

**RESOLUTION NO. R24-27**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE CITY OF LAUREL AND THE LAUREL URBAN RENEWAL AGENCY (LURA) TO SUBMIT A REQUEST FOR PROPOSAL FOR A TIF CONSULTANT.**

WHEREAS, the Laurel Urban Renewal Agency (hereinafter “LURA”) has requested that the City of Laurel and LURA seek a Request for Proposal for a Consultant to be responsible for administering the Tax Increment Finance (hereinafter “TIF”) District in accordance with Montana State law to ensure compliance, as well as to manage projects related to the expenditures of TIF funds in the District;

WHEREAS, the terms of the Request for Proposal are attached hereto and incorporated herein by reference; and

WHEREAS, the City believes that it is in the best interests of the City and LURA to submit a Request for Proposal consistent with the terms of the attached, in order to retain a Consultant responsible for administering the TIF District.

NOW THEREFORE BE IT RESOLVED by the City Council that the City of Laurel and the Laurel Urban Renewal Agency are authorized to submit a Request for Proposal for a Consultant to administer the Tax Increment Finance District in accordance with Montana state law; and

NOW THEREFORE BE IT FURTHER RESOLVED that the Request for Proposal shall be consistent with the terms of the attached, in order to retain a Consultant responsible for administering the TIF District.

Introduced at a regular meeting of the City Council on the 23<sup>rd</sup> day of April, 2024, by Council Member Mize.

PASSED and APPROVED by the City Council of the City of Laurel the 23<sup>rd</sup> day of April, 2024.

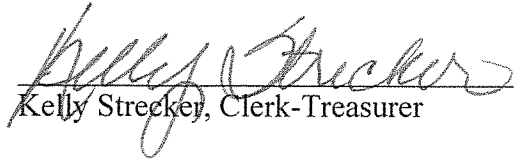
APPROVED by the Mayor the 23<sup>rd</sup> day of April, 2024.



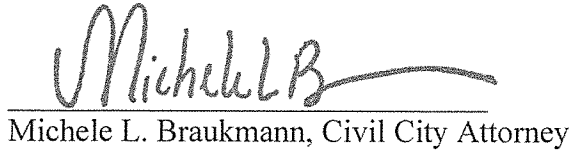
CITY OF LAUREL

*Heidi Sparks for*  
Dave Waggoner, Mayor

ATTEST:

  
Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

  
Michele L. Braukmann, Civil City Attorney

CITY OF LAUREL  
REQUEST FOR PROPOSALS FOR Laurel TIF District Coordinator  
(Estimated 20 hours/week position)

A. Requirements for Submission of City Proposal:

1. Time for Filing: Not later than July 5, 2024 at 5:00 p.m., addressed to the City of Laurel, City Clerk Treasurer, P.O. Box 10, Laurel, Montana 59044; or hand delivered to the City Clerk at City Hall, 115 W. 1st Street, Laurel Montana.
2. Sealed Envelope: Outer envelope containing proposal should be marked: "PROPOSAL FOR TIF DISTRICT COORDINATOR". If contained in a mailed envelope, the mailing envelope should be marked to indicate it is the outer, sealed envelope.
3. Three copies of the proposal are required.
4. The City will open proposals after above deadline expires.

B. Scope of Services (under the direction of the City of Laurel Staff and LURA Board):

1. Advise and assist the corporate authorities in the coordination of TIF programs, policies and activities;
2. Serve as the primary liaison between the LURA Board and the Laurel City Council;
3. Provide staff assistance to LURA;
4. Provide assistance to parties interested in utilizing TIF funding to develop or improve commercial property within the TIF District;
5. Assist in the negotiation of TIF agreements on behalf of LURA;
6. Monitor the implementation of TIF projects and agreements;
7. Prepare the annual budget of the TIF Special Allocation Fund;
8. Prepare the annual report of the TIF District as required by statute;
9. Provide advice as needed to the corporate authorities on related financial matters, including but not limited to property tax levies, bonded indebtedness, utility rates, investment of funds, and budgeting.
10. Other general duties as assigned by the LURA Board.

C. Minimum information required for the Proposal:

A Letter of Interest that must address the following:

- a. Experience with Tax Increment Financing Districts
- b. Past work history.
- c. Existence of conflicts of interest.
- d. Past or present work for the City of Laurel.

D. Length of Contract

The contract term shall be negotiated; however, a 3-year contract is desired. The contract is renewable at the discretion of the City. Items contained in the contract may be renegotiated as necessary to meet the needs of the City. The City will provide the written contract for services.

The City reserves the right to reject any and all proposals, to waive irregularities, and to request additional information from the individual submitting the proposal.