

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
September 26, 2018 @ 8:00 A.M.

Members present:

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

Members absent:

Delbert Eitel
Crosby Taylor
Bill Novotny

Guests: Scott Madsen, City Council; 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** –Scott Madsen and Stephen Dow were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
September 12th, 2018 Meeting Minutes (Recorded by Shann Edwards)
Rick Myers motioned to approve the September 12th, 2018 meeting minutes as presented. Mayor Johnson second. Motion carried.
- III. **FINANCIALS:**
 - a. **Treasurer's report on financial status** – Treasurer Myers handed out the current financial report and informed the board that he will report actual vs. budget income and expenses quarterly. Mayor Johnson moved to accept the financial report and Griffith second. Motion carried.
 - b. **Finance Committee Update** – No update
- IV. **STAFF REPORTS:**
 - a. **NEW Growth Alliance Update** – C.E.O. Simonsen informed the board that notification was received from the Wyoming Business Council regarding a lead. It was decided that the lead, that came through Project Genesis, is too large for the region. NEW Growth Alliance will be working with Ady Advantage to ensure that we're ready the next time there is a proposal. Regarding Golden Shovel, C.E.O. Simonsen reported that they will not continue to provide the site location data base free of charge to NEW Growth Alliance. The estimated cost going forward will be \$10,000 to \$15,000 per year. Golden Shovel is a preferred client, so the region will receive a 20% discount on the total price. This cost would include the database being available to put on each of the three community's websites as well as the region's website. NEW Growth Alliance's primary mission is to market the region.
 - b. **Capital Improvement Needs update** – C.E.O. Simonsen had not received a report Dave Eads, County Facility Manager.
 - c. **Building Update** –C.E.O. Simonsen reported that he and Claudia Todd visited the Head Start facility. The visit confirmed that they are out of space. Head Start has had a contractor visit BMCC to assess the improvements that would need to be done. They are still waiting for the report. It was clear that there would be a gap in funds to cover all the improvements. Once the report is available we will revisit the remodeling issues. Claudia Todd reported that BMCC was used by Wyoming Legislative Services, Lifeline Screening, and the Ed Foust family and friends (funeral).
 - d. **Other** - Claudia Todd reported that she received a scholarship to attend the Mid-America Economic Development Conference in Chicago, December 2 – 4, 2018. Chairman Knapp requested an estimate of additional expenses for her to attend.
- V. **PUBLIC COMMENTS:** None

VI. OLD BUSINESS:

- a) **Discussion/Action item: 18 Plains Dr. Next Steps** – Chairman Knapp reported that it costs over \$1,000 every time we repeat the bid process. Further, he shared that insurance is running \$85 per month and property tax averages \$125 per month on the property. Total monthly expenses are about \$1,900. The Denver company that was interested in renting the building if it had air conditioning has moved on and rented a building in Casper. Claudia Todd updated that the people who occupy the “Reimann” building, have not gotten back to her. Mayor Johnson reported that Neil Bangs has one party still deciding. Claudia Todd reported that Wesley Huff is interested in renting half the building but for only about \$600 per month. Griffith informed the board that he had a client also interested in either renting or possibly purchasing the facility. Mayor Johnson moved to offer 18 Plains Drive for a minimum rent of \$1900 per month as a triple net lease. Seconded by Dyess. Motion carried. It was discussed that the Facilities Committee will meet, discuss and propose a rental policy and type of target tenants.
- b) **Discussion/Action item: Fire and Sprinkler Bids** – A motion was made by Mayor Johnson to postpone the Fire and Sprinkler bid until the end of October 2018. Seconded by Smith. Motion carried.
- c) **Contract Buyout** – No decision was made regarding the contract buyout. It was discussed that the board is supportive of C.E.O. Simonsen to actively seek new employment. The board understands that he will be using available vacation days and possibly other days to attend interviews. The board conveyed flexibility during the remainder of the contract currently in place. Mayor Johnson, Edwards, Knapp, C.E.O. Simonsen, and Claudia Todd will meet Friday, September 28th, 2018 at 8:00 am to begin reviewing the on-going projects and activities that will need to be addressed in the absence of a Director.
- d) **Survey Discussion/Questions Review** – Randy Dyess moved to approve the survey for distribution as presented. Mayor Johnson seconded. Motion carried. The survey committee will meet Friday, September 28th, 2018 at 7:30 am to finalize dissemination plan.

VII. NEW BUSINESS:

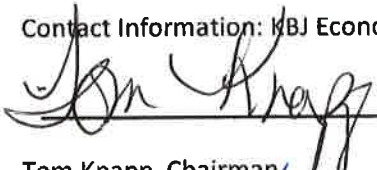
- a. **Skylight Repairs** – The skylights are damaged but not leaking. Dyess moved that we table the repair issue of the skylights until after we have the community survey results. Smith seconded. Motion carried.
- b. **CPA Proposal** – Dyess moved that we approve the CPA proposal as presented. Seconded by Myers. Motion carried.

VIII. OTHER BUSINESS:


- a. **Next Meeting Date – October 10, 2018**
- b. **Open to Board Members** – Today at 4pm, Edwards and C.E.O. Simonson will be meeting with Karen Hostetler, ENDOW Ag Committee member, to get an update on the workplan for that committee and how their projects could impact Johnson County.

ADJOURN: Meeting adjourned 10:40AM.

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

 10-10-18

Tom Knapp, Chairman Date:

Attested by:  10/12/18

Rich Griffith Board Member Date:

Rich Griffith