

Memorandum

REPORT TO: City Commission

FROM: Ellie Staley, Executive Director Downtown Bozeman Partnership

SUBJECT: Authorize the City Manager to Sign a Professional Services Agreement with Pioneer Technical Services to Assist with Expansion of the Downtown Urban Renewal District and Preparation of a Statement of Conditions Contributing to Blight

MEETING DATE: June 2, 2026

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign a Professional Services Agreement with Pioneer Technical Services to Assist with Expansion of the Downtown Urban Renewal District and Preparation of a Statement of Conditions Contributing to Blight.

STRATEGIC PLAN: 1.2 Community Engagement: Broaden and deepen engagement of the community in city government, innovating methods for inviting input from the community and stakeholders.

BACKGROUND: The Downtown Bozeman Partnership is requesting approval of a professional services agreement with Pioneer Technical Services, Inc. in the amount of \$32,500 to assist with the expansion of the Downtown Bozeman Urban Renewal District (URD).

The proposed scope of work includes all statutory and administrative requirements necessary to amend the URD boundary in accordance with Montana Code Annotated §7-15-4201 et seq. and applicable Administrative Rules of Montana. Services will include preparation of a Statement of Conditions Contributing to Blight, coordination with the Montana Department of Revenue, amendments to the Urban Renewal Plan, support for Community Development Board review, preparation of required public hearing notices and ordinance documents, and overall project management and administration.

The work will be completed by Pioneer Technical Services in partnership with Community Development Services of Montana. The proposed schedule anticipates completion of the amendment process by December 2026 to establish 2026 as the base year for the expanded district area.

Expansion of the URD would support the City's long-term economic development, infrastructure investment, and redevelopment goals within the downtown area.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the Commission.

FISCAL EFFECTS: Total costs for this project are not to exceed \$32,500 and will be paid for out of the approved Downtown Urban Renewal District FY2026 budget and work plan.

Attachments:

[2026 PSA - Pioneer Technical-DURD.pdf](#)

Report compiled on: May 11, 2026