



# Memo

To: Mayor and Hayden City Council

From: Suzanne Cano, Recreation and Community Events Director

Date: December 3, 2025

**Agenda Item:** Approval of 2026 Basic Balance Gymnastics Contractual Services Agreement with Sheila Schmidt

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## **Agenda Item Location**

Consent Calendar

## **Recommended Action or Motion**

Staff recommends approval of the 2026 Basic Balance Gymnastics Contractual Services Agreement with Sheila Schmidt.

## **Functional Impact of Authorizing**

This contract is for youth gymnastics for ages 18 months to 6 years of age. It gives participants a lower-cost program along with the ability to continue through the City and possibly bring in more revenue.

## **Functional Impact of Not Authorizing**

If not authorized, there would be no gymnastics program through the City at a reasonable cost, and it would reduce the special interest lessons offered by the City.

## **Fiscal Impact**

Income and expenses were included in the 2026 budget for gymnastics. The program carries its own insurance. Also, classes would be held at Hayden Meadows Elementary, so the City's insurance would also be in effect for use of the facility.

## **Budget Funding Source / Transfer Request**

Registration fees from gymnastics would be receipted into GL# 110-740-44798. Per the contract, the contractor would receive 80% for first three classes and 75% for additional classes. Payments will be made to the contractor from GL# 110-711-56108.

## **Attachment**

The 2026 Basic Balance Gymnastics contractual services agreement is attached.

## **HAYDEN RECREATION & COMMUNITY EVENTS DEPARTMENT CONTRACTUAL SERVICES AGREEMENT**

This agreement of instruction between the city of Hayden, Idaho (City) and Basic Balance Gymnastics c/o Sheila Schmidt (Contractor) whose address is P.O. Box 6, Greenacres, WA 99016, 509-993-0837, b.balancegymnastics@hotmail.com.

The Contractor will provide instruction for the following program: Youth Gymnastics Lessons.

Location: Hayden Meadows Elementary School or Mutually Agreed Upon Location

Minimum Enrollment: 4 Maximum Enrollment: 8 per class

The City and Contractor will mutually agree upon dates, times, location, fees, etc. The duration of this agreement shall be January 1-December 31, 2026. This agreement will be terminated if the minimum enrollment is not received. All items required for the program are to be provided by the Contractor. The City of Hayden will be responsible for the collection of all program registration fees. The City agrees to provide information regarding the program on the City of Hayden website, as well as at the Hayden City Hall offices and other materials as it deems necessary.

Contractor understands it is their responsibility to provide the agreed services, which may include setup of the program, opening up of the building (if applicable), and putting out equipment as needed.

While the program is underway, Contractor will ensure the safety of the participants, that all city and Recreation & Community Events Department policies and procedures are not violated, and that each participant is able to participate an equal amount of time and only registered participants be in attendance. Contractor will report participation and be responsible for their security of the facility and equipment (if applicable), immediately report damage and/or injuries to the City and ensure that the facility is left in the condition it was found.

Contractor agrees to take full responsibility in organizing, teaching and preparing written records for the above program. Contractor also understands that they will be required to prepare an outline for the class. These written records will be provided to the Hayden Recreation & Community Events Department.

Contractor agrees and understands that Contractor is conducting the classes listed above solely as an independent contractor and not as an employee of the City.

Contractor understands that no withholding for Social Security or federal or state income tax will be taken from monies paid to contractor by the City. Contractor is responsible for salary, insurance and workman's compensation for any individual operating on behalf of, or as an employee of the Contractor. Contractor understands that annual payments to Contractor from the City of \$600 or more will be reported to the Internal Revenue Service. It is Contractor's responsibility to satisfy any taxes due by Contractor in an appropriate amount.

Contractor assumes all risk and hazards of the conduct of the program. In case of injury to Contractor or Contractor's agents, Contractor waives all claims or legal actions, financial or otherwise, against the City, its elected officials, employees, sponsors, agents or volunteers connected with the program, unless injury is caused by the sole negligence of the City.

Nondiscrimination: No person shall be discriminated against in the providing of the services herein under and the Contractor shall not refuse to serve or hire any person because of such person's race, creed, sex, color, or national origin. Also, the Contractor will in no manner discriminate against any person because of such person's race, creed, sex, color, or national origin in the performance of this Agreement. Any such

discrimination shall be deemed a violation of this Agreement and shall render this Agreement subject to forfeiture.

Contractor agrees to conduct the program in a proper manner and to defend the City and its agents against any claim because of damages to property or personal injury arising out of the agreed instructional services, which may be occasioned by any willful or negligent act or omission of the Contractor, or any of Contractor' agents, servants, employees, or subcontractors, except to the extent such injury is caused by the negligent or willful misconduct of the City and its agents.

CERTIFICATION CONCERNING BOYCOTT OF ISRAEL: Pursuant to Idaho Code section 67-2346, if payments under the contract exceed one hundred thousand dollars (\$100,000) and employs ten (10) or more persons, Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of goods or services from Israel or territories under its control. The terms in this section defined in Idaho Code section 67-2346 shall have the meaning defined therein.

Certification that Company is Not Currently Owned or Operated by the Government of China. Pursuant to Idaho Code section 67-2359, Contractor certifies that the company is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China. The terms defined in Idaho Code section 67-2359 shall be the meaning defined therein.

Compensation to the City of Hayden for the above services shall be: 20% of the monies paid for registration for the first three classes, AND 25% for registration from additional classes after school rental fees have been deducted. Contractor shall receive the remainder of the monies as compensation.

If Contractor is unable to be at the assigned facility at the agreed time, Contractor will notify the program supervisor at the following phone number: (208) 209-1080.

Either party may cancel this Agreement at any time, with or without cause, upon ten (10) days written notice to the other party and specifying the date of termination. Termination of this Agreement by any party shall also terminate the obligation or liabilities of the parties, except that the obligations and liabilities incurred prior to the terminate date shall be honored.

Contractor has read and understands all of the above terms and agrees to abide by them.

  
CONTRACTOR

Date: 11/26/25

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ALAN DAVIS, MAYOR

Date: \_\_\_\_\_

ATTEST:

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Abbi Sanchez, City Clerk