

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**Bomber Mountain Civic Center, Buffalo, WY**  
**December 11, 2019, @ 8:00 A.M.**

**Members present:**

Rick Myers, Treasurer  
Shane Schrader  
Rich Griffith  
Shann Edwards-Chair/Secretary  
Zac Smith  
Staff: Claudia Todd

**Members absent:**

Crosby Taylor  
Vacancy-KC  
Bill Novotny  
Randy Dyess, Vice-Chair

**Guests:** Adam Michelena, HUB Insurance; Jill Smith, Coldwell Banker, The Legacy Group; Bob Bergner; Floyd Whiting, Buffalo Bulletin; Scott Madsen, City Councilman

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

Chair Edwards called the meeting to order at 8:04 A.M.

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

November 13, 2019 meeting minutes reviewed (recorded by Shann Edwards).  
Mayor Schrader motioned to approve the minutes from November 13, 2019 as presented. Smith seconded. No discussion. All were in favor.

**III. FINANCIALS:** Treasurer's report on November's financial status included income at \$73,352.60 and expenses at \$101,227.71 leaving a deficit of \$27,975.11 which will be covered by grant dollars yet to be received. Cash on hand is \$118,113.72. Deferred revenue from grants is \$99,962.28. Myers reported JOCO is on target with the budget for this time of year. Mayor Schrader moved to accept the treasurer's report. Smith seconded. No discussion. All in favor.

**IV. STAFF REPORTS: JOCO First/BMCC Update** – The board reviewed the written building report provided by Claudia Todd. In addition, Todd reported that First Northern Bank has booked their Christmas part at BMCC for 180 people.

**V. PUBLIC COMMENTS:** Bob Berger shared that he has met with Mayor Schrader and the City Council, Rick Myers, and others about the BMCC site and its continued cost for "upkeep". He said he was asked as a hotelier to open a boutique hotel (in Buffalo). He arranged for an architect from Boulder, Colorado to come to Buffalo and examine BMCC for suitability. Mr. Bergner would be interested in exploring the possibility of retrofitting BMCC from the hallway of the small gym to the east. Estimated cost is \$8-9 million. This hotel concept would provide 42 rooms, restaurant, entertainment space, and possibly retail space. It was suggested that construction financing could be done by local banks in addition to a public/private partnership, although this structure is not yet determined. Jill Smith shared that this is an important conversation. Mr. Bergner also shared his thoughts on marketing, tourism, and branding for Buffalo, Johnson County, and the State of Wyoming.

**VI. OLD BUSINESS:**

- a. **3-year draft plan** – The board discussed if there was a need for a facilities committee to address maintenance and use of BMCC. It was decided to schedule a workgroup/brainstorming session.

- b. **2019 Fire Sprinkler Quote** – The board reviewed a decision made at the last meeting regarding a quote for repair of identified deficiencies during the annual fire sprinkler inspections at 22 Plains Drive. It was decided to seek a competitive bid for the repairs.

**VII. NEW BUSINESS:**

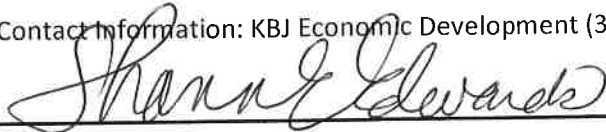
- a. **Insurance Proposals** – Adam Michelena, HUB Insurance, addressed the board with a proposal. The rates from our current underwriter, Glatfelter, have not come in yet. We are expecting a proposal from Doug Bott, Wyoming Financial Insurance. Our current representative is Jake Jones, North Wyoming Insurance. The board opted to wait for the additional quotes before deciding on the renewal.
- b. **Boys and Girls Club Lease Agreement** – Chair Edwards shared that the BGC lease expires January 31, 2020 and after that point the lease would be month to month. Myers moved that after the Boys and Girls Club lease expires on January 31, 2020, that it will be allowed to roll into month to month. Smith seconded. No discussion. All in favor.
- c. **Repair Heating Unit Room #108** – After brief discussion, it is decided to hold off on the heater repair for room #108.
- d. **Personnel Handbook** – Chair Edwards asked the board to begin the process of writing and adopting a personnel handbook. She has gathered 3 examples; City of Buffalo, Johnson County, and Community Resource Center. It was decided that the executive committee will bring a draft back to the board to consider.

**VIII. OTHER BUSINESS:**

- a. **Next Meeting: January 9, 2020, at 8 A.M. at Bomber Mountain Civic Center, Buffalo, Wyoming**
- b. **Open to board members:** Mayor Schrader shared that the South Dakota Department of Tourism contacted him to discuss how our events have affected their tourism numbers.

**IV. ADJOURN:** Meeting adjourned 9:40 am.

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

 2/18/2020

Shann Edwards, Chair/Secretary

Date:

Attested by:

 2/18/20

Board Member

Chair

Date: