

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**May 09, 2018 @ 8:00 A.M.**

**Members present:**

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

Travis Lawrence  
Rich Griffith  
Delbert Eitel  
Dave Simonsen, CEO

**Members absent:**

Crosby Taylor  
Bob Snowden

**Guests:** Scott Madsen, City Council; Steve Birbeck, store owner

- I. **CALL TO ORDER AND INSTRUCTIONS:** Vice Chair Dyess called the meeting to order at 8:03 A.M.  
**Introduce any guests present** – Scott Madsen, Steve Birbeck were introduced.
  
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
April 25th, 2018 Meeting Minutes (Recorded by Claudia Todd)  
Treasurer Lawrence motioned to approve the April 25th, 2018 meeting minutes. Mayor Johnson second.  
Motion carried.
  
- III. **FINANCIALS: Travis Lawrence, Treasurer**
  - A. **Treasurer's report on financial status** – The current CPA expenses continue to increase. Therefore, Treasurer Lawrence introduced a new proposal from Jennifer Schroefel, Accounting by the Book CPA explaining her services. Her proposal offering a flat \$525 monthly fee including preparing the budget plus up to one amendment. Lawrence suggested to switch over to Accounting by the Book. Board member Eitel made a motion to switch to Accounting by the Book. Knapp second. Motion carried.  
Treasurer Lawrence suggested to discuss the financial report at the next board meeting on May 23<sup>rd</sup>, 2018.
  
- IV. **CEO'S REPORT:**
  - a. **Building update** – C.E.O. Simonsen requested clarification regarding the snow removal/lawn care for BMCC. Commissioner Novotny informed that the County is taking over the lawn care and the City is going to take care of the snow removal. No further issues with the building at this point.
  - b. **NEW Growth Alliance update** – Simonsen explained that the contract with Ady Advantage was approved for signature by the Management Council. Mayor Miller of Sheridan is signing the contract once back in the office. A technical Advisory committee meeting was held on May 8th. Ady Advantage attended the meeting by phone.
  - c. **Tech Park Update** – Simonsen informed the Board that the letter requesting that the application be considered for full funding was being reviewed by the WY Business Council.
  - d. **Grant Updates** – C.E.O. Simonsen informed the Board that the Rec board grant presentation was scheduled on May 9<sup>th</sup> at 9p.m. at the School Administration office asking for \$32,000. The amount given last year was \$25,000.
  - e. **PUBLIC COMMENT PERIOD:** Steve Birbeck introduced himself and handed out a document requesting several questions be answered at a subsequent meeting. (See attached).

V. **STATUS REPORT ON PROJECTS:**

1. **Interapt Project Update** – Commissioner Novotny and Mayor Johnson had a phone conversation with Jeremiah Rieman with the Governor’s office regarding the training component. The ENDOW Workforce Training money was put towards Community Colleges. Mayor Johnson reported on a conversation with Dr. Young from the Northern Wyoming Community College. Dr. Young expressed support for initiating some form of coding training program if the community would support the program.
2. **Project Thunder** – The Wyoming Business visited with the company and is reviewing the proposals.

**OLD BUSINESS:**


- a. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Mayor Johnson updated the board about the latest negotiations with the company. The lease between MMW and KBJ ended on March 14<sup>th</sup>, 2018. Hostetler talked to the bank again who is able to lend them approx. \$400,000. Johnson suggested to pursue the REDLG program offered by the USDA that was discussed at a previous meeting. Simonsen explained the next steps since the bank has not approved the amount that was requested was the completion of an application to Powder River Energy. A rejection letter from the bank is going to be one of the requests.

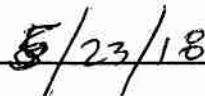
Mayor Johnson suggested to have Ben Kirven prepare a new lease agreement to be forwarded to MMW including the following: A two year term lease, \$3,000 monthly rent for year one, the 2<sup>nd</sup> year would increase to \$4,500 per month, and the second option would be a month to month lease of \$5,000 rent per month,. Knapp made a motion to approve above mentioned lease agreement to MMW. Treasure Lawrence second. Motion carried.

**NEW BUSINESS:**

- a. **Discussion/Action Item: Joint City/County/JOCO Meeting review** – The planning meeting was discussed and the next meeting will be scheduled for some time in July.
- d. **Next Meeting Date (May 23, 2018)**
  - a. **AJOURN:** Meeting adjourned at 9:35a.m.
  - b. **Open to Board Members** – Due to the upcoming sale of the 18 Plains Drive property, the board discussed and agreed that in order to maximize the potential sale of the property that all leases be ended and that the tenants be given notice to move. Treasure Lawrence made the motion to terminate the leases and have everything removed from the property before the property is brought up for sale. Commissioner Novotny second. Motion carried.

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

  
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Randy Dyess, Vice Chair

  
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Date:

Attested by:  
  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Date:

4/27/2018

**TO: JOCO FIRST BOARD OF DIRECTORS**

**From: Steve Birbeck, Buffalo resident and downtown business owner**

**INTERAPT TRAINING PROGRAM**

1. What is the projected total per-student cost of the proposed Interapt training program?
2. How much time, effort and money has been spent so far on the training program?
3. What are the measurable anticipated benefits of this program to the Community?
4. What are the specific hiring requirements that Interapt will impose on students who graduate from the program and seek employment with Interapt?
5. How much will it cost JOCO in staff and overhead expenses to become the employment agency to find jobs for graduating students that are not hired by Interapt?
6. Why is JOCO in the job training business instead of the School District and/or Sheridan College?
7. What is your response to the factual evaluation provided by Jeff Whitehead, Executive Director of the organization that sponsored the Interapt training program in Kentucky?

**BOMBER MOUNTAIN CIVIC CENTER**

1. What is the total cost of renovation of the Civic Center building and grounds?
2. What is the appraised value of the building?
3. Will the Board consider mailing out a County-wide questionnaire and ask all citizens of Buffalo and Johnson County what they think should be done with the building?
4. Does the Board agree with the Downtown Plan for Buffalo, adopted in 2008, that stated the Civic Center is a valuable asset to the community and should be redeveloped for civic (not commercial) purposes?
5. Would the Board support the effort to renovate the building to provide space for community non-profit organizations in lieu of operational subsidies?

**ECONOMIC DEVELOPMENT**

1. Will the JOCO Treasurer initiate an effort to work with the City and County Treasurers to compile a five year financial summary of the organization and separately evaluate Bomber Mountain Civic Center activities from Economic Development endeavors? *Evaluate*
2. Would the Board be willing to redirect its organizational objectives to address public safety and community infrastructure needs?
3. Would the Board be willing to adopt the Downtown Plan for Buffalo as a priority component of JOCO's Economic Development program?
4. Would the Board be willing to postpone the adoption of the 3 year Marketing Plan and the proposed strategic planning session until the completion of the 5 year Financial Evaluation suggested in Item #1 above?