

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
June 10, 2020 @ 8:00 A.M.

Members present:

Rick Myers, Chair
Bill Novotny, Chair JCC (8:27 A.M.)
Shann Edwards, Secretary/Treasurer
Zac Smith, Vice Chair
Scott Madsen, by Proxy for Mayor Schrader
Staff Present: Claudia Todd

Members absent:

Crosby Taylor
Rich Griffith
Josh Keegan
Shane Schrader, Mayor of Buffalo

Guests: Jody Sauers, Buffalo Chamber of Commerce and Gigi's Upscale Retail; Jill Smith, JCTA & Big Horn Real Estate Associates; Derek Andrews, Sheridan College in Johnson County; Stephen Dow, Buffalo Bulletin; Brandi Harlow, Wyoming Business Council by phone.

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chair Myers called the meeting to order at 8:03 A.M. Chair Myers welcomed the guests.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
May 13, 2020 meeting minutes (Recorded by Shann Edwards) were presented. Smith moved to approve the May 13, 2020 meeting minutes. Madsen seconded. No discussion. Motion carried.
- III. **FINANCIALS:**
Treasurer's report on financial status – Chair Myers reviewed the May 2020 report. The cash on hand is \$103,111.51 of which \$83,952.71 are operating funds. Deferred revenue is \$120,065.77. The fiscal YTD loss is reported as \$37,043.12, which is still reflecting a posting error in the amount of <\$13,232.86>. Smith motioned to approve the May 2020 financial report as presented. Madsen seconded. No discussion. Motion carried.
- IV. **Staff Report:** A written staff report was reviewed with the board by Claudia. Additional updates include Sheridan College and Boys & Girls Club have both started back up and are in their offices as of June 8th, the cameras are back up and working, the new tourism brochure "14 Things To Do" has been distributed, and the partnership with JCTA and the Chamber regarding tourism strategies is developing. JCTA will be contracting with JOCO First to provide administration and marketing assistance beginning July 1, 2020.
- V. **PUBLIC COMMENT PERIOD:** Jody Sauers shared that the Chamber has hired a Communications Program Manager and the office will now be open Monday through Friday, 9 A.M. to 4 P.M.. The Farmer's Market will begin next Wednesday, the Chamber's satellite office is now open, the flowers are up downtown, the Business EXPO is cancelled for 2020, and the Pathfinder is almost done. Derek Andrews with Sheridan College shared that they returned to offices June 8, 2020 and have set the fall start up date for classes as August 24, 2020. Brandi Harlow with the Wyoming Business Council announced there will be addition grants opening for businesses starting Monday. The priority will be businesses required to close who did not receive any PPP funding.

Bill Novotny arrived 8:27 A.M.

VI. **NEW BUSINESS:**

- a. **Relisting MMW; Jillian Smith** – The MMW real estate listing is coming due for renewal in July. Jillian Smith notified the board she has changed real estate companies and is no longer with Coldwell Banker-The Legacy Group. She is now with Big Horn Real Estate Associates. After discussion, the recommendation by Jillian Smith is to terminate the current real estate contract because the occupancy period is yet another year out. Novotny moved to terminate the current real estate contract with Jillian Smith. Zac Smith seconded. No discussion. Motion carried. Jillian Smith presented a commercial real estate market report for January through June 2020.
- b. **2020-2021 Budget Review & 1% Grant Update** – JOCO First requested \$202,000 on the 1% application. Award amounts are still being finalized.
- c. **Moving Forward Strategy** – Bill Novotny shared that State funding for shovel ready projects will not be available the way the rules and distribution plan is written. Scott Madsen shared that initially the city had more money, but now it is down 20% on 1% funds. Chairman Myers is requesting ideas towards reaching a consensus for moving forward.

VII. **OTHER BUSINESS:**

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

AJOURN: Meeting adjourned at 9:24 A.M.

Contact Information: KBJ Economic Development (307) 620-1123


Rick Myers, Chair

8/12/20

Date

Attested by: Board Member

Date