

Campbell County Public Land Board (CCPLB)

March 19, 2019

Members	Staff
Present: Kevin Couch, Don Hamm, Charlene Camblin, Skyler Pownall, Mary Silvernell, Troy Allee, Robert Quintana	Present: Jeff Esposito, ReNae Keuck, Greg Rook, Kathy Ashton
Legal Counsel	Guests
Absent: Frank Stevens	Present: Charity Stewart representing <i>County 17</i> , Rick Mansur, Kevin Geer, Clay Cundy representing <i>Campbell County Park and Recreation</i> , Trevor Larson representing <i>Van Ewing Construction</i>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	Call to Order/Attendance	The CCPLB meeting was called to order at 6:30 PM MDT on March 19, 2019, by Chair Kevin Couch.		
2.	Approval of CCPLB Agenda	The March 14, 2019, agenda was reviewed and revised. Due to a winter storm the regular CCPLB meeting agenda date changed from March 14 th to the 19 th and the Commissioners plan on attending the April 11, 2019, CCPLB meeting. Strike item #2 (Quarterly Commissioner's Meeting Agenda), add two topics under (Board Process). The first topic "A" change to "CAM-PLEX Park Discussion" followed by topic "B" "Resolution of Support for CAM-PLEX Business Ready Community Loan Discussion." Move the following listed topics down to the next sequential letter. Last, under Item 9ii (Matters for Noting-Other meetings/events) strike both a. and b.	Mr. Quintana made a motion to approve the revised March 14, 2019, agenda. Mrs. Camblin seconded the motion, and it passed unanimously.	
3.	Approval of Minutes	<p>A. The February 14, 2019, CCPLB meeting minutes were reviewed.</p> <p>B. The February 21, 2019, CCPLB/Manager Budget meeting minutes were reviewed.</p>	<p>A. Mr. Allee made a motion to approve the February 14, 2019, CCPLB meeting minutes as presented. Mr. Hamm seconded the motion. The motion passed unanimously.</p> <p>B. Mrs. Silvernell made a motion to approve the February 21, 2019, CCPLB/Manager Budget meeting minutes as presented. Mr. Quintana seconded the motion. The motion passed unanimously.</p>	

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4.	Consent Agenda	<p>A. Approval of Warrants: The Warrants for the March 19, 2019, meeting, were reviewed.</p> <ul style="list-style-type: none"> - February 2019 Accounts Payable Voucher Numbers 48454-48541 (General Fund/Special Events) in the amount of \$114,670.14. - February 2019 Manual Purchase Order Numbers 10120-10132 in the amount of \$130,122.30. - February 2019 Payroll Warrants in the amount of \$130,330.55 for the period of 1/27/2019-2/23/2019. <ul style="list-style-type: none"> • There was discussion and clarification on the Arete Design Group warrant for \$7,023.76. These were two invoices for the design and for the consultation for the CMAR. <p>B. Approval of the February 21, 2019, Executive Session Minutes.</p>	<p>A. Mrs. Camblin made a motion to approve the March 19, 2019, Warrants. Mr. Pownall seconded the motion, and it passed unanimously.</p> <p>B. Mr. Allee made a motion to approve the February 21, 2019, Executive Session minutes. Mrs. Silvernell seconded the motion. The motion passed unanimously.</p>	
5.	Citizen Input	None		
6.	Board Process	<p>A. Campbell County Parks & Recreation (CCPR) representatives approached the Land Board regarding the possibility of transferring ownership of CAM-PLEX Park to CCPR and a map was distributed outlining the park property request. Currently, the park is owned by the Land Board, but all maintenance is done by CCPR per an MOU agreement. At a meeting two months ago with Commissioners, CCPR discussed upcoming park improvements and their master plan. CCPR would like to improve the WPA and restroom buildings, possibly add another restroom, improve the trail system, pave roads, add natural snow fencing, and add a storage unit for the Festival of Lights displays. That is when the Commissioners suggested making a land transfer. The issue with the current arrangement is improvements to the property must be included in the Land Board's budget, which is both City and County funded. If ownership changed to CCPR it would go through the Commissioners only. CCPR is working with County Attorney, Carol Seeger, to prepare a legal document. CCPR stated the park would remain a passive, pretty park for the community.</p> <p>Land Board member listed some of their concerns and noted</p>		<p>A. Rick Mansur and Jeff Esposito will schedule meetings and involve CAM-PLEX and County attorneys. CCPLB will organize a group to discuss this issue. CCPR and CCPLB members will get with Commissioners to discuss CAM-PLEX Park to transfer ownership or change MOU or a long-term lease land. Completion of the plans' timeline: within two months.</p>

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	<p>they have not created an up to date master plan for CAM- PLEX. Giving up the land and not having control to possibly add future facilities, such as a Cowboy Hall of Fame or museum, was discussed. They also wanted assurance for usage of the park for any upcoming large events. Because large events are scheduled, many times years in advance, CCPR can schedule CAM-PLEX usage requests easily. CAM-PLEX only is responsible now for haying a small portion of the grounds and has only used the park years ago for RV rally units parking. If CCPR took ownership they would be responsible for haying and maintaining all roads.</p> <p>There was discussion regarding changing the current MOU or drawing up a long-term lease to accomplish the same thing. Martingale Drive's issues were brought up because of the contention of providing road maintenance between the City and the County. CCPR priorities for capital improvements may not be CCPLB priorities. An example of an issue was given with Spirit Hall ice arena having sub-floor pipe problems that are CCPR equipment and the location is in a CCPLB facility. All the funding still comes from the County, so the only thing shifting is who is responsible for the budget. Mr. Esposito and Mr. Mansur will get with legal councils, Boards, and Commissioners to figure out the best approach for CAM-PLEX Park. The proposed timeline for a solidified plan-two months.</p> <p>B. The Resolution of Support for CAM-PLEX Business Ready Community Loan was discussed. Energy Hall (EH) and Heritage Center (HC) Renovation Project estimates at \$6 million. Funding as follows: \$1.5 million from County, \$1.5 million from City, \$1.5 million from BRC Grant, and \$1.5 million from BRC Loan with a proposed change to \$2 million.</p> <p>Because of issues discovered after the original cost estimate (such as the plumbing pipe issues in both buildings), it was suggested to ask for a \$2 million BRC Loan, rather than \$1.5 million, as a contingency plan. Paperwork would be resubmitted by Mrs. Keuck to reflect the \$6 million to \$6.5</p>	<p>B. Mrs. Camblin made a motion to allow CCPLB to request a loan authorizing submission of application to the Wyoming Business Council under the Business Ready Community Grant and Loan Program for a Community Readiness Project Loan on behalf of CCPLB for \$2 million. Mrs. Silvernell seconded the motion and passed unanimously.</p>	<p>B. Mrs. Keuck to submit the paperwork change of \$6 million to \$6.5.</p> <p>Mr. Esposito, Mrs. Keuck, and Mr. Stevens need to have a conversation with the City & County regarding the City & County regarding the best option of matching funds from the Special</p>

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	<p>million change. The Board would like to state this is only a contingency plan and the goal is to keep this project within the \$6 million budget.</p> <p>CAM-PLEX, the County, and City have had public hearings for this loan process with no public comments. Staff drafted a Resolution of Support for the Board to consider the \$2 million loan request. CCPLB asked staff to negotiate a low interest loan. Staff will ask for a payment plan at a half % rate, a ten-year period, on big event years paying higher amounts, and no penalties if paid off early. Staff needs to have a conversation with the City & County regarding the best option of changing the requirement of matching funds from the Special Event Fund to the Trust Fund. Also Mr. Stevens will need to re-write or suspend the document requiring matching funds to the Trust Funds out of Special Event Funds if approved from the funding entities. Timeframe for receiving loan approval from SLIB is mid-June.</p> <p>C. The FY2019/2020 simplified budget was discussed. ReNae gave a copy of the budget to the Board which she submitted to the City and County. The changes are reflected in the additional sheet she handed out. Premiums and merit raise, if approved by the Commissioners, will affect the budget.</p> <p>D. The Construction Manager At Risk (CMAR) submissions were discussed by the Board. The CMAR presentations took place two weeks ago with two applicants. Both were excellent candidates and the Board appreciated their efforts. The architect also highly recommended both contenders. County and City engineers both recommended hiring a CMAR for this project. The timeline was one of the biggest factors. There was some discussion on CMAR vs. saving with the Design Bid Build option. ReNae will need copies of the invoices to submit for reimbursements. The Board's direction to be conscious of the timeline vs. funding. It was also suggested putting in a 45-day clause instead of 30</p> <p>days. Funding agencies have approved the loan. We can</p>	<p>C. Mr. Pownall made a motion to approve the FY2019/2020 simplified budget as presented. Mr. Quintana seconded the motion and passed unanimously.</p> <p>D. Mr. Hamm made a motion to approve hiring Van Ewing Construction as the CMAR. Mr. Quintana seconded the motion. Mr. Pownall and Mrs. Camblin opposed. Mr. Couch, Mr. Hamm, Mr. Allee, Mrs. Silvernell and Mr. Quintana voted in favor. Motion carries for Van Ewing Construction to be the CMAR of choice.</p>	<p>Event Fund to the Trust Fund.</p> <p>If approved, Mr. Stevens will need to re-write or suspend the document requiring matching funds.</p> <p>C. Mrs. Keuck will reprint the FY2019/2020 budget for the Board Member's binders after it is approved.</p> <p>D. Mr. Esposito will work on the CMAR contract.</p>

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		<p>use engineering or design fees out of the cash match until everything is put in place.</p> <p>E. Amendment No. 4 regarding providing a condition analysis, report, and cost estimate of remediation options of the underfloor waste piping in EH & HC from architect Dale Buckingham was discussed. This request is going to be rolled into the CMAR.</p> <p>F. 2028 & 2029 NJHFR Agreement was discussed. The agreement is similar to the NHSFR agreement.</p> <p>G. Follow-up items from the previous meeting.</p> <p style="padding-left: 20px;">i. None</p> <p>H. There were no contracting or purchasing decisions at this meeting.</p>	<p>E. Mr. Hamm made a motion to reject Amendment No. 4. Mr. Allee seconded the motion and passed unanimously.</p> <p>F. Mr. Hamm made a motion to accept the 2028 & 2029 NJHFR agreement as presented. Mr. Pownall seconded the motion and passed unanimously.</p>	
7.	Operations Report/Update	<p>A. GM Jeff Esposito discussed the following items:</p> <p style="padding-left: 20px;">i. Mr. Esposito mentioned Heather Kuhrt was promoted to Sales Manager, Association. Ms. Kuhrt has been with CAM-PLEX almost two years and filled in during Shelley Ailts absence. The sales team is fully staffed.</p>		
8.	Matters for Noting	<p>A. Major Correspondence</p> <p style="padding-left: 20px;">i. March 4, 2019, CCPR letter for the opening date for ice operations request was discussed. Jeff will come up with a mutually acceptable date and get back with CCPR. The opening date in the letter reflects the beginning of hockey season.</p> <p style="padding-left: 20px;">ii. February 5, 2019, US Department of Interior Letter. Receive this information periodically regarding mining in the area to just inform us.</p>		<p>A. Mr. Esposito will come up with a mutually acceptable date for the ice operations to begin and confirm no other CAM-PLEX events are scheduled during that time.</p>
		<p>B. Board Calendar:</p> <p style="padding-left: 20px;">i. Upcoming Board Meetings:</p>		

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		<ul style="list-style-type: none"> a. The April 11, 2019 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the reschedule Quarterly Commissioner's meeting at 6:00 p.m. MDT. b. The May 9, 2019 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the pre-meeting workshop at 6:00 p.m. MDT. <p>C. Other Meetings/Events:</p> <ul style="list-style-type: none"> a. The budget meeting with the City and County is Thursday, March 28, 2019 at 5:15 p.m. at the GAMB building. 		
9.	Adjournment	CCPLB meeting was adjourned at 7:34 PM MDT.		

Respectfully submitted,

Charlene Camblin, Secretary