

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**June 12, 2019 @ 8:00 A.M.**

**Members present:**

Bill Novotny (8:37 am)  
Zac Smith  
Shane Schrader  
Staff: Claudia Todd

Shann Edwards, Secretary  
Tom Knapp  
Rick Myers, Treasurer

**Members absent:**

Crosby Taylor  
Rich Griffith  
Randy Dyess  
Vacancy

**Guests:** Stephen Dow, Buffalo Bulletin; Jillian Smith, Coldwell Banker; Ben Hostetler, Mountain Meadow Wool Mill (8:30 am)

**I. CALL TO ORDER AND INSTRUCTIONS:**

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

**Guests were introduced as present**

**Change on Agenda: Add review of special budget meeting minutes. Add asbestos testing bid to be considered.**

**II. REVIEW/ACCEPT MEETING MINUTES:**

May 8, 2019 meeting minutes reviewed (recorded by Claudia Todd) and May 31 budget meeting minutes reviewed (recorded by Shann Edwards).

Myers motioned to approve both sets of minutes from May 8 and May 31, 2019 as presented.

Mayor Schrader seconded. No discussion. Motion carried.

**III. FINANCIALS:**

- a. **Treasurer's report on financial status** – Myers distributed a current check register showing bills paid and revenue collected, balance sheet as of June 4, and accounts payable report. Smith motioned to approve the financial report. Mayor Schrader seconded. No discussion. Motion carried.

**IV. STAFF REPORTS:**

- a. **JOCO First/BMCC Update** – Todd provided a written building report. Additionally, the Recreation District approved \$13,000 and two weddings are booked for the facility. This November the Conservation District Conference is expected to draw 240 people over 3 days. Regarding tenant Torge's belongings, there is about 20% left plus his car.
- b. **Lease Agreement Review** – No update.

**V. PUBLIC COMMENTS:** No public comment.

**VI. OLD BUSINESS:**

- a. **Boys & Girls Club Lease and Future** – Chair Knapp reported that he spoke with Scott Musselman about the club extending their rent through January 31, 2020. Musselman understands that the small gym will not be as readily available. The lease agreement will be updated to reflect this change. Depending on the Club's timeline for moving, they may need to stay longer.
- b. **Webpage Selection** – The board has reviewed presentations from both JHL Creative and 307 Web. Edwards motioned to accept JHL Creative's proposal, Smith seconded, no discussion, and motion carried.

- c. **Mountain Meadow Wool** – Chair Knapp reinforced that MMW is an excellent fit and meets the economic development requirements for JOCO to further assist the company by considering the offer presented to purchase 22 Plains Drive. A list of repairs with the cost was presented for review. Myers motioned to accept the purchase offer for 22 Plains Drive by Mountain Meadow Wool AS IS including the repair of rail around driveway, seconded by Novotny, with discussion to begin. Novotny asked Myers to provide rationale for his motion. Myers referenced current commercial property sales and comparable listings and feels this supports his theory that a discount is being offered. Novotny would like to see an agreement move forward. Ben Hostetler reminded the board the original proposal was \$615,000 AS IS. Myers inquired about the proceeds from the sale and where it goes. Hostetler felt the board should be more concerned that the taxpayer dollars are being recuperated. Knapp reminded the board that the original listing price was \$700,000. Novotny asked to hear from the other board members. Schrader would like to see it sell for \$675,000. Edwards would like it to sell for \$675,000 and questioned the repairs and felt they should be taken care of the board as landlords whether there is an accepted offer or not. Edwards amended the motion to counted Mountain Meadow Wool’s offer with \$665,000 AS IS, seconded by Smith, no further discussion, Chair Knapp called for a vote. Yay votes are Edwards, Knapp, Smith, Schrader, and Novotny. Nay vote is Myers. Jillian Smith presented a review of the current commercial real estate market as part of her scope of work.
- d. **Budget 2019/2020** – The board meets with Johnson County Commissioners today at 11 A.M. The budget will be finalized by the next meeting on July 10<sup>th</sup>.

**VII. NEW BUSINESS:**

- a. **Change of Bookkeeping Services** – The board reviewed a letter from John Camino offering bookkeeping services at \$60.00 per hours. Camino believes it will take about 3 to 4 hours a month. Jennifer Schroefel will finish final budget. Novotny moved to accept John Camino’s bookkeeping proposal, Mayor Schrader seconded, no discussion, motion carried.
- b. **Asbestos Testing Bid** – Myers presented a bid from Y Environmental for conducting a pre-renovation/pre-demolition inspection on BMCC. There is no evidence of this inspection previously being completed and it needs to be done before any remodeling or demolition can be conducted. Mayor Schrader motioned to accept the asbestos inspection bid not to exceed the amount of \$14,000 for 300 samples from Y Environmental, seconded by Myers, no discussion, motion carried.

**VIII. OTHER BUSINESS:**

- a. **Next Meeting Date: July 10, 2019 at 8 A.M. at BMCC, Buffalo, Wyoming**
- b. **Open to Board Members –**

**IV. ADJOURN:** Meeting adjourned 9:18 A.M.

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



9-10-19

Tom Knapp, Chair

Date:

Attested by:

Board Member

Date: