



CCPLB MEETING MINUTES:

January 11, 2024

MEMBERS PRESENT: Chuck Land (via Zoom), Laura Chapman, Larry Mills, Jake Boller, Brian Norstegaard, Jerry Means

MEMBERS ABSENT: Skylar Pownall

LEGAL COUNSEL & BOARD LIASONS PRESENT: David Horning- *Horning, Horning & McGrath*, Kelley McCreery- *County Commissioners Liaison*, Heidi Gross- *City of Gillette Liaison*

STAFF: Aaron Lyles, Mary Hipsag, ReNae Keuck, Adam Schuff, Shane Stefanick, Doug Griffis

GUESTS: Sean Brown with *City of Gillette*, Liz Slattery with *Campbell Co. Fair Office*, JD Gray with *Campbell Co. Fair Board*, Ryan Allen and Spring Wilkins with *Gillette Edge Soccer Club*, Jake Goodrick with *Gillette News Record*

1. CALL TO ORDER

Campbell County Public Land Board meeting was held on January 11, 2024, at the CAM-PLEX. The meeting was called to order by Vice-Chairperson Ms. Chapman at 6:30 PM.

2. APPROVAL OF CCPLB AGENDA

Mr. Mills moved to approve the agenda as amended. Item 6.3 Board Governance Policy was tabled until the next meeting.

Second: Mr. Boller; Discussion: None

Vote: Passed Unanimously

3. CONSENT AGENDA; APPROVAL OF WARRANTS

Mr. Boller moved to approve the approve the consent agenda.

Second: Mr. Norstegaard; Discussion: None

Vote: Passed Unanimously

4. CITIZEN INPUT

Gillette Edge Soccer Club, represented by Ryan Allen and Spring Wilkins, approached the board requesting a practice space for their club for the months of December – February. They are looking for a regular place to practice for the upcoming season (2024-2025). Ms. Chapman directed staff to work with Gillette Edge Soccer Club to find a solution.

5. STAFF REPORTS

5.1 Executive Director's Report ("Attachment C")- State required Public Officer Training and relevant details were presented to the board. Historical information on a previous ballot initiative was provided to interested board members. The resolution for the Master Plan ballot initiative and subsequent process were reviewed. The previous agreement with Campbell County Fair Board was discussed. A new agreement needs to be negotiated for this year. An update on the Amphitheater site update was provided; current work being done should be complete by January 26th per the City of Gillette.

5.2 Facilities & Operations- Staff provided general updates. Staff also detailed boiler repair and Energy Hall wall repair updates. Venue fee fund was discussed as an option to pay for Energy Hall wall repairs needed due to settling issues. Staff recommendation was to have the contractor that

installed the walls be contracted to do the repairs in the estimated amount of \$17892.53, not to exceed \$20,500.

Ms. Chapman moved to approve the direct source contract, not to exceed \$20,500, for Energy Hall wall repairs using venue fee funds to pay for the repairs of the walls.

Second: Mr. Mills; Discussion: None

Vote: Passed Unanimously

5.3 Events- Staff provided general updates.

5.4 Finance- Staff provided general updates including reserve fund reports and proposed budget meetings. This year's budget to be submitted to funding entities by March 29, 2024. Budget will be submitted in draft form until April meeting when it is approved by the CCPLB. Two budget meetings are scheduled this year with the City of Gillette and Campbell County. Those meetings are scheduled for April 10th and May 1st. Budgets will be submitted in digital form this year.

6. BOARD PROCESS

6.1 Camporee Contract Amendments- Proposed contract amendments:

- a) Lease start date amend from July 10, 2024, to July 22, 2024, in all contract references.
- b) Adjust all contract references to nighttime rehearsal to reflect that Nighttime Program Rehearsal will occupy Heritage Theater from July 22-29, 2024.
- c) Add contract language to extend the Event Move-In date, exclusively and limited, to the Amphitheater/Nighttime Programming area to July 22, 2024, to allow more time to load-in equipment.
- d) Add contract language extending the removal of Amphitheater staging by August 21, 2024, to September 15, 2024, with all reclamation, re-seeding, fertilization, and successful germination of seeding to be done entirely at the Camporee's expense by the extended date.
- e) Amend contract to reflect Camporee's intention to release CAM-PLEX of the previous port-a-potty requirement, therefore allowing earmarked funds for this item to be utilized in other Camporee related expenses.
- f) Fiber optic lines amend from 100G to (2) 10GB lines.

Staff and board discussed Amendment 2(A) of Memorandum of Understanding between Campbell County, City of Gillette, and Campbell County Land Board regarding \$340,000 earmarked for port-a-potties. The amendment clarifies that these funds were identified before the \$1.5 million maximum funding entity Camporee limit was set. It specifies that this is not an additional request for funds from funding entities.

Mr. Mills moved to the camporee contract amendments and authorize the board chair to execute the amended contract if accepted by representatives of Camporee.

Second: Mr. Boller; Discussion: None

Vote: Passed Unanimously

Mr. Mills moved to adopt Amendment Two to the Memorandum of Understanding to be executed upon acceptance of the Camporee contract amendments and contingent on acceptance by the City of Gillette and Campbell County.

Second: Mr. Norstegaard; Discussion: None

Vote: Passed Unanimously

6.2 Lease Renewals- Motocross lease and grazing lease are in the process of being updated by staff and counsel. Staff recommended a yearly lease for the motocross lease as opposed to longer lease term.

6.3 Board Governance- Agenda amended to table this item until February meeting.

6.4 Rate Comparisons- Staff presented rate comparison analysis as requested by the board. Rate analysis included update to template language for contract, labor, and discontinuation of half-day rental rate.

Mr. Mills moved to accept proposed rates, beginning July 1 , 2024, for CAM-PLEX facilities, materials, and to allow staff/Executive Director to adjust consumable rates to reflect current market prices as needed.

Second: Mr. Means; Discussion: None

Vote: Passed Unanimously

6.5 Budget Calendar- Staff provided information on the upcoming budget deadline set by the funding entities which is March 29, 2024. Also provided dates of county and CCPLB meeting dates of April 10th and May 1st. Board members and staff discussed meeting dates for the board to plan for the upcoming budget. February 6th and March 21st were agreed upon dates by staff and board to meet.

6.6 Wyoming Center Boilers- Staff requested authorization and subsequent funds necessary to complete additional repairs to get the boilers fully operational.

Mr. Boller moved to authorize staff to utilize Wyoming Center reserve funds, not to exceed \$20,000, for continued repairs of Wyoming Center boilers.

Second: Mr. Norstegaard; Discussion: None

Vote: Passed Unanimously

7. MATTER FOR NOTING- None

8. EXECUTIVE SESSION

Ms. Chapman moved to enter executive session at 8:45 PM pursuant to 16-4-405 (a) (ix) to consider or receive information subject to the attorney-client privilege for consideration or receipt of information classified as confidential by law- attorney/client communications.

Second: Mr. Means; Discussion: None

Vote: Passed unanimously

Resumed regular session at 9:15 PM; No action taken.

10. OTHER BUSINESS- None

11. BOARD CALENDAR

Upcoming Board Meetings:

- February 6, 2024– CCPLB Budget Meeting at 5:00 PM
- February 8, 2024– CCPLB Meeting/Regular at 6:30 PM
- February 15, 2024 – WASD in-person Board Training/ Gillette College
1:00 PM-5:00 PM
- March 14, 2024– QTRLY Commissioners Meeting at 6:00 PM
CCPLB Meeting/Regular at 6:30 PM
- March 21, 2024– CCPLB Budget Meeting at 5:00 PM

12. ADJOURNMENT


Meeting adjourned at 9:16 PM

Minutes Prepared By: Megan Olson

Date: January 18, 2024

Minutes Approved By:

**Campbell County
Public Land board**


Larry Mills, CCPLB Secretary



Date