

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

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

Villarreal called the meeting to order at 11:02 AM. No conflicts were disclosed.

Members present: Mayor Brian Blad, Linda Leeuwrik, Kirk Lepchenske, Fred Parrish, Nathan Richardson, Scott Turner, David Villarreal and Ruby Walsh. **Members excused:** Jeff Hough. **Others present:** Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, City of Pocatello City Engineer Merril Quayle, and City of Pocatello Public Works Director Tom Kirkman. **Visitors:** Others in attendance.

2. MEETING MINUTES.

The Board may wish to waive the oral reading of the Board of Commissioners' meeting minutes held October 22, 2025, and to approve the minutes as presented.

It was moved by **B. Blad** and seconded by **L. Leeuwrik** to approve the meeting minutes for October 22 as presented. Those in favor: B. Blad, L. Leeuwrik, 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.

Parrish asked why there was no tax increment income for the NOP. **Sparks** noted we are waiting for the first tax increment to come in, as this was set to close for FY25, we will do a Budget Amendment at that time.

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

4. RFQ FOR MONARCH BUILDING DEMOLITION PHASE.

The Board may wish to review and authorize staff to post the RFQ for the Monarch Building demolition phase.

McLane stated that the original RFP process resulted in no proposals being received. This RFQ is focusing on the demolition of the building only to obtain qualifications for contractors with the skill set for this project. We will bring the options to the Board in February. Typically, one qualified contractor is selected from all the qualified contractors. McLane will discuss with PDA legal counsel on options if more than one is received.

Quayle noted that this demolition project has special issues with two neighboring businesses sharing the same side walls.

Blad wanted to make sure statutes are followed with the RFQ and RFP for proposal costs, if only one contractor is allowed to bid on the project. **McLane** noted that we can negotiate the price and follow State Statute.

Quayle clarified how the price may be fair for the work being performed, and price negotiation is another way to accomplish bringing the price to a reasonable cost. There are other resources to assist with making sure the price is fair and reasonable.

Villarreal noted that the insurance company will look at the qualifications of the contractors expertise for the project being completed and if they do not feel they are qualified, they will not insure the project with a specific

contractor. A bond, waiver, and release must be insurable by the insurance company stating the building demolition will not affect the two neighboring building.

Lepchenske noted the City and Chamber of Commerce is concerned that Center Street may be closed twice.

Walsh noted that we need the best qualified, not the cheapest and unqualified contractor.

Quayle noted that we can route traffic a block over and that closing the street would only be for a few days, if necessary.

Blad stated we want the best qualified and staff will negotiate the price if needed.

IT was moved by **B. Blad** and seconded by **K. Lepchenske** to approve and have staff post the RFQ as presented. Those in favor: B. Blad, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

5. HOLIDAY LUNCHEON.

The Board may wish to discuss and authorize staff to coordinate efforts for the holiday luncheon.

It was moved by **B. Blad** and seconded by **S. Turner** to approve the holiday lunch for the December meeting. Those in favor: B. Blad, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

6. 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.

Nothing was reported

8. ADJOURN.

With no further business, **Villarreal** adjourned the meeting at 11:27 AM.

Submitted by:


Aceline McCulla, Secretary

Approved on: December 17, 2025