

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
July 10, 2019 @ 8:00 A.M.

Members present:

Linda Greenough (Proxy) Shann Edwards, Secretary
Zac Smith Tom Knapp
Shane Schrader Rick Myers, Treasurer
Staff: Claudia Todd

Members absent:

Crosby Taylor
Rich Griffith
Randy Dyess
Vacancy

Guests: Stephen Dow, Buffalo Bulletin; Jillian Smith, Coldwell Banker;

I. CALL TO ORDER AND INSTRUCTIONS:

Chair Knapp called the meeting to order at 8:00 A.M.

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

June 12, 2019 meeting minutes reviewed (recorded by Shann Edwards).

Myers motioned to approve the minutes from June 12, 2019 as presented. Mayor Schrader seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers presented the total revenue for the year was \$301,000, total operating expense was \$253,000, which produced a net operating balance of \$48,000. Ending cash on hand was \$41,000. In his best estimation, it costs \$185,000 to operate BMCC for a year. Mayor Schrader motioned to approve the financial report. Smith seconded. No discussion. Motion carried.

IV. STAFF REPORTS:

- a. **JOCO First/BMCC Update** – Todd provided a written building report. Additionally, she reported attending the recent Sheridan College retreat and handed out a list of upcoming programs for BMCC and Sheridan College.

V. PUBLIC COMMENTS: No public comment.

VI. OLD BUSINESS:

- a. **Mountain Meadow Wool Amended Contract**– Chair Knapp reported that the MMW investor backed out and the Hostetler's have asked to extend the contract for purchasing the building while they seek additional financing. Jill Smith prepared an amendment to extend the contract, changing the earnest money commitment. After lengthy discussion, Myers motioned to reject the amended contract with MMW and to list the property publicly with Jill Smith (Coldwell Banker), Mayor Schrader seconded, discussion clarified that Hostetler's have first right of refusal as a condition of their lease agreement, all were in favor.
- b. **Budget 2019/2020** – Chair Knapp reported the Johnson County Commissioners will finalize their budget on July 15, 2019. They have set \$100,000 to be allocated to JOCO. City of Buffalo approved \$52,140 for JOCO. Myers motioned to accept the 2019-2020 budget for JOCO as presented, reducing marketing expenses by \$538.00, providing no budget changes are made by either the City or the County regarding their distributions to JOCO. Smith seconded. No discussion. All were in favor.

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
August 14, 2019 @ 8:00 A.M.

Members present:

Bill Novotny
Zac Smith
Shane Schrader
Rich Griffith
Staff: Claudia Todd

Vacancy
Tom Knapp, Chair
Rick Myers, Treasurer

Members absent:

Crosby Taylor
Randy Dyess, Vice-Chair
Vacancy

Guests: Stephen Dow, Buffalo Bulletin; Jillian Smith, Coldwell Banker Legacy Group; Shann Edwards; Jeanie Briscoe, JHL Creative; Scott Madsen, City of Buffalo; Mike Knebel, Buffalo Chamber of Commerce; Brandi Harlow, Wyoming Business Council

I. CALL TO ORDER AND INSTRUCTIONS:

Chair Knapp called the meeting to order at 8:00 A.M.

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

July 10, 2019 meeting minutes reviewed (recorded by Shann Edwards).

Mayor Schrader motioned to approve the minutes from July 10, 2019 as presented. Myers seconded. No discussion. Motion carried.

III. FINANCIALS:

- a. **Treasurer's report on financial status** – Myers presented the treasurer's report. July's income was \$17,777 and expense was \$13,476. Approximately \$107,000 is available for operating. Smith motioned to approve the financial report. Mayor Schrader seconded. No discussion. Motion carried.

IV. STAFF REPORTS:

- a. **JOCO First/BMCC Update** – Todd provided a written building report. Additionally, the small building behind BMCC is available for rent and the replacement skylights were installed last week. It is estimated by Powder River Heating and AC that to repair the AC issue effecting the college wing will be about \$12,000.

V. PUBLIC COMMENTS: Mike Knebel with the Buffalo Chamber of Commerce presented a letter to the board outlining discussions to form a mutual partnership between JOCO and the Chamber. The relationship is described as informal and non-binding. The board showed unified support for this effort.

VI. OLD BUSINESS:

- a. **Mountain Meadow Wool Update**– Jill Smith reported that she has been emailing weekly updates and would like to obtain contact information for board members that are missing from her list. Claudia will provide her this information. Jill also reported that Ben Hostetler has been very accommodating to her needs for taking pictures, etc. She added the exterior looks good, but there are some items that eventually need to be removed and discarded. Realtors who have received information regarding the listing reported that they thought the price was fair.

- b. **Budget 2019/2020** – Chair Knapp included in the packet a summary of the 1% grant received and how those funds will be spent. There is also a list of upcoming grant due dates for 2020.
- c. **Asbestos Report Update** – Chair Knapp reported that an email went out to board members summarizing the findings from the asbestos study. More samples were taken than initially planned for, although we were aware this was a possibility. We are waiting for the final report. At the request of the board, Claudia will contact Yon Environmental and set up a date for them to present the report to the board.
- d. **Website Update** – Jeanie Briscoe, JHL Creative, presented a draft of the website and the board provided her feedback.

VII. NEW BUSINESS: N/A

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: September 11, 2019 at 8 A.M. at BMCC, Buffalo, Wyoming**
- b. **Open to Board Members** – Chair Knapp announced he is resigning from the board effective the end of the month (August 31, 2019).
- c. **Other** - Brandi Harlow, Wyoming Business Council, shared that there was recently a business lead for a small business with 3-5 employees needing a 5,000 square foot building. The City of Buffalo worked with New Growth Alliance and she reported the proposal “looked great”.

IV. ADJOURN: Meeting adjourned 9:10 A.M.

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

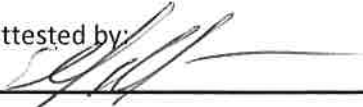


9-4-19

Tom Knapp, Chair

Date:

Attested by:



9-4-19

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
September 4, 2019 @ 8:00 A.M.

Members present:

Bill Novotny
Zac Smith
Randy Dyess, Vice-Chair
Shane Schrader
Staff: Claudia Todd

Shann Edwards

Members absent:

Crosby Taylor
Vacancy
Rich Griffith
Rick Myers, Treasurer

Guests: Stephen Dow, Buffalo Bulletin; Jillian Smith, Coldwell Banker Legacy Group; Scott Madsen, City of Buffalo; Mike Knebel, Buffalo Chamber of Commerce; Ashlea Bassett, Sheridan College

I. CALL TO ORDER AND INSTRUCTIONS:

Vice-chair Dyess called the meeting to order at 8:03 A.M.

Guests were introduced as present

II. REVIEW/ACCEPT MEETING MINUTES:

August 14, 2019 meeting minutes reviewed (recorded by Shann Edwards).

Mayor Schrader motioned to approve the minutes from August 14, 2019 as presented. Edwards seconded. No discussion. All were in favor.

III. FINANCIALS:

Treasurer's report on financial status – No report.

IV. STAFF REPORTS:

JOCO First/BMCC Update – Todd provided and reviewed a written building report. Additionally, all rent has been paid current, Powder River Heating and Air completed the repair of the AC in the west wing, and the DEQ representatives are scheduled to attend the October board meeting.

V. PUBLIC COMMENTS: No comments.

VI. OLD BUSINESS:

- a. **Asbestos Update** – Edwards reported that Yon with Y Environmental confirmed they can provide a bid for asbestos removal based on the installation plan of the sprinkler/fire protection system. Yon is scheduled to attend the October board meeting. ✓
- b. **Written plan for sprinkler system to WY Business Council** – Vice-chair Dyess suggested we inquire as to the sprinkler requirement for Nine West, if there are any. Chairman Novotny suggested that securing long-term leases, needs to be a top priority. As this outcome would assist the city and county when making budget decisions regarding BMCC. Vice-chair Dyess suggested that we work on the written plan after the asbestos report is received.

VII. NEW BUSINESS:

- a. **Parking lot repair/stripping** – After brief discussion, Edwards motioned to approve the filling of cracks and striping of the parking lot. Smith seconded. No discussion. Motion carried.

- b. **Part-time employee** – After brief discussion, Edwards motioned to approve Claudia to advertise and hire a part time staff person for administration and marketing assistance for no more than 30 hours per week on average. Mayor Schrader seconded. No discussion. All were in favor.
- c. **Line of credit** – Rich Griffith, Bank of Buffalo is inquiring if we need to continue the line of credit. Vice-chair Dyess clarified that the line is only used for projects that are fiscally preapproved. Smith motioned to approve the renewal of the line of credit with Bank of Buffalo. Edwards seconded. No discussion. All were in favor.
- d. **JOCO Board moving forward – Discussion moved to Other Business**

VIII. OTHER BUSINESS:

- a. **Next Meeting Date: October 9, 2019 at 8 A.M. at BMCC, Buffalo, Wyoming**
- b. **Jillian Smith, Coldwell Banker Legacy Group, update** - Smith inquired for Mountain Meadow Wool about the replacement of ceiling tiles. Vice-chair Dyess suggested the County be contacted to see if they have tiles available, and that JOCO First will pay for the tiles. Also, the old soda machine, appliance, and wood pallets are still around 22 Plains Drive. Jillian wanted to clarify if Tom Knapp was arranging the cleanup of the area. This was unconfirmed. It was clarified that Claudia Todd is the contact regarding any building repairs or maintenance.
- c. **Sprinkler update** – Western States & Fire returned an estimate of \$190,500 to sprinkle both gyms.
- d. **Election of Interim Chair** – Vice-chair Dyess announced that he will not be able to perform the duties of interim chair and that he will be terminating his membership with the board effective January 1, 2020. Mayor Schrader nominated Shann Edwards to serve as Interim Chair until the business meeting in January 2020, where regular elections will be held. Zach Smith seconded. All were in favor.

IV. ADJOURN: Meeting adjourned.

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

Randy Dyess, Vice-chair

Date:

Attested by:

Shann E Edwards 10/8/19

Board Member

Date:

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
October 9, 2019, 2019 @ 8:00 A.M.

Members present:

Bill Novotny
Zac Smith
Shane Schrader
Shann Edwards-Chair/Secretary
Staff: Claudia Todd

Members absent:

Crosby Taylor
Vacancy-KC
Rich Griffith
Rick Myers, Treasurer
Randy Dyess, Vice-Chair

Guests: Floyd Whiting, Buffalo Bulletin; Jillian Smith, Coldwell Banker Legacy Group; Scott Madsen, City of Buffalo; Sam Bayliss, Chef Sam; Jeanie Briscoe, JHL Creative; Mike Hanson, New West; Carol Stark and Cindi Martinez, State of Wyoming, DEQ; Yon Malkuch, Y Environmental;

I. CALL TO ORDER AND INSTRUCTIONS:

Chair Edwards called the meeting to order at 8:04 A.M. **Guests were introduced as present**

II. REVIEW/ACCEPT MEETING MINUTES:

September 4, 2019 meeting minutes reviewed (recorded by Shann Edwards).
Smith motioned to approve the minutes from September 4, 2019 as presented. Mayor Schrader seconded. No discussion. All were in favor.

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

IV. STAFF REPORTS: JOCO First/BMCC Update – Todd provided and reviewed a written building report. Additionally, it was shared that Mike Knebel is no longer with the Buffalo Chamber of Commerce.

V. PUBLIC COMMENTS: Mike Hanson, New West alternative school program, shared that his program currently has 25 students and is using 2 classrooms in the SCJC wing at BMCC. He believes that his program could expand to about 30-35 students and would benefit from additional classroom space. The program is seeking to become its own school within JCSD No. 1. The application, supported by the Johnson County School Board, is due March 2, 2020. Mike would like to pursue space for the next school year and BMCC is one option for meeting their needs. Jill Smith, Coldwell Banker Legacy Group report that the roof repair is completed at 22 Plains Drive.

VI. OLD BUSINESS:

- a. **DEQ Presentation –** Cindy Martinez and Carol Stark presented information about funding, lead assessments, and navigation assistance options available from the DEQ. Enrollment in the Voluntary Remediation Program is required to receive funding. They also provided information about funding from other government agencies that might benefit BMCC and its remodeling efforts.
- b. **Asbestos final report –** Yon Malkuch presented the final asbestos report explaining where the asbestos is located and the types of material in those location containing asbestos. He noted there is potential for lead based paint to be present in the building. This has not been assessed by Y Environmental. He was unable to prepare a budget for asbestos removal until we provide him our plan for remodeling. He can budget the removal in phases, coinciding with the remodeling projects as they're executed. He can also give us a budget for complete asbestos removal in the event of demolition. The asbestos in BMCC is considered stable as

long as it's undisturbed. There is no mastic identified as hot in the floor tiles. Yon considered this project to be manageable. Our next step is to obtain costs.

- c. **Website** – Jeanie Briscoe, JHL Creative, reported that the website is Live. The address is <http://bombermountainwy.com/>. Feedback can be emailed to Claudia. Jeanie would also like us to consider additional content for the JOCO First Economic Development section.

VII. NEW BUSINESS:

- a. **Kitchen Chemicals** – Chef Sam Bayliss shared an overview of his BHS culinary program which serves the Buffalo High School and alternative school program students. He has 14 students this semester and 9 registered for January. We have received an estimate from Advanced Chemical Solutions for a replacement chemical delivery system for dish washing. Our current liquid system is not working properly and is outdated. Chef Sam explained the difference between the two systems; dry vs. liquid. Chairman Novotny moved to approve the installation of the new dry chemical system. Mayor Schrader seconded. No discussion. All were in favor.

Zac Smith left the meeting at 9:40 am. No quorum.


- b. **Line of credit update** – Rich Griffith with The Bank of Buffalo let us know that the bank may require further collateralization in order to continue the line of credit. The board confirmed that we will still move forward with the credit line. This was approved at a previous meeting.
- c. **Long term lease update** – Chair Edwards reported that she has met twice with Mike Hanson regarding the potential needs of New West for space to lease. BMCC is being considered as a possible long-term location for the alternative education program. Chair Edwards also met with Scott Musselman with the Boys and Girls Club. It appears that we should be able to coordinate between the two entities, should New West wish to occupy the same space as the Boys and Girls Club, after they move to their new location.
- d. **Three-year Plan** – A draft 3-year plan for BMCC is included in the packet for the board's review. Chair Edwards is requesting feedback on the priorities and strategies. Regarding the letter for the WBC, Chairman Novotny suggested we provide them with the asbestos study we just received and let them know we will be reviewing it and making a decision about moving forward.
- e. **JOCO First Open House** – Claudia presented the Open House information for JOCO First as an opportunity to "inform the public about our accomplishments, new programs, partnerships and future outlook of BMCC." All board members should plan to attend as their schedules will allow. We will provide refreshments, building tours, and brief presentations. Tom Knapp will be awarded for his many years of service. The event is Thursday, October 24th at 5:00 pm @ BMCC.

VIII. OTHER BUSINESS:

- a. **Next Meeting: Nov. 13, 2019 at 8 A.M. at Red Wall Community Center, Kaycee, Wyoming**

IV. ADJOURN: Meeting adjourned 9:50 am.

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

 11/13/19

Shann Edwards, Chair/Secretary

Date:

Attested by:

Board Member

Date: