



# CITY OF GILLETTE

## Administration

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### MEMORANDUM

**TO:** Mayor and Members of the City Council  
**FROM:** Michael Cole, City Administrator  
**RE:** General Information  
**DATE:** January 5, 2024

The following meetings are scheduled for the week of **January 6 - 12, 2024**

#### **Tuesday, January 9th**

**11:30 a.m. Chamber of Commerce Luncheon, Cam-Plex Energy Hall**

#### **Thursday, January 11th**

**4:30 p.m. Chamber of Commerce Ribbon Cutting, CC Chamber of Commerce**

1. Attached please find a **flyer** regarding **January Speaker Series Luncheon** on **January 9, 2024** at **11:30 a.m.** at the **Cam-Plex Energy Hall** provided by the **Campbell County Chamber of Commerce**.
2. Attached please find an **agenda** dated **January 11, 2024** and **meeting minutes** dated **December 14, 2023** for the **Campbell County Public Land Board** provided by **Cam-Plex**.

MHC/adw



**CHAMBER of  
COMMERCE**  
CAMPBELL COUNTY

# JANUARY SPEAKER SERIES

Tuesday

**JANUARY 9TH, 2024**

**11:30 AM - 1 PM**

Complex Energy Hall

Member \$30

Non-Member \$40

**Featured Speaker**

**Rusty Bell**

**Executive Director**

**The Office of**

**Economic Transformation**



## You will learn:

- WHAT'S NEW AND HAPPENING IN CAMPBELL COUNTY
- WHAT IS CHANGING IN CAMPBELL COUNTY
- LEARN WHY CAMPBELL COUNTY IS STILL GOING TO BE AN ECONOMIC DRIVER IN THE COMING YEARS

**RSVP  
TODAY!**



Walmart \* Navajo Transitional Energy Company \* City of Gillette \* Nelson Brothers

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## Campbell County Public Land Board Meeting

January 11, 2024 @ 6:30 PM

CAM-PLEX: Energy Hall Conference Room

1. Call Meeting to Order and Introductions Chuck Land
2. Approval of Agenda Chuck Land
3. Consent Agenda Chuck Land
  - 3.1 Minutes - 12/14/2023 Regular Meeting (Attachment "A")
  - 3.2 Minutes – 12/14/2023 Executive Session
  - 3.3 Warrants, Line-Item Transfers, Budget Amendments (Attachment "B")
4. Citizen Input Chuck Land
  - 4.1 Gillette Edge Soccer Club
5. Staff Reports Aaron Lyles  
Adam Schuff  
Mary Hipsag  
ReNae Keuck
  - 5.1 Executive Director's Report (Attachment C)
  - 5.2 Facilities & Operations
  - 5.3 Events
  - 5.4 Finance
6. Board Process Chuck Land
  - 6.1 Camporee Contract Amendments
  - 6.2 Lease Renewals
  - 6.3 Board Governance Policy
  - 6.4 Rate Comparisons
  - 6.5 Budget Calendar
  - 6.6 Wyoming Center Boilers
7. MATTERS FOR NOTING Chuck Land
  - 7.1 Correspondence
8. Executive Session Chuck Land
9. Other Business
10. Board Calendar Chuck Land
  - February 8, 2024 – CCPLB Meeting/Regular at 6:30 PM
  - February 15, 2024 – WASD In-person Board Training/Time & Location TBD
  - March 14, 2024 – CCPLB Meeting/Regular at 6:30 PM
11. Adjourn Chuck Land

**MEMBERS PRESENT:** Chuck Land, Laura Chapman, Jake Boller, Larry Mills, Skyler Pownall, Jerry Means, Brian Norstegaard

**MEMBERS ABSENT:** None

**LEGAL COUNSEL & BOARD LIASONS PRESENT:** David Horning- *Horning, Horning & McGrath*, Kelley McCreery- *County Commissioners Liaison*, Jim West- *City of Gillette Liaison*

**STAFF:** Aaron Lyles, ReNae Keuck, Mary Hipsag, Adam Schuff, Megan Olson, Doug Griffis

**GUESTS:** Denton Knapp with *Campbell Co. Commissioner's Office*, Jim Ford with *Campbell Co. Commissioner's Office*, Sean Brown with *City of Gillette*, Mike Cole with *City of Gillette*, Kyle Ferris with *Campbell Co. Attorney's office*, Spring Sendel with *Campbell Co. Sheriff's office*

**1. CALL TO ORDER**

Campbell County Public Land Board meeting was held on December 14, 2023, at the CAM-PLEX. The meeting was called to order by Chairperson Mr. Land at 6:30 PM.

**2. APPROVAL OF CCPLB AGENDA**

Ms. Chapman moved to approve the agenda as amended. Amended items include addition of: Item 3.3 Consent Agenda- DRM invoice, Item 6.4 Board Process- Resolution for Special Excise Tax, Item 6.5 Board Process- Request to approve request for Substantial Completion, Item 6.6 Board Process- Executive Session

Second: Mr. Boller; Discussion: None

Vote: Passed Unanimously

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

Mr. Pownall moved to approve the consent agenda.

Second: Ms. Chapman; Discussion: None

Vote: Passed Unanimously

**4. CITIZEN INPUT- None**

**5. STAFF REPORTS**

**5.1 Executive Director's Report (Attachment "C")**

Mr. Lyles gave an update on the upcoming Buck N' Ball. Also, discussed with board Camporee signage using 8-foot T-posts and the number of T-posts needed; estimated 800 posts.

**5.2 Facilities & Operations-** Staff provided general updates.

**5.3 Events-** Staff provided general updates.

**5.4 Finance-** Staff provided general updates; reported that one CD had matured on the date of the meeting and a replacement CD was purchased.

**6. BOARD PROCESS**

**6.1 Board Governance Policy-** Ms. Chapman updated the board on the board governance policy that the governance committee was working on. Several versions were evaluated, and content compiled to come up with revised policy to work within by-laws. There was not any board action



on this item. Board members were asked to review the revisions to vote on during the January board meeting.

**6.2 Board training-** Required State of Wyoming board member training was discussed. An in-person training is available in February for board members. Online options are also available to complete the required training. Dates will be forthcoming.

**6.3 Camporee Contract Amendments-** Staff updated the board on preliminarily renegotiated items to be revised in the Camporee contract. Revised start date of July 22<sup>nd</sup> due to no longer needing Heritage Theatre, changes to dates regarding stage set-up for nighttime performances, reclamation of grass under equipment, and re-allocation of porta-potty funds in the amount of \$340,000 are items to be addressed in contract amendments.

Mr. Pownall moved to direct staff and council to begin the process of redlining the current contract to amend with the Camporee and to direct staff to work with funding agencies to reappropriate \$340,000 that was previously earmarked for porta-potties.

Second: Ms. Chapman; Discussion: None

Vote: Passed Unanimously

**6.4 Resolution for Special Excise Tax-** Proposed resolution was discussed. The decision was to include both dollar amount, percent, and name attached to the project to be presented to the city and county representatives.

Mr. Pownall moved to have 1% requested from the funding agencies.

Second: Mr. Mills; Discussion: None

Vote: Passed Unanimously

Ms. Chapman moved that the CCPLB adopt the resolution requesting a proposition for the imposition of a Specific Purpose Excise Tax, not to exceed 1% in the amount of \$207,800,467.00 to construct capital facilities and improvements on CAM-PLEX grounds, consisting of multi-use indoor arenas and related improvements.

Second: Mr. Mills; Discussion: None

Vote: Passed Unanimously

**6.5 Substantial Completion Request-** Staff recommended that the board approve substantial completion for DRM, with a 41-Day Notice being put into effect. Staff recognized DRM for exceptional work completing the loop road and amphitheater dirt work.

Mr. Pownall moved to approve the substantial completion request to finalize and make whole DRM, Inc.

Second: Mr. Norstegaard; Discussion: None

Vote: Passed Unanimously

**7. MATTER FOR NOTING-** None

**8. EXECUTIVE SESSION**

Ms. Chapman moved to enter executive session at 7:42 PM.

Second: Mr. Land; Discussion: None

Vote: Passed unanimously

Resumed regular session at 7:52 PM; No action taken during executive session.

**9. OTHER BUSINESS-** None

**10. BOARD CALENDAR**

Upcoming Board Meetings:

- January 11, 2023– CCPLB Meeting/Regular at 6:30 PM
- February 8, 2023– CCPLB Meeting/Regular at 6:30 PM

**11. ADJOURNMENT**

Meeting adjourned at 8:00 PM

Minutes Prepared By: Megan Olson

Date: December 27, 2023

Minutes Approved By:  
*Campbell County*  
*Public Land board*

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Larry Mills, CCPLB Secretary

Date

DRAFT