

**MEETIN
MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT
POWERS BOARD
Bomber Mountain Civic Center –
Buffalo, WY January 10, 2018 @
8A.M.**

Members present:

Randy Dyess, Vice Chairman
Bill Novotny, Chair JCC
Travis Lawrence
Mike Johnson, Buffalo Mayor
Staff: Claudia Todd

Johnnie Pond
Tom Knapp
Delbert Eitel
Rich Griffith
Dave Simonsen, CEO

Members absent:

Crosby Taylor

Guests: Scott Madsen, City Council;
Dana Fowler, BDA president

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:04A.M.

Introduce any guests present – Scott Madsen and Dana Fowler were introduced.

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

December 27, 2017 (Recorded by Claudia Todd)

Board Member Pond motioned to approve the December 13, 2017 meeting minutes.

Mayor Johnson second. Motion carried.

- III. **FINANCIALS: Travis Lawrence, Treasurer**

A. **Treasurer's report on financial status** – Lawrence informed about the financials that some of the line items were misplaced in the budget and is waiting for a report from CPA. Furthermore he stated that the cash reserves diminished significantly. Simonsen explained that this situation is caused by a number of things. One being unexpected bills. \$35,000 of that were just building expenses which this amount doesn't reflect the Architect fees of approx. \$16,400. The other reason being the grant receipts have not been reimbursed yet. Several actions were taken and money was shifted over to the operating account. Simonsen explained that on top of everything the building insurance invoice was received with the amount of \$10,480 which has to be paid until the end of January in one lump sum. Other options with other insurance companies and different payment options e.g. monthly or quarterly are being explored.

- IV. **CEO'S REPORT:**

- a. **Building update** – C.E.O. Simonsen reported a leak on the roof by the fire exit door upstairs caused due to higher traffic and the removal of the lockers. The roof was patched up but a full repair would cost over \$2,800.

The architect has been visiting and taking measurements for the proposed elevator installment.

- b. **NEW Growth Alliance update** – The group is working on selecting a consulting firm. It is between two firms.

- c. **PUBLIC COMMENT PERIOD:** None

V. **STATUS REPORT ON PROJECTS:**

- A. **Interapt Project Update** – Simonsen reported about his meeting with A. Gopal of Interapt, Gerry Chase Administrator Buffalo High School and Cameron Kukutchka, IT Supervisor for the school, Brandon Marshall, Wyoming Business Council in Cheyenne with Jerimiah Rieman at the Governor's office. The meeting went very well. The latest proposal from Interapt includes a High School component for the Cheyenne area. Anja Bendel of Cheyenne Leads was invited to attend the meeting. Jerimiah Rieman has asked to be provided with letters of support that show that there is interest for hiring.

- B. **Project Protein** – No new information was available.

OTHER BUSINESS:

- a. **Discussion/Action Item: Mountain Meadow Wool Lease** – Simonsen informed that a follow up meeting was scheduled for this afternoon with Mayor Johnson and Chairman Snowden to discuss further options to lease.
- b. **Discussion/Action Item: Budget update** – Chairman Snowden suggested to have a meeting with the finance committee to take a look very close regarding income vs. expenses.
- c. **Discussion/Action Item: Sale of 18 Plains Dr.** – Discussion included the date for the auction. The date that was decided on is May 1st at 1pm. A minimum sale price of \$220,000 for the building is expected.
- d. **Discussion/Action Item: LBI Letter** – Simonsen informed about the demand letter from Kirven's office. Ben Kirven didn't feel comfortable to demand funds from before CPA Accounting took over in 2014. Mayor Johnson suggested to figure out what was being paid vs. the actual rent amount charged.
- c. **Discussion/Action Item: Joint City/County/BDA/Chamber/JPB Mtg.** Fowler, BDA president informed the board that the BDA is working on hiring a Director and is proceeding business as usual.
- d. **Next Meeting Date** (January 24, 2018)
- a. **AJOURN:** Meeting adjourned at 9:12 A.M.

- b. **Open to Board Members** – Vice Chair Dyess motioned into executive session regarding employee issues and adjourned the meeting right after. Mayor Johnson second. Motion carried.

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

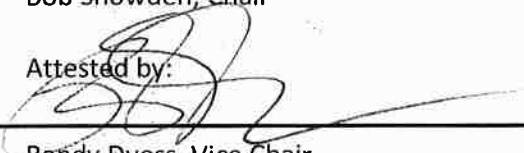


1/24/18

Bob Snowden, Chair

Date

Attested by:



1/24/18

Randy Dyess, Vice Chair

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center – Buffalo, WY
December 27, 2017 @ 8A.M.

Members present:

Randy Dyess, Vice Chairman
Bill Novotny, Chair JCC
Travis Lawrence
Mike Johnson, Buffalo Mayor
Staff: Claudia Todd

Johnnie Pond
Tom Knapp
Dave Simonsen, CEO

Members absent:

Rich Griffith
Delbert Eitel
Crosby Taylor

Guests: Scott Madsen, City Council

- I. **CALL TO ORDER AND INSTRUCTIONS:** Vice Chair Dyess called the meeting to order at 8:03A.M.
Introduce any guests present – Scott Madsen was introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
December 13, 2017 (Recorded by Claudia Todd)
Mayor Johnson motioned to approve the December 13, 2017 meeting minutes. Commissioner Novotny second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. **Treasurer's report on financial status** – Lawrence suggested to discuss the treasury update in the new business, the loan and BDA update.
- IV. **CEO'S REPORT:**
 - a. **Building update** – C.E.O. Simonsen reported that the building has no major issues at this point. He acknowledged the maintenance work of Adam Todd improving several areas of the building. Furthermore Simonsen reported that over Christmas some individuals had pulled the main power source and left the main power panel cabinet open which caused the large gym and some other areas of the building to not being heated. Inexpensive locks for the outside panels were suggested as a solution.
 - b. **NEW Growth Alliance update** – C.E.O Simonsen stated that a conference call meeting was held with Ady Advantage, Madison, Wisconsin and RCI out of Toronto, Canada. A second meeting with the management council is scheduled for January 25th to discuss further action.
 - c. **PUBLIC COMMENT PERIOD:** None
- V. **STATUS REPORT ON PROJECTS:**
 - A. **Interapt Project Update** – Simonsen reported the project is moving along. JOCO First set up a follow up meeting with A. Gopal of Interapt in Cheyenne with Jerimiah Rieman at the Governor's office. This meeting is scheduled for January 4th.
 - B. **Project Protein** – Simonsen informed about a new project for Johnson County which includes a large kosher meat processing facility planned to be built at the M & M Ranch North of town. In the meantime the ranch sold. The vision is to employ approx. 500 US workers.

OTHER BUSINESS:

- a. **Discussion/Action Item: Mountain Meadow Wool Lease Discussion** – Mayor Johnson informed the board about a meeting that he initiated with Karen and Ben Hostetler regarding the future of MMW and their preliminary plans. Their vision is to have approx. 5,000 sqft retail space and about 20,000 sqft manufacturing space. Mayor Johnson received information about their financial situation. MMW is looking into a new lease agreement with JOCO First for another 24 months. 75% of the business is family owned and 25% private investors with eight limited partner's altogether. With a new retail product MMW is hoping to achieve the goal of paying the monthly rent of approx. \$5,000. Vice Chair Dyess suggested to rent the building for the next two years. To continue the conversation another meeting is scheduled for early January.
- b. **Discussion/Action Item: EDA Grant and Loan Discussion** – Simonsen reported that the Bank of Buffalo conditionally approved the loan of \$580,000. One of the conditions is that First Northern Bank and First Interstate Bank participate. The other condition is that the City and/or County insure that the project is going to be a "finished" project. Part of the decision is hinging on the sale of 18 Plains Drive. Simonsen suggested to move the process of the sale forward. Vice Chair Dyess suggested to proceed with the sale of 18 Plains Drive through an auction. Mayor Johnson made a motion to approve selling 18 Plains Drive building under the stipulation not selling it under \$220,000. Knapp second. Motion carried. The board is now waiting for the bank to decide. Novotny suggested to inform the tenant about the decision asap.
- c. **Discussion/Action Item: Joint City/County/BDA/Chamber/JPB Mtg.** – Simonsen and Chamber Director Smith continuing to meet. Smith proposed to the BDA to be housed and directed by the Chamber. The discussion included the wayfinder signs. No decision has been made by the BDA.
- d. **Next Meeting Date** (January 10, 2018)

- a. **AJOURN:** Meeting adjourned at 8:57 A.M.

- b. **Open to Board Members – LBI update** - A follow up call to Kirven's office was initiated but no response at this point.

VA Assisted Living Home – Simonsen and board member Lawrence reported about the lunch meeting with Jack Tarter, Board of Directors of Greenhouse living in Sheridan. The conversation included the possibility of building the facility in Buffalo in case Sheridan isn't able to accommodate it. The nursing home would house 24 residents and the ratio medical professionals/residents would be 1 to 1.

AED – Simonsen informed the board about the possible requirement to have AED equipment for public buildings/Bomber Mtn. Civic Center. Approx. cost of an AED is \$750.00. Simonsen is going to investigate on the regulations and is going to act accordingly.

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



1/10/18

Bob Snowden, Chair

Date

Attested by:



1/10/18

Date

Randy Dyess, Vice Chair

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center – Buffalo, WY
December 13, 2017 @ 8A.M.

Members present:

Bob Snowden, Chair
Randy Dyess, Vice Chairman
Travis Lawrence
Mike Johnson, Buffalo Mayor
Staff: Claudia Todd

Johnnie Pond
Bill Novotny, Chair JCC
Delbert Eitel
Dave Simonsen, CEO

Members absent:

Rich Griffith
Tom Knapp
Crosby Taylor

Guests: Karen and Ben Hostetler, Mountain Meadow Wool, Owners; Scott Madsen, City Council; Dana Fowler, BDA President; Susan Jerke, Regional Director SBA; Brandi Harlow, WY Business Council

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:02A.M.
Introduce any guests present – Karen and Ben Hostetler, Scott Madsen, Dana Fowler, Susan Jerke, Brandi Harlow were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
November 08, 2017 (Recorded by Claudia Todd)
Vice Chair Dyess motioned to approve November 08, 2017 meeting minutes. Mayor Johnson second.
Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. **Treasurer's report on financial status** – Lawrence presented the November Financials. He mentioned the donation of \$10,000 for the Fire Safety/Sprinkler System. Vice Chair Dyess motioned to accept the October and November Financials. Pond second. Motion carried.
- IV. **CEO'S REPORT:**
 - a. **Building update** – C.E.O. Simonsen reported an outdoor lighting issue.
 - b. **NEW Growth Alliance update** – C.E.O Simonsen stated that the organization is moving forward. Simonsen is working with the Technical Advisory committee to set up the interview dates for the new administrators. The two organizations that are of interest are: Ady Advantage, Madison, Wisconsin and RCI out of Toronto, Canada.
A big win for the group and the region was a project with the WY Business Council. A RFP was submitted by the NGA to the Business Council for "Project Enterprise". This project is taking place in Sheridan.
Since the Buffalo Tech Park project was denied by the WY Business Council, Simonsen presented appointments made for further meetings (SLIB) in Cheyenne that he highly recommended attending. The SLIB meeting is going to be on January 18th at 8am.
 - c. **PUBLIC COMMENT PERIOD:** None
- V. **STATUS REPORT ON PROJECTS:**
 - A. **Interapt Project Update** – Simonsen reported the project is moving along. JOCO First is in the process of setting up a meeting with Ankur Gopal of Interapt in Cheyenne in front of the Governor's office.

Simonsen is also working on setting up a conference call with Gopal, the Buffalo High School Administrator Dr. Gerry Chase and the IT person discussing two new models for High School students that Interapt came up with recently. Giving the school district two options to choose from.

OTHER BUSINESS:


- a. **Discussion/Action Item: Mountain Meadow Wool Lease Discussion** – Chairman Snowden met with C.E.O. Simonsen and MMW a week earlier to discuss JOCO First's proposals. Ben Hostetler added that MMW is looking for a short term lease in the interim. Long term plans include JOCO First as a partner. Hostetler requested a clear vision from JOCO First on how to proceed in the future. The lease is up in March 2018. Follow up meetings are in the planning for the beginning of the New Year.
 - b. **Discussion/Action Item: EDA Grant and Loan Discussion** – C.E.O. Simonsen reported that a decision needed to be made today whether or not to proceed with the Grant loan. The appraisal for both buildings on Plains Dr. were not completed at the time of the meeting, therefore, it is unclear at the moment if the Bank of Buffalo is able to fund the loan. Mayor Johnson motioned to approve pending on the appraisal to move forward with the grant/loan. Vice Chair Dyess second. Motion carried.
 - c. **Discussion/Action Item: Virtual Reality (360 degree) Video** – Simonsen explained that this video is part of the USDA marketing funds. He presented the video for the first time in front of potential site selectors at the Mid America Economic Development conference in Chicago beginning of December. A powerful tool to show off Johnson County in an 8 minute/360 degree video without actually traveling to the destination. He further stated that this video might be a powerful tools to our local community e.g. realtors, hospital etc.
 - d. **Discussion/Action Item: Joint City/County/BDA/Chamber/JPB Mtg.** – Simonsen stated to have another meeting with the Chamber director the next day. Dana Fowler, BDA president reported they are working on hiring a new Director and also working on joint discussions regarding cost savings etc.
- a. **Next Meeting Date** (December 27, 2017)
 - b. **AJOURN:** Meeting adjourned at 9:14 A.M.
 - c. **Open to Board Members** – Nursing Home – Simonsen and board member Lawrence are going to have a meeting with Jack Tarter on Friday including Rep. Madden. The general consensus was to "stay on top" of things.

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


Bob Snowden, Chair

12-27-17
Date

Attested by:


Randy Dyess, Vice Chair

12/27/17
Date

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center – Buffalo, WY
March 14, 2018 @ 8A.M.

Members present:

Randy Dyess, Vice Chair
Mike Johnson, Mayor
Bob Snowden
Staff: Claudia Todd

Johnnie Pond
Bill Novotny
Rich Griffith, Travis Lawrence
Dave Simonsen, CEO

Members absent:

Crosby Taylor
Delbert Eitel
Tom Knapp

Guests: Scott Madsen, City Council

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:02 A.M.
Introduce any guests present – Scott Madsen was introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
February 28th, 2018 (Recorded by Claudia Todd)
Vice Chair Dyess motioned to approve the February 28, 2018 meeting minutes. Griffith second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. **Treasurer's report on financial status** – Treasurer Lawrence discussed the February financial report. Dyess motioned to accept the financial report. Mayor Johnson second. Motion carried.
- IV. **CEO'S REPORT:**
 - a. **Building update** – C.E.O. Simonsen reported about minor vandalism that happened a couple of weeks ago in the small gym when a young boy hit one of the surveillance cameras with a basketball several times so that the camera was missing afterwards. The individual was caught on camera and will be contacted together with the parents to discuss the issue and to get the camera reimbursed. Simonsen also stated and assumed that the same boys broke into the kitchen and took a box of empty salt & pepper shakers out of a cabinet and threw them on the South end driveway. Broken glass pieces was the result. It was picked up to prevent flat tires. The Police Department is going to investigate the matter.
Simonsen further informed about the process of negotiating the Powder River Heating & Air Condition quarterly maintenance cost. Additionally JOCO First is requesting bids from other companies for keeping cost down in the future. Approximately \$13,000 is spent annually for HVAC maintenance. With installing all the filters by JOCO First personal the hope is to keep the cost to a minimum.
 - b. **NEW Growth Alliance update** – Simonsen is waiting for Ady Advantage to deliver the contract. The management council meeting is going to be held next week to move forward in the process.
 - c. **Tech Park Update** – Simonsen informed that the contract has been sent to the City. The approval of the grant agreement and the acceptance of Nelson Engineering is still on the agenda for the next City Council meeting.
 - d. **Grant Updates** – EDA Grant – Veronica with the EDA contacted Simonsen to request that JOCO First should request a six months suspension. Simonsen sent the request earlier this week. He is now waiting to hear back.
 - e. **USDA Grant** – Simonsen is still waiting for the check of \$24,999 to come in. Once deposited Simonsen intent to pay back the \$10,000 note from the Bank of Buffalo that was taken out on the line of credit taken.
Simonsen further informed the board about the two grant presentations to the 1% Board and the JCTA committee. Simonsen requested \$20,000 from the JCTA and \$277,000.

- e. **PUBLIC COMMENT PERIOD:** None

V. STATUS REPORT ON PROJECTS:

- A. **Interapt Project Update** – C.E.O. Simonsen informed that he received a list from UW with the information employers with 75 or more in the State of Wyoming. Gopal of Interapt and Simonsen are both reviewing the list at this point to set next steps in place. This list is to set up the work for the students as well as the potential businesses that would be interested in hiring the students.
- b. **Project Thunder** – Simonsen stated that this project is moving forward. He informed that the Wyoming Business Council has meetings scheduled but hasn't heard any recent updates.

OLD BUSINESS:

- a. **Discussion/Action Item: IRP Loan Program (USDA)** – Simonsen talked about the program rules. Dyess made a motion to approve the IRP Loan. It died for lack of second.
Simonsen was asked to bring back Chad Stovall from the USDA office to present at the next board meeting in Kaycee to clarify the subject.
- b. **Discussion/Action Item: Sale of 18 Plains Dr.** – Chairman Snowden suggested to start marketing the Sale of 18 Plains Dr. Snowden informed about a possible new renter to take over for three months to store furniture. Starting point for renting the entire building is at least \$1,600 per month.
- c. **Discussion/Action Item: Mountain Meadow Wool Proposal Update** – Chairman Snowden updated the board on the latest developments. Snowden reviewed the current lease issued in 2013 which is in effect until the end of today. The price has to be re-negotiated. If the price can't be negotiated the lease becomes void. Snowden further informed that he received another proposal that was sent directly to Snowden and Mayor Johnson. The new proposal stated that even though MMW would agree to pay the additional \$945.00 per month MMW don't feel obligated to pay this amount. Vice Chair Dyess further suggested and explained how a REDLG Loan, a two year deferred loan through the Electric Coop, could work for both entities. Mayor Johnson made a motion to start the application process for the REDLG Loan program. Pong second. Motion carried.
Mayor Johnson is going to set up another face to face meeting with Chairman Snowden asap. Johnson also stated not to forgo with the lease to buy option but offer.
- d. **Discussion/Action Item: Second Story Renovation Discussion** – Simonsen requested a six months suspension for the EDA grant which has not been confirmed yet.

NEW BUSINESS:

- e. **Discussion/Action Item: City/County Request** – Chairman Snowden and C.E.O. Simonsen are planning on meeting with the City and County on March 20th requesting \$25,000 from each entity to cover the cash flow until the end of the fiscal year.
 - f. **Discussion/Action Item: Bomber Mtn. Usage Update** – Claudia Todd prepared a schedule of events for the Bomber Mountain Civic Center for upcoming events. Commissioner Novotny added two possible events: WACO and Conservation District convention.
-
- d. **Next Meeting Date** (March 28, 2018 in Kaycee)
 - a. **AJOURN:** Meeting adjourned at 10:04A.M.
 - b. **Open to Board Members** – No comments.

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

Bob Snowden

3/20/18

Bob Snowden, Chair

Date:

Attested by

Randy Dyess

3/22/18

Randy Dyess, Vice-Chairman

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center –Buffalo, WY
February 14, 2018 @ 8A.M.

Members present:

Bob Snowden, Chairman
Randy Dyess, Vice Chair
Travis Lawrence
Mike Johnson, Buffalo Mayor
Staff: Claudia Todd

Johnnie Pond
Tom Knapp
Rich Griffith
Dave Simonsen, CEO
(by phone)

Members absent:

Crosby Taylor
Delbert Eitel
Bill Novotny

Guests: Scott Madsen, City Council; Ben Hostetler, Mountain
Dana Fowler, BDA President; Meadow Wool;
Mike Harriet, Wool buyer

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:01 A.M. **Introduce any guests present** – Scott Madsen, Dana Fowler, Ben Hostetler and Mike Harriet were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
January 24, 2018. (Recorded by Claudia Todd)
Vice Chair Dyess motioned to approve the January 24, 2018 meeting minutes. Griffith second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
A. **Treasurer's report on financial status** – Treasurer Lawrence mentioned the CPA review statement completed by Grooms & Harkins, Casper. Vice Chair Dyess motioned to accept the CPA review. Mayor Johnson second. Motion carried.
- IV. **CEO'S REPORT:**
 - a. **Building update** – No major issues were reported by C.E.O. Simonsen who joined in by phone. The Archery entrance side window is broken. The estimated cost to repair the glass is approx. \$253.00. Dyess suggested use a sheet of steel instead of replacing it with glass.
 - b. **NEW Growth Alliance update** – C.E.O. Simonsen reported that the Management Council will meet next week, and the Technical Advisory committee will meet tomorrow. The group is going to review the proposal by Ady Advantage for the consultants' selection process. The committee has responded to the third RFP.
 - c. **Tech Park Update** – Simonsen reported that the budget was been sent off to the Wyoming Business Council for their review. Simonsen is waiting for the grant agreement which is going to be send to the City directly.
 - d. **Annual Community Recognition Dinner** – C.E.O. Simonsen informed the board that last year's event took place in the spring. This year Simonsen suggested to move the event to the fall which falls into the next fiscal year. No date is set yet.
 - e. **PUBLIC COMMENT PERIOD:** None
- V. **STATUS REPORT ON PROJECTS:**
 - A. **Interapt Project Update** – C.E.O. Simonsen informed about a fiber business providing the majority of the money that is needed. Simonsen is in contact with Interapt owner Gopal to discuss the details. The primary focus is the outreach to businesses that might have an interest in the services the students are able to provide.
The other option that is looked at, is the Workforce development funds in the sum of \$250,000 pre-hire grant. Dyess made a motion to proceed with the project. Pond second. Motion carried.
 - B. **Project Protein** – No update.
 - C. **Project Thunder** – A new project that came through by the Wyoming Business Council and was only passed on to regional groups. It was responded by New Growth Alliance. The regions that were included were: Cody, Basin, Evanston, our region, Laramie and Cheyenne. The project is projecting up to 2,000 jobs, offered by multiple companies in the transportation industry.

VI. NEW BUSINESS:

- a. **Discussion/Action Item: IRP Loan Program (USDA)** – Snowden explained that this loan would allow JOCO First to borrow up to \$1 million and use it as a re-lending program. Maximum loans can be up to \$250,000 with certain limits and criteria that have to be met. Simonsen suggested that the USDA offered to present to the board. The board appreciated the offer.
- b. **Discussion/Action Item: 1% Applications (2) Approval** – Knapp voiced concerns and raised questions regarding the sprinkler system on the 2nd floor in case there won't be an Anker tenant. Dyess explained that the request was made for the entire building not just for the 2nd floor. This effort is being made to eliminate the Fire Marshalls concerns and a possible shut down of the building because fire requirements are not met. Knapp then suggested to eliminate the last paragraph in the application letter. Vice Chair Dyess made a motion to approve both 1% application requests. Knapp second. Motion carried.
- c. **Discussion/Action Item: LBI Letter Discussion Update** – Ben Kirven drafted a demand letter asking for the missing rent. Snowden informed the board about the missing rent of \$25,950.00. Mayor Johnson motioned to approve to send the letter to LBI. Knapp second. Motion carried.
- d. **Discussion/Action Item: Joint City/County/BDA/Chamber/JPB Mtg.** – C.E.O. Simonsen reported that he continues to meet with the Chamber Director. He stated that he met the new BDA Director in Cheyenne during the WEDA Spring conference. Simonsen suggested to set up a meeting with the new BDA Director soon. Conversations about the re-organization of the BDA are talked about but need to be continued and discussed further with the new Director in the near future.
- e. **Discussion/Action Item: Mountain Meadow Wool Proposal** – Ben Hostetler confirmed that the proposal that was sent earlier is the latest one. Dyess raised the question to continue to be an open session. Ben Hostetler agreed to stay in an open session. Dyess made a motion to deny both proposals made by MMW. In addition Dyess authorized the Chairman and his designee to go into negotiations with MMW to further this discussion with the stipulation of meeting the Economic Development Statue 16.6 requirements. This could include a purchase, a lease option, a Triple Net Lease or an option to buy. Griffith second. Motion carries.
- d. **Next Meeting Date** (February 28, 2018)
- a. **AJOURN:** Meeting adjourned at 8:57 A.M.
- b. **Open to Board Members** – Knapp suggested to have a discussion and/or work session regarding operating expenses at the next meeting.

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

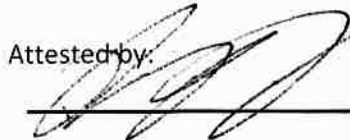


2-14-2018

Bob Snowden, Chair

Date:

Attested by:



2-14-2018

Randy Dyess, Vice-Chairman

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center –Buffalo, WY
January 24, 2018 @ 8A.M.

Members present:

Randy Dyess, Vice Chairman
Bill Novotny, Chair JCC
Travis Lawrence
Mike Johnson, Buffalo Mayor
Staff: Claudia Todd

Johnnie Pond
Tom Knapp
Delbert Eitel
Rich Griffith
Dave Simonsen, CEO

Members absent:

Crosby Taylor

Guests: Scott Madsen, City Council;
Jacob Davis: Buxton Advantage

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:06A.M.
Introduce any guests present – Scott Madsen and Jacob Davis with Buxton Advantage were introduced. Davis gave a presentation about customer analytics for the retail industry.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
January 10, 2018 (Recorded by Claudia Todd)
Treasurer Lawrence motioned to approve the January 10, 2018 meeting minutes. Mayor Johnson second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
A. **Treasurer's report on financial status** – Treasurer Lawrence met with Cloud Peak Accounting to receive the six months financials. Lawrence reported some of the line items in the budget that were in question were answered.
- IV. **CEO'S REPORT:**
 - a. **Building update** – No major issues were reported by C.E.O. Simonsen except for the generator. It goes off on Mondays. Chesbro Electric is checking on it stating that it might be a gas issue.
 - b. **NEW Growth Alliance update** – Simonsen reported that there has not been a new meeting taking place. A huge win for the region was the announcement for "project enterprise" in Sheridan on January 23rd at a local brewery. The gun manufacturer Weatherby is going to locate in Sheridan.
 - c. **PUBLIC COMMENT PERIOD:** None
- V. **STATUS REPORT ON PROJECTS:**
 - A. **Interapt Project Update** – C.E.O. Simonsen informed about a trip that was planned for Ankur Gopal of Interapt to visit Buffalo again but didn't materialize due to mechanical issue with the airplane. He did attend a superintendent's workshop at Ucross discussing the high school component of the project via skype.

B. **Project Protein** – No update.

OTHER BUSINESS:

- a. **Discussion/Action Item: Mountain Meadow Wool Lease** – No update
- b. **Discussion/Action Item: Budget update** – C.E.O. Simonsen prepared a cash flow projection for the board. He explained that as of December 31st JOCO First incurred approx. \$35,000.00 in un-budgeted building, maintenance and upkeep expenses. Approx. \$16,400 in architectural fees for a total of approx. \$51,440.00. Interapt caused expenses, mainly traveling expenses with approx. \$8,400.00 with the result of a total of approx. \$59,000. If there were no out of budget items, the total would have been around \$20,418.00 in the black at the end of the fiscal year. Simonsen indicated the organization will not be able to operate beyond March 2018. The projected shortage is approx. \$40,000.00.
- c. **Discussion/Action Item: Sale of 18 Plains Dr.** – Chairman Snowden informed the board about the plan to sell the building through an auction in April. The current tenant's lease will be up end of April.
- d. **Discussion/Action Item: LBI Letter** – Ben Kirven drafted a letter asking for a lower rent amount than JOCO First requested. C.E.O. Simonsen mentioned that no decision was made regarding the amount. Mayor Johnson offered to talk to Kirven regarding the requested amount. Commissioner Novotny volunteered Sheila Newcomb to comb through the bank statements. Novotny further suggested to request the full amount.
- c. **Discussion/Action Item: Joint City/County/BDA/Chamber/JPB Mtg.** – C.E.O. Simonsen reported about a lunch meeting with Mark Smith which is a monthly meeting now. Councilman Madsen informed the board about six candidates that have been selected for the BDA director position. One will be chosen shortly.
- d. **Next Meeting Date** (February 14, 2018)
- a. **AJOURN:** Meeting adjourned at 10:15 A.M.
- b. **Open to Board Members** – Mayor Johnson motioned into executive session discussing real estate matters and adjourned the meeting right after. Commissioner Novotny second. Motion carried.

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

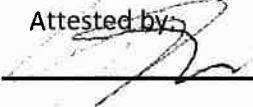


2/14/18

Bob Snowden, Chair

Date:

Attested by:



2/14/18

Randy Dyess, Vice-Chairman

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Town Hall - Kaycee, WY
March 28, 2018 @ 8:30 A.M.

Members present:

Bob Snowden, Chair	Johnnie Pond	Travis Lawrence
Randy Dyess, Vice Chair	Tom Knapp	
Mike Johnson, Mayor	Rich Griffith	
Delbert Eitel	Bill Novotny	
Staff: Claudia Todd	Dave Simonsen, CEO	

Members absent:

Crosby Taylor

Guests: Peter John Camino, local sheep rancher; Debra Anderson, USDA Sheridan office

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:40 A.M.
Introduce any guests present – Peter John Camino and Debra Anderson were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
March 14th, 2018 (Recorded by Claudia Todd)
Vice Chair Dyess motioned to approve the March 14th, 2018 meeting minutes. Knapp second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
A. **Treasurer's report on financial status** – no new report.
- IV. **CEO'S REPORT:**
 - a. **Building update** – A leak in the roof between the Boys & Girls Club from heavy snow was reported by C.E.O. Simonsen. He further informed the board about the Bomber Mountain Civic Center usage numbers. All numbers combined from JOCO First, Sheridan College and Boys & Girls Club show that in 2017 over 27,000 people used the facility in 2017.
 - b. **NEW Growth Alliance update** – Simonsen reported that the group is in conversation with Ady Advantage to finalize the contract.
 - c. **Tech Park Update** – Mayor Johnson provided the board with the latest drawings of the tech park. Simonsen met with Brent Bennett of Nelson Engineering to begin working on design for going to bid and the grant application for the WBC. The application is due June 1st. Discussion centered on the funding that was de-obligated by the WBC for the Upton project. Vice Chair Dyess made a motion to request the unused funds from the town of Upton before the Wyoming Business Council on May 23rd and June 21st for the SLIB Board meeting. Eitel second. Motion carried.
 - d. **Grant Updates** – JOCO First has requested and received a six months suspension from the EDA for the second story renovation project. Simonsen reported that the USDA grant money of \$24,001 has been received.
 - e. **PUBLIC COMMENT PERIOD:** Peter John Camino stated that he was interested in the topics that the board is usually discussing and he wanted to hear it in person.
- V. **STATUS REPORT ON PROJECTS:**
 1. **Interapt Project Update** – Simonsen was not able to connect with Gopal of Interapt due to schedule issues. Mayor Johnson and Commissioner Novotny are planning on setting up a call with the Governor's office to see where the project is at.
 2. **Project Thunder** – No update.

OLD BUSINESS:

- a. **Discussion/Action Item: IRP Loan Program (USDA)** – Debra Anderson was brought in from the USDA office in Sheridan to clarify two of their programs that could be used for Economic Development purpose. She handed out two information sheets about two of their programs. One being the IRP loan program and the other being the REDLG program. The main difference is that the applicant must be a Utility or Phone company requesting money from the REDLG program.
- b. **Discussion/Action Item: Organizational Financing** – Simonsen discussed that he was working on three versions the budget. The expenses for KBJ operations including salaries are: \$271,586, BMCC: \$175,696, 22 Plains Dr. \$58,182. The Income for KBJ is: \$285,889, BMCC \$119,526, 22 Plains Dr. \$66,600. Simonsen calculated in a 25% maintenance reserve fund.. Commissioner Novotny suggested a written reserve policy. Mayor Johnson suggested to wait to present to the city until April 17th for JOCO First and represent when the updated budget has been finalized. He stressed to have a detailed budget ready to present.
- c. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Mayor Johnson met with Karen and Ben Hostetler of MMW who are proposing the following: 3 year lease, \$3000 rent per month for the entire 25000 sq. ft. building, MMW would be responsible for taxes, insurance, utilities with the first right of refusal on the purchase of the building. There will be a six months period for both parties to get out and no credit for back rent or wool premium paid. No right to sublease to other renters. Tom Knapp informed the board that MMW is not able to pay more than \$3000 monthly.
- d. **Discussion/Action Item: Sale of 18 Plains Drive** – Snowden suggested to start advertising to sell the building asap for a minimum of \$225,000. When the bids come in Snowden requested to have five board members present. Interest in the building was voiced to Chairman Snowden.

