



CCPLB MEETING MINUTES: November 10, 2022

ATTENDEES

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

MEMBERS ABSENT:

LEGAL COUNSEL: Joe Hallock

STAFF: Pam Altenberg, ReNae Keuck, Mikenzie Ochs, Will Hastreiter, Keith Howard, Heather Kuhrt

STAFF ABSENT:

GUESTS: Greg Schreurs *City of Gillette Liaison*, Jake Goodrich *Gillette News Record*, Del Shelstad *Campbell County Commissioner*, Steven Titus *Gillette Mustangs*, Cedric Walker *Gillette Mustangs*, Mary Stroka *County 17*,

Chairman Darin Edmonds recognized Ms. ReNae Keuck for serving as the Interim Executive Director from May 2022 – November 2022.

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on November 10, 2022, at CAM-PLEX. The meeting began at 6:33 PM. The meeting was presided over by Chairman Darin Edmonds.

2. APPROVAL OF CCPLB AGENDA

A. To approve the November 10, 2022, Agenda as presented

Discussion: None

Motion: To approve the November 10, 2022, Agenda as presented

Moved: Ms. Camblin

Second: Ms. Chapman

Vote: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the October 13, 2022, CCPLB Meeting Minutes

To approve the October 13, 2022, CCPLB Executive Session Meeting Minutes

To approve the October 21, 2022, CCPLB Meeting Minutes

To approve the October 21, 2022, Executive Session Meeting Minutes

DISCUSSION: None

Moved: Ms. Chapman

Second: Ms. Camblin

Vote: Motion passed unanimously

4. **CONSENT AGENDA; APPROVAL OF WARRANTS**

A. The Warrants for the November 10, 2022, meeting were reviewed.

- November 2022 Accounts Payable Voucher Numbers 4544 - 4737 in the amount of \$435,492.28
- November 2022 Manual Purchase Order Numbers 11222 - 11240 in the amount of \$162,672.06
- November 2022 Payroll Warrants in the amount of \$155,173.19 for the period of 11/02/2022 – 11/30/2022

DISCUSSION: Mr. Pownall inquired about the large payment to Van Ewing Construction and asked if the hail damage project was complete. Ms. ReNae Keuck, Director of Finance, informed Mr. Pownall that this project is not complete as of this time.

Motion: To approve the warrants as presented

Moved: Mr. Pownall

Second: Mr. Mills

Vote: Motion passed unanimously

5. **CITIZEN INPUT**

DISCUSSION:

None

6. **OPERATION REPORT/UPDATE**

A. Events – Keith Howard, Director of Sales and Marketing, reported the pre-application for the Wyoming Outdoor Recreation Grant process has been greenlighted and the actual grant application will be submitted to the State by the deadline date of November 30, 2022. Events on grounds this past weekend include Etta Mae and the Fried Chicks, ARP Spring Fling Barrels and Poles, and the 2022 General Election. Currently on grounds are: CCSD Veterans Concert and Visionary Christmas Party. Upcoming events include Ride and Shine Therapy for Disabled Youth, Rotary Cajun Night, the 75th year of NRCA Finals Rodeo and the Wyoming Youth Basketball Association Thanksgiving Tip-Off. Ms. Heather Kuhrt, Sales and Marketing Manager, informed the Board the Wyoming Weed and Pest Association has agreed to hold their 2023 annual convention at CAM-PLEX the first week of November which will bring approximately 125 attendees to Gillette.

B. Operations – Will Hastreiter, Director of Operations, reported the homeland security report has been received. Two of seven 30' bleachers have been received are being stored on the north side of the Wyoming center. 5 – 40' bleachers will be complete by the end of this month. 2-sets of doors are done, door 2 & 3 – Painting will be done when East Pavilion is painted which is scheduled for December. Mr. Mills asked how long East Pavilion will be down due to the painting. Mr. Hastreiter informed the Board the building will be closed most of December. Mr. Maul asked if there was an alternative building option for riders to utilize. Mr. Hastreiter informed the Board Barn 3 will be available for general riders to use. Mr. Edmonds asked Mr. Hastreiter to reach out to Mr. Trevor Larson, Van Ewing Construction, for an updated hail damage construction report.

C. Finance – ReNae Keuck, Director of Finance, reported final report for NHSFR – net income was approximately \$340,000 which is less than what it was in 2016/2017 which was due to being short staffed, employee overtime, contractors hired for arena work, IT labor was very high due to hail damage claim which knocked out AP's WIFI's in

the R.V. Parks, dirt work for footing in College Barn which was over \$30,000, fencing, new programs were bought to help with volunteer data base and trade show, rent of stalls \$55,000. Ticket revenue was the highest ever in the history of the NHSFR.

R.V. rent revenue was \$40,000 - \$50,000 higher than normal.

7. BOARD PROCESS

A. Mustangs Football

Mr. Steven Titus *Gillette Mustangs Owner*, and Cedric Walker *Gillette Mustangs Head Coach*, presented to the Board an outline of their personal histories in Gillette. Mr. Titus spoke about making the Mustangs Organization sustainable for future longevity. Mr. Titus explained a hold back the football organization is facing is the CAM-PLEX contract. He stated additional costs are approximately 20% higher as a base rent than the Billings, MT. contract which makes the CAM-PLEX contract approximately \$35,000 more than the Billings, MT. contract. Addition charges for scoreboards are a big part of CAM-PLEX's cost as scoreboards are provided in the base rent charge in Billings. Another additional charge is for setup/teardown of the field. One goal for the Mustangs in 2023 is to re-establish relationships within the community and sponsors. Mr. Titus questioned what can be done to make the Mustangs sustainable. Mr. Titus asked the Board to consider different options on how both the Mustangs Organization and CAM-PLEX can make money and then somehow come to a more cost-effective contract. Mr. Titus estimates his idea of a more in-line figure for this year's contract would be around \$15,000 less than the current amount. The Board recommended the Mustangs obtain data and ideas and then present them to the Board for consideration at a later board meeting.

B. Amphitheater Electrical Project

Mr. Edmonds reported he had received the legal description of the land transfer for building the amphitheater. Mr. Edmonds reported that He, Mr. Mills, and Ms. Keuck met with Mr. Mike Cole *City of Gillette Utilities Director*, as well as an employee from the City of Gillette Utilities Department and discussed the Electrical Project will take place immediately after the Camporee Site Grading is complete. The estimate for this project, electric and fiber, is approximately \$235,000 and additional charges to complete transformers service disconnects will be an additional \$75K which includes service and labor.

C. Amphitheater Irrigation/Seeding Project

This project will start upon completion of the Camporee Site Grading Project with seed being planted no later than Memorial Day, 2023.

D. Camporee Site Grading Bid Award

Mr. Edmonds asked the Board to examine the Camporee Site Grading Bid Recommendation from Mr. Matt Olsen, Campbell County Public Works Director. Work should start within the next two weeks and be complete by approximately January 15, 2023.

Motion: To approve the bid from DRM, Inc. for the Camporee Site Grading Project in the amount of \$315,937.00.

Moved: Ms. Camblin

Seconded: Mr. Land

Voted: Motion passed 5/2 with Mr. Mills and Mr. Maul voting nay.

E. Master Plan Consultant Selection

The Board reviewed 2 proposals which were received from Victus Advisors, LLC, and Populous, Inc. The original budgeted amount for this project is \$200,000. The Populous, Inc. Master Plan proposal is \$257,000.00 which is \$57,000.00 over budget however this specific proposal is what is needed to obtain the correct data. The Board discussed several different options on how to achieve the additional \$57,000 needed to pay for this proposal. Ms. Chapman clarified the importance in achieving the right results regarding the Master Plan Study. Mr. Lyles agreed the additional money is needed to ensure the Master Plan is precisely complete. Motion: To retain Populous, Inc., for the Master Plan per the scope of work provided and to retain their services not to exceed \$257,000.00.

Moved: Ms. Chapman

Seconded: Ms. Camblin

Voted: Motion passed unanimously

F. Frank Stevens Memorial

Mr. Edmonds asked for all suggestions regarding a memorial for Mr. Stevens. Ms. Keuck suggested forming a committee. Ms. Camblin, Mr. Land, Mikenzie Ochs, and ReNae Keuck volunteered to serve on this committee and will report back to the Board suggestions for the memorial at the next scheduled Public Land Board Meeting.

G. Executive Director Employment Contract Approval

Mr. Edmonds informed the Board that he emailed a draft copy of the employment contract that was provided to Mr. Aaron Lyles with the terms that were negotiated. Mr. Edmonds asked for discussion. The Board unanimously agreed they would proceed with voting.

Motion: To approve the Executive Director Employment Contract for Mr. Aaron Lyles as presented.

Moved: Mr. Land

Second: Ms. Camblin

Voted: Motion passed unanimously

Mr. Edmonds and the Board welcomed and congratulated Mr. Lyles to the CAM-PLEX team serving as the Executive Director.

H. Executive Session – Personnel

Motion: To enter Executive Session to discuss personnel with Mr. Hallock, CCPLB Interim Attorney, present at 8:15 p.m.

Moved: Ms. Camblin

Seconded: Mr. Land

Motion passed unanimously

CCPLB returned to regular session at 8:30 p.m. All CCPLB Members, and Mr. Hallock, were present.

Motion: To relieve Ms. Keuck from the Interim Executive Director Duties as of November 30, 2022, due to hiring Mr. Aaron Lyles.

Moved: Ms. Camblin

Seconded: Mr. Chapman

Voted: Motion passed unanimously

8. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

9. BOARD CALENDAR

i. Upcoming Board Meetings:

- a. December 8, @ 6:30 p.m. (Quarterly Commissioner Meeting begins @ 6 p.m.)
Energy Hall Conference Room
- b. January 12, 2023 @ 6:30 p.m. (Workshop begins at 6 p.m.)
Energy Hall Conference Room

ii. Other Meetings/Events:

- a. December 13, 2022, at 5:30 PM – 8 PM – Board Training – Gillette College or
December 14, 2022, at 9 AM – 11 AM – Board Training – Gillette College *choose 1 time only*

10. ADJOURNMENT


Meeting adjourned at 8:32 PM.

MINUTES PREPARED BY

Pam Altenberg, November 22, 2022

MINUTES APPROVED BY

SECRETARY:



[Campbell County Public Land Board]

(Signature & Date) Chuck Land, CCPLB Secretary