

Pocatello Development Authority

Board of Commissioners Meeting
March 27, 2018 – 10:00 a.m.
Paradise Conference Room

City of Pocatello
911 North 7th Avenue
Pocatello, Idaho 83205

Call to order by Scott Smith, Chairman
Acknowledge guests of the Board
Disclosure of conflicts of interest
Agenda: delete action or discussion items

An urban renewal agency for the City of Pocatello, Idaho

Action and Discussion Items:

Agenda Item No. 1: Minutes

Motion to approve and/or amend the Regular Session and Executive Session Meeting Minutes of February 21, 2018.

Agenda Item No. 2: Financial Report

Motion to approve and/or amend the February 2018 Income and Expenses Report.

Agenda Item No. 3: Payment Requests/Reimbursements

- a. Elam & Burke, \$1,991 for February services on Northgate TIF (general fund)

Agenda Item No. 4: Hoku Land Lease Extension

Agenda Item No. 5: Northgate TIF – Financial Feasibility Report

Agenda Item No. 6: Project 15-25

Agenda Item No. 7: Homeless Shelter Discussion

Agenda Item No. 8: Project Updates

- a. Bully Dog
- b. Naval Ordnance TIF
- c. Other

Executive Session:

Matters exist for discussion in an executive session as per I.C. §74-206(1)(e)

Motion: "I move that we enter into an executive session as per 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."

Upcoming Events/Information:

Adjourn.

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three (3) days' advance notice by contacting Dave Hunt at dhunt@pocatello.us; 208.234.6248 or 5815 South 5th Avenue, Pocatello, ID

**AGENDA ITEM
NO. 1**

AGENDA ITEM

NO. 2

**(monthly financial
reports – to be
supplemented later)**

Pocatello Development Authority
Balance Sheet by Class
As of February 28, 2018

	1-General Fund	3-North Yellowstone	4-Naval Ordnance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
ASSETS						
Current Assets						
Checking/Savings						
Checking Wells Fargo - 95177	24,957.10	56,600.43	103,984.81	-1,754.41	55,217.50	239,005.43
Savings Wells Fargo	1,371,853.17	83,480.89	643,767.55	146,029.34	390,496.91	2,635,627.86
Zions 2012 Bnd Fnd 7110526D	0.00	10.29	0.00	0.00	0.00	10.29
Zions Bnd Reserve Fnd 7110526B	0.00	677,500.00	0.00	0.00	0.00	677,500.00
Zions Rev Alloc Fnd 7110526	0.00	2,720,962.25	0.00	0.00	0.00	2,720,962.25
Total Checking/Savings	1,396,810.27	3,538,553.88	747,752.36	144,274.93	445,714.41	6,273,105.83
Accounts Receivable						
Accounts Receivable	1,500.00	0.00	0.00	0.00	0.00	1,500.00
Total Accounts Receivable	1,500.00	0.00	0.00	0.00	0.00	1,500.00
Other Current Assets						
Accrued Interest Income	20,126.17	1,369.59	0.00	0.00	0.00	21,495.76
Property Tax Receivable	0.00	0.00	0.00	141,867.61	0.00	141,867.61
Total Other Current Assets	20,126.17	1,369.59	0.00	141,867.61	0.00	163,363.37
Total Current Assets	1,418,436.44	3,539,923.45	747,752.36	286,142.54	445,714.41	6,437,969.20
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	1,919,215.44	3,539,923.45	747,752.36	286,142.54	445,714.41	6,938,748.20
LIABILITIES & FUND BALANCE						
Liabilities						
Long Term Liabilities						
Deferred Interest Receivable	20,126.17	0.00	0.00	0.00	0.00	20,126.17
Deferred Notes Receivable Rev	50,000.00	0.00	0.00	0.00	0.00	50,000.00
Deferred Tax Revenues	0.00	0.00	0.00	128,001.48	0.00	128,001.48
Total Long Term Liabilities	70,126.17	0.00	0.00	128,001.48	0.00	198,127.65
Total Liabilities	70,126.17	0.00	0.00	128,001.48	0.00	198,127.65
Equity						
Fund Balance	3,527,890.13	2,856,160.36	643,720.06	142,829.54	390,468.10	7,561,068.19
Net Income	-1,678,800.86	683,763.09	104,032.30	15,311.52	55,246.31	-820,447.64
Total Fund Balance	1,849,089.27	3,539,923.45	747,752.36	158,141.06	445,714.41	6,740,620.55
TOTAL LIABILITIES & FUND BALANCE	1,919,215.44	3,539,923.45	747,752.36	286,142.54	445,714.41	6,938,748.20

Pocatello Development Authority
Profit & Loss by Class
February 2018

	1-General Fund	3-North Yellowstone	4-Naval Ordnance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
Ordinary Income/Expense						
Income						
Interest Income	31.58	2,176.06	281.61	7.18	8.99	2,505.42
Property Taxes	0.00	11,494.70	20,753.64	139.07	0.00	32,387.41
Rental Income	750.00	0.00	0.00	0.00	0.00	750.00
Total Income	781.58	13,670.76	21,035.25	146.25	8.99	35,642.83
Gross Profit	781.58	13,670.76	21,035.25	146.25	8.99	35,642.83
Expense						
Administrative	225.74	0.00	0.00	0.00	0.00	225.74
Debt Service						
Interest	0.00	58,382.25	0.00	0.00	0.00	58,382.25
Total Debt Service	0.00	58,382.25	0.00	0.00	0.00	58,382.25
Professional Services						
Other Professional Services	13,873.85	3,250.00	0.00	0.00	0.00	17,123.85
Total Professional Services	13,873.85	3,250.00	0.00	0.00	0.00	17,123.85
Total Expense	14,099.59	61,632.25	0.00	0.00	0.00	75,731.84
Net Ordinary Income	-13,318.01	-47,961.49	21,035.25	146.25	8.99	-40,089.01
Net Income	-13,318.01	-47,961.49	21,035.25	146.25	8.99	-40,089.01

At month end the Authority had cash on hand of \$6,273,105.83. The checking account balance was \$239,005.43, the savings account was \$2,635,627.86, and cash being held by Zions Trust amounted to \$3,998,472.54.

Pocatello Development Authority recognized normal financial activity during the month of February. The Authority received revenues totaling \$35,642.83 of which \$2,505.42 was interest earnings on cash invested and property tax interest. Rental income from the Positron Facility was received in the amount of \$750.00. Property tax revenues were received from the North Yellowstone District (\$11,494.70), Naval Ordnance District (\$20,753.64) and North Portneuf District (139.07).

Expenses paid for the month totaled \$75,731.84. The administrative expenses were \$145.22 for the lunch meeting in February, a padlock for the phibin property \$8.47, and the public hearing notice totaling \$72.05. The interest only debt service payment on the North Yellowstone Bond totaled \$58,382.25. The professional payments to Zions for trustee fees were \$2,000.00 and \$1,250.00 was paid for the Arbitrage Compliance Review on the North Yellowstone Bond. Elam and Burke was paid \$13,873.85 for the legal work on the Northgate project.

Year to date revenues of \$934,683.99(see page 3) are less than expenses of \$1,755,131.63 so overall net use of reserves is \$820,447.64.

Pocatello Development Authority
Profit & Loss by Class
 October 2017 through February 2018

	1-General Fund	3-North Yellowstone	4-Naval Ordnance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
Ordinary Income/Expense						
Income						
Interest Income	184.52	8,397.73	314.29	3,203.62	28.81	12,128.97
Personal Property tax replace	0.00	23,003.35	6,043.21	404.91	1,262.85	30,714.32
Property Taxes	0.00	713,994.26	97,674.80	22,466.99	53,954.65	888,090.70
Rental Income	3,750.00	0.00	0.00	0.00	0.00	3,750.00
Total Income	<u>3,934.52</u>	<u>745,395.34</u>	<u>104,032.30</u>	<u>26,075.52</u>	<u>55,246.31</u>	<u>934,683.99</u>
Gross Profit	3,934.52	745,395.34	104,032.30	26,075.52	55,246.31	934,683.99
Expense						
Administrative	976.69	0.00	0.00	0.00	0.00	976.69
Debt Service						
Interest	0.00	58,382.25	0.00	0.00	0.00	58,382.25
Total Debt Service	<u>0.00</u>	<u>58,382.25</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>58,382.25</u>
Dues and Memberships	1,450.00	0.00	0.00	0.00	0.00	1,450.00
Economic Grants Issued	1,650,000.00	0.00	0.00	0.00	0.00	1,650,000.00
Professional Services						
Other Professional Services	30,308.69	3,250.00	0.00	10,764.00	0.00	44,322.69
Total Professional Services	<u>30,308.69</u>	<u>3,250.00</u>	<u>0.00</u>	<u>10,764.00</u>	<u>0.00</u>	<u>44,322.69</u>
Total Expense	<u>1,682,735.38</u>	<u>61,632.25</u>	<u>0.00</u>	<u>10,764.00</u>	<u>0.00</u>	<u>1,755,131.63</u>
Net Ordinary Income	-1,678,800.86	683,763.09	104,032.30	15,311.52	55,246.31	-820,447.64
Net Income	<u>-1,678,800.86</u>	<u>683,763.09</u>	<u>104,032.30</u>	<u>15,311.52</u>	<u>55,246.31</u>	<u>-820,447.64</u>

**AGENDA ITEM
NO. 3**

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

Tax Id No. 82-0451327

Pocatello Development Authority
Attn: Melanie Gygli
City of Pocatello
P.O. Box 4169
Pocatello, ID 83205

February 28, 2018

Invoice # 172169

Billing Atty - RPA

FOR PROFESSIONAL SERVICES RENDERED

From January 20, 2018 Through February 28, 2018

RE: Northgate Plan

CLIENT/MATTER: 09212-00001

		HOURS		AMOUNT
1/20/18	RPA	.20	Review emails on additional changes to the report, next steps on approval and schedule.	40.00
1/23/18	MSC	.10	Review and follow up on email correspondence from Ms. Gygli re revised eligibility study and timeline for next tasks.	20.00
2/02/18	MSC	.50	Revise and final the BOCC Resolution, and circulate the same to Melanie Gygli. Review and respond to inquiry concerning the ag consents.	100.00
2/05/18	MSC	2.00	Work on drafting the Pocatello city council resolution adopting the report and making certain findings.	400.00
2/06/18	MSC	.40	Work on finalizing the city council resolution adopting the findings of deterioration and draft email communication to Ms. Gygli with comments.	80.00
2/06/18	RPA	.20	Review draft of city council resolution and provide comments.	40.00
2/07/18	MSC	.10	Review and follow up on email correspondence from Ms. Gygli re eligibility report approval process.	20.00
2/09/18	MSC	.20	Review correspondence from Ms. Gygli concerning the upcoming BOCC meeting and follow up with the retained consultant re same.	40.00
2/09/18	RPA	.20	Review information on upcoming County Commission meeting and next steps for the plan approval.	40.00
2/12/18	MSC	.20	Review and respond to email correspondence from Ms. Gygli concerning identification of public officials in the eligibility study.	40.00

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RE: Northgate Plan

CLIENT/MATTER: 09212-00001
February 28, 2018
Invoice # 172169

2/13/18	MSC	1.00	Prepare for BOCC meeting concerning adoption of resolution accepting the eligibility report. Attend and participate in the BOCC meeting. Follow up analysis concerning levy rate cap information. Review executed BOCC resolution and draft response to Ms. Gygli confirming date/time City Council will review the eligibility study.	200.00
2/13/18	RPA	.30	Confirm schedule for approval of the County Commissioners. Address how to involve county EMS. Follow up on need for Attachment 5 analysis from consultant.	60.00
2/21/18	MSC	.20	Review timeline and note upcoming tasks. Draft email correspondence to Ms. Gygli requesting a call to discuss the same. Review agenda for the PDA meeting in preparation for call.	40.00
2/21/18	RPA	.20	Follow up on process for consultant for the financial analysis to the plan.	40.00
2/22/18	MSC	.70	Telephone conference with Melanie Gygli re timeline tasks and next steps.	140.00
2/27/18	MSC	.10	Review and follow up on email communication from Melanie Gygli concerning concerns from the Mayor's office re proposed development.	20.00
2/27/18	RPA	.10	Address issues concerning residential inclusion in the project boundary. Determine impact to schedule and approval.	20.00
2/28/18	MSC	.80	Continue to review and assess status of critical items and note areas for follow up.	160.00
PROFESSIONAL FEES				1,500.00

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Timekeeper	Staff	Rate	Hours	Amount	Non-Chargeable	
					Hours	Amount
Armbruster, Ryan P.	Shareholder	200.00	1.20	240.00	.00	.00
Conrad, Meghan S.	Shareholder	200.00	6.30	1,260.00	.00	.00
			7.50	1,500.00	.00	.00

COSTS ADVANCED	QTY	RATE	AMOUNT
Kushaln Associates (Eligibility Report)			487.50
Color Copies	14.00	.25	3.50
TOTAL COSTS ADVANCED			491.00

INVOICE TOTAL 1,991.00

POCATELLO DEVELOPMENT AUTHORITY (PDA)
Preliminary Application for use of Tax Increment Financing

Application:

Name: Inergy Solar Date: 3-7-18

Mailing Address: 620 Pheasant Ridge, Chubbuck, ID 83202

Work Phone: 877-969-2432 Cell Phone: 925-963-0960 E-Mail: Sean@inergysolar.com

Project Description: Site improvements (2 bathrooms) and equipment purchase (3-D Printer)

Project Location: 850 N 5TH

Is this project currently in an urban renewal area? Yes No

Is the project currently in a revenue allocation area? Yes No

If you answered 'no' to both questions above, please describe the "deteriorated or deteriorating" conditions associated with this location:

Vacant and aging space

Current Assessed Value of Project Location: Rental \$ 330,108

Estimated Construction Value of Project: \$50K - 3D printer (\$15,000), bathrooms and roof access for solar panel and equipment testing (\$35,000)

Number of jobs created by this project: 10 Wage range of jobs: \$30-50K

Employee Benefits? Yes No If yes, please describe: _____

Time frame for job creation: Within calendar year 2018

Construction start date for project: 3/1/2018 Anticipated completion date: 6/30/2018

Briefly describe other public benefit(s) associated with this project: Locating a "hot" tech startup in the heart of Pocatello will attract other startups and entrepreneurs to join the movement. The additional employees will also increase local commerce.

Does this project compete with other, already established businesses? How? No

Is this project currently subject to a competitive bid process? Please explain:

No, project owner is selecting contractor

Are there other applicants that may be interesting in applying for PDA assistance for this same project? Please explain: No, project owner is applying

Relationship of named applicant to the project: X CEO of project owner

Type of Assistance Requested
(check all that apply):

- Public Infrastructure (water, sewer, street, etc.).
- Public Facility (building, park, parking lot, etc.).
- Match for other funding.
- Inspections, tests, surveys, appraisals, etc.
- Property Acquisition.
- Structure Demolition and Clearance.
- Other? Please Specify Property Improvements

Amount of Assistance Requested: \$25,000

Form of Assistance Requested:

- Grant of Funds.
- Loan of Funds.
- Reimbursement for Approved Expenditures.
- Pay-As-You Go.
- Bonding.
- Other? Please specify _____

Other helpful information? Please list: Applying for state (IGEM) and federal (ARPA-E) grants that will also promote local business and technological activity.

Return completed application to:

PDA Executive Director
City of Pocatello
P O Box 4169
Pocatello ID 83205



OFFICE OF THE MAYOR
911 North 7th Avenue
P. O. Box 4169
Pocatello, Idaho 83205-4169

Office: (208) 234-6163
Fax: (208) 234-6297
www.pocatello.us

BRIAN C. BLAD
Mayor

Pocatello City Council:

HEIDI ADAMSON
ROGER BRAY
STEVE BROWN
RICK CHEATUM
W. JAMES JOHNSTON
LINDA LEEUWRIK

CHANGE IN MEETING DATE

POCATELLO DEVELOPMENT AUTHORITY

Notice is hereby given that the Pocatello Development Authority is changing its meeting for the month of March. The Pocatello Development Authority will convene **Tuesday, March 27, 2018 at 10:00 a.m.** rather than meeting Wednesday, March 21, 2018.

The meeting will be held **Tuesday, March 27, 2018 at 10:00 a.m.** in the Paradise Conference Room of City Hall, 911 North 7th Avenue.

Submitted by:

Melanie Gygli, Interim Executive Director & Committee Secretary
March 14, 2018

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AN EQUAL OPPORTUNITY EMPLOYER
VETERAN'S PREFERENCE