



## CCPLB MEETING MINUTES: February 10, 2022

### ATTENDEES

**MEMBERS PRESENT:** Darin Edmonds, Laura Chapman, Heidi Gross, Charlene Camblin, Chuck Land, Troy Allee, Skyler Pownall

**MEMBERS ABSENT:**

**LEGAL COUNSEL:** Frank Stevens

**STAFF:** Pam Altenberg, ReNae Keuck, Heather Kuhrt, Jeff Esposito, Mikenzie Ochs, Jason Gearhart, Louis Martell, Will Hastreiter, Karrie Allen, Sandra Olsen (via Zoom)

**STAFF ABSENT:** Sandra Olsen

**GUESTS:** Bob Maul *Campbell County Commissioner Liaison*, Nathan McClelland *City Council Liaison*, Liz Edwards *Campbell County Fair*, Jake Goodrick *Gillette News Record*, Mo Schwartz *Public*, Trevor Larson *Van Ewing Construction*, Jim Slattery *Public*, Zane Thar *Public*, Jim Engle *Public*

### 1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on February 10, 2022, at CAM-PLEX. The meeting began at 6:31 PM. The meeting was presided over by Chairman Darin Edmonds.

### 2. APPROVAL OF CCPLB AGENDA

#### A. To approve the January 13, 2022, Agenda as presented

**Discussion:** There is a request to add an item under 8. Board Process. This item is to approve awarding the bid contract for the Central Pavilion Drainage Revamp.

**Motion:** To approve the agenda as amended

**Moved:** Mr. Land

**Second:** Ms. Camblin

**Vote:** Motion passed unanimously

### 3. APPROVAL OF MINUTES

#### A. To approve the January 13, 2022, CCPLB Meeting Minutes and December 9, 2021, CCPLB Executive Meeting Minutes

**DISCUSSION:** Executive Meeting Minutes for December 9, 2021, were not available at the time of this meeting. These minutes will be approved at the next regular scheduled meeting.

**Motion:** To approve January 13, 2022, Board Meeting Minutes as presented

**Moved:** Ms. Camblin

**Second:** Ms. Chapman

**Vote:** Motion passed unanimously



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**Moved:** Ms. Camblin

**Second:** Ms. Chapman

**Vote:** Motion passed unanimously

#### 4. CONSENT AGENDA; APPROVAL OF WARRANTS

##### A. The Warrants for the January 13, 2022, meeting were reviewed.

- December 2021 Accounts Payable Voucher Numbers 51457 - 51527 in the amount of \$65,900.86
- December 2021 Manual Purchase Order Numbers 10870- 10889 in the amount of \$170,165.99
- December 2021 Payroll Warrants in the amount of \$200,188.59 for the period of 11/14/21 – 12/25/2021

**DISCUSSION:** None

Motion: To approve the warrants as presented

Moved: Ms. Camblin

Second: Ms. Chapman

Vote: Motion passed unanimously

#### 5. CITIZEN INPUT

**DISCUSSION:**

##### A. Gillette Speedway – Ed Kirchoff

Mr. Kirchoff approached the Board to request dirt removal/replacement at Gillette Speedway. Due to sand and sandstone coming through existing dirt, which is producing problems for the track, Mr. Kirchoff is asking permission to move dirt from the top East hill on the 34 acre property to the back straight away. The area will be bladed smooth and receded after dirt is removed/relocated. Mr. Kirchoff is estimating area of fill is 300 yards long x 100 yards wide and will fill 8" deep.

Moved: To approve the request of the Gillette Speedway to remove/relocate soil and treatment.

