

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*

STAFF: Aaron Lyles, Mary Hipsag, Wendy Balo, Adam Schuff, Vickie Balo, Ethan Sanders, Doug Griffis,

GUESTS: Jack Greer (307 Horse Racing), Marilyn Mackey.

1. CALL TO ORDER

The Campbell County Public Land Board meeting was held on March 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 (Attachment "A")

Motion: To approve the agenda.

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

Vote: Passed Unanimously

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

Motion: To approve the consent agenda

Moved: Jake Boller; Second: Charles Land; Discussion: None

Vote: Passed Unanimously

4. CITIZEN INPUT

5. STAFF REPORTS

5.1 Executive Director's Report (Attachment "C") – Mr. Lyles reviewed highlights from the submitted Executive Director Report. Director Lyles highlighted the budget books distributed to all Board Members and asked them to take them home for review. Mr. Lyles reported that Cam-Plex has been very busy on the maintenance items. He updated the Board that we are in week eight of the new Momentum Elite transition. Thank you to Mary Hipsag for her leadership as the staff point on this undertaking. Mr. Lyles reported that our annual insurance renewal will be around sixty thousand dollars (\$60,000) higher next fiscal year. Mr. Lyles reported on the issues with the CAT 299D machine not running correctly and that the dealership is really trying hard to work with us regarding the issues. A report on personnel and open positions was given. We have filled all custodial openings.

5.2 Facilities & Operations - Mr. Sanders reported that Johnson Controls have been on site to address Wyoming Center issues. Barn 3 had twelve feet of frozen sewer pipe. The new furnace was installed in the Central and East Breezeway by Air Tech. Continued ongoing maintenance keeping up with due diligence with Contractors. Mr. Sanders reported that we are looking to start the hiring process for seasonal help.

5.3 Events – Mrs. Hipsag reported that March is a busy month with thirty-nine (39) events and two hundred fifty-six (256) booked days. This weekend alone there is the College Rodeo with Horse Sale and Tradeshow, the Chamber Home Show, and a dance competition. She thanked everyone for all their hard work.

5.4 Finance – Mrs. Balo reported that we've had a very busy couple of weeks working on the budget. She will start working on our annual insurance renewal next.

6. BOARD PROCESS

6.1 Boxelder Stall Lighting

Motion: To approve soles sourcing of electrical installation and lights for one hundred sixteen thousand dollars and zero cents (\$116,000.00).

Moved: Brian Norstegaard; Second: Larry Mills; Discussion: Price included new LED lights as opposed to using lights removed from East Pavilion.

Vote: Passed Unanimously

6.2 PGI Update – Currently in early negotiations with PGI. Discussion of possible shift in business model to either purchase the show versus doing a traditional all-grounds rental.

6.3 Maintenance & Capital Projects Updates – Director Lyles reviewed the maintenance list provided in the written report. Encouraged the Board to ask any questions they may have as we work through the large backlog of maintenance work and open Capital Projects.

6.4 Personnel Policy Manual Updates / County Policy Updates – Director Lyles reported that the County has updated policies for vacation leave, sick leave, and FMLA policy. We will be comparing our policies with the counties and recommending updates as necessary.

7. **MATTER FOR NOTING** – Reminder to CCPLB of the upcoming staff vacations and Spring Break next week that we will be moving the March 20th CCPLB/Directors Meeting to March 25th, 2025, at 5:00 PM.

Motion: To approve changing the date of the CCPLB/Directors Budget meeting to 03/25/25 at 5:00 PM.

Moved: Jerry Means; Second: Janalee Black; Discussion: The board members discussed availability and reviewed options regarding the meeting date change.

Vote: Passed Unanimously

8. BOARD CALENDAR

Upcoming Board Meetings:

- 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
- May 8th, 2025 @ 5:00 PM – Joint Powers Board Budget Meeting – If needed
- May 8th, 2025 @ 6:30 PM - CCPLB Regular Meeting – Energy Hall Conference Room

9. ADJOURNMENT

Meeting adjourned at 7:31 PM.

Minutes Prepared By: Vickie Balo

Date: 03/21/2025

Minutes Approved By:

**Campbell County
Public Land board**


Larry Mills, CCPLB Secretary

4-10-2025

Date