

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

**Members present:**

Tom Knapp, Chairman  
Randy Dyess  
Shann Edwards  
Bill Novotny  
Mike Johnson, Mayor

Zac Smith  
Rich Griffith  
Rick Myers  
Dave Simonsen, CEO

**Members absent:**

Crosby Taylor  
Delbert Eitel  
  
Staff absent:  
Claudia Todd

**Guests:** Jon Cordonier, Buffalo BDA, Jennifer Schroefel, Ben Kirven, and Vendla Kingsolver

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Knapp called the meeting to order at 8:00 A.M. Chairman Knapp welcomed the guests.
- II. **BID OPENING FOR 18 PLAINS DRIVE:** Ben Kirven opened the two bids for 18 Plains Drive. Thomas Pimento bid \$100,000 and Leon Pehringer bid \$125,751. After a brief discussion, Mayor Johnson moved to table the bids until the next board meeting so that three questions could be answered: How does SEEDA in Sheridan dispose of property? What are the rules for a Joint Powers Board to dispose of property? What would the terms of the refinancing on the existing note be if the sale is approved? Dyess seconded. Motion carried.
- III. **REVIEW/ACCEPT MEETING MINUTES:**  
July 11th, 2018 Meeting Minutes (Recorded by Claudia Todd) were presented. Johnson moved to approve the July 11<sup>th</sup> amended meeting minutes. Griffith seconded. Motion carried. The July 25<sup>th</sup> Meeting Minutes were then presented. Dyess moved to approve the July 25<sup>th</sup> meeting minutes. Johnson seconded. Motion carried.
- IV. **FINANCIALS:**  
**Treasurer's report on financial status – July 2018 report** - CPA Jennifer Schroefel presented the financials. It was suggested that in the future the financials should be sent separate from the board packet. The weekly reports should continue to be sent. Dyess moved to accept the July 2018 financial report as presented. Johnson seconded. Motion carried.
- V. **PUBLIC COMMENT PERIOD:** Jon Cordonier discussed the BDA's survey process. He indicated that the Buffalo Bulletin insert was the most expensive per response and that using Facebook provided the best return. He expressed his opinion that doing another survey so soon was not a good idea.
- VI. **CEO's REPORT:** Simonsen reported that the NEW Growth Alliance consultants were moving forward with marketing the region. He reported that the BMCC facility would be very busy this weekend with Longmire and the Lovin' Junkin show both utilizing the facility. Simonsen updated the board on the business retention and expansion visits and provided a list of businesses that had been visited by staff. Simonsen reported that the Sheridan College Nursing/CNA program held a meeting to discuss the possibility of having all CNA classes in Buffalo along with having Buffalo as the primary testing center for this region. Simonsen also reported on a meeting with Beau Fowler concerning putting a Makers Space in the facility in the future.
- VII. **OLD BUSINESS:**
  - a. **Discussion/Action Item: Tech Park Update** – Mayor Johnson reported that the bid opening had been pushed back from August 10<sup>th</sup> to August 14<sup>th</sup>. The Buffalo City Council also lowered the bonding requirement from \$1,500 to \$1,000.
- VIII. **NEW BUSINESS:**
  - a. **Discussion/Action Item: Formation of Committees** – Myers asked if it made sense to form committees before the meeting on the 15<sup>th</sup>. After a brief discussion Chairman Knapp suggested that board members provide him with what they would like to see as discussion items for the meeting. Griffith moved to table the formation of committees until after the meeting on the 15<sup>th</sup>. Johnson seconded. Motion carried.

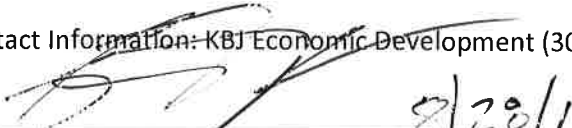
- b. **Discussion/Action Item: Election of Officers** – Knapp informed the board that a Secretary and Treasurer needed to be elected. Novotny moved to elect Rick Myers as Treasurer. Griffith seconded. Motion carried. Novotny then motioned to elect Shann Edwards as Secretary. Smith seconded. Motion carried.
- c. **Discussion/Action Item: Finance Committee Report** – Myers reviewed the committee’s notes. He discussed the possible sale of 22 Plains Drive to Mountain Meadow Wool, consolidation of organizations, organizational funding sources were also discussed.
- d. **Discussion/Action Item: Survey Discussion** – Knapp stated that the survey content would hinge on the upcoming planning meeting.

**IX. OTHER BUSINESS:**


- a. **Next Meeting Date** (August 22, 2018) – regular board meeting. (August 15, 2018) Planning Meeting. Both meetings will be at 8:00am.
- a. **Open to Board Members** – Commissioner Novotny asked on behalf of the County Clerk if there was space in BMCC to store some of the equipment used for elections. Simonsen said that space could be made available in the locker room behind the JOCO office.

**AJOURN:** Meeting adjourned at 10:30a.m.

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

  
Tom Knapp, Chairman Date: 8/28/18

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RANDY BYESS  
Attested by:  Date: 8/28/18

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Board Member Date: