

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**January 20, 2021 @ 8:00 A.M.**

**Members present:**

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

**Members absent:**

Crosby Taylor  
Rich Griffith  
Josh Keegan

**Guests:** Jason Watts

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called the meeting to order at 8:06 A.M. and welcomed the guest.
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
November 9, 2020 meeting minutes (Recorded by Claudia Todd) were presented. Smith moved to approve the meeting minutes and the December financials, which were emailed. Mayor Schrader seconded. No discussion. Motion carried.
- III. **FINANCIALS:**  
**Treasurer's report on financial status** – Chair Myers reviewed the 2020-2021 budget and reported overall we're at 38% of the projected loss. As of December 31, 2020, the cash on hand is \$154,242.89 of which \$134,828.65 are operating funds. Novotny reported the property tax may drop on the BMCC building because the amount of rentable space will drop. Also, the portion the college rents should not be taxed. An appointment will be scheduled with the tax accessor to review the tax amount. Mayor Schrader motioned to approve the December 31, 2020 financial report as presented. Novotny seconded. No discussion. Motion carried.
- IV. **Staff Report:** A written staff report including events, building status, and marketing updates was reviewed with the board by Claudia. Todd reported usage is down the first half of the fiscal year by 15,428. This is primarily due to cancelled events and meetings. However, there has been higher use of the gyms.
- V. **PUBLIC COMMENT PERIOD:**  
Jason Watts shared that he is interested in state level economic development. He also inquired as to the goals of JOCO First and his interest in being appointed to the board. Chair Myers shared a brief history of the board's discussions regarding the definition of economic development and what it means in Johnson County, emphasizing our focus on tourism as the primary strategy. Chair Myers also shared that we are a center for gathering including, among many uses, education and gym space. In addition, JOCO First also assists the Wyoming Business Council when new companies are interested in moving to the area.

VI. **NEW BUSINESS:**



- a. **Mountain Meadow Wool end of lease options.** Chair Myers reviewed that the 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. Chair Myers will reach out to the Hostetler's and discuss the options of either purchasing the building, paying rent that is more in line with the market, or finding a different facility to suit their needs.
- b. **Board Member Update.** Rich Griffith and Rick Myers terms ended 12/31/2020. Rich Griffith did not request reappointment. Novotny reported that a letter has been sent to the Kaycee Mayor regarding the open positions on this board. It requests that they either fill the positions or the Johnson County Commissioners will proceed with filling the open seats.
- c. **Election of Officers.** Chair Myers announced that this meeting serves as the annual meeting of the board. Novotny moved to nominate the existing slate of officers, close nominations and cast unanimous ballot for officers. Mayor Schrader seconded. No discussion. Motion carried.

VII. **OTHER BUSINESS:**

- a. **Executive Session** – Novotny moved, and Smith seconded to enter into executive session pursuant to state statute regarding an employee issue. Executive session was exited by a motion by Novotny and seconded by Smith. No discussion. Motion carried.
- b. **Board Action-Employee Issue** - Smith motioned to accept the severance agreement negotiated by JOCO First attorneys with former employee Dave Simonson in the amount of \$20,000. Mayor Schrader seconded. No discussion. Motion carried.
- c. **Next Regular Meeting Date** February 10, 2021 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	2/10/21 _____ Date
 _____ Attested by: Board Member	2/10/2021 _____ Date

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**February 10, 2021 @ 8:00 A.M.**

**Members present:**

Rick Myers, Chair  
Bill Novotny, Commissioner Chair  
Shann Edwards, Secretary  
Zac Smith, Vice Chair  
Mark Smith  
Staff Present: Claudia Todd

**Members absent:**

Crosby Taylor, Mayor Kaycee  
Shane Schrader, Mayor Buffalo  
Josh Keegan

**Guests:** Scott Madsen-Buffalo City Council, Logan Williamson – Buffalo Bulletin, Marilyn Connolly – Johnson County Homeland Security, Emergency Management

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called the meeting to order at 8:05 A.M. and welcomed the guests.
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
January 13, 2020 meeting minutes (Recorded by Shann Edwards) were presented. Zac moved to approve the meeting minutes. Novotny seconded. No discussion. Motion carried.
- III. **NEW BUSINESS:**
  - a. **MOU between County and KBJ.** Marilyn Connolly with Johnson County Homeland Security, Emergency Management refreshed the board regarding the 2015 MOU for Bomber Mountain Civic Center to be a County shelter facility. The board was apprised to expect a new MOU and wanted our opinion about proposed language changes, such as, changing it from shelter facility to a facility for emergency use. The board welcomed the County to make the necessary changes and present the new MOU to the board for review.
- IV. **FINANCIALS:**
  - a. **Treasurer's report on financial status.** Chair Myers presented an overview of the January financial statements. As of January 31, 2021, income is \$1,429.49 and cash on hand is \$152,979.62 of which \$133,564.63 are operating funds. Novotny motioned to approve the January 31, 2021 financial report as presented. Mark seconded. No discussion. Motion carried.
  - b. **2020-2021 Budget and 1% Funding Request.** Myers presented the budget that will be used for the 1% funding request. Our cost saving areas going forward are utilities and real estate taxes. Those cost savings have been shifted to cover our marketing efforts. Myers stated our 1% request is reduced by 25% compared to last year. It costs about \$70,000 a year to cover the expenses of Bomber Mountain Civic Center. Edwards motioned to move forward with the 1% application and budget as presented. Zac seconded. No discussion. Motion carried. The 1% application is due February 21, 2021.
- V. **Staff Report:** A written staff report including events, building status, and marketing updates was reviewed with the board by Claudia. Claudia requested approval to hire a part time assistant. The board agreed that the vacant position should be filled. Claudia reviewed the status of the marketing initiative

"All of Johnson County". The board suggested putting the project's goals, strategies, and purpose in written form so we can better track the numerous collaborations and outcomes.

VI. **PUBLIC COMMENT:**

- a. **No public comment**

VII. **OTHER BUSINESS:**

- a. **Next Regular Meeting Date March 10, 2021 at 8:00 A.M.**

**AJOURN:** Meeting adjourned at 9:20 A.M.

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

  
Rick Myers, Chair

  
Date

Attested by: Board Member

Date

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**March 10, 2021 @ 8:00 A.M.**

**Members present:**

Rick Myers, Chair  
Bob Perry, Commissioner proxy  
Shane Schrader, Mayor Buffalo  
Zac Smith, Vice Chair  
Mark Smith  
Staff Present: Claudia Todd

**Members absent:**

Crosby Taylor, Mayor Kaycee  
Shann Edwards, Secretary  
Josh Keegan

**Guests:** Scott Madsen-Buffalo City Council, Logan Williamson – Buffalo Bulletin, Jen Crouse, Sheridan College; Mark Russell, Entrepreneur; Meseret Tegenu, Buffalo Chamber of Commerce; Ben Kirven, City Attorney

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called the meeting to order at 8:04 A.M. and welcomed the guests.
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
February 10, 2021 meeting minutes (Recorded by Shann Edwards) were presented. Smith moved to approve the meeting minutes. Schrader seconded. No discussion. Motion carried.
- III. **FINANCIALS:**
  - a. **Treasurer's report on financial status.** Chair Myers presented an overview of the February financial statements. Smith motioned to approve the February 2021 financial report as presented. Schrader seconded. No discussion. Motion carried.
  - b. **2020-2021 Budget and 1% Funding Request.** The 1% application was due February 21, 2021 and has been submitted.
- IV. **Staff Report:** A written staff report including events, building status, and marketing updates was reviewed with the board by Claudia. Todd highlighted in the report the ongoing concern of young individuals "hanging out" at BMCC not only after business hours but on weekends when only a few female coaches are occupying the gyms. The concerns are to misplace, destroy and scare younger children. Mayor Schrader suggested to inform BPD and let the officers handle the situation right away without much for warning since the adolescents have been warned and kicked out of the building multiple times by multiple people.
  - c. **Business Directory – Mark Russell** – a business entrepreneur presented his idea to create an opportunity for local business to get listed at his website: [www.shopbuffalowyo.com](http://www.shopbuffalowyo.com), a free business directory to help local businesses to be more visible in the digital world. The platform is going to be up and running by the end of March.
  - d. **Jeanie Briscoe – JHL Creative** – informed the board about the marketing opportunity created for economic development boards by bringing the tourism aspect full circle and make our Johnson County "product" complete and for relocating purposes attractive.
    - a. **PUBLIC COMMENT:** No public comment

**V. NEW BUSINESS:**

- a. **Marilyn Connelly – MOU** – Chair Myers explained the changes which are minor and included the wording of the usage of the building being an emergency shelter. Schrader moved to approve the updated version of the MOU between County and KBJ. Smith second. No discussion. All in favor. Motion carried.
- b. **Community Investment Project** – Chair Myers revealed a comprehensive community wide investment plan. (Please see supporting document attached). He handed out the original KBJ Economic Dev. Joint Powers Board agreement from August 2011 and explained the general purpose of this JPB. Furthermore, he explained that JPB's are an entity that "collaborates with other organizations", "providing mechanism to facilitate a single point of contact", "allow the participating agencies to work together and providing mechanisms for nonprofit entities, associations, foundations to make investments for projects".

He addressed the existing use of the BMCC pointing to the need for recreational gym space, the partnership with the College and the use as a community center space. He pointed out the deteriorated state of the BMCC as well as pointing out that several municipal buildings in our community need enhancements as well. He also is noted that all municipal facilities are directly competing for dollars and the fact that there are not enough dollars to go around in terms of facility upkeep and enhancements. This project would address the concerns of 9 municipal facilities as well as providing funds directly to Kaycee and Buffalo to address other needs of the communities

The list of improvements would include a new facility, re-place BMCC with a design that attracts conventions at the level Buffalo could handle and benefit from. The other projects are included supporting document attached.

The main components are: JOCO First is taking the leading role as the facilitator and bond issuer for the project, it will address/enhance 9 municipal facilities, it will create a sinking fund/savings account for future use and it is a complete collective community effort.

According to Myers the other municipal organizations, who he had been talking over the past year, are committed to support this community project. It is the groups hope to get this concept out to the votes on a special election ballot in November to vote for/against an additional 1 penny tax to fund the bond repayment and sinking fund. The overall project is modeled on a 20 year bond repayment.

A lengthy discussion was being held and questions were answered.

Mark Smith motioned to formally support the Community Investment Project efforts.

Zac Smith clarified his understanding of the motion as follows:


KBJ will continue to explore and proceed with the ongoing Community Investment Project efforts. Specifically, KBJ will take a lead role in facilitating the ongoing conversations and the collaboration with the participating agencies to further develop the framework for the project. KBJ's role as the bond issuer and the timing and specific impacts to the BMCC facility will also be further developed. As the framework is formalized, KBJ anticipates that the stakeholders will participate in an effort to inform the voters about the relevant aspects of the project, including benefits and costs. The intent is to bring a ballot question to the informed voters who will decide whether to proceed with the project, or not. Mayor Schrader seconded. No further discussion. Motion carried.

**VI. OTHER BUSINESS:**

**a. Next Regular Meeting Date April 14, 2021 at 8:00 A.M.**

**AJOURN:** Meeting adjourned at 9:45 A.M.

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

  
Rick Myers, Chair

  
Date

  
Attested by: Board Member

  
Date

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**April 14, 2021 @ 8:00 A.M.**

**Members present:**

Rick Myers, Chair  
Bill Novotny, Commissioner Chair  
Shann Edwards, Secretary  
Zac Smith, Vice Chair  
Shane Schrader, Mayor Buffalo  
Mark Smith

**Members absent:**

Crosby Taylor, Mayor Kaycee  
Josh Keegan  
Staff: Claudia Todd

**Guests:** Scott Madsen-Buffalo City Council, Logan Williamson – Buffalo Bulletin, Mark Russell – Entrepreneur, Jen Crouse – Sheridan College

**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:**

March 10, 2021 meeting minutes (Recorded by Shann Edwards) were presented. M. Smith moved to approve the meeting minutes. Schrader seconded. No discussion. Motion carried.

**III. FINANCIALS:**

**Treasurer's report on financial status.** Chair Myers presented an overview of the March financial statements. As of March 31, 2021, the total income for the fiscal year is \$122,293.51, which represents 98% of the current budget. Expense is \$181,249.84, which represents 79% of the current budget. This equals a net income of -\$58,956.33, which is 57% of the current budget. Novotny motioned to approve the March 31, 2021 financial report as presented. Z. Smith seconded. No discussion. Motion carried.

**IV. Staff Report:** A written staff report including events, building status, and marketing updates was provided to the board by Claudia. Claudia is on vacation this week and is absent.

- a. Chair Myers reminded the board that the janitor position is still open, and Vincent will be finished the end of this month.
- b. Johnson County Recreation Board application has been completed with a \$15,000 request for funding. The purpose of funding is to help pay facility expenses as the rec space is free to be used by the public.
- c. Claudia will present an update at the next meeting regarding the marketing initiative "All of Johnson County". Mark Smith shared the Historic Downtown Buffalo group has been working with Claudia to update the map and website. And that Claudia is working on a marketing events web page so all events can link to the same place online.

**V. PUBLIC COMMENT:**

**No public comment**

**VI. NEW BUSINESS:**

**Community Investment Project Update.** Groups have been gathering and discussing strategy. They decided to be on the ballot in August so they will begin advertising by April 28<sup>th</sup>. A marketing committee is established. They are working on a website, PAC, marketing campaign, and



education campaign. Next Tuesday they are presenting to the Buffalo City Council. They have already presented to the Kaycee City Council and met with Mark Wilson at the radio station. We expect written resolutions from both Buffalo and Kaycee City Councils.

**VII. Other Business:**

- a. Wool Mill Lease-Chair Myers reported he met with Ben Hostetler and proposed a new lease structure gradually increasing the price per square foot over 5 years. He will meet with Ben Kirven and move forward with drafting a lease document. It will include a 5-year escalator, first right of refusal to purchase the building, and a termination clause.
- b. A road use agreement is needed for Plains Drive.
- c. The board agreed it is time to review the bylaws.
- d. Jen Crouse provided an update regarding Sheridan College in Johnson County. Enrollment is up for Johnson County. June 30<sup>th</sup> will be Derek Andrews last day. Interviews are starting next week with intentions to fill the position by June 3<sup>rd</sup>. Sheridan College plans to stay in Johnson County. In May, the Board of Trustees will meet in Buffalo.
- e. **Next Regular Meeting Date** May 12, 2021 at 8:00 A.M.

**AJOURN:** Meeting adjourned at 9:20 A.M.

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

  
Rick Myers, Chair

5/12/21

Date



5/12/21

Attested by: Board Member

Date

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**May 12, 2021 @ 8:00 A.M.**

**Members present:**

Rick Myers, Chair  
Bill Novotny, Commissioner Chair  
Josh Keegan  
Zac Smith, Vice Chair  
Shane Schrader, Mayor Buffalo  
Mark Smith  
Staff: Claudia Todd

**Members absent:**

Crosby Taylor, Mayor Kaycee  
Shann Edwards, Secretary

**Guests:** Scott Madsen-Buffalo City Council, Jill Smith and Cathy Bradley (arrived 8:25am), JCTA; Logan Williamson, Buffalo Bulletin; Ben Hostetler, Mountain Meadow Wool, Jen Crouse, Sheridan College; Jennifer Burden, 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:**

April 14, 2021 meeting minutes (Recorded by Shann Edwards) were presented. M. Smith moved to approve the meeting minutes. Schrader seconded. No discussion. Motion carried.

**III. FINANCIALS:**

**Treasurer's report on financial status.** Chair Myers presented an overview of the April financial statements. Myers presented the P&L sheet for the month of April with an income of \$14,000 and total expenses \$28,000. Myers also presented expenses by vendor summary for the purpose of more transparency. Smith motioned to approve the April, 2021 financial report as presented. Mayor Schrader seconded. No discussion. Motion carried.

Myers furthermore presented the funding request for 2021-2022 which he will present to the State latest sent by June 1st. Mayor Schrader moved to approve. Z. Smith second. No discussion. Motion carried.

**IV. Staff Report:** A written staff report including events, building status, and marketing updates was provided to the board by Claudia.

Claudia mentioned several events that were happening at BMC, interest in room rental (Derek's old office) and a pending lease agreement.

Food for Life pantry moving in for four month into two rooms at the old B&G Club.

Claudia also has finalized the project revamping the new map. 2,000 maps are in the process of getting printed locally.

Distribution of tourism brochures has been another project Claudia has been working on.

Claudia with Buffalo Events is also in the process of leasing a billboard east of town with the purpose to promote all major events that are happening in Buffalo. The [Buffalowyoing.org](http://Buffalowyoing.org) URL will be used to have an internet presence and exposure with the future goal of booking tickets online.

Claudia as the JCTA admin sent editorial and advertorial content incl. pictures to the RMI office to have Johnson County presented on their webpages as part of the JCTA/RMI partnership contract.

Claudia also hired Leora Moellenberndt the new janitor to replace Vincent Roop.

**PUBLIC COMMENT: No public comment**

**V. NEW BUSINESS: Investment Project Update Community.**

Chair Myers informed the board about the resolution that went in front of the County Commissioners and both Buffalo and Kaycee City Council officials who were supportive of the initiative and granted the special election scheduled for August 17<sup>th</sup>. Myers and the board groups have started with the educational process informing the public through a newly formed webpage called: [www.citizensofjoco.com](http://www.citizensofjoco.com), spreading the word at local radio shows and reaching out to the public directly.

During the process the Lander community center has reached out to Chair Myers to compare notes and learn from each other. A trip in the near future is planned to look at that facility in person.

JCTA represented by Jill Smith was in support of the new community project.

**VI. Old Business:**

- a. Ben Hostetler updated the board about the wool mill improvements of the previous year. The current lease expires in June of this year. Hostetler mentioned that the partnership with JOCO First has been good for the MMW. Moving forward, he presented a renewal for one year lease agreement and another one with the option to purchase the building, monthly P&L summaries for 2019 vs. 2020, which shows a substantial growth in the past year. Chair Myers initiated a conversation with attorney Ben Kirven to produce a lease agreement and proposed a new lease structure gradually increasing the price per square foot over 5 years, first right of refusal to purchase the building, and a termination clause. Myers emphasized that a decision needs to be made by July 1<sup>st</sup>. (Please see attached documents).

**VIII New Business:**

- b. **Wyoming BEST Program** – Jill Smith board chair of Johnson County Tourism Assn. (JCTA) updated the board on their efforts to coop with the WY Office of Tourism evaluating Johnson County and working on a five year strategic plan. 50% of the matching funds are provided by the WY Office of Tourism and entails three phases. Phase I includes a 66 page survey, phase II a full day in person workshop with JC stakeholders reviewing the results of the survey and phase III - creating a strategic plan for a period of five years.

**Interesting facts included:**

- JC competitors on the blk to yellow route are: Sheridan and Cody.
- Cheyenne who went through this process in 2015 and was perceived as a “mediocre” to an “established destination” when the capital participated in the same process in 2018 again.
- JC could expand their collaboration with Sheridan airport
- JC threats: Loosing visitors to Sheridan and Cody as well as improve access points in general
- JCTA is now in the process working out a strategic plan and were advised to partner with Gillette, Sheridan and Tensleep communities.
- Strength: High quality dining, campgrounds
- Weakness: Wifi, diverse language, ADA accessibility, consistent messaging

- c. **Next Regular Meeting Date June 9, 2021 at 8:00 A.M.**

**AJOURN:** Meeting adjourned at 9:28 A.M.

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

*Rick Myers*

Rick Myers, Chair

6/9/21

Date

Attested by: Board Member

Date

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**June 9, 2021 @ 8:00 A.M.**

**Members present:**

Rick Myers, Chair  
Mark Smith  
Josh Keegan  
Zac Smith, Vice Chair  
Staff: Claudia Todd

**Members absent:**

Crosby Taylor, Mayor Kaycee  
Shann Edwards, Secretary  
Bill Novotny, Commissioner Chair  
Shane Schrader, Mayor Buffalo

**Guests:** Scott Madsen-Buffalo City Council, Jill Smith, JCTA; Ben Hostetler, Mountain Meadow Wool, Jen Crouse and Wendy Smith, Sheridan College; Jennifer Burden, Chamber of Commerce, Mark Russell and Taylor May with Shop Buffalo Wyo.

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

Chair Myers called the meeting to order at 8:05 A.M. and welcomed the guests.

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

May 12, 2021 meeting minutes (Recorded by Claudia Todd) were presented. M. Smith moved to approve the meeting minutes. Keegan seconded. No discussion. Motion carried.

III. **FINANCIALS:**

**Treasurer's report on financial status.** Chair Myers presented an overview of the April financial statements. Myers presented the P&L sheet for the month of May with an Income of 14,000 and total expenses \$28,000. Smith motioned to approve the May, 2021 financial report as presented. Mayor Schrader seconded. No discussion. Motion carried.

IV. **Staff Report:** A written staff report including events, building status, and marketing updates was provided to the board by Claudia.

Claudia updated the board about:

- Renters all current with rent
- Food for Life pantry moving in and are operating
- Updated the board on the progress for the community wide event calendar with the goal to pre-purchase tickets online
- Informed about the newly created map that will be work in progress
- Updated the board about the Sheep Fest that was held Saturday June 5<sup>th</sup>
- Distribution of tourism brochures
- Informed the board about the newly leased by Buffalo Events Inc. billboard East of town with the purpose to promote all major events that are happening in Buffalo.

**PUBLIC COMMENT:**

Jen Crouse with Sheridan College informed the board about the new hire Joseph Aguirre, Program Director, Sheridan College & Gillette College that will start next Monday. Joseph has been with the College for over ten years. He will be focusing on programs for Johnson County. On June 22<sup>nd</sup> at the Sheridan College Advisory board meeting a future plan for Sheridan College in Johnson County will be presented.

V. **NEW BUSINESS:** none

**VI. Investment Project Update Community.**

Myers and the group of boards have started with the educational process informing the public through a newly formed webpage called: [www.citizensofjoco.com](http://www.citizensofjoco.com), spreading the word at local radio shows and reaching out to the public directly. He further informed that the 300-400 people he talked to 90% of them seemed positive and supporting the effort. Myers is currently working on informing people through bulk e-mails and scheduling public meetings to reach a wider spectrum of people, mostly held at Bomber Mountain Civic Center. A town meeting is scheduled for June 10<sup>th</sup> at 5pm in the Band room at Bomber Mtn. Civic Center.

**VII. Old Business:**

**VIII.** Chair Myers initiated a conversation with attorney Ben Kirven to produce a lease agreement and proposed a new lease structure gradually increasing the price per square foot over 5 years, first right of refusal to purchase the building, and a termination clause. Myers emphasized that a decision needs to be made by July 1<sup>st</sup>. Hostetler informed the board that he was still waiting to hear from the SBA regarding the loan. A lengthy discussion was held. The group decided to meet on June 15<sup>th</sup> at 4pm to come up with a final lease agreement.

**VIII New Business:**

a. **Next Regular Meeting Date July 14, 2021 at 8:00 A.M.**

**AJOURN:** Meeting adjourned at 9:10 A.M.

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

  
Rick Myers, Chair

7/14/21

Date

Attested by: Board Member

Date

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER – BUFFALO WY**  
**June 15, 2021 @ 4:00 PM**

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**Members Present:**

Rick Myers, Chairman  
Bill Novotny, Commission Chair  
Josh Keegan  
Zac Smith, Vice Chair  
Shane Schrader, Mayor, Buffalo  
Mark Smith

**Members Absent:**

Crosby Taylor  
Shann Edwards, Secretary

**Guests:**

Ben Kirven, KBJ Counsel  
Scott Madsen, Buffalo City Councilman  
Ben Hostetler, Mountain Meadow Wool

**Agenda: Finalize Mountain Meadow Wool (MMW) Lease agreement**

Two lease options (a 3 year option and a 5 year option) had been presented to Mr. Hostetler at the regularly scheduled board meeting on June 9, 2021. At that time the board decided to schedule a special meeting to allow time discuss the details within the lease.

Mr. Hostetler began the meeting explaining the background of the Economic Development program that allowed Mountain Meadow Wool the opportunity to get into the current facility and helped them get their business moving forward. He explained their desire to purchase the building, however, at this time, MMW did not have the financing secured. Given this fact, Mr. Hostetler was requesting to exercise the 1 year option in the current lease and also was requesting that the Board approve a purchase option and establish a sale price that would be stated in the lease agreement.

Mr. Kirven (BKBK Counsel) explained that this would not comply with the state statutes governing the sale of public assets. Mr. Myers stated that based on that advice, the options that were on the table were a 3 year lease with a 2 year extension or a 5 year straight lease. Both leases options would follow the escalating rent schedule that was previously provided to MMW and presented to the board in the regular May meeting.

Chairman Myers stated that the overall goal of the new lease and escalating rent schedule was to get MMW up to market or near market rent rates over the next 5 years.

A lengthy discussion was held around establishing market rent rates. Hostetler pointed to other government sponsored companies in Sheridan that were renting at a certain percentage of the capital cost of the building. Myers explained that the market rent goal of \$5.00/sq ft (after 5 years) established for this proposal came from local realtors, using market rent rates in the area, using comparables in the private sector as opposed to the government sponsored programs that Mr. Hostetler was pointing to. The discussion continued around the responsibility of the Joint Powers Board role in Economic Development as well as their fiduciary responsibility to manage the public assets and money.

Chairman Myers also noted that MMW accepting a longer-term lease would not hamper the ability for MMW to make a bona fide offer at any point. The longer term of the lease would be beneficial to both parties given that it would avoid the need to revisit this same issue in another 12 months.

Mr. Hostetler noted his reservations about being stuck in a lease and having to pay it out through the term and wished to address this in the lease agreement.

At the end on the discussion, a Mark Smith made a motion to insert a Purchase Option clause (without a set purchase price), add a Termination Clause allowing either party to terminate the lease with a 6-month notice, and to allow some flexibility to clean up the maintenance responsibilities in the agreement if needed. Commissioner Novotny seconded the motion. The motion carried unanimously.

With no other business, the meeting was adjourned.

  
Rick Myers, Chair

7/14/21  
Date

\_\_\_\_\_  
Attested by: Board Member

\_\_\_\_\_  
Date



**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**Bomber Mountain Civic Center - Buffalo, WY**  
**July 14, 2021 @ 8:00 A.M.**

**Members present:**

Rick Myers, Chair  
Zac Smith, Vice Chair  
Bill Novotny, Chair JCC  
Josh Keegan  
Shane Schrader, Buffalo Mayor  
Staff Present: Kerry Absetz

**Members absent:**

Shann Edwards, Secretary  
Crosby Taylor

**Guests:** Wendy Smith, Sheridan College; Scott Madsen City Council

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called a special budget meeting to order. the meeting to order at 8:15 A.M. Chair Myers welcomed the guests.

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

The minutes from the June 9, 2021 regular meeting and the June 15, 2021 special meetings were presented. Vice Chair Smith moved to approve both sets of meeting minutes. Commissioner Novotny second. No discussion. Motion carried.

III. **FINANCIALS:**

**Treasurer's report on financials** – Chairman Myers noted that the full financial report and final budget was presented in the Special Budget Meeting just held prior to this meeting being convened and recorded in the minutes.

A discussion was held around updating the authorized signers on checking account. Board Member Novotny motioned to add Mark Smith to the account. Seconded by Vice Chair Zac Smith. Motion carried.

- IV. **Staff Report:** A written staff report was reviewed with the board by assistant Kerry Absetz

Claudia has continued the outreach efforts with Kaycee by attending a Hoofprints of The Past Museum tour. The tour was very informative and images were gathered that will be utilized on future marketing materials. Claudia also had met with a BLM representative to discuss promoting access to the Hole in the Wall site.

An on-line community calendar is being worked on with JHL Creative. The goal is to have all major events on the calendar with contact info as well as the ability to purchase tickets at the site.

The Baahffalo Sheep Fest was held on June 5. The event accommodated 30 vendors and it is estimated that 900-1,100 visitors took in the festival in downtown Buffalo. Additional contacts were made with local sheep producers wanting to help next to make the events even bigger.

The report noted that all renters were paid current and that one additional small room had been rented to Sharing Hearts for storage space.

- V. **OLD BUSINESS:** Chairman Myers noted that the approved lease with the Woolmill had been signed taking effect on July 1, 2021.

An update on the Community Investment project (1% referendum) was given. At this point all efforts are being made to educate the public on the individual projects and encourage everyone to get out and exercise their right to vote.


- VI. **NEW BUSINESS:**  
None.

- VII. **OTHER BUSINESS:**  
a. **Next Regular Meeting Date will be August 11, 2021 at 8:00 A.M.**

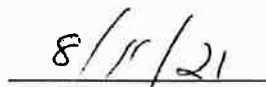
**AJOURN:** Meeting adjourned at 8:50 A.M.

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

  
Rick Myers, Chair

  
Date

  
Attested by: Board Member

  
Date

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WV**  
**August 11, 2021 @ 8:00AM**

**Members present:**

Rick Myers, Chair  
Bill Novotny, Commissioner Chair Shann Edwards, Secretary  
Zac Smith, Vice Chair  
Shane Schrader, Mayor Buffalo  
Josh Keegan Board Member  
Staff: Kerry Absetz

**Members absent:**

Crosby Taylor, Mayor Kaycee  
Shann Edwards, Secretary  
Staff: Claudia Todd

**Guests:** Seth Taylor - Buffalo Bulletin, Mark Russell - Entrepreneur, Joseph Aguirre - Sheridan College, Taylor May, Doug Lee, Colleen Delany-Buffalo Chamber, Meseret Tegenu, Levi Van-Vuggenum and Jessica Ross with Arett Design

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

Chair Myers called the meeting to order at 8:03 A.M. and welcomed the guests.

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

July 14, 2021 budget and regular meeting minutes were presented. B. Novotny moved to approve the meeting minutes. M. Smith seconded. Motion carried.

III. **FINANCIALS:**

**Treasurer's report on financial status.** Chair Myers presented an overview of the July financial statements. As of July 31, 2021, the total income is \$13,711.30. Expense is \$13,556.30. Discussed was the receipt of \$43,207.86 from the 1% for expenses. The current monthly check register was reviewed and a total of \$8,712.16 was paid out over the past month. B. Novotny asked about the Modern Electric expense on the register. Staffer Kerry Absetz explained it was to replace LED lighting in the east wing of Bomber Mountain in order to light the hallway for the Bread of Life tenant, temporarily occupying rooms 104 and 105. M. Smith motioned to accept the financial report. S. Schrader second the motion.

IV. **Staff Report:** A written staff report including events, building status, and marketing updates was provided to the board by Claudia, and Claudia is out this week and is absent. Kerry Absetz updated the board in her absence.

- a. Review of the next 2 months of reserved events at Bomber Mountain. Fall season is starting to fill up.
- b. All renters are paid and current.
- c. Buffalo Events is working on Oktoberfest.
- d. Items being addressed at the facility includes:
  - Boy's bathroom door closer
  - Both restrooms door handles being replaced with a push/pull plate
  - Fire Lane has been painted red and NO PARKING signs have been added.
  - Southside fence still down
  - Parking lot repaved

Cloud Peak contacted us to take their volleyball nets, and at this time we are searching to see if we can modify our existing floor support to accommodate the new nets.

V. **PUBLIC COMMENT:**  
No public comment

VI. **NEW BUSINESS:** Chair Myers asked that we continue to encourage people to get out to vote on the 1% bond issue that will be voted on August 17<sup>th</sup>.

VII. **Other BUSINESS:**

- a. Chamber Director Meseret Tegenu asked that JOCO First and JCTA meet with her on or around August 25, 2021. Attending the meeting would also be the State and US level Chamber representatives. It is M. Tegenu desire to have less overlap between the Chamber and JOCO First and JCTA. She also invited Mayor Schrader and Commissioner Novotny to attend. Tegenu touched on her concerns that Bomber Mountain was profiting from rental of the Chamber's pipe and drape, located in storage there.
- b. **Next regular meeting date:**

September 8, 2021

ADJORNED: 8:20AM

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



Rick Myers, Chair

9/8/21

Date



Attested by: Board Member

9/9/21

Date

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**

Kaycee, WY.

**September 8, 2021@8:00AM**

**Members present:**

Rick Myers, Chair  
Bill Novotny, Commissioner Chair  
Zac Smith, Vice Chair  
Crosby Taylor, Mayor of Kaycee  
Staff: Claudia Todd, Kerry Absetz

**Members absent:**

Josh Keegan, Board Member  
Shane Schrader, Mayor of Buffalo  
Mark Smith, Board Member  
Shann Edwards, Secretary

**Guests: None**

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

Chair Myers called the meeting to order at 8:07 A.M.

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

August 11, 2021 meeting minutes were presented. B. Novotny moved to approve the meeting minutes. Zach. Smith seconded. Motion carried.

III. **FINANCIALS:**

**Treasurer's report on financial status.** Chair Myers presented an overview of the financial statements. July 1-September 7, 2021 show a gross profit of \$26,340.36. Net ordinary income as of September 7, 2021, \$ -575.13. Received letters from both City and County committing \$70,000 from each 1% for FY2022. Discussed possibly setting up reserve account for facility. Zach Smith moved to accept financials and Bill Novotny seconded. Motion carried.

IV. **Staff Report:** A written staff report including events, building status, and marketing updates was provided to the board by Claudia.

- a. Review of the next 2 months of reserved events at Bomber Mountain.
- b. Bread of Life food pantry is moving out on September 15<sup>th</sup>, as scheduled, per lease agreement.
- c. All renters are paid and current.
- d. Buffalo Events is working on Oktoberfest.
- e. Changed pest control service to Peak Pest Control starting in September, from Orkin.
- f. Itinerary of Outdoors Writers Association presented to board. The group is looking at coming to our area May 2022.
- g. Air conditioning was down in Sheridan College wing. Was repaired and working normally again.
- h. Claudia will attend a tourism seminar in Sheridan on October 20-21st.
- i. JOCO is collaborating with BLM in regards to finding a good access point for "Hole in the Wall".

V. **PUBLIC COMMENT:**

**No public comment**

VI. New Business:

Meeting of JCTA, JOCO, and Chamber took place on August 27<sup>th</sup>. All entities are very interested in moving forward to build a working relationship.

VII. Other BUSINESS:

a. Lengthy discussion in regards to continuing working with Chamber of Commerce to create "Pathfinder" publication. Other tourism opportunities explored.


b. Next regular meeting date:

October 13, 2021 at Room 108, Bomber Mountain in Buffalo

ADJORNED: 9:12AM

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

  
\_\_\_\_\_  
Rick Myers, Chair  
Zoe Smith Vice Chair  
Date 10/13/21

  
\_\_\_\_\_  
Attested by: Board Member  
Date 10-13-21

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WV**  
**October 13, 2021@8:00AM**

**Members present:**

Zach Smith, Vice Chair  
Shane Schrader, Mayor of Buffalo  
Mark Smith, Board Member  
Shann Edwards, Secretary  
Bill Novotny, Commissioner Chair  
Staff: Kerry Absetz

**Members absent:**

Rick Myers, Chair  
Josh Keegan, Board Member  
Crosby Taylor, Kaycee Mayor

**Guests:** Scott Madsen City Council, Seth Taylor Buffalo Bulletin

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

Vice Chair Zach Smith, called the meeting to order at 8:04 A.M.

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

August 11, 2021 meeting minutes and financials were presented for approval. M. Smith motioned to approve and B. Novotny seconded. Motion carried.

September 8, 2021 meeting minutes and financial were presented for approval. M. Smith motioned to accept them and B. Novotny seconded. Motion carried.

**III. FINANCIALS:**

**Treasurer's report on financial status.** Vice Chair Z. Smith presented an overview of the financial statements. As of September 2021 our gross profit thus far is \$39,568.18 or 26.88% of our budget and we earned \$13,672.32 for the month ending in September. Our expenses were higher for September due to two property tax payments for properties held by JOCO First, totaling \$16,296.15. Giving us \$32,496.26 total monthly expenses ending in September. Total expenses are \$59,628.04 or 23.57% of the budget, currently. S. Schrader moved to accept the financials and Bill Novotny seconded. Motion carried.

**IV. Staff Report:** A written staff report including events, building status, and marketing updates was provided to the board by Claudia.

- a. Review of the next 2 months of reserved events at Bomber Mountain.
- b. Meetings are set up with the Chamber for third Thursday of every month. Continuing to build and grow relationship with them. JOCO First and JCTA are spearheading the Pathfinder magazine for next year's publication. To work on incorporating all the counties businesses, with an emphasis on tourism. No business is to be excluded.
- c. All renters are paid and current.
- d. Three entities have reached out in hopes of possibly renting out the east wing of the building that is currently moth balled. A discussion, led by Secretary Shann Edwards, touching on if the board wants to move forward and get that area of the building available for tenancy again. Bill Novotny touched on the fact that the board should be mindful about the private sector and their vacancies and creating competition for them. Taxes and operating expenses would be increased and that rental income has to supersede those additional expenses to make it worthwhile. With the absence of Claudia Todd, BMCC facility director, Vice Chair Z. Smith asked that this discussion be tabled until the November board meeting. Allowing deeper discussion about who is looking at renting the space and what it would take to make it profitable.
- e. Buffalo Events is working on Skijoring for March 5<sup>th</sup>-2022.

V. PUBLIC COMMENT:  
No public comment

VI. New Business:

JCTA, JOCO, and Chamber met again on September 24, 2021. M. Smith explained the plan in the works to carry out the Pathfinder publication. He also reached out to Lisa Johnson who worked on Goshen and she is advising us on how to complete a quality project. It is important that we include ALL of Johnson county business, and will even highlight an in-depth article in the periodical focusing on the Kaycee Cheese Factory. S. Edwards suggested reducing and realigning the role of the Chamber for tourism. With the shrinkage of funding for all parties involved, it would be important to reduce spending and duplication, being financially more responsible. Vice Chair Smith asked that we table this discussion until the next board meeting to go into greater depth on a sub-committee and who would be included in that.

Vice Chair Z. Smith introduced, on behalf of absent Chair Myers, a move to discontinue monthly meeting and go to an every other month schedule. Guest Scott Madsen encouraged that we continue with the monthly meetings until after the end of the year, allowing the board to discuss it at the next couple of meetings, before changing the meeting schedule. It was agreed that we would wait until the end of the year before making changes to our board meeting schedule.

VII. Other BUSINESS:

- a. Next regular meeting date: November 10, 2021 at Room 108, Bomber Mountain in Buffalo

ADJORNED: 8:34 AM

Contact Information: KBJ Economic Development (307) 620-2458 [Claudia@jocofirst.com](mailto:Claudia@jocofirst.com)

  
\_\_\_\_\_  
Zach Smith, Vice Chair

12-8-21

Date

  
\_\_\_\_\_  
Attested by: Board Member

12-8/21

Date



**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**63 North Burritt Ave., Buffalo, WY. 82834**  
**December 8, 2021@8:00AM**

**Members present:**

Rick Myers, Chair  
Zach Smith, Vice Chair  
Shane Schrader, Mayor of Buffalo  
Marc Smith, Board Member  
Bill Novotny, Chair JCC  
Josh Keegan,

**Members absent:**

Crosby Taylor, Mayor of Kaycee  
Shann Edwards, Secretary

Staff Present: Claudia Todd, Kerry Absetz

**Guests:** Wendy Smith, VP Sheridan College, Scott Madsen, City Council, and Seth Taylor, Buffalo Bulletin reporter.

I. **CALL TO ORDER AND INSTRUCTIONS:** 8:00 A.M. Chair Myers

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

October meetings minutes were accepted with S. Schrader motion to accept and Z. Smith 2<sup>nd</sup>. Motion carried. There were no official meeting minutes from November, as that meeting did not have a quorum.

III. **Regular Business:**

Chair Myers did a review of financials. M. Smith motioned to accept financials and Z. Smith 2<sup>nd</sup>. Motion carried. C. Todd delivered a short staff report. Highlighting a visit by the Fire Marshall and possibly updating a few things on the east wing and renting it out to a Christian school. With complete estimates of the updates to be ready for January's board meeting. K. Absetz updating the board on the progress happening with "Wyoming Presents" scheduled to happen in April of 2022. Lisa Johnson from Orbis a consulting firm, presented. L. Johnson explained her previous experience with working to bring other counties and entities together uniformly. A lengthy discussion took place. It was motioned by S. Schrader to accept the contract and move on to Phase One with the consulting firm, Orbis, at a cost of \$15,000.00. To begin in January 2022. M. Smith 2<sup>nd</sup> the motion and the motion carried. C. Todd presented to the board and Chair Myers regarding proposed changes to personnel for JOCO First and Bomber Mountain staff. Chair Myers discussed briefly that those agenda items are tabled for later discussion.

IV. **PUBLIC COMMENT PERIOD:** No Comments

V.

VI. **OTHER BUSINESS:**

a. **Next Regular Meeting Date January 12, 2021, at 8:00 A.M.**

**AJOURN:** Meeting adjourned at 9:10 A.M.

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

*Rick Myers, Chairman 1/12/22*