



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

103 Water Avenue, Elephant Butte, NM 87935

**Wednesday, July 16, 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**

**Councilor Arnold made a declaration of conflict of interest for item 7c and stated she will abstain from voting on that item.**

**Councilor Williams made a motion to approve the agenda as presented. 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.

**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 June 11, 2025

b. Special Meeting Minutes July 2, 2025

**Councilor Williams** made a motion to approve both items 5a and 5b 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.

## 6. PRESENTATIONS

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

**Captain Vincent Apodaca** was present on behalf of Sheriff Baker who was in attendance of another meeting. Captain Apodaca reported to the council that during the last month they had 14 reports, 3 DWIs, 1 warrant and a total of 160 patrol hours. Captain Apodaca stated that there had been no major events or incidents over the 4<sup>th</sup> of July Holiday. Mayor Pro Tem Skinner addressed Captain Apodaca and asked about July 6, 2025, at 10:00pm, when she called in a report of aerial fireworks why no one showed up to address this concern. Mayor Pro Tem Skinner stated that the aerals were going off over the top of her home and neighboring homes and she was concerned about this starting a fire. Mayor Pro Tem Skinner stated that she had been told the call was sent to the New Mexico State Police who were aiding in call responses and yet no one still showed up. Mayor Pro Tem Skinner stated that her neighbor has burn marks in their driveway. Captain Apodaca stated that he was unaware of this incident and would coordinate with Sheriff Baker and look into this call.

## 7. REGULAR ITEMS (DISCUSSION POSSIBLE ACTION)

- a. **Discussion/Possible Action: Resolution 25-26-100 FY25-26 Final Budget Adoption**

City Treasurer, Laura Whiteside introduced this item to the council for review. Councilor Williams asked where the City Clerk salary is taken out of? Whiteside state it is taken out of the General Fund. Councilor Williams asked who holds the Land Use Administrator position? Whiteside stated that it is Rachel Black. Councilor Williams asked who holds the Fire Admin position? Whiteside stated that is split between three people Joseph Farless, Sherry Anderson, and Joseph Green as part-time positions.

**Councilor Williams** made a motion to approve resolution 25-26-100. 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: Resolution 25-26-101 ICIP Approval FY 2026-2030**

**Jay Armijo** with the South-Central Council of Governments presented this item to the council for review. This is the resolution for the updated ICIP List. Armijo stated that the dates of the ICIP need to be corrected to reflect 2027-2031.

**Mayor Pro Tem Skinner** made a motion to approve resolution 25-26-101 ICIP Approval FY2027-2031 with the dates corrected as noted. 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: Resolution 25-26-102 South Central Council of Governments, Inc. FY 2025-2026**

Jay Armijo with the South-Central Council of Governments presented this item to the council for review. This is the resolution for the annual agreement and contract with SCCOG.

Mayor Pro Tem Skinner made a motion to approve resolution 25-26-102 South Central Council of Governments, Inc FY 2025-2026. Councilor Harmon seconded the motion. 3-0-1.

City Clerk Cobleigh conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – Yes

Councilor Arnold - Abstained

Motion Carried.

d. **Discussion/Possible Action: Resolution 25-26-103 LGRF Cooperative Agreement**

City Clerk Cobleigh presented this item to the council for review. Cobleigh stated that this project is for the residential roads throughout the City of Elephant Butte and no one road was named.

Councilor Williams made a motion to approve resolution 25-26-103 LGRF Cooperative 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.

e. **Discussion/Possible Action: Resolution 25-26-104 Municipal Arterial Program Agreement**

City Clerk Cobleigh presented this item to the council for review. Cobleigh stated that this project is for the drainage phase for Warm Springs Blvd.

Councilor Williams made a motion to approve resolution 25-26-104 Municipal Arterial Program Agreement. 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.

f. **Discussion/Possible Action: Resolution 25-26-105 NMDOT Match Waiver**

City Clerk Cobleigh presented this item to the council for review. Cobleigh stated that NMDOT allows for one match waiver to be submitted per year, and this match waiver is for the MAP Agreement Project as it has the largest match amount.

Councilor Williams made a motion to approve resolution 25-26-105 NMDOT Match Waiver. 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.

g. **Discussion/Possible Action: JPA Agreement -Sierra County Regional Dispatch Authority**

**Councilor William** made a motion to approve the JPA Agreement – Sierra County Regional Dispatch Authority. 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.

**8. CITY STAFF REPORTS**

a. Discussion of Department Reports

**City Treasurer**

**Laura Whiteside** presented her written reports to the city council for review. Councilor Williams asked if negatives were still actual positives when reading financial reports. Whiteside stated that the negatives and positives are accurate reflections on the report. Councilor Williams asked who or what “4x4 Services” is? Whiteside replied this is our certified Water and Wastewater contract company. Councilor Williams asked about a large check paid to Bohanna Huston. Whiteside stated that this was for multiple projects and multiple statements. Councilor Williams asked about a check to Ekmar Title. Whiteside stated that this was for the closing and purchase of property that the Elephant Butte Fire Department bought for the water grant project. Councilor Williams asked what “Admin Services” is. Whiteside stated this is the health insurance for the employees. Councilor Williams asked if Sandy Jones is on consulting with or for the City of Elephant Butte. Whiteside confirmed that Sandy Jones is on a consulting contract with the City of Elephant Butte. Councilor Williams asked for clarification on a few vendors and Whiteside confirmed they were Fire Department vendors. Laura Whiteside informed the council that there would be a need for a special meeting before July 31, 2025, to finalize the upcoming budget by resolution.

**Fire Department**

Chief Long had prepared and submitted a written report for the meeting, was out for training during this meeting. Councilor Williams asked City Clerk Cobleigh to answer a question regarding why the fire department is being called out on domestic calls. Cobleigh stated that due to possible injuries central dispatch pages out Fire/EMS as a preventative. Cobleigh stated that any further questions for fire she can relay to Chief Long. No further questions.

**City Clerk**

**Lindsey Cobleigh** presented her written and submitted report. There was a total of 189 business registration renewals that were mailed out on June 3, 2025. These renewals were regular business registrations, alcohol registrations, and mobile vending annual registrations. As of 7/11/2025 we have received a total of 107 renewals. There are 4 closed businesses and 7 returned letters of renewal. Since the issuing renewals there have been 2 new registrations issued: 1 standard business registration and 1 mobile vendor registration. The City of Elephant Butte participated in a NMSIF training course regarding Customer Service and Inner Office

Communications. This training was provided by the NMML/NMSIF and was an onsite training for all staff. I will be reaching out to Erica Olguin with the NMSIF to schedule another training. All staff seem to really enjoy the training that is being provided.

#### **Land Use**

**Rachel Black** presented her written and submitted report to the council. Black noticed an error on her report of the mailing address being present rather than the permitted address. Black stated she will send out a corrected report to the council.

### **9. 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. Discussion of limited personnel matters – closed pursuant to NMSA 1978, Section 10-15-1(H)(2) –*Fire Department*

**Mayor Pro Tem Skinner** made a motion to enter an executive session for Executive Session items a, b, and c. 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, 9b, and 9c.

### **10. 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 of limited personnel matters –pursuant to NMSA 1978, Section 10-15-1(H)(2) *Fire Department*  
**No Action Taken.**

## 11. MAYOR AND COUNCIL REPORTS/COMMENTS

**Mayor Mortensen** stated he attended the JPA Amendment Meeting on July 15, 2025.

**Mayor Pro Tem Skinner** stated she also attended the JPA Amendment Meeting on July 15, 2025. Mayor Pro Tem Skinner spoke about the Spaceport Tax District Board that she is currently on. Spaceport America is looking into creating more workable useable space. The second hanger has been funded to be built. Mayor Pro Tem Skinner stated that there are already numerous companies interested in renting it out. There is also a new tenant that is going to be building their own hanger. Mayor Pro Tem Skinner spoke about the Stark Building that was originally projected and planned to be a 3-story building and is now redesigned to be a 1-story building to fit budgetary needs.

### **Councilor Harmon – No Report**

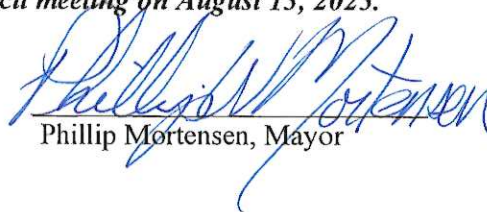
**Councilor Williams** attended the SCRDA meeting on July 16, 2025. Councilor Williams stated he was concerned that there was a total of seven businesses along Butte Blvd. who did not receive the construction notice regarding the Butte Blvd. project. City Clerk Cobleigh apologized for the inconvenience of the businesses not receiving the notices. She assured the Council they were sent out.

**Councilor Arnold** reported she had attended her first SJOA meeting and was impressed with the amount of work they do.

## 12. ADJOURNMENT

Mayor Mortensen adjourned the meeting.

*Minutes approved and adopted at the City Council meeting on August 13, 2025.*

  
Phillip Mortensen, Mayor

ATTEST:

  
Lindsey Cobleigh, City Clerk

