



CCPLB MEETING MINUTES:

February 13th, 2025

MEMBERS PRESENT: Laura Chapman, Janalee Black, Larry Mills, Brian Norstegaard, Jerry Means, Jake Boller, Charles Land (Remote)

MEMBERS ABSENT:

LEGAL COUNSEL & BOARD LIASONS PRESENT: J. David Horning - *Horning, Horning & McGrath*, Heidi Gross- *City of Gillette Liaison*

STAFF: Aaron Lyles, ReNae Keuck, Mary Hipsag, Vickie Balo, Ethan Sanders, Doug Griff, Spencer Pierce, Abby Hasquet, Maddy Cone

GUESTS: Jack Greer (307 Horse Racing), Misty Niles & John Ford (Northeast Wyoming Furniture Restoration), Carol Olson (Powder Basin Equestrian Association), Joe Shane (City of Gillette City Engineer)

1. CALL TO ORDER

The Campbell County Public Land Board meeting was held on February 13th, 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: Jake Boller; **Second:** Brian Norstegaard; **Discussion:** None

Vote: Passed Unanimously

3. CONSENT AGENDA; APPROVAL OF WARRANTS

Motion: To approve the consent agenda

Moved: Janalee Black; **Second:** Jerry Means; **Discussion:** None

Vote: Passed Unanimously

4. CITIZEN INPUT

Carol Olson (Treasurer and member Point of Contact for Powder Basin Equestrian Association) voiced her concerns about the impact of the Boxelder Expansion as they are losing two sand rings. She wants an action plan.

Misty Niles and John Ford (Northeast Wyoming Furniture Restoration) spoke about how their group has been in existence for fifty years and doing this workshop at Cam-Plex for thirty years and their worry about being priced out of using our great facility.

5. STAFF REPORTS

5.1 Executive Director's Report (Attachment "D")

Mr. Lyles reported on the pricing concerns of the Northeast Wyoming Furniture Restoration, explaining that after consulting with directors he has decided to interpret the interior of the week discount to apply to all consecutive days of this event will be a 50% discount allowing us to help our long-term nonprofit event producers. Mr. Lyles reported that he met with leadership from the Powder Basin Motocross and their lease has been renewed. They asked about wanting to improve the well and sent in records regarding well status. The Wyoming Center HVAC system continues to have issues with Johnson Controls on grounds today. The boiler repair came in at \$6,000. The Cam event, HER, had many wonderful outcomes. Special thanks to Spencer Pierce,

Maddy Cone, and Abby Hasquet. Mr. Lyles reported on his invitation to the education organizing meeting regarding the role of non-profits in our community. Mr. Lyles reported that Wendy Balo starts on 02/18/25 with ReNae's retirement moving to 03/01/25 and thanking her for staying on in limited contract capacity for a time. We have been actively interviewing for part time Ag positions as we continue to work through the process of getting ready for horse racing season.

5.2 Facilities & Operations - Mr. Sanders gave Wyoming Center HVAC updates, explaining that CCPRD called regarding the locker rooms getting chilly; while addressing that issue discovered it was a pneumatic issue coupled with flow issues. We had Johnson Controls on site this week. The flow rate that the system operates at is not sufficient for the building.

5.3 Events – Mrs. Hipsag reported that we have 29 events in February, total of 159 booked days and 19 SMERF events, 2 sporting events, 5 entertainment and 3 Ag Equine events. Notable events are the Let's Go Science Show, the Dance Aspen (dance outreach grant), Gillette College Rodeo Banquet, Red Wagon Event, Ducks Unlimited Banquet, and our very successful CAM event (Cam-Plex produced) HER. Thank you to Spencer, Abby, and Maddy as we sold 230 tickets and had 31 vendors (tripled from last year). Kudos to our team!

5.4 Finance – Mrs. Keuck reported that she continues working on the budget, letting the board know that they will receive it at the March meeting. They have been doing daily teams' meetings and reviewing different processes, and it has been very beneficial. She is trying to get everything wrapped up to make a smooth transition as Wendy starts. Board Chair Chapman thanked ReNae for her commitment again and for her continued dedication to Cam-Plex as she stays on a little longer. Mr. Lyles noted ReNae's Open House scheduled for 2/20/25 from 2:00-4:00 PM.

6. BOARD PROCESS

6.1 City of Gillette Easement (Attachment "B") – Mr. Joe Shane (City of Gillette City Engineer) provided revised easement pictures and explanations as this test station allows us to monitor what water goes through our system before it hits customers. Most notable being relocating the power pole with guidelines and making sure the swather can make the necessary turns.

Motion: To accept & execute the permanent access and general utility easement between the City of Gillette and the Campbell County Land Board (Attachment "B") as presented to the board.

Moved: Jerry Means; Second: Janalee Black; Discussion: None

Vote: Passed Unanimously

6.2 Public Officer Training (Attachment "C") – Training offered March 12th and 13th. The Board Chair Chapman recommends attending the training as a refresher.

6.3 Project 1005 & 1006 Bid Opening Results – We received two bid respondents each for Projects 1005 and 1006.

Project 1005: VOIP Phone System – Two bid respondents: High Country Work Technologies with bid of \$70,976.47 and Golden West Technologies with bid of \$141,618.07. The budget for this project is \$123,000 with staff recommendation to proceed with the low bidder, High Country Work Technologies.

Motion: To accept the bid from High Country Work Technologies for Project 1005 in the amount of \$70, 976.47.

Moved: Janalee Black; Second: Brian Norstegaard; Discussion: The board discussed options with staff (79 telephones with accessories).

Vote: Passed Unanimously

Project 1006: Stage Lighting Phase II – Two bid respondents: Barbizon with bid of \$97,754.90 and Sound Productions with a bid of \$87,064.42. The budget for this project is \$100,000 with staff recommendation to proceed with the low bidder, Sound Productions.

Motion: To accept the bid from Sound Productions for Project 1006 in the amount of \$87,064.42.

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

Vote: Passed Unanimously

6.4 Bridle Path Update (Attachment "D") – Mr. Lyles reported that we received the quotes for the ADA compliance and re-keying of doors for most facilities. The minimal cost to get Morningside Park doors ADA compliant and re-keyed is \$7,000 with the electric re-keying scenario coming in around \$44,000 for that facility. Mr. Lyles will be working with the electrical contractor to further develop the scope to get the barns on Boxelder lit, as the quote came in at \$118,000 and that is using our equipment. Mr. Lyles and Jack Greer commented on the updates needed for our horse stalls with 307 Horse racing paying around \$60,000 for materials to update 500 stalls.

Motion: To accept the proposed stalling changes to reduce visibility in between horses with the understanding that materials are going to be purchased by 307 Horse Racing modifying and becoming Cam-Plex property.

Moved: Larry Mills; Second: Brian Norstegaard; Discussion: The board discussed options for updating the horse stalls using galvanized steel to cover the top three slots.

Vote: Passed Unanimously

6.5 Budget Amendment: Insurance (Attachment "E")

Motion: To approve the budget amendment as included in the Agenda Materials.

Moved: Jerry Means; Second: Brian Norstegaard; Discussion: None

Vote: Passed Unanimously

7. MATTER FOR NOTING - Due to staffing vacations we will be moving the March 20th CCPLB/Directors Meeting to March 25th, 2025 @ 5:00 PM.

8. EXECUTIVE SESSION – Reason: Personnel and for matters confidential by law

Motion: To enter an executive session to discuss personnel and for matters confidential by law at 7:52 PM.

Moved: Jannalee Black; Second: Brian Norstegaard; Discussion: None

Vote: Passed unanimously

Resumed regular session at 9:21PM

10. OTHER BUSINESS – None

11. BOARD CALENDAR

Upcoming Board Meetings:

- March 13th, 2025 @ 6:00 PM – Commissioners Quarterly Meeting – Energy Hall Conf. Rm
- March 13th, 2025 @ 6:30 PM – CCPLB Regular Meeting - Energy Hall Conference Room
- March 25th, 2025 @ 5:00 PM - CCPLB/Directors Meeting – Energy Hall Conference Room
- April 8th, 2025 @ 5:15 PM – Joint Powers Board Budget Meeting
- April 9th, 2025 @ 6:30 PM – CCPLB Regular Meeting – Energy Hall Conference Room

12. ADJOURNMENT

Meeting adjourned at 9:21PM

Minutes Prepared By: Vickie Balo

Date: 02/24/2025

Minutes Approved By:
Campbell County
Public Land board


Larry Mills, CCPLB Secretary

3-13-2025

Date