



## CCPLB MEETING MINUTES: October 14, 2021

### ATTENDEES

**MEMBERS PRESENT:** Darin Edmonds, Laura Chapman, Heidi Gross, Charlene Camblin, Chuck Land, Troy Allee, Skyler Pownall

**MEMBERS ABSENT:**

**LEGAL COUNSEL:** Frank Stevens

**STAFF:** Pam Altenberg, ReNae Keuck, Jason Gearhart, Heather Kuhrt, Jeff Esposito, Mikenzie Ochs, Sandra Olsen, Will Hastreiter

**STAFF ABSENT:**

**GUESTS:** Nathan McLeland, *Gillette City Council Liaison*, Gary Littlejohn, *Gillette News Record*, Doug Camblin, *Citizen*

### 1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on October 14, 2021, at CAM-PLEX. The meeting began at 6:30 PM. Meeting was presided over by Chairman Darin Edmonds.

### 2. APPROVAL OF CCPLB AGENDA

#### A. To approve the October 14, 2021, Agenda as presented

Motion: To approve the agenda as presented

Moved: Mr. Land

Second: Ms. Camblin

Vote: Motion passed unanimously

### 3. APPROVAL OF MINUTES

#### A. To approve the September 9, 2021, CCPLB Board Meeting Minutes

**DISCUSSION:** None

Motion: To approve September 9, 2021, Board Meeting Minutes as presented

Moved: Ms. Gross

Second: Ms. Chapman

Vote: Motion passed with Ms. Gross, Ms. Camblin, Mr. Edmonds, Ms. Chapman, Mr. Land, Mr. Allee voting yes. Mr. Pownall abstained from this vote due to his absence last meeting.

### 4. CONSENT AGENDA; APPROVAL OF WARRANTS

#### A. The Warrants for the October 14, 2021, meeting were reviewed.

- September 2021 Accounts Payable Voucher Numbers 51192 – 51286 in the amount of \$136,078.56
- September 2021 Manual Purchase Order Numbers 10804 - 10832 in the amount of \$1,059,887.63

- September 2021 Payroll Warrants in the amount of \$125,785.13 for the period of 08/22 – 09/18/2021

**DISCUSSION:** Ms. Camblin referred to page 5, detailed invoice list, specifically “The News Record” described as Advertisement, Legal, Public for \$12.98. On page 13, the check run list by voucher describes this same item as \$12.98, payable to The News Record, as monthly internet fees. Ms. Johnson replied that some advertisement is done “on-line” thus the reason it is described as internet fees.

Mr. Pownall referred to page 12, item #19, the vendor is listed as “Walmart” for \$372 described as alcohol for the Michael Ray concert. Mr. Pownall questioned if this vendor was correct as Wal-Mart does not sell alcohol. Ms. Keuck and Ms. Johnson explained the vendor and account charge for this purchase for hospitality is correctly coded to the right account – whoever entered this requisition must have copied the descriptor from another event when entering the explanation of purchase. All Board Members were satisfied with the explanation of both items in question.

Motion: To approve the warrants as presented

Moved: Ms. Chapman

Second: Ms. Camblin

Vote: Motion passed unanimously

## 5. CITIZEN INPUT

**DISCUSSION:** Mr. Doug Camblin, *public*, complimented CAM-PLEX Staff for a job well done regarding snow removal, as well as the Board for attention to line items and requesting item explanation for clarity.

## 6. CONSTRUCTION REPORT/UPDATE

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

**DISCUSSION:** Mr. Esposito requested this agenda item be removed from this meeting’s agenda as no CMAR Report is available at the time of this meeting.

## 7. BOARD PROCESS

### A. Strategic Planning

#### a. Central/East Pavilion upgrades

Mr. Edmonds and Mr. Allee, CCPLB Members, met with Mr. Esposito, CAM-PLEX Executive Director, Will Hastreiter CAM-PLEX Director of Operations, and Jason Gearhart, CAM-PLEX Event Technician Supervisor, regarding upgrading Central/East Pavilion Building. The Board discussed how to proceed. Mr. Allee agreed to put together some sketches of the scope of the work to be done so approximate costs can be received. The Board directed Mr. Esposito to contact private construction companies to get a ballpark cost estimate for upgrading this facility. Mr. Esposito will report approximate costs received at a future Board Meeting.

#### b. Employee Compensation

The Board discussed several different ideas of how to move forward in consideration of Employee Compensation. The Board discussed CAM-PLEX is unique in the fact that this facility is not an 8 – 5 job. Employees work weekends, evenings, holidays as well as facilitating several different events at the same time. There needs to be careful consideration that CAM-PLEX jobs are more demanding/different than the

average County/City job and needs to be looked at in a different way regarding the current pay scale. The Board would like to focus on retention of current employees for knowledge and expertise.

**c. Storage**

Mr. Edmonds summarized the need for storage is on going and options are being discussed. The Board will continue to revisit this item at future Board Meetings.

**d. RV Site Upgrades**

Mr. Edmonds re-informed the Board that this item has been put on hold due to budget cuts and will be revisited in next year's fiscal budget.

**e. Campus Landscaping**

Mr. Edmonds and the Board will continue to explore options for updating landscape at CAM-PLEX

**B. Event Tech Position**

Mr. Esposito asked for the Board's support to visit with the County and the City to add an Event Tech Position to Staff now. This position is necessary to ease the burden to staff. Adding this position will increase this year's payroll by \$58,306.47, which consists of just under \$30K in pay for the remaining 37 weeks of this year and the remainder of this would be for benefits. Funding will be 80/20 County/City. This position will cost \$83,703.79 per year to fund, which breaks down to be \$19.52 per hour and \$40,601.60 annual pay and \$40.24 per hour with included benefits. Next year's budget will then have to be increased by \$83,703.79.

Motion: To add the Event Technician Position to this current fiscal year

Moved: Ms. Camblin

Second: Ms. Chapman

Motion passed unanimously

**C. Portable Scoreboards – Bid Approval**

Mr. Esposito is requesting the Board reject the bid that was received as it does not conform to proper specifications. Permission to rebid was asked as this is a product that is still needed to purchase.

Mr. Hastreiter reported the bid that was received was very basic including only home score, away score, and period. Coaches were contacted and asked what was needed. They reported fouls, bonus period, possession indicator and .10<sup>th</sup> of second and timer are all items that are critical and necessary. Delivery on these scoreboards will be after the 1<sup>st</sup> of the year. The initial bid amount was not to exceed \$25K.

Motion: To reject the bid for Portable Scoreboards.

Moved: Ms. Camblin

Second: Ms. Gross

Motion passed unanimously

**D. Camporee**

Mr. Esposito is asking for Board support in future consideration to provide safety for tent campers during Camporee. Due to high volumes of traffic on surrounding roads, Mr. Esposito suggests a guard rail be installed from approximately the Arbuckle Lodge to the Corner of Garner Lake Rd. and Boxelder Rd. and then down to East Boxelder to the Wyoming Center. Mr. Esposito will determine who, (County, State, City) is responsible for maintenance of these roads and approach the contact about possibilities of installing a safety barrier. Mr. Esposito reported the goal is to try and deliver an overall comprehensive plan to Camporee by November 1.



## E. Committee Reports (if any)

Discussion: None

## 10. OPERATIONS REPORT/UPDATE

### A. Executive Director Report:

- Mr. Esposito, Executive Director, reports the WACO conference, Wyoming Association of County Officials, took place and was a success. WACO is contracted to hold their annual event at CAM-PLEX for 2 years. The Art Gallery is opening Monday, October 25, 2021, at 7 p.m. October 25 is also National Fine Arts Appreciation Day, as well as the Heritage Center re-opening post remodel. 7 local artists will have their work on display. There will also be a reception to introduce Paul Storiato, Performing Arts Manager, to the community. The sports market is growing well. Tamala Schmidt, Box-Office Manager, moved to North Dakota and a replacement has been hired. 6 new State Association Events have been added to the book of events.
- **Finance – ReNae Keuck**, Director of Finance, reports the new Box-Office Manager, Chelsea Chapin, has been hired and will start October 28. Staff has been learning the new ticketing system. Year End processing is done and is now with the Auditors. Executime, the new time keeping system, has gone live.
- **Sales & Marketing – Sandra Olsen**, Director of Sales and Marketing, reports she put together a targeted group for contact, approximately 80, of State Associations in Wyoming. Ms. Olsen has started to look for contact information and will reach out to these groups individually. Ms. Olsen will take this opportunity to make sales calls as well as introduce herself to the groups. The Sales and Marketing Team is entering space holds on the books in effort to protect dates and space for yearly repeat events. Securing reoccurring space and dates is especially important for local events. Monday through Thursday events are continually targeted in effort to fill weekly dates.
- **Operations - Will Hastreiter**, Director of Operations, reports snow is wet and heavy but no leaks in roofs have been found. The new AVI Speedmaster was put out for delivery 2 days ago and should arrive next week.

## 11. MATTERS FOR NOTING

### A. CORRESPONDENCE:

DISCUSSION: None.

## 12. A. Board Calendar:

### I. Upcoming Board Meetings:

- a. December 9, 2021 @ 6:30 PM (Quarterly Commissioners meeting @ 6 PM)
- b. January 13, 2022 @ 6:30 PM (Workshop Begins @ 6 PM)

### ii. Other Meetings/Events:

None

**13. ADJOURNMENT**

Meeting adjourned at 7:38 PM.

**MINUTES PREPARED BY**

Pam Altenberg, October 22, 2021

**MINUTES APPROVED BY**

**SECRETARY:**

11/11/21 Charlene Camblin

[Campbell County Public Land Board]

(Signature & Date) Charlene Camblin, CCPLB Secretary