



**NOTICE OF CITY OF ELEPHANT BUTTE
SPECIAL CITY COUNCIL MEETING
103 Water Avenue, Elephant Butte, NM 87935
Wednesday, May 28, 2025 – 2:00PM**

Minutes*

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Pro Tem Skinner called the meeting to order, with Councilor Williams leading the pledge.

2. ROLL CALL

Mayor Phillip Mortensen – Present by Phone

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

Councilor Harmon made a motion to approve the agenda as submitted. 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.

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. REGULAR ITEMS

- a. Discussion/Possible Action: Resolution 24-25-123 Preliminary Budget Adoption Fiscal Year 2025-2026

City Manager, Janet Porter-Carrejo and City Treasurer, Laura Whiteside presented this preliminary budget to the council.

Mayor Pro Tem Skinner asked to review items on page three first. Janet Porter-Carrejo stated that the items on page three are requested amounts only and not guaranteed to be paid.

Mayor Pro Tem Skinner questioned the Southwest Regional Transit and asked if Councilor Harmon was still on board. Councilor Harmon stated she is not on the board anymore. Councilor Williams stated that the City had previously opted out of paying this.

Mayor Pro Tem Skinner addressed the Elephant Butte Chamber of Commerce request for \$7,200.00 annually. She asked how much is currently being paid to the EBCOC. Laura Whiteside confirmed it is \$450 per monthly rate that is submitted quarterly to the EBCOC. Council requested that the rate remain the same; \$450 per month and \$5,400.00 annually.

Mayor Pro Tem Skinner addressed a new request from the Sierra County Arroyo Flood District. Janet Porter-Carrejo explained to the council that this is a new district that will be implementing taxes, but they are currently unfunded until December 2025 when they receive their first amount of funding. The council does not want to fund this.

Mayor Pro Tem Skinner asked what the big differences in the budget were for this year. Janet Porter-Carrejo addressed an increase in the Parks & Rec budget for park maintenance. This is an increase of \$40,000.00 that will cover the parks, the walking path, and the event site. Mayor Mortensen via phone asked if the city could utilize a portion of these funds for highway signs highlighting food establishments, gas stations, etc. Mayor Pro Tem Skinner replied to the Mayor that the City's portion of Lodgers' tax could be used for that purpose. The council agreed with the increase.

Mayor Pro Tem Skinner addressed an increase to the street maintenance budget by approximately \$25,000.00 and an increase to sign maintenance by approximately \$18,000.00. Councilor Williams asked if the clear site triangle was budgeted for the city to do the maintenance along the roadways and walking path. Janet Porter-Carrejo stated that the maintenance was budgeted. The council agreed with the increase.

Mayor Pro Tem Skinner stated that the LEPF funds of \$95,000.00 are simply a pass-through account for the amount awarded to the Sierra County Sheriff's Office.

Mayor Pro Tem Skinner stated that both the Wildland Fire Funds and State Fire Funds are restricted to the fire department.

Mayor Pro Tem Skinner requested a Capital Project update. Janet Porter-Carrejo gave the following update on open project GL accounts.

Warm Springs Phase 2 – Completed

Fire Station #1 – Completion Date 6/6/2025

Community Center – Completion Date 6/25/2025

Water Project – Completion Date 6/16/2025

Wastewater Phase 4B – Completion 6/16/2025

San Andres/Ocotillo Drive – First meeting for the road paving project on Ocotillo to take place 5/29/2025.

Butte Blvd. – Project to start mid-June 2025.

OHV Park Project – Still in process, there is one year remaining on the grant funds. Additional information will be brought to the council at the July 2025 meeting.

Mescal Loop – No update. Laura Whiteside said she did not budget for a Mescal project, Mayor Pro Tem Skinner stated that it will be state funded.

Mayor Pro Tem Skinner directed the review to page 16, Wastewater. There was a discussion of raising the monthly residential wastewater rates to a flat \$40.00 to include tax. Laura Whiteside stated that the preliminary budget was already proposed with that increase considered. The council decided to move forward with the increase to the residential wastewater rates. Lindsey Cobleigh, City Clerk asked if there would be changes to the commercial wastewater accounts as they are variable amounts bases on type and usage. The council stated a flat \$5.00 rate increase across the board to all wastewater fees. Janet Porter-Carrejo stated that the rate increase would be placed on the June bills to inform customers of the increase in July.

Water page 14-15. Increase base water rates to be the same as what NM Water is currently charging; \$24.59. Also increasing the usage per 1,000 gallons to \$4.98.

Mayor Pro Tem Skinner directed the council and staff to review the last page of the presented budget. On this page it was proposed that the city could offer a 70/30, 75/25, or 80/20 insurance coverage split payment with employees. Janet Porter-Carrejo stated that this would be an effective way of giving incentives to the employees. It was also proposed on this page to have a 5% pay increase across the board to all employees and elected officials. The council was in favor of the city paying 75/25 on insurance and the 5% across the board pay increase for all employees and elected officials.

Councilor Williams asked why there was no budgeted amount for training for the council? Laura Whiteside stated there had not previously been a budgeted amount for this line item. The council requested that the line item be increased to \$5,000.00 annually to provide training for all members of the council.

Councilor Williams made a motion to approve Resolution 24-25-123 Preliminary Budget Adoption Fiscal Year 2025-2026 with the discussed amendments and corrections. 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.

b. Discussion/Possible Action: Resolution 24-25-124 Burn Ban Fines and Penalties

Chief Long introduced this resolution request to the City Council. The council requested that the verbiage of “verbal warning” be amended to be “verbal/ticketed warning”. Councilor Harmon asked about fireworks for this year. Chief Long stated that the Sierra County Sheriff’s Department will be enforcing the illegal use of fireworks. Chief Long stated that the current city code 92.31 does prohibit any individual, firm, partnership, corporation or association to possess for retail sale in this city, sell or offer for sale at retail or possess or use any stick type rockets, aerial devices or ground audible devices.

Councilor Williams made a motion to approve Resolution 24-25-124 Burn Ban Fines and Penalties with the amendment as discussed. 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.

6. MAYOR AND COUNCIL REPORTS/COMMENTS

Mayor Mortensen thanked Laura Whiteside and Janet Porter-Carrejo for their hard work on the budget.

Cathy Harmon – No Report.

Councilor Williams requested that code enforcement look into the property next to Zia Kayak as it has been turned into a storage lot.

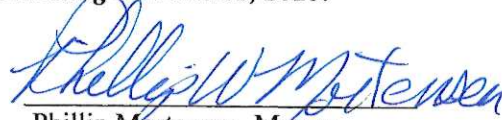
Councilor Arnold – No Report

Mayor Pro Tem Skinner asked if Councilor Williams remembered who has cut the walking path recently by C&K Automotive. Janet Porter-Carrejo stated she had found out, it was Smithco. There was a plan to install a fire hydrant at that location, but the lines were not the right size. The pathway will be fixed by Smithco.

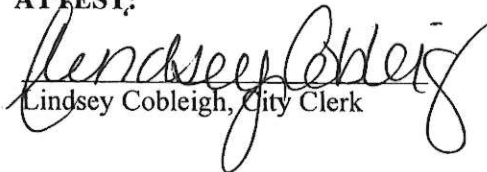
7. ADJOURNMENT

Mayor Mortensen adjourned the meeting.

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


Phillip Mortensen, Mayor

ATTEST:


Lindsey Cobleigh, City Clerk

