

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**Bomber Mountain Civic Center 63 N. Burritt Ave.,**  
**Room 108**  
**Buffalo, WY. 82834**  
**January 11, 2022@8:00AM**

**Members present:**

Rick Myers, Chairman  
Zach Smith, Vice Chair  
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  
Bill Novotny, Chair JCC

**Staff Present:** Claudia Todd, Kerry Absetz

**Guests:** Seth Taylor, reporter Buffalo Bulletin; Jody Sauers, Johnson County Tourism Association board member; Scott Madsen, City Council; Wendy Smith, Sheridan College; John Camino, Branded Bookkeeping; Ben Hostetler, Mountain Meadow Wool; Kate Harness, 307NetRadio.

**I. CALL TO ORDER AND INSTRUCTION:** 8:01 AM Chairman R. Myers calls meeting to order.  
REVIEW/ACCEPT MEETING MINUTES:

December 14, 2022, meeting minutes reviewed by Chairman R. Myers. S. Edwards motions to approve, and T. Knapp 2nds. Motion carried.

**II. Regular Business:**

**Financials:**

Financials reviewed by Chairman R. Myers. Review of actual versus budget. John Camino explained the financials. Discussed meeting dates and how they effect getting the financials done on time. How it is important to get all the bills entered and reconciliation completed before financial reports can be run. Chair Myers suggested the board may want to consider changing the meeting dates to the 3<sup>rd</sup> Wednesday of each month. Chair continued review of financials. J. DeMatteis motioned to approve, Z. Smith 2<sup>nd</sup> and motion carried.

Chair Myers gave a treasurer's report of the budget versus actual at the 6 months mark. Noting that we are running around 58% of our budgeted expenses and 58% of our income. It may be necessary to file an amended budget with the state. By the 10<sup>th</sup> month in the fiscal year, we need to file the amended budget if warranted.

Items to add to next month's board meeting agenda:

Preliminary Budget

1% Application by February 28, 2023

T. Knapp motion to accept Treasurer's report. J. DeMatteis 2<sup>nd</sup>. Motion carried.

**Staff Report:**

**Staff K. Absetz** -Recap of the visitors Bomber Mountain Civic Center for 2022 30,000 visitors. Powder River plumbing reduced the downstairs plumbing bill by nearly \$600. Wendy Smith and Claudia Todd are working together to revitalize the Johnson County Leadership program. K. Absetz has officially begun taking on bookkeeping responsibilities. Saving JOCO First \$389 per month. Still waiting for a bid on installing new fire panel in the building. Reviewed the community calendar "johnsoncountywyevents.com" and justifying the \$1885 expense. It is very hard to get content for and too time consuming to hunt down relevant content. We are competing with various other entities that are providing their version of a community calendar. W. Smith asked guest J. Sauers how JCTA directs questions for events. After much discussion further research will be done to get the JOCO community calendar up to date. Possibly restructure it so that event coordinators can simply add to the calendar. Reach out to JCTA, Chamber of Commerce, Fairgrounds, Buffalo Bulletin, and School board. Calendar initiative to happen prior to next board meeting.

**III. PUBLIC COMMENT PERIOD:**

Ben Hostetler speaks on the current condition of Mountain Meadow Wool located at 22 Plans Drive; a property owned by JOCO First. Discussed items that need to be addressed and possible expansion of facility.

Wendy Smith delivers an update of Sheridan College in Johnson County. Current enrollment for the spring semester. The revamp of furniture in the college wing.

**IV. OTHER BUSINESS:**

**Update of RFP for grant.** Looking to get county and city officials involved. We are still at step one.

**Employee Benefits:**

Discussion of how to handle employee benefits. Chair Myers suggested using the Johnson County employee handbook. S. Edwards wants to use the county's handbook as a basis for creating JOCO's employee handbook. Next meeting the board will revisit this after receiving a copy of the Johnson County's handbook.

**Election of executive board:**

Tom Knapp nominates Shann Edwards as Board Chair. J. Dematteis 2nds the nominations. S. Edwards opens the floor to anyone else who may also be interested in the Chair position. It is uncontested and approved by the board.

Tom Knapp self-nominates for the position of Vice Chair. It is uncontested.

Rick Myers self-nominates for the position of Treasurer. It is uncontested.

J. Dematteis motions for approval of the two nominees. Z. Smith 2nds, and the board approves.

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

**Meeting adjourned at 9:13am.**

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

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*Rick Myers* 2/8/23

Date

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*Shann Edwards* 2/8/23

Date

Attested by: Board Member

Date