

## **Cheyenne-Laramie County Economic Development Joint Powers Board**

### **Board of Directors Meeting Minutes**

August 22, 2023- 7:30 a.m.

Hybrid Meeting – Zoom & Cheyenne Regional Airport Board Room  
4020 Airport Pkwy W Cheyenne, WY 82001

#### Board Members in Attendance

Shari Bremer – In Person

Dr. JJ Chen – Zoom

Dave Keiter – In Person

Kevin Marquardt – In Person

Josh Morris – In Person

Trey Rinne – In Person

Mike Williams – In Person

Kristie Wilson, Align – In Person

Jenny Hargett, Align – In Person

Zach Valerio, Align/WEDA - Zoom

Chris Brennan, WRA&B Counsel – In Person

Thom Gabrukiewicz, City of Cheyenne DDA – Zoom

Domenic Bravo, Visit Cheyenne – Zoom

Betsey Hale – Cheyenne LEADS - Zoom

Linda Heath, Laramie County - Zoom

Dr. Mark Rinne, City of Cheyenne – In Person

Renee Smith, City of Cheyenne – Zoom

Jill Kline – SBDC – Zoom

Wendy Volk – DDA, CRAFT - Zoom

Ken Overby –SBDC - Zoom

#### Board Members/Staff Not In Attendance

None

#### Others in Attendance

Brittany Ashby, Align – In Person

The regular meeting of the Cheyenne-Laramie County Economic Development Joint Powers Board assembled with all Board members present at 7:32 a.m., in person and via Zoom, with Mike Williams, board chair presiding.

#### Action Items

The Cheyenne-Laramie County Economic Development Joint Powers Board meeting agenda for August 22, 2023, was presented for adoption.

A Morris/Marquardt motion was made and seconded to adopt the August 22, 2023, meeting agenda with Partner Updates to be given as Roman numeral V. The motion passed as amended unanimously.

The Cheyenne-Laramie County Economic Development Joint Powers Board August 22, 2023, consent agenda was presented for adoption.

A Morris/Bremer motion was made and seconded to adopt the August 22, 2023, consent agenda; June 27, 2023, meeting minutes; June 30 and July 31, 2023, financials; the July 2023 totaling \$10,045.92 and the August 2023 vouchers totaling \$14,665.01. The motion passed unanimously.

#### Economic Development Topics

##### **Guest Speaker**

Jill Kline, state director for the Wyoming Small Business Development Center (SBDC) Network spoke about the programs of the Wyoming SBDC. The JPB can partner with the SBDC by adding the JPB to the Wyoming resources page for access to our programs for companies in Laramie County. Jill will put together a brief description for JPB approval to ensure an accurate representation of the JPB on the SBDC webpage. Additionally, Jill would appreciate JPB referrals to their services.

The web pages are as follows: [www.wyomingsbdc.org](http://www.wyomingsbdc.org) and [www.wyomingbusinessresources.org](http://www.wyomingbusinessresources.org)

## **Future topics**

Board Chair, Mike Williams asked for topics and/or guest speakers for future meetings. Derreck from Impact 307 is still arranging his schedule to speak. Additional ideas from Commissioner Heath were to invite Wyoming Smart Capital Network as well as two of the SBDC webpage Success Story businesses – Sunshine Plant Company and Snow Elk Coffee Company -- who are based in Laramie County to speak.

## **Partner Updates**

### **City of Cheyenne**

Councilman Dr. Rinne gave a report from the City Council meeting.

### **Laramie County**

Commissioner Linda Heath gave a report for the County.

## **DDA**

Thom Gabrukiewicz provided an update. Six entities have been awarded Capital Improvement Grants.

## **LEADS**

Betsey Hale gave the report for Cheyenne LEADS.

## **Visit Cheyenne**

Domenic Bravo gave a report for Visit Cheyenne.

## **Airport**

Wendy Volk reported for the airport. Service will resume at the beginning of September 2023.

## **New Business**

### **Introduction of New Board Member**

The Board members introduced themselves to Dave before having him tell the Board about himself. Dave Keiter, a businessman from Burns, Wyoming and CEO of NexGen Feed Solutions was appointed by the County to serve on the JPB from July 2023 through June 2026.

### **NexGen Feed Solutions Field Trip**

The Board is interested in a field trip. Kristie Wilson will connect with Dave Keiter for dates to send out in a Doodle Poll to the Board.

## **Officer Selection**

Mike Williams is willing to be Chair. Trey Rinne is willing to take on Vice Chair after two years of serving as Secretary/Treasurer. Mike would like the Secretary/Treasurer to take on the role of the chair of the loan committee in addition to the normal board tasks. Shari Bremer is nominated. Mike asked for any other nominations. Hearing no other nominations, the slate of officers is put forth as Mike Williams, Chair; Trey Rinne, Vice Chair; and Shari Bremer, Secretary/Treasurer.

Historically with the JPB, the yearly officer selection has been an informal process. Mike would like to create a more formal nomination process for the officer selection in August of 2024. A suggestion to create a nomination committee, with Secretary/Treasurer chairing, that includes representatives of the

JPB partners was discussed. Chris Brennan, counsel for the JPB, advised that these process changes are good to include when revising the by-laws this Fall.

A Chen/Marquardt motion was made to accept the slate of officers put forth as Mike Williams, Chair; Trey Rinne, Vice Chair; and Shari Bremer, Secretary/Treasurer. The motion carries unanimously.

### **Review of Agreement**

The Board reviewed the FY23/24 agreement with CPA accountants Schreiner, Weskamp & Schmerge, LLC.

A Rinne/Morris motion was made a motion to approve the agreement. Motion carries.

### **Old Business**

#### **Marketing RFP Update**

Prairie Sage Creative submitted a proposal in response to the JPB marketing RFP sent out in July 2023. A consensus was made by the Board to move forward with the proposal, and to provide Board feedback of wants and needs to help create the contract.

A Rinne/Chen motion was made to approve the PSC proposal given the consensus on moving forward. The motion passed unanimously.

### **Other Business**

#### **DOA Public Officer Training**

Wednesday, August 23, 2023, is the next public officer training. Josh Morris, Dave Reiter, and Chris Brennan will be attending.

#### **Board I-9 and W4 Collection & Review**

Jenny Hargett, HR Professional from The Align Team, attended and assisted in the collection and review of all the Board member's I-9s and W4s to be placed on file as per state statute.

### **Adjourn**

Having no further business, the meeting adjourned at 9:03 a.m. The next regular Cheyenne-Laramie County Economic Development Joint Powers Board meeting will be held on Zoom and in person at the Cheyenne Regional Airport Boardroom on Tuesday, September 26, 2023, at 7:30 a.m.

### **Minutes Submitted by:**

Kristie Wilson

### **Minutes Signed by Chair after Board approval:**



Mike Williams, Chair  
9/26/2023

### **Signature of Minutes Publication:**



Shari Bremer, Secretary/Treasurer  
9/26/2023