

**MEETING MINUTES KBJ ECONOMIC DEVELOPMENT JPB
BOMBER MOUNTAIN CIVIC CENTER, WY ROOM
DECEMBER 05, 2023**

Members present:

Tom Knapp (Vice Chair)
Shann Edwards (Chair
Mike Hanson (board member)
Zac Smith (board member)
Mary Plank (board member)
Mayor Schrader (City official)
Jeff Shelley (County Commissioner)
John DeMatteis (board member)
Staff: Claudia Todd

Members absent:

Rick Myers (Treasurer)
Barry Gehrig (KC Mayor)

Guests: Scott Madsen, City Council; Kate Harness, 307 Radio.

I & II. CALL TO ORDER AND INSTRUCTION:

6:28PM Vice Chair Knapp calls regular meeting to order.

CONSENT AGENDA/MEETING MINUTES:

October 25, 2023, consent agenda including meeting minutes, financials, written staff report reviewed by the board.

Knapp suggested to read the minutes first and suggested taking out the sentence regarding MMW paying their own property tax. Correction: JOCO First is paying property tax. Todd confirmed and is going to present amended minutes at next board meeting.

Smith motioned to approve October board meeting minutes with the amended sentence. Hanson second. Motion carries.

III. FINANCE COMMITTEE:

Financials came in late and treasurer being absent. Board re-viewed financials at meeting. DeMatteis moved to approve financial report. Mayor Schrader second. Motion carries.

Treasurer Myers was contacted by Vice Chair Knapp to finish the Census report by the end of December. Myers forwarded the paperwork to someone in his office that has dealt with that kind of reporting before.

Knapp furthermore stated that the former bookkeeping agency has failed to finish up the fiscal year. Therefore, the current accountants have trouble filling out the census forms correctly. Furthermore, Knapp visited with the head of the current bookkeeping agency regarding the increased monthly fees.

MJG bookkeeping agency proposed in July the amount of \$160. The average fee per month is to over \$1,100. The latest invoice for November showed an amount of \$315. Knapp suggested working on a RFP. Todd informed the board about the office has reached out to Chanda Rule, who is also handling the bookkeeping for JCTA, a JPB and willing to take the JOCO First account on.

Knapp furthermore informed the board about a special request from the pickleballers. They would like to hang polyester drapes with magnets in front of the LED lights in the large gym since they are not able to see the ball, because of the stark lighting.

JOCO Office has contacted the electricians and involved the fire marshal for any input on the matter. Due to the fire marshals' verbal statement, nothing can be hung off any lights. This would present a fire hazard and there is no insurance that would be underwriting and support any drapes. Bighorn Electric would charge approx. \$4,000 to install different, more soothing light fixtures.

The board decided hanging polyester cloths would not be feasible and denied the request.

Knapp has not had the chance to visit with Dolly Belus regarding the interest in the sale of MMW. Knapp is going to talk to Belus as soon as he has time.

NEW BUSINESS: NONE

OPEN TO BOARDMEMBERS:

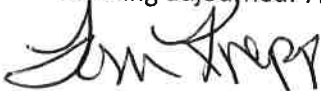
Knapp reminded the board of Officer elections coming up in January 2024.

Knapp raised the question to the board to when it would be convenient to meet again and if all board meetings could be changed to a different time to achieve better attendance.

After a short discussion, the board decided to shift from morning to evening meetings. Moving forward, JOCO First is going to meet every 4th Monday at 5:30pm for a workshop followed by the regular meeting at 6pm. Mayor Schrader moves to approve the new day and meeting time. DeMatteis second. Motion carries.

Smith suggested to focus on the original priority chart, created by Edwards. Todd is going to send out the chart at her earliest convenience as a reminder to all board members. Todd suggested to create a large copy to present at the next meeting.

Meeting adjourned: 7:05pm



Respectfully submitted by Claudia Todd

**KBJ ECONOMIC DEVELOPMENT JPB, DBA JOCO FIRST
FACILITY WORKSHOP
DECEMBER 05TH, 2023 @5:30PM, WY ROOM
Workshop Minutes**

Board members present:

- Tom Knapp, Mike Hanson, Mary Plank, John DeMatteis, Zac Smith, Jeff Shelley, Shann Edwards, Shane Schrader (arrived later), Scott Madsen, Kate Harness

Staff:

- Claudia Todd

Knapp thanked the board for the submitted comments regarding the facility's future. Knapp gave a report about the newly encountered sewer issues below the stage by the locker rooms. "The perfect storm" hit BMCC when some items clogged up the sewer system on Fort St. and Burritt Ave. Plumbing company was called and with the help of city works the standing sewer water was removed within a couple of days. Furthermore, Bob's super clean was hired to clean up and sanitize the area.

Knapp informed the board about requesting further construction estimates such as flooring, painting jobs which are coming in slowly. He also mentioned that the E-entrance door has been replaced. Knapp went briefly through the agenda items.

Plank raised the question of what the college could do for the facility and offered to visit with them to find out.

Shelley let the board know if there are any questions whether the college is going to be a tenant in JC, the board needs to add them to the agenda as well as finding out from the school directly whether or not they are planning on moving in, in the coming year.

Knapp questioned if the board should be going backwards and wait and see what the school/college have in mind, then start with construction.

Hanson let the board know that moving the alternative school is a huge process. Hanson furthermore found out that they are at 98% capacity at their facility right now. Moving forward, Hanson mentioned that he is going to submit a report to the school district.

Smith was concerned about the vetting process and what that might look like. Priorities such as HVAC and roof upgrade. He also suggested getting on the agenda with the City Council and County.

Schrader was wondering what the lease would look like. Knapp answered after at least 5 years. Hanson was potentially interested in a long-term lease and suggested that the improvements would need to be flexible for whoever is coming in.

A brief discussion was held about the definition of economic development vs. the facility. DeMatteis suggested dividing BMCC from the board.

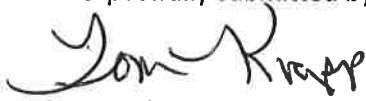
Knapp suggested working on a building vision. Plank offered to talk to the college and find out about their vision operating in JC.

Shelley and Schrader suggested sending the monthly staff report to the City Council and County as well as present at department head meetings.

Knapp was asking the board for their opinion regarding having workshops in general before the regular meetings. The board generally agreed.

The board adjourned the workshop at approximately 6:27pm and went on with the regular meeting.

Respectfully submitted by Claudia Todd

A handwritten signature in black ink that reads "Jon Knapp". The signature is written in a cursive, flowing style.

December 06, 2023

MEETING MINUTES KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD

Bomber Mountain Civic Center, Room #108

October 25, 2023

Members present:

Tom Knapp, Vice Chair
Jeff Shelley, JCC, Board member
Mike Hanson, Board Member (by phone)
Zac Smith, Board Member
Mary Plank (by phone)

Members absent:

Rick Myers, Board Member
Shann Edwards, Chair
Barry Gehrig, Mayor of Kaycee
Shane Schrader, Mayor of Buffalo
Rick Myers, Treasurer
John DeMatteis, Board Member

Staff present: Claudia Todd

Guests: Wendy Smith, Sheridan College (by phone); Kristen DeGalard, JCTA; Kate Harness, 307 Radio; Ben Hostetler, Mountain Meadow Wool.

I & II. CALL TO ORDER AND INSTRUCTION:

8:02AM Vice Chair Knapp calls meeting to order.

CONSENT AGENDA/MEETING MINUTES:

September 27, 2023, consent agenda including meeting minutes, financials, written staff report reviewed by the board. Smith motions to approve the consent agenda. Shelley second. Motion carries.

III. FINANCE COMMITTEE:

Knapp went over the Financials. He clarified some of the line items for the board members since the bookkeeping service has changed as of August. Knapp mentioned that the property tax has been taken care of by JOCO First. Knapp also explained that the reason why expenses seem higher than usual has to do with the ordering of the new gym fire door and the new E-wing entrance door.

Knapp explained the out of compliance issue with the Department of Audit regarding the overdue Census report. Part of the problem, Knapp stated, was since by the end of JOCO's fiscal year a new bookkeeping firm was hired and the transfer of information and finishing up the previous financial year have not been done properly. The new bookkeeping firm is working on the issue.

Knapp suggested waiting with the approval on the financials until some of the line-item questions have been answered and the Census report has been filed.

IV. FACILITIES COMMITTEE:

Knapp informed the board about the insurance vandalism claim reimbursement of \$6686.00. He also mentioned that the 90min fire door has been delivered.

Knapp furthermore explained the ongoing HVAC issues. New filters have been installed as part of the maintenance program.

Knapp opened the question to the board whether the outside marquee LED panels should be replaced since they are now out of warranty. A brief discussion was held, and the question was raised if another company could send panels to replace the broken ones. Todd offered to find out about an extended warranty with the Florida based sign company. Commissioner Shelley moved to approve fixing the damaged panels. Hanson seconded. Motion carried.

Vice Chair Knapp also updated the board about the repair on the roof at Mountain Meadow Wool (MMW). The roof is repaired. Knapp is working toward an agreement for Ben Hostetler to purchase the building on 22 Plains Drive. Knapp indicated that there has been an individual that is interested in purchasing the facility. Vice Chair Knapp is in conversations with a local realtor. Selling price is going to be around \$875,000. Hostetler mentioned that the building can't be sold until the lease is up. He suggested using the time until then to come up with a solid plan and several options worked out by Knapp and DeMatteis. Ben Hostetler stated that he would have a plan by January of 2024 and is looking for a legal easement included in the plan.

V. OLD BUSINESS:

Vice Chair Knapp mentioned the CFR grant that has been suspended by the WY Business Council one week before the due date. With this experience Knapp would like to see a commitment from the board with directions toward BMCC. Moving forward, Knapp suggested to work toward the creation of a master plan by starting to schedule a workshop for November 9th at 8:30am at BMCC to discuss further goals regarding the future of BMCC.

VI. NEW BUSINESS:

Todd gave an overview of upcoming events at BMCC. In conjunction with the Chamber of Commerce Todd is working on an available public parking lot map during the construction period over the winter months. Todd also took over the City/County 1% money re-imbursement billing as of July 2023. The first quarter bills have been submitted. Todd furthermore secured two more renters at BMCC for the total amount of \$600 and informed the board about a culinary appreciation Open House in the Teaching Kitchen on November 9th. The public is welcome to attend.

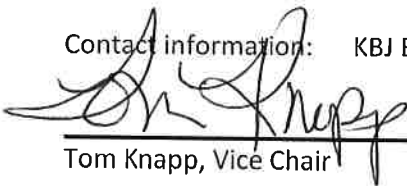
VII. OTHER BUSINESS:

Public Comment: No public comment.

ADJOURN:

The meeting adjourned at 8:45am.

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


Tom Knapp, Vice Chair

1-23-2024
Date:

Attested by: Board Member

Date: