



**NOTICE OF CITY OF ELEPHANT BUTTE  
CITY COUNCIL WORKSHOP  
DISCUSSION ONLY, NO DECISIONS TO BE MADE  
313 Rio Grande Circle  
Elephant Butte Community Center  
Monday, February 23, 2026 – 10:00am**

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**Minutes\***

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Meeting called to order at 10:01am.

**2. ROLL CALL**

Mayor Richard Holcomb – Present  
Mayor Pro Tem Kim Skinner – Present  
Councilor Cathy Harmon – Present  
Councilor Mike Williams – Present  
Councilor Skylar Arnold – Present

Temporary Deputy Clerk, Janet Porter- Carrejo called roll and declared a quorum.

**3. APPROVAL OF AGENDA – Council Declaration of Conflict of Interest  
STATEMENT OF OPEN MEETINGS RESOLUTION & 3 MINUTE LIMIT PER SPEAKER ON ALL  
ISSUES**

Approval of Agenda, unanimous

**4. PUBLIC COMMENT**

Public comments can be made in person, by phone or given to the City Clerk by email  
(l.cobleigh@cityofebnm.gov) before the meeting.

Request for public comment, no comments

**5. FORM OF GOVERNMENT – COUNCIL/MANAGER**

- Rules and Responsibilities of the Governing Body

Discussion relating to the form of government the City of Elephant Butte operates under. We are a Council,  
Mayor & Manager form of government

Also discussed the roles and responsibility of the Governing Body

**6. OPEN MEETINGS ACT**

- Rolling Quorum

Reviewed the Open Meetings Act, explaining the “Rolling Quorum”

Governmental Conduct Act

A printed copy of the above responsibilities was included in the binder provided to members. As well as CEB  
Resolution #25-26-122,

Dillon’s Rule (relating to local governments powers), NMSA Chapter 3, Article 13

**7. STAFFING – GROWTH WITHIN THE CITY**

- Human Resources

The need for **Human Resources** position and examine the possibility of an **in-house City Attorney**, with a  
possibility of combining these two positions

- City Attorney – Inhouse v. RFP
- Code Enforcement – Challenges and necessity going forward

**Code Enforcement** – possibility of a full-time position. Until we can budget for that discussion was held concerning the possibility of having the Fire Chief fill the position 2/3 days a week with the City Clerk continuing to fill some of that role.

**Code Enforcement** charts pertaining to cases over the period of 2024 and 2025  
 Chart pertaining to the cost associated with the City’s buildings. Informational

- Volunteer Appointed Positions – Zoning Commission

Volunteer/ Appointed positions. **Zoning Commission**, Lodgers Tax Board. Until we are able to appoint additional members to Zoning Board, schedule their meetings the same day as Council meetings.

Within the binder was some information of a portion of the current department’s workloads and what they anticipate may be their needs for the future.

Advertisements for Board Vacancies and employment, stop advertising in Legal. Place the ads in Employment Section.

Purchase US and State flags for Community Center

**8. COUNCIL’S EXPECTATION FOR EACH DEPARTMENT**

**Maintenance** foresees the need for additional staff within the next year. Working on installing new meters, and perhaps an additional employee to maintain our buildings.

**Finance Department** described some of the needs to ensure additional safeguards within the department. Additional staffing would allow a true separation of duties as strongly suggested in most financial guidelines. The recommendation is to maintain our contract CPA Javier Machuca.

A goal which is greatly needed is the development of a formal Investment Policy. Safeguarding the City’s investments and aligning them with State Law.

**9. CITY OF ELEPHANT BUTTE BUILDINGS**

- Cost and Usage

**10. SEXUAL HARASSMENT – ERICA OLGUIN, NMSIF 1:00PM-3:00PM**

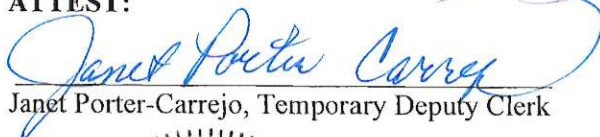
Moved meeting to 103 Water Ave at 12:10 for lunch and afternoon session of Sexual Harassment training by NMML. Erica Olguin with NMSIF presented the training to the governing body.

**11. ADJOURNMENT**

*Minutes approved and adopted at the City Council meeting on March 11, 2026*

  
 Kim Skinner, Mayor Pro Tem

**ATTEST:**

  
 Janet Porter-Carrejo, Temporary Deputy Clerk

