



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

103 Water Avenue, Elephant Butte, NM 87935

Wednesday, May 14, 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 April 9, 2025

Councilor Williams made a motion to approve the regular meeting minutes with one correction to the address in public comment. 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. Poppy Proclamation Presented to American Legion Post #44
Mayor Mortensen presented the American Legion Auxiliary Members with a proclamation. Mayor Mortensen, members of the council and the Auxiliary were present for pictures.
- b. Sierra County Sheriff's Office – Sheriff Joshua Baker
Sheriff Baker presented the call volume and call list from last month the council for their review. Sheriff Baker stated there had been a total of 162 patrol hours last month with increased stops along Warm Springs Blvd. Sheriff Baker stated that the Sierra County Sheriff's Office will be participating in a regional meeting with other local entities leading up to the memorial weekend holiday. Sheriff Baker stated that they had been awarded the FY25-26 LEPP funds.

7. LODGERS' TAX GRANT APPLICATIONS

Mayor Mortensen made a statement prior to the discussion of the individual grant applications. Mayor Mortensen stated that the City of Elephant Butte's Lodgers' Tax Fund has decreased by approximately \$7,000.00. The City's portion of the funds is \$8,500.00 with \$7,000.00 in commitments pending for FY25-26. Mayor Mortensen stated he wished there had been more to plan Elephant Days or a Grand Opening of the Community Center.

- a. Discussion/Possible Action: Lodgers' Tax Recipient Application – Friends of Elephant Butte Lake State Park – 2025 Fireworks Extravaganza - \$3,000

Mayor Pro Tem Skinner made a motion to approve the Lodgers' Tax Recipient Application – Friends of Elephant Butte Lake State Park – 2025 Fireworks Extravaganza - \$3,000. 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

Motion Carried.

- b. Discussion/Possible Action: Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Balloon Regatta \$1,000

Mayor Pro Tem Skinner made a motion to approve the Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Balloon Regatta \$1,000. 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.

- c. Discussion/Possible Action: Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Billboard \$500

Item 7c failed due to a lack of motion.

- d. Discussion/Possible Action: Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Chamber Golf Tournament \$1,000

Mayor Pro Tem Skinner made a motion to approve the Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Chamber Golf Tournament \$1,000. 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.

- e. Discussion/Possible Action: Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Marina del Sur Music Festival \$500

Mayor Pro Tem Skinner made a motion to approve the Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Marina del Sur Music Festival \$500. 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.

- f. Discussion/Possible Action: Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Elephant Butte Chamber of Commerce Website \$2,000

Mayor Pro Tem Skinner made a motion to approve the Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Elephant Butte Chamber of Commerce Website \$2,000. 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.

- g. Discussion/Possible Action: Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Elephant Butte Brochures \$2,000

Councilor Williams made a motion to approve the Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Elephant Butte Brochures \$2,000. Councilor Arnold seconded the motion. 2-3.

City Clerk Cobleigh conducted a roll call vote.

Mayor Pro Tem Skinner – No

Councilor Harmon – No

Councilor Williams – Yes
Councilor Arnold - Yes
Mayor Mortensen - No
Motion Denied.

8. PUBLIC HEARING

- a. Discussion/Possible Action: Ordinance 224 Amending the Provisions of 155 Zoning Definitions - *Approval for Final Adoption*

Mayor Mortensen requested a roll call to enter the public hearing.

City Clerk Cobleigh conducted a roll call.

Mayor Mortensen – Present
Mayor Pro Tem Skinner – Present
Councilor Harmon – Present
Councilor Williams – Present

Mayor Mortensen introduced the hearing for the Final Adoption of Ordinance 224 Amending the Provisions of 155 Zoning Definitions

Mayor Mortensen addressed the Council in asking if they had received any ex parte communications regarding Ordinance 224.

Mayor Pro Tem Skinner – No
Councilor Harmon – No
Councilor Williams – No
Mayor Mortensen – No

Mayor Mortensen addressed the Council asking if they had any interest regarding Ordinance 224.

Mayor Pro Tem Skinner – No
Councilor Harmon – No
Councilor Williams – No
Mayor Mortensen – No

Mayor Mortensen swore in all parties as a group who wished to testify at this public hearing.
Lindsey Cobleigh City Clerk.

City Presentation

Lindsey Cobleigh, City Clerk presented the due process of Ordinance 224.

Timeline of Due Process for:

Public Hearing Case #25-070 Final Adoption of Ordinance 224 – Amending the Provisions of 155 Zoning Definitions

Tuesday, April 1, 2025 – Draft Ordinance 224 went before the Zoning Commission for review and recommendation to City Council.

Wednesday, April 9, 2025 – City Council reviewed Draft Ordinance 224 and approved it for publication for public hearing.

Tuesday, April 10, 2025 – Notice of Public Hearing was drafted and posted online and at all adopted posting locations; Inside City Hall, Outside City Hall, Post Office, and Community Center.

- Notices were additionally uploaded to the Official City of Elephant Butte website, www.cityofelephantbutte.com
- Notices were additionally uploaded to the Official City of Elephant Butte Facebook page, www.facebook.com/ElephantButteNM

Tuesday, May 6, 2025 – Notice of Public Hearing was sent to the Sentinel via email to be published as a legal notice.

Documents Included in Public Hearing Packet:

1. Posting Locations Notice of Hearing
2. Legal Notices
3. Final Draft of Ordinance 224

No Questions.

Mayor Pro Tem Skinner made a motion to approve case number 25-070 Final Adoption of Ordinance 224 as submitted. 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.

9. REGULAR ITEMS (DISCUSSION POSSIBLE ACTION)

- a. Discussion/Possible Action: Draft Ordinance 225 – Amendment to Sewer Fee Requirements – *Approval for publication*

Mayor Pro Tem Skinner made a motion to approve Draft Ordinance 225 – Amendment to Sewer Fee Requirements for publication for public hearing. Councilor Arnold seconded the motion. 3-1.

City Clerk Cobleigh conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – No

Councilor Arnold - Yes

Motion Carried.

- b. Discussion/Possible Action: Resolution 24-25-121 Level 2 Fire Condition Declaration
Chief Long presented this resolution to the City Council to declare a level two drought condition within the incorporated city limits of Elephant Butte.

Councilor Williams made a motion to approve Resolution 24-25-121 Level 2 Fire Conditions Declaration with one text amendment: emergent to emergency. 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.

- c. Discussion/Possible Action: Resolution 24-25-122 2026-2027 NMDOT TPF-Rock Canyon
Eric Hamilton of Bohannon Huston presented this Resolution for consideration by the City Council. This resolution will aid in the application for funding through NMDOT for TPF funds for Rock Canyon Road.
Mayor Pro Tem Skinner made a motion to approve Resolution 24-25-122 2026-2027 NMDOT TPF-Rock Canyon. 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.
- d. Discussion/Possible Action: Representative Appointment to SJOA Board
Mayor Pro Tem Skinner made a motion to appoint Councilor Arnold to the SJOA Board as the City of Elephant Butte representative. Councilor Harmon seconded the motion. 3-1
City Clerk Cobleigh conducted a roll call vote.
Mayor Pro Tem Skinner – Yes
Councilor Harmon – Yes
Councilor Williams – Yes
Councilor Arnold - Abstained
Motion Carried.
- e. Discussion/Possible Action: Appointment to Sierra Vista Hospital Governing Board.
Mayor Mortensen announced the City of Elephant Butte received in one notice of interest for the Sierra Vista Hospital Governing Board which was from Richard Holcomb who is currently serving on the board. Mayor Mortensen made the recommendation to reappoint Richard Holcomb to the SVH Governing Board.
- Mayor Pro Tem Skinner** made a motion to approve Mayor Mortensen's recommendation to appoint Richard Holcomb to the Sierra Vista Hospital Governing Board. Councilor Williams seconded the motion.
City Clerk Cobleigh conducted a roll call vote.
Mayor Pro Tem Skinner – Yes
Councilor Harmon – Yes
Councilor Williams – Yes
Councilor Arnold - Yes
Motion Carried.

10. CITY STAFF REPORTS

- a. Discussion of Department Reports
Mayor Pro Tem Skinner asked for an overview of all reports presented.

Treasurer Report

Laura Whiteside presented her written report to the Council which consisted of a year-to-date report as well as a month-to-date report. Whiteside stated that she is currently working on the preliminary budget, and it will be presented at the special meeting on May 28, 2025, at

2:00pm. Janet Porter Carrejo also stated that the city is adding an additional \$50,000.00 to the park and recs budget for the upcoming year for ongoing maintenance.

Code Enforcement

Tudy Romero went over his written presented report with the Council. Romero stated there have been a few opened cases recently for work being done on properties without obtaining the proper permitting first.

Fire Department

Chief Long went over the presented report with the Council. Chief Long highlighted the training that the department had taken part in over the last month. Chief Long mentioned that the Elephant Butte Fire Department mutual aided on a large incident fire. There were 6 Fire Calls, 4 MVAs, and 47 EMS Calls for service.

11. EXECUTIVE SESSION

- a. Closed pursuant to NMSA 1978, Section 10-15-1(H)(7) to discuss possible threatened/pending litigation – *Road Project Claims*
- b. Closed pursuant to NMSA 1978, Section 10-15-1(H)(9) for public hospital committee discussion of strategic and long-range strategic and long-range business plans of Sierra Vista Hospital
- c. Closed pursuant to NMSA 1978, Section 10-15-1(H)(8) for discussion of the purchase, acquisition, or disposal of real property.

Mayor Pro Tem Skinner made a motion to enter an executive session for Executive Session items a, b, and c. 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.

Mayor Pro Tem Skinner made a disclosure statement that there was no discussion of items other than the discussion of items 11a, 11b, and 11c.

12. POSSIBLE ACTION

- a. Action required following discussion pursuant to NMSA 1978, Section 10-15-1(H)(7) to discuss possible threatened/pending litigation – *Road Project Claims*
No Action Taken.
- b. Action required following discussion pursuant to NMSA 1978, Section 10-15-1(H)(9) for public hospital committee discussion of strategic and long-range strategic and long-range business plans of Sierra Vista Hospital

Councilor Williams made a motion to approve the City of Elephant Butte's withdrawal from the Sierra Vista Hospital Joint Powers Agreement. 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.

City Attorney, Ben Young, clarified that he will be drafting a letter of notice regarding the action taken on 12b.

- c. 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.

13. MAYOR AND COUNCIL REPORTS/COMMENTS

Mayor Pro Tem Skinner stated she had been in attendance of quite a few meetings to include NM Department of Health Mentally and Physically Disabled Individuals. Mayor Pro Tem Skinner stated that there is the potential for Medicaid to be cut in New Mexico which would effect a lot of families, health care, and hospitals.

Councilor Harmon stated that next week she will be participating in the SCRTPO Meeting. Councilor Harmon attended a grant application workshop hosted by the NMML. Councilor Harmon asked about our current Hazard Mitigation Plan.

Councilor Williams asked if the City could send a copy of the animal control contract to the SCRDA office.

Councilor Arnold attended a conference in Las Cruces. Councilor Arnold stated that the city should work towards having succession manuals in place for each department and position in case of a job vacancy. Janet Porter-Carrejo stated that it is a great idea and currently the city is cross training Alex Sullivan at the front desk as well as entering requisitions.

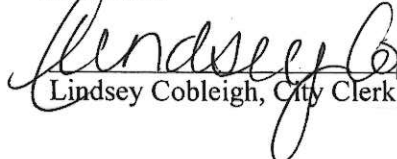
Mayor Mortensen stated he had attended the Governing Board Meeting made several trips to Santa Fe and is looking forward to the Annual Conference in August in Ruidoso.

14. ADJOURNMENT

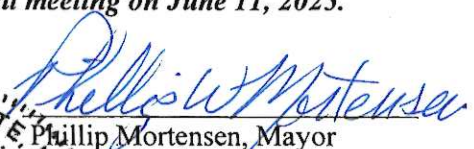
Mayor Mortensen adjourned the meeting.

Minutes approved and adopted at the City Council meeting on June 11, 2025.

ATTEST:


Lindsey Cobleigh, City Clerk




Phillip Mortensen, Mayor