

CCPLB/City/County/Staff EH HC Remodel Meeting
Meeting Minutes
February 11, 2019

Board Members	Staff
Present: Kevin Couch, Don Hamm, Skyler Pownall, Robert Quintana Absent: Charlene Camblin, Mary Silvernell, Troy Allee	Present: Jeff Esposito, ReNae Keuck, Greg Rook, Janell Paris, Heather Kuhr
County	City
Commissioners: Rusty Bell, Mark Christensen, DG Reardon, Del Shelstad; County Administrator: Robert Palmer; Finance Manager: Shelly Edwards	Council Members: Bruce Brown, Billy Montgomery; City Administrator: Patrick Davidson; Finance Director: Michelle Henderson
Arete Design Group	Other
Ben Reeves	Legal Council: Frank Stevens; Gillette News Record: Jonathan Gallardo, August Frank; County 17: Charity Stewart

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	Call to Order/Introductions	The meeting was called to order at 12:09 PM MDT on February 11, 2019, by Chair Kevin Couch and introductions were made.		
2.	Review of Remodel Plans	<p>The original remodel plans started in 2014 for the Heritage Center and Energy Hall, however due to the economic downturn it was put on hold until now. Plans were restructured to be up to current code requirements as well as updating facility needs.</p> <p>2.1 Heritage Center</p> <ul style="list-style-type: none"> • Various updates will take place within the Heritage Center. The current lobby lounge area will be raised up about 8 feet to accommodate more women’s restrooms below; Restroom ramps will be leveled out to be compliant for handicap accessibility. Handrails throughout the theater will be raised to code height of 34-38 inches. Lobby skylights will be removed, and roofing extended to provide a water-tight seal. Vertical skylights will be inserted to still provide natural light but reduce the risk of water leakage. Inside the theater, seats will be replaced and handicap ramps on both sides will be leveled for better access. The balcony seating will have lighting upgrades on the stairs. The dressing rooms downstairs will receive electrical and plumbing upgrades. Outside, an entry door will be added for ticket sales only. 		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>2.2 Energy Hall</p> <ul style="list-style-type: none"> Energy Hall will remain a presentation space divided by moveable walls to accommodate a magnitude of events. An interior facelift will provide upgrades for banquets, weddings, and conferences. Fixtures will be replaced in the restrooms. The conference room and entryway areas will be reconfigured to have a larger vestibule to accommodate when multiple events are taking place. <p>The cost savings with remodeling both buildings at the same time will be approximately \$500,000. Once a Construction Manager at Risk (CMAR) is selected this savings amount will be clearer. The Board is willing to pay a little more for a CMAR to assure the two projects are on schedule and working simultaneously. The cost of the CMAR has already been budgeted within the \$6 million project. The Board would ask the City and County for their expertise with the CMAR contract to assure the general conditions are correct.</p> <p>Bids for a Construction Manager have been advertised. The preferred timeline would be to hire a CMAR within the next 45 days, contractors would go out to bid within 60 days, and construction starts in May or June. The renovation project timeline would be approximately 18 to 24 months. The CMAR will help establish the timeline to assure construction is complete for pre-planned events. The CMAR will evaluate what is needed for the project and then manage the bid process. Preference would go to all Wyoming contractors but ultimately would come down to the best and most qualified for the project.</p> <p>The guaranteed maximum price (GMP) would be set after the bids come in and the building permit has been pulled. At that point the GMP would be set at 100%. Discussion was had whether a CMAR was needed if the GMP is set at 100%, removing the risk.</p>		
3.	Remodel Budget Discussion	<p>The City and County will each contribute \$1.5 towards the remodel. The State Loan and Investment Board (SLIB) also awarded CAM-PLEX a \$1.5 million grant. Leaving \$1.5 million to complete the total estimated \$6 million renovation. The SLIB offered CAM-PLEX an opportunity to take out a loan through them for the remaining amount needed for the project. The CCPLB seeks direction and guidance of how the loan should be structured. Comptroller, ReNae Keuck will work with City and County financial administrators, to find the best financial option for CAM-PLEX. It was recommended to make sure the loan does not have a pre-payment penalty, so it can be paid off at any time needed. The City and County would be the backstop if needed. Being a Joint Powers Board, it gives the CCPLB the authority to enter into a bonding situation without approval.</p>		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		It was discussed to also redo the Special Events contract with the funding agencies. This would alleviate CAM-PLEX from making a loan payment as well as contributing to the long-term funds per the Special Events agreement.		
4.	Summary/ Comments	<p>CAM-PLEX will be the primary funding source for the loan. Mrs. Keuck will work collaboratively with the City and County financial administration on the loan agreement. The goal is to have a 10 to 15-year loan, with no pre-payment penalty. Pushing for 0% interest but may recommend going in at a 0.5% to cover processing fees.</p> <p>It will need to be discussed with the SLIB how the funds will need to be drawn. Will the grant money be used first, or is it an equal draw throughout the project? It would be preferred with the 18-month project, funds be distributed over two fiscal years. For recognition, the \$1.5 million from the City and County should be requested through the budget requests from capital construction.</p>		
5.	Adjournment	Meeting was adjourned at 1:09 PM MDT.		

Respectfully submitted,

Charlene Camblin, Secretary