

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
October 10, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman	Bill Novotny
Randy Dyess, Vice Chair	Rick Myers
Rich Griffith	Shann Edwards
Mike Johnson, Mayor	Staff: Claudia Todd
Dave Simonsen, CEO	

Members absent:

Delbert Eitel
Crosby Taylor
Zac Smith

Guests: Stephen Dow, Buffalo Bulletin.

I. CALL TO ORDER AND INSTRUCTIONS:

Chairman Knapp called the meeting to order at 8:10 A.M.

Introduce any guests present –Stephen Dow was introduced. (Kami Kennedy and Paige Short arrived later.)

II. REVIEW/ACCEPT MEETING MINUTES:

September 26, 2018 meeting minutes reviewed (recorded by Claudia Todd)

Mayor Johnson motioned to approve the September 26, 2018 meeting minutes as presented.

Myers seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers reported that a new process of getting the bills to CPA Schroefel has begun. They are being entered as accounts payable. The accounts payable list is being emailed to "us" on a weekly basis. JOCO is paying 100% of the bills on a weekly basis. CPA Schroefel emailed a copy of the updated check register instead of Todd reentering information into the spreadsheet. Vice Chair Dyess motioned to approve the financial report. Mayor Johnson seconded. No discussion. Motion carried.
- b. **No finance committee report**
- c. **Finance Committee Update** – No update

IV. STAFF REPORTS:

- a. **NEW Growth Alliance Update** – C.E.O. Simonsen reported that the group is at a standstill and he has left a phone message for them to call back.
- b. **Tech Park** – C.E.O. Simonsen reported to be working with Brent to complete the report that is due.
- c. **WBC** – C.E.O. Simonsen reported that the letter previously sent to the business council to inform them we did not have a match and the grant money was being returned, needs to be revised and resent. The business council is requesting additional detail to explain why we are returning the money. Once the letter is approved by the WBC a final report will be due.
- d. **Building Update** Todd reported upcoming events include the Sheridan College donor luncheon, Leadership Johnson County Graduation, and Creekside Performing Arts Dinner Theater. A nondenominational church is renting the band room mid-October to mid-November.

V. PUBLIC COMMENTS: Kami Kennedy and Paige Short presented the Haunted House Project/Event during this portion of the agenda in lieu of New Business. Kami Kennedy introduced herself as a business teacher at Buffalo High School and Paige Short is in her entrepreneur class. They presented the background, vision, purpose and request for permission to hold the fundraising event at BMCC. The Board and Mrs. Kennedy recognized and discussed the (resolved) issues from last year with a fog machine and the fire alarms, limited supervision, thorough and timely clean up, damages (electrical) and it was noted by Mayor Johnson that the sprinkler system is not yet installed so we don't need to add fuel to the building. Mrs. Kennedy informed the Board that there was no maze this year, which will help expedite clean up and reduce risk (fuel), and that she will research non-staining water-based substitute blood products and strategies to minimize the "blood" clean-up. Vice Chair Dyess asked about having tour guides with the groups. Ms. Short confirmed that a guide will lead the tour. Mayor Johnson motioned that BMCC will not charge rent or deposit for the Buffalo High School Haunted House Event. Vice Chair Dyess seconded. No discussion. Motion carried.

End of public comment period.

VI. OLD BUSINESS:

- a. **Discussion/Action item: 18 Plains Dr.**— A purchase offer for 18 Plains Drive was presented by Wendy Greenough (not present) to the board in the amount of \$155,000. Since we do not have an agreement with a real estate office, we could not entertain the offer. Griffith informed the Board that John D. with Mine Rite Technologies was interested in a 6-12-month lease. C.E.O Simonsen reported that Mine Rite is waiting on contracts and that they might be interested in a short-term lease to help with space issues. He added, Mine Rite would have to install a new large door and add 3 phase power. Mayor Johnson motioned to move forward and establish a real estate agreement. Vice Chair Dyess seconded. Griffith informed that since John D. with Mine Rite Technologies recently looked at the building to rent he would like a couple weeks to make a final decision. Edwards asked for clarification as to if the building is back up for sale or if it was still for rent. Mayor Johnson clarified that by having the real estate agreement in place, that if the Board decides to move forward with selling any of the properties, having the agreement will replace the sealed bid process, which has not been overly successful. The Facilities Committee will be meeting to develop the process for going forward and revise the guidelines from SEDA. Vice Chair Dyess added he wasn't interested in wasting money advertising and likes the idea of having the agreement in place with a realtor. Mayor Johnson does not think we should use approximately \$60,000 from the budget to settle the loss on the building. Mayor Johnson amends the motion to include requesting clarification from Mr. Kirven that we can proceed as discussed. Vice Chair Dyess seconded. No further discussion. Motion carried.
- b. **Survey Update** – To date approximately 300 surveys have been received. None have been received by people under 18.
- c. **Tech Park Update** – Mayor Johnson reported success with the SLIB Board as they allocated \$800,000 to complete phase 1. Phase 1 with asphalt is \$1,886,784. Phase 1 with concrete is \$2,142,754. Bids include storm drains, retaining wall, and dry utilities. C.E.O. Simonsen added that the tech park is environmentally tested and clean and we're waiting for the final report from the DEQ.

VII. NEW BUSINESS: Moved to Public Comment


VIII. OTHER BUSINESS:

- a. **Next Meeting Date: October 24, 2018**

- b. **Open to Board Members** – Novotny reported that he updated Mark Gordon regarding the skilled nursing facility. Locating the facility in Buffalo will save a minimum of \$500,000 annually, just considering administration. Utilities, food services and laundry are additional savings not accounted for in that number. Once the facility is completed it becomes a State of Wyoming facility. Locations for consideration are ranked as Casper, Buffalo, Cheyenne, and then Sheridan. Labor and Health Committee voted to send a letter saying to consider workforce needs. The next meeting of the Transportation, Highways & Military Affairs Committee is October 22, and 23rd. The skilled nursing facility is on the agenda at 9:30 on October 23rd.

ADJOURN: Meeting adjourned 9:35 a.m.

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



10-24-18

Tom Knapp, Chairman

Date:

Attested by:



10 24 - 18

Board Member

Date: