



CCPLB MEETING MINUTES: December 8, 2022

ATTENDEES

MEMBERS PRESENT: Darin Edmonds, Laura Chapman, Charlene Camblin, Bob Maul, Larry Mills, Chuck Land

MEMBERS ABSENT: Skyler Pownall

LEGAL COUNSEL: Joe Hallock

STAFF: Pam Altenberg, ReNae Keuck, Mikenzie Ochs, Will Hastreiter, Keith Howard, Heather Kuhrt, Karrie Allen, Aaron Lyles

STAFF ABSENT:

GUESTS: Greg Schreurs *City of Gillette Liaison*, Jake Goodrich *Gillette News Record*, Steven Titus *Gillette Mustangs*, Mary Stroka *County 17*, Kelley McCreery *Public*, Denton Knapp *Administrative Director Campbell County Commissioners*,

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on December 8, 2022, at CAM-PLEX. The meeting began at 6:33 PM. The meeting was presided over by Chairman Darin Edmonds.

2. APPROVAL OF CCPLB AGENDA

A. To approve the December 8, 2022, Agenda as amended

Discussion: To omit item 3.B – Approval of November 10, 2022, Executive Session Minutes and to add item 7G. – Executive Director moving expenses.

Motion: To approve the December 8, 2022, Agenda as amended

Moved: Ms. Chapman

Second: Mr. Land

Vote: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the November 10, 2022, CCPLB Meeting Minutes

DISCUSSION: None

Motion: To approve the November 10, 2022, CCPLB Meeting Minutes as presented

Moved: Ms. Camblin

Second: Mr. Maul

Vote: Motion passed unanimously

4. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the December 8, 2022, meeting were reviewed.

- November 2022 Accounts Payable Voucher Numbers 4544 - 4737 in the amount of \$435,492.28

- November 2022 Manual Purchase Order Numbers 11222 - 11240 in the amount of \$162,672.06
- November 2022 Payroll Warrants in the amount of \$249,848.78 for the period of 11/02/2022 – 11/30/2022

DISCUSSION: None

Motion: To approve the warrants as presented

Moved: Mr. Land

Second: Mr. Mills

Vote: Motion passed unanimously

5. CITIZEN INPUT

DISCUSSION: None

6. OPERATION REPORT/UPDATE

A. Executive Director's Report - Aaron Lyles, Executive Director, referred the Board to his Director's Report which is attached in this month's board member binders. Governance - Mr. Lyles reported efforts taken after beginning his employment include conducting due diligence reviews of systems and procedures. Areas reviewed were Personnel Handbook and Policies, Organizational Structure and Staff Reporting Relationships. Results of the reviews will be reported to the Board in January. Other items discussed in Mr. Lyle's report were Customer Feedback, Administration, Facilities, Major Projects, and Events: Populous Master Planning Update, Wyoming Outdoors Recreation Grant, Amphitheater Site Construction Report, NHSFR (National High School Finals Rodeo) Mid-Winter Meeting, Buck N Ball 2022, CAMPOREE, Rodney Carrington, Rudolph the Red Nosed Reindeer. Calendar Highlights for the month of December 2022. Mr. Lyle's full report is attached – [\(ATTACHMENT "C"\)](#).

B. Events – Keith Howard, Director of Sales and Marketing, reported the Wyoming Thespian Festival is here with 500+ high school students in attendance. Rodney Carrington ticket sales are currently at 654 sold. It is anticipated this event will sell out. Nick of Time Trade Show booth spaces are sold out with Mikenzie Ochs as the facilitator of this event. The Wyoming Outdoor Recreation Grant submitted to the State on November 21 has been received by the State. The State will use the time between November 21-30 for applicants to provide any supplemental feedback requested by the State. No additional requests have been made by the State at this time. November 30, grant applications via State portal to the Federal Government and awards will be made within the next 90 days. Performing Arts Manager and Technical Director will be attending the Association of the Performing Arts Professionals Conference in February. This conference allows staff for preparation of booking for next season. The Partners in Education Conference will be attended by Sales Department Personnel as well as a representative from the School District in partnership to this event which fulfills a requirement of the CCPRD Grant.

C. Operations – Will Hastreiter, Director of Operations, reported an update of construction progress: East/Central Pavilion Doors 2,3, and 4, are complete and will be painted with the East Pavilion Painting Project. Doors 9 and 10 will be complete next week. Buck & Ball preparation has started with dirt moving in on December 20. Door 10 in East Pavilion is broken (main drum fail). Currently in the process of receiving bids for repair. Mr. Hastreiter informed the Board he received an updated report from Trevor Larson, Van Ewing Construction, for the Hail Damage Claim. Mr. Larson's full report is attached. [\(ATTACHMENT\)](#).

C. Finance – ReNae Keuck, Director of Finance, reported she is currently working with the auditors to finalize the 2022- fiscal year end. Preparation for next year's budget season has started. The Management Team met this

week to go through list of Capital Expenditures on a 3-year Capital for preparation of Capital Expenditures Requests. Dates for next budget year meetings will be set at the January Board Meeting.

7. BOARD PROCESS

A. Mustangs update ("ATTACHMENT D")

Mr. Edmonds introduced Mr. Steven Titus *Gillette Mustangs, Owner*. Mr. Lyles reiterated at last month's meeting; Mr. Titus requested researching ways to assist the partnership with the Gillette Mustang's in saving approximately \$15,000 for the Mustang's Organization to have a viable season. A discussion followed with several proposed recommendations however solutions were still uncertain. Mr. Titus and Mr. Lyles met on 12-5 for discussions. A discussion followed with several proposed recommendations however solutions were still uncertain. At that time, Mr. Titus presented a series of potential items for Board consideration which include: No deposit with negotiation of a 3-year contract. Waiving of rope stand fees which are owned This could be a potential area for savings. Mr. Titus would like to see the addition of 3 projector screens. CAM-PLEX currently has a single source feed therefore the analog signal can't be driven long distances. Solution to this would be \$6,000 as well as additions of commercial grade equipment which would be an additional \$25,000 just to add video feed. This would have to be a capital investment. The largest savings immediately available would be the number of comp tickets issued. Last season, 5,700 comp tickets were issued with each ticket having a \$2 venue fee. A potential area of savings could be charging the \$2 venue fee for tickets that are scanned opposed to charging the \$2 venue fee on all tickets that are issued. Ticket stock will be changed with CAM-PLEX paying for this service. In exchange for this fee, CAM-PLEX will charge the first 300 comp tickets issued the \$2 venue fee which will wash the fee for ticket stock purchased. The \$2 venue fee will apply to all scanned tickets. The Mustang's current lease rate per year at CAM-PLEX is \$3,202.50 per month and Mr. Titus has asked to have this rate reduced to \$2,750 per month in the contract moving forward. Mr. Titus thanked Mr. Lyle's for the opportunity extended to the Mustangs Organization for consideration of Mr. Lyle's efforts of listening and actively researching potential ways to help the Mustangs. Mr. Titus suggested cost reduction ideas such as sponsorships for scoreboards and sponsorship names on individual facility buildings. Mr. Maul suggested a multi-use screen/scoreboard that can be used for any event. Mr. Edmonds questioned the 3-year contract with no deposit and if the requested equipment (screens/scoreboards) is a make-or-break deal. Mr. Titus replied he is completely open to discussion on the topic moving forward. Ms. Chapman questioned if the Board should make this decision or if the Executive Director should be empowered to make the decision. Mr. Lyles requested, in good faith, to have some sort of a deposit at the time of signing the contract. Mr. Lyles recommends charging the \$3000 per year lease amount which is the same amount charged by MetraPark Arena, Billings, MT. A two-screen solution could be achieved but there is no guarantee on the stability of the feed. CAM-PLEX could have some flexibility for charging the Mustangs for equipment owned by CAM-PLEX but does not want to subsidize an individual organization. Screens would have to be a capital expense. Mr. Lyles recommends CAM-PLEX put together a staff driven committee to research the cost scope, survey the marketing department to understand what customer needs/wants are, and look at other facilities and then report back to the board in an estimated time frame of 45 days. Contract negotiations will begin and a new contract will be implemented by moving forward and implementing the 3-year contract term. Practice space will also be discussed. There are 3,500 seats in the Wyoming Center. Last year, sales on individual games were Game #1 – 920 paid tickets, game #2

– 709, game #3 – 729, game #4 – 661, game #5 – 620, and the last game – 582. At the 620 and 582 tickets sold mark, this was the break-even point in general. Mr. Lyles report for Gillette Mustangs Update report is attached. (ATTACHMENT “D”)

B. Master Plan Update

This item was previously discussed in the Quarterly Commissioners Meeting with the CCPLB 12-8-2022, 6 p.m.

C. Camporee Update

This item was previously discussed in the Quarterly Commissioners Meeting with the CCPLB 12-8-2022, 6 p.m.

D. CD and investment report/guidance

Mr. Edmonds requested Ms. Keuck, Director of Finance, to revisit a report of what monies have previously been invested and what monies could be invested now that interest rates have significantly raised. Ms. Keuck circulated the investment report for the Board's reference. Currently money invested (\$1.7M) is in seven separate CD's ranging in interest rates from .25% to 4.8% which the 4.8% CD is the last CD purchased for a period of 2 years. This leaves approximately \$920,000 in the liquid asset fund. The other six CD's will mature sometime in 2023. Ms. Keuck recommends buying 2 more CD's, both under increments of \$250,000 which makes them able to be FDIC insured. In doing so, this would take the liquid asset fund down to approximately \$420,000. In March, when one of the six remaining CDs matures, another \$250,000 would be available in the liquid asset fund bringing the available amount to approximately \$670,000. The remaining five CD's will then mature shortly thereafter. Ms. Keuck has contacted WGIF (Wyoming Government Investment Fund) and asked what the penalty for early redemption for low interest earning CDs would be. Ms. Keuck was informed penalties would be in the vicinity of \$700 - \$900. Early cash out of these two CDs with reinvestment could be made up in a couple of months turning profit amounts into approximately \$11,000 for the year. Ms. Keuck also recommended moving the WYO-STAR Trust Funds to WGIF. Currently, the Operations Reserve Fund has a balance of \$5.5M. The Children's Series Trust Fund has a balance of \$1.2M which is from the RAP (Rural Arts Program) ticket revenue, as well as a large donation from the Landers Trust Fund. The Board agreed with Ms. Keuck's recommendation to move invested money from WYO-STAR to WGIF (Wyoming Government Investment Fund).

E. Frank Stevens Memorial Update

The Frank Stevens Memorial Committee (ReNae Keuck, Mikenzie Ochs, Charlene Camblin, and Chuck Land) informed the Board that it is the consensus of this committee to rename Indian Paintbrush Drive to Frank Stevens Way. Also, a plaque, and 3D bust, will be placed in the Heritage Center Theater in Mr. Stevens honor. The committee will meet soon to continue planning for this memorial.

F. Executive Director expectations and guidance (January)

Mr. Edmonds reported Mr. Lyles has requested the Board to clearly delineate their expectations of Mr. Lyles, as well as the Board's expectations of Mr. Lyles. The Board will schedule some time before the next Board meeting to give both parties time to review documents, have a q & a session, and make sure that everyone is on the same page. This will be an agenda item on January's CCPLB Meeting.

G. Executive Director Moving Expenses

Mr. Lyles is ready to submit a portion of his moving expenses to the Board for payment. In the employment contract between CCPLB and Mr. Lyles, it is stated the employee shall obtain and submit at least 2 estimates, which Mr. Lyles has done and CCPLB will pay the employee's moving expenses when incurred. Current

estimated amount of expenses is approximately \$30,000 - \$35,000, as well as a few additional costs such as renting a U-Haul. Original moving expense quotes obtained were \$74,000 and \$62,000. In efforts to lower this cost, Mr. Lyles moved items using his own labor and equipment opting to cut this expense roughly in half.

Motion: to approve moving expenses as arranged by Mr. Lyles

Moved: Ms. Camblin

Seconded: Mr. Land

Vote: Motion passed unanimously

8. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

9. BOARD CALENDAR

I. Upcoming Board Meetings:

- a. January 12, 2023 @ 6:30 p.m. (Workshop begins at 6 p.m.)
Energy Hall Conference Room
- b. February 9, 2023 @ 6:30 p.m. (Workshop begins at 6 p.m.)
Energy Hall Conference Room

ii. Other Meetings/Events:

None

10. ADJOURNMENT

Meeting adjourned at 7:29 PM.

MINUTES PREPARED BY

Pam Altenberg, December 21, 2022

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board]


(Signature & Date) Chuck Land, CCPLB Secretary