

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
January 9, 2019 @ 8:00 A.M.

Members present:

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

Members absent:

Rich Griffith
Delbert Eitel
Crosby Taylor

Guests: Stephen Dow, Buffalo Bulletin; Shane Schrader, Mayor Elect; Dana Fowler, JC Arts & Humanities; Dave Spencer, The Advanced Carbon Collaborative; Ben Hostetler, Mountain Meadow Wool Mill

I. CALL TO ORDER AND INSTRUCTIONS:

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

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

December 12, 2018 meeting minutes reviewed (recorded by Shann Edwards).

Myers motioned to approve the December 12, 2018 meeting minutes as presented. Mayor Johnson seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers shared a budget comparison 7/1/18 – 12/3/18 and the balance sheet ending January 3, 2019. Dyess motioned to approve the Treasurer's report. Mayor Johnson seconded. No discussion. Motion carried.
- b. **No finance committee report**

IV. STAFF REPORTS:

- a. **Makers Space** – Todd reported that Beau Fowler may come to the board with a proposal/grant he would like to submit to the Wyoming Business Council.
- b. **Building Update** – Todd provided a written building report. The Thompson memorial service was held at the center with approximately 200 attending. Todd further updated the Board on her contacts with renters, community leaders, and marketing contractors.
- c. **Head Start** – Julie Kaufman contacted Todd to inform us that they will not be moving into BMCC. They are renting a different location. We also received notification in writing.

- V. PUBLIC COMMENTS:** Dana Fowler representing Johnson County Arts & Humanities will be getting back to us after their Board meets regarding their rental rate, which is under review.

VI. OLD BUSINESS:

- a. **Fire and Safety System Design Bids**– Todd reported that Western States Fire Protection will be inspecting the building January 8-10, 2019.
- b. **Land Sale Policy** – Request for qualifications due date is January 31, 2019. At this time no realtors have submitted.
- c. **Goals and Action Steps** – Edwards prepared and presented an organizational chart representing JOCO First's current areas of focus.

VII. NEW BUSINESS:

- a. **Marketing Proposal, Dave Spencer** – Dave Spencer presented a marketing proposal for February through June. Stephen Dow requested a copy of Dave Spencer's proposal.
- b. **Marketing Contract, Dave Simonsen** – Chairman Knapp reported that Simonsen declined to go forward with the proposed contract stating he thought it would be more than 10 hours per month.
- c. **Report/Marketing Proposal, Buffalo Chamber of Commerce** – Mayor Johnson reported that Rick Myers organized a meeting of Rick Myers, Mayor Johnson, Shane Schrader, Travis Lawrence, Mark Smith, Dannielle Burns, and Cindy Kremers to discuss a marketing component with the Chamber of Commerce. Mayor Johnson read a proposal that the Chamber emailed to him.
- d. **Ben Hostetler, Mountain Meadow Wool Mill** – Ben shared that the new equipment will be arriving soon, and they will be trained February through May. Ben would like a walk through on the expanded area they will be using. The electric will need upgraded for the new equipment. Ben needs to replace light bulbs and will need to rent a lift from Rocky Mountain Equipment. He also reported that the parking is not very good on the east side and hard for the tourists to navigate. Mayor Johnson shared that the city and county have visited about addressing the drainage, leveling, and expanding the driveway at the entrance.

VIII. Executive Session – Mayor Johnson moved to go into executive session to discuss a personnel issue. Zac seconded. No discussion. All were in favor. Mayor Johnson moved to exit executive session. Novotny seconded. No discussion. All were in favor.

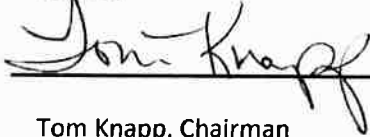
IX. Personnel – Mayor Johnson moved to increase Claudia Todd's salary by \$500 per month. Novotny seconded. No discussion. All were in favor. Mayor Johnson suggested that we need to do employee evaluations annually at a minimum.

X. OTHER BUSINESS:

a. Next Meeting Date: January 23, 2018 at 8 A.M.

- i. **Open to Board Members** – Novotny shared that the State Association of Conservation Districts will host their annual meeting in Buffalo this November. 500-600 people are expected to attend. Also, the skilled nursing facility is being presented again this Tuesday night with the Transportation, Highways, and Military Affairs Committee in Cheyenne. Mayor Johnson announced the 1% applications are due by February 1, 2019. The application will not go to the committee. It will go before the city council and county commissioners because KBJ Economic Development Joint Powers Board is a district.
- ii. **ADJOURN:** Meeting adjourned 10:20 A.M.

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




Tom Knapp, Chairman

Date:

1-23-19

Attested by:



Board Member

Date:

1-23-19

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
January 24, 2019 @ 8:00 A.M.

Members present:

Tom Knapp, Chair
Randy Dyess, Vice Chair
Rick Myers, Treasurer
Zac Smith
Staff: Claudia Todd

Rich Griffith
Shann Edwards, Secretary

Vacancy

Members absent:

Crosby Taylor
Bill Novotny

Guests: Stephen Dow, Buffalo Bulletin; Delbert Eitel; John Camino

I. CALL TO ORDER AND INSTRUCTIONS:

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

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

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

Dyess motioned to approve the January 10, 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 and checkbook balance as of January 22, 2019. Bills continue to be paid on a weekly basis and are current. Dyess motioned to approve the Treasurer's report. Smith seconded. No discussion. Motion carried.
- b. **No finance committee report**

IV. STAFF REPORTS:

- a. **Building Update** – Todd provided a written building report. Todd further updated the Board on her contacts with renters regarding new leases amounts, meeting with community leaders, and marketing contractors.
- b. **Western States Fire Protection** – Another inspection of the building scheduled for January 24 and 25.
- c. **Usage Statistics** – Todd reported that she compiled the usage numbers from all events and tenants. BMCC has been used more in 2018. 40,564 people used the facility in 2018 vs. 33,000 in 2017.