Moved: Mr. Pownall

Second: Mr. Land

Vote: Motion passed unanimously

#### 6. CONSTRUCTION REPORT/UPDATE

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

**DISCUSSION:** Mr. Trevor Larson, Van Ewing Construction, presented to the Board an updated Construction Report. Mr. Larson and Mr. Hastreiter examined all buildings connected to the insurance claim. All items have been outlined showing what is complete and items still remaining. All work is at 90% completion of the original claim. All membrane buildings are 100% complete. HVAC work is 100% complete. All metal roofs on campus are complete. All wall metal should be complete by the middle of March. One major job still awaiting approval from the insurance company is the lighting. Bids for repair have been submitted to the insurance company three times. Mr. Larson is expecting an approval for supplies by next week with delivery 2-3 months out. Existing lighting is no longer manufactured; therefore, new lighting is needed for the arena, parking lot, accent lighting on Heritage Center and Energy Hall. Speakers and access points for internet: 14 access points need replaced and anticipated to be completed by Spring. Efface repairs on Energy Hall, Heritage Center and Central and East Pavilion: Mr. Larson is seeking additional bids due to the size of this job and is estimating approval and starting date sometime this summer. Additional damages: Membrane roofs located in the West entrance of Central Pavilion and connector roof which is also a membrane roof between Central and East Pavilion. The West wall of barn 2 and 3. Barn 2 is completed. Barn 3 will be addressed soon. East Pavilion: insulated roof panel was ordered in April of 2021 and delivered in



December. Roof completion time was a little over a month. Wall panels are currently being replaced. Mr. Larson and Mr. Hastreiter met last week to discuss warranty issues and developed a comprehensive list of work needed. Mr. Larson is currently working with subcontractors to fix targeted issues.

## 7. OPERATIONS REPORT/UPDATE

### A. Executive Director Report

- **Facilities Update - Mr. Esposito**, Executive Director, reported no new changes since the Board Meeting on Tuesday, February 8, 2022.
- **Events – Sandra Olsen**, Director of Sales and Marketing, appeared via Zoom. Ms. Olsen reported an update on the marketing team's progress in preparation for the National High School Finals Rodeo. The Pepsi Can, customized for the rodeo, has been approved and presented for production. Ad sales for the NHSFR Program started this week as pricing has been approved by the NHSFR. Camping prices have been approved. Ms. Kuhrt is working on camping site-map layouts. Ms. Ochs is contacting concessionaires to sell food at the event. Booths are getting close to selling out as there are currently fifty-two booths available on the floor for rent and forty booths available in the mezzanine for rent. Volunteer Local went live last week. 200 volunteer shifts out of an estimated One Thousand Six Hundred shifts are scheduled.
- **Finance – ReNae Keuck**, Director of Finance, reports the budget process continues. Capital requests have been reviewed and Directors are working on departmental budgets. The first round of projections is underway. The Board will receive updates as they become available. The Board will receive the proposed budget March 10, 2022. The Board set a date for the CCPLB/Managers Review Meeting March 24, 2022, 5 PM, at Energy Hall Conference Room.
- **Operations - Will Hastreiter**, Director of Operations, reports East Pavilion opened this week allowing riders to use the facility. Riders were informed of construction taking place; therefore, noise will be present in the arena while riding. Panels on the south side of Morningside Park have been removed. Crews are picking up broken panels that cannot be repaired and recycling them. A new panel count is in progress. The Crows Nests remodels are progressing.

## 8. BOARD PROCESS

### A. Central Pavilion Interior Drain Revamp – 2022 – Bid Approval

**Discussion:** Mr. Hastreiter presented an update to the Board for the Central Pavilion Interior Drain Revamp – 2022. S & S Builders submitted a bid for \$17,475.00. Mr. Hastreiter informed the Board the purpose of work is for remodeling the pig washing station area which would change the drain system from 3 single drains to a full trough drain that will run the entire length of the wash bay as well as change the slope to help prevent standing water.

**Motion:** To award the bid for the Central Pavilion Interior Drain Revamp – 2022 to S & S Builders, not to exceed \$17,475.00.

Moved: Mr. Pownall

Seconded: Ms. Chapman

Vote: Motion passed unanimously

### B. Facility Improvements List

**Discussion:** Discussion of this list took place at the CCPLB/Staff Budget Planning Meeting, Tuesday, February 8, 2022. Ms. Chapman informed the Board she would like to pursue a Place Making Grant offered through the Wyoming Business Council. If award of a Place Making Grant is achieved, funding is approximately a 50/50 match. The Board agreed this grant option is worth pursuing and encouraged Ms. Chapman to move forward. Mr. Randy Greer, 307 Horse Racing, presented to the Board a conversation between the Wyoming Gaming Commission, and Himself, regarding the Jockey Room Remodel. The Wyoming Gaming Commission informed Mr. Greer, due to the fact The Jockey Room Remodel is an extensive project, they are willing to wait for the remodel to be complete in 2023. CAM-PLEX will ensure accommodations for separate changing rooms for male/female jockeys are in place for 2022.

**C. Meeting with Commissioners and City of Gillette for Funding Requests**

Mr. Edmonds stated the Board's Priority Items for Capital Funding Requests has changed and they will readdress items for reassessment. Mr. Maul suggested overview at the March 10, 2022, CCPLB Meeting, which is also a Quarterly Commissioners Meeting. Mr. McLeland suggested CCPLB Members attend the City Council Workshop March 8, 2022 @ 7 PM in the City Council Chambers. High priority items prior to new fiscal year budget are: East Pavilion Interior Painting (Breezeways, Restrooms, Concessions, Wrangler Arena Interior Restrooms, and Morningside Park Ticket Office and Crow's Nest remodel. The cost of these items is approximately \$328K.

**D. National High School Rodeo Association Meeting/Presentation**

This Meeting is scheduled for Wednesday, February 16, 2022 @ 1 PM, in Energy Hall Ballroom. The meeting topic is: Exploring the option for the rodeo association to make Gillette, WY (CAM-PLEX) a permanent home. Mr. James Higgenbotham, Executive Director of the National High School Rodeo Association will be present and available for a questions/answers reception.

**E. Master Planning Consultant RFP Review**

**Discussion:** Ms. Chapman and Mr. Esposito have drafted a rough copy of a Strategic Planning RFP which the Board will review and addressed at the CCPLB Meeting, March 10, 2022. In the meantime, Board Members will evaluate and relay any changes to the RFP draft to Ms. Chapman and/or Mr. Esposito. The Board's goal is to have the RFP 90% complete by the CCPLB Meeting on March 10, 2022.

**F. Meeting Frequency**

**Discussion:** The Board discussed and agreed to add two special meeting dates to the calendar due to the amount of planning needed for upcoming events.

New meetings scheduled are: February 24, 2022, and April 28, 2022 @ 5:30 PM – Energy Hall Conference Room. Agendas will be available on the website @ cam-plex.com.

**Motion: To add CCPLB Special Meeting Dates of February 24, 2022, and April 28, 2022 @ 5:30 PM – Energy Hall Conference Room.**

**Moved: Ms. Gross**

**Second: Ms. Chapman**

**Motion Passed Unanimously**

**G. Camporee – Monthly Update**

**Discussion:** Mr. Esposito Camporee's contract is currently being reviewed for feedback by Mr. Stevens, CCPLB Attorney, Campbell County Commissioners, and The Gillette City Council.

## H. Committee Reports – If Any

Discussion: None

## I. Executive Session – Personnel

Motion: To enter Executive Session to Discuss Personnel with Mr. Stevens, CCPLB Attorney Present at 8 PM

Moved: Ms. Camblin

Second: Ms. Chapman

Motion Passed Unanimously

**CCPLB Members and Mr. Stevens, exited Executive Session at 8:40 PM**

CCPLB returned to regular session at 8:43 PM. All CCPLB Board Members, Mr. Esposito, and Mr. Stevens, were present.

## 10. MATTERS FOR NOTING

### A. CORRESPONDENCE:

DISCUSSION: None

## 11. BOARD CALENDAR

### I. Upcoming Board Meetings:

- a. February 24, 2022, at 5:30 PM– Energy Hall Conference Room
- b. March 10, 2022, at 6:30 PM (Workshop Begins at 5:30 PM) - (Quarterly Commissioners Meeting begins at 6 PM) – Energy Hall Conference Room

### ii. Other Meetings/Events:

- a. February 16, 2022, @ 1 PM – Energy Hall Ballroom –  
CCPLB Members/National High School Rodeo Association

## 12. ADJOURNMENT

Meeting adjourned at 8:45 PM.

### MINUTES PREPARED BY

Pam Altenberg, February 21, 2022

### MINUTES APPROVED BY

SECRETARY:

*Charlene Camblin*  
(Signature & Date) Charlene Camblin, CCPLB Secretary

3/10/22

[Campbell County Public Land Board]