

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
September 12, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman
Randy Dyess, Vice Chair
Rich Griffith
Mike Johnson, Mayor
Dave Simonsen, CEO

Bill Novotny
Zac Smith
Shann Edwards
Rick Myers
Staff: Claudia Todd

Members absent:

Delbert Eitel
Crosby Taylor

Guests: Scott Madsen, City Council; Julie Kaufmann, Head Start, Pre School; Stephen Dow, Buffalo Bulletin.

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Knapp called the meeting to order at 8:02 A.M.
Introduce any guests present – Julie Kaufmann, Scott Madsen and Stephen Dow were introduced.

II. **REVIEW/ACCEPT MEETING MINUTES:**

August 22nd, 2018 Meeting Minutes (Recorded by Claudia Todd)

Vice Chair Dyess motioned to approve the August 22nd, 2018 meeting minutes as presented. Mayor Johnson second. Motion carried.

Myers stated that he wasn't satisfied with the details of the minutes. A lengthy discussion was held about what content and how detailed the minutes should be. Todd informed the board that the minutes have been pre-approved by Secretary Edwards with minor changes and suggested to get released from this duty in the future.

III. **FINANCIALS:**

- a. **Treasurer's report on financial status** – Treasurer Myers voiced concern about the CPA's report not being ready by the middle of the month. It was suggested moving the day to day accounting in house. Mayor Johnson agreed to speak with CPA Schroefel to coordinate the transitioning and purchasing the correct version of Quick books for Todd to use.
Myers stated that the majority of JOCO's annual funding has been received and all bills should be paid in a timely manner.

- b. **Finance Committee Update** – No update

IV. **STAFF REPORTS:**

- a. **NEW Growth Alliance Update** – C.E.O. Simonsen informed the board that Ady Advantage is suggesting to re-design the marketing materials. The technical advisory committee has met and is discussing the options. No decision has been made.

Capital Improvement Needs update – C.E.O. Simonsen met with Dave Eads, County facility manager, and scheduled a walk through at BMCC. Both produced a list of improvements that need to be made. Once the list is compiled it will be presented to the board for approval.

- b. **Building Update** – Simonsen informed about hail damage that damaged 11 skylights according to the contractor Eric Loden, Loden eConstruction. To replace them the cost per skylight is \$665.00 but the deductible on hail damage is at \$10,000.00. The roof of the building showed no damage and was in decent condition.

Furthermore, Simonsen informed about two pumps that went out but have been replaced since.

Simonsen met with BeauX Fowler, Awis LLC. who is interested in renting space at BMCC to open up a "makers space". A space for adults to discuss techy ideas, create and build, using 3D printers etc.

Fowler is currently working on a business plan.

Simonsen introduced Julie Kaufman, teacher at Head Start. Kaufman informed the board about the situation at 7th Day Adventist Church where they have been leasing from for the past 26 years. They currently rent one classroom with 19 kids enrolled in the program. They have outgrown the current facility and are looking for a larger place to expand their program. Kaufman voiced interest to rent the

Boys & Girls Club space. She likes the central location. She is going to find out what Head Start's budget is going to be and report back. A lengthy discussion was held regarding bathroom compliance regarding 3-5 year old children. A formal walk through is planned to address security and fire code. Kaufman was hoping to have Head Start moved and start teaching at BMCC next fall. Todd gave the building update. She informed that the WY Society of CPA's is holding their continuing education workshop with approx. 35 people and the WY Democratic Party is going to rent the large gym for their legislative session with approx. 75-80 people in mid-September. Todd sprayed the weeds at 18 and 22 Plains Dr. Todd further coordinated with Stewart Sign who replaced 11 LED panels on the outside sign. She also is coordinating with the YMCA to bring in volleyball and baseball practice to BMCC this fall. They would pay facility rent. She also reported that the \$16,000.00 from the Rec. Board has been received.

V. PUBLIC COMMENTS: None

VI. OLD BUSINESS:

- a) **Discussion/Action Item: Tech Park Update** – The WY Business Council did not recommend the project. Members of the JOCO board and members of the City Council went to Cody to attend the WY Business Council board meeting to further support the project. The Business Council recommended \$720,000 for the project. On October 4th the same group representing JOCO and the City of Buffalo is going to present again in front of SLIB members. Todd informed about the meeting schedule prior to the SLIB meeting on October 4th. Mayor Johnson informed that the Tech Park is a City grant and therefore the travel expenses will be paid by the City.
- b) **Discussion/Action item: 18 Plains Dr. Next Steps** – Mayor Johnson informed the board that he contacted the parties interested in purchasing the property. He and Todd met with Wendy Greenough and her clients to show 18 Plains Dr. C.E.O. Simonsen reported that he has not heard back from the distribution company from Denver that showed interest in renting the building if it had air conditioning. C.E.O. Simonsen will follow up. C.E.O. Simonsen reminded the board that in order to reengage in the bid process to sell the property that we will need to run another ad for 3 weeks. Mayor Johnson reported that Travis Lawrence had the idea of City/County possibly paying off the loan and then waiting for the property to sell. Novotny shared that the Commissioners still see the need to liquidate the property and that they're not interested in paying it off. C.E.O. No decision was made regarding the advertising for bids.
- c) **Discussion/Action Item: Fire and Sprinkler Bids** – A revised proposal from Arete Design Group was handed out. (See attached). Mayor Johnson suggested to table the Fire and Sprinkler bid. Novotny second. Motion carried.

VII. NEW BUSINESS:

- a. **Discussion/Action Item: Formation of Committees** – It was suggested to form a facility committee. Novotny, Dyess and Smith volunteered to assist. Griffith will be asked to serve on the committee.
- b. **Discussion/Action Item: Survey Discussion/Questions Review** – Knapp handed out a one-page dissemination plan with the hope of getting approx. 900 returns. He suggested to have the survey online as much as possible to guarantee the best possible outcome. A concern was brought up to shorten the survey and simplify the questions. A discussion was held to which of the questions should be asked. The consent was to shorten, re-word, combine some of the questions and add a demographic question. Drop off for completed surveys will be the City Hall and BMCC.
- c. **Discussion/Action Item: Contract Buyout** – Knapp suggested to have board members send in their suggestions by e-mail. No decision was made.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date (September 26, 2018)**
- b. **Open to Board Members** – Novotny reported that a discussion was held with the administrator of the hospital regarding the skilled Nursing facility. Progress was made and a continued conversation is in the planning. No decision was made. Knapp showed the board pictures of vehicles that derailed on 22 Plains Dr. He asked the board for suggestions as to how to alleviate the issue. Suggestions were made to install a guard rail or

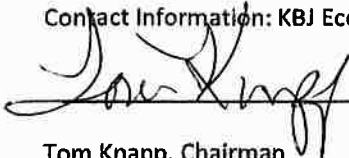
hauling dirt to extend the driveway. The consent was to talk to Road & Bridge to bring dirt and widen the driveway.

Mayor Johnson requested a compilation report from Simonsen to guarantee a smooth transition.

Edwards informed about Beef Chain, the utilization of blockchain technology, and the state level conversations about the feasibility of having a USDA certified packing and shipping plant built and operating in Wyoming. C.E.O. Simonsen reported that a feasibility study is soon to be conducted by the State and will be completed by Ady Advantage. Edwards is exploring if there are opportunities for Johnson County to gain. A discussion was held and the consent was to follow up on that lead.

ADJOURN: Meeting adjourned 10:40a.m.

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

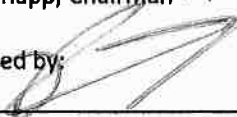


09-26-18

Tom Knapp, Chairman

Date:

Attested by:



09-26-18

Board Member

Date: