

POCATELLO DEVELOPMENT AUTHORITY
Board of Commissioners Meeting
January 15, 2020 – 11:00 a.m.
Paradise Conference Room – Pocatello City Hall

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three days' advance notice by contacting Skyler Beebe at sbeebe@pocatello.us, 208.234.6248, or 5815 South 5th Avenue, Pocatello, Idaho.

In the event this meeting is still in progress at 12:00 p.m., a ten-minute recess may be called.

- 1. CALL TO ORDER, DISCLOSURE OF CONFLICT OF INTEREST, AND ACKNOWLEDGMENT OF GUESTS.**
- 2. ACTION ITEM – Approval of the Agenda.**
- 3. ACTION ITEM – Minutes.** The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners Regular Meeting held December 18, 2019. *See attached document.*
- 4. ACTION ITEM – Financial Report.** A financial report for the PDA will be provided by PDA Treasurer. The Board may wish to approve the financial report. *See attached document.*
- 5. ACTION ITEM – Expense Payments & Reimbursements.** The Board may wish to approve the payment or reimbursement of the following PDA expenses:
 - a. \$80.00 from General Fund to Elam & Burke for legal fees re: Northgate Plan
 - b. \$100.00 from North Portneuf District Fund to Stacey & Parks for legal services re: North Portneuf TIF District
 - c. \$25.67 from General Fund to Melanie Gygli as reimbursement for drinks and a portion of the 12/18/19 lunch cost
- 6. ACTION ITEM –** The Board may wish to authorize payment to the City of Pocatello of \$5,187.75 for staff services for the period 10/1/19 through 12/31/19.
- 7. ACTION ITEM – Potential TIF District.** Tanner Hernandez will present additional information for a potential urban renewal area/revenue allocation district in the South 5th area. *See attached documents.*
- 8. ACTION ITEM – North Portneuf TIF District.**
 - a. The Board may wish to consider scheduling a public hearing for a budget amendment to create sufficient authority for expenditure of funds from sale of the “Hoku” property. Funds received from the sale will be allocated to the general fund and the North Portneuf District fund to repay the amounts expended originally, as well as final reimbursement to the City of the original property cost.
 - b. The Board may wish to discuss with representatives from Portneuf Capital their plans for redevelopment of the property.
- 9. EXECUTIVE SESSION - Potential Economic Development Opportunity.** The board may approve participation in an executive session as outlined in 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.
- 10. REPORT – Airport TIF District.** The Board may receive an update on the potential development within the Pocatello Regional Airport TIF District.
- 11. CALENDAR REVIEW –** The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.
- 12. ADJOURN.**

**AGENDA ITEM
NO. 3**

**POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES
November 20, 2019**

Members present: Brian Blad (11:20 a.m.), Chad Carr, Jim Johnston, Rob Lion, Thomas Ottaway, Scott Smith, Terrel Tovey, Scott Turner, and David Villarreal

Others present: Melanie Gygli, Interim Executive Director; Jared Johnson, Pocatello City Attorney; Merrill Quayle, Pocatello Public Works Development Engineer; Carl Anderson, Pocatello Senior Planner; John Regetz, Bannock Development Corporation; Heidi Adamson, Pocatello City Council; Tanner Hernandez, Mitch Greer, Prime Time Auctions; other members of the public

Agenda Item No. 1: Call to Order and Disclosure of Conflicts of Interest. Chair Scott Smith called the meeting to order to 11:00 a.m. No conflicts were disclosed at this time.

Agenda Item No. 2: Approval of the Agenda. Upon MSC (J. Johnston, T. Tovey) the agenda was approved.

Agenda Item No. 3: Minutes. The minutes of the Regular Meeting of November 20, 2019 were considered. It was then MSC (J. Johnston, T. Tovey) to approve the minutes as presented.

Agenda Item No. 4: Financial Report. Because of the Treasurer's absence, the November financial report will be presented at the next meeting. Gygli noted the Hoku sale closed, and \$1.25 million has been deposited to the PDA's account (the only cost being the \$15.00 wire fee).

Agenda Item No. 5: Payment Requests/Reimbursements and Agenda Item No. 7 – Naval Ordnance Plant District. The Chair asked that these agenda items be considered together. The following invoices were considered for payment:

- a. \$430.00 from General Fund to Elam & Burke for legal fees re: Special Counsel General
- b. \$5,800.00 from North Portneuf District Fund to Stacey & Parks for legal services re: North Portneuf TIF District.
- c. \$31,171.00 from Naval Ordnance Plant District to Superior Asphalt

Gygli reviewed the payment requests, stating the invoices accurately reflect work performed or goods and services provided, and are appropriate for payment. It was then MSC (T. Tovey, R. Lion) to approve the payment requests.

Agenda Item No. 6: Appointment of Deputy Treasurer. Gygli explained the City has hired a new Deputy CFO, Bonny Schroeder. One of the deputy CFO's duties is to act as the PDA's treasurer in her absence. This is a position called out in the Board's Bylaws and so requires formal action.

Following brief discussion, it was MSC (J. Johnston, T. Tovey) to appoint Bonny Schroeder as the Board's Deputy Treasurer.

Agenda Item No. 8: Potential TIF District. Gygli provided an overview of a potential TIF district on South 5th to include property near the I-15 off-ramp. She distributed additional information just provided by Tanner Hernandez with larger boundaries and potential projects and costs. Hernandez explained his proposal, which potentially includes a Maverik store on property adjacent the off-ramp (still doing due diligence and a traffic study) and a new location for Prime Time. Other new businesses that could be included in an urban renewal area are proposed self-storage and a manufactured home business near Bengal Creek. Proposed projects range from putting cables underground to a traffic light at the off-ramp.

Lengthy discussion followed regarding what properties might be included; whether sufficient increment would be created by the potential new businesses to fund the desired improvements; Idaho Code requirements for creating an urban renewal area; companies that might follow the initial "anchor" development. The consensus was that the idea is worth exploring further, but a better idea of potential increment and firmer costs of proposed projects will be needed before a determination can be made on a potential plan's feasibility. Hernandez was encouraged to reach out to the

Chair and Gygli for assistance. Gygli will provide a copy of the feasibility study done for the Northgate plan development to show the kind of information that is needed. This item will be included on future agendas for discussion.

Agenda Item No. 9: North Portneuf TIF District. Gygli reported the property sale closed, at the agreed price of \$1.25 million and all closing costs and back taxes were paid. The funds will be credited to either the general fund or the North Portneuf fund, in accordance to where the property purchase money originated (Gygli will research). Consideration of payment of the remainder owed to the City (which may require a budget amendment) will be added to a future agenda.

Board members discussed how to move forward with this URA, and whether it would be better to close the existing district and open a new area. The current plan does not expire until 2030 and there are still projects listed in the original plan that could be completed. Whether those projects are useful for the new owners and the development they anticipate is unknown. Gygli will contact Portneuf Capital for discussion on their plans and how or whether this URA still is useful.

Agenda Item No. 10: Calendar Review.

--2020 Meeting Calendar: Gygli presented the meeting schedule for 2020. She noted the hearing on the annual report will be 2/19/20 and the work session with the City Council will be 2/13/20.

--Educating Legislators: Turner raised the issue of needing to educate area legislators on the use and importance of urban renewal and TIF districts. Board members discussed the need to show the successes that the PDA has had, suggesting a one-page description of the PDA's work, in addition to the information that will be provided by the RAI.

--Educational Infographic: Lion said he is working on the educational infographic. He will send information out to the group for review and input.

--Frigitek: Regetz stated the cold storage and transload projects are still moving forward, site layout work is being done, and the Idaho Economic Development Council and Department of Commerce are considering applications for assistance.

Adjournment: There being no further business, the meeting adjourned at approximately 12:01 p.m.

By: 
Melanie Gygli, Interim Executive Director/Secretary

AGENDA ITEM

NO. 4

Pocatello Development Authority
Balance Sheet by Class
As of November 30, 2019

	1-General Fund	3-North Yellowstone	4-Naval Ordinance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
ASSETS						
Current Assets						
Checking/Savings						
ICCU Checking	835,112.89	0.00	980,807.81	391,338.07	610,072.54	2,817,331.31
ICCU Savings	25.00	0.00	0.00	0.00	0.00	25.00
Total Checking/Savings	835,137.89	0.00	980,807.81	391,338.07	610,072.54	2,817,356.31
Other Current Assets						
Accrued Interest Income	23,932.63	4,424.57	173.37	66.68	100.00	28,697.25
Property Tax Receivable	0.00	98,168.01	0.00	201,165.23	0.00	299,333.24
Undeposited Funds	5,250.00	0.00	0.00	0.00	0.00	5,250.00
Total Other Current Assets	29,182.63	102,592.58	173.37	201,231.91	100.00	333,280.49
Total Current Assets	864,320.52	102,592.58	980,981.18	592,569.98	610,172.54	3,150,636.80
Other Assets						
Inventory - Leasehold	424,779.00	0.00	0.00	0.00	0.00	424,779.00
Note Receivable	76,000.00	0.00	0.00	0.00	0.00	76,000.00
Total Other Assets	500,779.00	0.00	0.00	0.00	0.00	500,779.00
TOTAL ASSETS	1,365,099.52	102,592.58	980,981.18	592,569.98	610,172.54	3,651,415.80
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Other Current Liabilities						
Acct Payable	18,311.63	0.00	0.00	6,964.31	0.00	25,275.94
Security Deposit	0.00	0.00	0.00	200,000.00	0.00	200,000.00
Total Other Current Liabilities	18,311.63	0.00	0.00	206,964.31	0.00	225,275.94
Total Current Liabilities	18,311.63	0.00	0.00	206,964.31	0.00	225,275.94
Long Term Liabilities						
Deferred Interest Receivable	23,632.57	0.00	0.00	0.00	0.00	23,632.57
Deferred Notes Receivable Rev	76,000.00	0.00	0.00	0.00	0.00	76,000.00
Deferred Tax Revenues	0.00	10,399.03	0.00	201,025.90	0.00	211,424.93
Total Long Term Liabilities	99,632.57	10,399.03	0.00	201,025.90	0.00	311,057.50
Total Liabilities	117,944.20	10,399.03	0.00	407,990.21	0.00	536,333.44
Fund Balance						
Fund Balance	1,201,811.65	92,193.55	980,337.44	187,966.91	609,783.59	3,072,093.14
Net Income	45,343.67	0.00	643.74	-3,387.14	388.95	42,989.22
Total Fund Balance	1,247,155.32	92,193.55	980,981.18	184,579.77	610,172.54	3,115,082.36
TOTAL LIABILITIES & FUND BALANCE	1,365,099.52	102,592.58	980,981.18	592,569.98	610,172.54	3,651,415.80

**Pocatello Development Authority
Profit & Loss by Class
November 2019**

	1-General Fund	4-Naval Ordnance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
Ordinary Income/Expense					
Income					
Interest Income	189.32	269.41	109.22	160.19	728.14
Proceeds from sale of property	124,082.50	0.00	0.00	0.00	124,082.50
Total Income	<u>124,271.82</u>	<u>269.41</u>	<u>109.22</u>	<u>160.19</u>	<u>124,810.64</u>
Gross Profit	124,271.82	269.41	109.22	160.19	124,810.64
Expense					
Administrative	86.77	0.00	0.00	0.00	86.77
Economic Grants Issued	12,096.00	0.00	0.00	0.00	12,096.00
Economic Loans	3,627.08	0.00	0.00	0.00	3,627.08
Professional Services					
Other Professional Services	1,447.50	0.00	803.00	0.00	2,250.50
Total Professional Services	<u>1,447.50</u>	<u>0.00</u>	<u>803.00</u>	<u>0.00</u>	<u>2,250.50</u>
Total Expense	<u>17,257.35</u>	<u>0.00</u>	<u>803.00</u>	<u>0.00</u>	<u>18,060.35</u>
Net Ordinary Income	107,014.47	269.41	-693.78	160.19	106,750.29
Net Income	<u><u>107,014.47</u></u>	<u><u>269.41</u></u>	<u><u>-693.78</u></u>	<u><u>160.19</u></u>	<u><u>106,750.29</u></u>

At month end, the Authority had cash on hand of \$2,817,356.31. The checking account balance was \$2,817,331.31 and the savings account balance was \$25,000.

Pocatello Development Authority recognized above average financial activity for the month of November. The Authority received revenues totaling \$124,082.50 of which \$728.14 was interest earnings from cash invested. The Positron Facility was sold to Idaho State University for \$124,082.50.

Expenses paid for the month totaled \$18,060.35. The administrative expenses were \$86.77 for the lunch meeting in November. Economic Grants were issued for \$12,096.00 and Economic Loans were issued for \$3,627.08. Other professional services include \$1,490.50 to Elam & Burke for legal assistance on the North Portneuf TIF District and special counsel and \$760.00 to Stacey & Parks, PLLC for legal assistance on the North Portneuf TIF District.

Year to date revenues of \$126,600.45 (see page 3) are greater than expenses of \$88,861.23, so there is an overall net increase of reserves of \$37,739.22.

Pocatello Development Authority
Profit & Loss by Class
October through November 2019

	1-General Fund	4-Naval Ordnance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
Ordinary Income/Expense					
Income					
Interest Income	480.47	643.74	254.79	388.95	1,767.95
Proceeds from sale of property	124,082.50	0.00	0.00	0.00	124,082.50
Rental Income	750.00	0.00	0.00	0.00	750.00
Total Income	125,312.97	643.74	254.79	388.95	126,600.45
Gross Profit	125,312.97	643.74	254.79	388.95	126,600.45
Expense					
Administrative	255.60	0.00	57.43	0.00	313.03
Dues and Memberships	1,750.00	0.00	0.00	0.00	1,750.00
Economic Grants Issued	50,234.00	0.00	0.00	0.00	50,234.00
Economic Loans	22,354.20	0.00	0.00	0.00	22,354.20
Professional Services					
Other Professional Services	10,625.50	0.00	3,584.50	0.00	14,210.00
Total Professional Services	10,625.50	0.00	3,584.50	0.00	14,210.00
Total Expense	85,219.30	0.00	3,641.93	0.00	88,861.23
Net Ordinary Income	40,093.67	643.74	-3,387.14	388.95	37,739.22
Net Income	40,093.67	643.74	-3,387.14	388.95	37,739.22

Pocatello Development Authority
Balance Sheet by Class
As of December 31, 2019

	1-General Fund	3-North Yellowstone	4-Naval Ordinance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
ASSETS						
Current Assets						
Checking/Savings						
ICCU Checking	834,772.28	0.00	949,891.99	1,635,626.52	610,224.27	4,030,515.06
ICCU Savings	25.00	0.00	0.00	0.00	0.00	25.00
Total Checking/Savings	834,797.28	0.00	949,891.99	1,635,626.52	610,224.27	4,030,540.06
Other Current Assets						
Accrued Interest Income	23,932.63	4,424.57	173.37	66.68	100.00	28,697.25
Property Tax Receivable	0.00	98,165.01	0.00	201,165.23	0.00	299,333.24
Total Other Current Assets	23,932.63	102,592.58	173.37	201,231.91	100.00	328,030.49
Total Current Assets	858,729.91	102,592.58	950,065.36	1,836,858.43	610,324.27	4,358,570.55
Other Assets						
Inventory - Leasehold	424,779.00	0.00	0.00	0.00	0.00	424,779.00
Land	0.00	0.00	0.00	0.00	0.00	0.00
Note Receivable	76,000.00	0.00	0.00	0.00	0.00	76,000.00
Total Other Assets	500,779.00	0.00	0.00	0.00	0.00	500,779.00
TOTAL ASSETS	1,359,508.91	102,592.58	950,065.36	1,836,858.43	610,324.27	4,859,349.55
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Other Current Liabilities						
Accrued Interest Payable	0.00	0.00	0.00	0.00	0.00	0.00
Acct Payable	18,311.63	0.00	0.00	6,964.31	0.00	25,275.94
Bonds Payable Short Term	0.00	0.00	0.00	0.00	0.00	0.00
Notes Payable Short Term	0.00	0.00	0.00	0.00	0.00	0.00
Security Deposit	0.00	0.00	0.00	200,000.00	0.00	200,000.00
Total Other Current Liabilities	18,311.63	0.00	0.00	206,964.31	0.00	225,275.94
Total Current Liabilities	18,311.63	0.00	0.00	206,964.31	0.00	225,275.94
Long Term Liabilities						
Bonds Payable Long Term	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Interest Receivable	23,632.57	0.00	0.00	0.00	0.00	23,632.57
Deferred Notes Receivable Rev	76,000.00	0.00	0.00	0.00	0.00	76,000.00
Deferred Tax Revenues	0.00	10,399.03	0.00	201,025.90	0.00	211,424.93
Notes Payable Long Term	0.00	0.00	0.00	0.00	0.00	0.00
Total Long Term Liabilities	99,632.57	10,399.03	0.00	201,025.90	0.00	311,057.50
Total Liabilities	117,944.20	10,399.03	0.00	407,990.21	0.00	536,333.44
Equity						
Fund Balance	1,201,811.65	92,193.55	980,337.44	1,87,966.91	609,783.59	3,072,093.14
Net Income	39,753.06	0.00	-30,272.08	1,240,901.31	540.68	1,250,922.97
Total Equity	1,241,564.71	92,193.55	950,065.36	1,428,868.22	610,324.27	4,323,016.11
TOTAL LIABILITIES & EQUITY	1,359,508.91	102,592.58	950,065.36	1,836,858.43	610,324.27	4,859,349.55

Pocatello Development Authority Profit & Loss by Class

	1-General Fund	4-Naval Ordinance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
Ordinary Income/Expense					
Income					
Interest Income	179.31	255.18	103.45	151.73	689.67
Proceeds from sale of property	0.00	0.00	1,250,000.00	0.00	1,250,000.00
Total Income	179.31	255.18	1,250,103.45	151.73	1,250,689.67
Gross Profit	179.31	255.18	1,250,103.45	151.73	1,250,689.67
Expense					
Administrative	89.92	0.00	0.00	0.00	89.92
Bank Fee	0.00	0.00	15.00	0.00	15.00
Capital Construction	0.00	31,171.00	0.00	0.00	31,171.00
Professional Services	430.00	0.00	5,800.00	0.00	6,230.00
Other Professional Services	430.00	0.00	5,800.00	0.00	6,230.00
Total Professional Services	430.00	0.00	5,800.00	0.00	6,230.00
Total Expense	519.92	31,171.00	5,815.00	0.00	37,505.92
Net Ordinary Income	-340.61	-30,915.82	1,244,288.45	151.73	1,213,183.75
Net Income	-340.61	-30,915.82	1,244,288.45	151.73	1,213,183.75

At month end, the Authority had cash on hand of \$4,030,540.06. The checking account balance was \$4,030,515.06 and the savings account balance was \$25.00

Pocatello Development Authority recognized above average financial activity for the month of December. The Authority received revenues totaling \$1,250,689.67 of which \$689.67 was interest earnings from cash invested. The HOKU Property was sold to Portneuf Capital for \$1,250,000.00.

Expenses paid for the month totaled \$37,505.92. The administrative expenses were \$89.92 for the lunch meeting in December. Bank fees for \$15.00 were paid for an incoming wire fee. Capital improvements within the Naval Ordinance fund were \$31,171.00. Other professional services include \$5,800.00 to Stacey & Parks, PLLC for legal assistance on the North Portneuf District and \$430.00 to Elam & Burke for special general counsel.

Year to date revenues of \$1,377,290.12 (see page 3) are greater than expenses of \$126,367.15, so there is an overall net increase of reserves of \$1,250,922.97.

Pocatello Development Authority
Profit & Loss by Class
October through December 2019

	1-General Fund	4-Naval Ordnance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
Ordinary Income/Expense					
Income					
Interest Income	659.78	898.92	358.24	540.68	2,457.62
Proceeds from sale of property	124,082.50	0.00	1,250,000.00	0.00	1,374,082.50
Rental Income	750.00	0.00	0.00	0.00	750.00
Total Income	<u>125,492.28</u>	<u>898.92</u>	<u>1,250,358.24</u>	<u>540.68</u>	<u>1,377,290.12</u>
Gross Profit	125,492.28	898.92	1,250,358.24	540.68	1,377,290.12
Expense					
Administrative	345.52	0.00	57.43	0.00	402.95
Bank Fee	0.00	0.00	15.00	0.00	15.00
Capital Construction	0.00	31,171.00	0.00	0.00	31,171.00
Dues and Memberships	1,750.00	0.00	0.00	0.00	1,750.00
Economic Grants Issued	50,234.00	0.00	0.00	0.00	50,234.00
Economic Loans	22,354.20	0.00	0.00	0.00	22,354.20
Professional Services					
Other Professional Services	11,055.50	0.00	9,384.50	0.00	20,440.00
Total Professional Services	<u>11,055.50</u>	<u>0.00</u>	<u>9,384.50</u>	<u>0.00</u>	<u>20,440.00</u>
Total Expense	<u>85,739.22</u>	<u>31,171.00</u>	<u>9,456.93</u>	<u>0.00</u>	<u>126,367.15</u>
Net Ordinary Income	39,753.06	-30,272.08	1,240,901.31	540.68	1,250,922.97
Net Income	<u>39,753.06</u>	<u>-30,272.08</u>	<u>1,240,901.31</u>	<u>540.68</u>	<u>1,250,922.97</u>

AGENDA ITEM

NO. 7

Information provided by Tanner Hernandez

Project: South Pocatello Exit 67 Gas Station and Auction Facility
3400 S 5th Pocatello ID 83204

We would like to look at only the area surrounding the new gas station and auction facility development for this month.

We are waiting for the Traffic Study to be complete and will evaluate and add the information that is pertinent at that time.

TIF Improvement Details By Priority, Potential C Store, Auction Facility:

- 1 Telephone Poles Removed along S 5th underground 4 in front of 3380 - 3200 S 5th
Centurylink: \$24,287. Sparklight / Cableone: \$2,153.
- 2 Sidewalk from 3400 - 3200 S 5th - 750 ft \$6,000
- 3 Sidewalk around Velton Culdesac - 300 ft \$2,500
- 4 Telephone Poles Removed go Underground 3150 - 3020 S 5th 820 ft \$40,000
- 5 Sidewalk 3150 - 3020 S 5th 820 ft \$6,600
Subtotal - \$81,545
- 6 Stop Light at I 15 Exit 67 Off ramp - shared with ITD, City (\$ 250,000.00- \$350,000.00)
- 7 Improved S 5th Access per traffic study - update median, widen exit 67 offramp, deceleration lane (\$ 200,000.00 or more depending on the overall scope)

Potential other TIF in South Area - New Construction include:

- New Office Building being built at **443 Fredregill** Feurborn & Associates
- Potential New Storage Buildings being built at **2806 S 5th** Intermountain Storage
- Manufactured Home Sales** - S 4th in front of Bengal Creek Apartments
- Stop Light at S 4th & Barton Rd (\$ 200,000.00- \$300,000.00)
- Sidewalks on S 4th & S 5th

Other potential improvements

- Power Poles removed along easements and any new easements with updated services
- Utility Improvements to serve new potential buildings at 3200 - 3330 S 5th
- Utility Improvements to serve building at Velton Culdesac
- Gas Line rerouted in new easements

