



MINUTES OF THE REGULAR MEETING BUILDING AND LANDS COMMITTEE

February 23, 2015

REGULAR MEETING 8:30 A.M.

CALL TO ORDER AND WELCOME – Chairwoman

A regular meeting of the Building and Lands Committee was called to order at approximately 8:30 a.m. by Chairwoman Jeanine Best with the following members present:

Jeanine Corn Best
Steve Henderson
Caleb Grant

Staff present included Megan Creighton, Event Coordinator; Louis Najar, City Engineer; Ryan Porter, Civil Engineer; Tina Ramirez, Visitors' Center; Ruben Sanchez, Convention Center Director; Elizabeth Stark-Rankins, Support Services Administrator; and William Zarr, City Attorney.

Other individuals present included Regina Bejarano, Head Start; Larry Connelly; Jerry and Susan Doshier, Elite Gymnastics; John Mulcahy, Roswell Chaves County Economic Development Corporation; and Ismael Palacios, Roswell Hispano Chamber of Commerce.

APPROVAL OF AGENDA

APPROVAL OF MINUTES – January 26, 2015

Councilor Grant moved to approve the agenda as presented and minutes of January 26, 2015 as presented. Councilor Henderson seconded the motion and all were in favor.

NON-ACTION ITEMS

1. Convention Center Update

Ruben Sanchez reported on the Convention Center's recent statistics. They had 15 event days, attendees were down significantly, and monthly revenues increased by 26%. Expenses for the month were up some due to the repairs in the exhibit hall. The recent Baby Boomers event was successful with 2500 attendees. Mr. Sanchez also stated that the Kiwanis Pancakes event is coming up and to encourage attendance.

Councilor Henderson inquired about recent water damage to building. Mr. Sanchez explained that this was due to the large rain that created two new leaks under the Spanish tile area on the roof and repairs were already underway. Councilor Grant then inquired as to why attendance was down so much. Mr. Sanchez explained that some of the events that normally have a large turnout did not have that this year, including the Safari Club and Prayer Gathering. However, the Gun Show had approximately 800 attendees which helped. Councilor Best inquired as to how the number of attendees is calculated. Mr. Sanchez stated that this is based on setup numbers provided by the event bookers and verified at the event.

Councilor Grant then inquired about the frequency of carpet cleaning. Mr. Sanchez stated that he tries to do it quarterly, but can do it more often depending on the event. Scotch guarding only occurs about every four to six months. Additionally, the chairs needed a cleaning since it has been three years since they were last cleaned.

Councilor Grant asked if a deposit is held for stains to the carpet. Mr. Sanchez said that they do and will charge \$50 per stain if it is so severe that staff cannot easily clean it. Councilor Grant inquired if they had enough serving dishes and flatware to accommodate a 600 person event. Mr. Sanchez stated that they do and keep 1200 in stock for damaged materials. Councilor Best asked if generally carpet is installed in Convention Centers and, if so, if it is normally directly on concrete. Councilor Henderson stated that this depends on the building, but many use tile carpet or stained concrete.

2. Visitor Center Update

Tina Ramirez reported on the Visitors' Center's recent statistics. She stated that the Center had 96 fewer US visitors and 4 fewer international visitors. Ms. Ramirez stated that she has been in contact with Dusty Young regarding a golf tournament with 75-100 children in May that inquired about discounted rooms. She is working with the Holiday Inn to see what she can obtain for them. Councilor Best inquired if other hotels had been contacted. Ms. Ramirez stated that she had reached out, but was able to obtain the best price at Holiday Inn.

Councilor Grant inquired as to why the visitors number was so drastically lower. Ms. Ramirez stated that she is not sure and bases this number on the sign-in sheet at the center. Councilor Grant suggested that she reach out to Monica Garcia, Finance Director for the City, to obtain the room report to be able to compare these two figures. Councilor Best stated that this could indicate the Visitors' Center is not doing a good job. She asked if local hotels have information for the Visitors' Center. Mr. Sanchez stated that they do, but the hotels don't typically send visitors to the center. Councilor Best also asked for a comparison on the report of the number of those coming into the Center and the number of overnight stays. Ms. Ramirez stated that she would add another line to the report with this information.