- V. PUBLIC COMMENTS:** Stephen Dow requested a timeline for the marketing proposals from the Buffalo Chamber of Commerce and David Spencer. Chair Knapp commented that the Chamber proposal was for next fiscal year and Spencer's was for the remaining months of the current fiscal year. Myers commented that he thought both were for the current year. Chair Knapp announced that we have a proposal from Mike Johnson to review under New Business on the agenda for today.

VI. OLD BUSINESS:

- a. **No old business to report.**

VII. NEW BUSINESS:

- a. **Marketing Proposal, Mike Johnson** – Mike Johnson proposes to attend the technical advisory committee meetings, respond to new and existing leads, and will provide the board with continuity of knowledge and information while we fill the gap between now and the end of the fiscal year. He offered 40 hours per month at \$40.00 per hour. Maximum expense of \$1,600 per month on a month to month contract.
- b. **Optional 1% request for city/county:** The board reviewed the one-year plan and budget presented that will be included with the application. Myers agreed that the budget seemed appropriate. It was discussed that the first half of the sprinkler/alarm system allocation should be shown on the budget. Edwards will update the budget. Edwards shared a brief review of a few highlights from the studies completed and the decision made to keep the "school". Dyess motioned to accept the 1% request as presented. Smith seconded. Discussion: Myers said, "I don't think this puts us in the best light for what we need to do; more input is needed." Dyess said, "A comprehensive plan is a year-long process." Guest Eitel, who was a part of the meetings at the time regarding the future of the "school" commented, "We need to request as much as possible and this is a good proposal to do this with." End of discussion. Those in favor, Knapp, Smith, Edwards, Dyess, and Griffith. Opposed, Myers. Motion carries.
- c. **Election of Officers (1-year term)** – Dyess nominated Tom Knapp for Chair. Smith seconded. No discussion. All were in favor. Knapp nominated Rick Myers for Treasurer. Smith seconded. No discussion. All were in favor. Griffith nominated Randy Dyess for Vice-Chair. Smith seconded. No discussion. All were in favor. Dyess nominated Shann Edwards as Secretary. Myers seconded. No discussion. All were in favor.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: February 13, 2019 at 8 A.M.**
- b. **Open to Board Members** – Edwards proposes the board meet only one time per month on the 2nd Wednesday at 8:00 A.M. and the Executive Board meeting the 4th Wednesday at 8:00 A.M. Standing committees will need to meet once per month as well as scheduled by the committee chair. This suggestion to be further discussed at the next board meeting.

IV. ADJOURN: Meeting adjourned 9:09 A.M.

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



Tom Knapp, Chairman

Date:

2-13-2019

Attested by:



Board Member

Date:

2-13-19

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
February 13, 2019 @ 8:00 A.M.

Members present:

Tom Knapp, Chair
Randy Dyess, Vice Chair
Rick Myers, Treasurer
Vacancy
Staff: Claudia Todd

Linda Greenough for Bill Novotny
Shann Edwards, Secretary
Zac Smith

Members absent:

Crosby Taylor
Bill Novotny
Rich Griffith

Guests: Stephen Dow, Buffalo Bulletin; Mike Johnson

I. CALL TO ORDER AND INSTRUCTIONS:

Chair Knapp called the meeting to order at 8:00 A.M.
Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

January 24, 2019 meeting minutes reviewed (recorded by Shann Edwards).
Dyess motioned to approve the January 24, 2019 meeting minutes as presented. Smith seconded.
No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers presented the accounts payable and checkbook balance as of February 11, 2019. Bills continue to be paid current. Dyess motioned to approve the Treasurer's report. Smith seconded. No discussion. Motion carried.
- b. **No finance committee report**

Rick Myers left the meeting at 8:06 A.M.- Board still has a quorum.

IV. STAFF REPORTS:

- a. **Building Update** – Todd provided a written building report. Todd further updated the Board on her contacts with renters, potential renters, and meetings with bank representatives.
- b. **Usage Statistics Update** – Todd reported that she missed one user of the facility and recompiled the usage numbers from all events and tenants. Number of people that used BMCC in 2018 was 40,910.

- V. PUBLIC COMMENTS:** Mike Johnson shared that New Growth Alliance Management Council met and Ady Advantage presented 3 different proposals for moving forward with a contract. The council selected the one for \$46,500. There is an 18-week contract timeline. Randy Dyess shared that he turned over the NGA funds over to Robert Briggs and the City of Sheridan Special Account. Stephen Dow questioned the board regarding the office used by Shann Edwards. It was clarified that the Community Resource Center of Johnson County rented office space and is paying for that space, in which Shann Edwards is the Executive Director. Renting of office space does not require a board vote.

VI. OLD BUSINESS:

- a. **Western States Fire Protection** – Blueprint drafts were presented by Todd for the sprinkler and fire alarm system. We should have the numbers for the bid proposal by the end of the month with cost estimates.

VII. NEW BUSINESS:

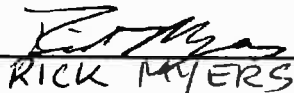
- a. **RFQ's from Realtors** – 2 RFQ's were received from realtors. Buffalo Realty and The Legacy Group, Coldwell Banker both responded. Chair Knapp asked the board to review both responses and compare to the guidelines. A realtor will be selected at the next board meeting to represent JOCO First.
- b. **Marketing Proposal, Mike Johnson** – Mike Johnson proposes to attend the technical advisory committee meetings, respond to new and existing leads, and will provide the board with continuity of knowledge and information while we fill the gap between now and the end of the fiscal year. He offered 40 hours per month at \$40.00 per hour. Maximum expense of \$1,600 per month on a month to month contract. Dyess motioned to accept the month to month marketing contract presented by Mike Johnson. Greenough seconded. No discussion. Motion carried.
- c. **Frequency of board meetings** - Chair Knapp announced that there have been previous discussions about the board meeting only once per month. It was agreed that moving forward the JOCO First board will meet the 2nd Wednesday of each month.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: March 13, 2019 at 8 A.M.**
- b. **Open to Board Members** –Edwards asked Chair Knapp if Delbert Eitel was appointed to the JOCO Board at the Kaycee City Council meeting. It is our understanding this could happen at the next Kaycee City Council meeting. Edwards asked about getting prices for a directory of tenants that could be presented at the entrance. Todd will get some prices for the next board meeting. Edwards presented a draft 3-year plan for BMCC, a draft letter to the editor of the Buffalo Bulletin, and an economic development project concept idea called JOCO SPACE.

IV. ADJOURN: Meeting adjourned 8:59 A.M.

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



RICK MYERS

Tom Knapp, Chairman

3/13/19

Date:

Attested by:


3/13/19

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
March 13, 2019 @ 8:00 A.M.

Members present:

Bill Novotny
Rick Myers, Treasurer
Rich Griffith
Vacancy
Staff: Claudia Todd

Shann Edwards, Secretary
Zac Smith
Shane Schrader

Members absent:

Crosby Taylor
Tom Knapp
Randy Dyess

Guests: Stephen Dow, Buffalo Bulletin; Mike Johnson; Ben Hostetler, Mountain Meadow Wool Mill; Scott Madsen, City Council; Derek Andrews, Sheridan College

I. CALL TO ORDER AND INSTRUCTIONS:

Treasurer Myers called the meeting to order at 8:02 A.M.

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

February 13, 2019 meeting minutes reviewed (recorded by Shann Edwards).

Smith motioned to approve the February 13, 2019 meeting minutes as presented. Mayor Schrader seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers presented the financial report as of February 28, 2019. Our average reported rental income is about \$11,000 per month. Monthly expenses are averaging between \$14,000 and \$15,000 per month. Todd confirmed that she is invoicing Johnson County for marketing expenses for reimbursement. Griffith motioned to approve the Treasurer's report. Smith seconded. No discussion. Motion carried.
- b. **No finance committee report**

IV. STAFF REPORTS:

- a. **JOCO First/BMCC Update** – Todd provided a written building report. Todd further updated the Board on her contacts with renters. There have been two recent complaints regarding our tenant, Tom Torge. After discussion, Mayor motioned to terminate Tom Torge's lease with 30-days' notice. Griffith seconded. No discussion. Motion carried.
- b. **Lease Agreement Review** – The board agreed that Ben Kirven's office should be contacted and asked to review our lease agreement. The board wants included a provision that allows for early termination of a lease or the reduction of the termination notice period if the board determines there are grounds to do so. The board also prohibits anyone from living in any leased space or using the space for purposes other than stated in the lease.

- V. PUBLIC COMMENTS:** Ben Hostetler with Mountain Meadow Wool Mill shared that their new machines have arrived and small batch production started this week. He also notified the board that they have obtained a private investor that will be helping them move forward with their plans to purchase 22 Plains Drive. Ben indicated they would like to proceed in the near term. They are interested in purchasing 18 Plains Drive as well.

VI. OLD BUSINESS:

- a. **Fire and Sprinkler System** – Western States Fire Protection and API have completed another walk through the building. We don't anticipate a report until mid-April.
- b. **RFQ Review** – There was brief discussion regarding the two proposals received to establish realtor representation for the board. Commissioner Novotny motioned to accept Jillian Smith's proposal. Mayor Schrader seconded. All were in favor except for Rich Griffith who abstained due to conflict of business interest.

Rich Griffith left the meeting at 9am.

VII. NEW BUSINESS:

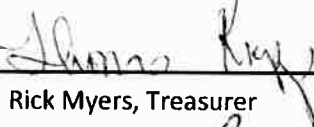
- a. **Website Re-evaluation** - Todd presented an overview of our current website contractor's services and two comparisons for the board to consider. Todd will arrange for presentations by the web site developers to be given to the board.
- b. **Sheridan College Lease Negotiation** – Derek Andrews representing Sheridan College in Johnson County shared that he has submitted his budget request with an increase to their monthly rent of \$100.00. He also shared that Dr. Walter Tribble was selected as the new President of NWCCD.
- c. **Add Shann Edwards as bank card signee** – The board discussed who should be approved to sign checks on behalf of the KBJ/JOCO First. Commissioner Novotny motioned that the Executive Board plus Rich Griffith should be signors. Mayor Schrader seconded. All were in favor. A Financial Management Policy will be developed that will include this information. Edwards will prepare a resolution to be given to the bank to make the changes.

VIII. OTHER BUSINESS:

- a. **Executive Board Meeting Date: March 27, 2019 at 8 A.M.**
- b. **Next Meeting Date: April 10, 2019 at 8 A.M.**
- c. **Open to Board Members** – The prospective sale of 22 Plains Drive was revisited, and it was decided the Executive Board will meet and make a recommendation to the whole board regarding next steps.


IV. ADJOURN: Meeting adjourned 9:52 A.M.

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


Rick Myers, Treasurer

4-10-19
Date:

Attested by:

 4/10/19

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
April 10, 2019 @ 8:00 A.M.

Members present:

Bill Novotny (8:23 am)
Zac Smith
Shane Schrader
Vacancy
Staff: Claudia Todd

Shann Edwards, Secretary
Tom Knapp

Members absent:

Crosby Taylor
Rich Griffith
Randy Dyess
Rick Myers, Treasurer

Guests: Stephen Dow, Buffalo Bulletin; Mike Johnson; Ben Hostetler, Mountain Meadow Wool Mill (8:32 am); Scott Madsen, City Council

I. CALL TO ORDER AND INSTRUCTIONS:

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

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

March 13, 2019 meeting minutes reviewed (recorded by Shann Edwards).

Smith motioned to approve the February 13, 2019 meeting minutes as presented. Mayor Schrader seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – No treasurer's report.
- b. **No finance committee report**

IV. STAFF REPORTS:

- a. **JOCO First/BMCC Update** – Todd provided a written building report. Todd further updated the Board on her contacts with renters. One of Tom Torge's sisters will be here the end of the month to begin addressing his belongings. 307 Thought Lab is hosting an Open House May 1st at 6 P.M. Todd will be gone May 23 through June 6 and Chair Knapp is working with her on her schedule. Todd has someone lined up to check the mail and make deposits in her absence.
- b. **Lease Agreement Review** – No update.

V. PUBLIC COMMENTS: No public comment.

VI. OLD BUSINESS:

- a. **Mountain Meadow Wool** – Ben Hostetler provided a summary (in board packet) that the MMW proposed purchase price of 22 Plains Drive should be about \$492,000. The JOCO Executive Board met March 27 regarding the selling price and came up with \$700,000 as a selling price. The Board will visit with Jill Smith about handling negotiation of the sale for a lesser percentage as there is no marketing involved. Mayor Schrader motioned to move forward with an asking price of \$700,000 and to contract the realtor, Smith seconded, no discussion, all were in favor.
- b. **RFQ review** – No update.
Bill Novotny joined the meeting 8:23 A.M.
Ben Hostetler joined the meeting 8:32 A.M.
- c. **Web designers' presentations** – Jeanie Briscoe with JHL Creative presented her proposal.

d. **Sprinkler/Fire System** – Cost estimate for system is anticipated by end of the month.

VII. **NEW BUSINESS:** No new business.

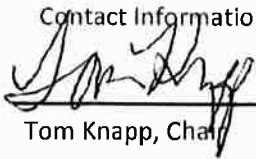
VIII. **OTHER BUSINESS:**

a. **Next Meeting Date:** May 8, 2019 at 8 A.M. at Red Wall Community Center, Kaycee, WY

b. **Open to Board Members** – Mayor Schrader thanked Claudia Todd for handling the situation regarding the passing of Tom Torge and for working with the family.

IV. **ADJOURN:** Meeting adjourned 9:15 A.M.

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


Tom Knapp, Chair

5-8-19

Date:

Attested by:


Board Member

5-8-19

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
June 12, 2019 @ 8:00 A.M.

Members present:

Bill Novotny (8:37 am)
Zac Smith
Shane Schrader
Staff: Claudia Todd

Shann Edwards, Secretary
Tom Knapp
Rick Myers, Treasurer

Members absent:

Crosby Taylor
Rich Griffith
Randy Dyess
Vacancy

Guests: Stephen Dow, Buffalo Bulletin; Jillian Smith, Coldwell Banker; Ben Hostetler, Mountain Meadow Wool Mill (8:30 am)

I. CALL TO ORDER AND INSTRUCTIONS:

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

Guests were introduced as present

Change on Agenda: Add review of special budget meeting minutes. Add asbestos testing bid to be considered.

II. REVIEW/ACCEPT MEETING MINUTES:

May 8, 2019 meeting minutes reviewed (recorded by Claudia Todd) and May 31 budget meeting minutes reviewed (recorded by Shann Edwards).

Myers motioned to approve both sets of minutes from May 8 and May 31, 2019 as presented.

Mayor Schrader seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers distributed a current check register showing bills paid and revenue collected, balance sheet as of June 4, and accounts payable report. Smith motioned to approve the financial report. Mayor Schrader seconded. No discussion. Motion carried.

IV. STAFF REPORTS:

- a. **JOCO First/BMCC Update** – Todd provided a written building report. Additionally, the Recreation District approved \$13,000 and two weddings are booked for the facility. This November the Conservation District Conference is expected to draw 240 people over 3 days. Regarding tenant Torge's belongings, there is about 20% left plus his car.
- b. **Lease Agreement Review** – No update.

V. PUBLIC COMMENTS: No public comment.

VI. OLD BUSINESS:

- a. **Boys & Girls Club Lease and Future** – Chair Knapp reported that he spoke with Scott Musselman about the club extending their rent through January 31, 2020. Musselman understands that the small gym will not be as readily available. The lease agreement will be updated to reflect this change. Depending on the Club's timeline for moving, they may need to stay longer.
- b. **Webpage Selection** – The board has reviewed presentations from both JHL Creative and 307 Web. Edwards motioned to accept JHL Creative's proposal, Smith seconded, no discussion, and motion carried.

- c. **Mountain Meadow Wool** – Chair Knapp reinforced that MMW is an excellent fit and meets the economic development requirements for JOCO to further assist the company by considering the offer presented to purchase 22 Plains Drive. A list of repairs with the cost was presented for review. Myers motioned to accept the purchase offer for 22 Plains Drive by Mountain Meadow Wool AS IS including the repair of rail around driveway, seconded by Novotny, with discussion to begin. Novotny asked Myers to provide rationale for his motion. Myers referenced current commercial property sales and comparable listings and feels this supports his theory that a discount is being offered. Novotny would like to see an agreement move forward. Ben Hostetler reminded the board the original proposal was \$615,000 AS IS. Myers inquired about the proceeds from the sale and where it goes. Hostetler felt the board should be more concerned that the taxpayer dollars are being recuperated. Knapp reminded the board that the original listing price was \$700,000. Novotny asked to hear from the other board members. Schrader would like to see it sell for \$675,000. Edwards would like it to sell for \$675,000 and questioned the repairs and felt they should be taken care of the board as landlords whether there is an accepted offer or not. Edwards amended the motion to counted Mountain Meadow Wool's offer with \$665,000 AS IS, seconded by Smith, no further discussion, Chair Knapp called for a vote. Yay votes are Edwards, Knapp, Smith, Schrader, and Novotny. Nay vote is Myers. Jillian Smith presented a review of the current commercial real estate market as part of her scope of work.
- d. **Budget 2019/2020** – The board meets with Johnson County Commissioners today at 11 A.M. The budget will be finalized by the next meeting on July 10th.

VII. NEW BUSINESS:

- a. **Change of Bookkeeping Services** – The board reviewed a letter from John Camino offering bookkeeping services at \$60.00 per hours. Camino believes it will take about 3 to 4 hours a month. Jennifer Schroefel will finish final budget. Novotny moved to accept John Camino's bookkeeping proposal, Mayor Schrader seconded, no discussion, motion carried.
- b. **Asbestos Testing Bid** – Myers presented a bid from Y Environmental for conducting a pre-renovation/pre-demolition inspection on BMCC. There is no evidence of this inspection previously being completed and it needs to be done before any remodeling or demolition can be conducted. Mayor Schrader motioned to accept the asbestos inspection bid not to exceed the amount of \$14,000 for 300 samples from Y Environmental, seconded by Myers, no discussion, motion carried.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: July 10, 2019 at 8 A.M. at BMCC, Buffalo, Wyoming**
- b. **Open to Board Members –**

IV. ADJOURN: Meeting adjourned 9:18 A.M.

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

Tom Knapp, Chair

Date:

Attested by:

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
July 10, 2019 @ 8:00 A.M.

Members present:

Linda Greenough (Proxy)	Shann Edwards, Secretary
Zac Smith	Tom Knapp
Shane Schrader	Rick Myers, Treasurer
Staff: Claudia Todd	

Members absent:

Crosby Taylor
Rich Griffith
Randy Dyess
Vacancy

Guests: Stephen Dow, Buffalo Bulletin; Jillian Smith, Coldwell Banker;

I. CALL TO ORDER AND INSTRUCTIONS:

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

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

June 12, 2019 meeting minutes reviewed (recorded by Shann Edwards).

Myers motioned to approve the minutes from June 12, 2019 as presented. Mayor Schrader seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers presented the total revenue for the year was \$301,000, total operating expense was \$253,000, which produced a net operating balance of \$48,000. Ending cash on hand was \$41,000. In his best estimation, it costs \$185,000 to operate BMCC for a year. Mayor Schrader motioned to approve the financial report. Smith seconded. No discussion. Motion carried.

IV. STAFF REPORTS:

- a. **JOCO First/BMCC Update** – Todd provided a written building report. Additionally, she reported attending the recent Sheridan College retreat and handed out a list of upcoming programs for BMCC and Sheridan College.

V. PUBLIC COMMENTS: No public comment.

VI. OLD BUSINESS:

- a. **Mountain Meadow Wool Amended Contract**– Chair Knapp reported that the MMW investor backed out and the Hostetler's have asked to extend the contract for purchasing the building while they seek additional financing. Jill Smith prepared an amendment to extend the contract, changing the earnest money commitment. After lengthy discussion, Myers motioned to reject the amended contract with MMW and to list the property publicly with Jill Smith (Coldwell Banker), Mayor Schrader seconded, discussion clarified that Hostetler's have first right of refusal as a condition of their lease agreement, all were in favor.
- b. **Budget 2019/2020** – Chair Knapp reported the Johnson County Commissioners will finalize their budget on July 15, 2019. They have set \$100,000 to be allocated to JOCO. City of Buffalo approved \$52,140 for JOCO. Myers motioned to accept the 2019-2020 budget for JOCO as presented, reducing marketing expenses by \$538.00, providing no budget changes are made by either the City or the County regarding their distributions to JOCO. Smith seconded. No discussion. All were in favor.

- c. **Asbestos Discussion** – Chair Knapp shared that Randy Dyess thought there might have been a previous study by the school district regarding the asbestos. Myers confirmed that no study was found. Y Environmental is scheduled to conduct the investigation the week of July 15, 2019.

VII. NEW BUSINESS:


- a. **Wyoming Business Council Letter** - A letter was received from the Wyoming Business Council inquiring about the fire sprinkler system project and progress. A draft response was written and presented for input from the board. No input received. The letter will be sent out directly.

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: August 14, 2019 at 8 A.M. at BMCC, Buffalo, Wyoming**
b. **Open to Board Members** – Mayor Schrader asked that all board members are provided all correspondence and information regarding MMW and the real estate agreement.

IV. ADJOURN: Meeting adjourned 8:45 A.M.

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


Tom Knapp, Chair

8-14-19
Date:

Attested by:


Board Member

8/14/19
Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
August 14, 2019 @ 8:00 A.M.

Members present:

Bill Novotny
Zac Smith
Shane Schrader
Rich Griffith
Staff: Claudia Todd

Vacancy
Tom Knapp, Chair
Rick Myers, Treasurer

Members absent:

Crosby Taylor
Randy Dyess, Vice-Chair
Vacancy

Guests: Stephen Dow, Buffalo Bulletin; Jillian Smith, Coldwell Banker Legacy Group; Shann Edwards; Jeanie Briscoe, JHL Creative; Scott Madsen, City of Buffalo; Mike Knebel, Buffalo Chamber of Commerce; Brandi Harlow, Wyoming Business Council

I. CALL TO ORDER AND INSTRUCTIONS:

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

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

July 10, 2019 meeting minutes reviewed (recorded by Shann Edwards).

Mayor Schrader motioned to approve the minutes from July 10, 2019 as presented. Myers seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers presented the treasurer's report. July's income was \$17,777 and expense was \$13,476. Approximately \$107,000 is available for operating. Smith motioned to approve the financial report. Mayor Schrader seconded. No discussion. Motion carried.

IV. STAFF REPORTS:

- a. **JOCO First/BMCC Update** – Todd provided a written building report. Additionally, the small building behind BMCC is available for rent and the replacement skylights were installed last week. It is estimated by Powder River Heating and AC that to repair the AC issue effecting the college wing will be about \$12,000.

V. PUBLIC COMMENTS: Mike Knebel with the Buffalo Chamber of Commerce presented a letter to the board outlining discussions to form a mutual partnership between JOCO and the Chamber. The relationship is described as informal and non-binding. The board showed unified support for this effort.

VI. OLD BUSINESS:

- a. **Mountain Meadow Wool Update**– Jill Smith reported that she has been emailing weekly updates and would like to obtain contact information for board members that are missing from her list. Claudia will provide her this information. Jill also reported that Ben Hostetler has been very accommodating to her needs for taking pictures, etc. She added the exterior looks good, but there are some items that eventually need to be removed and discarded. Realtors who have received information regarding the listing reported that they thought the price was fair.

- b. **Budget 2019/2020** – Chair Knapp included in the packet a summary of the 1% grant received and how those funds will be spent. There is also a list of upcoming grant due dates for 2020.
- c. **Asbestos Report Update** – Chair Knapp reported that an email went out to board members summarizing the findings from the asbestos study. More samples were taken than initially planned for, although we were aware this was a possibility. We are waiting for the final report. At the request of the board, Claudia will contact Yon Environmental and set up a date for them to present the report to the board.
- d. **Website Update** – Jeanie Briscoe, JHL Creative, presented a draft of the website and the board provided her feedback.

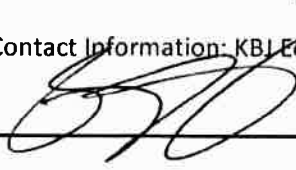
VII. NEW BUSINESS: N/A

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: September 11, 2019 at 8 A.M. at BMCC, Buffalo, Wyoming**
- b. **Open to Board Members** – Chair Knapp announced he is resigning from the board effective the end of the month (August 31, 2019).
- c. **Other** - Brandi Harlow, Wyoming Business Council, shared that there was recently a business lead for a small business with 3-5 employees needing a 5,000 square foot building. The City of Buffalo worked with New Growth Alliance and she reported the proposal “looked great”.

IV. ADJOURN: Meeting adjourned 9:10 A.M.


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



Tom Knapp, Chair

Date:

9-4-19

Attested by: 

Board Member

Date:

9-4-19

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
September 4, 2019 @ 8:00 A.M.

Members present:

Bill Novotny
Zac Smith
Randy Dyess, Vice-Chair
Shane Schrader
Staff: Claudia Todd

Shann Edwards

Members absent:

Crosby Taylor
Vacancy
Rich Griffith
Rick Myers, Treasurer

Guests: Stephen Dow, Buffalo Bulletin; Jillian Smith, Coldwell Banker Legacy Group; Scott Madsen, City of Buffalo; Mike Knebel, Buffalo Chamber of Commerce; Ashlea Bassett, Sheridan College

I. CALL TO ORDER AND INSTRUCTIONS:

Vice-chair Dyess called the meeting to order at 8:03 A.M.

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

August 14, 2019 meeting minutes reviewed (recorded by Shann Edwards).

Mayor Schrader motioned to approve the minutes from August 14, 2019 as presented. Edwards seconded. No discussion. All were in favor.

III. FINANCIALS:

Treasurer's report on financial status – No report.

IV. STAFF REPORTS:

JOCO First/BMCC Update – Todd provided and reviewed a written building report. Additionally, all rent has been paid current, Powder River Heating and Air completed the repair of the AC in the west wing, and the DEQ representatives are scheduled to attend the October board meeting.

V. PUBLIC COMMENTS: No comments.

VI. OLD BUSINESS:

- a. **Asbestos Update** – Edwards reported that Yon with Y Environmental confirmed they can provide a bid for asbestos removal based on the installation plan of the sprinkler/fire protection system. Yon is scheduled to attend the October board meeting. ✓
- b. **Written plan for sprinkler system to WY Business Council** – Vice-chair Dyess suggested we inquire as to the sprinkler requirement for Nine West, if there are any. Chairman Novotny suggested that securing long-term leases, needs to be a top priority. As this outcome would assist the city and county when making budget decisions regarding BMCC. Vice-chair Dyess suggested that we work on the written plan after the asbestos report is received.

VII. NEW BUSINESS:

- a. **Parking lot repair/stripping** – After brief discussion, Edwards motioned to approve the filling of cracks and stripping of the parking lot. Smith seconded. No discussion. Motion carried.

- b. **Part-time employee** – After brief discussion, Edwards motioned to approve Claudia to advertise and hire a part time staff person for administration and marketing assistance for no more than 30 hours per week on average. Mayor Schrader seconded. No discussion. All were in favor.
- c. **Line of credit** – Rich Griffith, Bank of Buffalo is inquiring if we need to continue the line of credit. Vice-chair Dyess clarified that the line is only used for projects that are fiscally preapproved. Smith motioned to approve the renewal of the line of credit with Bank of Buffalo. Edwards seconded. No discussion. All were in favor.
- d. **JOCO Board moving forward – Discussion moved to Other Business**

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: October 9, 2019 at 8 A.M. at BMCC, Buffalo, Wyoming**
- b. **Jillian Smith, Coldwell Banker Legacy Group, update** - Smith inquired for Mountain Meadow Wool about the replacement of ceiling tiles. Vice-chair Dyess suggested the County be contacted to see if they have tiles available, and that JOCO First will pay for the tiles. Also, the old soda machine, appliance, and wood pallets are still around 22 Plains Drive. Jillian wanted to clarify if Tom Knapp was arranging the cleanup of the area. This was unconfirmed. It was clarified that Claudia Todd is the contact regarding any building repairs or maintenance.
- c. **Sprinkler update** – Western States & Fire returned an estimate of \$190,500 to sprinkle both gyms.
- d. **Election of Interim Chair** – Vice-chair Dyess announced that he will not be able to perform the duties of interim chair and that he will be terminating his membership with the board effective January 1, 2020. Mayor Schrader nominated Shann Edwards to serve as Interim Chair until the business meeting in January 2020, where regular elections will be held. Zach Smith seconded. All were in favor.

IV. ADJOURN: Meeting adjourned.

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

Randy Dyess, Vice-chair

Date:

Attested by:

Shann E Edwards 10/8/19

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
October 9, 2019, 2019 @ 8:00 A.M.

Members present:

Bill Novotny
Zac Smith
Shane Schrader
Shann Edwards-Chair/Secretary
Staff: Claudia Todd

Members absent:

Crosby Taylor
Vacancy-KC
Rich Griffith
Rick Myers, Treasurer
Randy Dyess, Vice-Chair

Guests: Floyd Whiting, Buffalo Bulletin; Jillian Smith, Coldwell Banker Legacy Group; Scott Madsen, City of Buffalo; Sam Bayliss, Chef Sam; Jeanie Briscoe, JHL Creative; Mike Hanson, New West; Carol Stark and Cindi Martinez, State of Wyoming, DEQ; Yon Malkuch, Y Environmental;

I. CALL TO ORDER AND INSTRUCTIONS:

Chair Edwards called the meeting to order at 8:04 A.M. **Guests were introduced as present**

II. REVIEW/ACCEPT MEETING MINUTES:

September 4, 2019 meeting minutes reviewed (recorded by Shann Edwards).
Smith motioned to approve the minutes from September 4, 2019 as presented. Mayor Schrader seconded. No discussion. All were in favor.

III. FINANCIALS: Treasurer's report on financial status – No report.

IV. STAFF REPORTS: JOCO First/BMCC Update – Todd provided and reviewed a written building report. Additionally, it was shared that Mike Knebel is no longer with the Buffalo Chamber of Commerce.

V. PUBLIC COMMENTS: Mike Hanson, New West alternative school program, shared that his program currently has 25 students and is using 2 classrooms in the SCJC wing at BMCC. He believes that his program could expand to about 30-35 students and would benefit from additional classroom space. The program is seeking to become its own school within JCSD No. 1. The application, supported by the Johnson County School Board, is due March 2, 2020. Mike would like to pursue space for the next school year and BMCC is one option for meeting their needs. Jill Smith, Coldwell Banker Legacy Group report that the roof repair is completed at 22 Plains Drive.

VI. OLD BUSINESS:

- a. **DEQ Presentation –** Cindy Martinez and Carol Stark presented information about funding, lead assessments, and navigation assistance options available from the DEQ. Enrollment in the Voluntary Remediation Program is required to receive funding. They also provided information about funding from other government agencies that might benefit BMCC and its remodeling efforts.
- b. **Asbestos final report –** Yon Malkuch presented the final asbestos report explaining where the asbestos is located and the types of material in those location containing asbestos. He noted there is potential for lead based paint to be present in the building. This has not been assessed by Y Environmental. He was unable to prepare a budget for asbestos removal until we provide him our plan for remodeling. He can budget the removal in phases, coinciding with the remodeling projects as they're executed. He can also give us a budget for complete asbestos removal in the event of demolition. The asbestos in BMCC is considered stable as

long as it's undisturbed. There is no mastic identified as hot in the floor tiles. Yon considered this project to be manageable. Our next step is to obtain costs.

- c. **Website** – Jeanie Briscoe, JHL Creative, reported that the website is Live. The address is <http://bombermountainwy.com/>. Feedback can be emailed to Claudia. Jeanie would also like us to consider additional content for the JOCO First Economic Development section.

VII. NEW BUSINESS:

- a. **Kitchen Chemicals** – Chef Sam Bayliss shared an overview of his BHS culinary program which serves the Buffalo High School and alternative school program students. He has 14 students this semester and 9 registered for January. We have received an estimate from Advanced Chemical Solutions for a replacement chemical delivery system for dish washing. Our current liquid system is not working properly and is outdated. Chef Sam explained the difference between the two systems; dry vs. liquid. Chairman Novotny moved to approve the installation of the new dry chemical system. Mayor Schrader seconded. No discussion. All were in favor.

Zac Smith left the meeting at 9:40 am. No quorum.


- b. **Line of credit update** – Rich Griffith with The Bank of Buffalo let us know that the bank may require further collateralization in order to continue the line of credit. The board confirmed that we will still move forward with the credit line. This was approved at a previous meeting.
- c. **Long term lease update** – Chair Edwards reported that she has met twice with Mike Hanson regarding the potential needs of New West for space to lease. BMCC is being considered as a possible long-term location for the alternative education program. Chair Edwards also met with Scott Musselman with the Boys and Girls Club. It appears that we should be able to coordinate between the two entities, should New West wish to occupy the same space as the Boys and Girls Club, after they move to their new location.
- d. **Three-year Plan** – A draft 3-year plan for BMCC is included in the packet for the board's review. Chair Edwards is requesting feedback on the priorities and strategies. Regarding the letter for the WBC, Chairman Novotny suggested we provide them with the asbestos study we just received and let them know we will be reviewing it and making a decision about moving forward.
- e. **JOCO First Open House** – Claudia presented the Open House information for JOCO First as an opportunity to "inform the public about our accomplishments, new programs, partnerships and future outlook of BMCC." All board members should plan to attend as their schedules will allow. We will provide refreshments, building tours, and brief presentations. Tom Knapp will be awarded for his many years of service. The event is Thursday, October 24th at 5:00 pm @ BMCC.

VIII. OTHER BUSINESS:

- a. **Next Meeting: Nov. 13, 2019 at 8 A.M. at Red Wall Community Center, Kaycee, Wyoming**

IV. ADJOURN: Meeting adjourned 9:50 am.

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


Shann Edwards, Chair/Secretary


Date:

Attested by:

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Red Wall Community Center, Kaycee, WY
November 13, 2019, @ 9:30 A.M.

Members present:

Bill Novotny
Shane Schrader
Rich Griffith
Shann Edwards-Chair/Secretary

Members absent:

Crosby Taylor
Vacancy-KC
Zac Smith
Rick Myers, Treasurer
Randy Dyess, Vice-Chair
Staff: Claudia Todd

Guests: No guests

I. CALL TO ORDER AND INSTRUCTIONS:

Chair Edwards called the meeting to order at 9:37 A.M.

II. REVIEW/ACCEPT MEETING MINUTES:

October 9, 2019 meeting minutes reviewed (recorded by Shann Edwards).
Bill Novotny motioned to approve the minutes from October 9, 2019 as presented. Griffith seconded. No discussion. All were in favor.

III. FINANCIALS: Treasurer's report on financial status – No report.

IV. STAFF REPORTS: JOCO First/BMCC Update – The board reviewed the written building report provided by Claudia Todd. There was a discussion regarding the interest in renting space at BMCC to a new preschool. The board expressed concern regarding the potential for lead based paint exposure and potential requirements for a fire sprinkler system. The board also discussed the FFA Halloween Haunted House which takes place upstairs at BMCC. The FFA leader reported to have seen about 600 people come through the exhibit. The board expressed concern as to a potential fire hazard with the use of highly combustible materials used to make the exhibit.

V. PUBLIC COMMENTS: No comments.

VI. OLD BUSINESS:

- a. **3-year draft plan** – After brief discussion, the board members recommended that the plan be emailed to all board members, again, for additional input.

VII. NEW BUSINESS:

- a. **Convention & Visitors Bureau/ED vs. Chamber** – Chair Edwards shared information about the differences between CVBs and chambers of commerce and how they relate to economic development. The board members are open to further conversation on this topic.
- b. **2019 Fire Sprinkler Inspection Report (22 Plains Drive)** – A proposal to correct identified deficiencies was received from Western States Fire Protection Company following the annual fire sprinkler inspection for 22 Plains Drive. Chair JCC Novotny moved to approve the work to be completed by Western States Fire Protection Company in the amount of \$3,970.00. Seconded by Mayor Schrader. No discussion. All were in favor.
- c. **Insurance Renewal** – The board agrees that we will accept bids for the building insurance policy which will renew January 2020.

- d. **Lead based paint study** – After brief discussion, the board agrees to move forward and pursue possible grant funding from the DEQ/EPA for completing a lead based paid study for BMCC.

VIII. OTHER BUSINESS:

- a. **Next Meeting: Dec. 11, 2019 at 8 A.M. at Bomber Mountain Civic Center, Buffalo, Wyoming**
b. **Open to board members:** Chair JCC Novotny shared that there are 2 draft legislative bills that would affect how property owned by government entities in Wyoming would be taxed. The two draft bills are 20LSO-258 and 20LSO-257.

IV. ADJOURN: Meeting adjourned 10:45 am.

Contact Information: KB/Economic Development (307) 620-1123 Info@jocofirst.com

 12/11/19

Shann Edwards, Chair/Secretary

Date:

Attested by:

Board Member

Date:

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

Members present:

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

Members absent:

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

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

I. CALL TO ORDER AND INSTRUCTIONS:

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

II. REVIEW/ACCEPT MEETING MINUTES:

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

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

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

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

VI. OLD BUSINESS:

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

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

VII. NEW BUSINESS:

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

VIII. OTHER BUSINESS:

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

IV. ADJOURN: Meeting adjourned 9:40 am.

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

Shann Edwards 2/18/2020
Shann Edwards, Chair/Secretary Date:

Attested by:

Rita Myers 2/18/20
Board Member Chair Date: