



CCPLB MEETING MINUTES:

January 9th, 2025

MEMBERS PRESENT: Laura Chapman, Janalee Black, Larry Mills, Brian Norstegaard, Charles Land, Jerry Means

MEMBERS ABSENT: Jake Boller

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, Adam Schuff

GUESTS: Dani Chapman, Anthony Chapman, Jack Greer (307 Horse Racing), Jonathan Gallardo (News Record)

1. CALL TO ORDER

The Campbell County Public Land Board meeting was held on January 9th, 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: Larry Mills; Discussion: Board discussed additional description for agenda item #8 – Executive Session – Personnel with the additional language “and for matters confidential by law”.

Vote: Passed Unanimously

3. CONSENT AGENDA; APPROVAL OF WARRANTS

Motion: To approve the consent agenda

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

Vote: Passed Unanimously

4. CITIZEN INPUT

Anthony Chapman requested an explanation of the Chairs decision to keep citizen input in its original location in light of his prior request. The Chair explained the decision to keep citizen input where it is, noting that it is following with both City Councils’ and County Commissioners’ meetings. Citizens are welcome to address the board with specific questions, but it is not a forum where the board engages with the audience. Citizens wanting to engage with the board should request the topic be an agenda item.

5. STAFF REPORTS

5.1 Executive Director’s Report (Attachment “D”)

Mr. Lyles reported on the tall praise received from the Buck and Ball event producer – see letter. He was very proud of the staff. A pressure releasing valve failure mid event, caused us to be without water for 20-25 minutes. These recent emergency repairs and elevator maintenance expenses have resulted in \$86,500 of unexpected expenses.

5.2 Facilities & Operations - Mr. Lyles provided updates on the East Pavilion heater replacements. There are conversations going with two electricians regarding the Boxelder stall barns as work needs to be completed by April 1st, 2025. We have repaired two garage doors in Barn 3. Our annual kitchen permit from the State of Wyoming has been issued and is on file. Mr. Lyles

introduced Ethan Sanders, our Grounds Maintenance Supervisor, as he is stepping up as our Interim Director of Operations until a new director replacement is found. We are recommending an organizational chart change to add an assistant director of operations to reduce burnout and retain staff. We are actively receiving resumes for our Director of Finance position with ReNae Keucks retirement as well as our Director of Operations. We continue to interview for Maintenance and Event Tech, Mechanic positions, and one Custodial position.

5.3 Events – Mrs. Hipsag reported that we have 28 events, 159 booked days and 22 SMERF events. Notable events are the Pepsi Cup Indoor Soccer Tournament, the annual Chili Cookoff, NE Wyoming Furniture Restorers, and the 2025 Bash Co. wedding expo. Looking forward to the HER – Mind, Body, Soul event on February 8th.

5.4 Finance – Laura and Jerry thanked ReNae for everything she’s done for Cam-Plex. Mrs. Keuck gave quarterly reports. She is working on the budget, letting the board know that they will receive the budget at the March board meeting and have it ready to approve at the April meeting.

6. BOARD PROCESS

6.1 Budget Amendment Wyoming Center Expenses (Attachment “E”)

Motion: To approve Wyoming Center Expenses Budgets Amendment (Attachment “E”)

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

Vote: Passed Unanimously

6.2 City of Gillette Easement – No action taken. The board discussed the location and impact of easement. Discussion regarding Fox Park Road and future plans as it is owned by the CCPLB, and the county grades it once a year. Mr. Lyles to connect with Campbell County Public Works to determine any impacts to County Planning.

6.3 307 Horse Racing Amendments – Attorney Horning and Jack Greer reviewed the Amendment to Property Use Agreement and the Assignment of Property Use Agreement.

Motion: To approve the Assignment of Property Use Agreement to allow our contract to be transferred to this new entity as described by Mr. Greer.

Moved: Larry Mills; Second: Jerry Means; Discussion: None

Vote: Passed Unanimously

6.4 F.Y. 2024-2025 Budget Meetings – the board discussed date availability for budget meeting dates. Budget meeting dates were selected as shown below.

- CCPLB Board/Staff Planning Meeting – 02/04/25 @ 5:00 PM
- CCPLB Board/Directors Meeting – 03/20/25 @ 5:00 PM

6.5 Central Pavilion Door Replacement Capital Bid Project Results and Bid Recommendations –

There were three total bids, only two turned in on time and complete. They are Hladky Construction (Main Door - \$17,810.63 and Main Door Alternate - \$19,259.63 along with Second set of Doors - \$14,973 and Alternate - \$15,766.50) and Falcon Construction (Main Door - \$12,130.47 and Main Door Alternate - **\$13,577.60** along with Second set of Doors - **\$10,407.42** and Alternate - \$11,881.60).

Motion: To approve Falcon Constructions bid for \$23,985.02 choosing the Main Door Alternate and Second set of Doors without Alternate.

Moved: Charles Land; Second: Brian Norstegaard; Discussion: The board discussed options with staff for both the Main Doors and Second set of Doors with and without the Alternate options, ultimately picking the Main Doors with Alternate, and Second Set of Doors without Alternate.

Vote: Passed Unanimously

7. MATTER FOR NOTING - None

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 7:25 PM.

Moved: Charles Land; Second: Brian Norstegaard; Discussion: None

Vote: Passed unanimously

Resumed regular session at 9:52 PM

10. OTHER BUSINESS - None

11. BOARD CALENDAR

Upcoming Board Meetings:

- February 4th, 2025 @ 5:00 PM - CCPLB Board/Staff Planning – Energy Hall Conference Room
- February 13th, 2025 @ 6:30 PM – CCPLB Regular Meeting – Energy Hall Conference Room
- March 13th, 2025 @ 6:00 PM - Commissioners Quarterly Meeting – Energy Hall Conference Room
- March 13th, 2025 @ 6:30 PM – CCPLB Regular Meeting - Energy Hall Conference Room
- March 20th, 2025 @ 5:00 PM - CCPLB/Directors Meeting – Energy Hall Conference Room

12. ADJOURNMENT

Meeting adjourned at 9:54 PM

Minutes Prepared By: Vickie Balo

Date: 02/07/2025

Minutes Approved By:

**Campbell County
Public Land board**


Larry Mills, CCPLB Secretary

2-13-2025

Date