



CCPLB MEETING MINUTES: March 9, 2023

ATTENDEES

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

MEMBERS ABSENT: Skyler Pownall

LEGAL COUNSEL: Joe Hallock.

STAFF: ReNae Keuck, Will Hastreiter, Keith Howard, Aaron Lyles, Pam Altenberg, Heather Kuhrt

STAFF ABSENT:

GUESTS: Jake Goodrich *Gillette News Record*, Mary Stroka *County 17*, Kelley McCreery *Campbell County Commissioner Liaison*, Jim West *City of Gillette Liaison*, Doug Griffis *Public*, Jake Van Ewing *Van Ewing Construction*

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on March 9, 2023, at CAM-PLEX. The meeting began at 7:08 PM. The meeting was presided over by Chairman Darin Edmonds.

2. APPROVAL OF CCPLB AGENDA

A. To approve the March 9, 2023, Agenda as amended

Discussion: To amend the agenda to add item 7.A. To amend the agenda to include amending the MOU for CAMPOREE.

Motion: To approve the March 9, 2023, Agenda as amended

Moved: Ms. Camblin

Second: Ms. Chapman

Voted: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the February 9, 2023, CCPLB Meeting Minutes

DISCUSSION: None

Motion: To approve the February 9, 2023, CCPLB Meeting Minutes and Executive Session Meeting Minutes as presented

Moved: Ms. Chapman

Second: Mr. Maul

Voted: Motion passed unanimously

4. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the March 9, 2023, meeting were reviewed.

- February 2023 Accounts Payable Voucher Numbers 5162 - 5383 in the amount of \$68,333.36

- February 2023 Manual Purchase Order Numbers 11290 - 11304 in the amount of \$257,558.31

- February 2023 Payroll Warrants in the amount of \$152,887.75 for the period of 01/22/2023 – 02/18/2023

Discussion: None

Motion: To approve the warrants as presented.

Moved: Mr. Maul

Second: Mr. Mills

Voted: Motion passed unanimously

5. CITIZEN INPUT

DISCUSSION: None

6. OPERATION REPORT/UPDATE

6.1 Executive Director's Report - Aaron Lyles, Executive Director, referred the board to his Executive Directors Report which gave an overview of discussions between insurance adjusters and himself. Mr. Lyles reports substantial progress has been made regarding Travelers Insurance and the Windmill Shower House Building claim. Authorization from Travelers Insurance has been given to bring in portable showers, however Mr. Lyles is questioning why \$30K would be spent for a temporary fix rather than going ahead and permanently fixing the building. Consideration on the solution to take for the repair of the Windmill Shower House is ongoing. The Hail Claim received substantial progress as well. Several large claims have been approved for repair. Mr. Lyles recommends taking cash value for 4 ticket booth buildings that are beyond repair.

Mr. Land questioned leaks still present at East Pavilion. Mr. Jake Van Ewing, Van Ewing Construction, introduced himself and updated the Board on the status of repairs for the Hail Damage Claim. Mr. Ewing reports weather has been an issue; however, Mr. Ewing has been in touch with the roof installer and these issues will be fixed. Mr. Lyles recognized the team for stepping up to the plate as CAM-PLEX has been very busy over the past month. Mr. Lyles reports 2 of the past 4 weekends every facility has been rented back-to-back. Mr. Lyles informed the Board of a 5-year employee who has submitted their resignation due to lack of quality of life. Mr. Edmonds referred to the Master Plan and the utilization rate and the number of employees compared to 2004 and being roughly the same amount as current. Mr. Edmonds recognized that conversations between the Board need to start taking place to address the workload/employee situation. Mr. Lyles informed the Board this topic would be discussed tonight during the scheduled Executive Session. Mr. Lyles discussed the Camporee Meeting scheduled for Monday, March 13, 2023, 2 p.m. – 5 p.m. Mr. Ron Whitehead from Camporee will be present. Mr. Lyles redirected the Board to address a previous discussion between himself and the Commissioners regarding payment for Capital Item Door 10 – East Pavilion \$14,727.44. Mr. Lyles is recommending the Board give him authorization to ask the Commissioners to make a line-item transfer for the repair of this door.

Motion: For the Board to approve Mr. Lyles to approach the County and the City for transfer of funds from cost savings from the bleachers purchase to facilitate repair of Door 10 – East Pavilion.

Moved: Ms. Chapman

Second: Ms. Camblin

Voted: Motion passed unanimously

Discussion: The Board discussed different options in funding \$36,500 for panels. Different accounts have different restrictions/rules. Rules are obtuse and wording needs re-evaluated. Ms. Chapman asked the Board to revisit the

wording of the Special Events Funds so clarification can be made. Mr. Edmonds replied he would meet with Mr. Hallock for the most current versions of different accounts and revisit all funding entities for updates and clarity.

Motion: To authorize the purchase of panels out of the Special Events Reserve Funds without matching monies while reserving the right to allocate said purchase to a different account at a later date as well as review Bylaws as written.

Moved: Ms. Camblin

Second: Ms. Chapman

Voted: Motion passed unanimously

Mr. Lyles full report is attached. **(ATTACHMENT "C")**.

6.2 Facilities & Operations – Will Hastreiter

Mr. Lyles informed the Board that an addition was made to the board packet. The addition was an updated report received from Van Ewing Construction which provided specific progress updates for each individual building regarding the Hail Damage Claim. Will Hastreiter, Director of Operations, reported all buildings are booked for this weekend. Mr. Hastreiter is starting to see progress on construction issues that he's been dealing with for quite some time, such as the Windmill Shower Building, as well as other outstanding projects that are moving forward. Mr. Hastreiter's full report is attached.

6.3 Events – Keith Howard, Director of Sales and Marketing, reported on Events scheduled at CAM-PLEX.

Theater Events: CCSD 6th Grade Honor Choir March 2nd, Star Dance Alliance March 4th - 5th, Celtic Angels Ireland March 6th, CCSD Secondary Vocal Gala March 7th, CCSD 5th & 6th Grade Musical Performance March 9th, CCSD 5th & 6th Grade General Music Program March 13th, CCSD 1st & 2nd Grade General Music Program March 14th, Powder River Symphony Spring Concert March 18th & March 19th, Arts Academy Rehearsal March 28th, World War II Days March 29th & 30th, Clue On Stage by Gillette Community Theater March 24th, 25th, 31st, and April 1st. Magic Shadows: Catapult March 26th. Sports: Cowboy State Games' Ironman Challenge (wrestling tournament) March 11th – 12th, Gillette Mustangs Football March 25th, 4-H Shooting Sports Training March 25th – 26th. Equestrian, Ewe, and Dog: Ride & Shine Equine Assisted Therapy March 7th, 21st, and 28th. Adon Ranch Productions' Spring Fling March 10th – 11th, Gillette College Rodeo March 17th – 19th. Banquets & Benefits: Wyoming Sportsman's Group Annual Banquet March 4th, Campbell County Fire Department Awards Banquet, John Paul II Springfest March 31st. Meetings & Trainings: CC Fair Board Meeting March 6th, Eagle Specialty Materials MSHA Training March 6th – 10th. Gillette High School Rodeo Meeting March 13th, Campbell County Chamber Luncheon March 14th, CAM-PLEX Staff Meeting March 14th, Lodging Tax Board Meeting March 16th, Pre-Corp All Employee Meeting March 24th. Tradeshow, Community, and Specialty: Children's Festival March 11th, A Preacher in the Patch and Friends March 16th – 19th, Cowboy Country Horse Sale & Trade Show March 17th – 19th, Chamber of Commerce Home Show March 18th – 19th, Rockpile Tradeshow and Garage Sale March 31st – April 1st. Updates: Wyoming Outdoor Recreation Grant Update: CAM-PLEX received an email update from the state on March 6th noting all applications in the ARPA Portal are in the final levels of approval for funding and identifying that notification of awards will be submitted via email in the near future. No specific deadline for notification was given. NHSFR Volunteer Update: 1,345 volunteer spots need to be filled. Currently (with volunteer commitments from Lyon's Club and Rotary) we have 485 spots filled as of today. The highlights from February are Rodney Carrington. The 2 performances sold a total of 1,618 tickets with 1,512 tickets scanned with attendees from Rapid City, S.D., and Billings, M.T. Mr. Howard's full report is attached.

6.4 Finance – ReNae Keuck, Director of Finance, reported she has been busy working on budget preparation. Mr. Lyles thanked Ms. Keuck for her dedication and hard work. Projections are in progress with a few key accounts including fuel, utilities and operations being monitored closely. Ms. Keuck reminded the board members that the budget will be approved at the next scheduled board meeting, and that another meeting could be scheduled between now and then if more discussion is needed.

7. BOARD PROCESS

7.A. Camporee MOU (Memorandum of Understanding)

Mr. Lyles and Mr. Edmonds met with Campbell County Commissioner Chairman Faber regarding the CAMPOREE MOU. After discussion, Ms. Faber asked that Mr. Lyles and Mr. Edmonds consider a revision to the MOU allowing all 3 entities to have 1 document that is agreed upon. The confusion is Paragraph 4A. and 4B. Paragraph 4.A. states: The City and County agree to split equally the Amphitheater Costs. With respect to the Amphitheater Costs, the City's and County's payment obligations shall not exceed \$1,500,000.00. By way of illustration, the City's and County's payment obligations will not exceed \$750,000.00 each under this section. Paragraph 4.B. states: The parties agree that the City's and County's total payment obligations for the costs related to either the Camporee Events or the Contract are limited to amounts stated in Section 4.A. of this MOU which has been edited over time to read: amphitheater costs, other costs, additional costs identified. All language related to other costs has been struck out. Mr. Lyles informed the Board that other entities are renting their facilities to Camporee and are passing their billing on through CAM-PLEX, making CAM-PLEX the billing agent for other entities. Mr. Lyles' goal is for each entity to maintain their responsibilities. Mr. Lyles stated entities knew there were other costs involved, such as building a road, water lines, putting in shower houses. By amending the MOU, this mechanic allows CAM-PLEX to serve to bring back other costs but not increase the asking amount of \$1.5M. This allows CAM-PLEX to pay for the "other costs" in addition to the Amphitheater. Mr. Maul asked that the final document be delivered to all members of the Board when revised.

Motion: To propose an amendment to the amended Memorandum of Understanding between the City, County and Public Land Board utilizing the redlines provided by Mr. Lyles along with Mr. Hallock's input.

Moved: Ms. Chapman

Second: Mr. Land

Voted: Motion passed unanimously

7.1 Master Plan Update

This item was previously discussed in the Quarterly Commissioners Meeting with the CCPLB 03-09-2023, 6 p.m.

7.2 Camporee Update

This item was previously discussed in the Quarterly Commissioners Meeting with the CCPLB 03-09-2023, 6 p.m.

7.3 Landscaping RFP Review

Mr. Lyles reported CCPLB Bylaws require that when a construction project is executed, the project must be professionally designed. Mr. Lyles informed the Board that the RFP for the Request for Irrigation/Landscaping Proposals – Outdoor Event Space Irrigation/Landscaping and Project Management was published

February 28th, March 4th, and March 7th. 4 firms requested the proposal. Of the 4 firms, 2 firms got together and submitted a proposal as 1 unit and another firm submitted a stand-alone proposal. G & G Landscaping presented a proposal for a Center Pivot Irrigation System with a net proposal of approximately \$385K which includes the center pivot irrigation system, seeding, and grading. The Board discussed different options for landscape preparation including seeding.

Motion: To empower Mr. Lyles and Mr. Hallock to enter into contract negotiations with G & G Irrigation and Landscaping for a Center Pivot Seeding and Grading option as specified in their response to the Board's request for proposals as the top ranked choice.

Moved: Ms. Chapman

Second: Mr. Land

Voted: Motion passed unanimously

7.4 Insurance Claim Staff Recommendation

This topic was previously discussed earlier during this meeting under item 6.1 Executive Director's Report.

Motion: For the Board to take cash value for 4 ticket booth buildings that are beyond repair.

Moved: Mr. Land

Second: Ms. Camblin

Voted: Motion passed unanimously.

7.5 Executive Session – Personnel

Motion: To enter Executive Session to discuss personnel with Mr. Lyles present at 8:58 PM.

Moved: Ms. Camblin

Second: Mr. Land

Voted: Motion passed unanimously

CCPLB returned to regular session at 10:03 PM. All CCPLB members, and Mr. Lyles, were present.

No action was taken as a result of the executive session.

8. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

9. BOARD CALENDAR

I. Upcoming Board Meetings:

- a. May 11, 2023, @ 6:30 PM (Workshop starts at 6 PM) Energy Hall Conference Room
- b. June 8, 2023, @ 6:30 PM (Quarterly Commissioners Meeting starts at 6 PM) Energy Hall Conference Room

ii. Other Meetings/Events:

- a. April 19, 2023, @ 6:30 PM - Joint Powers Boards Budget Request Meeting with County and City @ Campbell County Commissioners Chambers.

10. ADJOURNMENT

Meeting adjourned at 10:03 PM

MINUTES PREPARED BY

Pam Altenberg, March 27, 2023

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board]


(Signature & Date) Chuck Land, CCPLB Secretary