

Campbell County Public Land Board (CCPLB)
Meeting Minutes
January 10, 2019

Members	Staff
Present: Kevin Couch, Don Hamm, Charlene Camblin, Skyler Pownall, Mary Silvernell, Troy Allee Absent due to appointment to City Council: Nathan McClelland	Present: Jeff Esposito, Greg Rook, Kathy Ashton
Legal Counsel	Guests
Present: Frank Stevens	Present: Tim Carsrud <i>City Liaison</i> ; Patrick Filbin representing the <i>News-Record</i> ; Charity Stewart representing <i>County 17</i>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	Call to Order/Attendance	The CCPLB meeting was called to order at 6:30 p.m. MDT on January 10, 2019, by Chair Kevin Couch.		
2.	Approval of CCPLB Agenda	The January 10, 2019, agenda was reviewed.	Mrs. Camblin made a motion to approve the January 10, 2019, agenda. Mrs. Silvernell seconded the motion, and it passed unanimously.	
3.	Approval of Minutes	The December 13, 2018, CCPLB meeting minutes were reviewed.	Mr. Allee made a motion to approve the December 13, 2018, meeting minutes as presented. Mrs. Silvernell seconded the motion. The motion passed unanimously.	
4.	Consent Agenda	<p>A. Approval of Warrants: The Warrants for the January 10, 2019, meeting were reviewed.</p> <ul style="list-style-type: none"> - December 2018 Accounts Payable Voucher Numbers 48276-48364 (General Fund/Special Events) in the amount of \$33,587.58. - December 2018 Manual Purchase Order Numbers 10079-10095 in the amount of \$124,264.31. - December 2018 Payroll Warrants in the amount of \$168,245.02 for the period of 11/18/2018-12/15/2018. <p>The \$8,212 bill from Murdochs was clarified as being an expense for the new chutes.</p> <p>B. Approval of the December 13, 2018, Executive Session Minutes.</p>	<p>A. Mr. Pownall made a motion to approve the January 10, 2019, Warrants. Mrs. Camblin seconded. The motion passed unanimously.</p> <p>B. Mr. Pownall made a motion to approve the December 13, 2018, Executive Session minutes. Mr. Hamm seconded the motion. The motion passed unanimously.</p>	

Campbell County Public Land Board (CCPLB)
Meeting Minutes
January 10, 2019

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
5.	Citizen Input	None		
6.	Board Process	<p>A. The Proposed Annual Workplan from the Governance Committee was reviewed by Mr. Hamm. The committee plans on finishing the policy revisions and present to the Board prior to the end of the year. The by-laws and operating policies will be approved for re-adoption at the organizational meeting in July. Orientation and training for new Board members will be done when necessary. Assessment and evaluation of General Manager is on-going.</p> <p>City representatives hope to fill the open slot on the Land Board at this weekend's retreat, as well as, who the City Liaison will be.</p> <p>B. Follow-up items from the previous meeting.</p> <p>i. None.</p> <p>C. Contracting/Purchasing Decisions.</p> <p>i. Video upgrade Phase I Bid: \$125,000 video upgrade was previously approved in the Capital Budget. The Board received the bid tab results for the project at the meeting. Mr. Rook explained the base bids and the amounts split up as alternates. All base bids were over budget; however, Ford AV was only over by \$572. The alternate bids included cords, cases, etc. Projectors and projection screens doubled in price and are what is necessary for replacement. Old cords and cases will be used and replaced as needed. Bidder's references check out. Timeframe for delivery date is February 4, 2019. Staff are only accepting the base bid and recommend accepting Ford AV Systems. The \$572 overage will come from another accounting line.</p>	<p>C. Mr. Pownall made a motion to approve the CAM-PLEX Video Upgrade Phase I Bid from Ford Audio Video Systems, LLC for the amount of \$125,000.00. Mrs. Camblin seconded, and it passed unanimously.</p>	
7.	Operations Report/Update	<p>A. GM Jeff Esposito discussed the following items from his General Manager's Report.</p> <ul style="list-style-type: none"> • The Gillette Edge Soccer was mentioned as the motivation for the sports courts floor and staff is looking forward to the first indoor soccer tournament 		

Campbell County Public Land Board (CCPLB)

Meeting Minutes

January 10, 2019

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>in February. The theater has a nice season ahead for the community.</p> <ul style="list-style-type: none"> • Grant status: SLIB meeting is the morning of the 17th. Expression of gratitude from the Board, City, County, Legislators, and Community Members for all the support received and those planning on attending the SLIB meeting and gratitude from Board members. Mr. Carsud commented that at last night's meeting the Mayor requested and received much support from all attendees for the grant. Mr. Esposito heard back from Representative Clem and Senator Driskill regarding supporting and attending the SLIB meeting. • The draft of the 2019-2021 Strategic Plan was given and will be discussed more at the CCPLB/Staff Planning Meeting. IP phones were also discussed. • The survey results were briefly discussed. • 2019 Goals for Mr. Esposito were discussed. <ul style="list-style-type: none"> ○ A confidential employee survey will be initiated soon and grouped by departments with a goal to use yearly. ○ Development of market segment focus groups-sports, equine, non-profits, etc. ○ More sports court flooring events. ○ Overtime management ○ Amendments will be made if requested. 		
8.	Matters for Noting	<p>A. Major Correspondence</p> <ul style="list-style-type: none"> i. Black Hills Energy letter dated December 14, 2018. Appears on a yearly basis to inform the blasting plan. <p>B. Board Calendar:</p> <ul style="list-style-type: none"> i. <u>Upcoming Board Meetings:</u> <ul style="list-style-type: none"> a. The February 14, 2019 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the pre-meeting workshop at 6:00 p.m. MDT. b. The March 14, 2019 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the Quarterly Commissioners Meeting at 6:00 p.m. MDT. 		

Campbell County Public Land Board (CCPLB)
Meeting Minutes
January 10, 2019

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<ul style="list-style-type: none"> ii. <u>Other Meetings/Events:</u> <ul style="list-style-type: none"> a. The SLIB Meeting in Cheyenne for WBC grant on January 17, 2019. Carpool coordination emails going out and please attend. b. The Annual CCPLB/Staff Planning Meeting: January 31, 2019, at 5:00 p.m. in the Wyoming Center Frontier Hall Lobby. c. The Annual CCPLB/Manager Budget Meeting: February 21, 2019, at 5:00 p.m. in the Board Room. d. The Quarterly Planning Meeting: March 18, 2019, at 11:30 p.m. in the Board Room. Lunch will be provided. e. The City/County Budget Meeting on March 28, 2019, at 5:15 p.m. at GAMB. 		
9.	Adjournment	CCPLB meeting was adjourned at 6:54 PM MDT.		

Respectfully submitted,

Charlene Camblin, Secretary