



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

103 Water Avenue, Elephant Butte, NM 87935

Wednesday, May 13, 2026 – 2:00PM

Minutes*

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Holcomb called the meeting to order, and Mayor Pro Tem Skinner 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

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 April 8, 2025
- b. Special Workshop Minutes April 27, 2025
- c. Special Budget Workshop Minutes May 6, 2026

Laura Whiteside requested an amendment to 5c regarding the discussion of roadway improvements. Whiteside requested the minutes be amended to the audio statement.

Councilor Williams made a motion to approve consent items 5a, 5b, and 5c with the stated amended request of reviewing the audio for 5c. 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. Poppy Proclamation Presented to American Legion Post #44
Mayor Richard Holcomb read and presented the Poppy Proclamation to representatives of the American Legion Post #44.
- b. Peace Officer Memorial Day Proclamation
Councilor Williams read and presented the Peace Officer Memorial Day Proclamation to members of the Sierra County Sheriff's Department.
- c. Sierra County Sheriff's Office – Sheriff Joshua Baker
Sheriff Baker presented a report to council that detailed there being 94 patrol hours of coverage, 8 criminal reports. There were 7 deputies that participated in the boating operator's course. Sheriff Baker noted that the department is working on plans for the holiday weekends, saturation points, as well as adding patrols in the mountains regarding side-by-side usage. Sheriff Baker stated that the department was awarded \$97,000.00 in LEPF for FY26-27.

7. APPOINTMENT

- a. Lodgers' Tax Advisory Board – Tourist Industry Vacancy
Mayor Pro Tem Skinner made a motion to appoint Candace Turner to the Lodgers' Tax Advisory Board as a representative for Tourist Industry. 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. LODGERS' TAX GRANT APPLICATIONS

Presented by Lodgers' Tax Advisory Board Chair or Vice Chair

- a. Discussion/Possible Action: Lodgers' Tax Recipient Application – Friends of Elephant Butte Lake State Park – 2025 Fireworks Extravaganza - \$3,000
- b. Discussion/Possible Action: Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Balloon Regatta \$1,000
- c. Discussion/Possible Action: Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Chamber Golf Tournament \$1,500
- d. Discussion/Possible Action: Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Marina del Sur Music Festival \$1000
- e. Discussion/Possible Action: Lodgers' Tax Recipient Application – Elephant Butte Chamber of Commerce – Tag Fish Event \$500

Mayor Pro Tem Skinner asked if the council was able to make one motion to approve all Lodgers' Tax Grant Application requests. City Clerk Cobleigh stated that if they noted each one with the request then it was fine.

Mayor Pro Tem Skinner made a motion to approve items 8a for \$3,000, 8b for \$1,000, 8c for \$1,500, 8d for \$1,000, and 8e for \$500. 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 applications were approved as submitted, contracts to be drafted by the city clerk to finalize the agreements. ***

9. REGULAR ITEMS (DISCUSSION POSSIBLE ACTION)

- a. Discussion/Possible Action: Resolution 25-26-131 Approve Interim Budget FY2026-2027
Mayor Pro Tem Skinner asked about what amendments had been made to the interim budget since the workshop. Laura Whiteside clarified that the City Manager salary had been lowered as requested and the code enforcement position had been made into a fulltime position.

Mayor Pro Tem Skinner made a motion to approve Resolution 25-26-131 Interim Budget FY2026-2027. 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.

- b. Discussion/Possible Action: Resolution 25-26-132 Elephant Butte Fire Dept. By-Laws
c. Discussion/Possible Action: Resolution 25-26-133 Elephant Butte Fire Dept. Command Vehicle Policy
Councilor Williams requested that both items 9b and 9c be sent back to Fire Chief Long to rewrite as a Standard Operating Procedure (SOP) guideline to align with Government entity.

Councilor Williams made a motion to table items 9b and 9c. 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.

- d. Discussion/Possible Action: ICIP FY2028-2032 Priorities
Laura Whiteside, Interim Manager, introduced this matter to the mayor and council. A spreadsheet was provided that had the priorities from last year at the top and new possible ideas of new priorities at the bottom of the page. Whiteside stated at this point there will be no decision, we are just working on a draft list.
Mayor Pro Tem Skinner asked if Angela Rael from SCCOG was able to speak on this as well. Mayor Pro Tem Skinner stated that the city is working with TorC of wastewater so that would need to remain a top priority. Mayor Pro Tem Skinner stated that PreReal will be making the announcement soon regarding the new hotel build and the reopening of the Elephant Butte Inn. Mayor Pro Tem Skinner stated that the estimated expansion cost from five years ago was 5 million. With everything going on Mayor Pro Tem Skinner said the city needs to focus on expansion of the wastewater treatment plant. TorC has 400+ homes with failing septic tanks that need to connect to wastewater treatment plant. Mayor Pro Tem Skinner stated that there is currently a water well system that is failing and needs improvement. It was suggested to add this request to the pre-existing water system improvement plan on the ICIP List.

Angela Rael, SCCOG, encouraged the city to include asset management plans for water and wastewater as two separate requests. Councilor Harmon stated most grants require the city to have these in place. Mayor Pro Tem Skinner asked where on the priority list the asset plans need to be. Angela Rael stated within the top ten, with the top five being favorable to legislators. Keep lower requests farther down the list.

Mayor Pro Tem Skinner stated that #5 on last year's list was street maintenance equipment and asked if this should be broadened? Angela Rael stated, yes, to make it more of a broadened request of "Public Works Department Equipment." Broadened language with a targeted approach.

Councilor agreed to leave Storm and Surface Water Control for Rock Canyon as #3.

Mayor Pro Tem Skinner made the statement that we need to re-categorize and re-prioritize our list of priorities.

Angela Rael asked what was left at the Community Center for the 3.5 million. Laura Whiteside, Interim Manager, stated that it is down to paving and landscaping. Angela Rael suggested cutting that request down and be more specific about the request and what it is for.

Angela Rael requested city staff to work on a draft ICIP for FY2028-2032 priorities and then the SCCOG can finalize it in early June in time for the regular June meeting.

- e. Discussion/Possible Action: New Mexico Municipal League to Rewrite Ordinances

City Clerk Cobleigh introduced this item to the council as it had been on a previous workshop without action. City Clerk Cobleigh stated that she and Rachel Black had heard from the NMML requesting clarification on what the council was requesting to begin work on.

Mayor Pro Tem Skinner made a motion to approve the NMML to rewrite ordinances for the City of Elephant Butte, starting with the ordinances pertaining to zoning. 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: Process for Filling Vacant City Manager Position

City Clerk Cobleigh read a notice of the hiring process formed in City of Elephant Butte code.
§ 30.24 HIRING.

(A) Advertisement for the position of City Manager will be placed at the direction of the Mayor or his/her designee in a publication for a minimum period of two weeks. After the council has reviewed applications and interviewing a minimum of three applicants, the Mayor shall recommend a suitable candidate to the Council; the Council must approve the choice before employment is offered.

(B) In the event the applicant pool is insufficient in number or qualifications, or if the Mayor and Council cannot come to consensus on a candidate's suitability, the position shall be advertised again.

(C) The Mayor may recommend a non-probationary city employee for the position of City Manager without the need for advertising the position and interviewing candidates. The City Council may either vote to approve or disapprove the recommendation. In the event the recommendation is not approved, the City Council may direct staff to advertise the position pursuant to this section. (Ord. 106, passed 8-1-2007; Am. Ord. 210, passed 5-24-2023) The

City of Elephant Butte Mayor Holcomb instructed the City Clerk to advertise the vacancy of the position of City Manager within the local newspaper, Sierra County Sentinel on April 10, 2026. The ad was run in the newspaper as a classified ad on April 16, April 24, and April 30, 2026. Three consecutive weeks. The closing date for receipt of applications was set as April 30, 2026. All applications were stamped and received by the mayor.

A special City Council meeting has been set for May 20, 2026, at 2:00pm with an executive session for the discussion of limited personnel matters pursuant to NMSA 1978, Section 10-15-1(H)(2) City Manager's Office. All applications for the position of city manager will be reviewed by the Mayor and Council at this time. At this meeting there will be an advertised "Action" following the executive session. This will allow the council to reconvene and take any necessary action on the discussed items. During this closed session the Mayor and Council will set a Special Meeting date to host the interviews of a minimum of three applicants.

10. CITY STAFF REPORTS

- a. Discussion of Department Reports

City Treasurer/Interim Manager

Laura Whiteside presented her written report to the mayor and council. Councilor Williams asked about a transaction to Advanced Building Solutions. Whiteside stated this was for the completion of the city restrooms. Whiteside reported that she will be working on amending the credit card processing to pass on a 3% credit card processing fee to the customer rather than the city absorbing the fees. There will be no fees for ACH transfers.

Code Enforcement

Lindsey Cobleigh presented her written report to the mayor and council. There was a total of five code enforcement cases for the past month. It was requested that code enforcement look into the drainage concerns at the Marathon Gas Station as it appears they are diverting the water from their property onto the roadway.

Land Use

Rachel Black presented her written report to the mayor and council. There was a total of 10 permits issue. Black stated that she has been spending the rest of her time working in finance to assist Laura Whiteside in payroll and accounts payable.

Fire Department

Chief Long was not in attendance but submitted a written report.

11. EXECUTIVE SESSION

- a. Discussion of limited personnel matters – closed pursuant to NMSA 1978, Section 10-15-1(H)(2) –*Fire Department*.
- b. Closed pursuant to NMSA 1978, Section 10-15-1(H)(7) to discuss pending litigation – *Mascaro Saavedra v. COEB, Bachicha v. COEB*.

Councilor Williams made a motion to enter an executive session for Executive Session item 11a and 11b. 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.

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 11a and 11b.

12. ACTION

- a. Action required following discussion of limited personnel matters –pursuant to NMSA 1978, Section 10-15-1(H)(2) *Fire Department*
- b. Action required following discussion pursuant to NMSA 1978, Section 10-15-1(H)(7) to discuss pending litigation – *Mascaro Saavedra v. COEB, Bachicha v. COEB.*

No Action Taken.

13. MAYOR AND COUNCIL REPORTS/COMMENTS

Mayor Holcomb gave a special thank you to Councilor Arnold for her work on the Fiesta Parade Float. Mayor Holcomb stated that the parade was a great time and the city earned a 4th place honorable mention.

14. ADJOURNMENT

Mayor Holcomb adjourned the meeting.

Minutes approved and adopted at the City Council meeting on June 10, 2026



Richard Holcomb
Richard Holcomb, Mayor

ATTEST:

Lindsey Cobleigh
Lindsey Cobleigh, City Clerk