

**MEETIN  
MINUTES  
KBJ ECONOMIC DEVELOPMENT JOINT  
POWERS BOARD  
Bomber Mountain Civic Center –  
Buffalo, WY January 10, 2018 @  
8A.M.**

**Members present:**

Randy Dyess, Vice Chairman  
Bill Novotny, Chair JCC  
Travis Lawrence  
Mike Johnson, Buffalo Mayor  
Staff: Claudia Todd

Johnnie Pond  
Tom Knapp  
Delbert Eitel  
Rich Griffith  
Dave Simonsen, CEO

**Members absent:**

Crosby Taylor

**Guests:** Scott Madsen, City Council;  
Dana Fowler, BDA president

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:04A.M.  
**Introduce any guests present** – Scott Madsen and Dana Fowler were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
December 27, 2017 (Recorded by Claudia Todd)  
Board Member Pond motioned to approve the December 13, 2017 meeting minutes.  
Mayor Johnson second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**  
A. **Treasurer's report on financial status** – Lawrence informed about the financials that some of the line items were misplaced in the budget and is waiting for a report from CPA. Furthermore he stated that the cash reserves diminished significantly. Simonsen explained that this situation is caused by a number of things. One being unexpected bills. \$35,000 of that were just building expenses which this amount doesn't reflect the Architect fees of approx. \$16,400. The other reason being the grant receipts have not been reimbursed yet. Several actions were taken and money was shifted over to the operating account. Simonsen explained that on top of everything the building insurance invoice was received with the amount of \$10,480 which has to be paid until the end of January in one lump sum. Other options with other insurance companies and different payment options e.g. monthly or quarterly are being explored.
- IV. **CEO'S REPORT:**
  - a. **Building update** – C.E.O. Simonsen reported a leak on the roof by the fire exit door upstairs caused due to higher traffic and the removal of the lockers. The roof was patched up but a full repair would cost over \$2,800.

The architect has been visiting and taking measurements for the proposed elevator installment.

b. **NEW Growth Alliance update** – The group is working on selecting a consulting firm. It is between two firms.

c. **PUBLIC COMMENT PERIOD:** None

V. **STATUS REPORT ON PROJECTS:**

A. **Interapt Project Update** – Simonsen reported about his meeting with A. Gopal of Interapt, Gerry Chase Administrator Buffalo High School and Cameron Kukutchka, IT Supervisor for the school, Brandon Marshall, Wyoming Business Council in Cheyenne with Jerimiah Rieman at the Governor's office. The meeting went very well. The latest proposal from Interapt includes a High School component for the Cheyenne area. Anja Bendel of Cheyenne Leads was invited to attend the meeting. Jerimiah Rieman has asked to be provided with letters of support that show that there is interest for hiring.

B. **Project Protein** – No new information was available.

**OTHER BUSINESS:**

a. **Discussion/Action Item: Mountain Meadow Wool Lease** – Simonsen informed that a follow up meeting was scheduled for this afternoon with Mayor Johnson and Chairman Snowden to discuss further options to lease.

b. **Discussion/Action Item: Budget update** – Chairman Snowden suggested to have a meeting with the finance committee to take a look very close regarding income vs. expenses.

c. **Discussion/Action Item: Sale of 18 Plains Dr.** – Discussion included the date for the auction. The date that was decided on is May 1<sup>st</sup> at 1pm. A minimum sale price of \$220,000 for the building is expected.

d. **Discussion/Action Item: LBI Letter** – Simonsen informed about the demand letter from Kirven's office. Ben Kirven didn't feel comfortable to demand funds from before CPA Accounting took over in 2014. Mayor Johnson suggested to figure out what was being paid vs. the actual rent amount charged.


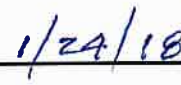
c. **Discussion/Action Item: Joint City/County/BDA/Chamber/JPB Mtg.** Fowler, BDA president informed the board that the BDA is working on hiring a Director and is proceeding business as usual.

d. **Next Meeting Date** (January 24, 2018)

a. **AJOURN:** Meeting adjourned at 9:12 A.M.

- b. **Open to Board Members** – Vice Chair Dyess motioned into executive session regarding employee issues and adjourned the meeting right after. Mayor Johnson second. Motion carried.

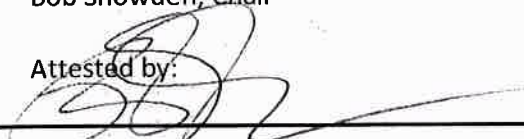

Contact Information: KBJ Economic Development (307) 620-1260 [Info@jocofirst.com](mailto:Info@jocofirst.com)

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Bob Snowden, Chair

Date

Attested by:  

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Randy Dyess, Vice Chair