



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

103 Water Avenue, Elephant Butte, NM 87935

Wednesday, June 11, 2025 – 2:00PM

Minutes *

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Pro Tem Skinner called the meeting to order, and Councilor Harmon led the pledge of allegiance.

2. ROLL CALL

Mayor Phillip Mortensen – Present via Zoom

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 Williams 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.

Bruce Swingle, 1007 Poplar TorC, NM. Swingle was present today on behalf of PreReal Investments. Swingle requested a meeting with the Mayor, Mayor Pro Tem, and the City Manager the following week. This requested meeting is regarding utility process.

5. CONSENT ITEMS

a. Workshop Minutes May 14, 2025

Councilor Harmon made a motion to approve the meeting minutes as presented. 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.

b. Regular Meeting Minutes May 14, 2025

Councilor Harmon requested a typo correction within her report to be corrected to “SCRTPO”.
Councilor Williams made a motion to approve the meeting minutes with the amendment as stated. 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. Special Meeting Minutes May 28, 2025

Councilor Williams requested a typo correction on page 3 from fins to “fines” and page 4 no to not.

Councilor Williams made a motion to approve the meeting minutes with the amendments as stated. 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.

6. PRESENTATIONS

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

Sheriff Baker reported a total of 235 patrol hours during the month of May. All LEPF funds for FY2024-2025 have been expended. LEPF funding allocation for FY2025-2026 has been approved. Sheriff Baker confirmed that his last vacancy has been filled, and he is now fully staffed with deputies.

7. PUBLIC HEARING

a. Discussion/Possible Action: Ordinance 225 Amendment to Sewer Fee Requirements –
Approval for Final Adoption

Mayor Pro Tem Skinner requested a roll call to enter the public hearing.

City Clerk Cobleigh conducted a roll call.

Mayor Mortensen – Present via Zoom

Mayor Pro Tem Skinner – Present

Councilor Harmon – Present

Councilor Williams – Present

Councilor Arnold – Present

Mayor Pro Tem Skinner introduced the hearing for the Final Adoption of Ordinance 225 Amending to Sewer Fee Requirements.

Mayor Pro Tem Skinner addressed the Council in asking if they had received any ex parte communications regarding Ordinance 225.

Mayor Pro Tem Skinner – No

Councilor Harmon – No

Councilor Williams – No

Councilor Arnold - No

Mayor Mortensen – No

Mayor Pro Tem Skinner addressed the Council in asking if they had any interest regarding Ordinance 225.

Mayor Pro Tem Skinner – No

Councilor Harmon – No

Councilor Williams – No

Councilor Arnold - No

Mayor Mortensen – No

Mayor Pro Tem Skinner 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 225.

- Timeline of Due Process for:
- Public Hearing Case #25-081 Final Adoption of Ordinance 225 - Sewer Fee Requirements
- Amending the provisions of section 51 Sewer - Fee Requirements
- Tuesday May 6, 2025 - Draft Ordinance 225 went before the Zoning Commission for review and recommendation to City Council.
- Tuesday, May 14, 2025-City Council reviewed Draft Ordinance 225 and approved it for publication for public hearing.
- Tuesday, May 27, 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
- **Tuesday, May 27, 2025 - Notice of Public Hearing was sent to the Sentinel via email to be published as a legal notice for two consecutive weeks.**
- **Documents Included in Public Hearing Packet:** Posting Locations Notice of Hearing
 1. Posting Locations Notice of Hearing
 2. Legal Notices
 3. Final Draft of Ordinance 225

No Questions.

Hearing Closed.

Councilor Williams made a request to amend it from 6 months to 12 months.

Councilor Williams made a motion to approve case number 25-081 Final Adoption of Ordinance 225 with the amendments as stated. 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.

8. REGULAR ITEMS (DISCUSSION POSSIBLE ACTION)

a. Discussion/Possible Action: Resolution 24-25-125 Regular Local Election

City Clerk Cobleigh brought this resolution before the council for approval. This is the required resolution to submit to the Sierra County Clerk for participation in the Regular Local Election. The resolution stated the (1) four-year mayor seat and (2) four-year council seats.

Councilor Williams made a motion to approve the Resolution 24-25-125 Regular Local Election. 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 24-25-126 Board Travel Policy

City Clerk Cobleigh brought this resolution before the council for approval. This resolution is for appointed board members traveling for training pertaining to their appointed positions.

Councilor Williams made a motion to approve the Resolution 24-25-126 Board Travel Policy. 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: Resolution 24-25-127 Community Center Agreement & Fees

City Clerk Cobleigh brought this resolution and draft community center rental agreement to the council for approval. Cobleigh stated that with this new community center rental agreement the city is having separate pricing for private party and commercial/corporate use. With the newly remodeled community center it is important to have this new agreement and fees in place.

