

Laramie County Economic Development Joint Powers Board

Board of Directors – September 28, 2021- 7:30 a.m.

Hybrid Meeting – Zoom & Jonah Bank, 2015 Central Blvd, Cheyenne WY 82001

Board Members in Attendance

Sharon Fain – in person
Kevin Marquardt – in person
Trey Rinne – in person
Kim Withers – Zoom
Mike Williams – in person

Board Members not in Attendance

Dr. JJ Chen
Matt Pope

Others in Attendance

Brittany Ashby, Align – in person
Kristie Wilson, Align – in person
Gay Woodhouse – in person
Caroline Veit, CMC – Zoom
Dominic Bravo, DDA – in person
Betsey Hale, LEADS - Zoom
Gunnar Malm, Laramie County – in person
Mark Rinne, City of Cheyenne - Zoom

The regular meeting of the Cheyenne Laramie County Economic Development Joint Powers Board was assembled at 7:31 am, in person and via Zoom, with Mike Williams, Chair presiding. Roll call was conducted.

Action Items

The Laramie County Economic Development Joint Powers Board meeting agenda for September 28, 2021, was presented for adoption.

A Fain/Rinne motion was made and seconded to adopt the September 28, 2021, meeting agenda as presented. The motion passed unanimously.

The Laramie County Economic Development Joint Powers Board September 28, 2021, consent agenda was presented for adoption.

A Rinne/Fain motion was made and seconded to adopt the September 28, 2021, consent agenda. Vouchers were approved: \$8,675.25

New Business

Amendment of Financial Statements

Amended June 2021 and July 2021 Financial Statements were presented to the board. The amended financial statements included the \$400,000 LEADS revolving loan funding that was deposited in June 2021 but was not indicated on original financial documents. This was corrected before the August 2021 Financials were completed.

A Fain/Rinne motion was made to accept the amended June 2021 and July 2021 Financial Statements as presented. Motion passed.

Amendment of Align Contract

An amended Align contract was presented to the board by Brittany Ashby to increase the fee for administrative services from \$17,000 to \$27,000 per year. The board concurred with the increase as Align's role has expanded since the new partnership was established.

A Marquardt/Fain motion was made to accept the \$27,000 budget item as presented. Motion passed.

Amendment of FY 2021-22 Budget

Brittany reported the changes from the Budget submitted to the Department of Audit on July 31, 2021, to be considered to amend. The County revenue changed from \$29,700 to \$20,000; increasing the Align contract from \$24,000 to \$27,000; and adding the \$23,347 Craft contract from 11/1/20 -10/31/21 that was mistakenly left off. Also, considering the amendment of the June and July 2021 financial statements adding the \$400,000 revolving loan funding from LEADS.

On a Rinne/Fain motion and with no discussion, the board voted to amend the budget as presented. Motion carries.

Funding and Priorities Discussion

Sharon proposed cutting LCCC contract in half to save \$30,000 per year for the 2022/23 contract. Sharon also brought up for discussion Federal programs and opportunities for grants and has a state level 9 a.m. call today. Applications and regional level opportunities are more favorable. Air enhancement is included in the City's portion of the 6th penny, but not the County's. Mike asked Commissioner Malm and City Council Dr. Rinne how this will affect what's being requested from the Joint Powers Board. Dr. Rinne feels it wouldn't affect Joint Powers Board at all. Mike commented the board needs to encourage Craft to investigate other funding opportunities for air enhancement. The focus on the JPB funding, grants, and revolving loan fund will be centered on businesses, retail, and manufacturing.

Commissioner Malm suggested that the Joint Powers Board develop a business case and bring to Commissioners in person in March. Comm. Malm said he will set up the meeting if the board so wishes. The JPB Board will need to coordinate a proposal to request additional funding in advance.

Old Business

Children's Museum of Cheyenne Funding Request

At the August 28, 2021, meeting, Caroline Veit, Board President of the Children's Museum of Cheyenne presented and submitted a grant application and funding request of \$50,000. After a brief discussion, the board voted.

On a Rinne/Marquardt motion, the Children's Museum of Cheyenne's request for \$50,000 was moved and seconded to approve. Motion carried.

Revolving Loan Fund Update

Brittany reported that everything is in place for the board to make loans. Brittany asked the board to discuss more ideas to push this information out to the banking associations, DDA, and Business Council.

Audit Process Update

Brittany reported meeting with JPB's current CPA - Schreiner, Weskamp & Schmerge, LLC explaining to them that \$400,000 revolving loan funding from LEADS needs to be reflected on the financials. With this addition along with the accounts on deposits, will require a CPA Review for assets between \$500,000 - \$1 million. This review cannot be performed by the current CPA – Schreiner, Weskamp & Schmerge, LLC.

Lenhart, Mason & Associates, LLC in Casper was recommended and submitted a proposal for the CPA Review to range between \$3,800 - \$4,200 in cost.

On a Fain/Marquardt motion, the CPA Review proposal from Lenhart & Mason was moved and seconded to approve. Motion carried.

Review Original Joint Powers Agreement

Gay provided a draft copy of the changes she is recommending for the update. She will work with Commissioner Malm and the City to finalize an update on this document.

Annual Report Update

Kristie reported that the Annual Report, also known as the Annual Census Report, due to the Department of Audit is finished. Kristie is waiting for a new log-in and password from the State and will upload the information to them by the deadline of September 30, 2021. Additionally, the Joint Powers Board Annual Year in Review will be featured on the City's and County's websites for public access.

Partner Updates

City of Cheyenne

Dr. Rinne gave an update of City Council.

DDA

Dominic Bravo gave an update of everything going on at the Downtown Development

Laramie County

Commissioner Gunnar Malm gave an update for the County.

LEADS

Betsey Hale gave a prospect numbers and updates for Cheyenne LEADS.

Action Items Review

ACTION: Brittany will amend Align contract and send out

ACTION: Sharon and Mike will connect LCCC for opportunity to change contract 2022-23

ACTION: Brittany and Kristie will amend budget with Dept of Audit

ACTION: The Board will investigate grant opportunities for Craft & LCCC

ACTION: The Board will ask for additional funding from the County in the Spring of 2022

ACTION: Gay will draft Children's Museum Contract

ACTION: Brittany will send drafts of marketing material for RLF

ACTION: Kristie will send acceptance of CPA Review proposal to Lenhart-Mason

Having no further business, the meeting adjourned at 8:42 am. The next regular Laramie County Economic Development Joint Powers Board meeting will be held on Zoom and in person at a venue to be determined at either The Align Team office building or Jonah Bank North Branch, on Tuesday, October 26, 2021, at 7:30 a.m.