Tem Skinner** made the motion to table these meeting minutes until the November 15, 2023, meeting. Councilor Atwell seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Atwell – Yes

Councilor Harmon – Yes

Councilor Trager – Yes

Motion Carried.

c. Special City Council Meeting Minutes October 4, 2023

**Mayor Pro Tem Skinner** made a motion to approve the meeting minutes as submitted. Councilor Atwell seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Atwell – Yes

Councilor Harmon – Yes

Councilor Trager – Yes

Motion Carried.

6. APPOINTMENTS

a. Lodgers' Tax Advisory Board Letter of Interest

**Mayor Mortensen** made the recommendation to appoint Jesse Thorpe to the Lodgers' Tax Advisory Board.

**Mayor Pro Tem Skinner** made a motion to approve Mayor Mortensen's recommendation to appoint Jesse Thorpe to the Lodgers' Tax Advisory Board. Councilor Atwell seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Atwell – Yes

Councilor Harmon – Yes

Councilor Trager – Yes

Motion Carried.



## 7. PRESENTATIONS

- a. Sierra County Sheriff's Office – Sheriff Joshua Baker  
No Representative Present.

- b. Bohannon & Huston – David Shields

**David Shields** briefed the council on current projects, all projects are in the design phase. Rebidding Warm Springs Blvd and Wastewater 4b, Shields noted that 4b needs to have NMED approval. The San Andres/Ocotillo Drive project is moving along great as per Shields. Shields updated the Council on the City of Elephant Butte receiving the NMDOT approval for the Butte Blvd. project.

Mayor Pro Tem Skinner questioned Shields about Iron Man's driveway on Warm Springs Blvd as he had been told that his driveway will only be 12' wide and he needs it to be much wider. Shields stated he had already spoke with Iron Man but will follow up again.

## 8. PUBLIC HEARING

- a. AUI, Inc. Conditional Use Business Registration – 400 Rock Canyon Rd.

Prior to entering the public hearing, Land Use Administrator, Lindsey Cobleigh informed the Mayor and Council that this property currently has numerous active code violations against it under the property owner not the tenant. LUA Cobleigh stated that it is staff recommendation that these violations be addressed prior to permitting of a new business. City Attorney Ben Young advised the Mayor and Council that the owner has not applied for a conditional use permit to allow for RVs to be used on the property as a small-scale RV park. Young stated that the recommendation of staff and legal is to post pone this hearing for a council set amount of time to allow the property owner the time needed to submit the needed paperwork to become registered to be an RV Park at this location and to clear up other code violations at this property.

Mayor Pro Tem Skinner stated that this has been ongoing for quite a while, and she did not want the tenant penalized for violations against the property owner. Mayor Pro Tem Skinner requested that the Council move forward into public hearing on this item for the business registration purpose and apply conditions of approval for the tenant and property owner.

The City of Elephant Butte City Council entered into a Quazi Judicial hearing regarding AUI, Inc. Conditional Use Business Registration – 400 Rock Canyon Road.

Mayor Mortensen asked City Staff if all legal postings had been posted and published, LUA Cobleigh certified that yes, all postings and publications had been made.

This hearing was for the approval of this conditional use business.

City Manager Mascaro swore in all parties who wished to present during this hearing, Land Use Administrator Cobleigh, Anthony Johnson representing AUI, Inc.

LUA Cobleigh presented on behalf of the City of Elephant Butte.

### **DOCUMENTS PROVIDED IN PUBLIC HEARING PACKET:**

Application for business registration – Contractor Registration Form (Main office in Albuquerque)

Proof of Lease

Plat of Property

NM Tax information

Proof of public hearing publications.  
Proof of on-site public hearing posting.  
Proposal for AUI, Inc. from LUA Cobleigh  
Proposal for David Cevallos Re: AUI, Inc.  
Stop Work Notice  
Copy of Open Code Case on 400 Rock Canyon

**LAND USE ADMINISTRATOR'S NARRATIVE OVERVIEW OF PROPERTY:**

This is currently a developed property with the main business use registered as "Real Estate Services" to the property owners, David & Mireya Cevallos. This business was registered formally September 28<sup>th</sup>, 2023, registration number 675.

The property owners as well as the tenant, as mentioned in the provided lease agreement, added additional sewer connections and electrical connections to the property.

The additional sewer connections are for RVs to be used as fulltime dwellings by the tenant, AUI, Inc. This line extension and additional connections were not reported to the City of Elephant Butte to update the wastewater monthly fee and classification, i.e., RV Park. Reference Ordinance 164, \$42.00 monthly for office building, \$40.00 + \$3.00 per space for RV Park.

The additional electrical was utilized for the portable temporary AUI Construction Office brought in. Property Owner, David Cevallos paid the fines and fees for this violation.

The front of the property, 400 Rock Canyon Road, is leased to AUI, Inc. Approximately 20,000sf of property. Included in this lease is the pre-existing building, approximately 1,456sf.

The remaining approximately 15,000sf of the property at the rear is maintained by the property owner and not included in the lease. This portion of the property is being utilized to store vehicles, vessels, and RVs.

A Stop Work Notice was placed on this property on September 25, 2023, for Commercial – Unregistered business(es) within the city limits of Elephant Butte. The City of Elephant Butte Land Use Administrator has determined this request for a conditional use business registration to be incomplete and non-compliant with City Code. Code Reference: 155.033 (G) 8 Contractor Yard, 155.033 (G) 28 Storage Facility, 155.033 (G) 29 RV Park, 154.45 Drainage and Erosion, 155.006 E Permitting, 110 Business Registration, Ord. 205 Storage Facility, Ch. 51 Wastewater, Ch. 94 Lighting. (Upon Mr. Cevallos changing his scope of work from RV Park/Storage Lot he removed the stop work notice from the property.)

This tenant, AUI, Inc. is on a 14-month long jobsite north of the City Limits, which is the primary work focus of this company at this time.

**HOURS OF OPERATION:**

No Hours Provided to Land Use Department.

**CONDITIONS AS SET FORTH IN CODE 155.033 (G) 8:**

(8) Construction or contractor's yard. A construction or contractor's yard is conditional use, however, the yard shall be maintained in a neat and orderly fashion and enclosed by a fence at least 6 feet in height.

The Land Use Administrator has determined that this condition has not been met, as the chain-link fence is only 5' 6" in height. The yard is well maintained on the tenant's portion of the property. RVs as dwellings are out of compliance with the city code as this property is not classified or registered as an RV Park.

**VIOLATIONS**

Case # 23013 – David Cevallos (Owner)



This property, 400 Rock Canyon Road, remains in non-compliance with the following:

1. RVs being utilized as dwellings on the property.
2. Chapter 51 Sewer/ Ordinance 164 Sewer Rates
3. A rear portion of the property continuously being utilized as a storage facility.
4. All RVs and the portable office were to be removed from the property by October 3<sup>rd</sup>, 2023.

Anthony Johnson, AUI Inc. – presented on behalf of the applicant, AUI Inc.

Anthony Johnson clarified information on this property. Johnson stated that AUI, Inc. currently has a contract with the state to maintain and work on the state-owned highway north of the city. Johnson stated that they had entered into a lease agreement with the property owner for the duration of the job. Johnson stated that he agreed that there had been some miscommunication with business permitting when they came in. Johnson stated that everything LUA Cobleigh presented was accurate and correct.

Hearing Closed.

Mayor Pro Tem Skinner made a motion to approve the AUI Inc. conditional use business registration.

LUA Cobleigh interjected to ask for further clarification for the compilation of the written Findings and Facts. LUA Cobleigh asked that Mayor Pro Tem Skinner please clarify what her exact motion of approval covers so she can properly reflect this in the written conclusion.

Mayor Pro Tem Skinner made a motion to approve the AUI Inc. conditional use business registration allowing them to operate as a business on the property, allowing the RVs as dwellings to remain on the property, setting a 14-day timeframe for the property owner to bring the property into compliance with all applicable city codes. Councilor Atwell seconded the motion. 3-1.

Mayor Pro Tem Skinner – Yes

Councilor Atwell – Yes

Councilor Harmon – No

Councilor Trager – Yes

Motion Carried.

For clarification of the record, Clerk Cobleigh stated that item 8a, conditional use business registration, had been approved with a 3-1 roll call vote. Clerk Cobleigh stated that within the approval it was motioned that the property owner has 14-days to bring all code violations into compliance with the City of Elephant Butte.

