

# Pocatello Development Authority

Board of Commissioners Meeting  
October 18, 2017 – 11:00 a.m.  
Paradise Conference Room

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

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

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 Meeting Minutes of September 20, 2017 and minutes of Special Meeting of September 29, 2017.

### **Agenda Item No. 2: Financial Report**

Motion to approve and/or amend September 2017 Income and Expenses

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

- a. Redevelopment Association of Idaho in the amount of \$1,450 (\$850 dues, \$600 legislative contribution)
- b. Elam & Burke in the amount of \$2,420 (September services on proposed URA/TIF plan)

### **Agenda Item No. 4: Election of Officers**

Election of Chairman and Vice-Chairman for the coming year.

### **Agenda Item No. 5: Bid Award - Property Clean Up Services**

Motion to award contract to J&J Construction in the amount of \$10,764.00, and authorize the Chairman to sign necessary contract documents.

### **Agenda Item No. 6: Northgate URA Eligibility Report**

Motion to approve cost of consultant for eligibility report.

### **Agenda Item No. 7: Projects Updates**

## **Executive Session:**

### **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."*

## **Upcoming Events/Information:**

Report to Pocatello City Council

**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**  
**October 18, 2017**

**Chairman Smith** called the meeting to order at 11:09 a.m.

**Members present:** Mayor Brian Blad (arrived at 11:10), Councilman Steve Brown, Chad Carr, Larry Fisher, Scott Smith (Chairman) and Scott Turner.

**Members absent/excused:** Evan Frasure, Russ Meyers, Thomas Ottaway.

**Staff present:** Melanie Gygli, Interim Executive Director; Jared Johnson, City Attorney; Kirk Bybee, Chief Civil Deputy Attorney; Merrill Quayle, Development Engineer; Joyce Stroschein, Treasurer; Tiffany Olsen, Bannock County (ex officio); and John Regetz, Bannock Development Corporation (ex-officio).

**Introductions, Conflicts, and Agenda:** There were no conflicts disclosed. Chair **S. Smith** welcomed those present.

No adjustments were made to the agenda.

**1. Action and Discussion Items:**

**Agenda Item No. 1: Minutes.** The minutes of the regularly scheduled meeting and executive session of July 19, 2017 and special meeting of September 29, 2017 were reviewed. It was then **MSC (C. Carr, S. Turner)** to approve the minutes as prepared.

**Agenda Item No. 2: Financial Report.** **J. Stroschein** presented the financial reports for the month of September. At month end, the Authority had cash on hand of \$7,095,053.47. The checking account balance was \$3,577,131.57, the savings account was \$746,605.86, and cash held by Zions Trust amounted to \$2,771,316.04. The Authority recognized financial activity during the month of September, as follows: revenue was negative \$21,755.25 of which \$1,187.14 was interest earnings on cash invested, \$750.00 was rental income from the Positron facility, and \$23,692.39 was reimbursement to the City of Pocatello to account for excess funds allocated to the PDA by the County. Expenses for September were \$201.38 for the regular and special meeting lunches and \$472.99 in publication costs related to the FY2018 budget.

J. Stroschein explained the overpayment by the County to the PDA, stating that for three years, the increment was inappropriately applied to the City's bonded debt (for the Animal Shelter), resulting in the need to reimburse the City. It was then **MSC (S. Turner, S. Brown)** to approve the September 2017 financial reports as presented.

**Agenda Item No. 3: Payment Requests/Reimbursements.** **J. Stroschein** presented a request for payment to Redevelopment Association of Idaho for \$1,450.00 (\$850 dues and \$600 legislative contribution). There was no legislative contribution last year, as the RAI had sufficient funding from previous years for legislative activities. **B. Blad** noted the address and names on the invoice need to be updated.

J. Stroschein presented a request for payment for \$2,420 from Elam & Burke for work done in September on the proposed Northgate TIF. **K. Bybee** stated the charges looked reasonable. It was **MSC (B. Blad, S. Turner)** to approve payment of these invoices.

**Agenda Item No. 4: Election of Officers.** Per the Board's bylaws, elections for the Chair, Vice Chair, Treasurer, and Secretary positions are to be held in October. **S. Smith** and **C. Carr** expressed their willingness to continue as Chairman and Vice Chairman, respectively. It was then **MSC (S. Brown, B. Blad)** to continue with the same slate of officers for Chairman, Vice Chairman, and Treasurer. To replace T. Olsen, it was **MSC (B. Blad, S. Turner)** that Melanie Gygli should assume the duties of Secretary.

**Agenda Item No. 5: Bid Award – Property Clean Up Services.** **M. Quayle** reviewed the bid process, explaining the low bidder is J&J Construction. In response to questions, he stated that this contractor is a one-man business, which is why his bids are frequently lower than project estimates. The City has had positive experiences with this contractor working on CDBG-funded projects. **J. Stroschein** stated the cost of the cleanup will be paid by the North Portneuf TIF funds. Following brief discussion, it was **MSC (B. Blad, C. Carr)** to award the bid to J&J Construction and authorize the Chairman to sign necessary contract documents.

**Agenda Item No. 6: Northgate URA Eligibility Report.** **M. Gygli** reported Elam & Burke are ready to move ahead with retaining a consultant to complete the needed eligibility analysis. This document will document the need for the new district and how it meets eligibility requirements. Elam & Burke have received an estimate \$10,000 from Kushlan Associates for completion of the report; in their experience with Kushlan, the estimate may be high. Following brief discussion, it was **MSC (S. Turner, B. Blad)** to approve hiring Kushlan and Associates at an estimated cost of \$10,000.

**Agenda Item No. 7: Project Update.**

--**Northgate:** Both the Interchange and Local Road contracts have been signed and funds deposited with ITD and an application for annexation of the first phase has been received. The City Council will be considering contracts with consultants on the sewer and water facility plans. Engineering and design of the local road is underway and the developers have created an escrow of \$3.4 million. Payments from the escrow will require City approval before release of funds.

--**Bannock Development Symposium:** **J. Regetz** reminded of Bannock Development Corporation's Economic Development Symposium on 10/26/17. Members of this Board who are interested in attending can make arrangements with J. Stroschein for reservations and payment.

--**City Council Executive Session:** **B. Blad** invited the Board to attend an executive session of the Pocatello City Council on 10/24/17 to discuss infrastructure funding on potential developments.

**2. Executive Session:**

**Chair S. Smith** called for a motion for the Board to go into an executive session to discuss matters regarding negotiations involving matters of trade or commerce in which the PDA is in competition with other jurisdictions. . It was **moved and seconded (B. Blad, S. Turner)** to

adjourn to the executive session pursuant to Idaho Code §74-206(1)(e). **The motion passed by roll call vote (Ayes: Blad, Brown, Carr, Fisher, Smith, Turner. Nays: None).**

Upon **MSC (S. Turner, S. Brown)** the Board reconvened to regular session at approximately 11:55 a.m.

**3. Adjournment:**

There being no further business, the meeting adjourned at 11:55 a.m.

By:   
Melanie Gygli, Interim Executive Director/Secretary

**POCATELLO DEVELOPMENT AUTHORITY MEETING MINUTES**  
**EXECUTIVE SESSION**  
**October 18, 2017**

**Members present:** Brian Blad, Steve Brown, Chad Carr, Larry Fisher, Scott Smith, and Scott Turner.

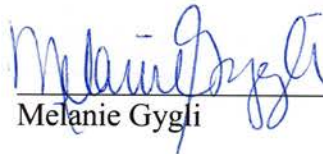
**Members absent/excused:** Evan Frasure, Russ Meyers, and Thomas Ottaway.

**Staff present:** Jared Johnson, City Attorney; Kirk Bybee, Chief Civil Deputy Attorney; Merrill Quayle, Development Engineer; Joyce Stroschein, Treasurer; Melanie Gygli, Interim Executive Director; Tiffany Olsen, Bannock County (ex-officio); and John Regetz, Bannock Development Corporation (ex-officio).

The Board of Commissioners adjourned from regular session into executive session at approximately 11:45 a.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 (B. Blad, S. Turner)** to adjourn to the executive session pursuant to Idaho Code §74-206(1)(e). **The motion passed by roll call vote (Ayes: Blad, Brown, Carr, Fisher, Smith, Turner. Nays: None).**

Upon **MSC (S. Turner, S. Brown)** the Board reconvened to regular session at approximately 11:55 a.m.

Submitted by:

  
\_\_\_\_\_  
Melanie Gygli

## Gygli, Melanie

---

**From:** Ryan Armbruster <rpa@elamburke.com>  
**Sent:** Thursday, October 12, 2017 10:41 AM  
**To:** Gygli, Melanie  
**Cc:** Meghan Conrad  
**Subject:** Agenda item

SECURITY WARNING - This email was sent from outside of the City of Pocatello's email system. DO NOT OPEN links or attachments from unknown senders.

Melanie,  
Meghan is out of the office, attending a conference in Providence, Rhode Island. She returns on Sunday.

For an agenda items, maybe something like: "Approve retention of Phil Kushlan, Kushlan Associates, as a subconsultant to special counsel, Elam and Burke to review and assess the eligibility of a geographic area for a new urban renewal project".

The estimate Phil Kushlan has provided us for the effort is \$10,000. An estimate at this point is somewhat difficult given the nature of the proposed project, the properties involved, areas outside the city limits, etc. Our experience has been Phil's estimates always tend to be on the high side, as he typically completes the work product well under the estimate. The estimate includes at least one trip to the site along with meetings with the appropriate individuals and entities. We may be able to coordinate that trip with another project in eastern Idaho which could provide some cost savings. We can verbally report on this during the meeting, unless you need a more formal statement.

Give me a call or email me with any questions.

Ryan



### **Ryan P. Armbruster**

Elam & Burke, P.A.  
251 E. Front St., Ste. 300  
P.O. Box 1539  
Boise, ID 83701  
(208) 343-5454  
(208) 384-5844 (fax)  
[rpa@elamburke.com](mailto:rpa@elamburke.com)  
<http://elamburke.com>

Confidentiality Notice: This e-mail message may contain confidential and privileged information exempt from disclosure under applicable law. If you have received this message by mistake, please notify us immediately by replying to this message or telephoning us, and do not review, disclose, copy, or distribute it. Thank you.

**AGENDA ITEM**

**NO. 2**

**(monthly financial  
reports – to be  
supplemented later)**

Pocatello Development Authority  
Balance Sheet by Class  
As of September 30, 2017

	1-General Fund	3-North Yellowstone	4-Naval Ordnance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
Checking Wells Fargo	2,330,541.47	83,438.53	643,720.06	128,963.41	390,468.10	3,577,131.57
Savings Wells Fargo	746,589.66	36.20	0.00	0.00	0.00	746,605.86
Zions 2012 Bnd Fnd 7110526D	0.00	71.82	0.00	0.00	0.00	71.82
Zions Bnd Reserve Fnd 7110526B	0.00	677,840.61	0.00	0.00	0.00	677,840.61
Zions Rev Alloc Fnd 7110526	0.00	2,093,403.61	0.00	0.00	0.00	2,093,403.61
<b>Total Checking/Savings</b>	<b>3,077,111.13</b>	<b>2,854,790.77</b>	<b>643,720.06</b>	<b>128,963.41</b>	<b>390,468.10</b>	<b>7,095,053.47</b>
<b>Other Current Assets</b>						
Accrued Interest Income	16,786.74	168.24	0.00	0.00	0.00	16,954.98
Property Tax Receivable	0.00	31,587.23	0.00	73,911.63	0.00	105,498.86
<b>Total Other Current Assets</b>	<b>16,786.74</b>	<b>31,755.47</b>	<b>0.00</b>	<b>73,911.63</b>	<b>0.00</b>	<b>122,453.84</b>
<b>Total Current Assets</b>	<b>3,093,897.87</b>	<b>2,886,546.24</b>	<b>643,720.06</b>	<b>202,875.04</b>	<b>390,468.10</b>	<b>7,217,507.31</b>
<b>Other Assets</b>						
Inventory - Leasehold	424,779.00	0.00	0.00	0.00	0.00	424,779.00
Note Receivable	50,000.00	0.00	0.00	0.00	0.00	50,000.00
<b>Total Other Assets</b>	<b>474,779.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>474,779.00</b>
<b>TOTAL ASSETS</b>	<b>3,568,676.87</b>	<b>2,886,546.24</b>	<b>643,720.06</b>	<b>202,875.04</b>	<b>390,468.10</b>	<b>7,692,286.31</b>
<b>LIABILITIES &amp; FUND BALANCE</b>						
<b>Liabilities</b>						
<b>Long Term Liabilities</b>						
Deferred Interest Receivable	16,786.74	0.00	0.00	0.00	0.00	16,786.74
Deferred Notes Receivable Rev	50,000.00	0.00	0.00	0.00	0.00	50,000.00
Deferred Tax Revenues	0.00	0.00	0.00	73,911.63	0.00	73,911.63
<b>Total Long Term Liabilities</b>	<b>66,786.74</b>	<b>0.00</b>	<b>0.00</b>	<b>73,911.63</b>	<b>0.00</b>	<b>140,698.37</b>
<b>Total Liabilities</b>	<b>66,786.74</b>	<b>0.00</b>	<b>0.00</b>	<b>73,911.63</b>	<b>0.00</b>	<b>140,698.37</b>
<b>Fund Balance</b>						
Fund Balance	3,438,647.62	2,427,770.09	420,396.34	114,751.73	329,416.13	6,730,981.91
Net Income	63,242.51	458,776.15	223,323.72	14,211.68	61,051.97	820,606.03
<b>Total Fund Balance</b>	<b>3,501,890.13</b>	<b>2,886,546.24</b>	<b>643,720.06</b>	<b>128,963.41</b>	<b>390,468.10</b>	<b>7,551,587.94</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>3,568,676.87</b>	<b>2,886,546.24</b>	<b>643,720.06</b>	<b>202,875.04</b>	<b>390,468.10</b>	<b>7,692,286.31</b>

Pocatello Development Authority  
Profit & Loss by Class  
September 2017

	1-General Fund	3-North Yellowstone	4-Naval Ordnance	6-North Portneuf	TOTAL
Ordinary Income/Expense					
Income					
Interest Income	18.41	1,168.73	0.00	0.00	1,187.14
Property Taxes	0.00	-18,691.58	-3,258.57	-1,742.24	-23,692.39
Rental Income	750.00	0.00	0.00	0.00	750.00
<b>Total Income</b>	<b>768.41</b>	<b>-17,522.85</b>	<b>-3,258.57</b>	<b>-1,742.24</b>	<b>-21,755.25</b>
Gross Profit	768.41	-17,522.85	-3,258.57	-1,742.24	-21,755.25
Expense					
Administrative	674.37	0.00	0.00	0.00	674.37
<b>Total Expense</b>	<b>674.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>674.37</b>
Net Ordinary Income	94.04	-17,522.85	-3,258.57	-1,742.24	-22,429.62
<b>Net Income</b>	<b>94.04</b>	<b>-17,522.85</b>	<b>-3,258.57</b>	<b>-1,742.24</b>	<b>-22,429.62</b>

Reminder: Bannock County made an error in the Tax Increment Allocation related to bonded debt for the Animal Shelter. We were notified and given the tax districts allocation amounts to refund to the City of Pocatello.

At month end the Authority had cash on hand of \$7,095,053.47. The checking account balance was \$3,577,131.57, the savings account was \$746,605.86, and cash being held by Zions Trust amounted to \$2,771,316.04.

Pocatello Development Authority recognized unusual financial activity during the month of September. The Authority received revenues totaling \$1,937.14 of which \$1,187.14 was interest earnings on cash invested. Rental income from the Positron Facility was received in the amount of \$750.00. The Authority also reported a negative property tax remittance totaling \$(23,692.39). This transaction reported the fact that the County had remitted too much money to the PDA as a result of the tax increment allocation error. Bonded debt is excluded from the tax increment allocation calculation. These monies are required to remain with the original taxing district which happened to be the City of Pocatello for the Animal Shelter Bond.

Expenses paid for the month totaled \$674.37. The administrative expenses were \$201.38 for the lunch meeting and the special meeting on September 29th. The remaining expense of \$472.99 was for the publication notice for the public hearing and the publication notice for the adopted budget.

Year to date revenues of \$1,982,257.90(see page 3) are more than expenses of \$1,161,651.87 so overall net income is \$820,606.03.

Pocatello Development Authority  
Profit & Loss by Class  
October 2016 through September 2017

	1-General Fund	3-North Yellowstone	4-Naval Ordnance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Interest Income	223.94	12,818.15	2,128.93	1,745.56	17.45	16,934.03
Miscellaneous Income	6,450.00	0.00	0.00	0.00	0.00	6,450.00
Personal Property tax replace	0.00	46,006.70	12,086.42	809.82	2,525.70	61,428.64
Property Taxes	0.00	1,335,115.89	232,731.41	23,633.47	111,008.82	1,702,489.59
Rental Income	9,000.00	0.00	0.00	20,000.00	0.00	29,000.00
Transfers in	165,955.64	0.00	0.00	0.00	0.00	165,955.64
<b>Total Income</b>	<b>181,629.58</b>	<b>1,393,940.74</b>	<b>246,946.76</b>	<b>46,188.85</b>	<b>113,551.97</b>	<b>1,982,257.90</b>
<b>Gross Profit</b>	<b>181,629.58</b>	<b>1,393,940.74</b>	<b>246,946.76</b>	<b>46,188.85</b>	<b>113,551.97</b>	<b>1,982,257.90</b>
<b>Expense</b>						
Administrative	2,451.57	0.00	0.00	0.00	0.00	2,451.57
<b>Debt Service</b>						
Interest	0.00	132,354.00	0.00	0.00	0.00	132,354.00
Principal	0.00	547,000.00	0.00	17,740.20	0.00	564,740.20
<b>Total Debt Service</b>	<b>0.00</b>	<b>679,354.00</b>	<b>0.00</b>	<b>17,740.20</b>	<b>0.00</b>	<b>697,094.20</b>
Dues and Memberships	850.00	0.00	0.00	0.00	0.00	850.00
Economic Grants Issued	75,000.00	122,014.96	0.00	0.00	52,500.00	249,514.96
Economic Loans	26,000.00	0.00	0.00	0.00	0.00	26,000.00
<b>Professional Services</b>						
Other Professional Services	14,085.50	3,000.00	0.00	2,700.00	0.00	19,785.50
<b>Total Professional Services</b>	<b>14,085.50</b>	<b>3,000.00</b>	<b>0.00</b>	<b>2,700.00</b>	<b>0.00</b>	<b>19,785.50</b>
Transfers out	0.00	130,795.63	23,623.04	11,536.97	0.00	165,955.64
<b>Total Expense</b>	<b>118,387.07</b>	<b>935,164.59</b>	<b>23,623.04</b>	<b>31,977.17</b>	<b>52,500.00</b>	<b>1,161,651.87</b>
<b>Net Ordinary Income</b>	<b>63,242.51</b>	<b>458,776.15</b>	<b>223,323.72</b>	<b>14,211.68</b>	<b>61,051.97</b>	<b>820,606.03</b>
<b>Net Income</b>	<b>63,242.51</b>	<b>458,776.15</b>	<b>223,323.72</b>	<b>14,211.68</b>	<b>61,051.97</b>	<b>820,606.03</b>

**AGENDA ITEM  
NO. 3**

Redevelopment Association of Idaho. Inc.  
 776 E Riverside Drive, Suite 240  
 Eagle, Idaho 83616

**Invoice**

Date	Invoice #
10/1/2017	M16017

<b>Bill To</b>
Pocatello Development Association Attn: Lonnie Crowell 911 N. 7th Ave Pocatello, ID 83201

Item	Qty	Description	Rate	Amount
	1	<b>Membership Dues - fiscal year 2018</b>  <i>Membership dues are the lesser of:</i> 1) \$850 or 2) 1% of the Agency's budgeted revenue, including both revenue allocation and proprietary revenues  <i>If the Agency's calculated dues are less than \$850, please remit the lesser amount and include the calculation of the remittance amount.</i>		\$ 850.00
	1	<b>Legislative Contribution - FY 2018</b>		\$ 600.00
<b>Total Due</b>				<b>\$ 1,450.00</b>

**ELAM & BURKE**

ATTORNEYS AT LAW

251 East Front Street, Suite 300  
Post Office Box 1539  
Boise, Idaho 83701  
Telephone 208 343-5454  
Fax 208 384-5844

Tax Id No. 82-0451327

Pocatello Development Authority  
Attn: Melanie Gygli  
City of Pocatello  
P.O. Box 4169  
Pocatello, ID 83205

September 30, 2017

Invoice # 170186

Billing Atty - RPA

FOR PROFESSIONAL SERVICES RENDERED

From September 7, 2017 Through September 30, 2017

RE: Northgate Plan

CLIENT/MATTER: 09212-00001

	HOURS		AMOUNT
9/07/17	MSC 1.50	Review correspondence from Melanie Gygli in preparation for conference call to discuss project. Attend and participate in the conference call. Review additional email correspondence from Ms. Gygli re proposed map boundaries. Draft response re same and include sample eligibility report used in Idaho Falls, ag consent form and sample IGA.	300.00
9/07/17	RPA 1.00	Prepare for and attend work session conference call with City of Pocatello and Pocatello Development Agency concerning new project area. Review questions and provide response. Outline next steps.	200.00
9/08/17	RPA .20	Review materials and consider next steps.	40.00
9/12/17	MSC .60	Begin to work on the new plan adoption timeline.	120.00
9/13/17	MSC 1.50	Continue to work on drafting the proposed plan approval timeline for a multi-jurisdictional plan area including ag operations.	300.00
9/14/17	MSC .70	Review email communications from PDA representatives re use of funds to reimburse the interchange. Work on drafting a response re same.	140.00
9/15/17	RPA .20	Review emails on the authority of spending TIF funds on the project from other sources. Consider options.	40.00
9/16/17	MSC .10	Continued work on the draft timeline.	20.00
9/17/17	MSC 2.50	Continue to work on drafting and revising the	500.00

PAGE 1

**ELAM & BURKE**

ATTORNEYS AT LAW

251 East Front Street, Suite 300  
Post Office Box 1539  
Boise, Idaho 83701  
Telephone 208 343-5454  
Fax 208 384-5844

Tax Id No. 82-0451327

RE: Northgate Plan

CLIENT/MATTER: 09212-00001

September 30, 2017

Invoice # 170186

draft proposed timeline to address plan approval of a multi-jurisdictional plan that must include consideration of the Bannock County BOCC, Chubbuck City Council, PDA, Pocatello City Council and the CDA. Draft email correspondence to group re same.

9/18/17	MSC	2.00	Review correspondence from Melanie Gygli responding to request for additional information. Review attached budgeting. Identify concerns with the proposed use of the "general fund" as unrestricted funds. Review additional communications related to mapping and proposed timeline. Work on revising the timeline based on confirmation from Melanie Gygli that no parcels within the jurisdiction of the City of Chubbuck are included in the proposed RAA.	400.00
9/18/17	RPA	.20	Review emails on timeline for approval and funding of the project from other resources.	40.00
9/19/17	MSC	1.20	Telephone conference with Joyce Stroschein re RAA boundaries, use of RAA funds outside of the district, use of general fund dollars and ability to reimburse for funds pledged to the district. Follow up internally re same. Follow up on the availability of proposed consultant re eligibility report and financial feasibility study.	240.00
9/19/17	RPA	.40	Review emails on funding, project area, role of the City of Chubbuck and other pending issues. Discuss with consultant possible assignment and details of the project.	80.00
PROFESSIONAL FEES				2,420.00

**ELAM & BURKE**

ATTORNEYS AT LAW

251 East Front Street, Suite 300  
Post Office Box 1539  
Boise, Idaho 83701  
Telephone 208 343-5454  
Fax 208 384-5844

Tax Id No. 82-0451327

RE: Northgate Plan

CLIENT/MATTER: 09212-00001

September 30, 2017

Invoice # 170186

Timekeeper	Staff	Rate	Hours	Amount	Non-Chargeable	
					Hours	Amount
Armbruster, Ryan P.	Shareholder	200.00	2.00	400.00	.00	.00
Conrad, Meghan S.	Shareholder	200.00	10.10	2,020.00	.00	.00
			12.10	2,420.00	.00	.00

INVOICE TOTAL

2,420.00

**AGENDA ITEM**

**NO. 5**

**City of Pocatello**

Neighborhood and Community Services Division

**Project Name:** Commercial Site Clean-up



14371 U.S. Highway 30  
Pocatello, Idaho

**Bids Received**

Contractor	Bid Date	Bid Amount	Start Date	Time of Completion	Comments	Reviewed By	Notice of Award
Sierra Works, LLC	10-Oct	\$19,976.00	1-Nov	21 days		AL	
J&J Construction	9-Oct	\$10,764.00	1-Nov	7 days	Low Bid	AL	
C.P. Integrity Construction	2-Oct	\$20,621.06	10-Oct	10 days		AL	

**Contractor Payment Request**

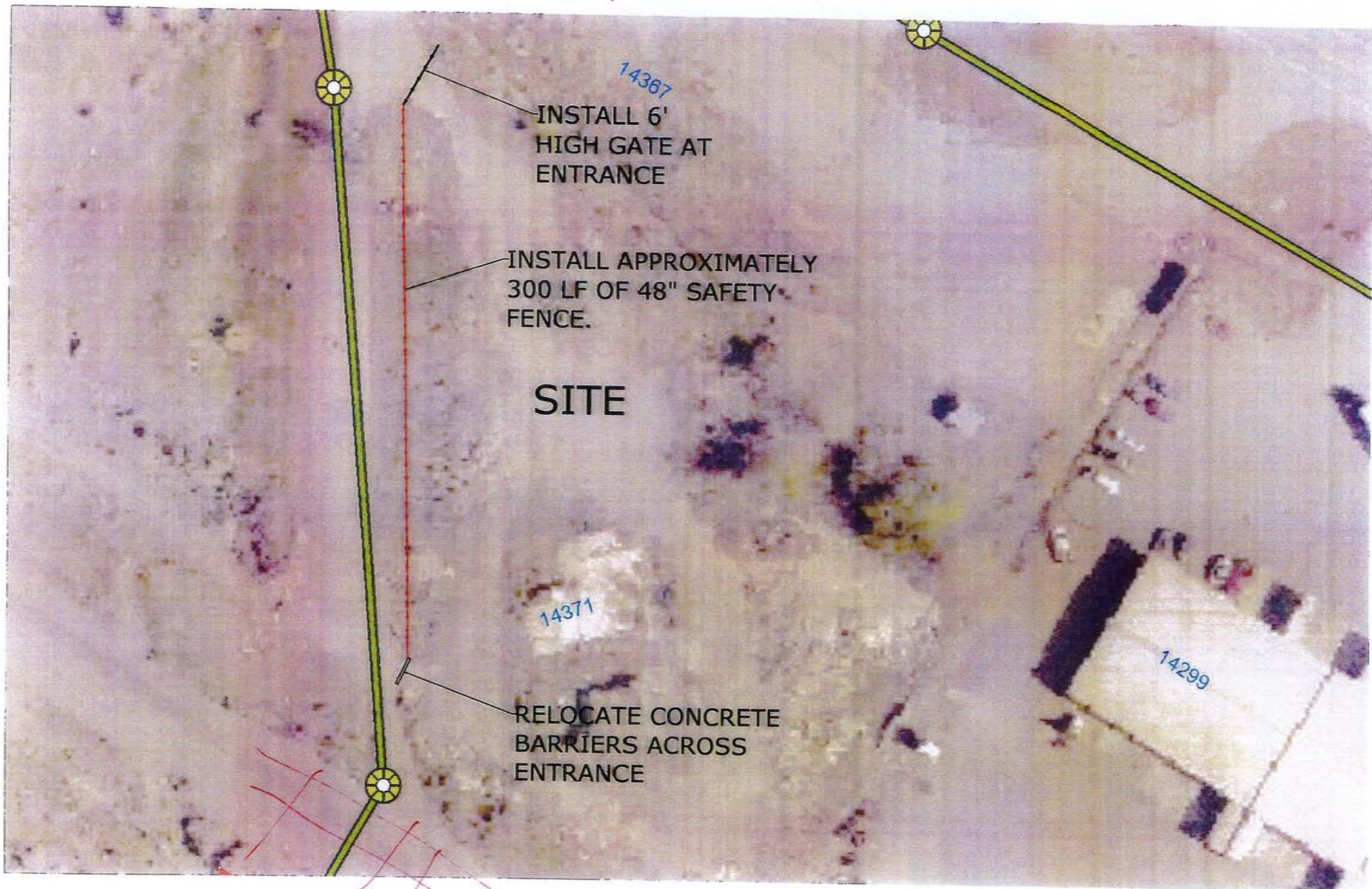
<b>Contract Date:</b>	
Original Contract	\$10,764.00
Total Approved Change Orders	
A:	\$0.00
B:	\$0.00
Revised Contract Amount	\$10,764.00
Previous Payments to Date	
Materials Date:	\$0.00
Progress Date:	\$0.00
Final Date:	\$0.00
Currently Available Funding	\$10,764.00

<b>Contractor Information</b>	
Name:	J&J Construction
Contact:	Jerry Stuart
Address:	420 Wilson Ave., Blackfoot, ID 83221
Phone #	208-680-3499
Licenses:	City: 1211
	State: RCE-45050
	PW: PWC-C-17071-D-4
Debar List	 
	8/18/2017

**Site Inspection**

Type	Date	Notes
Site Visual Assessment		
Notice to Proceed		
Start of Job		
Progress Inspection		
Final Inspection		

HWY 30



RR

Scale:NTS