

Call to order by Scott Smith, Chairman  
Acknowledge guests of the Board  
Disclosure of conflicts of interest  
Agenda; delete action or discussion items

**Action and Discussion Items:**

**Agenda Item No. 1: Minutes.**

Motion to approve and/or amend the Regular and Executive Session Minutes of June 15, 2016 and the Special Meeting and Executive Session Minutes of June 29, 2016.

**Agenda Item No. 2: Financial Report.** The financial reports for the months of June and July will be presented in August due to the unavailability of the bank statements for reconciliation.

**Agenda Item No. 3: Payment Requests/Reimbursements.**

- (a) Deaton & Company annual audit of financial statements fee in the amount of \$4,130

**Agenda Item No. 4: Petersen Incorporated Semi-Annual Update.**

**Agenda Item No. 5: Review and Approval of Letter in Support of Project Foothills.**

**Upcoming Events/Information:**

Matters exist for discussion in an executive session as per I.C. §74-206(1)(e)

*Motion: "I move that we enter into an executive session as per Idaho Code §74-206(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the PDA may be in competition with other jurisdictions."*

**Adjourn.**

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three (3) days' advance notice by contacting Dave Hunt at [dhunt@pocatello.us](mailto:dhunt@pocatello.us); 208.234.6248 or 5815 South 5<sup>th</sup> Avenue, Pocatello, ID.

# AGENDA ITEM

NO. 1

**POCATELLO DEVELOPMENT AUTHORITY MEETING MINUTES**  
**July 12, 2016**

**Members present:** Brian Blad (arrived at 11:04 a.m.), Steve Brown (arrived at 11:09 a.m.), Chad Carr, Larry Fisher, Devin Hillam, Russell Meyers, Thomas Ottaway, Scott Smith (Chairman), and Scott Turner.

**Staff present:** Dean Tranmer and Tiffany Olsen, City Legal Dept.; Merrill Quayle, Development Engineer, Joyce Stroschein, City Finance Dept.; and John Regetz with Bannock Development Corporation (ex-officio).

**Chair Smith** called the meeting to order at 11:02 a.m.

**Introductions, Conflicts, and Agenda:** There were no conflicts disclosed and there were no deletions made to the agenda. Idaho Legislator Mark Nye was the only guest in attendance (left at 11:19 a.m.).

**1. Action and Discussion Items:**

**Agenda Item No. 1: Minutes.** The Minutes of the Regular and Executive Session of June 15, 2016 and the Special Meeting and Executive Session minutes of June 29, 2016 were reviewed. It was **MSC (L. Fisher, D. Hillam)** to approve the Minutes as presented.

**Agenda Item No. 2: Financial Report.** **J. Stroschein** will present the financial report for the month of June at the August meeting since the regular July meeting was moved. She reminded the Board that BBAD paid their note in full during the month of June. **T. Olsen** apprised the Board of an issue regarding the subcontractor, Rock Creek Fire Protection, for the work Quik and Kleen, Inc. employed at the Positron Facility. Rock Creek contacted T. Olsen regarding non-payment by Quik and Kleen. It appears Quik and Kleen received payment from ICRMP and the PDA Board and did not pay the subcontractor. The Board **MSC (R. Meyers, S. Turner)** to pay the subcontractor, Rock Creek Fire Protection, the amount owed of \$6,450 and begin proceedings against the surety bond for Quik and Kleen as repayment.

**Agenda Item No. 3: Payment Requests/Reimbursements.** **J. Stroschein** presented the invoice from Deaton & Company for its annual audit services in the amount of \$4,130. It was **MSC (B. Blad, L. Fisher)** to pay Deaton & Company \$4,130 for the PDA's annual audit fees for FY2016.

**Agenda Item No. 4: Petersen Inc. Semi-Annual Update.** Petersen, Inc. provided a power point presentation documenting their performance which was presented to the Authority by **T. Olsen**. Petersen currently has 55 positions on the payroll, 51 are over \$14.00 per hour, with an average wage of \$21.84 per hour. Petersen's update is in full compliance with the requirements of the February 2008 Economic Development Grant Agreement. As this is an update, no action is necessary.

**Upcoming Events/Information:** Idaho Legislator Mark Nye asked the Board if they had any comments or suggestions given the urban renewal nature of our meeting for him to relay or work on in the next legislative session. **B. Blad** expressed his concerns with annual attacks on the urban renewal code and the need to keep the Boards locally appointed instead of managed by the elected officials. **D. Tranmer** pointed out that the Petersen, Inc. grant was a terrific example of

economic development and urban renewal done correctly. If the PDA had not granted Petersen \$750,000, their business would have been moved to another State. Mark Nye provided his cell phone number and is more than welcome to visit with this Board in the future.

**2. Executive Session:**

**Chair Smith** called for a motion for the Board to go into an executive session to discuss a matter regarding negotiations involving matters of trade or commerce in which the PDA is in competition with other jurisdictions. **It was moved and seconded (L. Fisher, D. Hillam)** to adjourn to executive session pursuant to Idaho Code §74-206(1)(e). **The motion passed** by roll call vote (**Ayes: Blad, Brown, Carr, Fisher, Hillam, Meyers, Ottaway, Smith and Turner; Nays: None**). The Board adjourned to executive session at approximately 11:21 a.m. Activity within the North Portneuf District was discussed as well as a potential development within the County was discussed for the potential creation of a TIF District/URA. The Board reconvened to regular session by **MSC (B. Blad, T. Ottaway)** at 11:47 a.m.

**3. Action and Discussion Items:**

**Agenda Item No. 5: Review and Approval of Letter in Support of Project Foothills:** It was **MSC (T. Ottaway, R. Meyers)** to provide a letter in support of Project Foothills.

**4. Adjournment:**

There being no additional business, the meeting adjourned at 11:47 a.m.


By: Tiffany G. Olsen  
Tiffany G. Olsen, Secretary

**POCATELLO DEVELOPMENT AUTHORITY MEETING MINUTES**  
**MEETING EXECUTIVE SESSION**  
**July 12, 2016**

**Members present:** Brian Blad, Steve Brown, Chad Carr, Larry Fisher, Devin Hillam, Russell Meyers, Thomas Ottaway, Scott Smith (Chairman), and Scott Turner.

**Staff present:** Dean Tranmer and Tiffany Olsen, City Legal Dept.; Merrill Quayle, Development Engineer, Joyce Stroschein, City Finance Dept.; and John Regetz with Bannock Development Corporation (ex-officio).

The Board of Commissioners adjourned from regular session into executive session at 11:21a.m. pursuant to I.C. §74-206(1)(e) to discuss negotiations involving matters of trade or commerce in which the PDA is in competition with other jurisdictions. **It was moved and seconded (L. Fisher, D. Hillam)** to adjourn to executive session pursuant to Idaho Code §74-206(1)(e). **The motion passed** by roll call vote (**Ayes: Blad, Brown, Carr, Fisher, Hillam, Meyers, Ottaway, Smith and Turner; Nays: None**). The Board adjourned to executive session at approximately 11:21 a.m. Activity within the North Portneuf District was discussed as well as a potential development within the County was discussed for the potential creation of a TIF District/URA. The Board reconvened to regular session by **MSC (B. Blad, T. Ottaway)** at 11:47 a.m.

By:   
Tiffany G. Olsen, Secretary

# ROCK CREEK FIRE PROTECTION

PO Box 637, American Falls, ID 83211. (208) 479-2798. FPSC#116  
www.rockcreekfire.com

## PROPOSAL

DATE: 01/04/2016

TO: Idaho State University  
ATT: Ed Cash

PROJECT: Accelerator fire sprinkler repair

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### Scope of Work to Include:

- 1) Rock Creek Fire Protection will repair the damages the fire sprinkler riser assembly due to freezing damage.
- 2) Proposal includes a 24 hr. air system to trouble shoot any other possible freezing issues within the system.
- 3) Material includes backflow device, riser manifold, black steel pipe and fittings & gauges.
- 4) One year warranty on parts and labor that Rock Creek Fire Protection Installs

### ABOVEGROUND

- Wet System     - Backflow Preventer     - Wall Mounted Fire Dept. Connection     - Fire Stop or Fire Caulking     - Earthquake Bracing     - Black Steel Pipe     - C.P.V.C. Pipe     - Water Flow Test     - Aboveground Test Certificate     - Submittal of Sprinkler Plans to A.H.J.     - Plan Review Fee     - One Year Warranty on All Parts We Install from the Date Left in Service on parts and labor only that Rock Creek Fire Protection LLC. Installs.

### Scope Of Work Does Not Include:

- 1) Painting of pipe, adequate water supply or electrical wiring of any kind.
- 2) Fire extinguishers and/or cabinets, Fire Pump, or Fire Alarm System / Panel.
- 3) Insurance requirements beyond Gen Lia-1,000,000 Gen AG- 2,000,000
- 4) Bonds.
- 5) Prevailing wages or benefits.
- 6) Underground piping or adequate size.
- 7) Storage of piping or material other than on site.
- 8) Work performed anywhere other than the riser assembly

Our Total Base Bid for this project is: Six Thousand Four Hundred & Fifty Dollars: **6,450.00**

This proposal is based on current material costs, proposal price could be adjusted if material price may change if accepted after the proposal accepted date.

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We thank you for the opportunity of submitting this proposal.  
Please do not hesitate to contact Shane Broderick at (208) 479-2798 should you have any questions.

Respectfully submitted,



Shane Broderick  
Owner  
Estimator  
shane@rockcreekfire.com

Payment Terms: Monthly Net 30 Days.

**LATE FEES**

Should payment not be received as agreed upon, the Customer shall be charged a monthly 'late pay' fee of 2.5% (30.0% annually) of the total balance due. The additional fee shall begin the thirty first (31st) day following the original date of invoice and shall continue until payment in full is received. Customer shall be responsible for any and all charges, legal and arbitration fees should Customer fail to make payments as required and agreed to per the terms of this proposal.

This proposal is subject to change if not accepted within (60) days.

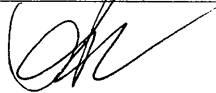
**ACCEPTANCE**

We accept the above proposal at the stated bid price. This acceptance is subject to preparation and execution of a contract agreement with complete specifications or issuance of our purchase order or our subcontract agreement.  
(Please indicate below)

Purchaser  
Company Name:

Pocatello Development Authority

Authorized Agent:



Date: 3/11/16

AGENDA ITEM

NO. 2

FINANCIAL

REPORTS

(will be supplemented at  
next month's meeting)

AGENDA ITEM

NO. 3

**Deaton & Company, Chartered**  
Certified Public Accountants  
215 North 9th, Suite A  
Pocatello, ID 83201-5278  
(208) 232-5825  
Members of Idaho Society of Certified Public Accountants  
Members of American Institute of Certified Public Accountants



ID: 06787  
POCATELLO  
DEVELOPMENT AUTHORITY

Invoice: 113813  
Date: 04/30/2016

911 N 7TH  
POCATELLO, ID 83205

For professional service rendered as follows:

Audit of financial statements	4,130.00
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Billed Time & Expenses	<u>\$4,130.00</u>
Invoice Total	<u><u>\$4,130.00</u></u>

Please return this portion with payment.

ID: 06787  
POCATELLO DEVELOPMENT  
AUTHORITY  
(208)233-3500

Invoice: 113813  
Date: 04/30/2016

Amount Enclosed: \$ \_\_\_\_\_

The amount due is payable upon receipt of the invoice. Delinquent accounts will be charged a finance fee of 1.5 percent per month. Thank you for keeping your account current.

AGENDA ITEM

NO. 4

# Pocatello Development Authority & Petersen Inc.

Status Update

*East Idaho's Partner in Growth*

June 30, 2016

# PDA Agreement

- Grant, Loan and guarantee terms contingent on Petersen Inc. performance
  - 50 full time employees
  - Period of fifteen years – Beginning 3/1/2011 thru 3/1/2026
  - Minimum wage of \$14.00/hour

*Regional  
Development Alliance, Inc.*

*East Idaho's Partner in Growth*

# Current Conditions

- Very busy so far this year. Work is becoming more steady.
- Several good bids recently won, and in the works with positive outlook
- Future bright, commitment strong
- Currently 55 heads on roll
  - 51 heads at/over \$14.00 per hour
  - Average wage of \$21.84 per hour

# Current Conditions



# Pocatello Development Authority

City of Pocatello  
911 North 7th Avenue  
Pocatello, Idaho 83205

*An urban renewal agency for the City of Pocatello, Idaho*

July 12, 2016

To Whom It May Concern:

The Pocatello Development Authority (PDA) is aware of and understands the full scope of the proposed Northgate Development in northeast Bannock County. The PDA welcomes the prospect of this large-scale economic development opportunity, which is a crucial building block for our community and will increase prosperity to Pocatello and the surrounding region.

To help secure this high quality growth and development prospect, the PDA would support the concept of establishing an Urban Renewal Area (URA), per Idaho Code §50-2903(8)(c). This section of State Code indicates that URA designation is appropriate in the specific context of Northgate Development:

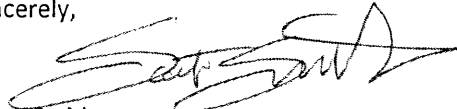
“Any area which is predominately open and which because of obsolete platting, diversity of ownership, deterioration of structures or improvements, or otherwise, results in economic underdevelopment of the area or substantially impairs or arrests the sound growth of a municipality.”

The provisions of Section 50-2008(d), Idaho Code, shall apply to open areas.

In coordination with an annexation action by the City of Pocatello and with a Transfer of Powers Ordinance enacted by the Bannock County Commissioners, the PDA can establish a URA encompassing the freeway interchange and Northgate Development areas. The PDA may then establish, by agreement with the developer and the State, that new tax increment from future development within the URA boundary is used to reimburse the State for freeway interchange expenses, up to the limits identified by the parties collectively. The PDA can also establish that repayment of the obligation to the State for Interchange construction would be accomplished first, before any other reimbursements are made to other parties; so long as the PDA receives tax increment based upon the enhanced property tax monies being received due to the land valuations and improvements thereon.

We intend to work with all parties involved in this project in good faith to comply with all applicable laws and regulations to provide the needed tools to achieve the successful completion of this project. This effort should tend to support very desirable, high quality growth and economic prosperity for this community.

Sincerely,



Scott Smith  
Chairman



OFFICE OF THE MAYOR  
911 North 7th Avenue  
P.O. Box 4169  
Pocatello, Idaho 83205

Office: (208) 234-6163  
Fax: (208) 234-6297  
www.pocatello.us

BRIAN C. BLAD  
*Mayor*

Pocatello City Council:

ROGER BRAY  
STEVE BROWN  
CRAIG COOPER  
W. JAMES JOHNSTON  
GARY MOORE  
MICHAEL L. ORR

July 14, 2016

To Whom It May Concern:

The City of Pocatello (Pocatello) is aware of the proposed master-planned community to be developed in Bannock County, Idaho on approximately four thousand (4,000) acres of land to be known as "Northgate" and hereby write in support of the development.

The City Council members have been presented information from the developers regarding proposed uses, densities, and project features, as well as the need for the creation of a tax increment financing district ("District")/urban renewal area ("URA") to pledge reimbursements for roadway/interchange construction and other infrastructure improvements made to the property in relation to this development. The City Council fully intends to work in partnership with the Pocatello Development Authority and the Bannock County Commissioners for the potential creation of said District/URA since the proposed property will be a blend of City and County land.

We further understand that water and sewer service will be needed for the proposed development. We believe that Pocatello has sufficient water rights and sewer treatment capacity to satisfy the service needs of the proposed development. We intend to work with the developers, in good faith, to reach agreements regarding water service, sewer service, and potential future annexation agreements in relation to this project.

Sincerely,

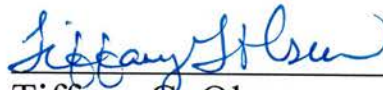
A handwritten signature in black ink, appearing to read "B. Blad", written over a faint, larger version of the signature.

Brian C. Blad  
Mayor

**NOTICE OF RESCHEDULED MEETING  
POCATELLO DEVELOPMENT AUTHORITY  
July 12, 2016**

The regular monthly meeting of the Pocatello Development Authority scheduled for Wednesday, July 20, 2016 at 11:00 o'clock a.m. in the Paradise Conference Room at City Hall has been cancelled and is rescheduled for **Tuesday, July 12, 2016 at 11:00 o'clock a.m.**, in the Paradise Conference Room at City Hall, 911 North 7<sup>th</sup>, Pocatello, Idaho.

DATED this 20<sup>th</sup> day of June, 2016.



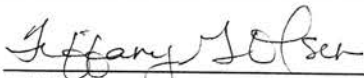
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Tiffany G. Olsen  
Secretary

**NOTICE OF POSSIBLE QUORUM**  
**POCATELLO DEVELOPMENT AUTHORITY**  
July 7, 2016

Notice is hereby given that there is a possibility a quorum of the Board of Commissioners of the Pocatello Development Authority could be present at 12:00 p.m. on Thursday, July 7, 2016, which could constitute a formal meeting of the Board. The purpose of the possible quorum is for the Board Commissioners to attend a City Council Executive Session meeting. The meeting will be held in the Paradise Conference Room at City Hall, 911 North 7<sup>th</sup>, Pocatello, Idaho.

Dated this 5<sup>th</sup> day of July, 2016.

  
\_\_\_\_\_  
Tiffany G. Olsen, Secretary

*CAK, Turner  
Regetz*

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three (3) days' advance notice by contacting Dave Hunt at [dhunt@pocatello.us](mailto:dhunt@pocatello.us); 208.234.6248 or 5815 South 5<sup>th</sup> Avenue, Pocatello, ID.