

Campbell County Public Land Board (CCPLB)

Meeting Minutes February 8, 2018

Members	Staff
Present: Mary Silvernell, Don Hamm, Duane Evenson, Skyler Pownall, Kevin Couch, Charlene Camblin Absent: Troy Allee	Present: ReNae Keuck, Greg Rook, Janell Paris, Heather Kuhrt
Legal Counsel	Guests
Present: Frank Stevens	Present: Billy Montgomery <i>City Liaison</i> ; Rusty Bell <i>County Liaison</i> ; Patrick Filbin representing the <i>News-Record</i>

ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	Call to Order/Attendance	The meeting was called to order at 6:30 p.m. MDT on February 8, 2018, by Chair Mary Silvernell.	
2.	Approval of CCPLB Agenda	The February 8, 2018, agenda was reviewed and revised. <ul style="list-style-type: none"> • Item 6C. changed to "Review 2018/2019 Budget Presentation" and the suggested motion deleted. 	Mr. Hamm made a motion to approve the revised February 8, 2018, agenda. Mrs. Camblin seconded the motion, and it passed unanimously.
3.	Approval of Minutes	<p>A. The January 11, 2018, CCPLB meeting minutes were reviewed.</p> <p>B. Approval of January 31, 2018, CCPLB/Staff Planning Meeting Minutes.</p>	<p>A. Mr. Evenson made a motion to approve the January 11, 2018, meeting minutes as presented. Mr. Hamm seconded the motion, and it passed unanimously.</p> <p>B. Mr. Couch made a motion to approve the January 31, 2018, CCPLB/Staff Planning Meeting minutes. Mr. Hamm seconded the motion, and it passed unanimously.</p>
4.	Consent Agenda	<p>A. Approval of Warrants: The Warrants for the February 8, 2018, meeting were reviewed.</p> <ul style="list-style-type: none"> - January 2018 Accounts Payable Voucher Numbers 47297-47385 (General Fund/Special Events) in the amount of \$56,014.47. - January 2018 Manual Purchase Order Numbers 9805-9830 in the amount of \$156,257.82. - January 2018 Payroll Warrants in the amount of \$203,274.80 for the period of 12/17/2017-1/27/2018. 	<p>A. Mrs. Camblin made a motion to approve the Warrants. Mr. Evenson seconded the motion, and it passed unanimously.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
5.	Citizen Input	None		
6.	Board Process	<p>A. The Board reviewed the annual approval process of the CCPLB By-Laws.</p> <ul style="list-style-type: none"> • The Governance Committee did not have any changes. If any Board Member recommends changes, they are to contact a committee member. <p>B. The Board/Staff Planning Meeting Follow-Up.</p> <p>i. Rental Rates</p> <ul style="list-style-type: none"> • Rental rates will remain the same. <p>ii. Ticketing Fees</p> <ul style="list-style-type: none"> • Various ticketing fees were discussed including adding a “Facility Fee” to all ticket sales. The additional revenue would be used towards facility maintenance. The “Facility Fee” would be a specific priced fee per ticket sold. A “Convenience Fee” is a certain percentage per transaction, for online sales only. Currently, CAM-PLEX’s ticketing system charges an additional fee for credit cards only. • Interim GM ReNae Keuck contacted other event facilities about their fees and found it standard to have a “Facility Fee” and “Convenience Fee”. She asked if people complained about the additional charge. They stated there will always be complaints, but most people want the convenience of paying online and having their tickets right away. Communications with other facilities also informed her that artist contracts will state that credit card fees are covered by promoters. • The Board asked how many tickets are sold annually and what revenue would additional fees bring in? The past 6 months 	<p>A. Mr. Hamm made a motion to approve the proposed By-Laws as written. Mr. Evenson seconded the motion, and it passed unanimously.</p> <p>Bi. Mrs. Camblin made a motion to approve CAM-PLEX rental rates remain the same. Mr. Evenson seconded the motion. Mary Silvernell, Duane Evenson, Skyler Pownall, Kevin Couch, and Charlene Camblin voted in favor. Mr. Hamm abstained. Motion passed.</p>	<p>Bii. The Board directed staff to move forward with finding information on facility and convenience fees. Staff will present a package to the Board at the March or April meeting.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>including Rodeo, there were approximately 30,000 tickets sold. With a 50-cent facilities fee that would bring in an additional \$15,000 to use towards maintenance. Other facilities fees vary in price, it was recommended to look around and find a reasonable fee price.</p> <p>iii. Special Events Funds Request.</p> <ul style="list-style-type: none"> • The Windmill Plumbing Replacement was moved into Capital Requests. There was discussion of what the Board could approve themselves. The Special Events Language was rewritten so the Land Board could approve up to \$35,000 without having City and County approval. It was decided the Black Widow Arena Drag, Smart Things Facility Wide, Sewer Line Jetter, and Tables were able to be approved by the Land Board out of the Special Events Fund. The rest of the purchases will need to be approved by the City and County. <p>iv. Wyoming Center Trust Fund Request</p> <p>C. The 2018/2019 Budget was presented to the Board for review.</p> <ul style="list-style-type: none"> • Budget Books were presented to the Board. There is no longer a separate Heritage Center budget. It was moved to the CAM-PLEX Events budget. Rental events will still be under the Operations budget. The Theater Manager wages will be used towards getting the Event Technician position back and using the 	<p>Biii. Mrs. Camblin made a motion to approve the Special Events Funds Request List as presented. Mr. Evenson seconded the motion, and it passed unanimously.</p> <p>Mrs. Camblin withdrew her motion to approve the Special Events Funds Request List as presented. Mr. Evenson withdrew his second.</p> <p>Mr. Pownall made a motion to approve the items that pertain to the Special Events that total \$24,500 to be purchased now. The remaining items will go to the City and County for approval. Mr. Couch seconded the motion, and it passed unanimously.</p> <p>Biv. Mr. Evenson made a motion to approve using the Wyoming Center Trust Fund Request as presented. Mr. Couch seconded the motion, and it passed unanimously.</p>	<p>C. The Board will go through the budget book in preparation for the February 22nd Meeting.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
