

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

WEDNESDAY Sept 14, 2022, 8:00 AM
Bomber Mountain Rm 108

- I. CALL TO ORDER AND INTRODUCTIONS:**
- II. REVIEW/ACCEPT MEETING MINUTES:**
 - a. Approve Minutes from August 10, 2022 meeting
- III. FINANCIALS:**
 - a. Treasurer's Report on financial status
- IV. STAFF REPORTS:**
 - a. BMCC general update
- V. Old Business:**
 - 1. Update on RFP for grant funds
- VI. NEW BUSINESS:**
 - a. Reserve Policy
- VII. OTHER BUSINESS**
 - a. Public Comment (3 minutes each)
 - b. Open to Board Members
 - c. Set Next Meeting Date

ADJOURN:

Board Members:

Rick Myers, Chair (cnty)	Zac Smith, Vice Chair (City)
John DeMatteis (cnty)	Josh Keegan (cnty)
Shann Edwards, Secretary (City)	Shane Schrader, Mayor of Buffalo (City)
Bill Novotny, Chair JCC (cnty)	Mary Plank, (cnty)
Barry Gehrig, Kaycee Mayor	Claudia Todd, Coordinator

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

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Kaycee Town Hall 268 Nolan Ave., Kaycee, Wy. 82639
August 10, 2022@8:00AM

Members present:

Rick Myers, Chair
Josh Keegan, Board Member
Zach Smith, Vice Chair
Shann Edwards, Secretary
Bill Novotny, Chair JCC
Mary Plank, Board Member (on phone)
John DeMatteis, Board Member
Bill Gehrig, Mayor of Kaycee

Members absent:

Shane Schrader, Mayor of Buffalo

Staff Present: Claudia Todd and Kerry Absetz

Guests: Bill Edwards, citizen.

I. CALL TO ORDER AND INSTRUCTION: 8:00 A.M. Chair Myers called meeting to order.

REVIEW/ACCEPT MEETING MINUTES:

Review of July 13th, 2022, meeting minutes. B. Novotny motion to accept June meeting minutes, Z. Smith 2nd. Motion carries.

II. Regular Business:

Financials:

Financials reviewed by Chair Myers. S. Edwards questions a \$1000 credit in payroll. Chair Myers will research and email results of findings from bookkeeper. Z. Smith motioned to accept financials J. Keegan 2nd. Motion carries.

Staff Report:

Staff report was delivered by C. Todd MOU received a 3-year commitment from JCSD#1. New West High School will be here 4 days a week for a little over an hour each day, with some Fridays. Hallway and bathrooms are painted. Bathroom floors to be stripped. Planning on having an Open House in the fall to showcase all the improvements. Opening it up to the public.

Lengthy discussion is conducted by Chair Myers and S. Edwards reviewing the points of interest on the proposed RFP.

**KBJ Economic Development Joint Powers Board
Reserve Funds Policy**

As a commitment to financial prudence and careful stewardship of community assets and in recognition of its fiduciary responsibilities KBJ Economic Development Joint Power Board (KBJ) has set forth the following policy in regards to funds held in a separate Special Reserve fund:

The KBJ will hold up to \$1,000,000 in a reserve account and all funds held therein will be expended pursuant to the following prioritization:

1. Initially, the funds will be used to fund emergency major maintenance needs for the depreciable assets owned by KBJ.
2. Secondly, the funds may be used for capital improvement projects approved by the Board of Directors.
3. Third, and only in extraordinary circumstances, the funds will be used on an interim or temporary basis to fund the day-to-day operations of the KBJ in a manner consistent with its financial policies, budgetary practices, long-term and short-term objectives, and legal requirements.

The KBJ reserves the right in its sole discretion, to modify, supplement, amend or delete any provisions set forth by this policy, as it deems necessary.



Chairman

9/19/22

Date

Sec./Treas.

