MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
February 13, 2019 @ 8:00 A.M.

Members present:
Tom Knapp, Chair
Randy Dyess, Vice Chair
Rick Myers, Treasurer
Vacancy
Staff: Claudia Todd

Members absent:
Linda Greenough for Bill Novotny
Shann Edwards, Secretary
Zac Smith
Crosby Taylor
Bill Novotny
Rich Griffith

Guests: Stephen Dow, Buffalo Bulletin; Mike Johnson

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:
January 24, 2019 meeting minutes reviewed (recorded by Shann Edwards).
Dyess motioned to approve the January 24, 2019 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 February 11, 2019. Bills continue to be paid current. Dyess motioned to approve
      the Treasurer’s report. Smith seconded. No discussion. Motion carried.
   b. No finance committee report
      Rick Myers left the meeting at 8:06 A.M.- Board still has a quorum.

IV. STAFF REPORTS:
   a. Building Update – Todd provided a written building report. Todd further updated the Board on
      her contacts with renters, potential renters, and meetings with bank representatives.
   b. Usage Statistics Update – Todd reported that she missed one user of the facility and recompiled
      the usage numbers from all events and tenants. Number of people that used BMCC in 2018 was
      40,910.

V. PUBLIC COMMENTS: Mike Johnson shared that New Growth Alliance Management Council met
   and Ady Advantage presented 3 different proposals for moving forward with a contract. The
   council selected the one for $46,500. There is an 18-week contract timeline. Randy Dyess
   shared that he turned over the NGA funds over to Robert Briggs and the City of Sheridan Special
   Account. Stephen Dow questioned the board regarding the office used by Shann Edwards. It
   was clarified that the Community Resource Center of Johnson County rented office space and is
   paying for that space, in which Shann Edwards is the Executive Director. Renting of office space
   does not require a board vote.

VI. OLD BUSINESS:
   a. Western States Fire Protection – Blueprint drafts were presented by Todd for the sprinkler
      and fire alarm system. We should have the numbers for the bid proposal by the end of the
      month with cost estimates.
VII. NEW BUSINESS:

a. **RFQ’s from Realtors** – 2 RFQ’s were received from realtors. Buffalo Realty and The Legacy Group, Coldwell Banker both responded. Chair Knapp asked the board to review both responses and compare to the guidelines. A realtor will be selected at the next board meeting to represent JOCO First.

b. **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. Dyess motioned to accept the month to month marketing contract presented by Mike Johnson. Greenough seconded. No discussion. Motion carried.

c. **Frequency of board meetings** - Chair Knapp announced that there have been previous discussions about the board meeting only once per month. It was agreed that moving forward the JOCO First board will meet the 2nd Wednesday of each month.

VIII. OTHER BUSINESS:

a. **Next Meeting Date:** March 13, 2019 at 8 A.M.

b. **Open to Board Members** – Edwards asked Chair Knapp if Delbert Eitel was appointed to the JOCO Board at the Kaycee City Council meeting. It is our understanding this could happen at the next Kaycee City Council meeting. Edwards asked about getting prices for a directory of tenants that could be presented at the entrance. Todd will get some prices for the next board meeting. Edwards presented a draft 3-year plan for BMCC, a draft letter to the editor of the Buffalo Bulletin, and an economic development project concept idea called JOCO SPACE.

IV. **ADJOURN:** Meeting adjourned 8:59 A.M.

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

[Signature]
Tom Knapp, Chairman
3/13/19

Attested by:
3/13/19

[Signature]
Board Member
Date: