

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**April 11, 2018 @ 8:00 A.M.**

**Members present:**

Bob Snowden, Chair  
Tom Knapp  
Mike Johnson, Mayor  
Bill Novotny  
Staff: Claudia Todd

Johnnie Pond  
Travis Lawrence  
Rich Griffith  
Dave Simonsen, CEO

**Members absent:**

Crosby Taylor  
Randy Dyess, Vice Chair  
Delbert Eitel

**Guests:** Brandi Harlow, Wyoming Business Council; Scott Madsen, City Council

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:03 A.M.  
**Introduce any guests present** – Brandi Harlow and Scott Madsen were introduced.
  
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
March 28<sup>th</sup>, 2018 (Recorded by Claudia Todd)  
Mayor Johnson motioned to approve the March 28th, 2018 meeting minutes. Griffith second. Motion carried.
  
- III. **FINANCIALS: Travis Lawrence, Treasurer**
  - A. **Treasurer's report on financial status** – Treasurer Lawrence discussed the financials up to March 31<sup>st</sup> and the nine months year to date financials. He explained the expenses including outstanding bills. The County's support of \$25,000 is not reflected in the latest financials.  
Lawrence informed the board about the tight situation until the end of this fiscal year. Commissioner Novotny moved to accept the financials as presented. Mayor Johnson second. Motion carried.
  
- IV. **CEO'S REPORT:**
  - a. **Building update** – C.E.O. Simonsen reported that the facility currently is very busy with events. He mentioned the National Meat Processing Association holding their annual convention with approx. 130 attendants at the center as well as the JCSD1 holding a three day School Retreat with about 100 students per day.  
Simonsen further reported about a cut in the membrane on top the main roof which caused several leaks inside the building. That part of the roof is currently under warranty.
  
  - b. **NEW Growth Alliance update** – Simonsen reported that the group is continuing negotiating with Adv Advantage to finalize the contract.
  
  - c. **Tech Park Update** – C.E.O. Simonsen suggested to come up with a name for the Tech Park. He visited with Brent Bennett with Nelson Engineering to begin working on a letter to be send to the Wyoming Business Council requesting the remainder of funding.  
Due to Rocky Mountain Power who set up a pole in the road Simonsen explained that there will be a slide bend in the entry to the park from TW Road. With that there will be a space to build a sign. The main concern at this point is access to the Tech Park. Simonsen is waiting for the State's response.
  
  - d. **Grant Updates** – Simonsen reported that the EDA grant is in suspension and the USDA grant money has been received.
  
  - e. **PUBLIC COMMENT PERIOD:** None

**V. STATUS REPORT ON PROJECTS:**

1. **Interapt Project Update** – Simonsen having difficulties reaching out to Interapt. Mayor Johnson and Commissioner Novotny are working on a face to face meeting with the Governor's office to see where things are at and why there is a stand still. Mayor Johnson requested all documentation about Interapt and the studies that have been done. Simonsen is in process of putting together board member books for every board member with all the documentation regarding the organization.
2. **Project Thunder** – Brandi Harlow with the WY Business Council informed the board that Brandon Marshall, recruitment specialist with the Wyoming Business Council is going to visit the company to receive more detailed information.

**OLD BUSINESS:**


- a. **Discussion/Action Item: USDA Funding Options** – Simonsen talked about the two options that were discussed previously. The REDLG vs. Simonsen talked with Scott Sullivan with the USDA's office to schedule a meeting with Powder River Energy. USDA is filling out the application on behalf of the Utility company.
- b. **Discussion/Action Item: 2019 Organizational Budget** – Chairman Snowden explained the budget and mentioned a shortfall of approx. \$75,000. It included \$50,000 for repair & maintenance for Bomber Mtn. Center, \$4,700 for 22 Plains Dr., and it also shows a building maintenance reserve of \$59,882 for Bomber Mtn. Center and \$9,000 for 22 Plains Dr. Chairman Snowden suggested to set up a separate bank account for a maintenance reserve.  
Vice Chair Dyess motioned to approve to allocate money and put in a reserve account for Bomber Mtn. Center and 22 Plains Dr. Knapp second. Motion carried.  
Commissioner Novotny suggested to the City to take over the Lawn care and Snow removal. Lawrence motioned to approve the budget with adjustment to be made. Mayor Johnson second. Motion carried. The budget will be presented on April 24<sup>th</sup> before the City Council.  
Mayor Johnson suggested to ask the Recreation board for funding \$32,000 in order to cover maintenance cost at Bomber Mountain Civic Center and the increase in usage.  
Simonsen put in a request for severance money for the amount of \$25,000 a week earlier.
- c. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Mountain Meadow Wool requested the entire building for their use. Chairman Snowden and Mayor Johnson are going to set up another meeting face to face with MMW in the near future. Chairman Snowden suggested the REDLG program again. Mayor Johnson suggested the following for the new lease agreement: Three year lease for the entire building escalation clause added. 1<sup>st</sup> increase after 12 months to \$4,500, 2<sup>nd</sup> increase after another 12 months to \$6,000.
- d. **Discussion/Action Item: Sale of 18 Plains Drive** – Snowden reminded the board of the minimum bid of \$225,000 for the building. Mark Grabin with Baby Riddle made an offer under bid and has decided against it since.

**NEW BUSINESS:**

- a. **Discussion/Action Item: HVAC Maintenance Contract Update** – Simonsen informed the board about one bid that was received from Great Divide Fabrications, Eric Burden. The bid included exchanging filters at Bomber Mtn. Civic Center only two times a year (instead of four times) which will cut cost in almost half. JOCO First would increase the pay of the Janitor in exchange. The bill for HVAC is currently approx. \$13,000 annually. JOCO First is waiting for another bid from Powder River Heat & Air condition who is in process of adjusting the amount. Mayor Johnson moved to approve the Great Divide Fabrication bid. Pond second. Motion carried.


- d. **Next Meeting Date** (April 25, 2018)
- a. **AJOURN:** Meeting adjourned at 9:55a.m.
- b. **Open to Board Members** – No comments.

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

 4/25/18

Bob Snowden, Chair

Date:

Attested by:  4/25/18

Randy Dyess, Vice-Chairman

Date: