

**Campbell County Public Land Board (CCPLB)
and Quarterly Board of Commissioners Meeting Minutes
June 14, 2018**

Members	Staff
Present: Kevin Couch, Don Hamm, Charlene Camblin, Skyler Pownall, Mary Silvernell, Troy Allee Absent: Duane Evenson	Present: Jeff Esposito, ReNae Keuck, Greg Rook, Kathy Ashton
Legal Counsel	Guests
Present: Frank Stevens	Present: Matt Avery <i>County Liaison</i> ; Micky Shober, Mark Christensen <i>County Commissioners</i> ; Robert Palmer, Susan Saunders <i>County Representatives</i> ; Patrick Filbin representing the <i>News-Record</i> , Charity Stewart representing <i>County 17</i>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	Call to Order/Attendance	The Quarterly Board of Commissioners meeting was called to order at 6:15 PM MDT and the CCPLB meeting was called to order at 6:36 PM MDT on June 14, 2018, by Chair Kevin Couch.		
2.	Quarterly Board of Commissioners Meeting Agenda	<p><u>Shuttle Vans:</u> The County owns three shuttle vans in their fleet inventory. A letter was submitted to the Commissioners requesting transfer of one van to be used and kept on CAM-PLEX grounds. Use of the shuttle van would vary from transporting customers and potential users on grounds, to tours of the community, and safe transport of patrons attending events after an evening out. CAM-PLEX's max capacity fleet vehicle is a 7-passenger van. Commissioners discussed options of CAM-PLEX acquiring shuttle van access including: 1) Transferring one shuttle to CAM-PLEX with the stipulation the County still has access. 2) CAM-PLEX may request access to have 1, 2, or 3 shuttles, but the shuttles remain with the County. It was also discussed the possibility for CAM-PLEX to "brand" a shuttle. The Commission will inform the Board of their decision.</p> <p><u>Remodel Projects:</u> The Heritage Center Remodel project was discussed. Staff will explore construction costs and look at the timelines and impact of remodeling for the Heritage Center and Energy Hall. The budget request and the matching funds for the grant being sought were also discussed. The schedule of events for the Heritage Center is a priority and events in both buildings will require being shuffled to other buildings. Staff will be informed in December regarding grant funding. The projects bring challenges but is a great opportunity for improvement for future events.</p>		<p>Commissioners will inform CCPLB use of County shuttle van(s).</p> <p>Mr. Esposito will explore construction costs and look at the timelines and impact of remodeling for the Heritage Center and Energy Hall.</p>

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		<p>Other:</p> <ul style="list-style-type: none"> • Mr. Palmer kindly recognized the efforts of CAM-PLEX employee Kathy Ashton for her accomplishments in finishing her first full marathon (26.2 miles!) in Boise, ID. • Red shirts were worn today in recognition of flag day. • Pavement management bidding was discussed. Operations Manager, Greg Rook, has asked if CAM-PLEX can be added on the City's unit cost and if the City engineer can assist. He is hoping for the next budget year, CAM-PLEX projects can be a part of their process. • The old marquee was discussed. Mr. Esposito has spoken with CAM-PLEX's outsourced I.T. consultant, Clay Cundy, to see if a different controller can be obtained to operate it. The Commission requested either the dressing needs to be cleaned up or the old marquee should be taken down. 		<p>Mr. Esposito will continue to pursue operation of the old marquee status with Mr. Cundy.</p>
3.	Approval of CCPLB Agenda	The June 14, 2018, agenda was reviewed.	Mrs. Silvernell made a motion to approve the June 14, 2018, agenda. Mrs. Camblin seconded the motion, and it passed unanimously.	
4.	Approval of Minutes	The May 10, 2018, CCPLB meeting minutes were reviewed.	Mrs. Camblin made a motion to approve the May 10, 2018, meeting minutes as presented. Mr. Allee seconded the motion. The motion passed unanimously.	
5.	Consent Agenda	<p>A. Approval of Warrants: The Warrants for the June 14, 2018, meeting were reviewed.</p> <ul style="list-style-type: none"> - June 2018 Accounts Payable Voucher Numbers 47653-47741 (General Fund/Special Events) in the amount of \$215,814.11. - June 2018 Manual Purchase Order Numbers 9921-9947 in the amount of \$120,642.83. - June 2018 Payroll Warrants in the amount of \$153,684.88 for the period of 4/22/2018-5/19/2018. <p>B. Approval of the May 10, 2018, Executive Session Minutes.</p>	<p>A. Mr. Pownall made a motion to approve the June 14, 2018, Warrants. Mr. Allee seconded the motion, and it passed unanimously.</p> <p>B. Mrs. Silvernell made a motion to approve the May 10, 2018, Executive Session minutes. Mrs. Camblin seconded the motion. The motion passed unanimously.</p>	

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6.	Citizen Input	None		
7.	Board Process	<p>A. Committee Assignments:</p> <ul style="list-style-type: none"> i. Governance Committee (2.7.1 C)-The Board appointed two members, Mary Silvernell and Troy Allee, along with Vice-Chair Don Hamm to this committee. ii. Community Linkage Committee (2.7.2 C)-The Board appointed 3 members including Chair Kevin Couch, Charlene Camblin, and Skyler Pownall. <p>B. Ticketing Fees were discussed by the Board. Mr. Pownall stated the staff and GM have been restricted by the Board to set fees, in particular the credit card fees.</p> <p>C. Follow-up items from the previous meeting.</p> <ul style="list-style-type: none"> i. Board Governance Polices. <ul style="list-style-type: none"> a. Review Category IV: Board-Management Delegation. Mr. Hamm described it as a policy on the Boards role and the monitoring of the GM's performance. Mr. Hamm would like the Governance Committee to get together and go through all policies. ii. Sport court flooring update. The previous bid specifications needed improvements and was submitted for re-bid. The change discussed was the benefits of having an attached underlayment. An attached underlayment provides a different spring to it, wears better, and cuts down on the installation time. It may also support a wider variety of sports. At this point no wood flooring has been sought for future events. Climate controlled environment and storage are a problem with wood floors. Bids are due July 10th. 	<p>B. Mr. Hamm made a motion to allow the General Manager the flexibility to structure ticket office fees and report the fee to the Board. Mr. Pownall seconded the motion and passed unanimously.</p> <p>Ci. Mr. Hamm made a motion to approve CCPLB Governance Policies Category IV as presented. Mrs. Camblin seconded the motion and passed unanimously.</p>	<p>Cia. The Governance Committee will plan a meeting date to discuss CCPLB Policies.</p>

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		<p>iii. Comp time policy update. The Board discussed possibly eliminating salary employee comp time, as there are concerns for potential abuse of this benefit. Salary employees receive comp time only when working at CAM-PLEX events or for travel. There are 8 salaried employees, the max is 120 hours/year, and only 40 hours in their bank at a time. At the end of May all banked hours are dismissed. Mr. Esposito relayed his past experience and the typical event work hours among the industry. Event facilities typically do not have M-F standards and flex times responsibly according to events and by the time of year. An average work week may consist of 45 to 60 hours. Mr. Esposito explained managing an individual, if there are concerns, is a preference. The Board suggested eliminating the current policy and generating a new policy that is industry standard. There was discussion of tracking salary hours may cross a line. CAM-PLEX's event history has shown all staff put in a significant amount of time and CAM-PLEX hosts numerous events throughout the year.</p> <p>iv. There were no contracting or purchasing decisions at this meeting.</p>		<p>iii. Mr. Esposito will explore the salary comp time's current state, what is right or wrong. If necessary, he will design a new industry standard policy. He will report to the Board his findings in the July meeting.</p>
8.	Operations Report/Update	<p>A. GM Jeff Esposito discussed the following items:</p> <p>i. CAM-PLEX Event Data for May 2018 was reported to the Board and the highlights were given. The Energy Expo is returning to CAM-PLEX because of the staff. The Gala of Royal Horses has booked and will be in East Pavilion. Wyoming Horse Racing is this month. Party at the Plex is a new and free event with food trucks, beer concessions, Fun On The Go, and concerts on Tuesdays in July for the community. A money-making event is coming this winter called Kids and Family Expo and will be a consumer trade show-more information to come. The Marketing Team is launching a marketing campaign to develop "local champions" from organized groups to bring events to Gillette. Getting support locally assists in getting their associations to come to Gillette for their</p>		

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		<p>events. Mr. Esposito noted that trending-no material problems. The staff has been working hard on increasing event numbers.</p> <ul style="list-style-type: none"> i. The General Manager's Report was provided in the Board packet. No comments. ii. CAM-PLEX Events <ul style="list-style-type: none"> a. Completed Events: reported above b. Upcoming Events: reported above c. 2018-2019 Season Announcement: No specifics were given. 		
9.	Matters for Noting	<ul style="list-style-type: none"> A. Major Correspondence <ul style="list-style-type: none"> i. An appreciation letter was given by the Campbell County Public Library for the \$250 Community Grant for the 13th annual Wyoming Reads event in May. B. Board Calendar: <ul style="list-style-type: none"> i. <ul style="list-style-type: none"> a. The July CCPLB Meeting will be at 6:30 PM MDT on July 12, 2018, with the pre-meeting workshop at 6:00 PM MDT. b. The August CCPLB Meeting will be at 6:30 PM MDT on August 9, 2018, with the pre-meeting workshop at 6:00 PM MDT. ii. No other meetings/events scheduled. C. Other: The Sport Court Bid results will be on the agenda for the July 12 meeting. Board members are invited to attend the bid opening on Tuesday, July 10 at 2:00 p.m. 		<ul style="list-style-type: none"> C. Board members are invited to attend the bid opening Tuesday, July 10 at 2:00 p.m.
10.	Adjournment	CCPLB meeting was adjourned at 7:23 PM MDT.		

Respectfully submitted,

Charlene Camblin, Secretary