

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

Members	Staff
<b>Present:</b> Mary Silvernell, Don Hamm, Troy Allee, Kevin Couch, Charlene Camblin, Nathan McLeland <b>Absent:</b> Skyler Pownall	<b>Present:</b> Jeff Esposito, Greg Rook, Kathy Ashton
Legal Counsel	Guests
<b>Present:</b> Frank Stevens	<b>Present:</b> Matt Avery <i>County Liaison</i> ; Tim Carsrud <i>City Liaison</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.	<b>Call to Order/Attendance</b>	The CCPLB meeting was called to order at 6:30 PM MDT on July 12, 2018, by Chair Kevin Couch.		
2.	<b>Approval of CCPLB Agenda</b>	The July 12, 2018 agenda was reviewed and revised. The Board added, under Item 6: <i>Board Process</i> , item D “Request to approve taking Wyoming Community Foundation Endowment funds at 4% for grant funding”. Also, added in item 8 <i>Matters for Noting</i> , item BiiA. “July 19, 2018, 10:00 a.m. public hearing for the Business Ready Community Grant & Loan Program and another meeting scheduled August 9 <sup>th</sup> at 6:00 p.m. prior to the Board Meeting.”	Mrs. Silvernell made a motion to approve the revised July 12, 2018 agenda. Mr. Allee seconded the motion, and it passed unanimously.	
3.	<b>Approval of Minutes</b>	The June 14, 2018 CCPLB meeting minutes were reviewed.	Mrs. Camblin made a motion to approve the June 14, 2018 meeting minutes as presented. Mr. Allee seconded the motion, and it passed unanimously.	
4.	<b>Consent Agenda</b>	<p><b>A. Approval of Warrants:</b>            The Warrants for the July 12, 2018 meeting were reviewed.            - July 2018 Accounts Payable Voucher Numbers 47742-47830 (General Fund/Special Events) in the amount of \$167,156.30.            - July 2018 Manual Purchase Order Numbers 9921-9960 in the amount of \$130,785.91.            - July 2018 Payroll Warrants in the amount of \$164,302.63 for the period of 5/20/2018-6/16/2018.</p> <p>There was a question regarding the vouchers to the CC Commissioners for fuel. CAM-PLEX purchases fuel from the County, who is tax exempt, and pays them at the end of the month.</p>	<b>A.</b> Mrs. Camblin made a motion to approve the July 12, 2018 Warrants. Mr. Hamm seconded the motion, and it passed unanimously.	

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5.	<b>Citizen Input</b>	The new City appointed CCPLB member, Nathan McLeland, was formally welcomed by the Board. Mr. McLeland gave a brief history of himself and his work experience, including practicing law four years, currently working at M&K Oil Company, and having served on other boards.		
6.	<b>Board Process</b>	<p><b>A.</b> The 2018 Campbell County Fair Contract was discussed. Mr. Esposito informed this Board of the Fair Board's concerns regarding going over budget. He explained verbiage was added to the contract that the invoice is not to exceed their \$50,000 budget. The Commissioners appreciate our efforts helping the Fair Board.</p> <p><b>B.</b> Follow up items from previous meeting.</p> <ul style="list-style-type: none"> <li><b>i.</b> Use of the County shuttle bus is yet to be determined. Mr. Esposito has not had a chance to address the Commissioners, but will do so and report back to the Board.</li> <li><b>ii.</b> For the Heritage Center Theater and Energy Hall project, staff met with the architect and did a walk-through of the proposed plan. Possible changes from the plan included: Energy Hall carpet extending to the walls, replacing tables and chairs, and portable stages, screens, and projectors, all of which may increase the cost.</li> </ul> <p>Knowing about the grant will help with this process. If both projects can be done at the same time, there is a possibility of saving up to \$100,000. Otherwise, the project will start with the theater. The application deadline is in September and the grant process includes CAM-PLEX, County, and City involvement. Public hearings are required for the grant and two have been scheduled in the Board Room: July 19 at 10 a.m. and August 9 at 6 p.m. The Board will be invited to the public meeting dates.</p> <ul style="list-style-type: none"> <li><b>iii.</b> Mr. Esposito reported a source for software that could be loaded onto a computer that has been found for the old marquee. CAM-PLEX IT., Clay Cundy, will investigate on the marquee itself, the controller and if it can fire it up, but due to all the</li> </ul>	<p><b>A.</b> Mrs. Silvernell made a motion to approve the Campbell County Fair contract as presented. Mrs. Camblin seconded the motion, and it passed unanimously.</p>	<p><b>Bi.</b> Mr. Esposito will contact the Commissioners regarding shuttle bus access.</p> <p><b>Bii.</b> Mrs. Ashton will invite Board members to the two public hearings.</p>

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		<p>RV rally's needs, this process has not taken place yet.</p> <p><b>iv.</b> Governance Committee CCPLB Policies were discussed. Because of scheduling conflicts, no meetings have taken place. The committee will schedule a meeting in September or October.</p> <p><b>C.</b> Sport court purchasing approval was discussed. Staff received 5 bids: 1 from Matéflex and 4 from SnapSports. The products were shown to the members. The larger board with the attached underlayment was the recommended board. The larger board (SnapSports Proposal #4) vs. smaller board will be a time saver when laying out the product. The marketing team preferred the gray color and the Board will let staff decide on the color. September is the time frame for receiving the flooring, and Conex storage units have an approximate 7-day purchase/receiving turnaround. In the April meeting, the Board approved the purchase of the flooring and the overall project cost was not expected to exceed \$200,000.</p> <p>The dance flooring for Energy Hall is a different type of flooring and will be part of the Energy Hall remodel.</p> <p><b>D.</b> The Board discussed the request to approve taking Wyoming Community Foundation Endowment funds, at 4% of what is available in the fund, for Arts in Education programs. CAM-PLEX comptroller, ReNae Keuck, has been in contact with the Foundation and was told CAM-PLEX has funds available and should start drawing it down. These funds have never been accessed before. This was a donor directed fund that began 18-19 years ago per Mr. Stevens. Part of the process to obtain these funds is a written request in the CCPLB minutes.</p>	<p><b>C.</b> Mrs. Camblin made a motion to approve the CAM-PLEX Sport Court Flooring bid from SnapSports Proposal #4 for the amount of \$169,396.80 along with Board approval for maximum project costs not to exceed \$200,000.00 to allow staff to seek out storage and other miscellaneous items related to the purchase. Mrs. Silvernell seconded the motion, and it passed unanimously.</p> <p><b>D.</b> Mrs. Silvernell made a motion to approve taking Wyoming Community Foundation Endowment funds at 4% for grant funding. Mrs. Camblin seconded the motion, and it passed unanimously.</p>	<p><b>Biv.</b> Governance Committee will schedule a meeting in September or October.</p> <p><b>D.</b> The Board would like more information regarding the Wyoming Community Foundation Endowment from Mrs. Keuck at the next Board meeting.</p>
7.	<b>Operations Report/Update</b>	<p><b>A.</b> GM Jeff Esposito discussed the following items:</p> <p><b>i.</b> CAM-PLEX Event Data for June 2018 was reported to the Board. Newmar Kountry Klub International RV Rally presented CAM-PLEX the Golden Plunger Award along with a blue ribbon. Pokey's Smokehouse and BBQ also received the Hambone</p>		

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		<p>Award. This is the only time in Newmar's history that a caterer and a facility have simultaneously been awarded. Newmar had 435 rigs and over 800 attendees and vendors at this event. Gala of Royal Horses is coming up in August. The Bare Knuckle Fight, PAW, and Wyoming Horse Racing went very well. Comments were made about CAM-PLEX being the best horse racing facility around by attendees. Indian Relay rebooked for next Memorial Day. Commissioner Avery complimented The Party on the Plex event that had 100-150 in attendance and all had a great time. Mr. Esposito reported there are ups and downs with event data but nothing concerning. The increased pace of event booking will be evident in the months to come on a report Mr. Esposito is developing.</p> <p>ii. Mr. Esposito gave the General Manager's report. Many of the items in his report were already discussed. The theater season is looking good, with 4 Broadway shows booked. Two Christmas shows cancelled due to routing issues. Mr. Esposito also described working with the lease holders on our property.</p>		
8.	<b>Matters for Noting Board Meeting</b>	<p><b>A. Major Correspondence</b></p> <p>A letter from Black Hills Energy was provided in the Board packet. 40 acres of land approximately 20-25 years ago was needed as a layback area for mining by this company. Black Hills Energy needed to use this land and decided to deed it back to the Board when they were finished using the property. Past Boards had some concerns that were discussed, and there were also some bonding issues by the company to complete before giving the land to the Board. Mr. Stevens reported not seeing any liability hazards with this hilly acreage that includes a pond.</p> <p>i. The acreage could possibly be leased in the future.</p>		<p><b>A.</b> Greg Rook will contact weed and pest to inspect the property for noxious weeds.</p>

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		<p>There has already been contact from a community member to use the pond for possible hunting dog competitions. Black Hills Energy had to do all the maintenance on the containment pond up to this point.</p> <p><b>B. Board Calendar:</b></p> <p><b>ia.</b> The August 9, 2018 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the pre-meeting workshop at 6:00 PM MDT.</p> <p><b>ib.</b> The September 13, 2018 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the pre-meeting workshop at 6:00 PM MDT.</p> <p><b>C. Other Meetings:</b></p> <p><b>ia.</b> July 19, 2018, 10:00 a.m. public hearing for the Business Ready Community Grant &amp; Loan Program, with another public hearing scheduled August 9<sup>th</sup> at 6:00 p.m. prior to the Board Meeting.</p> <p>Mr. Esposito reported Sweetwater County did not have public attend their public hearings. Support letters for the grant would always be appreciated.</p>		
9.	<b>Adjournment</b>	CCPLB meeting was adjourned at 7:14 p.m. MDT.		

Respectfully submitted,

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Charlene Camblin, Secretary