

SBURA Meeting Minutes

02/03/2026

Location: Billings Hotel and Convention Center

Recorder: Sara Trautmann

## **1. Call to Order**

Scott called the meeting to order at 6:00 p.m. A moment of silence was taken in honor of Dick Zier.

## **2. Approval of Prior Minutes (January 7)**

Scott asked for additions/subtractions to the January 7 minutes. No additions or subtractions.

Stefan Cattarin motioned, Kelphen Lienemann seconded to approve the minutes of January 7<sup>th</sup>, 2026 meeting.

- Vote: Approved unanimously

**Result:** Minutes for January 7 approved.

## **3. Expand Bookkeeping Services / Interim Consultant Role**

Presenter: Mike Mayott

### **Background:**

- The board's prior point person/consultant (Dick) unexpectedly passed away, creating an immediate operational gap.
- The board discussed the challenge of issuing an RFP when the City Council may be moving toward one administrator for all TIF districts, potentially effective July 1, 2026 (FY27)
- Need identified for interim continuity on active projects and administrative responsibilities.

### **Proposal:**

- Increase Sara's (SET Bookkeeping Services) compensation from \$1,250/month to \$2,500/month, annualized at \$22,000, staying under city procurement thresholds that would trigger competitive bids.
- Expanded scope includes acting as point person / interim consultant; coordinating retrieval of records and system access; administering sewer program paperwork; and continuing coordination on development items and rec center work. She will continue to perform bookkeeping duties, taking minutes, and website administration.

Public Comment: None stated before board action.

Board Comment (summary): Support expressed for the interim arrangement and appreciation for work already performed by Sara (SET Bookkeeping Services)

Mike Mayott motioned, Jeff Muri seconded to increase Sara's monthly pay to \$2,500/month, capped at \$22,000 through end of fiscal year.

**Vote:** Passed unanimously.

**Result:** Approved.

#### 4. Establish Committee to Hire Replacement Consultant

##### **Discussion highlights:**

- Committee to be formed (historically three members) to interview applicants.
- Committee should coordinate with City Council first to clarify direction on a consolidated administrator role before issuing an RFP for a potentially short-lived position.
- Public comments suggested advisory interests (county, schools, city) should have a voice; board acknowledged evolving structure and emphasized fairness and clarity.

Mike Mayott motioned, Kelphen Lienemann seconded to select Jeff Muri, Scott Hanser, and Stefan Cattarin to the RFP committee.

- **Vote:** Approved unanimously.

**Result:** Committee established.

#### 5. Sewer Connection Program Application

##### **Applicant statement (summary):**

- Has lived with a septic system for ~25 years; system is old and stressful to maintain; may not repairable.
- City sewer extension through the neighborhood is a major quality-of-life improvement.
- Applicant learned of the program via a mailed letter from Dick.

Jeff Muri motioned, Kelphen Lienemann seconded to approve the request to participate in the sewer connection program already approved by city council.

- **Vote:** Approved unanimously.

**Result:** Application approved for processing consistent with policy (up to \$5,000 cap).

#### 6. Public Comment (Non-Agenda / General)

##### **Key items raised:**

- Advisory board chair: question why a chair was not elected previously; response tied to timing of final appointments and organization timeline requirements.
- Website/IT work: question about prior website/IT task; response indicated that Sara would handle the website administration.

- City maintenance: positive feedback on cleanup of a ditch/storm drain area.
- Motel 6 status: question whether Motel 6 is open; informal responses suggested uncertainty and possible redevelopment opportunity.
- Consolidated TIF administrator: council viewpoint shared that costs are seen as budget line items; board encouraged to document workload/value beyond council appearances.
- Coordination with rec campus / Amend Park: discussion regarding leadership succession and the need for coordinated planning among related projects.

## **7. Adjournment**

Scott adjourned the meeting.