

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
July 25, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman
Randy Dyess
Shann Edwards
Bill Novotny
Mike Johnson, Mayor
Staff: Claudia Todd

Zac Smith
Rich Griffith
Rick Myers
Dave Simonsen, CEO

Members absent:

Crosby Taylor
Delbert Eitel

Guests: Steve Birbeck, Business Owner; Scott Madsen; City Council. Arrived later: Kristi Racines, Chief Fiscal Officer for all the courts in WY, Candidacy for WY State Auditor.

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Knapp called the meeting to order at 8:02 A.M.
Introduce any guests present – Zac Smith and Shann Edwards were welcomed to the board. Guests: Steve Birbeck and Scott Madsen were introduced.

- II. **REVIEW/ACCEPT MEETING MINUTES:**
July 11th, 2018 Meeting Minutes (Recorded by Claudia Todd)
Myers requested the meeting minutes include more detail regarding the KBJ JPB financial statements and strong concern for the organization’s sustainability. Vice Chair Dyess motioned to table the July 11th, 2018 meeting minutes with the suggested changes to be made. Novotny second. Motion carried.

- III. **FINANCIALS:**
 - a. **Treasurer’s report on financial status – May and June report** - C.E.O. Simonsen discussed the financials and informed that CPA Jennifer Schroefel will present regular financials at the meeting held the 2nd Wednesday each month. Discussion followed regarding proposed changes to the financial reporting process including daily bookkeeping tasks to be performed in house so weekly ledgers could be available for board member review. A lengthy discussion was held about the budget and when to include depreciation. Mayor Johnson suggested to make ongoing changes to the budget and report the amended budget once a year to the State.
Myers made a motion to accept the treasurer’s report for May and June. Dyess second. Motion carried.

- IV. **PUBLIC COMMENT PERIOD:** Steve Birbeck requested to discuss his concerns after the meeting with Chairman Knapp.

- V. **OLD BUSINESS:**
 - a. **Discussion/Action Item: Strategic Planning Session** – Simonsen explained that an orientation meeting was held Shann Edwards and Zac Smith attended. Edwards put together a logic model spread sheet and suggested goals for JOCO be identified. Edwards explained her thoughts for the future for the BMCC and the board. She suggested to bring non-profit organizations into the BMCC as well as housing the City of Buffalo as a “one stop shop”.
A discussion was held on whether or not the public meeting was useful at all, defining what ED is and what role JOCO First is going to take in the future, and whether or not to keep BMCC doors open. Additional suggestions were made to review and compare fees that are charged for renting the Fairgrounds and the Cowboy Carousel, charging a fee for every user that comes through the BMCC. The development of a survey was discussed. The Buffalo Bulletin could be contacted to help with the implementation.

- b. **Discussion/Action Item: Website Statistics** – Simonsen provided information on both the Flood Marketing – (Herd & Scene) and Golden Shovel - (JOCO First) web site statistics from the past two years.

IV. NEW BUSINESS:


- a. **Discussion/Action Item: Budget/Cash Flow** – Mayor Johnson explained the budget/cash flow and the deficits. The revenues reflect the changes with MMW etc. with an approx. income of \$13,000 the expenses are \$31,800 per month which brings the deficit over \$18,000 per month. Simonsen informed the board about an organization out of Denver that showed interest in 18 Plains Dr. which will be vacated by the middle of August. Simonsen further stated that the Boys & Girls Club space has been advertised even though they are not going to move out until Jan/Feb of 2019. Simonsen shared numbers from other communities that have similar facilities to the BMCC. (See document attached).
Commissioner Novotny motioned to approve a financial committee and nominated Rick Myers to chair the newly created committee. The committee would be tasked with producing a complete financial analysis with the result in form of a recommendation. This committee will consist of two members including Edwards. Mayor Johnson second. Motioned carried.
Mayor Johnson moved to create a survey to include Key questions such as Do you want to support BMCC? How many times are you visiting the center on a monthly basis? Would you vote for a quarter cent tax?
Dyess second. Motion carried.
- a. **Discussion/Action Item: Boys and Girls Club Space** – Knapp informed the board that he and C.E.O. Simonsen walked through the Boys & Girls club rooms to assess the amount of renovation that need to be done e.g. painting, new carpeting.
- b. **Discussion/Action Item: Giles Letter** – Knapp explained to the board that Giles requested financials from 2015-2018. Kirven’s office has been contacted as a regular procedure for requests of that nature. Simonsen is working on gathering the information as requested.


OTHER BUSINESS:

- a. **Next Meeting Date** (August 08, 2018) – regular board meeting
- b. **Open to Board Members** – Commissioner Novotny requested a list of organizations/business visited be included in the next board packet.

AJOURN: Meeting adjourned at 10:20a.m.

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

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Tom Knapp, Chairman Date: 8-8-18

Attested by:  _____
Board Member Date: 8/8/18