



CCPLB MEETING MINUTES: May 12, 2022

ATTENDEES

MEMBERS PRESENT: Darin Edmonds, Laura Chapman, Chuck Land, Skyler Pownall, Charlene Camblin, Heidi Gross Troy Allee, (via Zoom)

MEMBERS ABSENT:

LEGAL COUNSEL: Frank Stevens

STAFF: Pam Altenberg, ReNae Keuck, Heather Kuhrt, Jeff Esposito, Mikenzie Ochs, Trevor Lynde, Louis Martell, Will Hastreiter, Sandra Olsen (via Zoom)

STAFF ABSENT:

GUESTS: Bob Maul *Campbell County Commissioner Liaison*, Sean Brown *City of Gillette*, Liz Edwards *Campbell County Fair Coordinator*, Jake Goodrich *Gillette News Record*, Jack Greer, *307 Horse Racing*, Mark Dorr *Public*

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on May 12, 2022, at CAM-PLEX. The meeting began at 6:30 PM. The meeting was presided over by Chairman Darin Edmonds.

2. APPROVAL OF CCPLB AGENDA

A. To approve the May 12, 2022, Agenda as presented

Discussion: None

Motion: To approve the agenda as presented

Moved: Mr. Land

Second: Ms. Gross

Vote: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the March 29, 2022, CCPLB, City of Gillette, Campbell County Commissioners Meeting Minutes – CCPLB Resolution

To approve the April 14, 2022, CCPLB Meeting Minutes

DISCUSSION: None

Motion: To approve CCPLB Board Meeting Minutes (03/29/22, 4/14/22) as presented

Moved: Ms. Chapman

Second: Ms. Camblin

Vote: Motion passed unanimously

4. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the May 12, 2022, meeting were reviewed.

- April 2022 Accounts Payable Voucher Numbers 2736 - 2944 in the amount of \$51,631.76
- April 2022 Manual Purchase Order Numbers 10962- 10988 in the amount of \$ 119,732.28
- April 2022 Payroll Warrants in the amount of \$129,121.50 for the period of 03/27/2022 – 03/26/2022

DISCUSSION: Ms. Camblin Abstained from voting due to a conflict of interest – relationship.

Moved: Ms. Gross

Second: Ms. Chapman

Vote: Motion passed

5. CITIZEN INPUT

DISCUSSION: None

6. BOARD PROCESS

A. Facilities Updates: Mr. Esposito reported updates would overlap with Agenda Item 6. J. – Rodeo Preparation Update. The Street Repair Project has started. Curb stripping is done. Local Artist, Hannah Mooney, has started painting the Mural at Morningside Park. Mr. Hastreiter reported the Ticket Office at Morningside Park is framed in and the Crows Nest Remodel Project has started as planned.

B. Operations Trust Fund Resolution

Discussion: All 3 entities (Campbell County Public Land Board, Campbell County Commissioners, and The City of Gillette) are considering an amendment to the Operations Trust Fund Resolution. As of this time, Campbell County has approved their version of the amendment to the resolution. Campbell County Public Land Board and the City of Gillette have not approved their portion of the amendment. Mr. Stevens and the Land Board reviewed copies of all 3 resolutions, as well as Mr. Stevens recommendation to change verbiage to the Campbell County Public Land Board's amendment. The change is as follows: paragraph 1-4 (Funds Balance) which currently reads *"the Land board can use sums in excess of \$5M as budgeted revenues for a specified purpose, only upon a 2/3 majority vote of the CCPLB"*. Mr. Stevens suggested, "This wording may give the impression of revenues being used only if monies are budgeted". The new verbiage would read, *"CCPLB shall have the option to use sums in excess of \$5M from the reserve fund for a specified purpose, only upon a 2/3 majority vote of CCPLB"*.

Motion: to approve this resolution as presented with the removal of the 3 words *as budgeted revenues*.

Moved: Ms. Gross

Seconded: Ms. Camblin

Voted: Motion passed unanimously

C. Designation of Depositories

Discussion: This is to authorize CAM-PLEX to use financial institutions with board approval

Motion: To designate presented financial institutions as listed to exclude credit unions (Campco Federal Credit Union & Highmark Federal Credit Union).

Motion: To designate presented financial institutions as listed to exclude credit unions (Campco Federal Credit Union & Highmark Federal Credit Union)

Moved: Ms. Camblin

Seconded: Mr. Land

Voted: Motion passed unanimously

D. Legal Counsel Appointment (By-Laws)

Discussion: None

Motion: To appoint Mr. Frank Stevens of Stevens, Edwards & Hallock Law Firm as CCPLB Legal Counsel.

Moved: Mr. Pownall

Seconded: Mr. Land

Voted: **Motion passed unanimously**

E. Designate Official Newspaper

Discussion: None

Motion: To designate the News Record to be the official newspaper for CCPLB.

Moved: Ms. Camblin

Seconded: Mr. Pownall

Voted: Motion passed unanimously

F. Financial Disclosures

Discussion: This item was discussed in Agenda Item 6.C.

G. Officer Elections

i. Chair

Discussion: None

Motion: to nominate Mr. Darin Edmonds as Chairman

Moved: Ms. Camblin moved to close nominations and cast a unanimous ballot for Mr. Darin Edmonds to serve as Chairman of CCPLB.

Second: Mr. Pownall

Motion passed unanimously

ii. Vice-Chair

Discussion: None

Motion: to nominate Ms. Charlene Camblin as Vice-Chairperson

Moved: Ms. Chapman moved to close nominations and cast a unanimous ballot for Ms. Charlene Camblin to serve as Vice-Chairperson of CCPLB

Second: Ms. Gross

Motion passed unanimously

iii. Secretary

Discussion: None

Motion: to nominate Mr. Chuck Land as Secretary.

Moved: Ms. Gross moved to close nominations and cast a unanimous ballot for Mr. Chuck Land to serve as Secretary of CCPLB.

Second: Ms. Gross

Motion passed unanimously

iv. Treasurer

Discussion: None

Motion: to nominate Mr. Skyler Pownall as Treasurer.

Moved: Ms. Gross moved to close nominations and cast a unanimous ballot for Mr. Skyler Pownall to serve as Secretary of CCPLB.

Second: Ms. Chapman

Vote: Motion passed unanimously

H. Camporee – Monthly Update

Discussion: Mr. Esposito reported to the Board the Camporee Contract is in progress. Mr. Stevens added the Camporee Committee and representatives from the City of Gillette and Campbell County Commissioners met. Contract changes previously discussed have been made and have been forwarded to staff for review.

I. Committee Reports – if any

Discussion: None

J. Rodeo Preparation Update

Discussion: Mr. Hastreiter reported three arena workers have been contracted to work the National High School Finals Rodeo. Mr. Leland Smith will be working rein and cow events and Mr. Chris Baker will be working the cutting events. Mr. Smith and Mr. Baker have previously contracted with the NHSFR in Lincoln, Nebraska and Guthrie, Oklahoma. Jay Brower, Sublette County Fairgrounds, will be working the main event arenas. Mr. Edmonds asked about the progress in preparation for the NHSFR. Ms. Olsen, Director of Sales and Marketing, informed the Board there is currently \$449K in revenue that has been sold and entered in event hub, \$20,310 in program ad sales, \$52,325 in sponsorships, the main trade show floor is completely sold out with \$376,609 in revenue sold. There is \$41+K left in booth space to sell which are available spots remaining in the mezzanine as well as a few spots outdoors. 615 volunteers have signed up out of a total of 1000+ needed. Ms. Keuck, Director of Finance, informed the Board Ms. Heather Kuhrt, Sales and Marketing Manager, and Ms. Mikenzie Ochs, Sales and Marketing Manager, of their assistance and hard work put forth in workload preparation for the NHSFR. Ms. Keuck asked the board to recognize their accomplishments. Ms. Keuck feels like all pieces are falling into place and NHSFR is on track. Ms. Ochs informed the Board that a flyer has been created for volunteers. Flyers have been sent out to the City of Gillette, Campbell County and Campbell County Health. Mr. Hastreiter informed the Board he is still trying to line up an additional tractor. Ms. Ochs is in the process of to obtain a sponsorship/donation to make this happen.

K. Executive Director Replacement Procedure Discussion

Discussion: The Board discussed different options of moving forward in finding a new Executive Director of CAM-PLEX. In the past, a search firm company was hired to search for Executive Director replacements. Another possibility would be to hire a management firm. Mr. Pownall stated he would like to consider local people within the community, as well as employees within the organization, for this position. Mr. Pownall would like to research different management types and backgrounds of candidates. Ms. Chapman would like to explore several options while considering what direction CAM-PLEX is going. Ms. Chapman feels a management company would be worth looking into because of the pool of talent they readily have available to pull employees

from. Ms. Camblin feels consideration should be given to reviewing the management sector to explore if a team of directors is needed rather than just one person. The Board will table this discussion and revisit at a future meeting.

The Board Entered Executive Session to talk about Personnel at 7:26 PM.

The Board exited Executive Session at 9:50 PM.

Motion: To enter executive session to discussed Personnel

Moved: Mr. Pownall

Second: Ms. Camblin

Vote: Motion passed unanimously

The Executive Session adjourned at 9:50 PM and the public returned to the meeting. All Board Members were present.

Motion: For the Board to hire ReNae Keuck, Director of Finance, as Interim Executive Director, effective May 20, 2022, with an increase in salary of \$3K per month, on a month-to-month basis, at the discretion of the Board.

Moved: Mr. Pownall

Second: Ms. Gross

Vote: Motion passed unanimously

Motion: to release Mr. Jeff Esposito from his employment contract, effective May 20, 2022.

Moved: Ms. Chapman

Second: Ms. Camblin

Vote: Motion passed unanimously

10. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

11. BOARD CALENDAR

i. Upcoming Board Meetings:

- a. June 9, 2022, at 6:30 PM (Quarterly Commissioner Meeting begins at 6 PM) - Energy Hall Conference Room
- b. July 7, 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 9:55 PM.

MINUTES PREPARED BY

Pam Altenberg, May 19, 2022

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board]

Charlene Camblin 6/9/22
(Signature & Date) Charlene Camblin, CCPLB Secretary