

**Campbell County Public Land Board (CCPLB)**  
**Meeting Minutes**  
**August 9, 2018**

Members	Staff
<b>Present:</b> Kevin Couch, Don Hamm, Charlene Camblin, Skyler Pownall, Troy Allee, Mary Silvernell, Nathan McLeland	<b>Present:</b> Jeff Esposito, ReNae Keuck, Heather Kuhrt
Legal Counsel	Guests
<b>Present:</b> Frank Stevens	<b>Present:</b> Patrick Filbin representing the <i>News-Record</i> ; Doug Camblin- <i>Citizen</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 August 9, 2018, by Chair Kevin Couch.		
2.	<b>Approval of CCPLB Agenda</b>	The August 9, 2018 agenda was reviewed.	Mrs. Silvernell made a motion to approve the August 9, 2018 agenda. Mrs. Camblin seconded the motion, and it passed unanimously.	
3.	<b>Approval of Minutes</b>	The July 12, 2018 CCPLB meeting minutes were reviewed.	Mr. Allee made a motion to approve the July 12, 2018 meeting minutes as presented. Mrs. Silvernell seconded the motion, and it passed unanimously.  Mr. Pownall abstained due to his absence from prior month's meeting.	
4.	<b>Consent Agenda</b>	<b>A. Approval of Warrants:</b> The Warrants for the August 9, 2018 meeting were reviewed. - August 2018 Accounts Payable Voucher Numbers 47831-47919 (General Fund/Special Events) in the amount of \$244,918.99. - August 2018 Manual Purchase Order Numbers 9961-9984 in the amount of \$132,177.72. - August 2018 Payroll Warrants in the amount of \$177,461.16 for the period of 6/17/2018-7/14/2018.	<b>A. Mrs. Camblin</b> made a motion to approve the August 9, 2018 Warrants. Mr. Hamm seconded the motion, and it passed unanimously,  Mr. Pownall abstained.	
5.	<b>Citizen Input</b>	None		

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6.	<b>Board Process</b>	<p><b>A.</b> The Board discussed using Special Event funds for the purchase of roping chutes.</p> <ul style="list-style-type: none"> <li>• Roping chutes were purchased for the ability to have both indoor and outdoor roping capabilities. The \$8,000 purchase came from the Special Events fund. Verbally it was approved with the Board but needed an official motion. Funding agencies were both informed as well.</li> </ul> <p><b>B.</b> The Board discussed the Business Ready Community Grant Resolution.</p> <ul style="list-style-type: none"> <li>• This resolution will be part of the grant application, with language supplied by the Wyoming Business Council. Jeff Esposito, ReNae Keuck, Janell Paris, and Jessica Howard are all currently working in-house on the grant writing process, as well as sharing with the City and County to provide the best application. Brandy Harlow from the WBC has also helped read over certain application sections.</li> <li>• CAM-PLEX will need letters of support from the Board, Heritage Center and Energy Hall users, and some local, state, and national organizations/businesses the CAM-PLEX staff works with closely. Letters of support can continue to be submitted after the September 1, 2018 application deadline. This grant is important to add funding sources to do both remodels simultaneously. The funding agencies will both have a public hearing and approve this Resolution at their August meetings.</li> </ul> <p><b>C.</b> Governance Committee Board Process Review:</p> <ol style="list-style-type: none"> <li>i. Governing Policy Category II-Board Process <ul style="list-style-type: none"> <li>• This will be reviewed in September.</li> </ul> </li> </ol> <p><b>D.</b> Traffic Control After Big Events.</p> <ul style="list-style-type: none"> <li>• It was discussed how to improve traffic control after large events such as the 4<sup>th</sup> of July fireworks. It takes a long time to depart grounds with large amounts of people and vehicles. Ideas of using both the Police Department and Sheriff's Office, as well as, directing</li> </ul>	<p><b>A.</b> Mr. Hamm made a motion to approve Special Event Funds for the purchase of roping chutes. Mrs. Camblin seconded the motion, and it passed unanimously.</p> <p><b>B.</b> Mrs. Silvernell made a motion to approve the Business Ready Community Grant Resolution as presented. Mr. Pownall seconded the motion, and it passed unanimously.</p>	<p><b>D.</b> Mr. Esposito will look further into traffic plans at other facilities.</p>



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		<ul style="list-style-type: none"> <li>• This is a funding source for us to use on a yearly basis, programmed to use specifically for the arts. It is a donor directed fund that we have never been able to draw from because it must first reach a designated amount.</li> </ul> <p>iv. Weed &amp; Pest Inspection Report</p> <ul style="list-style-type: none"> <li>• Greg Rook has been working with Weed &amp; Pest for removal of any noxious weeds on CAM-PLEX property including the Speedway to assure compliance with Wyoming State Laws. So far, everything looks good, but have not received a report back yet.</li> </ul> <p>G. There were no contracting or purchasing decisions.</p>		
7.	<b>Operations Report/Update</b>	<p>A. GM Jeff Esposito discussed the following items:</p> <p>i. CAM-PLEX Event Data for July 2018</p> <ul style="list-style-type: none"> <li>• The FMCA rally had about 1,600 coaches on grounds. All three RV rallies had great things to say about the facility and staff. We also had drone footage taken during FMCA to provide updated marketing material.</li> </ul> <p>ii. Mr. Esposito gave the General Manager's report.</p> <ul style="list-style-type: none"> <li>• Things coming up: more rodeo type events for the fall and Thanksgiving, finalized "Santa's Circus" for a Christmas cirque show. PGI contract is signed. The contract went out for the soccer tournament coming in February 2019.</li> <li>• Mr. Esposito requested input from the Board on ticketing fees. He would like credit card fees charged to the show and not to the consumer. In addition, putting a venue fee on ticketed events for income. Fees would be \$1 for tickets \$10 and under, \$2 for tickets \$10.01 and above. This gives us a positive revenue stream from each ticket sold that can offset cleaning and what not. This has become industry standard. There are a few events already booked that would have to be grandfathered in.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• With the Community Readiness Grant, the furniture and equipment are excluded, and will need to be funded a different way. Any audio equipment not permanently built in would also be excluded. Options would be to use Special Events funds with approval from City and County.</li> <li>• Matching amounts from Special Events Fund purchases will need to be sent to the trust fund at the end of this year. Those purchases being the cost of the website, as well as the \$24,500 of additional items approved at the Planning Meeting last year. The City and County will also be informed when we send the matching amounts. The Board asked to add this process to the Quarterly Financial Report, so they can watch throughout the year.</li> </ul> <p style="margin-left: 40px;">iii. Quarterly Financial Summary Report</p> <ul style="list-style-type: none"> <li>• Shows the year to date net income, most all empty lines were due to salaries of vacant positions. Summarized , CAM-PLEX took in more money than budgeted and spent less than budgeted. Some extra revenue was from a high insurance claim at the end of the year.</li> </ul>		<p>Aii. Mrs. Keuck will add to her Quarterly Financial Report, the matching amounts from the Special Events Fund from purchases.</p>
8.	<b>Matters for Noting Board Meeting</b>	<p><b>A. Major Correspondence</b></p> <p>i. The \$250 Community Grant application was approved by Mr. Esposito for the annual First Assembly of God's Harvest Festival on July 17, 2018.</p>		
		<p><b>B. Board Calendar:</b></p> <p>ia. The September 13, 2018 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the quarterly meeting with the Commissioners at 6:00 PM MDT.</p> <p>i.b. The October 11, 2018 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the pre-meeting workshop at 6:00 PM MDT.</p>		

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9.	<b>Adjournment</b>	CCPLB meeting was adjourned at 7:17 p.m. MDT.		

Respectfully submitted,

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Charlene Camblin, Secretary