

AMENDED MEETING AGENDA
CITY OF POCATELLO
POCATELLO DEVELOPMENT AUTHORITY
APRIL 15, 2026 – 11:00 AM
COUNCIL CHAMBERS | 911 N 7TH AVENUE

In accordance with the Americans with Disabilities Act, it is the policy of the City of Pocatello to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require an accommodation, please contact Skyler Beebe with two (2) business days' advance notice at sbeebe@pocatello.gov; 208.234.6248; or 5815 South 5th Avenue, Pocatello, Idaho. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

In the event this meeting is still in progress at 12:00 PM, 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' meeting minutes held March 18, 2026, and to approve the minutes as presented.
- 3. ACTION ITEM: MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.** The Board may wish to approve the monthly financial report, expenses and reimbursements.
- 4. ACTION ITEM: Historic Downtown Pocatello (HDP) Urban Renewal Area Eligibility Study Update.** The Board may wish to hear an update by Consultant Brad Cramer on the eligibility study for the HDP Plan.
- 5. ACTION ITEM: UNION PACIFIC RAILROAD (UPRR) AGREEMENT FOR PRELIMINARY ENGINEERING SERVICES.** The Board may wish to review, approve with changes, and authorize the Chair or Vice Chair to execute the UPRR Agreement.
- 6. ACTION ITEM: MONARCH BUILDING DEMOLITION: STATION COMPANIES SCOPE OF WORK AND FEES.** The Board may wish to review, negotiate rates, approve and or provide direction to staff and Agency Legal Team for next steps of an agreement with Staton Companies for May.
- 7. ACTION ITEM: APPROVE APPOINTMENT OF RICH MORGAN AS AGENCY TREASURER.** The Board may wish to approve the appointment of Rich Morgan as the Agency Treasurer effective April 16, 2026.
- 8. 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.
- 9. ADJOURN MEETING.**

AGENDA 2

MEETING MINUTES
POCATELLO DEVELOPMENT AUTHORITY (PDA)

MARCH 18, 2026 | 11:00 AM

POCATELLO CITY HALL COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE, POCATELLO

1. CALL TO ORDER AND DISCLOSURE OF CONFLICTS OF INTEREST.

Villarreal called the meeting to order at 11:00 AM. No conflicts were disclosed.

Members present: Jeff Hough, Kirk Lepchenske, Brent Nichols, Fred Parrish, Nathan Richardson, Scott Turner, and Ruby Walsh. **Members excused:** Mayor Mark Dahlquist and David Villarreal. **Others present:** Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, PDA Project Manager Merril Quayle, City of Pocatello City Attorney Jared Johnson, City of Pocatello PW Director Tom Kirkman, and other visitors.

2. APPROVE MINUTES.

The Board may wish to waive the oral reading of the PDA Board of Commissioners meeting minutes held February 18, 2026, and approve the minutes as presented.

Nichols voted No on agenda item 13, **McCulla** commented that will be updated.

It was moved by **N. Richardson** and seconded by **K. Lepchenske** to approve the meeting minutes of PDA Board of Commissioners held February 18, 2026 as presented. Those in favor: J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, and R. Walsh. Those against: none. Unanimous. Motion carried.

3. CITY OF POCATELLO FINAL REIMBURSEMENT REQUEST NO. 3 FOR THE NORTHGATE DISTRICT. The Board may wish to approve the final reimbursement request no. 3 for \$700,000.50 by the City of Pocatello for the WPC002-Griffith sanitary sewer upsize for flow capacity in the Northgate District.

McLane stated this is the final reimbursement no. 3 request by the City of Pocatello in the amount of \$700,000.50; primarily for the sanitation sewer upsize in the Northgate District.

It was moved **R. Walsh** and seconded by **F. Parrish** to approve the final reimbursement request no. 3 by the City of Pocatello \$700,000.50 as presented. Those in favor: J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, and R. Walsh. Those against: none. Unanimous. Motion carried.

4. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.

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

Sparks stated that ICRMP invoice reflects the second installment for this fiscal year, and the payment is lower because the RISE building property was removed, and the PDA was not provided a property statement identified

It was moved by **J. Hough** and seconded by **K. Lepchenske** approve the financial report, expenses and reimbursements as presented. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, and R. Walsh. Those against: none. Unanimous. Motion carried.

5. APPROVE AND EXECUTE A CORRECTION TO THE MONARCH BUILDING DEMOLITION RFQ RESOLUTION NUMBER, FROM RESOLUTION NO. 2026-1 TO RESOLUTION NO. 2026-2, THERE WAS A TYPO ON THE DOCUMENT HEARD ON FEBRUARY 18, 2026. The Board may wish to approve and execute the correction of Resolution No. 2026-1 to 2026-2 for the Monarch Building Demolition RFQ approval and to authorize the vice chair to execute all pertinent documents.

McLane stated there was an error in the resolution number, and that is all that is being corrected.

It was moved by **N. Richardson** and seconded by **R. Walsh** to approve the correction of the Monarch Building Demolition RFQ Resolution No. 2026-1, approved on February 18, 2026, to Resolution No. 2026-2. Those in favor: J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, and R. Walsh. Unanimous. Motion carried.

6. DISCUSS THE SOUTH 5TH AVENUE DISTRICT (S5A) WITH THOMAS (Tom) J. KATSILOMETES.

The Board may wish to have a discussion with Thomas J. Katsilometes regarding the South 5th Avenue District.

As Mr. Katsilometes stepped out, we'll come back to this item when he returns.

McLane introduced Thomas (Tom) J. Katsilometes to the Board to have a discussion with about the South 5th Avenue District.

Tom Katsilometes stated he owns property on the corner of Hildreth Road and S. 5th Avenue, approximately 10-acres. Katsilometes spoke about a section of road on S. 5th Avenue, when I-15 was built, Old Highway 30, 191, was abandoned by the Idaho Transportation Board Dept. by action of the Idaho Transportation Board in 1967. Katsilometes continued the discussion about road ownership that is outside the purview of the PDA, and he would need to address the City, County and or State on this matter.

McLane stated he would discuss this conversation with Pocatello City Attorney Jared Johnson and Agency Counsel.

7. RECEIVE PUBLIC COMMENT ON THE 2025 ANNUAL REPORT AND THEN APPROVE AND ADOPT BY RESOLUTION NO. 2026-3.

The Board may wish to hear public comment on the 2025 Annual Report, approve, adopt by Resolution No. 2026-3, and execute and to authorize the vice chair to execute all pertinent documents.

Turner opened this item for public comment at 11:08 AM. Turner asked if anyone would like to provide public comment on the 2025 Annual Report to come forward.

Public comment:

Healthier Disselkoen asked that measureable information be identified of market analysis, information of the removing obstacles that reflects the project progress to assist the public. Prior to 2010, there were deliverables required, example petersen Inc. required a number of jobs over a number of years and a percentage of the investment that has been captured and met throughout the project term.

With no more public comment, **Turner** closed the public hearing at 11:11 AM.

Discussion ensued between Board members.

Quayle clarified that the page seven explains the extension of Fairgrounds Road and Venture Way, the picture of the subdivision picture on page two of the report reflects that subdivision picture and it's being developed now.

It was moved by **F. Parrish** and seconded by **R. Walsh** to approve, adopt by resolution no. 2026-3, authorize the Vice Chair to execute all pertinent documents of the 2025 Annual Report, and authorize Sparks to file with government agencies. Those in favor: J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Unanimous. Motion carried.

8. APPROVE, ADOPT, AND EXECUTE BY RESOLUTION NO. 2026-4 THE PETERSEN INC MUTUAL TERMINATION AND RELEASE AGREEMENT.

The Board may wish to approve and adopt by Resolution No. 2026-4 the Petersen Inc. Mutual Termination and Release Agreement for the Grant Agreement of 2008 and amended in 2010 within in the Naval Ordinance Plant District and authorize the Vice Chair to execute all pertinent documents.

McLane clarified that Petersen Inc. reimbursed the PDA \$150,000 for not meeting the employee numbers for 15 years, the rate was calculated by years of term and years of employee count not met to get the prorated amount.

It was moved by **J. Hough** and seconded by **K. Lepchenske** to approve, adopt by resolution no. 2026-4, and authorize the Vice Chair to execute all pertinent documents of the Mutual Termination and Release Agreement of the Grant Agreement of 2008 and amended Agreement of 2010 as presented. Those in favor: J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Unanimous. Motion carried.

9. PORTNEUF CAPITAL LLC IS REQUESTING AN OWNER PARTICIPATION AGREEMENT (OPA) IN THE NORTH PORTNEUF DISTRICT.

The Board many wish to review, discuss, and approve the request for an Idaho Power Substation Assessment, Natural Gas Assessment, and Additional Concrete removal for utilities in the North Portneuf District, and authorize Meghan Conrad, PDA Legal Counsel, to create an OPA with Portneuf Capital LLC for review and approval on the PDA April 15, 2026 agenda.

L.D. Bartholome asked if there were specific questions on the proposal provided in the agenda packet materials. LD stated for Idaho Power to determine if the power may be restored, they require an assessment to determine the power sources and the second assessment determines how much power would be needed, and gas and other utilities required to bring services to capacity and requirements for the businesses on site. This will allow Bartholome to let interested businesses know service capacity. **Parrish** asked how long the studies are valid. **Bartholome** replied five years.

A data center interested will employ 40 people and work in the building. **Turner** asked if Great Western Malting is interested. **Bartholome** stated yes, they are short on power and would like to get the expansion going but needs more power also.

Nichols asked about requirements of the contractor. **McLane** noted that expenses are reimbursed by the specific work requested in the OPA. Tax Increment Financial income are the funds available and incoming TIF remittance.

It was moved by **J. Hough** and seconded by **K. Lepchenske** to approve the request for an Idaho Power Substation Assessment, Natural Gas Assessment, and Additional Concrete removal for utilities in the North Portneuf District, and authorize Meghan Conrad, PDA Legal Counsel, to create an OPA with Portneuf Capital LLC for review and approval on the PDA April 15, 2026 agenda. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Unanimous. Motion carried.

10. AIRPORT MASTER PLAN.

The Board may wish to discuss creating an Airport Master Plan for the Airport.

McLane met with the Airport Board and the airport lacks a plan to assist with a master plan to make improvements at the Airport and improve infrasture to bring in more businesses. Two options are to create a RFP to bring someone in to create a master plan, or option two, create a MOU with the City of Pocatello to plan this. A master plan would leave the airport district in a positive place. **Lepchenske** asked how this would affect the CREST Development. **McLane** stated this would encompass the entire airport, not just the CREST Development property. **Quayle** noted it may be around 400 acres. **McLane** stated this is a large area and would include road work, infrasture, what would be developed where, flight path by FAA. **Hough** stated a feasibility study for infrasture and services needs should be done first to determine possible uses, costs needed to make opportunities happen and work that needs to be done, then a master plan be created. **McLane** would like to blend these two together, feasibility study and master plan. **McLane** recommends a focused Airport Development company be targeted to get this RFP done with specific knowledge with airports and business opportunities, parking and other allowed uses. **Walsh** agrees that the two part process on a feasibility study and master plan be done with an airport knowledgable company. **McLane** stated the FAA has just completed a FAA Master Plan.

It was moved by **J. Hough** and seconded by **K. Lepchenske** to authorize staff to create a Request for Proposal (RFP) for a Two Phase Analysis, Phase 1 Feasibility Study and Phase 2 Master Plan with for the Pocatello Airport and present the draft RFP before the Board on April 15, 2026. Those in favor: J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Unanimous. Motion carried.

11. REVIEW AND DISCUSS THE DRAFT RAILROAD (RR) OVERPASS CONCEPT REPORT BY KELLER ASSOCIATES.

The Board may wish to review the the Draft RR Overpass Concept Report by Keller Associates.

McLane noted this report is a concept of the RR Overpass and Jake Poulson of Keller Associates will explain the report.

Jake Poulson of Keller Associates explained the report submitted in the agenda materials. Poulson stated Keller is working closely with McLane and Quayle on this project. A signal warrant will need to be done and if a signal is not warranted, that will be determined. PDA and Simplot own property and authorizations will be obtained to move forward with the analysis. Poulson clarified questions by the Board about land, Simplot being on board with the project, and the Portneuf Greenway.

McLane noted that the design must be completed to apply for grants and other funding, Federal, State, and Bridge type grants. The Rail Road has requirements and must approve the design per there requirements.

Quayle stated that he agrees with the 30% completed concept plan, and there is a Right-of-Way need, and if approved today, the the plan would move to the next phase.

It was moved by **K. Lepchenske** and seconded by **R. Walsh** to approve the draft Railroad Overpass Concept report by Keller Associates, with the updates as presented by McLane. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Unanimous. Motion carried.

12. 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.

No one had anything to report.

13. ADJOURN REGULAR MEETING.

With no further business, **Turner** adjourned the meeting at 12:07 PM.

Submitted by:

Aceline McCulla, Secretary

Approved on:

AGENDA 3

Pocatello Development Authority
Monthly Finance Report
April 15, 2026
Fiscal Year 2026

Expenditure Approvals:

Checks to be ratified:

Vendor	Check #	Amount
ICCU	dbt26-3	175.67 (\$19.07 costco dessert) (\$156.60 Monarch public notice)

Checks to be approved:

Vendor	Check #	Amount
ICCU	dbt26-4	134.67 McKenzie River Pizza (\$114.54), Costco dessert (\$20.13)
Thane Sparks	2122	1,500.00 April services
Perspective Planning	2123	3,362.50 Invoice# 1104
Keller & Associates	2124	6,650.00 Invoice# 0255400
Elam & Burke	2125	706.72 Invoice# 221261, 221263

Board Approval

Cash Balances as of April 15, 2026

	General Fund		Naval Ordinance		North Portneuf		Airport		Northgate		So 5th Ave		Total	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Cash*	1,216,752.93		284,373.64		1,444,734.05		137,204.18		209,157.13		0.00		3,292,221.93	
Income														
Administrative fees	171,360	-	-	-	-	-	-	-	-	-	-	-	171,360	0.00
Property taxes	-	-	530,000	365,153.61	122,000	94,944.45	81,600	87,218.29	980,000	486,954.68	-	-	1,713,600	1,034,271.03
Interest income	90,000	61,118.87	-	-	-	-	-	-	-	-	-	-	90,000	61,118.87
Other Income	-	150,000.00	-	-	-	-	-	-	-	-	-	-	-	150,000.00
Transfer In	-	-	-	-	-	-	-	-	-	-	25,000	-	25,000	0.00
Total Income	261,360	211,118.87	530,000	365,153.61	122,000	94,944.45	81,600	87,218.29	980,000	486,954.68	25,000	0.00	1,999,960	1,245,389.90
Expense														
Administrative expense	-	-	53,000	-	12,200	-	8,160	-	98,000	-	-	-	171,360	0.00
Luncheon costs	2,500	1,540.00	-	-	-	-	-	-	-	-	-	-	2,500	1,540.00
Office expenses	500	3,090.17	-	-	-	-	-	-	-	-	-	-	500	3,090.17
Dues and memberships	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Insurance	12,500	1,415.00	-	-	-	-	-	-	-	-	-	-	12,500	1,415.00
City admin charges	20,000	9,605.78	-	-	-	-	-	-	-	-	-	-	20,000	9,605.78
Professional services	150,000	66,551.44	-	-	-	330.00	-	-	-	-	25,000	-	175,000	66,881.44
Reimbursement - district imp.	-	-	-	-	-	-	-	-	1,078,000	700,000.50	-	-	1,078,000	700,000.50
Planned development projects	-	-	-	-	510,000	120,400.00	-	-	-	-	-	-	510,000	120,400.00
Transfer out	25,000	-	-	-	-	-	-	-	-	-	-	-	25,000	0.00
Non-capital Infrastructure	1,050,860	-	697,000	290,887.00	769,800	-	126,440	65,000.00	-	-	-	-	2,644,100	355,887.00
Total Expense	1,261,360	82,202.39	750,000	290,887.00	1,292,000	120,730.00	134,600	65,000.00	1,176,000	700,000.50	25,000	0.00	4,638,960	1,258,819.89

Dessert for the March 18, 2026 meeting.



Pocatello #1033
305 West Quinn Rd.
Pocatello, ID 83202

SELF-CHECKOUT

7V Member 111854619394
E 1343114 CHOC CAKE 17.99 A
SUBTOTAL 17.99
TAX 1.08
**** TOTAL **19.07**

XXXXXXXXXXXX0272 CHIP Read
AID: A0000000031010
Seq# 204196 App#: 817459
Visa Resp: APPROVED
Tran ID#: 607600204196....

APPROVED - Purchase
AMOUNT: \$19.07
03/17/2026 14:44 1033 204 58 704

Visa 19.07
CHANGE 0.00

A 6.00 % TAX RATE 1.08
TOTAL TAX 1.08
TOTAL NUMBER OF ITEMS SOLD = 1
03/17/2026 14:44 1033 204 58 704



21103320400582603171444

OP#: 704 Name: SCO
Thank You!
Please Come Again
Whse:1033 Trm:204 Trn:58 OP:704

Items Sold: 1
7V 03/17/2026 14:44

REMINDER :

Your membership renewal fee will be added to the first purchase after expiration. To sign up for auto-renewal please visit the membership counter.



PROFORMA INVOICE

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

BILLING DATE:	ACCOUNT NO:
03/16/26	18588

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

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
694966	REQUEST FOR QUALIFIC	11/26/25	12/03/25	4	\$156.60

Payments:

Date	Method	Card Type	Last 4 Digits	Check	Amount
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Discount:	\$0.00	Gross:	\$156.60
Surcharge:	\$0.00	Paid Amount:	\$156.60
Credits:	\$0.00		
		Amount Due:	\$0.00

We Appreciate Your Business!



**REQUEST FOR QUALIFICATIONS (RFQ)
POCATELLO DEVELOPMENT AUTHORITY
FOR MONARCH BUILDING DEMOLITION SERVICES**

The Pocatello Development Authority ("PDA") is seeking responses from qualified contractors ("Respondent" or "Contractor") to provide all labor, equipment, materials, and services necessary to perform the complete demolition and site clearance of the Monarch Building located at 244 W. Center St. in Historic Downtown Pocatello, Idaho. The purpose of this project is to safely remove the existing structure, cap any existing utilities, shore up adjacent property walls, and prepare the property for future redevelopment in accordance with applicable laws, codes, and regulations.

The project involves a historic building located in Downtown Pocatello that was destroyed by fire in 2014. The building was recently gifted to the PDA, who is now looking to demolish the building. The building was constructed in 1909 of unreinforced masonry and shares common walls on both sides. The west side is to remain intact, and the east side is to be removed to the upper stories up to the level of the shared wall of the neighboring building.

The PDA is an Urban Renewal Agency located in Southeast, Idaho. The purpose of the PDA is to undertake urban renewal projects pursuant to the authority of chapters 20 and 29, Title 50, Idaho Code.

The Pocatello Development Authority is issuing this Request for Qualifications ("RFQ") and anticipates selecting a firm that has extensive experience working in a demolition in a historic district. Only the firms responding to the RFQ will be considered. The Pocatello Development Authority will evaluate responses to select a candidate to negotiate a contract.

Proposal Due Date: January 28, 2026, by 3:00 PM MT

RFQ Title: Monarch Building Demolition Services

RFQ Availability: RFQ information packets will be available beginning November 21, 2025, after 5:00 PM MT through January 28, 2026, at 2:59 PM MT on the Pocatello Development Authority website <https://pda.pocatello.gov/documents/rfp/RFP-monarch-demolition.pdf> and for assistance with this process or project questions, please contact Brent McLane via email at bmclane@pocatello.gov or by phone at 208.479.7679 M-F between 9 a.m. and 4 p.m.

Published: November 26, & Dec. 3, 2025 (ISJ18588-694966)

PDA Luncheon for April 15, 2026

McKenzie River Pizza

4150 Pole Line Road, Pocatello, ID 83202

208-904-0700

Contact: Tracy

email order to: pocatello@mackpie.com

City of Pocatello Tax Exempt ID: 82-6000244

1) Order questions? Please call Aceline McCulla's mobile 406.202.6444.

2) Aceline will come in to pay and pick up plates, sprinkle cheese, peppers, napkins, & utensils for 15 people on April 10 between 11 AM and 12 PM.

3) Jim Anglesey will pick up order at 11:10 AM on April 15, 2026.

Items	Qty	Each Cost	Totals
HUMMUS PLATE: roasted red pepper hummus, roasted garlic hummus, with pepperoncinis, kalamata olives, cucumber slices, carrot sticks, feta & warm pita triangles	1	\$ 10.89	\$ 10.89
LOGEPOLES: marinara and pesto	1	\$ 8.89	\$ 8.89
ARTICHOKE DIP with blue tortilla chips	1	\$ 12.49	\$ 12.49
THAI PIE: Thai peanut sauce, 1/2 seasoned chicken, 1/2 no chicken, scallions, mandarin oranges, red peppers, peanuts, moz cheese, dusted with feta	1	\$ 26.89	\$ 26.89
FLATHEAD LG ORIGINAL: alfredo sauce, chick, bacon, spinach, toms, mushrooms, moz cheese	1	\$ 26.89	\$ 26.89
STOCKMAN LG ORIGINAL: tom sauce, steak, pepperoni, bacon, ital saus, moz & ched cheese	1	\$ 28.49	\$ 28.49
TOTAL CHECK AMOUNT			\$ 114.54
Staff pickup, no delivery service			\$ -
PAID with PDA Credit Card on 4.10.26			\$ 114.54

COSTCO **WHOLESALE**

Pocatello #1033
305 West Quinn Rd.
Pocatello, ID 83202

SQ Member 111787715509
E 40706 TUXEDO CAKE 18.99 A
SUBTOTAL 18.99
TAX 1.14
*** TOTAL **20.13**

XXXXXXXXXXXX9086 H
AID: A0000000031010
Seq# 4928 App#: 012545
Visa Resp: APPROVED
Tran ID#: 610000004928....

APPROVED - Purchase
AMOUNT: \$20.13
04/10/2026 12:07 1033 4 167 11

Visa 20.13
CHANGE 0.00

A 6.00 % TAX RATE 1.14
TOTAL TAX 1.14
TOTAL NUMBER OF ITEMS SOLD = 1
~~04/10/2026~~ 12:07 1033 4 167 11



21103300401672604101207

OP#: 11 Name: Brian B.
Thank You!
Please Come Again
Whse:1033 Trm:4 Trn:167 OP:11

Items Sold: 1
SQ 04/10/2026 12:07

INVOICE

Thane Sparks

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

DATE: April 15, 2026
INVOICE # 26-4
FOR: Professional Services

BILL TO:

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

DESCRIPTION			AMOUNT
Professional Services -April			\$ 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!

INVOICE

Perspective Planning and Consulting, LLC
1742 Avalon St
Idaho Falls, ID 83402-3054

brad@perspective-planning.com
+1 (208) 589-0020



PDA:PDA Task Order 3 Historic Downtown Economic Feasibility Study

Bill to
PDA
911 N 7th
Pocatello, ID 83201

Ship to
Pocatello Development Authority
911 N 7th
Pocatello, ID 83201

Invoice details

Invoice no.: 1104
Terms: Net 30
Invoice date: 04/01/2026
Due date: 05/01/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	02/18/2026	Travel		2	\$65.00	\$130.00
2.	02/18/2026	Hours		1.25	\$170.00	\$212.50
3.	02/25/2026	Report Writing		1	\$170.00	\$170.00
4.	02/27/2026	Report Writing		1	\$170.00	\$170.00
5.	03/02/2026	Econ Feasibility		1.5	\$170.00	\$255.00
6.	03/03/2026	Econ Feasibility		1.5	\$170.00	\$255.00
7.	03/16/2026	Econ Feasibility		0.5	\$170.00	\$85.00
8.	03/17/2026	Econ Feasibility		3.5	\$170.00	\$595.00
9.	03/18/2026	Econ Feasibility		1.25	\$170.00	\$212.50
10.	03/26/2026	Econ Feasibility		3	\$170.00	\$510.00
11.	03/26/2026	Travel		2	\$65.00	\$130.00
12.	03/31/2026	Econ Feasibility		3.75	\$170.00	\$637.50

Total **\$3,362.50**

Ways to pay



Merril Quayle P.E.
3636 Jason Ave
Pocatello, Idaho 83204
Quayleeng1989@gmail.com
(208) 6819228

Memorandum

To: Brent McLane, PDA Executive Director
David Villarreal, PDA Chair

From: Merrill Quayle, P.E.

Date: April 9, 2026

Re: Keller Associates – Design Services

Keller Associates was selected by the Pocatello Development Authority through an RFQ process to complete the Concept and 30% Design and to coordinate roadway alignment and overpass design options within the North Portneuf URA.

To date, \$113,750.00 has been approved and paid toward the \$510,000.00 agreement authorized at the December 18, 2024, meeting.

This is the seventh pay request submitted by Keller Associates. I have reviewed the pay application and found invoice 0255400 to be consistent with the work performed.

I recommend approval of invoice 0255400 in the amount of \$6,650.00.

The reviewed invoice is attached.

Please contact me with any questions.



100 East Bower Street, Suite 110
Meridian, ID 83642

(208) 288-1992

Pocatello Development Authority
Attn: Brent McLane
E-Mail: Amcculla@pocatello.gov
911 N 7th Ave
Pocatello, ID 83201

March 15, 2026
Project No: 225098-000
Invoice No: 0255400

Project 225098-000 PDA - Pocatello Railroad Overpass and Access Roadway
Project Manager: Donn Carnahan

Professional Services from January 25, 2026 to February 21, 2026

Task	1.0	Administration		
Fee				
Total Fee		28,000.00		
Percent Complete		50.00	Total Earned	14,000.00
			Previous Fee Billing	11,200.00
			Current Fee Billing	2,800.00
			Total Fee	2,800.00
			Total this Task	\$2,800.00

Task	2.0	Survey		
Fee				
Total Fee		35,000.00		
Percent Complete		95.00	Total Earned	33,250.00
			Previous Fee Billing	33,250.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00

Task	3.0	Concept Design		
Fee				
Total Fee		77,000.00		
Percent Complete		95.00	Total Earned	73,150.00
			Previous Fee Billing	69,300.00
			Current Fee Billing	3,850.00
			Total Fee	3,850.00
			Total this Task	\$3,850.00

Task	4.1	Geotechnical Investigation and Design		
Fee				
Total Fee		135,000.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00

Remittance Address: 100 East Bower St. Suite 110, Meridian, ID 83642
ACH payment: Transit/Routing No. 021052053 Account No. 72589770 Remittance Email: invoices@kellerassociates.com

GROWING POSSIBILITIES

Doc ID: 6363979ce570fd9972bef40816d149512a0288db

Project	225098-000	PDA - RR Overpass & Access Roadway	Invoice	0255400
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Task	4.2	4.2-4.4: 30% Bridge and Roadway Design
------	-----	--

Fee

Total Fee	235,000.00		
Percent Complete	0.00	Total Earned	0.00
		Previous Fee Billing	0.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Task	0.00
		Total this Invoice	<u><u>\$6,650.00</u></u>

Outstanding Invoices

Number	Date	Balance
0255048	2/15/2026	5,250.00
		5,250.00

Billings to Date

	Current	Prior	Total
Fee	6,650.00	113,750.00	120,400.00
Totals	6,650.00	113,750.00	120,400.00

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



March 31, 2026

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

Invoice No. 221261
Client No. 9212
Matter No. 3
Billing Attorney: MSC

INVOICE SUMMARY

For Professional Services Rendered from March 11, 2026 through March 31, 2026.

RE: Special Counsel General

Total Professional Services	\$ 636.50
Total Costs Advanced	<u>\$ 15.22</u>
TOTAL THIS INVOICE	\$ 651.72

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



March 31, 2026

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

Invoice No. 221263
Client No. 9212
Matter No. 8
Billing Attorney: MSC

INVOICE SUMMARY

For Professional Services Rendered from March 20, 2026 through March 31, 2026.

RE: Historic Downtown Plan

Total Professional Services	\$ 55.00
Total Costs Advanced	<u> \$.00</u>
TOTAL THIS INVOICE	\$ 55.00

AGENDA 4



URBAN RENEWAL
ECONOMIC FEASIBILITY STUDY

POCATELLO DEVELOPMENT AUTHORITY

April 2026 | Status Update

Historic Downtown Pocatello

01

Project Status

What has been completed and what is actively underway

02

Project Approach

Methodology, data sources, and analytical framework

03

Revenue Outlook

Projected district revenue across the 20-year period

04


Next Steps


Remaining work, outstanding needs, and timeline to completion

PROJECT STATUS


Where We Are

 Complete  In Progress  Pending


 County assessed value data received for financial modeling


 Meetings with Downtown Group and City/PDA staff completed


 SB Friedman conditions reports reviewed and confirmed

 Stantec market analysis and opportunity sites reports reviewed

 Downtown Plan and Comprehensive Plan review completed

 Purpose and Valentine Building case study analysis underway

 Financial model development and revenue projections underway

 Draft feasibility report — in progress, targeting next PDA meeting

 Project cost data from City/PDA needed to assess top priorities

 Boundary legal description and mapping — responsibility TBD

PROJECT APPROACH

Analytical Framework

1

Baseline Assessment

Current and historical assessed values for all parcels in the proposed district

2

Conditions Review

Confirming blight and deterioration conditions from SB Friedman eligibility report

3

Private Investment

Using Stantec reports as foundation for opportunity sites and market demand

4

Public Projects

Reviewing Downtown Plan and Comprehensive Plan to identify eligible projects

5

Revenue Modeling

Projecting realistic tax increment revenues over the full 20-year district life

6

Case Studies

Purpose and Valentine buildings as examples of renovation-driven value increases

CASE STUDIES

Renovation-Driven Value Increases



The Purpose Building

A major rehabilitation of a downtown commercial building that demonstrates how renovation investment increases assessed value — directly generating new tax increment revenue for the district.

- Pre- and post-renovation assessed values compared
- Baseline for projected revenues of future projects
- Potential proof of concept for boutique hotel



The Valentine Building

Serves as a second case study. Its renovation trajectory validates revenue modeling assumptions and demonstrates how major rehabs can drive district revenue.

- Pre-and post-renovation assessed values compared
- Provides second data set for creating an average baseline
- Validates replication across multiple properties

REVENUE OUTLOOK

20-Year District Projection

PHASE 1

Years 1-7



Catalytic Growth

The Monarch and possibly the former Convergys site will produce an initial wave of revenue, but may not be added to the tax roles for 5-7 years from district creation. Also an opportunity to build relationships for potential public-private partnerships.

PHASE 2

Years 8-15



Moderate Steady Growth

As the Monarch, Convergys, and potential City Hall relocation provide proofs of concept, revenue should continue to grow at a moderate pace as additional renovations and infill development occur throughout the district.

PHASE 3

Years 16-20



Solid District Revenues

Late in the district there should be solid cumulative revenues. This puts the PDA in a strong position for public project completion.

OUTSTANDING NEEDS

The following items are needed from the City, PDA, or partner agencies before the study can be finalized:

FROM: CITY / PDA

Public Project Cost Estimates

ACTION

Basic cost estimates for projects on the City/PDA project list — needed to assess whether top priorities are financially feasible within district revenues.

Priority Project Rankings

ACTION

Which projects are highest priority so revenue modeling can align with actual project timing and sequence.

FROM: PARTNER AGENCY / TBD

Boundary Legal Description

ACTION

Required for plan adoption. Who is responsible for producing this needs to be determined and initiated soon.

Boundary Maps

ACTION

Same notes as boundary legal description.

NEXT STEPS & TIMELINE

Path to Completion

⚠ Note: May timeline assumes timely receipt of project costs, assignments for boundary map, and ability to produce plan and resolution by submittal deadline

NOW
March

Finalize Financial Models

Receive project cost data from City/PDA. Complete revenue scenarios and district cash flow analysis.

April
2026

Draft Report Circulated

Complete draft feasibility study delivered to PDA staff for internal review and comment.

May
2026

PDA Meeting Presentation

Present final draft to the PDA board. If plan and resolution can be created by this date, PDA could vote on the plan.

June
2026

Backup Approval OR Project Continues to P&Z and City Council

Depending on timing of other steps, June will either be a vote by the PDA on the plan and study or the project can continue forward to P&Z and City Council in June and July

Questions?



PERSPECTIVE
PLANNING & CONSULTING

AGENDA 5

**REIMBURSEMENT AGREEMENT
PRELIMINARY ENGINEERING SERVICES**

Effective Date:

Estimate: \$25,000.00

THIS REIMBURSEMENT AGREEMENT (**Agreement**) is made and entered into as of the **Effective Date**, by and between UNION PACIFIC RAILROAD COMPANY, a Delaware corporation (**Railroad**), and POCATELLO DEVELOPMENT AUTHORITY (PDA), POCATELLO (**Agency**).

RECITALS

A. Agency desires to initiate the project more particularly described on Exhibit A attached hereto (**Project**).

B. The Project will affect Railroad's track, right of way, or operations at or near the Project area more particularly described on Exhibit A.

C. Railroad agrees to collaborate with Agency on the conceptualization and development of the Project in accordance with the terms and conditions of this Agreement and any federal regulations.

AGREEMENT

NOW THEREFORE, the parties hereto agree as follows:

1. Railroad, and/or its representatives, at Agency's sole cost and expense, agrees to perform (or shall cause a third-party consultant to perform on Railroad's behalf) the preliminary engineering services work described on Exhibit B attached hereto (**PE Work**). Agency acknowledges and agrees that: (a) Railroad's review of any Project designs, plans and/or specifications, as part of the PE Work, is limited exclusively to potential impacts on existing and future Railroad facilities and operations; (b) Railroad makes no representations or warranties as to the validity, accuracy, legal compliance, or completeness of the PE Work; and (c) Agency's reliance on the PE Work is at Agency's own risk.

2. Notwithstanding the Estimate (**Estimate**), Agency agrees to reimburse Railroad for one hundred percent (100%) of all actual costs and expenses incurred for the PE Work. During the performance of the PE Work, Railroad will provide (and/or will cause its third-party consultant to provide) progressive billing to Agency based on actual costs in connection with the PE Work. After completion of the PE Work, Railroad will submit (and/or will cause its third-party consultant to submit) a final billing to Agency for any balance owed for the PE Work. Agency shall pay Railroad within sixty (60) days after Agency's receipt of any progressive and final bills submitted for the PE Work. Bills will be submitted to the Agency using the contact information provided on Exhibit C. Agency's obligation hereunder to reimburse Railroad for the PE Work shall apply regardless of whether Agency declines to proceed with the Project or Railroad elects not to approve the Project.

3. Agency acknowledges and agrees that Railroad may withhold its approval for the Project for any reason in its sole discretion, including without limitation, impacts to Railroad's safety, facilities, or operations. If Railroad approves the Project, Railroad will continue to work with Agency to develop final plans and specifications and prepare material and force cost estimates for any Project related work performed by Railroad.

4. If the Project is approved by Railroad, Railroad shall prepare and forward to Agency a Construction and Maintenance Agreement (**C&M Agreement**) which shall provide the terms and conditions for the construction and ongoing maintenance of the Project. Unless otherwise expressly set forth in the C&M Agreement, the construction and maintenance of the Project shall be at no cost to Railroad. No construction work on the Project affecting Railroad's property or operations shall commence until the C&M Agreement is finalized and executed by Agency and Railroad.

5. Neither party shall assign this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned, or delayed.

6. No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties.

7. This Agreement sets forth the entire agreement between the parties regarding the Project and PE Work. To the extent that any terms or provisions of this Agreement regarding the PE Work are inconsistent with the terms or provisions set forth in any existing agreement related to the Project, such terms and provisions shall be deemed superseded by this Agreement to the extent of such inconsistency.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the Effective Date.

**POCATELLO DEVELOPMENT AUTHORITY
(PDA), POCATELLO**

UNION PACIFIC RAILROAD COMPANY,
a Delaware Corporation

Signature

Signature

David Villarreal Jr.

Printed Name

Amber Stoffels

Printed Name

PDA Chairman

Title

Manager I, Industry & Public Projects

Title

Exhibit A

Project Description and Location

Project Description

Pocatello Development Authority (PDA), Pocatello is proposing a new grade separated crossing at the location referenced below.

Location

Nampa Subdivision

DOT	Crossing Type	Milepost	Street Name
981800T	Public	218.09	Batiste Road

Exhibit B

Scope of Project Services

Scope of work includes, but is not limited to the following:

- Field diagnostic(s) and inspections
- Review of construction documents (plans, specifications, etc.)
- Project design
- Preparation of Project estimate for force account or other work performed by the Railroad
- Grade crossing inventory updates
- Meetings and travel
- Construction observation

Exhibit C
Billing Contact Information

Name	Brent McLane
Title	PDA Executive Director
Address	911 North 7th Avenue, Pocatello, ID 83201
Work Phone	208-234-6184
Cell Phone	
Email	bmclane@pocatello.gov
Agency Project No.	

AGENDA 6

PRICING SUMMARY

Monarch Building Demolition Project — Pocatello, ID

RFQ Number: 2025-001 | Staton Companies | Dan Richey, PM | (541) 501-7022

PART 1 — DEMOLITION SCOPE & PRICING

Category	Amount
Mobilization / Demobilization	\$38,534
Demo Prep	\$47,520
Structural Demo	\$264,600
Crew Support (Lodging / Per Diem / Travel)	\$54,000
Part 1 Total	\$404,654

PART 2 — GENERAL CONDITIONS & ADDITIONAL SCOPE

Scope Area	Subtotal
General Conditions & Overhead	\$60,670
Sewer Protection and Relocation	\$42,100
Foundation Wall Reinforcement	\$54,730
Basement Backfill	\$80,000
Chimney Decommissioning	\$8,420
Roof Flash & Cap	\$40,000
Abatement	\$2,800
Scope Subtotal	\$288,720
Profit / Risk / Overhead (10%)	\$28,872
Part 2 Total	\$317,592

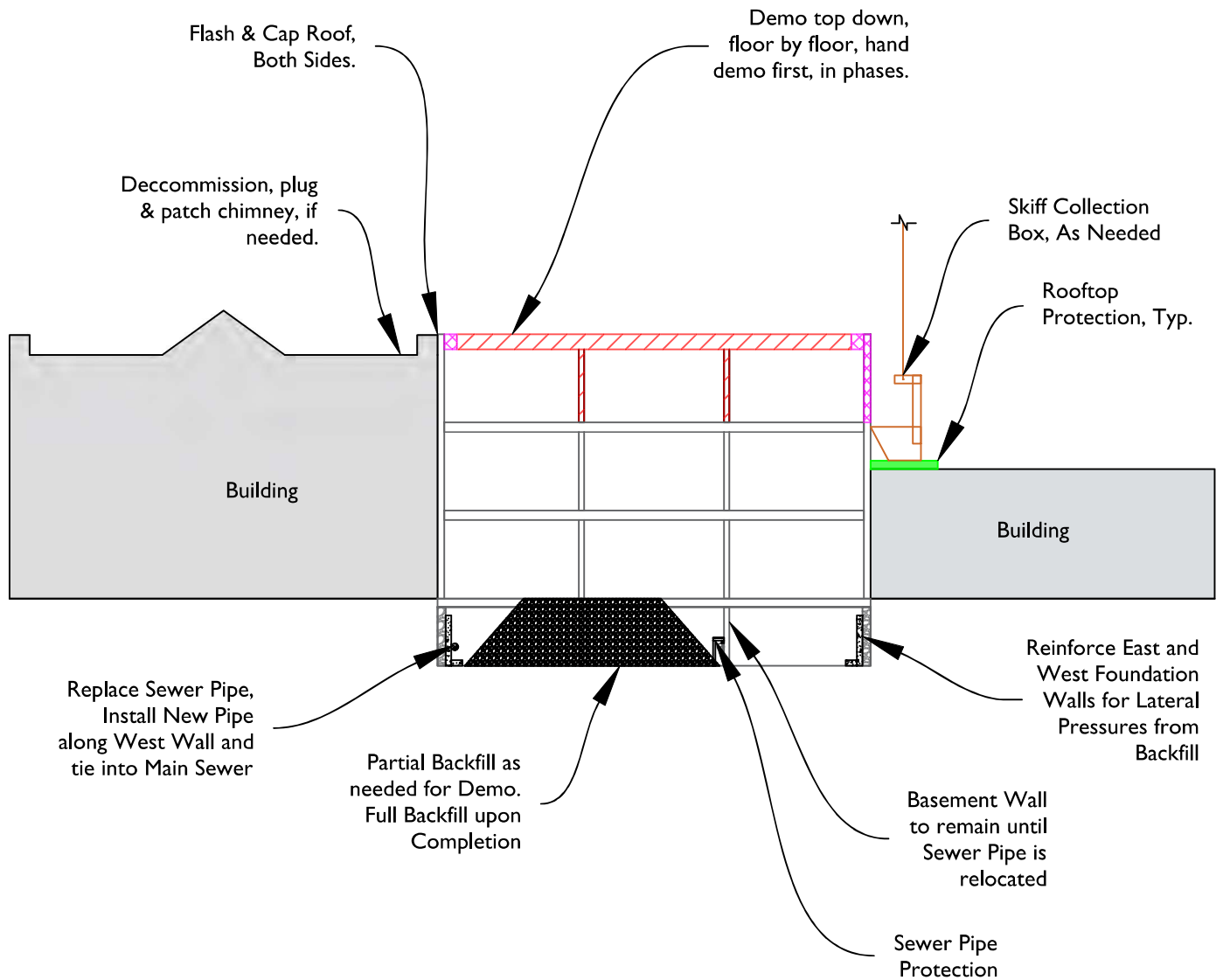
PRICING SUMMARY

Monarch Building Demolition Project — Pocatello, ID

RFQ Number: 2025-001 | Staton Companies | Dan Richey, PM | (541) 501-7022

COMBINED PROJECT TOTAL





Part 1 — Demolition Scope & Pricing	\$404,654
Part 2 — General Conditions & Additional Scope	\$317,592
COMBINED PROJECT TOTAL	\$722,246



Section View
Scale: 1" = 20'

Notes:

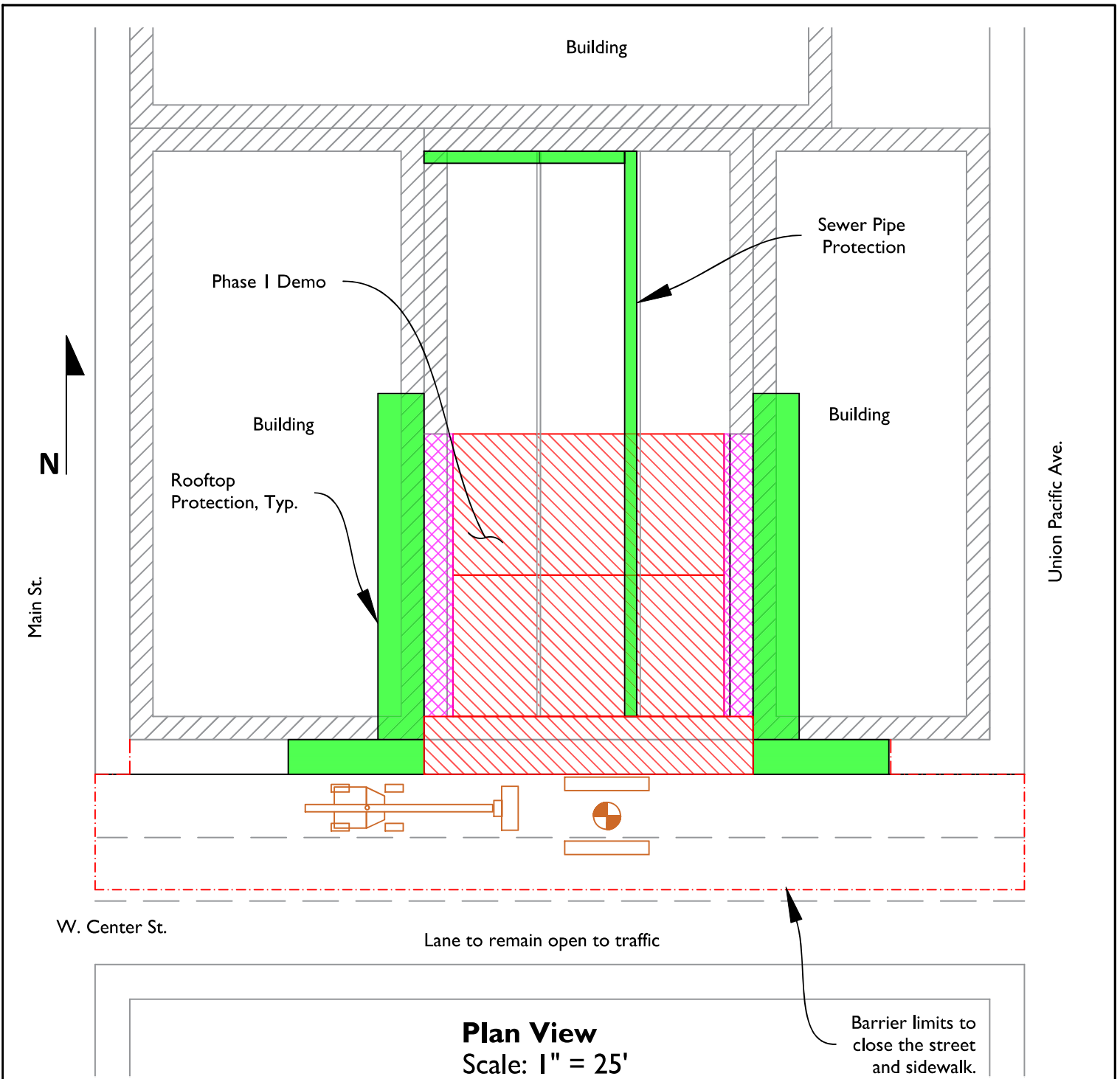
1. A Stamped Demolition Plan will be provided.
2. Shop Drawings will be provided for Build-Back Items.
3. See Draft Demo Plan Phase 1 & 2 for more information.

-  Equip. Demo
-  Hand Demo
-  Protection
-  Shoring



**The Monarch Building
Demolition**





**Overall Plan
Schematic**



Plan View
Scale: 1" = 25'

Sequence Notes:

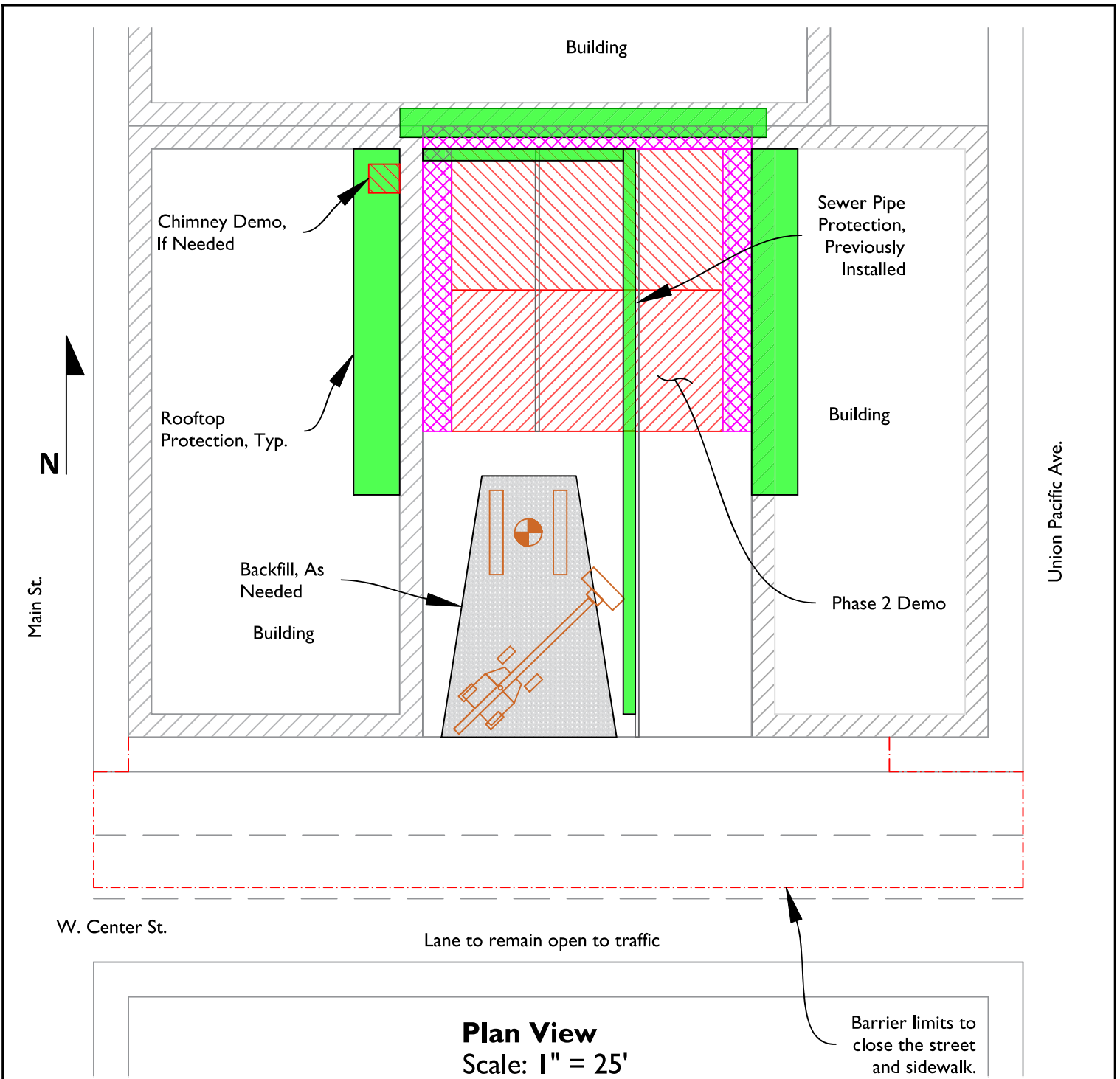
1. Prior to demolition the portions of the building missed in the previous abatement shall be abated. This consist of a small section wall of plaster and the boiler.
2. Prior to demolition environmental and protection measures shall be installed.
3. Hand demolition next to and above adjacent buildings shall occur first followed by equipment demolition for each floor level.
4. Shoring/Bracing shall be installed as needed.

-  Equip. Demo
-  Hand Demo
-  Protection
-  Shoring



**The Monarch Building
Demolition**

**Draft Demo Plan
Phase 1**



Plan View
Scale: 1" = 25'

Sequence Notes:

1. Prior to demolition environmental and protection measures shall be installed.
2. The basement will be backfilled as needed for equipment access into the building footprint
3. Hand demolition next to and above adjacent buildings shall occur first followed by equipment demolition for each floor level.
4. Shoring/Bracing shall be installed as needed. The wood floors are supported by a post and beam system and interior concrete walls. The exterior East & West shared walls are independent of the floor structural system. At this time no Shoring is anticipated.

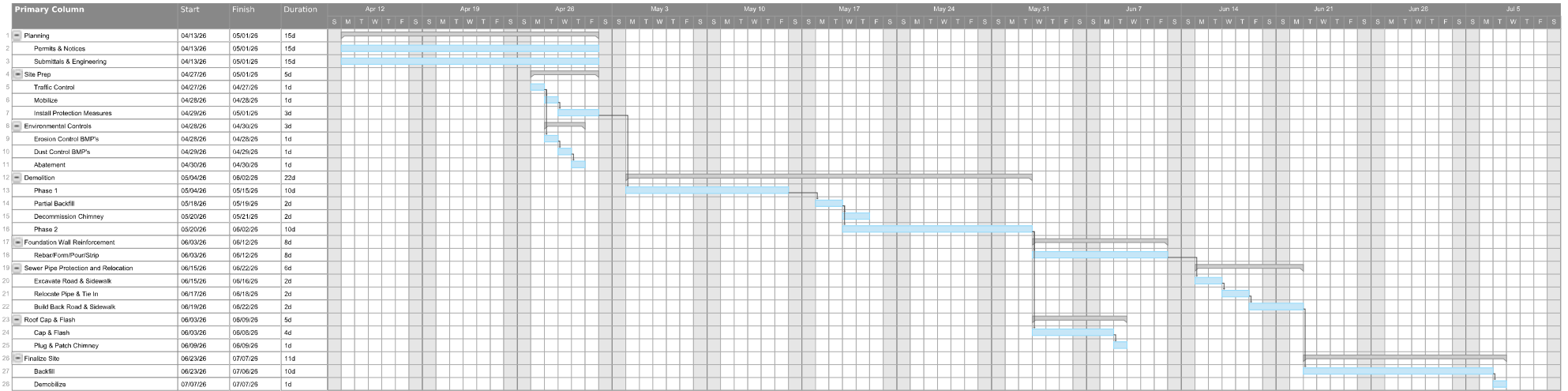
- Equip. Demo
- Hand Demo
- Protection
- Shoring

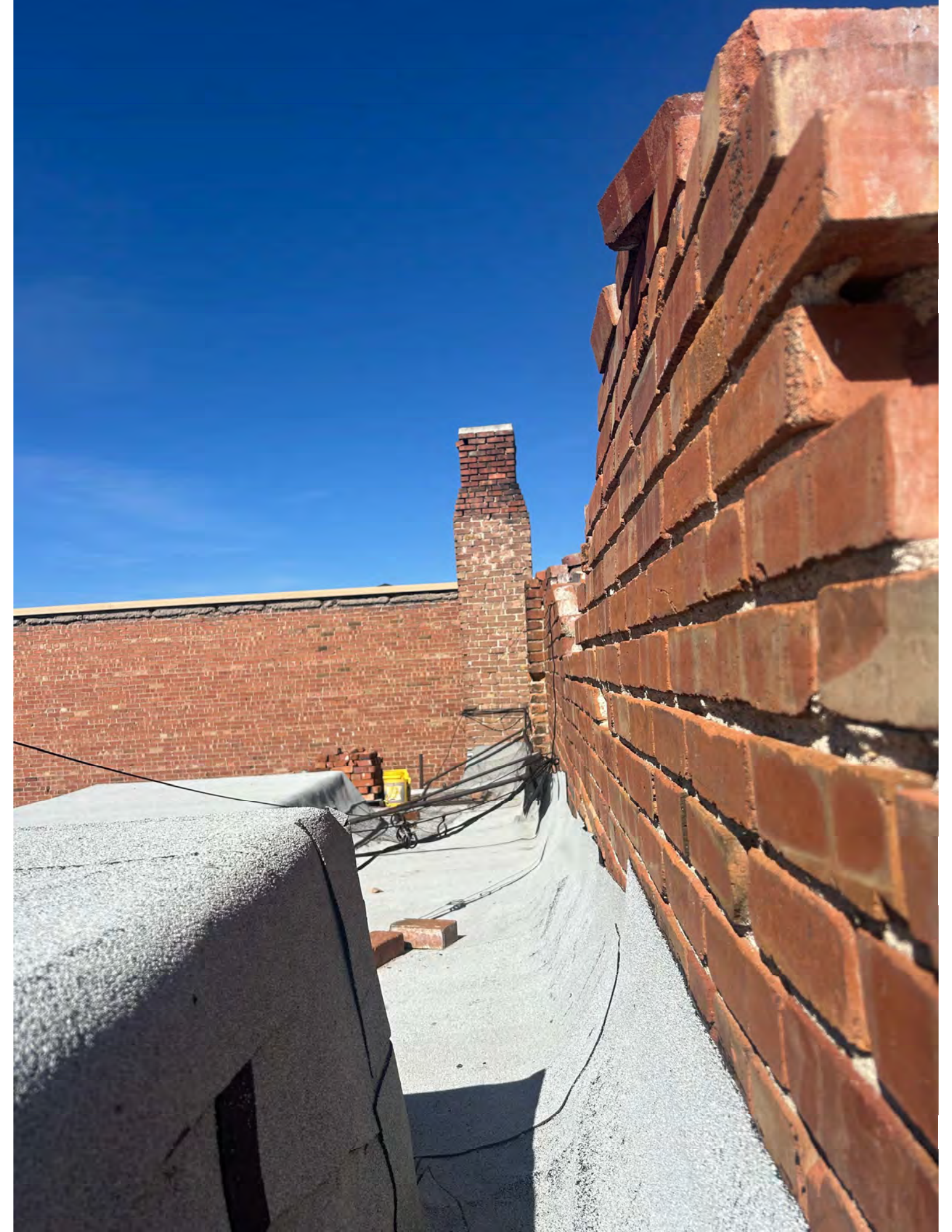


**The Monarch Building
Demolition**

**Draft Demo Plan
Phase 2**

The Monarch Building







AGENDA 7

Dear Pocatello Development Board,

I am writing to express my interest in helping the PDA with a role in accounting, finance, and public administration within your organization. With over 30 years of experience in governmental accounting, treasury management, human resources, and internal auditing, I bring a comprehensive and results-driven approach to financial and operational teams.

Most recently, I served the City of Chubbuck as Councilmember, City Clerk, Treasurer, and Human Resource Director. In this capacity, I oversaw multiple departments including accounting, treasury, IT, HR, and records management. I was responsible for preparing the city's Annual Financial Report, developing the annual budget, and ensuring full compliance with GAAP and GASB standards. I also managed payroll, led complex financing initiatives for major municipal projects, and played a key role in securing an AA+ bond rating from Standard & Poor's.

Beyond financial management, I have a strong track record of driving organizational improvements. I led the transition from paper-based systems to electronic records, helped modernize IT infrastructure through cloud adoption, and rewrote personnel policies to better support organizational needs. Earlier in my career, I gained valuable experience as an Internal Auditor and Indirect Tax Manager with AMI, as well as a Sales and Income Tax Auditor with the Idaho State Tax Commission.

I hold both an MBA and a BBA with an emphasis in accounting from Idaho State University and am a Certified Public Accountant. My background allows me to contribute not only technical expertise, but also strategic insight and leadership across multiple functions.

I would welcome the opportunity to discuss how my experience and skills can support your organization's goals. Thank you for your time and consideration.

Sincerely,
Rich Morgan

Rich Morgan, CPA

750 Wendy St. Chubbuck ID 83202
(208) 680-4525 • imrichshesnot@gmail.com

Results oriented team member with 30 years' experience in accounting, cash management, human resources and document management.

WORK EXPERIENCE

City of Chubbuck, Chubbuck Idaho

01/2006 – 12/2025

Councilmember / City Clerk / Treasurer / Human Resource Director,

Responsible for Accounting, Treasury, IT, Human Resource, and Clerk Departments.

- Compiled the Annual Financial Report
- Calculated annual budget
- Performed monthly reconciliations
- Prepared bi-weekly payroll
- Led several innovative financing deals for major city projects
- Secured AA+ bond rating with Standards and Poor
- Ensured financial statements were in compliance with GAAP as promulgated by GASB
- Helped with overhaul of IT department and shift to cloud computing.
- Rewrote Personnel Policy
- Implemented shift from traditional paper files to electronic files

AMI, Pocatello, Idaho

08/2001 - 03/2006

Indirect Tax Manager / Internal Auditor

Responsible for all indirect taxes, including property, sales, VAT. Calculated transfer pricing, performed internal audits for divisions in Pocatello and Ghent.

Idaho State Tax Commission, Pocatello, Idaho

01/1997 – 07/2001

Sales Tax Auditor / Income Tax Auditor

Bannock County, Pocatello, Idaho

Deputy Auditor

01/1995- 12/1996

EDUCATION

Master of Business Administration with emphasis in accounting, 2005
Idaho State University, Pocatello, Idaho

Bachelor of Business Administration with emphasis in accounting, 1994
Idaho State University, Pocatello, Idaho