

**POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES
March 20, 2019**

Vice Chairman Chad Carr called the meeting to order at 11:05 a.m.

Members present: Mayor Brian Blad (arrived approximately 11:12 a.m.), Chad Carr, Jim Johnston (left at approximately 12:00 noon), Thomas Ottaway, Terrel Tovey, and Scott Turner

Members excused/absent: Matt Bloxham, Rob Lion, Scott Smith

Others present: Melanie Gygli, Interim Executive Director; Merril Quayle, Public Works Development Engineer; John Regetz, Bannock Development Corporation (ex officio); Dane Simmons (Simmons Surgical); Steve Wright (BGS/Off The Rails Brewery); Sara Turpin and L D Barthlome ("Bill Burke" building); Stephanie Palagi, Old Town Pocatello

Agenda Item No. 1: Conflicts of Interest. No conflicts were disclosed.

Agenda Item No. 2: Minutes. The minutes of the Regular Session of February 20, 2019 were considered. It was then **MSC (J. Johnston, T. Tovey)** to approve the minutes as presented.

Agenda Item No. 3: Financial Report. The financial report for March is not yet compiled, so will be presented at the April meeting.

Agenda Item No. 4: Payment Requests/Reimbursements. The following invoices were reviewed for payment: 1) Elam & Burke for February services on the Northgate TIF project for \$3,588.02 (general fund), Philbin Road/Hoku property for \$803.00 (North Portneuf District), North Yellowstone closure for \$989.00 (North Yellowstone District), general counsel for \$31.50 (general fund); and 2) Stacey & Parks in the amount of \$1,920.00 for February services on the Hoku property. **Gygli** reported the invoices accurately reflect work performed and are appropriate for payment. It was then **MSC (J. Johnston, T. Tovey)** to approve the payment requests.

Agenda Item No. 5: Request for Grant/Loan Disbursements.

- a. **BGS Holdings:** **Gygli** reviewed the request for loan and grant funds submitted by BGS Holdings (Off The Rails Brewery). The request is for \$39,750.15 (\$33,750.15 loan and \$6,000.00 grant), and covers concrete work, plumbing, and initial work on the facades. Necessary permits were obtained and work completed to the extent of the invoice. Following discussion, it was **MSC (T. Tovey, J. Johnston)** to authorize release of the funds.
- b. **Simmons Surgical:** **Gygli** reviewed the request for loan and grant funds submitted by Simmons Surgical. The grant request is for \$6,750.00 and the loan request is for \$13,240.32. A portion of the work (electrical) has been permitted and inspected. However, the remaining work has not yet been inspected, so Gygli requested approval, with the condition that it pass inspection by Quayle and Gygli. Following discussion, it was **MSC (T. Tovey, T. Ottaway)** to authorize release of the funds after inspection.

Agenda Item No. 6: Request for Grants and/or Loans.

- a. **Barthlome**: **Gygli** briefly introduced the request, for \$27,500 in grant funding to replace the roof, which is leaking. **LD Barthlome** explained he recently purchased the building; his sister is the only tenant for her photography business. The roof is leaking now and is causing interior damage; he is also worried about water running down the side walls. He has a private loan for the building purchase. He has contacted Idaho Power about their program for roof replacement, with no response to date. The building is structurally sound. He is hoping for assistance, as it would allow him to keep rental rates low to better entice tenants. Barthlome has listed the property as available. He has no intention of selling or demolishing the building.

Discussion ensued among the Board members regarding options for assistance (grant, loan, or combination) and potential terms; RDA micro loan or SICOOG assistance. Following discussion, it was **MSC (J. Johnston, T. Tovey)** to approve \$10,000.00 in grant and \$17,500.00 in loan funds; the five-year loan terms will be 0 percent and no payment for the first year, with interest at prime plus 1 percent and quarterly payments for years two through five.

- b. **Jim Dandy-area Lighting**: The PDA previously approved up to \$15,000.00 to install three “Old Town” streetlights along East Lander. As requested at the February meeting, Gygli provided a map of where the lights are already installed in the area and where Jim Dandy would like to have them installed. Because a new circuit is required, Quayle estimated that it could cost as much as \$45,000.00, although this would create capacity for additional lighting in the future.

Board members discussed the proposal, funding availability, use of PDA funding for this type of project vs. building repair, other areas where lighting would be useful both for safety and for branding the Old Town area. **Palagi** explained Old Town has a master plan for the downtown area, which includes items such as lighting and what improvements are priorities. They are updating that plan now and should have a draft in May. Board members asked that further discussion on this be postponed until June, when the OTP plan is available and an updated analysis of available funds is completed.

To accommodate Board members, Carr moved to Agenda Item. No. 7.

Agenda Item No. 7: North Yellowstone District – Authorization of Closure Letter. **Gygli** explained the North Yellowstone bonds were paid on 3/15/19. The next step is to notify taxing districts of the intent to close the TIF district, so that information can be considered in budgeting processes. In April, the PDA will consider a termination plan and budget, as well as the annual administrative transfer. As much as \$1.4 million may be refunded to the various taxing districts, after all costs of closure are paid. **Blad** questioned using any of the excess funding for other projects that the PDA supports. **Gygli** will look into any options. It was then **MSC (J. Johnston, B. Blad)** to authorize documents and processes for closure as legally required.

Agenda Item No. 6: Request for Grants and/or Loans (cont.).

- c. **Inergy**: **Gygli** explained Inergy has changed locations and would like to shift their approved grant to the new location. Because no one was present from Inergy to discuss the proposal, this item was postponed to the April meeting.

- d. The Yellowstone: The applicants requested that consideration be postponed.

Agenda Item No. 8: Hoku Property Disposition. Gygli stated no executive session is needed for this agenda item. She reported Smith approved an extension of the closing date with Solargise to 4/30/19. Tovey explained there are taxes due and notices of tax sale are pending. Brief discussion about the need to ensure the tax issue is addressed at or before potential tax sale. It was then **MSC (T. Tovey, B. Blad)** to ratify Smith's action extending the closing date to 4/30/19.

Agenda Item No. 9: Discussion/Adoption of Agency Policies Regarding Grants & Loans. Brief discussion among Board members about setting policies as to what kinds of projects should be funded by the PDA and what the Board's priorities should be. Because many members were not present, this item was postponed to the April meeting.

Agenda Item No. 11: Reports and Updates.

- a. Northgate TIF Plan: Gygli reported the City Council's public hearing on the proposed Northgate TIF will be at their meeting of 4/18/19.
- b. Potential ISU Student Project: Gygli described a request from Jeff Street for the Board to consider a co-branding project between ISU and Old Town Pocatello. Palagi explained the project could involve having ISU-themed amenities in Old Town and vice versa. Following discussion, Board members determined that this type of project does not meeting standards as an urban renewal project
- c. ISU Internships: Turner reminded those present of the opportunity to have ISU students work for their organizations.
- d. Other: Carr called for an executive session to discuss preliminary negotiations involving matters of trade or commerce in which the PDA may be in competition with other jurisdictions. At approximately 12:29 p.m., **it was moved and seconded (S. Turner, T. Tovey)** to adjourn to executive session pursuant to Idaho Code §74-206(1)(e). **The motion passed by roll call vote (Ayes: Turner, Tovey, Blad, Carr, Ottaway. Nays: None).** Upon **MSC (T. Tovey, S. Turner)** the Board reconvened to regular session at approximately 12:49 p.m.

Adjournment:

There being no further business, the meeting adjourned at 12:50 p.m.

By: _____
Melanie Gygli, Interim Executive Director/Secretary