

****ATTENTION****

The City Council meeting will be held in a hybrid format that may include both in-person AND virtual attendance via Zoom. Unless they have cause to appear virtually, Councilmembers will attend the meeting in person in Council Chambers, fifth floor of City Hall, 316 N. 26th Street. In order to honor the Right of Participation and the Right to Know in Article II, Sections 8 and 9, of the Montana Constitution, the City of Billings and City Council are making every effort to meet the requirements of the open meeting laws.

Citizens are invited to:

- . Review the Agenda Packet on the City's website at: www.billingsmt.gov and click on "Your Government," "City Council," and "Agendas & Minutes".
- . View the meeting:
 - . On Community 7 TV - Channel 7 or Channel 507 -- Spectrum Cable. *(On evenings when there is a conflict with School District No. 2 Board meetings, the City Council meeting will be broadcast on Channel 8 - Spectrum Cable.)* Channel 7 or Channel 978 - TDS Fiber.
 - . Online at www.comm7tv.com and click on the "Watch Live" icon. Community 7 also has links to their Facebook page and YouTube channel.
 - . On the City's website at www.billingsmt.gov and click on "Watch Meetings Online" on the homepage.
 - . In-Person.

Citizens may submit public comment via the following methods:

- . Mail: City Clerk, P.O. Box 1178, Billings, MT 59103
- . Email: Council@billingsmt.gov.
 - . Emails received after 3:00 PM on the day of the meeting, may be posted on the Council's webpage the following day for public viewing.
- . Attend the meeting in person

Please contact Denise Bohlman, City Clerk, at bohlmand@billingsmt.gov, or at 406.657.8210, with any questions.



VISION STATEMENT:
"The Magic City: A diverse,
welcoming community
where people prosper and
business succeeds."

WORK SESSION AGENDA

COUNCIL CHAMBERS
316 N. 26th St., 5th Floor

OCTOBER 6, 2025

5:30 P.M.

CALL TO ORDER: Mayor Cole

PUBLIC COMMENT ON ALL ITEMS. This is the time to comment on any matter (Agenda or Non-Agenda) falling within the scope of the Billings City Council. There will also be time in conjunction with each agenda item for public comment relating to that item. You may only speak once for each item during the meeting.

Please note, the City Council cannot take action on any item of significant interest to the public that does not appear on the agenda. Comments are limited to three (3) minutes during each public comment period or as set by the Mayor. **Speaker sign-in required.** Please sign the roster at the cart located at the back of the Council chambers or at the podium.

1. Urban Renewal District Agreements.

-Public Comment

HIGHLIGHT UPCOMING AGENDA ITEMS OF COUNCIL INTEREST:

COUNCIL DISCUSSION:

PUBLIC COMMENT on "NON-AGENDA ITEMS". **Speaker Sign-in required.** *(Restricted to ONLY items not on this printed agenda. Comments are limited to 3 minutes or as set by the Mayor. Please sign the roster at the cart located at the back of the Council chambers or at the podium.)*

ADJOURN:

Note:

- This meeting is an "informal" meeting of the City Council. The content of the Agenda is subject to change at the meeting.
- In the event there is a closed executive session to discuss litigation strategy, the other parties to the case(s) discussed are not public bodies or associations as described in Section 2-3-203(1) and (2), MCA. The meeting is closed, as allowed by Section 2-3-203(4)(a), MCA, "to discuss a strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position" of the City of Billings.
In the event there is a closed executive session to discuss a matter related to an individual's privacy, the presiding officer must determine the demands of individual privacy exceed the merits of public disclosure and the individual has not waived their right to privacy.

City Council Work Session

Date: 10/06/2025
Title: Urban Renewal District proposed agreements
Presented by: Gina Dahl
Department: Legal
Presentation: No
Legal Review: Yes
Project Number: N/A

RECOMMENDATION

Staff recommends Council review the proposed agreements to replace the memoranda of understanding with the three urban renewal districts.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

On May 13, 2019, Council approved MOUs with each of the three urban renewal districts. These MOUs had terms of 5 years and expired in 2024. Council approved a 1-year extension of the MOUs in April 2024 with a new expiration date of June 30, 2025. An additional extension until October 1, 2025, was approved on June 23, 2025, following legislative changes (Senate Bill 3 "SB 3") which required the City to create its own advisory committees to provide recommendations regarding TIF funding. These recommendations were previously provided by the three private entities, South Billings Urban Renewal Association, Downtown Billings Partnership, and BIRDworks. During a July 21, 2025, work session, Council directed staff to proceed with developing agreements that would keep the current processes in place as much as possible while still complying with SB 3. Based on this, staff did not conduct an RFP for these services and negotiated directly with the three entities.

City staff met with representatives of each district and have tentatively agreed on the terms contained in the attached agreements. The terms include provisions generally included in any agreement the City enters into with a private entity but also allow the entities to continue to engage in the activities they previously did when acting as the City's advisory boards for urban renewal and TIF recommendations in each District.

ALTERNATIVES

This is a discussion item and no action is necessary. However, Council may provide direction related to these agreements.

FISCAL EFFECTS

The City has previously used TIF funds to support these entities for the services provided to the City. Under these agreements, that will continue, but the cost of the agreements over the proposed term is spelled out within the agreement itself. In the past, the annual contribution made to each entity was part of the annual budget process, and not clearly defined for future years. The proposed cost for Fiscal Year 2026 is the same amount that was approved during the FY26 budget, for the remaining 8 months. The future years' amounts are at the request of each entity.

N27 Tax Increment District	
Term	Total Payment for Term
November 1, 2025 - June 30, 2026	217,403.36
July 1, 2026 - June 30, 2027	335,888.00
July 1, 2027 - June 30, 2028	345,965.00
July 1, 2028 - June 30, 2029	356,344.00

East Billings Tax Increment District	
Term	Total Payment for Term
November 1, 2025 - June 30, 2026	119,833.33
July 1, 2026 - June 30, 2027	179,750.00
July 1, 2027 - June 30, 2028	179,750.00
July 1, 2028 - June 30, 2029	179,750.00

South Billings Tax Increment District	
Term	Total Payment for Term
November 1, 2025 - June 30, 2026	106,666.67
July 1, 2026 - June 30, 2027	144,000.00
July 1, 2027 - June 30, 2028	144,000.00
July 1, 2028 - June 30, 2029	144,000.00

Attachments

- DBP draft agreement
- BIRDworks draft agreement
- SBURA draft agreement

AGREEMENT

This Agreement is made and entered into on _____, 2025, (the “Effective Date”) by and between the City of Billings (“City”), and the Downtown Billings Partnership, Inc. (“DBP”), a 501c(4) tax exempt corporation. For purposes of this Agreement, the City, and the DBP are each a “Party” and are sometimes collectively referred to as the “Parties.”

RECITALS

1. This agreement is for the purpose of assisting the City in revitalization of the Expanded North 27th Street Urban Renewal District (“District”) for projects, regulations, planning, and to assist the City Urban Renewal District Advisory Committee (“Committee”) with review of applications, render opinions and give recommendations to the City Council on all financial assistance provided by Tax Increment Financing (TIF) in the District.

