CCPLB MEETING MINUTES:
April 10th, 2025

MEMBERS PRESENT: Laura Chapman, Janalee Black, Larry Mills, Brian Norstegaard, Jerry Means, Jake Boller, Charles Land
MEMBERS ABSENT:
LEGAL COUNSEL & BOARD LIASONS PRESENT: J. David Horning - *Horning, Horning & McGrath*, Heidi Gross - *City of Gillette Liaison (Remote)*
STAFF: Aaron Lyles, Adam Schuff, Wendy Balo, Mary Hipsag, Vickie Balo, Ethan Sanders
GUESTS: Trent Jones (Powder Basin Motocross Track), Jack Greer (307 Horse Racing), Nachelle McGrath (NE WY Community Health Foundation), Kevin Couch (WYBA), Matt Mungiole (WY Sportsman Group), Marilyn Mackey, Jonathan Gallardo (The News Record)

1. **CALL TO ORDER**
   The Campbell County Public Land Board meeting was held on April 10th, 2025, at the CAM-PLEX. The meeting was called to order by Board Chair Chapman at 6:30 PM.

2. **APPROVAL OF CCPLB AGENDA**
   Motion: To approve the agenda.
   Moved: Charles Land; Second: Jake Boller; Discussion: None
   Vote: Passed Unanimously

3. **CONSENT AGENDA; APPROVAL OF WARRANTS**
   Motion: To approve the consent agenda
   Moved: Jake Boller; Second: Charles Land; Discussion: None
   Vote: Passed Unanimously

4. **CITIZEN INPUT**
   Trent Jones (Powder Basin Motocross Track): Mr. Jones presented a request to move a jump that will require dirt work. Mr. Jones is the contractor for that project and member of the motocross club. The plan is to take the dirt from the retainage pond area and build the jump, returning that area to be used as a retainage pond once again. Director Lyles worked with Attorney Horning regarding the well on the property as the pump had gone out. The group was given the green light to fix the well at their own expense (Mr. Jones believes that it has already been replaced).
   Nachelle McGrath (Executive Director of the NE WY Community Health Foundation): Ms. McGrath handed out their Annual Report and wanted to take a few moments to say how important Cam-Plex is to the non-profit community in Gillette and Campbell County. This year they will celebrate 20 years of the Black Cat Ball and 34 years of the Festival of Trees. Last year the Festival of Trees brought in over half a million dollars and these funds are used to support local cancer patients, lifeline availability at $25/month, hospice support, scholarships, and their new mental health program, Hope Source. Regarding rate increases, Ms. McGrath expressed "All we ask is that as you are looking at future planning, please keep the non-profit organizations in mind."
   Kevin Couch (WYBA): Mr. Couch handed out a PowerPoint and expressed his concerns to the board regarding rate increases especially with the newer events like the Thanksgiving Tip-Off. Director Lyles reviewed the discounts we offer for non-profit organizations. Discussion followed

regarding sports tourism and the draw that it brings into our community. Director Lyles requested latitude from the CCPLB to come up with an equitable arrangement with Mr. Couch by investing time, energy, and our marketing team to come up with creative solutions.
Marilyn Mackey: Ms. Mackey thanked the board for the opportunity to speak and she appreciates the dialogue. She spoke on how Cam-Plex has been the cornerstone of our community since 1981 when the joint powers agreement was signed and became the guiding document. The Cam-Plex grand opening was August 14th, 1985, forty years of enhancing the educational, cultural, recreational needs of Campbell County citizens. She is disheartened by those who feel that Cam-Plex should be a for-profit institute, which she believes is contrary to the founding documents. She was encouraged by the joint budget meeting. She thanked everyone here for their time, service and efforts towards finding solutions to keep this wonderful facility viable and available to benefit our citizens and our economy for the next 40 years.

5. **STAFF REPORTS**

5.1 Executive Director's Report (Attachment "D") – Director Lyles handed out the Executive Director's Report. Horse Racing season 2025 updates: the Boxelder lights installation is nearing completion, thank you to Bear Lodge Electric. Mr. Greer, 307 Horse Racing, reported expenses of $125,000 for the Bridle Path and Panels stating that they've already brought in ten loads of sand this season. Discussion regarding when to turn on water in Boxelder, as the lines are not buried deep enough, with the decision to turn it on as soon as they can reasonably do so. The goal is May 9th, sooner if able. Staffing updates: currently interviewing for Director of Operations, Equine Tech, and Event Tech. Interviews for the Maintenance Technician position (previously held open) will start the third week of April as the department workload is too high to leave the position unstaffed. Event updates: Xtreme Ice Racing sold out the general admission seating on the day of the event including most premium seats, leaving few premium seats unsold. Director Lyles provided clarification on the PGI contract negotiations process.
5.2 Facilities & Operations - Mr. Sanders reported on boiler issues in the Heritage Center, the parts are on order. They are currently working with Vemco, a company out of Billings, on issues with the airwalls. There is playground equipment that we will update in the plaza. Regarding the seasons changing (turning on water etc.), they are actively working on getting systems and buildings in Morningside Park ready to go. Overall, they are keeping busy.
5.3 Events – Mrs. Hipsag reported 37 events and 568 booked dates for April with the majority being concerts and live events. Notable events this month include: Crawfish Boil, Shriners Circus, Special Olympics, and the ARP Spring Fling Barrel Race. The sales team and community engagement have been busy working on the new software transition for Momentous and have dived into a complete retooling of the website.
5.4 Finance – Mrs. Wendy Balo reported on the positive budget meeting. Currently working through quarterly reports. She continues to work with ReNae as needed.

6. **BOARD PROCESS**

6.1 Project # 1007, 1008, 1009, 1011, 1012, 1013, 1014, 1015, and 1016 Bid Opening Results
Project # 1007: Table Replacement – One bid respondent: MityLite, Inc. with bid of $27,256.00 for fifty (50) 8' rectangle tables and twenty (20) 6' round tables. The budget for this project is $40,000 with staff recommendation is to proceed with the bidder, MityLite, Inc.

Motion: To award the bidder, MityLite Inc., as submitted and to allow staff to increase or reduce quantities to meet the budgeted amount for Project # 1007.

Moved: Janalee Black; Second: Jerry Means; Discussion: The board discussed options with staff (this is a materials only bid).

Vote: Passed Unanimously

Project # 1008: Chair Replacement – One bid respondent: Canter & Associates with a bid of $20,554.93 for 150 chairs including storage and transport cart. The budget for this project is $45,000.00 with staff recommendations to proceed with the bidder, Canter & Associates.

Motion: To award the bidder, Canter & Associates, as submitted and to allow staff to increase or reduce quantities to meet the budgeted amount for Project # 1008.

Moved: Janalee Black; Second: Jerry Means; Discussion: The board discussed options with staff (this is a materials only bid).

Vote: Passed Unanimously

Project # 1009: High Back Chairs - One bid respondent: MityLite, Inc. with a bid of $20,206.00 for 100 high back chairs including storage and transport cart. The budget for this project is $20,000 with staff recommendation to proceed with bidder, MityLite, Inc.

Motion: To award the bidder, MityLite, Inc., as submitted and to allow staff to increase or reduce quantities to meet the budgeted amount for Project # 1009.

Moved: Janalee Black; Second: Jerry Means; Discussion: The board discussed options with staff (this is a materials only bid).

Vote: Passed Unanimously

Project # 1011: Energy Hall Walk-In Freezer/Chiller Replacement – Two bid respondents: Powder River Heating with a bid of $80,140.00 & Air Conditioning and Air-Tech Heating and Air Conditioning with a bid of $67,916.00.

Motion: To award the bidder, Air-Tech Heating and Air Conditioning, in the amount of $67,916.00 for Project # 1011.

Moved: Charles Land; Second: Brian Norstegaard; Discussion: The board discussed options with staff.

Vote: Passed Unanimously

Project # 1012: Asphalt Crack/Resealing – Two bid respondents: Z&Z Asphalt (Billings, MT) with a bid for Crack fill at $0.93/linear foot and Sealcoat at $0.24/square foot and Design Construction with a bid for Crack fill at $0.80/linear foot and Sealcoat at $0.27/square foot. We will be able to determine the ratio of Crack fill to Sealcoat so the board has latitude to make the decision as there is no clear winner.

Motion: To award the bidder, Design Construction, in the amount of $0.80/linear foot for Crack fill and $0.27/square foot for Sealcoat up to the budgeted amount for Project # 1012.

Moved: Janalee Black; Second: Larry Mills; Discussion: The board discussed options with staff. Design Construction will need to submit the initialed pages of the bid proposal prior to the Notice to Proceed.

Vote: Passed Unanimously

Project # 1013: Morningside Park Walk-In Cooler Repair - Two bid respondents: Powder River Heating and Air Conditioning with a bid of $19,250.00 and Air-Tech Heating and Air Conditioning with a bid of $15,701.00.

Motion: To award the bidder, Air-Tech Heating and Air Conditioning, in the amount of $15,701.00 for Project # 1013.

Moved: Jake Boller; Second: Janalee Black; Discussion: The board discussed options with staff.

Vote: Passed Unanimously

Project # 1014: Curb and Sidewalk Repair – One bid respondent: Powder River Construction, with a bid of R&R 4" Sidewalk at $20/square foot and R&R Curb & Gutter at $100/linear foot. We will get to pick and choose the amounts of each to be completed.

Motion: To award the bidder, Powder River Construction, in the amount of $20/square foot of R&R 4" Sidewalk and $100/linear foot of R&R Curb & Gutter up to the budgeted amount for Project # 1014.

Moved: Janalee Black; Second: Jerry Means; Discussion: The board discussed options with staff.

Vote: Passed Unanimously

Project # 1015: Light Plant Purchase – One bid respondent: Sourcewell, for Multi-quip light plants in the amount of $11,347.50 (three each) for a total of $34,042.50 before shipping. The budget for this project is $40,000.00.

Motion: To award the bidder, Sourcewell, for Multi-quip Light Plants in the amount of $34,042.50 before shipping for Project # 1015.

Moved: Charles Land; Second: Brian Norstegaard; Discussion: The board discussed options with staff.

Vote: Passed Unanimously

Project # 1016: Asphalt Lot Resurfacing – One bid respondent: Simon Contractors in the amount of $175,275.20 for the (Bid Priority Area Only). Bid included alternates. The budget for this project is $295,000.00. Following the base bid award alternates will be awarded as budget allows.

Motion: To award the bidder, Simon Contracting, for the Bid Priority Area, and fixing other areas as able up to meet the budgeted amount for Project # 1016.

Moved: Janalee Black; Second: Charles Land; Discussion: The board discussed options with staff.

Vote: Passed Unanimously

6.2 Maintenance Update – Director Lyles requested the board to review the Executive Director's report as it has a substantial maintenance summary, and to reach out or ask any questions.

6.3 City/County Memorandum of Understanding (Attachment "C") –Mr. Jerry Means was thanked for helping to make this happen. Everything on the requested priority maintenance list was approved except for item # 16, storage building. These repairs will need to be completed by June 30th, 2026, noting that many repairs will be completed by contractors.

Motion: To execute the Memorandum of Understanding between the City, County, and the land board.

Moved: Jerry Means; Second: Charles Land; Discussion:

Vote: Passed Unanimously

6.4 Event Concrete Pad Request – Blessed Performance has requested a 100 x 200 concrete pad for an annual event they want to host in October, paying for it out of ticket sales over the next three years.

Motion: To approve the event concrete pad request contingent on the executed contract as outlined by Director Lyles.

Moved: Jake Boller; Second: Jerry Means; Discussion: The board discussed options.

Vote: Passed Unanimously

6.5 2025/26 Budget Update – Thank you to the City and County leaders for all the help with the budget. Director Lyles discussed options for the Central Pavilion Heater Replacement. The heaters are line item 15 on our MOU budget in the amount of $143,000.00.

Motion: To sole source item 15 of the MOU approved items, Central Pavilion Heater Replacement, to the current contractor providing the same service in East Pavilion.

Moved: Jerry Means; Second: Larry Mills; Discussion: The board discussed options.

Vote: Passed Unanimously

6.6 Horse Racing Update – Race season update was provided. Mr. Greer was in attendance.

6.7 PGI Update – Director Lyles clarified what a guarantee is in the events business regarding the PGI contract negotiating wording. There is a chance PGI could be here sooner than the 2027 season, and with the 250th anniversary it could be exciting for 2026 should it work out.

7. BOARD CALENDAR

Upcoming Board Meetings:

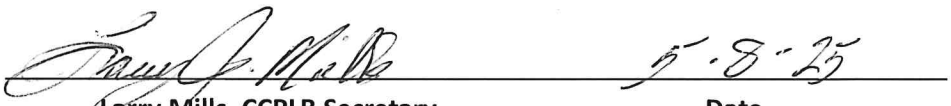
- May 8th, 2025 @ 6:30 PM – CCPLB Regular Meeting - Energy Hall Conference Room
- June 12th, 2025 @ 6:30 PM – CCPLB Regular Meeting - Energy Hall Conference Room
- July 10th, 2025 @ 6:00 PM – Commissioner's Qtrly Meeting – Cam-Plex Office Board Room
- July 10th, 2025 @ 6:30 PM – CCPLB Regular Meeting – Cam-Plex Office Board Room
- August 14th, 2025 @ 6:30 PM – CCPLB Regular Meeting – Energy Hall Conference Room

8. ADJOURNMENT

Motion: Meeting adjourned at 8:39 PM.
Moved: Jerry Means; Second: Janalee Black; Discussion: See you all on May 8th.
Vote: Passed Unanimously

Minutes Prepared By: Vickie Balo Date: 04/22/2025

Minutes Approved By:
Campbell County Public Land board



5-8-25

Larry Mills, CCPLB Secretary **Date**