

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

103 Water Avenue, Elephant Butte, NM 87935

Wednesday, December 13, 2023 – 2:00PM

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 – Absent
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

Mayor Pro Tem Skinner made a motion to approve the agenda with the amendment to remove item 5a. Councilor Harmon seconded the motion. 3-0.

City Clerk Cobleigh conducted a roll call vote.
Mayor Pro Tem Skinner – 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.

Denise Addie presented on behalf of Toys for Kids for Sierra County. Addie thanked the City and the Council for their continued support of the toy drive.

~~5. COUNCILOR ELECT OATH OF OFFICE~~

- ~~a. Swearing in ceremony of Kim Skinner & Michael Williams~~

~~(Sworn in at 10:00am prior to the meeting by Hon. George Lee. Removed by amendment by Mayor Pro Tem Skinner and Councilor Harmon.)~~

6. CONSENT ITEMS

- a. Regular City Council Meeting Minutes November 15, 2023
- b. Regular City Council Meeting Minutes November 28, 2023

Councilor Harmon made a motion to approve both Regular City Council Meeting Minutes November 15, 2023, and Regular City Council Meeting Minutes November 28, 2023, as presented. Mayor Pro Tem Skinner seconded the motion. 3-0.

City Clerk Cobleigh conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Trager– Yes

Motion Carried.

7. CITY STAFF REPORTS

- a. City Treasurer

John Mascaro presented to the City Council on behalf of Kristin Saavedra. There was an update to the council on the proposed payroll company. With this new proposed company there would be no more paper timesheets submitted by staff, it would be all electronically filed.

- b. City Clerk

Lindsey Cobleigh presented to council the Clerk's Office has remained busy with record request research. Some research can take days, weeks, and sometimes even months. I am averaging approximately 3-5 requests a week. Most requests are able to be filled by electronic format, but occasionally there is a need to submit the request by digital format of a USB drive. I have been working on the annual resolutions to be adopted either at the December meeting or the January meeting. It has been a busy couple of week making certain all of that paperwork is in order for the council and city records. Jane Tinon and I have started looking at the utility fees and will be working on a proposal to first be discussed with the Public Utility Advisory Board and then will come before council for final approval. The 2024 Holiday Calendar for staff is complete, awaiting council approval. The 2024 Meetings Calendar is complete, awaiting council approval. As soon as it is approved the annual meeting dates will be posted, published, and distributed to the boards involved in the calendar.

Three more property liens were filed this week on properties that are delinquent on utility bills. We have had one paid in full due to the sale of the property. I wanted to take this time to thank each of you for this past year and having the privilege of serving as the City Clerk. Thank you all for your continued support and patience as I learn and develop my skills in this role for the city. In this past year I have made some fantastic contacts throughout the state that have helped me tremendously in different areas of being a clerk. I am already looking forward to my Spring Conference for Clerks to see what new information is gone over!

c. Land Use Administrator

Lindsey Cobleigh presented The land use department has slowed down considerably over the past month. With this slowdown on permits, it has allowed for additional time to be spent on updating records, updating land use forms, creating policy and procedures. I am hoping by early spring to have the policy and procedures complete and ready for council approval for the land use department. This is something that is important to me to have in place for the land use department as it develops and grows. Roger and I have been going over the address concerns within the incorporated limits of the city. We have found numerous neighborhoods where the addresses are inconsistent with each other as well as with the plat map for the city. We will be working on this project together to make certain that these properties and homes are addressed properly. I have been reviewing all of the animal registration records and getting those records brought into current status. With Roger being out in the field we are getting more residents in to register their pets, which is wonderful! I will be simplifying the actual registration records, instead of the cards that were previously issued we will be able to simply print the registration directly from iWorqs.

d. Land Use Field Assistant

Roger Long reported on the last month of code activity. Long reported that a good majority of the cases logged were for animal control calls. There was a total of twenty cases logged by Long for the previous month. Council asked if in the next report the addresses for the properties in question could be included on the report as well.

e. Fire Chief

Chief Mascaro reported that there has been a total of six structure fires within the Elephant Butte Fire District with four of those on the same property. There is an abandoned property outside of the city limits that has vagrants occasionally staying at and causing these fires. The fires have been reported to the Sierra County Sheriff's Department as they handle code enforcement for the county. Chief Mascaro mentioned that the EMT-Basic Class is continuing as per schedule.

8. PRESENTATIONS

a. Sierra County Sheriff's Office – Sheriff Joshua Baker

Sheriff Baker reported that there had been a total of 108 patrol hours over the past month and the speed trailer is currently on Beach Blvd and Ontario.

b. Bohannon & Huston – David Shields

David Shields reported that the rebid for both Warm Springs Blvd Phase 2 and Wastewater Phase 4b came in with a projected savings of \$150,000.00 per project. Shields stated that both projects will be ready for award at the January 17, 2024, meeting.

9. REGULAR ITEMS (DISCUSSION POSSIBLE ACTION)

a. Discussion/Possible Action: Resolution 23-24-109 Animal Control Procedures

Mayor Pro Tem Skinner made a motion to approve Resolution 23-24-109 Animal Control Procedures. Councilor Trager seconded the motion. 3-0.

City Clerk Cobleigh conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Trager– Yes

Motion Carried.

- b. Discussion/Possible Action: Resolution 23-24-111 Annual Open Meetings Act
Mayor Pro Tem Skinner made a motion to approve Resolution 23-24-111 Annual Open Meetings Act. Councilor Trager seconded the motion. 3-0.
City Clerk Cobleigh conducted a roll call vote.
Mayor Pro Tem Skinner – Yes
Councilor Harmon – Yes
Councilor Trager– Yes

Motion Carried.

- c. Discussion/Possible Action: Resolution 23-24-112 Golf Cart Fees & Expiration Date
Mayor Pro Tem Skinner made a motion to approve Resolution 23-24-112 Golf Cart Fees & Expiration Date. Councilor Harmon seconded the motion. 3-0.
City Clerk Cobleigh conducted a roll call vote.
Mayor Pro Tem Skinner – Yes
Councilor Harmon – Yes
Councilor Trager– Yes

Motion Carried.

- d. Discussion/Possible Action: Resolution 23-24-113 2024 Holiday Calendar
Mayor Pro Tem Skinner made a motion to approve Resolution 23-24-113 2024 Holiday Calendar. Councilor Harmon seconded the motion. 3-0.
City Clerk Cobleigh conducted a roll call vote.
Mayor Pro Tem Skinner – Yes
Councilor Harmon – Yes
Councilor Trager– Yes

Motion Carried.

- e. Discussion/Possible Action: Resolution 23-24-114 NMDOT Capital Outlay C1233361
Mayor Pro Tem Skinner made a motion to approve Resolution 23-24-114 NMDOT Capital Outlay C1233361. Councilor Harmon seconded the motion. 3-0.
City Clerk Cobleigh conducted a roll call vote.
Mayor Pro Tem Skinner – Yes
Councilor Harmon – Yes
Councilor Trager– Yes

Motion Carried.

- f. Discussion/Possible Action: Resolution 23-24-115 NMDOT Capital Outlay C1233362
Mayor Pro Tem Skinner made a motion to approve Resolution 23-24-115 NMDOT Capital Outlay C1233362. Councilor Trager seconded the motion. 3-0.
City Clerk Cobleigh conducted a roll call vote.
Mayor Pro Tem Skinner – Yes
Councilor Harmon – Yes
Councilor Trager– Yes

Motion Carried.

- g. Discussion/Possible Action: Resolution 23-24-116 Dissolution of Wildland Small Business Checking Account at First Savings Bank

Mayor Pro Tem Skinner made a motion to approve Resolution 23-24-116 Dissolution of Wildland Small Business Checking Account at First Savings Bank. Councilor Harmon seconded the motion. 3-0.

City Clerk Cobleigh conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Trager– Yes

Motion Carried.

- h. Discussion/Possible Action: Elephant Butte Chamber of Commerce Contract
The council and staff had a discussion regarding the proposed amounts from the Elephant Butte Chamber of Commerce.

Mayor Pro Tem Skinner made a motion to approve the Elephant Butte Chamber of Commerce Contract pending signatures at the same amount as approved by the state for budgeting with no increase. Councilor Harmon seconded the motion. 3-0.

City Clerk Cobleigh conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Trager– Yes

Motion Carried.

10. ELEPHANT BUTTE CHAMBER OF COMMERCE REPORT

Earl Greer presented on behalf of the EBCOC that the 5:01 parties on the first Thursday of the month have grown in attendance every month. Greer noted that the January 5:01 party will be at Edward Jones. Greer announced that the Chili cookoff is being brought back by the EBCOC as well as maintaining the golf tournament. Greer noted that with the fishing mount tournament this year there was no payouts as there were no records broken. The EBCOC has begun organizing ribbon cuttings for new businesses within Elephant Butte. Greer noted that the UTEP Girls Volleyball team toured the area recently and enjoyed their time here. EBCOC is working on setting up a beach volleyball tournament the second weekend in May 2024.

11. MAYOR AND COUNCIL REPORTS/COMMENTS

Councilor Trager inquired about the updates to the employee handbook and where the city was at with that. City Manager Mascaro stated that it is being worked on currently. Councilor Trager requested it be brought to the council by February 2024 for discussion and/or possible action.

Councilor Harmon attended the SCCOG meeting in Mesilla.

Mayor Pro Tem Skinner reported that there are NM Tourism projects available to qualify for infrastructure ICIP top ten. Attended the MERGDA meeting, an IRA reduction meeting, an EPA meeting in El Paso, the Hospital Governing Board meeting, and NM Chamber of Commerce meeting.

Mayor Mortensen declared the need for an Emergency Executive Session for:

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

Mayor Pro Tem Skinner made a motion to enter into emergency executive session for the discussion of limited personnel matters – closed pursuant to NMSA 1978, Section 10-15-1(H)(2) –*Manager's Office, Fire Chief's Office, Treasurer's Office.* Councilor Trager seconded the motion. 3-0.

City Clerk Cobleigh conducted a roll call vote.

Mayor Pro Tem Skinner – 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 discussion of limited personnel matters – closed pursuant to NMSA 1978, Section 10-15-1(H)(2) –*Manager's Office, Fire Chief's Office, Treasurer's Office.* No action was taken.

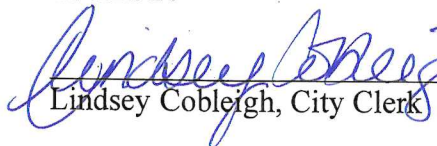
12. ADJOURNMENT

Mayor Mortensen adjourned the meeting.

Minutes approved and adopted at the City Council meeting on March 4, 2024.


Phillip Mortensen, Mayor

ATTEST:


Lindsey Cobleigh, City Clerk

