

**KBJ ECONOMIC DEVELOPMENT
JOINT POWERS BOARD DBA JOCO FIRST**

**WEDNESDAY, July 26, 2023, 8:00 AM,
BMCC, room #108**

I. CALL TO ORDER AND INTRODUCTIONS:

- a) Welcome new board members, visitors, introductions.

II. CONSENT AGENDA: If anyone would like to move an item from the consent agenda to the regular agenda, simply reply to the email and request the change.)

- a. June 28, 2023, Minutes
- b. June 2023, Financial Report
- c. Staff written report
- d. Employee Handbook – Final review and approval

III. FINANCE COMMITTEE – Rick Myers, Treasurer:

- a) Accountant changes – Branded Bookkeeping services ended June 30, 2023
- b) Report of awarded funding for FY 2023/2024
- c) Status of City/County invoicing

IV. FACILITIES COMMITTEE – Tom Knapp, Committee Chair:

- a) Committee report

V. OLD BUSINESS:

- a) Follow up on Assessment Needs resources

VI. NEW BUSINESS:

- a) Staff report
- b) HVAC issue – vandalism/Insurance claim
- c) Board Retreat discussion

VII. OTHER BUSINESS

- a. Public Comment
- b. Open to Board Members

ANNOUNCEMENTS: August 23rd JOCO First regular meeting at BMCC

ADJOURN:

BOARD MEMBERS/Term ending:

Shann Edwards, Chair (City; June 1, 2025)
Tom Knapp, Vice-Chair (KC; December 2023, 3yrs after that)
Rick Myers, Treasurer (County; June 1, 2025)
Shane Schrader, Mayor of Buffalo (City; appointed)
Jeff Shelley, JCC (County; appointed)
Barry Gehrig, Kaycee Mayor (KC; appointed)
Claudia Todd, Coordinator; Kerry Absetz, Admin. Assistant

John DeMatteis, Board Member (County; June 1, 2024)
Zac Smith, Board Member (City; June 1, 2023)
Mary Plank, Board Member (County; June 1, 2025)
Mike Hanson, Board Member ()

JOCO First/BMCC Staff update

July 23, 2023

By Claudia Todd/Kerry Absetz

Events:

- July 15 - Life line Screening
- July 19 - Bank of Buffalo training
- July 21-23 - Lovin Junkin Show, North Lawn – 200 p
- July 21-22 - Longmire Autograph sessions and Longmire conversation (approx. 700-900 people)

Staff update: Kerry Absetz resigned. Her last day will be July 28th, 2023.

ED/Marketing/Collaboration:

- Visited with **Brandi Harlow** w the WY Business Council to update her on our projects and asked her for smaller grant fund opportunities that we could use to pay for smaller projects around BMCC.
- Brandi also set up a meeting on Aug 1 regarding revival of NGA (New Growth Alliance) with Robert Briggs, Gillette Commissioner Bell and myself.
- Visited with Mike Hanson and Chef Sam regarding possible further improvements for the teaching kitchen.
- Met with **Nikki, Chamber Membership** Coordinator to introduce ourselves and update each other on the progress of where both organizations are. Future visits are in the planning.

Building update/Renters:

- New carpet tiles have been installed in the South hallway of the building.
- New/updated lease BMCC lease agreements:
 - **Rocking K Forge**, Keith Hahn, NE basement new lease - \$500
 - **Wyoming Council on Problem Gambling**, Adelaide Wilson, sml office next to band room - new lease \$250
- Getting estimates for East & West entrance doors. Doors do not lock properly at all.
- Having major **issues with HVAC**. For the past two weeks system is out of order. We are not able to control any temperature in most of the rooms anymore. Being in constant contact with Powder River H/A who informed us that our outside units next to lg gym were tempered with. So much that the compressors are not working and a freon leakage has occurred. Powder River is helping us get a damage report so that we can send in an insurance claim.
- **AED installed** in main hallway by Tom Berry and Haley Odenbach and Josh Keeghan

Attended community meetings:

- With Tom Knapp **presented Fire panel upgrade** with City and County. County approved half of the fire panel cost (approx. \$35,000) with the stipulation to request the other half from the City.
City Council city was not in favor and tabled the topic until next City Council meeting.

