

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

1. CALL TO ORDER AND DISCLOSURE OF CONFLICTS OF INTEREST

Villarreal called the meeting to order at 11:00 AM.

Members present: Mayor Brian Blad (left at 11:52 AM), Jeff Hough, Fred Parrish, Nathan Richardson, and David Villarreal. No conflicts were disclosed.

Members excused: Kirk Lepchenske and Ruby Walsh. **Members unexcused:** Linda Leeuwrik.

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, CEO MiaCate Kennedy of Bannock Development Corporation (BDC), and other visitors.

2. APPROVE MINUTES

The Board may wish to waive the oral reading of the meeting minutes held February 19, 2025, and approve the minutes as presented.

It was moved by **B. Blad** and seconded by **F. Parrish** to approve the meeting minutes with one correction to remove F. Parrish from agenda item 6 motion. held February 19. Those in favor: B. Blad, J. Hough, F. Parrish, N. Richardson, and D. Villarreal. 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 **N. Richardson** to include agenda item 6 expenses as it is included in the financial report and to approve the report, expenses and reimbursements as presented. Those in favor: B. Blad, J. Hough, F. Parrish, N. Richardson, and D. Villarreal. Those against: none. Unanimous. Motion carried.

4. LETTER OF INTENT TO TERMINATE NAVAL ORDINANCE PLANT (NOP) TO TAX DISTRICTS.

The Board may wish to authorize the Chair and Executive Director to execute and send the letter.

McLane introduced PDA Counselor Meghan Conrad-Sullivan.

Meghan Conrad-Sullivan of Elam and Burke Attorneys at Law discussed the letter of intent to terminate the Naval Ordinance Plant (NOP) to the taxing districts. This required back end work to determine where the values go and how the overlapping taxing districts handle their FY26 budget process and increases that will fall out through this process. The letter is not a statutory requirement, it is intended as a best practice to advise our overlapping taxing districts that this is coming. The letter includes that the PDA may consider the resolution of intent to terminate in May or June and today's authorization to sign the letter may not come back before the PDA until May or June.

It was moved by **B. Blad** and seconded by **J. Hough** to approve and execute the letter of intent to terminate the Naval Ordinance Plant URA, and to allow the flexibility of May or June to present the letter to interested parties. Those in favor: B. Blad, J. Hough, F. Parrish, N. Richardson, and D. Villarreal. Those against: none. Unanimous. Motion carried.

5. AIRPORT URA – PRESENTATION OF THE CREST DEVELOPMENT PLAN AND AUTHORIZE AND EXECUTE AN MOU WITH BANNOCK DEVELOPMENT CORPORATION. The Board may wish to view a presentation of the CREST Development Plan. They Board may also wish to review and authorize Counsel to prepare a MOU, within the Airport URA, with Bannock Development Corporation to pay for the Financial Feasibility Study Development of a Multi-Use Complex Adjacent to Regional Airport papered by Pendulum Design LLC, and to authorize the Chair to sign the MOU.

McLane introduced MiaCate on the presentation of Crest Development Plan

MiaCate Kennedy CEO of Bannock Development Corporation stated the BDC does not collect administrative fees to bring businesses to Pocatello, BDC only facilitates projects. Kennedy continued with the PowerPoint presentation of the Crest Development Plan that lays within the Airport URA and is adjacent to the City of Pocatello Airport. Phase 1 will have a convention center for a range of sports, soccer, baseball and regulation ice hockey rink. The highlighted retail stores and hotel sites. The convention center will accommodate concerts and business events. The development is on airport property that must comply with FAA regulations.

Parrish asked if BDC signed and agreed to pay Pendulum and is bringing this to the PDA to pay for this after the fact. **McLane** stated due to the Nondisclosure Agreement BDC had with Pendulum, they could not bring this before the PDA prior to the feasibility study agreement. The Airport URA has funding and the feasibility study falls under reimbursement guidelines. Businesses that fall within an Urban Renewal Area may come to the PDA if and when they chose to request reimbursement for a project for qualifying expenses. Not all businesses utilize URA funding, so the PDA will not know about projects unless a request for financial assistance is submitted to the PDA for reimbursement. **Villarreal** asked who was involved in this project. **Kennedy** stated that if they are approached first, they do not disclose information. Discussion ensued among PDA members. **Villarreal** asked for the time line for study completion. **Kennedy** stated 60 days. **Hough** asked if this was being subcontracted out. **Kennedy** stated yes, it will be subcontracted to an expert for this project type.

It was moved by **B. Blad** and seconded by **J. Hough** to approve, authorize counsel to prepare the Memorandum of Understanding with Bannock Development Corporation and execute MOU, and to request a report be given within 30 days and the study completed in 60 days as presented by MiaCate Kennedy. Those in favor: B. Blad, J. Hough, F. Parrish, N. Richardson, and D. Villarreal. Unanimous. Motion carried.

6. NORTHGATE URA - CITY OF POCATELLO REIMBURSEMENT REQUEST NO. 2.

The Board may wish to review, approve and execute the City of Pocatello's reimbursement request no. 2 from the North Gate URA. The reimbursement request no. 2 documents are included in the monthly finance report.

The reimbursement materials were included in agenda item 3 and approved for payment.

7. MONARCH BUILDING DEMOLITION RFP.

The Board may wish to discuss the demolition process of the Monarch Building for creation of the Request for Proposal. This agenda item was not discussed.

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.

This agenda item was not discussed.

9. ADJOURN MEETING.

Blad left the meeting at 11:52 AM. This created a lack of quorum and the meeting ended at 11:52 AM and there was no further discussion of the remaining agenda items 7 and 8.

Submitted by:


Aceline McCulla, Secretary

Approved on: April 16, 2025