

Campbell County Public Land Board (CCPLB)
Meeting Minutes
May 10, 2018

Members	Staff
Present: Mary Silvernell, Don Hamm, Duane Evenson, Skyler Pownall, Troy Allee, Kevin Couch, Charlene Camblin Absent:	Present: Jeff Esposito, ReNae Keuck, Greg Rook, Janell Paris, Kathy Ashton
Legal Counsel	Guests
Present: Frank Stevens	Present: Matt Avery <i>County Liaison</i> ; Bill Montgomery <i>City Liaison</i> ; Patrick Filbin representing the <i>News-Record</i> ; Charity Stewart representing County 17

	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 May 10, 2018, by Chair Mary Silvernell. Jeff Esposito was welcomed by the Board and introduced to the spectators.		
2.	Approval of CCPLB Agenda	The May 10, 2018, agenda was reviewed.	Mr. Evenson made a motion to approve the May 10, 2018, agenda. Mrs. Camblin seconded the motion, and it passed unanimously.	
3.	Approval of Minutes	The April 12, 2018, CCPLB meeting minutes were reviewed.	Mr. Evenson made a motion to approve the April 12, 2018, meeting minutes as presented. Mr. Hamm seconded the motion, and it passed unanimously.	
4.	Consent Agenda	<p>A. Approval of Warrants: The Warrants for the May 10, 2018, meeting were reviewed.</p> <ul style="list-style-type: none"> - April 2018 Accounts Payable Voucher Numbers 47564-47652 (General Fund/Special Events) in the amount of \$57,306.45. - April 2018 Manual Purchase Order Numbers 9882-9897 in the amount of \$83,890.23. - April 2018 Payroll Warrants in the amount of \$142,311.71 for the period of 3/25/2018-4/21/2018. <p>B. Approval of the April 12, 2018, Executive Session Minutes.</p>	<p>A. Mr. Couch made a motion to approve the May 10, 2018 Warrants. Mr. Pownall seconded the motion, and it passed unanimously.</p> <p>B. Mrs. Camblin made a motion to approve the April 12, 2018, Executive Session minutes. Mr. Allee seconded the motion, and it passed unanimously.</p>	
5.	Citizen Input	None		

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		<p>B. The Board discussed the Resolution for Operations Reserve Fund.</p> <p>C. The Board appointed legal counsel for June 2018 to May 2019.</p> <p>D. Board designated the official newspaper.</p> <p>E. The Board Designated financial institutions to be the official depositories for the Campbell County Public Land Board.</p> <ul style="list-style-type: none"> • Board members presented signed and gave their Financial Disclosure Statement to Chair Silvernell. American National Bank is now ANB. 	<p>Board cast a unanimous ballot for Mr. Pownall. Mrs. Camblin seconded the motion and it passed unanimously.</p> <p>B. Mr. Hamm made a motion to approve the renewal of the Resolution for Operations Reserve Fund. Mrs. Camblin seconded the motion and it passed unanimously.</p> <p>C. Mr. Pownall made a motion to appoint Stevens, Edwards, Hallock, and Carpenter as legal counsel for the Campbell County Public Land Board with Frank Stevens as the personal representative from that firm. Mrs. Camblin seconded the motion and it passed unanimously.</p> <p>D. Mrs. Camblin made a motion to appoint The Gillette News-Record as the official newspaper for the Campbell County Public Land Board for June 2018 to May 2019. Mr. Hamm seconded the motion and it passed unanimously.</p> <p>E. Mr. Hamm made a motion to that the Board designate ANB, Bank of Gillette-Branch of Buffalo Federal Savings Bank, Bank of the West, Campco Federal Credit Union,</p>	

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		<p>F. Operations Manager, Greg Rook informed the Board of an issue with the Wyoming Center chiller. In anticipation of high attendance for the Crawfish Boil event, the chillers were fired up. The chillers were not operating properly, and Powder River Heating and Air Conditioning found a faulty gasket/valve. All 925 pounds of refrigerant had leaked and evaporated during the winter. Mr. Rook is working with Travelers Insurance to list this loss as a mechanical failure. If insurance denies, the cost is approximately \$35,000 fix and replace the gasket/valve and refrigerant. If funds are needed, the plan is to either ask for Wyoming Center Trust Fund money or write to the City and County and ask for contingency funds. Powder River Heating is writing a letter regarding the chiller issue.</p> <p>G. The CAM-PLEX asphalt project was discussed. Mr. Rook had spoken with the City Engineers Office who informed him it is best to get our own engineers for this project and not to piggyback with the City. ReNae contacted representatives from the Administrative Office including the City</p>	<p>First Interstate Bank of Gillette, First National Bank of Gillette, First Northern Bank of Wyoming, High Mark Federal Credit Union, Pinnacle Bank, Security State Bank, State Farm Bank, US Bank, Wells Fargo Bank NA, the Wyoming Government Investment Fund, and the Wyoming Treasury as the official depositories for the Campbell County Public Land Board. Mr. Allee seconded the motion. Mary Silvernell, Duane Evenson, Skyler Pownall, Troy Allee and Charlene Camblin voted in favor. Kevin Couch recused. Motion passed.</p>	<p>F. Greg will keep the Board informed on the WC chiller situation.</p>

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		<p>Administrator and Mayor. In the past the City has worked with CAM-PLEX on projects. Information has been passed so everyone will be on the same page. City will reach out to past person and they are working for a solution between staff and council.</p> <p>H. A website demonstration was given to the Board members. Several staff members will be administrators. There are several issues with the new site and a ticket has been put in to address the problems with Saffire. Many of the issues will be taken care of by tomorrow. The new site is more user friendly. The site includes advertisement sponsors space and guests being able to create an itinerary on the site. Future plans include riders booking barn time online. Board Members appreciate the hard work that went into it. Staff is looking forward to the productivity it will bring as well.</p> <p>I. The agenda items for the June Quarterly Commissioner's meeting were discussed. The items to be added include the remodel project and plans for possible grant monies.</p> <p>J. Follow up items from previous meeting.</p> <p>K. There were no contracting or purchasing decisions made at this meeting.</p> <p style="padding-left: 20px;">i. None</p>		<p>I. Board members are to contact the Chair or Jeff if they want to include an agenda item for the June meeting.</p>
7.	Operations Report/Update	<p>A. Interim GM ReNae Keuck discussed the following items:</p> <p style="padding-left: 20px;">i. CAM-PLEX Event Data for April 2018 was reported to the Board. Attendance was down for Crawfish but still well attended. Fun on the Go parties are very popular. School District and other annual events have rebooked their programs.</p> <p style="padding-left: 20px;">ii. The Quarterly Financial Summary Report was given to the Board.</p> <p style="padding-left: 20px;">iii. The Sport Court Flooring is out to bid. Four companies have been sent the proposal. The bids and recommendations will be on the June agenda for approval.</p>		<p>Aiii. Add Sport Court Flooring Bid to June agenda.</p>

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		<p>iv. The Community Readiness grant through the Wyoming Business Council, worth up to possibly \$3 million, will be written inhouse by Jessica Howard. She and other staff members have met with Brandy with the Wyoming Business Council regarding the grant. Plans are to use these funds for the Heritage Center Theater and Energy Hall remodel. The grant will be submitted in September and decisions will come out in December. The grant writing requires much work and public hearings will take place. July 2019 is the planned start date for remodel projects. Rock Springs obtained this grant to build their stalls.</p> <p>v. The budget update was given. Staff has heard good things regarding the submitted budget. Design on the Heritage Center was the only thing removed and the funding entities felt the grant could cover it. Mrs. Keuck explained this is not part of the grant and funding to finish the design needs to be done before the grant is submitted.</p> <p>vi. CAM-PLEX Events</p> <p>a. Completed events-Garage Sale went very well. The Great Gatsby was not popular and had low attendance. Crawfish and the CCSD Art Gala were very popular along with the Shrine Circus.</p> <p>b. Upcoming events-Rotary Ball, GHSR, White's Car Wars, Kinghorn Team Roping, Graduation, Newmar, Sheep Show, etc. Staff is anticipating the Indian Relay event. The bid for Wyoming State High School Finals Rodeo was given to us for 2019 and 2020. The RFP dates submitted were not available due to another event. A proposal with different dates was submitted and they accepted CAM-PLEX's offer.</p> <p>vii. Staff Update: The mechanic position was filled, and the start date is May 21. The Events Facilitator position starts next Monday.</p> <p>viii. Other: Chair Silvernell wanted to publicly thank ReNae and staff for filling the gap in the absence of a General Manager. The Board is thankful for the presence of Jeff and thrilled for what is to come in the future.</p>		<p>Av. Staff and the Chair will submit a letter to the funding entities regarding keeping the Design of the Heritage Center in the budget.</p>

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8.	Matters for Noting Board Meeting	<p>A. Major Correspondence i. None.</p> <p>B. Board Calendar: ia. The June 14, 2018, CCPLB meeting will be at 6:30 PM MDT with the Quarterly Commissioners Meeting at 6:00 p.m. MDT. ib. The July 12, 2018, CCPLB meeting is scheduled at 6:30 p.m. MDT with the pre-meeting workshop at 6:00 PM MDT</p> <p>C. Other Meetings: ia. The board scheduled a Meet and Greet for the new General Manager, Jeff Esposito Monday, May 14 from 4-6pm in the Heritage Center Lobby.</p>		
9.	Executive Session	At 7:17 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 for personnel. Mr. Evenson seconded, and it passed unanimously.	
10.	Adjournment	CCPLB meeting was adjourned at 7:17 p.m. MDT. Executive Session adjourned at 7:40 p.m. MDT.		

Respectfully submitted,

Charlene Camblin, Secretary