

COUNTY OF CURRY)
CITY OF CLOVIS) ss.

The Clovis Civic Center Policy Committee met in regular session at 3:00 p.m., Tuesday, October 10, 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. Justin Howalt
Commissioner Helen Casaus
Mr. Javier Molina
Ms. Sheresse Sawyer-Warfel

ABSENT:

Mr. Danny Jariwala

ALSO PRESET:

Ms. Vicki Reyes, Asst. City Clerk
Ms. Misty Bertrand, General Manager
Ms. Ruby Santos, Event Manager
Ms. Rhonda Goyne, Finance Manager
Mr. Steve Reshetar, Executive Chef
Mr. Mike Turvey, Operations Manager

Mr. Howalt called the meeting to order at 2:59 p.m. and established the presence of a quorum.

Agenda Item No. 3 - Approval of Minutes

Commissioner Casaus stated on page 2, line 1 it should read "the prairie dogs have tripled in numbers". Mr. Molina made a motion to approve the minutes of June 5, 2017 as presented; Commissioner Casaus seconded the motion, which passed by acclamation.

Agenda Item No. 4 - Report regarding Civic Center activities

Ms. Bertrand stated they had their 3rd MMA fight and hosted the NMML Conference, which they had been planning for three years. Commissioner Casaus stated they received a lot of positive response. Ms. Bertrand stated they helped with the candlelight vigil and hosted toddler time and preschool hours for the library after the shooting. The Pregnancy Resource Center Banquet served 600 people in under 30 minutes.

They will host another murder mystery dinner on October 28th and 29th which will be a sci-fi theme. The Holiday Bazaar will be November 11th and 12th and Ruffles and Rust Show will be November 17th and 18th. They also have holiday parties booked from November through February.

In July they renewed the management contract with Spectra and the City of Clovis for four years. Mr. Howalt stated it was a one year contract with three available renewals. Ms. Bertrand stated they have been working on the operations manual and have been conducting the training for that. They are working with multiple companies to replace the emergency generator. They have worked with almost every electrician in town and Norris Electric seems to have the most know how. Mr. Howalt asked if they were repairing it. Ms. Bertrand stated they will probably have to replace it. Mr. Turvey stated they

are not sure what it is going to cost to fix it. Norris asked for an open purchase order and the civic center was trying to find a way around doing that. Ms. Bertrand stated they don't have an estimate at this point though to prepare a work order. They have been meeting with Ms. Burroughes monthly to work through all of these issues. They have put a down payment on the air wall and as soon as it is built they will install it. Mr. Molina asked if it was operational. Mr. Reshetar stated part of it was broken. Mr. Howalt asked if there was a maintenance schedule. Ms. Bertrand stated there will be with the new one and they will train staff on how to properly use it. They would like to continue having the side rooms painted since they did start on some before the NMML Annual Conference. Ms. Goynes and herself are working on the annual report for fiscal year 16/17 and she has her report to the City Commission on October 19th.

Ms. Bertrand stated Mr. Reshetar has been with the Civic Center for four years. He has worked with keeping food costs low and is a great member of the team, but is leaving to open his own restaurant. Mr. Reshetar stated it has been his dream to open his own restaurant. Ms. Bertrand stated in the next couple of weeks they will bring in a couple of candidates.

Commissioner Casaus asked if the sound system was fixed. Ms. Bertrand stated the issues they were having have been addressed. She stated once municipal court is completed they will have new security cameras installed by IT. She stated they are having issues with the paging system but IT is working on that as well.

Mr. Howalt asked if the annual report was a requirement in their contract. Ms. Bertrand stated it was and says that it should be done semi annually. Mr. Howalt asked to set a schedule for the annual reports. Ms. Sawyer-Warfel asked what the meetings with Ms. Burroughes were about. Ms. Bertrand stated they are regarding improvements to the facility.

Mr. Howalt asked if this committee had been meeting regularly. Ms. Bertrand stated they had been meeting quarterly, but then Ms. Burroughes was on vacation and they decided to wait until the new city manager was in place.

Agenda Item No. 5 - For the good of the order

None.

Agenda Item No. 6 - Adjournment

There being no further business to come before the committee the meeting adjourned at 3:15 p.m.

Chairman

SEAL
(ATTEST)

City Clerk