



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

103 Water Avenue, Elephant Butte, NM 87935

**Wednesday, October 8, 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 Williams** made a motion to approve the agenda with the amendment of removing items 10 and 11 from the agenda. 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.

**Gary Potasnik, 603 Country Club Blvd.** Mr. Potasnik reported to the City Council about a animal control issue that had taken place. Mr. Potasnik's wife had taken their dog for a walk down Country Club and two white pitbull-looking dogs jumped her. This is the second time this has happened. Mr. Potasnik stated that in 2016 there was a woman killed by pitbulls in Williamsburg. Mr. Potasnik stated there are numerous homes within his neighborhood that allow dogs to bark and be a nuisance. It was stated that German shepherds and pitbulls need fences and containment within the city.

**5. CONSENT ITEMS**

a. Regular Meeting Minutes September 10, 2025

**Councilor Williams** made a motion to approve regular meeting minutes September 10, 2025. 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 submitted** a report to the council and staff. Sheriff Baker asked if he could respond to the public comment regarding the Animal Control concerns. Sheriff Baker stated that the City is currently under contract with the City of TorC for Animal Control Services. Sheriff Baker also stated that he currently has one Animal Control/Code Enforcement Officer that is serving the county. City Clerk Cobleigh added that when Mr. Potasnik came into City Hall she reported this incident to Central Dispatch requesting animal control to come out. Councilor Williams requested the Clerk to obtain a copy of the Animal Control Report. Sheriff Baker wanted to clarify the purchase of the new law enforcement boat that was approved for purchase with law enforcement protection funds. Sheriff Baker stated that the Bureau of Land Management (BOR) gave a portion of the lake patrol back to the Sierra County Sheriff's Office (SCSO). Sheriff Baker stated that the Elephant Butte Lake State Parks (EBLSP) is not obligated to respond to these calls. Baker stated that the New Mexico State Police (NMSP) does have old out of date boats that have been broken down most of the season. SCSO had received a donated boat from EBLSP, but it was not useable. Baker stated that the SCSO received another donated boat this time from Eddy County as a temporary solution and not a permanent fix to the need. Sheriff Baker addressed the specifics of Law Enforcement Protection Funds (LEPF). The City of Elephant Butte is eligible to apply for these funds due to the contract they hold with the SCSO. These funds are to be used for training and equipment purchases only, Sheriff Baker stated there are strict guidelines on what equipment can be purchased with these funds. In 2023 the purchase of a boat was placed in the 3–5-year plan for the SCSO. Sheriff Baker stated that typically the LEPF from Elephant Butte is utilized for the purchase of a new patrol vehicle. The oldest patrol vehicle in the fleet is a 2022 with low mileage. Sheriff Baker stated with all of this being reviewed it was possible to purchase the needed boat for the response on the water. Mayor Mortensen had requested a cost analysis from Sheriff Baker regarding a full-time deputy assigned to Elephant Butte. Sheriff Baker presented the cost analysis to the council. Sheriff Baker broke down each category of benefit that would be provided to the deputy for a averaged estimated total of salary and benefits package of \$100,015.00; this includes salary, health insurance, and PERA. Currently the City of Elephant Butte is paying \$30,000.00 annually for 150-200 patrol hours monthly.

## 7. APPOINTMENTS

### a. Lodgers' Tax Advisory Board Appointment

- 1-Member at Large – 1 Applicant
- 1-Tourism – 1 Applicant
- 1-Lodging – 1 Applicant

The Council had an open discussion on the three applicants for the Lodgers' Tax Advisory Board. Council requested that when applicants apply they should provide more information about themselves and the qualifications they hold that would aid their role on the board. Council asked what the qualifications and criteria for applying were. Clerk Cobleigh stated that state statute as well as city code lists the different requirements. Current City Code 31.67: The Mayor shall make the recommendation with City Council approval to appoint a five (5) member Advisory Board. The board is to consist of two (2) members who are owners or operators of lodgings subject to the occupancy tax, two (2) members who are owners or operators of industries located within the city that primarily provide services or products to tourists of whom are directly involved in tourist-related industries, and one (1) member who is a resident of the city who shall represent the public. The City Council may appoint an alternate



member to the Lodgers' Tax advisory Board that meets one of the two mentioned criteria: owner operator of lodging or owner operator of an industry.

**Councilor Williams** made a motion to approve the appointment of Janine Sjostrom - Member at Large, Eileen McGuire – Tourist Related Industry, and Kent Dalman – Lodgings. 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.

Mayor Mortensen requested Clerk Cobleigh to inform all applicants of their appointment.

## **8. REGULAR ITEMS (DISCUSSION POSSIBLE ACTION)**

### **a. Discussion/Possible Action: Resolution 25-26-113 FY25-26 BAR #1**

**Councilor Williams** made a motion to approve Resolution 25-26-113 FY25-26 BAR #1. 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 25-26-114 Amending Travel Reimbursement**

**Councilor Williams** made a motion to approve Resolution 25-26-114 Amending Travel Reimbursement. 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.

## **9. CITY STAFF REPORTS**

### **a. Discussion of Department Reports**

#### **City Clerk**

**Lindsey Cobleigh** went over her written quarterly lien report. The report was broken down by each month, July, August, and September. Each month had the lien activity reported; how many liens filed, how many liens paid and released, intent to liens, and number of recorded liens each month. Councilor Williams noted a type of “none” when it should be “non”.

### **Code Enforcement**

**Lindsey Cobleigh** presented a written report to the council. This report noted 32 cases having been opened since September 5, 2025. Cobleigh noted that out of these 32 cases only 14 remain pending or open. Cobleigh reported that all but 5 cases are closed from the previous month's report.

### **Fire Department**

Gary Potassnik from the audience asked when the burn ban will be lifted.

Chief Long addressed Mr. Potasnik and stated that burn ban for the incorporated area was lifted at the last council meeting. Chief Long presented a written report to the council. Chief Long noted there was a total of 32 total calls this past month.

### **Land Use Administrator**

**Rachel Black** presented a written report to the council. Councilor Williams noted a type of "even" when it should be "event".

### **City Treasurer**

**Laura Whiteside** presented a written report to the council. Councilor Williams had a question regarding an expenditure to Bohannon Huston. Whiteside stated it was a final payment on the Butte Blvd project. Councilor Williams questions \$198,000.00 to NMDOT. Whiteside stated this was a return of funds due to the project coming in under budget. she is currently working on budget adjustments to bring before council in October.

## **~~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.~~

~~\*\*\*\*Items 10a and 11a removed from the agenda under item 3. \*\*\*\*~~

## **~~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.~~

~~\*\*\*\*Items 10a and 11a removed from the agenda under item 3. \*\*\*\*~~

## **12. MAYOR AND COUNCIL REPORTS/COMMENTS**

**Mayor Pro Tem Skinner** reported that she had attended the tourism board meeting, Sierra County Lodgers' Tax meeting, the meet and greet at the community center and the NM Hospitality Meeting.

**Cathy Harmon** reported that the SCCOG meeting in Vado was cancelled. Councilor Harmon stated that the meet and greet was a huge hit.

**Councilor Williams** stated the meet and greet was a great event and good job.

**Councilor Arnold** attended the meet and greet and the NM Fire Expo which was well done.

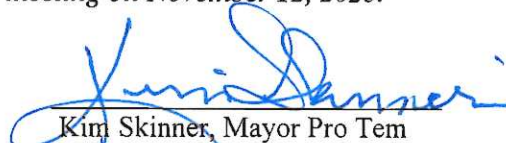
**Mayor Mortensen** announced the Annual Fall Cleanup dates of November 1-12, 2025. Mayor Mortensen directed the Clerk to post the fall cleanup notices at all posting locations.

### 13. ADJOURNMENT

Mayor Mortensen adjourned the meeting.

Councilor Williams made a motion to adjourn. Mayor Pro Tem Skinner seconded the motion. 4-0.

*Minutes approved and adopted at the City Council meeting on November 12, 2025.*

  
Kim Skinner, Mayor Pro Tem

ATTEST:

  
Lindsey Cobleigh, City Clerk