NEW BUSINESS:

- a. **Discussion/Action Item: Joint Planning Session** – Simonsen suggested a City/County planning session with a plan that everybody can agree on as far as the future plan of this organization. The Joint Powers Board plan is four years old and needs updated. Snowden suggested to the board to provide the City and County with a written report issued by the C.E.O. along with a quarterly report. Commissioner appreciated the idea of any information provided.
- d. **Next Meeting Date** (April 11, 2018)
 - a. **AJOURN:** Meeting adjourned at noon.
 - b. **Open to Board Members** – No comments.

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



4/11/18

Bob Snowden, Chair

Date:

Attested by:



4/11/18

Randy Dyess, Vice-Chairman

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
April 11, 2018 @ 8:00 A.M.

Members present:

Bob Snowden, Chair	Johnnie Pond
Tom Knapp	Travis Lawrence
Mike Johnson, Mayor	Rich Griffith
Bill Novotny	
Staff: Claudia Todd	Dave Simonsen, CEO

Members absent:

Crosby Taylor
Randy Dyess, Vice Chair
Delbert Eitel

Guests: Brandi Harlow, Wyoming Business Council; Scott Madsen, City Council

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:03 A.M.
Introduce any guests present – Brandi Harlow and Scott Madsen were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
March 28th, 2018 (Recorded by Claudia Todd)
Mayor Johnson motioned to approve the March 28th, 2018 meeting minutes. Griffith second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. **Treasurer's report on financial status** – Treasurer Lawrence discussed the financials up to March 31st and the nine months year to date financials. He explained the expenses including outstanding bills. The County's support of \$25,000 is not reflected in the latest financials.
Lawrence informed the board about the tight situation until the end of this fiscal year. Commissioner Novotny moved to accept the financials as presented. Mayor Johnson second. Motion carried.
- IV. **CEO'S REPORT:**
 - a. **Building update** – C.E.O. Simonsen reported that the facility currently is very busy with events. He mentioned the National Meat Processing Association holding their annual convention with approx. 130 attendants at the center as well as the JCSD1 holding a three day School Retreat with about 100 students per day.
Simonsen further reported about a cut in the membrane on top the main roof which caused several leaks inside the building. That part of the roof is currently under warranty.
 - b. **NEW Growth Alliance update** – Simonsen reported that the group is continuing negotiating with Ady Advantage to finalize the contract.
 - c. **Tech Park Update** – C.E.O. Simonsen suggested to come up with a name for the Tech Park. He visited with Brent Bennett with Nelson Engineering to begin working on a letter to be send to the Wyoming Business Council requesting the remainder of funding.
Due to Rocky Mountain Power who set up a pole in the road Simonsen explained that there will be a slide bend in the entry to the park from TW Road. With that there will be a space to build a sign. The main concern at this point is access to the Tech Park. Simonsen is waiting for the State's response.
 - d. **Grant Updates** – Simonsen reported that the EDA grant is in suspension and the USDA grant money has been received.
 - e. **PUBLIC COMMENT PERIOD:** None

V. STATUS REPORT ON PROJECTS:

1. **Interapt Project Update** – Simonsen having difficulties reaching out to Interapt. Mayor Johnson and Commissioner Novotny are working on a face to face meeting with the Governor's office to see where things are at and why there is a stand still. Mayor Johnson requested all documentation about Interapt and the studies that have been done. Simonsen is in process of putting together board member books for every board member with all the documentation regarding the organization.
2. **Project Thunder** – Brandi Harlow with the WY Business Council informed the board that Brandon Marshall, recruitment specialist with the Wyoming Business Council is going to visit the company to receive more detailed information.

OLD BUSINESS:

- a. **Discussion/Action Item: USDA Funding Options** – Simonsen talked about the two options that were discussed previously. The REDLG vs. Simonsen talked with Scott Sullivan with the USDA's office to schedule a meeting with Powder River Energy. USDA is filling out the application on behalf of the Utility company.
- b. **Discussion/Action Item: 2019 Organizational Budget** – Chairman Snowden explained the budget and mentioned a shortfall of approx. \$75,000. It included \$50,000 for repair & maintenance for Bomber Mtn. Center, \$4,700 for 22 Plains Dr., and it also shows a building maintenance reserve of \$59,882 for Bomber Mtn. Center and \$9,000 for 22 Plains Dr. Chairman Snowden suggested to set up a separate bank account for a maintenance reserve.
Vice Chair Dyess motioned to approve to allocate money and put in a reserve account for Bomber Mtn. Center and 22 Plains Dr. Knapp second. Motion carried.
Commissioner Novotny suggested to the City to take over the Lawn care and Snow removal. Lawrence motioned to approve the budget with adjustment to be made. Mayor Johnson second. Motion carried. The budget will be presented on April 24th before the City Council.
Mayor Johnson suggested to ask the Recreation board for funding \$32,000 in order to cover maintenance cost at Bomber Mountain Civic Center and the increase in usage.
Simonsen put in a request for severance money for the amount of \$25,000 a week earlier.
- c. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Mountain Meadow Wool requested the entire building for their use. Chairman Snowden and Mayor Johnson are going to set up another meeting face to face with MMW in the near future. Chairman Snowden suggested the REDLG program again. Mayor Johnson suggested the following for the new lease agreement: Three year lease for the entire building escalation clause added. 1st increase after 12 months to \$4,500, 2nd increase after another 12 months to \$6,000.
- d. **Discussion/Action Item: Sale of 18 Plains Drive** – Snowden reminded the board of the minimum bid of \$225,000 for the building. Mark Grabin with Baby Riddle made an offer under bid and has decided against it since.

NEW BUSINESS:

- a. **Discussion/Action Item: HVAC Maintenance Contract Update** – Simonsen informed the board about one bid that was received from Great Divide Fabrications, Eric Burden. The bid included exchanging filters at Bomber Mtn. Civic Center only two times a year (instead of four times) which will cut cost in almost half. JOCO First would increase the pay of the Janitor in exchange. The bill for HVAC is currently approx. \$13,000 annually. JOCO First is waiting for another bid from Powder River Heat & Air condition who is in process of adjusting the amount. Mayor Johnson moved to approve the Great Divide Fabrication bid. Pond second. Motion carried.

- d. **Next Meeting Date** (April 25, 2018)
- a. **AJOURN:** Meeting adjourned at 9:55a.m.
- b. **Open to Board Members** – No comments.

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



4/25/18

Bob Snowden, Chair

Date:

Attested by:



4/25/18

Randy Dyess, Vice-Chairman

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
April 25, 2018 @ 8:00 A.M.

Members present:

Bob Snowden, Chair
Tom Knapp
Mike Johnson, Mayor
Bill Novotny
Staff: Claudia Todd

Johnnie Pond
Travis Lawrence
Rich Griffith
Randy Dyess, Vice Chair
Dave Simonsen, CEO

Members absent:

Crosby Taylor
Delbert Eitel

Guests: Brandi Harlow, Wyoming Business Council; Scott Madsen, City Council

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:05 A.M.
Introduce any guests present – None Present
- II. **REVIEW/ACCEPT MEETING MINUTES:**
April 11th, 2018 (Recorded by Claudia Todd)
Mayor Johnson motioned to approve the March 28th, 2018 meeting minutes. Pond seconded. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. **Treasurer's report on financial status** – Treasurer Lawrence updated the board on the funding approved by the City at their last meeting (\$25k).
- IV. **CEO'S REPORT:**
 - a. **Building update** – C.E.O. Simonsen reported that the facility continues to be busy with events/activities. The Boy Scouts utilized the facility and grounds this past weekend. Some of their deposit will be held back due to damage caused during the use of the facility.
 - b. **NEW Growth Alliance update** – Simonsen reported that the contract with Ady is nearing the final draft stage and will then be executed.
 - c. **Tech Park Update** – The letter requesting that the City of Buffalo Business Ready Communities application to fully fund the tech park has been submitted.
 - d. **Grant Updates** – Simonsen reported that the Johnson County Recreation District's grant application for \$32,000 was submitted.
 - e. **PUBLIC COMMENT PERIOD:** None
- V. **STATUS REPORT ON PROJECTS:**
 1. **Interapt Project Update** – Simonsen reported that Ankur did reach out after the last JOCO meeting. He sent an email to Jeremiah and cc'd Mayor Johnson and Bill Novotny. To date there has not been a response to that message.
 2. **Project Thunder** – No update available

OLD BUSINESS:

- a. **Discussion/Action Item: 2019 Organizational Budget** – The budget was approved at the last meeting, but Simonsen reminded everyone that if anything is cut, the budget would need to be amended and re-approved.
- b. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Mountain Meadow Wool responded to Mayor Johnson concerning the latest lease proposal from JOCO First. They are exploring financing options at this time to purchase the facility.
- c. **Discussion/Action Item: Facility Support Comparison** – Simonsen contact civic/community centers from throughout the state to get information about each facility and the amount of public (Particularly City support) financial support each facility receives. Torrington, Evanston, Casper, Gillette, Lander, and Worland were each contacted.

NEW BUSINESS:

- a. **Discussion/Action Item: Bomber Mountain Website** – Simonsen updated the board on the BMCC website development process. The site is being developed by Golden Shovel Agency at no additional cost to JOCO First. A link will be sent out to the board.
- d. **Next Meeting Date** (May 9, 2018)
 - a. **AJOURN:** Meeting adjourned at 9:47a.m.
 - b. **Open to Board Members** – No comments.

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

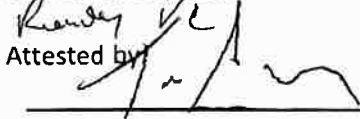


5-9/18

Bob Snowden, Chair

Date:

Attested by



Randy Dyess, Vice Chairman

Date:

5/9/2018

TRAVIS LAWRENCE, TREASURER

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
May 09, 2018 @ 8:00 A.M.

Members present:

Randy Dyess, Vice Chair
Tom Knapp
Mike Johnson, Mayor
Bill Novotny, JCC Chair
Staff: Claudia Todd

Travis Lawrence
Rich Griffith
Delbert Eitel
Dave Simonsen, CEO

Members absent:

Crosby Taylor
Bob Snowden

Guests: Scott Madsen, City Council; Steve Birbeck, store owner

- I. **CALL TO ORDER AND INSTRUCTIONS:** Vice Chair Dyess called the meeting to order at 8:03 A.M.
Introduce any guests present – Scott Madsen, Steve Birbeck were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
April 25th, 2018 Meeting Minutes (Recorded by Claudia Todd)
Treasurer Lawrence motioned to approve the April 25th, 2018 meeting minutes. Mayor Johnson second.
Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. **Treasurer's report on financial status** – The current CPA expenses continue to increase. Therefore, Treasurer Lawrence introduced a new proposal from Jennifer Schroefel, Accounting by the Book CPA explaining her services. Her proposal offering a flat \$525 monthly fee including preparing the budget plus up to one amendment. Lawrence suggested to switch over to Accounting by the Book. Board member Eitel made a motion to switch to Accounting by the Book. Knapp second. Motion carried.
Treasurer Lawrence suggested to discuss the financial report at the next board meeting on May 23rd, 2018.
- IV. **CEO'S REPORT:**
 - a. **Building update** – C.E.O. Simonsen requested clarification regarding the snow removal/lawn care for BMCC. Commissioner Novotny informed that the County is taking over the lawn care and the City is going to take care of the snow removal. No further issues with the building at this point.
 - b. **NEW Growth Alliance update** – Simonsen explained that the contract with Ady Advantage was approved for signature by the Management Council. Mayor Miller of Sheridan is signing the contract once back in the office. A technical Advisory committee meeting was held on May 8th. Ady Advantage attended the meeting by phone.
 - c. **Tech Park Update** – Simonsen informed the Board that the letter requesting that the application be considered for full funding was being reviewed by the WY Business Council.
 - d. **Grant Updates** – C.E.O. Simonsen informed the Board that the Rec board grant presentation was scheduled on May 9th at 9p.m. at the School Administration office asking for \$32,000. The amount given last year was \$25,000.
 - e. **PUBLIC COMMENT PERIOD:** Steve Birbeck introduced himself and handed out a document requesting several questions be answered at a subsequent meeting. (See attached).

V. **STATUS REPORT ON PROJECTS:**

1. **Interapt Project Update** – Commissioner Novotny and Mayor Johnson had a phone conversation with Jeremiah Rieman with the Governor's office regarding the training component. The ENDOW Workforce Training money was put towards Community Colleges. Mayor Johnson reported on a conversation with Dr. Young from the Northern Wyoming Community College. Dr. Young expressed support for initiating some form of coding training program if the community would support the program.
2. **Project Thunder** – The Wyoming Business visited with the company and is reviewing the proposals.

OLD BUSINESS:

- a. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Mayor Johnson updated the board about the latest negotiations with the company. The lease between MMW and KBJ ended on March 14th, 2018. Hostetler talked to the bank again who is able to lend them approx. \$400,000. Johnson suggested to pursue the REDLG program offered by the USDA that was discussed at a previous meeting. Simonsen explained the next steps since the bank has not approved the amount that was requested was the completion of an application to Powder River Energy. A rejection letter from the bank is going to be one of the requests.

Mayor Johnson suggested to have Ben Kirven prepare a new lease agreement to be forwarded to MMW including the following: A two year term lease, \$3,000 monthly rent for year one, the 2nd year would increase to \$4,500 per month, and the second option would be a month to month lease of \$5,000 rent per month. Knapp made a motion to approve above mentioned lease agreement to MMW. Treasure Lawrence second. Motion carried.

NEW BUSINESS:

- a. **Discussion/Action Item: Joint City/County/JOCO Meeting review** – The planning meeting was discussed and the next meeting will be scheduled for some time in July.
- d. **Next Meeting Date (May 23, 2018)**
 - a. **AJOURN:** Meeting adjourned at 9:35a.m.
 - b. **Open to Board Members** – Due to the upcoming sale of the 18 Plains Drive property, the board discussed and agreed that in order to maximize the potential sale of the property that all leases be ended and that the tenants be given notice to move. Treasure Lawrence made the motion to terminate the leases and have everything removed from the property before the property is brought up for sale. Commissioner Novotny second. Motion carried.

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



Randy Dyess, Vice Chair

5/23/18

Date:

Attested by:



Board Member

5/23/18

Date:

4/27/2018

TO: JOCO FIRST BOARD OF DIRECTORS

From: Steve Birbeck, Buffalo resident and downtown business owner

INTERAPT TRAINING PROGRAM

1. What is the projected total per-student cost of the proposed Interapt training program?
2. How much time, effort and money has been spent so far on the training program?
3. What are the measurable anticipated benefits of this program to the Community?
4. What are the specific hiring requirements that Interapt will impose on students who graduate from the program and seek employment with Interapt?
5. How much will it cost JOCO in staff and overhead expenses to become the employment agency to find jobs for graduating students that are not hired by Interapt?
6. Why is JOCO in the job training business instead of the School District and/or Sheridan College?
7. What is your response to the factual evaluation provided by Jeff Whitehead, Executive Director of the organization that sponsored the Interapt training program in Kentucky?

BOMBER MOUNTAIN CIVIC CENTER

1. What is the total cost of renovation of the Civic Center building and grounds?
2. What is the appraised value of the building?
3. Will the Board consider mailing out a County-wide questionnaire and ask all citizens of Buffalo and Johnson County what they think should be done with the building?
4. Does the Board agree with the Downtown Plan for Buffalo, adopted in 2008, that stated the Civic Center is a valuable asset to the community and should be redeveloped for civic (not commercial) purposes?
5. Would the Board support the effort to renovate the building to provide space for community non-profit organizations in lieu of operational subsidies?

ECONOMIC DEVELOPMENT

1. Will the JOCO Treasurer initiate an effort to work with the City and County Treasurers to compile a five year financial summary of the organization and separately evaluate Bomber Mountain Civic Center activities from Economic Development endeavors? *Evaluate*
2. Would the Board be willing to redirect its organizational objectives to address public safety and community infrastructure needs?
3. Would the Board be willing to adopt the Downtown Plan for Buffalo as a priority component of JOCO's Economic Development program?
4. Would the Board be willing to postpone the adoption of the 3 year Marketing Plan and the proposed strategic planning session until the completion of the 5 year Financial Evaluation suggested in Item #1 above?

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
May 23, 2018 @ 8:00 A.M.

Members present:

Randy Dyess, Vice Chair
Tom Knapp
Mike Johnson, Mayor
Bill Novotny
Staff: Claudia Todd

Dave Simonsen, CEO
Rich Griffith

Members absent:

Bob Snowden
Travis Lawrence
Delbert Eitel
Crosby Taylor

Guests: Scott Madsen, City Council; Steve Birbeck, store owner; Stephen Dow, Buffalo Bulletin; Ben Hostetler, Mountain Meadow Wool; David Iverson

- I. **CALL TO ORDER AND INSTRUCTIONS:** Vice Chair Dyess called the meeting to order at 8:08 A.M.
Introduce any guests present – Scott Madsen, Steve Birbeck, Stephen Dow and David Iverson were introduced. Ben Hostetler arrived at a later time.
- II. **MOVE INTO PUBLIC HEARING FOR BUDGET APPROVALS**
 - a. **2017/18 Budget Amendment** – Vice Chair Dyess explained the amended budget to the board. Mayor Johnson moved into Public Hearing for both Budget Approvals. Knapp second. Motion carried. No public comment.
 - b. **2018/19 Budget** – C.E.O. Simonsen stated that the Boys & Girls Club possibly moving out of the BMCC by the end of February 2019 is not mentioned in the amendment.
Griffith motioned to approve the 2018/19 budget as presented. Knapp second. Motion carried. Stephen Dow requested a copy of the 2018/19 budget. No further public comment.
Griffith motioned to close the public meeting. Mayor Johnson second. Motion carried.
Mayor Johnson clarified the two changes that needed to be made regarding the budget: The first change is grants committed under the total of \$444,000. Broken down as \$216,500 in general and \$227,500 under the BMCC which includes the Sprinkler System. The second change is the \$2,700 for 18 Plains Dr. that will go under the line item as a mortgage payment. Griffith motioned to approve the changes to the budget. Knapp second. Motion carried.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
May 9th, 2018 Meeting Minutes (Recorded by Claudia Todd)
Mayor Johnson motioned to approve the May 9th, 2018 meeting minutes as presented. Knapp second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. **Treasurer's report on financial status** – No report
- IV. **CEO'S REPORT:**
 - a. **NEW Growth Alliance update** – C.E.O. Simonsen informed the board that the contract with Ady Advantage has been signed and the initial meeting with the Management Council is set for today.
 - b. **Tech Park Update** – Simonsen informed that Brent Bennett with Nelson Engineering has given a brief overview and update via e-mail added to the board packet regarding the Tech Park project. Commissioner Novotny added that the TW Rd. project is one week behind schedule due to severe weather. The majority of the completion is set to be completed by October of this year. No specific timeline is given regarding the completion of the project. Simonsen further suggested to bring Bennett to the next board meeting to give a full update on the projects. The board agreed.

- c. **Building update** – C.E.O. Simonsen informed the board about a minor leak issue on the ceiling of the band room. He further mentioned Rocky Mtn. Equipment Brokers has paid their past due rent. Dan Rogers visited the office after he received the certified letter from JOCO First. The certified letter was sent to him to request that he clear the property that he was leasing in order to sell 18 Plains Dr. He requested a current lease agreement and was stating that he initiated the snow removal in the winter and road maintenance in the summer and requested financial reimbursement from JOCO First. Mayor Johnson informed that there is no existing contract.

VI. PUBLIC COMMENT PERIOD: None

V. STATUS REPORT ON PROJECTS:

1. **Interapt Project Update** – C.E.O. Simonsen informed that he received a confidential plan from Interapt that explains their plans. Gopal wishes to forward this plan directly to the Governor. Johnson stated that a conversation is going to be held including Commissioner Novotny with Gopal talking about the conversation with Rieman. Simonsen stated that Workforce services never required a business plan for funding of Workforce Grants. The Wyoming Business Council confirmed this statement. Mayor Johnson informed that in order to get funding from the Governor's office and ENDOW a business plan has to be presented.

2. **Project Thunder** – No update

OLD BUSINESS:

- a. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Mayor Johnson received comments on the amended lease proposal from Ben Hostetler. Johnson discussed the amendments. Ben Hostetler is looking for full support from the board. Hostetler is working on getting the knitting machines to work within approx. 2 months. Johnson is going to follow up with Ben Kirven to come up with the final version of the new lease agreement. Mayor Johnson suggested a 5 year lease incl. a renewable clauses, \$4,200 monthly rent incl. paying Tax, Insurance and water. Johnson is going to follow up with Ben Kirven to come up with the final version of the new lease agreement.
- b. **Discussion/Action Item: Plains Drive Maintenance and Detour** – Simonsen informed the board about Dan Rogers's concern about the road being used as a detour during the construction project on TW Road and he asked what the maintenance plan is for the road. Commissioner Novotny explained that the public is choosing to drive through Plains Drive, a private road but that it is not an official detour.

NEW BUSINESS:

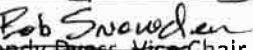
- a. **Discussion/Action Item: Steve Birbeck's Information Request** – Vice Chair Dyess has contacted Ben Kirven to see if the request was a public information request. Per Kirven it wasn't. Simonsen reminded the board that the previous requests for the release of public records had come from out of state and those requests had been treated as follows: \$100 per/hr and .50c per copy for a public record request. The board agreed to discuss the questions at the June 27th meeting.
- b. **Discussion/Action Item: Boys & Girls Club Lease update** – Simonsen informed the board that the Boys & Girls Club has given their notice to move out of the BMCC when their lease ends in February 2019. The Boys & Girls Club indicated that they have purchased a vacant building in town. Simonsen, Dyess and Snowden had a conference call with the Boys & Girls Club staff from Casper, Ashlea and Brandi. Dyess added that the Boys & Girls Club may or may not move in February. Dyess suggested that staff begin the search to find another tenant for the space.
- c. **Discussion/Action Item: BMCC Property Tax Assessments** – Simonsen stated that he has been in conversation with Cindy Barlow with the Assessor's office regarding a "hardship ruling" for JOCO First. Simonsen further explained that each tenant is responsible for the property taxes as the current leases read. Barlow suggested changing all leases and not having the tenant's being responsible for the property taxes and then if the hardship request is approved the taxes could be waved.

- d. **Next Meeting Date** (June 13, 2018)
- a. **AJOURN:** Meeting adjourned at 9:40a.m.
- b. **Open to Board Members** – No comment

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



6/13/18


~~Bandy Dyess, Vice Chair~~

Date:

Attested by:



6/13/18

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
June 13, 2018 @ 8:00 A.M.

Members present:

Bob Snowden, Chairman
Tom Knapp
Travis Lawrence
Bill Novotny
Staff: Claudia Todd

Dave Simonsen, CEO
Rich Griffith
Delbert Eitel
Rick Myers

Members absent:

Mike Johnson, Mayor
Crosby Taylor
Randy Dyess

Guests: Shann Edwards, CRC; Steve Birbeck, store owner; Adam Todd, Blacktooth Excursions; Jonny Law, Flood Marketing Sheridan; Brent Bennett, Nelson Engineering

I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:04 A.M.
Introduce any guests present – Steve Birbeck, Adam Todd, Shann Edwards, Jonny Law were introduced.
Brent Bennett arrived at 8:20am.

II. **REVIEW/ACCEPT MEETING MINUTES:**
May 23th, 2018 Meeting Minutes were presented as recorded by Claudia Todd.
Board Member Knapp motioned to approve the May 23th, 2018 meeting minutes as presented. Griffith second. Motion carried.

III. **FINANCIALS: Travis Lawrence, Treasurer**
A. **Treasurer's report on financial status** – Treasurer Lawrence updated the board on the transition from Cloud Peak Accounting to Accounting by the Book, Jennifer Schroefel. Lawrence gave an overview of the latest financials.
Knapp motioned to accept the financials as presented. Griffith second. Motion carried.
C.E.O. Simonsen raised the question regarding having the budget online available to all board members. Griffith recommended not to. Griffith motioned to decline the online budget availability. Knapp seconded. Motion carried.

IV. **CEO'S REPORT:**
a. **NEW Growth Alliance update** – C.E.O. Simonsen explained NGA and how it works to the new board member Myers. The group is getting ready to do their first site visits in this region for 3 days/2 nights.
b. **Building update** – Simonsen informed the board about a lightning strike that hit the building a week earlier and took out several contactors. The expensive part wasn't to replace the parts but finding the issue. Contractors were in the building for two days trying to find the problem. The generator jumped on and functioned for about 5 hours. Snowden suggested to contact the insurance company to file a claim.
Simonsen further informed that the North entrance has not been working properly. The manufacturer of the doors has been contacted to fix the issue. Furthermore, the roof has been fixed where pieces of tin had caused some damage.
The camera that had been damaged has been replaced and the two boys that caused the damage have been come into the office and apologized. They will be doing community service work for about 20 hours at the BMCC in the near future.
A new event, an auction was held in the large gym over the last weekend and brought about 200 folks to the BMCC.

VI. **PUBLIC COMMENT PERIOD:** None

V. STATUS REPORT ON PROJECTS:

1. **Interapt Project Update** – Simonsen included the proposal from Interapt in the board packet and he continues to be in contact with the C.E.O. of the organization.
2. **Project Thunder** – No update

OLD BUSINESS:

- a. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Chairman Snowden suggested to wait until Mayor Johnson is back from vacation to make final changes to the lease agreement.
- b. **Discussion/Action Item: Birbeck Information Request Document** – Chairman Snowden pointed out Mayor Johnson's response to Mr. Birbeck's request. C.E.O. Simonsen informed the board about the conversation that had been held with Mr. Birbeck about numbers related to Interapt. Simonsen explained that the numbers were dependent upon the number of students participating in the class and whether or not they were all adults or a mix of adults and high school students.
Board member Knapp suggested to postpone the response to questions until the work session scheduled for June 27th.
Board Member Knapp motioned to table Mayor Johnson answers to Mr. Birbeck's request to June 27th meeting. Commissioner Novotny seconded. Motion carried.
- c. **Discussion/Action Item: Proposal Joint Planning Meeting (July 12th)** – Simonsen stated that this meeting will be another public meeting and an invitation to the Chamber of Commerce and BDA will be provided at the lunch meeting coming up today. Snowden suggested moving the meeting from early morning to 5:30pm. Shann Edwards voiced interest to attend the planning meeting but won't be able to make it July 12th. A new date was suggested for July 19th.
- d. **Discussion/Action Item: Tech Park** – Brent Bennett with Nelson Engineering presented an update of what has occurred up to this point. Construction is supposed to start by the end of July.

NEW BUSINESS:

- a. **Discussion/Action Item: BMCC Facility Usage Discussion (Shann Edwards)** – Simonsen introduced Shann Edwards and gave a brief history on how previous conversations that had occurred with CRC and Tony Cervenka that involved utilizing space in BMCC. Edwards introduced herself and explained her idea to bring non-profit organizations to the BMCC as renters to share resources. For example DFS, Compass/CAZA, Family Crises Center and the City Hall itself could be potential tenants. Edwards was invited to attend the joint City/County/JOCO First work session.
- b. **Discussion/Action Item: Creation of Non Profit Entity** – Chairman Snowden explained the advantage becoming a non-profit organization which will be discussed at the next workshop meeting.
- c. **Discussion/Action Item: Election of Officers** – Simonsen informed the board that board member Knapp voiced interest in the position of chairman and Randy Dyess voiced interest in continuing being Vice Chair. Travis Lawrence stated that he would also like to step down as Treasurer. Snowden asked Lawrence to stay on as Treasurer until the transition between the two CPA firms is completed. Lawrence agreed.
Board member Knapp nominated Randy Dyess for Vice Chair. Griffith seconded. Motion carried.
Lawrence nominated Tom Knapp as Chairman. Eitel seconded. Motion carried.

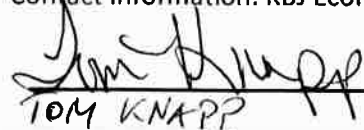
OTHER BUSINESS:

Next Meeting Date (June 27, 2018) – Board work session

Open to Board Members – No comment

AJOURN: Meeting adjourned at 9:53a.m.

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


TOM KNAPP

6-27-18

~~Bob Snowden~~, Chairman

Date:

Attested by: 

6/27/2018

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
June 27, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman
Bob Snowden
Travis Lawrence
Bill Novotny
Mike Johnson, Mayor
Staff: Claudia Todd

Dave Simonsen, CEO
Rich Griffith
Delbert Eitel
Rick Myers
Randy Dyess

Members absent:

Crosby Taylor

Guests: Shann Edwards, CRC; Scott Madsen, City Council; Brandi Harlow, Wyoming Business Council; Ben Hostetler, Mountain Meadow Wool (MMW)

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Knapp called the meeting to order at 8:03 A.M.
Introduce any guests present – Shann Edwards, Brandi Harlow, Scott Madsen were introduced. Hostetler arrived at a later time.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
June 13th, 2018 Meeting Minutes (Recorded by Claudia Todd)
Treasurer Lawrence motioned to approve the June 13th, 2018 meeting minutes as presented. Griffith second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. **Treasurer's report on financial status – May Financials** - Jennifer Schroefel has taken over the accounting services earlier than expected due to Cloud Peak not fulfilling their contract. Simonsen, Lawrence and Schroefel met and discussed the changes and corrections they would like to incorporate in the future. Lawrence motioned to table the financials to the next board meeting. Dyess second. Motion carried.
Commissioner Novotny motioned to use the line of credit to cover the outstanding property tax. Snowden second. Motion carried.
- IV. **CEO'S REPORT:**
 - a. **NEW Growth Alliance update** – C.E.O. Simonsen updated the board on the upcoming site visit by Ady Advantage.
 - b. **18 Plains Drive Marketing** – Simonsen informed the board that the Sale of 18 Plains Dr. was advertised with Wyoming Press, Casper Star Tribune, Buffalo Bulletin and the local Social Media Buffalo/Sheridan Upcycle, BMCC, Buffalo, WY, JOCO First Facebook pages. JOCO First's office was contacted close to 25 times.
 - c. **Building update** – Coordinator Todd informed the board about the new events that were taking place at the center such as New Miners Classes, SBDC business workshop and Dueling Piano's put on by the Buffalo Chamber which brought in close to 100 people. In mid-September the WY Legislative Service Office is bringing in 24 Legislators plus the public for their annual event.
Beginning of August the YMCA is in the process of renting the Old Library exclusively for all their Yoga classes from Monday-Saturday. At present, they are renting only two days a week but wanting to expand their program. Currently \$240 is collected monthly. Starting August the rent will be increased to \$400 per month.

Mark Grabin with Unknown Baby Box LLC is in the process of purchasing a building on Main Street therefore he has given notice and is planning on moving out of the BMCC by the end of July. This available space has already been advertised on Social Media and the Marquee outside the building. Todd is still waiting for an invoice from Powder River Heating & A/C from a few weeks ago when the Lightening stroke the building. In the meantime Todd informed North Wyoming Insurance about the incident and was informed by the insurance that the deductible is \$2,500.00.

- VI. PUBLIC COMMENT PERIOD:** Shann Edwards asked about the new CPA's monthly fee. Edwards suggested to bring the day to day accounting in house.

V. STATUS REPORT ON PROJECTS:

1. **Interapt Project Update** – Simonsen went to Cheyenne last week to attend meetings with the Secretary of State and Governor Mead. Governor Mead spoke positively about the project.
2. **Project Thunder** – Brandi Harlow reported that due to the company's busy season they have not had a chance to look at the proposals. Therefore, no new updates.

OLD BUSINESS:

- a. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Mayor Johnson gave a brief history about the discussions that had been held over the past 8 months. The rent that has been paid has not been close to market rate rent which would be closer to \$10,000 per month. The current rent collected is \$3,000. Mayor Johnson suggested to still pursue the USDA REDLG program with the potential for MMW to purchase the building. He further suggested for MMW to pay \$4,200 per month for the entire building (approx. 25,000 sq. ft.), MMW has first right to refusal with a 3% escalation per year with a 3% increase every year, renewable. This also includes a 6 months termination clause. Property tax and Insurance would be paid by JOCO First. Mayor Johnson motioned to approve the above listed lease agreement condition. Snowden second. Motion carried.
C.E.O. Simonsen explained that the USDA REDLG does not work under the rules and regulations. One of the requirements are stable finances. Hostetler confirmed the fact that MMW never approached the banks for a loan. This discussion was interrupted by the upcoming auction in the band room at 9a.m.
Mayor Johnson made a motion to approve the MMW Lease includes the following: \$4,200 rent per month with a 3% escalation, 6 months termination clause, JOCO First paying Tax and Insurance, MMW would rent the entire building.
- b. **Discussion/Action Item: Creation of Non Profit Entity Documents – no discussion**
- c. **Discussion/Action Item: Proposal Joint Planning Meeting (July 19th) – Reminder to board members only**

NEW BUSINESS:

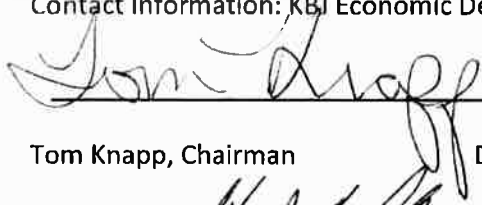
- a. **Discussion/Action Item: Strategic Plan Review** – Mayor Johnsen pointed out the Strategic Plan from 2014 and the bullet points written up by Julie Silbernagel that should be discussed at the July 11th meeting so some of the questions could be answered by July 19th for the Joint planning session. Chairman Knapp asked that the board allocated at least three hours to only the strategic planning at the meeting on the 11th.
- b. **Discussion/Action Item: Fire System Design Proposal** – Knapp informed the board about a proposal that has been received by the Western States Fire Protection. The cost for the Fire Alarm was around \$8,000 and for the Sprinkler System around \$12,000. Mayor Johnson suggested getting a second bid.
- c. **Discussion/Action Item: 18 Plains Drive Property Sale (9:00a.m.)** – Due to not receiving any bids the auction was cancelled. Commissioner Novotny motioned to begin with the process to prepare for a sealed bid for 18 Plains Dr. property. Myers second. Motion carried.
Commissioner Novotny suggested to start advertising again for three weeks. Mayor Johnson added that bids need to be submitted to City Hall by Tuesday, July 24th at 5pm. Bids will be opened and considered on Wednesday, July 25th at 8am at JOCO First.
Mayor Johnson made a motion to add 2.5% commission for any realtor bringing a successful bidder to the table. Dyess second. Motion carried.

OTHER BUSINESS:

Next Meeting Date (July 11, 2018) – Board work session
Open to Board Members – No comment

AJOURN: Meeting adjourned at 10:17a.m.

Contact Information: KBI Economic Development (307) 620-1260 Info@jocofirst.com



7-11-2018

Tom Knapp, Chairman

Date:

Attested by:



07/13/18

Board Member

Date:

Richard B. Griffith

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
July 11, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman
Randy Dyess
Travis Lawrence
Bill Novotny
Mike Johnson, Mayor
Staff: Claudia Todd

Rich Griffith
Delbert Eitel
Rick Myers
Dave Simonsen, CEO

Members absent:

Crosby Taylor
Bob Snowden

Guests: Steve Birbeck, Business Owner; Brandi Harlow and Kim Porter, Wyoming Business Council; Jennifer Schroefel, CPA

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Knapp called the meeting to order at 8:05 A.M.
Introduce any guests present – Steve Birbeck, Kim Porter, Brandi Harlow and Jennifer Schroefel were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
June 27th, 2018 Meeting Minutes (Recorded by Claudia Todd)
Mayor Johnson motioned to approve the June 27th, 2018 meeting minutes as presented. Griffith second.
Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - a. **Treasurer's report on financial status – May Financials** - Jennifer Schroefel was attending and the financials were discussed with her. Myers voiced concern about the sustainability of the organization. A discussion was held about solutions.
- IV. **NEW BUSINESS:**
 - a. **Discussion/Action Item: Strategic Planning Session** – Kim Porter (Wyoming Business Council) facilitated the meeting with the assistance of Brandi Harlow. Work focused on developing goals, vision and mission for the organization. Kim assured the board that she would have a draft document completed that could be presented and further discussed on July 19th at 5:50p.m. during the Joint JOCO/City/County meeting. (See attached work sheet).

OTHER BUSINESS:

a. **Next Meeting Date** (July 25, 2018) – regular board meeting

b. **Open to Board Members** – No comment

ADJOURN: Meeting adjourned at 11:20a.m.

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



Tom Knapp, Chairman

Date:

8-8-18

Attested by:



Board Member

Date:

8/8/18

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
July 25, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman
Randy Dyess
Shann Edwards
Bill Novotny
Mike Johnson, Mayor
Staff: Claudia Todd

Zac Smith
Rich Griffith
Rick Myers
Dave Simonsen, CEO

Members absent:

Crosby Taylor
Delbert Eitel

Guests: Steve Birbeck, Business Owner; Scott Madsen; City Council. Arrived later: Kristi Racines, Chief Fiscal Officer for all the courts in WY, Candidacy for WY State Auditor.

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Knapp called the meeting to order at 8:02 A.M.
Introduce any guests present – Zac Smith and Shann Edwards were welcomed to the board. Guests: Steve Birbeck and Scott Madsen were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
July 11th, 2018 Meeting Minutes (Recorded by Claudia Todd)
Myers requested the meeting minutes include more detail regarding the KBJ JPB financial statements and strong concern for the organization's sustainability. Vice Chair Dyess motioned to table the July 11th, 2018 meeting minutes with the suggested changes to be made. Novotny second. Motion carried.
- III. **FINANCIALS:**
 - a. **Treasurer's report on financial status – May and June report** - C.E.O. Simonsen discussed the financials and informed that CPA Jennifer Schroefel will present regular financials at the meeting held the 2nd Wednesday each month. Discussion followed regarding proposed changes to the financial reporting process including daily bookkeeping tasks to be performed in house so weekly ledgers could be available for board member review. A lengthy discussion was held about the budget and when to include depreciation. Mayor Johnson suggested to make ongoing changes to the budget and report the amended budget once a year to the State.
Myers made a motion to accept the treasurer's report for May and June. Dyess second. Motion carried.
- IV. **PUBLIC COMMENT PERIOD:** Steve Birbeck requested to discuss his concerns after the meeting with Chairman Knapp.
- V. **OLD BUSINESS:**
 - a. **Discussion/Action Item: Strategic Planning Session** – Simonsen explained that an orientation meeting was held Shann Edwards and Zac Smith attended. Edwards put together a logic model spread sheet and suggested goals for JOCO be identified. Edwards explained her thoughts for the future for the BMCC and the board. She suggested to bring non-profit organizations into the BMCC as well as housing the City of Buffalo as a "one stop shop".
A discussion was held on whether or not the public meeting was useful at all, defining what ED is and what role JOCO First is going to take in the future, and whether or not to keep BMCC doors open. Additional suggestions were made to review and compare fees that are charged for renting the Fairgrounds and the Cowboy Carousel, charging a fee for every user that comes through the BMCC. The development of a survey was discussed. The Buffalo Bulletin could be contacted to help with the implementation.

- b. **Discussion/Action Item: Website Statistics** – Simonsen provided information on both the Flood Marketing – (Herd & Scene) and Golden Shovel - (JOCO First) web site statistics from the past two years.

IV. NEW BUSINESS:

- a. **Discussion/Action Item: Budget/Cash Flow** – Mayor Johnson explained the budget/cash flow and the deficits. The revenues reflect the changes with MMW etc. with an approx. income of \$13,000 the expenses are \$31,800 per month which brings the deficit over \$18,000 per month. Simonsen informed the board about an organization out of Denver that showed interest in 18 Plains Dr. which will be vacated by the middle of August. Simonsen further stated that the Boys & Girls Club space has been advertised even though they are not going to move out until Jan/Feb of 2019. Simonsen shared numbers from other communities that have similar facilities to the BMCC. (See document attached). Commissioner Novotny motioned to approve a financial committee and nominated Rick Myers to chair the newly created committee. The committee would be tasked with producing a complete financial analysis with the result in form of a recommendation. This committee will consist of two members including Edwards. Mayor Johnson second. Motioned carried. Mayor Johnson moved to create a survey to include Key questions such as Do you want to support BMCC? How many times are you visiting the center on a monthly basis? Would you vote for a quarter cent tax? Dyess second. Motion carried.
- a. **Discussion/Action Item: Boys and Girls Club Space** – Knapp informed the board that he and C.E.O. Simonsen walked through the Boys & Girls club rooms to assess the amount of renovation that need to be done e.g. painting, new carpeting.
- b. **Discussion/Action Item: Giles Letter** – Knapp explained to the board that Giles requested financials from 2015-2018. Kirven's office has been contacted as a regular procedure for requests of that nature. Simonsen is working on gathering the information as requested.

OTHER BUSINESS:

- a. **Next Meeting Date** (August 08, 2018) – regular board meeting
- b. **Open to Board Members** – Commissioner Novotny requested a list of organizations/business visited be included in the next board packet.

AJOURN: Meeting adjourned at 10:20a.m.

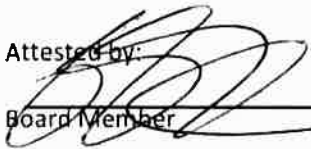
Contact Information: KBJ Economic Development (307) 620-1260 Info@jocofirst.com



Tom Knapp, Chairman

Date:

8-8-18

Attested by: 

Board Member

Date:

8/8/18

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
August 8, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman
Randy Dyess
Shann Edwards
Bill Novotny
Mike Johnson, Mayor

Zac Smith
Rich Griffith
Rick Myers
Dave Simonsen, CEO

Members absent:

Crosby Taylor
Delbert Eitel

Staff absent:
Claudia Todd

Guests: Jon Cordonier, Buffalo BDA, Jennifer Schroefel, Ben Kirven, and Vendla Kingsolver

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Knapp called the meeting to order at 8:00 A.M. Chairman Knapp welcomed the guests.
- II. **BID OPENING FOR 18 PLAINS DRIVE:** Ben Kirven opened the two bids for 18 Plains Drive. Thomas Pimento bid \$100,000 and Leon Pehringer bid \$125,751. After a brief discussion, Mayor Johnson moved to table the bids until the next board meeting so that three questions could be answered: How does SEEDA in Sheridan dispose of property? What are the rules for a Joint Powers Board to dispose of property? What would the terms of the refinancing on the existing note be if the sale is approved? Dyess seconded. Motion carried.
- III. **REVIEW/ACCEPT MEETING MINUTES:**
July 11th, 2018 Meeting Minutes (Recorded by Claudia Todd) were presented. Johnson moved to approve the July 11th amended meeting minutes. Griffith seconded. Motion carried. The July 25th Meeting Minutes were then presented. Dyess moved to approve the July 25th meeting minutes. Johnson seconded. Motion carried.
- IV. **FINANCIALS:**
Treasurer's report on financial status – July 2018 report - CPA Jennifer Schroefel presented the financials. It was suggested that in the future the financials should be sent separate from the board packet. The weekly reports should continue to be sent. Dyess moved to accept the July 2018 financial report as presented. Johnson seconded. Motion carried.
- V. **PUBLIC COMMENT PERIOD:** Jon Cordonier discussed the BDA's survey process. He indicated that the Buffalo Bulletin insert was the most expensive per response and that using Facebook provided the best return. He expressed his opinion that doing another survey so soon was not a good idea.
- VI. **CEO's REPORT:** Simonsen reported that the NEW Growth Alliance consultants were moving forward with marketing the region. He reported that the BMCC facility would be very busy this weekend with Longmire and the Lovin' Junkin show both utilizing the facility. Simonsen updated the board on the business retention and expansion visits and provided a list of businesses that had been visited by staff. Simonsen reported that the Sheridan College Nursing/CNA program held a meeting to discuss the possibility of having all CNA classes in Buffalo along with having Buffalo as the primary testing center for this region. Simonsen also reported on a meeting with Beau Fowler concerning putting a Makers Space in the facility in the future.
- VII. **OLD BUSINESS:**
 - a. **Discussion/Action Item: Tech Park Update** – Mayor Johnson reported that the bid opening had been pushed back from August 10th to August 14th. The Buffalo City Council also lowered the bonding requirement from \$1,500 to \$1,000.
- VIII. **NEW BUSINESS:**
 - a. **Discussion/Action Item: Formation of Committees** – Myers asked if it made sense to form committees before the meeting on the 15th. After a brief discussion Chairman Knapp suggested that board members provide him with what they would like to see as discussion items for the meeting. Griffith moved to table the formation of committees until after the meeting on the 15th. Johnson seconded. Motion carried.

- b. **Discussion/Action Item: Election of Officers** – Knapp informed the board that a Secretary and Treasurer needed to be elected. Novotny moved to elect Rick Myers as Treasurer. Griffith seconded. Motion carried. Novotny then motioned to elect Shann Edwards as Secretary. Smith seconded. Motion carried.
- c. **Discussion/Action Item: Finance Committee Report** – Myers reviewed the committee's notes. He discussed the possible sale of 22 Plains Drive to Mountain Meadow Wool, consolidation of organizations, organizational funding sources were also discussed.
- d. **Discussion/Action Item: Survey Discussion** – Knapp stated that the survey content would hinge on the upcoming planning meeting.

IX. OTHER BUSINESS:

- a. **Next Meeting Date** (August 22, 2018) – regular board meeting. (August 15, 2018) Planning Meeting. Both meetings will be at 8:00am.
- a. **Open to Board Members** – Commissioner Novotny asked on behalf of the County Clerk if there was space in BMCC to store some of the equipment used for elections. Simonsen said that space could be made available in the locker room behind the JOCO office.

AJOURN: Meeting adjourned at 10:30a.m.

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


Tom Knapp, Chairman

Date: 8/28/18

RANDY BYES
Attested by:

Board Member


Date: 8/28/18

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
August 22, 2018 @ 8:00 A.M.

Members present:

Randy Dyess, Vice Chair	Zac Smith
Rich Griffith	Shann Edwards
Mike Johnson, Mayor	
Rick Myers	
Dave Simonsen, CEO	
Staff: Claudia Todd	

Members absent:

Tom Knapp, Chairman
Bill Novotny
Delbert Eitel
Crosby Taylor

Guests: Scott Madsen, City Council; Brandi Harlow, Wyoming Business Council

- I. **CALL TO ORDER AND INSTRUCTIONS:** Vice Chair Dyess called the meeting to order at 8:03 A.M.
Introduce any guests present – Scott Madsen and Brandi Harlow were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
August 8th, 2018 Meeting Minutes (Recorded by Dave Simonsen)
Mayor Johnson motioned to approve the August 8th, 2018 meeting minutes as presented. Griffith second.
Motion carried.
- III. **FINANCIALS:**
 - a. **Treasurer's report on financial status** – Treasurer Myers handed out a projected cash flow sheet. The newly formed finance committee worked on the sheet and Myers explained the projected income/expenses and cuts. With the recent changes JOCO First is going to be able to sustain itself beyond December of this year.
 - b. **Finance Committee Update** – Mayor Johnson, Myers and Edwards met to discuss further options to optimize the cash flow and sustainability of JOCO First.
- IV. **STAFF REPORTS:**
 - a. **NEW Growth Alliance Update** – C.E.O. Simonsen met with the Technical Advisory committee and the Management Council on Tuesday. He reported that the group is moving forward but expressed a concern about Ady Advantage's slow start. Simonsen is going to follow up with Ady Advantage to see where the process can be sped up. The question was raised who is taking over the job of the administrator upon Simonsen's departure.
 - b. **Review of Planning Meeting** – C.E.O. Simonsen reviewed the comments made by every board member from the last meeting. He also informed about the projects he is currently working on.
 - c. **Building Update** – Simonsen informed about a phone call received by the Department of Education requesting information about office space at BMCC.
Todd informed about the Autograph sessions Friday and Saturday that were held at the BMCC which brought approx. over a 1000 people in and a discussion on Sunday with the author and the actor which brought approx. 450 folks to the center.
Todd informed that the election took place at BMCC. She further informed that Mark Grabin, Baby Riddle moved out as of August 15th and Cheryl Good – The Good Life moved downstairs into room #115. Eric Felbeck with Western Range & Water is moving upstairs. The lease agreement is waiting to be signed soon.
The YMCA has rented the Old Library since June for two days a week for Yoga classes. As of August they requested to rent the room indefinitely accepting a higher rent amount. They also reserved space in the small gym over the winter months for additional classes where rent will be collected as well
Todd explained in order for the kitchen to pass inspection it would require an insulated board mounted between the oven and the Fridge to keep the temperature of the Fridge at a certain level.
The board agreed to buy the board.

