



CCPLB MEETING MINUTES: January 13, 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

STAFF ABSENT: Sandra Olsen

GUESTS: Bob Maul *Campbell County Commissioner Liaison*, Nathan McClelland *City Council Liaison*, Liz Edwards *Campbell County Fair*, Jon Gallardo *Gillette News Record*, Mo Schwartz *Public*, Sue Fortner *Public*, Greg Schreurs *City Council*, Doug Camblin *Public*, Randy Greer *307 Horse Racing*

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on January 13, 2021, 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: None

Motion: To approve the agenda as presented

Moved: Mr. Land

Second: Ms. Camblin

Vote: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the December 9, 2021, CCPLB Meeting Minutes and December 9, 2021, CCPLB Executive Meeting Minutes

DISCUSSION: None

Motion: To approve December 9, 2021, Board Meeting Minutes and December 9, 2021, Executive Meeting Minutes as presented

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: Ms. Camblin abstained from voting due to a conflict of interest - relationship

Motion: To approve the warrants as presented

Moved: Ms. Chapman

Second: Ms. Gross

Vote: Motion passed unanimously

5. CITIZEN INPUT

DISCUSSION: A citizen inquired about facilities updates. Mr. Edmonds reported facility items would be covered in this meeting under agenda item 8, items D, E, and F. The citizen then questioned whether citizens could comment on items during Agenda item 8. Mr. Edmonds responded due to no action being taken on items, there would be no public discussion. The citizen then asked about the roof repair in East Pavilion and whether this facility was open for use or when it would be. Mr. Edmonds responded that Mr. Esposito would address this item later in this meeting.

6. CONSTRUCTION REPORT/UPDATE

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

DISCUSSION: Mr. Esposito reported East Pavilion is still closed due to current work being done on the roof. Construction crews are currently at the mercy of weather and doing their best to complete this project as soon as possible. Mr. Esposito handed out an updated construction report received from Trevor Larson, Van Ewing Construction. The construction report addressed: **East Pavilion:** All panel replacement has been completed. The ridge cap for this roof will be completed by 1/14/22. Insulated roof panels that were taken off are being removed from the site and cleanup should be complete within the next three weeks. Wall panel replacement is in progress and should be complete within the next two weeks. **Maintenance Building, Barn 1 and Barn 3:** All wall panel material is onsite. Panel replacement will start after East Pavilion is complete with expected completion date being mid- February. **HVAC Scope of Work:** Powder River Heating has completed the entirety of the HVAC scope of work. **Electrical Scope of Work:** Proposals for the replacement of the Arena Lighting, Parking Lot Lighting, and Heritage Center Christmas Lighting are in the hands of the insurance company for review.

7. OPERATIONS REPORT/UPDATE

A. Executive Director Report:

- **Facilities Update** – Mr. Esposito, Executive Director, handed out a list of projects targeted for potential/necessary repair/replacement at CAM-PLEX. The list includes **Capital requests:** Rodeo Equipment (panels, chutes, gates, etc.) Quotes were obtained from both Priefert and HW. Both companies have expressed interest for providing panels for the facility as well as interest in some level of sponsorship to help offset some of the costs. HW is not certain if they can get steel for production therefore no response was received. Priefert responded regarding Wrangler Arena and Morningside Park. The quote received for panel replacement at Morningside Park is \$660K and Wrangler Arena is

\$352K. **Portable Bleachers:** Bleachers are on wheels and operate using touch hydraulics. These bleachers would be used both inside Wyoming Center as well as on grounds. The bleachers would decrease setup and teardown time. **Interior Painting at East Pavilion:** Arena painting quote is \$150K. This price includes cleaning and preparation using a 2- part epoxy paint. If this project moves forward, Ms. Kuhrt and Ms. Ochs will place a week- long maintenance block on the facility to accommodate repainting. **Breezeways, Restrooms, Concessions, Crow's Nest:** Morningside Park infield quotes have not been received yet. Restroom remodel interior Wrangler Arena. Exterior will be paid for by Insurance Claim. **The interior of Morningside Park Ticket Office and Crow's Nest (above the grandstands):** The Morningside Park Ticket Office needs full remodel to include HVAC, proper electric, new windows. Remodel quote is \$68K. **Renovation to East and Central Pavilion:** Subcontractors are currently providing an estimate of costs for repairs. **Stalls:** Permanent drainage plan for the permanent stalls which would control asphalt from heaving therefore causing stall gates tough to open/close. **Central Pavilion Interior Drain Revamp:** is currently out for bid with a budgeted amount of \$25K. Ms. Chapman asked for priorities to be revealed. If this list was prioritized, what would that look like. Mr. Esposito informed the Board bleachers and drainage could be put on hold for a while however all items on this list are necessary. The Board will look at funding options.

- **Events – Sandra Olsen**, Director of Sales and Marketing, was absent.
- **Finance – ReNae Keuck**, Director of Finance, reports the 2022/2023 budget season preparation has begun. The Operations Budget is currently being overviewed as well as Capital Requests that are coming up. Preparation for the 2022/2023 CCPLB/Staff Budget Meeting is underway. The 2022/2023 budget reporting will be entered/processed into Tyler so reporting will look a bit different.
- **Operations - Will Hastreiter**, Director of Operations, reports his team is busy obtaining quotes for the above repair/replacement list. Mr. Doug Camblin, Public, congratulated and recognized CAM-PLEX for Buck N Ball Arena appearance and set up.

9. BOARD PROCESS

A. FY 2022-2023 Budget Meetings

i. CCPLB/Staff Planning Meeting

The Board scheduled the 2022/2023 CCPLB/Staff Planning Meeting for February 8, 2022,
at 5 p.m. at Energy Hall Conference Room

ii. CCPLB/Manager Budget Meeting

The Board will schedule a date and time for this meeting at the CCPLB/Staff Planning Meeting.

B. Formalization of Employee Bonus

Discussion: The Board discussed the Employee Bonus. Each full-time employee will receive a one-time sum of \$1,800.

Motion: To approve Employee Bonus' for CAM-PLEX full time employees in the amount of \$1,800.

Moved: Ms. Gross

Second: Ms. Camblin

Vote: Motion passed unanimously

C. Selection Process for Master Plan Consultant

Mr. Esposito and Ms. Chapman will attend a meeting tomorrow with the City of Gillette for information and planning procedures on how to proceed with development of a Master Plan. Ms. Chapman explained this meeting will provide best practices lessons so planning will be done correctly. Mr. Pownall inquired why there is a need for hiring a consultant and what the value in doing so will provide the Board. Ms. Chapman replied this will provide the Board a broader view, 10-15-20 years, of identifying different segments of where CAM-PLEX can evolve, as well as being successful, looking at feasibility of where potential for growth is, and where economic dollars for our community can be captured.

D. Arena Sponsorship Opportunities

Discussed in 7.A.

E. Concrete Bid Award (Road Repair/Central Drainage)

Mr. Esposito presented to the Board a bid received from Powder River Construction for \$24,800 for parking lot/sidewalk repairs. The amount budgeted for this project is \$25K.

Motion: To approve the bid be awarded to Powder River Construction not to exceed \$24,800 for parking lot/sidewalk repairs.

Moved: Mr. Pownall

Second: Ms. Gross

Vote: Motion passed unanimously

F. Maintenance Updates

Discussed in 7.A.

G. Schedule Presentation to City of Gillette

Mr. McClelland, *City Council Liaison to CCPLB*, recommended the Board to contact City Administration to be put on the agenda of a future Gillette City Council Meeting.

H. 307 Horse Racing

i. Jockey Buildings

Mr. Greer presented to the Board a handout of items regarding Horse Racing Master Plan. The list is from the Wyoming Gaming Commission and items are requested/required by the State. Ms. Camblin asked if the list is prioritized. Mr. Greer responded there is no prioritization however all items on this list need to be completed. Many items of repair are already being addressed by CAM-PLEX such as Morningside Park Crow's Nest and Observation Booth, WIFI, and Jockey Building. The Jockey Building requires separate areas/rooms for men and women. Ms. Gross requested a list of items that can be taken care of by maintenance so the Board can differentiate what items can be managed in house and what items will need funding available.

ii. Stalls

Mr. Greer informed the Board approximately 540 horses were stalled last year. Ms. Chapman reported, after looking at the stalls, some of the stalls do not look too bad. Some stalls get progressively worse as you move South. Ms. Chapman suggested consideration of repair of, and salvaging, existing stalls. One option is to sandblast and paint. Mr. Edmonds pointed out the two most important items on the list presented are Jockey Buildings and Stalls.

iii. Ticketing Office

Discussed in 7.A.

I. Executive Session – Personnel

CCPLB Members and Mr. Stevens, CAM-PLEX Legal Counsel, entered Executive Session to discuss personnel issues at 8:15 p.m.

Motion: To enter Executive Session with Mr. Stevens, CAM-PLEX Legal Counsel, to discuss personnel issues.

Moved: Ms. Gross

Second: Ms. Chapman

Vote: Motion passed unanimously

CCPLB Members and Mr. Stevens, exited Executive Session at 9:10 p.m.

CCPLB returned to regular session at 9:10 p.m. 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 10, 2022, at 6:30 PM (Workshop Begins at 6 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:

- CCPLB/Staff Planning Meeting, February 8, 2022, at 5 PM – Energy Hall Conference Room

12. ADJOURNMENT

Meeting adjourned at 9:11 PM.

MINUTES PREPARED BY

Pam Altenberg, January 21, 2022

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board]

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

3/10/22