



# CITY OF GILLETTE

## Administration

201 E. 5th Street • Gillette, Wyoming 82716  
Phone 307.686.5203 • Fax 307.686.1593  
www.gillettewy.gov

## MEMORANDUM

**TO: Mayor and Members of the City Council**

**FROM: Michael Cole, City Administrator**

**RE: General Information**

**DATE: February 2, 2024**

The following meetings are scheduled for the week of **February 3-9, 2024**

### **Tuesday, February 6th**

**6:00 p.m. City Council Meeting, Council Chambers**

### **Thursday, February 1st**

**6:30 a.m. Eggs & Issues Breakfast, Campbell County Senior Center**

- 1. Administrator Cole will be out of the office February 7-9 at the Wyoming Engineering Society Conference, Finance Director Henderson will serve as Acting City Administrator in his absence.**
- 2. Attached please find an agenda for the Campbell County Public Land Board Annual Review and Budget Planning Meeting dated February 8, 2024 provided by the Cam-Plex.**
- 3. Attached please find an agenda dated February 8, 2024 and meeting minutes dated January 11, 2024 for the Campbell County Public Land Board provided by Cam-Plex.**
- 4. Attached please find a flyer regarding Wyoming Association of Special Districts Public Officer Training on February 15, 2024 at 1:00 p.m. at the Gillette College Presentation Hall provided by the Wyoming Association of Special Districts.**

MHC/adw



## Campbell County Public Land Board and Staff Meeting Annual Review and Budget Planning Meeting

February 6, 2024 @ 5:00 PM

CAM-PLEX: Energy Hall Conference Room

1. Call Meeting to Order and Introductions Chuck Land
2. Budget Direction for 2024-2025 Fiscal Year ReNae Keuck
  - 2.1 Directions from County/City (Attachment "A")
  - 2.2 Direction from CCPLB
3. Annual Review Staff
  - 3.1 Governance Review
    - 3.1.1 Broadest Ends and Outcomes
    - 3.1.2 Operational Policy Review
  - 3.2 Facilities Review
    - 3.2.1 Maintenance Tracking
    - 3.2.2 Risk Management & Asset Protection
    - 3.2.3 Utilization and Resource Allocation
  - 3.3 Administration
    - 3.3.2 Personnel Staffing
    - 3.3.2 Sales, Marketing, Events
4. Special Events Fund Aaron Lyles
  - 4.1 Camporee
  - 4.2 307 Horse Racing
5. Capital Budget Needs/Opportunities Review Aaron Lyles
6. Financial Reports ReNae Keuck
  - 6.1 Special Events Fund Analysis (Attachment "B")
  - 6.2 CCPLB Reserve Funds Summary (Attachment "C")
7. Other Discussion Chuck Land
8. Board Calendar Chuck Land
  - February 8, 2024 – CCPLB Meeting/Regular at 6:30 PM
  - February 15, 2024 – WASD In-person Public Officer Training/  
Gillette College, Presentation Hall, 1 PM-5PM
  - March 14, 2024 – CCPLB Meeting/Regular at 6:30 PM
  - March 21, 2024 – CCPLB and Staff Budget Planning Meeting at 5:00 PM
9. Adjourn Chuck Land



**OFFICE**  
500 S. Gillette Avenue, Suite 1100  
Gillette, Wyoming 82716  
(307) 682-7283  
(307) 687-6325 FAX  
www.campbellcountywyo.gov

Denton Knapp  
Executive Director of Administration

**BOARD OF COMMISSIONERS**  
Del Shelstad, Chairman  
Jim Ford  
Butch Knutson  
Kelley McCreery

**Fiscal Year 2024-2025 Budget Preparation Message**

This Budget Preparation Message from the Campbell County Board of Commissioners gives focused guidance from which departments and staff prepare their proposed budgets. Our last budget for FY 2023-2024 was approximately \$151,000,000, a \$26,000,000 increase over the last several years' budgets, which averaged approximately \$125,000,000. To get back to our steady-state average, the County will direct a 3% decrease from last year's budget, and progressively decrease the budget over the next three years to attain our goal of a \$125,000,000 budget. This year's preliminary budget submissions include the Commissioners' review of departments and special districts in accordance with Wyoming Statute §16-12-408.

The Board of County Commissioners will prioritize the operating budget for statutory requirements, essential services, and all others. The Board's responsibility to provide infrastructure maintenance to include county roads and bridges is also a priority. Based on this guidance, department directors may develop their proposed budget with a 3% decrease from their FY 2023-2024 Budget. The Capital Budget must focus on maintenance and sustainment rather than new capital projects. Departments must maintain current staff or cut from elsewhere to account for any personnel changes. Budgets submitted by departments that do not meet the 3% reduction from last year's budget will not be considered, until corrected.

January 17, 2024  
Board of Campbell County Commissioners

  
\_\_\_\_\_  
Del Shelstad, Chairman

  
\_\_\_\_\_  
Jim Ford

  
\_\_\_\_\_  
Absent  
Butch Knutson

  
\_\_\_\_\_  
Kelley McCreery



**FISCAL YEAR 2024-2025  
BUDGET PREPARATION & ADOPTION CALENDAR**

ELECTED OFFICIALS, APPOINTED BOARDS, DEPARTMENTS  
JOINT POWERS BOARDS & EXTERNAL AGENCIES

**Wednesday – January 17, 2024 – BOARD OF COMMISSIONERS APPROVE BUDGET MESSAGE AND CALENDAR**

**Wednesday – January 24, 2024 – COUNTY DEPARTMENTS/JOINT POWERS BUDGET PACKETS EMAILED**

County Clerk's office will email Budget Handbook and submissions forms to county departments and Joint Powers.

**Wednesday – January 31, 2024 – HUMAN SERVICES AND EXTERNAL AGENCY PACKETS DISTRIBUTED**

County Clerk will distribute budget packets to human service organizations (Human Service) and agencies not affiliated with Campbell County government (External Agencies) requesting funding from the County. (To include Energy Capital Economic Development (ECED), Conservation District & Predatory Management)

**Tuesday – February 20, 2024 – GRANTS BUDGET & MANAGEMENT TRAINING SESSION**

Grants Management Specialist will train departments on the new Grants budgeting worksheet.

**Wednesday – February 28, 2024 – SALARY SPREADSHEETS DISTRIBUTED TO DEPARTMENTS**

County Clerk's Office will email salary spreadsheets to county departments.

**Friday – March 1, 2024 – DEADLINE – HUMAN SERVICES 1% APPLICATIONS DUE TO COUNTY CLERK**

Deadline for Human Service/External Agencies to submit completed funding requests forms to the County Clerk's Office. (To include ECED, Conservation District & Predatory Management)

**Friday – March 1, 2024 – DEADLINE – COUNTY DEPARTMENTS – FLEET/IT/CAP CONSTRUCTION REQUESTS DUE**

Deadline for all county departments to submit requests for fleet, IT hardware & software and capital construction on forms provided in the Budget Handbook with submission to Fleet Management, Information Technology and Public Works, respectively.

**March 13-29, 2024 – DEPARTMENT MEETINGS WITH COUNTY CLERK'S OFFICE**

Departments may meet with Clerk's Office staff to review the budget submission.

**Thursday – March 21, 2024 – CARE Board will review Human Service agency requests for recommendations to the Board of Commissioners.**

**Friday – March 22, 2024 – DEADLINE – Grant Worksheets due to Grants Management Specialist at [kristin.young@campbellcountyyw.gov](mailto:kristin.young@campbellcountyyw.gov)**

**Friday – March 29, 2024 – DEADLINE – CARE Board shall submit recommendations to the County Commissioners (via the Clerk) on Human Service agency funding requests.**

**Friday – March 29, 2024 – DEADLINE – JOINT POWERS BUDGETS DUE TO COUNTY CLERK**

Public Land Board and Fire Board budget submission to be complete in Munis. Email Narrative, Budget Summary form, Budget Justification form, and Organizational Chart to [clerkaccounting@campbellcountyyw.gov](mailto:clerkaccounting@campbellcountyyw.gov)  
Email all supporting documentation/budget presentation material to [clerkaccounting@campbellcountyyw.gov](mailto:clerkaccounting@campbellcountyyw.gov)

**Friday – April 5, 2024 – DEADLINE – SALARY SPREADSHEETS DUE TO COUNTY CLERK**

Deadline for county departments to submit salary spreadsheets to the County Clerk's Office.

**Friday – April 5, 2024 – DEADLINE – COUNTY DEPARTMENTS BUDGETS, 1%, & CAPITAL OUTLAY REQUESTS DUE**

County departments budget submission to be complete in Munis.

Email all 'required' and 'if applicable' forms to [clerkaccounting@campbellcountwy.gov](mailto:clerkaccounting@campbellcountwy.gov)

Email all 'optional' supporting documentation/budget presentation material to [clerkaccounting@campbellcountwy.gov](mailto:clerkaccounting@campbellcountwy.gov)

**Wednesday – April 10, 2024 – JOINT POWERS PRESENTATIONS AND DISCUSSIONS**

**Location: George Amos Memorial Building (GAMB) Cottonwood Room**

**CCPL Board – 5:15 PM / Fire Board – 6:30 PM**

The Campbell County Board of Commissioners, Gillette City Council and Wright Town Council will meet to review and discuss the Joint Powers Board budget requests.

**Friday – April 12, 2024 – COUNTY DEPARTMENT BUDGET REQUESTS DISTRIBUTED TO COMMISSIONERS**

County Clerk's Office will distribute requested budgets to the Board of Commissioners.

**Monday – Friday, April 22-26, 2024 – BUDGET WEEK**

Board of Commissioners review budget requests of county departments, External Agencies, Public Land Board, Fire Board and Human Service Agencies.

**Wednesday – May 1, 2024 – JOINT POWERS FINAL DECISIONS**

**Location: George Amos Memorial Building (GAMB) Cottonwood Room**

**Fire Board – 5:15 PM / CCPL Board – 6:30 PM**

The Campbell County Board of Commissioners, Gillette City Council and Wright Town Council will meet to make final budget decisions for Joint Powers Boards.

**Friday – May 10, 2024 – PROVISIONAL BUDGET APPROVALS**

Office of the Commissioners will begin notification to all departments and agencies of *provisionally approved* funding.

**Monday – June 3, 2024 – SPECIAL DISTRICT BUDGETS**

9:00 AM in the Commission Chambers. The Board of County Commissioners will review the proposed special district budgets for Campbell County Cemetery District, Campbell County Community Public Recreation District, Campbell County Weed and Pest District.

**Tuesday – June 4, 2024 – COMMISSIONERS APPROVE PROPOSED BUDGET**

The Board of County Commissioners will approve the proposed budget for publication as prepared by the County Clerk.

**Monday – June 17, 2024 – BUDGET HEARING**

Public Hearing will be held at 6:00 PM, **Commission Chambers, Courthouse**, on the Fiscal Year 2024-2025 Budget.

**Tuesday – June 18, 2024 – BUDGET ADOPTED**

Date of adoption of the Fiscal Year 2024-2025 budget in the Commission Chambers in the Campbell County Courthouse regular meeting.

**Wednesday – June 19, 2024 – APPROVED BUDGET LETTERS**

The Office of the Commissioners will begin written notification to agencies on approved budgets for Fiscal Year 2024-2025, after budget adoption.

**SPECIAL EVENTS FUND  
ANALYSIS  
DECEMBER 31, 2023**

<b>TOTAL FUND BALANCE JUNE 30, 2023</b>	<b>\$ 2,137,816.45</b>
2022-2023 Fiscal Year Net Income (Loss)	461,188.02
<b>TOTAL FUND BALANCE JULY 1, 2023</b>	<b>\$ 2,599,004.47</b>
<b>2023-2024 SPECIAL EVENTS OCCURRENCES (7/01/23 - 12/31/23)</b>	
2023 NHSFR	(412,837.49)
Monaco Intern'l RV Rally	5,684.00
FMCA	58,838.22
Unallocated	52,199.38
	<hr/>
<b>YTD FISCAL YEAR NET INCOME (LOSS)</b>	<b>\$ (296,115.89)</b>
<b>TOTAL FUND BALANCE DECEMBER 31, 2023</b>	<b>2,302,888.58</b>
Required to Keep on Hand	(110,000.00)
<b>AVAILABLE FUND BALANCE DECEMBER 31, 2023</b>	<b>\$ 2,192,888.58</b>
	<hr/> <hr/>
<b>2023 EVENTS &amp; OTHER EXPENSES (CALENDAR YEAR)</b>	
Christian Motorcycle Rally	15,639.50
2023 Horse Racing	65,978.52
2023 NHSFR	446,090.60
Monaco Intern'l RV Rally	5,684.00
Family Motorcoach Intern'l RV Rally	58,838.22
Interest Income	112,197.31
Transfer to GF	(61,255.69)
Miscellaneous Expense	(431.65)
Software Licensing Fees	(17,531.91)
Debt Service & Interest Expense	(105,200.00)
	<hr/>
<b>2023 CALENDAR YEAR NET INCOME (LOSS)</b>	<b>\$ 520,008.90</b>
12/31/23 Available Funds Not Sent to WYO-STAR	1,672,879.68
<b>AVAILABLE FUND BALANCE DECEMBER 31, 2023</b>	<b>\$ 2,192,888.58</b>
	<hr/> <hr/>

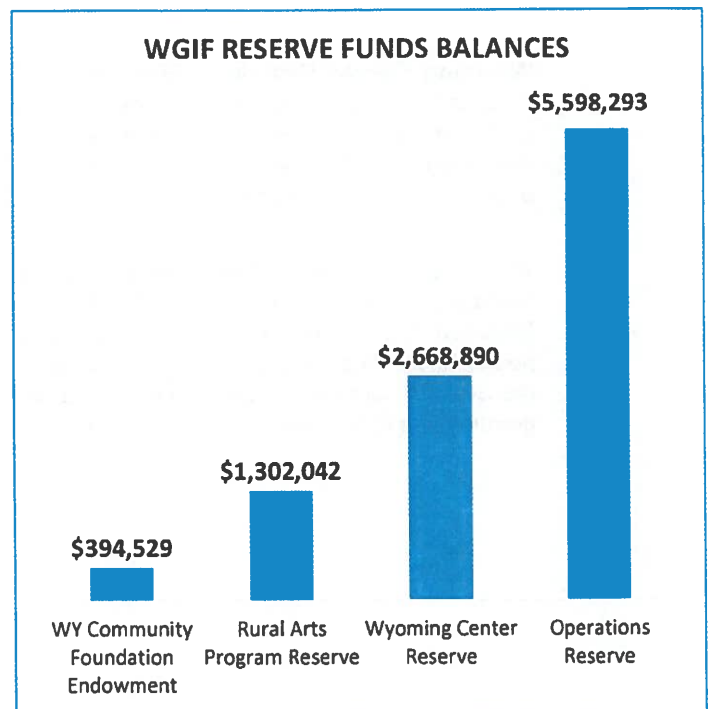




## CCPLB RESERVE FUNDS INVESTMENT REPORT DECEMBER 2023

WGIF CD PROGRAM				
Principal Amount	# of Days	Maturity Date	Gross Rate	Gross Int @ Maturity
<b>OPERATIONS RESERVE CDS</b>				
\$241,000	270	1/8/2024	4.80%	\$8,557
\$237,000	365	4/3/2024	5.45%	\$12,916
\$237,000	365	4/3/2024	5.10%	\$12,087
\$237,000	365	4/3/2024	5.10%	\$12,087
\$238,000	365	4/3/2024	5.00%	\$11,900
\$238,000	365	4/5/2024	4.95%	\$11,781
\$238,000	365	4/5/2024	4.90%	\$11,662
\$238,000	365	4/11/2024	5.00%	\$11,900
\$238,000	365	4/12/2024	5.00%	\$11,900
\$223,000	367	4/15/2024	4.95%	\$11,099
\$231,000	545	10/1/2024	5.40%	\$18,626
\$232,000	545	10/2/2024	4.95%	\$17,147
\$234,000	545	10/8/2024	4.43%	\$15,478
\$233,000	545	10/9/2024	4.75%	\$16,525
\$226,000	732	3/31/2025	5.25%	\$23,795
\$226,000	732	3/31/2025	5.22%	\$23,659
\$226,000	732	3/31/2025	5.15%	\$23,342
\$227,000	732	3/31/2025	5.05%	\$22,990
\$227,000	732	3/31/2025	4.99%	\$22,717
\$118,000	732	3/31/2025	4.85%	\$11,477
\$226,000	730	4/2/2025	5.10%	\$23,052
\$229,000	730	4/11/2025	4.50%	\$20,610
<b>\$5,000,000</b>				<b>355,308</b>
<b>RURAL ARTS PROGRAM RESERVE CDS</b>				
\$240,000	271	1/29/2024	5.15%	\$9,177
\$237,000	365	5/2/2024	5.30%	\$12,561
\$227,000	730	5/2/2025	5.00%	\$22,700
\$227,000	731	5/5/2025	5.05%	\$22,958
<b>\$931,000</b>				<b>\$67,396</b>
<b>WYOMING CENTER RESERVE CDS</b>				
\$236,000	368	4/1/2024	5.59%	\$13,301
\$237,000	365	5/29/2024	5.39%	\$12,774
\$232,000	545	6/11/2024	4.96%	\$17,182
\$233,000	545	6/26/2024	4.85%	\$16,873
\$236,000	367	7/8/2024	5.60%	\$13,288
\$232,000	570	8/5/2024	4.75%	\$17,209
\$236,000	365	8/28/2024	5.65%	\$13,334
\$228,000	730	11/29/2024	4.80%	\$21,888
\$225,000	732	12/15/2025	5.40%	\$24,367
<b>\$2,095,000</b>				<b>\$150,216</b>

WGIF LIQUID ASSET PROGRAM	
Liquid Interest Rate - 5.32%	
<b>OPERATIONS RESERVE</b>	<b>\$598,293</b>
<b>RURAL ARTS PROGRAM RESERVE</b>	<b>\$371,042</b>
<b>WYOMING CENTER RESERVE</b>	<b>\$573,890</b>





## INVESTMENT FUND DESCRIPTIONS

**Operations Reserve** - This reserve fund was established in 1993 to accumulate until a balance of ten million dollars (\$10,000,000) was attained. In 2022, the attained balance amount was changed to five million dollars (\$5,000,000). CCPLB has the option to use sums in excess of \$5,000,000, but expenditures in excess of one hundred thousand dollars (\$100,000) must be approved by the City and County. Oil and gas revenue will be sent into this reserve fund. Any year end balance in the Special Events Account shall be carried over to the next year, unless the Board elects to transfer all or any part into this reserve fund. Funds expended from the Special Events Account, excluding WBC loan payments, will have a matching amount sent into this trust fund. Funds in this reserve fund are earmarked for future maintenance of CAM-PLEX facilities.

**Rural Arts Program Reserve** - This reserve fund was established early in 1993 to ensure Rural Arts Programming (RAP) would continue at CAM-PLEX. CCPLB, corporate and private sponsors as well as the school district agreed that all RAP ticket sales, if not needed for expenses, will be sent into this trust fund at the end of each season.

**Wyoming Center Reserve** - This reserve fund was established from sales tax overage revenue collected from the sales tax imposed for the purpose of building the Wyoming Center. Funds are earmarked for improvements and repairs to the Wyoming Center facility and may not be used for improvements on other CAM-PLEX facilities. The funds may be used for the above purpose with approval from the Campbell County Public Land Board.

**Wyoming Community Foundation Endowment** - This Endowment was set up in 1993 and is managed by the Wyoming Community Foundation. The endowment is invested in WYCF's Long-term Common Pool and any increase/decrease is allocated based on the balance of all funds held inside the pool. Annual distributions are calculated on our portion of the allocation. Grants may be applied for on the available amount by CAM-PLEX to be used for the Rural Arts Program. The available amount for grantmaking is approximately \$76,000. Anyone can donate money to be placed into this endowment.





## Campbell County Public Land Board Meeting

February 8, 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 – 1/11/2024 Regular Meeting (Attachment “A”)
  - 3.2 Minutes – 1/11/2024 Executive Session
  - 3.3 Warrants and Budget Amendment (Attachment “B”)
4. Citizen Input Chuck Land
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 Update
  - 6.2 Master Plan Update
  - 6.3 Board Governance Policy
7. MATTERS FOR NOTING Chuck Land
  - 7.1 Correspondence
8. Executive Session – Real Estate Chuck Land
9. Other Business Chuck Land
10. Board Calendar Chuck Land
  - February 15, 2024 – WASD In-person Public Officer Training/  
Gillette College, Presentation Hall, 1 PM-5PM
  - March 14, 2024 – CCPLB Meeting/Regular at 6:30 PM
  - March 21, 2024 – CCPLB and Staff Budget Planning Meeting at 5:00 PM
11. Adjourn Chuck Land

**MEMBERS PRESENT:** Chuck Land (via Zoom), Laura Chapman, Larry Mills, Jake Boller, Brian Norstegaard, Jerry Means

**MEMBERS ABSENT:** Skylar Pownall

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

**STAFF:** Aaron Lyles, Mary Hipsag, ReNae Keuck, Adam Schuff, Shane Stefanick, Doug Griffis

**GUESTS:** Sean Brown with *City of Gillette*, Liz Slattery with *Campbell Co. Fair Office*, JD Gray with *Campbell Co. Fair Board*, Ryan Allen and Spring Wilkins with *Gillette Edge Soccer Club*, Jake Goodrick with *Gillette News Record*

---

**1. CALL TO ORDER**

Campbell County Public Land Board meeting was held on January 11, 2024, at the CAM-PLEX. The meeting was called to order by Vice-Chairperson Ms. Chapman at 6:30 PM.

**2. APPROVAL OF CCPLB AGENDA**

Mr. Mills moved to approve the agenda as amended. Item 6.3 Board Governance Policy was tabled until the next meeting.

Second: Mr. Boller; Discussion: None

Vote: Passed Unanimously

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

Mr. Boller moved to approve the consent agenda.

Second: Mr. Norstegaard; Discussion: None

Vote: Passed Unanimously

**4. CITIZEN INPUT**

Gillette Edge Soccer Club, represented by Ryan Allen and Spring Wilkins, approached the board requesting a practice space for their club for the months of December – February. They are looking for a regular place to practice for the upcoming season (2024-2025). Ms. Chapman directed staff to work with Gillette Edge Soccer Club to find a solution.

**5. STAFF REPORTS**

**5.1 Executive Director’s Report (“Attachment C”)-** State required Public Officer Training and relevant details were presented to the board. Historical information on a previous ballot initiative was provided to interested board members. The resolution for the Master Plan ballot initiative and subsequent process were reviewed. The previous agreement with Campbell County Fair Board was discussed. A new agreement needs to be negotiated for this year. An update on the Amphitheater site update was provided; current work being done should be complete by January 26<sup>th</sup> per the City of Gillette.

**5.2 Facilities & Operations-** Staff provided general updates. Staff also detailed boiler repair and Energy Hall wall repair updates. Venue fee fund was discussed as an option to pay for Energy Hall wall repairs needed due to settling issues. Staff recommendation was to have the contractor that

installed the walls be contracted to do the repairs in the estimated amount of \$17892.53, not to exceed \$20,500.

Ms. Chapman moved to approve the direct source contract, not to exceed \$20,500, for Energy Hall wall repairs using venue fee funds to pay for the repairs of the walls.

Second: Mr. Mills; Discussion: None

Vote: Passed Unanimously

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

**5.4 Finance-** Staff provided general updates including reserve fund reports and proposed budget meetings. This year's budget to be submitted to funding entities by March 29, 2024. Budget will be submitted in draft form until April meeting when it is approved by the CCPLB. Two budget meetings are scheduled this year with the City of Gillette and Campbell County. Those meetings are scheduled for April 10<sup>th</sup> and May 1<sup>st</sup>. Budgets will be submitted in digital form this year.

## 6. BOARD PROCESS

### 6.1 Camporee Contract Amendments- Proposed contract amendments:

- a) Lease start date amend from July 10, 2024, to July 22, 2024, in all contract references.
- b) Adjust all contract references to nighttime rehearsal to reflect that Nighttime Program Rehearsal will occupy Heritage Theater from July 22-29, 2024.
- c) Add contract language to extend the Event Move-In date, exclusively and limited, to the Amphitheater/Nighttime Programming area to July 22, 2024, to allow more time to load-in equipment.
- d) Add contract language extending the removal of Amphitheater staging by August 21, 2024, to September 15, 2024, with all reclamation, re-seeding, fertilization, and successful germination of seeding to be done entirely at the Camporee's expense by the extended date.
- e) Amend contract to reflect Camporee's intention to release CAM-PLEX of the previous port-a-potty requirement, therefore allowing earmarked funds for this item to be utilized in other Camporee related expenses.
- f) Fiber optic lines amend from 100G to (2) 10GB lines.

Staff and board discussed Amendment 2(A) of Memorandum of Understanding between Campbell County, City of Gillette, and Campbell County Land Board regarding \$340,000 earmarked for port-a-potties. The amendment clarifies that these funds were identified before the \$1.5 million maximum funding entity Camporee limit was set. It specifies that this is not an additional request for funds from funding entities.

Mr. Mills moved to the camporee contract amendments and authorize the board chair to execute the amended contract if accepted by representatives of Camporee.

Second: Mr. Boller; Discussion: None

Vote: Passed Unanimously

Mr. Mills moved to adopt Amendment Two to the Memorandum of Understanding to be executed upon acceptance of the Camporee contract amendments and contingent on acceptance by the City of Gillette and Campbell County.

Second: Mr. Norstegaard; Discussion: None

Vote: Passed Unanimously

**6.2 Lease Renewals-** Motocross lease and grazing lease are in the process of being updated by staff and counsel. Staff recommended a yearly lease for the motocross lease as opposed to longer lease term.

**6.3 Board Governance-** Agenda amended to table this item until February meeting.

**6.4 Rate Comparisons-** Staff presented rate comparison analysis as requested by the board. Rate analysis included update to template language for contract, labor, and discontinuation of half-day rental rate.

Mr. Mills moved to accept proposed rates, beginning July 1, 2024, for CAM-PLEX facilities, materials, and to allow staff/Executive Director to adjust consumable rates to reflect current market prices as needed.

Second: Mr. Means; Discussion: None

Vote: Passed Unanimously

**6.5 Budget Calendar-** Staff provided information on the upcoming budget deadline set by the funding entities which is March 29, 2024. Also provided dates of county and CCPLB meeting dates of April 10<sup>th</sup> and May 1<sup>st</sup>. Board members and staff discussed meeting dates for the board to plan for the upcoming budget. February 6<sup>th</sup> and March 21<sup>st</sup> were agreed upon dates by staff and board to meet.

**6.6 Wyoming Center Boilers-** Staff requested authorization and subsequent funds necessary to complete additional repairs to get the boilers fully operational.

Mr. Boller moved to authorize staff to utilize Wyoming Center reserve funds, not to exceed \$20,000, for continued repairs of Wyoming Center boilers.

Second: Mr. Norstegaard; Discussion: None

Vote: Passed Unanimously

**7. MATTER FOR NOTING-** None

**8. EXECUTIVE SESSION**

Ms. Chapman moved to enter executive session at 8:45 PM.

Second: Mr. Means; Discussion: None

Vote: Passed unanimously

Resumed regular session at 9:15 PM; No action taken.

**10. OTHER BUSINESS-** None

**11. BOARD CALENDAR**

Upcoming Board Meetings:

- February 6, 2024– CCPLB Budget Meeting at 5:00 PM
- February 8, 2024– CCPLB Meeting/Regular at 6:30 PM
- February 15, 2024 – WASD in-person Board Training/ Gillette College  
1:00 PM-5:00 PM
- March 14, 2024– QTRLY Commissioners Meeting at 6:00 PM  
CCPLB Meeting/Regular at 6:30 PM
- March 21, 2024– CCPLB Budget Meeting at 5:00 PM

12. ADJOURNMENT

Meeting adjourned at 9:16 PM

Minutes Prepared By: Megan Olson

Date: January 18, 2024

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

---

Larry Mills, CCPLB Secretary

Date

DRAFT



WYO. ASSOCIATION OF  
SPECIAL DISTRICTS

# PUBLIC OFFICER TRAINING

**Save the Date!**

Gillette, WY

 [wyospecialdistricts.com](https://wyospecialdistricts.com)



## FEBRUARY 15

Department of Audit Approved

---

**FEB. 15 | 1:00 P.M.**

GILLETTE COLLEGE, PRESENTATION HALL (MAIN BLDG.)  
300 W. SINCLAIR

---

This training is focused for the governing boards and their employees/volunteers of the 26+ types of political subdivisions that are not cities or counties. (Joint Powers, special districts, appointed boards, etc.)

Training is required by July 1, 2024.

Register online at: <https://wyospecialdistricts.com>