

**AGREEMENT BETWEEN MISSOULA COUNTY BOARD OF COMMISSIONERS
AND THE _____ COMMUNITY COUNCIL.**

1. Missoula County Board of Commissioners desire to obtain the assistance of the Missoula County Community Councils in bringing information from citizens and residents of the rural communities to the attention of the Commissioners. Community Councils may also provide additional information deemed useful, beneficial and helpful to the Commissioners in making decisions which affect the community. Missoula County Community and Planning Services, acting on behalf of the County Commissioners, will commence performance of this agreement on the 1st day of July, 2017. The _____ Community Council has agreed to perform the following tasks:
 - a. Serve in a purely advisory capacity with no power to levy taxes or to impose its will on the citizens of the community or area.
 - b. Facilitate communication with and among the boards that govern the community infrastructure.
 - c. Communicate regularly with the citizens of the community to obtain information regarding issues which are of concern to the community.
 - d. Attend meetings of the Commissioners and other county boards and commissions and any other meetings at which issues of importance to the community will be discussed.
 - e. Keep a record of all of its acts and a financial record of all monies received and disbursed by it. Such records must be provided to Community and Planning Services no later than June of each year. The specific deadline will be provided with the subsequent year's budget packet. Failure to provide adequate reporting may result in a reduction of funding.
 - f. Submit an annual report to the Commissioners summarizing its activities and expenditures during the previous year.
 - g. Follow Montana law and Missoula County policies.
 - h. Comply with open meeting and access to public records provisions of Montana law in conducting community council activities.
 - i. Each community council must submit a proposed work plan for the coming fiscal year outlining projects which will utilize the County's annual funding.

2. The total compensation for services, based on written request for payment with documentation as required by the County Auditor and Community and Planning Services, shall be as follows:
 - a. An annual budget of up to \$1000 for each community council will be allocated to be used as a means to complete program projects and goals, dispersed on an annual basis.
 - b. Community Councils may apply for grants for additional funds only when utilizing a county department as a fiscal sponsor.
 - c. Unexpended funds from the previous year may be carried over to the next year provided there is a county approved project(s) for which the funds are being retained.

3. The Missoula County Community Councils shall maintain sufficient records incident to the performance of this agreement to enable the County to document the performance of the agreement. The Missoula County Community Councils shall allow access to the records by the County and the County Auditor. Records shall be retained for at least three years after completion of the agreement.

4. The parties acknowledge that Missoula County and the Missoula County Community Councils are subject to the open meeting and public records provisions of Montana law.

DATED this _____ day of _____, 20__.

 _____ Community Council
 (Name of Community Council)

BOARD OF COUNTY COMMISSIONERS
 Missoula County, Montana

 _____, Community Council Chair
 (Insert name of Chair)

 Chairman

Date _____ 20__

 Commissioner

 _____, Community Council Treasurer
 (Insert name of Treasurer)

 Commissioner

Date _____ 20__

ATTEST:

 Clerk and Recorder