6.	Board Process	<p>remaining wages to hire an Administrative Assistant with graphics experience. With that our staff would be complete. The only addition for hiring a new employee would be \$18,000 to cover benefits. The Board will meet on February 22, 2018, to discuss and make any changes needed before sending to the City and County for approval. The budget will be approved at the Board Meeting in March.</p> <p>D. The Community Linkage Committee reported to the rest of the Board.</p> <ul style="list-style-type: none"> • If the Board gets calls from the public, they need to redirect them to CAM-PLEX Staff. • They also discussed being cautious when communicating on social media. Things can escalate quickly, so use it as a tool but effectively. Use media outlets to report good and bad information to our community. • The committee discussed the thought of creating an advisory board with community members and coordinators that use the facility, to provide ideas for the future. A “Vision Committee” could meet twice a year to integrate the community and CAM-PLEX. The community could research what is needed to be competitive with other facilities, come up with a long-term plan for the unused land located north of the complex (next to Highway 51), and the new land east of the racetrack. <p>E. Follow up items from the previous meeting.</p> <ul style="list-style-type: none"> i. There were no follow up items from the previous meeting. <p>F. There were no contracting or purchasing decisions at this meeting.</p>		<p>D. If there are ideas of people that could serve on the “Vision Committee” inform a Community Linkage Member.</p>
7.	Operations Report/Update	<p>A. Interim GM ReNae Keuck discussed the following items:</p> <ul style="list-style-type: none"> i. The January 2018 CAM-PLEX Event Data was reviewed. The Year to Date column will be updated next month. 		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>ii. The Quarterly Financial Summary Report was given by Mr. Keuck. The report runs through the end of December.</p> <p>iii. January Events:</p> <ul style="list-style-type: none"> • Missoula Children’s Theatre production of “Aladdin” had 148 kids participate, 356 tickets were sold. • Dance Outreach had January classes. • Bar J Wranglers sold 576 tickets. <p>iv. Upcoming Events:</p> <ul style="list-style-type: none"> • The Chuckwagon Dinner will be Saturday followed by Bulls & Boot Scootin’. The bronc riding scheduled for Saturday and was cancelled due to the EHV-1 virus. Bull riding was moved from Friday to Saturday. The Chuckwagon Dinner will not be affected. Brock Finn will perform at the dance afterwards. • The Magic of Bill Blagg Live, Gobsmacked, Streetfest, & CAM-PLEX Garage Sale will take place in the next few months. • An update was given on the recent EHV-1 situation at CAM-PLEX. East Pavilion and Barn 3 have been disinfected and will remain closed until Monday morning if no new cases are presented. The incubation period for horses exposed at the barrel race ends on Sunday. A press release went out Tuesday morning with information on CAM-PLEX’s steps to sanitize the barns. Mr. Greg Rook did a radio interview with Dr. Marshall Kohr on Thursday. Mr. Rook commended staff on their hard work this week dealing with the process. The Assistant State Vet, Dr. Winslow, and Mr. Rook are partnering to do a public meeting at 6:30 PM Friday to provide information to the public and answer questions. Regional barns have contacted 		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>CAM-PLEX and are following the vet approved process for disinfecting.</p> <p>v. Staff update:</p> <p>a. General Manager search is ongoing. The final position overview and proposed work plan was forwarded to all Board Members. Mrs. Silvernell talked to Mark Gnatovic with Searchwide to discuss the search status. He stated it had only been a week, but Gillette's destination has been a challenge. He has a few candidates that are interested and is feeling comfortable with the search so far.</p> <p>b. Senior Administrative Assistant/Theatre Position was listed. The job has been posted and there are four applicants already. However, none of them have a theater background. A staff member's friend with a degree in theater is interested and may apply.</p>		
8.	Matters for Noting Board Meeting	<p>A. Major Correspondence (none)</p> <p>B. Board Calendar:</p> <p>i. Upcoming Board Meetings:</p> <ul style="list-style-type: none"> • The March 8, 2018, CCPLB meeting is scheduled at 6:30 p.m. MDT with the Quarterly Commissioners Meeting at 6:00 p.m. MDT. • The April 12, 2018, CCPLB meeting will be at 6:30 PM MDT with the pre-meeting workshop at 6:00 PM MDT. <p>ii. Other meetings/events:</p> <ul style="list-style-type: none"> • The CCPLB/Manager Budget Meeting will be at 5 PM MDT February 22, 2018, in the Board Room. • The Joint Powers Budget Review Meeting will be at 6:15 PM MDT March 22, 2018 at the George Amos Building in the Cottonwood Room. 		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		C. Summary of Follow-Up Items: Actions to be taken noted.		
9.	Evaluation	None		
10.	Adjournment	CCPLB meeting was adjourned at 7:39 p.m. MDT.		

Respectfully submitted,

Duane Evenson, Secretary