

Memorandum

REPORT TO: City Commission

FROM: Cola Rowley, Assistant City Manager

SUBJECT: Authorize City Manager to Sign a Professional Services Agreement with Mediation Help Association, LLC, for Landlord Tenant Mediation Services for Bozeman Residents

MEETING DATE: July 14, 2026

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: I move to authorize the City Manager to sign the Professional Services Agreement with Mediation Help Association, LLC, for Landlord Tenant Mediation Services for Bozeman residents.

STRATEGIC PLAN: 3.3 Friendly Community: Ensure Bozeman continues to welcome diversity through policies and public awareness.

BACKGROUND:

In January of 2023, the City Commission, pursuant to [Resolution 5626](#) (adopted August 6, 2024), established a priority to develop a tenant right to counsel program. On May 13, 2025, the City Commission held a [work session](#) on Tenant's Right to Counsel (TRC). At the conclusion of that work session, all members of the City Commission indicated their support to move forward with developing an ordinance for a civil right to legal counsel for tenants in the city. Additionally, a majority of commissioners expressed interest in exploring a mediation program open to both landlords and tenants in an effort to resolve disputes prior to or in lieu of litigation.

On December 2, 2025, the City Commission adopted [Resolution 2025-77](#) and provisionally adopted [Ordinance 2025-11](#) creating a Tenant Right to Counsel Program and a Landlord Tenant Mediation Program. Final adoption of the ordinance was December 16, 2025. The City went through two public request for proposal processes for the mediation program during the spring of 2026. This contract is a result of that procurement process and will create and implement a city funded mediation program open to all landlords leasing residential property in Bozeman and all residential tenants residing in Bozeman.

UNRESOLVED ISSUES: Program implementation.

ALTERNATIVES: As recommended by the City Commission.

FISCAL EFFECTS: One year contract for \$50,000 with an ability to review in 6 months if demand for service is less than anticipated.

Attachments:

[Mediation Services PSA.pdf](#)

[Exhibit A Mediation Scope of Service Final.pdf](#)

Report compiled on: July 6, 2026