



CCPLB MEETING MINUTES: April 13, 2023

ATTENDEES

MEMBERS PRESENT: Darin Edmonds, Laura Chapman, Charlene Camblin, Bob Maul, Larry Mills, Chuck Land, Skyler Pownall (via Zoom)

MEMBERS ABSENT:

LEGAL COUNSEL: Joe Hallock.

STAFF: ReNae Keuck, Will Hastreiter, Keith Howard, Aaron Lyles, Pam Altenberg, Mikenzie Ochs

STAFF ABSENT:

GUESTS: Jake Goodrich *Gillette News Record*, Mary Stroka *County 17*, Kelley McCreery *Campbell County Commissioner Liaison*, Jim West *City of Gillette Liaison*, Doug Griffis *Public*, Liz Edwards *Campbell County Fair Coordinator*, Sean Brown *City of Gillette Attorney*, Shanna & Jason Firnekas *Underground Bull Riders Productions*

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on April 13, 2023, at CAM-PLEX. The meeting began at 6:38 PM. The meeting was presided over by Chairman Darin Edmonds.

2. APPROVAL OF CCPLB AGENDA

A. To approve the April 13, 2023, as presented

Discussion: None

Motion: To approve the April 13, 2023, Agenda as presented

Moved: Mr. Land

Second: Ms. Chapman

Voted: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the March 9, 2023, CCPLB Meeting Minutes

DISCUSSION: None

Motion: To approve the March 9, 2023, CCPLB Meeting Minutes and Executive Session Meeting Minutes as presented

Moved: Ms. Chapman

Second: Mr. Maul

Voted: Motion passed unanimously

4. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the April 13, 2023, meeting were reviewed.

- March 2023 Accounts Payable Voucher Numbers 5390 - 5649 in the amount of \$183,525.31

- March 2023 Manual Purchase Order Numbers 11305 - 11329 in the amount of \$285,151.72
- March 2023 Payroll Warrants in the amount of \$156,283.56 for the period of 02/19/2023 –03/18/2023

Discussion: Ms. Camblin questioned an item on page 18 – soft drink contract - for \$7,423.00. Ms. Keuck informed the Board that shirts with the Pepsi Logo are purchased out of this line item.

Motion: To approve the warrants as presented.

Moved: Ms. Camblin

Second: Ms. Chapman

Voted: Motion passed unanimously

5. CITIZEN INPUT

DISCUSSION: Shanna & Jason Firnekas, *Underground Bull Riders Productions*, informed the board they run a youth bull riding organization out of Campbell County for the State of Wyoming as well as surrounding states. This organization is interested in scheduling a series of events at CAM-PLEX. The goal of the bull riding organization is to teach kids how to ride properly and safely for qualifying/competition for the junior national and world finals. Ms. Firnekas stated that Underground Bull Riders Productions is having problems scheduling event dates at CAM-PLEX due to events already booked for the dates/spaces she is trying to secure. Same date scheduling is needed each year for the bull riding event to be consistent and successful. Setup, event, and teardown would be in and out the same day. Other out of town facilities are available and wanting to book this event, however this organization feels CAM-PLEX is the best facility for hosting the event. Events already scheduled have exclusive use of the CAM-PLEX campus while their event is happening. Mr. Lyles and Staff will set up a meeting with Mr./Mrs. Firnikas to see what/if anything can be done to facilitate this organization.

6. OPERATION REPORT/UPDATE

6.1 Executive Director's Report - Aaron Lyles, Executive Director, referred the board to his Executive Director's Report. There are still discrepancies between the approved claim value and contractor quote for the Windmill Shower Building. Negotiations for acceptable repair amounts are ongoing. Shelby Means, HUB Insurance Company Representative, has requested the support of the regional president of HUB to assist in moving this process forward. The hail damage claim continues to make progress with repairs. Dryvit stucco repairs to resurface and repaint the main building have begun. Roofing repairs have begun. The ability to evaluate the repairs necessary for the East Pavilion Roof have not been able to take place due to persistent frost conditions present. A water line break between stall barns 7 and 8 resulted in no water to 6.5 total stall barns. A full assessment of damage or scope of repair required has not been able to take place due to winter conditions of the break location. No buildings were impacted. A mid-April time frame is anticipated to identify the scope of the issue(s) as well as repair(s) made. The arrival date of approximately 200 Horses expected to be on property April 1st, has been moved back to April 20th. Drainage issues behind the Heritage Center Theater caused flooding of the backstage area. Damage was limited to ceiling tiles in the basement and some staining of the bottom of drywall in the backstage area. The Wyoming Center had water flow into the space through conduit lines. No damage was noted. During this same time frame, the City Water Treatment Facility was experiencing substantial unanticipated inflows through the sewer system and were on property working to identify locations where water was accessing their system on CAM-PLEX grounds. Door #10 for East Pavilion has been ordered however, due to supply chain issues, will not arrive until the first week of May. Other

topics discussed were: NHSFR Volunteer Sign-up, Scheduled meetings for Emergency Coordination, CAM-PLEX Master Planning Update, Amphitheater Outdoor Event Site Update, Camporee 2024, Operations Update, Upcoming Calendar of Events, and CAM-PLEX "In the News" 1st Quarter 2023 Highlights. Mr. Lyles thanked the CAM-PLEX team, but specifically recognized Mikenzie Ochs, Senior Sales Manager, as Mr. Lyles has asked her to get organized in ways never done before such as backdating systems, planning, calendars, etc. Ms. Ochs has gone above what is normally expected of her and done a fantastic job in doing so. Gillette Mustang's will be moved into Spirit Hall exclusively which will free up Frontier and Equality Hall to become rentable spaces. Personnel items will be discussed in the Executive Session at tonight's meeting. Mr. Lyles' full report is attached. (ATTACHMENT "C").

6.2 Facilities & Operations – Will Hastreiter, Director of Operations, reported panels and bucking chutes have been placed in the infield of Morningside Park, there is a blade grading the track, and quite a bit of sand has been taken out of the timed event side. The stalls will be moved into Barn 3 after high school rodeo. There are lots of moving parts due to warm weather. Mustang's Football has moved into Spirit Hall. Stucco on the South Side of Energy Hall is complete, and repairs are underway on both the Heritage Center and Energy Hall. Lowe Roofing has completed the connector roof between East and Central Pavilion and the entrance roof to Central Pavilion. Additional hail damage has been observed on the Central Pavilion roof. Van Ewing Construction will be scheduling with insurance to have someone come look at this roof and the Barn 3 roof. These two roofs were not included in the initial claim. Insurance will also be looking at the stucco on East and Central Pavilion walls on the West and South side of the building. These were not included in the initial claim, but it is believed there is hail damage to these areas as well. Van Ewing Construction is waiting on confirmation from Singh Contracting to meet with CAM-PLEX Staff on site next Wednesday, April 19th, 2023, to work on repairs for the East Pavilion roof, provided the materials they ordered for corrections have come in. Van Ewing Construction met onsite with Singh Contracting a few weeks ago and walked through the items again that are expected to be corrected. Finalizing the scope of work for painting on buildings included in the claim for corrections and the directions Van Ewing Construction has received from CAM-PLEX Staff on small buildings, mainly ticket booths that will not be painted but rather take the cash value from the claim. Van Ewing Construction is hoping to have this work begin in May as the temperatures are starting to rise on a more consistent basis. Mr. Hastreiter's full report is attached.

6.3 Events – Keith Howard, Director of Sales and Marketing, reported on Events scheduled at CAM-PLEX.

Theater Events: Clue On Stage by Gillette Community Theater April 1st, Arts Academy Outreach April 3rd – 5th, 11th, 18th, Spotlight Dance Cup April 14th – 16th, CCSD 5th & 6th Spring Strings Concert April 20th, Jehovah's Witness Assembly April 22nd – 23rd, Paul Taylor Performance April 25th, Live 2 Dance Spring Recital April 28th – 29th. Sports: Gillette Mustangs Football April 1st, 15th & 22nd, Gillette Little League Baseball Practice April 5th, 7th, 12th, & 14th, Cowgirls Softball Practice April 10th – 12th. Equestrian, Ewe, and Dog: 307 Horse Racing Training April TBD, Ride & Shine Equine Assisted Therapy April 3rd, 11th, 18th, & 25th, Underground Bull Riders Winter Series April 7th & 8th, Sheep & Goat Sale April 15th, Youth Ag Expo April 25th. Banquets & Benefits: Gillette College Foundation Banquet April 15th, Crawfish Boil April 28th, Friends of NRA Banquet April 29th. Meetings & Trainings: CCSD Art Gala April 2nd – 3rd, NHSFR Emergency Management Meeting April 7th, Tradeshows, Community, Private, and Specialty: Gillette Gun Club Show April 28th – 30th, Villages Quinceanera April 22nd – 23rd. Updates: Wyoming Outdoor Recreation Grant Update: CAM-PLEX received an email update from the state on March 6th noting all applications in the ARPA Portal are in the final levels of approval for funding and identifying that notification of awards will be submitted via email soon. Mr. Howard emailed the state contact on 4/5/23 to inquire about updates on the status of

the application. Mr. Howard called the state contact and left a voicemail on 4/13/23 inquiring about potential updates. As of the time of this meeting, no response has been received. NHSFR Volunteer Update: 1,345 volunteer spots need to be filled. Currently (with volunteer commitments from Lyon's Club and Rotary) CAM-PLEX has 621 volunteer spots filled as of today. Mr. Howard's full report is attached.

6.4 Finance – ReNae Keuck, Director of Finance, handed out documents showing history from previous budgets. as well as an investment report update.

7. BOARD PROCESS

7.1 Master Plan Update

Ms. Chapman updated the Board on the progress of the Master Plan Project. Populous consultants are currently digesting information presented to them. The next on-site meeting, which will include a public forum, is tentatively scheduled for May 17th, 18th, and 19th.

7.2 NHSFR Update

Mr. Lyles reported that the largest financial lever for the National High School Finals Rodeo in terms of revenue is the trade show. The trade show is selling very well with technically 42 spots available however 15 are awaiting review. CAM-PLEX Staff is working hard on ad sales and sponsorship.

7.3 Camporee Update

Mr. Lyles informed the Board good progress is being made at the Amphitheater site. A grader should be on site tomorrow, if not today. Ground leveling will continue. Mr. Lyles met with Mr. John Monroe, Primary Design Contact, and representatives from CAMPOREE. Mr. Monroe gave feedback which included one area of where there will be a slight grading adjustment. Overall, CAMPOREE is very pleased with the project. Mr. Vern Byrd, International Pathfinder Center for Youth Evangelism Operations Director, will be on the grounds for a few days starting Monday, April 10th, 2023. Emergency Management meetings have taken place. By the end of April, operational details for CAMPOREE should be understood. A challenging process is when there are expectations for information to be circulated, however, more times than not, information that must be developed operationally, isn't quite mature, or concrete enough, to do so. Now that CAMPOREE information has become clearer, Mr. Lyles will be hosting a stakeholder meeting which will also be a continuation of emergency management, as well as high level scheduling. These meetings are currently scheduled for the 2nd Monday of each month with additional meetings to be scheduled as the event date gets closer. The schedule will be circulated to appropriate outlets.

7.4 Landscaping Contract – Amphitheater Site

This project has moved through the RFP process. Mr. Lyles has been working with G & G to finalize the scope of the Landscaping Contract. Effectively, this process is nearly complete. A few minor items will be dealt with tomorrow morning. Mr. Lyles handed out information which included the basic contract, the scope of work, G & G's proposal response, the layout of the Center Pivot, and the irrigation plan presented. In the original RFP, G & G's proposal is \$385,000. This amount is now \$446,580 which is an increase of approximately \$61,000 which is essentially a tire change to the Center Pivot Unit which would allow repositioning the location of the Center Pivot. Mr. Lyles recommended the Board approve the RFP as adjusted.

Motion: Contingent upon final review, to approve and award the RFP for Irrigation/Landscaping for the Outdoor Event Space Irrigation/Landscaping & Project Management, to G & G Landscaping, in the amount of \$446,580.00.

Moved: Ms. Camblin

Seconded: Mr. Mills

Voted: Motion passed unanimously

7.5 23-24 Budget

Mr. Lyles informed the Board that a new version of the Budget was placed inside their Budget Binders. All numbers are the same as what they were, however, Mr. Lyles asked the CAM-PLEX Team to put their best foot forward in providing input to the presentation of this year's budget. Mr. Lyles reiterated that while being asked to hold the line in terms of costs, in addition to having the unique staffing challenges that CAM-PLEX has, and understanding there will be COLA and merit increases, as well as a focus on additional personnel, the choice to offer a budget that supports identified needs of increased staff while choosing not to pursue the offsetting capital perspective. In the net, there is roughly a 28% increase in the operating budget, and a 26% decrease in the Capital budget. The Board has received an approved Budget from CAM-PLEX Staff which has already been submitted to the funding entities.

Motion: To formally approve the Budget for fiscal year 2023/2024 as prepared by staff.

Moved: Ms. Chapman

Seconded: Mr. Mills

Voted: Motion passed unanimously

7.6 RFP for Board Attorney

Discussions took place on the Board moving forward in the process of finding a permanent Attorney for CCPLB. Ms. Camblin stated, due to the timeframe of this process, now is the time to start the search for a permanent CCPLB Attorney.

Motion: To move forward with the RFP process in the search for finding a permanent CCPLB Attorney.

Moved: Ms. Camblin

Seconded: Ms. Chapman

Voted: Motion passed with Mr. Maul voting No.

7.7 Executive Session – Personnel

Motion: To enter Executive Session to discuss Personnel with Mr. Hallock and Mr. Lyles present at 8:15 PM.

Moved: Mr. Land

Seconded: Mr. Mills

Voted: Motion passed unanimously

CCPLB returned to regular session at 8:43 PM. All CCPLB members, Mr. Hallock, and Mr. Lyles, were present.

No action was taken as a result of the executive session.

8. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

9. BOARD CALENDAR

i. Upcoming Board Meetings:

- a. May 11, 2023, @ 6:30 PM (Workshop starts at 6 PM) Energy Hall Conference Room
- b. June 8, 2023, @ 6:30 PM (Quarterly Commissioners Meeting starts at 6 PM) Energy Hall Conference Room

ii. Other Meetings/Events:

- a. None

10. ADJOURNMENT

Meeting adjourned at 8:43 PM

MINUTES PREPARED BY

Pam Altenberg, April 28, 2023

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board]


(Signature & Date) Chuck Land, CCPLB Secretary