Upcoming projects:

- Finalizing producing a **promotional Video for JC** encompassing the businesses and recreation aspects.
- Finalizing details regarding **Visitors kiosk** at Crazy Woman Square. This topic needs to be approved by City Council. On hold for right now!
- Working on a **Mountain trail etiquette flyer** as an educational piece to be distributed to forest service/BLM office, Chamber, JCTA incl. electronically.
- Looking into 2 **Fire retardant doors estimates** for East Wing
- Looking into **updating the remaining three rooms** in East Wing. New flooring and paint job.
- Looking into updating **flooring in common area**
- Getting an estimate to **re-paint parking lot**
- Looking into finding a contractor to **add a fire wall next to the band room exit door** towards the E wing

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Kaycee Town Hall
June 28, 2023@8:00AM

Members Attending:

Shann Edwards, Chairman
Tom Knapp, Vice Chair
Zach Smith, Board Member
John DeMatteis, Board Member
Mike Hanson, Board Member
Barry Gerghig, Mayor of Kaycee

Members Absent:

Mary Plank, Board Member
Rick Myers, Treasurer
Shane Schrader, Mayor of Buffalo
Jeff Shelly, County Commissioner
Josh Keegan, Board Member

Staff Present: Claudia Todd, Kerry Absetz

Guests: Kristin de Gelard, JCTA; Jerry Spiering; citizen, Kate Harness; 307NetRadio

- **CALL TO ORDER AND INSTRUCTION:**

8:01 AM Chairman S. Edwards calls meeting to order.

REVIEW/ACCEPT MEETING MINUTES:

Minutes and financials on consent agenda. Chairman S. Edwards. T. Knapp motions to approve, and Z. Smith 2nds. Motion carried.

- **Regular Business:**

Introduction of new board member Mike Hanson; principal of New West High School. Restructuring of agenda from Chair S. Edwards. Motion to accept new agenda format J. DeMatteis and T. Knapp 2nd. New agenda accepted.

Chair Edwards reviewed the authorized signers for JOCO's checking account. A recommendation for Mike Hanson, Rick Myers, and Shann Edwards to be signers by staff. S. Edwards also included all the executive board members, Shann Edwards, Rick Myers, Tom Knapp. Additional board members who will be able to sign are Mike Hanson and John DeMatteis. A motion to approve all five members to sign for JOCO First was made by J. DeMatteis makes, M. Hanson 2nds. Motion accepted.

Accountant-Branded Bookkeeping is ending their relationship with us. The staff is searching for a replacement accounting firm.

- **Facilities Committee report:**

Tom Knapp and John DeMatteis report on Bomber Mountain Civic Center. Discussed replacing the fire panel at a cost of \$29,918 to bring the panel up to code. T. Knapp asked for a motion to approve upgrading the fire panel, but to ask the county about funding for the project from monies set aside for these types of projects in the past. It is decided by the committee to hold off on any further additions to the fire panel in preparation for the possibility of housing a school in that wing until the school district has made a true commitment to moving in. S. Edwards asked about how the area was classified currently with the culinary program currently in the east wing.

Mountain Meadow Wool building owned by JOCO and the future of it. Discussion of the roof leaks. Loden construction did some patch work. Two estimates are provided. Loden suggested that the roof would be charged at the normal rate. The Casper company would recover the ridge for \$13,447. It is

not economically feasible to replace the entire roof currently. T. Knapp asked that this roof issue be tabled until the next board meeting but would like to have approval at that time to use the company in Casper for the ridge repair. The additional item for MMW, rent will be increasing to \$8280 monthly beginning in July. Per the lease agreement. T. Knapp would like to further pursue some arrangements that would help Mountain Meadow Wool to find a way to take over the building and purchase it.

Motion to approve getting the updated fire panel and looking into funding through the county. J. DeMatteis moved to approve that motion. T. Knapp 2nd. Motion carried.

- **Old Business:**

The employee handbook is still being edited and S. Edwards asked to have this tabled until the next board meeting.

- **New Business:**

Sheridan College lease agreement. Too late to make any changes or rental increases for this next year. It was decided to just keep the lease the same. Moving into the next fiscal year, they will look at making changes. Questions about why the lease term is currently just a one-year lease. T. Knapp would like to increase the lease term length from one year to three years. Possibly increasing the rental amounts per year. R. Myers as former Chair negotiated lease agreements with the college in previous years. It was discussed that R. Myers, being absent today, could inform us what arrangements were made with the college and why. M. Hanson asked that C. Todd write a new lease agreement for the college with longer terms and have it ready for discussion.

- **OTHER BUSINESS:**

Staff travel and training. S. Edwards asked that staff create a presentation of what training opportunities may be available and why it would be beneficial for staff to attend prior to any travel. With preference to sending only one person versus all staff. A discussion about how the facility will be cared for when all employees are absent. M. Hanson suggested creating procedures for travel and facilities care.

PUBLIC COMMENT PERIOD:

Jerry Spiering spoke on the housing crisis that is currently happening in Johnson County. After a lengthy discussion it was decided that JOCO First would look at finding possible funding for a needs assessment, with the help of staff. Possibly finding consulting groups to do the assessment.

307Netradio, K. Harness spoke on how the housing crisis is going to affect our standards of living. We will see shortages in emergency services too.

JCTA K. De Le Gard spoke about their budget for the next fiscal year and provided copies.

a. **Next Regular Meeting Date Buffalo location. July 26,2023, at 8:00 A.M.**

Motion to adjourn at 9:46am. J. DeMatteis motioned. M. Hanson 2nd. Meeting adjourned at 9:46am.

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

UNANIMOUS CONSENT OF THE BOARD OF DIRECTORS

OF

Kaycee/Buffalo/Johnson County Economic Development Joint Powers Board

The undersigned, Shann E. Edwards and Rick Myers do hereby execute this written consent on the 28th of June 2023, taking the following action to adopt the following resolution:

RESOLVED, that during the regular meeting of the board on June 28th, 2023, that Shann E. Edwards, Rick Myers, Tom Knapp, Mike Hanson, and John Dematteis were unanimously selected, as they are board members of the Kaycee/Buffalo/Johnson County Economic Development Joint Powers Board, to be authorized check signors on all checking accounts with the First National Bank of Wyoming.

BOARD OF DIRECTORS:



Shann E. Edwards, Chair

7-13-23
Date



Rick Myers, Treasurer

7/13/23
Date

KBJ Joint Powers Board

Profit and Loss

July 2022 - June 2023

	TOTAL		CHANGE
	JUL 2022 - JUN 2023	JUL 2021 - JUN 2022 (PY)	
Income			
ASK	1,341.29		1,341.29
Grant Funds			
JCTA Tourism - Marketing Grant		2,500.00	-2,500.00
Total Grant Funds		2,500.00	-2,500.00
Rentals - 22 Plains Drive			
Mountain Meadow Wool Mill	87,024.00	74,592.00	12,432.00
Total Rentals - 22 Plains Drive	87,024.00	74,592.00	12,432.00
Rentals - 58 N Adams	765.00		765.00
AWIS LLC/Beau Fowler	4,200.00	4,200.00	0.00
Bighorn Electric	1,600.00		1,600.00
Boys and Girls Club	127.50		127.50
Bread of Life Food Pantry		550.00	-550.00
Community Resource Center		2,550.00	-2,550.00
copies	25.00		25.00
Davenport	740.00		740.00
FBLA	785.00		785.00
Front Lawn	300.00		300.00
Grace Fellowship	8,702.50	5,637.50	3,065.00
Gym Rent	7,700.00	12,927.50	-5,227.50
Home Ag Kitchen	4,645.00	95.00	4,550.00
Humblebee Design Co	40.00		40.00
J C Mentoring Program	2,700.00		2,700.00
JHL Creative	1,448.00	4,344.00	-2,896.00
Joanne Davenport	340.00	250.00	90.00
Johnson County - Garage	5,460.00	8,150.00	-2,690.00
Johnson County - Mentoring	2,700.00	2,400.00	300.00
Kitchen Rent	1,405.00	1,365.00	40.00
Lords of Lords Church	3,700.00	1,150.00	2,550.00
Misc Rental	125.00	225.00	-100.00
Red Rover	4,975.00		4,975.00
Red Rover Childcare	2,250.00		2,250.00
Room Rent	4,775.00	7,072.50	-2,297.50
Sharing Hearts	320.00	640.00	-320.00
Sheridan College	30,000.00	23,045.00	6,955.00
Storage		75.00	-75.00
Table and Chair Rental	-28.20	42.50	-70.70
Wright Technologies	4,200.00		4,200.00
Wyoming Department of Ag	2,435.00	2,000.00	435.00
Total Rentals - 58 N Adams	96,434.80	76,719.00	19,715.80

KBJ Joint Powers Board

Profit and Loss

July 2022 - June 2023

	TOTAL		
	JUL 2022 - JUN 2023	JUL 2021 - JUN 2022 (PY)	CHANGE
Revenues - Other	165.00		165.00
Bank Interest	530.46	90.78	439.68
Business Expo		4,785.00	-4,785.00
JCTA - Admin Reimbursements		912.78	-912.78
Merchandise Sales		34.97	-34.97
Other Miscellaneous Income	133.97	670.91	-536.94
Total Revenues - Other	829.43	6,494.44	-5,665.01
Revenues - Other Wellness Expo	695.00		695.00
Sales	65.00		65.00
Services		20.00	-20.00
Uncategorized Income	27.26		27.26
Utilities and Tax - 58 N Adams			
Johnson County		300.00	-300.00
Sheridan College	9,001.62	7,922.94	1,078.68
Total Utilities and Tax - 58 N Adams	9,001.62	8,222.94	778.68
Total Income	\$195,418.40	\$168,548.38	\$26,870.02
GROSS PROFIT	\$195,418.40	\$168,548.38	\$26,870.02
Expenses			
1 Administration			
Advertising/Marketing	7,891.81	7,224.93	666.88
Economic Development Forums	1,098.00		1,098.00
Economic Development Training	1,398.00	380.00	1,018.00
Marketing and Trade Show T{236} (deleted)		918.00	-918.00
Misc. Advertising	85.00		85.00
Public Relations/Workforce		130.00	-130.00
Regional Marketing		40.00	-40.00
Web Site Design & Maintenance	3,795.17	9,544.87	-5,749.70
Total Advertising/Marketing	14,267.98	18,237.80	-3,969.82
Consulting		17,814.01	-17,814.01
Dues and Memberships	550.00	1,922.00	-1,372.00
Insurance	-50.00	713.00	-763.00
Payroll Expenses		1.75	-1.75
Direct Deposit Fees	24.50		24.50
Gross Wages	80,507.71	63,016.89	17,490.82
Health Insurance	7,978.29	9,405.08	-1,426.79
Payroll	0.00		0.00
Payroll Benefits	29.70	39.60	-9.90
Payroll Taxes	5,766.74	7,476.95	-1,710.21
Total Payroll Expenses	94,306.94	79,940.27	14,366.67
Postage	279.85	92.53	187.32

