

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Red Wall Community Center, Kaycee, WY
November 13, 2019, @ 9:30 A.M.

Members present:

Bill Novotny
Shane Schrader
Rich Griffith
Shann Edwards-Chair/Secretary

Members absent:

Crosby Taylor
Vacancy-KC
Zac Smith
Rick Myers, Treasurer
Randy Dyess, Vice-Chair
Staff: Claudia Todd

Guests: No guests

I. CALL TO ORDER AND INSTRUCTIONS:

Chair Edwards called the meeting to order at 9:37 A.M.

II. REVIEW/ACCEPT MEETING MINUTES:

October 9, 2019 meeting minutes reviewed (recorded by Shann Edwards).
Bill Novotny motioned to approve the minutes from October 9, 2019 as presented. Griffith seconded. No discussion. All were in favor.

III. FINANCIALS: Treasurer's report on financial status – No report.

IV. STAFF REPORTS: JOCO First/BMCC Update – The board reviewed the written building report provided by Claudia Todd. There was a discussion regarding the interest in renting space at BMCC to a new preschool. The board expressed concern regarding the potential for lead based paint exposure and potential requirements for a fire sprinkler system. The board also discussed the FFA Halloween Haunted House which takes place upstairs at BMCC. The FFA leader reported to have seen about 600 people come through the exhibit. The board expressed concern as to a potential fire hazard with the use of highly combustible materials used to make the exhibit.

V. PUBLIC COMMENTS: No comments.

VI. OLD BUSINESS:

- a. **3-year draft plan –** After brief discussion, the board members recommended that the plan be emailed to all board members, again, for additional input.

VII. NEW BUSINESS:

- a. **Convention & Visitors Bureau/ED vs. Chamber –** Chair Edwards shared information about the differences between CVBs and chambers of commerce and how they relate to economic development. The board members are open to further conversation on this topic.
- b. **2019 Fire Sprinkler Inspection Report (22 Plains Drive) –** A proposal to correct identified deficiencies was received from Western States Fire Protection Company following the annual fire sprinkler inspection for 22 Plains Drive. Chair JCC Novotny moved to approve the work to be completed by Western States Fire Protection Company in the amount of \$3,970.00. Seconded by Mayor Schrader. No discussion. All were in favor.
- c. **Insurance Renewal –** The board agrees that we will accept bids for the building insurance policy which will renew January 2020.

- d. **Lead based paint study** – After brief discussion, the board agrees to move forward and pursue possible grant funding from the DEQ/EPA for completing a lead based paid study for BMCC.

VIII. OTHER BUSINESS:

- a. **Next Meeting: Dec. 11, 2019 at 8 A.M. at Bomber Mountain Civic Center, Buffalo, Wyoming**
b. **Open to board members:** Chair JCC Novotny shared that there are 2 draft legislative bills that would affect how property owned by government entities in Wyoming would be taxed. The two draft bills are 20LSO-258 and 20LSO-257.

IV. ADJOURN: Meeting adjourned 10:45 am.

Contact Information: KBI Economic Development (307) 620-1123 Info@jocofirst.com

Shann Edwards *12/11/19*

Shann Edwards, Chair/Secretary

Date:

Attested by:

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center, Buffalo, WY
December 11, 2019, @ 8:00 A.M.

Members present:

Rick Myers, Treasurer
Shane Schrader
Rich Griffith
Shann Edwards-Chair/Secretary
Zac Smith
Staff: Claudia Todd

Members absent:

Crosby Taylor
Vacancy-KC
Bill Novotny
Randy Dyess, Vice-Chair

Guests: Adam Michelena, HUB Insurance; Jill Smith, Coldwell Banker, The Legacy Group; Bob Bergner; Floyd Whiting, Buffalo Bulletin; Scott Madsen, City Councilman

I. CALL TO ORDER AND INSTRUCTIONS:

Chair Edwards called the meeting to order at 8:04 A.M.

II. REVIEW/ACCEPT MEETING MINUTES:

November 13, 2019 meeting minutes reviewed (recorded by Shann Edwards).

Mayor Schrader motioned to approve the minutes from November 13, 2019 as presented. Smith seconded. No discussion. All were in favor.

III. FINANCIALS: Treasurer's report on November's financial status included income at \$73,352.60 and expenses at \$101,227.71 leaving a deficit of \$27,975.11 which will be covered by grant dollars yet to be received. Cash on hand is \$118,113.72. Deferred revenue from grants is \$99,962.28. Myers reported JOCO is on target with the budget for this time of year. Mayor Schrader moved to accept the treasurer's report. Smith seconded. No discussion. All in favor.

IV. STAFF REPORTS: JOCO First/BMCC Update – The board reviewed the written building report provided by Claudia Todd. In addition, Todd reported that First Northern Bank has booked their Christmas part at BMCC for 180 people.

V. PUBLIC COMMENTS: Bob Berger shared that he has met with Mayor Schrader and the City Council, Rick Myers, and others about the BMCC site and its continued cost for "upkeep". He said he was asked as a hotelier to open a boutique hotel (in Buffalo). He arranged for an architect from Boulder, Colorado to come to Buffalo and examine BMCC for suitability. Mr. Bergner would be interested in exploring the possibility of retrofitting BMCC from the hallway of the small gym to the east. Estimated cost is \$8-9 million. This hotel concept would provide 42 rooms, restaurant, entertainment space, and possibly retail space. It was suggested that construction financing could be done by local banks in addition to a public/private partnership, although this structure is not yet determined. Jill Smith shared that this is an important conversation. Mr. Bergner also shared his thoughts on marketing, tourism, and branding for Buffalo, Johnson County, and the State of Wyoming.

VI. OLD BUSINESS:

- a. **3-year draft plan** – The board discussed if there was a need for a facilities committee to address maintenance and use of BMCC. It was decided to schedule a workgroup/brainstorming session.

- b. **2019 Fire Sprinkler Quote** – The board reviewed a decision made at the last meeting regarding a quote for repair of identified deficiencies during the annual fire sprinkler inspections at 22 Plains Drive. It was decided to seek a competitive bid for the repairs.

VII. NEW BUSINESS:

- a. **Insurance Proposals** – Adam Michelena, HUB Insurance, addressed the board with a proposal. The rates from our current underwriter, Glatfelter, have not come in yet. We are expecting a proposal from Doug Bott, Wyoming Financial Insurance. Our current representative is Jake Jones, North Wyoming Insurance. The board opted to wait for the additional quotes before deciding on the renewal.
- b. **Boys and Girls Club Lease Agreement** – Chair Edwards shared that the BGC lease expires January 31, 2020 and after that point the lease would be month to month. Myers moved that after the Boys and Girls Club lease expires on January 31, 2020, that it will be allowed to roll into month to month. Smith seconded. No discussion. All in favor.
- c. **Repair Heating Unit Room #108** – After brief discussion, it is decided to hold off on the heater repair for room #108.
- d. **Personnel Handbook** – Chair Edwards asked the board to begin the process of writing and adopting a personnel handbook. She has gathered 3 examples; City of Buffalo, Johnson County, and Community Resource Center. It was decided that the executive committee will bring a draft back to the board to consider.

VIII. OTHER BUSINESS:

- a. **Next Meeting: January 9, 2020, at 8 A.M. at Bomber Mountain Civic Center, Buffalo, Wyoming**
- b. **Open to board members:** Mayor Schrader shared that the South Dakota Department of Tourism contacted him to discuss how our events have affected their tourism numbers.

IV. ADJOURN: Meeting adjourned 9:40 am.

Contact Information: KB1 Economic Development (307) 620-1260 Info@jocofirst.com

 1/7/2020

Shann Edwards, Chair/Secretary

Date:

Attested by:

Board Member

Date: