

Miles City Downtown Urban Renewal Agency

CITY OF MILES CITY, MONTANA

Dawn Bolejack * Tom Clarke * Todd Gillette (Chair) * Kenneth Stein

Miles City Downtown Urban Renewal Agency Board of Commissioners

Meeting Minutes November 21, 2025

CALL TO ORDER

Meeting called to order at 1:30 P.M. by Board of Commissioners Chair Gillette; a quorum was established.

Members Present: Dawn Bolejack, Tom Clarke, Kenneth Stein, and Todd Gillette. Also present: John Laney.

Minutes of the September 11, 2025 meeting were reviewed. A motion was made by Commissioner Clarke, seconded by Commissioner Bolejack, and unanimously carried to approve the minutes as reported.

Financial Reports: September 2025 financials were reviewed and discussed. No action required.

CITIZEN REQUESTS

None

REPORTS

None

NEW BUSINESS

1. Request for TIFD Assistance: 600 Café, Inc.

The commissioners reviewed and discussed an application for TIFD business assistance for the purpose of replacing heating and air conditioning units at the business's 600 Main Street facility. After discussion, a motion to award \$17,323.20, or 60% of the project cost, was made by Commissioner Bolejack, seconded by Commissioner Clarke, and unanimously carried.

It was noted by Commissioner Gillette that grant application materials do not currently stipulate that applications must be received and approved prior to the start of project work. Also, the question of how many contractor bids are required with the application is not addressed. There was agreement that the Grant Application Letter should be revised to address application timing vs. work commencement, and to state that "at least one" contractor bid accompany must the application.

2. Appointment of New URA Commissioner

A motion was made by Commissioner Gillette, seconded by Commissioner Clarke, and unanimously carried to appoint Brandon Janshen, subject to City Council approval, to the Miles City Downtown Urban Renewal Agency Board of Commissioners.

3. URA Board of Commissioners Recruitment

John Laney reported that he had been in contact with both the Custer County Commissioners and Miles City Unified School District Board of Trustees regarding volunteers to serve on the Miles City Downtown Urban Renewal Agency Board of Commissioners, as required by Montana Senate Bill 3. No candidates have as yet been identified. Commissioner Gillette offered to follow-up with both groups.

4. Marketing Discussion

John Laney spoke to the need for a document describing the legal authority, purposes, grant qualification criteria, and processes involved with the City's TIF business assistance program. Commissioner Gillette will forward the recently developed Grant Application Letter, which contains much of this information in an abbreviated form, to Mr. Laney. Laney volunteered to expand that information into a document that can be provided to those responding to TIF District information posted on the Chamber of Commerce website.

The Miles City Opportunity Zone was discussed. The zone designation, and tax advantages available due to that designation, are generally unknown, so not being taken advantage of. A meeting with local tax preparers was suggested.

OLD BUSINESS

None

MEMBER ROUND TABLE

No Discussion.

ADJOURNMENT

A motion was made by Commissioner Stein and seconded by Commissioner Bolejack to adjourn the meeting. The meeting adjourned at 2:30 P.M.

Respectfully Submitted,

Todd Gillette, Chair URDA Board of Commissioners