

**MEETING MINUTES**  
**CITY OF POCATELLO**  
**POCATELLO DEVELOPMENT AUTHORITY MEETING**  
JANUARY 21, 2026 – 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. None of the board members had anything to disclose.

**Members present:** Mayor Mark Dahlquist, Kirk Lepchenske, Fred Parrish, Nathan Richardson, Scott Turner, David Villarreal. **Members excused:** Jeff Hough and Ruby Walsh. **Others present:** Executive Director Brent McLane, Treasurer Thane Sparks, and Secretary Aceline McCulla, City of Pocatello Attorney Jared Johnson (arrived at 11:15 AM), and Public Works Director Tom Kirkman. **Visitors:** Merril Quayle PE, and others in attendance.

**2. MEETING MINUTES.**

The Board may wish to waive the oral reading of the Board of Commissioners' meeting minutes held December 17, 2025, and to approve the minutes as presented.

It was moved by **N. Richardson** and seconded by **S. Turner** to approve the December 17 meeting minutes as presented. Those in favor: M. Dalhquist, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal. Those against: none. Unanimous. Motion carried.

**3. REVIEW, APPROVE AND EXECUTE THE FISCAL YEAR 2025 (FY25) COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR).**

The Board may wish to review, approve, and execute the FY25 CAFR completed by Doran Lambson of Deaton and Company.

**Doran Lambson** of Deaton and Company presented the PDA FY25 CAFR to the Board and explained the audit process and that Deaton and Company follows government audit standards for the PDA audit.

It was moved by **F. Parrish** and seconded by **K. Lepchenske** to approve and execute the FY25 CAFR as presented. Those in favor: M. Dalhquist, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, and D. Villarreal. Unanimous. Motion carried.

**4. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.**

The Board may wish to approve the monthly financial report, expenses and reimbursements.

It was moved by **F. Parrish** and seconded by **N. Richardson** to approve the financial report, expenses and reimbursements as presented. Those in favor: M. Dalhquist, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, and D. Villarreal. Unanimous. Motion carried.

**5. APPROVE AND EXECUTE THE INDEPENDENT CONSULTANT AGREEMENT (ICA) WITH MERRIL QUAYLE BY RESOLUTION 2026-1.**

The Board may wish to approve and execute the ICA with Merril Quayle by Resolution No. 2026-1.

**Villarreal** stated this rate may not include insurance, liability and benefits that were included in services he received by the City. **Quayle** stated he has increased his vehicle liability insurance over the minimum requirements and liability insurance for his business. **McLane** stated this is a good step to create more checks and balances and separates Quayle from the City and wearing several hats. **Parrish** asked if Quayle ha a similar contract with the City of Pocatello. **Quayle** stated no. **Parrish** asked if the PDA will utilize engineering services in the future, if Quayle is hired as an individual consultant. **McLane** stated that

moving forward, any engineering services required by the PDA will be contracted out in the future. **Villarreal** noted the relationship built with Quayle over the past twenty or more years, this will remove the training curve by utilizing Quayle in this consultant agreement.

It was moved by **S. Turner** and seconded by **K. Lepchenske** to approve and execute the ICA by Resolution No. 2026-1 with Merrill Quayle as presented. Those in favor: M. Dalhquist, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, and D. Villarreal. Unanimous. Motion carried.

**6. GENERAL AND PROJECT UPDATES.** The Board may wish to hear general business and project updates with possible direction to include on the February agenda as an action item.

**McLane** will address the below topics.

- **Downtown Urban Renewal Area.**  
**McLane** stated we have eligibility study data and some of the economic components done with the City's Brownfield Grant, so we have some data to update to meet State URA requirements. McLane hopes to have this completed by the end of 2026. McLane will set up meetings with downtown businesses on TIFs and explain the process and how it works. **Lepchenske** asked if an open house could be arranged for the downtown businesses and property owners within the district. **McLane** replied he would meet with the property owners.
- **Monarch Building.**  
**McLane** stated our RFQ proposals come due January 28 at 3:00 PM and will be presented to the PDA in February. McLane would like to get this process moving. We are shooting for June to demolish the building while Center Street is closed for the underpass/overpass work. The shared walls with adjacent buildings must be addressed and the façade removed to redevelop the property.
- **Brad Cramer, Urban Renewal Consultant Agreement by Task for future projects.**  
**McLane** noted that Cramer has experience and is reasonably priced to create, reevaluate urban renewal districts, and handle the eligibility and feasibility studies. McLane asks the PDA to approve using Cramer and creating an Task Orders by project with Meghan Conrad PDA legal counsel. Cramer is the former Planning Director for Idaho Falls and has worked with Meghan Conrad on several urban renewal projects within Idaho.
- **S 5<sup>th</sup> Avenue Urban Renewal Area Amendment consideration.**  
**McLane** stated two property owners have come and asked to be part of the S 5<sup>th</sup> Ave URA. One originally opted out and the other is a developer with land on a plateau for residential development that would be beneficial. Both properties have potential development opportunities. The district is only allowed to have one amendment over the life of the TIF. McLane stated that there are not that many properties that could develop under the high slope elevation constraint. McLane wants to reach out to the other property owners that have developable land and expand the boundaries, if these owners are interested for a last attempt to join the amended TIF. **Villarreal** stated he would like McLane to move forward and reach out to all property owners with developable land and let them know that only one amendment is allowed and this is the last chance to participate. Getting Brad Cramer on board will be helpful with this project.
- **North Portneuf Overpass and Access Road.**  
**McLane** stated that we are moving forward with this project on Hwy 30 using the realignment design. McLane will bring the designs to the PDA in February or March when they are finished.

## **7. CALENDAR REVIEW.**

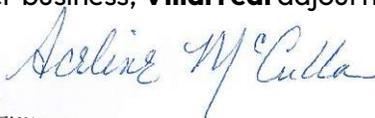
The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

**Richardson** noted a new pickleball facility in Chubbuck.

**Dahlquist** noted staff seeks public input for the Housing Study during the open house on January 20 at 6:30 p.m.

## **8. ADJOURN MEETING.**

With no further business, **Villarreal** adjourned the meeting at 11:55 AM.



Submitted by:  
Aceline McCulla, Secretary

Approved on: February 18, 2026