

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:

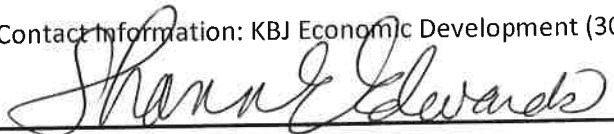
- a. **Insurance Proposals** – Adam Michelena, HUB Insurance, addressed the board with a proposal. The rates from our current underwriter, Glatfelter, have not come in yet. We are expecting a proposal from Doug Bott, Wyoming Financial Insurance. Our current representative is Jake Jones, North Wyoming 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: KBJ Economic Development (307) 620-1260 Info@jocofirst.com

 2/18/2020

Shann Edwards, Chair/Secretary

Date:

Attested by:

 2/18/20

Board Member

Chair

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center, Buffalo, WY
January 8, 2020, @ 8:00 A.M.

Members present:

Rick Myers, Treasurer
Shane Schrader
Zac Smith
Bill Novotny
Shann Edwards-Chair/Secretary

Members absent:

Crosby Taylor
Vacancy-KC
Rich Griffith

Staff: Claudia Todd

Guests: Jill Smith, Coldwall Banker, The Legacy Group; Floyd Whiting, Buffalo Bulletin; Scott Madsen, City Councilman; Ben Kirven

I. CALL TO ORDER AND INSTRUCTIONS:

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

II. REVIEW/ACCEPT MEETING MINUTES:

December 11, 2019 meeting minutes reviewed (recorded by Shann Edwards).
Smith motioned to approve the minutes from December 11, 2019 as presented. Mayor Schrader seconded. No discussion. All were in favor.

III. STAFF REPORTS: JOCO First/BMCC Update – The board reviewed the written building report provided by Claudia Todd. In addition, Todd has booked additional events including Ducks Unlimited, Rocky Mountain Elk Foundation, Business EXPO, and the 4H Carnival. A part time assistant has been hired. 2019 facility usage numbers are being calculated and will be available at the February meeting.

IV. Executive Session – Smith moved to convene in executive session to discuss legal and personnel matters pursuant to Wyoming Statute 16-4-405 subsection (iii) and (x). Chairman Novotny seconded. No discussion. All in favor.

Chairman Novotny moved to come out of executive session. Myers seconded. No discussion. All in favor.

IV. FINANCIALS: Treasurer's report on December's financial status included income at \$13,465.00 and expenses at \$18,109.00 leaving a deficit of \$4,644.00 which will be covered by grant dollars yet to be received. Cash on hand is \$78,800.00. 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.

Myers reported that the proposed 2020-2021 budget is being worked on. Over the next couple weeks, the draft will be presented to the board. The 1% request is due on January 24, 2020 and the board will schedule a special meeting to review the application for approval.

V. PUBLIC COMMENTS: None.

VI. OLD BUSINESS:

- a. **Fire Sprinkler Quote** – An estimate was received from Life Safety Solutions, Sheridan, WY, for installation of a fire sprinkler system, which includes the 2 gyms and hallways at BMCC. The quote is for \$80,550.00; a significant decrease from a previous estimate received from Western States Fire Protection Co. The board agreed to move forward to obtain estimates for a 6" water line necessary for the project.

VII. NEW BUSINESS:



- a. **Lead-based Paint Inspection** – An inspection cost estimate to identify lead-based paint within BMCC was received from Y Environmental. The cost was projected between \$11,950.00 and \$13,950.00. Myers moved to hold off on the lead inspection. Mayor Schrader seconded. No discussion. All in favor.
- b. **22 Plains Drive Update (sprinkler system deficiencies)** – A competitive bid was received from Life Safety Solutions in the amount of \$2,370.00 to address the deficiencies in the sprinkler system identified during the annual inspection. This bid is considerably less than the one received from Western State Fire Protection Co. Myers moved to approve the bid from Life Safety Solutions to correct the deficiencies. Smith seconded. No discussion. All in favor.
- c. **Board Member Recruitment** – Randy Dyess has resigned his board position creating another opening. Mayor Schrader shared that he has received a letter of interest. There is also a Kaycee position that has been open. Claudia Todd will post this opening on the BMCC Facebook page.
- d. **Election of Officers** – Chairman Novotny moved to propose a slate of candidates whereby nominations will cease, and we will cast a unanimous ballot for Shann Edwards as Secretary and Treasurer, Zac Smith as Vice Chair, and Rick Myers as Chair. Mayor Schrader seconded. No discussion. All in favor.

VIII. OTHER BUSINESS:

- a. **Next Meeting: February 12, 2020, at 8 A.M. at Bomber Mountain Civic Center, Buffalo, Wyoming**
- b. **Open to board members:** Mayor Schrader recommended the board recognize Randy Dyess' long and dedicated service history with KBJ Economic Development, Joint Powers Board. All agreed and a plaque will be prepared for presentation at the first opportunity.

IV. ADJOURN: Meeting adjourned 9:21 am.

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

Shann Edwards, Secretary

Date:

Attested by:





Board Member

Chair

Date: