

**ABBREVIATED MINUTES**  
**POCATELLO DEVELOPMENT AUTHORITY**  
Meeting June 18, 2003

Members present: Steve Brown, Ray Burstedt, Terry Brower, Jim Guthrie, Darsi Johnson, H. Neuhardt, John Ricks,

**Staff present: D. Tranmer, City Attorney; C. DeWall, Bannock Development**

**1. Preliminary matters.** The meeting was called to order at 11:05 by Chairman Neuhardt. There were no conflicts noted. **It was MSC (Ricks, Brown)** to add one item to the Agenda: Payment request for Roosevelt District.

**2. Minutes and financial matters.** **It was MSC (Ricks, Brower)** to approve the minutes of the special meeting of April 9, 2003. **It was MSC (Brower, Brown)** to approve the minutes of the regular meeting of April 16, 2003. Consideration of the financial report was deferred to later in the meeting in order to review the audit as the next item of business.

At this point, J. Guthrie arrived.

**3. Audit.** Charlie Clark of Deaton and Company distributed copies of audited financial statements for the 2002 fiscal year which ended December 31, 2002. The report was prepared in accordance with standards for governmental agencies. The PDA's assets (basically taxes receivable) have decreased as is to be expected due to on-going payments for work on various projects, but projected collections are increasing. The report includes statements of activities, fund balance sheets, statement of revenues and expenditures, notes, and other supplementary information. The ending fund balance is \$7,348,669.00, all but \$28,000 of which is restricted for debt retirement. After review of the report, **it was MSC (Ricks, Brown)** to approve the 2002 audit report as presented.

**4. St. Vincent's proposal.** Dennis Neihans and Rilla James were present to provide copies of the appraisal which sets a value of \$120,000.00 on the property. Members noted that the Board had previously indicated a willingness to negotiate purchase and lease-back, but had set a maximum of \$115,000.00 or appraisal, whichever was less. The current loan pay-off amount is approximately \$90,000.00. Further discussion ensued: the offered \$500 per month rent is less than the projected income-based appraisal amount set out in the appraiser's report; the asking price exceeds the loan payoff by more than 25%; the purpose of acquisition; and the property's key location in an area under consideration for urban renewal projects. It was pointed out that the Board's reluctance was more a matter of not being comfortable with the terms of the sale and lease, so that further negotiations might be necessary (lower price, higher lease, repairs, etc.). None of the Board members volunteered to conduct negotiations. At this point, **it was moved (Burstedt, no second)** to approve the purchase and lease arrangements. The motion died for lack of a second. **It was MSC (Ricks, Brown)** to table the matter until the July meeting. Chairman Neuhardt requested that Board members consider alternate proposals which they might view with more favor and discuss them at the July meeting.

**5. Old Town/Downtown Project clarification.** The minutes/notes prepared from the Board's May 30th special meeting and given to the PDA secretary needed clarification regarding details of the approval of expenditures for engineering services and the level of the PDA's involvement

in the project and its oversight. The Board reviewed its discussions and determined that specific motions should be made at this meeting for clarification:

1. **It was MSC (Ricks, Brower)** to authorize a maximum of \$68,451 for architectural/engineering services for the portion of the project which has been approved (Option C, 2003, projected expenses \$622,000, maximum of \$650,000).

2. Clarification of PDA's role: R. Burstedt suggested that PDA rather than the City manage the projects. D. Johnson and S. Brown noted that members present at the May 30th meeting specifically wanted the PDA to be involved as the "owner" or contracting party for firms doing work on the project, with the City providing the same services of its engineering staff as are normally provided whenever sidewalk or right-of-way improvements are installed. After further discussion, in order to avoid the appearance of "handing over" of the project to the City, **it was MSC (Brown, Burstedt)** to have PDA maintain control of the project through the approval of funding, projects, contracts, and the like, similar to the procedures being followed for the Roosevelt project, with City involvement being only that ordinarily provided for right-of-way improvements.

3. **It was MSC (Burstedt, Brower)** to authorize entering into a contract with Myers/Anderson for an amount not to exceed \$68,451.00 for architectural and engineering services (engineering to be provided via JUB Engineering for Phase I only).

4. **It was MSC (Burstedt, Ricks)** to require the review of the contract and any revision as deemed necessary by Attorney D. Tranmer prior to signing by the Chair.

At this point, the Chair recognized Michelle Pak of the Planning and Development services department who introduced Latecia O'Neill of the Historic Preservation Commission. Ms. O'Neill presented a certificate of appreciation mounted on a plaque to the PDA and the City, expressing appreciation on behalf of the Commission for their efforts towards beautification and improvement of public spaces in the historic district.

**6. Old Town/Downtown Project update.** Jim Jenkins distributed copies of new plans dated June, 2003, showing alterations to the Option approved by the PDA. Brick pavers will be used for the corner improvements at Main and Arthur and Center intersections; projected expenses were increased to \$650,000.00, and other minor alterations were made to the previously-approved Option C Phase I 2003 project. Construction should begin by September.

**5. South Cliffs project.** Requisition E -27 for \$13,946.00 was presented. **It was MSC (Ricks, Brower)** to approve payment. Requisition E-26 was presented for ratification of May's scheduled payment of \$3785.65. **It was MSC (Darsi/Brown)** to approve payment. Bill Isley and Brad Frasure were present to update the PDA on progress, noting that the installation of the brook and its related improvements is underway.

**6. Roosevelt District.** **It was MSC (Burstedt, Ricks)** to ratify the previously-scheduled May payment to RMES of invoice #98424 in the amount of \$2,681.48. **It was MSC (Burstedt, Brower)** to approve payment of Invoice #98442. Contract payments were then presented for approval. **It was MSC (Burstedt, Ricks)** to approve payment of Requisition #1 from Kiggins for \$61,375.90 for Phase I improvements. **It was MSC (Burstedt, Brower)** to approve payment of \$63,571.35 to Holm Construction for Phase II improvements.

**9. Central Corridor .** Invoice No. 5416 from the City in the amount of \$6,705.16 for Cheyenne crossing engineering work was presented for approval.. **It was MS Ricks Burstedt** to approve payment.

**Modification/Amendment of Central Corridor.** Tim Tingey distributed a Draft Amendment to the Board which included more specific proposed public improvement projects, maps showing an additional area encompassing the current UPRR yard and an area adjacent to the railroad tracks, economic feasibility information, and other supporting documents. J. Guthrie expressed disappointment on behalf of the County that no information about this proposal had been provided to the County prior to presentation to the PDA. It was pointed out that matters relating to amendments to Urban Renewal Areas or their amendments were first presented to PDA, then, if desired by PDA members, forwarded to the Community Development Commission with a recommendation, and from there to the City Council and the County Commissioners; this was the first presentation of the additional change since the April presentation to the PDA. After further discussion, **it was MSC(Brower, Brown; Guthrie dissenting)** to approve the proposed amendment and have staff forward it to the Community Development Commission.

**10. Financial report.** Members reviewed the financial reports for April and May and there being no questions, **it was MSC (Ricks, Brown)** to approve the reports.

**11. Administrative details.** At this point, D. Johnson expressed concern that there was no agenda item regarding PDA's arrangement for administrative services with Bannock Development as requested at the May 30th meeting. Secretary Valentine noted that it was to have been part of the discussion during the portion of the meeting regarding clarifications of business conducted at that meeting and apologized for not having completed the item. Members expressed uncertainty about whether the PDA should continue to have an Executive Director, whether to use City staff exclusively, whether to have some services from Bannock Development and some from the City, or whether to adhere to the previous vote to discontinue use of and payment to Bannock Development as of the end of June. There being no definite consensus, it was suggested that the Board postpone the severance of its arrangement with BDC. **It was MSC (Johnson, Brown; Guthrie dissenting)** to extend the service/payment arrangement for an additional quarter, through September 30, 2003, pending more specific proposals.

**Adjournment.** There being no further business, the meeting was adjourned at 1:05 p.m.