Date

JOCO First/BMCC/Tourism Update

September 6, 2022

By Claudia Todd

Events:

- September 9 – **Grace Fellowship Silent Auction/Dinner** – 220 people estimated
- September 11-St. Luke's Hoedown-275 attendees estimated
- September 17 – **Enzenbacher Wedding** – 150 people estimated
- September 12-14 – **Game & Fish Commission review for public** – 70-100 people estimated
- September 21-**Grace Fellowship** returns for the 2022/23 Wednesday Night Family Dinners-75 attendees
- September 26/7-**Clear Creek Middle School** Band room and Small gym all day-100 attendees
- October 5-**FBLA State Leadership** conference-100 attendees estimated (Repeat event)

ED/Marketing/Collaboration:

Building update/Renters:

- Red Rover Daycare is up and running. Room is updated with paint and the floor will be revamped as well. They were giving a discount for one month of \$375. \$750 monthly rent.
- Lord of Lords has moved into office 101A just outside Band room. \$300 monthly rent.
- Clogging class pulled out, but we have another person interested in the old Om Nest. Income potential of \$575
- The teaching kitchen is in **full use as the school year is underway. Thanks to SCJC for supplying much needed inventory** from their culinary institution. **However, we still have many must need items per Chef Sam. Please see Webstaurant list.** We are looking at how to get these items funded.
- Update fire egress lighting and mounting all extinguishers
- Hard wired bilge pump in Wy room and repaired outlet in kitchen
- Small gym a/c unit had to be looked at again. A bad sensor was found, and system was drained of freon and replaced

EAST WING IMPROVEMENT UPDATE

- Updated MOU written, JCSD#1 signed and JOCO First not signed
- Fridge delivered
- Bathrooms repairs and updates complete

Next project:

- Painting three offices and hallway in east wing
- Begin mailing new convention packet soliciting potential groups to plan events here

- A new idea: botanical garden for the northeast lawn of building. A community backed program partnering with UW extension, SCJC horticulture, and Buffalo Garden Club
- Fulfilling teaching kitchen final inventory needs
- **Ordered permanent portable basketball hoop to replace the broken hoop on south end of large gym. Should be delivered this by 15th of this month. The plan is to remove both permanent hoops replacing with mobile units. A scissor lift and 4 persons will be needed to do this. We got a quote \$145 all day or \$85 4 hrs. from Rocky Mtn Equip. We have received the \$10k from the Rec. Board, and we are trying to keep costs to that or lower. The basketball hoop came from ProDunk and it cost \$3513.15.**

**ADDENDUM NO. 2 TO
MEMORANDUM OF UNDERSTANDING
BETWEEN JOCO FIRST | BOMBER MOUNTAIN CIVIC CENTER
AND JOHNSON COUNTY SCHOOL DISTRICT #1
PROVIDING FOR HOME AG AND COMMERCIAL KITCHEN USE**

THIS ADDENDUM NO. 2 is made and entered into effective as of the 23rd day of August, 2022, by and between **JoCo First | Bomber Mountain Civic Center**, whose address is 63 North Burritt Avenue, Buffalo, Wyoming, 82834, and **Johnson County School District #1** (hereinafter, "JCSD1"), whose address is 601 West Lott Street, Buffalo, Wyoming, 82834.

WITNESSETH, That:

WHEREAS, the parties entered into a *Memorandum of Understanding* (hereinafter, "MOU"), dated the 13th day of July, 2022, for the purpose of establishing the terms and conditions under which JCSD1 and its agents shall be permitted to utilize the JoCo First | Bomber Mountain Civic Center home ag and commercial kitchen for purposes of conducting Career Technical Education/Culinary classes in coordination with the Sheridan College in Johnson County, Wyoming;

WHEREAS, the parties entered into an *Addendum to Memorandum of Understanding*, dated the 13th day of July, 2022, to amend said Agreement to provide for specific dates and times that JCSD1 and its agents shall be permitted to utilize the Premises; and

WHEREAS, the parties wish to further amend said Agreement to provide for specific dates and times that JCSD1 and its agents shall be permitted to utilize the Premises.

NOW, THEREFORE, in mutual consideration of the covenants contained herein and in the Agreement, the parties agree as follows:

1.

The dates and times JCSD1 shall be permitted to utilize the Premises is as follows:

- August 23, 2022 through December 30, 2022
 - Mondays through Thursdays, and occasionally on Fridays, from 8:00 a.m. to 9:30 a.m., occupied by Buffalo High School
 - Mondays through Thursdays, and occasionally on Fridays, from 10:40 a.m. to 11:45 a.m., occupied by New West High School

2.

All other terms and conditions of said MOU are hereby ratified and confirmed.

KBJ Economic Development Joint Powers Board
Check Register
As of August 31, 2022

Type	Date	Num	Name	Memo	Split	Amount
KBJ Joint Powers Operating Acco						
Check	08/11/2022	ACH	Range	384141956...	Utilities	-52.00
Check	08/12/2022		Rocky Mountain ...	193024609...	Utilities	-2,618.46
Bill Pmt -Check	08/17/2022	2377	Alsco		Accounts P...	-164.67
Bill Pmt -Check	08/17/2022	2378	Veronica Blakem...		Accounts P...	-250.00
Check	08/19/2022	EFT	VSP Vision Servi...	Memo:183...	Health Insur...	-17.21
Check	08/24/2022		MDU	C41042366...	Utilities	-311.34
Bill Pmt -Check	08/31/2022	2382	Alsco		Accounts P...	-147.40
Bill Pmt -Check	08/31/2022	2383	BLUE CROSS/B...	2469570001	Accounts P...	-885.69
Bill Pmt -Check	08/31/2022	2384	Bob's Super Clean		Accounts P...	-1,172.52
Bill Pmt -Check	08/31/2022	2385	Branded Bookke...		Accounts P...	-550.00
Bill Pmt -Check	08/31/2022	2386	Claudia Todd		Accounts P...	-229.26
Bill Pmt -Check	08/31/2022	2387	Cowboy State Pl...		Accounts P...	-5,040.77
Bill Pmt -Check	08/31/2022	2388	Cowboy Supply ...		Accounts P...	-112.66
Bill Pmt -Check	08/31/2022	2389	DNA Irrigation a...		Accounts P...	-291.38
Bill Pmt -Check	08/31/2022	2390	Jackie Swanston		Accounts P...	-175.00
Bill Pmt -Check	08/31/2022	2391	Kirven & Kirven, ...		Accounts P...	-525.00
Bill Pmt -Check	08/31/2022	2392	Leora Moellenbe...		Accounts P...	-1,800.00
Bill Pmt -Check	08/31/2022	2393	MSD Enterprises		Accounts P...	-1,486.00
Bill Pmt -Check	08/31/2022	2394	Office Shop Lea...		Accounts P...	-32.00
Bill Pmt -Check	08/31/2022	2395	Peak Pest Soluti...		Accounts P...	-125.00
Bill Pmt -Check	08/31/2022	2396	Total Lock LLC		Accounts P...	-250.26
Bill Pmt -Check	08/31/2022	2397	Ace Hardware		Accounts P...	-46.71
Bill Pmt -Check	08/31/2022	2398	FNB - Visa		Accounts P...	-6,411.20

Total KBJ Joint Powers Operating Acco

TOTAL

-22,694.53

-22,694.53

KBJ Economic Development Joint Powers Board
Account QuickReport
 As of August 31, 2022

12:47 PM
 09/12/22
 Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
Visa- FNB							
Credit Card Ch...	08/03/2022		Verizon Wireless		Telephone	70.52	5,456.34
Credit Card Ch...	08/09/2022		Amazon		Supplies	35.68	5,526.86
Credit Card Ch...	08/09/2022		The Webstauran...		Kitchen Sup...	525.82	6,088.36
Bill	08/09/2022		FNB - Visa		Accounts P...	-6,411.20	-322.84
Credit Card Ch...	08/10/2022		Sheridan Chamb...		Dues and M...	20.00	-302.84
Credit Card Ch...	08/11/2022		Sagewood Cafe		Meals	32.30	-270.54
Credit Card Ch...	08/14/2022		Adam Todd		Reimburse...	9.71	-260.83
Credit Card Ch...	08/16/2022		City Of Buffalo		Utilities	39.75	-221.08
Credit Card Ch...	08/16/2022		City Of Buffalo		Utilities	125.10	-95.98
Credit Card Ch...	08/18/2022		Amazon		Supplies	159.43	63.45
Credit Card Ch...	08/18/2022		Amazon		Supplies	95.98	159.43
Credit Card Ch...	08/22/2022		Family Dollar		Supplies	1.25	160.68
Credit Card Ch...	08/23/2022		Amazon		Supplies	125.97	286.65
Credit Card Ch...	08/23/2022		Amazon		Supplies	51.31	337.96
Credit Card Ch...	08/24/2022		Family Dollar		Supplies	22.85	360.81
Credit Card Ch...	08/31/2022		Amazon		Supplies	350.68	711.49
Total Visa- FNB						-4,744.85	711.49
TOTAL						-4,744.85	711.49

KBJ Economic Development Joint Powers Board
Balance Sheet
As of August 31, 2022

	Aug 31, 22	Aug 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Donations Fund - Sprinkler Syst	10,000.00	10,000.00	0.00
KBJ Joint Powers Operating Acco	179,163.32	149,802.83	29,360.49
Security Deposit Acct #10638298	9,880.50	8,870.14	1,010.36
USDA Account	550.00	550.00	0.00
Total Checking/Savings	199,593.82	169,222.97	30,370.85
Accounts Receivable			
Accounts Receivable	85,412.61	8,129.08	77,283.53
Total Accounts Receivable	85,412.61	8,129.08	77,283.53
Total Current Assets	285,006.43	177,352.05	107,654.38
Fixed Assets			
22 Plains Drive	1,088,000.00	1,088,000.00	0.00
22 Plains Drive Improvements	9,286.01	9,286.01	0.00
58 N Adams	1,310,000.00	1,310,000.00	0.00
58 N Adams Furniture/Equipment	112,403.92	112,403.92	0.00
58 N Adams Improvements	1,393,609.79	1,384,181.43	9,428.36
Equipment	999.99	499.99	500.00
Total Fixed Assets	3,914,299.71	3,904,371.35	9,928.36
Other Assets			
Loan Fees	2,287.00	2,287.00	0.00
Total Other Assets	2,287.00	2,287.00	0.00
TOTAL ASSETS	4,201,593.14	4,084,010.40	117,582.74
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	(1,150.00)	0.00	(1,150.00)
Accounts Payable	(1,150.00)	0.00	(1,150.00)
Total Accounts Payable	(2,300.00)	0.00	(2,300.00)
Credit Cards			
Visa- FNB	711.49	247.41	464.08
Total Credit Cards	711.49	247.41	464.08
Other Current Liabilities			
Payroll Liabilities			
Federal Taxes (941/944)	0.00	104.85	(104.85)

