



CCPLB MEETING MINUTES: October 13, 2022

ATTENDEES

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

MEMBERS ABSENT:

LEGAL COUNSEL: Joe Hallock

STAFF: Pam Altenberg, ReNae Keuck, Mikenzie Ochs, Will Hastreiter, Keith Howard

STAFF ABSENT:

GUESTS: Greg Schreurs *City of Gillette Liaison*, Jake Goodrich *Gillette News Record*, Jaime Tarver *DOWL*, Mark Hines *DOWL*, Todd Gralla *Populous*, Joel Feldman *Populous*, Walter Franco *Victus Advisors*, Jered Plouzek *Victus Advisors*, Rich Arave *Victus Advisors*, Jon Gallardo *Gillette News Record*.

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on October 13, 2022, at CAM-PLEX. The meeting began at 6:03 PM. The meeting was presided over by Chairman Darin Edmonds.

2. APPROVAL OF CCPLB AGENDA

A. To approve the October 13, 2022, Agenda as amended

Discussion: to add to approve the October 4, 2022, and October 6, 2022, Executive Session Minutes.

Motion: To amend the agenda to add to approve the October 4, 2022, And October 6, 2022, Executive Session minutes

Moved: Mr. Land

Second: Ms. Camblin

Vote: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the September 8, 2022, CCPLB Meeting Minutes

To approve the October 4, 2022, CCPLB Executive Session Meeting Minutes

To approve the October 6, 2022, CCPLB Executive Session Meeting Minutes

DISCUSSION: None

Moved: Ms. Chapman

Second: Mr. Maul

Vote: Motion passed unanimously

4. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the October 13, 2022, meeting were reviewed.

- October 2022 Accounts Payable Voucher Numbers 4427 - 4541 in the amount of \$41,924.81
- October 2022 Manual Purchase Order Numbers 11189- 11221 in the amount of \$920,565.00
- October 2022 Payroll Warrants in the amount of \$155,173.19 for the period of 09/22/2022 – 10/26/2022

DISCUSSION: Ms. Camblin asked why credit card expenses were higher than normal. Ms. Keuck explained this was due to rodeo and travel expenses. Mr. Pownall inquired on several invoices regarding expenses for equipment. Mr. Hastreiter reported expenses were due to Rodeo: light plants, water trucks, scissor lifts, etc.

Moved: Mr. Pownall

Second: Mr. Mills

Vote: Motion passed unanimously

5. CITIZEN INPUT

DISCUSSION:

None

6. OPERATION REPORT/UPDATE

A. Events – Keith Howard, Director of Sales and Marketing, reported he and his team are preparing for a busy couple of months with upcoming events to include: the Yellowstone Classic and Fitness Expo in the theater, YES House Dancing with the Stars, Powder River Antique Crafts Bonanza and Bazaar, Cirque Mechanics, Week Long Immersive Theater Camp for Kids, Treat Street, ARP Fall Fling, Etta May & the Southern Fried Chicks, Fur Kid Foundation Holiday Bazaar, Chamber Awards Banquet, and Christmas Shows including 3 Redneck Tenors and Rudolph the Red-Nosed Reindeer and Christmas at CAM-PLEX.

B. Operations – Will Hastreiter, Director of Operations, reported the Central/East Pavilion Exterior Door Replacement Project is scheduled to start with door #2 (both doors) starting October 24, 2022, door #3 (both doors) October 31 – November 3rd, door #4 (both doors) and doors #9 and #10 (single doors) November 28th – December. Mr. Pownall inquired about the status of the Hail Damage Claim. Mr. Hastreiter reported approximately 90% of the total work is complete. There are a few items that remain to be addressed such as voltages for parking lot lights, Heritage Center & Energy Hall siding, a few leaks in East Pavilion and other small miscellaneous items. Ms. Camblin asked about the progress of stall cleaning. Mr. Hastreiter reported there are ninety-eight stalls left to clean and then all stalls will be 100% complete. There was a 4" water main break underneath the Windmill shower building. Powder River Construction came out per the insurance company, cut out concrete to expose what damage was underneath the building. An Insurance Engineer from Denver came to look at the damage last Friday and will have an assessment of repairs needed and a direction to take within a couple of weeks.

C. Finance – ReNae Keuck, Director of Finance, reported the year end audit is in progress. This project should be complete within the next month. ESS, Employee Self Service for payroll, is connected for all employees to go online for payroll information and insurance enrollment/changes. Mr. Pownall asked about purchases of Certificates of Deposits (C.D.'s). Ms. Keuck purchased one C.D. at the rate of 3%, will possibly purchase another C.D. now and possibly another in November when the Federal Reserve raises interest rates again.

7. BOARD PROCESS

A. Master Plan Presentations

a. **POPULOUS – Norman, Oklahoma (BOARD PACKET ATTACHMENT “C”)**

b. **Victus Advisors – Park City, Utah (BOARD PACKET ATTACHMENT “D”)**

Discussion: Both Companies were present and made presentation to the Board for the RFP (Request for Proposal) for the CAM-PLEX Master Plan. The Board will review both submittals and address this topic at a later Board Meeting to award the bid.

B. Organizational Chart Discussion

Mr. Edmonds informed the Board that there has been ongoing discussion regarding the current organizational chart. Since there is currently a vacant position (Executive Director), and the timing of the master plan process, Mr. Edmonds feels now would be a good time to review how CAM-PLEX is currently structured. Ms. Keuck passed out copies of the current organizational chart for the Board to review. Ms. Chapman stated the Board had just revamped the organizational chart and wondered what the concerns are. Mr. Edmonds replied there has been ongoing conversations with the commissioners, staff, and others, in terms of the Ag side of the business wondering if this is a director level position or not. Mr. Edmonds reiterated that during Mr. Esposito's term of employment, Mr. Esposito questioned if the Ag side of CAM-PLEX is too much for one person to manage. Mr. Pownall stated that the Board should wait for the new Executive Director position to be filled and for this person to make that decision if/when appropriate. Ms. Chapman agreed with Mr. Pownall. Ms. Camblin asked for Ms. Keuck's and Mr. Hastreiter's opinions on this matter. Ms. Keuck stated she wondered if there should be a split at the Operations Director level or below this level. Ms. Chapman asked Ms. Keuck and Mr. Hastreiter if the job is too much and if Mr. Hastreiter needed more help. Ms. Keuck stated she feels the Director of Operations duties should be split. Mr. Hastreiter stated he feels that if an Executive Director has the same mindset as Mr. Hastreiter, this will help in knowing which path to follow; however, Mr. Hastreiter is not sure what a split of responsibilities would look like. Mr. Hastreiter is hopeful the new Executive Director will help in finding a solution for this area of question. The Board agreed any change(s) to the current organizational chart will be determined by the new Executive Director and then revisited by the Board if needed.

C. Camporee Update

Mr. Edmonds reported to the Board he has received an emailed update for Camporee from Mr. Matt Olsen *Campbell County Public Works Director*. The update includes: **Land Transfer** – Coordination with the City of Gillette will take place as this subdivision of land is within the city limits. Coordination with the Joint Powers Fire Board as the Camporee site encroaches on a portion of their land. **Construction** – Dirt moving is out for bid. Bid recommendations will be presented to the Commissioners on November 1, 2022. The anticipated starting time for dirt work is mid-November with an estimated completion time of one month. Ms. Keuck reported to the Board that Monday Night Live, a Facebook blast of public information for Camporee, is starting Monday, October 24, 2022, 6 p.m. This information blast will be live once per quarter. Mr. Pownall asked for an update regarding application of available grant monies. Ms. Keuck reported Mr. Howard has submitted an outdoor recreational grant which is state funded in the amount of \$750K. The deadline for this grant submittal is the end of November. Mr. Hastreiter advised the Board that the assessment from The Department of Homeland Security is complete.

D. Executive Session – Personnel

Motion: To enter Executive Session to discuss personnel and Legal with Mr. Hallock, CCPLB Interim Attorney, present at 8:12 p.m.

Moved: Ms. Camblin

Seconded: Mr. Pownall

Voted: Motion passed unanimously

CCPLB returned to regular session at 9:29 p.m. All CCPLB Members, and Mr. Hallock, were present.

Motion: To authorize CCPLB Chairman, Mr. Edmonds, to negotiate terms of an employment contract with Mr. Aaron Lyles.

Moved: Ms. Camblin

Seconded: Mr. Maul

Voted: Motion passed unanimously

8. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

9. BOARD CALENDAR

i. Upcoming Board Meetings:

- a. November 10, 2022, at 6:30 p.m. (Workshop begins @ 6 p.m.)
Energy Hall Conference Room
- b. December 8, @ 6:30 p.m. (Quarterly Commissioner Meeting begins @ 6 p.m.)
Energy Hall Conference Room

ii. Other Meetings/Events:

- a. November 14, 2022, at 6 p.m. Camporee Public Forum
Energy Hall Ballroom

9. ADJOURNMENT

Meeting adjourned at 9:31 PM.

MINUTES PREPARED BY

Pam Altenberg, October 21, 2022

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board]

 11-10-22
(Signature & Date) Chuck Land, CCPLB Secretary