3. Projects Update

Ms. Stark-Rankins provided a project update to the Committee. Since this was so recently covered at a Council Workshop, Councilor Grant stated this was not necessary to cover and that we could proceed with other items. He did inquire if the planned completion dates were based on availability of staff. Ms. Stark-Rankins indicated that they are and are simply estimates based on the current project status.

REGULAR ITEMS (ACTION ITEMS)

1. Elite Gymnastics: Request to Purchase Property

Louis Najar presented this item to the Committee indicating that the requested location had changed to the northeast corner of Grand Ave. and College Blvd. This area had been designated for the Blackdom Memorial, but nothing came from the planning of this. After speaking with Mr. Obukusumo, Mr. Najar stated that Mr. Obukusumo had no desire to maintain this land for this purpose and other land could be identified when they were ready to move forward with this project. Councilor Henderson inquired if the City should require a release of the property from Mr. Obukusumo. Mr. Zarr indicated that would be needed, but the Committee could still proceed to consider the request by Elite Gymnastics.

Mr. Doshier presented his request for the property to the Committee stating that the biggest concern for him would be the cost and the ability to utilize the Wool Bowl parking during large, special events. Mr. Najar indicated that the City would find this acceptable, but that Mr. Doshier will have to ensure he has adequate parking to accommodate for the day-to-day operations of the business as well as the other required needs from zoning such as landscaping. Discussion on the various requirements ensued. Ultimately, the Committee requested that Mr. Doshier determine his ability to purchase land on E. College versus W. College and provide a preliminary site plan for review and return to the Committee for consideration at that time. No action was taken on this item.

2. Roswell Hispano Chamber of Commerce Lease Extension

Ms. Stark-Rankins explained that the Roswell Hispano Chamber lease expired in June 2014, but the lease had the option for 3 one year extensions. The request is for the first extension of the 3 allowed. The Hispano Chamber has also continued to pay the rent monthly since June. Ms. Stark-Rankins indicated that the Hispano Chamber wishes to remain in this building. The utilities for the building divided by two for the current number of tenants worked out to approximately \$218 per tenant per month which would be covered by the current lease amount.

Councilor Henderson motioned to accept the extension as presented through June 30, 2015. Councilor Grant seconded the motion and all were in favor.

3. Head Start Lease Renewal

Ms. Stark-Rankins explained that the Head Start lease for the property at 503 E. McGaffey Street will expire on April 30, 2015 and the program wishes to continue the lease. Mr. Zarr indicated that a use agreement may be more appropriate for this particular situation as it would give more control of the property to the City. Ms. Bejarano indicated that a lease would be preferred as certain amounts of in-kind funding is required to meet the requirements of the Head Start program. This lease, at a rate of \$1 per year, helps them to meet this goal. Councilor Henderson stated that they have been good stewards of the building.

Councilor Best inquired, if a lease was to be done, if a shorter term could be used to avoid administrative issues resulting from long-term agreements. Mr. Zarr said this would be preferred and that more consideration should be detailed into the lease regarding the activity of the program. Councilor Grant motioned for staff to proceed with a 5-year term lease agreement. Councilor Henderson seconded the motion and all were in favor.

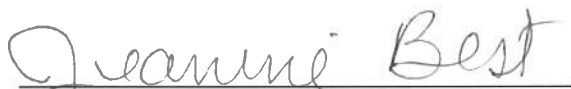
OTHER BUSINESS (NON-ACTION)

1. Public Comments

Councilor Best asked for any public comments. Mr. Mulcahy asked if anyone could suggest locations for a business who is looking to move to Roswell to conduct urban warfare training. The business is already looking at the meat packing plant and old municipal airport terminal building. No suggestions were heard at the meeting.

ADJOURN

Councilor Grant motioned to adjourn the meeting. Councilor Henderson seconded the motion and Chairwoman Best announced the meeting adjourned at 9:38 a.m.



Jeanine Best – Chairwoman