**KBJ Economic Development Joint Powers Board
Profit & Loss Budget vs. Actual
July 2022 through June 2023**

Ordinary Income/Expense	TOTAL					
	Jul 22	Aug 22	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income						
Rentals - 22 Plains Drive						
Mountain Meadow Wool Mill	7,252.00	7,252.00	14,504.00	87,000.00	-72,496.00	16.67%
Total Rentals - 22 Plains Drive	7,252.00	7,252.00	14,504.00	87,000.00	-72,496.00	16.67%
Rentals - 58 N Adams						
Red Rover	0.00	0.00	750.00			
Davenport	0.00	740.00	740.00			
copies	25.00	0.00	25.00			
Wright Technologies	700.00	700.00	1,400.00			
Home Ag Klitchen	4,500.00	45.00	4,545.00	4,500.00	45.00	101.0%
Lords of Lords Church	100.00	550.00	650.00	0.00	650.00	100.0%
Johnson County - Garage	0.00	900.00	900.00	0.00	900.00	100.0%
AWS LLC/Beau Fowler	350.00	350.00	700.00	0.00	700.00	100.0%
Front Lawn	300.00	0.00	300.00			
Gym Rent	1,280.00	1,065.00	2,345.00	0.00	2,345.00	100.0%
JHL Creative	362.00	362.00	724.00	0.00	724.00	100.0%
Kitchen Rent	225.00	545.00	770.00	0.00	770.00	100.0%
Misc Rental	0.00	0.00	125.00	0.00	125.00	100.0%
Room Rent	150.00	90.00	240.00	0.00	240.00	100.0%
Sheridan College	5,000.00	2,500.00	7,500.00	30,000.00	-22,500.00	25.0%
Rentals - 58 N Adams - Other	0.00	0.00	0.00	47,000.00	-47,000.00	0.0%
Total Rentals - 58 N Adams	12,992.00	7,847.00	21,714.00	81,500.00	-59,786.00	26.64%
Revenues - Other						
Bank Interest	8.85	25.54	34.39	0.00	34.39	100.0%
Total Revenues - Other	8.85	25.54	34.39	0.00	34.39	100.0%
Utilities and Tax - 58 N Adams						
Sheridan College	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total Utilities and Tax - 58 N Adams	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total Income	20,252.85	15,124.54	36,252.39	173,500.00	-137,247.61	20.9%
Gross Profit	20,252.85	15,124.54	36,252.39	173,500.00	-137,247.61	20.9%
Expense						
Direct Deposit Fees	3.50	3.50	7.00	0.00	7.00	100.0%
1 Administration						
Reimbursement	506.47	229.26	735.73	0.00	735.73	100.0%
Advertising/Marketing	26.00	0.00	26.00	40,000.00	-39,974.00	0.07%
Dues and Memberships	165.00	20.00	185.00	0.00	185.00	100.0%
Payroll Expenses						
Health Insurance	877.97	902.90	1,780.87	10,751.64	-8,970.77	16.56%
Payroll Benefits	0.00	0.00	0.00	39.60	-39.60	0.0%
Payroll Taxes	535.65	585.09	1,120.74	7,500.00	-6,379.26	14.94%
Gross Wages	5,205.33	6,254.83	11,460.16	82,000.00	-70,539.84	13.98%
Payroll Expenses - Other	0.00	0.00	0.00	4,708.76	-4,708.76	0.0%
Total Payroll Expenses	6,618.95	7,742.82	14,361.77	105,000.00	-90,638.23	13.68%
Professional Services						
Cleaning Services	1,375.00	2,547.52	4,522.52	16,000.00	-11,477.48	28.27%
Accounting	550.00	550.00	1,650.00	6,600.00	-4,950.00	25.0%
Information Technology	747.50	0.00	747.50	1,700.00	-952.50	43.97%
Legal	0.00	525.00	525.00	1,700.00	-1,175.00	30.88%
Total Professional Services	2,672.50	3,622.52	7,445.02	26,000.00	-18,554.98	28.64%
Supplies	5,197.96	1,135.21	6,333.17	12,500.00	-6,166.83	50.67%
Telephone	0.00	70.52	141.05	0.00	141.05	100.0%
Travel and Meals						
Lodging	274.10	0.00	274.10	0.00	274.10	100.0%
Meals	0.00	32.30	32.30	0.00	32.30	100.0%
Travel and Meals - Other	8.59	0.00	8.59			
Total Travel and Meals	282.69	32.30	314.99	0.00	314.99	100.0%
Total 1 Administration	15,469.57	12,852.63	29,542.73	163,500.00	-153,957.27	16.1%
22 Plains Drive Expense						
Property Insurance	0.00	0.00	0.00	5,350.00	-5,350.00	0.0%
Property Tax	0.00	0.00	0.00	11,744.00	-11,744.00	0.0%
Total 22 Plains Drive Expense	0.00	0.00	0.00	17,094.00	-17,094.00	0.0%
58 N Adams Expense						
Gym Rent Refund	250.00	0.00	250.00	0.00	250.00	100.0%
Kitchen Supplies	1,298.00	525.82	1,823.82	0.00	1,823.82	100.0%