

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**March 11, 2020 @ 8:00 A.M.**

**Members present:**

Rick Myers, Chair  
Shane Schrader, Mayor of Buffalo  
Shann Edwards, Secretary/Treasurer  
Josh Keegan  
Staff Present: Megan Darrow

**Members absent:**

Crosby Taylor  
Rich Griffith  
Zac Smith, Vice Chair  
Bill Novotny, Chair JCC  
Staff Absent: Claudia Todd

**Guests:** Floyd Whiting, Buffalo Bulletin, Scott Madsen, City Council of Buffalo

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called the meeting to order at 8:00 A.M. Chairman Myers welcomed the guests and new board member Josh Keegan.
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
February 12, 2020 Meeting Minutes (Recorded by Shann Edwards) were presented. Mayor Schrader moved to approve the February 12<sup>th</sup> meeting minutes. Josh seconded. No discussion. Motion carried.
- III. **FINANCIALS:**  
**Treasurer's report on financial status – February 2020 report** – Shann reported the cash on hand is \$118,955.91 of which \$99,851.98 is operating funds. February income is \$10,614.07 and expense is \$16,882.57 leaving a February loss of \$6,268.50. The fiscal YTD loss is \$27,589.51, which is on track with projections. Chair Myers reported that included in the 1% application is a request to move unspent dollars to a JOCO First reserve account. Mayor Schrader moved to accept the February 2020 financial report as presented. Josh seconded. No discussion. Motion carried.
- IV. **Staff Report:** Megan presented the staff report compiled by Claudia. Claudia is on vacation and will return March 16<sup>th</sup>. Megan added that quotes are being obtained to repair/replace the digital sign for BMCC.
- V. **PUBLIC COMMENT PERIOD:** No comments.
- VI. **NEW BUSINESS:**
  - a. **Collaboration with JCTA/Chamber** – Shann provided a review of the tourism collaboration involving JOCO, Buffalo Chamber, JCTA, Discover Historic Buffalo, and the City of Buffalo. Areas of concern identified by the group was shared as well as progress towards addressing each area. The purpose of the group is to improve communication and collaboration between the groups.
  - b. **Governor's Conference** – Claudia attended the Governor's Conference on Tourism and the conference notes will be emailed to all board members.
  - c. **Discussion/General Direction (JOCO)** – Chair Myers shared a handout outlining options for the future of JOCO First. There were 3 areas outlined. Economic development through tourism and skill development, community facility needs assessment, and sustainable funding. Scott Madsen pointed out that the City of Buffalo has picked up the new business leads (from WBC) and that this needs to be in the plan.
- VII. **OTHER BUSINESS:**
  - a. **Next Regular Meeting Date** April 8, 2020 at 8:00 A.M.

- b. **Open to Board Members** – Shann shared a compiled list of Business Resources and Support that is now posted on the BMCC/JOCO First Website. Mayor Schrader shared an update regarding the Sheridan Airport. All flights have been full and baggage checks end 45 min. before the flight. This may be an opportunity for tourism advertising.

**AJOURN:** Meeting adjourned at 9:08 A.M.

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

  
Rick Myers, Chair 6/10/20  
Date

  
Attested by: Board Member 6/10/2000  
Date

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY**  
**May 13, 2020 @ 8:00 A.M.**

**Members present:**

Rick Myers, Chair  
Bill Novotny, Chair JCC  
Shann Edwards, Secretary/Treasurer  
Josh Keegan  
Staff Present: Claudia Todd, Megan Darrow

**Members absent:**

Crosby Taylor  
Rich Griffith  
Zac Smith, Vice Chair  
Shane Schrader, Mayor of Buffalo

**Guests:** Scott Madsen, City Council of Buffalo; Jill Smith, JCTA & Coldwell Banker, The Legacy Group; Derek Andrews, Sheridan College in Johnson County

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called the meeting to order at 8:06 A.M. Chair Myers welcomed the guests.
- II. **REVIEW/ACCEPT MEETING MINUTES:**  
March 11, 2020 meeting minutes (Recorded by Shann Edwards) were presented. Chair Novotny moved to approve the March 11, 2020 meeting minutes. Josh seconded. No discussion. Motion carried.
- III. **FINANCIALS:**  
**Treasurer's report on financial status** – Chair Myers reviewed the April 2020 report. The cash on hand is \$119,833.06 of which \$100,675.35 is operating funds. Deferred revenue is \$120,065.77. The fiscal YTD loss is reported as \$20,236.47, which is reflecting a posting error in the amount of <\$13,232.86>. Chair Myers has visited with the accountant and it will be corrected. Josh motioned to approve the April 2020 financial report as presented. Novotny seconded. No discussion. Motion carried.
- IV. **Staff Report:** Staff has been mostly working from home since March 15 as the center has been closed to the public. Megan has worked part time. Maintenance and sanitizing are the priority. Claudia has been focusing on marketing. A written staff report and summary of highlights from the Governor's conference on tourism was shared with the board. The board concurred that tourism is an important economic development strategy which JOCO First has the capacity to address.
- V. **PUBLIC COMMENT PERIOD:** Derek Andrews reported that Sheridan College has fully transitioned to online classes through the summer of 2020. There are a few exceptions with CNA and welding classes. New West Alternative Program will be moving to the Fetterman location before fall classes begin. Sheridan College in Johnson County is prepared to move forward with the same lease contract for the 2020-2021 school year.
- VI. **NEW BUSINESS:**
  - a. **1% Grant Application/Other funding opportunities** – Johnson County Commissioners had their preliminary meeting. City of Buffalo addresses the 1% requests next week. Additional State funding may become available for shovel ready projects across Wyoming.
  - b. **Real Estate Listing** – Jill Smith is looking for input for the June marketing update. She will be reporting on the impact of COVID-19 on the local real estate market. The listing contract renewal date for the MMW building is approaching.



- c. **SBA PPP Application** – Chair Myers is reviewing the guidelines to see if JOCO First qualifies for PPP funding.
- d. **Reopening Plan/Discussion** – After a brief discussion, BMCC will remain closed to the general public consistent with the Governor’s orders.

**VII. OTHER BUSINESS:**

- a. **Next Regular Meeting Date** June 10, 2020 at 8:00 A.M.

**AJOURN:** Meeting adjourned at 9:15 A.M.

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



6/10/20

Rick Myers, Chair

Date



6/10/2020

Attested by: Board Member

Date

