

POCATELLO DEVELOPMENT AUTHORITY

Agenda for the meeting of

June 15, 2022 – 11:00 a.m.

Council Chambers – Pocatello City Hall

During low/medium community level designations, individuals are encouraged, but not required, to wear masks/face coverings.
During high community level designations, individuals will be 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 and the Executive Session meeting held on May 18, 2022. *See attached documents.*
- 3. ACTION ITEM –EXPENSE PAYMENTS & REIMBURSEMENTS.** The Board may wish to approve the payment or reimbursement of the following PDA expenses:
 - 3a. \$9,000.00** from the General Fund to Deaton & Company Charter for 2021 Annual Audit costs. *See attached Invoice.*
 - 3b. \$72.50** from the General Fund to Idaho State Journal for Treasurer/Bookkeeper RFP AD. *See Attached Invoice.*
 - 3c. \$1,194.50** from the General Fund to Elam & Burke Attorneys at Law for May 2022 Services. *See attached invoice.*
- 4. ACTION ITEM – PDA TREASURER/BOOKKEEPER -** The Board may wish to discuss the PDA Treasurer/Bookkeeper RFP.
- 5. 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.
- 6. ACTION ITEM –NEWS FOR THE GOOD OF THE ORDER.** The board may wish to discuss news for the Good of the Order.
- 7. ADJOURN REGULAR MEETING.**

Action Item 2

POCATELLO DEVELOPMENT AUTHORITY

Meeting Minutes for May 18, 2022 at 11:01 A.M.
Council Chambers, 911 N 7th Avenue, Pocatello, Id

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

Chair Villarreal called the meeting to order at approximately 11:04 a.m. No conflicts were disclosed.

Members present: Mayor Brian Blad (arrived at 11:05 a.m.), Rick Cheatum, Greg Gunter (arrived at 11:05 a.m.), Jim Johnston, Kirk Lepchenske, Scott Turner and David Villarreal.

Members excused/unexcused: Victoria Byrd (UE) and Terrel Tovey EX).

Others present: Executive Director Brent McLane; Secretary Aceline McCulla, PDA Attorney Meghan Conrad-via Go-To-Meeting (GTM), Pocatello Development Engineer Merril Quayle; City of Pocatello Attorney Jared Johnston, City of Pocatello Public Works Director/City Engineer Jeff Mansfield, and other visitors.

Villarreal introduced Kirk Lepchenske to the Board.

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 Regular Board of Commissioners meeting and the Executive Session meeting held on April 20, 2022.

It was moved by **J. Johnston** and seconded by **B. Blad** to approve the regular Board of Commissioners' meeting and Executive Session minutes held April 20, 2022. Those in favor were Victoria Byrd, Rick Cheatum, Jim Johnston, Kirk, Terrel Tovey, Scott Turner and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 3: Expense Payments & Reimbursements.

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

- 3a. \$58.10** from the General Fund to Aceline McCulla for FedEx costs for IRG OPA documents. *See attached receipt.*
- 3b. \$2,717.38** from the General Fund to Elam & Burke Attorneys at Law for April 2022 Services. *See attached invoice.*

It was moved by **B. Blad** and seconded by **S. Turner** to approve the reimbursement and expense payments as presented. Those in favor: Victoria Byrd, Rick Cheatum, Jim Johnston, Kirk Terrel Tovey, Scott Turner and David Villarreal. Unanimous. Motion Carried.

Agenda Item 4: 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.

Merril Quayle gave an update on the IRG project. The current tenants are signing new long term leases, and they are getting new tenants to fill available space. The main office has been updated with historic items, flowers are being planted, and the color pallet selected was reflective of the historic color scheme, signage has been updated, creating a concept for a new mural of the lineage to present to the PDA.

Johnston asked how many people are employed at the location. **Quayle** stated there are 650 employees was employed as of the last inquiry. **McLane** will check with the Census Bureau on updated figures. The projects will be completed one building at a time. **Blad** noted IRG plans to have the buildings completed by the end of 2022, if possible. **Quayle** will get the names of current and new tenants for the next meeting.

McLane stated the RFP for the Treasurer/Bookkeeper and the IRG OPA are still in the works.

Agenda Item 5: News for the Good of the Order.

The board may wish to discuss news for the Good of the Order.

Johnson noted that single-family homes is very low and the cost and rents in the area has exceeded current income levels in the area, and the need for affordable homes and rentals is greatly needed. The Housing Alliance was created but has not moved forward since John Regets left the Bannock Development Corporation.

Blad stated that property and building costs have quadrupled since 2020, so this is also an issue.

Villarreal recommended reinstating a committee. **Blad** noted that it is expensive to build, so keeping costs down is hard, and when the County Assessor's office did not gradually increase assessments for 30-years and then in one year an accessed increased property value by up to 230% this caused a huge problem.

Gunter noted infill in the downtown area would be a huge opportunity for affordable housing. **Blad** noted a TIF takes about a year to research, develop a plan, get the public educated and then create, it may take three years to get housing projects completed.

Villarreal discussed tiny homes being built on a foundation, so the home cannot be moved easily, so it could qualify bank financing. Villarreal also discussed nonconventional stick and mortar homes with container home communities.

Blad will look into container housing and bringing people together to discuss this opportunity for this area.

Agenda Item No. 6: Adjourn Regular Meeting.

With no further business, **Vice Villarreal** adjourned the meeting at 11:54 a.m.

Submitted by: _____
Aceline McCulla, Secretary

Approved on June 15, 2022

Action Item 3

Deaton & Company, Chartered
 Certified Public Accountants
 215 North 9th, Suite A
 Pocatello, ID 83201-5278
 (208) 232-5825
 Members of Idaho Society of Certified Public Accountants
 Members of American Institute of Certified Public Accountants



ID: 06787
 POCATELLO DEVELOPMENT AUTHORITY
 911 N 7TH
 POCATELLO, ID 83205

Invoice: 144689
 Date: 04/30/2022

For professional service rendered as follows:

Audit Services	5,000.00
Additional Non-Attest Services: Account Reconciliation, Loan Payoff Calculations, and Preparation of Financial Statements	4,000.00
	\$9,000.00
Billed Time & Expenses	\$9,000.00
Invoice Total	\$9,000.00

Date	Type	Reference	Debit	Credit	Balance
04/01/22	Beginning Balance				\$0.00
04/30/22	Invoice #144689		9,000.00		9,000.00
04/30/22	Amount Due				\$9,000.00

Please return this portion with payment.

Invoice: 144689

ID: 06787
 POCATELLO DEVELOPMENT AUTHORITY

Amount Enclosed: \$ _____

Due Date: 05/30/2022

*If payment has been sent, please disregard this notice.
 Delinquent accounts will be charged a finance fee of 1.5 percent per month
 after 30 days from the due date of the invoice.*

For billing questions contact 208-232-5825



ADVERTISING INVOICE

APG West Payment
Processing
PO Box 1570
Pocatello, ID 83204
Ph. (208) 239-3163

AGENDA 3b

BILLING DATE:	ACCOUNT NO:
05/03/22	18588

ACELINE MCCULLA
POCATELLO DEVELOPMENT AUTHORITY
911 N 7th Avenue
POCATELLO, ID 83205

REQUEST FOR PROPOSALS For Treasurer/Bookkeeping Services

The The Urban Renewal Agency of the City of Pocatello, Idaho d/b/a Pocatello Development Authority, a public body corporate and politic ("Agency") invites individuals and entities to submit proposals for general nonexclusive treasurer/bookkeeping services.

The individual or entity would negotiate with Agency for a services agreement.

Interested individuals and entities are invited to obtain RFP submission instructions by contacting Brent McLane at bmclane@pocatello.us or by visiting the PDA webpage at <https://pda.pocatello.us/documents/RFP-bookkeeping-account-services.pdf> to download the RFP instruction packet. Submission instructions are also available at the Pocatello Development Authority offices located at 911 North 7th Avenue, Pocatello, Idaho 83201. Submissions will be accepted until 3:00 p.m. MDT, May 27, 2022. Late or incomplete submissions will not be accepted.

The services contract will be awarded to the individual or agency who, in the sole opinion of Agency, is best qualified to perform the work. The right is reserved to reject any or all submissions not conforming to the intent and purpose of the "Request for Proposals" whenever such action appears to be in the best interests of Agency.

Published April 10 and 17, 2022 (ISJ1614-232880)

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
232880	RFP	05/10/22	05/17/22	2	\$72.50

Payments:

Date	Method	Card Type	Last 4 Digits	Check	Amount
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Discount: **\$0.00**
 Surcharge: **\$0.00**
 Credits: **\$0.00**

Gross: **\$72.50**
 Paid Amount: **\$0.00**

Amount Due: \$72.50

We Appreciate Your Business!

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

MAY 31, 2022

Invoice # 196226

Billing Atty - MSC

RE: Special Counsel General

CLIENT/MATTER: 09212-00003

MAY 31, 2022

Invoice # 196226

***** INVOICE SUMMARY PAGE *****

PROFESSIONAL FEES	1,194.50
COSTS ADVANCED	.00
TOTAL INVOICE	1,194.50