

MINUTES OF THE REGULAR MEETING OF THE
WALTER GERRELLS CIVIC CENTER ADVISORY BOARD
CIVIC CENTER ANNEX
4012 NATIONAL PARKS HWY
TUESDAY, FEBRUARY 6, 2018 AT 6:00 PM

1 ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM:

Meeting was called to order at 6:03 pm by Steve Sauer, Chairperson. It was determined there was a quorum.

Voting Members Present: Steve Sauer, Chairperson
Robert Young
Todd Hyden
Damien Capello
Mark Barela – arrived at 6:09

Voting Members Absent: Linda Wiggins

Ex-officio Members Present:

Ex-officio Members Absent: Dale Janway, Mayor
Steve McCutcheon, City Administrator
Jason Shirley, Councilor

Others Present: Curtis McKinney, Manager
Ken Britt, Entertainment & Promotions Manager

Others Absent:

2 APPROVAL OF AGENDA – The motion was made by Hyden to approve the agenda and Capello seconded the motion. The vote was as follows: Yes –Sauer, Young, Hyden, and Capello. No – None. Absent – Barela, Wiggins

3 APPROVAL OF REGULAR MEETING MINUTES FOR DECEMBER 5, 2017 - The motion was made by Damien Capello to approve the minutes for the December 5, 2017 regular meeting Hyden seconded the motion. The vote was as follows: yes –Sauer, Hyden, Capello. Robert Young abstains. No – None. Absent – Wiggins, Barela.

4 DIRECTOR UPDATE ON REPAIRS – Ken Britt provided update. Ken stated the carpet was going in. Ken talked with Jason, after the carpet is in there are two other things need to be dealt with; the fire alarm system and an electrician needs to run conduit for low voltage alarms. Once the conduit is done, the fire alarm company can come install the fire alarms. This

will take care of the plans as they are now. Ken stated there has been talk about the power and sound system but it is undecided at this point. Steve Sauer spoke to Jason in January about a different company coming to provide the sound system. Curtis said the company that was going to install the system was not able to do it fast enough. From what he understands, it will be going back out for rebid for what is expected to be a better system. Next, we will get quotes to begin with the lighting.

6:09 Mike Barela just arrived.

Ken spoke to Lupe today and found there is an issue with keys. Magnetic keys were hooked up to computer that is at least 15 years old. It also runs the sign. When the Oil Summit was here they moved the computer and the system will not program keys anymore and no locks will open. Modern will need to get the magnetic locks to working again. Ken said they are on the lookout for a new computer and have also noticed the sign outside needs to be repaired. Curtis stated he would like the Board to consider requesting the sign be replaced out of Lodger's Tax funding, and also the possibility of a full motion video sign similar to the Stevens sign. A recommendation was made for someone on the Board to research this.

Additional discussion on Lodger's Tax took place. Ken advised there is a moratorium on placing Billboards. Approval of Lodger's Tax funding will need to go through the City and if approved be placed on John Lowe's budget. Ken agreed to follow up with John Lowe and City Administration to obtain their recommendation. All agreed that during the next meeting the Board can move forward with beginning the request process. They will also need to go through zoning and finding out about size limits. DOT is known to be very strict with signs at Airport. All agreed that Damien will be researching the cost and process of replacing the sign.


No other updates to discuss. This was Ken's first meeting and stated he looks forward to working with the Board. Part of his mission is to provide more contact between groups like this and this facility to make it better for everyone.

5 DISCUSS AND APPROVE RECOMMENDATION OF NEW BOARD MEMBER TO FILL KRISTOPHER WALLS POSITION – Discussion about the Board's recommendation to have Sam Smith take over Kris's remaining term. Sam was given the opportunity to tell about himself, and he discussed his personal connection and interest in the function of the facility. Additionally, the Board agreed that they needed a Board member from the South area of the City. Robert Young motioned to approve the recommendation of Sam Smith and second by Mark Barela. The vote was as follows: Yes – Sauer, Young, Hyden, Capello and Barela. No – None. Absent – Wiggins.

6 MANAGER'S REPORT – Steve Sauer discussed Curtis McKinney's contract being on the next City Council Agenda for approval. It was delayed for the next meeting due to amount of items on the previous meeting. Once it is approved, we can enter into negotiations on the contract which is likely to be changed to a four-year contract. Curtis is pleased with the outcome. He has quite of things planned. There was a Gun Show held in January and a concert is

scheduled for February 17th. He is beginning to schedule for March and moving forward. Not too much was scheduled in January/February due to the possible transition and having to phase out but Curtis is feeling very optimistic. He is beginning to get calls from oil companies on scheduling their meetings. They are looking at blocking off the facility in October for a haunted house to be designed. It will have to be torn down right away in since there is something already booked in early November. December is booked and may only have one weekend left. Additional discussion was held regarding WIPP not coming back for their Christmas Party this year due to issues with the heating during last year's event. Although, WIPP may not be coming back this year. The Board is hopeful WIPP will come around in the future; however for now there is enough demand from other companies and events.

7 **ADJOURNMENT** – The motion was made by Todd Hyden to adjourn and Robert Young seconded the motion. The vote was as follows: Yes – Sauer, Young, Hyden, Capello, and Barela. No – None. Absent – Wiggins. The meeting adjourned at 6:37 pm



Chairperson



Date