

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
August 14, 2019 @ 8:00 A.M.

Members present:

Bill Novotny
Zac Smith
Shane Schrader
Rich Griffith
Staff: Claudia Todd

Vacancy
Tom Knapp, Chair
Rick Myers, Treasurer

Members absent:

Crosby Taylor
Randy Dyess, Vice-Chair
Vacancy

Guests: Stephen Dow, Buffalo Bulletin; Jillian Smith, Coldwell Banker Legacy Group; Shann Edwards; Jeanie Briscoe, JHL Creative; Scott Madsen, City of Buffalo; Mike Knebel, Buffalo Chamber of Commerce; Brandi Harlow, Wyoming Business Council

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:

July 10, 2019 meeting minutes reviewed (recorded by Shann Edwards).

Mayor Schrader motioned to approve the minutes from July 10, 2019 as presented. Myers seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers presented the treasurer's report. July's income was \$17,777 and expense was \$13,476. Approximately \$107,000 is available for operating. 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 small building behind BMCC is available for rent and the replacement skylights were installed last week. It is estimated by Powder River Heating and AC that to repair the AC issue effecting the college wing will be about \$12,000.

- V. PUBLIC COMMENTS:** Mike Knebel with the Buffalo Chamber of Commerce presented a letter to the board outlining discussions to form a mutual partnership between JOCO and the Chamber. The relationship is described as informal and non-binding. The board showed unified support for this effort.

VI. OLD BUSINESS:

- a. **Mountain Meadow Wool Update**– Jill Smith reported that she has been emailing weekly updates and would like to obtain contact information for board members that are missing from her list. Claudia will provide her this information. Jill also reported that Ben Hostetler has been very accommodating to her needs for taking pictures, etc. She added the exterior looks good, but there are some items that eventually need to be removed and discarded. Realtors who have received information regarding the listing reported that they thought the price was fair.

- b. **Budget 2019/2020** – Chair Knapp included in the packet a summary of the 1% grant received and how those funds will be spent. There is also a list of upcoming grant due dates for 2020.
- c. **Asbestos Report Update** – Chair Knapp reported that an email went out to board members summarizing the findings from the asbestos study. More samples were taken than initially planned for, although we were aware this was a possibility. We are waiting for the final report. At the request of the board, Claudia will contact Yon Environmental and set up a date for them to present the report to the board.
- d. **Website Update** – Jeanie Briscoe, JHL Creative, presented a draft of the website and the board provided her feedback.

VII. NEW BUSINESS: N/A

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: September 11, 2019 at 8 A.M. at BMCC, Buffalo, Wyoming**
- b. **Open to Board Members** – Chair Knapp announced he is resigning from the board effective the end of the month (August 31, 2019).
- c. **Other** - Brandi Harlow, Wyoming Business Council, shared that there was recently a business lead for a small business with 3-5 employees needing a 5,000 square foot building. The City of Buffalo worked with New Growth Alliance and she reported the proposal “looked great”.

IV. ADJOURN: Meeting adjourned 9:10 A.M.

Contact Information: KBJ Economic Development (307) 620-1123. Claudia@jocofirst.com



9-4-19

Tom Knapp, Chair

Date:

Attested by:



9-4-19

Board Member

Date:

JOCO First/Bomber Mountain Civic Center Update

for September 4th, 2019

By Claudia Todd

Events: Life Line Screening, sml gym – Sept 11 – approx. 100people
Sheridan College meeting, WY room – Sept 27 – 30 people
Creek Side Performing Arts, lg gym – Sept 28 – 50 people

Renters: New renter as of September 1st – Johnson County, Dave Eads
Everybody current in paying rent!

Other:

- Powder River has finished the repair on the West Wing. Waiting on the bill.
- Worked on **County Lease agreement** for the Garage next to BMCC. Signed by all parties.
- Had a conference call with the **DEQ – Carol Stark and Cindy Martinez** talking about revolving loan funding options regarding the removal of the Asbestos
- In contact with **Yon** regarding an estimate to remove Asbestos in the areas that are directly involved with the installation of the sprinkler system.
- Met with **Food Service of America**, Kayla Zezas looking into buying supplies related to BMCC from her. Currently we are ordering from Heartland Paper Company. Grace Fellowship is interested to join with the orders. 15 case minimum, no freight charge.
- The **Alternative Program** had a successful start with **27 students**. The Internet was weak the first two days until they were able to tap into the College network. Students like the environment and enjoy the grounds outside. Four of these students are also attending the Culinary Class with Chef Sam.
- The **Alternative Program** is also seeking to become an Alternative School 2020. They are exploring all options regarding their location. Their goal is to expand and one of the options would be taking over the 1909 section in late August of 2020 hoping for approx. 40 students.
- Worked on the **Rocky Mountain International Roundup (RMI – IRU) Post Fam (familiarization) trip itinerary** for the European Tour operators (see attached). As it looks like now Buffalo is getting the chance to showcase itself for about 2 days in April.
- Met with Stephen with **Buffalo Bulletin and Mike Knebel** to talk about the partnership between the two entities. Please see article in this weeks' newspaper.
- Contacted **Linda Klinck with the WY Business Council Main Street Program** to inform her about the Chamber/JOCO First partnership and to see if she had any input/suggestions how we can continue with the Main street program.
- As a result of that **Brandi Harlow, WY Business Council and Mike Knebel** met to discuss our options, guidelines and responsibilities. Working out a plan for the next three months, organizational structure, fundraising ideas etc.
- Working on receipts to be sent in to City and County for 1% reimbursement
- Signed up for the Wyoming working together conference in Gillette Sept 4-6
- Coming up with a part time person package