

POCATELLO DEVELOPMENT AUTHORITY
Agenda for the meeting of
January 19, 2022 – 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 –MEETING MINUTES.** The Board may wish to waive the oral reading of the minutes and approve the minutes from the Regular Board of Commissioners meeting on December 15, 2021, and the Training and Work Session on January 5, 2022. *See attached document.*
- 3. ACTION ITEM –EXPENSE PAYMENTS & REIMBURSEMENTS.** The Board may wish to approve the payment or reimbursement of the following PDA expenses:
 - 3a.** \$13.00 from the General Fund to Aceline McCulla for additional lunch order on January 5, 2022. *See attached invoice.*
 - 3b.** \$23.71 from the General Fund to Brent McLane for snacks provided during the January 5, 2022 Training Session. *See attached invoice.*
 - 3c.** \$4,915.00 from the General Fund to Elam & Burke for legal fees for November 2021. *See attached invoices.*
 - 3d.** \$195.75 from the General Fund to Grand Idaho Inn & Suites for meeting room and beverage expenses for the training and work session on January 5, 2022. *See attached invoice.*
- 4. ACTION ITEM – PDA TREASURER.** The Board may wish to discuss options for filling the office of Treasurer for the PDA.
- 5. ACTION ITEM –SOUTH 5TH AVENUE FEASIBILITY STUDY.** The Board may wish to discuss new a TIF study for the South 5th Avenue area.
- 6. ACTION ITEM -DOWNTOWN REVITALIZATION FEASIBILITY STUDY.** The Board may wish to discuss a Downtown Revitalization Feasibility Study.
- 7. ACTION ITEMS -PDA MANUAL ENHANCEMENT.** The Board may wish to discuss a PDA Manual Enhancement.
- 8. 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.
- 9. ACTION ITEM –NEWS FOR THE GOOD OF THE ORDER.** The board may wish to discuss news for the Good of the Order.
- 10. ADJOURN REGULAR MEETING.**

Action Item 2

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

Present: Heidi Adamson, Greg Gunter, Jim Johnston, Terrel Tovey and Scott Turner,

Excused: Brian Blad, Rob Lion and David Villarreal.

Unexcused: Victoria Byrd.

Others Present: Brent McLane, Executive Director; Aceline McCulla, Secretary, Jared Johnson, Pocatello City Attorney, Jeff Mansfield, Pocatello Director of Public Works/City Engineer, Merril Quayle, Pocatello Dev. Engineer; MiaCate Kennedy, Pocatello Ex-Officio and guests.

Vice Chair Turner asked the Board to approve today's agenda as published.

It was moved by **J. Johnston** and seconded by **T. Tovey** to approve the agenda as published. Those in favor: Adamson, Gunter, Johnston, Tovey and Turner. Unanimous. Motion Carried.

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

Vice Chair Turner called the meeting to order at approximately 11:01 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 November 17, 2021.

It was moved by **H. Adamson** and seconded by **J. Johnston** to approve the minutes from the Board of Commissioners meeting held November 17, 2021. Those in favor: Adamson, Gunter, Johnston, Tovey and Turner. Unanimous. Motion Carried.

It was moved by Tovey and seconded by Adamson to revisit the minutes.

It was moved by **H. Adamson** and seconded by **G. Gunter** to amend the minutes to remove G. Gunter from the minute motions and approve the changes. Those in favor: Adamson, Gunter, Johnston, Tovey and Turner. Unanimous. Motion Carried.

Agenda No. 3: Expense Payments & Reimbursements. The Board may wish to approve the payment or reimbursement of the following PDA expenses:

3a. \$97.00 from the General Fund to Elam & Burke for legal fees for the month of October.

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

Agenda Item No. 4: Station Square Lost Note and Request for Reconveyance and a Substitution of Trustee. The Board of Commissioners may wish to discuss and authorize the Chair to sign the Lost Note and Request for Reconveyance and a Substitution of Trustee for the Station Square loan payoff.

It was moved by **T. Tovey** and seconded by **H. Adamson** to authorize the Chair Villarreal to sign the Station Square Lost Note and Request for Reconveyance and a Substitution of Trustee documents as presented. Those in favor: Adamson, Gunter, Johnston, Tovey and Turner. Unanimous. Motion Carried.

Agenda Item No. 5: 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.

McLane stated the training and work session will be held January 5, from 9 AM to 4 PM. Meghan and MiaCate will train in the morning, and Rob Lion will lead the work session in the afternoon. McLane and Quayle will look for historical documents and then McLane will send a copy of the documents via email prior to the training and work session.

Agenda Item No. 6: ADJOURN

With no further business, it was moved by **T. Tovey** and seconded by **G. Gunter** to adjourn the meeting at 11:18 AM. Those in favor: Adamson, Gunter, Johnston, Tovey and Turner. Unanimous. Motion Carried.

Submitted by: Aceline McCulla, Secretary

Approved on: January 19, 2022

DRAFT

POCATELLO DEVELOPMENT AUTHORITY
Training and Work Session Minutes for January 5, 2022
9:00 AM to 4:00 PM
Grand Idaho Inn & Suites
1399 Bench Road, Pocatello, ID 83201

**AGENDA ITEM 1: CALL TO ORDER, DISCLOSURE OF CONFLICT OF INTEREST, AND
ACKNOWLEDGMENT OF GUESTS.**

Chair Villarreal called the training to order at 9:18 AM

PRESENT: Heidi Adamson, Victoria Byrd, Greg Gunter, Jim Johnston, Rob Lion, Terrel Tovey,
Scott Turner and David Villarreal.

EXCUSED: Brian Blad.

STAFF: Brent McLane, Executive Director, Aceline McCulla, Secretary, Meghan Conrad, PDA Attorney
(Via Zoom), MiaCate Kennedy, Ex officio, Jeff Mansfield City of Pocatello PW Director, Jared
Johnson, City of Pocatello Attorney, Rick Cheatum, City of Pocatello Councilman.

AGENDA ITEM 2: MEGHAN CONRAD.

The Board will receive training from Meghan Conrad of Elam and Burke on roles, limitations, and responsibilities of redevelopment agencies as defined by law and state statute.

Megan Conrad gave a presentation on the Urban Renewal Project implementation and answered Board members' questions. The PowerPoint will be sent to PDA Board members and stored digitally for records retention.

AGENDA ITEM 3: TRAINING WITH MIACATE KENNEDY

The Board will receive training from MiaCate Kennedy I of the Bannock Development Corporation (BDC) on how to coordinate efforts to increase and enhance economic development in the City of Pocatello.

MiaCate Kennedy identified the who, what and why of the BDC. The BDC's plan is to vet companies interested in coming to our City.

High level revitalization of downtown dynamic is in the top five requirements for cities to grow and succeed.

Kennedy is working on a five-step plan to vet companies and see if they strategically follow the BDC's plan, if they are a match, may move to the PDA if a TIF District is a good fit for the business and they may utilize assistance to complete a transition to Pocatello. The **5-Step Process** includes **1) Financials and Business plan; 2) Strategic plan; 3) Location; 4) Timeline; and 5) Commitment level – length of time.**

BDC has their own legal team and liability insurance to cover their team. Kennedy noted that companies are sent to the State of Idaho to identify fund incentives available and then create agreements with the State prior to coming back to BDC and then to the PDA for qualifying programs.

Kennedy emphasized that being transparent is vital as well as bringing in all the stakeholders to get companies motivated to move their company to Pocatello. For Pocatello to understand that high technology is a requirement for residents and businesses.

AGENDA ITEM 4: LUNCH BREAK - 12:30 p.m. – 1:00 p.m.

AGENDA ITEM 5: WORK SESSION

The Board will discuss vision, goals, and policies of the PDA.

Chair Villarreal introduced Rob Lion as the facilitator for the work session and began the work session at 1:00 PM.

Rob Lion stated the PDA needs to discuss and design the change the Board wants to see and revise plans to take the PDA in a new direction. Lion would guide the group on Vision, Goals, and add to the “Policy Parking Lot” to work through later as they pop up.

Lion asked Conrad to please review the street improvements from her earlier presentation. **Conrad** highlighted street improvements in other cities in her Urban Revitalization PowerPoint. (Aceline would emailed the Presentation to PDA Board members).

The PDA planning document would limit some things in different TIF Districts, which are all predated of 2016.

Conrad discussed information on TIFs and downtown areas, as a downtown initiative is an important part. The PDA has the ability to create a revitalization area. The area desired would be studied by a third-party agency, the findings would then be presented to the PDA Board and worked through and then the information would be brought before the City of Pocatello Council.

Funding in part comes from the City as a grant with reimbursement over a time frame.

Conrad explained that URA is an area determined as deteriorated or deteriorating. Communities would choose to have funds allocated to restore these areas. TIF (tax increment revenue generator) and URA (not an increment revenue generator) as of 2016 an URA can be overlaid with a TIF and they may have the same boundary.

Tovey noted a government entity must be the grantee and allocate funds accordingly.

Conrad clarified that a closed TIF district can be opened as a new TIF district in whole or part.

Conrad discussed borrowed funds and noted that agencies could budget for operational expenses. If PDA borrows funds from another TIF district, the funds must be reimbursed to that TIF District. When you look at businesses that require infrastructure, a TIF could be created. This may create a ripple effect where other businesses, within the area specified, want to improve their buildings and may ask for limited funds.

AGENDA ITEM 6: ADJOURN.

With no further business, the work session ended at 4:00 PM.

Submitted by: _____
Aceline McCulla, Secretary

Approved on January 19, 2022

Action Item 3

AGENDA 3A

Cafe Tuscano
2231 E. Center St.
Pocatello, ID 83201
203-233-7702

January 5, 2022 11:13am

Ticket: 2201050004
Server: TO GO T
Seat: ToGo:ToGo:1

Item	Price
1 Pull Pork Sandwich	12.00T
Subtotal	12.00
Sales Tax 1 Exempt: 826000244 TO GO Charge	1.00
Total	\$13.00
MstrCard Visa Amount Due	\$-13.00 \$0.00

Tip Helper:
15%=1.95 18%=2.34 20%=2.60

Thank you and have a Wonderful
Day!!

Last minute order
for Rick Chestnut
on day of meeting.

Reimburse

Aceline McCulla
904 F McKinley Ave
Pocatello ID 83201

Broulim's

570 SOUTH STATE
SHELLEY, IDAHO 83274

PHARMACY HOURS
MON-FRI 9:00 AM - 7:00 PM
SAT 9:00 AM - 5:00 PM
208-357-0468

114 KRIS
Welcome BROULIMS Member 42000053770
GROCERY

Reimburse Brent McLane
Snacks for Training & Work Session
on January 5, 2022.

BLU DIAM ALMND S WHL 4157005181	1.19	TF
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BLU DIAM ALMONDS SMO 4157005179	1.19	TF
BLU DIAM ALMONDS SMO 4157005179	1.19	TF
FL FUN TIMES MIX CUB 2840015583	11.99	TF
You Saved	5.10	
QKR CHW VARIETY PK G 3009931188	2.49	TF
BAKERY		
FANCY DONUTS 445	.99	TF
SERVICES		
WALLET CREDIT 22	5.00	TF

SUBTOTAL 14 22.37
TAX 1.34
TOTAL 23.71

DUE 23.71
DEBIT 23.71

EPS Response Desc APPROVED
01/05/2022 07:33:08
US DEBIT Entry Method: Chip
CARD #: XXXXXXXX
PURCHASE
AUTH DATE: 7/2/22

ELAM & BURKE

ATTORNEYS AT LAW

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

AGENDA 3c

Tax Id No. 82-0451327

Pocatello Development Authority
Attn: Brent McLane
City of Pocatello
P.O. Box 4169
Pocatello, ID 83205

NOVEMBER 30, 2021

Invoice # 193601

Billing Atty - MSC

RE: Special Counsel General

CLIENT/MATTER: 09212-00003

NOVEMBER 30, 2021

Invoice # 193601

*** INVOICE SUMMARY PAGE ***

PROFESSIONAL FEES	4,915.00
COSTS ADVANCED	.00
TOTAL INVOICE	4,915.00

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

Pocatello Development Authority
Attn: Brent McLane
City of Pocatello
P.O. Box 4169
Pocatello, ID 83205

NOVEMBER 30, 2021

Invoice # 193601

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED

From NOVEMBER 5, 2021 Through NOVEMBER 30, 2021

RE: Special Counsel General

CLIENT/MATTER: 09212-00003

11/05/21	ARG	.30	Review of project and email correspondence from Agency related to OPA.	67.50
11/05/21	MSC	.50	Consider terms for the OPA and identify specific exhibits to the OPA in preparation for drafting the same.	112.50
11/08/21	ARG	1.10	Review Naval Ordnance Plant URA Plan and IRG project plan for purposes of drafting OPA. Begin Drafting OPA for Naval Ordnance Plant URA Plan. Continue drafting OPA for Plan. Revise and edit draft OPA based on need for provisions related to facade easements and performance bond.	247.50
11/09/21	ARG	2.70	Begin drafting facade easement for inclusion with OPA. Review OPA provisions for consistency with facade easement. Draft reimbursement form for inclusion in OPA.	607.50
11/10/21	MSC	6.00	Review IRG presentation to identify proposed reimbursable projects. Review Naval Ordnance Plan. Review ordinance adopting the Plan and note the termination date. Work on revising the draft owner participation agreement. Work on revising the draft deed of facade easement. Work	1,350.00

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			on revising the draft confirmation of reimbursement.	
11/10/21	RPA	.30	Consider issues for funding facade improvements. Provide model which may be useful in the negotiations.	67.50
11/11/21	MSC	1.70	Work on continuing to revise the draft owner participation agreement and the deed of facade easement. Circulate the draft agreement and attachments to Brent McLane noting deal specific provisions.	382.50
11/17/21	ARG	.80	Draft revisions to OPA based on Board direction and project specifics.	180.00
11/17/21	MSC	1.30	Review agency agenda. Prepare for, attend and participate in agency board meeting (telephonically).	292.50
11/17/21	RPA	.20	Address facade information and amount of reimbursement for the improvement.	45.00
11/19/21	KSK	.10	Draft reminder email to client re urban renewal plan registry form.	10.00
11/19/21	MSC	.50	Review and follow up on email communication from Mr. McLane concerning past agency practices and follow up re same.	112.50
11/20/21	RPA	.30	Review and respond to inquiry on how to best respond to constituent in Pocatello re: PDA practices and expenditure of funds.	67.50
11/22/21	MSC	1.00	Call with Brent McLane to discuss the draft owner participation agreement and upcoming PDA discussion topics. Follow up internally to discuss next steps. Draft email communication to Mr. McLane re guidance as to next steps.	225.00
11/22/21	RPA	.70	Address appropriate response to request for documents, information and compliance with use of funds within project areas, and whether policies should be revised. Consider requesting	157.50

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NOVEMBER 30, 2021
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			additional time to respond, and how to coordinate with the Agency and City.	
11/23/21	ARG	.60	Review and analyze correspondence from PAGE constituent regarding PDA spending. Review pertinent statutes regarding same.	135.00
11/23/21	MSC	.10	Review status update from Brent McLane and consider next steps.	22.50
11/23/21	RPA	.20	Review response to request for additional time to respond to inquiry on authorized expenditures. Consider next steps.	45.00
11/24/21	ARG	.30	Begin drafting response to PAGE from Development Authority.	67.50
11/24/21	MSC	.40	Review the revised owner participation agreement and draft transmittal letter to IRG local counsel. Circulate the owner participation agreement, confirmation of reimbursement form and the draft facade easement to counsel.	90.00
11/29/21	ARG	1.20	Draft correspondence to PAGE regarding expenditures of PDA. Research applicable statutes.	270.00
11/29/21	MSC	.60	Review and follow up on email communications concerning a meeting to address response to letter outlining concerns. Continue to assess proposed response to the letter.	135.00
11/30/21	MSC	1.00	Zoom call with PDA representatives to address response to communication re historical projects and preparation of information to be posted on the PDA's website.	225.00

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ATTORNEY	RATE	HOURS	AMOUNT	NON-CHARGEABLE	
				HOURS	AMOUNT
Germaine, Abbey R. Of Counsel	225.00	7.00	1,575.00	.00	.00
Armbruster, Ryan P. Of Counsel	225.00	1.70	382.50	.00	.00
Conrad, Meghan S. Shareholder	225.00	13.10	2,947.50	.00	.00
Kline, Kim S. Paralegal	100.00	.10	10.00	.00	.00
		21.90	4,915.00	.00	.00

COSTS ADVANCED

TOTAL COSTS ADVANCED .00

INVOICE TOTAL 4,915.00

BALANCE FORWARD 97.00

BALANCE DUE 5,012.00



Group: City of Pocatello - PDA Training
 Contact: Aceline McCulla
 Room: CM
 Count: 17

House/DB#:
 Payment: [Credit Card](#)
 Date: 01/05/22

1399 Bench Road, Pocatello, ID 83201

Description	Item Code	Qty.	Price	Total
Room Rental	1	1	\$150.00	\$150.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Food & Non-Alcoholic Beverage				
Coffee/gal	6	1	\$12.00	\$12.00
Hot Tea/gal	6	1	\$15.00	\$15.00
Cannded Soft Drinks/each	6	15	\$1.25	\$18.75
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
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				\$0.00
				\$0.00
				\$0.00
Alcoholic Beverages				
Liquor				
Beer				
Wine				
Bottled Wine (include tax in total)				

1 - Room Rental	\$	150.00
2 - A/V Rental	\$	-
3 - Breakfast	\$	-
4 - Lunch	\$	-
5 - Dinner	\$	-
6 - Coffee Break	\$	45.75
7 - Reception	\$	-
8 - Miscellaneous	\$	-

Food and Beverage Total	\$45.75
Alcoholic Beverages	\$0.00
Room Rent & Misc	\$150.00
POS-JCB Room Rent & Misc	
POS-JCB Food & Beverage	
Subtotal	\$195.75
Service Charge(18%)	EXEMPT
Tax(6%)	EXEMPT
Tip (Optional)	
Total	\$195.75
Less Deposit	
Balance Due	\$195.75

Guest Signature: Aceline McCulla

Prepared By: M. Willetts