



A  
3-1-1

## CCPLB MEETING MINUTES: July 6, 2023

### ATTENDEES

**MEMBERS PRESENT:** Laura Chapman, Larry Mills, Chuck Land, Jerry Means, Mark Norstegaard, Mark Dorr

**MEMBERS ABSENT:** Skyler Pownall

**LEGAL COUNSEL:** J. David Horning

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

**STAFF ABSENT:**

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

### 1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on July 6, 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 July 6, 2023, Agenda as presented.**

**Discussion:** None

**Motion:** To approve the July 6, 2023, Agenda as presented.

**Moved:** Ms. Chapman

**Second:** Mr. Mills

**Voted:** Motion passed unanimously

### 3. APPROVAL OF MINUTES

**A. To approve the June 8, 2023, CCPLB Meeting Minutes**

**DISCUSSION:** None

**Motion:** To approve the June 8, 2023, CCPLB Meeting Minutes as presented.

**Moved:** Mr. Land

**Second:** Mr. Mills

**Voted:** Motion passed unanimously

### 4. CONSENT AGENDA; APPROVAL OF WARRANTS

**A. The Warrants for the July 6, 2023, meeting were reviewed.**

- June 2023 Accounts Payable Voucher Numbers 5041 – 6356 in the amount of \$451,131.28
- June 2023 Manual Purchase Order Numbers 11365 - 11378 in the amount of \$163,616.08
- 2023 Payroll Warrants in the amount of \$163,616.08 for the period of 05/28/2023 – 06/24/2023

**Discussion:** Ms. Keuck informed the Board of additions that were made to the warrants. Additions to the warrants were: G & G Landscaping - \$169,700.40, DRM - \$55,074.94, as well as a retainage check payable to DRM - \$2,898.68.

**Motion:** To approve the warrants with the above additions.

**Moved:** Ms. Chapman

**Second:** Mr. Mills

**Voted:** Motion passed unanimously

## 5. CITIZEN INPUT

**DISCUSSION:** None

## 6. OPERATIONS REPORT/UPDATE

**6.1 Executive Director's Report - Aaron Lyles**, Executive Director, referred the Board to his Executive Director's Report. Items of discussion included: NHSFR, Insurance Renewal, the Shower House Building, the Hail Claim, the Master Planning process, Camporee, Staffing updates, Upcoming Calendar Highlights, and the Horse Racing season update. Horse Racing is complete with their season. Approximately five hundred horses were on the grounds. Manure removal was substantial with 120 truckloads hauled out. 307 Horse Racing is required to remove manure from stalls 2 x per week. Campbell County Road and Bridge brought seven trucks to CAM-PLEX and ran non-stop to help with manure removal as well as supplied nine belly dump loads of scoria. Mr. Lyles' full report is attached. (ATTACHMENT "C").

## 7. BOARD PROCESS

### 7.1 NHSFR Update

Mr. Land directed the Board to the end of Mr. Lyles' Executive Director Report which included a NHSFR schedule of events. Mr. Lyles explained this schedule had been converted into a calendar that shows a daily visual of events that will take place. Queens check in is 1 day earlier than last year due to the scheduled concert on Saturday. Staff will supplement Volunteers as needed. Setup on grounds is going very well and Mr. Lyles is pleased with staff progress.

### 7.2 Camporee Update

Mr. Land informed the Board that the need for Port a Pots has come up again and there is a need to plan to proceed with the purchase of Port a Pots. \$340,000.00 has been allocated for the purchase of actual portables to supplement local supply. The reallocation of these funds have been cautiously held back until the contract from Camporee can show this situation solved. As of now, Mr. Lyles reiterated there is no contract from Camporee for Port a Pots. Mr. Byrd and Mr. Lyles will have further conversation on this issue. A full operational plan should be in place no later than February 2024.

### 7.3 DRM Road Change Order

DRM has provided a change order in the amount of \$70,000.00 for the cost of building the road/walk path for

Camporee. This road is being developed off Boxelder Rd. North through the East Side of Boxelder up around the Fair

Barn and then continues around and down into the Energy Exhibit. The walking path from the Fair Barn is a due west path which provides the direct route through the walking tunnel to get to the Amphitheater site.

**Motion:** To approve the DRM Road Change Order in the amount of \$70,000.00

**Moved:** Ms. Chapman

**Second:** Mr. Mills

**Voted:** Motion passed unanimously

## 8. OFFICER ELECTIONS

The Election process took place due to newly appointed Board Members replacing previous Board Members in the following positions: Chairperson of the Board, Vice-Chairperson and Secretary.

Mr. Land read the Board the current Bylaws stating this election process to fill open seats.

### 1. Chairperson

**Motion:** Mr. Mills moved to nominate Mr. Chuck Land to serve as the Chairperson of the Board.

**Moved:** Mr. Mills

**Second:** Mr. Means

**Discussion:** A discussion took place led by Mr. Mark Dorr and his thoughts on this election process.

**Voted:** Motion passed 4/2 with Mr. Dorr and Ms. Chapman voting no.

### 2. Vice-Chairperson of the Board

**Motion:** Mr. Mills moved to nominate Ms. Laura Chapman to serve as the Vice-Chairperson of the Board.

**Moved:** Mr. Mills

**Second:** Mr. Jerry Means

**Voted:** Motion passed unanimously

### 3. Secretary

**Motion:** Mr. Dorr moved to nominate Mr. Mills to serve as the Secretary of the Board

**Moved:** Mr. Dorr

**Second:** Ms. Chapman

**Voted:** Motion passed unanimously

## 8. MATTERS FOR NOTING

### A. CORRESPONDENCE:

**DISCUSSION:** None

## 9. BOARD CALENDAR

### I. Upcoming Board Meetings:

- a. August 10, 2023, @ 6:30 PM CCPLB Meeting
- b. September 14, 2023, @ 6 PM Quarterly Commissioners/CCPLB Meeting
- c. October 12, 2023, @ 6:30 PM CCPLB Meeting

### ii. Other Meetings/Events:

- a. None

10. ADJOURNMENT

Meeting adjourned at 7:12 PM

MINUTES PREPARED BY

Pam Altenberg, July 25, 2023

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board]

  
(Signature & Date) Larry Mills, CCPLB Secretary