



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

103 Water Avenue, Elephant Butte, NM 87935

Wednesday, April 8, 2026 – 2:00PM

Minutes*

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Holcomb called the meeting to order and Councilor Harmon led the pledge of allegiance.

2. ROLL CALL

Mayor Richard Holcomb – 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 approve the agenda with the amendment to move items 10b and 11b into one item as 7d. 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 (1.cobleigh@cityofebnm.gov) before the meeting.

None Submitted.

5. CONSENT ITEMS

- a. Regular Meeting Minutes March 11, 2026
- b. Special Meeting Minutes March 16, 2026
- c. Special Meeting Minutes March 20, 2026

Mayor Pro Tem Skinner made a motion to approve consent items 5a, 5b, and 5c. 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.

6. PRESENTATIONS

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

Sheriff Baker reported there were six reports for the month of March with 84 hours of patrol coverage within Elephant Butte. Sheriff Baker stated the department is already gearing up for the spring and summer holidays. Councilor Williams asked how the boat was coming along. Sheriff Baker responded it is coming along great and he needs to get it down to the lake to complete the break in hours.

b. Bohannon Huston – Not Present

Janet Porter-Carrejo, City Manager, updated the council on moving forward with the colonias grant application for funding. Bohannon is in the process of scheduling meetings to present this on our behalf.

c. Eugene McPeek – Overview of Workshop

Eugene McPeek read the cover page for the packet provided to the Mayor and Council. McPeek went over the different topics that were discussed during the City Council Workshops and that a follow-up meeting or workshop would be a good idea. Mayor Holcomb stated that we will schedule a follow up meeting soon.

7. REGULAR ITEMS (DISCUSSION POSSIBLE ACTION)

a. Discussion/Possible Action: Resolution 25-26-129 Budget Adjustment for FY2025-2026 #3

City Treasurer, Laura Whiteside presented this resolution to the council for review and approval. Whiteside went over the entire resolution and budget adjustment request line by line with the council.

Councilor Williams made a motion to approve Resolution 25-26-129 Budget Adjustment for FY2025-2026 #3 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.

b. Discussion/Possible Action: Resolution 25-26-130 Ratification of Settlement of Outstanding Debt – Sierra Vista Hospital

Mayor Pro Tem Skinner introduced this item to the Council, stating that the JPC and board approved the payment schedule. Mayor Holcomb spoke on the letter from the Sierra Vista Hospital CEO, stating this is a long-standing debt that will be done.

Councilor Williams made a motion to approve Resolution 25-26-130 Ratification of Settlement of Outstanding Debt – Sierra Vista Hospital. 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.

- c. Discussion/Possible Action: Council Review of all Current Contracts
City Manager, Janet Porter-Carrejo, introduced this item to the council. Porter-Carrejo stated how the contracts had been broken up into separate categories for review by the Mayor and Council.

Mayor Pro Tem Skinner began the discussion of the contracts. Mayor Pro Tem Skinner suggested that the contract with Javier Machuca be amended from \$50,000.00 annually to \$25,000.00 annually. Mayor Pro Tem Skinner began the review with comments on the office software contracts. Simply Design needs to be reviewed, the City needs additional information on the PTS contract, review and look into the Systems MD contract. General Contracts; 4x4 Services was previously signed by Stephen Archuleta, Animal Control review and look into.

Councilor Harmon noted the missing signatures on the contracts provided. Porter-Carrejo stated that she would like all contracts to be renewed on the Fiscal Year and renewed in July.

Councilor Williams noted the missing signatures and missing dates on the contracts provided.

Councilor Arnold stated other members of council had brought up her concerns.

No Action, Discussion Only.

- d. Discussion/Possible Action: Items 10b and 11b moved to item 7d – Strategic and long-range plans of Sierra Vista Hospital
City Manager, Janet Porter-Carrejo, introduced this item to the council. Porter-Carrejo stated that she would like to have the meeting minutes from Sierra Vista Hospital where they approved the payment schedule for the record here within city hall. Mayor Holcomb stated he will obtain a copy of the meeting minutes as requested.

No Action, Discussion Only.

8. CITY STAFF REPORTS

- a. Discussion of Department Reports

Fire Department

Chief Long presented his written report to the Mayor and Council. Chief Long reported there was a total of 33 calls for the month of March 2026; 28 EMS, 4 MVA, and 1 water rescue. Chief Long reported on the anticipated hot dry summer and that the county has currently implemented a countywide burn ban that does not affect our incorporated city limits, however it does impact the fire district outside of the incorporated city limits. Chief Long reported that Battalion Chief Green was recognized by the VFW as Firefighter of the year and is well deserved. Chief Long reported there are currently two volunteer firefighters who have enrolled in an upcoming EMT-Basic class. Elephant Butte Fire Department remains committed to maintaining readiness, ensuring compliance, and providing professional emergency services to the residents and visitors of Elephant Butte. Councilor Williams commended Chief Long on the policy that he had written regarding the use and process of the Thermal Imager.

City Treasurer

Laura Whiteside provided the Mayor and Council with a written report. Whiteside stated she had submitted the month to date and year to date total numbers for all funds. Also submitted was the check report which shows all checks written as well as electronic payments made during the month of March.

Councilor Williams asked about the transaction for the Walker Agency and what it was for. Whiteside stated this is the insurance for the Volunteer Firefighters. Whiteside stated they are currently working on FY24-25 audit.

City Clerk

Lindsey Cobleigh provided the Mayor and Council with a written report of the 3rd Quarter Lien Report. Cobleigh went over this report with the council in detail on the number of liens that had been filed, paid, and released for each month of the quarter.

Code Enforcement

Lindsey Cobleigh provided the Mayor and Council with a written report of the current code enforcement cases throughout the City of Elephant Butte. Cobleigh stated she has noticed several areas where RVs are being used as dwellings on both developed and undeveloped lots. Members of the council brought up lighting concerns in numerous areas of town. Cobleigh stated that it might be a good idea to add this as a blurb to the next community newsletter as a reminder of the lighting ordinance and the standards of the lighting fixtures.

Land Use

Rachel Black provided the Mayor and Council with a written report within their packet. Black was not present at the meeting due to short staffing. Councilor Williams asked if the Inca Permits that were denied were the properties he thought they were, Porter-Carrejo stated yes.

City Manager

Janet Porter-Carrejo stated that she had had a meeting scheduled with the owners of the Inca Properties that Councilor Williams brought up under the Land Use Report. The owners cancelled the meeting and have not rescheduled it at this time. Porter-Carrejo stated she had met with Bohannan Huston and with the City of TorC regarding working on joint projects. Bohannan Huston is going to assist the city with a planning grant application as well as the SCCOG. Porter-Carrejo stated the city is working with the SCCOG and the NMML on obtaining funding for the expansion of wastewater. The striping of Rock Canyon Road will begin next week. The city is working in conjunction with all the Spring Clean Up events throughout the county. The city has ordered two dumpsters that will be across the street for yard waste. These will be present for two weeks. The city will be having a community clean-up event on April 24, 2026. Porter-Carrejo stated that she and Laura Whiteside have been working on the budget and are looking at dates for a budget workshop to present to the council. Porter-Carrejo stated that she is looking at the week of April 20th. Porter-Carrejo asked if the council could check their calendars and get back with her. Mayor Holcomb asked if they could combine the follow up with Eugene with the budget workshop, Porter-Carrejo advised that would be too full of a meeting/workshop.

9. MAYOR AND COUNCIL REPORTS/COMMENTS

Mayor Pro Tem Skinner reported on numerous meetings she has attended including tourism grant, Middle Rio Grande Economic Board, and Chief Elected Officials.

Councilor Harmon stated that the SCCOG meeting on the 27th of March was to review financial reports and budget adjustments.

Councilor Williams – No Report

Councilor Arnold attended the March 27 SCCOG meeting, has an upcoming training in Austin and the following week will be in audit training.

Mayor Holcomb reported he had met with Councilor Williams to review codes and ordinances. Mayor Holcomb spoke on the NMML offering the assistance of AI to rewrite the ordinances. The NMML will be here to meet with the Mayor and Councilor Williams on April 16. Mayor Holcomb stated that at this meeting the NMML will take all of our ordinances with them and then be able to put them into their system and rework them from there.

10. EXECUTIVE SESSION

- a. Discussion of limited personnel matters – closed pursuant to NMSA 1978, Section 10-15-1(H)(2) –*City Manager’s Office and Contract Renewal*.
- ~~b. Closed pursuant to NMSA 1978, Section 10-15-1(H)(9) for public hospital committee discussion of strategic and long-range business plans of Sierra Vista Hospital.~~

Mayor Pro Tem Skinner made a motion to enter an executive session for Executive Session item 10a. 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.

All attendees by Zoom were removed and placed into the waiting room.

Mayor Pro Tem Skinner made a disclosure statement that there was no discussion of items other than the discussion of item 10a.

11. ACTION

- a. Action required following discussion of limited personnel matters –pursuant to NMSA 1978, Section 10-15-1(H)(2) *City Manager’s Office and Contract Renewal*.
- ~~b. Action required following discussion pursuant to NMSA 1978, Section 10-15-1(H)(9) for public hospital committee discussion of strategic and long-range business plans of Sierra Vista Hospital.~~

Mayor Holcomb made a statement that now being back in open session there is action to be taken from the discussion and asked a council member to make the motion.

Mayor Pro Tem Skinner made a motion that at this point in time the city does not renew the contract for the City Manager and that the City Manager be placed on paid administrative leave effective immediately and through June 30, 2026. 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

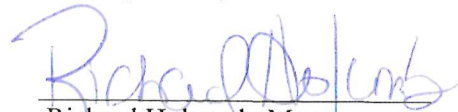
Motion Carried.

Mayor Holcomb on behalf of the City Council thanked Janet Porter-Carrejo for her work the last couple of years and the amazing job. Mayor Holcomb ended with wishing Porter-Carrejo all the best.


12. ADJOURNMENT

Mayor Holcomb adjourned the meeting.

Minutes approved and adopted at the City Council meeting on May 13, 2026


Richard Holcomb, Mayor

ATTEST:


Lindsey Cobleigh, City Clerk

