

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**Bomber Mountain Civic Center 63 N. Burritt Ave., Room 108**  
**Buffalo, WY. 82834**  
**December 14, 2022@8:00AM**

**Members present:**

Rick Myers, Chairman  
Zach Smith, Vice Chair  
Bill Novotny, Chair JCC  
Tom Knapp, Board Member  
Shann Edwards, Secretary  
John DeMatteis, Board Member (via phone)  
Mary Plank, Board Member

**Members absent:**

Bill Gehrig, Mayor of Kaycee  
Josh Keegan, Board Member  
Shane Schrader, Mayor of Buffalo

Staff Present: Claudia Todd, Kerry Absetz

Guests: Seth Taylor, reporter Buffalo Bulletin; Beau Fowler, Owner Eterna Fresh.

**I. CALL TO ORDER AND INSTRUCTION:** 8:06 AM Chairman R. Myers calls meeting to order.

**REVIEW/ACCEPT MEETING MINUTES:**

November 9, 2022, meeting minutes reviewed by Chairman R. Myers. T. Knapp motions to approve, and Z. Smith 2nds. Motion carried.

**II. Regular Business:**

**Financials:**

Financials reviewed by Chairman R. Myers. With revenues exceeding expectations and an overage of the expenses in our budget, it may be necessary for JOCO First to revise and refile our budget with the state. Z. Smith motions to accept, and T. Knapp 2nds the motion. Motion accepted.

**Staff Report:**

C. Todd. Introduced Beau Fowler, civic center tenant explaining his new entrepreneur endeavor. A new freeze-drying business that JOCO First was excited to see develop in our building. JOCO First made some plumbing improvements to the kitchen area he already occupies. That kitchen is now the third certified commercial kitchen in Bomber Mountain Civic Center. Eterna Fresh, the new company that is starting this month, will also be the first commercial retail/wholesale manufacturing facility doing freeze-dried foods in Wyoming. C. Todd presented the BMCC building update. Building Insurance was reviewed, and the board agreed that we should get a couple of quotes to compare insurance coverages and premiums. Current policy is expiring. B. Novotny suggests beginning in October or 2023 begin shopping building insurance. Presentation of the needs for the building from the Fire Marshall. A new emergency panel needs updating. Presentation of one of the maintenance agreements from Great Divide for HVAC

(\$8000 yearly) care. Waiting to get another quote from Powder River. C. Todd and S. Edwards met with the City and Julie Silbernagel regarding the property (business park) owned by JOCO. We have expressed an interest in being a part of the planning going forward and being engaged in the process alongside the city and grow into a leadership role with that property. Small discussion of the upcoming events happening that are offering entertainment to the community, and how BMCC staff is pursuing more community participation classes and events. The staff is also advertising the commercial kitchen in the small gym as "Ghost Kitchen". C. Todd Addressed overages on the plumbing bill for the kitchen downstairs for Eterna Fresh. It was stated that we will ask for explanation of billing. Chairman Myers wants to review the categories on our financials verifying improvements are not being categorized as maintenance.

Review of JOCO First/Bomber Mountain Civic Center's staff needs and job descriptions. With the addition of QuickBooks/Financials being added to the administrative assistant job and the needs to expand the JOCO First's attendance to various City/Council meetings, it was brought before the board that staff member Kerry Absetz be moved to a fulltime position. A review of the expenses for a 2<sup>nd</sup> fulltime position for JOCO First was discussed. Based on \$20.00 an hour pay and \$1000 a month for benefits, it was stated that the expenses would roughly be \$21600.00. Chairman Myers asked the board if anyone wanted to make a motion to make Kerry Absetz a fulltime employee with benefits. S. Edwards motioned. T. Knapp 2nds and the motion carried.

**III. PUBLIC COMMENT PERIOD:**

NONE

**IV. OTHER BUSINESS:**

- a. **Next Regular Meeting Date January 11, 2022**, at 8:00 A.M. Election of Officers. Located room 108 at Bomber Mountain Civic Center Buffalo, Wy.

**Meeting adjourned at 9:31am.**

Contact Information: KBJ Economic Development (307) 620-2458

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*Rick Myers, Chairman*

*1/11/22*

Date

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Attested by: Board Member

Date