



CCPLB MEETING MINUTES: June 9, 2022

ATTENDEES

MEMBERS PRESENT: Darin Edmonds, Laura Chapman, Chuck Land, Charlene Camblin, Heidi Gross

MEMBERS ABSENT: Skyler Pownall, Troy Allee

LEGAL COUNSEL: Frank Stevens

STAFF: Pam Altenberg, ReNae Keuck, Heather Kuhrt, Mikenzie Ochs, Louis Martell, Will Hastreiter, Keith Howard, Daniel Olson, Trevor Lynde

STAFF ABSENT:

GUESTS: Sean Brown *City of Gillette*, Jake Goodrich *Gillette News Record*, Randy Greer *307 Horse Racing*, Mary Stroka *County 17*, Tim Carsrud *City of Gillette*.

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on June 9, 2022, at CAM-PLEX. The meeting began at 6:30 PM. The meeting was presided over by Chairman Darin Edmonds.

APPROVAL OF CCPLB AGENDA

A. To approve the June 9, 2022, Agenda as amended

Discussion: To approve the June 9, 2022, Agenda as amended to include National High School Finals Rodeo Update (Timeline & Facilities) and Camporee Update.

Motion: To approve the agenda as amended

Moved: Ms. Camblin

Second: Ms. Chapman

Vote: Motion passed unanimously

Mr. Edmonds recognized Heidi Gross for her service and dedication to the CCPLB. Ms. Gross' term expires June 30, 2022.

3. APPROVAL OF MINUTES

A. To approve the March 29, 2022, CCPLB, City of Gillette, Campbell County Commissioners:

CCPLB Resolution Meeting.

To approve the May 12, 2022, CCPLB Meeting Minutes

To approve the May 12, 2022, CCPLB Executive Session Meeting

DISCUSSION: The Board tabled approval of the May 12, 2022, CCPLB Executive Session Meeting Minutes until the next scheduled meeting of July 7, 2022.

Motion: To approve CCPLB Board Meeting Minutes (03/29/22, 5/12/2022) as presented, and to table approval of the May 12, 2022, CCPLB Executive Session Meeting Minutes until July 7, 2022.

Moved: Ms. Chapman

Second: Ms. Camblin

Vote: Motion passed unanimously

4. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the June 9, 2022, meeting were reviewed.

- May 2022 Accounts Payable Voucher Numbers 2946 - 3208 in the amount of \$226,837.15
- May 2022 Manual Purchase Order Numbers 10989- 11028 in the amount of \$ 188,829.76
- May 2022 Payroll Warrants in the amount of \$146,093.72 for the period of 04/17/2022 – 05/214/2022

DISCUSSION: None

Moved: Ms. Chapman

Second: Mr. Land

Vote: Motion passed

5. CITIZEN INPUT

DISCUSSION: Mr. Randy Greer, *307 Horse Racing*, advised the Board he is spending a lot of hours at CAM-PLEX. Mr. Greer reported he is happy with the way things are turning around regarding preparation for events that take place at CAM-PLEX. He recommended CCPLB Members, County Commissioners, City Council, Cemetery Board Members, etc., (members of any board) should attend events held at CAM-PLEX to know what is happening with scheduled events

6. CONSTRUCTION REPORT/UPDATE

A. Hail Claim – Trevor Larson, Van Ewing Construction

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.

"We (Van Ewing Construction) are revisiting the issue with insurance on EIFS repairs and resurfacing. This proposal was higher than our original proposal. We are submitting both proposals for them to review and recommending that they approve our original proposal so that some portions of the work can be completed this summer/fall, while some work would be completed in the spring/summer/fall of 2023." Items updated since the last report are: **Morningside Park** – 100% Complete. Metal roofs and trim are complete. Metal wall panels are complete. Gutters and downspouts are complete. Metal siding is complete. Trim installation is complete. Gutter and downspout installation is in progress. **Central Pavilion:** Gutter and downspout installation is in progress.

Arena Lighting: Installation is complete in Morningside Park and Wrangler. Controller for lighting has not shipped. Lights are functional with manual switch. **Outdoor Lighting:** Light heads have been delivered. Issue with mounting device on existing poles. Installation date not confirmed. Public address speakers are being addressed by 30gig. To be completed this Spring/early Summer. **Sheds A, B, C, D, E, F:** Removal and replacement of all siding is underway. Will be complete in the next 3 weeks. **Wireless Access Points:** 30gig

has completed this work for Wrangler and Windmill Campgrounds. Further work is still in progress. **Additional damage discovered and under review by insurance:** West wall of Barn 3. Completed.

.. BOARD PROCESS

A. NHSFR Timeline Update

Ms. Keuck and Mr. Hastreiter presented to the Board a hand-out and a slide show of how money that was allocated for repairs/updates has been spent and to update the Board on the progress and timeline of repairs/updates made or when scheduled to be addressed. The Timeline is broken down into weeks and is as follows: **May 22 – 28, 2022:** Wrangler Arena roping boxes, Wrangler Arena holding pens, Morningside Park bucking chutes, MSP rough stock load lanes completed. **May 29 – June 4, 2022:** MSP rough stock arena partially completed, Wrangler Arena Set. **June 5 – June 11, 2022:** Clean out Barn 3 stalls, Barn 3 stalls ready, College Barn tear out, College Barn releaving and packing base completed. College Barn bleachers moved, Little Levi Arena setup. **June 12 – June 18, 2022:** MSP perimeter/separation fencing, MSP rough stock arena rebuild begins, MSP timed event sort pens, MSP timed event roping boxes and load lanes, MSP bucking chutes: remove, re-blade, reset, College barn footing installed, MSP infield bleachers setup. **June 19 – June 25, 2022:** EH begin setup, CP begin setup, College barn setup, MSP grazing sorting pens rough stock. **June 26 – July 2, 2022:** MSP arenas, pens, and perimeters fence set, East Pavilion tear out and setup begins, Scoria lot pens re-established and set, West stalls ready, College Barn set, EH Conference Rooms set, WC West Load out freight set, CP set. **July 3 – July 9, 2022:** scoria lot set, Heritage Center Lobby, Green Room, Theater, Dressing Rooms, and Art Gallery set. MSP timed event chute arriving and installed, temporary stalls begin to arrive on grounds, all grounds dumpsters set, WC setup to begin, ticket booths and shack set around grounds. **July 10 – July 16, 2022:** EP/WC setup completed. NHSRA begins to arrive on grounds on 7/10, vendors begin to arrive on grounds on 7/11, MSP stock contractors man camp delivered and set up on 7/11, roll off 30 yard dumpers arrive and set on 7/11, cardboard compactor arrives and set on 7/11, all temporary stalls set by 7/12, port-a-pots arrive and set on July 13, VIP tent goes up on 7/14, stock contractors begin to arrive on grounds 7/15 and 7/16, MSP pickup men horses pens built, all concessions begin to setup, all service providers arrive on grounds and set, Emergency Management and Sheriff's Department set. **Rodeo Project Updates:** Central Pavilion Concessions & Restroom Painting: beginning work on 6/09, commercial standup fridges and freezers: all ordered and in place with new locations, MSP Infield Concession & Restroom Painting completed. MSP Infield Crow's Nest Painting: needing to confirm with Horse Racing to cross track and then also be able to confirm with painting crew. East Pavilion Interior Painting: scheduled for December 13, 2022 – January 13, 2023. Implement: ordered and waiting for arrival. MSP Concourse & Restrooms Painting: started 5/31 in conjunction with Horse Racing schedule. Should be complete by end of 6/08. Morningside Park Crow's Nest Remodel completed. Morningside Park Ticket Booth Remodel: demo complete. Windows arrived 6/07, working through this week to install windows and complete project. Ms. Keuck recognized CAM-PLEX staff for their hard work, staying focused, and on track.

B. Camporee Contract Update

Members of Cam-Plex Staff attended 2 meetings this past week with members of the City of Gillette, Mr. Sean Brown, City of Gillette Attorney, Campbell County Commissioners, and Mr. Frank Stevens (CCPLB Attorney), to review the Camporee Contract. Contract wording was worked through and both attorney's, Mr. Stevens and Mr. Brown, advised CAM-PLEX Staff to update the contract per attorney recommendation/review. Mr. Brown has

given his approval. Mr. Stevens will review the changes tomorrow and advise further changes or give his approval of the contract. Commissioner Shelstad has requested to review the contract before forwarding to camporee (Vern Byrd).

C. Stalling Discussion

Ms. Chapman relayed to the Board stall cleaning seems to be an ongoing topic that she is contacted about. Mikenzie Ochs, Senior Sales Manager, reported current charges for stall rental is \$15 per day/night and CAM-PLEX pays \$7 per stall to clean. Ms. Keuck reports there have been a couple of discussions of increasing the stall rental charge to \$20 with a \$5 return upon the customer cleaning the stall upon departing. Different stall cleaning options were discussed. Ms. Chapman asked how CAM-PLEX stall fees compare with other similar facilities in the surrounding area. Mr. Hastreiter reported he has contacted a few facilities and found CAM-PLEX is on the low scale in stall cleaning prices. Most facilities charge some sort of a deposit upon the customer checking into the stall. Mr. Greer recommended opening a section of selected barns instead of all barns on grounds at once. The Board will revisit this topic at a later meeting.

D. Request for Qualifications for Attorney

Mr. Frank Stevens, CCPLB Attorney, advised the Board his practice will close at the end of summer as he is retiring. Ms. Gross suggested Mr. Stevens give the Board a list of his recommendations/requirements for attorneys. Mr. Stevens will gather information and present it to the Board at a later meeting. Mr. Edmonds stated an RFP would be done as soon as research is complete.

E. Interim Executive Director Internal Controls and Segregation of Duties Procedures

Ms. Keuck informed the Board that questions have come up about a conflict with Ms. Keuck's job position as Director of Finance and temporarily serving as the interim Executive Director of CAM-PLEX. Ms. Keuck has spoken to Mr. Stevens, as well as the CAM-PLEX Auditor, and it was determined to establish new procedures to protect Ms. Keuck as well as CAM-PLEX during her Interim. New policies include Mr. Edmonds will approve Ms. Keuck's timecards, expense reports and credit card purchases. The current Purchasing Policy allows Directors to approve purchases up to \$250. Any amount over \$250 will be approved by Mr. Edmonds. Procedures already in place are: All accounts payable checks are prepared by the Human Resources/Finance Manager after approved by the Board. Manual checks and payroll checks: All checks are signed by the Campbell County Public Land Board Chair and Board Treasurer. Bank deposits: staff receipts all money in, Ms. Keuck creates the Deposit and someone else takes it to the bank. Incident reports are signed off by the Board Chair. Additional policy/procedure items may be added as needed.

F. Executive Director Search

Ms. Camblin reported to the Board that Mr. Pownall, Mr. Edmonds, and herself, met to discuss direction to take in finding a new Executive Director for CAM-PLEX. Ms. Camblin spoke with SearchWide Global, an executive search firm. A company representative advised there is not much optimism in finding people right now, mostly due to COVID, as well as the company fee has nearly doubled since the last time CAM-PLEX used SearchWide Global's services in 2017-2018. Ms. Camblin also spoke with Oakview Group, a full-service venue management company, previously Spectra, regarding management options for CAM-PLEX. Ms. Camblin and an Oakview Representative will discuss when it may be possible for someone from Oakview to come talk with CCPLB. Ms. Camblin will report back to the committee of her findings and then the committee will report to the Board.

10. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

11. BOARD CALENDAR

I. Upcoming Board Meetings:

- a. July 7, 2022, at 6:30 PM (Workshop begins at 6 PM) – CAM-PLEX Board Room
- b. August 11, 2022, at 6:30 PM (Workshop begins at 6 PM) – Energy Hall Conference Room

ii. Other Meetings/Events:

- a. None

12. ADJOURNMENT


Meeting adjourned at 7:23 PM.

MINUTES PREPARED BY

Pam Altenberg, June 28, 2022

MINUTES APPROVED BY

SECRETARY:



[Campbell County Public Land Board]

(Signature & Date) Chuck Land, CCPLB Secretary