

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
January 24, 2019 @ 8:00 A.M.

Members present:

Tom Knapp, Chair
Randy Dyess, Vice Chair
Rick Myers, Treasurer
Zac Smith
Staff: Claudia Todd

Rich Griffith
Shann Edwards, Secretary
Vacancy

Members absent:

Crosby Taylor
Bill Novotny

Guests: Stephen Dow, Buffalo Bulletin; Delbert Eitel; John Camino

I. CALL TO ORDER AND INSTRUCTIONS:

Chair Knapp called the meeting to order at 8:04 A.M.

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

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

Dyess motioned to approve the January 10, 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 and checkbook balance as of January 22, 2019. Bills continue to be paid on a weekly basis and are current. Dyess motioned to approve the Treasurer's report. Smith seconded. No discussion. Motion carried.
- b. **No finance committee report**

IV. STAFF REPORTS:

- a. **Building Update** – Todd provided a written building report. Todd further updated the Board on her contacts with renters regarding new leases amounts, meeting with community leaders, and marketing contractors.
- b. **Western States Fire Protection** – Another inspection of the building scheduled for January 24 and 25.
- c. **Usage Statistics** – Todd reported that she compiled the usage numbers from all events and tenants. BMCC has been used more in 2018. 40,564 people used the facility in 2018 vs. 33,000 in 2017.

- V. PUBLIC COMMENTS:** Stephen Dow requested a timeline for the marketing proposals from the Buffalo Chamber of Commerce and David Spencer. Chair Knapp commented that the Chamber proposal was for next fiscal year and Spencer's was for the remaining months of the current fiscal year. Myers commented that he thought both were for the current year. Chair Knapp announced that we have a proposal from Mike Johnson to review under New Business on the agenda for today.

VI. OLD BUSINESS:

- a. **No old business to report.**

VII. NEW BUSINESS:

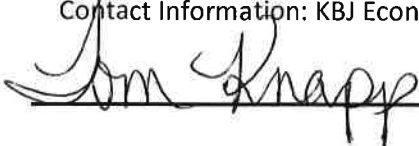
- a. **Marketing Proposal, Mike Johnson** – Mike Johnson proposes to attend the technical advisory committee meetings, respond to new and existing leads, and will provide the board with continuity of knowledge and information while we fill the gap between now and the end of the fiscal year. He offered 40 hours per month at \$40.00 per hour. Maximum expense of \$1,600 per month on a month to month contract.
- b. **Optional 1% request for city/county:** The board reviewed the one-year plan and budget presented that will be included with the application. Myers agreed that the budget seemed appropriate. It was discussed that the first half of the sprinkler/alarm system allocation should be shown on the budget. Edwards will update the budget. Edwards shared a brief review of a few highlights from the studies completed and the decision made to keep the “school”. Dyess motioned to accept the 1% request as presented. Smith seconded. Discussion: Myers said, “I don’t think this puts us in the best light for what we need to do; more input is needed.” Dyess said, “A comprehensive plan is a year-long process.” Guest Eitel, who was a part of the meetings at the time regarding the future of the “school” commented, “We need to request as much as possible and this is a good proposal to do this with.” End of discussion. Those in favor, Knapp, Smith, Edwards, Dyess, and Griffith. Opposed, Myers. Motion carries.
- c. **Election of Officers (1-year term)** – Dyess nominated Tom Knapp for Chair. Smith seconded. No discussion. All were in favor. Knapp nominated Rick Myers for Treasurer. Smith seconded. No discussion. All were in favor. Griffith nominated Randy Dyess for Vice-Chair. Smith seconded. No discussion. All were in favor. Dyess nominated Shann Edwards as Secretary. Myers seconded. No discussion. All were in favor.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: February 13, 2019 at 8 A.M.**
- b. **Open to Board Members** –Edwards proposes the board meet only one time per month on the 2nd Wednesday at 8:00 A.M. and the Executive Board meeting the 4th Wednesday at 8:00 A.M. Standing committees will need to meet once per month as well as scheduled by the committee chair. This suggestion to be further discussed at the next board meeting.

IV. ADJOURN: Meeting adjourned 9:09 A.M.

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



2-13-2019

Tom Knapp, Chairman

Date:

Attested by:



2-13-19

Board Member

Date: