

RESOLUTION NO. 3902

A RESOLUTION ADOPTING THE FIRST AMENDED BYLAWS OF THE MILES CITY DOWNTOWN URBAN RENEWAL BOARD OF COMMISSIONERS.

WHEREAS, the City Council of the City of Miles City has previously established the Miles City Urban Renewal Board of Commissioners for the purpose of assisting the City Council in evaluating and proposing urban renewal plans and projects; and

WHEREAS, the City Council of the City of Miles City has previously authorized the Miles City Urban Renewal Board of Commissioners pursuant to MCA 7-15-4233 to adopt appropriate bylaws in order to exercise the urban renewal project powers granted them by the City Council: and

WHEREAS, upon the request of said Urban Renewal Board of Commissioners to approve amended bylaws, attach herein as attachment A, the City Council finds it in the best interest of the City to approve the same;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, AS FOLLOWS:

SECTION I. The First Amended Bylaws of the Tax Increment Finance Agency for the Miles City Downtown Urban Renewal District are hereby approved by the City Council of the City of Miles City, Montana.

SECTION II. : This resolution shall become effective immediately.

PASSED AND APPROVED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF MILES CITY THIS 12TH DAY OF APRIL, 2016.



Mayor

ATTEST:



City Clerk

ATTACHMENT A

TAX INCREMENT FINANCE
AGENCY FOR THE
MILES CITY DOWNTOWN URBAN RENEWAL
DISTRICT

FIRST AMENDED BY-LAWS

ARTICLE I

NAME

As authorized by the City of Miles City and City Ordinance 1294, this body shall be known as the Miles City Urban Renewal Board of Commissioners for the Miles City Downtown Urban Renewal District. The Agency's purpose, as explained in the Downtown Urban Renewal Plan adopted May 12, 2015, is to advise the City Council of Miles City in the expenditure of Tax Increment Finance dollars generated in the Downtown District.

ARTICLE II

MEMBERS

Section 1. Miles City Urban Renewal Board of Commissioners for the Miles City Downtown Urban Renewal District will consist of five members, recommended by the Agency, appointed by the Mayor and approved by the Miles City Council for four year staggered terms.

Section 2: The Urban Renewal Board may recommend appointment of a Technical Advisor to the Mayor and approval by the City Council as a means to provide sufficient staff to manage the District. Technical Advisor(s) may be appointed for a term limited to a specific assignment of duties, or long term as general counsel to the Board. The position of Technical Advisor will be a non-voting member of the Board of Commissioners and acts in an advisory role solely to the Board.

ARTICLE III

MEETINGS

Section 1. The Agency shall conduct a minimum of four regularly scheduled meetings per calendar year which shall be held at times designated by the Agency. The meetings will be held at City Hall or other location the Agency may determine.

Section 2. Special meetings may be called by the Chair or at the call of the Agency, provided that proper notice thereof is given to all Agency members at least two days in advance in addition to proper public notice.

Section 3. A majority of the members shall constitute a quorum at all meetings of the Agency.

- i. Assist and advise the Miles City Downtown Urban Renewal Agency and the TIFD Coordinator as assigned in carrying out the powers and duties of managing and administering the District, including but not limited to: Statistical Analysis, Market Research and Analysis, Product Research and Development, Program Research and Development, and Other duties as assigned.

ARTICLE V

TERMS

- i. The initial membership shall consist of one commissioner appointed for 1 year, one for 2 years, one for 3 years, and two for 4 years. Each subsequent appointment shall be for 4 years.
- ii. Each commissioner shall hold office until a successor has been appointed and has qualified.
- iii. A commissioner may not receive compensation for services, but may be reimbursed for travel related to duties of the office.
- iv. Any persons may be appointed as commissioners or technical advisors if they reside or own real estate within the municipality and have applicable experience in finance, business ownership, commercial development and real estate marketing.
- v. A commissioner may be removed for inefficiency, neglect of duty, or misconduct in office.

ARTICLE VI

COMMITTEES

Section 1. Committees may be appointed for special purposes by the Chairperson and with the consent of the majority of the Agency. These Committees automatically dissolve upon completion of their assignment.

ARTICLE VII

Section 1. The Historic Preservation Officer/TIF District Coordinator shall be an ex-officio member of the Agency.

ARTICLE VII

POWERS AND DUTIES OF AGENCY MEMBERS

Section 1.

a) Agency members shall:

- i. Abide by applicable ordinances of the City of Miles City.
- ii. Act in the best interest of the City of Miles City and the Miles City Downtown Tax Increment Finance District at all times.
- iii. Effectively budget and manage Tax Increment District Revenue in accordance with MCA 7-15-4288 and 7-15-4237
- iv. Encourage in every way possible the development and advancement of Tax Increment Finance District.
- v. Act in an advisory capacity to the City Council, the Mayor and Department Heads in management of the TIF District.
- vi. Assist and advise the Historic Preservation Officer (TIF District Coordinator) with administrative management of the District.



Miles City Downtown Urban Renewal Agency

CITY OF MILES CITY

Todd Gillette

Brent Leischner, Chair
Harold "Kelly" Klem
Constance L Muggli, District Coordinator

Brady Patch

MILES CITY DOWNTOWN URBAN RENEWAL AGENCY BOARD OF COMMISSIONERS Meeting Minutes For March 18, 2016

- **CALL TO ORDER**
Chair Leischner called the meeting to order at 10:04am. A quorum was established.
Members Present: Brent Leischner, Todd Gillette, Brady Patch, Kelly Klem, Kasey Krueger, Kevin Raasch
Members Absent: None
Guests Present: Mike Coryell
- **APPROVAL OF COMMISSION MINUTES**
• Member Klem made a motion, seconded by Gillette and carried, to approve the minutes as corrected for February 19, 2016. Correction: Spelling mistake.
- **BUDGET REPORT**
• City council approved the transfer of \$10,000 from the general fund and transfer of \$2,000 from Historic Preservation; both to be paid back from grant funding.
- **COMMISSIONER REPORT**
• Klem discussed the topics that were covered in the department of commerce meeting. Followed with discussion of the opportunities that are possible for Miles City and any issues or concerns with the items covered in the commerce meeting.
- **STAFF REPORT**
• TIFD Coordinator Muggli presented the Staff Report.
- **OLD BUSINESS**
• Façade Improvement Grant monies policies and procedures, including the application were submitted to attorney Rice and approved.
• A wording correction in the Improvement Grant procedures was noted; motion was made to approve as amended by Kelly, seconded by Brent and carried.
• A schedule is needed to be created that allows projects/requests to get through the process effectively. A draft is due April 1st.