



CCPLB MEETING MINUTES: June 8, 2023

ATTENDEES

MEMBERS PRESENT: Darin Edmonds, Laura Chapman, Charlene Camblin, Larry Mills, Chuck Land, Skyler Pownall, Bob Maul

MEMBERS ABSENT:

LEGAL COUNSEL: Joe Hallock via zoom

STAFF: Will Hastreiter, Keith Howard, Aaron Lyles, Pam Altenberg, Mikenzie Ochs, ReNae Keuck, Kyle Harbour

STAFF ABSENT:

GUESTS: Jake Goodrich *Gillette News Record*, Mary Stroka *County 17*, Kelley McCreery *Campbell County Commissioner Liaison*, Tim Carsrud *City of Gillette Council Member*, Doug Griffis *Public*.

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on June 8, 2023, at CAM-PLEX. The meeting began at 6:58 PM. The meeting was presided over by Chairman Darin Edmonds.

2. APPROVAL OF CCPLB AGENDA

A. To approve the June 8, 2023, Agenda as amended.

Discussion: To amend the agenda to add approval of the May 30, 2023, Executive Session Minutes.

Motion: To approve the May 11, 2023, Agenda as amended.

Moved: Ms. Camblin

Second: Ms. Chapman

Voted: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the May 11, 2023, CCPLB Meeting Minutes

DISCUSSION: None

Motion: To approve the May 4, 2023, CCPLB Special Meeting Minutes (Budget Discussion), the May 11, 2023, CCPLB Meeting Minutes, and the May 30, 2023, Executive Session Minutes as presented.

Moved: Mr. Land

Second: Mr. Mills

Voted: Motion passed unanimously

4. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the June 8, 2023, meeting were reviewed.

- May 2023 Accounts Payable Voucher Numbers 5837 - 6026 in the amount of \$675,347.65
- May 2023 Manual Purchase Order Numbers 11347 - 11364 in the amount of \$163,573.79

- May 2023 Payroll Warrants in the amount of \$231,688.83 for the period of 04/16/2023 –05/27/2023

Discussion: Mr. Pownall inquired about Pg. 5 - \$400 other. Mr. Lyles explained this is part of the gap funding for the jockey house trailer for lockers for the back section of the trailer. Pg. 10, second to the last item for \$11,214.50 out of special events. Mr. Lyles explained this expense is for the NHSFR Marketing Package Contract.

Motion: To approve the warrants as presented.

Moved: Ms. Chapman

Second: Mr. Camblin

Voted: Motion passed unanimously

5. CITIZEN INPUT

DISCUSSION: None

6. OPERATIONS REPORT/UPDATE

6.1 Executive Director's Report - Aaron Lyles, Executive Director, referred the Board to his Executive Director's Report. Items of discussion included: Insurance Claims Update – Windmill Shower Building Claim, Ongoing Hail Claim, Major Maintenance Repair, Security, Major Projects & Events Update, NHSFR Update, Populous Master Planning Update, Amphitheater/Outdoor Event Site Update, CAMPOREE 2024 Update, Operations Highlights, Staffing Updates and Upcoming Calendar Highlights. Mr. Lyles' full report is attached.

(ATTACHMENT "C").

6.2 Facilities & Operations – Will Hastreiter, Director of Operations, referred the board to his Operations Update Report. Mr. Hastreiter's full report is attached. Mr. Hastreiter informed the Board that the NHSFRA has required CAM-PLEX to remove all wood paneling regarding the bucking chutes. Western Welding Academy has offered their time and labor to help with this request.

6.3 Events – Keith Howard, Director of Sales and Marketing, referred the board to his Sales & Marketing Report. Items of discussion included: Theater Events, Sports Events, Equestrian, Ewe, & Dog Events, Meetings, Trainings & Associations, Tradeshows & Community Events, Specialty, Ceremonies, Celebrations, & Private, and General Updates. Mr. Howard's full report is attached.

6.4 Finance – ReNae Keuck, Director of Finance, reported she has been working on the proposed budget form that was due to the state by June 1, 2023. The final budget form will be submitted to the state by July 31. Ms. Keuck is working on an amended budget form for the current fiscal year. Part of this amendment will consist of the consent agenda, budget amendments, and budget line-item transfers, Ms. Keuck is working on year end projections. An update of CD's was given as well as an update of tickets sales for the NHSFR.

7. BOARD PROCESS

7.1 RFP-Attorney Selection

Mr. Edmonds stated that an interview was conducted with the firm of Horning, Horning, & McGrath.

Motion: to select Horning, Horning & McGrath as Campbell County Public Land Board Attorney.

Moved: Ms. Chapman

Second: Mr. Mills

Voted: Motion passed unanimously

7.2 Asset Disposal

Mr. Lyles presented a list of identified assets recommended for disposal. A short discussion followed.

Motion: to dispose of assets as Mr. Lyles sees necessary.

Moved: Mr. Maul

Second: Mr. Land

Voted: Motion passed unanimously

7.3 Parade Trailer

Mr. Lyles informed the Board that an email was received from Mr. Knapp, Administrative Executive Director, Campbell County Commissioners Office. Mr. Knapp asked for discussion between himself and Mr. Lyles, Executive Director of CAM-PLEX, regarding a trailer that the Campbell County Veterans Council has used for previous parades. Several different options such as ownership, donation, and /or continued use of this trailer was discussed. Staff recommendation is for CAM-PLEX to continue to have ownership of this trailer. No action was taken.

7.4 CCFB to CCPLB Land Transfer

Mr. Lyles met with Chief Bender, Campbell County Fire Chief, for discussion on the Land Transfer. Both parties mutually proposed that if a conditional approval of the plat, recognizing that this needs to be run through both party's legal counsel, and that Public Works needs to finalize exact boundaries, that with these professional reviews, the Land Transfer could be conditionally approved.

Motion: To let Mr. Lyles continue in dialog and move forward with the Public Land Board and Campbell County Fire Department Board Land Transfer.

Moved: Mr. Pownall

Second: Ms. Camblin

Voted: Motion passed unanimously

7.5 Bylaws Draft Review

Mr. Lyles referred members of the Board to item 7.5 located in their Board Binders. A discussion of this article took place. No action was taken.

7.6 Master Plan Update

This item was previously discussed in the Quarterly Commissioners Meeting with the CCPLB 06/08/2023.

7.7 CAMPOREE Update

This item was previously discussed in the Quarterly Commissioners Meeting with the CCPLB 06/08/2023.

7.8 NHSFR Update

This item was previously discussed in the Quarterly Commissioners Meeting with the CCPLB 06/08/2023.

8. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

9. BOARD CALENDAR

i. Upcoming Board Meetings:

- a. July 6, 2023, @ 6:30 PM (Workshop begins at 6 PM) CAM-PLEX Board Room
- b. August 10, 2023, @ 6:30 PM (Workshop begins at 6 PM) CAM-PLEX Board Room

ii. Other Meetings/Events:

- a. None

10. ADJOURNMENT

Meeting adjourned at 8:48 PM


MINUTES PREPARED BY

Pam Altenberg, June 29, 2023

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board]


(Signature & Date) Chuck Land, CCPLB Secretary