

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
January 13, 2016 @ 8:00 A.M.

Members Present:

Bob Snowden, Chair
Randy Dyess, Vice Chair
Tom Knapp

Johnnie Pond
Bill Novotny

Travis Lawrence
Richard Griffith

Members Absent:

Rhoni Stafford
Mike Johnson
Delbert Eitel

Staff: *Dave Simonsen, CEO Christina Stephenson*

Guests Present: *Jim Hicks, Bill Hawley, Mike Quast, Neil Bangs, Kellie Bender, Tim Gallup and Jim Dawson*

Ex-Officio Staff Present: *Lynn Barrett, Buffalo Planning Director*

Item I - General: Chairman Bob Snowden called the meeting to order at 8:06 A.M.

Item II - Approval of the Meeting Minutes: *Mr. Pond motioned to approve the November 25 and October 14, 2015 Meeting Minutes; Mr. Knapp seconded; motion was approved.*

Item III – Financial Report: Treasurer Travis Lawrence discussed the financials received from Cloud Peak Accounting. He went over the report with additional highlights, discussion of cash balances, including a \$7,000 net operating loss over 5 months and the information that fixed costs and income should be closer to 42% or 5/12 than currently what is showing. This may be due to seasonal fluctuations he said.

Item IV – CEO Report: Mr. Simonsen reported the LED lighting is now also installed in the hallway. Work continues on the marketing task force which resumes meeting next week and the tri cities marketing grant with a consultant meeting scheduled on the 22nd. Simonsen said which will be their third site visit. A grant request to Homeland Security has been submitted by County Emergency Coordinator Marilyn Connolly for \$20,000 which is needed to make the BMCC an emergency shelter. This leaves an additional \$20-25,000 to be raised to purchase the generator according to estimates received. Mr. Simonsen said he had been working with Flood Marketing out of Sheridan to develop two long videos and two short ones and additional marketing pieces. There is \$25,000 budgeted for video development and the proposal is right in line with this he said. It would enable an expanded social media presence. Additional marketing budget from 1% money allocated will be going to Leadership Johnson County, for two half scholarships and funding the kickoff breakfast on Tuesday, January 19th he said.

Item V. Public Comment Period:

Item VI. Status Report on Projects: Mr. Simonsen reported the HVAC system is mostly operational although work continues with a change order so contractors will still need to replace two pumps and an expansion tank which were overlooked. Utility bills have gone down. The sign installation is ongoing with a large trench dug for the electrical conduit for installation by Kaycee Electric. Peterson Construction has done the footings and the sign is ordered on the way. Security system is installed with the addition of wireless cameras for the kitchen and the garage which suffered another break in over the holidays. Jake Kennedy has made an initial inquiry for an archery facility for 4H in the building's basement which may necessitate some changes to the security system. The access to the basement would have to be secure with a card system on that door, estimated at around \$1,000. Mr. Simonsen said when completed the new security system will include cameras, and alarm system, motion system and entry system to enhance building protection.

Item VII - New Business: Facility rental fee reduction discussion ensued with several visitors weighing in on recreational use of the gyms and the facility rental fees. Tim Gallup addressed the needs of the YMCA basketball practices; Mike Quast also addressed the group advocating for the needs of youth athletic activities and said the cost was prohibitive at the published rates. Neil Bangs spoke on behalf of baseball and requested a flat fee for practice space during the winter months, perhaps \$500 per month. His group had invested \$7,000 in special equipment to set up the gym each weekend to use with no knowledge that a rental fee would be required. He asked if they could perhaps trade signage on the fields recognizing KBJ in lieu of cash payments. Jim Dawson with county 4H asked for a fee waiver for next year's Carnival as their reservation for the upcoming year was at the grandfathered rate. Creekside Performing Arts had also asked for a fee reduction for their practice times. Mr. Dyess addressed the need to receive rental income to keep the lights on. He said everyone wants to allow the use for free but the budget does not allow for it. Mr. Snowden told those assembled that the group would have an answer in a week.

Mr. Hawley addressed the subject of approving a smoke free policy for grounds and building of all the KBJ facilities. He said he thought he could provide creative pieces for signage and perhaps paying for actual signs through Prevention Management organization programs in Johnson County. They requested designated areas language for the smoke free policy from Mr. Hawley to include two areas beyond 30 feet. Mr. Hawley suggested including the smoke free requirement

in rental agreements. After the group's considerable discussion, Mr. Pond motioned to approve a smoke free policy making the Bomber Mountain Civic Center facility smoke free with smoking allowed outside in two designated areas away from the building. Mr. Hawley agreed to provide the policy language changes. Mr. Dyess seconded, and the motion was approved.

JoCo First was added as a name to the KBJ checking account since they are doing business with that name. Motion was made by Mr. Dyess, seconded by Mr. Knapp and motion was approved.

Meetings on asking for additional franchise tax monies are ongoing, Mr. Snowden reported. Discussion ensued on various percentages to raise ED funding. A possible ¼ cent ballot initiative in 2018 could be used as a potential permanent source of funding for KBJ as well. City officials have promised to come up with some numbers on franchise fee amounts and monies totaled, he said. Decreased sources of revenue from severance and 1% funding will necessitate some action, according to members who weighed in on the proposal. Discussion then ensued on the marketing of the increased sales tax request and realities of presenting it favorably to the community. Mr. Pond motioned and Mr. Dyess seconded to pursue a franchise tax request as an interim funding source. Motion was approved. It was decided to informally begin to pursue a ¼ cent sales tax initiative for the 2018 election but to wait for formal action.

On the fee waiver request, lengthy discussion ensued on budgetary concerns as well as the concerns of the various groups who had spoken earlier. Mr. Knapp motioned and Mr. Dyess seconded to waive facility use fees for recreation for the next six months until the next budget year in July. Motion was approved.


Discussion ensued on the building being a designated emergency shelter. Mr. Lawrence asked about the requirement by the State Auditor's office on the audit requirement. Mr. Simonsen said no firms have been found who would offer a proposal to do the audit, he said. It was decided to contact the State Auditor's office to let them know. Jim Hicks was thanked for his help on the KBJ Board as Mr. Novotny has succeeded him as Chair of the Commissioners.

Item VIII - Other Business: Next regular meeting is scheduled for January 27, 2016 at Bomber Mountain Civic Center.

Item IX - Adjourn: Meeting adjourned at 9:46 A.M. Minutes prepared by Lynn Barrett, City of Buffalo Planning Director, and Certified for accuracy by:

 Date: 3/23/16
Chair, Bob Snowden

Attested by:

 Date: 3/23/16
Vice-Chair

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
January 27, 2016 @ 8:00 A.M.

Members Present:

Bob Snowden, Chair Mike Johnson-Mayor

Randy Dyess, Vice Chair

Johnnie Pond

Staff: Dave Simonsen, CEO Christina Stephenson

Guests Present: *Leonard Couch, Bill Hawley, Adam Teten, Bonnie Klasinski*

Ex-Officio Staff Present: *Lynn Barrett, Buffalo Planning Director*

Members Absent:

Travis Lawrence Rhoni Stafford

Richard Griffith Delbert Eitel

Bill Novotny

Item I - General: Chairman Bob Snowden called the meeting to order at 8:07 A.M.

Item II - Approval of the Meeting Minutes: *Randy Dyess motioned to approve the January 13 Meeting Minutes; Mr. Mike Johnson seconded; motion was approved.*

Item III – Financial Report: No report

Item IV – CEO Report: Dave reported on lighting project and Regional Marketing Update

Item V. Public Comment Period: Leonard Couch requested the April 15, 16th event fees to be waived. Dyess moved to waive the fees for the April 15 & 16th Arts council. Motion was seconded by Pond. Motion carried.

Item VI. Status Report on Projects: Simonsen updated the HVAC, Signage, Entry security projects.

Item VII - New Business: Franchise Tax, Snowden asked for any update. Johnson reported that he was waiting to hear back from Rocky Mnt Power on the accounts. BBMC Tobacco Free Policy. Bill Hawley, presented 2 policy options. The first designated specific smoking areas Second option did not specify specific smoking areas instead identified distance from the building for smoking would be prohibited. Dyess moved to approve option 2. Motion was seconded by Johnson. Motion carried. Grouse Mountain Archery- Adam presented their proposal for SE basement/old cafeteria for indoor/outdoor archery range. First year rent will be waived in lieu of expenses incurred in the set process. Dyess made the motion to approve the proposal. Johnson seconded. Motion carried.

Item VIII - Other Business: Next regular meeting is scheduled for February 24, 2016 at Bomber Mountain Civic Center.

Item IX - Adjourn: Meeting adjourned at 9:44 A.M. Minutes prepared by Christina Stephenson and Certified for accuracy by:

[Signature]
Chair, Bob Snowden

Date: *2/27/2016*

Attested by:

[Signature]
Vice-Chair

TREASURER

Date: *2/24/2016*

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
February 24, 2016 @ 8:00 A.M.

Members Present:

Randy Dyess, Vice Chair

Richard Griffith

Jim Hicks (for Bill Novotny)

Staff: Dave Simonsen, CEO

Johnnie Pond

Mike Johnson

Travis Lawrence

Members Absent:

Rhoni Stafford

Bill Novotny

Delbert Eitel

Tom Knapp

Bob Snowden, Chair

Guests Present: Dave Spencer, WBC; Josh Law, Johnny Law, Miles Brazil and Carsten Wills, Flood Marketing

Ex-Officio Staff Present: Lynn Barrett, Buffalo Planning Director

Item I - General: Vice Chairman Dyess called the meeting to order at 8:01 A.M.

Item II - Approval of the Meeting Minutes: Mr. Johnson motioned to approve the January 27, 2016 Meeting Minutes; Mr. Pond seconded; motion was approved.

Item III – Financial Report: Treasurer Travis Lawrence asked about the Deferred Revenue Operating Fund and whether it contained grant funds or not. Mr. Lawrence said the rent collected for the month of December seemed to contain several months of revenue. Mr. Simonsen explained a check had not been signed and had to be sent back. One tenant also paid for six months in advance, he said. Lawrence said KBJ was 6 months into its operating year with a net gain of \$20,000 in core operations he said. A net loss is showing \$92,500 as opposed to last year's net increase of \$26,000 but was likely due to grant funds coming in. Mr. Simonsen said the income at 18 Plains Drive would be dropping due to tenants moving. A motion was made by Mayor Johnson to accept the financial statement, Mr. Griffith seconded and the motion carried.

Item IV – CEO Report: Mr. Simonsen reported he had seen a recent marked increase in entrepreneurial activity. The regional marketing group is coming together with a branding and name, he said. April 8th is the mini conference in Sheridan for the public unveiling on the regional group. He gave an overview of the ongoing state legislature funding for grants and cities and counties. Discussion ensued on the legislature and city/county local funding. Sheridan College's lease is up, Simonsen said. Most funding comes not from Sheridan but from BOCHES funding, a mill levy for higher education he explained. The lease allows for an increase in the third year, Simonsen said. Mr. Johnson made the motion to increase the Sheridan College lease payment amount for Sheridan College by 5% and utility percentage to 3%; Mr. Pond seconded, and motion was approved.

Item V. Public Comment Period:


Item VI. Status Report on Projects: Mr. Simonsen reported the CFP grant was winding down with a few small issues in the HVAC portion which were maintenance related. Grant funds of 90-100,000 will be left over to spend before July 1. A more detailed discussion on spending it will be scheduled in the future. The sign is up, he reported. Kaycee Electric and Curt Peterson did the work on the project. Signs will be coming off of the fence, he said. Policies on how to handle the signage and whether to charge for messages will be decided at a later date. He reported one of the doors with the new entry system had caused issues, while the other entries were working well. Discussion ensued on fixes to the door and whether it needed to be handicapped accessible.

Item VII - New Business: Flood Marketing representatives introduced themselves and presented their vision of marketing materials including consistent branding for video and social networking. They stressed local buy-in to strengthen local economic development. They reported on potential for brochures, video, website maintenance, employee/employer recognition, trade show marketing, regional marketing, social media, and entrepreneur startup club as visions of products that will be used for marketing the JoCo area. They proposed continuity in a long term partnership over the next 16-18 months and then to evaluate successes. Dave Spencer gave a presentation on demographics and economic realities in the county, state and region. He recommended revisiting the strategic plan and focusing more on marketing economic realities and the regional approach while taking out building management as a high priority for the organization. Discussion ensued on increasing residents' pride in the area as a strategy for economic development. Also discussed was marketing the area for events and conferences in the spring and the fall. Mayor Johnson said the Johnson County Tourism group had been promoting the shoulder season scheduling as well. Measuring success of various initiatives is problematic, he said. The annual amount available from tourism monies for grants is about \$40,000 with grant amounts averaging between \$5000-8,000 he said. Nothing has been heard yet on the franchise tax from the utilities.

Item VIII - Other Business: Next regular meeting is scheduled for March 9, 2016 at Bomber Mountain Civic Center.

Item IX - Adjourn: Meeting adjourned at 9:46 A.M. Minutes prepared by Lynn Barrett, City of Buffalo Planning Director, and Certified for accuracy by:

 Date: 3/9/16
Chair, Bob Snowden

Attested by:  Date: 4/9/16
Vice-Chair

MEETING MINUTES
KBJ Economic Development Joint Powers Board

Bomber Mountain Community Center – Buffalo, WY
March 9, 2016 @ 8:00 A.M.

Members Present:

Bob Snowden, Chair
Randy Dyess, Vice Chair
Mike Johnson

Tom Knapp
Travis Lawrence
Johnnie Pond

Members Absent:

Richard Griffith
Rhoni Stafford
Bill Novotny
Delbert Eitel

Staff: *Dave Simonsen, CEO* *Christina Stephenson*

Guests Present: *Brent Bennett, Nelson Engineering*

Ex-Officio Staff Present: *Lynn Barrett, Buffalo Planning Director*

Item I - General: Chairman Snowden called the meeting to order at **8:04 A.M.**

Item II - Approval of the Meeting Minutes: Mr. Johnson motioned to approve the February 24, 2016 Meeting Minutes; Mr. Lawrence seconded; motion was approved.

Item III – Financial Report: Treasurer Travis Lawrence discussed the balance sheet and the deferred revenues and said he felt it would be beneficial to communicate with the accountant to have them provide more granularity to the liability account in order to see the funds are accounted for in the proper place. He went on to question revenue from rental payments in January. He highlighted total revenues as \$22,000 with expenditures of \$44,000 and indicated it was likely from the sign expenditure. Reimbursement from grant funding was delayed, according to Dave Simonsen. Discussion ensued on which items were being considered in grant revenues and expenses accounting. Mr. Lawrence said expenses were up over the same period last year and it appeared expenditures were \$122,000 more than were taken in as grants, he said. Mr. Simonsen said the total revenue wasn't reconciled with the grants, 1% and city/county income and rental income so it needs to be investigated as to how the funding is being accounted for. Mr. Dyess made a motion to accept the treasurer's report as a work in progress and pointed to mislabeling issues. Mr. Johnson seconded and the motion was approved.

Item IV – CEO Report: Mr. Simonsen asked for an official go ahead to allocate remaining monies from the CFP grant toward the lighting project. He indicated handicapped accessibility of the south door was also an issue and repairs to the door were needed. Leftover grant funding would total \$10,000 in non-construction funding and a little over \$80,000 in construction funding, he explained. Mr. Simonsen said the change in the grant expenditures would need Wyoming Business Council approval. Mr. Snowden said he thought the doors should be done first. Mr. Dyess made a motion to approve funding a replacement door, handicapped ramp and additional lighting in that order. Mr. Johnson seconded and motion was approved. Mr. Simonsen announced the regional marketing group event April 8th in Sheridan for their unveiling and mentioned the Governor was invited. The Tourism Board turned down the JOCO request for marketing the shoulder seasons. Mr. Simonsen reported and discussion ensued. He reported on an issue with a broken sink that was supposed to have been reimbursed by the Chamber. Policies have been implemented since that time that will capture a credit card for damages, he explained.

Item V. Public Comment Period:

Item VI. Status Report on Projects: Mr. Simonsen reported the HVAC was working well. The camera system is operational also, he said. The entry door system is being worked on but the security part will be installed after the doors are working properly. Door operations track, he said.

Item VII - New Business: Discussion ensued on the Exxon easement across KBJ property. An oversized waterline will be installed to service their property and other properties in the future at city/county expense, Brent Bennett, engineer for Nelson Engineering explained. Mayor Johnson explained the city was going to install the line to prevent having to approve a budget amendment. Mr. Pond made the motion to approve the agreement. Mr. Dyess seconded and motion was approved. The state required audit is slow in coming and frustrating. Mr. Simonsen said, with 3-4 turndowns and up to 7 rejections with the additional contacts from Cloud Peak accounting. Ben Kirven is working on JOCO's behalf, he said. Mr. Simonsen reported on the financial policy manual and said he hoped to have two signatures on expenditures over \$1,000. Mr. Simonsen presented the greenhouse proposal that Tim Miner has proposed to place it on the side property. He is waiting to show off the Boys and Girls Club growing projects in the basement. The parking lot study bids are due on Friday, Simonsen said. Discussion ensued on the business retention program. Mr. Simonsen said the visits to area

businesses were continuing and going well. Mr. Snowden asked about the process for the potential franchise tax for economic development, and Mayor Johnson told him that JOCO needs to determine the money that would need to be raised and the percent would be set accordingly. Mr. Simonsen brought up the economic development 7th cent tax in the news lately, and several communities who were investigating it. The finance committee would come up with a number, Mr. Snowden said. A public hearing would be required also. The additional tax would only be levied in the city.

Item VIII - Other Business: Next regular meeting is scheduled for March 23, 2016 at Bomber Mountain Civic Center. A tour of the basement was set following adjournment.

Item IX - Adjourn: Meeting adjourned at 9:05 A.M. Minutes prepared by Lynn Barrett, City of Buffalo Planning Director, and Certified for accuracy by:


Chair, Bob Snowden Date: 3/23/16

Attested by:


Vice-Chair Date: 3/23/16

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY

April 27, 2016 @ 8:00 A.M.

Members Present:

Bob Snowden, Chair *Bill Novotny*
Randy Dyess, Vice Chair *Tom Knapp*
Johnnie Pond

Members Absent:

Richard Griffith *Delbert Eitel*
Rhoni Stafford *Mike Johnson*
Travis Lawrence

Staff: *Dave Simonsen, CEO & Christina Stephenson*

Guests Present:

Ex-Officio Staff Present: *Lynn Barrett, Buffalo Planning Director*

Item I - General: Chairman Snowden called the meeting to order at 8:05 A.M.

Item II - Approval of the Meeting Minutes: Mr. Pond motioned to approve the March 23, 2016 Meeting Minutes; Mr. Dyess seconded; motion was approved.

Item III – Financial Report:

Item IV – CEO Report: Mr. Simonsen reported the April 8th New Regional marketing session was well attended with the organization's marketing plan being rolled out. Plans call for a \$200,000 initial budget with \$75,000 each from Gillette and Sheridan and a \$50,000 portion proposed to come from the city of Buffalo. Sheridan had committed their portion. Gillette's status was unknown, Simonsen said, saying he would be meeting with the Mayor of Buffalo, Johnson County Commission Chair Bill Novotny and Kaycee Mayor Knapp in the near future. He also said the City of Sheridan had approached the organization asking about contributing an additional regional funding amount of \$15-20,000. Discussion ensued on regional marketing and ED efforts. There is a lot of potential in the regional economic development effort, but also a lot of work. Simonsen emphasized JOCO First's priority would continue to be Johnson County.

Item V. Public Comment Period:

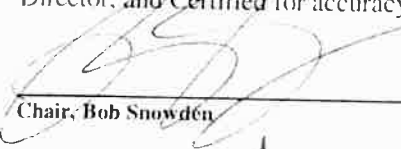
Item VI. Status Report on Projects: The Wyoming Business Council had approved use of the remaining CFP grant funds for a portion of the generator, handicapped ramps, additional lighting and entry door replacement. Simonsen reported. The entry system was working well, he said, with the security portion to come online in the next week or two. Finding firms to bid on the required state audit was still problematic with only one estimate so far received.

Item VII - New Business: It was discussed and a consensus was reached to have the maintenance of the new facility generator be undertaken by the county. Mr. Simonsen presented the new budget and discussion ensued on lease payment projections. Mr. Dyess motioned to accept the budget as presented. Mr. Pond seconded and motion was approved.

Mr. Simonsen said no decision had been made on whether the Johnson County campus of Sheridan College would be moving to a vacant building which the school system owns. Discussion ensued on raising funds for economic development operations from a proposed quarter cent sales tax with the likelihood the issue would not be on the ballot until 2018. Other fund raising proposals for marketing and increasing the shoulder tourist season were discussed. Mr. Dyess motioned and Mr. Novotny seconded a motion to apply for funding from the Johnson County Recreation District to replace rentals from area recreation groups. motion was approved.

Item VIII - Other Business: Next regular meeting is scheduled for May 11, 2016 in Kaycee at 8:30 a.m.

Item IX - Adjourn: Meeting adjourned at 9:27 A.M. Minutes prepared by Lynn Barrett, City of Buffalo Planning Director, and Certified for accuracy by:


Chair, Bob Snowden

Date: 5-13-16

Attested by:


Vice Chair

Date: 5/13/2016

TREASURER

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Red Wall Community Center – Kaycee, WY

May 11, 2016 @ 8:30 A.M.

Members Present:

Randy Dyess, Vice Chair
Tom Knapp
Johnnie Pond

Bill Novotny
Travis Lawrence
Mike Johnson

Members Absent:

Richard Griffith
Rhoni Stafford
Delbert Eitel
Bob Snowden, Chair

Staff: *Dave Simonsen, CEO & Christina Stephenson*

Ex-Officio Staff Present: *Lynn Barrett, Buffalo Planning Director*

Guests Present: *Flood Marketing*

Item I - General: Vice Chairman Dyess called the meeting to order at **8:33 A.M.**

Item II - Approval of the Meeting Minutes: Mr. Pond motioned to approve the April 27, 2016 Meeting Minutes; Mr. Knapp seconded; motion was approved.

Item III – Financial Report: None

Item IV – CEO Report: Mr. Simonsen reported the Eastern Corridor planning grant focus had turned to the city's property and a grant amendment had been signed. A report will be finalized by the end of the fiscal year. He said the three economic developers for Johnson County, Sheridan and Gillette met with the consultants with a full meeting set for June. The first marketing trade show will be Fabtech in November, he said. Also Sheridan College may be getting more involved in economic development he said.

Item V. Public Comment Period: None

Item VI. Status Report on Projects: The CFP construction update is that several roof leaks have developed which were the result of issues with work by the mechanical and roof contractors. The boiler system in the college wing also had a motherboard that failed but a backup was used to replace it, The WBC amendment has not been received yet that will cover the generator and entry doors he said. The security system updates have had a price increase and Mr. Simonsen said he was waiting on a new bid. He said the Rec District grant meeting was on Thursday having requested \$15,000. He reported the school board had approved Sheridan College moving to their building on Fetterman St and that the college would be asking for \$16,000 each from the city and county to remain in BMCC. Mayor Johnson said he would be discussing the city's part in upcoming meetings. Simonsen also reported on issues with the Boys and Girls Club and said they would be under the auspices of Casper's Boys and Girls Club umbrella beginning in July, he said.

Item VII - New Business: Johnnie Law, Camden Easterling and Brady McLean of Flood Marketing gave a presentation and rolled out a logo and marketing strategy with content they had developed for reaching potential clients: Herd and Scene. Following the presentation, discussion ensued on the various components of the presentation, with Mr. Novotny moving to accept the new look and move forward. A second was not forthcoming and the motion died. Consensus from the members was they wanted to wait to decide. Discussion/action items on quarter cent and offsite rental policy were postponed until the next meeting.

Item VIII - Other Business: Next regular meeting is scheduled for May 25, 2016 at 8:00 a.m. at Bomber Mountain Civic Center, Buffalo.

Item IX - Adjourn: Meeting adjourned at **10:07 A.M.** Minutes prepared by Lynn Barrett, City of Buffalo Planning Director, and Certified for accuracy by:

Date:

Chair, Bob Snowden

Attested by:

Date:

Vice-Chair

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

Bomber Mountain Civic Center – Buffalo, WY - Wednesday – June 22, 2016 - 8:00 A.M.

- | | |
|---|---|
| I. <u>CALL TO ORDER AND INTRODUCTIONS:</u>
A. Introduce any guests present. | Bob Snowden, Chairman |
| II. <u>REVIEW/ACCEPT MEETING MINUTES:</u>
A. May 25, 2016 Meeting Minutes (<i>Recorded by Lynn Barrett</i>) | Bob Snowden, Chairman |
| III. <u>FINANCIALS:</u>
A. Treasurer's Report on financial status. | Travis Lawrence, Treasurer |
| IV. <u>CEO'S REPORT:</u>
a. Regional Marketing Update
b. Herd & Scene Update | Dave Simonsen, CEO |
| V. <u>PUBLIC COMMENT PERIOD:</u> | |
| VI. <u>STATUS REPORT ON PROJECTS:</u>
A. CFP Grant Construction/Building Update
a. WBC Amendment
B. Recreation District Grant
C. City/County Budget Update | Dave Simonsen, CEO |
| VII. <u>NEW BUSINESS:</u>
A. <u>Discussion/Action Item:</u> Planning Grant Presentation
B. <u>Discussion/Action Item:</u> College Update
C. <u>Discussion/Action Item:</u> Art Room Rental Proposal | Joe Coyne, CBI
Dave Simonsen, CEO
Dave Simonsen, CEO |
| VIII. <u>OTHER BUSINESS:</u>
A. Next Meeting Date (July 27, 2016)
B. Open to Board Members | |
| IX. <u>ADJOURN:</u> | Bob Snowden, Chairman |

COMMISSIONERS:

Bob Snowden, Chairman
Delbert Eitel
Rich Griffith
Bill Novotny, Chair JCC

Randy Dyess, Vice-Chairman
Tom Knapp, Kaycee Mayor
Rhoni Stafford
Travis Lawrence

Johnnie Pond
Mike Johnson, Buffalo Mayor
Dave Simonsen, CEO
Christina Stephenson, EDC

EX-OFFICIO STAFF: Lynn Barrett, City Planner // Toby Rhoades, Building Inspector
Planning Department (307) 684-5566 Ext. 4 / Fax: (307) 684-5726
planningdirector@cityofbuffalowy.com

KBJ Economic Development (307) 620-1260
info@jocofirst.com

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY

May 25, 2016 @ 8:00 A.M.

Members Present:

Bob Snowden, Chair
Tom Knapp
Johnnie Pond

Richard Griffith
Travis Lawrence
Randy Dyess, Vice Chair

Members Absent:

Rhoni Stafford
Mike Johnson
Delbert Eitel
Bill Novotny

Staff: *Dave Simonsen, CEO & Christina Stephenson*

Ex-Officio Staff Present: *Lynn Barrett, Buffalo Planning Director*

Guests Present: *Senator Dave Kinskey; Flood Marketing*

Item I - General: Chairman Snowden called the meeting to order at **8:20 A.M.**

Item II - Approval of the Meeting Minutes: Mr. Dyess motioned to approve the May 11, 2016 Meeting Minutes; Mr. Knapp seconded; motion was approved.

Item III – Financial Report: Treasurer Lawrence gave a brief overview of the first nine months of the fiscal year assets on the balance sheet stressing the category for deferred revenue was a work in progress and more granularity was still needed. Mr. Dyess motioned to accept the Treasurer's Report as given and Mr. Knapp seconded; motion was approved.

Item IV – CEO Report: Mr. Simonsen reported he had just returned from a trade show in Columbus, Ohio meeting with several site consultants with the possibility of a familiarization tour in our area in the future. He gave a short synopsis of the Workforce topic and upcoming trade shows he would be attending. He gave an overview of the state's marketing efforts and how that benefits the region. He indicated the regional effort was being formulated for a \$200,000 regional marketing budget with funding coming from the city and county and administered through JoCoFirst. He reported on the new federal overtime requirements which he said would affect nonprofits primarily. He reported the Eastern Corridor site plan was coming together for the city's sewer property and indicated the consultants would be attending the next meeting on the 22nd. Contract for the facility planning grant had been awarded to Buckingham of Sheridan but Simonsen said he had not seen the contract yet.

Item V. Public Comment Period: Senator Dave Kinskey said internal recruitment, regional marketing and training were the face of economic development in the area. He discussed vocational education will help with fostering a job creation culture in the area. He said we in the state needed to make the best out of a bad situation.

Item VI. Status Report on Projects: Mr. Simonsen said the revised facility projects were still waiting on the grant agreement. He also said the security alarm system price could change considerably. The full \$15,000 Recreation District grant request was awarded, he said, which will offset recreation user fees. He reported there was an upcoming county budget meeting on June 8th and requested as many board members to attend as possible since he would be out of town at that time. JoCoFirst had requested the same amount as last year from the county, he said. An upcoming meeting with Dr Young of the Community College, County and City would be scheduled in the future he reported.

Item VII - New Business: Flood Marketing gave a presentation on the content build out for the Herd and Scene marketing outreach saying they had met with several of the area businesses and area sites of interest. Mr. Dyess motioned and Mr. Pond seconded approving the Herd and Scene social marketing plan and motion carried.

A consensus was reached not to rent out the Bomber Mountain facility tables and chairs to other groups and venues.

Additional discussion followed with Senator Kinskey on the community college district funding and the district makeup along with quarter cent proposals to fund economic development.

Item VIII - Other Business: Next regular meeting is scheduled for June 22, 2016 at 8:00 a.m. at Bomber Mountain Civic Center, Buffalo. Mr. Knapp announced he had resigned from the Kaycee City Council due to business responsibilities effective June 30th. Discussion ensued on the needs for affordable housing in Kaycee and the attractiveness of manufactured homes.

Item IX - Adjourn: Meeting adjourned at **9:49 A.M.** Minutes prepared by Lynn Barrett, City of Buffalo Planning Director, and Certified for accuracy by:

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

Bomber Mountain Civic Center – Buffalo, WY - Wednesday – July 27, 2016 - 8:00 A.M.

- I. CALL TO ORDER AND INTRODUCTIONS:** **Bob Snowden, Chairman**
A. Introduce any guests present.
- II. REVIEW/ACCEPT MEETING MINUTES:** **Bob Snowden, Chairman**
A. June 22, 2016 Meeting Minutes (*Recorded by Lynn Barrett*)
- III. FINANCIALS:** **Travis Lawrence, Treasurer**
A. Treasurer's Report on financial status.
- IV. CEO'S REPORT:** **Dave Simonsen, CEO**
a. Regional Marketing Update
b. Herd & Scene Update
c. Semicon/IFTS Shows
- V. PUBLIC COMMENT PERIOD:**
- VI. STATUS REPORT ON PROJECTS:** **Dave Simonsen, CEO**
A. CFP Grant Construction/Building Update
B. City/County Budget Update
- VII. NEW BUSINESS:**
A. Discussion/Action Item: Electronic Sign Policy **Dave Simonsen, CEO**
B. Discussion/Action Item: Tech Park Development Next Steps **Dave Simonsen, CEO**
- VIII. OTHER BUSINESS:**
A. Next Meeting Date (August 10, 2016)
B. Open to Board Members
- IX. ADJOURN:** **Bob Snowden, Chairman**

COMMISSIONERS:

Bob Snowden, Chairman
Delbert Eitel
Rich Griffith
Bill Novotny, Chair JCC

Randy Dyess, Vice-Chairman
Tom Knapp, Kaycee Mayor
Rhoni Stafford
Travis Lawrence

Johnnie Pond
Mike Johnson, Buffalo Mayor
Dave Simonsen, CEO
Christina Stephenson, EDC

EX-OFFICIO STAFF: **Lynn Barrett, City Planner // Toby Rhoades, Building Inspector**
Planning Department (307) 684-5566 Ext. 4 / Fax: (307) 684-5726
planningdirector@cityofbuffalowy.com

KBJ Economic Development (307) 620-1260
info@jocofirst.com

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY

June 22, 2016 @ 8:00 A.M.

Members Present:

Bob Snowden, Chair

Bill Novotny

Johnnie Pond

Staff: Dave Simonsen, CEO

Richard Griffith

Travis Lawrence

Randy Dyess, Vice Chair

Mike Johnson

Members Absent:

Rhoni Stafford

Tom Knapp

Delbert Eitel

Ex-Officio Staff Present: Lynn Barrett, Buffalo Planning Director

Guests Present: Joe Coyne, CBI; Wes Haskins, Leonard Couch

Item I - General: Chairman Snowden called the meeting to order at **8:15 A.M.**

Item II - Approval of the Meeting Minutes: Mr. Lawrence motioned to approve the May 25, 2016 Meeting Minutes; Mr. Griffith seconded; motion was approved.

Item III – Financial Report: Treasurer Lawrence went over the financial statements, elaborating that 51% of revenues in the previous year had come from grant moneys and 49 percent were from JPB operations. Revenues in excess of expenses totaled \$39,000 he said. Mr. Dyess motioned to accept the Treasurer's Report as given and Mr. Pond seconded; motion was approved.

Item IV – CEO Report: Mr. Simonsen reported a Regional Marketing meeting of the CEOs was scheduled the following day to go over the marketing plan and MOU. This would shortly be presented to the governing bodies of the three participant cities: Buffalo, Sheridan and Gillette, he said. Simonsen explained the MOU would be for a three year period which assists in hiring staff for continuity. The Herd and Scene marketing campaign is underway, actively promoting a variety of stories on social media, Simonsen said.

Item V. Public Comment Period:

Item VI. Status Report on Projects: Mr. Simonsen reported there would be no amendment needed to the CFP grant to purchase the additional items for the building per the Wyoming Business Council decision. The match has been met so the remainder will be a 100% reimbursed drawdown, he explained. The Johnson County Rec grant had been approved for up to \$15,000 for rent free use by recreational groups but would not cover for profit activity. Discussion ensued on recent budget decisions made by the city and county affecting JoCo First with Mayor Johnson and Commissioner Novotny making remarks on their respective budgets.. The generator has been delivered he said.

A request to purchase 100 of the old bricks stored from the building had been received. Mr. Dyess motioned and Mr. Griffith seconded to deny the request, however Mr. Pond requested that action be tabled and indicated the sale to private individuals would help the overall appearance of the town. It was decided to put the request on the July agenda.

Item VII - New Business: Joe Coyne, principal of CBI, the consultants for the Eastern Corridor Technology and Business Park planning grants gave a detailed and lengthy presentation on the draft combined Feasibility Study. He went over environmental conditions, and funding options for an action plan at the city's sewer plant property. Discussion ensued on building trail connectivity into the plan. Completed study would be ready by June 30, Mr. Coyne said.

Mr. Simonsen gave an update on Sheridan College funding and the efforts by city and county and school officials to compromise on having them continue in the Bomber Mountain Civic Center.

Mr. Leonard Couch presented his request from the Arts Council to use the art room which had become available. He proposed their organization strip floors, install fire doors and that the improvements be offset by a reduced rent of \$250 per month. Mr. Dyess motioned and Mr. Pond seconded to approve the rent proposal for the Arts Council to use the art room with the aforementioned improvements.

Item VIII - Other Business: Next regular meeting is scheduled for July 27, 2016 at 8:00 a.m. at Bomber Mountain Civic Center, Buffalo.

Item IX - Adjourn: Meeting adjourned at **10:07 A.M.** Minutes prepared by Lynn Barrett, City of Buffalo Planning Director, and Certified for accuracy by:

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
August 10, 2016 @ 8:00 A.M.

Members Present:

Bob Snowden, Chair
Randy Dyess, Vice Chair
Johnnie Pond

Mike Johnson-Mayor Bill Novotny
Richard Griffith
Travis Lawrence

Members Absent:

Delbert Eitel
Rhoni Stafford

Staff: *Dave Simonsen, CEO* *Christina Stephenson*

Guests Present: *Senator Kinskey*

Ex-Officio Staff Present: *Lynn Barrett, Buffalo Planning Director*

Item I - General: Chairman Bob Snowden called the meeting to order at **8:03 A.M.**

Item II - Approval of the Meeting Minutes: *Mayor Johnson motioned to approve the June 22, 2016 Meeting Minutes; Johnnie seconded; motion was approved.*

Item III – Financial Report: Travis reported on the financial report as provided by the CPA, Randy motioned to accept, Rich seconded; motion approved

Item IV – CEO Report: Dave reported on Herd and Scene, Tech Park and Regional Marketing Update

Item V. Public Comment Period: Sendor Kinskey made a few brief comments on Revenue Committee activities

Item VI. Status Report on Projects: Dave updated the CFP Grant Const/building and private funding.

Item VII - New Business A) Prevention Management Lease Proposal \$400.00 per month plus \$50.00 utilities; Commissioner Novotny motioned to approve Randy seconded, motion was approved B) Randy motioned to sign Aryes Association proposal; Mayor Johnson seconded; motion carried C) Mayor Johnson motioned to raise credit card to \$7,500.00; Commissioner Novotny seconded; after brief discussion Mayor Johnson amended his motion to increase the credit limit to \$10,000.00; motion carried D) Mayor Johnson motioned to approve adding Dave to operating acct to sign checks; Commissioner Novotny seconded; motion carried.

Item VIII - Other Business: Next regular meeting is scheduled for August 24, 2016 at Bomber Mountain Civic Center.

Item IX - Adjourn: Meeting adjourned at **9:30 A.M.** Minutes prepared by Christina Stephenson and Certified for accuracy by:

Date:

Chair, Bob Snowden

Attested by:

Date:

Vice-Chair

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
October 12, 2016 @ 8:00 A.M.

Members Present:

Mike Johnson-Mayor
Randy Dyess, Vice Chair
Johnnie Pond
Travis Lawrence
~~*Richard Griffith*~~ →

Members Absent:

Bill Novotny-JCC Chair
Delbert Eitel
Rhoni Stafford
Bob Snowden, Chair
Crosby Taylor, Mayor

Staff: *Dave Simonsen, CEO*

Guests Present: *None*

Item I - General: Vice Chairman Randy Dyess called the meeting to order at **8:15 A.M.**

Item II - Approval of the Meeting Minutes: *Mayor Johnson motioned to approve the September 28, 2016 Meeting Minutes; Pond seconded; motion was approved.*

Item III - Financial Report: July and August report was included in the board packet, but due to small number the reports will be presented at the meeting on the 26th.

Item IV - CEO Report: Simonsen reported on Herd and Scene, Tech Park, IMTS, and Regional Marketing Update

Item V. Public Comment Period: None

Item VI. Status Report on Projects: Dave updated the CFP Grant Construction/building and private funding.

Item VII - New Business Motion was made to accept Stephenson's resignation agreement as presented by Johnson and seconded by Pond. Motion carried. The agreement included one month's salary and insurance through the end of November. After discussion about filling the position Johnson moved to approve a salary of up to \$35,000 per year plus benefits was made by Johnson and seconded by Pond. Motion approved.

Item VIII - Other Business: Next regular meeting is scheduled for October 26, 2016 at Bomber Mountain Civic Center.


Item IX - Adjourn: Meeting adjourned at **9:05 A.M.**

Minutes prepared by Dave Simonsen and Certified for accuracy by:

 _____ Date: 10/26/16
Chair, Bob Snowden

Attested by:

 _____ Date: 10/26/16
~~Vice Chair~~

Board Members 

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
October 26, 2016 @ 8:00 A.M.

Members Present:

Mike Johnson-Mayor
Bill Novotny-JCC Chair
Johnnie Pond
Bob Snowden, Chair
Richard Griffith
Delbert Eitel

Members Absent:

Randy Dyess, Vice Chair
Rhoni Stafford
Crosby Taylor, Mayor
Travis Lawrence, Treasurer

Staff: *Dave Simonsen, CEO*

Guests Present: *None*

Item I - General: Chairman Bob Snowden called the meeting to order at **8:12 A.M.**

Item II - Approval of the Meeting Minutes: *Mayor Johnson motioned to approve the October 12, 2016 Meeting Minutes; Pond seconded; motion was approved.*

Item III – Financial Report: July and August report was included in the board packet, but due to small number the reports will be presented at the meeting on the 26th.

Item IV – CEO Report: Simonsen reported on Herd and Scene, Tech Park, and Regional Marketing Update. Simonsen requested that the meeting go into closed session to discuss Personnel. Pond made a motion to go into a closed session, Novotny seconded. Motion carried. Pond motioned to adjourn the closed session and re-open the regular meeting. Eitel seconded. Motion carried.

Item V. Public Comment Period: None

Item VI. Status Report on Projects: Simonsen updated the on the CFP Grant Construction/building and private funding.

Item VII - New Business Simonsen updated the board on the Wall of Fame as an alternative to naming rooms after someone at this time. The board discussed options for parking lot lighting and Simonsen will get options and estimates for those options. Simonsen confirmed that all board members had received a copy of the Bomber Mountain Civic Center planning grant report.

Item VIII - Other Business: Next regular meeting is scheduled for November 9, 2016 at Bomber Mountain Civic Center.

Item IX - Adjourn: Meeting adjourned at **9:35 A.M.**

Minutes prepared by Dave Simonsen and Certified for accuracy by:

Chair, Bob Snowden **Date:** _____

Attested by:

Vice-Chair **Date:** _____

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
November 9, 2016 @ 8:00 A.M.

Members Present:

Mike Johnson-Mayor
Randy Dyess, Vice Chair
Johnnie Pond
Bob Snowden, Chair
Richard Griffith
Travis Lawrence, Treasurer
Staff: Dave Simonsen, CEO

Members Absent:

Delbert Eitel
Rhoni Stafford
Crosby Taylor, Mayor
Bill Novotny-JCC Chair

Guests Present: *None*

Item I - General: Chairman Bob Snowden called the meeting to order at **8:13 A.M.**

Item II - Approval of the Meeting Minutes: *Pond motioned to approve the October 26, 2016 Meeting Minutes; Mayor Johnson seconded; motion was approved.*

Item III – Financial Report: Travis asked for questions on the July and August financial report. No questions were asked.

Item IV – CEO Report: Simonsen reported on Herd and Scene, Tech Park, and Regional Marketing Update. Simonsen will be attending the Fabtech trade show in Las Vegas with Phil Christopherson (Energy Capital Economic Development), Dave Spencer (WBC), and Brandon Marshall (WBC) November 16th through the 19th.

Item V. Public Comment Period: None

Item VI. Status Report on Projects: Simonsen updated the board on the CFP Grant Construction/building project. Simonsen also updated the board on the Wyoming Fire Marshall's latest letter concerning the facility. A response/action plan will be generated and submitted to the Fire Marshall as soon as it can be.

Item VII - New Business Simonsen updated the board on the Economic Development Coordinator position search. Simonsen offered the position to Claudia Todd and she has accepted. Todd will start later in the month. Dyess moved to accept Simonsen's recommendation. Griffith seconded. Motion carried.

The 2017 HVAC Maintenance contract was tabled until a representative from Powder River HVAC can be present to answer questions about the contract.

Item VIII - Other Business: Next regular meeting is scheduled for November 23, 2016 at Bomber Mountain Civic Center was cancelled due to the next day being Thanksgiving.

Item IX - Adjourn: Meeting adjourned at **8:55 A.M.**

Minutes prepared by Dave Simonsen and Certified for accuracy by:

Date:

Chair, Bob Snowden

Attested by:

Date:

Vice-Chair

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
December 14, 2016 @ 8:00 A.M.

Members Present:

Bob Snowden, Chair
Randy Dyess, Vice Chair
Johnnie Pond

Richard Griffith
Travis Lawrence

Mike Johnson-Mayor
Delbert Eitel

Members Absent:

Bill Novotny, Rhoni Stafford
Crosby Taylor

Staff: Claudia Todd

Guests Present: Eric Burden

Item I - General: Chairman Bob Snowden called the meeting to order at 8:03 A.M.

Item II - Approval of the Meeting Minutes: Vice Chair Dyess motioned to approve the November 09, 2016 Meeting Minutes; Mayor Johnson seconded; motion was approved.

Item III – Financial Report: Treasure Lawrence updated the board members about the current financial reports. \$152,000 in operating accounts, November revenue \$30,000. Operating loss: \$2,600.00. 58N Adams building is above budget. The Treasurers report was accepted. Motion carries.

Item V. Public Comment Period: None

Item VI. Status Report on Projects: Chairman Snowden was looking at the Powder River Proposal. Proposal was accepted by all.

Snowden was talking about the Culinary Arts program initiated by Derek Andrews and asking who can manage the extension. Randy Dyess added that there should be a Tourism Convention program opportunity available.

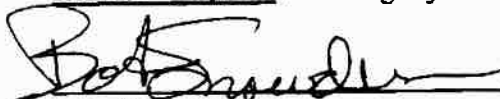
Eric Burden updated the board about the boiler systems. Very little issues were reported from a maintenance standpoint. Boilers are old but in relatively good shape. All these years they were piped wrong but Eric addressed the issue. A new system is going to be designed in the near future. No further issues with the project. Eric Burden left the meeting at 8:20a.m.

Item VII - New Business: Jonny Law from Flood Marketing was showing the three new marketing videos regarding Johnson County. One focusing on the promoting the area (30sec), 2nd focusing on the business aspect and the 3rd on the community side (3min, 20sec). Vice Chair Dyess had concerns regarding the appeal for people outside of Johnson County. Mayor Johnson mentioned the possibility of mentioning accessibility with the intersection of two major highways. Also including facilities such as the Senior Center, New Library hospital. He also raised the question what is it that JC is trying to accomplish with the videos. Mayor Johnson also suggested a text overlay. Treasurer Lawrence ask to mention the business parks, the three multi Mio dollar businesses etc.

Board Member Johnnie Pond had concerns to film people from a superior position. He stated that that might make the interviewing parties look small, put them in a non-becoming way. Board Member Pond further stated there was nothing soft and pleasing in the videos or that anybody from outside the state would be enthused to move to Johnson County. Mayor Johnson mentioned that Lake DeSmet wasn't shown but mentioned. Everybody agreed that the length of the videos are perfect. Jonny Law thanked the board for the suggestions made and was going to work on changes.

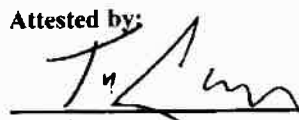
Item VIII - Other Business: Next regular meeting is scheduled for December 28, 2016 at Bomber Mountain Civic Center.

Item IX - Adjourn: Meeting adjourned at 9:05 A.M. Minutes prepared by Claudia Todd and certified for accuracy by:


Chair, Bob Snowden

Date: 12/22/2016

Attested by:


Vice-Chair

Date:

12/22/2016