

MINUTES
CITY OF POCATELLO
POCATELLO DEVELOPMENT AUTHORITY MEETING
FEBRUARY 19, 2025 – 11:00 AM
COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE, POCATELLO

1. CALL TO ORDER AND DISCLOSURE OF CONFLICTS OF INTEREST

Villarreal called the meeting to order at 11:02 AM.

Members present: Mayor Brian Blad, Jeff Hough, Linda Leeuwrik, Kirk Lepchenske, Nathan Richardson, David Villarreal, and Ruby Walsh. No conflicts were disclosed.

Members excused/unexcused: Fred Parrish.

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

2. APPROVE MINUTES

The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners regular and executive session meetings held January 15, 2025.

It was moved by **B. Blad** and seconded by **L. Leeuwrik** to approve the meeting minutes as written held December 18, 2024. Those in favor: B. Blad, J. Hough, L. Leeuwrik, K. Lepchenske, N. Richardson, D. Villarreal 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 **K. Lepchenske** to approve the financial report, expenses and reimbursements as presented. Those in favor: B. Blad, J. Hough, L. Leeuwrik, K. Lepchenske, N. Richardson, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

4. DONATION AGREEMENT MONARCH BUILDING.

The Board may wish to approve and execute the Donation Agreement Monarch Building and Form 8283.

Villarreal asked McLane about the transfer and title and closing costs of the donation of property. **McLane** asked Conrad-Sullivan if this was addressed in the donation agreement and clarify the closing costs. **Conrad-Sullivan** sections 1.4 and 1.6 state the donor costs for title and all other closing costs will be paid for by the owner.

Hough asked McLane for an overview of why the PDA is accepting this property donation. **McLane** explained the owners purchased the burnt building in hopes of rebuilding, and the property has become a safety issue with unreinforced masonry walls, as the property was not rehabilitated. One of PDA's purposes is to acquire and or refurbish blighted property and make them viable, bring them back on the tax rolls of economic viability and become an asset to the community. The owners do not have the funds to complete necessary work and decided to donate it to the PDA, who will make it safe, remove the building, and partner with someone to redevelop the property. **Hough** asked about the potential URA. **McLane** stated an URA, TIF District, will need to be created for this area, and noted the PDA recently completed an eligibility study for this area. The PDA will need to move forward with the feasibility study to make sure the redevelopment of this site is beneficial to the community and not turned into a parking lot.

Blad asked why the donation agreement has to acknowledge and consent by vote. **Conrad-Sullivan** sited that “Pursuant to Idaho Code Section 50-2007(d), PDA has the power to acquire real property in anticipation of establishing an urban renewal plan area, subject to approval by the City Council.”

It was moved by **J. Hough** and seconded by **R. Walsh** to approve and execute the Donation Agreement Monarch Building and Form 8283 as presented. Those in favor: B. Blad, J. Hough, L. Leeuwrik, K. Lepchenske, N. Richardson, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

Conrad-Sullivan asked that the Board add to the motion to authorize the Chair to execute all closing documents when presented.

It was moved by **J. Hough** and seconded by **B. Blad** to also authorize the Chair to execute all necessary Donation Agreement Monarch Building closing documents as needed. Those in favor: B. Blad, J. Hough, L. Leeuwrik, K. Lepchenske, N. Richardson, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

5. ACTION ITEM: PROFESSIONAL SERVICES AGREEMENT AND TASK ORDER NO. 1. The Board may wish to review, approve, and execute the Professional Services Agreement and the Task Order No. 1 with Brad Cramer of Perspective Planning and Consulting LLC for the Eligibility Study and Feasibility Study for the Naval Ordinance Plant URA 2025.

It was moved by **B. Blad** and seconded by **R. Walsh** to approve and execute the Professional Services Agreement and Task Order No. 1 as presented. Those in favor: B. Blad, J. Hough, L. Leeuwrik, K. Lepchenske, N. Richardson, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

6. ACTION ITEM: APPROVE FISCAL YEAR 2024 (FY24) ANNUAL REPORT. The Board may wish to review and approve the FY24 Annual Report.

McLane noted the annual report, upon approval will be submitted to the State of Idaho and be post on the PDA website for accessibility to the public. This report reflects numbers from our annual audit report with Deaton and Company, and a brief overview of district happenings over the fiscal year.

Blad noted that the Legislature identified the PDA as doing URA and TIF’s right in the State of Idaho.

It was moved by **R. Walsh** and seconded by **L. Leeuwrik** to approve the FY24 Annual Report as presented. Those in favor: B. Blad, J. Hough, L. Leeuwrik, K. Lepchenske, N. Richardson, D. Villarreal 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.

Leeuwrik noted Simplot Games begins tomorrow evening, please attend if you are able.

McLane noted that on February 27 at 2 PM Bannock Development Corporation will make an announcement that will be exciting for this community.

8. ADJOURN.

With no further business, **Villrreal** adjourned the meeting at 11:24 AM.

Submitted by:


Aceline McCulla, Secretary

Approved on: March 19, 2025