

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**November 14, 2018 @ 8:00 A.M.**

**Members present:**

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

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

**Members absent:**

Delbert Eitel  
Crosby Taylor

**Guests:** Stephen Dow, Buffalo Bulletin; John Christl, JC Parts, Scott Madsen, Buffalo City Council

**I. CALL TO ORDER AND INSTRUCTIONS:**

Chairman Knapp called the meeting to order at 8:00 A.M.

**Chairman Knapp introduced guests as present** –Stephen Dow, Buffalo Bulletin and Scott Madsen, Buffalo City Council; a few minutes later, John Christl, JC Parts

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

October 24, 2018 meeting minutes reviewed (recorded by Shann Edwards)

Mayor Johnson motioned to approve the October 24, 2018 meeting minutes as presented. Smith seconded. No discussion. Motion carried.

**III. FINANCIALS:**

- a. **Treasurer's report on financial status** – Myers presented the accounts payable aging as of November 8, 2018 reflecting \$1,593.27 in bills paid, a check book balance of \$80,357.01, and additional accounts payable in the amount of \$6,865.61. It was stated that cash was depleting at a pace faster than indicated in the projections, however, upon submitting invoices to the county for 1% reimbursement, we should see an additional \$49,000 cash coming in between now and the end of the fiscal year. Mayor Johnson motioned to approve the financial report. Myers 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 next Management Meeting is scheduled for December 5, 2018, 2 P.M. at the BMCC. The site location data base will be discussed. It is a \$10,000 cost to New Growth Alliance which allows JOCO First to post listings on the State site, including demographics. The contract would be with GIS Planning and would be incorporated into the current site maintained by Golden Shovel.
- b. **WBC/Grants Update** – C.E.O. Simonsen reported that the two required reports have been submitted (semi-annual financial report and the quarterly report ending September 30, 2018). One more quarterly report and one financial report will still be required. The next WBC report is due in January 2019.
- c. **Project Updates** by C.E.O. Simonsen
  - i. **Blockchain** – The person working on the incubator project out of California has completed the draft business plan and is working on revisions.
  - ii. **Makers Space** – The data center is planning a Fortnite Tournament (video game).
  - iii. **Mine Rite Technologies** – No contact with Mine Rite; no update.
- d. **Building Update** – C.E.O Simonsen reported that Head Start moved up the visit of their regional director to tomorrow, November 15<sup>th</sup> at 2 P.M. Today at 2 P.M. the Wyoming State Fire

Inspector will be at BMCC for an inspection. This inspection is at the request of Julie Kaufman from Head Start. Regarding the Boys & Girls Club lease, a draft has been presented to Scott. Scott has requested copies of the monthly utility bills. (The Boys & Girls Club is invoiced 14% of the BMCC utilities and the college is invoiced 16%.) Claudia Todd reported that the recent events were a Creek Side Performing Arts dinner theater, FBLA Haunted House, Learning Tree Fundraiser, and the general elections. Upcoming is the FFA Buffalo Chapter hosting Wyoming State FFA F.I.R.E (Finding Inspiration and Reaching Excellence) Conference in which the local chapter is hosting a student dance at BMCC Friday, November 16<sup>th</sup>. Approximately 600 students from the region are expected to attend. Also, planning will begin soon for the JC Business Expo. Claudia Todd reported the classroom carpet and concrete issues have been addressed, there are 6 more panels to install in the marquee sign, there were no problems with the Haunted House this year, and Vanessa Gall from the Department of Agriculture completed the annual inspection of the kitchen (passed) and she is interested in renting an office. Daniel Walters is still interested in renting an office upstairs.

#### V. PUBLIC COMMENTS:

- a. John Christl with JC Parts was introduced. John is interested in renting 18 Plains Drive for about 6 to 8 months on a month to month lease. By that time, he would like to either buy a building, build a building, and might even be interested in buying 18 Plains Drive. John expressed that he realized we wanted to receive market value for the space. He would use the building for mostly storage and had previously sent JOCO First a letter proposing \$500 per month plus utilities. Following discussion about the goal to sell the building and the desire to collect market rent, John said he would be agreeable to a "10 days to vacate the building" clause in the lease. It was moved by Vice-chair Dyess to rent 1/2 of 18 Plains Drive at \$500 per month plus utilities with a 10 day opt out by either party. Seconded by Commissioner Novotny. In favor of the motion were Dyess, Griffith, Edwards, Smith, and Novotny. Opposed were Myers and Johnson. Motion carries.

#### End of public comment period.

#### VI. OLD BUSINESS:

- a. **18 Plains Dr./Lease**– See Public Comments.
- b. **18 Plains Dr./Financing** – Griffith reported that the new payment is approximately \$1,389.
- c. **Tech Park Update** – Mayor Johnson reported that the park was approved by the DEQ, the approach off TW Road and subgrating will be addressed, that the 10% cash match required by the WBC has been more than met, and there will be a chance to recapture part of the profit through the lot sales.

#### VII. NEW BUSINESS:

- a. **Line of Credit** –The line of credit is renewed and will be in place until October 2019 in the amount of \$200,000.
- b. **Survey Results** – C.E.O Simonsen reported that as of November 13<sup>th</sup>, 930 surveys have been received. There was discussion regarding dissemination of results. The survey committee will meet and put together a plan.
- c. **Land Sale Policy/RFQ** – Knapp reported that the draft was prepared and included in the board packet. C.E.O. Simonsen added that the RFQ will be advertised 3 times once approved. Commissioner Novotny commented that the RFQ does not specify the realtor be from Johnson County and wanted to know if it included the tech park lots. Mayor Johnson responded that the RFQ does not include the tech park and that the City of Buffalo would

have to have their own agreement. Councilman Madsen shared that he would support a combined RFQ with the City of Buffalo to market the lots. Mayor Johnson will follow up with Ben Kirven about this possibility. Dyess suggested that the second sentence under the section of Background be deleted.

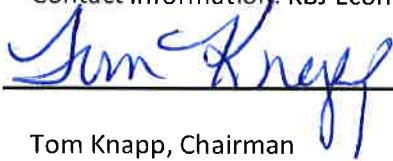
**VIII. OTHER BUSINESS:**

**a. Next Meeting Date: November 28, 2018 at 8 A.M.**

- i. **Open to Board Members** – Chairman Knapp asked all members to review and provide input on the action steps document circulated on email. Mayor Johnson reminded the board that all assets are co-owned by the City of Buffalo and Johnson County and we need to include them in all proposed actions and decisions.
- ii. December 7<sup>th</sup> is a party for Dave Simonsen and everyone is invited to attend.

**ADJOURN:** Meeting adjourned 9:25 A.M.

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



11-28-18

Tom Knapp, Chairman

Date:

Attested by: 

Board Member

Date:

11-28-18