

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center –Buffalo, WY
February 14, 2018 @ 8A.M.

Members present:

Bob Snowden, Chairman	Johnnie Pond
Randy Dyess, Vice Chair	Tom Knapp
Travis Lawrence	Rich Griffith
Mike Johnson, Buffalo Mayor	Dave Simonsen, CEO
Staff: Claudia Todd	(by phone)

Members absent:

Crosby Taylor
Delbert Eitel
Bill Novotny

Guests: Scott Madsen, City Council; Ben Hostetler, Mountain
Dana Fowler, BDA President; Meadow Wool;
Mike Harriet, Wool buyer

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:01 A.M. **Introduce any guests present** – Scott Madsen, Dana Fowler, Ben Hostetler and Mike Harriet were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
January 24, 2018. (Recorded by Claudia Todd)
Vice Chair Dyess motioned to approve the January 24, 2018 meeting minutes. Griffith second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
A. **Treasurer's report on financial status** – Treasurer Lawrence mentioned the CPA review statement completed by Grooms & Harkins, Casper. Vice Chair Dyess motioned to accept the CPA review. Mayor Johnson second. Motion carried.
- IV. **CEO'S REPORT:**
 - a. **Building update** – No major issues were reported by C.E.O. Simonsen who joined in by phone. The Archery entrance side window is broken. The estimated cost to repair the glass is approx. \$253.00. Dyess suggested use a sheet of steel instead of replacing it with glass.
 - b. **NEW Growth Alliance update** – C.E.O. Simonsen reported that the Management Council will meet next week, and the Technical Advisory committee will meet tomorrow. The group is going to review the proposal by Ady Advantage for the consultants' selection process. The committee has responded to the third RFP.
 - c. **Tech Park Update** – Simonsen reported that the budget was been sent off to the Wyoming Business Council for their review. Simonsen is waiting for the grant agreement which is going to be send to the City directly.
 - d. **Annual Community Recognition Dinner** – C.E.O. Simonsen informed the board that last year's event took place in the spring. This year Simonsen suggested to move the event to the fall which falls into the next fiscal year. No date is set yet.
 - e. **PUBLIC COMMENT PERIOD:** None
- V. **STATUS REPORT ON PROJECTS:**
 - A. **Interapt Project Update** – C.E.O. Simonsen informed about a fiber business providing the majority of the money that is needed. Simonsen is in contact with Interapt owner Gopal to discuss the details. The primary focus is the outreach to businesses that might have an interest in the services the students are able to provide.
The other option that is looked at, is the Workforce development funds in the sum of \$250,000 pre-hire grant. Dyess made a motion to proceed with the project. Pond second. Motion carried.
 - B. **Project Protein** – No update.
 - C. **Project Thunder** – A new project that came through by the Wyoming Business Council and was only passed on to regional groups. It was responded by New Growth Alliance. The regions that were included were: Cody, Basin, Evanston, our region, Laramie and Cheyenne. The project is projecting up to 2,000 jobs, offered by multiple companies in the transportation industry.

VI. NEW BUSINESS:

- a. **Discussion/Action Item: IRP Loan Program (USDA)** – Snowden explained that this loan would allow JOCO First to borrow up to \$1 million and use it as a re-lending program. Maximum loans can be up to \$250,000 with certain limits and criteria that have to be met. Simonsen suggested that the USDA offered to present to the board. The board appreciated the offer.
 - b. **Discussion/Action Item: 1% Applications (2) Approval** – Knapp voiced concerns and raised questions regarding the sprinkler system on the 2nd floor in case there won't be an Anker tenant. Dyess explained that the request was made for the entire building not just for the 2nd floor. This effort is being made to eliminate the Fire Marshalls concerns and a possible shut down of the building because fire requirements are not met. Knapp then suggested to eliminate the last paragraph in the application letter. Vice Chair Dyess made a motion to approve both 1% application requests. Knapp second. Motion carried.
 - c. **Discussion/Action Item: LBI Letter Discussion Update** – Ben Kirven drafted a demand letter asking for the missing rent. Snowden informed the board about the missing rent of \$25,950.00. Mayor Johnson motioned to approve to send the letter to LBI. Knapp second. Motion carried.
 - d. **Discussion/Action Item: Joint City/County/BDA/Chamber/JPB Mtg.** – C.E.O. Simonsen reported that he continues to meet with the Chamber Director. He stated that he met the new BDA Director in Cheyenne during the WEDA Spring conference. Simonsen suggested to set up a meeting with the new BDA Director soon. Conversations about the re-organization of the BDA are talked about but need to be continued and discussed further with the new Director in the near future.
 - e. **Discussion/Action Item: Mountain Meadow Wool Proposal** – Ben Hostetler confirmed that the proposal that was sent earlier is the latest one. Dyess raised the question to continue to be an open session. Ben Hostetler agreed to stay in an open session. Dyess made a motion to deny both proposals made by MMW. In addition Dyess authorized the Chairman and his designee to go into negotiations with MMW to further this discussion with the stipulation of meeting the Economic Development Statue 16.6 requirements. This could include a purchase, a lease option, a Triple Net Lease or an option to buy. Griffith second. Motion carries.
- d. **Next Meeting Date** (February 28, 2018)
 - a. **AJOURN:** Meeting adjourned at 8:57 A.M.
 - b. **Open to Board Members** – Knapp suggested to have a discussion and/or work session regarding operating expenses at the next meeting.

Contact Information: KBJ Economic Development (307) 620-1260 Info@jocofirst.com



2.14.2018

Bob Snowden, Chair

Date:

Attested by:



2-14-2018

Randy Dyess, Vice-Chairman

Date: