

MEETING MINUTES
CITY OF POCATELLO
POCATELLO DEVELOPMENT AUTHORITY MEETING
FEBRUARY 18, 2026 – 11:00 AM
COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE, POCATELLO

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

Turner 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, Brent Nichols, Nathan Richardson, Scott Turner, and Ruby Walsh. **Members excused/unexcused:** Jeff Hough EX, Fred Parrish EX. and David Villarreal UE. **Others present:** Executive Director Brent McLane, Treasurer Thane Sparks, and Secretary Aceline McCulla, City of Pocatello Attorney Jared Johnson, and Public Works Director Tom Kirkman. **Visitors:** Brad Cramer, Merrill 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 January 21, 2025, and to approve the minutes as presented.

It was moved by **R. Walsh** and seconded by **M. Dahlquist** to approve the December 17 meeting minutes as presented. Those in favor: M. Dahlquist, K. Lepchenske, N. Richardson, S. Turner, and R. Walsh. Those abstained: B. Nichols. Motion carried.

3. SERVICE AWARDS. The Board may wish to present Brian Blad and Linda Leeuwrik with Awards recognizing their Services to the Pocatello Development Authority.

The Board agreed to move onto the next item until recipients arrive. The Board presented the Award to Linda Leeuwrik. Brian Blad was not present.

4. ACTION ITEM: APPROVE AND EXECUTE TASK ORDER NO. 2 (TO2) FOR BRAD CRAMER FOR REVIEW OF ADDITIONAL AREA AND PREPREATION OF AN ELEGIBLTY REPORT IN SUPPORT OF A FIRST AMENDMENT TO THE URBAN RENEWAL PLAN FOR THE SOUTH 5TH AVENUE URBAN RENEWAL PROJECT (S 5TH AVE DISTRICT). The Board may wish to approve and execute Task Order No. 2 with Brad Cramer for work on the S 5th Ave District Amendment Eligibility Study.

McLane provided reasons for a possible amendment, and the services Cramer will provide for task order no. 2 (TO2) for the South 5th Avenue Plan. One person opted out of the original plan and now wants to join in, and the other was not included, and he would like to develop residential property, and other property owners in the area will be approached, if they would like to be considered.

It was moved by **K. Lepchenske** and seconded by **S. Turner** to approve and execute Task Order No. 2 with Brad Cramer for work on the S 5th Ave District Amendment of the Eligibility Study as presented. Those in favor: M. Dahlquist, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, and R. Walsh. Unanimous. Motion carried.

5. ACTION ITEM: APPROVE AND EXECUTE TASK ORDER NO. 3 FOR BRAD CRAMER TO PREPARE AN ECONOMIC FEASIBILITY STUDY FOR THE PROPOSED HISTORIC DOWNTOWN DISTRICT, INCLUDING REVIEW OF EXISTING CONDITIONS WITHIN THE PROPOSED DISTRICT. The Board may wish to approve and execute Task Order No. 3 with Brad Cramer to prepare an economic feasibility study for the proposed Historic Downtown District, including review of existing conditions within the proposed District.

McLane stated this is to move forward with the feasibility study to start this district by the end of this year. **Dahlquist** asked if Historic Downtown Pocatello Inc. is onboard with this project. **McLane** stated he has been in

contact with Stephanie Palagi and her organization and will work with them and get their feedback as this project moves along.

It was moved by **M. Dahlquist** and seconded by **K. Lepchenske** to approve and execute Task Order No. 3 with Brad Cramer to prepare an economic feasibility study for the proposed Historic Downtown District, including review of existing conditions within the Historic Downtown Pocatello District, as presented. Those in favor: M. Dahlquist, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, and R. Walsh. Unanimous. Motion carried.

6. APPROVE AND EXECUTE CONFIRMATION OF AGENCY REIMBURSEMENT NO.1 PURSUANT TO THE THIRD OWNER PARTICIPATION AGREEMENT WITH POCATELLO QUINN, LLC - IN THE NAVAL ORDINANCE PLANT (NOP) DISTRICT. The Board may wish to approve and execute the Confirmation of Agency Reimbursement No. 1 pursuant to the Third Owner Participation Agreement with Pocatello Quinn, LLC related to Building 10 façade work completed in the amount \$290,887.00 within the NOP District.

McLane stated this request reflects the OPA3 with Pocatello Quinn LLC – IRG and the work has been completed, inspected, and is compliant with the OPA3 guidelines accordingly.

It was moved by **R. Wash** and seconded by **K. Lepchenske** to approve and execute the Confirmation of Agency Reimbursement No. 1 pursuant to the Third Owner Participation Agreement with Pocatello Quinn, LLC related to Building 10 façade work completed in the amount \$290,887.00 within the NOP District, as presented. Those in favor: M. Dahlquist, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, and R. Walsh. Unanimous. Motion carried.

7. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.

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

It was moved by **N. Richardson** and seconded by **R. Walsh** to approve the financial report, expenses and reimbursements as presented. Those in favor: M. Dahlquist, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, and R. Walsh. Unanimous. Motion carried.

8. PUBLIC HEARING: APPROVE AND EXECUTE THE PROPOSED FISCAL YEAR 2026 (FY26) BUDGET AMENDMENT.

The Board will hear comments from the public on the proposed Amendment of Fiscal Year 2026 Budget and then approve and execute the Amended FY26 Budget.

Turner opened the public hearing at 11:26 AM.

Sparks stated the original budget was approved in July 2025 and the Naval Ordinance Plant (NOP) District was going to close and the new Titan Center was to be created. This did not happen, so the amendments today are to move the cash back for expenses and anticipated Tax Increment Estimates for this fiscal year into the NOP District and remove the anticipated Tax Increment Estimates and expenses from the Titan Center District as presented. Sparks contacted Bannock County to get estimated tax increments. The budget amendment was held until we received the December 2025 tax increment to determine the actual increment amount.

Turner opened the hearing for public comment at 11:30 AM. With no public comments, **Turner** closed the public hearing at 11:30 AM.

It was moved by **K. Lepchenske** and seconded by **R. Walsh** to approve the Amended FY26 Budget as presented. Those in favor: M. Dahlquist, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, and R. Walsh. Unanimous. Motion carried.

9. APPROVE AND EXECUTE TASK ORDER NO. 1 (TO1) BY MERRIL TO REVIEW REIMBURSEMENT REQUESTS, COST DOCUMENTATION VERIFICATION, COORDINATION WITH CITY STAFF AND AGENCY LEGAL COUNSEL FOR PROJECT APPROVAL, ACCEPTANCE AND REIMBURSEMENT FOR PROJECTS WITHIN THE NORTHGATE DISTRICT.

The Board may approve and execute TO1 by Merrill Quayle to consult with Agency Board and Staff, City Staff and Agency Legal Counsel and review and verify cost documentation supporting reimbursement requests from private

developers and public entities related to projects within the Northgate District; determine actual reimbursement amounts and memorialize in a confirmation of reimbursement form; coordinate with City staff to complete site inspections prior to reimbursement payments being made, and other related tasks as specifically directed by the Chair and/or the Executive Director.

McLane noted this task order no. 1 is to allow Merrill Quayle to review reimbursement requests, complete reviews and verify the work is compliant per TIF guidelines, and provide updates and approve payments with a memo.

It was moved by **R. Walsh** and seconded by **K. Lepchenske** to approve the TO1 with Quayle as presented. Those in favor: M. Dahlquist, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, and R. Walsh. Unanimous. Motion carried.

10. ACTION ITEM: APPROVE AND EXECUTE TASK ORDER NO. 2 (TO2) FOR MERRIL QUAYLE TO ATTEND MEETINGS AND REVIEW BRIDGE AND ROADWAY DESIGN INVOICES FROM KELLER ASSOCIATES FOR COMPLETENESS AND ACCURACY WITHIN THE NORTH PORTNEUF DISTRICT. The Board may approve and execute Task Order No. 1 with Merrill Quayle to Assist the Executive Director in reviewing responses to requests for qualifications related to demolition of the Monarch Building, including participating in the selection process and attending meetings, including Pocatello Development Authority (PDA) board meetings.

McLane noted that Quayle will review tasks and design documents that Keller Associates presents for the overpass and new access road design submissions. The further along we get through the design phase, the easier it will be to seek and apply for grants and other funding options to build the bridge and access road. McLane explained that the new road design would benefit trucking traffic, by avoiding driving through neighborhoods in route to the old Hoku property, now owned by L.D. Barthlome.

It was moved by **N. Richardson** and seconded by **R. Walsh** to approve and execute Task Order No. 2 with Merrill Quayle to attend meetings as directed by the Agency Executive Director and review Bridge and Roadway Designs and invoices from Keller Associates, within the North Portneuf District, for completeness and accuracy prior to Agency payment of the invoices. Those in favor: M. Dahlquist, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, and R. Walsh. Unanimous. Motion carried.

11. ACTION ITEM: APPROVE AND EXECUTE TASK ORDER NO. 3 (TO3) FOR MERRIL QUAYLE TO ASSIST WITH PROJECTS RELATED TO THE MONARCH BUILDING DEMOLITION. The board may approve and execute task order no. 3 with Merrill Quayle to assist the Executive Director with the following: **1)** Review responses to requests for qualifications (RFQ) related to demolition of the Monarch Building; **2)** Participate in the evaluation and selection process; **3)** Attend selected Contractor meetings and Pocatello Development Authority (PDA) Board meetings; **4)** Assist with and negotiate contract terms with the selected contractor. Manage tasks of the demolition project with the following: **1)** Attend regular meetings with contractors; **2)** Attend Contractor and PDA Board meetings; **3)** Provide updates to the PDA board and staff; **4)** Coordinate with City staff and officials with on-site inspections (as needed); and **5)** Review and verify project cost documentation including invoices, lien waivers, and other required construction documents, payment requests, and other related tasks as specifically directed by the Chair and/or the Executive Director.

McLane noted that we are getting Quayle on board as the Board moves forward with this project.

It was moved by **R. Walsh** and seconded by **N. Richardson** to approve the TO3 with Merrill Quayle to complete task order components on the Monarch Building Demolition project that include the RFQ process, Scope of Work and Fee proposal process, and Project Manager of the Demolition project process as presented. Those in favor: M. Dahlquist, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, and R. Walsh. Unanimous. Motion carried.

12. ACTION ITEM: APPROVE THE DRAFT 2025 ANNUAL REPORT. The Board may wish to review and approve the Draft 2025 Annual Report for publication and public comment in March.

McLane explained that the Board would approve the proposed draft 2025 Annual Report as presented, and authorize staff to publish notice for public comment during the March 18, 2026 PDA meeting; where the PDA will hear comments from the public and then approve, adopt and execute the Amended FY2025 Budget by resolution.

It was moved by **N. Richardson** and seconded by **K. Lepchenske** to approve the Draft 2025 Annual Report as presented and authorize staff to publish in the ISJ a Notice for Public Comment for the March 18, 2026, meeting. Those in favor: M. Dahlquist, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, and R. Walsh. Unanimous. Motion carried.

13. ACTION ITEM: APPROVE AND EXECUTE THE SELECTION OF THE REQUEST FOR QUALIFICATIONS (RFQ) 2025-001 PROPOSAL FOR THE MONARCH BUILDING DEMOLITION BY RESOLUTION NO. 2026-1. The Board may wish to accept, approve, and execute by Resolution No. 2026-1 the Staton Companies RFQ proposal as the most qualified submission of all the proposals received. **PLEASE NOTE THAT RESOLUTION NO. 2026-1 NOTED IN THIS AGENDA ITEM HAD A TYPO AND WILL BE CHANGED TO RESOLUTION NO. 2026-2 IN THE MARCH 18, 2026 MEETING.**

McLane explained the evaluation process and that the RFQ scoring matrix used in the evaluation process was provided in the RFQ so all applicants understood how their proposals would be scored and evaluated.

It was moved by **R. Walsh** and seconded by **N. Richardson** to accept, approve, and execute by Resolution No. 2026-1 the Staton Companies RFQ proposal, as the highest scored most qualified submission of all the proposals received. Those in favor: M. Dahlquist, K. Lepchenske, N. Richardson, S. Turner, and R. Walsh. Those opposed: B. Nichols. Motion carried.

14. 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 updates were noted.

15. ADJOURN MEETING.

With no further business, **Turner** adjourned the meeting at 12:08 PM.

Submitted by:


Aceline McCulla, Secretary

Approved on: March 18, 2026