

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

Members present:

Randy Dyess, Vice Chair
Rick Myers
Zac Smith
Mike Johnson, Mayor

Shann Edwards
Rich Griffith
Linda Greenough for Bill Novotny
Staff: Claudia Todd

Members absent:

Delbert Eitel
Crosby Taylor
Tom Knapp, Chairman

Guests: Stephen Dow, Buffalo Bulletin; Scott Madsen, Buffalo City Council, Adam Michelena, HUB Insurance

I. CALL TO ORDER AND INSTRUCTIONS:

Vice-Chair Dyess called the meeting to order at 8:00 A.M.

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

November 28, 2018 meeting minutes reviewed (recorded by Shann Edwards).

Myers motioned to approve the November 28, 2018 meeting minutes as presented. Mayor Johnson seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers shared the balance sheet, a/p aging, transactions by account, and cash on hand as of December 10, 2018. Claudia reported that the county paid \$11,910 as submitted and is not accounted for on the report shared by Myers. Griffith motioned to approve the Treasurer's report. Smith seconded. No discussion. Motion carried.
- b. **No finance committee report**

IV. STAFF REPORTS:

- a. **Insurance Review** – Todd reported that she checked with our agent about options for paying monthly compared to paying the premium in one lump sum. Adam Michelena with HUB Insurance provided a handout reflecting a review of carriers and payment options. The insurance renewal date is January 1, 2019. One more quote is expected, and Adam will notify Claudia of the rates. No decisions were made.
- b. **Building Update** – Todd reported that 175 gingerbread houses were made at the Johnson County Advisory Council for Sheridan College annual event. Learning Tree Preschool used the facility for their annual fundraiser.
- c. **Vincent Roop, Janitor** – Todd reported that Mr. Roop is working 4 times a week; under 30 hours. He is now classified as an employee and is having payroll taxes deducted from his check.
- d. **18 Plains Drive** – New tenant John Christl has moved into the building and paid first month's rent. Wes Huff moved in and has delivered 2-3 loads of gravel in lieu of his first month's rent. Security deposits collected from both tenants.
- e. **Maintenance/Repair** – Email received from Erik Burden, Great Divide Fabrication regarding the furnace at Ed's Detailing. Erik recommends a new furnace and provided a quote for \$2,600.

V. PUBLIC COMMENTS: No public comment.

VI. OLD BUSINESS:

- a. **Fire and Safety System Design Bids**– Bids are out. We should have information returned within 60 days.
- b. **Survey Results Dissemination Plan** – Edwards shared that her and Chairman Knapp met and discussed smaller groups over a few months instead of a larger event. The survey committee will meet and discuss this strategy.
- c. **Goals and Action Steps** – No update.
- d. **Land Sale Policy** – Request for qualifications Review – Mayor Johnson motioned make the due date January 31, 2019, remove Dave Simonsen as the contact and add Claudia Todd in his place. Griffith seconded. No discussion. Motion carried.

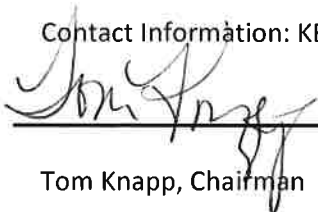
VII. NEW BUSINESS:

- a. **Rental Proposal** – Shann Edwards, representing the Community Resource Center of Johnson County, proposed to rent CEO Simonsen’s old office for \$150 per month, pay Claudia Todd \$300 per month (through the CRC) for referring CRC clients to Edwards when absent, and store furniture on BMCC property. No action was taken.
- b. **Marketing Contract** – The Executive Board met and proposed the Board consider a marketing contract with Dave Simonsen. After lengthy discussion, Edwards motioned to offer a contract to Dave Simonsen that would not exceed 10 hours per month, pay \$40.00 per hour, month to month to represent JOCO First on the Technical Advisory Committee, answer questions and generate responses regarding “Project Turtle”, and grant reporting (if applicable). Griffith seconded. Dyess, Smith, Edwards, Johnson, and Griffith are in favor. Greenough and Myers, opposed. Motion carried.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: January 9, 2018 at 8 A.M.**
 - i. **Open to Board Members** –Edwards asked that the recommendation of Rick Myers for the Johnson County Advisory Council for Sheridan College be revisited due to there already being 2 other employees of First Northern Bank on that council. It was discussed and decided that Claudia Todd will be recommended to represent the board. Mayor Johnson requested that Claudia Todd submit to the Board a summary of her responsibilities, he also requested that the rent structure be looked at, and reminded the Board that Claudia needs the Board to support her decisions.
 - ii. **ADJOURN:** Meeting adjourned 10:20 A.M.

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



 Tom Knapp, Chairman

1-9-19

 Date:

Attested by: 

Board Member _____
 Date: