

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**May 23, 2018 @ 8:00 A.M.**

**Members present:**

Randy Dyess, Vice Chair  
Tom Knapp  
Mike Johnson, Mayor  
Bill Novotny  
Staff: Claudia Todd

Dave Simonsen, CEO  
Rich Griffith

**Members absent:**

Bob Snowden  
Travis Lawrence  
Delbert Eitel  
Crosby Taylor

**Guests:** Scott Madsen, City Council; Steve Birbeck, store owner; Stephen Dow, Buffalo Bulletin; Ben Hostetler, Mountain Meadow Wool; David Iverson

- I. **CALL TO ORDER AND INSTRUCTIONS:** Vice Chair Dyess called the meeting to order at 8:08 A.M.  
**Introduce any guests present** – Scott Madsen, Steve Birbeck, Stephen Dow and David Iverson were introduced. Ben Hostetler arrived at a later time.
  
- II. **MOVE INTO PUBLIC HEARING FOR BUDGET APPROVALS**
  - a. **2017/18 Budget Amendment** – Vice Chair Dyess explained the amended budget to the board. Mayor Johnson moved into Public Hearing for both Budget Approvals. Knapp second. Motion carried. No public comment.
  - b. **2018/19 Budget** – C.E.O. Simonsen stated that the Boys & Girls Club possibly moving out of the BMCC by the end of February 2019 is not mentioned in the amendment. Griffith motioned to approve the 2018/19 budget as presented. Knapp second. Motion carried. Stephen Dow requested a copy of the 2018/19 budget. No further public comment. Griffith motioned to close the public meeting. Mayor Johnson second. Motion carried. Mayor Johnson clarified the two changes that needed to be made regarding the budget: The first change is grants committed under the total of \$444,000. Broken down as \$216,500 in general and \$227,500 under the BMCC which includes the Sprinkler System. The second change is the \$2,700 for 18 Plains Dr. that will go under the line item as a mortgage payment. Griffith motioned to approve the changes to the budget. Knapp second. Motion carried.
  
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
May 9th, 2018 Meeting Minutes (Recorded by Claudia Todd)  
Mayor Johnson motioned to approve the May 9th, 2018 meeting minutes as presented. Knapp second. Motion carried.
  
- III. **FINANCIALS: Travis Lawrence, Treasurer**
  - A. **Treasurer's report on financial status** – No report
  
- IV. **CEO'S REPORT:**
  - a. **NEW Growth Alliance update** – C.E.O. Simonsen informed the board that the contract with Ady Advantage has been signed and the initial meeting with the Management Council is set for today.
  - b. **Tech Park Update** – Simonsen informed that Brent Bennett with Nelson Engineering has given a brief overview and update via e-mail added to the board packet regarding the Tech Park project. Commissioner Novotny added that the TW Rd. project is one week behind schedule due to severe weather. The majority of the completion is set to be completed by October of this year. No specific timeline is given regarding the completion of the project. Simonsen further suggested to bring Bennett to the next board meeting to give a full update on the projects. The board agreed.

- c. **Building update** – C.E.O. Simonsen informed the board about a minor leak issue on the ceiling of the band room. He further mentioned Rocky Mtn. Equipment Brokers has paid their past due rent. Dan Rogers visited the office after he received the certified letter from JOCO First. The certified letter was sent to him to request that he clear the property that he was leasing in order to sell 18 Plains Dr. He requested a current lease agreement and was stating that he initiated the snow removal in the winter and road maintenance in the summer and requested financial reimbursement from JOCO First. Mayor Johnson informed that there is no existing contract.

**VI. PUBLIC COMMENT PERIOD:** None

**V. STATUS REPORT ON PROJECTS:**

1. **Interapt Project Update** – C.E.O. Simonsen informed that he received a confidential plan from Interapt that explains their plans. Gopal wishes to forward this plan directly to the Governor. Johnson stated that a conversation is going to be held including Commissioner Novotny with Gopal talking about the conversation with Rieman. Simonsen stated that Workforce services never required a business plan for funding of Workforce Grants. The Wyoming Business Council confirmed this statement. Mayor Johnson informed that in order to get funding from the Governor’s office and ENDOW a business plan has to be presented.
2. **Project Thunder** – No update

**OLD BUSINESS:**

- a. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Mayor Johnson received comments on the amended lease proposal from Ben Hostetler. Johnson discussed the amendments. Ben Hostetler is looking for full support from the board. Hostetler is working on getting the knitting machines to work within approx. 2 months. Johnson is going to follow up with Ben Kirven to come up with the final version of the new lease agreement. Mayor Johnson suggested a 5 year lease incl. a renewable clauses, \$4,200 monthly rent incl. paying Tax, Insurance and water. Johnson is going to follow up with Ben Kirven to come up with the final version of the new lease agreement.
- b. **Discussion/Action Item: Plains Drive Maintenance and Detour** – Simonsen informed the board about Dan Rogers’s concern about the road being used as a detour during the construction project on TW Road and he asked what the maintenance plan is for the road. Commissioner Novotny explained that the public is choosing to drive through Plains Drive, a private road but that it is not an official detour.

**NEW BUSINESS:**

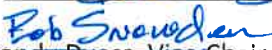
- a. **Discussion/Action Item: Steve Birbeck’s Information Request** – Vice Chair Dyess has contacted Ben Kirven to see if the request was a public information request. Per Kirven it wasn’t. Simonsen reminded the board that the previous requests for the release of public records had come from out of state and those requests had been treated as follows: \$100 per/hr and .50c per copy for a public record request. The board agreed to discuss the questions at the June 27<sup>th</sup> meeting.
- b. **Discussion/Action Item: Boys & Girls Club Lease update** – Simonsen informed the board that the Boys & Girls Club has given their notice to move out of the BMCC when their lease ends in February 2019. The Boys & Girls Club indicated that they have purchased a vacant building in town. Simonsen, Dyess and Snowden had a conference call with the Boys & Girls Club staff from Casper, Ashlea and Brandi. Dyess added that the Boys & Girls Club may or may not move in February. Dyess suggested that staff begin the search to find another tenant for the space.
- c. **Discussion/Action Item: BMCC Property Tax Assessments** – Simonsen stated that he has been in conversation with Cindy Barlow with the Assessor’s office regarding a “hardship ruling” for JOCO First. Simonsen further explained that each tenant is responsible for the property taxes as the current leases read. Barlow suggested changing all leases and not having the tenant’s being responsible for the property taxes and then if the hardship request is approved the taxes could be waved.

- d. **Next Meeting Date** (June 13, 2018)
- a. **AJOURN:** Meeting adjourned at 9:40a.m.
- b. **Open to Board Members** – No comment

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

 6/13/18

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~~Randy Dyess, Vice Chair~~

Date:

Attested by:  06/13/18

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Board Member

Date: