

Campbell County Public Land Board (CCPLB)

Meeting Minutes March 8, 2018

Members	Staff
Present: Mary Silvernell, Don Hamm, Duane Evenson, Skyler Pownall, Troy Allee, Kevin Couch, Charlene Camblin	Present: ReNae Keuck, Greg Rook, Janell Paris, Ashley Dillard, Kathy Ashton
Legal Counsel	Guests
Present: Frank Stevens	Present: Rusty Bell <i>County Liaison</i> ; Patrick Filbin representing the <i>News-Record</i> ; Dale Buckingham <i>Arete Design Group</i>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	Call to Order/Attendance	The meeting was called to order at 6:29 p.m. MDT on March 8, 2018, by Chair Mary Silvernell.		
2.	Approval of CCPLB Agenda	The March 8, 2018, agenda was reviewed and revised. Added after Item 8: Executive Session for personnel. Item 6A was changed to "Capital" Budget Discussion.	Mr. Hamm made a motion to approve the revised March 8, 2018, agenda. Mrs. Camblin seconded the motion, and it passed unanimously.	
3.	Approval of Minutes	A. The February 8, 2018, CCPLB meeting minutes were reviewed.	A. Mr. Evenson made a motion to approve the February 8, 2018, meeting minutes as presented. Mr. Couch seconded the motion, and it passed unanimously.	
4.	Consent Agenda	A. Approval of Warrants: The Warrants for the March 8, 2018, meeting were reviewed. - February 2018 Accounts Payable Voucher Numbers 47386-47474 (General Fund/Special Events) in the amount of \$62,546.99. - February 2018 Manual Purchase Order Numbers 9831-9855 in the amount of \$157,752.32. - February 2018 Payroll Warrants in the amount of \$126,457.41 for the period of 1/28/2018-2/24/2018.	A. Mr. Pownall made a motion to approve the Warrants. Mr. Evenson seconded the motion, and it passed unanimously.	
5.	Citizen Input	None		

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6.	Board Process	<p>A. The Board reviewed the annual Capital Budget.</p> <ul style="list-style-type: none"> • Mrs. Keuck and Mr. Pownall met with the City and County regarding the 2018-2019 budget. 90% of their discussion regarded the Capital Budget. They discussed moving some items to Capital and others to Special Events. • Mrs. Camblin is spearheading a meeting with both funding entities regarding the Heritage Center (HC) and Energy Hall (EH) Remodel projects on March 15, 2018. • Mrs. Keuck was advised to make the request to move everything up to capital requests except the HC upgrades and stage curtains. She would also like to make a request for the City and County to make a commitment to do the remodel, so we can schedule programming. If the funding entities are not willing to fund, then we need to use Special Events money to assure maintenance upgrades happen. • The original HC upgrade cost increased because changing the skylights into a clear window design were included in the updated project cost. • Mr. Buckingham informed the Board of remodel details. The project started in early 2016 to design an interior refinish of HC and EH. The original scope grew. <ul style="list-style-type: none"> ○ EH: updates are mostly cosmetic with a desire to make it softer and more useable for banquets, receptions, and large formal events. Tracks in EH are in good condition but will be re-inspected when the panels are reskinned. Curtains will be aesthetic and acoustical. Specialized lighting for each eight spaces. EH estimate (\$3.1 million) includes refurbished interior upgrades to EH and S. Lobby, EH toilet rooms restorations, S. Lobby and EH entrance changes. 	<p>A. Mr. Hamm made a motion to approve the Capital Requests with the following changes. Add \$35,000 for Arete Design Group to complete the HC documents, add the HC and EH Remodel projects to Capital Requests, and remove Heritage Center Upgrades and Stage Curtains from the list. Mr. Evenson seconded the motion, and it passed unanimously.</p>	<p>A. Mrs. Keuck will make Board recommended revisions to the Capital Budget.</p> <p>Mrs. Keuck will receive the cost amount of adding the S. Lobby to the HC project from Mr. Buckingham by Monday.</p> <p>Mrs. Keuck will lay it out in the letter to the funding entities. The projects will be included in the 3-Year Capital Plan.</p>

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		<ul style="list-style-type: none"> <li data-bbox="737 269 1297 451">○ HC & S. Lobby Skylights: remodel will remove and replace with a clear window addition. This year maintenance staff has spent 3 weeks and \$2,000 to do repairs. Skylights provide natural light for daytime events which save money. <li data-bbox="737 467 1297 889">○ HC: toilet facilities are out of code. Women toilet facilities are short and need to increase. Men's fixture count complies. A family room is also needed to be compliant. Our current restrooms are grandfathered in. New chandeliers will have fiber optics. Seats will be replaced. Theater seating would drop slightly because of ADA requirements. Non-discrimination requires available seating throughout the theater. New upgrade finishes for inside the theater. Original estimated cost was \$2.5 million for the theater but changed to \$3.1 million with S. Lobby and skylights updates. <li data-bbox="737 906 1297 1027">○ HC & EH: bottle necking in both places will be addressed in the remodel. HC, EH, and S. Lobby entrances would change. Additional signage for both buildings. <li data-bbox="737 1044 1297 1101">○ Renovate galleria and south lobby: this to be included with the theater project. <li data-bbox="737 1117 1297 1450">○ Current Status: Energy Hall project is essentially done and could be put out for bid (assuming there would be no changes) in a week or two. The Heritage Center documents are about 65% complete. \$30,000-\$35,000 is needed to complete the documents. There would be a code change by the time the project goes through. Jim Brown from the City said he would allow using the 2015 code for this project if used within a certain time frame. Documents 		

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		<p>could be packaged and put into phases if necessary. Estimated completion timeframe is 6 months for Energy Hall. Theater would be similar. If combined one year to 14 months providing there was clear access and no events. Some theater projects could be done if the Energy Hall project was done first. Because they would change the configuration of the skylights it would be very difficult to do alone. Late June or July 2019 is when we could possibly start on the Heritage Center remodel. Several Board members would like the theater done first. There is structural damage in the theater, so if the remodel is not done, repairs will be needed. Many of the shows we book could be moved to the Wyoming Center; however, there are rigging and sound issues in that building.</p> <ul style="list-style-type: none"> • Budget will be submitted next Tuesday. • The group had discussion regarding the 3-year capital and the remodel projects funds. • Staff will book our theatre events starting in September and other users will be booked a year in advance. Schools and non-CAM-PLEX events need to plan as well as our staff. • Commissioner Bell recommended asking for everything and \$35,000 to finish the construction documents and taking care of the existing buildings. • Recommend using Special Events if funding entities do not commit to HC Upgrades and curtains. • Ask for \$3.5 million for HC for 19-20; 20-21 for EH. Funding entities can decide if they put in some this year and more next year. This project information will be in the letter to the funding entities and will be included in the 3-year capital. 		

	<p>B. The Board discussed the FY 2018-2019 CAM-PLEX budget.</p> <ul style="list-style-type: none"> Besides the Capital Budget changes above, there were only a couple of changes, including allowing benefit and merit increases. The Board also discussed increasing the GM salary of \$105,000 (high end \$127,000). The GM position redlines quickly. The County does increase ranges from time to time or the position can be re-pointed. Board recommended changing GM Budget from \$105,000 to \$115,000. <p>C. Ashley Dillard, Marketing Coordinator, provided a presentation and samples to the Board on the different sport court flooring available. Mrs. Dillard and Board Member Mr. Couch, president of the Gillette Soccer Club, have been researching products.</p> <ul style="list-style-type: none"> The pros and cons from the three products and quotes from Snap Sports, Matéflex, and Junckers were discussed. Costs could range from \$100K-\$210K. The flooring could possibly pay for itself in 3-4 years. The Rushmore Civic Center in Rapid City owns Snap Sports flooring. CAM-PLEX could host more events if we owned sport court flooring: indoor soccer, basketball, volleyball, cheerleading, other youth sporting events. Currently, no facility exists in Gillette to put on an indoor soccer tournament. Also, more revenue could be generated by events such as the Harlem Globe Trotters, collegiate or professional sporting events, extreme sports, etc. Good economic impact on the community. CAM-PLEX staff has had the direction that this facility was built to provide economic impact for the community and that making a profit is not a first priority. 6 courts are recommended. Lines are put on with tape or you can order with lines, but it is more difficult to put together. Staff recommended stocking the tape for users to place themselves. Proposals would include verbiage as such. 	<p>B. Mr. Hamm made a motion to approve the FY 2018-2019 budget as amended. Mrs. Camblin seconded the motion, and it passed unanimously.</p> <p>Mr. Couch made a motion to increase the GM salary from \$105,000 to \$115,000. Mr. Evenson seconded the motion, and it passed unanimously.</p> <p>C. Mr. Pownall made a motion to direct staff to put together a RFP for 6 courts; contingent upon Members be informed of the warranty between the individual products and that the concerns Ms. Camlin made are addressed. Mrs. Camblin seconded the motion, and it passed unanimously.</p>	<p>C. Mrs. Dillard, Mr. Rook, and Mr. Couch will answer the following questions on sport court flooring and put together a RFP for the April Board meeting. Concerns to be addressed from the Board members are: lead time, lifespan of floors, warranty, comparison with other venues and what the economic impact was for them, what else can we do, cost projections of what events CAM-PLEX could host and the economic impact, cost variance comparisons between floor size options-6 floors, 6 floors with safety edges, or cover the whole floor.</p> <p>Mrs. Keuck will add sport court flooring RFP approval to the April agenda.</p>
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		<ul style="list-style-type: none"> • There is a rubber underlayment available for a sound barrier, but it deteriorates quickly. • The seating would be up in the mezzanine. It is rare that youth league soccer balls get high enough to hit lights. • Purchasing hoops and nets is also a consideration. 3 nets are needed to separate the courts for soccer tournaments. • There could be partnership opportunities with the Rec Center. • Junckers-portable hardwood flooring recommends storage in a temperature-controlled atmosphere. • Storage: Storage units were similar in price comparisons. Recommend high-cube 40' trailer for forklift access. 2 storage units may be required. • Soccer club would like the decision at least 6 months prior to their 3-day tournament scheduled next February. • The Board made several requests and would like answers at the April meeting, so they may vote to seek bids. <p>D. Follow up items from the previous meeting.</p> <p style="padding-left: 20px;">i. Mr. Stevens reported on the investment policy. Basically, because CCPLB is a joint powers board, there were no clarifications specific for joint powers in the statute. Mr. Stevens recommended complying with what the City and County declares. We do site existing statute and it would require an amendment if changes were made.</p> <p>The current plan is safe but does not make much interest. CCPLB is responsible for these public funds which are held to a high fiduciary standard. Mr. Pownall sited that an increase of 3-4% would triple investments. Members would like to continue the research of possible investments.</p> <p>E. There were no contracting or purchasing decisions at this meeting.</p>		<p>D. Mr. Couch will put Mr. Pownall in contact with an investor.</p>

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7.	Operations Report/Update	<p>A. Interim GM ReNae Keuck discussed the following items:</p> <ul style="list-style-type: none"> i. The February 2018 CAM-PLEX Event Data was reviewed. ii. CAM-PLEX Events: <ul style="list-style-type: none"> a. Completed events: <i>Chuckwagon Dinner with Loop Rawlins</i> were two tickets short from selling out. <i>Illusionist Bill Blagg</i> did sell out. <i>Gobsmacked</i> only sold 133 tickets. <i>How I Became A Pirate</i> had 2 filled school matinees and 500 at the public show. b. Upcoming events: <i>Pete the Cat</i> is coming up and will provide 3 matinees and a public performance. The show is selling well. <i>Gillette's Got Talent (GTT)</i> and <i>Street Fest</i> are on the same day. <i>Fun On The Go</i> will also be at <i>Street Fest</i> with Rotary Club volunteers assisting in this event. Mr. Couch will be the MC for <i>GTT</i>. The <i>Garage Sale</i> applications started Monday and are selling well. <i>The Great Gatsby</i> is the last show of the season. iii. Staff update: <ul style="list-style-type: none"> a. SearchWide Recruiters informed the Board of 5 candidates for the General Manager position. b. Staff Update: Senior Administrative Assistant/Theatre Position was filled by Jill Huff from California. Her husband is already working in Gillette. We are still looking for a Mechanic. Assistant Facilities Coordinator, Allyssa Torres, was hired by Gillette College. Her position will need to be filled. Frank Simcheck is retiring May 18. Applicants for the Groundskeeper position are coming in with good prospects. 		

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8.	Matters for Noting Board Meeting	<p>A. Major Correspondence (none)</p> <p>B. Board Calendar:</p> <p>i. Upcoming Board Meetings:</p> <ul style="list-style-type: none"> • The April 12, 2018, CCPLB meeting will be at 6:30 PM MDT with the RESCHEDULED Quarterly Commissioners Meeting at 6:00 p.m. MDT. • The May 10, 2018, CCPLB meeting is scheduled at 6:30 p.m. MDT with the pre-meeting workshop at 6:00 PM MDT. <p>ii. Other meetings/events:</p> <ul style="list-style-type: none"> • The Joint Powers Budget Review Meeting will be at 6:15 PM MDT March 22, 2018 at the George Amos Building in the Cottonwood Room. • Spring Board Training is at 5:30 PM on March 28 or 1:00 PM March 29 at the City Hall Community Room. 		
9.	Executive Session	At 8:42 p.m. MDT the Board made a motion to go into Executive Session for personnel.	Mr. Hamm made a motion to go into Executive Session. Mr. Evenson seconded, and it passed unanimously.	
10.	Adjournment	CCPLB meeting was adjourned at 8:37 p.m. MDT. Executive Session adjourned at 9:15 p.m. MDT.		

Respectfully submitted,

Duane Evenson, Secretary