

SBURA MEETING MINUTES

Date: 01/07/2026

Location: Billings Hotel and Convention Center

Recorder: Sara Trautmann

1. Call to Order

The Chair called the SBURA Board meeting to order and welcomed attendees, noting this was the first meeting structured to include both a SBURA Board meeting followed by an Advisory Committee meeting.

2. Agenda Additions or Deletions

No additions or corrections were made.

3. Approval of Prior Minutes

Jeff Muri motioned, seconded by Stefan Cattarin to approve the November 4 meeting minutes.

Motion carried unanimously.

4. Bookkeeping Services Contract

A \$250/month increase was approved, raising the contract from \$500 to \$750 per month. Funding is available within the existing budget.

Jeff Muri motioned, Kelphen Lienemann seconded to approve the contract from \$500 to \$750 per month

Motion carried unanimously

5. Website Management Contract – Misty Gordon

Board discussed a \$500/month website management contract with Misty Gordon.

Public comment requested improved posting of agendas and documents prior to meetings.

Jeff Muri motioned, Stefan Cattarin seconded to approve a \$500/month website management contract with Misty Gordon.

Motion carried unanimously

6. Billings Chamber of Commerce Membership

Informational item. No action taken.

7. Swimming Pool Status

No update provided.

8. Recreation Center Campus Update

Updates provided on construction progress, management RFP, and anticipated opening timeline.

9. Public Comment – Tennis and Education Center

An update was given on fundraising progress, partnerships, and project scope.

10. Board and Advisory Introductions

Board and advisory members introduced themselves.

12. Adjournment

The meeting was adjourned unanimously.

SBURA Advisory Board Meeting Notes

Date: 01/07/2026

Time: 6:30 p.m.

Location: Billings Hotel and Convention Center

1: Additions or Revisions to the Agenda

No additions or revisions were made.

2: Application for Water & Sewer Assistance – Sherri Bird

Request: \$5,000 for water and sewer hookup.

Staff Recommendation: Approve full \$5,000.

Public Comment: None.

Board Discussion included clarification of advisory committee and board voting roles. Chair ruled extended discussion out of order.

Motion: Approve \$5,000 application.

Vote: Hand count taken; one objection recorded. Motion passed.

Agenda Item 3: Application for Water & Sewer Assistance – Margo Cook

Request: \$5,000 for water and sewer hookup.

Staff Recommendation: Approve full \$5,000.

Public Comment included clarification on pending city council appointments and suggestion to delay action.

Board Discussion addressed committee composition.

Motion: Approve application with members currently approved by City Council.

Vote: Hand count taken; one objection recorded. Motion passed.

Agenda Item 4: Memorandum of Understanding (MOU) with the City of Billings

Overview of responsibilities of the SBURA entity.

Clarification that agreement is between SBURA entity and the City.

Agenda Item 5: SBURA TIF District Expansion Update

Local approvals completed.

Materials submitted to Montana Department of Revenue.

Awaiting confirmation and establishment of 2025 base year.

Adjournment

Motion to adjourn approved unanimously.