Mayor Pro Tem Skinner requested that Clerk Cobleigh send the written findings of fact to both the property owner and the tenant so that they are on the same page. Clerk Cobleigh stated that all information during the duration of this project has been provided to both parties involved.

## **9. REGULAR ITEMS (DISCUSSION POSSIBLE ACTION)**

- a. Discussion/Possible Action: Elephant Butte Chamber of Commerce Contract

**Councilor Harmon** recused herself.

**City Manager Mascaro** introduced the matter of updating the contract between the City of Elephant Butte and the Elephant Butte Chamber of Commerce. Mascaro stated that the Elephant Butte Chamber of Commerce is requesting \$1,800.00 per month. Currently the City of Elephant Butte is paying the Chamber's rent monthly. Mascaro stated there is not a current signed contract on file with the City. Mayor Pro Tem Skinner requested legal to review and draft a new contract for \$450.00 monthly.

No Action Taken.

- b. Discussion/Possible Action: Resolution 23-24-108 Governing Body in Support of Second Amendment Rights

**City Attorney Ben Young** made the statement that changes had been made since the original order was placed, Young stated that the Council could request up to date amendments or move forward with the draft presented.

**Mayor Pro Tem Skinner** made a motion to adopt Resolution 23-24-108 Governing Body in Support of Second Amendment Rights. Councilor Atwell seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Atwell – Yes

Councilor Harmon – Yes

Councilor Trager – Yes

Motion Carried.

- c. Discussion/Possible Action: Ordinance 216 Authorizing the Sale of Real Property Consisting of 20.565 Acres on Alta Vista Road Pursuant to NMSA 1978, Section 3-54-1 - *Approval for Adoption*

**Mayor Pro Tem Skinner** made a motion to adopt Ordinance 216 Authorizing the Sale of Real Property Consisting of 20.565 Acres on Alta Vista Road Pursuant to NMSA 1978, Section 3-54-1. Councilor Atwell seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Atwell – Yes

Councilor Harmon – Yes

Councilor Trager – Yes

Motion Carried.

- d. Discussion/Possible Action: Ordinance 217 Authorizing the Sale of Real Property Consisting of 5.10 Acres on Warm Springs Blvd. Pursuant to NMSA 1978, Section 3-54-1 - *Approval for Adoption*

**Mayor Pro Tem Skinner** made a motion to adopt Ordinance 217 Authorizing the Sale of Real Property Consisting of 5.10 Acres on Warm Springs Blvd. Pursuant to NMSA 1978, Section 3-54-1. Councilor Atwell seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Atwell – Yes

Councilor Harmon – Yes

Councilor Trager – Yes

Motion Carried.

- e. Discussion/Possible Action: Purchase Agreement for 20.565 Acres on Alta Vista

**Mayor Pro Tem Skinner** made a motion to approve the Purchase Agreement for 20.565 Acres on Alta Vista. Councilor Atwell seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Atwell – Yes

Councilor Harmon – Yes

Councilor Trager – Yes

Motion Carried.

- f. Discussion/Possible Action: Purchase Agreement 5.10 Acres on Warm Springs Blvd

**Mayor Pro Tem Skinner** made a motion to approve the Purchase Agreement 5.10 Acres on Warm Springs Blvd. Councilor Atwell seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Atwell – Yes

Councilor Harmon – Yes

Councilor Trager – Yes

Motion Carried.

- g. Discussion/Possible Action: Memorandum of Understanding Between City of Elephant Butte and the South-Central Council of Governments

Mayor Pro Tem Skinner made a motion to approve the Memorandum of Understanding Between City of Elephant Butte and the South-Central Council of Governments to act as Fiscal Agent. Councilor Atwell seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Atwell – Yes

Councilor Harmon – Yes



Councilor Trager – Yes

Motion Carried.

## **10. ELEPHANT BUTTE CHAMBER OF COMMERCE REPORT**

No Representative Present.

## **11. MAYOR AND COUNCIL REPORTS**

**Councilor Atwell** – No Report

**Councilor Trager** made note that she had attended the outdoor economics conference. Councilor Trager attended the Emergency Operations Training and advised it would be good for the city to update the Emergency Plan.

**Councilor Harmon** made note that she had also attended the Emergency Operations Training and she feels we as a city are woefully unprepared for a disaster to our area.

**Mayor Pro Tem Skinner** made note that she had attended the Sierra County Tourism Meeting.

**Mayor Mortensen** made note that he had attended the ribbon cutting for new business, Butte Cannabis. Mayor Mortensen also attended a two-day event on infrastructure in Lac Cruces with City Manager Mascaro and Mayor Pro Tem Skinner.

## **12. CITY STAFF REPORTS**

### **a. City Treasurer**

**John Mascaro presented on behalf of Kristin Saavedra** - Beasley and I have been working diligently to update Tyler with missing credits/debits to make sure our bank accounts can reconcile. These missing transactions started on FY 21/22. Beasley helped me to correctly enter in our GRT's to match the amounts received in our cash account as in the past, they weren't matching. I have started with corrections beginning with June of 2022 and moving forward to current. Please note that the correct amounts for our GRT will be reflected in my November's Treasurer's report. I am almost finished with our 1st quarter report. Will have it submitted by the deadline. I was informed by Revize that the website has been placed in the migration que and they will notify me as soon as they begin the migration. I have given login information to Caselle to start the data transfer process. We are still working on the time clocks. We have had some bumps, but we are working them out. We have completed the draft MOU for approval with Jay Armijo, once that's approved and final, I can submit to the State for OHV fund reimbursement along with any other project reimbursements that we are applying for. I will begin working on an MOU with the Sheriff's Office, which will only need council approval. I was notified by Anthony at DFA that they no longer require a Joint Powers Agreement. I am still working on budget transfers, which I found out do not need council approval as they are within the same fund. Once I have completed those, I will begin on BAR's, fund to fund transfers, that will need council approval. I received confirmation that I am able to add GL accounts that are needed in some departments, and I am able to change the names of certain GL accounts to reflect what they are supposed to be. Our insurance premiums will be increasing by 10% on January 01, 2024. I have earmarked 10% of the sale of our properties specifically for this increase. The increase will be roughly \$15,000 in total or \$2,500 per department, possibly a little more. I will have the exact number once I have applied for the 10%. This is for the remaining 6 months of FY 23/24 for now. We will budget for more for FY 24/25 as a precaution.

b. City Clerk

**Lindsey Cobleigh** stated that the Clerk's Office has remained quite busy with record request research. Some research can take days, weeks, and sometimes even months. To abide by the newly updated IPRA guidelines Clerk Cobleigh has ordered a redaction kit to aid in the process of providing sensitive documents to requesters safely. Clerk Cobleigh attended Clerk 101 Training on October 10-12, 2023. These sessions were all remote zoom classes. These classes consisted of an overview of the IPRA process, introduction to government finance, meeting administration, meeting minutes, and obtaining my CMC. Clerk Cobleigh attended the NM Clerk Institute on October 16-19, 2023. These sessions were in person in Santa Fe, NM. Clerk Cobleigh was able to network with fellow clerks from around the state. These sessions focused on knowing the difference between statutes, ordinances, and resolutions and when one is needed, Procurement, HR, the broadband highway in NM, Ethics, Financial Compliance, and OMA & IPRA. Over the next few meetings, I will be drafting our annual resolutions for adoption, Per Diem Rates, Annual Meeting Calendar, Annual Holiday Calendar etc. I will also be drafting a resolution for the proposed increase to the IPRA fees. Current media fees are \$5.00. Per DFA and the AG's office we can charge \$10.00 plus postage.

c. Land Use Administrator

**Lindsey Cobleigh** updated the Mayor and Council on the current issued permits through the Land Use Department. LUA Cobleigh stated that the Land Use Department has slowed down some and there is not the constant flow of permits as she saw in the spring and summer. LUA Cobleigh stated that there have been 121 issued permits since January 2023 and fully expects to match the amount of issued permits from last year. LUA Cobleigh stated most permits being received at this time are simple remodels and carports. LUA Cobleigh noted that Johanna Munoz has officially been moved into the position of Land Use Assistant and Fire Admin Assistant. LUA Cobleigh stated she is happy with this new addition to the department and looks forward to training Munoz on permitting.

d. Land Use Field Assistant

**LUA Cobleigh** introduced new City Hall Employee, Roger Long III, who is the Land Use Field Assistant.

**Roger Long III** updated the Mayor and Council on his job duties as assigned over the time he has been here. Long noted he has learned how to identify code violations and properly log them into the reporting software. As per this report presented Long has opened 12 violation cases and successfully closed out 4 due to compliance with the city code. Long stated that the majority of the violations noted are weeds. Long stated he has been assisting LUA Cobleigh with checking setbacks of proposed new builds and accessory structures as well.

e. Fire Chief

**Chief John Mascaro** reported that there have been 29 EMS calls, 2 structure fires at the same address, different buildings, and different days, and 3 vehicle fires. The property with the two structure fires has been sent a fire code violation letter letting them know of the two fires as this is an abandoned property. The foundation on Station 1 complete. Chief Mascaro went into detail about the interior design and layout proposed for the new station. Chief Mascaro noted that he was able to attend the Fire Chiefs Conference in Ruidoso. The new Tender has been



having some minor repairs done to get it ready to be in service. All participants of the EMS class are to be drug tested and fingerprinted per UNM's regulations and standards.

f. City Manager

**John Mascaro** noted that the sale of the properties will assist in the 10% increase in insurance starting January 2024. There will be a wastewater line extension for the newly proposed Dollar General Store going in on Warm Springs Blvd. Mascaro went over the lead pipe updates from the last meeting. Mascaro found out at the infrastructure conference that it is not nearly as daunting as first thought. There is a survey to complete and then document from there. Mascaro updated that as soon as the fire station is being erected the crew will then begin the concrete work on the bathroom on the event site. Hoping to be formed and poured within the next thirty days. Mascaro stated that as per the previous discussion during the spring retreat, November 1<sup>st</sup> will begin the wage increases across the board for all employees. Mascaro noted that there are two new employees with the city, Roger Long III and Bowen Clark who is a licensed CDL driver and will be in public works. Mascaro mentioned the newly re-paved city hall parking lot. A Mountain that is currently working on the San Andres Ocotillo project was able to work this into their schedule. Mascaro mentioned the addition of a 4-way stop at Ontario and Beach at the pre-existing bus stop. Mascaro stated that he will be bringing in a second auditor to review the issues that have carried over from past administration. Mascaro noted that he had sent a letter to the Attorney General requesting an internal audit review of the past practices and finances within the City of Elephant Butte, with one example being a Wildland Bank Account being opened without proper approval. Mascaro went over the resurfacing of Rio Grande Circle which will be taken care of by A Mountain for approximately \$57,000.00. SBE, Inc. is looking at bringing in additional sewer to that area of Rio Grande Circle before the repaving so it can be done all at one time.

### 13. EXECUTIVE SESSION

- a. Discussion of limited personnel matters – closed pursuant to NMSA 1978, Section 10-15-1(H)(2) –Manager's Office.

**Mayor Pro Tem Skinner** made a motion to enter into executive session for the discussion of limited personnel matters – closed pursuant to NMSA 1978, Section 10-15-1(H)(2) – Manager's Office. Councilor Atwell seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Atwell – Yes

Councilor Harmon – Yes

Councilor Trager – Yes

Motion Carried.

**Mayor Pro Tem Skinner** made a disclosure statement that there was no discussion of items other than the limited personnel matters – closed pursuant to NMSA 1978, Section 10-15-1(H)(2) –Manager's Office.

### 14. ACTION

- a. Action required following discussion of limited personnel matters –pursuant to NMSA 1978, Section 10-15-1(H)(2) –Manager’s Office.

No Action Taken.


## 15. COUNCILOR COMMENTS

None.

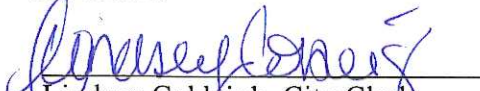
## 16. ADJOURNMENT

Mayor Mortensen adjourned the meeting.

*Minutes approved and adopted at the City Council meeting on November 15, 2023.*

  
Phillip Mortensen, Mayor

**ATTEST:**

  
Lindsey Cobleigh, City Clerk

