



CCPLB MEETING MINUTES: August 10, 2023

MEMBERS PRESENT:

Laura Chapman, Larry Mills, Chuck Land, Jerry Means, Brian Norstegaard, Skyler Pownall, Jerry Means. No members absent.

LEGAL COUNSEL & BOARD LIASONS PRESENT: J. David Horning, Kelley McCreery, Heidi Gross.

STAFF: Will Hastreiter, Aaron Lyles, Mikenzie Ochs, ReNae Keuck, Taylor Kinney, Adam Schuff, Spencer Pierce, Mary Hipsag, Steve Yount

GUESTS: Jake Goodrich *Gillette News Record*, Mary Stroka *County 17*, Heidi Gross *City of Gillette Liaison*, Kelley McCreery *Campbell County Commissioner Liaison*, Matt Olson *Public Works*, Sean Brown, Doug Griffis *Public*.

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on August 10, 2023, at CAM-PLEX. The meeting began at 6:30 PM. The meeting was presided over by Chairperson Chuck Land.

2. APPROVAL OF CCPLB AGENDA

A. To approve the August 10, 2023, Agenda as presented.

Motion: To approve the August 10, 2023, Agenda as presented.

Moved: Ms. Chapman

Second: Mr. Mills

Discussion: None

Voted: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the July 6, 2023, CCPLB Meeting Minutes, July 12, 2023, Special Meeting Minutes, and July 14, 2023, Special Meeting Minutes as presented.

Motion: To approve the July 6, 2023, CCPLB Meeting Minutes, July 12, 2023, Special Meeting Minutes, and July 14, 2023, Special Meeting Minutes as presented.

Moved: Mr. Mills

Second: Ms. Chapman

DISCUSSION: None

Voted: Motion passed unanimously

4. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the August 10, 2023, meeting were reviewed.

Motion: To approve the warrants with the above additions.

Moved: Ms. Chapman

Second: Mr. Mills

Discussion:

Voted: Motion passed unanimously

5. CITIZEN INPUT

Doug Griffis on the behalf himself and the Campbell County Fair Board, thanked Campbell County Public Land Board, CAM-PLEX and many folks for the purchase of the wood sculptures at Fair and the money that was raised for them are going to many causes and wanted to thank everyone.

6. OPERATIONS REPORT/UPDATE

Executive Director's Report - Aaron Lyles, Executive Director, referred the Board to his Executive Director's Report. Items of discussion included a review of CCPLB Assets notably the CASE Skid Steer engine failure; NHSFR related damages; the Hail Claims; the Master Planning process, Camporee, and Staffing updates. Notable damaged item, someone drove through one of the pole gates that separates Boxelder Campground and Boxelder Stalls. Crew was able to take it off and drive over it to straight it back out so no huge expense on that right now. With the amount of people on grounds and the compaction on certain water lines, we had maintenance crews digging up holes to fix leaks while rodeo was going on and had to have Paintbrush Services come out but all in all damage was minimal. Had lots and lots of signposts that got hit due to golf carts during rodeo. Had one notable injury, where someone fell off or stepped off the back of a golf cart out in front of the shop. Initially, cleared then they ended up having to fly him to a regional hospital and have not heard any update since that. Continuing to work on water leaks; with the exceptional rain we have had some leaks are showing but working hard to get those fixed. Goal to have the Hail Claim done by the end of this year. Populous is planning for the next board meeting on September 14th to have a final date of presentation of the Masterplan at end of September or beginning of October. Got a commitment to have all the material for the Masterplan or close to available to give to the board at the September 14th meeting to have time to review it all. Have been in touch with Very Bryd with Camporee who has been in touch with local vendors on port-a-potties and have indicated services that we may not have to be purchasing port-a-pots or a significantly smaller amount. Open to looking at amending the contract if services are found to reallocate those funds not for port-a-pots but other items needed for Camporee. Mr. Lyles' full report is attached.

Facilities and Operations – Will Hastreiter, Director of Operations met with Jake Ewing with Van Ewing Construction to work on old and new leaks. Cam-Plex has sprayed for flies. Have found two rows in Boxelder Campground with failing couplers. Would like to start the conversation on the solution to go with poly pipe vs pvc pipe. Any problems that occurred during the Rodeo or Fair were taken care of right away. With the new budget cycle started, the effort to start replacing lights in Spirit Hall is a priority. Currently working on changing all lights in the locker rooms now. With events going on, some lights may get replaced during ice season.

Events – Aaron Lyles, A list of events will be emailed out to the board. Improvement of programming is a major initiative; Ned Ledoux on September 21st. The Cinema Series is focused on bringing coactivated programming. With the reorganizing of staff with the approval of hire from the Commissions we will have very capable people to sell CAM-PLEX. There has been an unspoken rule of booking likeable ag events back-to-back weekends which is bringing difficult challenges that will begin getting brought to the board. A problem that needs to be highlighted and if the goal is to reduce subsidy, that rule makes it hard to make money when you cut out half the year of prospective events.

Finance – ReNae Keuck, Director of Finance. The final budget is due July 31st due to the State, was able to get it submitted on time. There will be budget amendments that will need to be submitted. Working on year end for auditor having that all submitted by the end of August. Another CD that matured on July 7th and was able to purchase another CD for 365 days.

7. BOARD PROCESS

Matt Olson, Public Works Re: Pronghorn Industrial Park

Executive Director of Public Works, Matt Olson presented an update on the Boxelder Road expansion to the board. Public Works is developing the plan to install water, fiber, power, and sewer systems along Boxelder to the new industrial park. Securing easements for this work is essential to grant compliance and award. Right-of-way needs to be developed for this infrastructure and the presentation was to ensure proactive communication amongst entities. Maps were presented identifying the impact areas. County has hired a firm that will be working on the alignment of the roads and figuring out the semantics of the development. Timeline right now is hoping to go out to bid by this winter and under contract starting project March 2024. The board acknowledged no objection to Executive Director, Aaron Lyles and Public Works, Matt Olson to work together in this process to develop the plans necessary to produce a proposal to the board for consideration. It was discussed that a notable impact will be with the Equestrian Park lease holder. Legal counsel review leases as it relates to the impact of these prospective easements. Legal

descriptions of the project are still being developed with the designer so more information to come before a vote can be presented to give right away.

Bid Opening Recommendation (Lighting Bid, Video Screen Bid)

Motion: To approve the bid from Barbizon Light of the Rockies in the total amount of \$94, 561.90 for the stage lighting update stage one.

Moved: Ms. Chapman

Second: Mr. Pownell

Discussion:

Staff presented bid findings and recommendations for the approved Capital Budget items of the Phase 1 of 3 Lighting Upgrade and the Video Wall Capital Purchase. The lighting upgrade had Denver based Barbizon Light of the Rockies submitted a bid. Cam-Plex has had a successful transactions with them and this firm had all three projects of the phased projects last bid cycle. Project includes all the follow spotlights in the back of Heritage Center. We are still currently running the original lights from 1989 which have lived their life and then some. Bid amount was for \$94, 561.90 and all items in the RFP were met to specification.

Voted: Motion passed unanimously

Motion: To approve the bid from ABI Systems in the total amount of \$401,396.08 for the Video Screen.

Moved: Mr. Pownell

Second: Ms. Chapman

Discussion:

The bid outcomes for the Video Screen were presented. This is a video screen that is tiled and just under 24ft wide and 10ft high. This bid is not just for the screen but also includes the equipment to produce the content to go on the screen. The package includes the screen, being able to produce content, show it on the screen and monetize that. The bid came in shockingly less, about \$100,000.00 so it allows us to go back and get additional items to make the project usable. This screen allows us to essentially have a triple excel screen and can set it up as two different screens. It is equipped with 120 video tiles that allow you to set it up as high or wide as you would need it for a day. Cannot just get the video tiles, must be able to get the additional items as far as the trusses, motors, structures, to be able to put this video wall into our buildings in a savable way. We built into this package a lot of flexibility to meet our customer needs but bare necessities to get the project off the ground. This package also includes the storage trailer and the purchase of the professional software that will live with the equipment and as the software improves over the years, it will be a minimal cost to update. This equipment is the middle of the road solution that says yes to a lot of items. It has the capability to be used outside and inside and flexible for bigger events and small events.

Voted: Motion passed unanimously

Budget Amendments FY21-22; FY22-23

For FY22-23 we are amending for the Hail Claim, increase in the revenue and expense lines and increase in the credit card handling fees. For FY23-24 are carry forward items from FY22-23 so we are amending the current year budget to carry items forward.

Motion: To approve the Budget Amendments for FY21-22 and FY22-23 as presented.

Moved: Ms. Chapman

Second: Mr. Mills

Voted: Motion passed unanimously

NHSRA Staff Compensation Recommendations

Each year of hosting the NHSFR the board has provided a compensation adjustment for salaried staff to account for the exceptional hours required to be worked during the event. Last year for payout to salary employees was one weeks pay and overtime rate and then grossed up for payroll taxes.

Motion: To approve NHSRA stall compensation recommendation for salary staff.

Moved: Ms. Chapman

Second: Mr. Pownell

Voted: Motion passed unanimously

Bylaws Updates: 2.6 Office Elections, 2.7 Board Committees, 4 Authority, and 15 Public Records

Motion: To approve the process to draft bylaws revisions to address items 2.6, 2.7, 4, and 15 for consideration at the next meeting.

Moved: Mr. Pownell

Second: Mr. Mills

Discussion: Board discussed history on elections and determined at the next board meeting discussion will be held on changing time of elections. The board elections are in May with new board members that get appointed in June, joining the board in July. It was discussed that it makes more sense to have the elections in November citing the timing of the appointment process. The Governance Committee consists of the Board Chair, Vice Chair and two additional members Board Members. Mr. Pownell is already on the committee so need to elect one additional board member. Members of the committee are Mr. Land, Ms. Chapman, Mr. Pownell and Mr. Norstegaard. Discussion held on the two standing committees of the board. First, the Governance Committee reviews policies, bylaws, etc. The second committee is the Community Linkage Committee which consists of the Board Chair and two additional Board Members. The purpose of this committee is for the development and planning between the Board and the citizens of Campbell County, giving the board members a chance to meet with citizens legally and be able to report back at regular board meetings. This committee members are Mr. Land, Mr. Mills, and Mr. Means.

Discussion was made about 3 months ago and what was delineated between staff and legal counsel was what a board member can and cannot do. Board members have no authority outside of a regular scheduled board meeting and to clarify what the bylaws already say, but in more plain language was agreed as necessary.

The bylaws were still published with language that legislative revision has made obsolete per Wyoming Statue. The recommendation would be to simply reference our current policy in the bylaws rather than use the bylaws to spell out the whole policy. These policies have already been adopted by the board. It is recommend we revise the bylaws to remove the now obsolete language.

Voted: Motion passed unanimously

Camporee Update

Camporee has scheduled an operational planning meeting in October that will result in revised operational schedules. It has been agreed between Pastor Ron Whitehead and Mr. Lyles that they will each mutually hold tight until all of Camporee's downline directors have been identified to align their organizational structure to that of Cam-Plex's team. In this way we can efficiently delineate tasks that need to be completed. Mr. Lyles will prepare a plan that will dove tail with those efforts on exactly how the infrastructure timeline will go with construction of remaining infrastructure. CAM-PLEX has a commitment to Camporee to deliver security cameras, fencing, road, grading to a camping area, the amphitheater site and functionality of site. The biggest concern right now is the porta pots and if we must buy them and get them delivered and make that in time. The grass at the amphitheater site is taking well, work still needing to take place at fire station and figuring out the delivery of water for shower platforms, trash islands and placement of porta pots. There is comfort in where we are right now except for the porta potties. Mr. Lyles is pushing both in writing and on the phone for clarity on this matter. Another issue is we have not heard back on the \$750,000 grant which makes the budget work. We have the \$1.5 million and approval from the County, who drafted an amendment to the amendment to the funding document so we can take the savings from the center pivot to other costs. Mr. Lyles needs to work with the city to see if the document the county drafted is acceptable to the city so it can get brought back to the Land Board to be signed. Mr. Lyles with work our city liaison and make sure they have seen the

document and get that taken care of. Discussion was made on the grant as to where it currently is sitting and there has been no updates other than that it is still in the hands of the Attorney General. Further discussion was made on the porta pots and currently, CAM-PLEX is contractually obligated to purchase them in the amount of \$340,000.00. Vern Byrd, Camporee's Operation Director, has recently been in contact with local vendors and there has been discussion with Paintbrush Sanitation on what is going to be needed to be able to provide the service. There is nothing currently in the community that could provide this service so that is why CAM-PLEX was going to buy the additional units. We are just responsible for providing the units not the servicing/cleaning of the units. Time is of the essence, so we don't fail on the deliverable on our end. There currently is a global plastic issue and two years ago when this was discussed, there was hope to purchase 750 porta pots with the amount of money but now its looking like 300-320 units and then the costs varies on what unit you want to buy which then changes the number of units that can get purchased. Several months ago, a conversation was made with a vendor out of South Dakota then the contract fell through so in the last month conversations have been made with local vendors and that is what is known right now. Request to have Mr. Byrd come to the next board meeting to get this resolved. There is about 100-120 days rough lead time, but they do not come assembled so we will have to also include the labor to assemble them in that \$340,000.00.

NHSFR Report

Discussion was held on the overall event and there were no major issues besides the internet at the beginning of the event which came with minor consequences. Mr. Means discussed the lighting at the grandstands and just wondered about options with how many golf carts were running around and just to review lighting overall. Operationally the staff did such a great job, the check-in process organization was outstanding and a stress-free experience. Currently working on a series of surveys to go out to staff, volunteers, vendors, etc. CAM-PLEX will be purchasing advertising space in the News Record to do a big splash of thank you's. There wasn't any part of our community or our government system that didn't step up to make this work. Ticket sales were greater than this year than last year, with an estimate of \$30,000.00 more in ticket revenue. Record ticket sales, record RV sales, and increased expenses in relationship to revenues. It is anticipated the net income will be about the same as last year or slightly better.

NHSFR Letter of Intent

Motion: To accept the NHSFR Letter of Intent and thereby begin initiating the steps to meet the identified requirements of the letter as detailed from the National High School Rodeo Association with modification to Mr. Lands title from President as noted to Chairman.

Moved: Ms. Chapman

Second: Mr. Means

Discussion

Letter of intent was brought in front of the board for a 10-year commitment that is a conservative 100-million-dollar offer. The High School Rodeo Association loves Gillette and they are excited about the prospect of meeting some of their needs to move indoors. They understand that we didn't come back with everything they had asked for but offered a hybrid and about half of what they had asked for. Mr. Lyles expressed to the rodeo association that he could not go to the board or the community of Gillette and propose a masterplan that had sufficient side effects based on their requests if they didn't committee to us. They have drafted a letter that effectively says that if at the end of next year, the community has expressed to keep the finals here with the facilities being indoors and we get that taxed passed or funding for what we are proposing to get done by January 2025, they will committee to 10 consecutive years starting in 2030. If the tax gets passed in early 2024, the master planners then think it could be 6 and half years to see the plan get completed. The board will receive updated plans next month. The master planners did reach out to 60-80 national events to see if this facility was built, would they look at renting the space. There is no obligation to sign this letter other than asking the community if they want this or not. The letter will need to go to the City of Wright, the Commissioners and City of Gillette for the item to be included on a ballot as a special cap tax.

Voted: Motion passed unanimously

Board Orientation

Mr. Lyles prepared and presented to new board members a binder that included the Joint Powers Agreement, Bylaws, CAM-PLEX Board Governing Board Policies, Board Letter to Staff, Inclement Weather Policy and the Campbell County Code of Conduct document. Mr. Lyles proposed having new members come to CAM-PLEX and tour the facilities and get a close inspection of the facility capabilities, maintenance status and general areas not available to the public.

7. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: A family that was renting their camper to a rodeo contestant and that was parking their RV in the pre-rodeo set-up days was inadvertently parked in the wrong spot, which was the fault of CAM-PLEX due to a site sign being placed about 6' off of the correct line. This shortened the entire row one RV space and in discovering the error and having a full capacity event will all possible spaces needed, staff asked the owner to move the RV. The RV owner became very agitated and was yelling/swearing at the young female part-time staff. The staff member retreated to the administrative office and reported the incident. Mr. Lyles was asked to go out and address the situation. Upon being asked to move the RV by Mr. Lyles the owner remained agitated, swearing and insisting that it would not be moved. The owner acknowledged swearing at the staff saying "That's right I did. You are all (Expletive) lazy idiots and deserve it". The owner on site then called his wife and asked Mr. Lyles to speak to her. The wife felt that she was not being heard and therefore disrespected by Mr. Lyles. Mr. Lyles directed the despite the mistake on the part of CAM-PLEX, the owners needed to be moved the RV and if the issue couldn't be resolved it would be towed from grounds. Mr. Lyles instructed the gentleman on the grounds that being aggressive and swearing at staff was not going to be tolerated. The wife indicated that she was going to file a complaint and Mr. Lyles explained that she can direct that complaint to the Land Board. The onsite owner ultimately did calm down, moved the RV and left the property without further incident.

Commissioner McCreery let the board know that it is the desire of the commission to incorporate maintenance funds when approving capital expenditures so that there is mechanism to maintain infrastructure built.

8. BOARD CALENDAR

i. Upcoming Board Meetings:

- a. September 14, 2023, Quarterly Commissioners Meeting @ 6:00 pm
- b. September 14, 2023, Regular Board Meeting @ 6:30 pm
- c. October 12, 2023, Regular Board Meeting @ 6:30 pm

ii. Other Meetings/Events:

- a. None

10. ADJOURNMENT


Meeting adjourned at 9:05 pm

MINUTES PREPARED BY

Mikenzie Ochs, September 6, 2023

MINUTES APPROVED BY

Campbell County Public Land Board

 9-14-2023
(Signature & Date) Larry Mills, CCPLB Secretary