

**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.

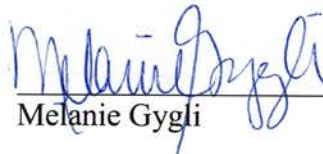
**Members absent/excused:** Evan Frasure, Russ Meyers, and Thomas Ottaway.

**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:

  
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Melanie Gygli