

**KBJ ECONOMIC DEVELOPMENT
JOINT POWERS BOARD DBA JOCO FIRST**

BOMBER MOUNTAIN CIVIC CENTER, WEDNESDAY OCTOBER 09, 2019, 8AM, ROOM#108

- I. CALL TO ORDER AND INTRODUCTIONS:** Shann Edwards, Chair
a. Introduce and guests present
- II. REVIEW/ACCEPT MEETING MINUTES:** Shann Edwards, Chair
a. September 11, 2019 Meeting Minutes (Recorded by Shann Edwards)
- III. FINANCIALS:**
a. Treasurer's Report on financial status Rick Myers, Treasurer
- IV. STAFF REPORTS:**
a. JOCO First/BMCC/general update Claudia Todd, Coordinator
- V. PUBLIC COMMENT PERIOD:**
- VI. OLD BUSINESS:**
a. ***Discussion/Action Item:*** DEQ presentation Shann Edwards, Chair
b. ***Discussion/Action Item:*** Asbestos final report update Yon Malkuch, Y Environmental
c. ***Discussion/Action Item:*** Website final stages update Jeanie Briscoe, JHL Creative
- VII. NEW BUSINESS:**
a. *Discussion/Action Item:* Kitchen Chemicals Claudia Todd, Chef Sam
b. *Discussion/Action Item:* Bank of Buffalo/Line of Credit update Rich Griffith
c. *Discussion/Action Item:* Long Term Lease update Shann Edwards, Chair
d. *Discussion/Action Item:* Three Year Plan/Written Plan for Sprinkler system to WY Business Council Shann Edwards, Chair
e. *Discussion/Action Item:* JOCO First Open House w Chamber Claudia Todd, Coordinator
- VIII. OTHER BUSINESS:**
a. Next Meeting Date (November 13, 2019) – KC Red Wall Shann Edwards, Chair
b. Open to Board Members
- IX. ADJOURN:** Shann Edwards, Chair

COMMISSIONERS:

Shann Edwards, Chair
Rich Griffith
Shann Edwards
Vacancy, KC

Randy Dyess, Vice-Chair
Zac Smith
Rick Myers
Claudia Todd, Coordinator

Bill Novotny, Chair JCC
Crosby Taylor, Kaycee Mayor
Shane Schrader, Mayor of Buffalo
Vacancy, KC

Contact Information:

KBJ Economic Development (307) 620-1123 or Claudia@jocofirst.com

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
September 4, 2019 @ 8:00 A.M.

Members present:

Bill Novotny
Zac Smith
Randy Dyess, Vice-Chair
Shane Schrader
Staff: Claudia Todd

Shann Edwards

Members absent:

Crosby Taylor
Vacancy
Rich Griffith
Rick Myers, Treasurer

Guests: Stephen Dow, Buffalo Bulletin; Jillian Smith, Coldwell Banker Legacy Group; Scott Madsen, City of Buffalo; Mike Knebel, Buffalo Chamber of Commerce; Ashlea Bassett, Sheridan College

I. CALL TO ORDER AND INSTRUCTIONS:

Vice-chair Dyess called the meeting to order at 8:03 A.M.
Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

August 14, 2019 meeting minutes reviewed (recorded by Shann Edwards).
Mayor Schrader motioned to approve the minutes from August 14, 2019 as presented. Edwards seconded. No discussion. All were in favor.

III. FINANCIALS:

Treasurer's report on financial status – No report.

IV. STAFF REPORTS:

JOCO First/BMCC Update – Todd provided and reviewed a written building report. Additionally, all rent has been paid current, Powder River Heating and Air completed the repair of the AC in the west wing, and the DEQ representatives are scheduled to attend the October board meeting.

V. PUBLIC COMMENTS: No comments.

VI. OLD BUSINESS:

- a. **Asbestos Update** – Edwards reported that Yon with Y Environmental confirmed they can provide a bid for asbestos removal based on the installation plan of the sprinkler/fire protection system. Yon is scheduled to attend the October board meeting. ✓
- b. **Written plan for sprinkler system to WY Business Council** – Vice-chair Dyess suggested we inquire as to the sprinkler requirement for Nine West, if there are any. Chairman Novotny suggested that securing long-term leases, needs to be a top priority. As this outcome would assist the city and county when making budget decisions regarding BMCC. Vice-chair Dyess suggested that we work on the written plan after the asbestos report is received.

VII. NEW BUSINESS:

- a. **Parking lot repair/stripping** – After brief discussion, Edwards motioned to approve the filling of cracks and striping of the parking lot. Smith seconded. No discussion. Motion carried.

- b. **Part-time employee** – After brief discussion, Edwards motioned to approve Claudia to advertise and hire a part time staff person for administration and marketing assistance for no more than 30 hours per week on average. Mayor Schrader seconded. No discussion. All were in favor.
- c. **Line of credit** – Rich Griffith, Bank of Buffalo is inquiring if we need to continue the line of credit. Vice-chair Dyess clarified that the line is only used for projects that are fiscally preapproved. Smith motioned to approve the renewal of the line of credit with Bank of Buffalo. Edwards seconded. No discussion. All were in favor.
- d. **JOCO Board moving forward – Discussion moved to Other Business**

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: October 9, 2019 at 8 A.M. at BMCC, Buffalo, Wyoming**
- b. **Jillian Smith, Coldwell Banker Legacy Group, update** - Smith inquired for Mountain Meadow Wool about the replacement of ceiling tiles. Vice-chair Dyess suggested the County be contacted to see if they have tiles available, and that JOCO First will pay for the tiles. Also, the old soda machine, appliance, and wood pallets are still around 22 Plains Drive. Jillian wanted to clarify if Tom Knapp was arranging the cleanup of the area. This was unconfirmed. It was clarified that Claudia Todd is the contact regarding any building repairs or maintenance.
- c. **Sprinkler update** – Western States & Fire returned an estimate of \$190,500 to sprinkle both gyms.
- d. **Election of Interim Chair** – Vice-chair Dyess announced that he will not be able to perform the duties of interim chair and that he will be terminating his membership with the board effective January 1, 2020. Mayor Schrader nominated Shann Edwards to serve as Interim Chair until the business meeting in January 2020, where regular elections will be held. Zach Smith seconded. All were in favor.

IV. ADJOURN: Meeting adjourned.

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

Randy Dyess, Vice-chair

Date:

Attested by:

Shann E Edwards 10/8/19

Board Member

Date:

JOCO First/Bomber Mountain Civic Center Update

for October 9th, 2019

By Claudia Todd

Events:

- SEP 8 - Episcopal Church Fundraiser – 244 people
- SEP 11 - Life Line Screening – 50 people
- SEP 15 - Birthday Party – 20 people
- SEP 27 - Sheridan College Meeting - 25-30 people
- SEP 28 - Creek Side Performing Arts – Dinner Theater - 50-75 people
- Oct 26 - Learning Tree Christian School Fall Gala Fundraiser – 170 people

Renters: Everybody is current in paying rent!

Other:

- **Parking Lot** resurfaced, crack sealed and striped. Total bill: \$11,350
- **West Wing A/C bill** with Powder River came to: \$ 9,780
- After sending the receipts the County check of a total of \$26,682.50 (\$19,932 for Capital Projects) and (\$6,750 for Marketing new website) was issued.
- Secured the **Special Olympics Conference** Nov 1st for 2 days
- 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.
- Went to the WY Working together conference with the Chamber and talked to **Linda Klinck with the WY Business Council Main Street Program** while attending her breakout session
- Working on receipts to be sent in to **City and County for 1% reimbursement**
- Met with Mike Knebel and Josh Olson regarding a possible part time position job
- Worked on organizing a **JOCO First/BMCC Open House w Chamber** on Oct 24th (document attached)
- Put in new panels for the marquee and added Chef Sam to the Billboard
- Mike Knebel invited me to visit with **State of Wyoming – Asia Pacific Trade Office – Eva Choi** and her crew to show her Buffalo Main St. A small fam tour in conjunction with a Powell Beef producer that is currently exporting to Taiwan
- Met with **JHL Creative** finalizing the website – the launch is near!
- Inquired **solid and dry chemical bid for Kitchen** as we are not compliant at this point. The current liquids are not adequately getting fed through the tubes. (heavy/no use issue)
- Inquired another bid for **building liability insurance**. Glatfelter Insurance informed us that they are transitioning to another company
- Inquired bids for fixing a part of the **Bandroom floor**. (Estimate attached)
- Posting and advertising part time position
- Meeting with potential part time employees
- **Met with the City**, Mike Knebel and Brandi Harlow regarding the future of The BDA at City Hall

KBJ, Economic Development Board – JOCO First

Bomber Mountain Civic Center 3- Year Plan

July 2019 – June 2022

GOAL – To protect and preserve Bomber Mountain Civic Center; a multi-use community center.

Priorities: To manage, improve, and maintain the facility; to secure long-term tenants; to market the facility; to become financially self-sufficient. Facility to be used for education, recreation, arts, theater, conventions, conferences, banquets, trainings, and meetings for regional businesses and organizations; to provide office/workspace for businesses.

Strategy 1 – Maximize usage		Baseline – 40,564 people used the facility during 2018
Barriers – No sprinkler system/outdated fire alarm system (required by State Fire Marshall’s office to be a multi-use facility); inadequate parking/capacity; Limited funding		Objective – Increase number of people using BMCC by 15% per year for the next 2 years through hosting conventions, banquets, recreational activities, educational opportunities, and community events. (increase by 6,085 people=2019 and 6997 people=2020)
Year 1-3	Marketing, outreach, and property management – Promote facility and services; small media, social media, websites, Chamber membership/partnership	
Year 1	Capital improvements (1%/explore other)– Asbestos removal, sprinkler and fire alarm system installed, skylights, garage furnace, stripe/seal parking lot	
Year 2	Capital improvements (1%/explore other) – Improve parking lot drainage and capacity	
Year 3	Capital improvements (1%/explore other) – Convert North side of property to parking; street improvement; evaluate boiler (1956)	

Strategy 2 – Maximize tenant occupancy		Baseline – 100% occupancy of ground floor and basement (rented or utilized); 10% rented upstairs; No ADA Access to upstairs.
Barriers – No ADA bathrooms (1909/1949 sections); No elevator; Limited funding.		Objective – Increase availability of building to rent/lease to 100%. Increase tenant occupancy, long term leases, and income by installing an elevator, lighting, and updating the bathrooms to be ADA compliant in the 1909/1949 building sections by September 2020.
Year 1	Negotiate and secure new long-term leases	
Year 2	Elevator installation, upgrade lighting in 1909/1949 sections, and ADA bathroom improvements in 1909/1949 sections and welcome new tenants.	

Strategy 3 – Improve sustainability		Baseline – Draft 3-year plan for BMCC presented to board for review
Barriers –Consistent planning and evaluation process; Unified support from board and elected officials for approved strategies		Objectives –Increase community and elected official’s understanding of BMCC priorities, strategies, and outcomes by establishing a planning and evaluation process and completing a minimum of 65% of approved action steps, annually.
Year 1	Evaluate outcomes, implement course corrections, and finalize 2020-2021 Action Plan; share updates with elected officials and the community.	
Year 2	Evaluate outcomes, implement course corrections, and finalize 2021-2022 Action Plan; share updates with elected officials and the community.	
Year 3	Evaluate outcomes, engage in strategic planning process, and release 2022-2025 BMCC Strategic Plan; share updates with elected officials and the community.	

Capital Improvement Funding: Identify matching funds and explore a community enhance grant or committed business grant from Wyoming Business Council; explore low or no interest loans for improvements; explore foundation and corporate funding; sell 22 Plains Drive (designate proceeds for capital improvements); 1% funds

Capital Campaign?

Budget

Sprinkler/Fire Alarm	\$839,181	Sprinkle gyms only \$190,500	Alarm only \$189,181
Budget for exclusions	\$		
Asbestos Removal Est.	\$		
Elevator Design/Bid	\$		
Elevator Install	\$		
ADA Bathrooms	\$		
Lighting Upgrade	\$		
Parking Lot Drainage	\$		
North Parking Lot Conv	\$		



Bomber Mountain Civic Center/Chamber of Commerce

Open House

Why? We would like to invite and inform you about our accomplishments, new programs, partnerships and future outlook of BMCC including the new collaboration with Chamber and their direction.

When? **Thursday, October 24th, 2019**

Where? BMCC, large Gym

Time? **5:00pm** – Welcome gather, walk around, serve
Hors D' Oeuvres
5:30pm-6:45pm presentations

Who? Welcome to the public, all financial institutions, Board members

Outline: Welcome and BMCC update by Claudia Todd (15-20 min)

Guest Speakers:

- Shann Edwards, new chair (5 min)
 - Tom Knapp Recognition of services
- Mayor/Commissioner (5-10min)?
- Mike Knebel, Chamber of Buffalo (15min)
- Derek Andrews, Sheridan College (5min)
- Beau Fowler, 307 Thought Lab, Tennant (5min)
- Mike Hanson, Alternative School Program (5min)
- Chef Sam Bayliss, Culinary Program (5min)

Food/Drinks: Light Hors D'oeuvres (Homemade pretzels, small meatballs, cheese trays & soft drinks)



BOMBER MTN. CIVIC CENTER CHEMICAL & SERVICE PROPOSAL

Advanced Chemical Solutions

216 Moore Ln. Billings MT. 5910

www.acsmt.com | www.brinkincmt.com

Call: 406-252-7408 | Toll Free: 1-800-817-7408

May 22, 2019

Dry!



Service Opportunities:

Claudia,

Thank you for the opportunity to provide Bomber Mountain Civic Center with our chemical and service proposal. It is in our opinion; Advanced Chemical Solutions can establish a lasting relationship by offering quality products and various service opportunities.

We at A.C.S. stand by our motto, "Service before the Sale." You can expect the quality and reliability of timely service maintenance that many others experience as an A.C.S. customer. By providing frequent and reliable visits, we can ensure a necessary level of maintenance. We strive for our representatives to project a familiar, expected, and welcoming presence in your establishment.

- Advanced Chemical Solutions works directly with Bargreen Ellingson to ensure customer satisfaction. Product deliveries and management are recorded and delivered by Bargreen Ellingson. Advanced Chemical Solutions maintains chemical efficiency and customer servicing needs. We have created an encompassing chemical program, combined with reliable service, as well as timely product delivery to ensure needs are fulfilled to the highest degree of satisfaction.

By selecting Advanced Chemical Solutions as your chemical representative, we would like to present the following **service opportunities**.

- 12-month billing cycle
- Installation of chemical pumps, proportioners, and hand dispensers at NO-CHARGE.
- Scheduled deliveries and timely maintenance services for machines, pumps, and equipment.

Warewashing Chemical

ADL097004X8	\$129.50	2x5 lbs.	\$0.023	RESPOND	Solid Detergent
ADL096702X5	\$145.86	4x8 lbs.	\$0.007	SOLITECH	Solid Multi-Temp Rinse Aid
ADL02040005	\$55.44	1x5 gal.	\$0.014	LTS-10	Low Temp Sanitizer

Compartment Sink

ADLSUN6010S1	\$56.25	1x4 lbs.	SHAMROCK	Solid Pot n Pan Detergent
ADLSUN5160S1	\$60.00	1x3 lbs.	SENTINEL	3 Comp Sink Sanitizer

Pre-Soak Product

ADLSUN	\$55.00	1x4 lbs.	BEACON	Solid Flatware Presoak
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Floor Care/Machine Maintenance

ADLSUN5000S1	\$56.25	1x4.5 lbs.	BIO CLEAN	APC Disinfectant
ADLSUN6000S1	\$97.50	1x4.5 lbs.	SCORE	APC Floor/Surface Degreaser

Benefits of Solid Program:

- Solid chemicals last far longer than conventional liquid chemicals, saving money in the long run.
- Smaller units make chemical storage and change outs much more manageable.
- Far less maintenance, repair and part costs.
- Small adjustment made to dish machine will allow solid chemicals to be utilized.
- Solid chemicals can be stored almost anywhere since they will not freeze or lose potency.
- Small solids allow us to ship them via UPS if an emergency arises.
- No squeeze tubes, rollers or other cumbersome tubing.

At Advanced Chemical Solutions, we strive for satisfaction above all. By partnering with Bargreen Ellingson, we have increased customer satisfaction tremendously by providing a service which none can match. The ability to receive outstanding service, scheduled deliveries, and an all-encompassing product coverage, makes A.C.S. and Bargreen Ellingson a clear choice. Advanced Chemical Solutions prides itself on customer satisfaction, but more importantly customer retention. For this reason, our consumers equally realize the importance of repairs and quality products as well as proactive maintenance and service reliability. We encourage attempts to be punctual, fair, knowledgeable, and reliable. For these reasons, we inspire our reps to be mechanically knowledgeable and well informed on product use and procedures. Repeating our motto, "Service before the sale," as a reminder to our customers our commitment to servicing their needs. The team at A.C.S. and Bargreen Ellingson hope you see this proposal not as costs but as specific opportunities to better your chemical program regarding service, products, and price. We strive to visit our customers in a precise manner to continuously value their needs and build a lasting relationship.

Thank you kindly for your time,

X _____

Claudia

Bomber Mountain Civic Center



X _____

ACS Representative

www.acsmt.com | www.brinkincmt.com





BOMBER MTN. CIVIC CENTER CHEMICAL & SERVICE PROPOSAL

Advanced Chemical Solutions

216 Moore Ln. Billings MT. 5910

www.acsmt.com | www.brinkincmt.com

Call: 406-252-7408 | Toll Free: 1-800-817-7408

May 22, 2019

Liquid!



BARGREEN ELLINGSON

FOODSERVICE SUPPLY & DESIGN

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Warewashing Chemical

ADL07030005	\$92.00	1x5 gal.	\$0.030	ADVANTAGE	Low-Temp Liquid Detergent
ADL08630005	\$119.70	1x5 gal.	\$0.016	SANSPOT	Low-Temp Liquid Rinse Aid
ADL02040005	\$55.44	1x5 gal.	\$0.014	LTS-10	Low Temp Sanitizer

Compartment Sink

ADL087002X1	\$41.81	2x1 gal.	ECO-SUDS	Pot n Pan Detergent
ADL0PNS02X1	\$61.85	2x1 gal.	OPNS	No Rinse Sanitizer

Pre-Soak Product

ADL077304X1	\$73.92	2x7 lbs.	SILVER SPARKLE	Powder Flatware Presoak
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Floor Care/Machine Maintenance

ADL064502X1	\$45.36	2x1 gal.	CITRA-SOL	Orange APC Floor Cleaner
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Benefits of Liquid Program:

- No adjustments need for dish machine to run liquid chemicals.
- Smaller 1 gallon jugs are available opposed to 5 gallon buckets of chemicals.
- Less up-front costs than solid program.

At Advanced Chemical Solutions, we strive for satisfaction above all. By partnering with Bargreen Ellingson, we have increased customer satisfaction tremendously by providing a service which none can match. The ability to receive outstanding service, scheduled deliveries, and an all-encompassing product coverage, makes A.C.S. and Bargreen Ellingson a clear choice. Advanced Chemical Solutions prides itself on customer satisfaction, but more importantly customer retention. For this reason, our consumers equally realize the importance of repairs and quality products as well as proactive maintenance and service reliability. We encourage attempts to be punctual, fair, knowledgeable, and reliable. For these reasons, we inspire our reps to be mechanically knowledgeable and well informed on product use and procedures. Repeating our motto, "Service before the sale," as a reminder to our customers our commitment to servicing their needs. The team at A.C.S. and Bargreen Ellingson hope you see this proposal not as costs but as specific opportunities to better your chemical program regarding service, products, and price. We strive to visit our customers in a precise manner to continuously value their needs and build a lasting relationship.

Thank you kindly for your time,

X

Claudia,

Bomber Mountain Civic Center



X

ACS Representative

www.acsmt.com | www.brinkincmt.com

