



CCPLB MEETING MINUTES: January 12, 2023

ATTENDEES

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

MEMBERS ABSENT:

LEGAL COUNSEL: Joe Hallock

STAFF: ReNae Keuck, Mikenzie Ochs, Will Hastreiter, Keith Howard, Heather Kuhrt, Aaron Lyles, Heather Kuhrt, Pam Altenberg, Trevor Lynde, Kyle Harbour

STAFF ABSENT:

GUESTS: Jake Goodrich *Gillette News Record*, Mary Stroka *County 17*, Kelley McCreery *Campbell County Commissioner Liaison*, Sonja Tomaszewski *Public*, Todd Gralla *Populous*, John Brown *Populous*, Joel Feldman *Populous*, Mark Hines *DOWL*, Jaime Tarver *DOWL*

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on January 12, 2023, at CAM-PLEX. The meeting began at 6:30 PM. The meeting was presided over by Chairman Darin Edmonds.

2. APPROVAL OF CCPLB AGENDA

A. To approve the January 12, 2023, Agenda as amended

Discussion: To amend agenda item 7H. Executive Director Expectations and Guidance moved to Executive Session.

Motion: To approve the January 12, 2023, Agenda as amended

Moved: Ms. Camblin

Second: Ms. Chapman

Vote: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the December 8, 2022, CCPLB Meeting Minutes

To approve the December 8, 2022, CCPLB Executive Session Minutes

DISCUSSION: None

Motion: To approve the December 8, 2022, CCPLB Meeting Minutes as presented

Moved: Ms. Chapman

Second: Mr. Land

Vote: Motion passed unanimously

4. CONSENT AGENDA; APPROVAL OF WARRANTS

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

- December 2022 Accounts Payable Voucher Numbers 3585 - 4968 in the amount of \$240,566.14
- December 2022 Manual Purchase Order Numbers 11241 - 11268 in the amount of \$290,229.44
- December 2022 Payroll Warrants in the amount of \$160,636.27 for the period of 12/11/2022 – 12/25/2022

Moved: Mr. Pownall

Second: Ms. Camblin

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. Areas reported on were: Customer Feedback: Tiff Robertson – Buck & Ball and Don Hamm – general riders), Administration (snow plowing), Facilities: Post Buck & Ball cleanup in advance of the Pepsi Cup Soccer Tournament and snow drifts in temporary horse stalls, Major Projects & Events: Populous Master Planning Update, Amphitheater Site Construction Update, NHSFR Mid-Winter Meeting, Buck & Ball 2022, Gillette Mustangs, Camporee, Rodney Carrington, and Upcoming Calendar Highlights. Mr. Lyles full report is attached – ([ATTACHMENT "C"](#)).

B. Facilities & Operations – Will Hastreiter, Director of Operations, reported the East Pavilion project has been completed this month. Painting on 2 doors needs to be done, however current temperatures have delayed this process. Paint used is a 2-part epoxy which needs a minimum temperature of 40 degrees for a minimum period of 48 hours to bond and seal as needed. Due to low temperatures, door painting will be held off on until spring. Door 10 repair (the main shaft that runs the roller is broken in 3 spots) – Quotes received are \$25,526 from Curry Garage Door Company, and \$11,610 from Overhead Door Company, for a barrel replacement. One more quote is actively being searched. In the meantime, Mr. Lyles and Mr. Hastreiter will investigate a few options to better evaluate the repair needed. Windmill Shower Building: Powder River Construction and subcontractors came last Monday to assess damages and give an estimated cost for repairs. Mr. Hastreiter is waiting for a cost of damages covered from the insurance company.

C. Events – Keith Howard – Director of Sales and Marketing, reported he received notification from the State of Wyoming regarding the status of the Wyoming Outdoor Recreation Grant. The State reports that, as of January 10th, all applications have been submitted to the Federal portal. The original portal submission date was scheduled for November 30, 2022. While unknown, this new submission date will likely set the awarding of the grant process back indefinitely. CAM-PLEX will submit their County Annual Report Friday, January 13. Total number of Events that took place at CAM-PLEX in 2022 were: 32 Campbell County School District programs, 343 total events, 567 event days, 767 booked dates. New Life Wesleyan Church non-denominational Christmas Series held 4 services at CAM-PLEX Heritage Center December 23 and 24, which had a total of 2,250 attendees. Mr. Lyles asked Mr. Howard to update the Board on the cancellation of Rudolph the Red Nosed Reindeer Christmas show. Mr. Howard reported this show was cancelled due to extreme weather which prevented the performers from arriving to CAM-PLEX. Mr. Howard informed the Board that committed monies to pay for this show will go directly back into the funding source and be available for future bookings. The Pepsi Cup had 80 teams participating in competition in

2022. They will welcome 90 teams in 2023. The Master Class 3D Archery Shoot: Pronghorn Archery worked with the Wyoming Sportsman's group and were able to get netting to protect Barn 3 during their Archery Shoot from damaging the siding of the building.

D. Finance – ReNae Keuck, Director of Finance, reported she cashed out 2 CD's in the WGIF Reserve Fund with interest rates of .25% and .30% and a maturity date of 09/07/2023. She then repurchased 1 CD for 365 days with an interest rate of 5%, and 1 CD for 545 days with an interest rate of 4.96%. CD's were purchased on 12/14/2022 and 12/31/2022. In doing so, the accrued interest was \$688.04 which made up more than half of the early cash out penalty. At last month's Board meeting, Ms. Keuck had recommended she would like to purchase 2 additional CD's. The Board was in agreement with Ms. Keuck's recommendation, therefore a purchase of 2 additional CD's was made; 1 for 365 days with an interest rate of 5% and 1 CD for 545 days with an interest rate of 4.85%. Ms. Keuck continues to work on next years budget process looking at Capital requests and the Operations budget. Dates for this year's budget meetings will be set at tonight's meeting, and the County/City meetings will be added when determined. Ms. Keuck's full report is attached ([ATTACHMENT C1](#))

7. BOARD PROCESS

A. Master Plan Update & Introductions

Mr. Lyles introduced Mr. Todd Gralla, Populous. Mr. Gralla introduced the Populous Team and presented an overview on the Master Plan procedure as well as other master plans Populous has previously worked on. Mr. Gralla explained the Master Plan process exists of: what do we want to be, what do we want to look like in 5, 10, 20 years (physical master plan) and how do we get there (cost, funding, return on investment). Data collection has been collected from Mr. Lyles and staff. The Populous team toured the CAM-PLEX Facilities, met with several community members, and will meet with event operators, producers, and local community stake holders in the near future. Mr. Edmonds asked what is next for CAM-PLEX. Mr. Gralla reported any feedback from community stakeholders, events holders, questions/concerns/comments from the community, employees, Board members, etc., should be referred to Mr. Gralla. Mr. Lyles agreed he would be the facilitator of any communications received and will present those items to Mr. Gralla. Mr. Lyles will inform Board Members of all updated information of the Master Plan as it is received from Mr. Gralla. Mr. Kelley McCreery, Campbell County Commissioner Liaison, inquired if the public will be informed of updates of this process. Mr. Gralla informed the Board there will be upcoming open session meetings for the public to attend. An on-line questionnaire is a potential outlet for comment/input and Mr. Gralla and Mr. Lyles will have a discussion on this.

B. Road/Walking Path Location

Mr. Lyles referred the Board to attachment 7B located in the Board Member's binders. Mr. Lyles informed the Board the current proposal for the Camporee Road/Walking Path location (map) is for consideration of the road location as presented. Mr. Lyles asked the Board for general approval to continue to proceed with planning development with the expectation that is where the road will resolve.

Motion: To approve the plan presented in the development of the road and the walking path

Moved: Ms. Camblin

Second: Mr. Land

Vote: The motion passed 6/1 with Mr. Maul voting Nay.

C. Amphitheater Substantial Completion

Mr. Lyles informed the Board that CAM-PLEX has received DRM's request for substantial completion for the Amphitheater ([ATTACHMENT 7C](#)). All cut activities have been completed and topsoil has been distributed back over that cut. There would be a significant amount of finish grading that needs to take place. At this point, contract requirements are 85% complete. Mr. Lyles spoke of a winter shutdown notice which would stop the timeclock on the contract and would benefit both parties (DRM and CAM-PLEX). Work would resume sometime in the spring. Mr. Lyles recommendation is to issue the winter shutdown notice which stops the clock and gives DRM confidence that they will be out of contract terms and still protect CAM-PLEX's interest with work resuming this spring.

Motion: To give Mr. Lyles, CAM-PLEX Executive Director, the authority to grant the wintertime shutdown Notice to DRM.

Moved: Mr. Pownall

Second: Mr. Maul

Vote: Motion passed unanimously

D. Camporee Update

Mr. Lyles reports the road activity was discussed in 7B. DRM had concerns about being able to push through frost in the ground however DRM was successful with this and got the work done.

E. Requests for Qualifications – Amphitheater Irrigation

Mr. Edmonds asked Mr. Lyles if there has been any conversation with the city as they are project #2 of #3, after dirt work (Project #1) and before the spring project (Project #3). Mr. Lyles relayed he has met with all key Stakeholders from the city that would have input into the infrastructure of the development of this site. They are ready to go and waiting as they have all resources purchased or on hand. The next step of development is to issue the irrigation RFQ. The irrigation piece is unknown as to expense based on construction activities and cost of construction. Mr. Lyles has had discussion with the city as to where the water irrigation will be placed underneath S. Garner Lake Rd. All recommendations are for a 6" line. From the city's perspective, the next step would be this piece of development. The county is performing site surveying and once a good arial survey is obtained, it will be known what sizing and fit a general irrigation idea might be and from there information can be put out to general contractors or specialty trades to understand what that might look like to move through an actual RFP. Mr. Land asked if the county engineer is involved in this process. Mr. Lyles informed the Board that Matt at Campbell County Public Works has been very helpful to guide and offer expertise as well as the Public Works Department providing survey data which allows the ability to put ideas on paper. Mr. Lyles has also had conversations with Dwayne Dillinger, Campbell County Parks and Recreation, regarding grass growing and management.

Motion: For the board to direct, Mr. Lyles, CAM-PLEX Executive Director, to send out Requests for Qualifications for Amphitheater Irrigation.

Moved: Ms. Chapman

Second: Ms. Camblin.

Vote: Motion passed unanimously

F. Frank Stevens Memorial Update

The Frank Stevens Memorial Committee (ReNae Keuck, Mikenzie Ochs, Charlene Camblin, and Chuck Land) reported Ms. Keuck, and Ms. Ochs will fill out the application and return to the City of Gillette for the road name

change. Mr. Land is working with the Steven's family planning for the plaque which will be placed in the Heritage Center Theater.

G. FY 2023-2024 Budget Meetings

The Board scheduled the 2023/2024 CCPLB Staff Planning Meeting for Tuesday, February 7, 2023 @ 5 PM. - Energy Hall Conference Room

The Board scheduled the 2023/2024 CCPLB Managers Budget for Tuesday, March 28, 2023 @ 5 PM. – Main Office Board Room

H. Executive Session - Personnel

Motion: To enter executive session to talk about personnel with all CCPLB members present at 8:20 PM

Moved: Ms. Camblin

Seconded: Mr. Pownall

Voted: Motion passed unanimously

CCPLB returned to regular session at 9:45 PM. All CCPLB Members were present.

No action was taken.

8. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

9. BOARD CALENDAR

i. Upcoming Board Meetings:

- a. February 9, 2023 @ 6:30 p.m. (Workshop begins at 6 p.m.)
Energy Hall Conference Room
- b. March 9, 2023 @ 6:30 p.m. (Quarterly Commissioner Meeting) – starts @ 6 p.m. -
Main Office Board Room

ii. Other Meetings/Events:

- a. CCPLB/Staff Planning Meeting – February 7, 2023, Energy Hall Conference Room – 5 p.m.
- b. CCPLB/Managers Budget Meeting – March 28, 2023, - Main Office Board Room – 5 p.m.
- c. 2023 Board Training *Pick one session* February 22, 2023 – Gillette College Main Building Presentation Hall 5:30 p.m. – 8 p.m. or February 23, 2023 – 9 a.m. – 11:30 a.m.

10. ADJOURNMENT

Meeting adjourned at 9:45 PM.

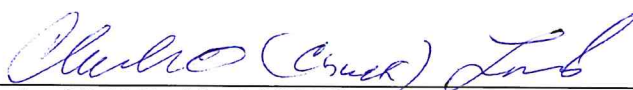
MINUTES PREPARED BY

Pam Altenberg, January 18, 2023

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board]


(Signature & Date) Chuck Land, CCPLB Secretary