

**MINUTES OF A REGULAR MEETING OF THE LODGERS' TAX ADVISORY BOARD OF THE CITY OF CARLSBAD, NEW MEXICO, HELD IN THE PLANNING ROOM AT THE MUNICIPAL BUILDING, 101 N. HALAGUENO, CARLSBAD, NM ON TUESDAY, DECEMBER 3, 2013 AT 7:30 A.M.**

**Voting Members Present:** Neil Wiggins, Bob Lynch, Dale Balzano, and Dr. Dara (7:43 a.m.)

**Voting Members Absent:** Jill Fowler

**Also Present:**

Steve McCutcheon	City Administrator
Annette Barrick	City Clerk/Exec Assist.
Amanda Melvin	Carlsbad MainStreet
Robert Defer	Chamber of Commerce
Patsy Jackson Christopher	Culture & Recreation Director

**0:00:08 1. CALL TO ORDER**

Chairman Neil Wiggins called the meeting to order. (7:32:24 a.m.)

**0:00:09 2. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM**

Chairman Wiggins called Roll and it was determined that there was a Quorum of the Voting Members. Present were: Neil Wiggins, Dale Balzano, and Bob Lynch; Absent: Jill Fowler

*(7:43 A.M.) Dr. Dara arrives.*

**0:00:41 3. APPROVAL OF AGENDA**

The motion was made by Dale Balzano and seconded by Bob Lynch to approve the December 3, 2013, Agenda. The Vote was as follows: Yes: Wiggins, Lynch, Dr. Dara and Balzano, No: None Absent: Fowler. The Motion passed.

**0:00:50 4. CONSIDER APPROVAL OF MINUTES OF CARLSBAD LODGERS TAX ADVISORY BOARD SPECIAL MEETING HELD NOVEMBER 5, 2013**

The motion was made by Bob Lynch and seconded by Dale Balzano to approve the November 5, 2013, Meeting Minutes. The Vote was as follows: Yes: Wiggins, Lynch, Dr. Dara and Balzano, No: None Absent: Fowler. The Motion passed.

**0:02:32 6. CARLSBAD MAINSTREET QUARTERLY REPORT**

Amanda Melvin explained the Carlsbad MainStreet Report reported on the following:

- Progressive Dinner Partnership Drive
- State Arts & Cultural District Designation Application Presentation
- Downtown Fall Festival
- A Night of Holiday Wishes
- Lil Miss Merry Christmas
- Electric Light Parade
- Shop Local First Campaign
- Revised Website
- Addition of Twitter Account
- Channel 23 MainStreet ED Interview

**0:03:09 CARLSBAD CHAMBER OF COMMERCE QUARTERLY REPORT**

Robert Defer reported on the activities of the Chamber of Commerce as follows:

- Pecos River Village Conference Center Rentals
- Meetings Attended
- Social Media Updates
- Lodgers Tax Totals
- Advertising Schedule for Christmas on the Pecos
- Trade Shows Attended
- Upcoming Tradeshows and Meetings
- Christmas on the Pecos

Dale Balzano recommended that the Chamber consider leasing a Bill Board to advertise the Christmas on the Pecos. Robert Defer agreed to talk to his Board regarding the matter.

**0:20:56      8.      CONSIDER APPROVAL OF REQUEST FROM PATSY JACKSON CHRISTOPHER FOR REHABILITATION OF THE RIVER BANK LOCATED AT THE PECOS RIVER VILLAGE CONFERENCE CENTER**

Patsy Jackson-Christopher explained the City's Culture and Recreation Department is responsible for all the amenities of the City. The Pecos River Village is one of those facilities. The Board previously approved funding for the Bumper Car Facility at the Pecos River Village. That project has become larger than originally expected; it has required a Structural Engineer's review. That project is still under-way.

Ms. Christopher said the location of the current request is also at the Pecos River Village at the old Train Station, the area that extends to the river bank. She said the river bank has eroded and it will lead to the loss of the support structure. The request is to continue the area from the docks forward about 485 linear feet. She said tire bales will not be used, the Engineers recommend gabions. Phase One, will be the lowering of the river and construction of the gabions. This will stabilize the structure and stop the erosion. The Army Corp of Engineers has recommended a permit be requested for the work. Steve McCutcheon said permits are easier to obtain for projects less than 500 feet. He said the gabion baskets will be constructed of coated metal and eventually will be shock-crete and covered in rock that matches the rest of the river walk. The State Historic Preservation will have to approve the construction. He said we are moving quickly to preserve this historic site but it may be a challenge to get the permits. He said doing the projects in two phases will save time so the river can be re-filled. Robert Defer said the Chamber of Commerce has contacted all the home owners on the river so they can make repairs to their property while the river is down. Mr. Defer added that the photos being presented by Ms. Christopher were taken in April and more erosion has occurred since at the time the photo was taken. He said he looks forward to having the upgrades to the docks and the beautification of the area.

Mr. Wiggins asked Steve McCutcheon to give the Financial Report in the Finance Director's absence to give the Board an understanding of the financial situation.

**0:42:50** Dr. Dara asked if he could speak while Mr. McCutcheon prepared for the Report. Dr. Dara said he does not know why the meetings were changed to 7:30 a.m. and he would like to see the meetings be reset for 4:00 p.m. Mr. Wiggins said the majority of the members find the 7:30 a.m. meeting time to be more convenient. Dr. Dara said he has been a Board Member for 14 or 15 years and it was fine until the Board got new members. Mr. Balzano explained that the Board now meets monthly rather than quarterly and that made it more difficult for members to attend at 4:00 p.m. Mr. McCutcheon said the Ordinance required monthly meetings. Dr. Dara said if the meeting time cannot change, he will have to resign. He said he can attend monthly if the meetings are held at 4:00 p.m.

**0:45:47      5.      CONSIDER APPROVAL OF FINANCIAL REPORT**

Steve McCutcheon said the beginning cash balance is \$1,431,392.57 and the ending cash balance is \$1,723,088.08. He said the City Finances are very strong.

**0:46:42**

The motion was made by Dale Balzano and seconded by Bob Lynch to approve the requested amount of \$325,000 to rehabilitate the river bank at the Pecos River Village Conference Center. The Vote was as follows: Yes: Wiggins, Lynch, Dr. Dara and Balzano, No: None Absent: Fowler. The Motion passed.

**0:48:03      9.      CONSIDER APPROVAL OF REQUEST FROM MAINSTREET FOR FUNDING FOR LIGHT POLE – BANNER EXTENSIONS**

Amanda Melvin explained that the request for Light Pole Extensions is for promotional purposes. The poles are used to advertise events to tourists such as the Farmer's Market and Museum. She said originally the light poles were used for advertisement banners and for use to hang the Christmas decorations. The project has already been done in order to hang the holiday decorations. She said the total cost was \$2,500.

The motion was made by Dale Balzano and seconded by Dr. Dara to approve the requested amount of \$2,500 The Vote was as follows: Yes: Wiggins, Lynch, Dr. Dara and Balzano, No: None Absent: Fowler. The Motion passed.

**Neil Wiggins said the Financial Report will be reviewed further at the next meeting.**

**Dr. Dara requested the meeting schedule be considered at the next meeting.**

**0:51:13      9.      ADJOURN (8:23:12 A.M.)**

  
Chairman