



CCPLB MEETING MINUTES: April 14, 2022

ATTENDEES

MEMBERS PRESENT: Darin Edmonds, Laura Chapman, Chuck Land, Skyler Pownall, Charlene Camblin (via Zoom)

MEMBERS ABSENT: Heidi Gross, Troy Allee

LEGAL COUNSEL: Frank Stevens

STAFF: Pam Altenberg, ReNae Keuck, Heather Kuhrt, Jeff Esposito, Mikenzie Ochs, Trevor Lynde, Louis Martell, Will Hastreiter, Sandra Olsen (via Zoom)

STAFF ABSENT:

GUESTS: Bob Maul *Campbell County Commissioner Liaison*, Nathan McClelland *City Council Liaison*, Liz Edwards *Campbell County Fair Coordinator*, Jake Goodrich *Gillette News Record*, Travis Raisley *Raisley Painting, LLC*, Eric Norton *Norton Construction, Inc.*, Doug Norton *Norton Construction, Inc.*, Jack Greer, *307 Horse Racing*, Tom Ford *Gillette Skijoring Derby/Cowboy Country Horse Sale*

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on April 14, 2022, at CAM-PLEX. The meeting began at 6:33 PM. The meeting was presided over by Chairman Darin Edmonds.

2. APPROVAL OF CCPLB AGENDA

A. To approve the April 14, 2022, Agenda as amended

Discussion: To amend the agenda deleting item 7.F. (Panels/Chutes)

Motion: To approve the agenda as amended

Moved: Mr. Pownall

Second: Ms. Chapman

Vote: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the February 24, 2022, CCPLB Meeting Minutes

To approve the March 10, 2022, CCPLB Meeting Minutes

DISCUSSION: None

Motion: To approve CCPLB Board Meeting Minutes (2/24/22, 3/10/22) as presented

Moved: Ms. Chapman

Second: Ms. Camblin

Vote: Motion passed unanimously

4. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the April 14, 2022, meeting were reviewed.

- March 2022 Accounts Payable Voucher Numbers 2494 - 2725 in the amount of \$37,129.53
- March 2022 Manual Purchase Order Numbers 10935- 10961 in the amount of \$867,627.27
- March 2022 Payroll Warrants in the amount of \$139,499.41 for the period of 02/27/2022 – 03/26/2022

DISCUSSION: Mr. Pownall requested clarification on a payment from Special Events - \$4,000. – payable to Robert Harris. Mr. Esposito clarified this payment was for 2 months for consulting fees payable to Bobby Harris. Ms. Camblin abstained from voting due to a conflict of interest – relationship.

Motion: To approve the warrants as presented

Moved: Mr. Pownall

Second: Mr. Land

Vote: Motion passed unanimously

5. CITIZEN INPUT

DISCUSSION: None

6. CONSTRUCTION REPORT/UPDATE

Monthly construction update from Trevor Larson, *Van Ewing Construction*:

DISCUSSION: Mr. Will Hastreiter, CAM-PLEX Director of Operations, presented to the Board an updated Construction Report relaying information received from Mr. Trevor Larson, Van Ewing Construction.

Items updated since the last report are: **East Pavilion:** Metal siding is complete. Trim needs replaced on North eave. New trims have been ordered. **Central Pavilion:** Metal siding is complete. Barn 3: Metal siding on west wall needs completed. This is a supplement to the original claim. Scheduled for the week of 4-18-22. **Arena Lighting:** Insurance approved to move forward. Lights have been ordered and delivered. Removal and replacement to start on 4/18/22, with completion prior to NHSF Rodeo. **Outdoor Lighting:** Insurance approved to move forward. Lights have been ordered but delivery date has not been confirmed. **Wireless Access Points:** Review and confirmation on damage has been completed by 30gig. Completion is expected in early May. **Additional damage discovered and under review by insurance:** West wall of Barn 3. In progress. Scheduled for week of 04/18/22.

Mr. Pownall inquired if East Pavilion is cleared for Riders. Mr. Hastreiter informed the Board that as soon as the trim is finished riders should be back in the barn. Arrangements for the high school rodeo team have been made for access to the barn on Wednesday evenings.

7. BOARD PROCESS

A. Facilities Updates – Mr. Esposito informed the Board this information was reported in #6. Construction Report/Update.

B. 307 Horse Racing – Jockey Building

Discussion: Ms. Chapman informed the Board Mr. Edmonds, Mr. Pownall and Ms. Chapman met with Mr. Jack Greer and Mr. Randy Greer, 307 Horse Racing, about cost sharing between CAM-PLEX and 307 Horse Racing, for the construction to be done on the Jockey Building. Ms. Chapman reported Mr. Jack Greer has stated 307

Horse Racing would like CAM-PLEX to pay for all costs associated with the Jockey Building, due to factors previously stated in previous conversations. Mr. Jack Greer informed the Board of a request received from the Wyoming Gaming Commission to make several improvements to bring this facility up to the Gaming Commission's standards. One of the capital-intensive items requested is to make the Jockey Building gender specific (separate rooms for each gender) which, will require an addition be built. 307 Horse Racing has obtained a couple quotes and is asking the Board to add these quotes to next year's budget ask. Mr. Pownall asked Mr. Greer about the exclusive relationship between 307 Horse Racing and CAM-PLEX which will be in place for the next several years. Mr. Greer informed the Board that 307 Horse Racing put approximately \$200K into CAM-PLEX for improvements last year with the understanding 307 Horse Racing would receive a deduction from their lease agreement however no lease credit has been received to date. Until there is a relationship understanding between CAM-PLEX and 307 Horse Racing making improvement investments, 307 Horse Racing is not comfortable making any future investments to CAM-PLEX. Mr. Pownall asked Mr. Jack Greer if 307 Horse Racing has investigated camp shacks that could be leased for the time needed for the racing season. Mr. Greer informed Mr. Pownall that 307 Horse Racing has looked at leasing portable camp shack buildings to use as temporary gender specific buildings, however confirmation of acceptance from the Wyoming Gaming Commission is still being decided. Mr. Esposito informed the Board and Mr. Jack Greer that Mr. Esposito would like to schedule a meeting between the two parties to discuss improvements made by CAM-PLEX and to ensure both parties are on the same page. Ms. Chapman requested an updated season schedule for Horse Racing for the current year. Mr. Jack Greer reports 307 Horse Racing anticipates double the number of horses that raced last year for the 2022 race season.

C. Amendment to CCPLB Operations Reserve Fund

Discussion: This agenda item was tabled by the Board due to the City's amendment not being discussed as of this meeting.

Motion: To table the Amendment to the Operations Reserve Trust Fund to a later date.

Moved: Ms. Chapman

Seconded: Ms. Camblin

Voted: Motion passed unanimously

D. Budget

Discussion: Ms. Keuck presented an updated copy of the budget that had previously been submitted to the City of Gillette and Campbell County. Changes include the following: page 7. full time regular wages: 2 additional positions asked to be added in 2022 – 2023. The previously budgeted amount was decreased due to new positions not receiving 7% COLA increase due to employees needing to be hired by July 1, 2022, to qualify for this increase. Page 8. Health and Dental/Other Insurance. This item was decreased due to enrollment for single vs. Family. Page 9. software updates and licensing fees, this item decreased an estimated \$13K due to Tyler Software budgeting amount being changed by the County and the number of licenses of each module. Page 9. Insurance. This item increased due to a higher estimate received from HUB Insurance Co. With the changes listed above, the original submitted budget are total expenditures went from an increase of 14.14% to 12.05% which in turn decreased the City and County funding. Capital request changes are as follows: Page 13. Items added to the budget are: The Amphitheater, Jockey Building, Tyler Server Fund and Camporee Port A Pots. Page 16. Vehicle Fleet Replacement – Mr. Langone, Campbell County Fleet Manager, supplied an updated

detailed information sheet which replaced the previously submitted information. Page 20. 3 Year Capital: Added: 2023-2024 RV Park Upgrades and Arena Panels and Chutes. 2024-2025: East Pavilion/South Expansion Added. Special Events: Page 25. Software Licensing Fees (Outdoor Wi-Fi). Mr. Pownall questioned availability for local companies to provide and service Port-A-Pots. Mr. Esposito informed the Board that he has contacted local companies and discussions are in progress. Mr. Esposito will inform the Board of progress at a future Board Meeting. The Board decided to leave the line item for the purchase of Port-A-Pots until confirmation of availability and servicing is received from local companies. Total amount of overall budget is: \$15,093,503.00.

Motion: To approve the proposed budget as presented.

Moved: Ms. Chapman

Seconded: Mr. Land

Voted: Motion passed unanimously

E. Bid Approvals

Discussion: Mr. Esposito informed the Board the following projects will be paid from the repurposing capital within the current year's budget from funds previously allocated for purchasing Port-A-Pots. The following bids were presented to the Board for Bid Approvals:

i. Morningside Park Ticket Office Remodel

Discussion: 1 bid was submitted and received from Norton Construction totaling \$75,400. It was determined that bullet proof glass could be substituted with bullet resistant glass which would decrease the total of this bid to \$50,843. Mr. Esposito asked the Board how to handle the difference in amounts. At the recommendation of Mr. Frank Stevens, The Board determined to approve the bid as received of \$75,400 and then submitting a change order of \$24,557. The final amount of this project will be \$50,843.

Motion: To award the bid for The Morningside Park Ticket Office Remodel to Norton Construction, Inc. up to and not to exceed \$75,400 to include a change order in the amount of \$24,557.

Moved: Mr. Pownall

Seconded: Ms. Camblin

Voted: Motion passed unanimously

ii. Morningside Park Crows Nest Remodel

Discussion: 1 bid was submitted and received from Norton Construction totaling \$29,000.

Motion: To approve the bid for The Morningside Park Crows Nest Remodel to Norton Construction, Inc., in the amount up to and not to exceed \$29,000.

Moved: Mr. Pownall

Seconded: Ms. Chapman

Voted: Motion passed unanimously

iii. Morningside Park Concourse & Restroom Interior Painting

Discussion: 1 Bid was submitted and received from Raisley Painting, LLC totaling \$16,102.

Motion: To approve the bid for The Morningside Park Concourse & Restroom Interior Painting to Raisley Painting, LLC, in the amount up to and not to exceed \$16,102.

Moved: Mr. Pownall

Seconded: Mr. Land

Voted: Motion Passed Unanimously

iv. East Pavilion Interior Painting

Discussion: 1 bid was submitted and received from Raisley Painting, LLC totaling \$134,685.

Mr. Pownall discussed the option of cleaning the facility using a solvent instead of painting. This option would save money but would be a temporary fix and more than likely leave a spotty appearance. Mr. Land suggested cleaning first to know what is needed; however, he recommends painting. Mr. Pownall asked if staff had a recommendation of what option would be best. Mr. Esposito informed the Board that any solvent would leave an etched surface and hold dirt. East Pavilion has not been repainted for 40 years and therefore the recommendation would be to recommend painting. Ms. Chapman and Ms. Camblin recommends painting the facility.

Motion: To approve the bid for The East Pavilion Interior Painting to Raisley Painting, LLC, in the amount up to and not to exceed \$134,685.

Moved: Mr. Land

Seconded: Ms. Chapman

Voted: Motion Passed Unanimously

v. Stand-Up Commercial Refrigerators (7) & Freezers (7)

Discussion: 2 bids were submitted and received. The first bid was received from Indoff, Inc. totaling \$67,151. The second bid was received from Bargreen Ellingson totaling \$58,610.79.

Motion: To approve the bid for Stand-Up Commercial Refrigerators (7) & Freezers (7) to Bargreen Ellingson, in the amount up to and not to exceed \$58,610.79.

Moved: Mr. Pownall

Seconded: Ms. Chapman

Voted: Motion passed unanimously

F. Panels/Chutes – The Agenda was amended to delete this item. (#2)

G. CAMPOREE – Monthly Update

Discussion: Mr. Esposito informed the Board he, Mr. Stevens, and Attorney's from the City of Gillette and Campbell County met to discuss the Camporee Contract. Mr. Esposito advised the Board progress continues and future follow up will take place.

H. COMMITTEE REPORTS

Discussion: Mr. Edmonds reported he would like the Land Board to overlook Special Events, specifically Camporee. He is asking to form a new committee made up of 2 Land Board Members to oversee and administer the Camporee contract. Mr. Land volunteered to be on this committee. Mr. Edmonds will step down from the NICE Committee to allow him to serve on the Camporee Committee.

I. Meals & Meeting Format

Discussion: Mr. Edmonds asked the Board to consider meals served at pre-meetings and if the Board felt there was need to make changes in doing so. Monthly Board Meetings are held the 2nd Thursday of each month with workshops beginning ½ hour prior to scheduled meetings where a meal is served. Discussion continued with Mr. McLeland recommending Board Members read the City of Gillette's report where this very issue was examined and recommended against. Mr. Stevens reported that "as long as the pre-meeting has no agenda, no deliberation and takes no action, there is no issue in serving a meal". Mr. McLeland read Recommendation #1 of the report, "The City of Gillette

shall eliminate use of Council dinners. Governing bodies and pre-meetings and other meetings with a quorum of council which are not properly noticed to the citizens which attendance by the public is not robustly encouraged". Mr. McLeland informed the Board they could proceed however they would like; however, he feels the report was clear in stating what should/should not be done. Mr. Pownall asked what the savings would be if pre-meeting meals were done away with. Ms. Keuck stated the budgeted amount for meals is \$4K. Commissioner Maul stated the County, on occasion, provides a light lunch if the meeting is considered a 'working meeting'. Mr. Edmonds stated the Board should consider this topic and they will revisit this item at a future meeting.

J. July CCPLB Meeting Date

Discussion: The Board discussed changing the July 14, 2022, CCPLB Meeting date due to a scheduling conflict with the start of National High School Finals Rodeo. The Board suggested changing the date to July 7, 2022.

Motion: To change the July monthly meeting from July 14, 2022, to July 7, 2022. Mr. Stevens informed the Board this change of meeting must be advertised to the public.

Moved: Mr. Pownall

Seconded: Ms. Chapman

Voted: Motion passed unanimously.

10. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

11. BOARD CALENDAR

i. Upcoming Board Meetings:

- a. May 14, 2022, at 6:30 PM (Workshop begins at 6 PM) - Energy Hall Conference Room
- b. June 9, 2022, at 6:30 PM (Quarterly Commissioner Meeting begins at 6 PM) - Energy Hall Conference Room

ii. Other Meetings/Events:

12. ADJOURNMENT

Meeting adjourned at 8:20 PM.

MINUTES PREPARED BY

Pam Altenberg, March 24, 2022

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board]


(Signature & Date) Charlene Camblin, CCPLB Secretary