Councilor Williams requested an amendment to the private party rate be amended to be \$200.00 rather than the proposed \$125.00.

Councilor Williams made a motion to approve the Resolution 24-25-127 Community Center Agreement & Fees with the amendment as stated. 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: Resolution 24-25-128 Water and Sewer Rates

City Clerk Cobleigh brought this resolution before the council for approval. Cobleigh went over the different rates that were changed by their recommendations during the May 28, 2025, special meeting.

Councilor Williams made a motion to approve the Resolution 24-25-128 Water and Sewer Rates. 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.

- e. Discussion/Possible Action: Resolution 24-25-129 Travel Reimbursement Per Diem

City Clerk Cobleigh brought this resolution before the council for approval. Cobleigh stated that this is the annual travel resolution that the city approves. This resolution has the most up to date DFA rates attached to the last page of the travel reimbursement request form. All travel after July 1, 2025, will be on these rates proposed.

Councilor Williams made a motion to approve the Resolution 24-25-129 Travel Reimbursement Per Diem. 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.

- f. Discussion: ICIP 2027-2031

City Clerk Cobleigh stated that this is an open discussion with no action regarding what items the council would like to have on the ICIP list for the upcoming Fiscal Year.

Council was in agreeance that the list from FY2026-2030 could be carried forward and utilized again with the same items. Water, wastewater, flood control, maintenance vehicles.

No Action Taken.

9. CITY STAFF REPORTS

a. Discussion of Department Reports

Treasurer's Report

Laura Whiteside presented her written report to the council. Whiteside noted that the auditors are now 75% completed with the audit of FY22-23. The preliminary budget was submitted to DFA and was approved with minor corrections. No questions.

Clerk's Report

Lindsey Cobleigh presented her written report to the council. Cobleigh went over the business renewals that had been sent out stating there was a total of 187 renewals sent out on June 3, 2025. Notice of connectivity for wastewater was sent out to all applicable residents within the wastewater phase 4b area of improvement. Cobleigh noted to the council that city staff have been taking part in NMML training and plan on doing more. One in May was on workplace violence and bullying. The one upcoming in July will be on customer service training. Cobleigh provided a Lodgers' Tax fund spreadsheet to the council.

All other department reports were provided to the council with the packets and staff were not available for the presentation of the report.

10. EXECUTIVE SESSION

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

Councilor Harmon 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.

Councilor Williams made a disclosure statement that there was no discussion of items other than the discussion of items 10a, 10b, and 10c.

11. POSSIBLE ACTION

- a. 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

No Action Taken.

- b. 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.

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

No Action Taken.

12. MAYOR AND COUNCIL REPORTS/COMMENTS

Councilor Harmon reported that she had attended the SCRTD planning and organizational meetings to which they ranked 12 TPF projects which will be sent to NMDOT for funding. NMDOT also provided a presentation from their Right of Way Bureau.

Councilor Williams reported that there is a SCRDA meeting next week that he will be attending.

Councilor Arnold reported that she had attended a training for low-income houses and available programs for families and contractors. Councilor Arnold mentioned that she has been reviewing the SJOA bylaws and has not yet attended a meeting.

Mayor Mortensen asked about the upcoming MOLI training presented by the NMML. City Clerk Cobleigh stated she had received the notice that day of the dates of the MOLI training and it will be in August.

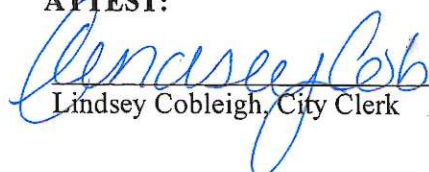
Mayor Pro Tem Skinner asked about the possibility of an Advanced MOLI training for the members of council that have gone through the MOLI training previously and would like to continue their knowledge and education.

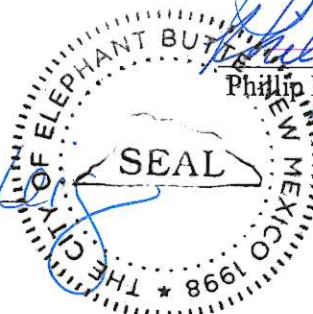
13. ADJOURNMENT

Mayor Pro Tem Skinner adjourned the meeting.

Minutes approved and adopted at the City Council meeting on July 16, 2025.

ATTEST:


Lindsey Cobleigh, City Clerk




Phillip Mortensen, Mayor

