



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

103 Water Avenue, Elephant Butte, NM 87935

Wednesday, August 13, 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 open item 3 for discussion. Councilor Williams seconded this 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 motion to approve the agenda 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.

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 July 16, 2025

b. Special Meeting Minutes July 28, 2025

Mayor Pro Tem Skinner made a motion to open item 5a and 5b for discussion. Councilor Williams seconded this 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 motion to approve consent items 5a and 5b 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. Sierra County Sheriff's Office – Sheriff Joshua Baker

No Representative Present.

- b. PreReal Investments – James Prendamano

James Prendamano came before the council to give an update. The New Mexico Open is set for September 15, 16, 17, 2025. It is expected to be very well attended as the course is now within the top 10 in the country. Prendamano stated there will be several golf podcasters present for this event set up on the patio area to live stream the event. This event will be covered by numerous news outlets. It is currently predicting that with the live streaming capability there will be approximately 2 million viewers over this event. Prendamano talked to the council on the overall economic impact within Sierra County. Prendamano mentioned that the golf course is giving the gated community vibes yet still very approachable with numerous home styles and offerings.

7. APPOINTMENTS

- a. Zoning Commission Appointment (2) two-year terms, (1) one-year term.

Mayor Pro Tem Skinner made a motion to open item 7a for discussion. Councilor Williams seconded this 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.

The discussion was held regarding the three letters of intent that were received for the open zoning commission seats; letters of intent were received from Lee Morris, Christine Logan, and John Masce. These are the three current members of the zoning commission.

Mayor Pro Tem Skinner made a motion to appoint Christine Logan to a two-year term, Lee Morris to a two-year term, and John Masce to a one-year term. 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.

8. REGULAR ITEMS (DISCUSSION POSSIBLE ACTION)

a. Discussion/Possible Action: Zoning Commission Resolution 25-26-100

Mayor Pro Tem Skinner made a motion to open item 8a for discussion. Councilor Williams seconded this 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 began the discussion of when the prior Planning & Zoning Board was dissolved, and the new Zoning Board created. Mayor Pro Tem Skinner stated that she feels it is with the best interest of the city to keep this board at a three-member board. Mayor Pro Tem Skinner stated that it is a “no” from her for a five-member board.

Mayor Pro Tem Skinner made a motion to deny the Zoning Commission’s request by Resolution 25-26-100 to be increased to a five-member board. 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. Discussion/Possible Action: Voting Delegate for NMML

Mayor Pro Tem Skinner made a motion to open item 8b for discussion. Councilor Williams seconded this 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 began the discussion of who was previously selected as the City of Elephant Butte’s voting delegate for the NMML. Mayor Mortensen was the previous voting delegate. Mayor Mortensen stated that he would be unable to attend the NMML Annual

Meeting this year and therefore would like someone else to be the voting delegate. Mayor Pro Tem Skinner asked Janet Porter-Carrejo if she was going to make the NMML Annual Meeting and if so she would like to name Janet Porter-Carrejo as the voting delegate. Porter-Carrejo confirmed she would be attending the NMML Annual Meeting September 16-19, 2025.

Mayor Pro Tem Skinner made a motion to name City Manager, Janet Porter-Carrejo as the voting delegate for the NMML Annual Meeting. 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 25-26-107 Fiscal Year 2024-2025 Final Quarter

Mayor Pro Tem Skinner made a motion to open item 8c for discussion. Councilor Williams seconded this 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.

Laura Whiteside, City Treasurer introduced this resolution to the city council for review and approval. Whiteside stated to the city council that the totals on this resolution for approval had previously gone before council, this was just a needed resolution that the state requires to close out the Fiscal Year.

Mayor Pro Tem Skinner made a motion to approve Resolution 25-26-107 Fiscal Year 2024-2025 Final Quarter. 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.

- d. Discussion/Possible Action: Resolution 25-26-108 Approval of Capital Asset Listing

Councilor Williams made a motion to open item 8c for discussion. Mayor Pro Tem Skinner seconded this 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 asked where attachment A for this resolution was. City Clerk Cobleigh stated that she had sent it out by email that the attachment would be provided as it was

available and she had not received the attachment. CPA, Javier Machuca stated that this resolution was not yet ready to be on the agenda review and approval as the attachment was not completed.

Councilor Williams made a motion to table resolution 25-26-108 Approval of Capital Asset Listing due to insufficient information provided. 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 25-26-109 Audit Approval for FY2022-2023

Mayor Pro Tem Skinner made a motion to open item 8e for discussion. Councilor Harmon seconded this 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.

Rufino Rodriguez, Cordova CPAs, LLC was present via Meet GoTo video app. Rodriguez gave a PowerPoint presentation to the council and staff. Rodriguez explained the process used for the audit of Fiscal Year 2022-2023. Rodriguez reviewed with the council and staff the findings during this audit. Rodriguez suggested that the City of Elephant Butte begin planning and building policies and procedures and succession plans for all departments within the City of Elephant Butte. Rodriguez stated that this audit had already been submitted to the OSA and had been accepted.

Mayor Pro Tem Skinner requested a copy of the PowerPoint presentation from Rufino Rodriguez. Rodriguez stated he will email it out to the council.

Mayor Pro Tem Skinner made a motion to approve Resolution 25-26-109 Audit Approval for FY2022-2023. 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: Resolution 25-26-110 Rescinding Res. 24-25-121 Drought Conditions

Councilor Williams made a motion to open item 8f for discussion. Mayor Pro Tem Skinner seconded this 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.

Chief Long was present to present this resolution for review and approval by the city council.
There were no questions or discussion on this resolution.

Councilor Williams made a motion to approve resolution 25-26-110 Rescinding Resolution 24-25-121 Drought Conditions. 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: Joint Powers Agreement – Sierra Vista Hospital & City of Elephant Butte

Mayor Pro Tem Skinner made a motion to open item 8g for discussion. Councilor Williams seconded this 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.

Janet Porter-Carrejo, City Manager introduced this item to the City Council for review and approval. Porter-Carrejo informed the council that the new amended agreement is not yet ready and requested the City Council to meet for a special meeting to review and approve the agreement as it is made available.

No Motion Made. No Action Taken, Discussion Only.

9. CITY STAFF REPORTS

- a. Discussion of Department Reports

City Clerk

Lindsey Cobleigh provided the council with a written report. I have been working in the records shed recently. I have been working to get all of the records straightened out and organized by department. All boxes have been verified of the contents, and a proper label has been placed on the boxes with the retention time and destruction date placed on the box. To date we have 28 boxes ready for destruction this year. Once the entire shed has been verified and organized I will meet with each department head to inform them of the boxes from their department that are due for destruction. I am hoping by the September meeting to bring a resolution with a spreadsheet attachment for your approval for destruction.

Business Registration Renewals

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 8/7/2025 we have received a total of 124 renewals, with only 51

outstanding. Late notices were sent out on 7/31/2025. There are 7 closed businesses and 7 returned letters of renewal. Since the issuing renewals there have been 6 new registrations issued: 4 standard business registration and 2 mobile vendor registration.

Lien Report

City Clerk Cobleigh went over the current recorded liens that the city has on properties due to unpaid utility bills. Cobleigh stated there have been two liens paid off in full this month.

Code Enforcement

Rachel Black provided the city council a written code report. Black stated that she is not code enforcement but had logged the code complaints as they came into the city.

Fire Department

Chief Roger Long provided the city council with a written fire department report. During this reporting period, the Elephant Butte Fire Department responded to a total of 36 emergency calls, categorized as follows:

- Fire Calls: 4
- EMS Calls: 29
- Motor Vehicle Accidents (MVAs): 3

We were proud to attend and participate in National Night Out this month. The event had a strong turnout and provided a great opportunity for us to engage with community members, answer questions, and share safety information.

Looking ahead, we are in the process of planning an Open House event at the station. While the date is still to be confirmed, we anticipate hosting it soon. This event will include:

- Free carbon monoxide alarms and fire extinguishers distributed to the public as part of our ongoing Community Risk Reduction and Fire Prevention efforts.
- Complimentary hamburgers and hot dogs for attendees.
- Opportunities to tour the station, meet the crew, and learn more about fire safety and emergency preparedness.

Land Use Administrator

Rachel Black provided the council with a written report. Black stated that this last month permit issuance had been slower. Black stated that the Zoning Commission is currently looking at re-writing codes.

City Treasurer

Laura Whiteside provided the council with a written report. There were no questions from the council on the provided information.

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

Councilor Williams made a motion to enter an executive session for Executive Session items 10a and 10b. 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.

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

11. POSSIBLE 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 of limited personnel matters –pursuant to NMSA 1978, Section 10-15-1(H)(2) *Fire Department, City Clerk, Code Enforcement*

No Action Taken.

12. MAYOR AND COUNCIL REPORTS/COMMENTS

Mayor Pro Tem Skinner reported on the Public Utility Advisory Board meeting that was held August 12, 2025. Mayor Pro Tem Skinner will attend the Board of Health Meeting, Workforce Board Development Meeting, and MRGDA Meeting.

Councilor Harmon reported that she attended a TPF meeting the end of July to review past projects. Rhea Serna, Capital Outlay Analyst was present to assist with the review and streamlining of projects.

Councilor Williams reported that he had attended the NMML MOLI training in Albuquerque.

Councilor Arnold reported that she also attended the NMML MOLI training in Albuquerque and learned a lot. Councilor Arnold will also be attending the Workforce Development Meeting.

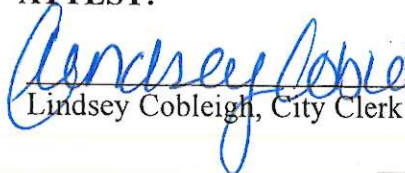
Mayor Mortensen reported that it had come to his attention that there is an advertised Air BnB home in Elephant Butte that is advertising to sleep 16 guests. Mayor Mortensen stated he will begin looking into Air BnB's again and start sending information to City Manager, Porter-Carrejo.

13. ADJOURNMENT

Mayor Mortensen adjourned the meeting.

Minutes approved and adopted at the City Council meeting on September 10, 2025.

ATTEST:


Lindsey Cobleigh, City Clerk

