



## CCPLB MEETING MINUTES: May 11, 2023

### ATTENDEES

**MEMBERS PRESENT:** Darin Edmonds, Laura Chapman, Charlene Camblin, Larry Mills, Chuck Land, Skyler Pownall (via Zoom)

**MEMBERS ABSENT:** Bob Maul

**LEGAL COUNSEL:**

**STAFF:** Will Hastreiter, Keith Howard, Aaron Lyles, Pam Altenberg, Mikenzie Ochs

**STAFF ABSENT:** ReNae Keuck

**GUESTS:** Jake Goodrich *Gillette News Record*, Mary Stroka *County 17*, Kelley McCreery *Campbell County Commissioner Liaison*, Heidi Gross *City of Gillette Liaison*, Doug Griffis *Public*, Jack Greer *307 Horse Racing*.

### 1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on May 11, 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 May 11, 2023, Agenda as presented.**

**Discussion:** None

**Motion:** To approve the May 11, 2023, Agenda as presented

**Moved:** Mr. Land

**Second:** Ms. Chapman

**Voted:** Motion passed unanimously

### 3. APPROVAL OF MINUTES

**A. To approve the April 13, 2023, CCPLB Meeting Minutes**

**DISCUSSION:** None

**Motion:** To approve the April 13, 2023, CCPLB Meeting Minutes and Executive Session Meeting Minutes as presented.

**Moved:** Ms. Camblin

**Second:** Ms. Chapman

**Voted:** Motion passed unanimously

### 4. CONSENT AGENDA; APPROVAL OF WARRANTS

**A. The Warrants for the May 11, 2023, meeting were reviewed.**

- April 2023 Accounts Payable Voucher Numbers 5652 - 5825 in the amount of \$375,132.44

- April 2023 Manual Purchase Order Numbers 11331 - 11346 in the amount of \$149,859.49

- April 2023 Payroll Warrants in the amount of \$144,810.54 for the period of 03/19/2023 –04/15/2023

**Discussion:** Mr. Pownall inquired about providing inmate meals and options available to keep costs affordable. Mr. Hastreiter will pursue information and different options available and report his findings to the Board.

**Motion:** To approve the warrants as presented.

**Moved:** Ms. Chapman

**Second:** Mr. Mills

**Voted:** Motion passed unanimously

## 5. CITIZEN INPUT

**DISCUSSION:** None

## 6. STANDING REPORTS/UPDATE

**6.1 Executive Director's Report - Aaron Lyles**, Executive Director, referred the Board to his Executive Director's Report. Items of discussion included: Insurance Claims Update – Windmill Shower Building Claim, Hail Claim, Major Water Line Breaks and Major Maintenance Repair. Populous Master Planning Update. Amphitheater/Outdoor Event Site Update. CAMPOREE 2024 Update. Operations Highlights and Upcoming Calendar Highlights. Mr. Lyles' full report is attached.

**(ATTACHMENT "C").**

**6.2 Facilities & Operations – Will Hastreiter**, Director of Operations, referred the board to his Operations Update Report. Mr. Hastreiter's full report is attached.

**6.3 Events – Keith Howard**, Director of Sales and Marketing, referred the board to his Sales & Marketing Report. Items of discussion included: Theater Events, Sports Events, Equestrian, Ewe, & Dog Events, Banquets & Benefits, Meetings & Trainings, Tradeshows & Community Events, Awards Ceremonies: Private & Specialty, and General Updates. Mr. Howard's full report is attached.

**6.4 Finance – ReNae Keuck**, Director of Finance, was absent. Mr. Lyles informed the Board that Ms. Keuck has purchased 4 new CDs with a 5%, or above, return interest rate.

## 7. BOARD PROCESS

### 7.1 Designation of Depositories

Mr. Lyles directed the board to the Designation of Depositories Form located within their binders. A short discussion followed. Mr. Edmonds asked to remove the 2 credit unions from the list before approving this form.

**Motion:** to approve the Designation of Depositories Form list of banks excluding credit unions from the presented list.

**Moved:** Ms. Camblin

**Second:** Mr. Mills

**Discussion:** A short discussion took place as to where CAM-PLEX funds are held. Ms. Camblin inquired what the requirements of the Wyoming Statutes are. Mr. Edmonds summarized the Wyoming Statutes for the Board. Conversation on tabling this item was discussed. Ms. Keuck joined the Board Meeting via cell phone to confirm which financial institutions currently hold funds and what prior history in approving this annual form has been.

**Motion:** To amend the previous motion to designate funds to be held at First National Bank, WGIF, and WYOSTAR, while striking all other banks and credit unions from the form as presented.

**Moved:** Ms. Chapman

**Second:** Ms. Camblin

**Discussion:** Ms. Chapman requested adding the Bank of Gillette to the approved Designation of Funds list as funds have previously been held by this banking institution.

**Motion:** To amend the amended motion to include the Bank of Gillette to be added to the amended approved list. The amended amendment voted on is: To approve the list of Designation of Depositories as First National Bank, WGIF, WYOSTAR, and the Bank of Gillette.

**Voted:** Motion passed unanimously

## **7.2 Designation of Official Newspaper**

To designate the Gillette News Record as the Official Newspaper of record for CCPLB.

**Moved:** Ms. Camblin

**Second:** Ms. Chapman

**Voted:** Motion passed unanimously

## **7.3 Board Member Financial Disclosure Statement**

Board Members were informed they would find this form in their binders. All Board members are required to complete and sign this form and return it to the Board Secretary when done.

## **7.4 Master Plan Update**

This item was covered in Mr. Lyles' Executive Director's Report. A community workshop is scheduled for May 18<sup>th</sup> and 19<sup>th</sup>. This will be a 2-day workshop. During the day, the steering committee will work to move forward and develop conceptual ideas taken from the initial financial analysis and transition to block programming to understand sizes of space and utilization of areas of CAM-PLEX with feedback from stakeholders. Development of design ideas for spaces. A Public Workshop will be held May 18<sup>th</sup> at 6:30 p.m. at Energy Hall.

## **7.5 Camporee Update**

This item was covered in Mr. Lyles' Executive Director's Report. CAM-PLEX continues to work with the leadership of CAMPOREE. A name for the outdoor event space/amphitheater will need to be considered in the near future. The City of Gillette has confirmed they have the infrastructure, the fiber conduit, and the power transformer in place, and all connectivity back to the substation is in place. G & G Landscaping is working as of today to have their contract to be able to connect the power for the center pivot. The center pivot will arrive next Tuesday. South Garner Lake waterline is tap and the installation of this line and permitting process has been challenging. Mr. Lyles is working with the City of Gillette to wave tap fees for this line. Water and seed may be put down with the center pivot being installed, however if rain permits, the center pivot watering process will take place later.

## **7.6 NHSFR Update**

This item was covered in Mr. Lyles' Executive Director's Report. Mr. Lyles informed the Board that there are 62 days until Rodeo. Weekly staff committee meetings are taking place and backdating of the planning process continues. Transitioning into the infield will take place immediately after the high school rodeo this weekend. The trade show is sold out on the floor and there are 15 remaining spots left in the mezzanine. Program and sponsorship sales are progressing well. Volunteers are still needed.

## **7.7 Governance and Personnel Policy Revisions**

There is prior board action to look at the personnel handbook and the CCPLB Bylaws for cleanup. These items will be placed on the June 2023 agenda for review.

## **7.8 Attorney RFP**

Mr. Edmonds reports he has been in contact with Mr. Hallock to review the public notice publication for a Request for Qualifications for Legal Services for CCPLB. This process has taken place and will be reviewed as of the dates which are specified in the advertisement.

## **7.9 Annual Budget Process**

Mr. Edmonds reported the County will be meeting next Monday for further assessment for the upcoming budget year. Mr. Lyles informed the Board of the County just issued notice that they have scheduled a special meeting as of Monday, May 15<sup>th</sup>, at 9 a.m. for budget discussion.

## **7.10 Officer Elections**

### **• Chair**

Discussion: None

**Motion:** to nominate Mr. Darin Edmonds as Chairman

**Moved:** Ms. Camblin moved to close nominations and cast a unanimous ballot for Mr. Darin Edmonds to serve as Chairman of CCPLB.

**Second:** Ms. Chapman

**Voted:** Motion passed unanimously.

### **• Vice-Chair**

Discussion: None

**Motion:** to nominate Ms. Charlene Camblin as Vice-Chairperson

**Moved:** Ms. Chapman moved to close nominations and cast a unanimous ballot for Ms. Charlene Camblin to serve as Vice-Chairperson of CCPLB.

**Second:** Mr. Land

**Voted:** Motion passed unanimously

### **• Secretary**

Discussion: None

**Motion:** to nominate Mr. Chuck Land as Secretary

**Moved:** Ms. Chapman moved to close nominations and cast a unanimous ballot for Mr. Chuck Land to serve as Secretary for CCPLB.

**Second:** Ms. Chapman

**Voted:** Motion passed unanimously

### **• Treasurer**

Discussion: None

**Motion:** to nominate Mr. Skyler Pownall as Treasurer

**Moved:** Ms. Camblin moved to close nominations and cast a unanimous ballot for Mr. Skyler Pownall to serve as Treasurer for CCPLB.

**Second:** Ms. Chapman

**Voted:** Motion passed unanimously

## **8. MATTERS FOR NOTING**

### **A. CORRESPONDENCE:**

**DISCUSSION:** None

## **9. BOARD CALENDAR**

### **i. Upcoming Board Meetings:**

- a. June 8, 2023, @ 6:30 PM (Quarterly Commissioners Meeting starts at 6 PM) Energy Hall Conference Room
- b. June 12, 2023, @ 1:30 PM Monthly CAMPOREE Stakeholders Meeting, Energy Hall

### **ii. Other Meetings/Events:**

- a. None

## **10. ADJOURNMENT**

Meeting adjourned at 7:48 PM

### **MINUTES PREPARED BY**

Pam Altenberg, May 17, 2023

### **MINUTES APPROVED BY**

**SECRETARY:**

[Campbell County Public Land Board]

  
(Signature & Date) Chuck Land, CCPLB Secretary