

MINUTES
CITY OF POCATELLO
POCATELLO DEVELOPMENT AUTHORITY MEETING
JUNE 18, 2025 – 11:00 AM
COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE, POCATELLO

1. CALL MEETING TO ORDER AND DISCLOSE CONFLICTS OF INTEREST.

Villarreal called the meeting to order at 11:08 AM. **Hough** noted that he spoke with Counselor Conrad of a possible conflict being a Bannock County Commissioner on the PDA Board, and found there was no financial benefit; therefore, there is no conflict. **Parrish** noted he owns property within the South 5th URA, there is not financial gain, so no conflict. **Counselor Meghan Conrad** confirmed there is no conflict for either Board member. No other conflicts were disclosed.

Members present:, Jeff Hough, Kirk Lepchenske, Fred Parrish, Nathan Richardson, Scott Turner, David Villarreal and Ruby Walsh. **Members excused:** Mayor Brian Blad and Linda Leeuwrik. **Others present:** Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, PDA Attorney Meghan Conrad-Sullivan (Via Zoom Audio), ex officio member MiaCate Kennedy of Bannock Development Corporation and other visitors.

2. MEETING MINUTES.

The Board may wish to waive the oral reading of the PDA meeting minutes held May 21, 2025, and to approve the minutes as presented.

It was moved by **K. Lepchenske** and seconded by **S. Turner** to approve the PDA meeting minutes held May 21 as presented. Those in favor, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, 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 as presented.

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

4. ACTION ITEM: MONARCH BUILDING SITE REQUEST FOR PROPOSAL (RFP). The Board may wish to discuss, approve and execute the RFP for the Monarch Building Site property project and authorize Staff to post the RFP.

McLane summarized the RFP provided in the agenda materials. **Villarreal** asked if the proposal will be specific to the historical façade or will the developer, in terms of project design, be allowed some flexibility. **McLane** stated the RFP was written to allow for flexibility in the design, there is not a requirement to retain the existing façade. The proposal process will provide criteria to identify that developers are qualified to complete the project successfully. The criteria and vision for selection of the proposal prioritizes maintaining the historical character of the building, but not restrictive to retaining the façade. **Turner** asked about the hard stop date for proposal submissions. **McLane** stated the hard stop deadline is 11:00 AM on September 8, 2025.

It was moved by **J. Hough** and seconded by **R. Walsh** to approve and execute the Monarch Building Site RFP as presented. Those in favor J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

5. ACTION ITEM: SOUTH 5TH URBAN RENEWAL AREA (URA) ELIGIBILITY REPORT. The Board may wish consider Resolution No. 2025-3 accepting the South 5th Urban Renewal Area Eligibility Report, dated June 11, 2025, and authorize transmittal of the Report and PDA Resolution to the Bannock County Board of County Commissioners and the Pocatello City Council for their consideration.

Conrad clarified two scopes of work in the development of a new URA process. One, the eligibility phase, where statutory conditions are met to justify an URA project, a review of the area. The area includes parcels within the City and unincorporated Bannock County within the City's area of impact. The eligibility study phase includes the report that supports the findings that conditions exist that justify creation of the URA.

Once the PDA approves the eligibility report, it will then go before the Bannock County Board of Commissioners to adopt and approve by resolution, and then to the Pocatello City Council to adopt and approve by resolution.

The financials need to be identified. The next step is the feasibility study to identify financial stability and identify the boundaries. There are unincorporated County parcels. Only property designated as agriculture will need to have releases signed by property owners.

Villarreal had concerns about unincorporated parcel approvals of property owners and to get their consent and authorization before the feasibility study process. The PDA should identify the diverse property owners, get approvals and consent from large swath property and and AG property owners. **McLane** stated that only property designated as agriculture requires releases, and McLane would like to meet with property owners and have conversations sooner than later.

It was moved by **K. Lepchenske** and seconded by **S. Turner** to approve and execute the the S 5th URA Eligibility Report and Resolution 2025-3 and move forward with the Bannock County and City Council approval by resolutions. Those in favor J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

5. ACTION ITEM: TERMINATE THE NAVAL ORDNANCE PLANT (NOP) URBAN RENEWAL AREA (URA) AND APPROVE AND EXECUTE RESOLUTION 2025-2. The Board may wish to review, approve and execute the termination of the NOP URA and Resolution 2025-2.

McLane provided a summary of the Termination of the NOP URA. **Conrad** explained the resolution process is required by the State of Idaho. In order to work through the Taxing Districts, the July 1 deadline is important with the new guidelines. Exhibit A is the most recent financial information and Exhibit B provides more direction **Villarreal** asked to include verbiage in Exhibit A noting that the financial numbers are a projected capital amount and submit to additional modifications and changes. Conrad agreed to include that language.

It was moved by **J. Hough** and second by **K. Lepchenske** to approve resolution 2025-2 to close the Naval Ordinance Plat (NOP) URA with a modification to Exhibit A with an asterick (*) noting these figures are preliminary estimates with final estimates to come in July 2025. Those in favor J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

7. FISCAL YEAR 2026 (FY26) PRELIMINARY BUDGET DISCUSSION. The Board may wish to discuss the FY26 Preliminary Budget.

McLane explained the temporary numbers and anticipated new Titan Center and South 5th URAs. The Public Hearing will be scheduled for public input during the July meeting. We are trying to get the NOP URA closed this fiscal year. **Hough** asked for clarification on the NOP closing funds and the two new URA funds. **Sparks** clarified these estimates are contingent on the NOP closing this FY. The transfers listed would come from the general fund to the new South 5th and Titan Center if needed.

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.

MiaCate Kennedy provided an update on the Feasibility Study for the Airport Plan. The reduction in Airline flights of one a day has created the study to work with the airport specialists to look at transportation options for future conferences, events, and professionals that live in Pocatello. Future flights and forecasts for business need to make adjustments and provide updated airport projections to new business prospects. **Lepchenske** asked how many investors are vested. **Kennedy** stated NDAs are in place, so she can only say she has met with 40 businesses, and has many more interested. **Parrish** asked about the final report. **Kennedy** stated she needs accurate information, and the additional time to get updated aspects of the airport changes is important. The aviation side of business is important at the airport, and it will be ever-changing, but the complexities affect economy and business for prospects.

9. ADJOURN REGULAR MEETING.

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

Submitted by: 
Aceline McCulla, Secretary

Approved on: July 16, 2025