CCPLB MEETING MINUTES:
September 4th, 2025

MEMBERS PRESENT: Laura Chapman, Brian Norstegaard, Jerry Means, Jake Boller, Terry Leu, Rocky Marquiss
MEMBERS ABSENT: Janalee Black
LEGAL COUNSEL & BOARD LIASONS PRESENT: J. David Horning - *Horning, Horning & McGrath,* Heidi Gross – *City of Gillette Liaison*
STAFF: Aaron Lyles, Wendy Balo, Aaron Beyerl, Vickie Balo, Dani Chapman, Maddy Welch, Abby Hasquet, Doug Griffs
GUESTS: Troy Hunsucker (Wyoming CLASS), Jonathan Gallardo (The News Record), Terri Lyles, Traci Lacock (General Council 307 Horse Racing)

1. **CALL TO ORDER**
The Campbell County Public Land Board meeting was held on September 4th, 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: Jerry Means; **Second:** Jake Boller; **Discussion:** None
Vote: Passed Unanimously

3. **CONSENT AGENDA; APPROVAL OF WARRANTS (Attachment "B")**
Motion: To approve the consent agenda with the 8/14/25 meeting minutes.
Moved: Jake Boller; **Second:** Brian Norstegaard; **Discussion**: None
Vote: Passed Unanimously

4. **CITIZEN INPUT**

5. **STAFF REPORTS**
5.1 Executive Director's Report – Director Lyles reported that the past three weeks have been particularly busy, largely due to the additional capital projects combined with the event load. Reports on events have been good. The Energy Capital Rodeo was contracted before the penning out policy was established to take effect and it was noted that this will likely be a future issue as we transition to the new board policy as this will impact the practices of event producers like this event. The Fizz Bomb event is underway, with positive feedback from event producers on the arena dirt. The new lobby desk was assembled; Charis will move out to the new area to allow for additional office space. The Assistant Director of Operations position was approved by the Commissioner's yesterday and will be advertised over the coming weeks. Director Lyles noted that he and the Director's will be attending the VenuesNow Conference in Las Vegas for training next week, with Ethan Sanders covering in their absence. County continues working to source the fleet items. Winterization of Morningside Park is scheduled to begin in early October.
5.2 Facilities & Operations – Mr. Beyerl reported that Air-Tech is working on Central Pavilion's heating system. The old system has been removed with about one-third of the new heaters installed. Completion is anticipated by the end of September, about one month ahead of schedule. Engineered drawings for the new Gazebo (located behind Energy Hall) have been

submitted to the city, and work is expected to begin soon. This project will address drainage issues and will provide additional rentable space. Mr. Beyerl also announced the hiring of Curtiss Kuhn as CAM-PLEX's Event Tech Supervisor. Mr. Kuhn's diverse background will bring great value to our team. Lastly, work on Priority Maintenance projects continues.

5.3 Events – Director Lyles reported that the Community Engagement position needs to be filled before the Director of Events position can be posted. In the Interim, Director Lyles noted that the sales team is effectively addressing system issues. Director Lyles reviewed the upcoming October events, noting two cancellations (Wyoming Mining Association and a trade show) which does not happen often at Cam-Plex. Seasonal barn rentals for riders are open for scheduling beginning next Tuesday. Board Chair Chapman expressed appreciation to CAM-PLEX staff for the beautiful 40th Anniversary Celebration.

5.4 Finance – Mrs. Wendy Balo reported fiscal year-end processes are progressing well, with Special Events and RAP budgets currently being worked on. An audit report is due to the Department of Audit by the end of the month. Mrs. Balo provided a brief overview of the Cashier Module located in the Tyler software (this module was not included in our original Tyler set up). Currently, staff uses payment entry (which is similar to the Cashier module) for revenue receipt while our Box Office uses Quicken as a third- party system. The Cashier Module will need to be purchased separately. The County may assist with funding, but current budgets do not allow for this purchase, so board support may be requested.

BOARD PROCESS

6.1 Wyoming CLASS Presentation (Attachment "C")

Troy Hunsucker presented on the Wyoming Cooperative Liquid Assets Securities System (Wyoming CLASS), a local government investment pool. He highlighted safety (AAA rated), liquidity (same-day availability of funds with no minimum balance requirements or transaction fees), convenience (online access, ACH/wire deposits, unlimited subaccounts), and competitive yield (Interest compounds and pays daily with a professionally managed portfolio). The current average rate of return is 4.23%.

6.2 Board Election – Secretary

Board Chair Chapman noted the vacancy in the secretary position. Annual office elections will occur in November per the by-laws.

Motion: Board member Jerry Means makes a nomination that we vote to have Jake Boller serve as CCPLB secretary until November 2025 annual election.

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

Vote: Passed Unanimously

6.3 Horse Racing Contract (Attachment "D")

The board reviewed the Second Amendment to Property Use Agreement with 307 Horse Racing. Updates include an increase in rent from seventy-five thousand dollars ($75,000.00) to one hundred fifty thousand dollars ($150,000.00), sole responsibility of manure removal by 307 Horse Racing, and a five (5) year term with option for an additional five (5) years.

Motion: To authorize Director Lyles to execute the 307 Horse Racing contract as presented.

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

Vote: Passed Unanimously

6.4 MSP Concrete Pad Update (Attachment "E")

Mr. Beyerl reported that the engineering process has been completed for the concrete pad, utilizing geo-tech side. Three bid responses were submitted with an option one bid (80 x 180) and an option two (scaled back) bid (80 x 118). The project cost is significantly higher than the original estimate due to unanticipated subgrade work. Director Lyles will work closely with the event producer to us an alternate location this year with the option to review building the MSP concrete pad without such strict time constraints. Director Lyles also discussed repairing the 5-foot wide by 3-foot-deep hole in the asphalt. Requests were made to the board to take the dilapidated asphalt out as time allows this fall if deemed necessary. Board asked that if the producer wanted to revisit the pad issue following this year's event they would be interested in hearing their feedback.

11. BOARD CALENDAR

Upcoming Board Meetings:

- October 9, 2025 @ 6:30 PM - CCPLB Regular Meeting – Energy Hall Conference Room
- November 13, 2025 @ 6:30 PM – CCPLB Regular Meeting - CAM-PLEX Office Board Room *note location change*
- December 11, 2025 @ 6:00 PM – Commissioners Quarterly Meeting – Energy Hall Conference Room
- December 11, 2025 @ 6:30 PM - CCPLB Regular Meeting – Energy Hall Conference Room

12. ADJOURNMENT

Meeting adjourned at 8:20 PM.

Minutes Prepared By: Vickie Balo Date: 09/08/2025

Minutes Approved By:
Campbell County Public Land board

Jake Boller 10/9/25

Jake Boller, CCPLB Secretary **Date**