

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**October 9, 2019, 2019 @ 8:00 A.M.**

**Members present:**

Bill Novotny  
Zac Smith  
Shane Schrader  
Shann Edwards-Chair/Secretary  
Staff: Claudia Todd

**Members absent:**

Crosby Taylor  
Vacancy-KC  
Rich Griffith  
Rick Myers, Treasurer  
Randy Dyess, Vice-Chair

**Guests:** Floyd Whiting, Buffalo Bulletin; Jillian Smith, Coldwell Banker Legacy Group; Scott Madsen, City of Buffalo; Sam Bayliss, Chef Sam; Jeanie Briscoe, JHL Creative; Mike Hanson, New West; Carol Stark and Cindi Martinez, State of Wyoming, DEQ; Yon Malkuch, Y Environmental;

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

Chair Edwards called the meeting to order at 8:04 A.M. **Guests were introduced as present**

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

September 4, 2019 meeting minutes reviewed (recorded by Shann Edwards).  
Smith motioned to approve the minutes from September 4, 2019 as presented. Mayor Schrader 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, it was shared that Mike Knebel is no longer with the Buffalo Chamber of Commerce.**

**V. PUBLIC COMMENTS:** Mike Hanson, New West alternative school program, shared that his program currently has 25 students and is using 2 classrooms in the SCJC wing at BMCC. He believes that his program could expand to about 30-35 students and would benefit from additional classroom space. The program is seeking to become its own school within JCSD No. 1. The application, supported by the Johnson County School Board, is due March 2, 2020. Mike would like to pursue space for the next school year and BMCC is one option for meeting their needs. Jill Smith, Coldwell Banker Legacy Group report that the roof repair is completed at 22 Plains Drive.

**VI. OLD BUSINESS:**

- a. **DEQ Presentation –** Cindy Martinez and Carol Stark presented information about funding, lead assessments, and navigation assistance options available from the DEQ. Enrollment in the Voluntary Remediation Program is required to receive funding. They also provided information about funding from other government agencies that might benefit BMCC and its remodeling efforts.
- b. **Asbestos final report –** Yon Malkuch presented the final asbestos report explaining where the asbestos is located and the types of material in those location containing asbestos. He noted there is potential for lead based paint to be present in the building. This has not been assessed by Y Environmental. He was unable to prepare a budget for asbestos removal until we provide him our plan for remodeling. He can budget the removal in phases, coinciding with the remodeling projects as they're executed. He can also give us a budget for complete asbestos removal in the event of demolition. The asbestos in BMCC is considered stable as

long as it's undisturbed. There is no mastic identified as hot in the floor tiles. Yon considered this project to be manageable. Our next step is to obtain costs.

- c. **Website** – Jeanie Briscoe, JHL Creative, reported that the website is Live. The address is <http://bombermountainwy.com/>. Feedback can be emailed to Claudia. Jeanie would also like us to consider additional content for the JOCO First Economic Development section.

**VII. NEW BUSINESS:**

- a. **Kitchen Chemicals** – Chef Sam Bayliss shared an overview of his BHS culinary program which serves the Buffalo High School and alternative school program students. He has 14 students this semester and 9 registered for January. We have received an estimate from Advanced Chemical Solutions for a replacement chemical delivery system for dish washing. Our current liquid system is not working properly and is outdated. Chef Sam explained the difference between the two systems; dry vs. liquid. Chairman Novotny moved to approve the installation of the new dry chemical system. Mayor Schrader seconded. No discussion. All were in favor.

Zac Smith left the meeting at 9:40 am. No quorum.

- b. **Line of credit update** – Rich Griffith with The Bank of Buffalo let us know that the bank may require further collateralization in order to continue the line of credit. The board confirmed that we will still move forward with the credit line. This was approved at a previous meeting.
- c. **Long term lease update** – Chair Edwards reported that she has met twice with Mike Hanson regarding the potential needs of New West for space to lease. BMCC is being considered as a possible long-term location for the alternative education program. Chair Edwards also met with Scott Musselman with the Boys and Girls Club. It appears that we should be able to coordinate between the two entities, should New West wish to occupy the same space as the Boys and Girls Club, after they move to their new location.
- d. **Three-year Plan** – A draft 3-year plan for BMCC is included in the packet for the board's review. Chair Edwards is requesting feedback on the priorities and strategies. Regarding the letter for the WBC, Chairman Novotny suggested we provide them with the asbestos study we just received and let them know we will be reviewing it and making a decision about moving forward.
- e. **JOCO First Open House** – Claudia presented the Open House information for JOCO First as an opportunity to "inform the public about our accomplishments, new programs, partnerships and future outlook of BMCC." All board members should plan to attend as their schedules will allow. We will provide refreshments, building tours, and brief presentations. Tom Knapp will be awarded for his many years of service. The event is Thursday, October 24<sup>th</sup> at 5:00 pm @ BMCC.

**VIII. OTHER BUSINESS:**

- a. **Next Meeting: Nov. 13, 2019 at 8 A.M. at Red Wall Community Center, Kaycee, Wyoming**

**IV. ADJOURN:** Meeting adjourned 9:50 am.

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

 11/13/19

Shann Edwards, Chair/Secretary

Date:

Attested by:

Board Member

Date: