

**AMENDED POCATELLO DEVELOPMENT AUTHORITY MEETING MINUTES**  
**March 15, 2017**

**Members present:** Councilman Steve Brown, Chad Carr (Vice-Chairman), Larry Fisher, Devin Hillam, Thomas Ottaway, and Scott Turner.

**Members absent:** Mayor Brian Blad, Russell Meyers and Scott Smith

**Staff present:** Tiffany Olsen, City Legal Dept.; Merrill Quayle, Development Engineer, Melanie Gygli, Interim Planning and Development Services Director, Joyce Stroschein, Treasurer; and Mike Ennis with Bannock Development Corporation (ex-officio).

**Vice-Chairman Carr** called the meeting to order at 11:05 a.m.

**Introductions, Conflicts, and Agenda:** There were no conflicts disclosed and no modifications to the agenda. Guests in attendance included Matt Hunter with the Chamber of Commerce (left at 12:10 p.m.), Councilwoman Heidi Adamson (left at 12:10 p.m.), and Commissioner Evan Frasure (arrived at 11:25 a.m.). Sharon Manning and Anita Valladolid arrived at 11:29 a.m. and left at 11:53 a.m.

**1. Action and Discussion Items:**

**Agenda Item No. 1: Public Hearing on the PDA 2016 Annual Report.** T. Olsen presented the Pocatello Development Authority's 2016 Annual Report pursuant to Idaho Code §50-2006(c) via Public Hearing at 11:06 a.m. There were no comments given either in person or in writing from any members of the public. The Public Hearing was closed at 11:13 a.m.

**Agenda Item No. 2: Minutes.** The Minutes of the regularly scheduled meeting of February 15, 2017 were reviewed. It was **MSC (D. Hillam, T. Ottaway)** to approve the February 15, 2017 Minutes as prepared.

**Agenda Item No. 3: Financial Reports.** J. Stroschein presented the Financial Reports for the month of February 2017. At month end, the Authority had cash on hand of \$7,604,908.35. The checking account balance was \$3,598,239.82, the savings account was \$746,474.56, and cash being held by Zions Trust amounted to \$2,720,193.97. The Authority recognized normal financial activity during the month of February. The Authority received revenues totaling \$86,451.73 of which \$2,356.28 was interest earnings on cash invested and property tax interest. Rental income from the Positron facility was received in the amount of \$750.00. Property tax remittance totaled \$83,345.45; \$74,256.68 from the Naval Ordnance District, \$8,313.07 from the North Yellowstone District and \$775.70 from the Airport District. Expenses paid for the month totaled \$73,188.31. The administrative expense for lunch was \$126.31. Professional fees for the annual audit were \$4,185.00 and the trustee fees at Zions Bank were \$2,000.00. The bond interest only payment was paid in the amount of \$66,177.00 for the North Yellowstone District. Year to date revenues of \$1,092,763.42 are greater than expenses of \$302,302.51. Overall Net income of \$790,460.91. It was then **MSC (D. Hillam, S. Turner)** to approve the February 2017 Financial Report as presented.

**Agenda Item No. 4: Payment Requests/Reimbursements.**

- (a) It was **MSC (S. Turner, T. Ottaway)** to pay Craig Christensen's legal fees in the amount of \$1,187.50 for the judicial foreclosure proceedings with Positron, Inc. It is anticipated this is the last billing from Mr. Christensen and brings to total paid to date to \$42,986.15 from the PDA General Fund.

**Agenda Item No. 5: Presentation by United Senior Partners.** Sharon Manning with the United Senior Partners and Anita Valladolid, the Director of the Pocatello Senior Activities Center, presented their request for support and funding to assist in the design and building of a senior complex which will enhance physical, social, mental, nutritional health, lifelong learning and recreational opportunities for the members of the senior community. Beginning in September 2016, the AARP of Pocatello, New Knowledge Adventures (NKA), Senior Activities Center, Snake River New Horizon Band and the Southeast Idaho Senior Games began working on an operations and business plan as well as architectural design for a facility. Board Members discussed potential options for the renovation of a number of existing facilities but found that the United Seniors had already explored those options and to no avail. **T. Ottaway** volunteered his students' services within the College of Business to assist the group with the development of a business plan and other items. **L. Fisher** questioned if ownership of the new facility would be in the name of the City of Pocatello similar to the arrangements with the current Senior Activities Center. S. Manning confirmed that the group would like to continue status quo with the City owning the facility, paying the utilities and continuing to maintain the same. **Vice-Chairman Carr** encouraged them to return once their project was more developed which would include the selection of a site, a business plan, an operations and maintenance plan, and a specific request for funding.

**Agenda Item No. 6: CEED (Center for Entrepreneurship and Economic Development).** **S. Turner** provided an overview of the Center for Entrepreneurship and Economic Development for those Board Members who were not present at last month's meeting as well as an update regarding the CEED's Economic Development Administration grant application. **T. Olsen** provided a letter in support of the project of which she prepared for the Chairman's signature once the Board has approved the same. The letter is in support of the CEED project, donation of the CenturyLink facility in Old Town Pocatello, and the anticipated success of the Center. It was **MSC (E. Frasure, S. Brown, T. Ottaway abstained)** for Chairman Smith to execute the letter of support. At the April 19, 2017 PDA meeting, the Mayor requested the vote on this item be recalled due to Commissioner Frasure's inability to make a motion due to the letter on file with the PDA Secretary assigning the Commission Seat to Devin Hiram as the County's Designee. It was **MSC (B. Blad, S. Brown, T. Ottaway abstained)** for Chairman Smith to execute the letter of support.

**2. Executive Session:**

**Vice-Chairman Carr** then 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 (S. Brown, S. Turner)** to adjourn to executive session pursuant to Idaho Code §74-206(1)(e). **The motion passed** by roll call vote (**Ayes: Brown, Fisher, Frasure, Hiram, Carr, Ottaway and Turner; Nays: None**). The Board adjourned to executive session at approximately 12:21 p.m. The Board reconvened to regular session at 1:17 p.m.

**3. Adjournment:**

There being no additional business, the meeting adjourned at 1:18 p.m.

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

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**Staff present:** Tiffany Olsen, City Legal Dept.; Merrill Quayle, Development Engineer, Melanie Gygli, Interim Planning and Development Services Director, Joyce Stroschein, Treasurer; and Mike Ennis with Bannock Development Corporation (ex-officio).

Guests in attendance were Commissioner Evan Frasure (arrived at 11:25 a.m.), Buck Swaney and Tom Ballard with Millennial Development Partners.

The Board of Commissioners adjourned from regular session into executive session at 12:58 p.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 (S. Brown, S. Turner). The motion passed by roll call vote (Ayes: Brown, Fisher, Hillam, Carr, Ottaway and Turner; Nays: None.)**. The Board adjourned to executive session at approximately 12:21 p.m. Potential businesses who are in competition with other jurisdictions were discussed. The Board reconvened to regular session at 1:17 p.m.

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