

# Memorandum

**REPORT TO:** Study Commission

**FROM:** Caeleb Heinen, Recording Study  
Mike Maas, Ex Officio

**SUBJECT:** Discussion and Decisions Items Continued

**MEETING DATE:** February 5, 2026

**AGENDA ITEM TYPE:** Citizen Advisory Board/Commission

**RECOMMENDATION:**

1. Process to Appoint a Mayor Pro Tem
2. Filling Commissioner Vacancies: Section 2.06 (c) Filling of Vacancies shall occur within \_\_\_ days
3. Duties of Commissioners: Should there be a change in Section 2.01? Options include: keep it the same, make a comprehensive list, or state that the Commissioners must write a job description and then review it every 5 years.
4. Number of Commissioners and Part-time/Full-time
  - a. Do we want Citizen Representation? Do we want the ability for Commissioners to work in Bozeman?
  - b. Mayor part-time/full-time: Section 2.03 (b)
  - c. Commissioner part-time/full-time: 2.01
  - d. Dictate salary or describe salary outcome or guidelines

**STRATEGIC PLAN:** 1.1 Outreach: Continue to strengthen and innovate in how we deliver information to the community and our partners.

**BACKGROUND:** After the discussion at the January 15 meeting the City Study Commission requested the following information:  
Requested attachments:

1. Draft language to appoint a Mayor Pro Tem
2. Fiscal implications of adding Commissioners at current salary (Ordinance Attached)
3. Survey results related to the decision topics listed above (Survey Results, January 15 notes, and Discussion Topic Attached)
4. Model City Charter Document; review pages 4-8, 13-20, 22, 26-33, and 70-75 (Attached)
5. Full or part time commission information, including living wage salary ([MIT Living Wage Calculator for Gallatin County](#) , HUD Data and explanation attached)
6. City Comparison Document (attached)

For informational purposes [Gallatin County Election](#) results are available

online.

Furthermore, following the January 28 meeting, the Study Commission had not discussed nor acted on items 5 and 6 from the January 28 meeting agenda which are then present on this February 5 agenda.

**UNRESOLVED ISSUES:** none identified

**ALTERNATIVES:** As per the City Study Commission

**FISCAL EFFECTS:** TBD

Attachments:

[23- Ordinances 2152 - Amending the Salaries and Expenses of the City Commissioners and Mayor of the City of Bozeman.pdf](#)  
[Model City Charter 9th Edition.pdf](#)  
[BCSC January 28th Topic Document .pdf](#)  
[Municipal Comparison Chart.xlsx](#)  
[BCSC - City Commission Notes.pdf](#)  
[BCSC - Employee Survey Results.pdf](#)  
[RE\\_ Bozeman AMI.pdf](#)  
[Lansing Charter Summary Report Final.pdf](#)  
[Vice Mayor sections and replacement process.docx](#)

Report compiled on: January 29, 2026