

**MINUTES OF THE SPECIAL MEETING**  
**URBAN REVITALIZATION AGENCY**  
**May 13, 2021**

**MEETING WAS HELD IN PERSON AND BY PHONE CONFERENCE**

1. **CALL TO ORDER AND ROLL CALL** – Dale Mahugh called the meeting to order at 12:03 p.m.

**MEMBERS PRESENT:** Dale Mahugh, Bob Worley, Robert Brown, and Stephen Coe (all Board Members were present in person)

**MEMBERS ABSENT:** Kevin Patrick

**STAFF PRESENT:** Karen Byrnes, Brianne Downey, and Susan Powell (all present in person)

**CONSULTANT:** Holly Carpenter, Butte Local Development Corporation (by phone)

**GUESTS:**

**APPLICANTS PRESENT:** Fred and Sherry Birch, Applicant (by phone)

**MEETING CLOSED FOR LOAN DISCUSSION – Item 2, a. MEETING WILL REOPEN AFTER DISCUSSION FOR BOARD ACTION**

2. **LOAN REQUEST**

- a. **R.L. Properties, Inc. – Fred Birch**

**Total Loan Request and Terms:**

Total Financing Request:     **\$59,000**  
Interest Rate:                   **5% Fixed-Rate**  
Term:                               **20 Year Term (240 Months)**  
Total Request Amount:         **Up to \$60,960 (fees included)**

**Loan Purpose:**

Mr. Birch requested funds to purchase a parking lot located to the east of the Colonial Apartments located at 100 South Montana Street.

The Applicant, Fred Birch, was present at the meeting by phone. The Board had a discussion with Fred Birch. The parking lot can handle more than 20 vehicles.

URA Staff recommended approval of this loan at the terms stated above.

**DALE MAHUGH OPENED THE MEETING FOR BOARD ACTION**

Dale Mahugh stated that after discussing this project described in Item 2. a. on our Agenda for R.L. Properties, Inc., for Fred Birch the parking lot acquisition as described, one final time any further questions or comments now that we are in our open session. Hearing none, Dale entertained a motion regarding this request.

Robert Brown made a motion that was seconded by Bob Worley to approve a loan request in the amount up to \$60,960.00 (fees included) for a 20-year term at 5% fixed rate from Fred Birch, R.L. Properties, Inc., to purchase property for a parking lot just east of the Colonial Apartments located at 100 South Montana Street. The motion carried unanimously.

Robert Brown wanted the record to reflect that this loan request was reviewed by the BLDC's Loan Committee and unanimously recommended that we should go forward and the URA staff also recommended that we go forward with this loan.

**3. PUBLIC COMMENT**

No public comment.

**4. OTHER ITEMS**

Karen Byrnes informed the Board that she has another item to add under Other Items for discussion. Susan Powell is retiring and her last day will be June 30, 2021. Karen stated that she has asked permission to fill Susan's position immediately. Susan has quite a bit of time, vacation, and sick leave, that normally we would have to payout that time prior to her being replaced. Karen has asked permission from the Chief Executive and the Budget Office and consulted with Dale Mahugh and Robert Brown, about the ability for us to be able to do this. Susan is fully funded from the URA budget so it is not a General Fund impact, so the Council of Commissioners would not have to be consulted for this. Karen is asking to fill the position immediately, so we would be paying duo salaries for a period of time while we get someone on board and that would have an impact to our budget of about \$12,500.00. It is an extra amount of money that Karen would like to pay out in salaries to accommodate Susan's replacement getting on board asap so that they can at least shadow her and she can train them for at least a couple of days, hopefully a week or so. The hiring process takes some time and she is done on June 30. Karen's pitch to the Board is that she would love to get an official action on this that we are okay with Karen transferring some funds internally to be able to handle this. The budget year is almost over, so it is going to be a slight impact on us doing a transfer of funds now and then we will budget for it going forward into the next budget year which starts on July 1. If we were to wait to hire someone until her payout was complete, it would be the end of October. The Chief Executive has asked Karen to bring this to the URA Board for their official action. He is supportive of getting this done but he needs that cover because others ask for this quite frequently in other departments but he understands that our situation is unique and that we are able to do this.

Robert Brown made a motion that was seconded by Stephen Coe to accept the retirement request from Susan Powell and we thank her for her many years of dedicated service and the work she has performed for the URA Board that we authorize Karen Byrnes to fill the position as soon as is reasonable consistent with the protocols of the Union Contract and if that requires some additional budget adjustments that Karen be authorized to make those budget adjustments for this year and for next fiscal year to accomplish this transition.

A discussion on the motion. Robert Brown asked if Kevin Patrick knows about Susan Powell retiring. Karen Byrnes answered, no. Robert requested once we have acted on this motion that Karen will let him know and give him a chance to weigh in on this. Karen informed the Board that she will give Kevin an FYI.

The motion carried unanimously.

Robert Brown made a motion that was seconded by Stephen Coe that it is the sense of the Board Members of the URA that in addition to filling Susan Powell's position as soon as possible that we respectfully ask that that the County to work forward especially for the coming budget year to allow us to readjust some of the positions to reflect their duties and their titles accordingly and to consider having a fourth person added to URA Staff as we go forward with more and more projects all the time.

A brief discussion. Robert Brown stated that this is an objective and goal of the Board as we go forward sooner than later and Robert respectfully requested that we support this.

Bob Worley agreed that we need a fourth person in here. Bob thinks that Karen is terribly over worked and over committed. Bob thinks we need somebody on that line to share the workload.

Karen Byrnes sees adding a position in our Department for support to all of the different activities – we need a replacement for Susan Powell definitely, we also need another body to be helping us in support of all these activities and that includes Historic Preservation and it includes supporting Mary McCormick's role so she can focus on a bigger picture kind of things too. Mary has grant applications, she has minutes, she has a Commission, she has Agendas. Mary needs support in getting that done so that she can focus on the bigger picture things of Historic Preservation. We do need to add a least one more person.

The motion carried unanimously.

## **5. ADJOURN**

Bob Worley made a motion that was seconded by Robert Brown to adjourn the meeting at 12:52 p.m.. The motion carried unanimously.

