

COUNTY OF CURRY        )  
CITY OF CLOVIS         )        ss.

The Clovis Civic Center Policy Committee met in regular session at 3:00 p.m., Monday, June 5, 2017 at the Clovis Civic Center, in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of said city with the following members present:

Mr. Tom Phelps, Chairman  
Commissioner Helen Casaus  
Mr. Danny Jariwala  
Mr. Javier Molina  
Ms. Sheresse Sawyer-Warfel

ALSO PRESENT:

Ms. Claire Burroughes, Asst. City Manager  
Ms. Misty Bertrand, General Manager  
Ms. Jessica Banister, Sales Manager  
Ms. Ruby Santos, Event Manager

Mr. Phelps called the meeting to order and established the presence of a quorum.

**Agenda Item No. 3 - Approval of Minutes**

Mr. Jariwala made a motion to approve the minutes of March 15, 2017; Ms. Sawyer-Warfel seconded the motion, which passed by acclamation.

**Agenda Item No. 4 - Discussion and approval regarding pictures for the Civic Center**

Ms. Bertrand stated she spoke with Randy Holland, who printed the pictures 11 years ago with the assistance of Pete Wilt. He informed Ms. Bertrand that the frames were made to fit the photos that were selected 11 years ago so they would have to use the same ones or get new frames. It is her recommendation that they have Mr. Holland redo the photos. Ms. Burroughes stated when the building was first constructed the Civic Center Policy Committee chose the photos. Ms. Bertrand stated it is up to the committee to determine if they want to keep the original photos or if they would like to move forward with the project and choose new photos, but then they will have to add on the cost of new frames. Mr. Jariwala made a motion to use the same pictures; Mr. Molina seconded the motion, which passed by acclamation.

**Agenda Item No. 5 - Report regarding Civic Center activities**

Ms. Bertrand stated they are fully staffed and have hired a new operations manager, Mike Turvey and a sales manager, Jessica Banister. The air wall was approved by the city commission four weeks ago. She got three quotes submitted to Ms. Melancon and the original quote for \$49,144 was the lowest cost so they will be moving forward with that. She will get the purchase order ready for Continental Partition out of Denver and the replacement should take a day and a half at the most. They are also repairing the garbage disposal and possibly the bathroom doors.

Ms. Bertrand stated the prairie dogs have tripled in numbers and they are getting very close to the building. They are constantly filling the holes and trying to figure out how to get them off of their land. Ms. Burroughes stated vector control with city is handling that as well.

Ms. Bertrand stated they have had nine murder mystery dinners since February 2014, had 1,270 in attendance and generated \$37,290 in revenue. They held the Special Hearts Prom on March 25 and that was an event the staff put together in honor of finance manager Rhonda Goyne's son who passed away a year ago. They had 70 special needs citizens that attended and will hold this event again next year on March 24, 2018. One of the big events coming up is the MMA event on June 17. They have had three sporting events, two MMA and one boxing. There were over 2,000 in attendance and generated just over \$30,000 for the MMA and \$4,000 for boxing. Ms. Bertrand introduced Ms. Ruby Santos, Event Manager, who will be fighting at this event. Ms. Santos stated it was a local gym promoting the event and had local sponsors.

Ms. Bertrand stated the Women's Expo will be August 5. Ms. Banister stated they are focusing heavily on art this year. Boutique Air will sponsor the WIN Program and will give away an all expense paid trip to Dallas to the Ultimate Women's Expo. They will also have pop up paint lunch parties starting in a few weeks, where they will paint rocks to raise money for WIN. They hope to start a karaoke car initiative where they will be asking businesses sing karaoke in a vehicle. Ms. Sawyer-Warfel asked if they thought about pausing the booths while the panel speakers are speaking. Ms. Bertrand stated they have taken that into consideration.

Ms. Bertrand stated the NMML Annual Conference is 9 1/2 weeks away. They are ending their fiscal year on June 30th and are projected to come under the budget for a total loss between \$275,000 - \$290,000 depending on the repairs from the garbage disposal. They will be looking for sponsorships for the parking lot and the roof. The parking lot is sponsored by Hamilton's and Plateau Plaza is sponsored by Plateau. Ms. Burroughes asked if the committee knew what the agreement was with Plateau and what they paid each year. Ms. Bertrand stated they pay \$7,000 every year to have their name on the plaza as well as two rental discounts throughout the year. She stated they are looking to do something similar with the rooms and the parking lot.

Ms. Burroughes asked if they had a weed contract with anyone for the landscaping. Ms. Bertrand stated they have been doing it in house. Ms. Burroughes asked how that was working. Ms. Bertrand stated it was better now that she has a landscaping manager that works in the summer for 15-20 hours a week.

Ms. Burroughes asked if they were doing anymore painting inside the building. Ms. Bertrand stated they need to look at that and it will be more cost effective if it they do it in house. She stated she would look into that next and get quotes.

Mr. Jariwala asked Ms. Bertrand if she found anything about a maintenance contract for the air wall. Ms. Bertrand stated the company will have preventative maintenance. Mr. Jariwala stated they want to make sure there is a warranty there.

#### **Agenda Item No. 6 - For the good of the order**

None.

#### **Agenda Item No. 7 - Adjournment**

There being no further business to come before the committee Commissioner Casaus made a motion to adjourn; Ms. Sawyer-Warfel seconded the motion, which passed by acclamation.

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Chairman

SEAL  
(ATTEST)

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City Clerk