2. The District was created by the City in 2006 and modified in 2008 (Ordinance No. 06-5394 & Ordinance No. 08-5483) and is defined in the attached Exhibit A map. The 2008 modification of the District followed multiple amendments by the City to the boundary of the original District first created by the City in 1976.

3. The City has adopted a TIF Policy by Resolution No. 18-10750 (“Policy”).

4. The parties share the mutual objective of enhancing economic development opportunities in the District. These efforts include, but are not limited to, commercial, residential and mixed-use development, public infrastructure improvement, and implementing the Goals for Downtown Billings as embodied in the 2018 Downtown Billings Strategic Plan, as well as other City-adopted ordinances, plans and programs affecting Downtown Billings.

5. This Agreement is intended to be a cooperative effort between the City and Downtown Billings Partnership, with the mutual objective of enhancing economic development opportunities in the District by promoting efforts that include, but are not limited to, commercial, residential and mixed-use development, public infrastructure improvement, and implementing the goals for downtown Billings as embodied in the 2018 Downtown Billings Strategic Plan, 2008 Urban Renewal Plan, as well as other City-adopted ordinances, plans and programs affecting Downtown Billings.

6. In order to actively pursue the administration and marketing of the District, DBP requires funding assistance from the City to supplement the funds of its staff dedicated to this effort.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises, covenants, and agreements contained herein, the parties agree as follows:

1. **Incorporation of Recitals.** The recitals are incorporated into this Agreement by this reference.
2. **Purpose.** The City agrees to hire DBP as an independent contractor to perform the

services as described in the Scope of Work attached hereto as Exhibit “A” and by this reference made a part hereof.

- a. In performing these services, DBP shall at all times comply with all federal, state and local statutes, rules and ordinances applicable.
 - b. These services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance.
 - c. The DBP will maintain compliance with the City’s TIF Policy in operating under this Agreement and will use the Policy in its decisions related to any opinions or recommendations rendered to City Council.
3. **Term.** This Agreement shall be in effect from the Effective Date until June 30, 2029.
4. **Payment.** In consideration of the timely performance of the services required under this Agreement toward the shared and mutual goals of the City and DBP as described in the Scope of Services attached hereto as Exhibit A and incorporated herein by this reference, the City agrees to pay DBP as follows:

Term	Total Payment for Term
November 1, 2025 - June 30, 2026	\$217,403.36
July 1, 2026 - June 30, 2027	\$335,888.00
July 1, 2027 - June 30, 2028	\$345,965.00
July 1, 2028 - June 30, 2029	\$356,344.00

Except as otherwise specified herein, the DBP shall invoice the City monthly (or on such other basis as the Parties may mutually determine) for all services rendered pursuant to this Agreement. Such invoices shall specify the services provided to the City during the preceding month and identify the applicable fees and shall be accompanied by reasonable documentation or other reasonable explanations supporting such charges.

Except as otherwise specified herein, the City shall pay, net of applicable withholding tax, if any, the DBP for said invoice within thirty (30) days after receipt.

It is understood that the DBP will not perform any work that the City deems outside the scope prior to receiving written approval from the City. Any payment for work not agreed upon by the City shall be denied.

5. **Relationship of the Parties.** The parties agree that DBP is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. DBP is not subject to the terms and provisions of the City’s personnel policies handbook and may not be considered a City employee for workers’ compensation or any other purpose.

- a. DBP is not authorized to represent the City or otherwise bind the City in any dealings between DBP and any third parties.
- b. This Agreement is not intended to create or constitute any joint venture, partnership, joint powers agency, or other formal organization of any kind.
- c. No Party is authorized herein to act as the agent of the other.

6. Training and Conflict of Interest.

- a. DBP shall exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with the City's interest. During the term of this Agreement, DBP shall not accept any employment or engage in any consulting work which creates a conflict of interest with City or in any way compromises the services to be performed under this Agreement. DBP shall immediately notify City of any and all violations of this Section upon becoming aware of such violation.
- b. DBP will participate, support, and assist in providing biannual training for the Advisory Committee in coordination with City staff. The training must include but is not limited to review of urban renewal and tax increment financing laws, Administrative Rules, ethics, conflicts of interest, meeting management, and maintenance of minutes and records.
- c. DBP shall avoid both actual and potential conflicts of interest and shall be subject to the applicable code of ethics provisions in state law and city code including but not limited to all laws governing conflict between public duty and private interest.

7. Tax Increment Financing Authority and Administration. The parties agree that City Council shall have the ultimate decision-making authority regarding any expenditure of TIF funds related to the District.

8. Other Adopted Plans. The parties agree to consider and implement other adopted plans relevant to the District.

9. Identify Funding Sources And Facilitate Public Infrastructure Improvements.

- a. The City will identify appropriate funding sources to facilitate necessary infrastructure and facility improvements as identified in the City's Current Capital Improvement Plan and other infrastructure master plans for projects within the District boundary.
- b. The DBP also will work with City staff, the Advisory Committee, and property owners to consider public infrastructure projects in the District and bring recommendations to City Council through established processes, including the City's Capital Improvement Plan.

10. **Indemnity.**

The DBP shall:

- a. Indemnify, defend and save the City, its officers, agents and employees harmless from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional, reckless or negligent act on the part of DBP or its officers, agents or employees.
- b. Not indemnify, defend, save and hold the City harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees, expert fees and costs arising from wrongful, reckless or negligent acts, error or omission solely of the City occurring during the course of or as a result of the performance of the Agreement.
- c. Where claims, lawsuits or liability, including attorneys' fees, expert fees and costs arise from wrongful, reckless or negligent act of both the City and DBP, DBP shall indemnify, defend, save, and hold the City harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees, expert fees and costs, which result from DBP'S wrongful, reckless or negligent acts occurring as a result from DBP'S performance pursuant to this Agreement.

The City shall:

- a. Indemnify, defend and save DBP, its officers, agents and employees harmless from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of City or its agents or employees.
- b. Not indemnify, defend, save and hold the DBP harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees and costs arising from wrongful, reckless or negligent acts, error or omission solely of DBP occurring during the course of or as a result of the performance of the Agreement.
- c. Where claims, lawsuits or liability, including attorneys' fees and costs arise from wrongful, reckless or negligent act of both the DBP and the City, the City shall indemnify, defend, save, and hold the DBP harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, which result from the City's or its officers, agents or employee's wrongful, reckless or negligent acts occurring as a result from the City's performance pursuant to this Agreement.

11. **Insurance.**

- a. The DBP shall maintain in good standing the insurance described in this Section. Before rendering any services under this Agreement, the DBP shall furnish the City with proof of insurance in accordance with this Section.

The DBP shall provide the following insurance:

- i. Workers' compensation and employer's liability coverage as required by Montana law.
- ii. Commercial general liability, including contractual liability assumed under an insured agreement and personal injury coverages in the minimum amount of \$750,000 per claim and \$1,500,000 per occurrence.
- iii. Automobile liability in the minimum amount of \$1,500,000 per accident.
- iv. Professional liability in the minimum amount of \$1,500,000 per claim.

The limits required by this Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies).

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the City prior to cancellation.

The City shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.

DBP shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA.

DBP shall maintain workers' compensation insurance coverage for all members and employees of DBP's business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

DBP shall furnish City with copies showing one of the following: (1) a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or (2) proof of exemption from workers' compensation granted by law for independent contractors.

12. Agreements of DBP: As an inducement to the execution of this Agreement by the City and in consideration of the agreements to be performed by the City, the DBP agrees that:

- a. Qualifications. The DBP is qualified to perform the services to be furnished under this Agreement and is permitted by law to perform such services, and all personnel engaged in the work shall be qualified and so permitted to do the work they perform.
- b. Facilities and Personnel. DBP has and will continue to have proper facilities and personnel to perform the services and work agreed to be performed.
- c. Subcontracting. None of the work or services covered by this Agreement shall be subcontracted without the prior approval of the City.
- d. Compliance. If the DBP does seek contract services, supplies, or expenditures for other capital costs that utilize TIF funds, the DBP must follow City purchasing and

procurement policies in effect at the time.

- e. Affidavits of Compliance. The DBP will, if requested by the City, furnish the City affidavits certifying compliance with the provisions of this Section.

13. Agreements of City:

- a. To furnish all information, materials, equipment, supplies, and incidentals necessary to conduct and complete the City's portion of the project as designated in the scope of work.

14. Nondiscrimination:

- a. DBP shall, in performance of work under this Agreement, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. DBP is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subletting or subcontracting by DBP subjects subcontractors to the same provisions. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016. DBP agrees that the hiring of persons to perform this Contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status by the persons performing this Agreement. DBP will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- b. DBP shall state, in all solicitations or advertisements for employees to work on jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status.

DBP and subcontractor shall abide by the requirements of 41 CFR 60- 300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

DBP and any subcontractor shall abide by the requirements of 41 CRF 60- 1.4, which states employees or applicants may not be discharged or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with DBP's legal duty to furnish information.

- c. DBP will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. DBP shall comply with any and all reporting requirements that may apply to it that the City may establish by regulation. DBP will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e. DBP shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination. This includes complying with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f. In the event of DBP's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of

September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- g. DBP shall include the provisions of Subsections a through f of this Section in every subcontract or purchase order under this Agreement, so as to be binding upon every such subcontractor or vendor of DBP under this Agreement. DBP will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- h. DBP agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non- discrimination clause.

15. **Permits, Laws, and Taxes.** The DBP shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this Agreement. All actions taken by DBP under this Agreement shall comply with all applicable statutes, ordinances, rules and regulations. DBP shall pay all taxes pertaining to its performance under this Agreement.

16. **Nonwaiver.** The failure of either party at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provision, nor in any way affect the validity of this Agreement or any part hereof, or the right of such party thereafter to enforce each and every provision hereof.

17. **Termination Of Agreement.** The right is reserved by the City to terminate this Agreement at any time upon not less than thirty (30) days' written notice to the DBP.

In the event the City terminates this Agreement, the DBP shall be paid for the amount of work performed or services rendered to date of termination per the Agreement fee.

If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party may, at its option, terminate this Agreement and be released from all obligations if the default is not cured within ten (10) calendar days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

18. **Successors and Assigns.** This Agreement and all the covenants hereof shall inure to the benefit of and be binding upon the City and the DBP respectively and his partners, successors, assigns, and legal representatives. Neither the City nor the DBP shall have the right to assign, transfer, or sublet his interest or obligations hereunder without written consent of the other party.

19. **Changes in Work:** Any change in the scope of DBP'S services as stated in this Agreement for whatever reason, will be negotiated between the City and the DBP and an

amendment to this Agreement will be issued with the appropriate change of services and Agreement fee noted.

20. **Legal Relations.** The DBP shall comply with all federal, state, and local laws and ordinances applicable to the work to be done.

21. **Ownership of Documents.** All information relating to the project and prepared under the terms of this Agreement, including reports, data, recommendations, exhibits, analyses, and plans shall be deemed the property of the City. Reproducibles of all notes, reports, and plans shall be made available at the City's request.

22. **Public Information.** The DBP shall inform the City of any statements, releases, or information regarding the work outlined in this Agreement for public dissemination. All materials related to this Agreement and services provided are considered public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

23. **Records.** The DBP shall maintain accounting records and other evidence pertaining to the cost incurred and to make the records available at all times during the Agreement term and for three (3) years from the date of final payment. Such accounting records and other evidence pertaining to the cost incurred will be made available for inspections authorized by the City and copies thereof shall be furnished if requested.

24. **Attorney's Fees and Costs.** In the event it becomes necessary for either Party to this Agreement to retain an attorney to enforce any of the terms or conditions of the Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs.

25. **Litigation Location.** The parties agree that this Agreement shall be governed in all respects by the laws of the state of Montana, and the parties expressly agree that venue shall be in the Montana Thirteenth Judicial District Court for Yellowstone County and there shall be no other venue for resolution of disputes arising from the Agreement or the performance of its terms.

26. **Modification and Amendments.** That any amendment or modification of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.

27. **Notice.**

The Parties have identified the following individuals for all communication and coordination. Any notice required hereunder shall be provided in writing.

City:	Wyeth Friday Director, Planning and Community Services Department 316 N 26 th St. Billings, MT 59101 fridayw@billingsmt.gov (406) 657-8249
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DBP:	Katy Schreiner Chief Executive Officer DBA katy@downtownbillings.com (406) 294-5060
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28. **Authority and Execution.** Each Party represents that it has the authority to enter into this Agreement and to perform the functions stated herein, and that the persons executing this Agreement on their respective behalf are authorized by law, resolution or other requisite action of the Party's governing body.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the dates indicated below.

CITY OF BILLINGS

By: _____
William A. Cole, Mayor

ATTEST:

By: _____
Denise R. Bohlman, City Clerk

APPROVED AS TO FORM:

By: _____
Gina Dahl, City Attorney

DOWNTOWN BILLINGS PARTNERSHIP, INC.

By: _____
DPB Board President

EXHIBIT A

[INSERT MAP]

DRAFT

EXHIBIT B

Scope of Services

All Services provided under this Agreement must comply with the adopted District Urban Renewal Plan, City's TIF policy, Montana law, and City code and shall include, but are not necessarily limited to:

1. Administration and Implementation of the Urban Renewal Plan

- a. DBP will ensure TIF funded projects and activities in the District align with the Urban Renewal Plan.
- b. DBP shall coordinate with City staff and the Advisory Committee on any recommendations for amendments or updates to the Urban Renewal Plan.
- c. DBP shall coordinate with the Advisory Committee to provide written quarterly reports to the City on the progress of implementing the Urban Renewal Plan.
- d. DBP will actively work to recruit private investment in the District in partnership with the City.

2. Tax Increment Financing Authority and Administration

- a. DBP and the City will develop and maintain an application form and assistance guidelines for parties seeking the use of TIF Funds.
- b. DBP will accept and review applications for TIF Funds related to the District and will provide a copy of the application to the City staff for review.
- c. DBP will ensure applications are complete and the proposals align with the Urban Renewal Plan before Advisory Committee review and consideration.
- d. DBP shall timely submit all complete applications that meet statutory criteria as well as the City's TIF policy to Council for consideration with a recommendation for approval or denial. The only applications not forwarded to Council should be incomplete applications or those that do not meet criteria of the TIF policy.
- e. Recommendations for expenditures shall be presented to the City Council by DBP in coordination with City staff.
- f. In coordination with City staff, DPB shall draft development agreements for approved applications in accordance with Council's conditions of approval, if any.

- g. DBP shall follow up with the applicant to ensure compliance with the conditions of the development agreement and provide any documentation requested by the City.
- h. Plan and coordinate regular meetings of Advisory Committee in compliance with notice, open meeting, and public participation requirements of Montana law and City code. DPB shall provide affidavits of publication for any public notices required under this Agreement.
- i. Meetings of the Advisory Committee shall be held at City Hall or other facility open and accessible to the public.
- j. DBP will provide support to the Advisory Committee including, but not limited to:
 - i. Preparing Meeting Agendas
 - ii. Communicating with the Committee and City staff on meeting notifications, cancellations and agenda items
 - iii. Preparing and publishing meeting notices
- k. DBP shall coordinate, consult, and assist the Advisory Committee to prepare and submit the following:
 - i. Annual work plans and budgets;
 - ii. Allocation of TIF funds for urban renewal projects and programs;
 - iii. Amendments to the District's urban renewal plan; and
 - iv. Other matters as directed by City Council related to the District.
- l. DBP staff will work with the City Administrator and City Finance Director to maintain and administer the City of Billings Downtown Revolving Loan Program as per Section 13-1100 of the Billings City Code.
- m. DBP shall, within three (3) months of appointment of all Advisory Committee members, assist the Committee in adopting bylaws providing for meeting schedules, officers and their election, and other appropriate conditions for the conduct of its members. The bylaws and any policies and procedures adopted shall comply with the provisions of [Billings, Montana City Code Article 2-500. Boards, Commissions and Committees.](#)

AGREEMENT

This Agreement is made and entered into on _____, 2025, (the “Effective Date”) by and between the City of Billings (“City”), and BIRDworks, an I.R.C. 501(c)(3) Montana Non-Profit Corporation (“BIRD”). For purposes of this Agreement, the City, and BIRD are each a “Party” and are sometimes collectively referred to as the “Parties.”

RECITALS

1. This agreement is for the purpose of assisting the City in revitalization of the East Billings Urban Renewal District (“District”) for projects, regulations, planning, and to assist the City Urban Renewal District Advisory Committee (“Committee”) with review of applications, render opinions and give recommendations to the City Council on all financial assistance provided by Tax Increment Financing (TIF) in the District.
2. The District was created by the City of Billings in 2006 and expanded in 2015 (Ordinance No. 06-5395, Ordinance No. 15-5652) and is defined in the attached Exhibit A map.
3. The City has adopted a TIF Policy by Resolution No. 18-10750 (“Policy”).
4. This Agreement is intended to be a cooperative effort between the City and BIRD, with the mutual objective of enhancing economic development opportunities in the District by promoting efforts that include, but are not limited to, commercial, residential and mixed-use development, public infrastructure improvement, and implementing the goals for the District as embodied in the 2015 Modified East Billings Urban Renewal Plan, 2009 EBURD Master Plan, 2012 EBURD Code (Ordinance No. 12-5581), 2013 Exposition Gateway Concept Plan, 2013 Hospitality Corridor Planning Study, as well as other City-adopted ordinances, plans and programs affecting the District.
5. In order to actively pursue the administration and marketing of the District, BIRD requires funding assistance from the City to supplement the funds of its staff dedicated to this effort.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises, covenants, and agreements contained herein, the parties agree as follows:

1. **Incorporation of Recitals.** The recitals are incorporated into this Agreement by this reference.
2. **Purpose.** The City agrees to hire BIRD as an independent contractor to perform the services as described in the Scope of Work attached hereto as Exhibit B and by this reference made a part hereof.
 - a. In performing these services, BIRD shall at all times comply with all federal, state and local statutes, rules and ordinances applicable.

- b. These services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance.
 - c. BIRD will maintain compliance with the City’s TIF Policy in operating under this Agreement and will use the Policy in its decisions related to any opinions or recommendations rendered to City Council.
3. **Term.** This Agreement shall be in effect from the Effective Date until June 30, 2029.
4. **Payment.** In consideration of the timely performance of the services required under this Agreement toward the shared and mutual goals of the City and BIRD as described in the Scope of Services attached hereto as Exhibit B and incorporated herein by this reference, the City agrees to pay BIRD as follows:

Term	Total Payment for Term
November 1, 2025 - June 30, 2026	\$119,833.33
July 1, 2026 - June 30, 2027	\$179,750.00
July 1, 2027 - June 30, 2028	\$179,750.00
July 1, 2028 - June 30, 2029	\$179,750.00

Except as otherwise specified herein, BIRD shall invoice the City monthly (or on such other basis as the Parties may mutually determine) for all services rendered pursuant to this Agreement. Such invoices shall specify the services provided to the City during the preceding month and identify the applicable fees and shall be accompanied by reasonable documentation or other reasonable explanations supporting such charges.

Except as otherwise specified herein, the City shall pay, net of applicable withholding tax, if any, BIRD for said invoice within thirty (30) days after receipt.

It is understood that BIRD will not perform any work that the City deems outside the scope prior to receiving written approval from the City. Any payment for work not agreed upon by the City shall be denied.

5. **Relationship of the Parties.** The parties agree that BIRD is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. BIRD is not subject to the terms and provisions of the City’s personnel policies handbook and may not be considered a City employee for workers’ compensation or any other purpose.

- a. BIRD is not authorized to represent the City or otherwise bind the City in any dealings between BIRD and any third parties.
- b. This Agreement is not intended to create or constitute any joint venture, partnership, joint powers agency, or other formal organization of any kind.

- c. No Party is authorized herein to act as the agent of the other.

6. **Training and Conflict of Interest.**

- a. BIRD shall exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with the City's interest. During the term of this Agreement, BIRD shall not accept any employment or engage in any consulting work which creates a conflict of interest with City or in any way compromises the services to be performed under this Agreement. BIRD shall immediately notify City of any and all violations of this Section upon becoming aware of such violation.
- b. BIRD will participate, support, and assist in providing biannual training for the Advisory Committee in coordination with City staff. The training must include but is not limited to review of urban renewal and tax increment financing laws, Administrative Rules, ethics, conflicts of interest, meeting management, and maintenance of minutes and records.
- c. BIRD shall avoid both actual and potential conflicts of interest and shall be subject to the applicable code of ethics provisions in state law and city code including but not limited to all laws governing conflict between public duty and private interest.

6. **Tax Increment Financing Authority and Administration.** The parties agree that City Council shall have the ultimate decision-making authority regarding any expenditure of TIF funds related to the District.

7. **Other Adopted Plans.** The parties agree to consider and implement other adopted plans relevant to the District.

8. **Identify Funding Sources And Facilitate Public Infrastructure Improvements.**

- a. The City will identify appropriate funding sources to facilitate necessary infrastructure and facility improvements as identified in the City's Current Capital Improvement Plan and other infrastructure master plans for projects within the District boundary.
- b. BIRD also will work with City staff, the Advisory Committee, and property owners to consider public infrastructure projects in the District and bring recommendations to City Council through established processes, including the City's Capital Improvement Plan.

9. **Indemnity.**

BIRD shall:

- a. Indemnify, defend and save the City, its officers, agents and employees harmless

from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional, reckless or negligent act on the part of BIRD or its officers, agents or employees.

- b. Not indemnify, defend, save and hold the City harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees, expert fees and costs arising from wrongful, reckless or negligent acts, error or omission solely of the City occurring during the course of or as a result of the performance of the Agreement.
- c. Where claims, lawsuits or liability, including attorneys' fees, expert fees and costs arise from wrongful, reckless or negligent act of both the City and BIRD, BIRD shall indemnify, defend, save, and hold the City harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees, expert fees and costs, which result from BIRD's wrongful, reckless or negligent acts occurring as a result of BIRD's performance pursuant to this Agreement.

The City shall:

- a. Indemnify, defend and save BIRD, its officers, agents and employees harmless from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of City or its agents or employees.
- b. Not indemnify, defend, save and hold BIRD harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees and costs arising from wrongful, reckless or negligent acts, error or omission solely of BIRD occurring during the course of or as a result of the performance of the Agreement.
- c. Where claims, lawsuits or liability, including attorneys' fees and costs arise from wrongful, reckless or negligent act of both BIRD and the City, the City shall indemnify, defend, save, and hold BIRD harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, which result from the City's or its officers, agents or employee's wrongful, reckless or negligent acts occurring as a result of the City's performance pursuant to this Agreement.

10. Insurance.

- a. BIRD shall maintain in good standing the insurance described in this Section. Before rendering any services under this Agreement, BIRD shall furnish the City with proof of insurance in accordance with this Section.

BIRD shall provide the following insurance:

- i. Workers' compensation and employer's liability coverage as required by Montana law.
- ii. Commercial general liability, including contractual liability assumed under an insured agreement and personal injury coverages in the minimum amount of \$750,000 per claim and \$1,500,000 per occurrence.
- iii. Automobile liability in the minimum amount of \$1,500,000 per accident.
- iv. Professional liability in the minimum amount of \$1,500,000 per claim.

The limits required by this Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies).

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the City prior to cancellation.

The City shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.

BIRD shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA.

BIRD shall maintain workers' compensation insurance coverage for all members and employees of BIRD's business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

BIRD shall furnish City with copies showing one of the following: (1) a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or (2) proof of exemption from workers' compensation granted by law for independent contractors.

11. Agreements of BIRD: As an inducement to the execution of this Agreement by the City and in consideration of the agreements to be performed by the City, BIRD agrees that:

- a. Qualifications. BIRD is qualified to perform the services to be furnished under this Agreement and is permitted by law to perform such services, and all personnel engaged in the work shall be qualified and so permitted to do the work they perform.
- b. Facilities and Personnel. BIRD has and will continue to have proper facilities and personnel to perform the services and work agreed to be performed.
- c. Subcontracting. None of the work or services covered by this Agreement shall be subcontracted without the prior approval of the City.
- d. Compliance. If BIRD does seek contract services, supplies, or expenditures for other capital costs that utilize TIF funds, BIRD must follow City purchasing and procurement policies in effect at the time.
- e. Affidavits of Compliance. BIRD will, if requested by the City, furnish the City affidavits certifying compliance with the provisions of this Section.

12. Agreements of City:

- a. To furnish all information, materials, equipment, supplies, and incidentals necessary to conduct and complete the City's portion of the project as designated in the scope of work.

13. Nondiscrimination:

- a. BIRD shall, in performance of work under this Agreement, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. BIRD is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subletting or subcontracting by BIRD subjects subcontractors to the same provisions. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016, BIRD agrees that the hiring of persons to perform this Contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status by the persons performing this Agreement. BIRD will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- b. BIRD shall state, in all solicitations or advertisements for employees to work on jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status.

BIRD and subcontractor shall abide by the requirements of 41 CFR 60- 300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected

veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

BIRD and any subcontractor shall abide by the requirements of 41 CFR 60- 1.4, which states employees or applicants may not be discharged or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with BIRD's legal duty to furnish information.

- c. BIRD will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. BIRD shall comply with any and all reporting requirements that may apply to it that the City may establish by regulation. BIRD will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e. BIRD shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination. This includes complying with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f. In the event of BIRD's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- g. BIRD shall include the provisions of Subsections a through f of this Section in every subcontract or purchase order under this Agreement, so as to be binding upon every such subcontractor or vendor of BIRD under this Agreement. BIRD will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- h. BIRD agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

14. **Permits, Laws, and Taxes.** BIRD shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this Agreement. All actions taken by BIRD under this Agreement shall comply with all applicable statutes, ordinances, rules and regulations. BIRD shall pay all taxes pertaining to its performance under this Agreement.

15. **Nonwaiver.** The failure of either party at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provision, nor in any way affect the validity of this Agreement or any part hereof, or the right of such party thereafter to enforce each and every provision hereof.

16. **Termination Of Agreement.** The right is reserved by the City to terminate this Agreement at any time upon not less than thirty (30) days' written notice to BIRD.

In the event the City terminates this Agreement, BIRD shall be paid for the amount of work performed or services rendered to date of termination per the Agreement fee.

If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party may, at its option, terminate this Agreement and be released from all obligations if the default is not cured within ten (10) calendar days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

17. **Successors and Assigns.** This Agreement and all the covenants hereof shall inure to the benefit of and be binding upon the City and BIRD respectively and his partners, successors, assigns, and legal representatives. Neither the City nor BIRD shall have the right to assign, transfer, or sublet his interest or obligations hereunder without written consent of the other party.

18. **Changes in Work:** Any change in the scope of BIRD'S services as stated in this Agreement for whatever reason, will be negotiated between the City and BIRD and an amendment to this Agreement will be issued with the appropriate change of services and Agreement fee noted.

19. **Legal Relations.** BIRD shall comply with all federal, state, and local laws and

ordinances applicable to the work to be done.

20. **Ownership of Documents.** All information relating to the project and prepared under the terms of this Agreement, including reports, data, recommendations, exhibits, analyses, and plans shall be deemed the property of the City. Reproducibles of all notes, reports, and plans shall be made available at the City's request.

21. **Public Information.** BIRD shall not issue any statements, releases, or information regarding the work outlined in this Agreement for public dissemination without prior written approval of the City. All materials related to this Agreement and services provided are considered public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

22. **Records.** BIRD shall maintain accounting records and other evidence pertaining to the cost incurred and to make the records available at all times during the Agreement term and for three (3) years from the date of final payment. Such accounting records and other evidence pertaining to the cost incurred will be made available for inspections authorized by the City and copies thereof shall be furnished if requested.

23. **Attorney's Fees and Costs.** In the event it becomes necessary for either Party to this Agreement to retain an attorney to enforce any of the terms or conditions of the Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs.

24. **Litigation Location.** The parties agree that this Agreement shall be governed in all respects by the laws of the state of Montana, and the parties expressly agree that venue shall be in the Montana Thirteenth Judicial District Court for Yellowstone County and there shall be no other venue for resolution of disputes arising from the Agreement or the performance of its terms.

25. **Modification and Amendments.** That any amendment or modification of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.

26. **Notice.**

The Parties have identified the following individuals for all communication and coordination. Any notice required hereunder shall be provided in writing.

City:	Wyeth Friday Director, Planning and Community Services Department 316 N 26 th St. Billings, MT 59101 fridayw@billingsmt.gov (406) 657-8249
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BIRD:	PLEASE INSERT CONTACT INFORMATION HERE
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27. **Authority and Execution.** Each Party represents that it has the authority to enter into this Agreement and to perform the functions stated herein, and that the persons executing this Agreement on their respective behalf are authorized by law, resolution or other requisite action of the Party's governing body.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the dates indicated below.

CITY OF BILLINGS

By: _____
William A. Cole, Mayor

ATTEST:

By: _____
Denise R. Bohlman, City Clerk

APPROVED AS TO FORM:

By: _____
Gina Dahl, City Attorney

BIRDworks, INC.

By: _____
BIRD Board President

EXHIBIT A

[INSERT MAP]

DRAFT

EXHIBIT B

Scope of Services

All Services provided under this Agreement must comply with the adopted District Urban Renewal Plan, City's TIF policy, Montana law, and City code and shall include, but are not necessarily limited to:

1. Administration and Implementation of the Urban Renewal Plan

- a. BIRD will ensure TIF funded projects and activities in the District align with the Urban Renewal Plan.
- b. BIRD shall coordinate with City staff and the Advisory Committee on any recommendations for amendments or updates to the Urban Renewal Plan.
- c. BIRD shall coordinate with the Advisory Committee to provide written quarterly reports to the City on the progress of implementing the Urban Renewal Plan.
- d. BIRD will actively work to recruit private investment in the District in partnership with the City.

2. Tax Increment Financing Authority and Administration

- a. BIRD and the City will develop and maintain an application form and assistance guidelines for parties seeking the use of TIF Funds.
- b. BIRD will accept and review applications for TIF Funds related to the District and will provide a copy of the application to the City staff for review.
- c. BIRD will ensure applications are complete and the proposals align with the Urban Renewal Plan before Advisory Committee review and consideration.
- d. BIRD shall timely submit all complete applications that meet statutory criteria as well as the City's TIF policy to Council for consideration with a recommendation for approval or denial. The only applications not forwarded to Council should be incomplete applications or those that do not meet criteria of the TIF policy.
- e. Recommendations for expenditures shall be presented to the City Council by BIRD in coordination with City staff.
- f. In coordination with City staff, BIRD shall draft development agreements for approved applications in accordance with Council's conditions of approval, if any.

- g. BIRD shall follow up with the applicant to ensure compliance with the conditions of the development agreement and provide any documentation requested by the City.
- h. Plan and coordinate regular meetings of Advisory Committee in compliance with notice, open meeting, and public participation requirements of Montana law and City code. BIRD shall provide affidavits of publication for any public notices required under this Agreement.
- i. Meetings of the Advisory Committee shall be held at City Hall or other facility open and accessible to the public.
- j. BIRD will provide support to the Advisory Committee including, but not limited to:
 - i. Preparing Meeting Agendas
 - ii. Communicating with the Committee and City staff on meeting notifications, cancellations and agenda items
 - iii. Preparing and publishing meeting notices
- k. BIRD shall coordinate, consult, and assist the Advisory Committee to prepare and submit the following:
 - i. Annual work plans and budgets;
 - ii. Allocation of TIF funds for urban renewal projects and programs;
 - iii. Amendments to the District's urban renewal plan; and
 - iv. Other matters as directed by City Council related to the District.
- l. BIRD shall, within three (3) months of appointment of all Advisory Committee members, assist the Committee in adopting bylaws providing for meeting schedules, officers and their election, and other appropriate conditions for the conduct of its members. The bylaws and any policies and procedures adopted shall comply with the provisions of [Billings, Montana City Code Article 2-500. Boards, Commissions and Committees.](#)

AGREEMENT

This Agreement is made and entered into on _____, 2025, (the “Effective Date”) by and between the City of Billings (“City”), and the South Billings Urban Renewal Association, (“SBURA”), a 501(c)(6) tax exempt Montana nonprofit corporation. For purposes of this Agreement, the City, and SBURA are each a “Party” and are sometimes collectively referred to as the “Parties.”

RECITALS

1. This agreement is for the purpose of assisting the City in revitalization of the Modified South Billings Boulevard Urban Renewal District (“District”) for projects, regulations, planning, and to assist the City Urban Renewal District Advisory Committee (“Committee”) with review of applications, render opinions and give recommendations to the City Council on all financial assistance provided by Tax Increment Financing (TIF) in the District.

2. The District was created and modified by the City in 2007 and 2008 (Ordinance No. 07-5441, Ordinance No. 08-5462, Ordinance No. 08-5484), expanded in 2021 (Ordinance No. 21-5765), and is defined in the attached Exhibit A map.

3. The City has adopted a TIF Policy by Resolution No. 18-10750 (“Policy”).

4. This Agreement is intended to be a cooperative effort between the City and South Billings Urban Renewal Association with the mutual objective of enhancing economic development opportunities in the District by promoting efforts that include, but are not limited to, commercial, residential and mixed-use development, public infrastructure improvement, and implementing the goals for the District as embodied in the 2021 Amended Urban Renewal Plan for the South Billings Boulevard Urban Renewal District and the 2012 South Billings Master Plan, as well as other City-adopted ordinances, plans and programs affecting the District.

5. In order to actively pursue the administration and marketing of the District, SBURA requires funding assistance from the City to supplement the funds of its staff dedicated to this effort.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises, covenants, and agreements contained herein, the parties agree as follows:

1. **Incorporation of Recitals.** The recitals are incorporated into this Agreement by this reference.

2. **Purpose.** The City agrees to hire SBURA as an independent contractor to perform the services described in the Scope of Work attached hereto as Exhibit B and by this reference made a part hereof.

a. In performing these services, SBURA shall at all times comply with all federal, state and local statutes, rules and ordinances applicable.

- b. These services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance.
 - c. SBURA will maintain compliance with the City’s TIF Policy in operating under this Agreement and will use the Policy in its decisions related to any opinions or recommendations rendered to City Council.
3. **Term.** This Agreement shall be in effect from the Effective Date until June 30, 2029.
4. **Payment.** In consideration of the timely performance of the services required under this Agreement toward the shared and mutual goals of the City and SBURA as described in the Scope of Services attached hereto as Exhibit B and incorporated herein by this reference, the City agrees to pay SBURA as follows:

Term	Total Payment for Term
November 1, 2025 - June 30, 2026	\$106,666.67
July 1, 2026 - June 30, 2027	\$144,000.00
July 1, 2027 - June 30, 2028	\$144,000.00
July 1, 2028 - June 30, 2029	\$144,000.00

The amount of the Total Payment for each Term may be modified with approval of City and upon request and submission of a fiscal year budget by SBURA with approval of City. Except as otherwise specified herein, SBURA shall invoice the City monthly (or on such other basis as the Parties may mutually determine) for all services rendered pursuant to this Agreement. Such invoices shall specify the services provided to the City during the preceding month and identify the applicable fees and shall be accompanied by reasonable documentation or other reasonable explanations supporting such charges.

Except as otherwise specified herein, the City shall pay, net of applicable withholding tax, if any, SBURA for said invoice within thirty (30) days after receipt.

It is understood that SBURA will not perform any work that the City deems outside the scope prior to receiving written approval from the City. Any payment for work not agreed upon by the City shall be denied.

5. **Relationship of the Parties.** The parties agree that SBURA is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. SBURA is not subject to the terms and provisions of the City’s personnel policies handbook and may not be considered a City employee for workers’ compensation or any other purpose.

- a. SBURA is not authorized to represent the City or otherwise bind the City in any dealings between SBURA and any third parties.

- b. This Agreement is not intended to create or constitute any joint venture, partnership, joint powers agency, or other formal organization of any kind.
- c. No Party is authorized herein to act as the agent of the other.

6. **Training and Conflict of Interest.**

- a. SBURA shall exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with the City's interest. During the term of this Agreement, SBURA shall not accept any employment or engage in any consulting work which creates a conflict of interest with City or in any way compromises the services to be performed under this Agreement. SBURA shall immediately notify City of any and all violations of this Section upon becoming aware of such violation.
- b. SBURA will participate, support, and assist in providing biannual training for the Advisory Committee in coordination with City staff. The training must include but is not limited to review of urban renewal and tax increment financing laws, Administrative Rules, ethics, conflicts of interest, meeting management, and maintenance of minutes and records.
- c. SBURA shall avoid both actual and potential conflicts of interest and shall be subject to the applicable code of ethics provisions in state law and city code including but not limited to all laws governing conflict between public duty and private interest.

6. **Tax Increment Financing Authority and Administration.** The parties agree that City Council shall have the ultimate decision-making authority regarding any expenditure of TIF funds related to the District.

7. **Other Adopted Plans.** The parties agree to consider and implement other adopted plans relevant to the District.

8. **Identify Funding Sources And Facilitate Public Infrastructure Improvements.**

- a. The City will identify appropriate funding sources to facilitate necessary infrastructure and facility improvements as identified in the City's Current Capital Improvement Plan and other infrastructure master plans for projects within the District boundary.
- b. SBURA also will work with City staff, the Advisory Committee, and property owners to consider public infrastructure projects in the District and bring recommendations to City Council through established processes, including the City's Capital Improvement Plan.

9. **Indemnity.**

SBURA shall:

- a. Indemnify, defend and save the City, its officers, agents and employees harmless from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional, reckless or negligent act on the part of SBURA or its officers, agents or employees.
- b. Not indemnify, defend, save and hold the City harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees, expert fees and costs arising from wrongful, reckless or negligent acts, error or omission solely of the City occurring during the course of or as a result of the performance of the Agreement.
- c. Where claims, lawsuits or liability, including attorneys' fees, expert fees and costs arise from wrongful, reckless or negligent act of both the City and SBURA, SBURA shall indemnify, defend, save, and hold the City harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees, expert fees and costs, which result from SBURA's wrongful, reckless or negligent acts occurring as a result of SBURA's performance pursuant to this Agreement.

The City shall:

- a. Indemnify, defend and save SBURA, its officers, agents and employees harmless from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of City or its agents or employees.
- b. Not indemnify, defend, save and hold SBURA harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees and costs arising from wrongful, reckless or negligent acts, error or omission solely of SBURA occurring during the course of or as a result of the performance of the Agreement.
- c. Where claims, lawsuits or liability, including attorneys' fees and costs arise from wrongful, reckless or negligent act of both SBURA and the City, the City shall indemnify, defend, save, and hold SBURA harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, which result from the City's or its officers, agents or employee's wrongful, reckless or negligent acts occurring as a result of the City's performance pursuant to this Agreement.

10. **Insurance.**

- a. SBURA shall maintain in good standing the insurance described in this Section. Before rendering any services under this Agreement, SBURA shall furnish the City with proof of insurance in accordance with this Section.

SBURA shall provide the following insurance:

- i. Workers' compensation and employer's liability coverage as required by Montana law.
- ii. Commercial general liability, including contractual liability assumed under an insured agreement and personal injury coverages in the minimum amount of \$750,000 per claim and \$1,500,000 per occurrence.
- iii. Automobile liability in the minimum amount of \$1,500,000 per accident.
- iv. Professional liability in the minimum amount of \$1,500,000 per claim.

The limits required by this Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies).

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the City prior to cancellation.

The City shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.

SBURA shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA.

SBURA shall maintain workers' compensation insurance coverage for all employees of SBURA's business, except for those persons who are exempted as independent contractors under the provisions of §39-71-401, MCA.

SBURA shall furnish City with copies showing one of the following: (1) a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or (2) proof of exemption from workers' compensation granted by law for independent contractors.

11. Agreements of SBURA: As an inducement to the execution of this Agreement by the City and in consideration of the agreements to be performed by the City, SBURA agrees that:

- a. Qualifications. SBURA is qualified to perform the services to be furnished under this Agreement and is permitted by law to perform such services, and all personnel engaged in the work shall be qualified and so permitted to do the work they perform.
- b. Facilities and Personnel. SBURA has and will continue to have proper facilities and personnel to perform the services and work agreed to be performed.
- c. Subcontracting. None of the work or services covered by this Agreement shall be subcontracted without the prior approval of the City. The City acknowledges and agrees that certain services provided under this Agreement are provided pursuant to a consulting agreement between SBURA and Dick Zier Consulting, LLC.
- d. Compliance. If SBURA does seek contract services, supplies, or expenditures for other capital costs that utilize TIF funds, SBURA must follow City purchasing and procurement policies in effect at the time.

- e. Affidavits of Compliance. SBURA will, if requested by the City, furnish the City affidavits certifying compliance with the provisions of this Section.

12. Agreements of City:

- a. To furnish all information, materials, equipment, supplies, and incidentals necessary to conduct and complete the City's portion of the project as designated in the scope of work.

13. Nondiscrimination:

- a. SBURA shall, in performance of work under this Agreement, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. SBURA is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subletting or subcontracting by SBURA subjects subcontractors to the same provisions. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016. SBURA agrees that the hiring of persons to perform this Contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status by the persons performing this Agreement. SBURA will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- b. SBURA shall state, in all solicitations or advertisements for employees to work on jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status.

SBURA and subcontractor shall abide by the requirements of 41 CFR 60- 300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

SBURA and any subcontractor shall abide by the requirements of 41 CFR 60- 1.4, which states employees or applicants may not be discharged or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with SBURA's legal duty to furnish information.

- c. SBURA will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. SBURA shall comply with any and all reporting requirements that may apply to it that the City may establish by regulation. SBURA will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e. SBURA shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination. This includes complying with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f. In the event of SBURA's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of

September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- g. SBURA shall include the provisions of Subsections a through f of this Section in every subcontract or purchase order under this Agreement, so as to be binding upon every such subcontractor or vendor of SBURA under this Agreement. SBURA will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- h. SBURA agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non- discrimination clause.

14. **Permits, Laws, and Taxes.** SBURA shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this Agreement. All actions taken by SBURA under this Agreement shall comply with all applicable statutes, ordinances, rules and regulations. SBURA shall pay all taxes pertaining to its performance under this Agreement.

15. **Nonwaiver.** The failure of either party at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provision, nor in any way affect the validity of this Agreement or any part hereof, or the right of such party thereafter to enforce each and every provision hereof.

16. **Termination Of Agreement.** The right is reserved by the City to terminate this Agreement at any time upon not less than thirty (30) days' written notice to SBURA.

In the event the City terminates this Agreement, SBURA shall be paid for the amount of work performed or services rendered to date of termination per the Agreement fee.

If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party may, at its option, terminate this Agreement and be released from all obligations if the default is not cured within ten (10) calendar days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

17. **Successors and Assigns.** This Agreement and all the covenants hereof shall inure to the benefit of and be binding upon the City and SBURA respectively and his partners, successors, assigns, and legal representatives. Neither the City nor SBURA shall have the right to assign, transfer, or sublet his interest or obligations hereunder without written consent of the other party.

18. **Changes in Work:** Any change in the scope of SBURA'S services as stated in this Agreement for whatever reason, will be negotiated between the City and SBURA and an amendment to this Agreement will be issued with the appropriate change of services and Agreement fee noted.

19. **Legal Relations.** SBURA shall comply with all federal, state, and local laws and ordinances applicable to the work to be done.

20. **Ownership of Documents.** All information relating to the project and prepared under the terms of this Agreement, including reports, data, recommendations, exhibits, analyses, and plans shall be deemed the property of the City. Reproducibles of all notes, reports, and plans shall be made available at the City's request.

21. **Public Information.** SBURA shall not issue any statements, releases, or information regarding the work outlined in this Agreement for public dissemination without prior written approval of the City. All materials related to this Agreement and services provided are considered public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

22. **Records.** SBURA shall maintain accounting records and other evidence pertaining to the cost incurred and to make the records available at all times during the Agreement term and for three (3) years from the date of final payment. Such accounting records and other evidence pertaining to the cost incurred will be made available for inspections authorized by the City and copies thereof shall be furnished if requested.

23. **Attorney's Fees and Costs.** In the event it becomes necessary for either Party to this Agreement to retain an attorney to enforce any of the terms or conditions of the Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs.

24. **Litigation Location.** The parties agree that this Agreement shall be governed in all respects by the laws of the state of Montana, and the parties expressly agree that venue shall be in the Montana Thirteenth Judicial District Court for Yellowstone County and there shall be no other venue for resolution of disputes arising from the Agreement or the performance of its terms.

25. **Modification and Amendments.** That any amendment or modification of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.

26. **Notice.**

The Parties have identified the following individuals for all communication and coordination. Any notice required hereunder shall be provided in writing.

City:	Wyeth Friday Director, Planning and Community Services Department 316 N 26 th St. Billings, MT 59101 fridayw@billingsmt.gov (406) 657-8249
SBURA:	Dick Zier Dick Zier Consulting, LLC 2139 Broadwater Ave., Suite F Billings, MT 59102 Dzier2@bresnan.net (406) 698-3153

27. **Authority and Execution.** Each Party represents that it has the authority to enter into this Agreement and to perform the functions stated herein, and that the persons executing this Agreement on their respective behalf are authorized by law, resolution or other requisite action of the Party’s governing body.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the dates indicated below.

CITY OF BILLINGS

By: _____
William A. Cole, Mayor

ATTEST:

By: _____
Denise R. Bohlman, City Clerk

APPROVED AS TO FORM:

By: _____
Gina Dahl, City Attorney

SOUTH BILLINGS URBAN RENEWAL ASSOCIATION, INC.

By: _____
SBURA Board President

DRAFT

EXHIBIT A

[INSERT MAP]

DRAFT

EXHIBIT B

Scope of Services

All Services provided under this Agreement must comply with the adopted District Urban Renewal Plan, City's TIF policy, Montana law, and City code and shall include, but are not necessarily limited to:

1. Administration and Implementation of the Urban Renewal Plan

- a. SBURA will ensure TIF funded projects and activities in the District align with the Urban Renewal Plan.
- b. SBURA shall coordinate with City staff and the Advisory Committee on any recommendations for amendments or updates to the Urban Renewal Plan.
- c. SBURA shall coordinate with the Advisory Committee to provide written quarterly reports to the City on the progress of implementing the Urban Renewal Plan.
- d. SBURA will actively work to recruit private investment in the District in partnership with the City.

2. Tax Increment Financing Authority and Administration

- a. SBURA and the City will develop and maintain an application form and assistance guidelines for parties seeking the use of TIF Funds.
- b. SBURA will accept and review applications for TIF Funds related to the District and will provide a copy of the application to the City staff for review.
- c. SBURA will ensure applications are complete and the proposals align with the Urban Renewal Plan before Advisory Committee review and consideration.
- d. SBURA shall timely submit all complete applications that meet statutory criteria as well as the City's TIF policy to Council for consideration with a recommendation for approval or denial. The only applications not forwarded to Council should be incomplete applications or those that do not meet criteria of the TIF policy.
- e. Recommendations for expenditures shall be presented to the City Council by SBURA in coordination with City staff.
- f. In coordination with City staff, SBURA shall draft development agreements for approved applications in accordance with Council's conditions of approval, if any.

- g. SBURA shall follow up with the applicant to ensure compliance with the conditions of the development agreement and provide any documentation requested by the City.
- h. Plan and coordinate regular meetings of Advisory Committee in compliance with notice, open meeting, and public participation requirements of Montana law and City code. SBURA shall provide affidavits of publication for any public notices required under this Agreement.
- i. Meetings of the Advisory Committee shall be held at City Hall or other facility open and accessible to the public.
- j. SBURA will provide support to the Advisory Committee including, but not limited to:
 - i. Preparing Meeting Agendas
 - ii. Communicating with the Committee and City staff on meeting notifications, cancellations and agenda items
 - iii. Preparing and publishing meeting notices
- k. SBURA shall coordinate, consult, and assist the Advisory Committee to prepare and submit the following:
 - i. Annual work plans and budgets;
 - ii. Allocation of TIF funds for urban renewal projects and programs;
 - iii. Amendments to the District's urban renewal plan; and
 - iv. Other matters as directed by City Council related to the District.
- l. SBURA shall, within three (3) months of appointment of all Advisory Committee members, assist the Committee in adopting bylaws providing for meeting schedules, officers and their election, and other appropriate conditions for the conduct of its members. The bylaws and any policies and procedures adopted shall comply with the provisions of [Billings, Montana City Code Article 2-500. Boards, Commissions and Committees.](#)