

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
August 22, 2018 @ 8:00 A.M.

Members present:

Randy Dyess, Vice Chair
Rich Griffith
Mike Johnson, Mayor
Rick Myers
Dave Simonsen, CEO
Staff: Claudia Todd

Zac Smith
Shann Edwards

Members absent:

Tom Knapp, Chairman
Bill Novotny
Delbert Eitel
Crosby Taylor

Guests: Scott Madsen, City Council; Brandi Harlow, Wyoming Business Council

- 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 and Brandi Harlow were introduced.

- II. **REVIEW/ACCEPT MEETING MINUTES:**
August 8th, 2018 Meeting Minutes (Recorded by Dave Simonsen)
Mayor Johnson motioned to approve the August 8th, 2018 meeting minutes as presented. Griffith second.
Motion carried.

- III. **FINANCIALS:**
 - a. **Treasurer’s report on financial status** – Treasurer Myers handed out a projected cash flow sheet. The newly formed finance committee worked on the sheet and Myers explained the projected income/expenses and cuts. With the recent changes JOCO First is going to be able to sustain itself beyond December of this year.
 - b. **Finance Committee Update** – Mayor Johnson, Myers and Edwards met to discuss further options to optimize the cash flow and sustainability of JOCO First.

- IV. **STAFF REPORTS:**
 - a. **NEW Growth Alliance Update** – C.E.O. Simonsen met with the Technical Advisory committee and the Management Council on Tuesday. He reported that the group is moving forward but expressed a concern about Ady Advantage’s slow start. Simonsen is going to follow up with Ady Advantage to see where the process can be sped up. The question was raised who is taking over the job of the administrator upon Simonsen’s departure.
 - b. **Review of Planning Meeting** – C.E.O. Simonsen reviewed the comments made by every board member from the last meeting. He also informed about the projects he is currently working on.
 - c. **Building Update** – Simonsen informed about a phone call received by the Department of Education requesting information about office space at BMCC.
Todd informed about the Autograph sessions Friday and Saturday that were held at the BMCC which brought approx. over a 1000 people in and a discussion on Sunday with the author and the actor which brought approx. 450 folks to the center.
Todd informed that the election took place at BMCC. She further informed that Mark Grabin, Baby Riddle moved out as of August 15th and Cheryl Good – The Good Life moved downstairs into room #115. Eric Felbeck with Western Range & Water is moving upstairs. The lease agreement is waiting to be signed soon.
The YMCA has rented the Old Library since June for two days a week for Yoga classes. As of August they requested to rent the room indefinitely accepting a higher rent amount. They also reserved space in the small gym over the winter months for additional classes where rent will be collected as well
Todd explained in order for the kitchen to pass inspection it would require an insulated board mounted between the oven and the Fridge to keep the temperature of the Fridge at a certain level.
The board agreed to buy the board.

The question was raised if the Haunted House should or should not take place at BMCC again. The consent was to collect a higher deposit and set firm rules.

The question was raised to whom JOCO First is renting and under what conditions.

V. PUBLIC COMMENTS: None

VI. OLD BUSINESS:

- a. **Discussion/Action Item: Tech Park Update** – Mayor Johnson informed that the base bid that was received by Barnum Construction was \$451,756.00. This bid was awarded by the City Council meeting which takes care of sewer and water and is good for 60 days. The other component is the pavement and curb & gutter. Concrete is \$1,180,623.00, Asphalt is \$932,662.00 which has not been awarded yet. Brent Bennett with Nelsen Engineering is working on what can be accomplished for 1 million dollars. He further informed that the Tech Park is set up for 14 lots. He further informed that the project was not recommended by the WY Business Council but at the same time the project came in a 1 million dollar less than expected which a good chance to get further funding approved.
- b. **Discussion/Action item: 18 Plains Dr. Tabled Bids** – Mayor Johnson contacted the interested buyers again. Kirven's office advised Johnson to advertise for another three weeks and go through the process again. It was suggested to contact the local realtors again and formally act on the bids. Mayor Johnson moved to reject the received bids for 18 Plains Dr. Griffith second. Motion carried.
The option of the City and County buying 18 Plains Dr. and sell the asset later on was discussed. Consensus was to try to rent the place and sell the building at the same time and the bid should be at least \$155,000.
- c. **Discussion/Action item: 18 Plains Dr. Next Steps if needed** – see above

VII. NEW BUSINESS:

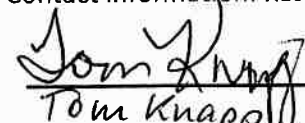
- a. **Discussion/Action Item: Formation of Committees** – Johnson moved to table formation of committees. Griffith second. Motion carried.
- b. **Discussion/Action Item: Fire and Sprinkler Bids** – Simonsen explained the two companies that sent in the design bids. Western Fire and Safety and TSP. The lower bid came in from Western Fire and Safety. Concern was raised about spending the money at this point. \$227,000 was earmarked for this year for Fire and Safety.
The bids were \$20,000 from API/Western Range & Fire, \$39540 from TSP and \$62,936 from Arete Design Group out of Sheridan.
- c. **Discussion/Action Item: Survey Discussion** – At a meeting earlier Knapp, Edwards and Simonsen worked on sample questions to create a survey. The importance and timeline for sending out the survey was discussed.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date (September 12, 2018)**
- b. **WBC Meeting September 6th in Cody**
- c. **Open to Board Members** – Myers moved to enter into executive session. Johnson second. Motion carried. Employee matters were discussed. Johnson moved to leave executive session. Myers second. Motion carried.

ADJOURN: Johnson moved to adjourn meeting 10:30a.m. Myers second. Motion carried.

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


Tom Knapp
Randy Dyess, Vice Chair

Date:

9-12-18

Attested by:



Board Member

Date:

9-12-18