

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
October 24, 2018 @ 8:00 A.M.

Members present:

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

Shann Edwards
Rick Myers

Members absent:

Delbert Eitel
Crosby Taylor
Zac Smith
Bill Novotny
Staff: Claudia Todd

Guests: Stephen Dow, Buffalo Bulletin; Dana Fowler, JC Arts & Humanities; Julie Kaufmann, Absaroka Head Start.

I. CALL TO ORDER AND INSTRUCTIONS:

Chairman Knapp called the meeting to order at 8:05 A.M.

Introduce any guests present –Stephen Dow, Buffalo Bulletin; Dana Fowler, JC Arts & Humanities; Julie Kaufmann, Absaroka Head Start.

II. REVIEW/ACCEPT MEETING MINUTES:

October 10, 2018 meeting minutes reviewed (recorded by Shann Edwards)

Vice Chair Dyess motioned to approve the October 10, 2018 meeting minutes as presented. Mayor Johnson seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers presented the accounts payable and a current balance sheet (as of October 19, 2018). Vice Chair Dyess motioned to approve the financial report. Mayor Johnson seconded. No discussion. Motion carried.
- b. **No finance committee report**

IV. STAFF REPORTS:

- a. **NEW Growth Alliance Update** – C.E.O. Simonsen reported that the Tech Advisory Committee meets tomorrow in Sheridan at 2 pm. Mayor Miller recommended changes to the scope of work for Ady Advantage. A workforce retention and attraction proposal including a social media component is being composed by Ady Advantage.
- b. **WBC/Grants Update** – C.E.O. Simonsen reported that the EDA paperwork was submitted. Two more reports are due. The quarterly report has been submitted on the Tech Park.
- c. **Project Updates** by C.E.O. Simonsen
 - i. **Blockchain** – The person working on the incubator project out of California is still trying to recruit trained computer engineers. Currently, JOCO First is helping with referral to resources. Tracey Jelly is helping with business planning.
 - ii. **Makers Space** – The data center is up and running but they are not ready to show the open public. Beau will conduct individual tours. One of the members is Jesse Ruby (electrician). Jesse has installed a meter to monitor electrical usage. There have been some improvements to meet code. Currently the electrical load is low. The center also refurbishes old computers and resells them to help fund the project.
 - iii. **Mine Rite Technologies** – No update.
- d. **Building Update** – C.E.O. Simonsen reported that the largest attended event in the history of BMCC was last Friday during the funeral and celebration of life for Chuck Buell. As a result, staffing (cleanup) issues were identified for these types of events, especially when there are

events scheduled back to back. It is estimated that upwards of 600 people may have been in the facility throughout the event. Mayor Johnson suggested that in the future when we have a larger event, that contract labor should be lined up to assist. He suggested we review the BMCC lease rates and take this cost into consideration. Chairman Knapp shared that a request may be presented for a regional school dance on November 16, 2018 that could attract about 600 participants. We're still waiting for more information.

V. PUBLIC COMMENTS:

- a. Dana Fowler shared that she has business planning experience and has worked with the Small Business Development Corp out of Casper and it's a great resource. She also shared that when she worked at BDA that she learned that the Wyoming economic development office has blockchain information. She suggested we look at the goals of Wyoming economic development office to see how we can tie in better when planning for the future of JOCO First.
- b. Julie Kaufman presented that Head Start continues to research the possibility of a move to BMCC. The Head Start Board is more supportive than previously thought. Julie is coordinating with several inspectors and contractors to gather the necessary information to present to her board and to the regional office. All contractor information should be collected by mid-November. Upper management for Head Start will tour the facility the first week of December and prepare to present all findings to their regional management. They are targeting August 2019 for classes to be held in BMCC (if approved).

End of public comment period.

VI. OLD BUSINESS:

- a. **18 Plains Dr./Lease**— A lease/rent proposal was received from JC Parts, however, the 6 month lease amount proposed does not meet the established requirement to meet market rent. Chairman Knapp suggested a counter offer of \$1,000.00 per month. C.E.O. Simonson will follow up.
- b. **18 Plains Dr./Financing** – Griffith reported that the new note with Bank of Buffalo will be an adjusted rate mortgage with a 20-year term at 4.75%. The approximate balance to be financed is \$215,000 with a monthly payment of about \$1,383.00.
- c. **Survey Update** – Approximately 500 surveys have been returned. There is an insert in the Buffalo Bulletin paper today. Paper surveys are available in several locations and more are being distributed. The original deadline for the survey was November 1, but that has been pushed out to the next board meeting.
- d. **Tech Park Update** – Mayor Johnson reported that the Buffalo City Council awarded the alternate bid to Barnum Construction selecting the concrete option. The City will add just over \$255,000 to cover the difference in cost. Yesterday the approval was received from the DEQ and the project is ready to move forward.

VII. NEW BUSINESS:

- a. **Haunted House Tenant Letter** – A letter was received from the BMCC tenants expressing their concerns with the upcoming haunted house fundraiser. The letter was forwarded to Kami Kennedy at Buffalo High School and she shared it with the students in her class who are organizing the event.
- b. **Boys & Girls Club Lease Extension Proposal** – Chairman Knapp met with the Boys & Girls Club. They would like to extend their lease 6 months and then continue month to month. The original lease ends February 1, 2019. Dyess suggested that if Head Start moves forward with their plan to lease space, that perhaps the Boys & Girls Club could shrink their use of space over time to make room for conducting the necessary renovations and occupation by Head Start; accommodating both tenants. Mayor Johnson agreed that month to month with the

goal to accommodate the new tenant is desired. Mayor Johnson motioned to approve a month to month lease following February 1, 2019 with Boys & Girls Club. Vice Chair Dyess seconded. No discussion. Motion carried.

- c. **CPA Audit** – A proposal was received from Grooms & Harkins P.C. to conduct the year end audit at a cost of \$3,780. This is the same company used last year. Vice Chair Dyess motioned to approve the proposal as presented. Seconded by Griffith. No discussion. Motion carried.

(Rich Griffith and Randy Dyess left the meeting.)

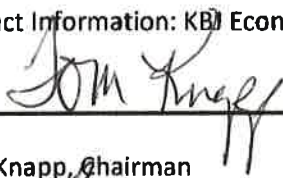
VIII. OTHER BUSINESS:

a. Next Meeting Date: November 14, 2018

- i. **Open to Board Members** – Mayor Johnson updated the board on the VA skilled nursing facility. There was a meeting in Casper yesterday of the Transportation, Highways and Military Affairs Committee where they postponed the decision to select the location of the proposed VA skilled nursing facility. Casper representatives made a motion and second to locate the facility in Casper, but it was defeated by the committee. The Johnson County Healthcare Center CEO, board member and key staff testified as opposed to having the facility in Buffalo.
- ii. Mayor Johnson asked about progress regarding the facilities committee and RFP process for selecting a real estate office to represent JOCO First. C.E.O. Simonsen responded that the facilities committee will try to meet next week to prepare recommendations for the Board regarding the process.
- iii. Mayor Johnson shared that the Johnson County Zoning Board is considering what type of businesses are allowed in B-3 zoned areas. Currently, fabricating and light manufacturing is not allowed.
- iv. Edwards asked if contact can be made to both Crosby Taylor and Delbert Eitel regarding their attendance of the meetings and if they're not interested or if it doesn't meet their schedule, maybe a representative can be appointed.

ADJOURN: Meeting adjourned 9:40 A.M.

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



11-14-2018

Tom Knapp, Chairman

Date:

Attested by:



11-14-18

Board Member

Date: