



CCPLB MEETING MINUTES:

December 11th, 2025

MEMBERS PRESENT: Laura Chapman, Janalee Black, Brian Norstegaard, Jerry Means, Jake Boller, Terry Leu, Rocky Marquiss

MEMBERS ABSENT: Heidi Gross – *City of Gillette Liaison*

LEGAL COUNSEL & BOARD LIASONS PRESENT: J. David Horning - *Horning, Horning & McGrath*

STAFF: Aaron Lyles, Wendy Balo, Aaron Beyerl, Adam Schuff, Vickie Balo

GUESTS: Doug Griffis

1. CALL TO ORDER

The Campbell County Public Land Board meeting was held on December 11th, 2025, at the CAM-PLEX. The meeting was called to order by Board Chair Chapman at 6:30 PM.

2. APPROVAL OF CCPLB AGENDA (Attachment "A")

Motion: To amend the agenda to include an Executive Session: Personnel and for matters confidential by law, following Board Process Item 6.4.

Moved: Jake Boller; **Second:** Brian Norstegaard; **Discussion:** None

Vote: Passed Unanimously

Motion: To approve the amended agenda.

Moved: Terry Leu; **Second:** Jake Boller; **Discussion:** None

Vote: Passed Unanimously

3. CONSENT AGENDA; APPROVAL OF WARRANTS (Attachment "B")

Motion: To approve the consent agenda.

Moved: Jake Boller; **Second:** Janalee Black; **Discussion:** None

Vote: Passed Unanimously

4. CITIZEN INPUT

None

5. STAFF REPORTS

5.1 Executive Director's Report – Executive Director Lyles provided an update on the Verizon Cellular Tower. A right-of-entry document from Verizon will be forwarded to legal counsel for review. Mr. Lyles reported receipt of the gators from County Fleet and noted that pickups and the manure spreader are still pending. The Tyler cloud migration is underway per county direction; the original thirty-thousand-dollar (\$30,000) fee has been reduced to fifteen thousand dollars (\$15,000), with an ongoing annual software cost of around thirty thousand (\$30,000). This will be a consideration during the upcoming budget season. County IT will continue to provide limited IT support which could possibly result in increased IT costs with Clay. The NHSFR bid winner meeting is scheduled for the third week of January; it is currently unknown whether Cam-Plex will participate in the sites portion of the meeting. Cam-Plex's bid was acknowledged. An update on the Equine Herpes outbreak was provided. Cancellations continue, with the ARP Barrel Racing Competition being the only event cancellation to date. Most riders have cancelled through the first of the year.

5.2 Facilities & Operations – Mr. Beyerl reported that materials are pending to complete the new board room, with completion anticipated in mid-January. The contractor indicated that the

second gazebo should be installed on Monday. Work continues on priority maintenance items, and staff remain busy preparing for Buck and Ball.

5.3 Events – Director Lyles reviewed the events list, highlighting growth in the Nick of Time trade show. The holiday programming has been well received with the Home Free concert selling out and the Christmas in Killarney approximately half sold. Buck and Ball setup begins Sunday night, with dirt arriving the following Tuesday.

5.4 Finance – Mrs. Balo reported that budget season is approaching and expressed enthusiasm about participating fully this year. The Tyler cloud migration begins this evening and is expected to conclude Saturday, with full operations resuming Monday. She briefly reviewed the included quarterly investment report and noted that funds for the Wyoming Center lighting project have not yet been withdrawn.

BOARD PROCESS

6.1 Bid Award: Project 2601 – Central Interior Painting

Four bids were received for the Central Pavilion interior painting project, ranging from ninety-eight thousand eight hundred fifty dollars (\$98,850.00) to three hundred eighty-eight thousand five hundred dollars (\$388,500). Staff recommended awarding the contract to Quality Driven Service, LLC in the amount of ninety-nine thousand six hundred fifty dollars (\$99,650). The lowest bid was deemed non-conforming, as the bidder did not visit the project site.

Motion: To accept the Quality Driven Service, LLC, bid for the Central Pavilion Interior Painting in the amount of ninety-nine thousand, six hundred fifty dollars (\$99,650.00).

Moved: Rocky Marquiss; **Second:** Jerry Means; **Discussion:** None

Vote: Passed Unanimously

6.2 Bid Award: Project 2605 – Table and Chair Replacement Program

Budgeted for forty thousand dollars (\$40,000) for the Table and Chair Replacement Program. Three bids were received, ranging from thirty-seven thousand six hundred thirty-three dollars and twelve cents (\$37,633.12) to ninety-nine thousand nine hundred fifty dollars (\$99,950). Staff recommend awarding the contract to Mity Lite, Inc. as the lowest bidder.

Motion: To accept the Mity Lite Inc. bid for the Table and Chair Replacement Program in the amount of thirty-seven thousand, six hundred thirty-three dollars and twelve cents (\$37,633.12).

Moved: Jerry Means; **Second:** Jake Boller; **Discussion:** None

Vote: Passed Unanimously

6.3 Bid Award: Project 2606 – Chair Replacement Program

Budgeted for forty thousand dollars (\$40,000). There were three bids received ranging from forty-four thousand, three hundred thirty-eight dollars and fifty-eight cents (\$44,338.58) to seventy-eight thousand five hundred sixty-two dollars (\$78,562). Staff recommended awarding the bid to Canter, with a change order reducing the number of chairs by twenty-nine (29) for a total of two hundred sixty-one (261) chairs, to meet the approved budget. The bid was considered non-conforming due to electronic submission; however, Canter contacted staff prior to the deadline, and the mailed bid was received before the Land Board Meeting.

Motion: To accept the bid as proposed by Canter for the Chair Replacement Program in the amount of forty thousand dollars (\$40,000.00).

Moved: Rocky Marquiss; **Second:** Jake Boller; **Discussion:** None

Vote: Passed Unanimously

6.4 Bid Award: Project 2607 – Stage Lighting Upgrades, Phase 3 of 3

Budgeted for one hundred thousand dollars (\$100,000). Three bids were received, ranging from seventy-two thousand eight hundred one dollars and sixty-three cents (\$72,801.63) to ninety-one thousand three hundred ninety-five dollars and thirty-eight cents (\$91,395.38). Staff recommend awarding the bid to Sound Productions with approved substitutions and a change orders not to exceed \$100,000.

Motion: To accept the bid as proposed by Sound Productions for the Stage Lighting Upgrade Phase 3, with a change order not to exceed one hundred thousand dollars (\$100,000.00).

Moved: Rocky Marquiss; **Second:** Brian Norstegaard; **Discussion:** None

Vote: Passed Unanimously

7. EXECUTIVE SESSION

Motion: To enter executive session to discuss personnel and for matters confidential by law at 7:06 PM.

Moved: Janalee Black; **Second:** Jake Boller; **Discussion:** Brief five-minute break prior to going into Executive session.

Vote: Passed Unanimously

Resumed regular session at 7:56PM;

8. BOARD CALENDAR

Upcoming Board Meetings:

- January 08, 2026 @ 6:30 PM – CCPLB Regular Meeting – Energy Hall Conference
- January 16, 2026 @ 6:30 PM - CCPLB Special Meeting Board Planning and Budgeting Workshop
- February 12, 2026 @ 6:30 PM - CCPLB Regular Meeting – Energy Hall Conference Room
- February TBD, 2026 @ 6:30 PM - CCPLB Special Meeting – Energy Hall Conference Room
- March 12, 2026 @ 6:00 PM – Commissioners Quarterly Meeting
- March 12, 2026 @ 6:30 PM - CCPLB Regular Meeting
- March TBD, 2026 @ 6:30 PM - CCPLB Special Budget Meeting

8. ADJOURNMENT

Meeting adjourned at 8:26 PM.

Minutes Prepared By: Vickie Balo

Date: 12/30/2025

Minutes Approved By:

*Campbell County
Public Land board*

Janalee Black
Janalee Black, CCPLB Secretary

1-8-26

Date