

Laramie County Economic Development Joint Powers Board

Board of Directors

April 27, 2021- 7:30 a.m. – ZOOM Meeting

Board Members in Attendance

Scott Cowley
Dema Jo Gilbert
Sharon Fain
Kim Withers

Board Members Not in Attendance

Dr. JJ Chen
Matt Pope
Mike Williams

Others in Attendance

Brittany Ashby, Align
Kristie Wilson, Align
Amber Ash, DDA
Nick Colsch, WCBEA/LCCC
Gunnar Malm, Laramie County
Kevin Marquardt, Board Applicant
Tom Mason, MPO
Mark Rinne, City of Cheyenne
Lori Schoene,
Wendy Volk, CRAFT
Gay Woodhouse, WRN

The regular meeting of the Cheyenne Laramie County Economic Development Joint Powers Board was convened without a quorum at 7:31 am, via Zoom, with Kim Withers, Chair, presiding. Roll call was conducted and Scott Cowley joined thereby creating a quorum.

Action Items

The Laramie County Economic Development Joint Powers Board meeting agenda for April 27, 2021, was presented for adoption.

A Gilbert/Fain motion was made and seconded to adopt the April 27, 2021, meeting agenda as presented. The motion passed unanimously.

The Laramie County Economic Development Joint Powers Board April 27, 2021, consent agenda was presented for adoption.

A Cowley/Gilbert motion was made and seconded to adopt the April 27, 2021, consent agenda to include the March 23, 2021, meeting minutes and the March 2021 vouchers totaling \$35,286.22. The motion carries.

Old Business

Update on Revolving Loan Fund

Kim reported on feedback from draft plan and vision statement. The base and tone have been set. Kim asked for any more input or discussion. Sharon was curious about the desire to align it with the “Mission of the State” in the mission statement when we are a county body. Kim explained that verbiage was part of the bylaws. No passion from anyone on the Board for changing the bylaws to remedy this question.

On a Gilbert/Cowley motion the Subcommittee will proceed forward with finalizing the document and sharing it with stakeholders.

The Subcommittee worked with the county commissioners to maintain two separate accounts of money for each of the funds. Laramie County Revolving Loan Fund will be kept separate from the future Revolving Loan Fund donated by LEADS.

Discussion on Board appointments

Dema Gilbert introduced Kevin Marquardt who attended this meeting. He has applied and asked for consideration for being on the board. With no further discussion the Board will recommend Kevin to the County for Board appointment.

Scott Cowley has recommended Trey Rinne from AVI, a junior partner in the firm, for his replacement. Brittany and Kristie will follow up with Trey and will get bio information for the next meeting.

CRAFT 2020-21 Contract

This contract was proposed and discussed last Fall but there were no official minutes that this was approved or that we got the contract signed. We are recommending retroactive approval of a contract from November 1, 2020 through October 31, 2021 for \$50,000.

On a Crowley/Gilbert the Retroactive contract was moved and seconded to approve. Motion carried.

New Business

2021-2022 Budget

Brittany shared the 2020-21 Budget with the Board that was used last year. Brittany will change the format of the budget for better flow. Discussion or input on building this budget from the Board. Kim has a general statement and is concerned about the decline on the balance. Grant money is a great way to help businesses. Fain would like to have the team discuss the minimum revenue guarantee on the CRAFT piece and continued air. Gunnar 6th penny is only to cover for their portion of the MRG. Wendy Volk explained that contract Oct 2020 thru April 2021 and the payout on that contract. Kim discusses that the budget for the Align contract needs to be increased.

ACTION: May meeting will see draft budget.

2020-2021 Audit

Three bids are suggested. Brittany suggested that we RFP the audit considering the past trouble with BDO getting audit reports. Brittany will work with Gay but would also like an Audit Committee to help make sure all the pieces are in place. Sharon Fain and Scott Cowley will be happy to serve on the Audit Committee.

On a Gilbert/Cowley motion, a request for three bids for audits via RFP and an Audit Committee of Scott Cowley and Fain be created. Motion carries.

CRAFT 2021-22 Request

Wendy presented the CRAFT requests for \$75,000 for July 1, 2021 through June 30, 2022.

ACTION: put on May's Meeting Agenda for final discussion and Board vote.

WCBEA 2021-22 Request

Nick Colsch presented the WCBA request for \$65,000 of \$16,250 per quarter for July 1, 2021 through June 30, 2022 and shared slide information for the Board to present funding request.

ACTION: put on May's Meeting Agenda for final discussion and Board vote.

Memorandum of Agreement and Release Draft

Light discussion. Betsey reported that the attorneys for the State have signed off on this and they have received full support from Wyoming Business Council. This document is a formality that LEADS' legal counsel has advised them to have. Because this is an agreement with LEADS and the State, JPB just needs to be aware of this memorandum. However, since there is a signature block for the Joint Powers Board, Kim would like a consensus of the Board for the signing off on this agreement on behalf of Joint Powers Board.

On a Crowley/Gilbert motion, a consensus of the Joint Powers Board signing off on this agreement was made. Motion carries.

Partner Updates

City of Cheyenne

Dr. Rinne spent most of time in work sessions going over 6th Penny for the last month. Very short report this month.

CRAFT

Wendy explained the 6th penny funding request one of the Board members had earlier in the meeting.

Downtown Development Authority Report

Amber reported the DDA is busy with the capital improvement grants and reaching out to applicants for new grants. Amber also reported on many upcoming events involving May Day activities.

Laramie County, Wyoming

Commissioner Malm reported that time has extensively been focused on 6th Penny work sessions.

LEADS

Betsey reported on six new leads since her last report. 21 new prospects since January. Currently working 13 manufacturing companies.

Metropolitan Planning Organization

Tom Mason reported that they are planning transit around population increase.

WCBEA/LCCC

Nick Colsch had nothing in addition to report but encouraged the Board to e-mail him any additional data sources the Board would like to be included and he will add to the report.

Action Items Review

ACTION: Follow up with Kevin's proper entities have been contacted

ACTION: Follow up with Trey Rinne, AVI, possible Board Appointee

ACTION: Draft Budget

ACTION: Review Audit RFP

ACTION: CRAFT approval May's Agenda for Board vote

ACTION: WCBEA/LCCC approval on May's Agenda for Board vote

ACTION: Board Orientation with incoming Board members

Having no further business, the meeting adjourned at 8:33 am.

The next regular Laramie County Economic Development Joint Powers Board meeting will be held Tuesday, May 25, 2021 at 7:30 a.m.