MEETING MINUTES

POCATELLO DEVELOPMENT AUTHORITY (PDA)

APRIL 15, 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: Mayor Mark Dahlquist, Jeff Hough, Kirk Lepchenske, Brent Nichols, Fred Parrish, Nathan Richardson, Scott Turner, David Villarreal. and Ruby Walsh. **Others present:** Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, PDA Project Manager Merril Quayle, City of Pocatello CFO Rich Morgan, 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 March 18, 2026, and to approve the minutes as presented.

It was moved by **K. Lepchenske** and seconded by **J. Hough** to approve the PDA Board of Commissioners meeting minutes held March 18, 2026 as presented. 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.

3. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.
The Board may wish to approve the monthly financial report, expenses and reimbursements.

It was moved by **J. Hough** and seconded by **S. Turner** to 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.

4. Historic Downtown Pocatello (HDP) Urban Renewal Area (URA) Plan Eligibility Study Update.
The Board may wish to hear an update by Consultant Brad Cramer on the eligibility study for the HDP Plan.

Brad Cramer, Consultant, presented an update on the HDP Plan Eligibility Study. Commissioners ensured in discussion with Cramer. Cramer identified possible projects that would be viable to improve revenue in the Historic Downtown Pocatello District. The Board directed Cramer to move forward to find a surveyor to create the boundary map and the legal description for the HDP Plan.

It was moved by **S. Turner** and seconded by **K. Lepchenske** to authorize Brad Cramer to find a surveyor to create a boundary map and legal description for the eligibility study through Cramer's task order. 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.

5. 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.

McLane explained that Meghan submitted to change the 30-day remit of payment to 60 days, and that the PDA will reimburse the UPRR, and the UPRR will pay their contracted engineer. **Kirkman** stated that agreement estimate is usually higher than what is bid. **Hough** asked if the Board may add a not to exceed price and remove the open-ended amount. **Kirkman** stated the UPRR usually does not allow a not to exceed price in their contracts. **Kirkman** stated this is the cost of working with the UPRR.
It was moved by **J. Hough** and seconded by **K. Lepchenske** to approve the UPRR Preliminary Engineering Services Agreement with the changes made by agency counsel. **McCulla** noted to amend to authorize the Chair to sign all pertinent documents to the UPRR Preliminary Engineering Services Agreement following review by agency counsel.

It was moved by **J. Hough** and seconded by **K. Lepchenske** for a friendly amendment to approve the UPRR Preliminary Engineering Services Agreement with changes by the Board, and to authorize the Chair to sign all pertinent documents related to the UPRR Preliminary Engineering Services Agreement following review by agency counsel. 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.

6. MONARCH BUILDING DEMOLITION: STATON 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.

McLane explained the Staton Companies proposal of scope of work (SOW) and fees for the Monarch Building Demolition. Agency counsel recommended minor changes and asked that overhead fees be reduced. The first picture with the chimney shows the chimney attached to the Monarch and it needs to be removed.

Discussion ensued between the Board and McLane on the bid. Filling in the basement hole is a safety measure, and if someone wants to dig it out later, it would be easy. **Dahlquist** asked that staff spoke with the contractor and got their input to save some of the bricks. **McLane** noted the PDA does not own property to store bricks, and there is liability of storing bricks, and expense to save bricks. The Monarch name itself was created by using individual bricks, not a slab stone with a carved name of sorts. **Dahlquist** noted that no bids were submitted in the RFP quest process, and Station Companies was the most qualified and had the most experience with this type of demolition project.

It was moved by **R. Walsh** and seconded by **M. Dahlquist** to approve the Staton Companies Scope of Work and Fee Proposal and authorize agency legal team to complete negotiations with Staton Companies and bring the agreement to the May meeting for approval. 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.

7. 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.

McLane introduced Rich Morgan, current CFO of the City of Pocatello, for approval by the Board to be the Treasurer for the PDA, who is qualified for this position. Sparks will be missed, and best wishes for his next chapter with his family.

Hough asked if hiring another private Treasurer instead of a City Employee as we are two separate entities. **Villarreal** noted that this may be a good fit if the Board wishes to proceed. The Board may wish to utilize Morgan until, if they would like to advertise for a private Treasurer with Urban Renewal Agency experience.

It was moved by **F. Parrish** and seconded by **J. Hough** to appoint Rich Morgan as the interim agency treasurer effective April 15, 2026, until a successor may be appointed. 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.

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.

No one had anything to report.

9. ADJOURN REGULAR MEETING.

With no further business, **Villarreal** adjourned the meeting at 12:01 PM.

Submitted by: Aceline McCulla
Aceline McCulla, Secretary

Approved on: May 20, 2026