

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
June 27, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman
Bob Snowden
Travis Lawrence
Bill Novotny
Mike Johnson, Mayor
Staff: Claudia Todd

Dave Simonsen, CEO
Rich Griffith
Delbert Eitel
Rick Myers
Randy Dyess

Members absent:

Crosby Taylor

Guests: Shann Edwards, CRC; Scott Madsen, City Council; Brandi Harlow, Wyoming Business Council; Ben Hostetler, Mountain Meadow Wool (MMW)

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Knapp called the meeting to order at 8:03 A.M.
Introduce any guests present – Shann Edwards, Brandi Harlow, Scott Madsen were introduced. Hostetler arrived at a later time.

- II. **REVIEW/ACCEPT MEETING MINUTES:**
June 13th, 2018 Meeting Minutes (Recorded by Claudia Todd)
Treasurer Lawrence motioned to approve the June 13th, 2018 meeting minutes as presented. Griffith second. Motion carried.

- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. **Treasurer's report on financial status – May Financials** - Jennifer Schroefel has taken over the accounting services earlier than expected due to Cloud Peak not fulfilling their contract. Simonsen, Lawrence and Schroefel met and discussed the changes and corrections they would like to incorporate in the future. Lawrence motioned to table the financials to the next board meeting. Dyess second. Motion carried.
Commissioner Novotny motioned to use the line of credit to cover the outstanding property tax. Snowden second. Motion carried.

- IV. **CEO'S REPORT:**
 - a. **NEW Growth Alliance update** – C.E.O. Simonsen updated the board on the upcoming site visit by Ady Advantage.
 - b. **18 Plains Drive Marketing** – Simonsen informed the board that the Sale of 18 Plains Dr. was advertised with Wyoming Press, Casper Star Tribune, Buffalo Bulletin and the local Social Media Buffalo/Sheridan Upcycle, BMCC, Buffalo, WY, JOCO First Facebook pages. JOCO First's office was contacted close to 25 times.
 - c. **Building update** – Coordinator Todd informed the board about the new events that were taking place at the center such as New Miners Classes, SBDC business workshop and Dueling Piano's put on by the Buffalo Chamber which brought in close to 100 people. In mid-September the WY Legislative Service Office is bringing in 24 Legislators plus the public for their annual event. Beginning of August the YMCA is in the process of renting the Old Library exclusively for all their Yoga classes from Monday-Saturday. At present, they are renting only two days a week but wanting to expand their program. Currently \$240 is collected monthly. Starting August the rent will be increased to \$400 per month.

Mark Grabin with Unknown Baby Box LLC is in the process of purchasing a building on Main Street therefore he has given notice and is planning on moving out of the BMCC by the end of July. This available space has already been advertised on Social Media and the Marquee outside the building. Todd is still waiting for an invoice from Powder River Heating & A/C from a few weeks ago when the Lightening stroke the building. In the meantime Todd informed North Wyoming Insurance about the incident and was informed by the insurance that the deductible is \$2,500.00.

VI. PUBLIC COMMENT PERIOD: Shann Edwards asked about the new CPA's monthly fee. Edwards suggested to bring the day to day accounting in house.

V. STATUS REPORT ON PROJECTS:

1. **Interapt Project Update** – Simonsen went to Cheyenne last week to attend meetings with the Secretary of State and Governor Mead. Governor Mead spoke positively about the project.
2. **Project Thunder** – Brandi Harlow reported that due to the company's busy season they have not had a chance to look at the proposals. Therefore, no new updates.

OLD BUSINESS:

- a. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Mayor Johnson gave a brief history about the discussions that had been held over the past 8 months. The rent that has been paid has not been close to market rate rent which would be closer to \$10,000 per month. The current rent collected is \$3,000. Mayor Johnson suggested to still pursue the USDA REDLG program with the potential for MMW to purchase the building. He further suggested for MMW to pay \$4,200 per month for the entire building (approx. 25,000 sq. ft.), MMW has first right to refusal with a 3% escalation per year with a 3% increase every year, renewable. This also includes a 6 months termination clause. Property tax and Insurance would be paid by JOCO First. Mayor Johnson motioned to approve the above listed lease agreement condition. Snowden second. Motion carried.
C.E.O. Simonsen explained that the USDA REDLG does not work under the rules and regulations. One of the requirements are stable finances. Hostetler confirmed the fact that MMW never approached the banks for a loan. This discussion was interrupted by the upcoming auction in the band room at 9a.m.
Mayor Johnson made a motion to approve the MMW Lease includes the following: \$4,200 rent per month with a 3% escalation, 6 months termination clause, JOCO First paying Tax and Insurance, MMW would rent the entire building.
- b. **Discussion/Action Item: Creation of Non Profit Entity Documents – no discussion**
- c. **Discussion/Action Item: Proposal Joint Planning Meeting (July 19th) – Reminder to board members only**

NEW BUSINESS:

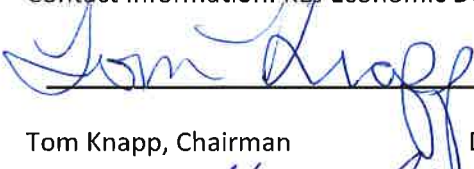
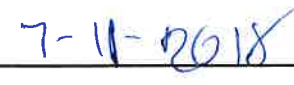
- a. **Discussion/Action Item: Strategic Plan Review** – Mayor Johnson pointed out the Strategic Plan from 2014 and the bullet points written up by Julie Silbernagel that should be discussed at the July 11th meeting so some of the questions could be answered by July 19th for the Joint planning session. Chairman Knapp asked that the board allocated at least three hours to only the strategic planning at the meeting on the 11th.
- b. **Discussion/Action Item: Fire System Design Proposal** – Knapp informed the board about a proposal that has been received by the Western States Fire Protection. The cost for the Fire Alarm was around \$8,000 and for the Sprinkler System around \$12,000. Mayor Johnson suggested getting a second bid.
- c. **Discussion/Action Item: 18 Plains Drive Property Sale (9:00a.m.)** – Due to not receiving any bids the auction was cancelled. Commissioner Novotny motioned to begin with the process to prepare for a sealed bid for 18 Plains Dr. property. Myers second. Motion carried.
Commissioner Novotny suggested to start advertising again for three weeks. Mayor Johnson added that bids need to be submitted to City Hall by Tuesday, July 24th at 5pm. Bids will be opened and considered on Wednesday, July 25th at 8am at JOCO First.
Mayor Johnson made a motion to add 2.5% commission for any realtor bringing a successful bidder to the table. Dyess second. Motion carried.

OTHER BUSINESS:


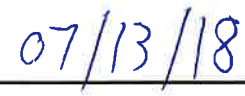
Next Meeting Date (July 11, 2018) – Board work session
Open to Board Members – No comment

AJOURN: Meeting adjourned at 10:17a.m.

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

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Tom Knapp, Chairman Date:

Attested by:  _____ 

Board Member Date:

