

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
63 North Burritt Ave., Buffalo, WY. 82834
January 12, 2022@8:00AM

Members present:

Rick Myers, Chair
Zach Smith, Vice Chair
Shane Schrader, Mayor of Buffalo
Marc Smith, Board Member
Josh Keegan, Board Member
Shann Edwards, Secretary

Members absent:

Crosby Taylor, Mayor of Kaycee
Bill Novotny, Chair JCC

Staff Present: Claudia Todd, Kerry Absetz

Guests: Dr. Tribley, President NWCC, Wendy Smith, VP Sheridan College, Scott Madsen, City Council, Amy Williams, citizen, Mary Plank, citizen, Jennifer McCormick, JCTA board member, 3 pickle ball players, Phyllis Puckett, citizen/senior center rep, Bill Dooley, president of Cloud Peak Pickle ball, and Seth Taylor, Buffalo Bulletin reporter.

- I. **CALL TO ORDER AND INSTRUCTION:** 8:01 A.M. Chair Myers
- II. **REVIEW/ACCEPT MEETING MINUTES:**

Chair Myers presented December 8, 2021 meetings minutes, M. Smith motioned to approve the minutes and S. Schrader 2nd. Motion carried.

III.Regular Business:

Chair Myers reviewed the financials. M. Smith motioned to accept financials and S. Schrader 2nd. Motion carried. C. Todd delivered a short staff report. Discussing the visit by the Fire Marshall and possibly updating upstairs to rent entirely to a local Christian academy. Todd is still gathering quotes for necessary repairs to make it a rentable space. K. Absetz updated the progress happening with "Wyoming Presents" scheduled to happen in April of 2022.

IV.New Business:

Election of officers. S. Schrader motioned to keep all board members to remain in their current positions. R. Myers did not want to continue as Chair. A lengthy discussion continued reviewing what positions were open and how they can get filled. It was decided that the board would revisit the bylaws and table election of officers, to happen no longer than the end of JOCO's fiscal year. S. Schrader amending his original motion to keep officers the same, and instead wanted to motion to review of the bylaws and election to happen by the fiscal years end. M. Smith 2nd and the motion was carried. A formal request will be sent to all entities involved looking for guidance on the future of the Joint Powers Board. Chairman Myers asked Vice Chair Smith to draft such a letter.

Orbis review and formation of steering committee. Wendy Smith, Jennifer Burden, Scott Madsen, Jennifer McCormick, Claudia Todd, and local business owner.

Discussion of resignation of Marc Smith from board. Board motioned to accept his resignation.

V. PUBLIC COMMENT PERIOD:

Dr. Tribley, President Sheridan College in Johnson County, spoke to the board about a possibility of building improvements being funded under a statewide program called the American Rescue Plan Act (ARPA), with "\$109 million available in funds". It is for infrastructure of multi-purpose buildings, like Bomber Mountain Civic Center. With the idea that the improvements provide health-based type improvements. (Health classes or activities.)

Cloud Peak Pickle Ball club spoke to the board and thanked them for the seven days a week use they are afforded here at Bomber Mountain Civic Center.

Josh Keegan made mention of the availability of an AED for our building.

Phyllis Puckett with the senior center also spoke on behalf of the senior exercise class that happens three days a week at this building. The importance of keeping that class available and how it has grown.

Lengthy discussion went on about the staffing and their role with Bomber Mountain Civic Center. Addressing the vacancies and whether they are to stay "moth balled" or turned into an income producing rental space. The future of the building as a whole and it being a viable investment.

VI. OTHER BUSINESS:

a. Next Regular Meeting Date February 9, 2022, at 8:00 A.M.

AJOURN: 9:39 A.M. Z. Smith motioned, and M. Smith 2nd, motion carried.

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



Rick Myers, Chair

Date



Attested by: Board Member

Date

3/9/22

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
63 North Burritt Ave., Buffalo, WY. 82834
March 9, 2022@8:00AM

Members present:

Rick Myers, Chair
Zach Smith, Vice Chair
Shann Edwards, Secretary
Linda Greenough, By Proxy for Bill Novotny, Chair JCC
Josh Keegan, Board Member
Shane Schrader, Mayor of Buffalo

Members absent:

Crosby Taylor, Mayor of Kaycee

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 INSTRUCTION:** 8:04 A.M. Chair Myers called meeting to order.
- II. **REVIEW/ACCEPT MEETING MINUTES:**

Review of January 12, 2022, meeting minutes. Z. Smith motion to accept, S. Schrader 2nd. Minutes were approved.

III. Regular Business:

Financial were reviewed by Chair Myers. S. Schrader motioned to accept financials, Z. Smith 2nd. The motion carried.

Preliminary budget for next fiscal year was reviewed. Z. Smith motioned to accept treasurers report, J. Keegan 2nd. Motion carried.

Staff report was delivered by C. Todd. Informed the board that Buffalo's Chamber of Commerce no longer has a Chair or Vice Chair. All calls and tourism request are now being forwarded to JOCO First's office. Orbis consulting is hosting a steering committee meeting on March 14th. Details of that will be presented at the next board meeting. A newly organized business network has come to JOCO for advice on how to get more businesses to join. The organization is called Buffalo Business Exchange, and their first meeting is March 15th in ANB Bank in Buffalo. Reviewing remodel costs to the east wing of BMCC, that is currently closed. A budget of repairs was presented by C. Todd. W. Smith verbally committed to \$8000 of funds towards the kitchen improvements as SCJC is looking to add cooking classes to the curriculum for the fall and wants to utilize that area of Bomber Mountain Civic Center. Talks are still underway with JCSD#1 and superintendent Auzqui to bring the high school students here for certified cooking courses. JOCO staffing issues were discussed. K. Absetz, currently a part time employee, is operating at capacity under the restrictive part time hours. It was discussed that it may be necessary to bring her to full time status. Especially with the new workload created by an absent Chamber. Chair Myers acknowledged that it may be necessary to employ more people. Asked that the staff put together a 12-month outlook. S. Edwards pushed to have the issue of full time resolved at this meeting,

but it was not. The board will continue to look at this issue and review the findings of the consulting firm and the 12-month workload before proceeding.

IV. New Business:

NONE

V. PUBLIC COMMENT PERIOD:

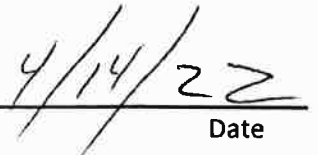
VI. OTHER BUSINESS:

a. Next Regular Meeting Date April 13, 2022, at 8:00 A.M.

AJOURN: 9:21 A.M.

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


Rick Myers, Chair


Date

Attested by: Board Member

Date

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
63 North Burritt Ave., Buffalo, WY. 82834
April 14, 2022@8:00AM

Members present:

Rick Myers, Chair
Zach Smith, Vice Chair
Shann Edwards, Secretary
Bill Novotny, Chair JCC
Shane Schrader, Mayor of Buffalo
Josh Keegan, Board Member
Mary Plank, Board Member
John DeMatteis, Board Member

Members absent:

Crosby Taylor, Mayor of Kaycee

Staff Present: Claudia Todd, Kerry Absetz

Guests: Scott Madsen, City Council; Seth Taylor, Buffalo Bulletin reporter; L. Harmon, citizen, C. Harmon, citizen; A. Williams, citizen; A. Todd, citizen; Susie, citizen; J. McCormick, JCTA Board; C. Pierson, Chamber Board; J. Romanowski, Chamber Board; R. Rizzatello, Chamber Board; and L. Johnson, Orbis Consulting..

- I. **CALL TO ORDER AND INSTRUCTION:** 8:00 A.M. Chair Myers called meeting to order.
- II. **REVIEW/ACCEPT MEETING MINUTES:**

Review of March 9, 2022, meeting minutes. Z. Smith motion to accept, S. Schrader 2nd. Minutes were approved.

III. Regular Business:

Financials reviewed by Chair Myers. S. Schrader motioned to accept financials, Z. Smith 2nd. Motion carried.

Staff report was delivered by C. Todd updated the progress on the kitchen renovations in the east wing. New flooring and paint job completed. The three-compartment sink being installed in the next week. Still waiting for the MOU from the JCSD#1. The SCJC is still supporting bringing the kitchen up to commercial status for classes. JOCO First website is up and running. K. Absetz briefly touched on the Wyoming Presents Business Expo. \$7000 in money received from sponsors and vendors. An explanation of the itinerary on Friday and Saturday presented.

Additional board members to be added as signers JOCO First's bank accounts are:
Josh Keegan, John Dematteis, and Mary Plank.

IV. New Business:

Lisa Johnson of Orbis Advantage, Inc. presented highlights from the research and potential scenarios for consideration for economic development organizational structure and strategies moving forward. Based

on the feedback received, Orbis will submit a written report for Phase One. Upon review by the Board, they can consider moving ahead into further planning and implementation phases.

After the presentation it was discussed to table deciding on participating in the second phase of the study to a special meeting of the board. Motion for resolutions B. Novotny and Z. Smith second. Motion carried.

V. PUBLIC COMMENT PERIOD:

VI. OTHER BUSINESS:

- a. Next Regular Meeting Date May 11, 2022, at 8:00 A.M.

AJOURN: 9:58 A.M.

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

 _____  _____
Rick Myers, Chair Date

Attested by: Board Member

Date

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
63 North Burritt Ave., Buffalo, WY. 82834
June 8, 2022@8:00AM

Members present:

Rick Myers, Chair
Zach Smith, Vice Chair
Shann Edwards, Secretary
Bill Novotny, Chair JCC
Mary Plank, Board Member
Shane Schrader, Mayor of Buffalo
John DeMatteis, Board Member

Members absent:

Josh Keegan, Board Member
Crosby Taylor, Mayor of Kaycee

Staff Present: Claudia Todd

Guests: Seth Taylor, Buffalo Bulletin reporter; Wendy Smith, SCJC; Brandy Harlow, WY Business Council; Scott Madsen, City Council.

I. CALL TO ORDER AND INSTRUCTION: 8:02 A.M. Chair Myers called meeting to order.

II. REVIEW/ACCEPT MEETING MINUTES:

Review of May 11th, 2022, meeting minutes. Z. Smith motion to accept May meeting minutes, Mayor Schrader 2nd. Motion carries.

III. Regular Business:

Staff report:

Financials reviewed by Chair Myers. Zach Smith motioned to accept financials, Mayor Schrader 2nd. Motion carries.

Staff report was delivered by C. Todd updated the progress on the kitchen renovations in the east wing. Washer and dryer is installed and functional.

New West High School highly interested in bringing seven students to BMCC for culinary classes beginning as early as August 2022 four days a week for over an hour time period.

Another meeting with the school district is planned for end of June to finalize High School involvement. The Rec board awarded \$10,000 for BMCC for the upcoming fiscal year. Please see attached report.

Update on Orbis workshop:

Rick Myers explained to the board three items that he took away from the workshop. 1) Looking into an Economic Development plant grant with WY Business Council. 2) BMCC building needs/Feasibility study in conjunction with Sheridan College. 3) Organizational structure.

Wendy suggested to create a list of what next steps look like for point 1) and 2) and another list of to do's, a collection of all feasibility studies. An additional list for want/needs for future planning. Furthermore, she suggested a shell for an RFP.

The board decided to plan to meet for another workshop meeting on June 22nd to hash out further details and discuss the JOCO First bylaws.

Budget session:

At 8:15am Rick Myers paused to move into the Budget session. The budget was discussed. JOCO First/BMCC was awarded \$150,000 by City and County for 1% money. After going through the preliminary budget which has to be finalized by July 13 to be send to the State (please see attached) Shann Edwards motioned to approve the budget as presented by Chair Rick Myers. Zach Smith 2nd at 8:30am. Motion carries.
No public comment.

IV.PUBLIC COMMENT PERIOD: No public comment.

V.OTHER BUSINESS:

a. Next Regular Meeting Date July 13, 2022, at 8:00 A.M.

AJOURN: 9:20am.

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


Rick Myers, Chair

7/14/22
Date

Attested by: Board Member

Date

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
63 North Burritt Ave., Buffalo, WY. 82834
July 13, 2022@8:00AM

Members present:

Rick Myers, Chair
Josh Keegan, Board Member
Zach Smith, Vice Chair
Shann Edwards, Secretary
Bill Novotny, Chair JCC
Mary Plank, Board Member (on phone)
John DeMatteis, Board Member

Members absent:

Shane Schrader, Mayor of Buffalo
Crosby Taylor, Mayor of Kaycee

Staff Present: Claudia Todd and Kerry Absetz

Guests: Seth Taylor, Buffalo Bulletin reporter; Wendy Smith, SCJC; Steve Miller, JCSD#1; Rachel Miller, Representing NPO "Little Britches"

I. CALL TO ORDER AND INSTRUCTION: 8:00 A.M. Chair Myers called meeting to order.

II. REVIEW/ACCEPT MEETING MINUTES:

Review of June 8th, 2022, meeting minutes. J. DeMatteis motion to accept June meeting minutes, Z. Smith 2nd. Motion carries.

III. Regular Business:

Financials:

Financials reviewed by Chair Myers. Z. Smith motioned to accept financials and approve budget, B. Novotny 2nd. Motion carries.

Presentation:

Steve Miller and Rachel Miller presented a power point discussing the Non-Profit Organization Little Britches. A program that they were hoping to have come to Bomber Mountain Civic Center lawn area. A brief discussion amongst the board and guests on how Sheridan College or Bomber Mountain could provide a home for this program and bring more classes for Johnson County residents through Sheridan College.

Executive Session called to order at 8:30 am.

B. Novotny motioned to move to an executive session to discuss personnel issues. J. DeMatteis 2nd. Motion carried. Return to regular session 9:00am.

Brief discussion regarding writing an Request for Proposal and grant to present to the Wyoming Business Council. S. Edwards, R. Myers, and J. DeMatteis will meet to develop the RFP.

Budget:

Final budget for fiscal year 2022/2023 reviewed. B. Novotny motioned to accept the budget. J. DeMatteis 2nd. Motion Carried.

Staff Report:

Staff report was delivered by C. Todd MOU received a 3-year commitment from JCSD#1. New West High School will be here 4 days a week for a little over an hour each day, with some Fridays. Hallway and bathrooms are painted. Bathroom floors to be stripped. Planning on having an Open House in the fall to showcase all the improvements. Opening it up to the public.

IV. PUBLIC COMMENT PERIOD: No public comment.

V. OTHER BUSINESS:

a. Next Regular Meeting Date August 10, 2022, at 8:00 A.M. To be held in Kaycee, Wy., city hall.

AJOURN: 9:25am. J. DeMatteis motioned. Z. Smith 2nd. Meeting Adjourned.

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


Rick Myers, Chair

8/10/22
Date


Attested by: Board Member

8/10/2022
Date

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Kaycee Town Hall 268 Nolan Ave., Kaycee, Wy. 82639
August 10, 2022@8:00AM

Members present:

Rick Myers, Chair
Josh Keegan, Board Member
Zach Smith, Vice Chair
Shann Edwards, Secretary
Bill Novotny, Chair JCC
Mary Plank, Board Member (on phone)
John DeMatteis, Board Member
Bill Gehrig, Mayor of Kaycee

Members absent:

Shane Schrader, Mayor of Buffalo

Staff Present: Claudia Todd and Kerry Absetz

Guests: Bill Edwards, citizen.

I. CALL TO ORDER AND INSTRUCTION: 8:00 A.M. Chair Myers called meeting to order.

REVIEW/ACCEPT MEETING MINUTES:

Review of July 13th, 2022, meeting minutes. B. Novotny motion to accept June meeting minutes, Z. Smith 2nd. Motion carries.

II. Regular Business:

Financials:

Financials reviewed by Chair Myers. S. Edwards questions a \$1000 credit in payroll. Chair Myers will research and email results of findings from bookkeeper. Z. Smith motioned to accept financials J. Keegan 2nd. Motion carries.

Staff Report:

Staff report was delivered by C. Todd MOU received a 3-year commitment from JCSD#1. New West High School will be here 4 days a week for a little over an hour each day, with some Fridays. Hallway and bathrooms are painted. Bathroom floors to be stripped. Planning on having an Open House in the fall to showcase all the improvements. Opening it up to the public.

Lengthy discussion is conducted by Chair Myers and S. Edwards reviewing the points of interest on the proposed RFP.

KBJ Economic Development Joint Powers Board Reserve Funds Policy

As a commitment to financial prudence and careful stewardship of community assets and in recognition of its fiduciary responsibilities KBJ Economic Development Joint Power Board (KBJ) has set forth the following policy in regards to funds held in a separate Special Reserve fund:

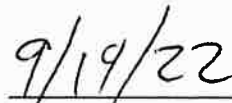
The KBJ will hold up to \$1,000,000 in a reserve account and all funds held therein will be expended pursuant to the following prioritization:

1. Initially, the funds will be used to fund emergency major maintenance needs for the depreciable assets owned by KBJ.
2. Secondly, the funds may be used for capital improvement projects approved by the Board of Directors.
3. Third, and only in extraordinary circumstances, the funds will be used on an interim or temporary basis to fund the day-to-day operations of the KBJ in a manner consistent with its financial policies, budgetary practices, long-term and short-term objectives, and legal requirements.

The KBJ reserves the right in its sole discretion, to modify, supplement, amend or delete any provisions set forth by this policy, as it deems necessary.



Chairman



Date

Sec./Treas.

Date

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

WEDNESDAY Sept 14, 2022, 8:00 AM
Bomber Mountain Rm 108

- I. CALL TO ORDER AND INTRODUCTIONS:**
- II. REVIEW/ACCEPT MEETING MINUTES:**
 - a. Approve Minutes from August 10, 2022 meeting
- III. FINANCIALS:**
 - a. Treasurer's Report on financial status
- IV. STAFF REPORTS:**
 - a. BMCC general update
- V. Old Business:**
 - 1. Update on RFP for grant funds
- VI. NEW BUSINESS:**
 - a. Reserve Policy
- VII. OTHER BUSINESS**
 - a. Public Comment (3 minutes each)
 - b. Open to Board Members
 - c. Set Next Meeting Date

ADJOURN:

Board Members:

Rick Myers, Chair (cnty)	Zac Smith, Vice Chair (City)
John DeMatteis (cnty)	Josh Keegan (cnty)
Shann Edwards, Secretary (City)	Shane Schrader, Mayor of Buffalo (City)
Bill Novotny, Chair JCC (cnty)	Mary Plank, (cnty)
Barry Gehrig, Kaycee Mayor	Claudia Todd, Coordinator

Contact Information:

KBJ Economic Development (307) 620-1123 or Claudia@jocofirst.com

JOCO First/BMCC/Tourism Update

September 6, 2022

By Claudia Todd

Events:

- September 9 – **Grace Fellowship Silent Auction/Dinner** – 220 people estimated
- September 11-St. Luke's Hoedown-275 attendees estimated
- September 17 – **Enzenbacher Wedding** – 150 people estimated
- September 12-14 – **Game & Fish Commission review for public** – 70-100 people estimated
- September 21-**Grace Fellowship** returns for the 2022/23 Wednesday Night Family Dinners-75 attendees
- September 26/7-**Clear Creek Middle School** Band room and Small gym all day-100 attendees
- October 5-**FBLA State Leadership** conference-100 attendees estimated (Repeat event)

ED/Marketing/Collaboration:

Building update/Renters:

- Red Rover Daycare is up and running. Room is updated with paint and the floor will be revamped as well. They were giving a discount for one month of \$375. \$750 monthly rent.
- Lord of Lords has moved into office 101A just outside Band room. \$300 monthly rent.
- Clogging class pulled out, but we have another person interested in the old Om Nest. Income potential of \$575
- The teaching kitchen is in **full use as the school year is underway. Thanks to SCJC for supplying much needed inventory** from their culinary institution. **However, we still have many must need items per Chef Sam. Please see Webstaurant list.** We are looking at how to get these items funded.
- Update fire egress lighting and mounting all extinguishers
- Hard wired bilge pump in Wy room and repaired outlet in kitchen
- Small gym a/c unit had to be looked at again. A bad sensor was found, and system was drained of freon and replaced

EAST WING IMPROVEMENT UPDATE

- Updated MOU written, JCSD#1 signed and JOCO First not signed
- Fridge delivered
- Bathrooms repairs and updates complete

Next project:

- Painting three offices and hallway in east wing
- Begin mailing new convention packet soliciting potential groups to plan events here

- A new idea: botanical garden for the northeast lawn of building. A community backed program partnering with UW extension, SCJC horticulture, and Buffalo Garden Club
- Fulfilling teaching kitchen final inventory needs
- **Ordered permanent portable basketball hoop to replace the broken hoop on south end of large gym. Should be delivered this by 15th of this month. The plan is to remove both permanent hoops replacing with mobile units. A scissor lift and 4 persons will be needed to do this. We got a quote \$145 all day or \$85 4 hrs. from Rocky Mtn Equip. We have received the \$10k from the Rec. Board, and we are trying to keep costs to that or lower. The basketball hoop came from ProDunk and it cost \$3513.15.**

**ADDENDUM NO. 2 TO
MEMORANDUM OF UNDERSTANDING
BETWEEN JOCO FIRST | BOMBER MOUNTAIN CIVIC CENTER
AND JOHNSON COUNTY SCHOOL DISTRICT #1
PROVIDING FOR HOME AG AND COMMERCIAL KITCHEN USE**

THIS ADDENDUM NO. 2 is made and entered into effective as of the 23rd day of August, 2022, by and between **JoCo First | Bomber Mountain Civic Center**, whose address is 63 North Burritt Avenue, Buffalo, Wyoming, 82834, and **Johnson County School District #1** (hereinafter, "JCSD1"), whose address is 601 West Lott Street, Buffalo, Wyoming, 82834.

WITNESSETH, That:

WHEREAS, the parties entered into a *Memorandum of Understanding* (hereinafter, "MOU"), dated the 13th day of July, 2022, for the purpose of establishing the terms and conditions under which JCSD1 and its agents shall be permitted to utilize the JoCo First | Bomber Mountain Civic Center home ag and commercial kitchen for purposes of conducting Career Technical Education/Culinary classes in coordination with the Sheridan College in Johnson County, Wyoming;

WHEREAS, the parties entered into an *Addendum to Memorandum of Understanding*, dated the 13th day of July, 2022, to amend said Agreement to provide for specific dates and times that JCSD1 and its agents shall be permitted to utilize the Premises; and

WHEREAS, the parties wish to further amend said Agreement to provide for specific dates and times that JCSD1 and its agents shall be permitted to utilize the Premises.

NOW, THEREFORE, in mutual consideration of the covenants contained herein and in the Agreement, the parties agree as follows:

1.

The dates and times JCSD1 shall be permitted to utilize the Premises is as follows:

- August 23, 2022 through December 30, 2022
 - Mondays through Thursdays, and occasionally on Fridays, from 8:00 a.m. to 9:30 a.m., occupied by Buffalo High School
 - Mondays through Thursdays, and occasionally on Fridays, from 10:40 a.m. to 11:45 a.m., occupied by New West High School

2.

All other terms and conditions of said MOU are hereby ratified and confirmed.

Type	Date	Num	Name	Memo	Split	Amount
KBJ Joint Powers Operating Acco						
Check	08/11/2022	ACH	Range	384141956...	Utilities	-52.00
Check	08/12/2022		Rocky Mountain ...	193024609...	Utilities	-2,618.46
Bill Pmt -Check	08/17/2022	2377	Alco		Accounts P...	-164.67
Bill Pmt -Check	08/17/2022	2378	Veronica Blakem...		Accounts P...	-250.00
Check	08/19/2022	EFT	VSP Vision Servi...	Memo:183...	Health Insur...	-17.22
Check	08/24/2022		MDU	C41042366...	Utilities	-311.34
Bill Pmt -Check	08/31/2022	2382	Alco		Accounts P...	-147.40
Bill Pmt -Check	08/31/2022	2383	BLUE CROSS/B...	2469570001	Accounts P...	-885.69
Bill Pmt -Check	08/31/2022	2384	Bob's Super Clean		Accounts P...	-1,172.52
Bill Pmt -Check	08/31/2022	2385	Branded Bookde...		Accounts P...	-550.00
Bill Pmt -Check	08/31/2022	2386	Claudia Todd.		Accounts P...	-229.26
Bill Pmt -Check	08/31/2022	2387	Cowboy State Pl...		Accounts P...	-5,040.77
Bill Pmt -Check	08/31/2022	2388	Cowboy Supply ...		Accounts P...	-112.66
Bill Pmt -Check	08/31/2022	2389	DNA Irrigation a...		Accounts P...	-291.38
Bill Pmt -Check	08/31/2022	2390	Jackie Swanson		Accounts P...	-175.00
Bill Pmt -Check	08/31/2022	2391	Kirven & Kirven, ...		Accounts P...	-525.00
Bill Pmt -Check	08/31/2022	2392	Leora Moellenbe...		Accounts P...	-1,800.00
Bill Pmt -Check	08/31/2022	2393	MSD Enterprises		Accounts P...	-1,486.00
Bill Pmt -Check	08/31/2022	2394	Office Shop Lea...		Accounts P...	-32.00
Bill Pmt -Check	08/31/2022	2395	Peak Pest Soluti...		Accounts P...	-125.00
Bill Pmt -Check	08/31/2022	2396	Total Lock LLC		Accounts P...	-250.26
Bill Pmt -Check	08/31/2022	2397	Ace Hardware		Accounts P...	-46.71
Bill Pmt -Check	08/31/2022	2398	FNB - Visa		Accounts P...	-6,411.20
Total KBJ Joint Powers Operating Acco						-22,694.53
TOTAL						-22,694.53

12:47 PM

09/12/22

Accrual Basis

KBJ Economic Development Joint Powers Board
Account QuickReport
As of August 31, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance
Visa- FNB							
Credit Card Ch...	08/03/2022		Verizon Wireless		Telephone	70.52	5,456.34
Credit Card Ch...	08/09/2022		Amazon		Supplies	35.68	5,526.86
Credit Card Ch...	08/09/2022		The Webstauran...		Kitchen Sup...	525.82	5,562.54
Bill	08/09/2022		FNB - Visa		Accounts P...	-6,411.20	6,088.36
Credit Card Ch...	08/10/2022		Sheridan Chamb...		Dues and M...	20.00	-322.84
Credit Card Ch...	08/11/2022		Sagewood Cafe		Meals	32.30	-302.84
Credit Card Ch...	08/14/2022		Adam Todd		Reimburse...	9.71	-270.54
Credit Card Ch...	08/16/2022		City Of Buffalo		Utilities	39.75	-260.83
Credit Card Ch...	08/16/2022		City Of Buffalo		Utilities	125.10	-221.08
Credit Card Ch...	08/18/2022		Amazon		Supplies	159.43	-95.98
Credit Card Ch...	08/18/2022		Amazon		Supplies	95.98	63.45
Credit Card Ch...	08/22/2022		Family Dollar		Supplies	1.25	159.43
Credit Card Ch...	08/23/2022		Amazon		Supplies	125.97	160.68
Credit Card Ch...	08/23/2022		Amazon		Supplies	51.31	286.65
Credit Card Ch...	08/24/2022		Family Dollar		Supplies	22.85	337.96
Credit Card Ch...	08/31/2022		Amazon		Supplies	350.68	360.81
Total Visa- FNB							711.49
TOTAL							711.49

KBJ Economic Development Joint Powers Board
Balance Sheet
As of August 31, 2022

	Aug 31, 22	Aug 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Donations Fund - Sprinkler Syst	10,000.00	10,000.00	0.00
KBJ Joint Powers Operating Acco	179,163.32	149,802.83	29,360.49
Security Deposit Acct #10638298	9,880.50	8,870.14	1,010.36
USDA Account	550.00	550.00	0.00
Total Checking/Savings	199,593.82	169,222.97	30,370.85
Accounts Receivable			
Accounts Receivable	85,412.61	8,129.08	77,283.53
Total Accounts Receivable	85,412.61	8,129.08	77,283.53
Total Current Assets	285,006.43	177,352.05	107,654.38
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	1,393,609.79	1,384,181.43	9,428.36
Equipment	999.99	499.99	500.00
Total Fixed Assets	3,914,299.71	3,904,371.35	9,928.36
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	4,201,593.14	4,084,010.40	117,582.74
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	(1,150.00)	0.00	(1,150.00)
Accounts Payable	(1,150.00)	0.00	(1,150.00)
Total Accounts Payable	(1,150.00)	0.00	(1,150.00)
Credit Cards			
Visa- FNB	711.49	247.41	464.08
Total Credit Cards	711.49	247.41	464.08
Other Current Liabilities			
Payroll Liabilities			
Federal Taxes (941/944)	0.00	104.85	(104.85)

KBJ Economic Development Joint Powers Board
Profit & Loss Budget vs. Actual
July 2022 through June 2023

Ordinary Income/Expense	TOTAL					
	Jul 22	Aug 22	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income						
Rentals - 22 Plains Drive						
Mountain Meadow Wool Mill	7,252.00	7,252.00	14,504.00	87,000.00	-72,496.00	16.57%
Total Rentals - 22 Plains Drive	7,252.00	7,252.00	14,504.00	87,000.00	-72,496.00	16.57%
Rentals - 58 N Adams						
Red Rover	0.00	0.00	750.00			
Davenport	0.00	740.00	740.00			
copies	25.00	0.00	25.00			
Wright Technologies	700.00	700.00	1,400.00			
Home Ag Kitchen	4,500.00	45.00	4,545.00	4,500.00	45.00	101.0%
Lords of Lords Church	100.00	550.00	650.00	0.00	650.00	100.0%
Johnson County - Garage	0.00	900.00	900.00	0.00	900.00	100.0%
AWS LLC/Beau Fowler	350.00	350.00	700.00	0.00	700.00	100.0%
Front Lawn	300.00	0.00	300.00			
Gym Rent	1,280.00	1,065.00	2,345.00	0.00	2,345.00	100.0%
JHL Creative	362.00	362.00	724.00	0.00	724.00	100.0%
Kitchen Rent	225.00	545.00	770.00	0.00	770.00	100.0%
Misc Rental	0.00	0.00	125.00	0.00	125.00	100.0%
Room Rent	150.00	90.00	240.00	0.00	240.00	100.0%
Sheridan College	5,000.00	2,500.00	7,500.00	30,000.00	-22,500.00	25.0%
Rentals - 58 N Adams - Other	0.00	0.00	0.00	47,000.00	-47,000.00	0.0%
Total Rentals - 58 N Adams	12,992.00	7,947.00	21,714.00	81,500.00	-59,786.00	26.64%
Revenues - Other						
Bank Interest	8.85	25.54	34.39	0.00	34.39	100.0%
Total Revenues - Other	8.85	25.54	34.39	0.00	34.39	100.0%
Utilities and Tax - 58 N Adams						
Sheridan College	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total Utilities and Tax - 58 N Adams	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total Income	20,252.85	15,124.54	36,252.39	173,500.00	-137,247.61	20.9%
Gross Profit	20,252.85	15,124.54	36,252.39	173,500.00	-137,247.61	20.9%
Expense						
Direct Deposit Fees	3.50	3.50	7.00	0.00	7.00	100.0%
1 Administration						
Reimbursement	506.47	229.26	735.73	0.00	735.73	100.0%
Advertising/Marketing	26.00	0.00	26.00	40,000.00	-39,974.00	0.07%
Dues and Memberships	185.00	20.00	185.00	0.00	185.00	100.0%
Payroll Expenses						
Health Insurance	877.97	902.90	1,780.87	10,751.64	-8,970.77	16.56%
Payroll Benefits	0.00	0.00	0.00	39.60	-39.60	0.0%
Payroll Taxes	535.65	585.09	1,120.74	7,500.00	-6,379.26	14.94%
Gross Wages	5,205.33	6,254.83	11,460.16	82,000.00	-70,539.84	13.98%
Payroll Expenses - Other	0.00	0.00	0.00	4,708.76	-4,708.76	0.0%
Total Payroll Expenses	6,618.95	7,742.82	14,361.77	105,000.00	-90,638.23	13.68%
Professional Services						
Cleaning Services	1,375.00	2,547.52	4,522.52	16,000.00	-11,477.48	28.27%
Accounting	550.00	560.00	1,650.00	6,600.00	-4,950.00	25.0%
Information Technology	747.50	0.00	747.50	1,700.00	-952.50	43.97%
Legal	0.00	525.00	525.00	1,700.00	-1,175.00	30.88%
Total Professional Services	2,672.50	3,622.52	7,445.02	26,000.00	-18,554.98	28.64%
Supplies	5,197.96	1,135.21	6,333.17	12,500.00	-6,166.83	50.67%
Telephone	0.00	70.52	141.05	0.00	141.05	100.0%
Travel and Meals						
Lodging	274.10	0.00	274.10	0.00	274.10	100.0%
Meals	0.00	32.30	32.30	0.00	32.30	100.0%
Travel and Meals - Other	8.59	0.00	8.59			
Total Travel and Meals	282.69	32.30	314.99	0.00	314.99	100.0%
Total 1 Administration	15,469.57	12,852.63	29,542.73	183,500.00	-153,957.27	16.1%
22 Plains Drive Expense						
Property Insurance	0.00	0.00	0.00	5,350.00	-5,350.00	0.0%
Property Tax	0.00	0.00	0.00	11,744.00	-11,744.00	0.0%
Total 22 Plains Drive Expense	0.00	0.00	0.00	17,094.00	-17,094.00	0.0%
58 N Adams Expense						
Gym Rent Refund	250.00	0.00	250.00	0.00	250.00	100.0%
Kitchen Supplies	1,298.00	525.82	1,823.82	0.00	1,823.82	100.0%

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

Members present:

Rick Myers, Chair
Zach Smith, Vice Chair
Bill Novotny, Chair JCC
Scott Madsen, City Council (Proxy)
John DeMatteis, Board Member
Tom Knapp, Board Member

Members absent:

Shann Edwards, Secretary
Mary Plank, Board Member
Bill Gehrig, Mayor of Kaycee
Josh Keegan, Board Member

Staff Present: Claudia Todd and Kerry Absetz

Guests: Pam Day; Membership Coordinator Buffalo Chamber of Commerce, Seth Taylor; Buffalo Bulletin, Wendy Smith; SCJC

I. CALL TO ORDER AND INSTRUCTION: 8:00 A.M. Chair Myers called meeting to order.

REVIEW/ACCEPT MEETING MINUTES:

Review of August 10, 2022, meeting minutes. B. Novotny motion to accept August meeting minutes, Z. Smith 2nd. Motion carries.

II. Regular Business:

Financials:

Financials reviewed by Chair Myers. Review of credit card bill due to large balance from purchases for culinary kitchen at Bomber Mountain Civic Center. J. DeMatteis motioned to accept financials T. Knapp 2nd. Motion carries.

Staff Report:

Staff report was delivered by C. Todd. Talked about items still missing in the culinary kitchen. Lots of items already supplied by Sheridan College. The culinary class is up and functioning. September new tenant is Red Rover Daycare. Bringing in \$750 a month. They have painted the entire room to neutral colors. Lord of Lords is now renting an office, \$300 a month. Fire Marshal has visited the daycare and gave a quick look at some items in BMCC. Egress lighting needed updated. In what is occupied. At his advice we hardwired a bilge pump in the Wyoming Room and installed fire extinguishers. Both Buffalo High school and New West are now attending the culinary class. C. Todd mentioned receipt of \$10,000 grant from the Rec Board, and it will be used to purchase a portable basketball hoop and removing the broken hoop in the large gym.

Some discussion took place on the RFP and what it will provide for JOCO First. Is this plan for economic development or to outline JOCO First's role and future.

III. PUBLIC COMMENT PERIOD:

Pam Day spoke briefly about The Buffalo Chamber and its future. Day is the new membership coordinator for the Chamber. It is her and the Chamber's hope to rebuild the membership base.

IV. OTHER BUSINESS:

- a. **Next Regular Meeting Date October 12, 2022**, at 8:00 A.M. Located room 108 at Bomber Mountain Civic Center Buffalo, Wy.

AJOURN: 9:45am. B. Novotny motioned. J. DeMatteis 2nd. Meeting Adjourned.

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


Rick Myers, Chair

10/12/22

Date

Attested by: Board Member

Date

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center 63 N. Burritt Ave., Room 108
Buffalo, WY. 82834
October 12, 2022@8:00AM

Members present:

Rick Myers, Chair
Zach Smith, Vice Chair
Bill Novotny, Chair JCC (Via Phone)
John DeMatteis, Board Member
Shane Schrader, Mayor of Buffalo

Members absent:

Bill Gehrig, Mayor of Kaycee
Josh Keegan, Board Member
Tom Knapp, Board Member
Shann Edwards, Secretary
Mary Plank, Board Member

Staff Present: Kerry Absetz

Guests: Pam Day; Membership Coordinator Buffalo Chamber of Commerce, Scott Madsen; City Council, Wendy Smith; SCJC

I. CALL TO ORDER AND INSTRUCTION: 8:02 A.M. Chair Myers called meeting to order.

REVIEW/ACCEPT MEETING MINUTES:

Review of September 14, 2022, meeting minutes. Z. Smith motion to accept August meeting minutes, J. DeMatteis 2nd. Motion carries.

II. Regular Business:

Financials:

Financials reviewed by Chair Myers. Reviewed check register for large payments for property taxes on Plains Drive and Bomber Mountain Civic Center. Chair inquired about Design Painting charges. Last part of the east wing hallway and the principal's office. J. DeMatteis questioned the \$1800 charge for L. Moellenberndt. They are the house keeping company. Z. Smith motioned to accept financials S. Schrader 2nd. Motion carries.

Request for Proposal of Wyoming Business Council grant:

Update on the RFP regarding WBC grant. Wendy Smith attended the city/county meeting to present our (JOCO's) idea. Smith led recap of her presentation and it can be heard in full at "307NETRadio" recorded September 20, 2022. What is the next step for JOCO moving forward? It was stated by the Chair that we must have the support of the city and county going forward. It was suggested that we join the Land Use planning group and try to integrate our RFP with the county's study. More discussion to come next meeting.

Chair Myers excused himself from the meeting at 8:45am.

Staff Report:

Staff report was delivered by K. Absetz. New chemicals installed for the kitchens. Bad smell addressed in large gym. Turned out to be a bad belt. That was replaced. Received grant from the Rec Board, and it will be used to purchase a portable basketball hoop and removing the broken hoop in the large gym. November 1st Open House at Bomber Mountain Civic Center. Review of all the upcoming events. K. Absetz also mentioned the possibility of the JOCO employees attending all the city and council meetings that would be pertinent to the RFP process or any other developing issue within Johnson County. Z. Smith suggested it be brought up at the next board meeting for further discussion.

III. PUBLIC COMMENT PERIOD:

None


IV. OTHER BUSINESS:

- a. **Next Regular Meeting Date November 9, 2022**, at 8:00 A.M. Located room 108 at Bomber Mountain Civic Center Buffalo, Wy.

Meeting adjourned at 8:55am.

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


Rick Myers, Chair

 Zec Smith Vice Ch.

11/1/22
Date

Attested by: Board Member

Date

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center 63 N. Burritt Ave., Room 108
Buffalo, WY. 82834
November 9, 2022@8:00AM

Members present:

Zach Smith, Vice Chair
Bill Novotny, Chair JCC
Tom Knapp, Board Member
Shann Edwards, Secretary

Members absent:

Rick Myers, Chair
Bill Gehrig, Mayor of Kaycee
Josh Keegan, Board Member
John DeMatteis, Board Member
Shane Schrader, Mayor of Buffalo
Mary Plank, Board Member

Staff Present: Kerry Absetz, Claudia Todd

Guests: Seth Taylor, reporter Buffalo Bulletin; Heather Ferricks, Hydroponics.

I. CALL TO ORDER AND INSTRUCTION: 8:11 A.M. Vice Chair Z. Smith called meeting to order.

REVIEW/ACCEPT MEETING MINUTES:

October 12, 2022, meeting minutes reviewed by Vice Chair Z. Smith. B. Novotny motions to accept, and T. Knapp 2nds. Motion carried.

II. Regular Business:

Financials:

Financials reviewed by Vice Chair Smith. T. Knapp motions to accept, S. Edwards 2nds the motion. Motion accepted.

Staff Report:

C. Todd. Introduced possible new tenant and business owner, Heather Ferricks regarding business idea for downstairs of BMCC. Hydroponics. Building report was delivered by C. Todd. Reviewed the Buffalo Business Exchange and the upcoming meeting with SBDC PJ Burns and SBA Tammi Hanshaw. JHL, after 5 years, moved out. Mentioned Bev Boden and how to get her to address the fees we are trying to collect. No payments have been received. Staff member Kerry Absetz is getting with Branded Bookkeeping to possibly do data input. Shann Edwards mentioned reviewing what they do, and Bill Novotny wants JOCO First to look at the Request for Proposal with Branded Bookkeeping. Especially with the bill now increasing. It is requested to be added to the next meeting's agenda. "DNO" insurance was a topic to Directors and Officers insurance. Not clear as to whether the JOCO board needs it.

III. PUBLIC COMMENT PERIOD:

NONE

IV. OTHER BUSINESS:

- a. Revisited the idea of the staff attending other city/county meetings. After some discussion the board agreed that it could be beneficial for JOCO First's staff to attend said meetings on behalf of KBJ Econ. Dev JPB.
- b. **Next Regular Meeting Date December 14, 2022**, at 8:00 A.M. Located room 108 at Bomber Mountain Civic Center Buffalo, Wy.

Meeting adjourned at 8:53am.

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

Date

12/19/22

Attested by: Board Member

Date

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 2nd 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

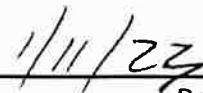
IV. OTHER BUSINESS:

- 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





Date

Attested by: Board Member

Date