The question was raised if the Haunted House should or should not take place at BMCC again. The consent was to collect a higher deposit and set firm rules.

The question was raised to whom JOCO First is renting and under what conditions.

V. PUBLIC COMMENTS: None

VI. OLD BUSINESS:

- a. **Discussion/Action Item: Tech Park Update** – Mayor Johnson informed that the base bid that was received by Barnum Construction was \$451,756.00. This bid was awarded by the City Council meeting which takes care of sewer and water and is good for 60 days. The other component is the pavement and curb & gutter. Concrete is \$1,180,623.00, Asphalt is \$932,662.00 which has not been awarded yet. Brent Bennett with Nelsen Engineering is working on what can be accomplished for 1 million dollars. He further informed that the Tech Park is set up for 14 lots. He further informed that the project was not recommended by the WY Business Council but at the same time the project came in a 1 million dollar less than expected which a good chance to get further funding approved.
- b. **Discussion/Action item: 18 Plains Dr. Tabled Bids** – Mayor Johnson contacted the interested buyers again. Kirven's office advised Johnson to advertise for another three weeks and go through the process again. It was suggested to contact the local realtors again and formally act on the bids. Mayor Johnson moved to reject the received bids for 18 Plains Dr. Griffith second. Motion carried.
The option of the City and County buying 18 Plains Dr. and sell the asset later on was discussed. Consensus was to try to rent the place and sell the building at the same time and the bid should be at least \$155,000.
- c. **Discussion/Action item: 18 Plains Dr. Next Steps if needed** – see above

VII. NEW BUSINESS:

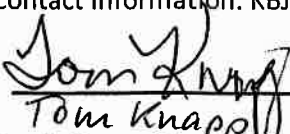
- a. **Discussion/Action Item: Formation of Committees** – Johnson moved to table formation of committees. Griffith second. Motion carried.
- b. **Discussion/Action Item: Fire and Sprinkler Bids** – Simonsen explained the two companies that sent in the design bids. Western Fire and Safety and TSP. The lower bid came in from Western Fire and & Safety. Concern was raised about spending the money at this point. \$227,000 was earmarked for this year for Fire and Safety.
The bids were \$20,000 from API/Western Range & Fire, \$39,540 from TSP and \$62,936 from Arete Design Group out of Sheridan.
- c. **Discussion/Action Item: Survey Discussion** – At a meeting earlier Knapp, Edwards and Simonsen worked on sample questions to create a survey. The importance and timeline for sending out the survey was discussed.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date (September 12, 2018)**
- b. **WBC Meeting September 6th in Cody**
- c. **Open to Board Members** – Myers moved to enter into executive session. Johnson second. Motion carried. Employee matters were discussed. Johnson moved to leave executive session. Myers second. Motion carried.

ADJOURN: Johnson moved to adjourn meeting 10:30a.m. Myers second. Motion carried.

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


Tom Knapp
Randy Dyess, Vice Chair

Date:

9-12-18

Attested by:



Board Member

Date:

9-12-18

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
September 12, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman	Bill Novotny
Randy Dyess, Vice Chair	Zac Smith
Rich Griffith	Shann Edwards
Mike Johnson, Mayor	Rick Myers
Dave Simonsen, CEO	Staff: Claudia Todd

Members absent:

Delbert Eitel
Crosby Taylor

Guests: Scott Madsen, City Council; Julie Kaufmann, Head Start, Pre School; Stephen Dow, Buffalo Bulletin.

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Knapp called the meeting to order at 8:02 A.M.
Introduce any guests present – Julie Kaufmann, Scott Madsen and Stephen Dow were Introduced.

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

August 22nd, 2018 Meeting Minutes (Recorded by Claudia Todd)

Vice Chair Dyess motioned to approve the August 22nd, 2018 meeting minutes as presented. Mayor Johnson second. Motion carried.

Myers stated that he wasn't satisfied with the details of the minutes. A lengthy discussion was held about what content and how detailed the minutes should be. Todd informed the board that the minutes have been pre-approved by Secretary Edwards with minor changes and suggested to get released from this duty in the future.

III. **FINANCIALS:**

- a. **Treasurer's report on financial status** – Treasurer Myers voiced concern about the CPA's report not being ready by the middle of the month. It was suggested moving the day to day accounting in house. Mayor Johnson agreed to speak with CPA Schroefel to coordinate the transitioning and purchasing the correct version of Quick books for Todd to use.
Myers stated that the majority of JOCO's annual funding has been received and all bills should be paid in a timely manner.
- b. **Finance Committee Update** – No update

IV. **STAFF REPORTS:**

- a. **NEW Growth Alliance Update** – C.E.O. Simonsen informed the board that Ady Advantage is suggesting to re-design the marketing materials. The technical advisory committee has met and is discussing the options. No decision has been made.
Capital Improvement Needs update – C.E.O. Simonsen met with Dave Eads, County facility manager, and scheduled a walk through at BMCC. Both produced a list of improvements that need to be made. Once the list is compiled it will be presented to the board for approval.
- b. **Building Update** – Simonsen informed about hail damage that damaged 11 skylights according to the contractor Eric Loden, Loden eConstruction. To replace them the cost per skylight is \$665.00 but the deductible on hail damage is at \$10,000.00. The roof of the building showed no damage and was in decent condition.
Furthermore, Simonsen informed about two pumps that went out but have been replaced since. Simonsen met with BeauX Fowler, Awis LLC. who is interested in renting space at BMCC to open up a "makers space". A space for adults to discuss techy ideas, create and build, using 3D printers etc. Fowler is currently working on a business plan.
Simonsen Introduced Julie Kaufman, teacher at Head Start. Kaufman informed the board about the situation at 7th Day Adventist Church where they have been leasing from for the past 26 years. They currently rent one classroom with 19 kids enrolled in the program. They have outgrown the current facility and are looking for a larger place to expand their program. Kaufman voiced interest to rent the

Boys & Girls Club space. She likes the central location. She is going to find out what Head Start's budget is going to be and report back. A lengthy discussion was held regarding bathroom compliance regarding 3-5 year old children. A formal walk through is planned to address security and fire code. Kaufman was hoping to have Head Start moved and start teaching at BMCC next fall. Todd gave the building update. She informed that the WY Society of CPA's is holding their continuing education workshop with approx. 35 people and the WY Democratic Party is going to rent the large gym for their legislative session with approx. 75-80 people in mid-September. Todd sprayed the weeds at 18 and 22 Plains Dr. Todd further coordinated with Stewart Sign who replaced 11 LED panels on the outside sign. She also is coordinating with the YMCA to bring in volleyball and baseball practice to BMCC this fall. They would pay facility rent. She also reported that the \$16,000.00 from the Rec. Board has been received.

V. PUBLIC COMMENTS: None

VI. OLD BUSINESS:

- a) **Discussion/Action Item: Tech Park Update** – The WY Business Council did not recommend the project. Members of the JOCO board and members of the City Council went to Cody to attend the WY Business Council board meeting to further support the project. The Business Council recommended \$720,000 for the project. On October 4th the same group representing JOCO and the City of Buffalo is going to present again in front of SLIB members. Todd informed about the meeting schedule prior to the SLIB meeting on October 4th. Mayor Johnson informed that the Tech Park is a City grant and therefore the travel expenses will be paid by the City.
- b) **Discussion/Action item: 18 Plains Dr. Next Steps** – Mayor Johnson informed the board that he contacted the parties interested in purchasing the property. He and Todd met with Wendy Greenough and her clients to show 18 Plains Dr. C.E.O. Simonsen reported that he has not heard back from the distribution company from Denver that showed interest in renting the building if it had air conditioning. C.E.O. Simonsen will follow up. C.E.O. Simonsen reminded the board that in order to reengage in the bid process to sell the property that we will need to run another ad for 3 weeks. Mayor Johnson reported that Travis Lawrence had the idea of City/County possibly paying off the loan and then waiting for the property to sell. Novotny shared that the Commissioners still see the need to liquidate the property and that they're not interested in paying it off. C.E.O. No decision was made regarding the advertising for bids.
- c) **Discussion/Action Item: Fire and Sprinkler Bids** – A revised proposal from Arete Design Group was handed out. (See attached). Mayor Johnson suggested to table the Fire and Sprinkler bid. Novotny second. Motion carried.

VII. NEW BUSINESS:

- a. **Discussion/Action Item: Formation of Committees** – It was suggested to form a facility committee. Novotny, Dyess and Smith volunteered to assist. Griffith will be asked to serve on the committee.
- b. **Discussion/Action Item: Survey Discussion/Questions Review** – Knapp handed out a one-page dissemination plan with the hope of getting approx. 900 returns. He suggested to have the survey online as much as possible to guarantee the best possible outcome. A concern was brought up to shorten the survey and simplify the questions. A discussion was held to which of the questions should be asked. The consent was to shorten, re-word, combine some of the questions and add a demographic question. Drop off for completed surveys will be the City Hall and BMCC.
- c. **Discussion/Action Item: Contract Buyout** – Knapp suggested to have board members send in their suggestions by e-mail. No decision was made.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date (September 26, 2018)**
- b. **Open to Board Members** – Novotny reported that a discussion was held with the administrator of the hospital regarding the skilled Nursing facility. Progress was made and a continued conversation is in the planning. No decision was made. Knapp showed the board pictures of vehicles that derailed on 22 Plains Dr. He asked the board for suggestions as to how to alleviate the issue. Suggestions were made to install a guard rail or

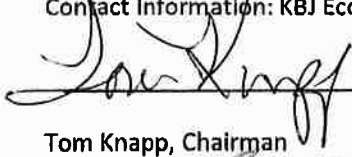
hauling dirt to extend the driveway. The consent was to talk to Road & Bridge to bring dirt and widen the driveway.

Mayor Johnson requested a compilation report from Simonsen to guarantee a smooth transition.

Edwards informed about Beef Chain, the utilization of blockchain technology, and the state level conversations about the feasibility of having a USDA certified packing and shipping plant built and operating in Wyoming. C.E.O. Simonsen reported that a feasibility study is soon to be conducted by the State and will be completed by Ady Advantage. Edwards is exploring if there are opportunities for Johnson County to gain. A discussion was held and the consent was to follow up on that lead.

ADJOURN: Meeting adjourned 10:40a.m.

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



Tom Knapp, Chairman

Date:

09-26-18

Attested by:



09-26-18

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
September 26, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman
Randy Dyess, Vice Chair
Rich Griffith
Mike Johnson, Mayor
Dave Simonsen, CEO

Zac Smith
Shann Edwards
Rick Myers
Staff: Claudia Todd

Members absent:

Delbert Eitel
Crosby Taylor
Bill Novotny

Guests: Scott Madsen, City Council; Stephen Dow, Buffalo Bulletin.

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Knapp called the meeting to order at 8:02 A.M.
Introduce any guests present – Scott Madsen and Stephen Dow were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
September 12th, 2018 Meeting Minutes (Recorded by Shann Edwards)
Rick Myers motioned to approve the September 12th, 2018 meeting minutes as presented. Mayor Johnson second. Motion carried.
- III. **FINANCIALS:**
 - a. **Treasurer's report on financial status** – Treasurer Myers handed out the current financial report and informed the board that he will report actual vs. budget income and expenses quarterly. Mayor Johnson moved to accept the financial report and Griffith second. Motion carried.
 - b. **Finance Committee Update** – No update
- IV. **STAFF REPORTS:**
 - a. **NEW Growth Alliance Update** – C.E.O. Simonsen informed the board that notification was received from the Wyoming Business Council regarding a lead. It was decided that the lead, that came through Project Genesis, is too large for the region. NEW Growth Alliance will be working with Ady Advantage to ensure that we're ready the next time there is a proposal. Regarding Golden Shovel, C.E.O. Simonsen reported that they will not continue to provide the site location data base free of charge to NEW Growth Alliance. The estimated cost going forward will be \$10,000 to \$15,000 per year. Golden Shovel is a preferred client, so the region will receive a 20% discount on the total price. This cost would include the database being available to put on each of the three community's websites as well as the region's website. NEW Growth Alliance's primary mission is to market the region.
 - b. **Capital Improvement Needs update** – C.E.O. Simonsen had not received a report Dave Eads, County Facility Manager.
 - c. **Building Update** – C.E.O. Simonsen reported that he and Claudia Todd visited the Head Start facility. The visit confirmed that they are out of space. Head Start has had a contractor visit BMCC to assess the improvements that would need to be done. They are still waiting for the report. It was clear that there would be a gap in funds to cover all the improvements. Once the report is available we will revisit the remodeling issues. Claudia Todd reported that BMCC was used by Wyoming Legislative Services, Lifeline Screening, and the Ed Foust family and friends (funeral).
 - d. **Other** - Claudia Todd reported that she received a scholarship to attend the Mid-America Economic Development Conference in Chicago, December 2 – 4, 2018. Chairman Knapp requested an estimate of additional expenses for her to attend.
- V. **PUBLIC COMMENTS:** None

VI. OLD BUSINESS:

- a) **Discussion/Action Item: 18 Plains Dr. Next Steps** – Chairman Knapp reported that it costs over \$1,000 every time we repeat the bid process. Further, he shared that insurance is running \$85 per month and property tax averages \$125 per month on the property. Total monthly expenses are about \$1,900. The Denver company that was interested in renting the building if it had air conditioning has moved on and rented a building in Casper. Claudia Todd updated that the people who occupy the "Reimann" building, have not gotten back to her. Mayor Johnson reported that Neil Bangs has one party still deciding. Claudia Todd reported that Wesley Huff is interested in renting half the building but for only about \$600 per month. Griffith informed the board that he had a client also interested in either renting or possibly purchasing the facility. Mayor Johnson moved to offer 18 Plains Drive for a minimum rent of \$1900 per month as a triple net lease. Seconded by Dyess. Motion carried. It was discussed that the Facilities Committee will meet, discuss and propose a rental policy and type of target tenants.
- b) **Discussion/Action item: Fire and Sprinkler Bids** – A motion was made by Mayor Johnson to postpone the Fire and Sprinkler bid until the end of October 2018. Seconded by Smith. Motion carried.
- c) **Contract Buyout** – No decision was made regarding the contract buyout. It was discussed that the board is supportive of C.E.O. Simonsen to actively seek new employment. The board understands that he will be using available vacation days and possibly other days to attend interviews. The board conveyed flexibility during the remainder of the contract currently in place. Mayor Johnson, Edwards, Knapp, C.E.O. Simonsen, and Claudia Todd will meet Friday, September 28th, 2018 at 8:00 am to begin reviewing the on-going projects and activities that will need to be addressed in the absence of a Director.
- d) **Survey Discussion/Questions Review** – Randy Dyess moved to approve the survey for distribution as presented. Mayor Johnson seconded. Motion carried. The survey committee will meet Friday, September 28th, 2018 at 7:30 am to finalize dissemination plan.

VII. NEW BUSINESS:

- a. **Skylight Repairs** – The skylights are damaged but not leaking. Dyess moved that we table the repair issue of the skylights until after we have the community survey results. Smith seconded. Motion carried.
- b. **CPA Proposal** – Dyess moved that we approve the CPA proposal as presented. Seconded by Myers. Motion carried.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date – October 10, 2018**
- b. **Open to Board Members** – Today at 4pm, Edwards and C.E.O. Simonson will be meeting with Karen Hostetler, ENDOW Ag Committee member, to get an update on the workplan for that committee and how their projects could impact Johnson County.

ADJOURN: Meeting adjourned 10:40AM.

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

Tom Knapp, Chairman

Date:

Attested by:

Board Member

Date:

Rich
Griffith

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
October 10, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman	Bill Novotny
Randy Dyess, Vice Chair	Rick Myers
Rich Griffith	Shann Edwards
Mike Johnson, Mayor	Staff: Claudia Todd
Dave Simonsen, CEO	

Members absent:

Delbert Eitel
Crosby Taylor
Zac Smith

Guests: Stephen Dow, Buffalo Bulletin.

I. CALL TO ORDER AND INSTRUCTIONS:

Chairman Knapp called the meeting to order at 8:10 A.M.

Introduce any guests present –Stephen Dow was introduced. (Kami Kennedy and Paige Short arrived later.)

II. REVIEW/ACCEPT MEETING MINUTES:

September 26, 2018 meeting minutes reviewed (recorded by Claudia Todd)

Mayor Johnson motioned to approve the September 26, 2018 meeting minutes as presented. Myers seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers reported that a new process of getting the bills to CPA Schroefel has begun. They are being entered as accounts payable. The accounts payable list is being emailed to "us" on a weekly basis. JOCO is paying 100% of the bills on a weekly basis. CPA Schroefel emailed a copy of the updated check register instead of Todd reentering information into the spreadsheet. Vice Chair Dyess motioned to approve the financial report. Mayor Johnson seconded. No discussion. Motion carried.
- b. **No finance committee report**
- c. **Finance Committee Update** – No update

IV. STAFF REPORTS:

- a. **NEW Growth Alliance Update** – C.E.O. Simonsen reported that the group is at a standstill and he has left a phone message for them to call back.
- b. **Tech Park** – C.E.O. Simonsen reported to be working with Brent to complete the report that is due.
- c. **WBC** – C.E.O. Simonsen reported that the letter previously sent to the business council to inform them we did not have a match and the grant money was being returned, needs to be revised and resent. The business council is requesting additional detail to explain why we are returning the money. Once the letter is approved by the WBC a final report will be due.
- d. **Building Update** Todd reported upcoming events include the Sheridan College donor luncheon, Leadership Johnson County Graduation, and Creekside Performing Arts Dinner Theater. A nondenominational church is renting the band room mid-October to mid-November.

V. PUBLIC COMMENTS: Kami Kennedy and Paige Short presented the Haunted House Project/Event during this portion of the agenda in lieu of New Business. Kami Kennedy introduced herself as a business teacher at Buffalo High School and Paige Short is in her entrepreneur class. They presented the background, vision, purpose and request for permission to hold the fundraising event at BMCC. The Board and Mrs. Kennedy recognized and discussed the (resolved) issues from last year with a fog machine and the fire alarms, limited supervision, thorough and timely clean up, damages (electrical) and it was noted by Mayor Johnson that the sprinkler system is not yet installed so we don't need to add fuel to the building. Mrs. Kennedy informed the Board that there was no maze this year, which will help expedite clean up and reduce risk (fuel), and that she will research non-staining water-based substitute blood products and strategies to minimize the "blood" clean-up. Vice Chair Dyess asked about having tour guides with the groups. Ms. Short confirmed that a guide will lead the tour. Mayor Johnson motioned that BMCC will not charge rent or deposit for the Buffalo High School Haunted House Event. Vice Chair Dyess seconded. No discussion. Motion carried.

End of public comment period.

VI. OLD BUSINESS:

- a. **Discussion/Action item: 18 Plains Dr.**— A purchase offer for 18 Plains Drive was presented by Wendy Greenough (not present) to the board in the amount of \$155,000. Since we do not have an agreement with a real estate office, we could not entertain the offer. Griffith informed the Board that John D. with Mine Rite Technologies was interested in a 6-12-month lease. C.E.O Simonsen reported that Mine Rite is waiting on contracts and that they might be interested in a short-term lease to help with space issues. He added, Mine Rite would have to install a new large door and add 3 phase power. Mayor Johnson motioned to move forward and establish a real estate agreement. Vice Chair Dyess seconded. Griffith informed that since John D. with Mine Rite Technologies recently looked at the building to rent he would like a couple weeks to make a final decision. Edwards asked for clarification as to if the building is back up for sale or if it was still for rent. Mayor Johnson clarified that by having the real estate agreement in place, that if the Board decides to move forward with selling any of the properties, having the agreement will replace the sealed bid process, which has not been overly successful. The Facilities Committee will be meeting to develop the process for going forward and revise the guidelines from SEDA. Vice Chair Dyess added he wasn't interested in wasting money advertising and likes the idea of having the agreement in place with a realtor. Mayor Johnson does not think we should use approximately \$60,000 from the budget to settle the loss on the building. Mayor Johnson amends the motion to include requesting clarification from Mr. Kirven that we can proceed as discussed. Vice Chair Dyess seconded. No further discussion. Motion carried.
- b. **Survey Update** – To date approximately 300 surveys have been received. None have been received by people under 18.
- c. **Tech Park Update** – Mayor Johnson reported success with the SLIB Board as they allocated \$800,000 to complete phase 1. Phase 1 with asphalt is \$1,886,784. Phase 1 with concrete is \$2,142,754. Bids include storm drains, retaining wall, and dry utilities. C.E.O. Simonsen added that the tech park is environmentally tested and clean and we're waiting for the final report from the DEQ.

VII. NEW BUSINESS: Moved to Public Comment

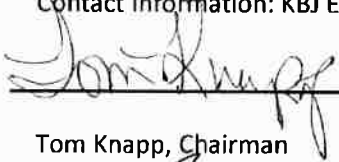
VIII. OTHER BUSINESS:

- a. **Next Meeting Date: October 24, 2018**

- b. **Open to Board Members** – Novotny reported that he updated Mark Gordon regarding the skilled nursing facility. Locating the facility in Buffalo will save a minimum of \$500,000 annually, just considering administration. Utilities, food services and laundry are additional savings not accounted for in that number. Once the facility is completed it becomes a State of Wyoming facility. Locations for consideration are ranked as Casper, Buffalo, Cheyenne, and then Sheridan. Labor and Health Committee voted to send a letter saying to consider workforce needs. The next meeting of the Transportation, Highways & Military Affairs Committee is October 22, and 23rd. The skilled nursing facility is on the agenda at 9:30 on October 23rd.

ADJOURN: Meeting adjourned 9:35 a.m.

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



Tom Knapp, Chairman

Date:

10-24-18

Attested by:



Board Member

Date:

10-24-18

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
October 24, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman
Randy Dyess, Vice Chair
Rich Griffith
Mike Johnson, Mayor
Dave Simonsen, CEO

Shann Edwards
Rick Myers

Members absent:

Delbert Eitel
Crosby Taylor
Zac Smith
Bill Novotny
Staff: Claudia Todd

Guests: Stephen Dow, Buffalo Bulletin; Dana Fowler, JC Arts & Humanities; Julie Kaufmann, Absaroka Head Start.

I. CALL TO ORDER AND INSTRUCTIONS:

Chairman Knapp called the meeting to order at 8:05 A.M.

Introduce any guests present –Stephen Dow, Buffalo Bulletin; Dana Fowler, JC Arts & Humanities; Julie Kaufmann, Absaroka Head Start.

II. REVIEW/ACCEPT MEETING MINUTES:

October 10, 2018 meeting minutes reviewed (recorded by Shann Edwards)

Vice Chair Dyess motioned to approve the October 10, 2018 meeting minutes as presented. Mayor Johnson seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers presented the accounts payable and a current balance sheet (as of October 19, 2018). Vice Chair Dyess motioned to approve the financial report. Mayor Johnson seconded. No discussion. Motion carried.
- b. **No finance committee report**

IV. STAFF REPORTS:

- a. **NEW Growth Alliance Update** – C.E.O. Simonsen reported that the Tech Advisory Committee meets tomorrow in Sheridan at 2 pm. Mayor Miller recommended changes to the scope of work for Ady Advantage. A workforce retention and attraction proposal including a social media component is being composed by Ady Advantage.
- b. **WBC/Grants Update** – C.E.O. Simonsen reported that the EDA paperwork was submitted. Two more reports are due. The quarterly report has been submitted on the Tech Park.
- c. **Project Updates** by C.E.O. Simonsen
 - i. **Blockchain** – The person working on the incubator project out of California is still trying to recruit trained computer engineers. Currently, JOCO First is helping with referral to resources. Tracey Jelly is helping with business planning.
 - ii. **Makers Space** – The data center is up and running but they are not ready to show the open public. Beau will conduct individual tours. One of the members is Jesse Ruby (electrician). Jesse has installed a meter to monitor electrical usage. There have been some improvements to meet code. Currently the electrical load is low. The center also refurbishes old computers and resells them to help fund the project.
 - iii. **Mine Rite Technologies** – No update.
- d. **Building Update** – C.E.O. Simonsen reported that the largest attended event in the history of BMCC was last Friday during the funeral and celebration of life for Chuck Buell. As a result, staffing (cleanup) issues were identified for these types of events, especially when there are

events scheduled back to back. It is estimated that upwards of 600 people may have been in the facility throughout the event. Mayor Johnson suggested that in the future when we have a larger event, that contract labor should be lined up to assist. He suggested we review the BMCC lease rates and take this cost into consideration. Chairman Knapp shared that a request may be presented for a regional school dance on November 16, 2018 that could attract about 600 participants. We're still waiting for more information.

V. PUBLIC COMMENTS:

- a. Dana Fowler shared that she has business planning experience and has worked with the Small Business Development Corp out of Casper and it's a great resource. She also shared that when she worked at BDA that she learned that the Wyoming economic development office has blockchain information. She suggested we look at the goals of Wyoming economic development office to see how we can tie in better when planning for the future of JOCO First.
- b. Julie Kaufman presented that Head Start continues to research the possibility of a move to BMCC. The Head Start Board is more supportive then previously thought. Julie is coordinating with several inspectors and contractors to gather the necessary information to present to her board and to the regional office. All contractor information should be collected by mid-November. Upper management for Head Start will tour the facility the first week of December and prepare to present all findings to their regional management. They are targeting August 2019 for classes to be held in BMCC (if approved).

End of public comment period.

VI. OLD BUSINESS:

- a. **18 Plains Dr./Lease**— A lease/rent proposal was received from JC Parts, however, the 6 month lease amount proposed does not meet the established requirement to meet market rent. Chairman Knapp suggested a counter offer of \$1,000.00 per month. C.E.O. Simonson will follow up.
- b. **18 Plains Dr./Financing** – Griffith reported that the new note with Bank of Buffalo will be an adjusted rate mortgage with a 20-year term at 4.75%. The approximate balance to be financed is \$215,000 with a monthly payment of about \$1,383.00.
- c. **Survey Update** – Approximately 500 surveys have been returned. There is an insert in the Buffalo Bulletin paper today. Paper surveys are available in several locations and more are being distributed. The original deadline for the survey was November 1, but that has been pushed out to the next board meeting.
- d. **Tech Park Update** – Mayor Johnson reported that the Buffalo City Council awarded the alternate bid to Barnum Construction selecting the concrete option. The City will add just over \$255,000 to cover the difference in cost. Yesterday the approval was received from the DEQ and the project is ready to move forward.

VII. NEW BUSINESS:

- a. **Haunted House Tenant Letter** – A letter was received from the BMCC tenants expressing their concerns with the upcoming haunted house fundraiser. The letter was forwarded to Kami Kennedy at Buffalo High School and she shared it with the students in her class who are organizing the event.
- b. **Boys & Girls Club Lease Extension Proposal** – Chairman Knapp met with the Boys & Girls Club. They would like to extend their lease 6 months and then continue month to month. The original lease ends February 1, 2019. Dyess suggested that if Head Start moves forward with their plan to lease space, that perhaps the Boys & Girls Club could shrink their use of space over time to make room for conducting the necessary renovations and occupation by Head Start; accommodating both tenants. Mayor Johnson agreed that month to month with the

goal to accommodate the new tenant is desired. Mayor Johnson motioned to approve a month to month lease following February 1, 2019 with Boys & Girls Club. Vice Chair Dyess seconded. No discussion. Motion carried.

- c. **CPA Audit** – A proposal was received from Grooms & Harkins P.C. to conduct the year end audit at a cost of \$3,780. This is the same company used last year. Vice Chair Dyess motioned to approve the proposal as presented. Seconded by Griffith. No discussion. Motion carried.

(Rich Griffith and Randy Dyess left the meeting.)

VIII. OTHER BUSINESS:

a. Next Meeting Date: November 14, 2018

- i. **Open to Board Members** – Mayor Johnson updated the board on the VA skilled nursing facility. There was a meeting in Casper yesterday of the Transportation, Highways and Military Affairs Committee where they postponed the decision to select the location of the proposed VA skilled nursing facility. Casper representatives made a motion and second to locate the facility in Casper, but it was defeated by the committee. The Johnson County Healthcare Center CEO, board member and key staff testified as opposed to having the facility in Buffalo.
- ii. Mayor Johnson asked about progress regarding the facilities committee and RFP process for selecting a real estate office to represent JOCO First. C.E.O. Simonsen responded that the facilities committee will try to meet next week to prepare recommendations for the Board regarding the process.
- iii. Mayor Johnson shared that the Johnson County Zoning Board is considering what type of businesses are allowed in B-3 zoned areas. Currently, fabricating and light manufacturing is not allowed.
- iv. Edwards asked if contact can be made to both Crosby Taylor and Delbert Eitel regarding their attendance of the meetings and if they're not interested or if it doesn't meet their schedule, maybe a representative can be appointed.

ADJOURN: Meeting adjourned 9:40 A.M.

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

Tom Knapp, Chairman

Date:

Attested by:

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
November 14, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman	Shann Edwards
Randy Dyess, Vice Chair	Rick Myers
Rich Griffith	Zac Smith
Mike Johnson, Mayor	Bill Novotny
Staff: Dave Simonsen, CEO	Staff: Claudia Todd

Members absent:

Delbert Eitel
Crosby Taylor

Guests: Stephen Dow, Buffalo Bulletin; John Christl, JC Parts, Scott Madsen, Buffalo City Council

I. CALL TO ORDER AND INSTRUCTIONS:

Chairman Knapp called the meeting to order at 8:00 A.M.

Chairman Knapp introduced guests as present –Stephen Dow, Buffalo Bulletin and Scott Madsen, Buffalo City Council; a few minutes later, John Christl, JC Parts

II. REVIEW/ACCEPT MEETING MINUTES:

October 24, 2018 meeting minutes reviewed (recorded by Shann Edwards)

Mayor Johnson motioned to approve the October 24, 2018 meeting minutes as presented. Smith seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers presented the accounts payable aging as of November 8, 2018 reflecting \$1,593.27 in bills paid, a check book balance of \$80,357.01, and additional accounts payable in the amount of \$6,865.61. It was stated that cash was depleting at a pace faster than indicated in the projections, however, upon submitting invoices to the county for 1% reimbursement, we should see an additional \$49,000 cash coming in between now and the end of the fiscal year. Mayor Johnson motioned to approve the financial report. Myers seconded. No discussion. Motion carried.
- b. **No finance committee report**

IV. STAFF REPORTS:

- a. **NEW Growth Alliance Update** – C.E.O. Simonsen reported that the next Management Meeting is scheduled for December 5, 2018, 2 P.M. at the BMCC. The site location data base will be discussed. It is a \$10,000 cost to New Growth Alliance which allows JOCO First to post listings on the State site, including demographics. The contract would be with GIS Planning and would be incorporated into the current site maintained by Golden Shovel.
- b. **WBC/Grants Update** – C.E.O. Simonsen reported that the two required reports have been submitted (semi-annual financial report and the quarterly report ending September 30, 2018). One more quarterly report and one financial report will still be required. The next WBC report is due in January 2019.
- c. **Project Updates** by C.E.O. Simonsen
 - i. **Blockchain** – The person working on the incubator project out of California has completed the draft business plan and is working on revisions.
 - ii. **Makers Space** – The data center is planning a Fortnite Tournament (video game).
 - iii. **Mine Rite Technologies** – No contact with Mine Rite; no update.
- d. **Building Update** – C.E.O Simonsen reported that Head Start moved up the visit of their regional director to tomorrow, November 15th at 2 P.M. Today at 2 P.M. the Wyoming State Fire

Inspector will be at BMCC for an inspection. This inspection is at the request of Julie Kaufman from Head Start. Regarding the Boys & Girls Club lease, a draft has been presented to Scott. Scott has requested copies of the monthly utility bills. (The Boys & Girls Club is invoiced 14% of the BMCC utilities and the college is invoiced 16%.) Claudia Todd reported that the recent events were a Creek Side Performing Arts dinner theater, FBLA Haunted House, Learning Tree Fundraiser, and the general elections. Upcoming is the FFA Buffalo Chapter hosting Wyoming State FFA F.I.R.E (Finding Inspiration and Reaching Excellence) Conference in which the local chapter is hosting a student dance at BMCC Friday, November 16th. Approximately 600 students from the region are expected to attend. Also, planning will begin soon for the JC Business Expo. Claudia Todd reported the classroom carpet and concrete issues have been addressed, there are 6 more panels to install in the marquee sign, there were no problems with the Haunted House this year, and Vanessa Gall from the Department of Agriculture completed the annual inspection of the kitchen (passed) and she is interested in renting an office. Daniel Walters is still interested in renting an office upstairs.

V. PUBLIC COMMENTS:

- a. John Christl with JC Parts was introduced. John is interested in renting 18 Plains Drive for about 6 to 8 months on a month to month lease. By that time, he would like to either buy a building, build a building, and might even be interested in buying 18 Plains Drive. John expressed that he realized we wanted to receive market value for the space. He would use the building for mostly storage and had previously sent JOCO First a letter proposing \$500 per month plus utilities. Following discussion about the goal to sell the building and the desire to collect market rent, John said he would be agreeable to a "10 days to vacate the building" clause in the lease. It was moved by Vice-chair Dyess to rent 1/2 of 18 Plains Drive at \$500 per month plus utilities with a 10 day opt out by either party. Seconded by Commissioner Novotny. In favor of the motion were Dyess, Griffith, Edwards, Smith, and Novotny. Opposed were Myers and Johnson. Motion carries.

End of public comment period.

VI. OLD BUSINESS:

- a. **18 Plains Dr./Lease**– See Public Comments.
- b. **18 Plains Dr./Financing** – Griffith reported that the new payment is approximately \$1,389.
- c. **Tech Park Update** – Mayor Johnson reported that the park was approved by the DEQ, the approach off TW Road and subgrating will be addressed, that the 10% cash match required by the WBC has been more than met, and there will be a chance to recapture part of the profit through the lot sales.

VII. NEW BUSINESS:

- a. **Line of Credit** –The line of credit is renewed and will be in place until October 2019 in the amount of \$200,000.
- b. **Survey Results** – C.E.O Simonsen reported that as of November 13th, 930 surveys have been received. There was discussion regarding dissemination of results. The survey committee will meet and put together a plan.
- c. **Land Sale Policy/RFQ** – Knapp reported that the draft was prepared and included in the board packet. C.E.O. Simonsen added that the RFQ will be advertised 3 times once approved. Commissioner Novotny commented that the RFQ does not specify the realtor be from Johnson County and wanted to know if it included the tech park lots. Mayor Johnson responded that the RFQ does not include the tech park and that the City of Buffalo would

have to have their own agreement. Councilman Madsen shared that he would support a combined RFQ with the City of Buffalo to market the lots. Mayor Johnson will follow up with Ben Kirven about this possibility. Dyess suggested that the second sentence under the section of Background be deleted.

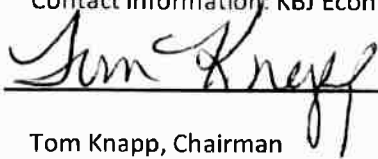
VIII. OTHER BUSINESS:

a. Next Meeting Date: November 28, 2018 at 8 A.M.

- i. **Open to Board Members** – Chairman Knapp asked all members to review and provide input on the action steps document circulated on email. Mayor Johnson reminded the board that all assets are co-owned by the City of Buffalo and Johnson County and we need to include them in all proposed actions and decisions.
- ii. December 7th is a party for Dave Simonsen and everyone is invited to attend.

ADJOURN: Meeting adjourned 9:25 A.M.

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



11-28-18

Tom Knapp, Chairman

Date:

Attested by: 

Board Member

Date:

11-28-18

SPECIAL MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
November 16, 2018 @ 8:00 A.M.

Members present:

Randy Dyess, Vice Chair	Shann Edwards
Rick Myers	Zac Smith
Mike Johnson, Mayor	Bill Novotny

Members absent:

Delbert Eitel
Crosby Taylor
Rich Griffith
Tom Knapp, Chairman

Staff: Dave Simonsen, CEO Staff: Claudia Todd

Guests: Stephen Dow, Buffalo Bulletin

I. CALL TO ORDER AND INSTRUCTIONS:

Vice-chair Dyess called the meeting to order at 8:00 A.M.

Vice-chair Dyess introduced guests as present –Stephen Dow, Buffalo Bulletin

II. Purpose of the meeting:

The purpose of the meeting is to discuss the bids for the sprinkler and fire alarm design. The Wyoming State Fire Inspector was here Wednesday, November 14th and indicated he was inspecting on behalf of Head Start. It was a good and informative meeting and the inspector was given a tour of the facility. The inspector recognized the deficiencies and indicated that he knew we were working to resolve the issues. However, the inspector did emphasize that the installation of the sprinkler and alarm system was needed to bring the facility up to code.

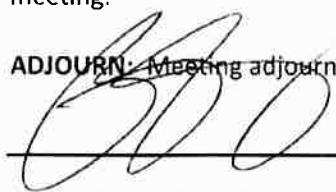
After lengthy discussion, it was moved by Commissioner Novotny to have C.E.O. Simonsen hire an electrician to addressing identified exit lighting and possible smoke alarm communication issues. Seconded by Mayor Johnson. No discussion. Motion carried.

Edwards will contact Gregg Lassle, Wyoming State Fire Inspector, to inquire if the report will be available by our next regular meeting, November 28, 2018.

Smith moved to approve the bids from API and Western States for the sprinkler and fire alarm system designs. Edwards seconded. No discussion. In favor of the motion are Smith, Edwards, and Dyess. Opposed were Commissioner Novotny, Myers, and Mayor Johnson. Motion failed due to a tie.

The sprinkler and fire alarm design bids will be addressed at the next regular board meeting.

ADJOURN Meeting adjourned 9:15 A.M.



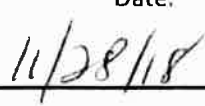
Randy Dyess, Vice Chair



Date:



Shann Edwards



Date:

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
November 28, 2018 @ 8:00 A.M.

Members present:

Tom Knapp, Chairman

Randy Dyess, Vice Chair

Zac Smith

Mike Johnson, Mayor

Staff: Dave Simonsen, CEO

Shann Edwards

Rick Myers

Linda Greenough for Bill Novotny

Staff: Claudia Todd

Members absent:

Delbert Eitel

Crosby Taylor

Rich Griffith

Guests: Stephen Dow, Buffalo Bulletin; Scott Musselman, Scott Madsen, Buffalo City Council, Brandi Harlow, Wyoming Business Council, Julie Kaufman

I. CALL TO ORDER AND INSTRUCTIONS:

Chairman Knapp called the meeting to order at 8:03 A.M.

Chairman Knapp introduced guests as present

II. REVIEW/ACCEPT MEETING MINUTES:

November 14, 2018 meeting minutes reviewed (recorded by Shann Edwards).

Mayor Johnson motioned to approve the November 14, 2018 meeting minutes as presented.

Myers seconded. No discussion. Motion carried.

November 16, 2018 special meeting minutes reviewed (recorded by Shann Edwards).

Mayor Johnson motioned to approve the November 16, 2018 special meeting minutes as presented. Myers seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers reported that there were no bills and no report.
- b. **No finance committee report**

IV. PUBLIC COMMENTS:

- a. Boys & Girls Club Request by Scott Musselman – Scott Musselman attended the meeting today to request a nine (9) month extension of their lease with no construction during the term. The primary concern was the bathroom remodel proposed by potential tenant, Head Start. Julie Kaufman from Head Start said they should have the construction information by mid-December and she would contact Claudia to share their plans. Musselman rescinded his request deciding to wait until after Head Start commits to a plan and a time frame for their move to BMCC. Musselman requested an update by the 3rd week of December.
END OF PUBLIC COMMENT PERIOD.

V. STAFF REPORTS:

- a. **NEW Growth Alliance Update** – C.E.O. Simonsen reported that we received a request for proposal November 27, 2018 (yesterday) for "Project Turtle".
- b. **WBC/Grants Update** – C.E.O. Simonsen reported one of the reports submitted to the WBC was returned for a date adjustment. Brandi Harlow met with C.E.O. Simonsen and Julie Kaufman to discuss funding opportunities for Head Start for the potential remodel of space in BMCC.
- c. **Project Updates** by C.E.O. Simonsen
 - i. Blockchain – No update.
 - ii. Makers Space – No update.
 - iii. Mine Rite Technologies – No contact with Mine Rite; no update.

- iv. Interapt – No changes at this time. Interapt is focusing on their projects in Michigan and Georgia. Mayor Johnson shared that Interapt needs approximately \$1.5 million in committed work for the project to work. It is known that the State of Wyoming has IT work that could qualify.
- d. **Building Update** - Todd reported that events included a dance sponsored by Buffalo High School FFA, gingerbread house project sponsored by Johnson County Advisory Council for Sheridan College, and Christmas Kids Shoppe. Jesse Ruby is working on exit sign lights and smoke detectors and is getting an estimate to replace diodes for the lights. Ice machine was cleaned by Great Divide Fabrication. Kitchen was inspected and passed by Vanessa Gall with Department of Agriculture. Insurance is being reviewed and Adam Michelena from HUB International will be making a presentation (later). Snow removal was mentioned, and Mayor Johnson will follow up with Les Hook to see we're on the schedule.

VI. OLD BUSINESS:

- a. **Fire and Safety System Design Bids**– Edwards clarified that there won't be a report coming from Gregg Lasse of the Wyoming Department of Fire Prevention and Electrical Safety. Gregg said he was at the facility specifically at the request of Julie Kaufman and to answer her questions regarding Head Start's possible relocation to BMCC. Brandi Harlow shared that within the grant agreement with the Wyoming Business Council is an amendment that makes installing the sprinkler and alarm system by JOCO First, contractual. Mayor Johnson motioned to approve bids for the sprinkler and fire alarm system designs from Western States Fire Protection Co. for \$12,000 and API Systems Integrator for \$8,536. Dyess seconded. No discussion. Motion carried. Brandi also shared that the WBC would not put any more money into BMCC without the sprinkler and fire alarm system installed, and could ask for the money previously granted, back from JOCO First. She also added that the CSBG funds from the council fit the Head Start remodeling project.
- b. **Survey Results Dissemination Plan** – No plan at this time. Marketing committee will be meeting next week.

VII. NEW BUSINESS:

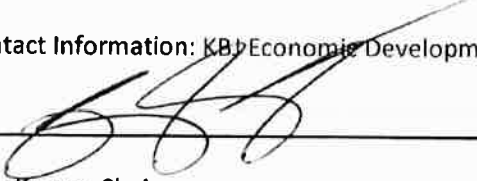
- a. **Land Sale Policy/RFQ** – The revised land sale policy was reviewed. Myers motioned to approve the policy so that we can work with a real estate firm to market and sell KBJ properties. Mayor Johnson seconded. No discussion. Motion carried.
- b. **Goals and Actions Steps** –Mayor Johnson reported that Julie Sibernagel at City Hall is willing to complete the grant reporting. Mayor Johnson also reminded the board that everyone is busy. Long-term it will be difficult to sustain the work load without additional staff. Chairman Knapp shared that he will do his best to be in the office once a week. Dyess shared that we don't want to miss any opportunities to respond to business leads from the Wyoming Business Council. Myers asked outgoing C.E.O. Simonsen if he would be willing to continue on a contract basis, short term. Todd and Chairman Knapp are now receiving all the emails coming to JOCO First. Mayor Johnson said Claudia needs guidelines for her job and guidelines for rent. C.E.O. Simonsen will respond to the request by "Project Turtle". At this time the draft action plan was reviewed. Dyess asked C.E.O. Simonsen to put together a proposal with a list of services and the cost. The Executive Committee will meet next week to review action plan, again.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: December 12, 2018 at 8 A.M.**

- i. **Open to Board Members** – No comments.
- ii. **ADJOURN:** Meeting adjourned 10:20 A.M.

Contact Information: KB Economic Development (307) 620-1260 Info@jocofirst.com



Tom Knapp, Chairman

Date: 12-12-18

Attested by:

Board Member

Date:

JOCO First Proxy

I, William J. Novotny, III, authorize Commissioner Linda Greenough to vote on Johnson County's behalf at the meeting on December 12, 2018.

Sincerely,

A handwritten signature in blue ink, appearing to read 'WJ Novotny III', with a stylized flourish at the end.

William J. Novotny, III
Chairman

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
December 12, 2018 @ 8:00 A.M.

Members present:

Randy Dyess, Vice Chair
Rick Myers
Zac Smith
Mike Johnson, Mayor

Shann Edwards
Rich Griffith
Linda Greenough for Bill Novotny
Staff: Claudia Todd

Members absent:

Delbert Eitel
Crosby Taylor
Tom Knapp, Chairman

Guests: Stephen Dow, Buffalo Bulletin; Scott Madsen, Buffalo City Council, Adam Michelena, HUB Insurance

I. CALL TO ORDER AND INSTRUCTIONS:

Vice-Chair Dyess called the meeting to order at 8:00 A.M.

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

November 28, 2018 meeting minutes reviewed (recorded by Shann Edwards).

Myers motioned to approve the November 28, 2018 meeting minutes as presented. Mayor Johnson seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers shared the balance sheet, a/p aging, transactions by account, and cash on hand as of December 10, 2018. Claudia reported that the county paid \$11,910 as submitted and is not accounted for on the report shared by Myers. Griffith motioned to approve the Treasurer's report. Smith seconded. No discussion. Motion carried.
- b. **No finance committee report**

IV. STAFF REPORTS:

- a. **Insurance Review** – Todd reported that she checked with our agent about options for paying monthly compared to paying the premium in one lump sum. Adam Michelena with HUB Insurance provided a handout reflecting a review of carriers and payment options. The insurance renewal date is January 1, 2019. One more quote is expected, and Adam will notify Claudia of the rates. No decisions were made.
- b. **Building Update** – Todd reported that 175 gingerbread houses were made at the Johnson County Advisory Council for Sheridan College annual event. Learning Tree Preschool used the facility for their annual fundraiser.
- c. **Vincent Roop, Janitor** – Todd reported that Mr. Roop is working 4 times a week; under 30 hours. He is now classified as an employee and is having payroll taxes deducted from his check.
- d. **18 Plains Drive** – New tenant John Christl has moved into the building and paid first month's rent. Wes Huff moved in and has delivered 2-3 loads of gravel in lieu of his first month's rent. Security deposits collected from both tenants.
- e. **Maintenance/Repair** – Email received from Erik Burden, Great Divide Fabrication regarding the furnace at Ed's Detailing. Erik recommends a new furnace and provided a quote for \$2,600.

V. PUBLIC COMMENTS: No public comment.

VI. OLD BUSINESS:

- a. **Fire and Safety System Design Bids**– Bids are out. We should have information returned within 60 days.
- b. **Survey Results Dissemination Plan** – Edwards shared that her and Chairman Knapp met and discussed smaller groups over a few months instead of a larger event. The survey committee will meet and discuss this strategy.
- c. **Goals and Action Steps** – No update.
- d. **Land Sale Policy** – Request for qualifications Review – Mayor Johnson motioned make the due date January 31, 2019, remove Dave Simonsen as the contact and add Claudia Todd in his place. Griffith seconded. No discussion. Motion carried.

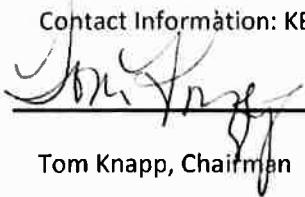
VII. NEW BUSINESS:

- a. **Rental Proposal** – Shann Edwards, representing the Community Resource Center of Johnson County, proposed to rent CEO Simonsen's old office for \$150 per month, pay Claudia Todd \$300 per month (through the CRC) for referring CRC clients to Edwards when absent, and store furniture on BMCC property. No action was taken.
- b. **Marketing Contract** – The Executive Board met and proposed the Board consider a marketing contract with Dave Simonsen. After lengthy discussion, Edwards motioned to offer a contract to Dave Simonsen that would not exceed 10 hours per month, pay \$40.00 per hour, month to month to represent JOCO First on the Technical Advisory Committee, answer questions and generate responses regarding "Project Turtle", and grant reporting (if applicable). Griffith seconded. Dyess, Smith, Edwards, Johnson, and Griffith are in favor. Greenough and Myers, opposed. Motion carried.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: January 9, 2018 at 8 A.M.**
 - i. **Open to Board Members** –Edwards asked that the recommendation of Rick Myers for the Johnson County Advisory Council for Sheridan College be revisited due to there already being 2 other employees of First Northern Bank on that council. It was discussed and decided that Claudia Todd will be recommended to represent the board. Mayor Johnson requested that Claudia Todd submit to the Board a summary of her responsibilities, he also requested that the rent structure be looked at, and reminded the Board that Claudia needs the Board to support her decisions.
 - ii. **ADJOURN:** Meeting adjourned 10:20 A.M.

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



Tom Knapp, Chairman

Date:

1-9-19

Attested by:

 1/9/19

Board Member

Date: