

POCATELLO DEVELOPMENT AUTHORITY
Agenda for the meeting of
October 20, 2021 – 11:00 a.m.
Council Chambers – Pocatello City Hall

Limited in-person attendance is allowed, but due to COVID-19 guidelines, strict social distancing measures are in place. Individuals are encouraged, but not required, to wear masks/face coverings.

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 – Minutes.** The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners meeting on September 15, 2021. *See attached document.*
- 3. 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.
- 4. ACTION ITEM –Station Square PDA Loan.** The Board may wish to hear from Denis Clijsters to approve reimbursement of expenses made that qualify under a loan agreement dated November 27, 2018 with Station Square and the PDA. *See attached documents.*
- 5. ACTION ITEM – – EXECUTIVE SESSION –** Consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code; and consider preliminary negotiations involving matters of trade or commerce in which the PDA may be in competition with other jurisdictions. Idaho Code §74-206(1)(e).
- 6. ACTION ITEM – Signature Update.** The Board may wish to approve changes to the signature card for the PDA with Idaho Central Credit Union.
- 7. ACTION ITEM – 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.
- 8. ADJOURN REGULAR MEETING.**

Action Item 2

POCATELLO DEVELOPMENT AUTHORITY
Meeting Minutes for September 15, 2021, at 11:00 AM
Council Chambers, 911 N 7th Avenue, Pocatello, Id

Present: Heidi Adamson, Victoria Byrd, Greg Gunter, Jim Johnston and Scott Turner.

Excused: Brian Blad, Rob Lion, Terrel Tovey and David Villarreal.

Others Present: Brent McLane, Executive Director; Jim Krueger, Treasurer, Aceline McCulla, Secretary, Jarred Johnson, Pocatello Attorney, Merrill Quayle, Pocatello Dev. Engineer, and MiaCate Kennedy of Bannock Dev. Corp. (BDC) ex-officio and guests.

Agenda Item No. 1: Call to Order and Disclosure of Conflicts of Interest.

Vice Chair Turner called the meeting to order at approximately 11:07 AM and no conflicts were disclosed.

Agenda Item No. 2: Approve the Minutes

The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners meeting held August 25, 2021.

It was moved by **J. Johnston** and seconded by **V. Byrd** to approve the minutes from the Board of Commissioners meeting held August 25, 2021. Those in favor: Adamson, Byrd, Gunter, Johnston and Turner. Unanimous. Motion Carried.

Agenda No. 3: Financial Report. A financial report for the PDA will be provided by PDA Treasurer. The Board may wish to approve the financial report.

J. Krueger noted the financial report is included in the agenda packet and will not be supplemented. **Johnston** asked if there was any known reason for an amendment. **Krueger** stated he was not aware of any changes for legislation or upcoming

It was moved by **J. Johnston** and seconded by **H. Adamson** to the financials as presented payments and reimbursements as presented. Those in favor: Adamson, Byrd, Gunter, Johnston and Turner. Unanimous. Motion Carried.

Agenda Item No. 4: Expense Payments & Reimbursements.

The Board may wish to approve the payment or reimbursement of the following PDA expenses:

- 4a. \$3,518.50 from the General Fund to ICRMP for the annual insurance premium.
- 4b. \$219.18 from the General Fund to Idaho State Journal for the budget advertisement.
- 4c. \$152.03 from the General Fund to Elam & Burke for legal fees for the month of August.
- 4d. \$4,800.00 from the General Fund to Deaton & Company for Audit Services September 30, 2020.

Byrd asked if the board members are covered under this policy. **McLane** stated that he would look into that question.

It was moved by **H. Adamson** and seconded by **J. Johnston** to approve the expense payments and reimbursements as presented. Those in favor: Adamson, Byrd, Gunter, Johnston and Turner. Unanimous. Motion Carried.

Agenda Item No. 5: Dane Simmons. The Board may wish to hear from Dane Simmons regarding his loan.

Dane Simmons Jr. was here to discuss the \$125,000 loan. He stated he did not receive a statement. He stated he spoke with a James Anglesey, who stated he would get a statement issued. Simmons received a statement and letter from the PDA Attorney. When Simmons accepted the loan he was financially stable to make payments. Simmons is not in the same financial position now and asked if the PDA could extend the payment period. Simmons stated his finances are more lucrative and would make a payment of \$133,000.00 plus interest. Simmons has payment today of \$8801.12, which is the interest. Simmons recommended a payment schedule be included in the contract and that a statement be sent regularly.

Krueger stated that Simmons is providing a check today for \$8,801.12 and a verbal non-binding possible plan would be to pay \$15,000.00 due in October 2021, \$15,000.00 due in November 2021 and the Balance Due of approximately \$16,000.00 in December 2021, which is the approximate \$44,000.00 plus interest through December 2021. **McLane** asked Simmons to email him the proposed payment schedule per Krueger's recommendation for consideration. **Simmons** stated he would email McLane with this information.

Agenda Item No. 6: ACTION ITEM – PDA Training. The Board may wish to discuss consultant options, topics, and dates for training of board members.

McLane asked for the Board to provide areas of training needed, facilitator recommendations, and dates for the training.

- Board Parameters
- Latitude of business
- What projects the PDA may be involved in regarding Economic Development.
- Establish a program of work and capabilities.
- Establish a moratorium listing types of projects to loan money that falls within our parameters.
- What authority does the PDA have?
- Facilitator mentioned: Meghan Conrad of Elam & Burke is the most versed and qualified in Idaho regarding TIFs and Urban Renewal, and Conrad has done presentations and training on these topics.
- **Adamson** recommended creating a PowerPoint presentation on this training and use for future Board members. She recommended a couple board members or subcommittee be created to get this project completed to train new members as transitions happen.
- **Turner** recommended an annual training be done to refresh current members and train new members.
- **McLane** asked the members to let him know if there are any other names of persons that could provide the training.
- What date does the board want this training? January was mentioned.
- **Kennedy** stated she works with many new businesses and can provide the PDA with information regarding loan applications and processes and who may be good candidates for funding.
- Have the training book updated and ready to distribute for the training, have a presentation by facilitator, and have the training and update from BDC on the role of BDC.
- Add the binder for review on the October agenda.
- **Johnston** noted the Pocatello Urban Renewal Market Analysis is a good tool to review provided in the Northgate TIF Plan project.
- Hold a training in the morning and meeting in the afternoon, or over two days.

Agenda Item No. 7: 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. The Board had nothing to discuss.

The Board agreed to contact Anne Nichols to provide a Board Policy and Procedure training to the PDA.

Agenda Item No. 8: ADJOURN.

With no further business, it was moved by **V. Byrd** and seconded by **G. Gunter** to adjourn the meeting at 12:16 PM. Those in favor: Adamson, Byrd, Gunter, Johnston and Turner. Unanimous. Motion Carried.

Submitted by: Aceline McCulla, Secretary

Approved on: _____

DRAFT

Action Item 3

Pocatello Development Authority
Balance Sheet by Class
As of September 30, 2021

	<u>1-General Fund</u>	<u>4-Naval Ordnance</u>	<u>6-North Portneuf</u>	<u>7-Pocatello Regional Airport</u>	<u>8-Northgate</u>	<u>TOTAL</u>
ASSETS						
Current Assets						
Checking/Savings						
ICCU Checking	830,155.51	1,302,546.67	1,414,457.16	394.41	4,195.35	3,551,749.10
ICCU Savings	<u>25.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25.00</u>
Total Checking/Savings	<u>830,180.51</u>	<u>1,302,546.67</u>	<u>1,414,457.16</u>	<u>394.41</u>	<u>4,195.35</u>	<u>3,551,774.10</u>
Accounts Receivable						
Notes Receivable	<u>319,546.27</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>319,546.27</u>
Total Accounts Receivable	<u>319,546.27</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>319,546.27</u>
Other Current Assets						
Accrued Interest Income	5,973.86	0.00	0.00	0.00	0.00	5,973.86
Allowance for Doubtful Accounts	0.00	0.00	0.00	0.00	0.00	0.00
Property Tax Receivable	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Other Current Assets	<u>5,973.86</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,973.86</u>
Total Current Assets	<u>1,155,700.64</u>	<u>1,302,546.67</u>	<u>1,414,457.16</u>	<u>394.41</u>	<u>4,195.35</u>	<u>3,877,294.23</u>
TOTAL ASSETS	<u><u>1,155,700.64</u></u>	<u><u>1,302,546.67</u></u>	<u><u>1,414,457.16</u></u>	<u><u>394.41</u></u>	<u><u>4,195.35</u></u>	<u><u>3,877,294.23</u></u>
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
Accounts Payable	<u>32.31</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>32.31</u>
Total Accounts Payable	<u>32.31</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>32.31</u>
Other Current Liabilities						
Acct Payable	<u>10,294.79</u>	<u>0.00</u>	<u>0.00</u>	<u>119,117.05</u>	<u>0.00</u>	<u>129,411.84</u>
Total Other Current Liabilities	<u>10,294.79</u>	<u>0.00</u>	<u>0.00</u>	<u>119,117.05</u>	<u>0.00</u>	<u>129,411.84</u>
Total Current Liabilities	<u>10,327.10</u>	<u>0.00</u>	<u>0.00</u>	<u>119,117.05</u>	<u>0.00</u>	<u>129,444.15</u>
Long Term Liabilities						
Deferred Interest Receivable	5,094.61	0.00	0.00	0.00	0.00	5,094.61

10/15/21
 Accrual Basis

Pocatello Development Authority
Balance Sheet by Class
 As of September 30, 2021

	<u>1-General Fund</u>	<u>4-Naval Ordnance</u>	<u>6-North Portneuf</u>	<u>7-Pocatello Regional Airport</u>	<u>8-Northgate</u>	<u>TOTAL</u>
Deferred Notes Receivable Rev	334,804.20	0.00	0.00	0.00	0.00	334,804.20
Total Long Term Liabilities	<u>339,898.81</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>339,898.81</u>
Total Liabilities	350,225.91	0.00	0.00	119,117.05	0.00	469,342.96
Equity						
Fund Balance	854,519.55	1,097,303.16	1,316,504.73	568,366.04	0.00	3,836,693.48
Net Income	-49,044.82	205,243.51	97,952.43	-687,088.68	4,195.35	-428,742.21
Total Equity	<u>805,474.73</u>	<u>1,302,546.67</u>	<u>1,414,457.16</u>	<u>-118,722.64</u>	<u>4,195.35</u>	<u>3,407,951.27</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,155,700.64</u></u>	<u><u>1,302,546.67</u></u>	<u><u>1,414,457.16</u></u>	<u><u>394.41</u></u>	<u><u>4,195.35</u></u>	<u><u>3,877,294.23</u></u>

Pocatello Development Authority
Profit and Loss

September 2021

	1-General Fund		4-Naval Ordnance		6-North Portneuf		7-Pocatello Regional Airport		8-Northgate		Total	
	Oct '20 - Sep 21	Oct '20 - Sep 21	Oct '20 - Sep 21	Oct '20 - 21	Oct '20 - Sep 21	Oct '20 - 21	Oct '20 - Sep 21	Oct '20 - 21	Oct '20 - Sep 21	Oct '20 - Sep 21	Oct '20 - Sep 21	Oct '20 - 21
Ordinary Income/Expense												
Income												
Interest Income	452.15	2,224.01	0.00	1,435.59	0.00	1,593.74	0.00	427.50	0.00	205.49	452.15	5,886.33
Loan Interest Income	0.00	902.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	902.75
Personal Property tax replace	0.00	0.00	0.00	8,793.36	0.00	4,077.42	0.00	1,262.85	0.00	25.46	0.00	14,159.09
Property Taxes	0.00	0.00	0.00	195,014.56	0.00	92,281.27	0.00	44,621.11	0.00	3,964.40	0.00	335,881.34
Total Income	452.15	3,126.76	0.00	205,243.51	0.00	97,952.43	0.00	46,311.46	0.00	4,195.35	452.15	356,829.51
Gross Profit	452.15	3,126.76	0.00	205,243.51	0.00	97,952.43	0.00	46,311.46	0.00	4,195.35	452.15	356,829.51
Expense												
Administrative	8,649.71	29,986.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,649.71	29,986.06
Bank Fee	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
Non-Capital Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	733,400.14	0.00	0.00	0.00	733,400.14
Professional Services												
Engineering Services	947.53	947.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	947.53	947.53
Other Professional Services	0.00	21,207.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,207.99
Total Professional Services	947.53	22,155.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	947.53	22,155.52
Total Expense	9,597.24	52,171.58	0.00	0.00	0.00	0.00	0.00	733,400.14	0.00	0.00	9,597.24	785,571.72
Net Ordinary Income	-9,145.09	-49,044.82	0.00	205,243.51	0.00	97,952.43	0.00	-687,088.68	0.00	4,195.35	-9,145.09	-428,742.21
Net Income	-9,145.09	-49,044.82	0.00	205,243.51	0.00	97,952.43	0.00	-687,088.68	0.00	4,195.35	-9,145.09	-428,742.21

Action Item 4

Pocatello Development Authority

City of Pocatello
911 North 7th Avenue
Pocatello, Idaho 83201

An urban renewal agency for the City of Pocatello, Idaho

TO: Pocatello Development Authority Board of Directors
FROM: Brent McLane, Executive Director
Merril Quayle, Public Works Development Engineer
DATE: Meeting of October 20, 2021
SUBJECT: Station Square – Issuance of Grant Funds

As part of the Economic Development Loan & Grant Agreements with Station Square, the Board approved grant funds of \$100,000.00 for costs related to work on the fire sprinkler system, fires exist stairway in the atrium, and automatic doors on the front and back of the building at 200 South Main. Of the \$100,000 grant there has been \$15,059.00 already drawn, from April 17, 2019 for the installation of automatic doors, leaving an obligated grant balance of \$84,941.00.

Denis Clijsters, representing Station Square, has submitted paid receipts totaling \$95,675.27 for the installation of the fire suppression system. The appropriate permits were issued, there was a completed inspection on the wet lines, and the final inspection of the system is scheduled for the first week of November. The request is to approve the issuance of the remaining grant balance of \$84,941.00 and that that balance be paid in two payments. The first payment now for the amount of \$50,000.00 and the second payment of \$34,941.00 will be issued when a completed final inspection of the system is submitted to the Executive Director.

CASHIER'S CHECK REGISTER COPY

160753

IRELAND BANK • 208 766-2211 • P.O. Box 186, Malad City, Idaho 83252

92-85/1241

ROCK CREEK FIRE PROTECTION, LLC

PAYEE \$ 6,800.00

NOT NEGOTIABLE

Poleline al
OFFICE STATION SQUARE LLC
PURCHASED BY

FEE COLLECTED LN
Cynthia Thomas



CASHIER'S CHECK REGISTER COPY

160786

IRELAND BANK • 208 766-2211 • P.O. Box 186, Malad City, Idaho 83252

92-85/1241

ROCK CREEK FIRE PROTECTION LLC

PAYEE \$ 38,340.00

NOT NEGOTIABLE

* Thirty Eight Thousand Three Hundred Forty and 00/100
Poleline Corp
OFFICE STATION SQUARE LLC
PURCHASED BY

FEE COLLECTED LN
Duke [Signature]



CASHIER'S CHECK REGISTER COPY

160846

IRELAND BANK • 208 766-2211 • P.O. Box 186, Malad City, Idaho 83252

92-85/1241

ROCK CREEK FIRE PROTECTION LLC

PAYEE \$ 20,000.00
** Twenty Thousand and 00/100

NOT NEGOTIABLE

Poleline Corp
OFFICE STATION SQUARE LLC
PURCHASED BY

FEE COLLECTED LN
Duke [Signature]



OLDEST STATE CHARTERED BANK
Box 186 • Malad City, ID 83252

CHECK

92-85/1241

DATE 09/09/2021

\$*****30,535.27

PAY Thirty Thousand Five Hundred Thirty Five Dollars AND 27/100

TO THE ORDER OF ***ROCK CREEK FIRE PROTECTION, LLC***

NON NEGOTIABLE
PROCESSING COPY

LN

PURPOSE





Rock Creek Fire Protection LLC
 P.O. Box 637
 American Falls, ID 83211 US
 (208)479-2798
 shane@rockcreekfire.com
 www.rockcreekfire.com

Invoice

BILL TO
Station Square LLC 340 S. Arthur Ave Pocatello 83304

SHIP TO
Station Square LLC 340 S. Arthur Ave Pocatello 83304

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2487	06/01/2020	\$0.00	07/01/2020	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	001 FIRE SPRINKLER INSTALLATION	Pay Application #1 (Design & Submittals and Permits	1	6,800.00	6,800.00

PAYMENT 6,800.00

BA LANCE DUE **\$0.00**

PAID



Rock Creek Fire Protection LLC
 P.O. Box 637
 American Falls, ID 83211 US
 (208)479-2798
 shane@rockcreekfire.com
 www.rockcreekfire.com

Invoice

BILL TO

Station Square LLC
 340 S. Arthur Ave
 Pocatello 83304

SHIP TO

Station Square LLC
 340 S. Arthur Ave
 Pocatello 83304

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2533	08/01/2020	\$0.00	08/31/2020	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	001 FIRE SPRINKLER INSTALLATION	Pay App #2	1	32,040.00	32,040.00

PAYMENT
 BALANCE DUE

32,040.00

\$0.00

PAID



Rock Creek Fire Protection LLC
P.O. Box 637
American Falls, ID 83211 US
(208)479-2798
shane@rockcreekfire.com
www.rockcreekfire.com

Invoice

BILL TO

Station Square LLC
340 S. Arthur Ave
Pocatello 83304

SHIP TO

Station Square LLC
340 S. Arthur Ave
Pocatello 83304

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2567	08/31/2020	\$0.00	09/30/2020	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	002 FIRE SPRINKLER SERVICE	Fire Sprinkler Pat App#3	1	6,300.00	6,300.00

PAYMENT 6,300.00

BALANCE DUE **\$0.00**

PAID



Rock Creek Fire Protection LLC
P.O. Box 637
American Falls, ID 83211 US
(208)479-2798
shane@rockcreekfire.com
www.rockcreekfire.com

Invoice

BILL TO

Station Square LLC
340 S. Arthur Ave
Pocatello 83304

SHIP TO

Station Square LLC
340 S. Arthur Ave
Pocatello 83304

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2632	11/03/2020	\$0.00	12/01/2020	Due on receipt	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	002 FIRE SPRINKLER SERVICE	Pay App #4	1	20,000.00	20,000.00

PAYMENT
BALANCE DUE

20,000.00

\$0.00

PAID



Rock Creek Fire Protection LLC
P.O. Box 637
American Falls, ID 83211 US
(208)479-2798
shane@rockcreekfire.com
www.rockcreekfire.com

Invoice

BILL TO

Station Square LLC
340 S. Arthur Ave
Pocatello 83304

SHIP TO

Station Square LLC
340 S. Arthur Ave
Pocatello 83304

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2830	08/01/2021	\$0.00	08/31/2021	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	002 FIRE SPRINKLER SERVICE	Pay Application #5	1	18,735.27	18,735.27

PAYMENT
BALANCE DUE

18,735.27

\$0.00

PAID



Rock Creek Fire Protection LLC
P.O. Box 637
American Falls, ID 83211 US
(208)479-2798
shane@rockcreekfire.com
www.rockcreekfire.com

Invoice

BILL TO

Station Square LLC
340 S. Arthur Ave
Pocatello 83304

SHIP TO

Station Square LLC
340 S. Arthur Ave
Pocatello 83304

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2896	10/12/2021	\$12,000.00	11/11/2021	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	001 FIRE SPRINKLER INSTALLATION	Pay App #7	1	12,000.00	12,000.00

BALANCE DUE

\$12,000.00