

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
November 28, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman

Randy Dyess, Vice Chair

Zac Smith

Mike Johnson, Mayor

Staff: Dave Simonsen, CEO

Shann Edwards

Rick Myers

Linda Greenough for Bill Novotny

Staff: Claudia Todd

Members absent:

Delbert Eitel

Crosby Taylor

Rich Griffith

Guests: Stephen Dow, Buffalo Bulletin; Scott Musselman, Scott Madsen, Buffalo City Council, Brandi Harlow, Wyoming Business Council, Julie Kaufman

I. CALL TO ORDER AND INSTRUCTIONS:

Chairman Knapp called the meeting to order at 8:03 A.M.

Chairman Knapp introduced guests as present

II. REVIEW/ACCEPT MEETING MINUTES:

November 14, 2018 meeting minutes reviewed (recorded by Shann Edwards).

Mayor Johnson motioned to approve the November 14, 2018 meeting minutes as presented.

Myers seconded. No discussion. Motion carried.

November 16, 2018 special meeting minutes reviewed (recorded by Shann Edwards).

Mayor Johnson motioned to approve the November 16, 2018 special meeting minutes as presented. Myers seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers reported that there were no bills and no report.
- b. **No finance committee report**

IV. PUBLIC COMMENTS:

- a. Boys & Girls Club Request by Scott Musselman – Scott Musselman attended the meeting today to request a nine (9) month extension of their lease with no construction during the term. The primary concern was the bathroom remodel proposed by potential tenant, Head Start. Julie Kaufman from Head Start said they should have the construction information by mid-December and she would contact Claudia to share their plans. Musselman rescinded his request deciding to wait until after Head Start commits to a plan and a time frame for their move to BMCC. Musselman requested an update by the 3rd week of December.
END OF PUBLIC COMMENT PERIOD.

V. STAFF REPORTS:

- a. **NEW Growth Alliance Update** – C.E.O. Simonsen reported that we received a request for proposal November 27, 2018 (yesterday) for "Project Turtle".
- b. **WBC/Grants Update** – C.E.O. Simonsen reported one of the reports submitted to the WBC was returned for a date adjustment. Brandi Harlow met with C.E.O. Simonsen and Julie Kaufman to discuss funding opportunities for Head Start for the potential remodel of space in BMCC.
- c. **Project Updates** by C.E.O. Simonsen
 - i. Blockchain – No update.
 - ii. Makers Space – No update.
 - iii. Mine Rite Technologies – No contact with Mine Rite; no update.

- iv. Interapt – No changes at this time. Interapt is focusing on their projects in Michigan and Georgia. Mayor Johnson shared that Interapt needs approximately \$1.5 million in committed work for the project to work. It is known that the State of Wyoming has IT work that could qualify.
- d. **Building Update** - Todd reported that events included a dance sponsored by Buffalo High School FFA, gingerbread house project sponsored by Johnson County Advisory Council for Sheridan College, and Christmas Kids Shoppe. Jesse Ruby is working on exit sign lights and smoke detectors and is getting an estimate to replace diodes for the lights. Ice machine was cleaned by Great Divide Fabrication. Kitchen was inspected and passed by Vanessa Gall with Department of Agriculture. Insurance is being reviewed and Adam Michelena from HUB International will be making a presentation (later). Snow removal was mentioned, and Mayor Johnson will follow up with Les Hook to see we're on the schedule.

VI. OLD BUSINESS:

- a. **Fire and Safety System Design Bids**– Edwards clarified that there won't be a report coming from Gregg Lasse of the Wyoming Department of Fire Prevention and Electrical Safety. Gregg said he was at the facility specifically at the request of Julie Kaufman and to answer her questions regarding Head Start's possible relocation to BMCC. Brandi Harlow shared that within the grant agreement with the Wyoming Business Council is an amendment that makes installing the sprinkler and alarm system by JOCO First, contractual. Mayor Johnson motioned to approve bids for the sprinkler and fire alarm system designs from Western States Fire Protection Co. for \$12,000 and API Systems Integrator for \$8,536. Dyess seconded. No discussion. Motion carried. Brandi also shared that the WBC would not put any more money into BMCC without the sprinkler and fire alarm system installed, and could ask for the money previously granted, back from JOCO First. She also added that the CSBG funds from the council fit the Head Start remodeling project.
- b. **Survey Results Dissemination Plan** – No plan at this time. Marketing committee will be meeting next week.

VII. NEW BUSINESS:

- a. **Land Sale Policy/RFQ** – The revised land sale policy was reviewed. Myers motioned to approve the policy so that we can work with a real estate firm to market and sell KBJ properties. Mayor Johnson seconded. No discussion. Motion carried.
- b. **Goals and Actions Steps** –Mayor Johnson reported that Julie Sibernagel at City Hall is willing to complete the grant reporting. Mayor Johnson also reminded the board that everyone is busy. Long-term it will be difficult to sustain the work load without additional staff. Chairman Knapp shared that he will do his best to be in the office once a week. Dyess shared that we don't want to miss any opportunities to respond to business leads from the Wyoming Business Council. Myers asked outgoing C.E.O. Simonsen if he would be willing to continue on a contract basis, short term. Todd and Chairman Knapp are now receiving all the emails coming to JOCO First. Mayor Johnson said Claudia needs guidelines for her job and guidelines for rent. C.E.O. Simonsen will respond to the request by "Project Turtle". At this time the draft action plan was reviewed. Dyess asked C.E.O. Simonsen to put together a proposal with a list of services and the cost. The Executive Committee will meet next week to review action plan, again.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: December 12, 2018 at 8 A.M.**

- i. **Open to Board Members** – No comments.
- ii. **ADJOURN:** Meeting adjourned 10:20 A.M.

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



Tom Knapp, Chairman

Date: 12-12-18

Attested by:

Board Member

Date: