



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

103 Water Avenue, Elephant Butte, NM 87935
Wednesday, November 12, 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 by Zoom
Mayor Pro Tem Kim Skinner – Present
Councilor Cathy Harmon – Present
Councilor Michael Williams – Present by Phone
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 presented. 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. CONSENT ITEMS

a. Regular Meeting Minutes October 8, 2025

Councilor Williams made a motion to approve items 5a as submitted. 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
No representative present. Report presented in packet.

- b. Elephant Butte Fire Department – New Repeater – Chief Long
Chief Long presented to the Council and update regarding newly installed repeater that is located on the Caballo mountains. Chief Long thanked Mayor Mortensen for all of his help and guidance on this project.

7. APPOINTMENTS

- a. Lodgers' Tax Advisory Board Appointment
 - 1-Alternate (General Position) – 1 Applicant
 - 1-Lodging – 1 Applicant

Councilor Williams made a motion to approve Lisa Rupard for the Alternate position upon confirmation that she is currently working for either a lodging or tourist business. Councilor Williams made a motion to approve Donald Peters to serve in the Lodging position. 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.

8. REGULAR ITEMS (DISCUSSION POSSIBLE ACTION)

- a. Discussion/Possible Action: Resolution 25-26-115 Transfer of Surplus Equipment
- b. Discussion/Possible Action: Resolution 25-26-116 Apparatus Disposal

City Manager Janet Porter-Carrejo introduced these two resolutions to the Council. The first one is a transfer of equipment from the Fire Department to the Public Works Department. This is an older fleet vehicle that is no longer used by the Fire Department. The Public Works Department will be able to maintain it and utilize it as a service response truck. The second resolution is a disposal resolution for the disposal of six vehicles from the City of Elephant Butte to the Elephant Butte Fire Department to use for training purposes. Porter-Carrejo stated that the six vehicles had been decommissioned and were inoperable.

Councilor Williams made a motion to approve both Resolution 25-26-115 and Resolution 25-26-116. 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.

9. CITY STAFF REPORTS

a. Discussion of Department Reports

Code Enforcement

Lindsey Cobleigh presented a written report of the current code violations from the past month, October. Councilor Arnold wanted it stated for the record that there had been a code enforcement officer logging code violation reports as well. Cobleigh stated for the record that these reports were all logged by her and assigned to her for follow ups. Cobleigh stated that the other officer's logged reports would be present on the next month's report.

City Treasurer

Laura Whiteside presented a written report for the Council to review. Councilor Williams had questions on several transactions, Whiteside answered his questions. One question was what is 1st Due Holdings? Whiteside answered this was a Fire Department purchase and Chief Long could explain further.

Fire Department

Chief Long addressed Councilor Williams question regarding the expenditure for 1st Due Holdings. Chief Long explained that this expense is for a reporting app that would aid the department on apparatus reports, incident reports, and includes the dispatching feature. Chief Long stated that this app would be beneficial to the department in many ways. Chief Long provided the Council with a written report. Chief Long noted that there are plans for continued training with the Fire Department.

Land Use

Rachel Black presented her written report to the Council for their review. There was no questions from Council on the presented report.

City Manager

Janet Porter-Carrejo reported to the Council that the City had received the certificate of occupancy from the state for the Fire Station #1. The city recently had a computer security system upgrade.

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*.

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

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*.
No Action Taken.

12. MAYOR AND COUNCIL REPORTS/COMMENTS

Mayor Mortensen – No Report, will be back in December.

Councilor Williams will return on Sunday from a RV tourism convention in Kentucky.

Councilor Arnold reported she had attended the NADO Conference held in Salt Lake City as well as the Infrastructure Conference in Albuquerque.

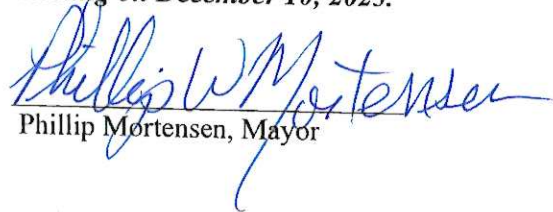
Councilor Harmon stated she is looking forward to starting a new session.

Mayor Pro Tem Skinner reported about the Capital Outlay request session and thanked the City Staff for having the flags up for Veteran’s Day.

13. ADJOURNMENT

Mayor Pro Tem Skinner adjourned the meeting.

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


Phillip Mortensen, Mayor

ATTEST:


Lindsey Cobleigh, City Clerk

