

Campbell County Public Land Board (CCPLB)
Meeting Minutes
April 12, 2018

Members	Staff
Present: Mary Silvernell, Don Hamm, Skyler Pownall, Troy Allee, Kevin Couch, Charlene Camblin Absent: Duane Evenson	Present: ReNae Keuck, Greg Rook, Janell Paris, Kathy Ashton
Legal Counsel	Guests
Present: Frank Stevens	Present: Matt Avery <i>County Liaison</i> ; Tim Carsrud <i>City Liaison</i> ; Patrick Filbin representing the <i>News-Record</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 April 12, 2018, by Chair Mary Silvernell.		
2.	Approval of CCPLB Agenda	The April 12, 2018, agenda was reviewed and revised. Executive Session for personnel was added after Item 8.	Mr. Hamm made a motion to approve the revised April 12, 2018, agenda. Mrs. Camblin seconded the motion, and it passed unanimously.	
3.	Approval of Minutes	The March 8, 2018, CCPLB meeting minutes were reviewed.	Mr. Hamm made a motion to approve the March 8, 2018, meeting minutes as presented. Mr. Couch seconded the motion, and it passed unanimously.	
4.	Consent Agenda	<p>A. Approval of Warrants: The Warrants for the April 12, 2018, meeting were reviewed.</p> <ul style="list-style-type: none"> - March 2018 Accounts Payable Voucher Numbers 47475-47563 (General Fund/Special Events) in the amount of \$112,008.58. - March 2018 Manual Purchase Order Numbers 9856-9881 in the amount of \$176,984.97. - March 2018 Payroll Warrants in the amount of \$131,620.09 for the period of 2/25/2018-3/24/2018. <p>B. Approval of the March 8, 2018, Executive Session Minutes.</p>	Mr. Pownall made a motion to approve the April 12, 2018 Warrants and March 8, 2018, Executive Session minutes. Mrs. Camblin seconded the motion, and it passed unanimously.	
5.	Citizen Input	None		

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6.	Board Process	<p>A. Board Governance Policies.</p> <ul style="list-style-type: none"> i. Review Category I: Ends/Priority Results. ii. Review Category IV: Board-Management Delegation. <ul style="list-style-type: none"> • The Board discussed the generality of these policies and the broadness of the language in each category. Members concluded they would like to approve item Ai. and further review item Aii. to be approved at a later meeting. <p>B. Follow up items from previous meeting:</p> <ul style="list-style-type: none"> i. Investment Policy-Wyoming Government Investment Fund (WGIF). <ul style="list-style-type: none"> • Mrs. Keuck has been working with Joan Evans from WGIF on a plan to set up an account using this fund which has shown steady increases. First National Bank, our current account holder has not presented significant increases. The Board recommends investing into the WGIF fund. ii. Approval of Sport Court Flooring: <ul style="list-style-type: none"> • Marketing Manager, Janell Paris, reported on this billion-dollar industry investment. She explained the current trends of parents following and willing to pay the costs for their kid's sports wherever they go. This community and CAM-PLEX would benefit investing in this project and industry. Basketball, volleyball, and soccer would be the easiest startup events. After better understanding of events, additional purchases could be made such as netting, score boards, etc. Other events may also benefit from this project such as banquets with music and dancing at weddings and fundraisers. The distributed handout showed the bare minimum of the projected revenue with the users doing the full setups and the potential economic impact. Staff recommendation is to cover the whole floor. The projected sport floor cost is subject to change since manufacturers were wanting a solid commitment before providing solid numbers. The total project investment with the purchase of storage and future 	<p>A. Mr. Hamm made a motion to approve CCPLB Governance Policies Category I as presented and to approve Category IV later after it has been reviewed. Mrs. Camblin seconded the motion and it passed unanimously.</p> <p>Bi. Mrs. Camblin made a motion to pass the resolution authorizing staff to participate in the Wyoming Government Investment Fund. Mr. Allee seconded the motion and it passed unanimously.</p> <p>Bii. Mr. Pownall made a motion to approve the purchase of a full-floor sport court flooring to include the purchase of storage units and approved for staff to request RFP's for this project. Mrs. Camblin seconded the motion and it passed unanimously.</p>	<p>A. Board members will further define and amend Category IV after the new GM is on board.</p> <p>Bi. Mrs. Keuck will open an account, so we can invest with WGIF.</p> <p>Bi. Staff will prepare a RFP to obtain sport court flooring in the Wyoming Center and storage units.</p>

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		<p>accessory costs is not expected to exceed \$200,000.</p> <p>C. There were no contracting or purchasing decisions made at this meeting.</p>		
7.	Operations Report/Update	<p>A. Interim GM ReNae Keuck discussed the following items:</p> <ul style="list-style-type: none"> i. CAM-PLEX Event Data for March 2018 was reported to the Board. ii. CAM-PLEX Events <ul style="list-style-type: none"> a. Completed events-Street Fest attendance was better than last year. The brewers loved the event and so did the attendees which include parents who brought their kids. Good reviews from staff, attendees and brewers and chatter that more will come next year. This was tastefully done, and the daytime event helped as well. b. Upcoming events-none reported. iii. Staff Update <ul style="list-style-type: none"> a. General Manager Search-The Letter of Intent offer was sent to Jeff Esposito who accepted the position. The CCPLB members are going to work on the contract in Executive Session. He and his family are coming from Erie, Pennsylvania. b. Jill Huff, Theater Facilitator, who came from California is very pleasant and adjusting well. Her duties will include participatory events such as PAW. The Assistant Facilities Coordinator position had 156 applicants. Gina Carpenter and Janell are working towards selecting the top applicants and will begin the interview process involving current Facilities Coordinator, Shelley Ailts. c. Mechanic III-This position has been posted 3 times and continues to have low applications. A scheduled interview with an applicant on Tuesday did not occur because the applicant did not show up. With what is expected from an individual our pay offer might not be comparable. d. Grounds Maintenance Supervisor, Mike Rothleutner, will be starting next Monday. He previously had a position with the City. Frank Simcheck retires May 18. 		

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		<p>iv. Website update: The site is close to launching. A discovery was made that the Sales Force ticketing page was not matching the new website appearance. Sales Force is working on making the change to mimic the new website. When the new website is unveiled, staff wants it all to be the same. The launching status is this coming week, towards the end of the week.</p>		<p>Aiv. Janell will do a press release for the launching of the new website.</p>
<p>8.</p>	<p>Matters for Noting Board Meeting</p>	<p>A. Major Correspondence</p> <p>i. The Wyoming Reads Community Grant application was approved by Interim GM for the C.C. Public Library for \$250.</p> <p>B. Board Calendar:</p> <p>ia. 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> <p>ib. The June 14, 2018, CCPLB meeting will be at 6:30 PM MDT with the Quarterly Commissioners Meeting at 6:00 p.m. MDT.</p> <p>C. Other Meetings:</p> <p>ia. Chair Silvernell informed the Board of a Sports Tourism Presentation from the Huddleup Group to occur on May 17, 2018 at 12:00 p.m. MDT and 5:00 p.m. MDT. The presentation is expected to last from an hour to an hour and a half and will be held at the Gillette College?</p>		
<p>9.</p>	<p>Executive Session</p>	<p>At 7:11 p.m. MDT the Board made a motion to go into Executive Session for personnel.</p> <p>Executive Session adjourned at 7:53 p.m. MDT.</p> <p>The Members approved the contract for the new general manager.</p>	<p>Mr. Allee made a motion to go into Executive Session. Mr. Hamm seconded, and it passed unanimously.</p> <p>Mr. Hamm made a motion to go back into regular Session. Mr. Couch seconded, and it passed unanimously.</p>	

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			Mrs. Camblin made a motion to approve the contract for the new General Manager. Mr. Allee seconded, and it passed unanimously.	
10.	Adjournment	CCPLB meeting was adjourned at 7:54 p.m. MDT.		

Respectfully submitted,

Duane Evenson, Secretary