

Pocatello Development Authority

Board of Commissioners Special Meeting
September 29, 2017 – 12:00 noon
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: Northgate Interchange – Olympus Road Extension Participation/Local Road Cooperative Agreement

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."

Adjourn.

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NOTICE OF SPECIAL MEETING
POCATELLO DEVELOPMENT AUTHORITY
September 29, 2017

The Board of Commissioners of the Pocatello Development Authority will hold a special meeting at 12:00 noon on Friday, September 29, 2017, in the Paradise Conference Room at City Hall, 911 North 7th, Pocatello, Idaho. An Executive Session of the Board of Commissioners will also be held pursuant to Idaho Code §74-206(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the Development Authority is in competition with governing bodies in other states or nations.

Dated this 25th day of September, 2017.



Melanie Gygli, Executive Director

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POCATELLO DEVELOPMENT AUTHORITY SPECIAL MEETING MINUTES
September 29, 2017

Chairman Smith called the meeting to order at 12:12 p.m.

Members Present: Brian Blad, Steve Brown, Chad Carr (arrived at 12:19 p.m.), Evan Frasure, Thomas Ottaway, and Scott Smith.

Members Excused: Larry Fisher, Russ Meyers and Scott Turner.

Staff present: Kirk Bybee, Chief Civil Deputy Attorney; Jeff Mansfield, Public Works Director/City Engineer; Aceline McCulla, P&DS Assistant; Merril Quayle, Development Engineer; Joyce Stroschein, Treasurer; Tiffany Olsen, Bannock County (ex officio).

Guests present: Mike Jaglowski, Jared Johnson, Ken Pape, Buck Swaney (via telephone).

1. Action and Discussion Items:

Agenda Item No. 1: Northgate Interchange – Olympus Road Extension Participation/Local Road Cooperative Agreement

Chair Smith summarized information discussed at previous meetings and two concerns Smith raised during the September 20, 2017, meeting, 1) ITD wanted their contract amended and 2) PDA Executive Director Melanie Gygli needed to clarify if the property would be included in the TIF district with the legal team in Boise. Items 1 and 2 have been resolved.

K. Bybee stated that all parties involved, City of Pocatello, Bannock County, PDA, and the two developers had their legal teams review the two amended construction cooperative agreements and all agreed to sign the agreements, prepare the checks, and move forward with the project. **B. Blad** stated the Interchange would be included in the TIF district but would not be annexed into the City of Pocatello.

T. Olsen clarified the final process dates for the construction cooperative agreements. Given that both the City of Pocatello and PDA signed the ITD and Local Road Agreements today, the next to sign would be Bannock County on October 3, 2017. The developers will sign on October 4, 2017. The City of Chubbuck will sign the ITD contract after that. T. Olsen will deliver fully executed contracts and three checks totaling \$3.4M to Ed Bala (ITD) on October 10, 2017, so Bala can deliver the same to the ITD Board in Boise on October 12, 2017, for consideration and hopefully approval.

It was **MSC (E. Frasure, B. Blad)** to approve both contract agreements as written, secure City of Pocatello and PDA documents and checks, and T. Olsen would deliver all the signed documents and checks to E. Bala of ITD on October 10, 2017.

Adjournment:

With no other business, it was **MSC (E. Frasure, S. Brown)** to adjourn the meeting at 12:26 p.m.

Submitted by: _____


Aceline McCulla, P&DS Assistant

Approved on: _____

AGENDA ITEM

NO. 1

**(to be supplemented
later)**

POCATELLO DEVELOPMENT AUTHORITY
SPECIAL MEETING MINUTES
April 26, 2017

Members present: Mayor Brian Blad (left at 5:05 p.m.), Councilman Steve Brown, Chad Carr, Larry Fisher, Devin Hillam, Russell Meyers (by phone), Thomas Ottaway, Scott Smith (Chairman) and Scott Turner.

Members absent: None.

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

Chairman Smith called the meeting to order at 4:06 p.m.

Introductions, Conflicts, and Agenda: There were no conflicts disclosed and no modifications to the agenda. Guests in attendance included Commissioner Evan Frasure and Tom Kirkman, City Street Department Superintendent and Interim Public Works Director.

1. Executive Session:

Chairman 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 (S. Turner, D. Hillam)** to adjourn to executive session pursuant to Idaho Code §74-206(1)(e). **The motion passed** by roll call vote (**Ayes: Turner, Hillam, Blad, Brown, Carr, Fisher, Meyers, Ottaway and Smith; Nays: None**). The Board adjourned to executive session at approximately 4:07 p.m. The Board reconvened to regular session at 5:06 p.m.

2. Action and Discussion Items:

Agenda Item No. 1: Discussion related to the Olympus Drive extension of roadway. It was then **MSC (C. Carr, S. Turner)** to approve the commitment of up to two million dollars (\$2,000,000) from the PDA General Fund toward the installation of public utilities (water, sewer and stormwater) within the roadway and construction of the road from Olympus Drive to the new Siphon Road Interchange and for the Chairman to execute a letter affirming the same. **The motion passed** by roll call vote (**Ayes: Carr, Turner, Brown, Fisher, Hillam, Meyers, Ottaway and Smith; Nays: None**).

3. Adjournment:

There being no additional business, the meeting adjourned at 5:08 p.m.

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

Company based out of British Columbia. Jason Hawkins, the Operations Manager for DTH, summarized the operations of their high compression bailing business and the remodel/property improvements being made to the Airport property to facilitate their company's necessities and production. One major component in the remodel/infrastructure needs is power. Idaho Power performed a preliminary engineering assessment in the amount of \$149,000.00. However, Idaho Power representatives have determined that the preliminary assessment was high and given more detailed analysis of the location and the company's power usage, the engineering assessment has been reduced to approximately \$50,000.00. **T. Olsen** reminded the Board that the electrical upgrade of a facility is within the Pocatello Regional Airport Urban Renewal Area and Revenue Allocation District Plan as a reimbursable item (see page 7). **C. Carr** verified that the electrical upgrades would be sufficient for phase 1 and phase 2 of the plant operations. **J. Hawkins** reviewed the employee positions, wages and benefits provided with Phase 1. He further noted that the renovation budget is just over \$1 million dollars and the price of the hay press is approximately \$2 million dollars. Airport Manager David Allen explained the terms of the lease with the City and the rental abatement for period of five years for approved improvements. **R. Meyers** summarized that this is a good project for the PDA to give consideration to and that increasing the number of jobs/business within the District should be captured with a reimbursement incentive from the TIF District funds. It was then **MSC (B. Blad, R. Meyers)** to approve an Economic Development Grant to Driscoll TopHay, LLC, in the amount of up to \$50,000, for the electrical upgrades to 1511 Fortress within the PRA District upon receiving a verified paid invoice for the request. The reimbursement shall be a grant as long as Driscoll TopHay operates at the Fortress location for 5 years from the date of issuance. In the event the business is not operative for a period of 5 years, the grant shall convert to a loan with the terms to be agreed upon by the parties.

Agenda Item No. 6: Recognition of Devin Hillam's service as a board member. Mr. Hillam was nominated in April 2016 by the Bannock County Commissioner's to fill their Board Member seat as their selected designee. His service is recognized by the Adoption of a Resolution. Chairman Smith read Resolution 2017-1 and the Board unanimously approved the same. The Board thanked Mr. Hillam for his good service to the Board and encouraged his continued participation as County Staff.

2. Executive Session:

Chairman 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 (R. Meyers, B. Blad)** to adjourn to executive session pursuant to Idaho Code §74-206(1)(e). **The motion passed** by roll call vote (**Ayes: Meyers, Blad, Brown, Carr, Fisher, Smith and Turner; Nays: None**). The Board adjourned to executive session at approximately 11:52 a.m. The Board reconvened to regular session at 12:26 p.m.

3. Action and Discussion Items:

Agenda Item No. 5: Reconsideration of Motion related to the Olympus Drive Extension of Roadway. It was **MSC (B. Blad, R. Meyers)** to reconsider the motion made on April 26, 2017 and approve the same commitment of up to two million dollars (\$2,000,000) from the PDA General Fund toward the installation of public utilities (water, sewer and stormwater) within the

roadway and construction of the road but to begin at the Butte/Olympus intersection north to the new Siphon Road Interchange to facilitate the water infrastructure construction/delivery requirements from Butte to Olympus/Chubbuck intersection AND to approve the payment of \$50,000.00 (from the committed \$2M) to Millennial Development Partners as contribution toward the initial survey, engineering and design work for the new Siphon Road Interchange.

4. Adjournment:

There being no additional business, the meeting adjourned at 12:28 p.m.

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

POCATELLO DEVELOPMENT AUTHORITY MEETING MINUTES
July 19, 2017

Chairman Smith called the meeting to order at 11:07 a.m.

Members present: Councilman Steve Brown, Larry Fisher (arrived 11:17 a.m.), Commissioner Evan Frasure, Thomas Ottaway, Scott Smith (Chairman) and Scott Turner.

Members absent/excused: Mayor Brian Blad, Chad Carr, Russ Meyers.

Staff present: Melanie Gygli, Planning & Development Services Director, Kirk Bybee, Chief Civil Deputy Attorney, Merrill Quayle, Development Engineer, Joyce Stroschein, Treasurer, Tiffany Olson, Bannock County (ex officio), and John Regetz with Bannock Development Corporation (ex-officio).

Guests present: Buck Swaney, Ken Pape, Paul Feser, Nathan Wells (all left the meeting at approximately 12:30 p.m.).

Introductions, Conflicts, and Agenda: There were no conflicts disclosed. Chair **S. Smith** read a letter from Bannock County Commission Evan Frasure announcing that Devin Hillam no longer works for the County and that Tiffany Olsen, as their new management assistant, will be participating ex-officio with the PDA.

To accommodate the guests, S. Smith suggested a modification to the meeting to move directly into executive session.

1. Executive Session:

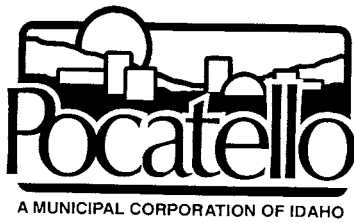
Chair S. Smith called for a motion for the Board to go into an executive session to discuss a matter regarding negotiations involving matters of trade or commerce in which the PDA is in competition with other jurisdictions. **It was moved and seconded (S. Brown, E. Frasure)** to adjourn to executive session pursuant to Idaho Code §74-206(1)(e). **The motion passed** by roll call vote (**Ayes: Brown, Frasure, Ottaway, Smith, Turner; Nays: None**). Upon **MSC (S. Turner, T. Ottaway)** the Board reconvened to regular session at approximately 12:23 p.m.

2. Action and Discussion Items:

Agenda Item No. 7: Olympus Drive Extension. It was **MSC (E. Frasure, T. Ottaway)** to add, within the PDA's \$2 million commitment, authorization for the funds to be used for surveying, roadway dedication platting, engineering design, soil exploration and geotechnical work, as well as targeted stubbing of utilities along the right-of-way both north and south of the planned Northgate Parkway.

L. Fisher left the meeting at approximately 12:29 p.m.

It was **MSC (S. Turner, T. Ottaway)** to authorize, subject to legal counsel's review, the Chair's signature on the Idaho Transportation Department Construction Cooperative Agreement for the



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BRIAN C. BLAD
Mayor

Pocatello City Council:

HEIDI ADAMSON
ROGER BRAY
STEVE BROWN
W. JAMES JOHNSTON
GARY MOORE
MICHAEL L. ORR

NOTICE OF SPECIAL MEETING

POCATELLO DEVELOPMENT AUTHORITY

Notice is hereby given that the Pocatello Development Authority will convene a special meeting and an Executive Session of the Board of Commissioners pursuant to Idaho Code § 74-206(1)(e) Friday, September 29, 2017 at 12:00 p.m. in the Paradise Conference Room at City Hall, 911 N. 7th Avenue, Pocatello, Idaho for the following purpose:

To consider preliminary negotiations involving matters of trade or commerce in which the Pocatello Development Authority is in competition with governing bodies in other states or nations.

Submitted by:
Melanie Gygli, Executive Director
Pocatello Development Authority
September 25, 2017

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