



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

103 Water Avenue, Elephant Butte, NM 87935

**Wednesday, March 12, 2025 – 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 Cathy Harmon – Present

Councilor Michael Williams – Present

Councilor Skylar Arnold – 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 as submitted. Councilor Williams seconded the motion. 4-0.

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

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – Yes

Councilor Arnold – 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 (l.cobleigh@cityofebnm.gov) before the meeting.

**None Submitted.**

**5. CONSENT ITEMS**

**a. Regular Meeting Minutes February 12, 2025**

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

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

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – Yes

Councilor Arnold – Yes

Motion Carried.

**6. PRESENTATIONS**

**a. Proclamation for Turtleback Mountain Golf & Resort Day – March 25, 2025**

There was no representative present for the receipt of the proclamation. Mayor Mortensen read the proclamation to the Governing Body, Staff, and the citizens present.

- b. Sierra County Sheriff's Office – Sheriff Joshua Baker  
**Sheriff Baker** reported that he had recently met with City of Elephant Butte Treasurer, Laura Whiteside, regarding the FY25-26 funding application for the LEPP. Sheriff Baker reported that there had been a fuel theft at the City of Elephant Butte and the individual had been obtained and held on numerous other charges.
- c. Bohannon Huston  
**Eric Hamilton** with Bohannon Huston reported on the current projects for the City of Elephant Butte. Hamilton reported there had been a walkthrough and punch list for Warm Springs Blvd Phase II, Water, And Wastewater Phase 4b. Hamilton stated that Bohannon is working on the design of a water and wastewater extension for Santa Fe Court. Once the extension on Santa Fe Court is completed the final walk-through will take place. San Andres had one failure around a manhole, the contractor is fixing this today(3.12.2025). Ocotillo Drive has been changed from chip seal to asphalt. The final design to be done in three weeks, project complete by June.

## 7. REGULAR ITEMS (DISCUSSION POSSIBLE ACTION)

- a. Discussion/Possible Action: Resolution 24-25-117 NMDOT MAP  
**Janet Porter-Carrejo**, City Manager introduced this item to the Governing Body. Porter-Carrejo stated that this item was submitted for additional roadway and drainage concerns. The City of Elephant Butte did request a monetary match waiver for this project application. Eric Hamilton briefed the Governing Body on this project under the MAP funding application. Hamilton noted the pavement is at risk along the Warm Springs Blvd roadway and along Balboa.  
  
**Council Harmon** made a motion to approve Resolution 24-25-117 NMDOT MAP as presented. Mayor Pro Tem Skinner seconded the motion. 4-0  
**City Clerk Cobleigh** conducted a roll call vote.  
Mayor Pro Tem Skinner – Yes  
Councilor Harmon – Yes  
Councilor Williams – Yes  
Councilor Arnold – Yes  
Motion Carried.
- b. Discussion/Possible Action: NMDOT Local Government Road Fund Cooperative Agreement  
**Janet Porter-Carrejo**, City Manager introduced this item to the Governing Body. Porter-Carrejo noted that this application was for materials to maintain all current roadways within the City of Elephant Butte. Eric Hamilton went on to further discuss this project and what all would be included in the Co-op Funding. It was noted that with this project there would be a \$37,500.00 match required by the City of Elephant Butte. Porter-Carrejo stated that a monetary match waiver had been requested for this project as well.  
  
**Councilor Williams** made a motion to approve the NMDOT Local Government Road Fund Cooperative Agreement. Councilor Harmon seconded the motion. 4-0.  
**City Clerk Cobleigh** conducted a roll call vote.  
Mayor Pro Tem Skinner – Yes  
Councilor Harmon – Yes  
Councilor Williams – Yes  
Councilor Arnold – Yes

Motion Carried.

- c. Discussion/Possible Action: Draft Ordinance 221 – Amending Ch. 50 General Utilities – *Approval for publication*

**Janet Porter-Carrejo**, City Manager introduced this Draft Ordinance to the Governing Body. This ordinance amendment had been drafted and worked on by both Porter-Carrejo and City Clerk Cobleigh. It was explained that the amendment was needed to add clarification to the Lien process within the utility code which will aid staff on collecting outstanding utility bills and filing liens in a timely manner.

**Mayor Pro Tem Skinner** made a motion to approve Draft Ordinance 221 – Amending Ch. 50 General Utilities for publication for public hearing. Councilor Arnold seconded the motion. 4-0.

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

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – Yes

Councilor Arnold – Yes

\*\*\**Please note that ordinance 221 became ordinance 223 as it was mis-numbered.*\*\*\*

- d. Discussion/Possible Action: Draft Ordinance 222 – Amending Ch. 150 Utility Right-of-Way Management – *Approval for publication*

**Janet Porter-Carrejo**, City Manager introduced this Draft Ordinance to the Governing Body. This ordinance amendment had been drafted and worked on by both Porter-Carrejo and City Clerk Cobleigh. It was explained that the amendment was needed to add clarification to the Right-of-Way Management process within the utility code. City Staff has hosted a workshop for utility companies and contractors to obtain input on this code for the amendments.

Councilor Williams asked if the City of Elephant Butte has certified staff to be handling this type of permitting. Porter-Carrejo stated that yes, the city does. City Clerk Cobleigh stated that these permits known as “ROWS” will be logged into the permitting and code enforcement software and be trackable there. Porter-Carrejo stated that these permits will be closely monitored by Land Use, Code Enforcement, Public Works and herself.

Mayor Pro Tem Skinner made a motion to approve Draft Ordinance 222 – Amending Ch. 150 Right-of-Way Management for publication for public hearing. Councilor Harmon seconded the motion. 4-0.

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

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – Yes

Councilor Arnold – Yes

## 8. CITY STAFF REPORTS

- a. Discussion of Department Reports

### **City Manager**

**Janet Porter-Carrejo** reported that the maintenance crew has been working on cleaning up easements of overgrown brush. The public works crew has been utilizing the skid steer for this project. The Annual Spring Clean Up is scheduled for April 14-April 28, this is for yard waste only. Porter-Carrejo reported that Fire Chief Long has recently obtained his Firefighter I and Firefighter II certifications. Porter-Carrejo stated that she will be organizing community meetings for ICIP input from the community and will be bringing this information before the



council in May. Department budget meetings will be upcoming in April. Porter-Carrejo stated that the City of Elephant Butte will be advertising for both a front desk assistant as well as the executive assistant position. Porter-Carrejo asked if the Council would be available for a special meeting on March 19, 2025, for the approval of a resolution for the NMDOT Hardship Sale.

### **City Clerk**

**Lindsey Cobleigh** reported on a few areas within the clerk's office that have been busy recently. Janet Porter-Carrejo and I went through a training session with our website company, Simply Design, and are now able to post information to the website. We still have Simply Design do the main postings and we take care of the smaller updates and postings as they come up. All contacts have been updated with the new email addresses. I have been working with Janet Porter-Carrejo as well as the Zoning Commission on Ordinance Amendments. So far we have two (2) to present today and I predict more to come over the next few months.

#### **Upcoming in the Clerk's Office:**

1. Resolution for Election to submit to Sierra County Clerk's Office
2. Three (3) Zoning Commission terms are coming up, will need to advertise
3. Record Retention and Destruction Schedule
4. Asset Organization and Logging
5. Business Registration Renewals (Prep in May to go out in June)
6. Golf Cart Registration Renewals (Prep in May to go out in June)

### **Land Use**

**Lindsey Cobleigh** provided a permit report to the council from January 1<sup>st</sup>-Present. To date there have been 25 issued zoning permits, varying from new home builds to carports.

### **Code Enforcement**

**Tudy Romero** reported on the last month of code reports in his written report. Romero reported that one dilapidated dwelling located within the city had recently applied for a demolition permit and had completed the demolition of the dwelling and all accessory structures on the property.

### **City Treasurer**

**Laura Whiteside** reported that she recently obtained her CPO and can now serve as the CPO for the City of Elephant Butte. Whiteside reported that there had been \$2million moved into a money market account and the city has to date earned over \$10,000.00 in interest. Whiteside reported that the city has gone under contract with Cordova CPA to perform three years of audits.

### **Fire Chief**

**Roger Long** submitted a written report, was not present at this meeting.

There was a total of 32 calls for the month of February. 5 Fire Calls, 2 MVAs, 1 Gas Leak, 24 EMS Calls. Chief Long's written report detailed the previous month's training and community outreach that the department participated in. The Elephant Butte Fire Department will be partnering with the American Red Cross for the Sound the Alarm Event and installing and distributing smoke alarms to residents of Elephant Butte on March 15, 2025.

## 9. EXECUTIVE SESSION

- a. Closed pursuant to NMSA 1978, Section 10-15-1(H)(8) for discussion of the purchase, acquisition, or disposal of real property.
- b. Closed pursuant to NMSA 1978, Section 10-15-1(H)(7) to discuss pending litigation – *Newberry v. COEB, Mascaro Saavedra v. COEB, Bachicha v. COEB*.

**Mayor Pro Tem Skinner** made a motion to enter into an executive session for a. NMSA 1978, Section 10-15-1(H)(8) for discussion of the purchase, acquisition, or disposal of real property. b. Closed pursuant to NMSA 1978, Section 10-15-1(H)(7) to discuss pending litigation – *Newberry v. COEB, Mascaro Saavedra v. COEB, Bachicha v. COEB*. Councilor Harmon seconded the motion. 4-0.

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

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – Yes

Councilor Arnold – Yes

Motion Carried.

**Mayor Pro Tem Skinner** made a disclosure statement that there was no discussion of items other than the discussion of items 9a and 9b.

## 10. ACTION

- a. Action required following discussion closed pursuant to NMSA 1978, Section 10-15-1(H)(8) for discussion of the purchase, acquisition, or disposal of real property.

**No Action Taken.**

- b. Action required following discussion pursuant to NMSA 1978, Section 10-15-1(H)(7) to discuss pending litigation – *Newberry v. COEB, Mascaro Saavedra v. COEB, Bachicha v. COEB*.

**No Action Taken.**

## 11. MAYOR AND COUNCIL REPORTS/COMMENTS

**Councilor Arnold** reported she had attended the tri-county legislative reception in Santa Fe.

**Councilor Williams** reported that he had attended the SCRDA meeting and there is a new member, Gary Whitehead. Councilor Williams stated that there is an update to IPRAs.

**Mayor Pro Tem Skinner** also attended the tri-county legislative reception in Santa Fe.

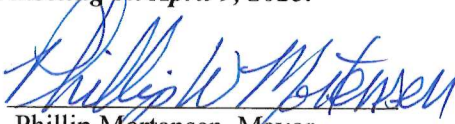
**Councilor Harmon** attended the tri-county legislative reception in Santa Fe. Councilor Harmon reported that she has both an upcoming JPC meeting and a SCCOG meeting.

**Mayor Mortensen** reported that he had attended the tri-county in Santa Fe as well as the NMML legislative night in Santa Fe.

## 12. ADJOURNMENT

Mayor Mortensen adjourned the meeting.

*Minutes approved and adopted at the City Council meeting on April 9, 2025.*

  
Phillip Mortensen, Mayor

ATTEST:

  
Lindsey Cobleigh, City Clerk