KBJ Joint Powers Board

Profit and Loss

July 2022 - June 2023

	TOTAL		
	JUL 2022 - JUN 2023	JUL 2021 - JUN 2022 (PY)	CHANGE
Professional Development	370.00		370.00
Professional Services	495.61		495.61
Accounting	5,356.00	6,515.00	-1,159.00
Cleaning Services	25,797.52	14,953.00	10,844.52
Information Technology	3,100.89	876.99	2,223.90
Legal	825.00	1,275.00	-450.00
Total Professional Services	35,575.02	23,619.99	11,955.03
Public Relations	6.87		6.87
Reimbursement	852.85	-1,365.49	2,218.34
Supplies	15,420.55	7,803.60	7,616.95
Tax and License	773.47	300.00	473.47
Telephone	866.75	788.52	78.23
Travel and Meals	1,794.90		1,794.90
Lodging	3,430.40	273.52	3,156.88
Meals	1,035.43	1,071.64	-36.21
Travel (mileage)	1,858.89	43.88	1,815.01
Total Travel and Meals	8,119.62	1,389.04	6,730.58
Total 1 Administration	171,339.90	151,255.27	20,084.63
18 Plains Drive Expense			
Insurance	9.90		9.90
Repairs and Maintenance	21.53		21.53
Total 18 Plains Drive Expense	31.43		31.43
22 Plains Drive Expense			
Insurance	4,038.00		4,038.00
Property Insurance		4,729.20	-4,729.20
Property Tax	6,645.85	11,743.19	-5,097.34
Repairs and Maintenance	120.00	2,601.89	-2,481.89
Total 22 Plains Drive Expense	10,803.85	19,074.28	-8,270.43
58 N Adams Expense	707.76		707.76
Gym Rent Refund	250.00	1,050.00	-800.00
Insurance	518.00		518.00
Kitchen Supplies	8,312.67	640.47	7,672.20
Property Insurance	9,715.00	7,093.80	2,621.20
Property Tax	12,931.50	4,552.96	8,378.54
Repairs and Maintenance	54,523.34	24,265.63	30,257.71
Utilities	50,278.78	41,093.96	9,184.82
Total 58 N Adams Expense	137,237.05	78,696.82	58,540.23
Direct Deposit Fees	17.50	402.95	-385.45
Purchases	117.60		117.60

KBJ Joint Powers Board

Profit and Loss

July 2022 - June 2023

	TOTAL		
	JUL 2022 - JUN 2023	JUL 2021 - JUN 2022 (PY)	CHANGE
Uncategorized Expense	-57.01		-57.01
Total Expenses	\$319,490.32	\$249,429.32	\$70,061.00
NET OPERATING INCOME	\$ -124,071.92	\$ -80,880.94	\$ -43,190.98
Other Income			
Capital Grants			
COB 1% Operating/Marketing FY21	70,000.00	70,000.00	0.00
JC 1% Operating Funding	-12,089.93	127,240.84	-139,330.77
JC Rec District Funding FY22/23	10,000.00	10,000.00	0.00
Total Capital Grants	67,910.07	207,240.84	-139,330.77
Donations	1,012.00	580.00	432.00
Total Other Income	\$68,922.07	\$207,820.84	\$ -138,898.77
Other Expenses			
Capital Expenditures			
Furniture/Equipment 58 N Adams		34.97	-34.97
Total Capital Expenditures		34.97	-34.97
Total Other Expenses	\$0.00	\$34.97	\$ -34.97
NET OTHER INCOME	\$68,922.07	\$207,785.87	\$ -138,863.80
NET INCOME	\$ -55,149.85	\$126,904.93	\$ -182,054.78

KBJ Joint Powers Board

Balance Sheet

As of June 30, 2023

	TOTAL		
	AS OF JUN 30, 2023	AS OF JUN 30, 2022 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
Checking (7955)	10,000.00		10,000.00
Donations Fund - Sprinkler Syst	10,000.00	10,000.00	0.00
KBJ Joint Powers Operating Accto	62,607.45	155,140.71	(92,533.26)
Security Deposit Acct #10638298	10,811.89	9,627.75	1,184.14
USDA Account	550.00	550.00	0.00
Total Bank Accounts	\$93,969.34	\$175,318.46	\$ (81,349.12)
Accounts Receivable			
Accounts Receivable	141,025.74	111,809.20	29,216.54
Total Accounts Receivable	\$141,025.74	\$111,809.20	\$29,216.54
Total Current Assets	\$234,995.08	\$287,127.66	\$ (52,132.58)
Fixed Assets			
22 Plains Drive	1,088,000.00	1,088,000.00	0.00
22 Plains Drive Improvements	9,286.01	9,286.01	0.00
58 N Adams	1,310,000.00	1,310,000.00	0.00
58 N Adams Furniture/Equipment	112,403.92	112,403.92	0.00
58 N Adams Improvements	1,403,086.59	1,393,609.79	9,476.80
Equipment	999.99	999.99	0.00
Total Fixed Assets	\$3,923,776.51	\$3,914,299.71	\$9,476.80
Other Assets			
Loan Fees	2,287.00	2,287.00	0.00
Total Other Assets	\$2,287.00	\$2,287.00	\$0.00
TOTAL ASSETS	\$4,161,058.59	\$4,203,714.37	\$ (42,655.78)
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	714.57	164.57	550.00
Total Accounts Payable	\$714.57	\$164.57	\$550.00
Credit Cards			
Credit Card (2599)	1,353.96		1,353.96
Credit Card (3192)	2,323.77		2,323.77
VISA- FNB 3192 (deleted)	0.00	2,025.09	(2,025.09)

KBJ Joint Powers Board

Balance Sheet

As of June 30, 2023

	TOTAL		
	AS OF JUN 30, 2023	AS OF JUN 30, 2022 (PY)	CHANGE
Total Credit Cards	\$3,677.73	\$2,025.09	\$1,652.64
Other Current Liabilities			
Employee Social Security/MC	581.09	0.00	581.09
Federal Withholding	(1,699.00)	0.00	(1,699.00)
Payroll Liabilities	0.00	0.00	0.00
Federal Taxes (941/944)	1,705.60	0.00	1,705.60
Workman's Comp	(350.16)		(350.16)
WY Unemployment Tax	303.90	0.00	303.90
Total Payroll Liabilities	1,659.34	0.00	1,659.34
Refund Payable	(525.00)	(525.00)	0.00
Rental Deposits	6,350.00	6,600.00	(250.00)
Total Other Current Liabilities	\$6,366.43	\$6,075.00	\$291.43
Total Current Liabilities	\$10,758.73	\$8,264.66	\$2,494.07
Total Liabilities	\$10,758.73	\$8,264.66	\$2,494.07
Equity			
Fund Balance - Restricted	10,000.00	10,000.00	0.00
Opening Balance Equity	10,000.00		10,000.00
Retained Earnings	4,185,449.71	4,058,544.78	126,904.93
Net Income	(55,149.85)	126,904.93	(182,054.78)
Total Equity	\$4,150,299.86	\$4,195,449.71	\$ (45,149.85)
TOTAL LIABILITIES AND EQUITY	\$4,161,058.59	\$4,203,714.37	\$ (42,655.78)

KBJ Joint Powers Board

Transaction Report

June 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
58 N Adams Expense									
Repairs and Maintenance									
06/01/2023	Bill	June	No	MSD Enterprises	Various repairs and clean up of items around facility	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	320.00	320.00
06/01/2023	Bill	689254/687479	No	Gary Brink, Inc.	Repair of kitchen oven. Not heating properly.	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	295.80	615.80
06/09/2023	Bill	5124	No	Wyoming Wood Floors LLC	Buff and recoat large gym floor two coats of water-based floor 8287 sq ft @ .85/sq ft	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	7,043.95	7,659.75
06/09/2023	Bill	5124	No	Wyoming Wood Floors LLC	Buff and recoat the stage floor two coats of water-based stage 1615 sq ft @ .85/sq ft.	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	1,372.75	9,032.50
06/09/2023	Bill	1930	No	DNA Irrigation and Landscaping	Sprinkler start up and repairs	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	444.41	9,476.91
06/09/2023	Bill	5124	No	Wyoming Wood Floors LLC	10% discount for scheduling at the same time as JCSD#1	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	-704.40	8,772.51
06/10/2023	Bill	4577B	No	Total Lock LLC	Replaced exterior kitchen door knob.	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	144.00	8,916.51
06/19/2023	Bill	155384	No	Peak Pest Solutions	June Service	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	150.00	9,066.51
Total for Repairs and Maintenance								\$9,066.51	
Total for 58 N Adams Expense								\$9,066.51	
TOTAL								\$9,066.51	

KBJ Joint Powers Board

Profit and Loss

June 2023

	TOTAL		CHANGE
	JUN 2023	JUN 2022 (PY)	
Income			
ASK	250.00		250.00
Grant Funds			
JCTA Tourism - Marketing Grant		2,500.00	-2,500.00
Total Grant Funds		2,500.00	-2,500.00
Rentals - 22 Plains Drive			
Mountain Meadow Wool Mill	7,252.00	6,216.00	1,036.00
Total Rentals - 22 Plains Drive	7,252.00	6,216.00	1,036.00
Rentals - 58 N Adams			
AWIS LLC/Beau Fowler	350.00	350.00	0.00
Bighorn Electric	450.00		450.00
Community Resource Center		300.00	-300.00
Gym Rent	125.00	1,990.00	-1,865.00
Home Ag Kitchen		95.00	-95.00
JHL Creative		362.00	-362.00
Johnson County - Garage	900.00	950.00	-50.00
Kitchen Rent		95.00	-95.00
Lords of Lords Church	575.00	125.00	450.00
Misc Rental		130.00	-130.00
Red Rover	500.00		500.00
Room Rent	220.00	1,005.00	-785.00
Sharing Hearts		320.00	-320.00
Wyoming Department of Ag		400.00	-400.00
Total Rentals - 58 N Adams	3,120.00	6,122.00	-3,002.00
Revenues - Other			
Bank Interest	35.98	8.00	27.98
Business Expo		50.00	-50.00
Total Revenues - Other	35.98	58.00	-22.02
Utilities and Tax - 58 N Adams			
Sheridan College	764.94	1,146.10	-381.16
Total Utilities and Tax - 58 N Adams	764.94	1,146.10	-381.16
Total Income	\$11,422.92	\$16,042.10	\$ -4,619.18
GROSS PROFIT	\$11,422.92	\$16,042.10	\$ -4,619.18
Expenses			
1 Administration			
Advertising/Marketing	346.61	1,326.71	-980.10
Economic Development Forums	100.00		100.00
Web Site Design & Maintenance	1,885.00	1,924.02	-39.02
Total Advertising/Marketing	2,331.61	3,250.73	-919.12
Consulting		1,500.00	-1,500.00

KBJ Joint Powers Board

Profit and Loss

June 2023

	TOTAL		
	JUN 2023	JUN 2022 (PY)	CHANGE
Payroll Expenses			
Gross Wages	7,595.83	4,485.83	3,110.00
Health Insurance	17.21	895.97	-878.76
Payroll Benefits		9.90	-9.90
Payroll Taxes		738.35	-738.35
Total Payroll Expenses	7,613.04	6,130.05	1,482.99
Postage	126.00		126.00
Professional Services			
Accounting		550.00	-550.00
Cleaning Services	2,225.00	1,200.00	1,025.00
Information Technology	115.74	722.54	-606.80
Total Professional Services	2,340.74	2,472.54	-131.80
Reimbursement		5.83	-5.83
Supplies	468.79	1,647.37	-1,178.58
Telephone	73.27	70.41	2.86
Travel and Meals	120.00		120.00
Meals	591.75		591.75
Travel (mileage)	876.42		876.42
Total Travel and Meals	1,588.17		1,588.17
Total 1 Administration	14,541.62	15,076.93	-535.31
58 N Adams Expense			
Kitchen Supplies	676.83	408.08	268.75
Repairs and Maintenance	9,066.51	2,544.75	6,521.76
Utilities	3,076.27	3,434.66	-358.39
Total 58 N Adams Expense	12,819.61	6,387.49	6,432.12
Direct Deposit Fees	3.50	3.50	0.00
Uncategorized Expense	22.17		22.17
Total Expenses	\$27,386.90	\$21,467.92	\$5,918.98
NET OPERATING INCOME	\$ -15,963.98	\$ -5,425.82	\$ -10,538.16
Other Income			
Capital Grants			
COB 1% Operating/Marketing FY21	70,000.00		70,000.00
JC 1% Operating Funding	-12,089.93	18,606.83	-30,696.76
Total Capital Grants	57,910.07	18,606.83	39,303.24
Donations	1,012.00		1,012.00
Total Other Income	\$58,922.07	\$18,606.83	\$40,315.24
NET OTHER INCOME	\$58,922.07	\$18,606.83	\$40,315.24
NET INCOME	\$42,958.09	\$13,181.01	\$29,777.08

KBJ Joint Powers Board

Transaction Report

July 2022 - June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
09/30/2022	Bill	SRVCE162532	Powder River Heating	Smell - RTU Gymnasium	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	187.50	187.50
10/14/2022	Bill	SRVCE162674	Powder River Heating	Service Heat A/C Units	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	5,810.46	5,997.96
01/03/2023	Bill		Powder River Heating	Plumbing in basement for Beau Fowler	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	2,048.51	8,046.47
02/01/2023	Bill	165923	Powder River Heating	Service of large gym system	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	125.00	8,171.47
02/07/2023	Bill	SRVCE166165	Powder River Heating	Replace belt on roof unit and secured exhaust damper cover. 2 hours labor and 89.56 in parts	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	349.56	8,521.03
04/05/2023	Bill	167429	Powder River Heating	Service call to check gas smell	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	130.00	8,651.03
TOTAL							\$8,651.03	

KBJ Joint Powers Board

Transaction Report
July 2022 - June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
01/11/2023	Bill	4534	Great Divide Fabrication, LLC	College wing not heating. Boiler locked out. Added Glycol. Parts and labor.	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	2,571.33	2,571.33
03/28/2023	Bill		Great Divide Fabrication, LLC	Quarterly maintenance	58 N Adams Expense:Repairs and Maintenance	Accounts Payable	2,085.00	4,656.33
TOTAL							\$4,656.33	

COUNTY WARRANT
 THE TREASURER OF JOHNSON COUNTY
 BUFFALO, WYOMING

FIRST NATIONAL BANK
 BUFFALO, WY 82834

91936

GENERAL FUND

1052

\$45,611.78

DATE
06/28/2019

Forty Five Thousand Six Hundred Eleven and 78/100 Dollars

KBJ ECONOMIC DEVELOPMENT
 DBA JOCO FIRST
 63 N BURRITT
 BUFFALO, WY 82834

*Handwritten signature: Carla Bishop
 Wicki Saulman*



THE BACK OF THIS DOCUMENT CONTAINS CHECK SECURITY WATERMARK AND GOM REACTIVE INK

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DETACH BEFORE DEPOSITING

2375	KBJ ECONOMIC DEVELOPMENT	1052	06/28/2019		91936
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	06262019	13,504.00	FIRE SPRINKLER SYSTEM
0	06262019	32,107.78	JOCO FIRST-MARKETING

TOTAL:

\$45,611.78

GENERAL WARRANT
CITY OF BUFFALO
BUFFALO, WYOMING 82834
OUT OF THE GENERAL FUNDS IN THE TREASURY
NOT OTHERWISE APPROPRIATED

CITY OF BUFFALO
46 NORTH MAIN
BUFFALO, WYOMING 82834

FIRST NATIONAL BANK
BUFFALO, WYOMING 82834

45048

99-45/1023

Check #: 45048
No.

AMOUNT

10,268.00

DATE: 6/28/2019

Ten Thousand Two Hundred Sixty-Eight and 00/100 Dollars

WIZ4890C-03-11

PAY
TO THE
ORDER OF: KBJ ECONOMIC DEVELOPMENT
63 NORTH BURRITT AVENUE
BUFFALO WY 82834

THIS WARRANT IS WITHIN THE LEGAL DEBT
LIMIT AND IS ISSUED ACCORDING TO LAW.



[Handwritten Signature]

AUTHORIZED SIGNATURE

THE BACK OF THIS DOCUMENT CONTAINS CHECK SECURITY WATERMARK AND COIN REACTIVE INK

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CITY OF BUFFALO, WYOMING

REMITTANCE ADVICE - DETACH BEFORE DEPOSITING

45048

VENDOR: 2907 KBJ ECONOMIC DEVELOPMENT

6/28/2019

Check No: 45048

INVOICE #	INV DATE	DESCRIPTION	INV AMOUNT
1017	6/25/2019	1% - Reimbursement for Sprinkler Cost	10,268.00

Account #: {Vendor User-defined Text[Vndr

TOTAL AMOUNT

10,268.00