

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
May 13, 2020 @ 8:00 A.M.

Members present:

Rick Myers, Chair
Bill Novotny, Chair JCC
Shann Edwards, Secretary/Treasurer
Josh Keegan
Staff Present: Claudia Todd, Megan Darrow

Members absent:

Crosby Taylor
Rich Griffith
Zac Smith, Vice Chair
Shane Schrader, Mayor of Buffalo

Guests: Scott Madsen, City Council of Buffalo; Jill Smith, JCTA & Coldwell Banker, The Legacy Group; Derek Andrews, Sheridan College in Johnson County

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called the meeting to order at 8:06 A.M. Chair Myers welcomed the guests.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
March 11, 2020 meeting minutes (Recorded by Shann Edwards) were presented. Chair Novotny moved to approve the March 11, 2020 meeting minutes. Josh seconded. No discussion. Motion carried.
- III. **FINANCIALS:**
Treasurer's report on financial status – Chair Myers reviewed the April 2020 report. The cash on hand is \$119,833.06 of which \$100,675.35 is operating funds. Deferred revenue is \$120,065.77. The fiscal YTD loss is reported as \$20,236.47, which is reflecting a posting error in the amount of <\$13,232.86>. Chair Myers has visited with the accountant and it will be corrected. Josh motioned to approve the April 2020 financial report as presented. Novotny seconded. No discussion. Motion carried.
- IV. **Staff Report:** Staff has been mostly working from home since March 15 as the center has been closed to the public. Megan has worked part time. Maintenance and sanitizing are the priority. Claudia has been focusing on marketing. A written staff report and summary of highlights from the Governor's conference on tourism was shared with the board. The board concurred that tourism is an important economic development strategy which JOCO First has the capacity to address.
- V. **PUBLIC COMMENT PERIOD:** Derek Andrews reported that Sheridan College has fully transitioned to online classes through the summer of 2020. There are a few exceptions with CNA and welding classes. New West Alternative Program will be moving to the Fetterman location before fall classes begin. Sheridan College in Johnson County is prepared to move forward with the same lease contract for the 2020-2021 school year.
- VI. **NEW BUSINESS:**
 - a. **1% Grant Application/Other funding opportunities** – Johnson County Commissioners had their preliminary meeting. City of Buffalo addresses the 1% requests next week. Additional State funding may become available for shovel ready projects across Wyoming.
 - b. **Real Estate Listing** – Jill Smith is looking for input for the June marketing update. She will be reporting on the impact of COVID-19 on the local real estate market. The listing contract renewal date for the MMW building is approaching.

- c. **SBA PPP Application** – Chair Myers is reviewing the guidelines to see if JOCO First qualifies for PPP funding.
- d. **Reopening Plan/Discussion** – After a brief discussion, BMCC will remain closed to the general public consistent with the Governor’s orders.

VII. OTHER BUSINESS:

- a. **Next Regular Meeting Date** June 10, 2020 at 8:00 A.M.

AJOURN: Meeting adjourned at 9:15 A.M.

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



6/10/20

Rick Myers, Chair

Date



6/10/2020

Attested by: Board Member

Date