

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Town Hall - Kaycee, WY
March 28, 2018 @ 8:30 A.M.

Members present:

Bob Snowden, Chair Johnnie Pond Travis Lawrence
Randy Dyess, Vice Chair Tom Knapp
Mike Johnson, Mayor Rich Griffith
Delbert Eitel Bill Novotny
Staff: Claudia Todd Dave Simonsen, CEO

Members absent:

Crosby Taylor

Guests: Peter John Camino, local sheep rancher; Debra Anderson, USDA Sheridan office

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:40 A.M.
Introduce any guests present – Peter John Camino and Debra Anderson were introduced.

- II. **REVIEW/ACCEPT MEETING MINUTES:**
March 14th, 2018 (Recorded by Claudia Todd)
Vice Chair Dyess motioned to approve the March 14th, 2018 meeting minutes. Knapp second. Motion carried.

- III. **FINANCIALS: Travis Lawrence, Treasurer**
A. **Treasurer's report on financial status** – no new report.

- IV. **CEO'S REPORT:**
 - a. **Building update** – A leak in the roof between the Boys & Girls Club from heavy snow was reported by C.E.O. Simonsen. He further informed the board about the Bomber Mountain Civic Center usage numbers. All numbers combined from JOCO First, Sheridan College and Boys & Girls Club show that in 2017 over 27,000 people used the facility in 2017.
 - b. **NEW Growth Alliance update** – Simonsen reported that the group is in conversation with Ady Advantage to finalize the contract.
 - c. **Tech Park Update** – Mayor Johnson provided the board with the latest drawings of the tech park. Simonsen met with Brent Bennett of Nelson Engineering to begin working on design for going to bid and the grant application for the WBC. The application is due June 1st. Discussion centered on the funding that was de-obligated by the WBC for the Upton project. Vice Chair Dyess made a motion to request the unused funds from the town of Upton before the Wyoming Business Council on May 23rd and June 21st for the SLIB Board meeting. Eitel second. Motion carried.
 - d. **Grant Updates** – JOCO First has requested and received a six months suspension from the EDA for the second story renovation project. Simonsen reported that the USDA grant money of \$24,001 has been received.
 - e. **PUBLIC COMMENT PERIOD:** Peter John Camino stated that he was interested in the topics that the board is usually discussing and he wanted to hear it in person.

- V. **STATUS REPORT ON PROJECTS:**
 1. **Interapt Project Update** – Simonsen was not able to connect with Gopal of Interapt due to schedule issues. Mayor Johnson and Commissioner Novotny are planning on setting up a call with the Governor's office to see where the project is at.
 2. **Project Thunder** – No update.

OLD BUSINESS:

- a. **Discussion/Action Item: IRP Loan Program (USDA)** – Debra Anderson was brought in from the USDA office in Sheridan to clarify two of their programs that could be used for Economic Development purpose. She handed out two information sheets about two of their programs. One being the IRP loan program and the other being the REDLG program. The main difference is that the applicant must be a Utility or Phone company requesting money from the REDLG program.
- b. **Discussion/Action Item: Organizational Financing** – Simonsen discussed that he was working on three versions the budget. The expenses for KBJ operations including salaries are: \$271,586, BMCC: \$175,696, 22 Plains Dr. \$58,182. The Income for KBJ is: \$285,889, BMCC \$119,526, 22 Plains Dr. \$66,600. Simonsen calculated in a 25% maintenance reserve fund.. Commissioner Novotny suggested a written reserve policy. Mayor Johnson suggested to wait to present to the city until April 17th for JOCO First and represent when the updated budget has been finalized. He stressed to have a detailed budget ready to present.
- c. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Mayor Johnson met with Karen and Ben Hostetler of MMW who are proposing the following: 3 year lease, \$3000 rent per month for the entire 25000 sq. ft. building, MMW would be responsible for taxes, insurance, utilities with the first right of refusal on the purchase of the building. There will be a six months period for both parties to get out and no credit for back rent or wool premium paid. No right to sublease to other renters. Tom Knapp informed the board that MMW is not able to pay more than \$3000 monthly.
- d. **Discussion/Action Item: Sale of 18 Plains Drive** – Snowden suggested to start advertising to sell the building asap for a minimum of \$225,000. When the bids come in Snowden requested to have five board members present. Interest in the building was voiced to Chairman Snowden.

NEW BUSINESS:

- a. **Discussion/Action Item: Joint Planning Session** – Simonsen suggested a City/County planning session with a plan that everybody can agree on as far as the future plan of this organization. The Joint Powers Board plan is four years old and needs updated. Snowden suggested to the board to provide the City and County with a written report issued by the C.E.O. along with a quarterly report. Commissioner appreciated the idea of any information provided.
- d. **Next Meeting Date** (April 11, 2018)
- a. **AJOURN:** Meeting adjourned at noon.
- b. **Open to Board Members** – No comments.

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



4/11/18

Bob Snowden, Chair

Date:

Attested by:



4/11/18

Randy Dyess, Vice-Chairman

Date: