

POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES
August 19, 2020

Members present: Heidi Adamson, Mayor Brian Blad, Chad Carr, Rob Lion, Scott Smith, Scott Turner, Terrel Tovey , David Villareal

Members absent/excused: Mayor Brian Blad, Thomas Ottaway

Others present: Carl Anderson, Pocatello Senior Planner; Ashley Linton-Welsh, Treasurer; Jared Johnson, Pocatello City Attorney; Jim Johnston, Bannock Development Corporation; Tanner Hernandez, Prime Time Auctions; Chris Stevens, Pocatello City Council Member, and other members of the public

Agenda Item No. 1: Call to Order and Disclosure of Conflicts of Interest. Chair **Scott Smith** called the meeting to order at approximately 11:04 a.m. No conflicts were disclosed.

Agenda Item No. 2: Minutes. The minutes from the Board of Commissioners Regular Meeting held July 20, 2020, were considered. It was then **MSC (T. Tovey, C. Carr)** to approve the minutes as presented.

Agenda Item No. 3: Financial Report A. Linton-Welsh presented the June financial report. At the end of the reporting period, the Authority had cash on hand of \$3,818,726.46, with checking account balance of \$3,818,701.46 and savings account was \$25.00. The Authority recognized financial activity as follows: net revenue totaled \$-97,968.78, of which \$33,715.55 was interest earnings, property taxes. Expenses totaled \$131,684.33 with \$168.83 in administrative expenses \$20.00 in bank fees, \$16,595.50 in professional serves and \$114,900 in capital construction. **A. Linton-Welsh** also presented the **July** financial report. At the end of the reporting period, the Authority had cash on hand of \$4,380,242.74, with checking account balance of \$4,380,217.74 and savings account was \$25.00. The Authority recognized financial activity as follows: net revenue totaled \$561,516.28, of which \$55,687.08 was interest earnings on cash invested and \$505,829.20 from personal and property tax. With no further discussion it was then **MSC (C. Carr, R. Lion)** to approve the June and July financial report.

Agenda Item No. 4: Expense Payments & Reimbursements. The following invoices were considered for payment:

- a. \$516.83 from General Fund to Elam & Burke for legal fees for the month of July re: Special Counsel General
- b. \$60.74 from the North Portneuf fund to Carl Anderson for Portneuf Capital, LLC, Owner Participation Agreement recording fee.
- c. \$81.31 from the General Fund to Ashley Linton-Welsh for the July 20, 2020, meeting lunch cost.

C. Anderson reviewed the payment requests, stating the invoices accurately reflect work performed for services provided, and are appropriate for payment. It was then **MSC (T. Tovey, D. Villareal)** to approve the payment requests.

Agenda Item/Public Hearing No. 5: FY2021 Budget. **S. Smith** stated that the budget for FY2021 is to be considered by the Board. He then opened the public hearing. **A. Linton-Welsh** briefly described and summarized the budget development process. The FY 2021 potential expenses are included in the contingency amount for the open districts and general fund. That creates sufficient authority for needed spending, but still requires authorization by the PDA for all expenses. It was clarified that this is only an allocation and not an appropriation. It was also stated that the Board currently has a moratorium for new request for projects funded from the general fund.

The public hearing was opened to the public to provide comment. **Heather Disselkoen** presented comment opposed to the FY2021 budget. **H. Disselkoen** indicated that she is opposed to funding projects from the general fund outside of TIF districts and that the general fund should be tied to specific TIF districts. Additionally, **H. Disselkoen** also stated that the

she believes the Board should be more transparent. **S. Smith** commented that the work session in September will address the general fund expenditures. With no further public comment, the public hearing was closed.

T. Tovey indicated that he would like a full legal opinion from Elam & Burke regarding projects funded from the general fund. The Board ensued in discussion and it was stated that staff would reach out to E & B for a legal opinion. Following discussion among Board members, it was then **MSC (T. Tovey, R. Lion)** to adopt the FY2021 budget as proposed.

Agenda Item No. 6: Reimbursement of staff services: **C. Anderson** reviewed the request for payment to the City reimbursing the cost of City staff support to the Board. Under the Boards agreement with the City of Pocatello, the Board may wish to authorize payment to the City of Pocatello for staff services. The estimated fiscal year amount was \$25,000 for staff services. The amount to be reimbursed is \$5,698.26 for the 3rd quarter, bringing the total to-to date to \$16,400.22 with one quarter remaining. With no further discussion, it was **MSC (H. Adamson, D. Villareal)** to approve payment to the City in the amount of \$5,698.26 for staff support.

Agenda Item No. 7: Airport TIF District: **C. Anderson** introduced the request from Frigitek, LLC for reimbursement of work completed under the previously approved authorization from the Board at the September 18, 2019 meeting. **M. Quayle** provided an update on the infrastructure work that has been done and discussed the timeline of the project. **T. Tovey** clarified that funds are from the Airport District and that the request is part of an approved project.

Anderson reviewed the payment requests, stating the invoices accurately reflect work performed or goods and services provided, and are appropriate for payment. Staff clarified that the lease agreement between the City of Pocatello and Frigitek Industrial Parks has been signed and returned to the City. It was then **MSC (T. Tovey, S. Turner)** to approve the reimbursement requests of \$55,897.30 and authorize the Chair to sign the confirmation of reimbursement.

Agenda Item No. 8: Potential TIF District: **C. Anderson** provided an update stating that at the Board's regular meeting on June 17th, the Board voted to initiate the eligibility and subsequent feasibility study for a potential TIF in the South 5th Area of Pocatello. Since that time staff has solicited for Professional Services to complete the necessary studies. The proposals are in your agenda packet for review and representatives from Kushlan & Associates / and Outwest Policy Advisors are present to discuss their proposals and answer any questions that the Board may have. At the Board's meeting on July 20th, the Board continued the item to today's meeting to allow for additional time to review the proposals. **C. Anderson** stated that the first step in the process will be determining the eligibility of the area to be included in a potential TIF. Should the area be found to be eligible, the next step will be the feasibility study. The Board may wish to authorize the eligibility study, with the feasibility analysis contingent upon a finding of eligibility. **H. Adamson** clarified that the discussion was whether the Board was considering whether they wanted to move forward with the necessary studies to establish a new district.

The board ensued in discussion on the status of ITD's requirement of a new traffic signal to be installed at the existing interchange. It was stated that ITD is allowing Maverick to move forward without a new light at this time. **J. Mansfield** stated that, based on conversations with ITD, they are looking at a new interchange design in the location. **M. Quayle** provided an update on the City's plans for improvements along the South 5th corridor. **T. Tovey** suggested that the Board consider tabling the discussion until it is clear what ITD's future plans are. **T. Hernandez** stated that he believes that the statement that a light is not needed is incorrect. The Board discussed future actions that may be taken. With no further discussion, it was **MSC (H. Adamson, C. Carr)** the Board not proceed with an eligibility & feasibility study at this time.

Agenda Item No. 9: Triangle Development Project: **C. Anderson** provided a brief history of the project and summary of the request from Jesse Ward of Red Cedar Wealth Advisors. He stated that the subject request covers lots 3-13 Block 1 of the Triangle Subdivision, currently owned by JT Investments, LLC. Jesse Ward of Red Cedar Wealth Advisors is here to provide additional information on the request. The applicant is desirous of developing an office building consistent with the architectural standards of the Triangle Project. To date all improvements have been installed and the only remaining work are the designated live work units on the subject lots, as well as the development of Lot 2, not included in the

request. The development of the aforementioned lots is part of the 4th phase of the development as outlined in the redevelopment grant agreement. C. Anderson stated that the applicant attend the City of Pocatello site plan review meeting on August 11, 2020, and intends to remove the note on the Triangle subdivision plat for live-work units. It was noted that under the zoning code of the subject property, upper level housing may be constructed at any time provided parking requirements are met.

Following discussion, it was **MSC (T. Tovey, D. Villareal)** to authorize the Chair to sign the release of the deed of trust for the properties finding he Triangle project is in full performance of the agreement.

Agenda Item No. 10: Calendar Review: C. Anderson provided an update on the status of a work session in the second week in September. No additional calendar updates were provide.

Agenda Item No.11: Adjourn: There being no further business, the meeting adjourned at approximately 12:21 p.m.

By: _____
Carl Anderson
Interim Executive Director