

AGENDA
POCATELLO DEVELOPMENT AUTHORITY
MEETING
NOVEMBER 20, 2024 – 11:00 AM
COUNCIL CHAMBERS | 911 N 7TH AVENUE

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with two (2) 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, ROLL CALL, DISCLOSE CONFLICTS OF INTEREST AND ACKNOWLEDGMENT OF GUESTS.**
- 2. ACTION ITEM: MEETING MINUTES.** The Board may wish to waive the oral reading of the Board of Commissioners' regular and special meeting minutes held September 18 2024, and approve the minutes as written. **(ACTION ITEM)**
- 3. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.** The Board may wish to approve the monthly financial report, expenses and reimbursements. **(ACTION 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.
- 5. ADJOURN MEETING.**

Action Item 2

MINUTES
POCATELLO DEVELOPMENT AUTHORITY
MEETING
OCTOBER 16, 2024 – 11:00 AM
COUNCIL CHAMBERS | 911 N 7TH AVENUE

1. CALL TO ORDER AND DISCLOSURE OF CONFLICTS OF INTEREST

Linda Leeuwrik called the meeting to order at approximately 11:11 a.m. No conflicts were disclosed.

Members present: Mayor Brian Blad, Linda Leeuwrik, Kirk Lepchenske, Fred Parrish, Nathan Richardson, and Ruby Walsh.

Members excused: Jeff Hough, Jim Johnston, and David Villarreal.

Others present: Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, City of Pocatello Development Engineer Merrill Quayle, City of Pocatello Attorney Jared Johnson, City of Pocatello PW Director/City Engineer Jeff Mansfield, and other visitors.

2. MEETING MINUTES.

The Board may wish to waive the oral reading of the Board of Commissioners' regular and executive session meeting minutes and approve the meeting minutes held September 18, 2024.

It was moved by **B. Blad** and seconded by **F. Parrish** to approve the Board of Commissioners' regular meeting minutes and approve the meeting minutes held September 18, 2024. Those in favor: B. Blad, L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson, and R. Walsh. Those against: none. Unanimous. Motion carried.

3. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.

The Board may wish to approve the monthly financial report, expenses and reimbursements.

It was moved by **B. Blad** and seconded by **N. Richardson** to approve the financial report, expenses and reimbursements as presented. Those in favor: B. Blad, L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson, and R. Walsh. Those against: none. Unanimous. Motion carried.

4. PORTNEUF CAPITAL LLC OPA2 REIMBURSEMENT 1. The Board may wish review and execute the reimbursement request no. 1 for \$174,640.00 by Portneuf Capital LLC for reclamation work in the Portneuf District URA. The reimbursement packet is included with the agenda 3 financial documents.

McLane this request is for remediation work, breaking up and removal of concrete and debris. McLane and Quayle reviewed the reimbursement request and supporting documents, following the inspections, which were completed satisfactorily.

Parrish noted the work and invoices were completed prior to the OPA2 in September. **McLane** noted that Portneuf Capital LLC had been in communication with the PDA since May 2024 and the PDA agreed to create an OPA for this work, the OPA2 was not completed until September and then executed; the OPA2 took longer to get completed.

Richardson asked if more cement work reimbursements will come before the PDA. **Quayle** noted that this first reimbursement request was to bust up the concrete and clean up debris, the hauling of the concrete work will begin now, which will be disposed of by IMC; they will separate the concrete from the rebar and break it up. This will be the next reimbursement request 2, and the electrical work will be the third and reimbursement request.

It was moved by **F. Parrish** and seconded by **K. Lepchenske** to approve and execute the Portneuf Capital LLC OPA2 reimbursement request no. 1 for \$174,640.00 for the reclamation work in the Portneuf District URA as presented.

Those in favor: B. Blad, L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson, and R. Walsh. Those against: none. Unanimous. Motion carried.

5. NORTH PORTNEUF DISTRICT RAILROAD OVERPASS AND ACCESS ROAD. The Board may wish to discuss and review the RFQ applicant submissions for the design of the new railroad overpass and access road, and then select and approve the applicant for the project.

McLane noted that one response was received for the RFQ request. Keller Associates is qualified and staff is comfortable with Keller's abilities and quality of work, and staff asks that if the Board is okay with the one RFQ, to move forward with approval and begin negotiations for agreement to be drawn up.

Blad asked if the access road has been approved with ITD and they are okay with the City tying into Highway 30. **McLane** stated they have been involved since the beginning, before the RFQ process. Staff will be involved with the review of the quote and engagement process. We hope to have the engagement prepared for approval for the November meeting.

It was moved by **B. Blad** and seconded by **R. Walsh** to approve the RFQ application submission for Keller Associates and have the engagement agreement created for approval during the November meeting.

6. SOUTH 5TH URA DISTRICT PROPOSAL. The Board may wish to discuss, approve, and execute the proposal, requested by SB Friedman, of a site analysis and planning professional to aid in calibrating the feasibility study for the South 5th URA District.

McLane noted this will aid in the creating of the site design and development, and at the beginning, the discussion of bringing in a specialist consultant for the site analysis and planning professional to calibrate the feasibility study. The fees they are proposing are quite reasonable for the work being performed. **Blad** noted this is necessary work to be done for the Board to move forward with the project.

It was moved by **B. Blad** and seconded by **K. Lepchenske** to approve and execute the proposal of a site analysis and planning professional to aid in the calibration of the feasibility study for the South 5th URA District as presented. Those in favor: B. Blad, L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson, and R. Walsh. Those against: none. Unanimous. Motion carried.

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.

Nothing was reported.

8. ADJOURN REGULAR MEETING.

With no further business, it was moved by **K. Lepchenske** and seconded by **R. Walsh** to adjourn the meeting at 11:33 a.m. Those in favor: B. Blad, L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson, and R. Walsh. Those against: none. Unanimous. Motion carried.

Submitted by:
Aceline McCulla, Secretary

Approved on: November 20, 2024

Action Item 3

Pocatello Development Authority
Monthly Finance Report
November 20, 2024
Fiscal Year 2025

Expenditure Approvals:

Checks to be ratified:

<u>Vendor</u>	<u>Check #</u>	<u>Amount</u>
City of Pocatello	2043	2,421.45 staff reimbursement 7/1 - 9/30

Checks to be approved:

<u>Vendor</u>	<u>Check #</u>	<u>Amount</u>
ICCU VISA	dbt24-11	103.76 Jimmy John's (lunch)
Thane Sparks	2044	1,500.00 October services
Elam & Burke	2045	556.00 Invoice# 211342
SB Friedman	2046	15,940.00 Feasibility Study South 5th

Board Approval

Cash Balances as of November 20, 2024

	General Fund		Naval Ordinance		North Portneuf		Airport		Northgate		Total	
Cash	1,042,981.94		29,478.41		1,593,358.90		46,012.93		327,634.12		3,039,466.30	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Income												
Administrative fees	-	-	-	-	-	-	-	-	-	-	-	0.00
Property taxes	17,000	-	142,000	-	98,000	-	82,000	-	415,000	-	754,000	0.00
Interest income	100,000	-	-	-	-	-	-	-	-	-	100,000	0.00
Other	-	-	-	-	-	-	-	-	-	-	-	0.00
Total Income	117,000	0.00	142,000	0.00	98,000	0.00	82,000	0.00	415,000	0.00	854,000	0.00
Expense												
Administrative expense	-	-	-	-	-	-	-	-	-	-	-	0.00
Luncheon costs	2,500	297.31	-	-	-	-	-	-	-	-	2,500	297.31
Office expenses	500	-	-	-	-	-	-	-	-	-	500	0.00
Dues and memberships	-	-	-	-	-	-	-	-	-	-	-	0.00
Insurance	11,900	-	-	-	-	-	-	-	-	-	11,900	0.00
City admin charges	20,000	2,421.45	-	-	-	-	-	-	-	-	20,000	2,421.45
Professional services	85,000	3,756.00	-	-	75,000	-	-	-	-	-	160,000	3,756.00
New district/feasibility study	125,000	64,607.80	-	-	-	-	-	-	-	-	125,000	64,607.80
Reimbursement - district imp.	-	-	-	-	-	-	-	-	685,000	-	685,000	0.00
Planned development projects	-	-	-	-	450,000	174,640.00	-	-	-	-	450,000	174,640.00
Non-capital Infrastructure	979,100	-	172,000	-	843,000	-	84,100	-	-	-	2,078,200	0.00
Total Expense	1,224,000	71,082.56	172,000	0.00	1,368,000	174,640.00	84,100	0.00	685,000	0.00	3,533,100	245,722.56

PDA Luncheon for November 20, 2024

Jimmy John's
625 S 5th Ave, Pocatello, ID 83204
208-478-1693

City of Pocatello Tax Exempt ID: 82-6000244

Deliver to: City Hall 911 N 7th Avenue by 10:30-10:45 AM on November 20, 2024. Call Aceline 406.202.6444, Council Chambers is across from Utility Billing Windows.

Items	Qty	Each Cost	Totals
#11 Country Club Giant, add lettuce & tomatoe (cut into 3 sandwiches)	1	\$ 17.48	\$ 17.48
Little John #5 Salami, Capocollo, add lettuce & tomato	2	\$ 4.99	\$ 9.98
Little John #5 Salami, Capocollo, add tomato & onion label Jeff M	1	\$ 4.99	\$ 4.99
Little John #3 Tuna, add lettuce & tomato	1	\$ 4.99	\$ 4.99
Little John #4 Turkey, (2) add lettuce & tomato (1) tomato only label Linda	3	\$ 4.99	\$ 14.97
#2 Big John - RB - Giant, add lettuce & tomato (cut into 3 sandwiches)	1	\$ 14.48	\$ 14.48
11 Chips: (3) Jale, (4) Thinny, (2) S&V, (2) BBQ	11	\$ 1.59	\$ 17.49

TOTAL CHECK AMOUNT **\$ 84.38**

Gratuity 20% of food **\$ 16.88**

Delivery Charge **\$ 2.50**

Paid with PDA Credit Card ending in 0272 **\$ 103.76**

Instructions to prepare and label sandwiches:

* Please cut each Giant sub into 3 equal sandwiches, add lettuce and tomato to each sandwich, then wrap each section individually, and write sandwich name on each individually wrapped sandwich. (3) #11 Club, (2) #5 Italian, (1) #5 Jeff M, (1) #3 Tuna, (2) #4 Turkey, (1) #4 Turkey Linda, (3) #2 Roast Beef

* All sandwiches will be dry, please add vegetables per line item specifications listed above.

* Include 1 mayo, 1 mustard packet and three (3) napkins for each sandwich, and Oil/Vinegar for the Little John #5 sandwiches. Thank you for all you do.

INVOICE

Thane Sparks

3506 E 126 N
Rigby, Idaho 83442
(208) 206-8457

DATE: November 20, 2024
INVOICE # 24-11
FOR: Professional Services

BILL TO:

Pocatello Development Authority
911 N 7th Avenue
Pocatello, Idaho 83201

DESCRIPTION			AMOUNT
Professional Services - November 2024			\$ 1,500.00
		SUBTOTAL	\$ 1,500.00
		TAX RATE	
		SALES TAX	\$ -
		OTHER	
		TOTAL	\$ 1,500.00

Make all checks payable to .

Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

THANK YOU FOR YOUR BUSINESS!

251 E. Front Street, Suite 300
Boise, Idaho 83702
Tax ID No. 82-0451327
Telephone 208-343-5454
Fax 208-384-5844



October 31, 2024

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

Invoice No. 211342
Client No. 9212
Matter No. 3
Billing Attorney: MSC

INVOICE SUMMARY

For Professional Services Rendered from October 22, 2024 through October 31, 2024.

RE: Special Counsel General

Total Professional Services	\$ 556.00
Total Costs Advanced	<u> \$.00 </u>
TOTAL THIS INVOICE	\$ 556.00

SB Friedman Development Advisors, LLC
70 W. Madison St., Suite 3700
Chicago, IL 60602
312/424-4250 fax 312/424-4262

November 5, 2024
Invoice No: 4

Brent McLane
Pocatello Development Authority
P.O. Box 4169
Pocatello, ID 83205-4169

Project 00112.23 Pocatello – 3 URA Feasibility Studies
South 5th

Professional Services Rendered Re: Conduct market analysis; conduct key informant interviews; start setting up model for URA revenue projections; call design firms to obtain bids; internal and external communication.

August 31, 2024 to October 25, 2024

	Hours	Rate	Amount	
G. Dickinson, Senior Vice President	5.25	\$300.00	\$1,575.00	
E. Caminer, Project Manager	15.75	\$245.00	\$3,858.75	
A. Daniel, Senior Associate	51.25	\$205.00	\$10,506.25	
	72.25		\$15,940.00	
Total Professional Fees				\$15,940.00
Total this Invoice				\$15,940.00

Thank you. We appreciate the opportunity to work with you.

Invoices are payable within 30 days.

REMITTANCE REPORT	
From County Auditor of Bannock County	

To: **POCATELLO URBAN**

Remittance No.	030
Date:	October 25, 2024

SOURCE AND FUND	PREPAID	CURRENT	----- DELINQUENT TAXES -----					INTEREST	MISC	TOTAL	
	2024	2023	2022	2021	2020	2019	2018	2017/prior			COLLECTION
NORTH YELLOWSTONE (1-0013)											0.00
NAVAL ORDINANCE (1-0014)											0.00
NORTH PORTNEUF 801 (1-0016)											0.00
NORTHGATE (1-0017)											0.00
(1-0018)											0.00
NORTHGATE (83-0000)											0.00
NORTHGATE (84-0000)											0.00
NORTH PORTNEUF 802 (82-0000)											0.00
PRSN PROPERTY RPLCMNT		\$ -									0.00
CIRCUIT BREAKER		-									0.00
HOMEOWNER TAX RELIEF		-									0.00
ADDITIONAL TAX RELIEF		-									0.00
COLUMN TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Amount of Remittance	0.00
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STATE OF IDAHO, }
 }ss.
 COUNTY OF BANNOCK }

I, JASON C. DIXON, County Clerk in and for the County aforesaid, being duly sworn on oath, make the following statement:

That the foregoing is a full, true, and correct report, in accordance with Section 3326, Compiled Statutes of Idaho, as amended by Chapter 169, laws of 1925, by source and fund, of all monies paid into the treasury of said county and apportioned to the POCATELLO URBAN and included district since the 30TH OF SEPT the date of my last report. Subscribed and sworn to in duplicate before me on the 25TH OF OCT

 Notary Public of Bannock County.

County Clerk: JASON C. DIXON

N B. The Clerk will countersign the attached order and transmit same to the treasurer of the municipality or district accompanied by a duplicate of this report.

By 
 Deputy Auditor

