



Clovis City Commission

Regular Meeting

~ Minutes ~

321 North Connelly St
Clovis, NM 88101
www.cityofclovis.org

Vicki Reyes

Thursday, May 4, 2017

5:15 PM

North Annex, Clovis-Carver Library

I – PLEDGE OF ALLEGIANCE

Mayor Lansford called the meeting to order. Commissioner Elliott offered the prayer, which was followed by the Pledge of Allegiance and the Salute to the New Mexico flag.

II – OFFICIAL SALUTE TO THE NEW MEXICO FLAG: "I salute the flag of the State of New Mexico, the Zia symbol of perfect friendship among united cultures."

III – ROLL CALL

Attendee Name	Title	Status	Arrived
Chris Bryant	Commissioner - District 4	Present	5:07 PM
Juan Garza	Mayor Pro Tempore	Present	5:07 PM
Fidel Madrid	Commissioner - District 3	Present	4:54 PM
David Lansford	Mayor	Present	5:07 PM
Sandra Taylor-Sawyer	Commissioner - District 2	Present	5:13 PM
Gary Elliott	Commissioner - District 2	Present	5:08 PM
Tom Martin	Commissioner - District 4	Present	5:08 PM
Ladona Clayton	Commissioner - District 1	Present	5:06 PM
Helen Casaus	Commissioner, District 3	Present	4:57 PM

IV. APPROVAL OF AGENDA

RESULT: ADOPTED [UNANIMOUS]

MOVER: Chris Bryant, Commissioner - District 4

SECONDER: Juan Garza, Mayor Pro Tempore

AYES: Bryant, Garza, Madrid, Taylor-Sawyer, Elliott, Martin, Clayton, Casaus

V – APPROVAL OF MINUTES

1. Thursday, April 20, 2017

RESULT: ACCEPTED [UNANIMOUS]

MOVER: Gary Elliott, Commissioner - District 2

SECONDER: Fidel Madrid, Commissioner - District 3

AYES: Bryant, Garza, Madrid, Taylor-Sawyer, Elliott, Martin, Clayton, Casaus

VI – RECOGNITION OF VISITORS

Mayor Lansford welcomed everyone to the meeting.

VII – PROCLAMATIONS, AWARDS AND PRESENTATIONS

1. Presentation of Proclamation Proclaiming May 9, 2017 as "Nonagenarian Day", Vicki Miller

Ms. Brenda Harpold stated the Nonagenarian tea is being held for members of the community that are 90 years of age and older. Mayor Lansford read the proclamation which he presented to Ms. Harpold.

2. Presentation of Proclamation Proclaiming May 2017 as "Motorcycle Awareness Month", Jack Jouett, Dorothy Jouett

Mr. Jack Jouett stated this is the fifth year the commission has supported them in this effort. Commissioner Martin read the proclamation, which he presented to Mr. and Ms. Jouett.

3. Presentation of Proclamation Proclaiming April 30 - May 6, 2017 as "National Small Business Week", Commissioner Taylor-Sawyer

Commissioner Taylor-Sawyer introduced the staff from SBDC at Clovis Community College. They have a sister office at every two year college in the State. They offer three main services, one on one business advising, seminars, resources and referrals. She discussed the various services. Commissioner Clayton read the proclamation, which she presented to Commissioner Taylor-Sawyer.

VIII – RECEIPTS OF PETITIONS AND COMMUNICATIONS

Great American Cleanup

Commissioner Madrid stated the Great American Cleanup will be Saturday at 8:00 a.m. at 500 Sycamore. Ms. Burroughes stated they will provide tshirts, gloves, water and will have lunch at noon.

CRSMA

Mr. Kim Kimmerlee, 3416 Lew Wallace, stated the Curry Resident Senior Meal Center serves a noon meal to senior citizens. They also provide home delivery. The home delivery is not an elective option and must qualify for the need. They serve 150 congregate meals and deliver 170 meals. CRSMA is a non-profit organization and they are funded primarily from federal and state funding sources. They also have income from donations since they are not allowed to set a price for the meals.

The state did not deposit their April money in time and CRSMA was down to \$14 in the bank. Thanks to some efforts today from Representative Crowder they are getting the money they were due and will receive it next week. They were going to close on Monday, May 8th, but will not have to do that now because of that money. However, they won't see the federal money for another 4-6 weeks.

CRSMA raised the suggested donation from \$2 to \$3 effective Monday, May 8th. They don't know if there will be continued turmoil with the state. He asked Ms. Burroughes if they could set up a meeting to talk about what they need in detail. With the city's support, they can get through this fiscal year.

July 1st begins their new fiscal year. They submitted their budget at the first part of April and the Non-Area Agency on Aging told them they had to cut their budget 5% and were later told they had to cut it by another 5%.

IX. CONSENT AGENDA

This item is placed on the agenda so that the Commission, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any proposal does not meet with the approval of all Commission members, or if a citizen so requests, that item will be heard when reached under the regular agenda.

1. Motion to place indicated items on the consent agenda by unanimous vote

Mayor Pro Tem Garza asked with regard to the PRMC Fun Run, if that was going to include the splash park. Ms. Burroughes stated they would not use the splash park and all proceeds would go to the zoo.

Commissioner Taylor-Sawyer thanked Plains Regional Medical Center.

Mayor Pro Tem Garza made a motion to place indicated items on the consent agenda by unanimous vote; Commissioner Casaus seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

2. Request for Approval of Emergency Budget Transfer for Funds to Assist in Taking Care of Getting Digital Evidence Needs

The Police Department needs to transfer funds from: **01-0301-62490; Professional Dues, Fees & Services to 01-0301-64190; Printing & Office Supplies** in

the amount of \$5,000.00. Due to the number of DVD and CD's they have to produce to get all the digital video, audio and other digital evidence, they will need additional funds in this line item. We have to produce these for every arrest and case which has this type of digital evidence to go over to the District Attorney's office to assist in prosecuting cases. This has become a very extensive process and due to changes within the criminal justice system, these items have to get to the District Attorney's office within ten days of an arrest. This transfer will help get the department through the rest of this fiscal year. This item was approved under the consent agenda.

3. Request for Approval of Emergency Budget Transfer of \$90,646.00 for Improvements to the Parking Lot and Old Pool Area at Colonial Park Golf Course

The Parks, Recreation and Beautification Committee discussed and approved this project at their April 24th meeting. The proposed plan would include installing new concrete, landscaping, solar lighting, electric outlets (including a 220 outlet), a double door connecting the outdoor area to the banquet room and a water feature. Contractors will also be repairing the stucco on the south wall and the perimeter fence and installing a 16 foot gate. The outdoor area will be utilized as an entertainment area that could be used for various events.

Other improvements discussed and approved are replacing the parking lot light fixtures with LED lighting that will also improve the lighting on the front of the building. We also included the cost to re-stripe the parking lot and include a Purple Heart parking space. A list of all the improvements with the cost for each improvement and the minutes from the April Parks & Recreation Committee meeting is included for your review.

The funds for these improvements will come from the non-recurring money that was designated for the implementation of the Parks & Recreation Master Plan recommendations. The committee approved \$89,141.00 for this project and we added an additional \$1,505.00 to this request for a 220 volt outlet and the paint for striping the parking lot that was recommended by the committee. The improvements to the old pool area was a medium term (1 - 5 year) improvement recommendation listed on the Master Plan. This item was approved under the consent agenda.

4. Request for Approval of Waiver of Fees at the Ingram Room and Parking Lot of the Clovis-Carver Library from 2:00 P.M.-8:00 P.M., Saturday, June 24, 2017 for Cannon Families and Retirees Appreciation Dinner as Part of "Draggin' Main" Event, Duffy Moon Committee of 50

The Chamber of Commerce Committee of 50 is tying into the "Draggin' Main" event on June 24th on Main Street. They are working to facilitate a free dinner for all active and retired military and their families. Carpet Tech will be providing the food through their trailer unit.

The Committee of 50 would like to use the Ingram Room and overflow into the parking lot of the Clovis Carver Library for the actual "dining facility". Patrons will get their food from the Carpet Tech trailer, then make their way into the Ingram room to enjoy their meal. The Committee of 50 will provide volunteers to set up the tables and chairs, as well as tear down after the event and leave the room clean and all trash removed. They will set up the event between 2 p.m. and 3:00 p.m. on the 27th June and will serve food from 5:00 p.m. until 7:00 p.m. and finish by 8:00 p.m.

The Committee of 50 are asking for a waiver of associated fees as follows:-

Ingram Room \$40.00 deposit

6 hours at \$20.00 per hour \$120.00

Parking Lot \$40.00 deposit

6 hours at \$25.00 per hour \$150.00

TOTAL \$270.00 plus \$80.00 deposits

The policy states that the parking lot may only be used after library hours and that a security guard must be present (as arranged by the Library Director). This item was approved under the consent agenda.

5. Request for Approval of Emergency Budget Change for \$49,144 for a New Air Wall at the Clovis Civic Center

The Clovis Civic Center is in need a new air wall as the old one is nearly inoperable. At the Wednesday, April 19th, 2017 Finance Committee meeting, the committee recommended approval of the request. If approved the wall will be installed in July 2017.

Fiscal Impact: \$49,144 from Civic Center Fund 62 - Cash Reserve

This item was approved under the consent agenda.

6. Request for Approval of Street Closure of Main Street Between 21 Street and Commerce from 6:00 A.M.-3:00 P.M., Saturday, June 24, 2017 for Draggin' Main Gearhead Gathering in the Marshall Middle School Field and Request for Closure of Main Street from 21 Street to the South Side of Grand and Main for Draggin Main Car Cruise at 9:00 A.M., Saturday, June 24, 2017. Request Includes U-Turn at the Intersection of Grand and Main and Waiver of Fees

Request for a closure of Main Street between 21st and Commerce from 6:00 a.m.-3:00 p.m., Saturday, June 24th, 2017 for Draggin Main car show in the Marshall Middle School field.

Request for closure of Main Street from 21st to the south side of Grand and Main for Draggin Main car parade at 10:00 a.m., Saturday, June 24th, 2017. Request includes u-turn at the intersection of Grand and Main.

Fiscal Impact: \$150.00 for street closure waiver of fees.

This item was approved under the consent agenda.

7. Request for Approval of Closure of Main Street from First Street to Purdue from 7:30 A.M. to 9:30 A.M., for July 4, 2017 Fun Run, Greg Southard

The City of Clovis has received a request from Greg Southard to hold the annual July 4th 5K Run on Main Street from 7:30 a.m.-9:30 a.m., July 4th, 2017. The event requires the closure of Main Street from First to Greene Acres Lake.

This event generates funds for the Fourth of July Fireworks at Greene Acres. This item was approved under the consent agenda.

8. Request for Approval to Allow Plains Regional Medical Center to Host the Annual "Run for the Zoo" Fun Run at Hillcrest Park at 8:00 A.M., Saturday, June 17, 2017, and Waiver of Zoo Fees for Registered Participants on June 17, 2017, John Sharp

Plains Regional Medical Center would like to hold their "Run for the Zoo" fun run event again this year at the Hillcrest Park area. They will utilize the walking trails. It was a great event last year and they raised almost \$3,000 which was used to build a large birdcage at the zoo. Admission to the zoo will be free for all paid participants on June 17th, 2017.

PRMC will provide the City with the proper insurance required for this event and will clean all the areas of the park being utilized after their event.

PRMC would like to place a banner at the entrance of the zoo advertising this event. This item was approved under the consent agenda.

9. Motion to approve or acknowledge all items on the consent agenda

Commissioner Madrid made a motion to approve or acknowledge all items on the consent agenda; Commissioner Taylor-Sawyer seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

X – INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

None.

XI – UNFINISHED BUSINESS

None.

XII – NEW BUSINESS

1. Request for Approval of One Member to Serve on the Civil Aviation Board

As Mr. Phelps is currently serving as Interim City Manager, his position on the Civil Aviation Board is open. The position has been advertised and the following individuals have applied:

Matthew Astroth, Kristopher George, John Hepfer, Daniel Lindsey, Bob Linn

An election is therefore needed.

Ms. Burroughes stated Mr. Phelps was serving as chairman and has stepped into the Interim City Manager position so there is now a vacancy.

Commissioner Bryant stated Mr. George was unable to attend but was very interested. Mr. Astroth stated he is at Cannon Air Force Base and also owns a plane at Clovis Municipal Airport. Mr. Hepfer stated he has had 36 years of aviation experience and is a certified pilot instructor. Mr. Lindsey stated he grew up in Clovis and has been flying since 1992.

Commissioner Clayton	John Hepfer
Commissioner Elliott	John Hepfer
Mayor Pro Tem Garza	John Hepfer
Commissioner Taylor-Sawyer	Matthew Astroth
Commissioner Madrid	John Hepfer
Commissioner Casaus	John Hepfer
Commissioner Martin	John Hepfer
Commissioner Bryant	John Hepfer

Ms. Burroughes stated Mr. Hepfer was been selected to serve.

2. Request for Approval of Emergency Budget Transfer of \$26,713.00 for Bleachers at Ned Houk Motor Sports Complex

The Parks, Recreation and Beautification Committee discussed and approved to purchase a large aluminum bleacher to be utilized at the motor sports complex. The proposed bleacher is 73 foot wide, 10 rows high with a seating capacity for 409. The quotation is attached for you to review the additional specifications. The wood bleachers that are currently at the track are in poor condition and present liability issues. The new bleachers will the save the motor sports group \$300.00 a month on their insurance premium. They will also assemble and install the bleachers. Brad Harris, their president, is a license contractor.

The committee determined and approved to transfer the funding for the bleachers out of the Parks Improvement fund.

Mr Dayhoff introduced Mr. Brad Harris, General Manager at Ned Houk Motor Sports Complex. He has expressed a few safety concerns at the facility and asked the Parks Committee for financial assistance in addressing these issues. The first one is the wooden bleachers and the other is poor lighting. The Parks Committee approved for the city to purchase a large aluminum bleacher that would be code compliant with state and federal standards.

Mayor Lansford stated the owners of the bleachers would be the City of Clovis. They are not contributing city assets to transfer ownership to the organization. Commissioner Bryant asked how often they have races. Mr. Harris stated the season begins this Saturday, and they will race through October every weekend. Commissioner Bryant asked how many attend. Mr. Harris stated they had 40 cars at their last race and 400 people in the stands. Commissioner Bryant asked how many usually show up to watch the races. Mr. Harris stated 150-300.

Commissioner Madrid stated the parks board approved the money for the bleachers but not for the lights.

RESULT: APPROVED [UNANIMOUS]

MOVER: Juan Garza, Mayor Pro Tempore

SECONDER: Gary Elliott, Commissioner - District 2

AYES: Bryant, Garza, Madrid, Taylor-Sawyer, Elliott, Martin, Clayton, Casaus

3. Request for Approval of Action Regarding the Levine's Building

The City of Clovis discussed potential future uses of the Levine's building during a presentation by the Clovis MainStreet program at their meeting held April 20th, 2017. Suggested uses include attempting to sell the property or turning it into a pocket park.

\$33,000 remains of capital outlay funding to renovate the building or for request for transfer of the funds for another use.

Regarding the sale of a city owned property, Resolution Number 1997-2000 states *all sales by the City of Clovis of real property having an appraised value of \$25,000 or more shall conform to the requirements of Section 3-54-1, NMSA 1978 as it now exists or as that section may be amended in the future. Prior to the sale of any real property owned by the City of Clovis having an appraised value of less than \$25,000 and which is capable of being developed for construction, there shall be notice that the property is available for sale posted on the property and published once each week for two consecutive weeks prior to the acceptance of proposals and the sale of the real property.*

Should the Commission wish to attempt to sell the property, a committee could be appointed to review any proposals received and make recommendations to the commission.

Mr. Phelps stated at the last commission meeting Ms. Lisa Pellegrino-Spear gave a presentation on the Levine's Building. She had two options, one was to sell the property and one was to turn it into a pocket park. He stated the city can sell the property and leave the ad for two weeks. Staff recommends that the city considers selling the property and set up a committee to establish when and how to sell the property. He suggested that it be put into the contract that whoever buys the property has to have a business plan, if this was not met, the property would revert back to the city.

Commissioner Taylor-Sawyer stated one of the questions she asked was about a type of rental. She stated that was not part of Ms. Pellegrino-Spear's powerpoint, but that was something that was brought up as well. Mr. Phelps stated they did consider that, but felt it didn't make sense for the city to get involved in a rental property situation.

Commissioner Bryant asked if they knew what the value of the building was. Mr. Phelps stated between \$8,000 - \$10,000. Commissioner Bryant asked if anyone has shown interest. Mr. Phelps stated he has been contacted by one person who was going to speak with his contractor.

Mayor Pro Tem Garza moved for approval to sell and form a committee to establish the process for the commission to sell the property; Commissioner Madrid seconded the motion. Upon a roll call vote, with all voting in the affirmative, with the exception of Commissioner Taylor-Sawyer who voted against the motion carried with a vote of 7-1.

Mayor Lansford asked who would like to participate in determining the process whereby this commission will dispose of the property. Commissioner Casaus stated she is on the MainStreet board and would like to serve. Mr. Phelps stated it would be appropriate to have 3-4 on the committee. He would also like to have Commissioner Casaus since she is on the MainStreet Board as well Ms. Pellegrino-Spear and Ms. Natalie Daggett. Commissioner Elliott stated he would like to serve as well. Mayor Lansford stated Commissioner Casaus, Commissioner Elliott, Ms. Pellegrino-Spear, Ms. Daggett and Mr. Phelps would serve. Mayor Pro Tem Garza moved for approval; Commissioner Bryant seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

RESULT: APPROVED [7 TO 1]

MOVER: Juan Garza, Mayor Pro Tempore

SECONDER: Fidel Madrid, Commissioner - District 3

AYES: Bryant, Garza, Madrid, Elliott, Martin, Clayton, Casaus

NAYS: Sandra Taylor-Sawyer

XIII – REPORTS OF BOARDS, OFFICERS AND COMMITTEES

Mayor Lansford stated the City of Clovis under Commissioner Clayton's leadership is working on updates to the City of Clovis water policies and hopefully will develop a 40 year water plan. The Economic Incentive Board met a few weeks ago and passed a motion to advance the request from Ag Power, which is an economic development prospect to locate a digester that produces biomethane gas from dairy waste. Part of their process include the need for effluent water and the City of Clovis is not in the position at this time to act on any request in respect to current effluent water allocation or future effluent water allocation. The EIB sub committee met this morning but did not take any action and are not prepared to make a recommendation to the EIB committee. They are in favor of industry but water is a critical issue.

Commissioner Bryant stated on Tuesday they toured various playas with Playa Lake Joint Ventures and it was an all day event.

XIV – FUTURE AGENDA ITEMS

Ms. Burroughes stated they are looking for citizens to serve on the Commission on Older Adults and the Library Board. Col. Maitre, Col. Gilpin and Lt. Col. Sullivan will be at the next meeting as well.

XV – ANNOUNCEMENT OF DATE, TIME AND PLACE OF CITY BOARD AND COMMISSION MEETINGS

Commissioner Bryant stated they will have a joint water policy and public works committee meeting at 830 am on Tuesday at city hall.

A – Water Policy Advisory Board/Public Works Committee meeting, 8:30 a.m., Tuesday, May 9, 2017, Assembly Room, Bert Cabiness City Government Center, 321 Connelly

B – Nonagenarian Tea, 2:00 p.m., Tuesday, May 9, 2017, Baxter-Curren Senior Center

C – Commission on Older Adults, 3:00 p.m., Thursday, May 11, 2017, Assembly Room, Bert Cabiness City Government Center, 321 Connelly

D – Cultural and Ethnic Affairs Committee, 12:00 p.m., Tuesday, May 16, 2017, Small Conference Room, 321 N. Connelly

E – ENMWUA, 10:00 a.m., Thursday, May 18, 2017, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

F – City Commission meeting, 5:15 p.m., Thursday, May 18, 2017, North Annex, Clovis-Carver Library, 701 N. Main

XVI – ADJOURNMENT

There being no further business to come before the commission the meeting adjourned at 6:34 p.m.