

City of Miles City Downtown Urban Renewal Agency

CITY OF MILES CITY, MONTANA

Tom Clarke * Todd Gillette (Chair) * Brandon Janshen * Kenneth Stein

Miles City Downtown Urban Renewal Agency Board of Commissioners

Meeting Minutes February 5, 2026

CALL TO ORDER

Meeting was called to order at 12:02 P.M. by Board of Commissioners Chair Gillette; a quorum was established.

Members Present: Tom Clarke, Kenneth Stein, Brandon Janshen, and Todd Gillette. Also present: County Commissioner Jason Strouf, and Keenan Stites of The Miles City Star.

Minutes of the January 15, 2026 meeting were reviewed. A motion was made by Commissioner Janshen, seconded by Commissioner Stein, and unanimously carried to approve the minutes as reported.

Financial Reports: TIFD Financials for December were reviewed. The Board again discussed the need to accurately determine the amount of unfunded grant commitments at any given time. Commissioners Gillette and Clarke will meet with appropriate City personnel and develop a solution. No action required.

CITIZEN REQUESTS

None

REPORTS

None

NEW BUSINESS

1. Board of Commissioners Elections

A motion was made by slate of Commissioner Clarke, seconded by Commissioner Stein, and unanimously carried to elect a slate of candidates including Ren Gardner, Chris Grenz, and Jason Strouf, to the City of Miles City Downtown Urban Renewal Board of Commissioners, subject to City Council approval.

Candidates Gardner and Strouf will represent the Miles City Unified School District and Custer County, respectively, satisfying the requirements of Montana Senate Bill 3 (2025).

2. Meeting Dates

The need to formalize the Board's meetings calendar, which has been on an ad hoc basis, with dates largely determined by the timing of grant requests, was discussed. It was agreed that regular meetings will be held on the 4th Thursday of each month at 2:00 PM, with the next meeting scheduled for February 26th at 2:00 PM. No action required.

3. Board Terms

Commissioner Gillette discussed the need to stagger the terms of the three oncoming commissioners in order to create Board classes as even in number as possible. He will consult with the City Clerk to confirm current Board member term renewal dates. No action required.

OLD BUSINESS

1. Grant Policies Pertaining to Long-Term Projects

The Board revisited the need for policy development relevant to multi-period projects. Commissioner Janshen had suggested the limiting TIF applications to one per three-year period per physical address in order to encourage total project budgeting and discourage manipulation of our graduated award guidelines grid. After discussion, Commissioner Janshen offered to draft a policy for Board review at the next meeting. No action required.

2. City of Miles City Alleyway Grant

Commissioner Clarke introduced a motion to amend the alleyway repair grant, passed at the January 15, 2026 TIFD meeting, to increase the award from \$50,000 to \$60,000, or roughly 50% of the projected \$119,500 cost. Commissioner Stein seconded the motion. After discussion, the motion was withdrawn.

MEMBER ROUND TABLE

1. URA Board of Commissioners Recruitment

The potential return to the Board of Dawn Bolejack under the provisions of Senate Bill 3 was discussed. Bolejack stepped down after it was determined that the municipal residency requirement under MCA 7-15-4234 was not being met. Commissioner Gillette reported that the Montana League of Cities and Towns is of the opinion that SB3 is intended to be flexible where the residency requirement is concerned. Jennifer Olson, Government Affairs Director for the League, is reaching out to the City Attorney Rice to discuss. The City Attorney will have the final say as to relevant eligibility.

Ms. Bolejack's addition to the Board as a second county representative under SB3 would also be subject to agreement by the Custer County Board of Commissioners, appointment by the Mayor, and approval by City Council.

It was agreed upon that Attorney Rice should be invited to the February 26th meeting. No action required.

2. Administrative Assistance

The City's TIFD function is required under Title 7-15-4238, MCA, to be supported and supplied by dedicated City personnel. The history of individuals filling this role was discussed, as was the alternative of engaging a consultant who could be paid out of TIFD funds. The discussion will be revisited once Mayor Grenz has joined the Board. No action required.

3. Document Organization and Accuracy

Commissioner Janshen discussed the urgency of improving the Agency's records organization, quality, and accessibility. No action required.

ADJOURNMENT

A motion was made by Commissioner Clarke and seconded by Commissioner Janshen to adjourn the meeting. The meeting adjourned at 1:35 P.M.

Respectfully Submitted,

Todd Gillette, Chair URA Board of Commissioners