

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**Bomber Mountain Civic Center, Buffalo, WY**  
**January 8, 2020, @ 8:00 A.M.**

**Members present:**

Rick Myers, Treasurer  
Shane Schrader  
Zac Smith  
Bill Novotny  
Shann Edwards-Chair/Secretary

**Members absent:**

Crosby Taylor  
Vacancy-KC  
Rich Griffith

Staff: Claudia Todd

**Guests:** Jill Smith, Coldwall Banker, The Legacy Group; Floyd Whiting, Buffalo Bulletin; Scott Madsen, City Councilman; Ben Kirven

**I. CALL TO ORDER AND INSTRUCTIONS:**

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

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

December 11, 2019 meeting minutes reviewed (recorded by Shann Edwards).  
Smith motioned to approve the minutes from December 11, 2019 as presented. Mayor Schrader seconded. No discussion. All were in favor.

**III. STAFF REPORTS: JOCO First/BMCC Update** – The board reviewed the written building report provided by Claudia Todd. In addition, Todd has booked additional events including Ducks Unlimited, Rocky Mountain Elk Foundation, Business EXPO, and the 4H Carnival. A part time assistant has been hired. 2019 facility usage numbers are being calculated and will be available at the February meeting.

**IV. Executive Session – Smith moved to convene in executive session to discuss legal and personnel matters pursuant to Wyoming Statute 16-4-405 subsection (iii) and (x). Chairman Novotny seconded. No discussion. All in favor.**

**Chairman Novotny moved to come out of executive session. Myers seconded. No discussion. All in favor.**

**IV. FINANCIALS:** Treasurer's report on December's financial status included income at \$13,465.00 and expenses at \$18,109.00 leaving a deficit of \$4,644.00 which will be covered by grant dollars yet to be received. Cash on hand is \$78,800.00. 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.

Myers reported that the proposed 2020-2021 budget is being worked on. Over the next couple weeks, the draft will be presented to the board. The 1% request is due on January 24, 2020 and the board will schedule a special meeting to review the application for approval.

**V. PUBLIC COMMENTS:** None.

**VI. OLD BUSINESS:**

- a. **Fire Sprinkler Quote** – An estimate was received from Life Safety Solutions, Sheridan, WY, for installation of a fire sprinkler system, which includes the 2 gyms and hallways at BMCC. The quote is for \$80,550.00; a significant decrease from a previous estimate received from Western States Fire Protection Co. The board agreed to move forward to obtain estimates for a 6" water line necessary for the project.

**VII. NEW BUSINESS:**

- a. **Lead-based Paint Inspection** – An inspection cost estimate to identify lead-based paint within BMCC was received from Y Environmental. The cost was projected between \$11,950.00 and \$13,950.00. Myers moved to hold off on the lead inspection. Mayor Schrader seconded. No discussion. All in favor.
- b. **22 Plains Drive Update (sprinkler system deficiencies)** – A competitive bid was received from Life Safety Solutions in the amount of \$2,370.00 to address the deficiencies in the sprinkler system identified during the annual inspection. This bid is considerably less than the one received from Western State Fire Protection Co. Myers moved to approve the bid from Life Safety Solutions to correct the deficiencies. Smith seconded. No discussion. All in favor.
- c. **Board Member Recruitment** – Randy Dyess has resigned his board position creating another opening. Mayor Schrader shared that he has received a letter of interest. There is also a Kaycee position that has been open. Claudia Todd will post this opening on the BMCC Facebook page.
- d. **Election of Officers** – Chairman Novotny moved to propose a slate of candidates whereby nominations will cease, and we will cast a unanimous ballot for Shann Edwards as Secretary and Treasurer, Zac Smith as Vice Chair, and Rick Myers as Chair. Mayor Schrader seconded. No discussion. All in favor.

**VIII. OTHER BUSINESS:**

- a. **Next Meeting: February 12, 2020, at 8 A.M. at Bomber Mountain Civic Center, Buffalo, Wyoming**
- b. **Open to board members:** Mayor Schrader recommended the board recognize Randy Dyess' long and dedicated service history with KBJ Economic Development, Joint Powers Board. All agreed and a plaque will be prepared for presentation at the first opportunity.

**IV. ADJOURN:** Meeting adjourned 9:21 am.

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

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

Attested by: Rick Myers 2/18/20  
Board Member Chair Date:

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**Bomber Mountain Civic Center, Buffalo, WY**  
**February 12, 2020, @ 8:00 A.M.**

**Members present:**

Rick Myers, Chair  
Shane Schrader  
Shann Edwards- Secretary/Treasurer  
Zac Smith, Vice Chair

**Members absent:**

Crosby Taylor  
Vacancy-KC  
Vacancy-KC  
Rich Griffith  
Bill Novotny

Staff: Claudia Todd, Megan Darrow

**Guests:** Jill Smith, Coldwell Banker, The Legacy Group; Floyd Whiting, Buffalo Bulletin; Scott Madsen, City Councilman

**I. CALL TO ORDER AND INSTRUCTIONS:**

Chair Myers called the meeting to order at 8:10 a.m. and guests were introduced.

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

January 8th meeting minutes reviewed (recorded by Shann Edwards).

Mayor Schrader motioned to approve the minutes from January 8, 2020 as presented. Smith seconded. No discussion. All were in favor.

**III. FINANCIALS:** A treasurer's report was not presented for board review. Chair Myers summarized the report for the board. (It will be presented for review and vote to approve at the March meeting.)

**IV. STAFF REPORTS: JOCO First/BMCC Update** – The board reviewed the written building report provided by Claudia Todd. In addition, Todd reported that BMCC tenant, A Good Life, will be moving out of the facility the end of February.

**V. PUBLIC COMMENT:** None.

**VI. NEW BUSINESS:**

- a. **Tourism Meeting** – Shann reported that the second tourism meeting is scheduled for tonight (weather permitting). This meeting is for the board members of JOCO First, JCTA, Discover Historic Buffalo, and the Chambers of Commerce (Buffalo and Kaycee) to come together and discuss tourism in Johnson County and the role of each organization. Chair Myers feels that tourism is Johnson County's number one economic development industry and the board should make a collective decision as to our role and it should be a collaborative effort. Shann agrees and believes the board should identify tourism as an economic development strategy and be strategic in the effort. Jill Smith shared that JCTA will be engaging in a planning process with assistance from The Wyoming Office of Tourism (WOT).
- b. **1% Application** – Chair Myers reviewed the 1% request and budget. Total request is \$202,000 which included \$50,000 for the major capital expenditure fund, if allowed.

**Executive Session** – Smith moved at 8:55 a.m. to convene in executive session to discuss legal and personnel matters pursuant to Wyoming Statute 16-4-405 subsection (iii) and (x). Mayor Schrader seconded. No discussion. All in favor.


Smith moved at 9:10 a.m. to come out of executive session. Mayor Schrader seconded. No discussion. All in favor.


VII. OTHER BUSINESS:

- a. Next Meeting: March 11, 2020, at 8 a.m. at Bomber Mountain Civic Center, Buffalo, Wyoming

VIII. ADJOURN: Meeting adjourned 9:12 a.m.

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

 3/10/2020  
\_\_\_\_\_  
Skann Edwards, Secretary Date:

Attested by:  3/10/2020  
\_\_\_\_\_  
Board Member Date:

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**March 11, 2020 @ 8:00 A.M.**

**Members present:**

Rick Myers, Chair  
Shane Schrader, Mayor of Buffalo  
Shann Edwards, Secretary/Treasurer  
Josh Keegan  
Staff Present: Megan Darrow

**Members absent:**

Crosby Taylor  
Rich Griffith  
Zac Smith, Vice Chair  
Bill Novotny, Chair JCC  
Staff Absent: Claudia Todd

**Guests:** Floyd Whiting, Buffalo Bulletin, Scott Madsen, City Council of Buffalo

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called the meeting to order at 8:00 A.M. Chairman Myers welcomed the guests and new board member Josh Keegan.
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
February 12, 2020 Meeting Minutes (Recorded by Shann Edwards) were presented. Mayor Schrader moved to approve the February 12<sup>th</sup> meeting minutes. Josh seconded. No discussion. Motion carried.
- III. **FINANCIALS:**  
**Treasurer's report on financial status – February 2020 report** – Shann reported the cash on hand is \$118,955.91 of which \$99,851.98 is operating funds. February income is \$10,614.07 and expense is \$16,882.57 leaving a February loss of \$6,268.50. The fiscal YTD loss is \$27,589.51, which is on track with projections. Chair Myers reported that included in the 1% application is a request to move unspent dollars to a JOCO First reserve account. Mayor Schrader moved to accept the February 2020 financial report as presented. Josh seconded. No discussion. Motion carried.
- IV. **Staff Report:** Megan presented the staff report compiled by Claudia. Claudia is on vacation and will return March 16<sup>th</sup>. Megan added that quotes are being obtained to repair/replace the digital sign for BMCC.
- V. **PUBLIC COMMENT PERIOD:** No comments.
- VI. **NEW BUSINESS:**
  - a. **Collaboration with JCTA/Chamber** – Shann provided a review of the tourism collaboration involving JOCO, Buffalo Chamber, JCTA, Discover Historic Buffalo, and the City of Buffalo. Areas of concern identified by the group was shared as well as progress towards addressing each area. The purpose of the group is to improve communication and collaboration between the groups.
  - b. **Governor's Conference** – Claudia attended the Governor's Conference on Tourism and the conference notes will be emailed to all board members.
  - c. **Discussion/General Direction (JOCO)** – Chair Myers shared a handout outlining options for the future of JOCO First. There were 3 areas outlined. Economic development through tourism and skill development, community facility needs assessment, and sustainable funding. Scott Madsen pointed out that the City of Buffalo has picked up the new business leads (from WBC) and that this needs to be in the plan.
- VII. **OTHER BUSINESS:**
  - a. **Next Regular Meeting Date** April 8, 2020 at 8:00 A.M.

- b. **Open to Board Members** – Shann shared a compiled list of Business Resources and Support that is now posted on the BMCC/JOCO First Website. Mayor Schrader shared an update regarding the Sheridan Airport. All flights have been full and baggage checks end 45 min. before the flight. This may be an opportunity for tourism advertising.

**AJOURN:** Meeting adjourned at 9:08 A.M.

Contact Information: KBJ Economic Development (307) 620-1123 [Claudia@Jocofirst.com](mailto:Claudia@Jocofirst.com)



Rick Myers, Chair

6/10/20

Date



Attested by: Board Member

6/10/2020

Date

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

**Members present:**

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

**Members absent:**

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

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

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

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

VII. **OTHER BUSINESS:**

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

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

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



6/10/20

Rick Myers, Chair

Date



6/10/2020

Attested by: Board Member

Date



**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**

June 10, 2020 @ 8:00 A.M.

**Members present:**

Rick Myers, Chair  
Bill Novotny, Chair JCC (8:27 A.M.)  
Shann Edwards, Secretary/Treasurer  
Zac Smith, Vice Chair  
Scott Madsen, by Proxy for Mayor Schrader  
Staff Present: Claudia Todd

**Members absent:**

Crosby Taylor  
Rich Griffith  
Josh Keegan  
Shane Schrader, Mayor of Buffalo

**Guests:** Jody Sauers, Buffalo Chamber of Commerce and Gigi's Upscale Retail; Jill Smith, JCTA & Big Horn Real Estate Associates; Derek Andrews, Sheridan College in Johnson County; Stephen Dow, Buffalo Bulletin; Brandi Harlow, Wyoming Business Council by phone.

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called the meeting to order at 8:03 A.M. Chair Myers welcomed the guests.
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
May 13, 2020 meeting minutes (Recorded by Shann Edwards) were presented. Smith moved to approve the May 13, 2020 meeting minutes. Madsen seconded. No discussion. Motion carried.
- III. **FINANCIALS:**  
**Treasurer's report on financial status** – Chair Myers reviewed the May 2020 report. The cash on hand is \$103,111.51 of which \$83,952.71 are operating funds. Deferred revenue is \$120,065.77. The fiscal YTD loss is reported as \$37,043.12, which is still reflecting a posting error in the amount of <\$13,232.86>. Smith motioned to approve the May 2020 financial report as presented. Madsen seconded. No discussion. Motion carried.
- IV. **Staff Report:** A written staff report was reviewed with the board by Claudia. Additional updates include Sheridan College and Boys & Girls Club have both started back up and are in their offices as of June 8<sup>th</sup>, the cameras are back up and working, the new tourism brochure "14 Things To Do" has been distributed, and the partnership with JCTA and the Chamber regarding tourism strategies is developing. JCTA will be contracting with JOCO First to provide administration and marketing assistance beginning July 1, 2020.
- V. **PUBLIC COMMENT PERIOD:** Jody Sauers shared that the Chamber has hired a Communications Program Manager and the office will now be open Monday through Friday, 9 A.M. to 4 P.M.. The Farmer's Market will begin next Wednesday, the Chamber's satellite office is now open, the flowers are up downtown, the Business EXPO is cancelled for 2020, and the Pathfinder is almost done. Derek Andrews with Sheridan College shared that they returned to offices June 8, 2020 and have set the fall start up date for classes as August 24, 2020. Brandi Harlow with the Wyoming Business Council announced there will be addition grants opening for businesses starting Monday. The priority will be businesses required to close who did not receive any PPP funding.

Bill Novotny arrived 8:27 A.M.

VI. **NEW BUSINESS:**

- a. **Relisting MMW; Jillian Smith** – The MMW real estate listing is coming due for renewal in July. Jillian Smith notified the board she has changed real estate companies and is no longer with Coldwell Banker-The Legacy Group. She is now with Big Horn Real Estate Associates. After discussion, the recommendation by Jillian Smith is to terminate the current real estate contract because the occupancy period is yet another year out. Novotny moved to terminate the current real estate contract with Jillian Smith. Zac Smith seconded. No discussion. Motion carried. Jillian Smith presented a commercial real estate market report for January through June 2020.
- b. **2020-2021 Budget Review & 1% Grant Update** – JOCO First requested \$202,000 on the 1% application. Award amounts are still being finalized.
- c. **Moving Forward Strategy** – Bill Novotny shared that State funding for shovel ready projects will not be available the way the rules and distribution plan is written. Scott Madsen shared that initially the city had more money, but now it is down 20% on 1% funds. Chairman Myers is requesting ideas towards reaching a consensus for moving forward.

VII. **OTHER BUSINESS:**

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

**AJOURN:** Meeting adjourned at 9:24 A.M.

Contact Information: KBJ Economic Development (307) 620-1123

  
Rick Myers, Chair

8/12/20

Date

Attested by: Board Member

Date

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**125 Nolan Ave. - KAYCEE, WY**  
**August 12, 2020 @ 8:30 A.M.**

**Members present:**

Rick Myers, Chair  
Josh Keegan  
Crosby Taylor  
Shane Schrader, Mayor of Buffalo

**Members absent:**

Zac Smith, Vice Chair  
Shann Edwards, Secretary  
Bill Novotny, Chair JCC  
Rich Griffith

Staff Present: Claudia Todd, Megan Darrow

Guests: Phil McEntire, Hoofprints of the Past Museum; Audrey Skill Davis with The Chicken Coop/Chamber of Kaycee.

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called the meeting to order at 8:33 A.M. Chair Myers welcomed the guests.
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
June 10, 2020 meeting minutes (Recorded by Shann Edwards) were presented. Keegan moved to approve the June 10, 2020 meeting minutes. Mayor Schrader seconded. No discussion. Motion carried.
- III. **FINANCIALS:**  
**Treasurer's report on financials** – Chair Myers reviewed the financials. With the new fiscal year starting July 1, 2020 the cash on hand is \$120,931. Myers also stated that BMCC broke even in July! Myers explained the different funding sources for this coming year. The City and County allocated \$160,225. Mayor Schrader motioned to approve the July 2020 financial report as presented. Keegan seconded. No discussion. Motion carried.
- IV. **Staff Report:** A written staff report was reviewed with the board by Claudia. Additional updates include Sheridan College with Derek Andrews leaving his position by end of June next year and Boys & Girls Club moving out August 31, 2020 as stated in their letter. Todd furthermore explained the collaboration efforts with JCTA and national and international advertising with the Wyoming Office of Tourism and other relevant magazines published in and for Wyoming. As Board Chair Myers stated Tourism is the no#1 driver for Johnson County. Todd pursuing to stay in contact with the KC Chamber and working out itineraries and brainstorming ideas with the Hoofprints of the Past Museum and KC Chamber. A follow up meeting is scheduled for August 20<sup>th</sup>.
- V. **PUBLIC COMMENT PERIOD:** Phil McEntire stated and emphasized the importance of a collaboration and willingness of working together.
- VI. **NEW BUSINESS:**
  - a. **22 Plains Dr.** – Myers explained that the MMW lease is coming due for renewal June 2021. Hostetler reached out to Myers to show his intentions to purchase the building. After the previous investors pulled out the purchase price is in question. The listing price for the building was \$675,000 whereas the JOCO Board approved \$640,000 to accommodate the Hostetler's.

Chair Myers suggested to either increase the lease so the purchase price will be higher and more attractive to outside buyers or sell the building all together. Hostetler is supposed to produce a proposal. No decision has been made.

- b. **2020-2021 Budget Review – final funding from City/County** – JOCO First requested \$202,000 on the 1% application. JOCO First received \$60,225 from the City and \$101,000 from the County.
- c. **Facility Strategy** – Myers presented several options regarding the future of Bomber Mountain Civic Center. Remodel/Demolition numbers have not been presented. One temporary option might include shutting down the 1909 and 1949 edition altogether and keep operating the 1978 edition (College Wing) including both gyms and the commercial kitchen. That way half of the buildings cost will be reduced and according to Myers the building might break even that way. In order to accommodate the tenants whose offices are in the 1909 and 1949 editions, JOCO is going to contact them for relocation.

**VII. OTHER BUSINESS:**

- a. **Next Regular Meeting Date September 09, 2020 at 8:00 A.M.**

**AJOURN:** Meeting adjourned at 10:11 A.M.

Contact Information: KBJ Economic Development (307) 620-1123

 \_\_\_\_\_ 9/9/20 \_\_\_\_\_  
Rick Myers, Chair Date

 \_\_\_\_\_ 9/9/20 \_\_\_\_\_  
Attested by: Board Member Date

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**Bomber Mountain Civic Center - Buffalo, WY**  
**September 09, 2020 @ 8:00 A.M.**

**Members present:**

Rick Myers, Chair  
Zac Smith, Vice Chair  
Bill Novotny, Chair JCC (called in)  
Scott Madsen, City Council  
Staff Present: Claudia Todd

**Members absent:**

Shann Edwards, Secretary  
Rich Griffith  
Crosby Taylor  
Josh Keegan

**Guests:** Jill Smith, Realtor; Scott Madsen, City Council; Steve Dow, Buffalo Bulletin.

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called the meeting to order at 8:09 A.M. Chair Myers welcomed the guests. Gonzalo Garcia arrived at 8:20am.
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
August 09, 2020 meeting minutes (Recorded by Claudia Todd) were presented. Vice Chair Smith moved to approve the August 09, 2020 meeting minutes. Commissioner Novotny second. No discussion. Motion carried.
- III. **FINANCIALS:**  
**Treasurer's report on financials** – No financial report was presented. Chair Myers mentioned that the building is operating with low expenses. A written report will be presented at the next board meeting.
- IV. **Staff Report:** A written staff report was reviewed with the board by Claudia. Todd explained the importants of the Rocky Mountain International (RMI) 2020 annual report, informing about the overseas offices focusing on their marketing efforts, Covid-19 updates and trends regarding traveling to our region.  
Todd furthermore explained the collaboration efforts with the Kaycee Chamber and Hoofprints of the Past museum. A follow up meeting is planned for end September in Kaycee to discuss self- guided tours. With the goal of creating a KC pamphlet.  
Todd contacted the tenants that occupied space in the 1909 and 1949 edition of the BMCC building which one of them is the Arts & Humanities. AHC has decided to move out by the end of August. The Yoga Studio was still thinking about moving downstairs into the West Wing. Beau Fowler with 307 Thought Lab stated that he wishes to stay put. Vanessa with the Department of Agriculture will be moving down into the West Wing of the building by end of September.
- V. **PUBLIC COMMENT PERIOD:** Todd invited Gonzalo Garcia with Alizent, a commercial IT CEO to talk about the economic impact that he created by staying in the Buffalo area for approx. two and a half months. Highlights of the conversation were that he spent approx. \$15,000 staying at several different Airbnb's in Johnson County, attending a Cattle drive for a week, horseback riding trips with a local outfitter, buying groceries and fuel and spending money at the local restaurants and attending our local events such as music in the Square, the Oktoberfest etc.  
Professionals like him are able to work from anywhere and choosing our area to work. Garcia praised the friendly environment and suggested to optimize internet connections and a computer friendly work

station at these Airbnb's. When he returns to his office in Houston November 1<sup>st</sup>, Garcia spent about three months in our area. Myers pointed out the this is an excellent story of economic development for Buffalo and it is exactly what the current JOCO marketing initiative hopes to target.

VI. **NEW BUSINESS:**

- A. **Facility Strategy** – Myers advised the group that per last month's board conversation, the existing tenants in the 1909 and 1949 editions had been contacted regarding moving them to the West wing at the end of September in an attempt to conserve on heating and electrical costs. The older editions make up approximately ½ of the total square feet of the building; by shutting down this portion of the building there will be significant cost savings.

Myers also contacted a contractor to see about completely winterizing or mothballing that side of the building approx. (30,000sqft). The bid for winterizing came in with a wide range of numbers. The cost could be between \$11,000 and \$55,000. One reason for that is the fact that the lines are hard to locate and it is unknown where the lines end up being. He is projecting a saving of about \$20,000 to \$30,000 per year. The second option would to simply turn the heat down to 50 degrees to minimize the use. The group agreed that the concept is logical should be implemented.

- B. **Demo Numbers/Operation Cost projections** – Myers discussed another of the options the board is exploring; demolition of a portion or all of the building. Preliminary cost projections indicate that removing part of the building would be approx. \$700,000 to \$800,000 while removing the entire building be in the \$500,000 - \$600,000 range. The reason for the higher cost for removing only part of the building is due a few reasons: 1) placement of the heating / cooling system, 2) construction cost to patch the building after a portion is removed and 3) the cost to move the electrical panel.

A lengthy conversation was held regarding the new information and options. No decisions have been made regarding demolition. Myers also clarified that in order to make qualified decisions more research in the near future has to be completed regarding cost and impact.

VII. **OTHER BUSINESS:**

- a. **Next Regular Meeting Date October 14, 2020 at 8:00 A.M.**

**AJOURN:** Meeting adjourned at 09:21 A.M.

Contact Information: KBJ Economic Development (307) 620-1123

  
Rick Myers, Chair

10/14/20  
Date

  
Attested by: Board Member

10/14/20  
Date

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**October 14, 2020 @ 8:00 A.M.**

**Members present:**

Rick Myers, Chair  
Bill Novotny  
Shann Edwards, Secretary  
Zac Smith, Vice Chair  
Shane Schrader, Mayor  
Josh Keegan  
Staff Present: Claudia Todd

**Members absent:**

Crosby Taylor  
Rich Griffith

**Guests:** Kami Kennedy, Buffalo High School/FBLA; Jill Smith, JCTA & Big Horn Real Estate Associates; Stephen Dow, Buffalo Bulletin; Scott Madsen, Buffalo City Council; Meseret Tegenu, Buffalo Chamber of Commerce.

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called the meeting to order at 8:00 A.M. and welcomed the guests.
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
September 9, 2020 meeting minutes (Recorded by Claudia Todd) were presented. Smith moved to approve the meeting minutes and Novotny seconded. No discussion. Motion carried.
- III. **FINANCIALS:**  
**Treasurer's report on financial status** – Chair Myers reviewed the September 2020 financials. As of June 30, 2020, the cash on hand is \$156,186.66 of which \$136,524.68 are operating funds. Deferred revenue is \$120,065.77. The September 2020 Profit & Loss statement reflects \$16,811.55 net income. Smith motioned to approve the September 2020 financial report as presented. Novotny seconded. No discussion. Motion carried.
- IV. **PUBLIC COMMENT PERIOD:**  
Kami Kennedy, representing Buffalo High School's Future Business Leaders of America (FBLA), addressed the board regarding their annual haunted house and the request to use the civic center. She was also seeking a better understanding of the function of BMCC and how the high school students can continue to be a part of it. Annually, over the past 5 years, FBLA has used primarily the old locker rooms, upstairs and part of the basement to host their haunted house fundraiser. Kennedy stated that 400-500 people have attended the event each year and that this is an important annual fundraiser for the group. Claudia Todd, BMCC manager, was not allowing FBLA to hold the event in the building this year, citing safety issues and concerns by the JOCO Board and City of Buffalo Fire Chief, previous damage to areas used, additional clean up required by building staff after the event, and being unable to obtain required paperwork or a deposit. After a lengthy discussion, the board agreed that FBLA is welcome to bring a proposal back to the board addressing COVID-19 exposure concerns and solutions to previous issues. Claudia provided Kami a copy of the rental agreement and the board agreed, with an accepted proposal, to rent the first floor for \$500 for 2 weeks plus a deposit as long as life safety issues are addressed and approved by Gomer Gammon, City of Buffalo Fire Chief.

V. **Staff Report:** A written staff report including events, building status, and marketing updates was reviewed with the board by Claudia. Beau Fowler with Thought Lab has expressed an interest in renting additional space in the basement. Claudia is working jointly with JCTA on a CARES Act grant for approximately \$62K. Wyoming Best, strategic planning process spearheaded by JCTA is kicking off with a survey of tourism professionals and others. A 5-year strategic plan for tourism and marketing for Johnson County will be developed. Additionally, the group working on events in Buffalo has officially organized under the name Buffalo Events, Inc.

VI. **NEW BUSINESS:**

a. **Mountain Meadow Wool end of lease options.** MMW lease ends June 30, 2021. MMW has been renting the facility since 2007. They currently pay \$4,455.78 per month. Chair Myers would like to explore 3 options with the Hostetler's. They could purchase the building, pay rent that is more in line with the market, or find a different facility to suit their needs.

VII. **OTHER BUSINESS:**

- a. **Facility Strategy** – To reduce overhead and decrease the cost of utilities, the current strategy presented is to reduce the heat in the 1949 and 1909 additions of BMCC. Claudia and Chair Myers are working with Powder River Heating for technical support in this area.
- b. **Next Regular Meeting Date** November 11, 2020 at 8:00 A.M.

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

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

  
Rick Myers, Chair

11/18/20

Date

Attested by: Board Member

Date