

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
January 9, 2019 @ 8:00 A.M.

Members present:

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

Shann Edwards
Rich Griffith
Bill Novotny
Staff: Claudia Todd

Members absent:

Rich Griffith
Delbert Eitel
Crosby Taylor

Guests: Stephen Dow, Buffalo Bulletin; Shane Schrader, Mayor Elect; Dana Fowler, JC Arts & Humanities; Dave Spencer, The Advanced Carbon Collaborative; Ben Hostetler, Mountain Meadow Wool Mill

I. CALL TO ORDER AND INSTRUCTIONS:

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

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

December 12, 2018 meeting minutes reviewed (recorded by Shann Edwards).

Myers motioned to approve the December 12, 2018 meeting minutes as presented. Mayor Johnson seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers shared a budget comparison 7/1/18 – 12/3/18 and the balance sheet ending January 3, 2019. Dyess motioned to approve the Treasurer's report. Mayor Johnson seconded. No discussion. Motion carried.
- b. **No finance committee report**

IV. STAFF REPORTS:

- a. **Makers Space** – Todd reported that Beau Fowler may come to the board with a proposal/grant he would like to submit to the Wyoming Business Council.
- b. **Building Update** – Todd provided a written building report. The Thompson memorial service was held at the center with approximately 200 attending. Todd further updated the Board on her contacts with renters, community leaders, and marketing contractors.
- c. **Head Start** – Julie Kaufman contacted Todd to inform us that they will not be moving into BMCC. They are renting a different location. We also received notification in writing.

- V. PUBLIC COMMENTS:** Dana Fowler representing Johnson County Arts & Humanities will be getting back to us after their Board meets regarding their rental rate, which is under review.

VI. OLD BUSINESS:

- a. **Fire and Safety System Design Bids**– Todd reported that Western States Fire Protection will be inspecting the building January 8-10, 2019.
- b. **Land Sale Policy** – Request for qualifications due date is January 31, 2019. At this time no realtors have submitted.
- c. **Goals and Action Steps** – Edwards prepared and presented an organizational chart representing JOCO First's current areas of focus.

VII. NEW BUSINESS:

- a. **Marketing Proposal, Dave Spencer** – Dave Spencer presented a marketing proposal for February through June. Stephen Dow requested a copy of Dave Spencer’s proposal.
- b. **Marketing Contract, Dave Simonsen** – Chairman Knapp reported that Simonsen declined to go forward with the proposed contract stating he thought it would be more than 10 hours per month.
- c. **Report/Marketing Proposal, Buffalo Chamber of Commerce** – Mayor Johnson reported that Rick Myers organized a meeting of Rick Myers, Mayor Johnson, Shane Schrader, Travis Lawrence, Mark Smith, Dannielle Burns, and Cindy Kremers to discuss a marketing component with the Chamber of Commerce. Mayor Johnson read a proposal that the Chamber emailed to him.
- d. **Ben Hostetler, Mountain Meadow Wool Mill** – Ben shared that the new equipment will be arriving soon, and they will be trained February through May. Ben would like a walk through on the expanded area they will be using. The electric will need upgraded for the new equipment. Ben needs to replace light bulbs and will need to rent a lift from Rocky Mountain Equipment. He also reported that the parking is not very good on the east side and hard for the tourists to navigate. Mayor Johnson shared that the city and county have visited about addressing the drainage, leveling, and expanding the driveway at the entrance.

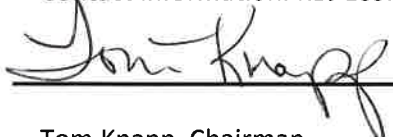
VIII. Executive Session – Mayor Johnson moved to go into executive session to discuss a personnel issue. Zac seconded. No discussion. All were in favor. Mayor Johnson moved to exit executive session. Novotny seconded. No discussion. All were in favor.

IX. Personnel – Mayor Johnson moved to increase Claudia Todd’s salary by \$500 per month. Novotny seconded. No discussion. All were in favor. Mayor Johnson suggested that we need to do employee evaluations annually at a minimum.

X. OTHER BUSINESS:

- a. **Next Meeting Date: January 23, 2018 at 8 A.M.**
 - i. **Open to Board Members** –Novotny shared that the State Association of Conservation Districts will host their annual meeting in Buffalo this November. 500-600 people are expected to attend. Also, the skilled nursing facility is being presented again this Tuesday night with the Transportation, Highways, and Military Affairs Committee in Cheyenne. Mayor Johnson announced the 1% applications are due by February 1, 2019. The application will not go to the committee. It will go before the city council and county commissioners because KBJ Economic Development Joint Powers Board is a district.
 - ii. **ADJOURN:** Meeting adjourned 10:20 A.M.

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

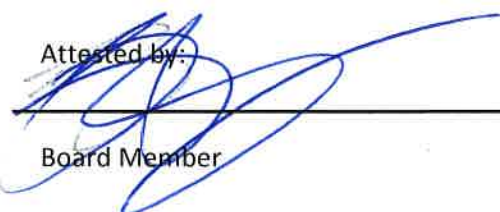


Tom Knapp, Chairman

Date:

1-23-19

Attested by:



Board Member

Date:

1-23-19