



CCPLB MEETING MINUTES: August 11, 2022

ATTENDEES

MEMBERS PRESENT: Darin Edmonds, Laura Chapman, Charlene Camblin, Bob Maul, Larry Mills

MEMBERS ABSENT: Skyler Pownall, Chuck Land

LEGAL COUNSEL: Frank Stevens

STAFF: Pam Altenberg, ReNae Keuck, Heather Kuhrt, Mikenzie Ochs, Louis Martell, Will Hastreiter, Trevor Lynde, Adam Schuff, Kyle Harbour, Shay Luraas, Keith Howard

STAFF ABSENT:

GUESTS: Greg Schreurs *City of Gillette Liaison*, Jake Goodrich *Gillette News Record*, Sean Brown *Attorney-City of Gillette*, Hyun Kim *Administrator-City of Gillette*, Del Shelstad *Campbell County Commissioner*, Dane Joslyn *Campbell County Fair*, Jamie Cockburn *Double Diamond 4-H Parent/Concerned Citizen*, Patty Norstegaard *Campbell County Fair*, Alicia Lotvedt *Campbell County Fair*, Vern Byrd *Camporee*, Patty Byrd *Camporee*

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on August 11, 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 August 11, 2022, Agenda as presented

Discussion: None

Motion: To approve the agenda as presented

Moved: Ms. Camblin

Second: Mr. Maul

Vote: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the July 7, 2022, CCPLB Meeting Minutes

DISCUSSION: None

Moved: Ms. Chapman

Second: Ms. Camblin

Vote: Motion passed

4. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the August 11, 2022, meeting were reviewed.

- August 2022 Accounts Payable Voucher Numbers 3798 - 3989 in the amount of \$119,859.07

- August 2022 Manual Purchase Order Numbers 11111- 11156 in the amount of \$521,976.43

- August 2022 Payroll Warrants in the amount of \$174,294.99 for the period of 07/29/2022 – 08/24/2022

DISCUSSION: Ms. Chapman inquired about camping deposit refunds and why there were so many of them. Ms. Keuck explained there was a cancellation deadline date, June 30, 2022, and if campers cancelled prior to that date, they were eligible for a refund of deposit made. Ms. Kuhrt explained to the Board these spaces were re-rented upon cancellation. Ms. Chapman also inquired about the arena dirt work asking if payment was to a third-party company hired to perform this work. Mr. Hastreiter confirmed this was correct.

Moved: Ms. Camblin

Second: Mr. Chapman

Vote: Motion passed unanimously

5. CITIZEN INPUT

DISCUSSION: Conflict of dates between Campbell County Fair (4-H/FFA) and Camporee 2024.

Ms. Jamie Cockburn, concerned parent and 4-H Member/Leader, expressed concern about Camporee dates and how the timeframe of this event is shifting all dates for 4-H, FFA for county fair. She has concerns regarding lack of information and numbers not being released to the public. Ms. Cockburn confirmed with the Board that the Camporee contract is in the amount of \$500K. Ms. Cockburn was informed the amount of money for electrical updates for Camporee would be approximately \$2M, and that there are massive issues with waste management, port-a-pots, etc. Issues posed for the 4-H/FFA Members include: **Barn 1 and Barn 2** – Ms. Cockburn stated these barns were initially built to accommodate 4-H/FFA and the Fair Board would have absolute rule over scheduling future fair dates. She stated previous county commissioners assured the 4-H/FFA people future fair dates would be priority and moving of future fair dates would not be an issue. **Moving the fair date to accommodate Camporee** - Ms. Cockburn spoke about time needed for animal stock to make weight and the adverse effects of moving the fair date would create huge differences in sale prices as well as 4-H/FFA members having to choose which events to compete in such as the National High School Final Rodeo and/or County Fair.

Ms. Alicia Lotvedt addressed the Board stating she is a lifetime Campbell County Resident and is active in the community regarding kids such as 4-H. Ms. Lotvedt stated the new fair date of July 12, 2022, creates conflicts such as if it will be possible moving up the April 1st date which is when 4-H kids can access Clover Corrals. She stated raising and selling livestock is how many 4-H kids pay for attending college. Ms. Mikenzie Ochs, Senior Sales Manager, informed this group, as well as the Board, the correct starting date of County Fair, 2024, is July 19, with weigh ins scheduled for July 23 and 24. Ms. Chapman reiterated that the City is funded by sales tax revenues and the amount of economic impact drawn from this one event (Camporee) is astronomical.

Mr. Edmonds thanked the citizens for their comments and Ms. Chapman suggested this group reach out to Camporee members to voice their concerns.

6. BOARD PROCESS

A. Employee Appreciation

Mr. Edmonds and Ms. Camblin thanked CAM-PLEX Staff for their dedication and hard work in facilitating the

National High School Finals Rodeo. Ms. Keuck, Director of Finance/Interim Executive Director, stated she and the Board had previously discussed some sort of recognition of all full-time employees for their dedication, hard work, and time spent facilitating the National High School Finals Rodeo. The Board and Ms. Keuck suggested closing CAM-PLEX on a non-event day so employees would not have to work during their own appreciation party, however, non-event days do not happen at CAM-PLEX. Ms. Keuck suggested a \$50 gift card for each employee might work better as employees could choose whatever time works best for them to use.

B. Executive Director Search Update

Ms. Camblin advised the Board the Search Committee met Friday, August 5, 2022. The deadline to receive applications was August 1, 2022. All applications were submitted to Ms. Brenda Johnson, CAM-PLEX Human Resources/Finance Manager as well as Ms. Keuck being copied on all of them. 60+ applications were received. Brenda Johnson, CAM-PLEX HR/Finance Manager and Brandi Elder, Campbell County Human Resources Executive Director, will review all applications and sort based on criteria required for employment as outlined in the job description posted. Applications that do not meet the criteria will be set aside. Applications will mask identity of the applicants for review. This is a common HR procedure and will preserve the integrity of applications for both transparency and provide a fair platform for all applicants. CCPLB will schedule a workshop date and time to review qualified applications. A scorecard provided by Human Resources will be used so the basis for selection is consistent and clear. Virtual interviews will follow and then live interviews will take place as necessary. Ms. Keuck is in the process of gathering information for use by the management companies for them to formulate their presentations which hopefully will happen sometime in October or November depending upon schedules. The Search Committee recommends all CCPLB Members are part of this screening process. The Board scheduled the Executive Director Search Screening Applications Workshop Wednesday, August 31, 2022, 6 PM, CAM-PLEX Board Room.

C. National High School Finals Rodeo Recap

Ms. Keuck reported the NHSFR 2022 set a contestant record of 1,755 participants with five no shows. Campsite numbers were 1,566 compared to 1,400 in 2016-2017. Camper rentals increased totaling 195. Stalling increased from 1,900 in 2016-2017 to 2,050 this year. Trade show vendors totaled 130. The Trade Show did not completely sell out due to change over of employees, and redoing the map, but was a success. Ticketing revenues were higher with a record number of tickets sold totaling a little over \$500K, however expenses were higher as well due to hiring arena help which was a huge benefit and will happen again in 2023. WIFI issues continue due to the hail damage/storm in 2019-2020. This caused IT personnel to be at CAM-PLEX more than normal however costs associated with WIFI will be submitted to insurance to recover a share of these costs. The National High School Rodeo Office and staff met Sunday, July 24, 2022. There were no complaints on any of the four arenas. Mr. James Higgenbotham, National High School Rodeo Association President, stated NHSFR 2022 was one of the best rodeos the association has had for a long time, and they are looking forward to returning next year.

D. Campbell County Fair Recap

Mr. Hastreiter reported change over from NHSFR to County Fair went well. Employees worked as a team. There was one broken hydrant during the week. Water from the North side of stalls was shut down for repair to hydrant. MJ Productions is scheduled for this evening and then the Energy Capital Junior Rodeo starts tomorrow.

E. Master Plan

Ms. Chapman reported there were two responses received for the RFP- Master Plan. The two companies are: Populous, Norman, Oklahoma, and Victus Advisors, Park City, Utah. There is a substantial price difference between the two bids therefore two different outcomes for bids are to be expected. Companies will be notified if the Board would like them to interview. Ms. Chapman believes a master plan is very necessary for CAM-PLEX. Ms. Chapman also reported that if the Board is contemplating a Management Company, one of the benefits that comes along with contracting with a company is that they will develop a master plan. The Board will decide a plan of moving forward after reviewing the Executive Director applicants. Ms. Chapman will notify both companies of the Board's plan.

F. Camporee Memorandum of Understanding

Mr. Shelstad, Campbell County Commissioner, requested to address the Board. He questioned what the headline in the News Record would read if the Fair Board and Land Board said no to an event with a possibility of \$50M+ economic impact because the County Fair could not be held one week earlier than normally scheduled. Mr. Shelstad reported there has never been a closed-door meeting regarding Camporee and there has been postings on social media, as well as advertisements on the Camporee Website about this event headed West, and while everyone does not receive this information, the attempt to do so is made. The Campbell County Public Land Board, The City of Gillette, and Campbell County Commissioners, think this event can and will be successful. These three entities are doing the best they can for the community in bringing tax dollars to Campbell County.

Mr. Edmonds directed the Board to Attachment "C" in the meeting packet. Campbell County Public Land Board, The City of Gillette, and Campbell County have drafted an MOU which identifies the costs of the infrastructure related to the event which are: **Section 4: A.** The City and County agree to split equally the Amphitheater costs. With respect to the Amphitheater Costs, the City's and County's payment obligations shall not exceed \$1,700,000.00. By way of illustration, the City's and County's payment obligations will not exceed \$300,000.00 each. **B.** The City and County agree to split equally the Other Costs. With respect to the Other Costs, the City's and County's payment obligations shall not exceed \$600,000.00. By way of illustration, the City's and County's payment obligations will not exceed \$300,000.00 each. **C.** The parties agree that the City's and County's total payment obligations for costs related to either the Camporee Events or the Contract are limited to the amounts stated in Section 4(A) and 4(B) of this MOU.

Section 5: A. The Board agrees to be responsible for and pay any cost exceeding the amounts identified in Section 4 of this MOU ("Additional Costs"). **B.** If Additional Costs occur, then the Board shall refrain from including any Additional Cost in its budget submissions to the City and the County under the Joint Powers Agreement. **C.** In satisfying its obligation to pay for any Additional Cost, the Board shall refrain from utilizing any source of funds to which the City and County have contributed any sum of money. **D.** In satisfying its obligation

to pay for any Additional Cost, the Board may utilize sources of funds that the City and County have not contributed funds, including, but not limited to, authorized amounts from the Campbell County Public Land Board Operations Reserve fund, as amended.

Motion: to accept and approve the Camporee MOU as presented

Moved: Ms. Camblin

Seconded: Ms. Chapman

Vote: **Motion passed 5/2 with Mr. Maul and Mr. Mills abstaining from voting.**

G. Audio Upgrade – Phase III Bid Approval

Discussion: Mr. Schuff reported to the Board this is the third and final upgrade phase of this project which is for technology upgrading in the Heritage Center and Energy Hall. Three bids were received. All three bids are companies that CAM-PLEX has previously done business with. One bid was not complete as a needed item of equipment was omitted from the bid packet. AVI Systems submitted the lowest bid of \$89,094.88. Staff recommendation is for the Board to approve the bid from AVI Systems. Due to supply chain shortages, an 8–10 month delay is expected for receipt of equipment.

Motion: to approve the bid by AVI Systems, Inc., for Audio Upgrade Phase III subject to contracts negotiations.

Moved: Ms. Chapman

Seconded: Mr. Mills

Voted: Motion passed unanimously

7. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

8. BOARD CALENDAR

i. Upcoming Board Meetings:

- a. September 8, 2022, at 6:30 PM (Quarterly Commissioners Meeting begins at 6 PM)
Energy Hall Conference Room
- b. October 13, 2022, @ 6:30 PM (Workshop begins @ 6 PM) Energy Hall Conference Room

ii. Other Meetings/Events:

- a. None

9. ADJOURNMENT

Meeting adjourned at 7:44 PM.

MINUTES PREPARED BY

Pam Altenberg, August 22, 2022

MINUTES APPROVED BY

SECRETARY:

Charlene Camblin, 9/8/22

(Signature & Date) Chuck Land, CCPLB Secretary
V.P.

[Campbell County Public Land Board]