



Campbell County Public Land Board Meeting

Agenda

DATE: Thursday, January 14, 2021

TIME: 6:30 PM

AGENDA

1. CALL TO ORDER/ATTENDANCE
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - A. December 14, 2020 Board meeting (**ATTACHMENT "A"**)
4. CONSENT AGENDA
 - A. Approval of Warrants (**ATTACHMENT "B"**)
5. CITIZEN INPUT
6. CONSTRUCTION REPORT/UPDATE
 - A. CMAR Report
 - B. Hail Claim
7. BOARD PROCESS
 - A. **FY 2020-2021 Budget Meetings**
 - i. CCPLB/Staff Planning Meeting - Last year's meeting was Feb. 5, 2020
 - ii. CCPLB/Manager Budget Meeting - Last year's meeting was Mar. 19th, 2020 @ 5:30 p.m.
 - iii. Annual Board Meeting – There was no retreat in 2020
 - B. **General Manager Employment Contract – Discussion and Direction**
 - C. **307 Horse Racing - Lease Discussion**
8. OPERATIONS REPORT/UPDATE
 - A. **Items GM Jeff Esposito and team will discuss:**
 - i. General Managers Report (**ATTACHMENT "C"**)
 - a. Events – Janell Paris
 - b. Operations department update – Will Hastreiter
 - c. Finance – ReNae Keuck
9. MATTERS FOR NOTING
 - A. **CORRESPONDENCE:**
 - i. None
 - B. **BOARD CALENDAR**
 - i. **Upcoming Board Meetings**
 - a. February 11, 2021 at 6:30 PM (Workshop at 6:00 PM)
 - b. March 11, 2021 at 6:30 PM (Quarterly Commissioners meeting at 6 PM)
 - c. CCPLB/Staff Planning Meeting, February 4, 2021, 5 pm, WC, Frontier Hall Lobby
 - ii. **Other Meetings/Events**

None
10. Adjournment



ATTENDEES

MEMBERS PRESENT: Don Hamm, Robert Quintana, Darin Edmonds, Heidi Gross

MEMBERS ATTENDING VIA ZOOM: Troy Allee, Charlene Camblin

MEMBERS ABSENT:

LEGAL COUNSEL: Frank Stevens

STAFF: Jeff Esposito, ReNae Keuck, Janell Paris, Will Hastreiter, Heather Kuhrt, Keith Howard, Adam Schuff, Gina Carpenter

GUESTS: Nathan McLeland *City Council Liaison (via Zoom)*, Randy Greer *307 Horse Racing*, Jack Greer *307 Horse Racing*, Josh Allison *307 Horse Racing*

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on December 10, 2020, at CAM-PLEX. The meeting began at 6:30 PM. Meeting was presided over by Chairman Don Hamm.

2. APPROVAL OF CCPLB AGENDA

A. To approve the December 10, 2020 agenda as presented

The Board will proceed to executive session at the end of the meeting for personnel.

Motion: To approve the revised agenda

Moved: Mr. Quintana

Second: Mr. Edmonds

Vote: Motion passed unanimously

3. APPROVAL OF MINUTES

A. November 12, 2020 CCPLB Board Meeting Minutes

Motion: To approve November 12, 2020 Board Meeting minutes as presented

Moved: Mr. Quintana

Second: Mr. Allee

Vote: Motion passed unanimously

B. November 12, 2020 Executive Session Minutes

Motion: To approve November 12, 2020 Executive Session minutes as presented

Moved: Mr. Edmonds

Second: Ms. Gross

Vote: Motion passed unanimously

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

The Warrants for the December 10, 2020 meeting were reviewed.

- November 2020 Accounts Payable Voucher Numbers 50291 – 50379 in the amount of \$463,048.03.
- November 2020 Manual Purchase Order Numbers 10580 - 10602 in the amount of \$111,331.63.
- November 2020 Payroll Warrants in the amount of \$101,859.40 for the period of 10/18/2020 – 11/25/2020

DISCUSSION: The voucher for Saffire to the Wyoming Office of Tourism Grant Expenditure account was an expense for the website redesign. This will be credited toward the money received from the \$100,000 Cares Act funds from the Wyoming Office of Tourism towards remarketing.

Motion: To approve the warrants as presented

Moved: Ms. Gross

Second: Mr. Quintana

Vote: Motion passed unanimously

5. **CITIZEN INPUT**

DISCUSSION:

- Mr. Greer presented that 307 Horse Racing is here to get the Board's support in carrying out the enforcement of the one-hundred-mile statute. This statute states that no simulcasting may be conducted within one hundred (100) miles of any premises permitted under this act, except that the commission may waive the one hundred (100) mile limitation if the simulcast permit application includes written approval from the permittee whose permitted premises is within the one hundred (100) mile limitation. The other two operators in Wyoming have come upon a gentleman's agreement to mix within those boundaries for the past 15-20 years. 307 Horse Racing's permit to perform horse racing at the CAM-PLEX will take effect January 1, 2021. They feel that horse racing is going in the wrong direction and the other two operators are making it more about the gaming machines. 307 Horse Racing has gone to the Wyoming Gaming Commission about the matter, but no action has been taken yet. They have not yet received communications from the other two operators asking to stay within the one-hundred-mile barrier. The Board agreed that Mr. Stevens and Mr. Esposito will write a letter of support for 307 Horse Racing. They conduct a special meeting the following week and approve this letter.
- Mr. Allison discussed with the Board some development ideas that have been thrown around during discussions. These would be phased development throughout time. A hotel with a rooftop bar next to the horse racetrack, another hotel by the highway with potential restaurants. He expressed there is a lot of land to generate revenue. They would share in the maintenance, building of roads, and utilities.

6. **CONSTRUCTION REPORT/UPDATE**

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

DISCUSSION:

A. CMAR Report

Mr. Trevor Larson was absent, but Mr. Esposito shared his report. Some outstanding corrections still being worked on for the interior remodel are the theater seat cup holders, escutcheons for the floor mounted handrails

in the theater, and the curtain in the south side of Energy Hall. The fire alarm horn strobes and fair office ceiling grid and lighting replacements have both been completed.

B. Major Hail Claim damage update:

The Energy Hall and Heritage Center roof removal and replacement are in progress and going well. The installation of horse stall roofs and trims are in progress. Morningside Park's infield buildings shingle roofs are complete, and insurance has allowed all four sides be replaced for matching purposes on those buildings as well.

7. BOARD PROCESS

A. Salary Administrative Policy

Ms. Gina Carpenter, Financial Specialist, reported that it was best to split the new policy into two separate policies for exempt and non-exempt employees.

Motion: To remove the previous policy for overtime compensation.

Moved: Mr. Quintana

Second: Mr. Edwards

Vote: Motion passed unanimously

This is almost word for word from the Campbell County personnel manual.

Motion: To adopt the new overtime compensation policy for hourly workers.

Moved: Mr. Quintana

Second: Ms. Gross

Vote: Motion passed unanimously

This is based off the fair labor standards act and the Campbell County personnel manual.

Motion: To adopt the new salary administration policy.

Moved: Mr. Quintana

Second: Ms. Gross

Vote: Motion passed unanimously

8. OPERATIONS REPORT/UPDATE

A. Executive Director Report:

Mr. Esposito reported that the most important take away from his report was that we have lost \$218,000 in revenue this fiscal year from COVID-19 cancellations, and a total of \$681,000 since the start. That will continue to climb as large events thru March are still in jeopardy. Campbell County Public Health has been great to work with and are trying to make everything work. Also, we received word that their may be a significant change to our budget. This has not been a surprise and have taken a lot of steps to take away the sting and are well prepared.

i. Events – Janell

Director of Sales and Marketing, Janell Paris, reported they gave a submission to the County for their annual report. They focused on how the community and staff came together. Her team is updating Ungerboeck daily with revenue for predictions on the rest of the budget season. Heather and Mikenzie have finished the free trainings and have received Ungerboeck certifications. They found out from Randy Bury that when sporting events come in, competitors do not have to wear a mask, but when they are done competing, they will need

to wear one. The Heritage Center Theater has been restricted to 100 people. Jessica has sent off the invoices for the Cares Act money we received from the Wyoming Office of Tourism. Of the \$100,000 she only had \$15 left over. This has been spent on rebranding and will be reimbursed for those purchases. New posters have been made for the new mask mandate. Jessica is coming up on grant season, so she will be starting those. Mikenzie has booked eight weddings now for June 2021. Everyone is working with their customers on the updated restrictions, many events are moving forward into the year a couple months.

ii. Operations – Will

Director of Operations, Will Hastreiter, reported that they were able to obtain fourteen dump truck loads of sand for the County for no cost to us. With that sand their plan is to take three inches out of the East Pavilion dirt and replace it with new sand and mix it with the existing clay and soil. They will then take the removed portion from East Pavilion and repeat the process in Barn 3, so it has improved soil, and finally do the same thing transferring the Barn 3 removed sand and put it in Morningside Park. The Event Technicians just completed that yesterday. Mr. Hastreiter also bid for the Central Pavilion door replacement from the capital budget. The bids came in higher than expected, as they budgeted \$13,500 and the bid came in at \$17,900, leaving a difference of \$4,400. There was \$9,142 left over from the Energy Hall restroom heater replacement. So, upon Board approval he would like to reallocate those funds to go toward the Central Pavilion doors as well as the \$968 overage from the dance floor purchase.

Motion: To approve the reallocation of the capital budget money.

Moved: Mr. Edmonds

Second: Mr. Quintana

Vote: Motion passed unanimously.

iii. Finance – ReNae

Director of Finance, ReNae Keuck, reported they have started projections earlier this year. They have started looking at projections for the remaining fiscal year and are still looking good. They will keep an eye on it each month and make sure they stay on track. Projections show about \$130,000 left, they went low on revenue and higher on expenses but should have some to add to the cash carryover. Her and Gina are still working on the Tyler project. They are moving along well and inputting the current year as well as the last three years of history. Training for all staff will be coming soon and the still shooting for April 1st to go live.

9. MATTERS FOR NOTING

A. Correspondence: None

B. Board Calendar:

i. Upcoming Board Meetings:

- a. January 14, 2021 6:30 PM (Workshop begins at 6 PM)
- b. February 11, 2021 at 6:30 PM (Workshop begins at 6 PM)

ii. Other Meetings/Events:

- a. CAM-PLEX Holiday Party, January 2, 2021 at 6:00 PM (Dinner at 6:30 PM) in Energy Hall

10. EXECUTIVE SESSION

Motion: To enter executive session to discuss personnel

Moved: Ms. Gross

Second: Mr. Quintana

Vote: Motion passed unanimously.

The Board entered executive session at 7:35 PM. They resumed back to general session at 7:50 PM.

Motion: To approve the Executive Director's evaluation and authorize Chairman Hamm to sign the evaluation

Moved: Ms. Gross

Second: Mr. Edmonds

Vote: Motion passed unanimously.

11. ADJOURNMENT

Meeting adjourned at 7:57 PM.

MINUTES PREPARED BY

Heather Kuhrt, December 18, 2020

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board] _____
(Signature & Date)



ATTACHMENT B

CCPLB MEMBERS WILL BE E-MAILED

WARRANTS

FOR THIS MONTH'S

APPROVAL

PRIOR TO MEETING.

Your Ideas. Our Expertise. Endless Event Possibilities!

1635 Reata Drive • Gillette, WY 82718 • www.cam-plex.com
Phone (307) 682-0552 • Ticket Office 307-682-8802 • Fax (307) 682-8418

MONTHLY MANAGEMENT REPORT

January 11, 2021

Jeff Esposito, Executive Director

EVENTS

- There is no change to the latest public health orders. Gatherings are limited to group of up to 10 people. With social distancing the amount of people may increase to 25-percent of rated capacity up to 100 people.
- We have a live performance scheduled in the theater on February 10. The show is Mystic India, a Bollywood style show. <https://mysticindiatheshow.com/videos>. The show is limited to 100 people.
- The annual Pepsi Cup soccer tournament took place last weekend. The event was smaller than last year. There were 67 teams when we would have expected about 100 teams. It appears neighboring state's tournaments postponed because of COVID rescheduled to the same weekend as the Pepsi Cup. Nevertheless, the tournament had 67 teams registered for the event. This translates into 480 room nights approximately \$49,000 in (direct spending) economic impact.

FINANCIAL & PRODUCTIVITY

- Revenue is down substantially. However, not filling vacant positions along with prudent and careful spending reduced expenses. We are projecting a positive variance to budget through the end of the fiscal year.
- We received the annual grant from the CCCPRD in the amount of \$142,000. This is the same amount as last year and the entire amount requested. The funds allow us to fund the rural arts initiative and bring performances to the public. We are grateful for their support.
- Items purchased with funds from the CARES Act grant started to arrive. The items include plexiglass barriers, sanitizer stations, stanchions for cue lines, etc.

MARKETING

- We will begin to phase in the new logo as materials are created.

The logo for CAM-PLEX features the word "CAM" in a bold, black, sans-serif font, followed by a stylized blue and black graphic element resembling a checkmark or a stylized 'M', and then the word "PLEX" in a bold, black, sans-serif font.

Thank you.