

**MINUTES OF THE  
HARRISON AVENUE SOUTH URBAN REVITALIZATION DISTRICT  
BOARD OF DIRECTORS**

**August 11, 2020**

**1. CALL MEETING TO ORDER** – Karen Byrnes called the meeting to order at 8:32 a.m.

**MEMBERS PRESENT:** Rick Edwards, Rhonda Lee, Duane Liebel, Jim Woy, and  
Jeremy Whitlock (by phone)

**MEMBERS ABSENT:** All Present

**STAFF PRESENT:** Karen Byrnes, Director; Brianne Downey, Financial and Project  
Manager; and Susan Powell, Administrative Assistant

**CONSULTANTS:** None

**GUESTS:** None

**APPLICANTS PRESENT:** None

**2. INTRODUCTION OF BOARD MEMBERS AND STAFF**

Karen Byrnes welcomed everyone to the first meeting of our Harrison Avenue South Urban Revitalization District meeting. Board members and Staff introduced themselves.

**3. DISCUSSION ITEMS**

**a. Tax Increment Overview** – Karen Byrnes told the Board that in their packet she included a couple of documents on Tax Increment in Montana. (These documents are attached to these minutes). Karen explained the documents to the Board and how tax increment works and what it is. Tax increment is based on property tax values and setting a base year when the increment is established. The HAS URD base year was established as 2019. The elimination of blight is the ultimate goal of an Urban Renewal District. The HAS does have a budget to start with this year.

**b. Board Roles** – Karen Byrnes explained that the Board will follow Robert's Rules of Order for our meetings. There will be an election for Chairperson and Vice-Chairperson at the next HAS meeting to run the meetings.

**c. Code of Ethics Policy** – Karen Byrnes talked the Code of Ethics Policy and that all Board Members should have received it from Kareniesa Kohn in the Chief Executive's Office. Karen asked if everyone returned it to Kareniesa.

- d. **Review URD Programs – Discuss HAS URD Programs** – URD Programs will be discussed at the next HAS meeting.

**4. ACTION ITEM**

- a. **Harrison Avenue South URD By-Laws** – Karen Byrnes went over the By-Laws with the Board members. By-Laws will be adopted at the next HAS meeting.

Karen talked about Article I, Section III in the By-Laws and that it talks about the terms. Karen explained the terms and the Board serving for a certain time and then we can assign you to those terms that are in the By-Laws. When that term is up, we will ask you to continue to serve but if you would rather not, you can say no. You are not obligated to serve beyond your term, and you can ask to step off at any time. Terms of the Board members were decided. Jim Woy – 3 years; Duane Liebel – 1 year; Rhonda Lee – 1 year; Rick Edwards – 3 years; and Jeremy Whitlock – 3 years.

Karen talked about the election of officers. We can decide at the next meeting. We need to have a Chair and a Vice-Chair in place for the next meeting. We can do the election of officers at the very beginning of our next meeting.

- b. **Future Meeting Date and Time** – It was decided that HAS meetings will be held once a month on the second Tuesday of the month at 8:30 a.m. The next meeting will be scheduled for September 8 at 8:30 a.m.

**5. OTHER ITEMS**

Duane Liebel handed out a MDT map for review. (Map is attached to these minutes). Duane explained the map to everyone present at the meeting.

**6. PUBLIC COMMENT**

There was no public comment.

**7. ADJOURN**

The meeting was adjourned at 9:38 a.m.