

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center 63 N. Burritt Ave.,
Room 108
Buffalo, WY. 82834
April 26, 2023@8:00AM

Members present:

Shann Edwards, Chairman
Zach Smith, Board Member
John DeMatteis, Board Member
Mary Plank, Board Member
Shane Schrader, Mayor of Buffalo

Members Absent:

Rick Myers, Treasurer
Tom Knapp, Vice Chair
Jeff Shelly, County Commissioner
Josh Keegan, Board Member

Staff Present: Claudia Todd, Kerry Absetz

Guests: Kristin de Gelard, JCTA; Wendy Smith, Sheridan College; Kate Harness, 307NetRadio; Brooks McRae, Fire Marshall.

- **CALL TO ORDER AND INSTRUCTION:**
8:02 AM Chairman S. Edwards calls meeting to order.

REVIEW/ACCEPT MEETING MINUTES:

March 8, 2023, meeting minutes reviewed by Chairman S. Edwards. Z. Smith motions to approve, and J. DeMatteis 2nds. Motion carried.

- **Regular Business:**
Fire Marshall Brooks McRae reviewed the fire panel proposal given to JOCO First by Comtronix. He explained how the existing panel is out of date and does not communicate currently with emergency services. That update must be done now to bring the building up to code and will be sufficient for square footage and the current number of (100 or less) students attending here daily. In consideration of the daycare that is housed here and bringing the entire east wing up to education codes. We will need a fire panel that communicates and voice prompt. Voice prompt will only need to be in the east wing, as that is the only section that will be designated as education and will allow for no more than 300 occupants. Over 300 occupants for education will require to be sprinkled. W. Smith asked if these steps must be taken before adding sprinklers. B. McRae said that sprinklers and a fire panel that communicates would be enough. It would eliminate voice prompt if you went to sprinklers. S. Edwards asked what must be done for today, does the fire panel cover the whole building. B. McRae states that if there are pull stations in an area, this system covers it. He mentioned it was cost effective to do the monitoring and voice prompt together. C. Todd mentioned that we did get an estimate from Rapid Fire that was at \$75,000, and it was rejected. The Comtronix estimate came much lower than that at \$30,000. W. Smith urged the Chair to reach out to the school district for funding for the school to come here. S. Edwards tabled any motion to accept this proposal until we have the voice prompt portion of the panel available. C. Todd stated that Comtronix was working on one now and their representative would be at the May meeting, he was unable to attend this one. J. DeMatteis inquired about rental amounts and has there been any discussion about it.

C. Todd stated she is in constant contact with the school district about that and is working on a 5-year MOU. A decision would likely be no earlier than the end of this school year. B. McRae reiterated that our system must be brought up to standard.

Financials:

Chair Edwards reviewed the financials. Apologized for the lateness of the financials and moving forward they will come separate from the board packets by the 15th of each month. Check detail was missing, S. Edwards prefers to get the check detail versus ledger. Chair asked for comments or concerns. Z. Smith asked for a breakdown of repairs and supplies. Repairs vs. maintenance. Review of cleaning expenses. Explaining why there was such an increase in the cleaning amounts. There are 1% funds that are still unpaid from previous years. J. DeMatteis moved to accept. S. Schrader 2nds the motion. Accepted.

- **Staff Report:**

Staff C. Todd -Update of tenant EternaFresh (Beau Fowler). He started his new endeavor of freeze-dried foods in December 2022 and as of today is now selling to all 50 states. Spoke about his purchase of land to start greenhouses for food production. Food Network has reached out to feature EternaFresh. C. Todd is completing her Leadership Wyoming program. A lunch will be hosted here at BMCC for the attendees on May 3rd. They will also go to tour Mountain Meadow Wool or go to C. Todd's home for a horsemanship demonstration. She will graduate from the program on May 5th. A new carpet needs to be put in at the south (main) entrance of the building. The old carpet has become a trip hazard. \$7943.00 estimate from Atters Furniture and an estimate from a Sheridan company of \$7391.00. J. DeMatteis suggested going straight to vinyl and using rugs. C. Todd said that we could get an estimate of the vinyl. S. Edwards stated that this was not something that would need to be voted on. C. Todd was urged to move forward.

- **Old Business:**

Still updating the employee handbook.

- **New Business:**

Workshop April 12th update. Discussion of bylaws. It was agreed that there would be no changes made to the existing bylaws and instead the board needs to embrace them, be responsible to them, and to recommit to them. J. DeMatteis motioned to keep the bylaws the same, and M. Plank 2nd. Motion approved. Next workshop is May 17th. S. Edwards stated that the staff report will be in the board packet. K. Absetz asked about some specifics of the building update and whether they should be talking about them at the meeting or just leaving it in the written report for review. Chair Edwards said it will be something that we will have to play by ear. K. Absetz mentioned bringing Workforce Services to Johnson County to hold office hours here at BMCC and keeping the workshops going here with Small Business Development Center.

- **OTHER BUSINESS:**

Expiring board terms are coming. Discussion of recommitments and replacements. R. Myers, Z. Smith, and J. Keegan are expiring.

- **Announcements:**

May 10th board training. Please sign up. May 17th workshop. C. Todd mentioned going to Casper to present to Wyoming Association of County Officials (WACO). We are vying for their yearly conference. It would be 2024 and 2025 meetings. Roughly 275 people attended. Z. Smith inquired about when we host big events do we have some program in place that does a survey following the event to get feedback.

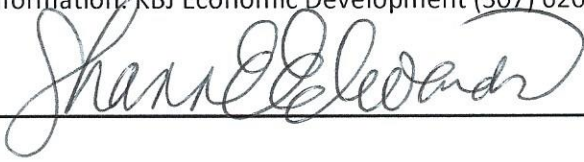
- **PUBLIC COMMENT PERIOD:**

W. Smith Talked about the Enrolled Agent and other courses the college is offering in future semesters.

a. **Next Regular Meeting Date May 24,2023, at 8:00 A.M.**

Motion to adjourn at 9:25am. S. Schrader and J. DeMatteis 2nd. Meeting was Adjourned at 9:25am.

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





Date

Attested by: Board Member

Date