

**AGENDA OF THE CITY COUNCIL MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

Tuesday, February 10, 2026

Regular Meeting: 5:00 PM

Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER

ROLL CALL OF COUNCIL MEMBERS

PLEDGE OF ALLEGIANCE

ADDITIONS OR CORRECTIONS

1. **CONSENT CALENDAR** *All items on the Consent Calendar are Action Items*
 - A. Approval of January 27, 2026 City Council Meeting Minutes

**DRAFT MINUTES OF THE CITY COUNCIL MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

Tuesday, January 27, 2026

Regular Meeting: 5:00 PM

Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER

The meeting was called to order at 5:02 PM.

ROLL CALL OF COUNCIL MEMBERS

Present: Ed DePriest, David Erickson, Matthew Roetter, Tom Shafer.

PLEDGE OF ALLEGIANCE

Mayor Davis asked Council Member Erickson to lead the pledge of allegiance.

ADDITIONS OR CORRECTIONS

None

1. **CONSENT CALENDAR** *All items on the Consent Calendar are Action Items*
 - A. Approval of January 13, 2026 City Council Meeting Minutes
 - B. Approval of FY2026 1st Quarter Treasurer Statement
 - C. Approval of PZE-25-0102 Arts (King Sod) Zone Map Amendment Request Written Decision

Council Member Erickson had recused himself from the discussion and action of the zone map amendment request due to his involvement with the subject case while serving on the Planning and Zoning Commission. Legal Counsel Fonda Jovick advised that he abstain from voting.

This item was voted on separately from the other items on the Consent Calendar.

MOTION: Council President DePriest motioned to approve PZE-25-0102 Arts (King Sod) Zone Map Amendment Request Written Decision. Council Member Shafer provided the second.

ROLL CALL VOTE:	
Council Member Roetter	Yes
Council Member Shafer	Yes
Council President DePriest	Yes
Council Member Erickson	Abstain

The motion was approved by a unanimous vote in favor by the voting members.

- D. Approval of PZE-24-0133 North Government Way & Bielec Enterprises Annexation Written Decision
- E. Approval of the Deferred Improvement Agreement with Church of Living Water, Inc.
- F. Approval of Engineering Services Agreement for Iteris Inc.

- G. Approval of Western Real Property, LLC Appraisal Services Agreement Amendment 1 for the Hayden Avenue and Atlas Road Intersection Project.
- H. Approval of Bills for Payment

MOTION: Council President DePriest motioned to approve the consent calendar as presented, except Item 1C. Council Member Roetter provided the second.

ROLL CALL VOTE:
 Council Member Erickson Yes
 Council Member Shafer Yes
 Council Member Roetter Yes
 Council President DePriest Yes

The motion was approved by a unanimous vote in favor.

- 2. **VISITOR/PUBLIC COMMENT** (3-minutes maximum)
- 3. **COMMISSION REPORT**

- A. Quarterly Written Reports
- B. Hayden Arts Commission

Hayden Arts Commission Chair Nancy Jones provided a brief update highlighting two primary initiatives: completing a grant application for beautification of the Fourth Street retaining wall, now expected to be submitted by the end of March, and conducting a public art survey to gather community input on future projects and events.

The Commission is also planning a snowman photo contest to encourage community engagement and has received the long-awaited benches for its "Come Together" bench program, with a call to artists forthcoming and installation anticipated by the end of summer. Additionally, the group is reassessing plans for a large community arts event to ensure it aligns with their mission and capacity, with a proposal expected in the coming months. The Commission will collaborate with the Historic Commission and participate in several community events, including Arbor Day, Hayden Days, Friday Night Frights, and the Hayden Lights parade. Council confirmed that nine bench pads are installed, and selected artists will paint the benches at a designated location before placement.

4. **UNFINISHED BUSINESS**

- A. **ACTION ITEM** PZE-25-0098 Vacation of Easement (Honeysuckle Glade) Ordinance

MOTION: Council President DePriest moved to allow the ordinance to be read by title only, to suspend a rule of reading in full on three separate dates and approve the first reading. Council Member Roetter provided the second.

ROLL CALL VOTE:
 Council Member Shafer Yes
 Council Member Erickson Yes
 Council Member Roetter Yes
 Council President DePriest Yes

The motion was approved by a unanimous vote in favor.

Mayor Davis read the ordinance by title only.

MOTION: Council Member Roetter moved to adopt the ordinance having passed its first reading by Title only and published by summary incorporating the Title as a core of the summary upon passage. Council President DePriest provided the second.

ROLL CALL VOTE:
Council Member Erickson Yes
Council Member Shafer Yes
Council President DePriest Yes
Council Member Roetter Yes

The motion was approved by a unanimous vote in favor.

B. **ACTION ITEM** PZE-25-0102 Arts (King Sod) Zone Map Amendment Request Ordinance

MOTION: Council Member Shafer moved to allow the ordinance to be read by title only, to suspend a rule of reading in full on three separate dates and approve the first reading. Council President DePriest provided the second.

ROLL CALL VOTE:
Council Member Roetter Yes
Council Member Erickson Yes
Council President DePriest Yes
Council Member Shafer Yes

The motion was approved by a unanimous vote in favor.

Mayor Davis read the ordinance by title only.

MOTION: Council Member Shafer moved to adopt the ordinance having passed its first reading by Title only and published by summary incorporating the Title as a core of the summary upon passage. Council Member Roetter provided the second.

ROLL CALL VOTE:
Council President DePriest Yes
Council Member Erickson Yes
Council Member Roetter Yes
Council Member Shafer Yes

The motion was approved by a unanimous vote in favor.

5. **NEW BUSINESS**

A. **ACTION ITEM** Viking Construction Appeal Extraordinary Impact Decision for Battleground Subdivision

Legal Counsel Fonda Jovick introduced the administrative appeal by Viking Construction regarding the extraordinary impact fee assessment for the Battleground Subdivision. She explained that the subdivision's preliminary plat was approved on January 14, 2025, before completion of the traffic impact analysis. After the analysis was finalized, the City Administrator issued the subdivision's Extraordinary Impact Decision in March 2025. Viking Construction appealed the assessment on April 23,

2025, and the hearing was delayed while staff attempted to resolve the matter, but no agreement was reached. The item before council is a hearing—not a public hearing—on the developer’s appeal, with Viking Construction’s attorney, Peter Smith, presenting. Council may ask questions of the appellant and staff as needed, though no formal staff presentation will be provided.

Attorney Peter Smith, representing Viking Construction, argued that the extraordinary impact fee assessment for the Battleground Subdivision should be remanded to the City Administrator based on two legal issues. First, he contended that the development does not meet the code definition of an extraordinary impact because traffic studies show the affected intersections will reach failing levels of service due to overall city growth, regardless of the subdivision. Therefore, the project is not the cause of the decline. Second, he asserted that the city failed to conduct a required proportionality analysis, instead assigning 100% of the intersection improvement costs to Viking Construction. Smith maintained that Idaho code and city ordinance require developers to pay only their fair share of impacts, and he requested council either determine that no extraordinary impact exists or return the decision to staff to properly evaluate proportional responsibility.

Council members largely expressed uncertainty about interpreting the legal arguments, noting they are not attorneys and would rely on legal counsel for guidance. The appellant reiterated that the traffic analysis shows the subdivision would not cause the intersections to fail and emphasized the need for a proportionality analysis to determine Viking Construction’s fair share of costs.

One councilmember questioned the claim that the intersections would fail regardless of the project, suggesting that all development—including Battleground—contributes to the impact. Another sought clarification on the subdivision’s conditional approval, with legal counsel confirming the project required completion of the traffic impact analysis and identification of cost-sharing responsibilities before construction.

When asked for her position, Legal Counsel Fonda Jovick stated she supported the extraordinary impact assessment and explained the issue is partly one of timing. She noted the city has approximately \$50 million in transportation infrastructure deficiencies and limited impact fee funds, meaning a proportionality analysis would typically occur only when the city is prepared to fund intersection improvements. Waiting until the intersections become higher priorities could trigger shared costs, but currently they are not included in the capital improvement plan. She also clarified that while council decisions can have collateral consequences if not well grounded, this appeal is specific to the subdivision and the two intersections, though Viking retains the right to pursue further legal review depending on the outcome.

MOTION: Council Member Roetter motioned to deny the Viking Construction Appeal Extraordinary Impact Decision for Battleground Subdivision. Council Member Shafer provided the second.

ROLL CALL VOTE:
Council Member Erickson Yes
Council President DePriest Yes
Council Member Shafer Yes
Council Member Roetter Yes

The motion was approved by a unanimous vote in favor.

B. **ACTION ITEM** Consider and Set Date for Strategic Planning Workshop to Set Prioritization Around City Tasks

Council discussed scheduling a strategic planning workshop to prioritize city projects, acknowledging that staff is managing several significant and unplanned initiatives, including the HARSB dissolution and a law enforcement services evaluation. Councilmembers emphasized the importance of setting realistic goals that align with staff capacity and ensuring new projects do not displace existing priorities without thoughtful consideration.

City Administrator Lisa Ailport provided a compiled list of previously requested council items and ongoing departmental work to illustrate the current workload and help guide planning discussions. Legal counsel noted that individual council ideas typically require support from at least two additional members to move forward, reinforcing the need for collaboration during the workshop.

Council agreed that members could bring both developed and preliminary ideas, focusing on top priorities to keep the discussion productive. After reviewing schedules and expected time commitments, council reached consensus to hold a public strategic planning workshop on Tuesday the 3rd at 1:00 p.m., anticipating a two-to three-hour session.

MOTION: Council Member Shafer moved to schedule a workshop for Tuesday, February 3, 2026, at 1:00 p.m. Council Member Erickson provided the second.

ROLL CALL VOTE:
Council Member Roetter Yes
Council President DePriest Yes
Council Member Erickson Yes
Council Member Shafer Yes

The motion was approved by a unanimous vote in favor.

C. **ACTION ITEM** Use of City Hall as a Polling Place for 2026 Elections

MOTION: Council President DePriest moved to approve the use of City Hall as a polling place for the 2026 Elections. Council Member Shafer provided the second.

ROLL CALL VOTE:
Council Member Erickson Yes
Council Member Roetter Yes
Council Member Shafer Yes
Council President DePriest Yes

The motion was approved by a unanimous vote in favor.

6. REPORTS

A. City Administrator Report and Calendar Review

Ms. Ailport reported that the Public Safety Commission met to review two proposals for law enforcement strategic planning consulting services and made a

recommendation for a preferred consultant. Because she will be absent at the next council meeting, she asked whether council preferred to discuss the recommendation at a special meeting, during the upcoming strategic planning workshop, or at the regular meeting on February 10, 2026 with another staff member facilitating.

Council discussed scheduling considerations and the potential length of the discussion, noting the importance of avoiding substantive debate before the item is formally agendaized. Some members requested that consultants be available for questions if both proposals are evaluated, though legal counsel advised this would be appropriate only if council chooses to review both options rather than simply accept the commission's recommendation.

After confirming that most members had either attended or watched the commission meeting and acknowledging that the process will take time, council reached consensus to place the item on the February 10th regular meeting agenda. Ms. Ailport confirmed she primarily sought direction on scheduling and thanked council for the clarification.

Community Development Director Donna Phillips informed council that display boards have been placed at the front entrance to gather public input on the future of McIntire Family Park. Community members are encouraged to participate by completing an online survey accessible via QR code, the city's website, and Facebook. The city emphasized its commitment to keeping the public actively involved throughout the planning process. Legal counsel clarified that, because this is a legislative matter, councilmembers may engage with the project team, and staff encouraged their participation.

B. Law Enforcement

Kootenai County Sheriff's Office Captain Smart attended the council meeting. Councilmembers indicated they had no questions, noting that the reported activity levels appeared consistent with expectations. When asked if there were any concerns or updates following the finalized contract, Captain Smart responded that deputies are deployed and actively performing their duties, with operations proceeding as expected.

C. Mayor/Council

None

7. REQUEST FOR FUTURE AGENDA ITEMS

None

8. ADJOURNMENT

The meeting was adjourned at 6:03 p.m.

Abbi Sanchez, City Clerk

Alan Davis, Mayor

B. Approval of 2026 First and Third LLC Baseball Academy Park/Field Use Agreement



Memo

To: Mayor and Hayden City Council

From: Suzanne Cano, Recreation and Community Events Director

Date: January 29, 2026

Agenda Item: Approval of 2026 First and Third LLC Baseball Academy Park/Field Use Agreement

Agenda Item Location

Consent Calendar

Recommended Action or Motion

Staff recommends approval of the 2026 First and Third LLC Baseball Academy Park/Field Use Agreement.

Functional Impact of Authorizing

Approving the agreement allows First and Third LLC Baseball Academy the use of Hayden Main baseball field for its youth baseball practices between February 1-October 1, 2026. The agreement proposes to trade with First and Third LLC Baseball Academy for ongoing seasonal maintenance and improvement costs in exchange for the right to use the field for First and Third LLC Baseball Academy's benefit. The attached agreement stipulates the maintenance requirements to include field maintenance, dugout maintenance and general cleaning of the facility. The city will retain mowing requirements, pursuant to the city's routine maintenance plans.

This maintenance will also allow the field to be used for not only this organization but also other baseball programs in the area that may want to rent the field from the City when it isn't being used by First and Third LLC Baseball Academy. If First and Third LLC Baseball Academy wants to make any improvements to Hayden Main, a written proposal will be submitted to the Public Works and Recreation & Community Events directors for approval.

Functional Impact of Not Authorizing

By not approving the agreement, First and Third LLC Baseball Academy would not be able to continue to provide practices for their players, many of which live in the Hayden Community. As well, the City would absorb the costs of maintaining the field in order for other baseball organizations to use it.

Fiscal Impact

First and Third LLC Baseball Academy will pay for the maintenance to the Hayden Main Ball Field according to Section 6 in the attached contract.

The City has budgeted to mow Hayden Main and is not expected to incur additional expenses related to this contract. Per Section 3 of the attached agreement, First and Third LLC Baseball Academy will submit a value report of expenses for Hayden Main to the City by October 30, 2026.

Budget Funding Source/Transfer Request

There are no budget line items associated with this agreement.

Attachments

2026 First and Third LLC Baseball Academy Park/Field Use Agreement, along with Exhibit A and Field Use Schedule

CITY OF HAYDEN PARK/FIELD USE AGREEMENT

THIS PARK/FIELD USE AGREEMENT (“Agreement”), entered into the ____ day of _____, 2026, between the city of Hayden, a political subdivision of the state of Idaho, 8930 N. Government Way, Hayden, Idaho 83835 (hereinafter referred to as “City”); and **First and Third LLC (D), a baseball academy, c/o Jon Stockton, Principal Address: 643 E. Round Up Circle, Hayden, ID 83835/Mailing Address: 11416 N. Carisa Ct., Hayden, ID 83835** (hereinafter referred to as “First and Third”). The City and First and Third may collectively be referred to as the “parties” and individually as a “party.”

WHEREAS, City owns property at 8930 Government Way, Hayden, Idaho, 83835 (approximately 2 acres), commonly referred to as Hayden Main, (hereinafter called “Hayden Main”); and

WHEREAS, development of the Hayden Main includes a baseball field and other active and passive uses; and

WHEREAS, First and Third has an organized baseball program which it desires to accommodate by using the ball field at the Hayden Main; and

WHEREAS, First and Third has committed to improve and maintain the field in order to be provided some priority use of the field.

NOW, THEREFORE, the City agrees to allow First and Third to use the Hayden Main depicted in **Exhibit “A,”** attached hereto and incorporated herein by reference, upon the following terms and conditions:

1. **Term:** The term of this Agreement shall run from February 1 to October 1, 2026, unless earlier terminated as provided herein. Should First and Third desire to renew this agreement for subsequent years, a written request for renewal shall be submitted to City on or before January 15 of the renewal year.

2. **Site:** Hayden Main is available for use by First and Third and is generally described as being located on the southeast corner of McIntire Family Park, Hayden, Idaho, and more particularly depicted in **Exhibit “A.”**

3. **Consideration:** First and Third, at their expense, shall perform the daily maintenance of the baseball field depicted in **Exhibit “A,”** and outlined in a value report, including receipts, showing all monies spent on the Hayden Main. The value report will be submitted to the City’s Recreation & Community Events and Public Works Departments Directors by October 30 of the current year. Said amount is anticipated to be a minimum of \$1,500 of maintenance and improvements to Hayden Main during the term of this agreement.

4. **Admission Costs and Fees:** All events at the Hayden Main will be open to the general public, and no fees will be charged by First and Third for admission.

5. **Storage Facility:** There is currently no storage facility located on the Hayden Main. In the event First and Third desire to place or build a storage facility on the City’s property, it will obtain prior approval of the Hayden Public Works Department before any

such storage buildings be placed on the City's property. In the event a storage facility is approved, First and Third must comply with all applicable building codes relating to the construction of the same. Costs of the construction, including any permits that may be required, and the on-going maintenance of the storage facility shall be the responsibility of First and Third.

6. Improvements/Maintenance: Any improvements made to the baseball field by First and Third, shall be paid solely by First and Third. No improvements shall be installed or changes made to the baseball field by First and Third without prior written approval from the City's Public Works Department and the Recreation & Community Events Directors. An outline of how the field will be maintained, including but not limited to, field maintenance, dugout maintenance, cleaning the area, etc., shall be presented to the City's Public Works Department and the Recreation & Community Events Directors prior to April 1st of each year. The City will mow the field throughout the baseball season in accordance with the City's routine maintenance. First and Third shall not mow the field regardless of the City's actions or inactions, unless prior written consent is given by City.

7. Use of Field: First and Third shall submit a schedule to the Recreation & Community Events Director for approval at least one month prior to the beginning of First and Third baseball season. In approving a schedule, the City will have priority use.

8. Use of Park: Hayden Main is not exclusively used for baseball. The City reserves the right to schedule other activities in the Park, including, but not limited to children's baseball, softball, soccer, football and special events.

9. Proprietary Interest: First and Third will have no proprietary interest in the improvements undertaken by First and Third at the Hayden Main. All improvements made to the field shall become the property of the City once the improvements have been installed and accepted by the City's Public Works Department and the Recreation & Community Events Directors.

10. Fencing: No additional fencing will be installed other than portable fences for tournaments. Portable fences cannot be installed sooner than twelve (12) hours before a tournament and must be removed within four (4) hours after a tournament. The location, fence material, and method of installation of the portable fences must be approved in writing in advance of any activity by First and Third by the City's Public Works Department and the Recreation & Community Events Director, and said installation shall be done by First and Third at First and Thirds sole expense unless the City agrees to install the portable fencing for a fee.

11. Set Aside of Park: Any usage outside of agreed-upon practice times, such as games or tournaments on Hayden Main, must be scheduled and paid for separately through the Recreation and Community Events Department.

12. Loudspeakers and other Amplification Devices: All use of loudspeakers or other types of amplification devices must conform to the applicable provisions of the Hayden Municipal Code and laws of the state of Idaho and a loudspeaker permit must be submitted.

13. Hold Harmless/Insurance: First and Third shall indemnify, defend, and hold the City harmless for any claim or cause of action that may arise as a result of First and Thirds use, construction, and/or maintenance of the improvements by First and Third. Additionally, First and Third hereby agrees to hold the City, its elected and appointed officials, employees and agents, harmless from any and all claims that may arise in any manner whatsoever from the events surrounding and including, but not limited to, use of the active Hayden Main by First and Third, its coaches, players, and fans. To this end, First and Third shall provide liability insurance naming the City as an additional insured in the amount of not less than \$1,000,000 for property damage or bodily or personal injury, death or loss as a result of any one occurrence or accident regardless of the number of persons injured or the number of claimants. A certificate of insurance providing at least thirty (30) days written notice to the City prior to cancellation of the policy shall be filed with the office of the City Clerk prior on or before execution of this agreement.

14. Compliance with Law: The parties will abide by all the laws, ordinances, regulations, and policies of the City, the state of Idaho, and the federal government that may apply in regard to the use, construction, and/or maintenance of the improvements, and including but not limited to bidding and public works contracting laws.

15. Termination:

A. Termination for Default: In the event First and Third fails, neglects or refuses to perform any covenant or condition required of First and Third herein, the City may terminate this Agreement within ten (10) day's written notice to First and Third, or the City may, at its option, enforce the specific performance of the terms hereof, or may take such recourse that is available in law or in equity.

B. Termination for Convenience: The City may terminate this Agreement for the convenience of the City with sixty (60) days written notice to First and Third.

16. Section Headings: The section headings of this Agreement are for clarity in reading and not intended to limit or expand the contents of the respective sections to which they appertain.

17. 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.

18. 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.

19. Attorney's Fee: Should any litigation be commenced between the parties hereto concerning this Agreement, the prevailing party shall be entitled, in addition to any other

20. relief as may be granted, to court cost and reasonable attorney fees as determined by a Court of competent jurisdiction. This provision shall be deemed to be a separate contract between the parties and shall survive any default, termination, or forfeiture of this Agreement.

21. Choice of Law/Jurisdiction: This Agreement shall be governed and interpreted in accordance with the laws of the state of Idaho. Jurisdiction for resolution of disputes arising from performance of this Agreement shall rest with the courts of the state of Idaho. Venue shall lie in Kootenai County.

22. Entire Agreement: This Agreement constitutes the entire agreement between the parties hereto, and may not be modified except by an instrument in writing signed by the parties hereto.

23. Non-Discrimination: No person shall be discriminated against in the providing of the services and/or materials herein under and First and Third shall not refuse to serve or hire any person because of such person's race, creed, sex, color, or national origin. Also, First and Third will in no manner discriminate against any person because of such person's race, creed, sex, color, or national origin. Any such discrimination or violation of this section shall be deemed a violation of this Agreement and shall render this Agreement subject to immediate termination.

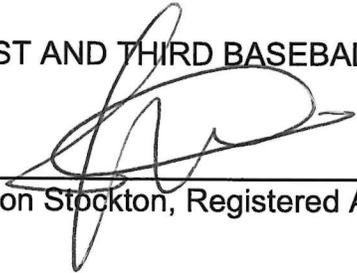
24. Notices: All notices by either party to the other, required or provided for herein, shall be served by hand delivery or by United States Postal Service, postage pre-paid. If sent by mail, service of such notice shall be deemed complete when written notice is placed in the United States mail, postage pre-paid, addressed to the addresses listed above.

25. Authority: The parties hereto covenant and represent that the execution of this Agreement has been authorized by the governing Board/Council of the respective party, and the individual signatures set forth herein are authorized and binding upon the respective party.

CITY OF HAYDEN

FIRST AND THIRD BASEBALL ACADEMY

By: _____
Alan Davis, Mayor

By:  _____
Jon Stockton, Registered Agent

ATTEST:

Abbi Sanchez, City Clerk

Exhibit "A"

FIRST AND THIRD BASEBALL ACADEMY AGREEMENT
HAYDEN MAIN FIELD



FIRST AND THIRD HAYDEN MAIN PRACTICE DAYS/TIMES									
Starting 2/1/2026-Ending 8/1/2026									
	4-7PM	4-7PM	4-7PM	4-7PM	4-7PM	4-7PM	4-7PM	4-7PM	open
	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Sundays		
9U		5-6PM				10-12PM			open
10U		4-5:30PM				2-4PM			
11U				4-5PM					
12U	4-5:30PM		4-5:30PM						
13U	5-6:30PM		5-6:30PM						
14U				5-7PM		12-2PM			

*** Fridays/Sundays are open to other teams**

We will notify the City when we schedule games on weekends

- C. Acceptance of The B Team Properties, LLC Dedication of Right-of-Way and Grant of Easement



Memo

To: Mayor and Hayden City Council

From: Dulci Kau, P.E., City Engineer

Date: 1/26/2026

Agenda Item: Acceptance of The B Team Properties, LLC Dedication of Right-of-Way and Grant of Easement

Agenda Item Location

Consent

Background and Recommended Action or Motion

As a part of replacing an existing principal structure the property owner is required to dedicate right-of-way and grant an easement in accordance with the City of Hayden Code 11-4-7. The property owner has provided the required right-of-way and easement documentation for frontage along 343 E Dakota Avenue, as shown in the vicinity map included below.

Staff recommends accepting The B Team Properties, LLC dedication of right-of-way and grant of easement, and authorizing the Mayor to sign on behalf of the City prior to recordation with Kootenai County.

Functional Impact of Authorizing

If approved, the City would have the rights-of-way and easements in accordance City of Hayden Code 11-4-7.

Functional Impact of Not Authorizing

If not approved, the City may have to acquire the rights-of-way and easements at the expense of the citizens of Hayden to comply with the Transportation Plan.

Fiscal Impact

This item has no fiscal impact for the City of Hayden.

Budget Funding Source / Transfer Request

N/A

Attachment

Right-of-Way Dedication
Grant of Easement

Figure 1 - Vicinity Map



After recording return document to:
City of Hayden
8930 N Government Way
Hayden, Idaho 83835

Document Title: GRANT OF EASEMENT
Grantor(s): The B Team Properties, LLC
Grantee(s): City of Hayden
Legal Description: AVONDALE, E2-TR 47 EX E 150 FT EX W 80 FT EX N 330 FT
Assessor's Tax Parcel Number: H-0450-13-047-AF

GRANT OF EASEMENT

The Grantor(s), **THE B TEAM PROPERTIES, LLC**, in consideration of the sum of One and No/100 Dollars (\$1.00), and other valuable consideration of which is hereby acknowledged, hereby grants unto the **CITY OF HAYDEN**, a municipal corporation, and its assigns, an easement, to be used for all lawful right of way purposes, surface and subsurface, including but not limited to right-of-way uses as well as sidewalks, plantings, right of way beautification improvements where deemed appropriate by the City, installation, operation and maintenance of utilities, stormwater, snow storage and such other uses that municipalities may make of rights-of-way and easements from time to time, now or in the future, for the use and benefit of the public, over, under, upon and across the hereinafter described lands. All such uses are unrestricted in location within the easement and shall not be limited in any way whatsoever by the state of being, condition or location of the street.

The City of Hayden shall have the right to utilize such additional width as may be necessary temporarily for the placing of excavated materials thereon and for initial construction and maintenance operations. The City of Hayden agrees that it will at its own expense and to the extent reasonably practicable, restore the surface of land to the same conditions that existed prior thereto.

Said lands being situated in the City of Hayden, Kootenai County, State of Idaho, legally described on **Exhibit "A"** attached hereto and by this reference made a part hereof.

It is understood and agreed that delivery of this Easement is hereby tendered and that the terms and obligations hereof shall not become binding upon the City of Hayden unless and until accepted and approved hereon in writing for the City of Hayden, by the Mayor.

Attest:

City Clerk

CITY OF HAYDEN

By: _____
Mayor

Date: _____

DATED this 22 day of September, 2025.

GRANTOR

THE B TEAM PROPERTIES, LLC
a Washington limited liability company



Heather Dreves, Member

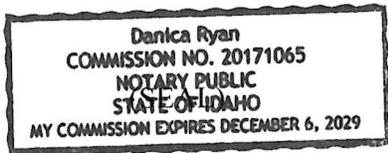


Brian Dreves, Member

STATE OF IDAHO)
) ss
County of Kootenai)

On this 22 day of September 2025 before me, a Notary for the state of Idaho, personally appeared Heather Dreves known, or identified to be a member of The B Team Properties L.L.C., the limited liability company that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said Limited Liability Company, for the uses and purposes therein mentioned, and on oath stated that are authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.

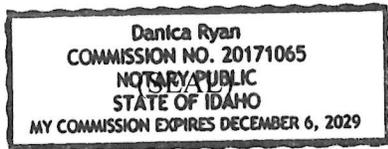


D. Ryan
Notary Public in and for the State of Idaho,
Residing at: Post Falls, ID

STATE OF IDAHO)
) ss
County of Kootenai)

On this 22 day of September 2025 before me, a Notary for the state of Idaho, personally appeared Brian Dreves known, or identified to be a member of The B Team Properties L.L.C., the limited liability company that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said Limited Liability Company, for the uses and purposes therein mentioned, and on oath stated that are authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.



D. Ryan
Notary Public in and for the State of Idaho,
Residing at: Post Falls, ID

**Dakota Avenue
Grant of Easement
Legal Description
Exhibit A**

A portion of Tract 47, AVONDALE, located in the Northwest Quarter of the Southwest Quarter of Section 13, Township 51 North, Range 4 West, Boise Meridian, City of Hayden, Kootenai County, Idaho, more particularly described as follows:

The North 10 feet of the South 25 feet of the East Half of Avondale Irrigation Tract 47, according to the plat recorded in Book "B" of Plats, at Page 132, records of Kootenai County, Idaho.

EXCEPT the West 80 feet.

Also EXCEPT the North 330 feet.

Also EXCEPT the East 150 feet thereof.

Containing 967 square feet or 0.022 acres, more or less.

SUBJECT TO:

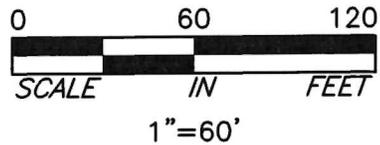
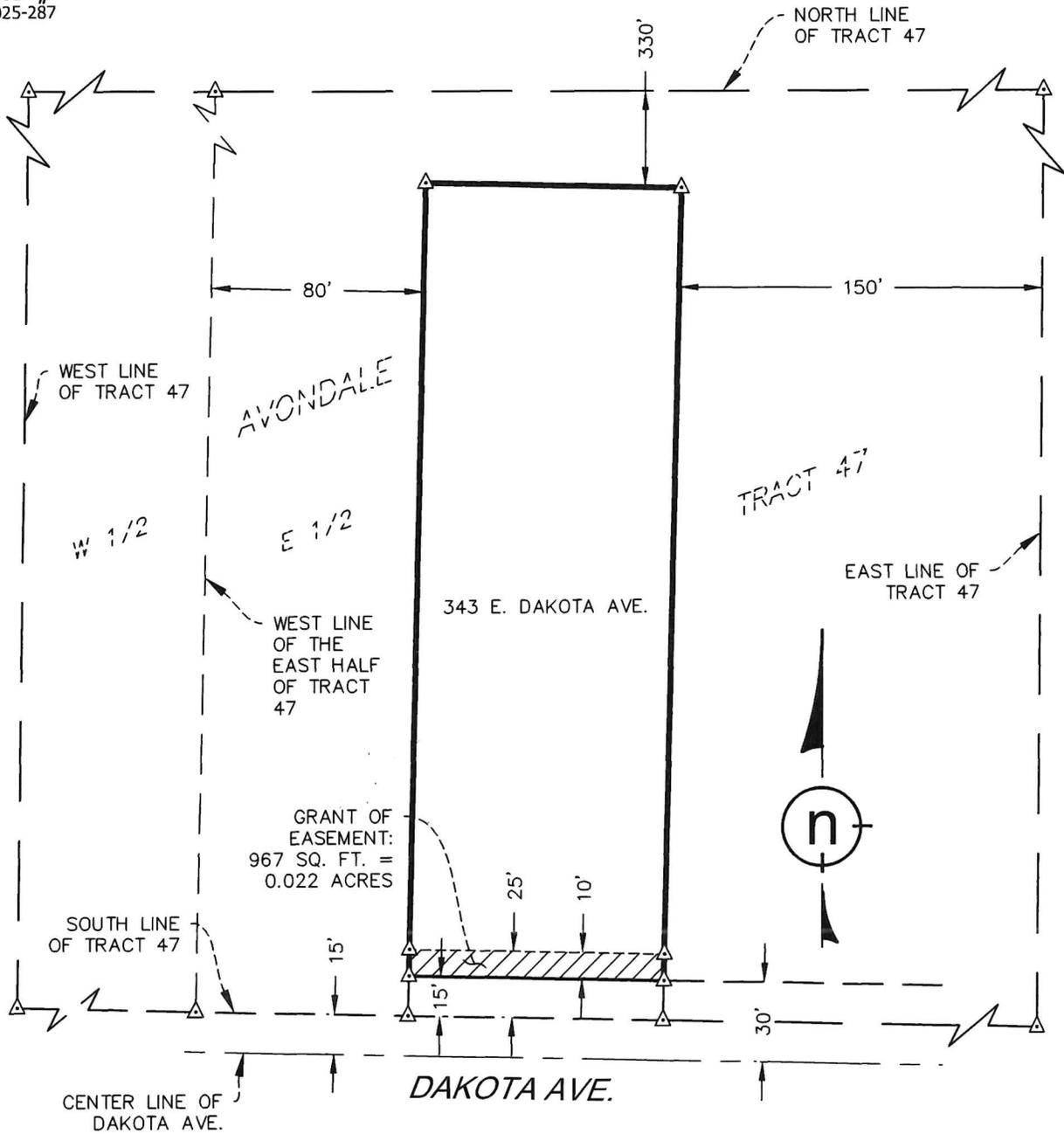
Existing rights-of-way and easements of record and or appearing on said above described parcel.

END OF DESCRIPTION

Prepared by this office:
h2 Surveying, LLC



DATE
9/19/2025
JOB #
2025-287



9/22/25

**DAKOTA AVENUE
GRANT OF EASEMENT
EXHIBIT B**

CITY OF HAYDEN
KOOTENAI COUNTY, IDAHO
SECTION 13, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN



After recording return document to:
City of Hayden
8930 N Government Way
Hayden, Idaho 83835

Document Title: RIGHT-OF-WAY DEDICATION DEED
Grantor(s): THE B TEAM PROPERTIES, LLC
Grantee(s): City of Hayden
Legal Description: AVONDALE, E2-TR 47 EX E 150 FT EX W 80 FT EX N 330 FT
Assessor's Tax Parcel Number: H-0450-13-047-AF

RIGHT-OF-WAY DEDICATION DEED

The Grantor(s), **THE B TEAM PROPERTIES, LLC**, in consideration of the sum of One and No/100 Dollars (\$1.00), and other valuable consideration of which is hereby acknowledged, hereby grants unto the **CITY OF HAYDEN**, a municipal corporation, and its assigns, a public right-of-way, to be used for all lawful right of way purposes, surface and subsurface, including but not limited to right-of-way uses as well as sidewalks, plantings, right of way beautification improvements where deemed appropriate by the City, installation, operation and maintenance of utilities, stormwater and such other uses that municipalities may make of rights-of-way and easements from time to time, now or in the future, for the use and benefit of the public, over, under, upon and across the hereinafter described lands. All such uses are unrestricted in location within the right-of-way and shall not be limited in any way whatsoever by the state of being, condition or location of the street.

The City of Hayden shall have the right to utilize such additional width as may be necessary temporarily for the placing of excavated materials thereon and for initial construction and maintenance operations. The City of Hayden agrees that it will at its own expense and to the extent reasonably practicable, restore the surface of land to the same conditions that existed prior thereto.

Said lands being situated in the City of Hayden, Kootenai County, State of Idaho, legally described on **Exhibit "A"** attached hereto and made a part hereof.

Also, the undersigned hereby requests the Assessor and Treasurer of said County to set-over to the remainder the lien of all unpaid taxes, if any, affecting the property hereby conveyed.

It is understood and agreed that delivery of this Deed is hereby tendered and that the terms and obligations hereof shall not become binding upon the City of Hayden unless and until accepted and approved hereon in writing for the City of Hayden, by the Mayor.

CITY OF HAYDEN

Attest:

City Clerk

By: _____
Mayor

Date: _____

DATED this 22 day of September, 2025.

GRANTORS

THE B TEAM PROPERTIES, LLC
a Washington limited liability company



Heather Dreves, Member

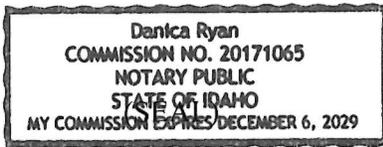


Brian Dreves, Member

STATE OF IDAHO)
) ss
County of Kootenai)

On this 22 day of September 2025, before me, a Notary for the state of Idaho, personally appeared Heather Devres known, or identified to be a member of The B Team Properties L.L.C., the limited liability company that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said Limited Liability Company, for the uses and purposes therein mentioned, and on oath stated that are authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.

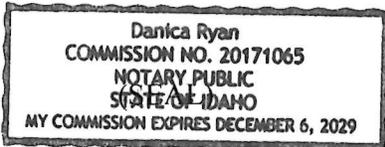


D. Ryan
Notary Public in and for the State of Idaho
Residing at: Post Falls, ID

STATE OF IDAHO)
) ss
County of Kootenai)

On this 22 day of September 2025, before me, a Notary for the state of Idaho, personally appeared Brian Devres known, or identified to be a member of The B Team Properties L.L.C., the limited liability company that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said Limited Liability Company, for the uses and purposes therein mentioned, and on oath stated that are authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.



D. Ryan
Notary Public in and for the State of Idaho
Residing at: Post Falls, ID

**Dakota Avenue
Right-of-Way Dedication
Legal Description
Exhibit A**

A portion of Tract 47, AVONDALE, located in the Northwest Quarter of the Southwest Quarter of Section 13, Township 51 North, Range 4 West, Boise Meridian, City of Hayden, Kootenai County, Idaho, more particularly described as follows:

The South 15 feet of the East Half of Avondale Irrigation Tract 47, according to the plat recorded in Book "B" of Plats, at Page 132, records of Kootenai County, Idaho.

EXCEPT the West 80 feet.

Also EXCEPT the North 330 feet.

Also EXCEPT the East 150 feet thereof.

Containing 1,450 square feet or 0.033 acres, more or less.

SUBJECT TO:

Existing rights-of-way and easements of record and or appearing on said above described parcel.

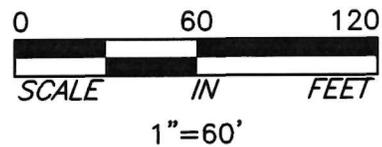
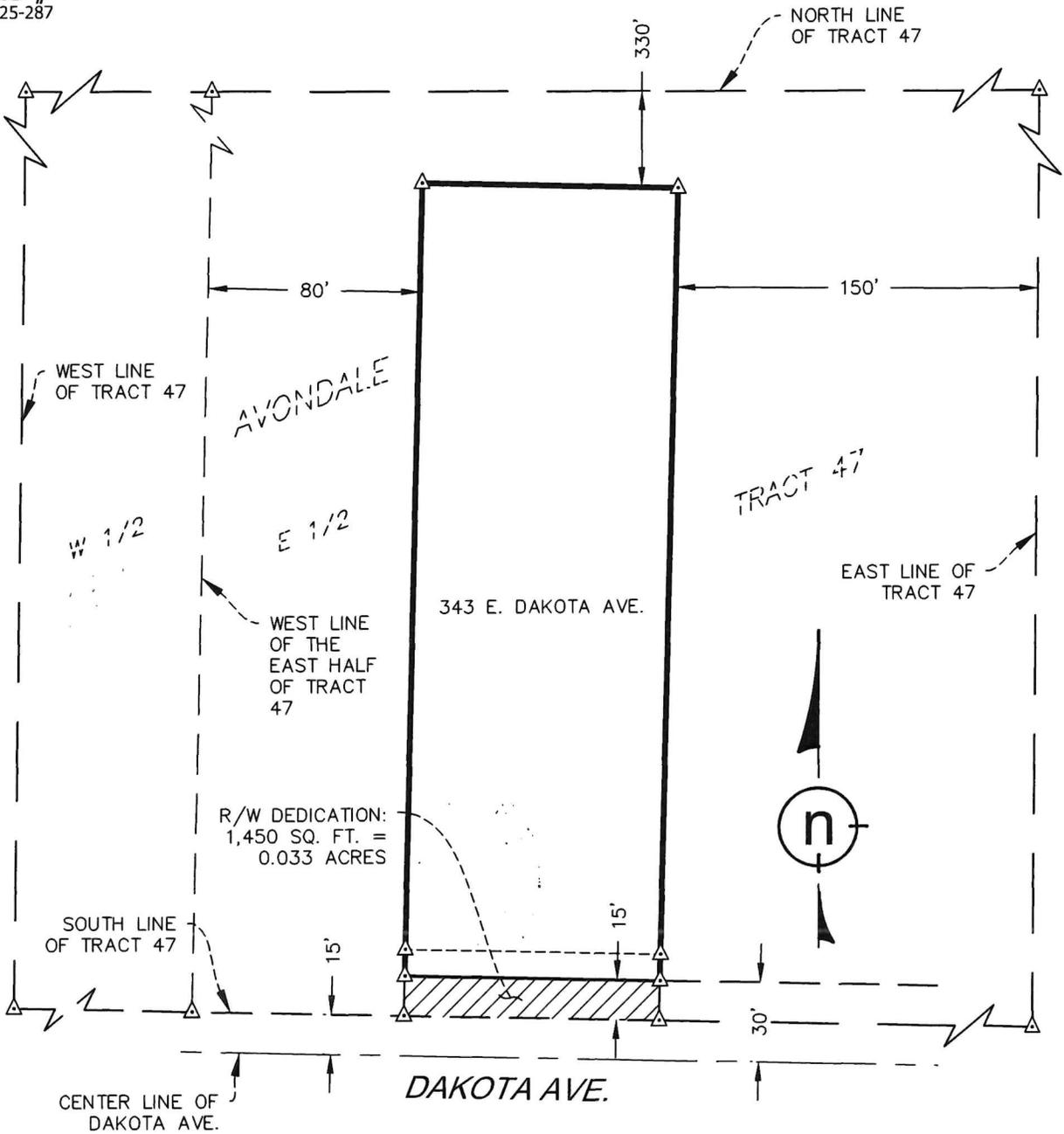
END OF DESCRIPTION

Prepared by this office:

h2 Surveying, LLC



DATE
9/19/2025
JOB #
2025-287



9/22/25

**DAKOTA AVENUE
RIGHT-OF-WAY DEDICATION
EXHIBIT B**
CITY OF HAYDEN
KOOTENAI COUNTY, IDAHO
SECTION 13, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN



- D. Approval of Klim Family Trust Release and Settlement Agreement for Honeysuckle/Ramsey Intersection Project



Memo

To: Mayor and Hayden City Council

From: Lisa Ailport, City Administrator

Date: February 3, 2026

Agenda Item: Consider land purchase agreement with Klim Property – Honeysuckle/Ramsey Intersection

Agenda Item Location

Consent

Background and Recommended Action or Motion

Staff recommends council accept the land purchase agreement with the Klim property owners and authorize the staff to open escrow to complete the sale.

The Klim property is the last of the property owners to agree to sell to the city a portion of their property for the construction of the Honeysuckle/Ramsey road intersection improvements. The attached offer is provided by the Klim family to the city. The intersection will be improved to include a roundabout similar to the Landcaster/Ramsey and Honeysuckle/4th street.

The total price for the land is included with the purchase sale agreement attached hereto.

Functional Impact of Authorizing or Not Authorizing

Not authorizing this purchase and sale agreement means council does not accept the offer and they should direct staff as to how to proceed. Accepting the offer means staff can work towards closing on the land sale at a future date and bid the project for a hopeful 2026 construction season.

Fiscal Impact

The cost of the purchase will be borne by Fund 130, the city's major capital project funds. Current fund balance is approximately \$3.8 million as of January 31, 2026.

Budget Funding Source / Transfer Request

130-899-57782 Honeysuckle/Ramsey Roundabout

Attachment

Purchase and Sale agreement

**RELEASE AND SETTLEMENT AGREEMENT
(AGREEMENT)**

THIS AGREEMENT is made and entered into this ____ day of _____, 2026, by and between the CITY OF HAYDEN, IDAHO, a body politic and corporate, and political subdivision of the State of Idaho (CITY); and DAVID KLIM and CONNIE KLIM as Trustees of the KLIM FAMILY TRUST, a Trust registered in the State of Idaho whose mailing address is 8940 N. Ramsey Rd., Hayden, ID 83835 (KLIM). The CITY and KLIM are sometimes referred to herein as a “party” or “parties.”

RECITALS

WHEREAS, the CITY is in the process of completing its Honeysuckle Avenue & Ramsey Road Roundabout Project (the “Roundabout Project”); and

WHEREAS, KLIM owns certain real property located at 8929 N. Ramsey Road, Hayden, ID 83835, a portion of which must be acquired by the CITY as part of the Roundabout Project; and

WHEREAS, the Right of Way Acquisition of KLIM property contemplated herein is subject to payment of reasonable consideration by the CITY to KLIM; and

WHEREAS, the Legal Description of the proposed Right of Way Acquisition is attached hereto as Exhibit A and incorporated fully herein; and

WHEREAS, illustration of the proposed Right of Way Acquisition is depicted in Exhibit B attached hereto and incorporated fully herein; and

WHEREAS, time is of the essence in completion of the Roundabout Project; and

WHEREAS, rather than each of the parties hereto invoking their respective rights and remedies against the other, they now agree to enter into this Agreement in order to resolve and compromise any and all claims that they may have with respect to the Roundabout Project, and any claims arising therefrom, based upon those terms and conditions as set forth herein.

AGREEMENT

The parties hereby agree as follows:

1. Release and Discharge: In consideration for the payments, covenants and conditions contained herein, KLIM, completely releases and forever discharges the CITY, and any and all persons acting by or on its behalf, from any and all actions, claims, demands, obligations, rights or damages with respect to this Agreement, along with that portion of real property described in Exhibit A, attached hereto and incorporated herein, which shall constitute the Right of Way Acquisition contemplated herein. This Release and Discharge is a general release of liability by KLIM in favor of the CITY, and is a fully binding and complete settlement of any and all claims asserted by, or which may be asserted by, KLIM with respect to the matters stated herein, save only for the executory provisions of this Agreement. This release and

settlement is to settle the acquisition of real property and property rights under the threat of eminent domain.

2. Consideration: In exchange for the Release and Discharge provided to the CITY in paragraph 1, the parties agree to the following:

a) The CITY shall pay to KLIM, through the trust account of KLIM's attorney Kevin Roberts, the sum of Two Hundred Seventy Five Thousand Dollars and Zero Cents (\$275,000.00) as full and final satisfaction of the CITY's obligation to KLIM for the Right of Way Acquisition contemplated herein.

b) Except as outlined herein, the Parties shall bear their own costs and attorneys' fees.

c) This Agreement is contingent upon the approval of City Council.

c) Payment shall be due and payable to KLIM within thirty (30) days from the date of City Council's approval of this Agreement.

d) The parties shall take all steps and execute all documents necessary in order to effectuate the purpose of this Agreement.

e) The City shall be responsible for any closing, recording or filing costs associated with transferring the property rights being acquired by the City in this Settlement.

3. Warranty of Capacity to Execute Agreement: Each party represents and warrants that: no other person or entity has any interest in the respective claims identified herein, or any of the claims, debt, demands, obligations, rights or damages referred to in this Agreement except as set forth herein; each party has sole right and exclusive authority to execute this Agreement and perform the terms and conditions so specified; that each party has not sold, assigned, transferred, conveyed or otherwise disposed of any of their debts, claims, demands, obligations, rights or damages hereunder; and that each party has either personally or through its attorneys, fully investigated, to its full satisfaction, all facts with respect to the same, and is fully satisfied with the terms and conditions provided for herein.

4. Warranty of Comprehension of Document: In entering into this Agreement, each party represents and warrants that it has relied upon the legal advice of its attorneys, who are its attorneys of choice, and that the terms, conditions and effects of this Agreement have been completely read and explained to them by their attorneys, and that those terms are fully understood and voluntarily accepted by them.

5. Entire Agreement and Successors in Interest: This Agreement contains the entire agreement between each party with regard to the matters set forth herein, and is binding upon and inures to the benefit of their respective heirs, descendants, successors, assigns and legal representatives.

6. **Governing Law:** This Agreement shall be construed and interpreted in accordance with the laws of the State of Idaho.

7. **Additional Documents:** All parties agree to cooperate fully to execute any and all supplementary documents and take all additional actions which may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

8. **Incorporation of Recitals:** The Recitals set forth above are incorporated in this Agreement as if set forth fully herein.

9. **Effectiveness:** This Agreement shall become effective upon the date that it is made and entered into by the parties.

10. **Breach of Agreement:** Each party agrees that, in the event of any breach by them of the terms, provisions, and obligations of this Agreement, that party shall pay as damages to the other party or parties, the amount of the damages, expenses, attorney fees and costs associated with remedying any such breach of the Agreement.

11. **Signature:** The undersigned have read and understand this Settlement Agreement. Signatures to this Agreement may be obtained in counterpart, each of which shall be considered as an original.

CITY OF HAYDEN:

KLIM FAMILY TRUST:

By: _____
Printed Name: _____
Its: _____

By:  _____
Printed Name: Connie Klim
Its: Owner sole trustee

By: _____
Printed Name: _____
Its: _____

ATTEST:

Abbi Sanchez, City Clerk

KLIM-SETTLEMENT AGREEMENT - Final

Final Audit Report

2026-02-05

Created:	2026-02-04
By:	Lauren McVicker (laurenm@robertsfreebourn.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9qD2dtv8Qu5RP35lcXBwxNgcMSFF6IP3

"KLIM-SETTLEMENT AGREEMENT - Final" History

-  Document created by Lauren McVicker (laurenm@robertsfreebourn.com)
2026-02-04 - 4:24:21 PM GMT
-  Document emailed to Connie Klim (cmkdpk@gmail.com) for signature
2026-02-04 - 4:24:25 PM GMT
-  Email viewed by Connie Klim (cmkdpk@gmail.com)
2026-02-05 - 0:38:55 AM GMT
-  Document e-signed by Connie Klim (cmkdpk@gmail.com)
Signature Date: 2026-02-05 - 0:41:14 AM GMT - Time Source: server
-  Agreement completed.
2026-02-05 - 0:41:14 AM GMT

E. Approval of 2026 Flanagan Ventures dba Wiley E Waters Contractual Services Agreement



Memo

To: Mayor and Hayden City Council

From: Suzanne Cano, Recreation and Community Events Director

Date: February 2, 2026

Agenda Item: Approval of 2026 Flanagan Ventures dba Wiley E. Waters Contractual Services Agreement

Agenda Item Location

Consent Calendar

Recommended Action or Motion

Staff recommends approval of the 2026 Flanagan Ventures DBA Wiley E. Waters Contractual Services Agreement.

Functional Impact of Authorizing

Approving the agreement allows the City of Hayden to offer reasonably priced scenic and whitewater rafting trips to the community, as well as continue to offer a variety of special interest programs.

Functional Impact of Not Authorizing

If not approved, the amount of special interest programs offered through the City would be reduced, and a reasonably-priced option for families and groups to enjoy guided scenic and whitewater rafting trips would be taken away.

Fiscal Impact

As approved in the FY 2026 budget, the City receives 30% of all registration fees. This money helps offset the cost of advertising, staff time, and if any, office supplies.

Budget Funding Source/Transfer Request

Revenues:

Adventure Recreation, GL# 110-740-44790

Expenses:

Advertising, GL# 110-711-55501

Regular FT Staff Salaries, GL# 110-711-51101

Office Supplies, GL# 110-711-56101

Attachment

2025 Flanagan Ventures dba Wiley E. Waters Contractual Services Agreement

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

This agreement of instruction between the city of Hayden, Idaho (City) and Flanagan Ventures DBA Wiley E. Waters c/o Joshua Flanagan (Contractor) whose address is 28524 W. Long Lake Road, Ford, WA 99013, (509) 998-1120, jflanagan1992@gmail.com.

The Contractor will provide instruction for the following program(s): Guided half- and full-day whitewater and scenic raft tours on the Spokane and Clark Fork Rivers for ages 3 years and up.

Location of Programs: Spokane: 1701 W. Water Avenue, Spokane, WA
Clark Fork: 201 William Lloyd, Superior, MT

Minimum Enrollment: 4 Maximum Enrollment: 40

Fees: Vary by Trip - Mutually agreed upon with Contractor and City

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 in jury is caused by the sole negligence of the City.

Insurance: Contractor agrees to obtain and keep in force during its acts under this agreement a comprehensive general liability insurance policy in the minimum amount of \$1,000,000 which shall name and protect Contractor, all Contractor's employees, City and its officers, agents and employees, from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with

the Contractor's acts. Contractor shall provide proof of liability coverage as set forth above to City prior to commencing its performance as herein provided and require insurer to notify City ten (10) days prior to cancellation of said policy.

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.

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.

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.

Compensation to the City of Hayden for the above services shall be: 30% of the monies paid for registration for the program, 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: January 26th, 2026

MAYOR

Date: _____

ATTEST:

Abbi Sanchez, City Clerk

F. Approval of Granite Enterprises, Inc. Contract for Repairs to Stoddard Park Buildings



Memo

To: Mayor and Hayden City Council

From: Alan Soderling, Public Works Director

Date: 2-10-2026

Agenda Item: Authorize a contract with Granite Enterprises, Inc for roof replacement on two city-owned buildings at 2345 W. Prairie Avenue and 2355 W. Prairie Avenue.

Agenda Item Location

Consent Calendar

Recommended Action or Motion

Motion: Move to authorize a contract with Granite Enterprises, Inc for roof replacement on two city-owned buildings at 2345 W. Prairie Avenue and 2355 W. Prairie Avenue.

Functional Impact of Authorizing

Authorizing this contract will result in the complete roof replacement and other associated improvements for the buildings located at 2345 W Prairie Avenue (Chomper Café) and 2355 W Prairie Avenue (accessory storage building). Roofing on both buildings was damaged by recent windstorm activity, and inspection of the buildings indicated that the current roofing is beyond its useful life. Authorizing this contract will also result in the contractor completing temporary repairs to ensure that there are no leaks or further damage until the weather becomes conducive to completing the roof replacements.

Functional Impact of Not Authorizing

If this is not authorized, the damaged and deteriorated roof conditions on both buildings will continue, which may result in greater damage to the buildings due to water infiltration, and the potential for greater costs in the future.

Fiscal Impact

This action will be at a cost not to exceed \$23,130, which includes replacement of both roofs (\$21,630) and a not-to-exceed allowance of \$1,500 for the replacement of existing sheeting that may need to be replaced once exposed.

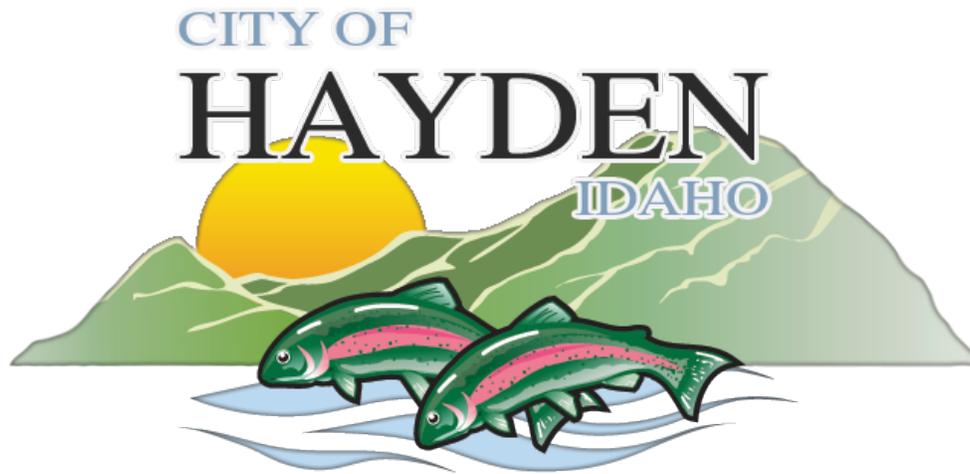
Budget Funding Source

GL 110-811-54301 Building Maintenance & Repair

Attachments

Granite Enterprises, Inc. Contract

Exhibit A – Granite Enterprises project quote



INDEPENDENT CONTRACTOR AGREEMENT

AGREEMENT made between the CITY OF HAYDEN, a political subdivision of the state of Idaho, herein "ENTITY" and Granite Enterprises, Inc, herein "CONTRACTOR",

THE PARTIES AGREE AS FOLLOWS:

1. **CONTRACT:** ENTITY hereby employs CONTRACTOR as an independent CONTRACTOR to complete and perform roof replacement and associated improvements as outlined in Exhibit A on two structures located at 2345 W. Prairie Avenue and 2355 W. Prairie Avenue. Contractor also agrees to perform temporary roof repair measures for both buildings until the weather is conducive to completing the replacement.

CONTRACTOR agrees to provide all materials, services, and any necessary permits for the project(s) at the locations cited in accordance with attached quotes in Exhibit A, to inform the City of any unanticipated sheeting replacement required. The Contractor agrees to provide a Performance Bond for roof replacement work.

2. **TIME OF PERFORMANCE AND TERMINATION:** Parties agree that CONTRACTOR shall complete the project by June 1, 2026.

3. **COMPENSATION:** ENTITY agrees to pay CONTRACTOR as per Exhibit A in the amount of \$21,630 itemized as presented in Exhibit A. ENTITY agrees to pay CONTRACTOR \$75 per sheet for any rotten sheeting that is discovered in the course of construction, not to exceed \$1,500 for this item. The contract shall not exceed \$23,130 without prior approval of the City Council.

4. **INDEPENDENT CONTRACTOR:** The parties agree that CONTRACTOR is the independent CONTRACTOR of ENTITY and in no way an employee or agent of ENTITY and is not entitled to workers compensation or any benefit of employment with the ENTITY. ENTITY shall have no control over the performance of this Agreement by CONTRACTOR or its employees, except to specify the time and place of performance, and the results to be achieved. ENTITY shall have no responsibility for security or protection of CONTRACTOR'S supplies or equipment. CONTRACTOR agrees to pay and be responsible for all taxes due from the compensation received under this contract.

5. **WARRANTY:** CONTRACTOR warrants that all materials and goods supplied under this Agreement shall be of good merchantable quality and that all services will be performed in a good workmanlike manner. CONTRACTOR acknowledges that it will be liable for any breach of this warranty.

6. **INDEMNIFICATION:** CONTRACTOR agrees to indemnify, defend, and hold harmless ENTITY, and its officers, agents and employees, from and against any and all claims, losses, actions,

or judgments for damages or injury to persons or property to the extent such is caused by the negligent acts and/or any performances or activities of CONTRACTOR, CONTRACTOR'S agents, employees, or representative under this agreement.

7. **INSURANCE:** CONTRACTOR agrees to obtain and keep in force during its acts under this agreement a comprehensive general liability insurance policy in the minimum amount of \$1,000,000 which shall name and protect CONTRACTOR, all CONTRACTOR'S employees, ENTITY and its officers, agents and employees, from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the CONTRACTOR'S acts. CONTRACTOR shall provide proof of liability coverage as set forth above to ENTITY prior to commencing its performance as herein provided, and require insurer to notify ENTITY ten (10) days prior to cancellation of said policy.

8. **WORKER'S COMPENSATION:** CONTRACTOR shall maintain in full force and effect worker's compensation for CONTRACTOR and any agents, employees, and staff that the CONTRACTOR may employ, and provide proof to ENTITY of such coverage or that such worker's compensation insurance is not required under the circumstances.

9. **COMPLIANCE WITH LAWS:** CONTRACTOR agrees to comply with all federal, state, city, and local laws, rules and regulations.

10. **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 CONTRACTOR 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.

11. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and can only be modified or amended in writing by the parties.

12. **ATTORNEY FEES:** Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this Agreement or to declare forfeiture or termination of this Agreement.

13. 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.

DATED this _____ day of _____, 2026.

ENTITY:

CONTRACTOR:

CITY OF HAYDEN

By: _____

By: _____

Its: _____

Mayor

ATTEST:

WITNESS:

Clerk

Form and content approved by the City Attorney for the City of Hayden.



GRANITE ENTERPRISES, INC.

☺ Family Owned and Operated

P.O. Box 505, Rathdrum, ID 83858
Ph: (208) 687-4277; Fx: (208) 687-3907

ID RCE-375 / WA GRANIE1066JA / IDPW 13095-B-4(07400,07700) / Carlisle Certified Installer

CONTRACT

Customer Name: Bill Davis	Ph/Cell: 208-818-5172
Mailing Address:	Email: bdavis@cityofhaydenid.us
City/State/Zip:	Description: Tear off / Reroof
Contact: Bill	Job Site: Chompers Cafe

WE HEREBY PROPOSE	DATE: 1/23/2026
--------------------------	------------------------

Based on site visit: 1/14/2026

Tear off and dispose of existing roofing and underlayment down to roof deck.

Supply and install GAF Timberline HDZ class A limited lifetime laminate shingles as per manufacturers specifications.

1. Re roof permit included
2. Removal and disposal of all waste with dump fees included
3. Replace any rotten sheeting (at an additional \$75.00 per sheet)
4. 2 rows of ice and water shield on eaves/ 1 row in valleys/ Synthetic underlayment on remainder of roof
5. G style standard color metal drip edge (black, brown, grey, white)
6. Starter shingles on eaves and rakes
7. Replace all pipe flashings
8. Re use any premanufactured stove pipe base flashings
9. Re use or replace step flashings and roof to wall flashings where needed
10. Cor A Vent continuous ridge vent on all ridge lines/ no venting on hips
11. Cap all ridges and hips with pre-cut hip and ridge shingles/ double nail for wind
12. Job cleanup/ 2-year labor warranty

Chompers Café: \$14,420.00
Separate Shop: \$7,210
Total: \$21,630.00

If this proposal is signed for the reroofs, we will come repair the missing shingles for no cost to get you through until spring.

Base Bid: \$ 21,630.00	<input checked="" type="checkbox"/> includes	<input type="checkbox"/> does not include sales tax on materials.
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Alternates:

EXCLUSIONS: Nailers, wood furring and/or framing
Masonry flashings
Ice and/or snow removal, temporary heat, tenting
Ice Dam Removal / Ice Dams are not covered under any warranty

TERMS AND CONDITIONS

- This quotation must be accepted within thirty (30) days. If the quote is accepted after thirty days, the Customer agrees to compensate Granite Enterprises for any increase in material costs.
- Interest will be charged at 12% per annum on all late payments. If payment is not made on or before due date, Granite Enterprises may suspend performance until payment is made. If payment is not made within thirty days, Granite may at its option terminate

- The work will be commenced and performed according to Granite Enterprises' schedule.
- Conflicts between requirements in any plans or specifications and those of the approved manufacturer shall be resolved in favor of approved manufacturer's standard system requirements.
- Customer warrants the sufficiency, accuracy, and completeness of the plans and specifications. This proposal quotes work that is shown on the plans and specifications only. Granite Enterprises is not responsible for costs of work caused by improper scaling, missing or incorrect details, or work or materials not specifically shown on the plans.
- Customer shall provide a secure storage area for materials. Granite Enterprises is not responsible for materials stolen from the jobsite.
- Customer shall ensure adequate roof access around building for loading of all materials.
- Customer agrees to pay Granite Enterprises for any alteration or deviations made by the Customer or which are beyond the control of Granite Enterprises which increase the cost of the work (unless listed above as an option/alternate).
- Customer shall procure and maintain property/builder's risk insurance insuring against damage to the work during construction.
- If Granite Enterprises possesses a signed contract from the Customer, and at any point and for any reason, the Customer terminates said contract, the Customer is responsible for any payments to Granite Enterprises for any materials that have been ordered that are not able to be cancelled and/or that are non-returnable. If any cancellation fees, restocking fees, etc. are incurred, the customer is also responsible for payment of those fees.
- The substantially prevailing party in any lawsuit shall be entitled to an award of its attorney fees and costs.

We appreciate the opportunity to be of service to you. Feel free to contact us with any questions you may have.
Please go to our web site to learn more about us www.graniteroofing.com

Twenty-One Thousand six hundred thirty dollars and no/100 *****\$ 21,630.00*****		
Cash or check only—Credit Cards not accepted	◆ on completion	◇ on 10 th following completion

Warranties: All material is warranted by the manufacturer to be as specified and upon payment in full, the materials warranty will be provided to the Customer. Granite Enterprises warrants its labor to be in a good and workmanlike manner for a period of 2 years from the date of substantial completion provided Granite Enterprises is paid in full. No warranty on blow offs unless improperly fastened. Other than as specifically set forth herein, there are no warranties either expressed or implied, and all such warranties are excluded including the implied warranty of fitness for a particular purpose and the warranty of merchantability.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and accepted. Payment will be made as outlined above. You are authorized to do the work as specified.

Date: _____



CUSTOMER

G. Ratification of the January 2026 Payroll

**CITY OF HAYDEN
COUNCIL PAYROLL REPORT
January 2026**

February 10, 2026 Council Meeting

DESCRIPTION	PAYROLL	ADDITIONAL COSTS Paid by Employer
Employee Wages	\$201,254.48	
iii-A Dental Plan		3,568.00
iii-A Medical Plan		60,318.50
Health Savings Account	paid quarterly	3,375.00
Medicare		2,821.74
PERSI		23,813.60
Social Security		12,065.28
Beam Vision Plan		699.24
FSA/HRA Fees		141.00
TOTALS	\$201,254.48	\$106,802.36
	GRAND TOTAL	\$308,056.84

36 Full-Time Employees

1 Part-Time Employee

5 Mayor & Council

0 Active Duty Military

0 Seasonal/Temporary

7 Temps - Recreation

49 Total Employees

42 Benefit-Eligible Employees

39 on Medical & 41 on Dental

H. Approval Bills for Payment

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 02/10/2026 - 02/10/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
Inventory					Units	Quantity	
1YYG-XGN4-RCXH 00050870	AMAZON CAPITAL SERVICES, INC. ENVELOPES, COPY PAPER 110-211-56101	01/23/2026 llafleur OFFICE SUPPLIES	02/10/2026	48.63 48.63	48.63	Open	N 02/10/2026 48.63
1YVP-YC3W-NWCV 00050886	AMAZON CAPITAL SERVICES, INC. CRUCIAL P310 500GB SSD 110-230-57717	01/27/2026 llafleur GENERAL HARDWARE	02/10/2026	63.01 63.01	63.01	Open	N 02/10/2026 63.01
1LXG-GWV7-KJRP 00050918	AMAZON CAPITAL SERVICES, INC. COMPRESSED GAS CREDIT 110-211-56101	02/03/2026 llafleur OFFICE SUPPLIES	02/10/2026	(18.78) (18.78)	(18.78)	Open	N 02/10/2026 (18.78)
1LXG-GWV7-KJRP 00050919	AMAZON CAPITAL SERVICES, INC. COMPRESSED GAS, ALL WEATHER FIELD NOTEBO 110-211-56101	02/03/2026 llafleur OFFICE SUPPLIES	02/10/2026	75.48 75.48	75.48	Open	N 02/10/2026 75.48
11WP-6K7N-WPGN 00050946	AMAZON CAPITAL SERVICES, INC. HOURGLASS TIMER, COPY PAPER 110-211-56101 110-211-52902	02/06/2026 llafleur OFFICE SUPPLIES RECOGNITION/WELLNESS/EVENTS	02/10/2026	68.48 39.99 28.49	68.48	Open	N 02/10/2026 39.99 28.49
I102762 00050887	AMERICAN ON-SITE SERVICES CROFOOT PARK 1/1/26-1/31/26 110-811-54104	01/31/2026 llafleur UTILITIES - PARKS	02/10/2026	836.50 836.50	836.50	Open	N 02/10/2026 836.50
I102764 00050888	AMERICAN ON-SITE SERVICES FINUCANE PARK 1/1/26-1/31/26 110-811-54104	01/31/2026 llafleur UTILITIES - PARKS	02/10/2026	128.75 128.75	128.75	Open	N 02/10/2026 128.75
I102765 00050889	AMERICAN ON-SITE SERVICES STODDARD PARK 1/1/26-1/31/26 110-811-54104	01/31/2026 llafleur UTILITIES - PARKS	02/10/2026	457.25 457.25	457.25	Open	N 02/10/2026 457.25

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 02/10/2026 - 02/10/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
I102766 00050890	AMERICAN ON-SITE SERVICES MCINTIRE FAMILY PARK 1/1/26-1/31/26 110-811-54104	01/31/2026 llafleur UTILITIES - PARKS	02/10/2026	128.75 128.75	128.75	Open 1.00	N 02/10/2026 128.75
I102767 00050891	AMERICAN ON-SITE SERVICES BROADMOORE PARK 1/1/26-1/31/26 110-811-54104	01/31/2026 llafleur UTILITIES - PARKS	02/10/2026	350.50 350.50	350.50	Open 1.00	N 02/10/2026 350.50
I102768 00050892	AMERICAN ON-SITE SERVICES HONEYSUCKLE BEACH 1/1/26-1/31/26 110-811-54104	01/31/2026 llafleur UTILITIES - PARKS	02/10/2026	836.50 836.50	836.50	Open 1.00	N 02/10/2026 836.50
287294661101 JA 00050906	AT&T MOBILITY LLC 4 MIFI DEVICES 110-813-56600	01/20/2026 llafleur EMERGENCY PREPAREDNESS	02/10/2026	160.10 160.10	160.10	Open 1.00	N 02/10/2026 160.10
TRAVEL REIMBURS 00050881	BEVERLY WESTER JANUARY 2026 TRAVEL EXPENSES 110-349-55801	01/26/2026 dcollins TRAVEL, MEETINGS, TRAINING	02/10/2026	176.07 176.07	176.07	Open 1.00	N 02/10/2026 176.07
66088 00050907	CDI LASERFISCHE ANNUAL SUPPORT & UPDATES 110-230-57700	01/29/2026 llafleur RMS ANNUAL MAINTENANCE	02/10/2026	4,123.35 4,123.35	4,123.35	Open 1.00	N 02/10/2026 4,123.35
189563701012126 00050884	CHARTER COMMUNICATIONS HAYDEN LIFT STATION 210-247-59835	01/21/2026 llafleur HAYDEN CANYON LS UTIL	02/10/2026	40.00 40.00	40.00	open 1.00	N 02/10/2026 40.00
3236638 00050893	COEUR D'ALENE GARBAGE SERVICE CITY OF HAYDEN JAN 2026 110-811-54301	01/31/2026 llafleur BUILDING MAINT & REPAIR	02/10/2026	136.77 136.77	136.77	open 1.00	N 02/10/2026 136.77

INVOICE REGISTER FOR CITY OF HAYDEN

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
3236639 00050894	COEUR D'ALENE GARBAGE SERVICE CROFFOOT PARK JAN 2026 110-811-54104	01/31/2026 llafleur UTILITIES - PARKS	02/10/2026	203.94 203.94	203.94	Open	N 02/10/2026 203.94
3236642 00050895	COEUR D'ALENE GARBAGE SERVICE FINUCANE PARK JAN 2026 110-811-54104	01/31/2026 llafleur UTILITIES - PARKS	02/10/2026	119.93 119.93	119.93	Open	N 02/10/2026 119.93
3235909 00050896	COEUR D'ALENE GARBAGE SERVICE PUBLIC WORKS JAN 2026 110-811-54301-3221	01/31/2026 llafleur BUILDING MAINT & REPAIR	02/10/2026	320.00 320.00	320.00	Open	N 02/10/2026 320.00
3236580 00050920	COEUR D'ALENE GARBAGE SERVICE STODDARD PARK & BARN JAN 2026 110-811-54104	01/31/2026 llafleur UTILITIES - PARKS	02/10/2026	159.90 159.90	159.90	Open	N 02/10/2026 159.90
9378494332 00050908	COUNTRY LOCK & KEY KEYS & ACCESSORIES 110-531-57702	02/03/2026 llafleur TOOLS & SMALL EQUIPMENT	02/10/2026	50.40 50.40	50.40	Open	N 02/10/2026 50.40
25009-445 00050675	ENVIRONMENT CONTROL SPOKANE MONTHLY MAINT-CITY HALL & PW JAN 2026 110-811-54301	01/01/2026 llafleur BUILDING MAINT & REPAIR	02/10/2026	1,840.00 1,840.00	1,840.00	Open	N 02/10/2026 1,840.00
ABDNPYE28SY8-38 00050933	FACILITRON, INC. DALTON USAGE, 10/23, 10/30, 11/3, 2025 110-711-56405	12/08/2026 llafleur SCHOOL DISTRICT FEES	02/10/2026	106.25 106.25	106.25	open	N 02/10/2026 106.25
MKQ953ZTG9PX-43 00050934	FACILITRON, INC. DALTON USAGE 11/18 & 20, 2025 110-711-56405	01/26/2026 llafleur SCHOOL DISTRICT FEES	02/10/2026	87.50 87.50	87.50	open	N 02/10/2026 87.50

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 02/10/2026 - 02/10/2026

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
CD202607237 00050871	GMCO CORPORATION TORCH CI-RAMSEY 110-532-54306	01/25/2026 llafleur SNOW REMOVAL	02/10/2026	6,241.26 6,241.26	6,241.26	Open	N 02/10/2026 6,241.26
CD202607238 00050872	GMCO CORPORATION TORCH CI-RAMSEY 110-532-54306	01/15/2026 llafleur SNOW REMOVAL	02/10/2026	6,234.36 6,234.36	6,234.36	Open	N 02/10/2026 6,234.36
OM 25-26 INV5 00050921	HARSB O&M REIMBURSE/INVESTMENT-REPL 210-241-53252	02/01/2026 llafleur HARSB O&M FEES	02/10/2026	288,388.69 288,388.69	288,388.69	Open	N 02/10/2026 288,388.69
JANUARY 2026 00050947	HARSB CAPACITY SOLD JANUARY 2026 211-241-54411 211-241-54431	02/05/2026 dcollins CAPACITY SOLD-RES-HARSB CAPACITY SOLD-NONRES-HARSB	02/10/2026	181,428.00 132,582.00 48,846.00	181,428.00	Open	N 02/10/2026 132,582.00 48,846.00
1315828 00050897	HAYDEN ACE HARDWARE LYSOL WIPES AND SPRAY 110-541-56101	04/11/2025 llafleur PARKS SHOP SUPPLIES	02/10/2026	32.17 32.17	32.17	Open	N 02/10/2026 32.17
1390374 00050898	HAYDEN ACE HARDWARE BALL VALVE, BUSHING COUPLING 110-531-57702	10/23/2025 llafleur TOOLS & SMALL EQUIPMENT	02/10/2026	9.71 9.71	9.71	Open	N 02/10/2026 9.71
1390378 00050899	HAYDEN ACE HARDWARE PIPE TEE, BUSHING 110-541-57702	10/23/2025 llafleur TOOLS & SMALL EQUIPMENT	02/10/2026	5.14 5.14	5.14	Open	N 02/10/2026 5.14
1390623 00050900	HAYDEN ACE HARDWARE STAPLE COAXIAL, MEMO BOOK, CARPENTERS PE 110-541-56101	10/24/2025 llafleur PARKS SHOP SUPPLIES	02/10/2026	6.62 6.62	6.62	Open	N 02/10/2026 6.62

INVOICE REGISTER FOR CITY OF HAYDEN

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
1391511 00050901	HAYDEN ACE HARDWARE CYLINDER PROPANE, SHOVEL HANDLE, MISC HA	10/27/2025	02/10/2026	31.62	31.62	Open	N 02/10/2026
	110-532-54304	ROAD & PARKING LOT MAINTENANCE		31.62		1.00	31.62
1415619 00050902	HAYDEN ACE HARDWARE WINTER WORK GLOVES	01/27/2026	02/10/2026	16.57	16.57	Open	N 02/10/2026
	110-541-56403	UNIFORM ALLOWANCE		16.57		1.00	16.57
1415621 00050903	HAYDEN ACE HARDWARE SOLDER X2	01/27/2026	02/10/2026	20.98	20.98	Open	N 02/10/2026
	110-533-54039	2023 GMC SIERRA 3500 CREW CAB R&M		20.98		1.00	20.98
1415841 00050904	HAYDEN ACE HARDWARE BLK & GLD DRILL BIT 9/16"	01/22/2026	02/10/2026	8.53	8.53	Open	N 02/10/2026
	110-541-57702	TOOLS & SMALL EQUIPMENT		8.53		1.00	8.53
1416263 00050905	HAYDEN ACE HARDWARE ACE FIBERGLASS RAKE, RAKE BOW	01/30/2026	02/10/2026	31.13	31.13	Open	N 02/10/2026
	110-532-54304	ROAD & PARKING LOT MAINTENANCE		31.13		1.00	31.13
1417647 00050915	HAYDEN ACE HARDWARE MARKING PAINT	02/05/2026	02/10/2026	5.74	5.74	Open	N 02/10/2026
	110-711-56110	FIELD MARKING PAINT		5.74		1.00	5.74
1417676 00050916	HAYDEN ACE HARDWARE QUIET TIP EAR PLUGS	02/05/2026	02/10/2026	2.13	2.13	Open	N 02/10/2026
	110-531-56101	STREET SHOP SUPPLIES		2.13		1.00	2.13
04-5679638 00050938	HAYDEN SUPER 1 FOODS CHIPS, SALSA	01/29/2026	02/10/2026	18.52	18.52	Open	N 02/10/2026
	110-211-52902	RECOGNITION/WELLNESS/EVENTS		18.52		1.00	18.52

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 02/10/2026 - 02/10/2026

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BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
PEAK H&W JAN 20 00050937	HAYDEN TENNIS CENTER-PEAK HEALTH PUNCH CARDS 110-711-56108	02/04/2026 llafleur	02/10/2026	35.00	35.00	Open	N 02/10/2026
	CONTRACT PAYMENTS			35.00		1.00	35.00
36285155-001 00050914	HERC RENTALS INC BOOM STRAIGHT 65 FT 110-721-58001-1152	01/29/2026 llafleur	02/10/2026	659.63	659.63	Open	N 02/10/2026
	SPECIAL EVENTS-HAYDEN LIGHTS			659.63		1.00	659.63
INV-00477347 00050922	INTERMAX NETWORKS CITY HALL PHONE SERVICE 110-211-55300	02/01/2026 llafleur	02/10/2026	860.23	860.23	Open	N 02/10/2026
	COMMUNICATIONS/PHONES			860.23		1.00	860.23
22055 00050882	INTERMOUNTAIN SIGN & SAFETY INC. SIGNS HONEYSUCKLE & CHALET 110-532-54308	01/19/2026 llafleur	02/10/2026	140.00	140.00	Open	N 02/10/2026
	STREET SIGN MAINTENANCE			140.00		1.00	140.00
22158 00050923	INTERMOUNTAIN SIGN & SAFETY INC. N CROFOOT LN SIGN 110-532-54308	02/04/2026 llafleur	02/10/2026	88.50	88.50	Open	N 02/10/2026
	STREET SIGN MAINTENANCE			88.50		1.00	88.50
DONUT HOUSE 1/3 00050935	JENNIFER ARROTTA FIRST DAY DONUTS FOR BB STAFF 110-711-56105	01/31/2026 llafleur	02/10/2026	18.29	18.29	Open	N 02/10/2026
	PROGRAM EQUIPMENT/SUPPLIES			18.29		1.00	18.29
192847 00050948	J-U-B ENGINEERS INC. H-6 FORCE MAIN 211-899-59837-8015 211-899-59837-8016	01/22/2026 llafleur	02/10/2026	5,416.70	5,416.70	open	N 02/10/2026
	CONSTRUCTION-CEI			2,708.35		1.00	2,708.35
	CONSTRUCTION-CEI			2,708.35		1.00	2,708.35
192852 00050949	J-U-B ENGINEERS INC. H-6 LIFT STATION & RAMSEY GRAVITY SEWER 211-899-59825 211-899-59826	01/22/2026 llafleur	02/10/2026	38,023.80	38,023.80	Open	N 02/10/2026
	H-6 LIFT STATION DESIGN			32,735.30		1.00	32,735.30
	RAMSEY SEWER PH 2 DESIGN--DAKOTA/WYOMIN			5,288.50		1.00	5,288.50

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 02/10/2026 - 02/10/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
BOWKER ORDER 23 00050878	JUDY EICHELBERGER REIMBURSEMENT FOR HISTORIC PRESERVATION 110-111-58015	01/28/2026 dcollins HISTORIC PRESERVATION COMMISSION	02/10/2026	295.00 295.00	295.00	Open 1.00	N 02/10/2026 295.00
4999 00050925	KNOCK LLC RECORD/STREAM CITY COUNCIL MTG 1/13/26 110-230-53402	01/26/2026 llafleur IT CONTRACT SERVICES	02/10/2026	350.00 350.00	350.00	Open 1.00	N 02/10/2026 350.00
2026-00000031 00050924	KOOTENAI COUNTY LAW ENFORCEMENT SERVICES-JAN 2026 110-251-59003	02/03/2026 llafleur KOOTENAI COUNTY LAW ENFORCEMENT SERVICES	02/10/2026	99,494.42 99,494.42	99,494.42	Open 1.00	N 02/10/2026 99,494.42
ORA25-0012 NOV/ 00050879	KOOTENAI COUNTY COMMUNITY DEVELOPME ORA25-0012 FEES FOR NOV & DEC 2025 AOI M 110-345-53206	01/10/2026 dcollins AREA CITY IMPACT (ACI) FACILITATION	02/10/2026	1,529.63 1,529.63	1,529.63	Open 1.00	N 02/10/2026 1,529.63
44285 00050926	LAKE CITY LAW GROUP PLLC LEGAL-JAN 2026 110-211-53102	02/02/2026 llafleur CIVIL LEGAL SERVICES	02/10/2026	8,776.70 8,776.70	8,776.70	Open 1.00	N 02/10/2026 8,776.70
545369 00050869	NAPA AUTO PARTS 10W30 OIL X4, #77 110-542-54077	01/21/2026 llafleur 2014 ZERO-TURN MOWER R&M	02/10/2026	11.56 11.56	11.56	Open 1.00	N 02/10/2026 11.56
544570 00050873	NAPA AUTO PARTS DSL FLUID HEATER #24 110-533-54024	01/16/2026 llafleur 2011 FORD F550 4X4 PICKUP R&M	02/10/2026	268.39 268.39	268.39	open 1.00	N 02/10/2026 268.39
544196 00050876	NAPA AUTO PARTS MMM SPREADER 3 PK, #54 210-241-54054	01/14/2026 llafleur 2023 FORD TRANSIT (SEWER CAMERA VAN)	02/10/2026	2.50 2.50	2.50	open 1.00	N 02/10/2026 2.50

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 02/10/2026 - 02/10/2026

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BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
053997/E 00050927	NORTH 40 OUTFITTERS TAPE RULE, FLASHLIGHT 110-511-57702	01/27/2026 llafleur	02/10/2026	94.97	94.97	Open	N 02/10/2026
		TOOLS & SMALL EQUIPMENT		94.97		1.00	94.97
054101/E 00050945	NORTH 40 OUTFITTERS VALVE 3" BALL FULL PORT BLTD 110-532-54306	02/05/2026 llafleur	02/10/2026	169.99	169.99	Open	N 02/10/2026
		SNOW REMOVAL		169.99		1.00	169.99
103816901 1/20/ 00050885	NORTH KOOTENAI WATER DIST H-2 LIFT STATION 210-247-57005	01/20/2026 llafleur	02/10/2026	71.58	71.58	Open	N 02/10/2026
		H-2 WALMART PS UTIL		71.58		1.00	71.58
60122023 00050928	ONE CALL CONCEPTS, INC. TICKETS 102@ \$.97, ADVERTISING 102@ \$.20 210-241-53253	01/31/2026 llafleur	02/10/2026	129.54	129.54	Open	N 02/10/2026
		SEWER LOCATES		129.54		1.00	129.54
26123 00050929	PRIMETIME CONSTRUCTION AND EXCAVATI RENTAL OF BLADE JAN 2026 110-531-54420-2204	01/30/2026 llafleur	02/10/2026	5,000.00	5,000.00	Open	N 02/10/2026
		EQUIPMENT & VEHICLE RENTAL		5,000.00		1.00	5,000.00
01-180031 00050930	RAGAN EQUIPMENT INC. SPARK PLUGS X10 110-541-57702	01/26/2026 llafleur	02/10/2026	69.90	69.90	Open	N 02/10/2026
		TOOLS & SMALL EQUIPMENT		69.90		1.00	69.90
01-180041 00050931	RAGAN EQUIPMENT INC. AIR FILTER, SPARK PLUGS, TRIMMER CLEANER 110-541-57702	01/26/2026 llafleur	02/10/2026	281.45	281.45	Open	N 02/10/2026
		TOOLS & SMALL EQUIPMENT		281.45		1.00	281.45
01-180114 00050932	RAGAN EQUIPMENT INC. SPARK PLUGS, RECOIL ROPE PER FOOT 110-541-57702	01/29/2026 llafleur	02/10/2026	15.78	15.78	Open	N 02/10/2026
		TOOLS & SMALL EQUIPMENT		15.78		1.00	15.78

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 02/10/2026 - 02/10/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
108776 00050936	SATURDAY NIGHT INC. COACHES SHIRTS 110-711-56404	01/28/2026 llafleur TEAM SHIRTS	02/10/2026	22.40 22.40	22.40	Open	N 02/10/2026 22.40
15185 00050917	SHL CPA'S PLLC AUDIT FY25 110-211-53101	01/31/2026 llafleur AUDIT	02/10/2026	12,511.25 12,511.25	12,511.25	Open	N 02/10/2026 12,511.25
01949 00050941	STANCRAFT CONSTRUCTION GROUP BULL RAIL REPAIR 112-241-54312	01/22/2026 llafleur BOAT LAUNCH OPERATION/MAINTENANCE	02/10/2026	1,364.00 1,364.00	1,364.00	Open	N 02/10/2026 1,364.00
01950 00050942	STANCRAFT CONSTRUCTION GROUP REPAIR OF BULL RAIL (2) 112-241-54312	01/22/2026 llafleur BOAT LAUNCH OPERATION/MAINTENANCE	02/10/2026	1,033.00 1,033.00	1,033.00	Open	N 02/10/2026 1,033.00
1795776 00050883	THORCO INC BUCKET TRUCK, PLACEMENT OF LIGHTS 110-532-56220	12/31/2025 llafleur STREET LIGHTING & SIGNAL UTILITIES	02/10/2026	3,990.95 3,990.95	3,990.95	Open	N 02/10/2026 3,990.95
1391235 00050874	TITAN TRUCK EQUIPMENT & ACCESSORIES TRUCK REPAIR 110-533-54025	01/26/2026 llafleur 2014 FORD F550 w/ ETI BUCKET TRUCK	02/10/2026	10,379.17 10,379.17	10,379.17	Open	N 02/10/2026 10,379.17
1390760 00050875	TITAN TRUCK EQUIPMENT & ACCESSORIES INSPECTION OF TRUCK 110-533-54025	01/23/2026 llafleur 2014 FORD F550 w/ ETI BUCKET TRUCK	02/10/2026	1,144.50 1,144.50	1,144.50	Open	N 02/10/2026 1,144.50
1393876 00050940	TITAN TRUCK EQUIPMENT & ACCESSORIES GROUNDED CONT 110-532-54306	01/26/2026 llafleur SNOW REMOVAL	02/10/2026	63.57 63.57	63.57	Open	N 02/10/2026 63.57

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 02/10/2026 - 02/10/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
Inventory					Units	Quantity	
14660 00050939	TRAFFICORP LOCH HAVEN, FLAGGING 110-531-53404	01/30/2026 l1afleur	02/10/2026	774.00	774.00	Open	N 02/10/2026 774.00
		CONTRACT LABOR (FLAGGERS, ETC.)		774.00		1.00	
1/26 TRAVEL EXP 00050880	WASHBURN, ROBERT J JANUARY 2026 TRAVEL EXPENSE REIMBURSEMEN 110-349-55801	01/27/2026 dcollins	02/10/2026	195.81	195.81	Open	N 02/10/2026 195.81
		TRAVEL, MEETINGS, TRAINING		195.81		1.00	
225 00050943	WESTERN REAL PROPERTY APPRAISAL 3140 W HAYDEN 120-112-59237	02/04/2026 l1afleur	02/10/2026	4,500.00	4,500.00	Open	N 02/10/2026 4,500.00
		HAYDEN/ATLAS INTERSECTION ROW ACQ		4,500.00		1.00	
247 00050944	WESTERN REAL PROPERTY APPRAISAL 3125 W HAYDEN AVE 120-112-59237	02/05/2026 l1afleur	02/10/2026	4,000.00	4,000.00	Open	N 02/10/2026 4,000.00
		HAYDEN/ATLAS INTERSECTION ROW ACQ		4,000.00		1.00	
1062751 00050913	ZIEGLER LUMBER COMPANY INC. WATER HEATER INSULATING PAD 110-811-54104	01/23/2026 l1afleur	02/10/2026	29.90	29.90	Open	N 02/10/2026 29.90
		UTILITIES - PARKS		29.90		1.00	

# of Invoices:	76	# Due: 76	Totals:	694,811.34	694,811.34
# of Credit Memos:	1	# Due: 1	Totals:	(18.78)	(18.78)
Net of Invoices and Credit Memos:				694,792.56	694,792.56

--- TOTALS BY FUND ---

110 GENERAL FUND	170,394.75	170,394.75
112 HONEYSUCKLE BOAT LAUNCH FUND	2,397.00	2,397.00
120 IMPACT FEE CIRCULATION FUND	8,500.00	8,500.00
210 SEWER OPER. & MAINT. FUND	288,632.31	288,632.31
211 SEWER CAPITALIZATION FUND	224,868.50	224,868.50

--- TOTALS BY DEPT/ACTIVITY ---

111 GEN-MYR OPERATING & ADMINISTRAT	295.00	295.00
112 PLANNED PROJECTS - CIRCULATION	8,500.00	8,500.00
211 GEN-ADM OPERATING & ADMINISTRAT	22,340.51	22,340.51

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 02/10/2026 - 02/10/2026

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BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
	230 GEN-ADM INFORMATION TECHNOLOGY			4,536.36	4,536.36		
	241 OPERATING & ADMINISTRATIVE			472,345.73	472,345.73		
	247 LIFT/PUMP STATION UTIL			111.58	111.58		
	251 LAW ENFORCEMENT SALARIES & BENE			99,494.42	99,494.42		
	345 COMDEV P&D OPERATING & ADMINIST			1,529.63	1,529.63		
	349 COMDEV BLD OPERATING & ADMINIST			371.88	371.88		
	511 PW-ADM OPERATING & ADMINISTRATI			94.97	94.97		
	531 PW-STR OPERATING & ADMINISTRATI			5,836.24	5,836.24		
	532 PW-STR ROAD MAINTENANCE			16,991.38	16,991.38		
	533 PW-STR EQUIP/VEHICLE R&M			11,813.04	11,813.04		
	541 PW-PKS OPERATING & ADMINISTRATI			436.16	436.16		
	542 PW-PKS EQUIP/VEHICLE R&M			11.56	11.56		
	711 REC OPERATING & ADMINISTRATIVE			275.18	275.18		
	721 REC EV OPERATING & ADMINISTRATI			659.63	659.63		
	811 FACIL OPERATING & ADMINISTRATIV			5,548.69	5,548.69		
	813 FACIL EMERGENCY PREPAREDNESS			160.10	160.10		
	899 CAPITAL PURCHASES/PROJECTS			43,440.50	43,440.50		

2. **VISITOR/PUBLIC COMMENT (3-minutes maximum)**
3. **NEW BUSINESS**
 - A. **ACTION ITEM** Consider Recommendation of Matrix Consulting Group for Law Enforcement Strategic Planning Services



Memo

To: Mayor and Hayden City Council

From: Lisa Ailport, City Administrator

Date: January 29, 2026

Agenda Item: Consider Recommendation of Matrix Consulting Group for Law Enforcement Strategic Planning Services.

Agenda Item Location

New Business

Background and Recommended Action or Motion

Staff has provided three options for consideration by the Council:

1. Accept the recommendation by the Public Safety Commission and authorize the Staff to negotiate a contract with Matrix Consulting Group; or
2. Direct Council to perform their own evaluation of the two proposals received and then authorize the staff to negotiate a contract with the best qualified consultant; or
3. Remand the process back to the Public Safety Commission with specific guidelines on what you seek from their review of the proposals before recommending it back to council.

Staff received two proposals for the Law Enforcement strategic planning consulting RFP. Both were presented to the Public Safety Commission at a special meeting held January 27th. As a result of that meeting, the commission recommended forward the proposal by Matrix Consulting Group for council to approve. As such, and as provided by this memo, that proposal is submitted to Council for consideration.

Staff has presented three recommendations for consideration, but they are not all inclusive. Meaning Council may decide to take an alternative path than the three draft recommendations. The City Attorney will be present to answer questions relating to this process and will assist the council with any other options for consideration at the next meeting.

Functional Impact of Authorizing or Not Authorizing

Authorizing the contract enables staff to work with a specific consultant on the submitted proposal that will come back to the Council for consideration. It is estimated that this work will be between \$80,000-\$100,000.

Fiscal Impact

The study wasn't specifically budgeted for as a line-item expense; however staff did budget \$500,000 of fund balance to cover any unanticipated costs. This would be covered by that funding source.

Budget Funding Source / Transfer Request

110-211-53010

Attachment

Proposal by Matrix



CITY OF HAYDEN, LAW ENFORCEMENT STRATEGIC PLANNING PROPOSAL

JANUARY 21, 2026

HAYDEN, IDAHO

MATRIX
CONSULTING GROUP



Abbi Sanchez, City Clerk
City of Hayden
8930 N. Government Way
Hayden, Idaho 83835

Matrix Consulting Group is pleased to submit our proposal to conduct an evaluation of law enforcement services in Hayden and evaluate the feasibility of a standalone police department in the City of Hayden. In this proposal, we will describe how our firm, the proposed project team, and our approach to the study.

ABOUT MATRIX

We founded Matrix Consulting Group two decades ago to provide comprehensive consulting services to local governments, blending subject matter expertise, technical capabilities, and real-world experience to help our clients achieve their goals and enact change.

Since our founding, we have grown to 32 full-time employees and 7 part-time consultants. We are national in scope, having conducted over 2,000 studies in 46 states (plus 3 Canadian provinces). While we are domestically incorporated in California, we are licensed to conduct business in Idaho.

OUR EXPERIENCE

We offer a wide range of services to law enforcement agencies throughout the United States and Canada. We have completed over 400 police studies in Idaho and across the country. Selected police staffing, management, and operations studies conducted in the past five years include:

Austin, TX	Kyle, TX	Raleigh, NC (2x)
Boise, ID	Los Angeles, CA	Reno, NV
Columbus, OH	Madison, WI	Salt Lake City, UT
DeKalb County, GA	Miami Beach, FL (3x)	San Francisco, CA
Fort Worth, TX	Orange County, FL	San Jose, CA
Fountain Hills, AZ	Osceola County, FL	St. Louis, MO
Highland Beach, FL	Phoenix, AZ	Syracuse, NY
Jacksonville, FL	Piedmont, CA	Tacoma, WA (3x)
Kansas City, MO	Prince George's County, MD	Wichita, KS

Our previous work includes many studies evaluating the feasibility of creating new policing agencies or evaluating the effectiveness of contracting entities with sheriff's offices, including studies for:

Citrus Heights, CA
College Park, MD
Cooper City, FL
Fountain Hills, AZ
Kenmore, WA

Laguna Hills, CA
Lancaster, CA
La Quinta, CA
Lynwood, CA
Orange County, CA

Palmdale, CA
Patterson, CA
Rancho Cordova, CA
Riverside County, CA
San Clemente, CA

OUR TEAM

Our team brings together former law enforcement leaders and career policing analysts, working together on each project as a collaborative group. This hybrid approach results in a team that maximizes both our experience and capabilities, working collaboratively on all of our projects.



RICHARD BRADY
Chairman of the Board

With 45 years of police analytical experience, he has worked with more than 350 police agencies around the country and in Canada. He will serve as the project manager.



JOHN SCRUGGS
Senior Manager

Senior Manager with over 26 years of law enforcement experience and has worked on over 100 police studies with Matrix in lead analyst and project manager roles.



IAN BRADY
Senior Vice President

Leads our law enforcement consulting practice, having completed over 180 studies in his 14 years with the firm. Principal developer of deployment and statistical models, as well as GIS analysis.



PHILIP BERRY
Manager

Experienced analyst and data analytics specialist for law enforcement and criminal justice agencies, having completed over 35 police studies with Matrix.



TIM DONOHOE
Senior Consultant

Over 26 years of experience in local and international law enforcement, having previously served as a Commander in the Reno Police Department.

We are partnering with the DLR Group to assist with public outreach, cost estimation, and the evaluation of initial square footage and space-planning needs.

Matrix Consulting Group possesses the experience, team, and approach necessary for a successful project, as evidenced by the high rate of successful implementation from our studies. Our strengths are underscored by the following points:



Fact-based approach, emphasizing input for successful implementation.



A senior team that has worked together on over 400+ studies for law enforcement agencies.



Unparalleled analytics and statistical modeling capabilities.



Extensive communication and review at each step of the project.

We appreciate the opportunity to submit this proposal on this important project for the City of Hayden. If you have any questions, please do not hesitate to contact me either at the letterhead address, by the phone number listed at the bottom of the page, or by email at rbrady@matrixcg.net. As Chairman of the Board of Directors, I am authorized to sign this proposal and make representations on the firm's behalf.

A handwritten signature in blue ink, appearing to read 'R. Brady'.

RICHARD P. BRADY

Chairman of the Board
Matrix Consulting Group, Ltd.

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STATEMENT OF UNDERSTANDING/APPROACH

STATEMENT OF UNDERSTANDING

The City of Hayden has contracted for law enforcement services with the Kootenai County Sheriff's Office (KCSO) for several decades under an incrementally evolving cost methodology. In 2022, the approval of a levy to expand dedicated staffing resources significantly increased the City's expenditures in providing law enforcement services. These challenges have been compounded by additional cost increases, such as vehicle costs and overall labor costs.

In response to FY26 budget processes, the County replaced the historical cost model with a new cost-for-service model that nearly doubles the City's expenditures on police services. Given the substantial realignment of costs, the City is seeking an independent and objective analysis to examine the feasibility of conducting a municipal police department.

At this critical juncture for the City, this study will provide a comprehensive evaluation of the City's options for law enforcement services, and their associated costs – both now and projected into the future.

PROJECT APPROACH

The following outlines our proposed task plan to conduct the project.

TASK 1: PROJECT INITIATION AND INITIAL INTERVIEWS

The project team will begin the study by developing an initial understanding of contract services, the history of these services, and by better understanding the context and factors leading to this study. The team will meet with internal and external stakeholders using a combination of interviews that are designed to help us learn about the City of Hayden and contract service provision, the City's goals, the unique factors of the service environment, and to obtain views on issues relevant to the project. This process includes the following interviews:

- Conduct a kickoff meeting with the project review committee, including a review of project objectives, approach, interim deliverables, and schedule.
- Interviews with the City Administrator, Public Safety Commission, and other municipal officials, management team, and elected officials as desired.
- Extensive research and interviews directed toward understanding the City of Hayden's (and Kootenai County's) specific codes, regulations, and protocols.
- Developing our understanding of the geography of Hayden and future growth implications, including:
 - Anticipated major transportation improvements (e.g., the Huetter Road upgrade).

- Role of transportation networks in service delivery and challenges, such as Highway 95.
- Anticipated growth and development, including impacts to population and service needs.
- City-owned boat launch and impact on law enforcement service demand and need for specialized services.
- Meet with the KCSO to develop contacts for interviews, data collection, and to develop an initial understanding of contract services and their history.
- Conduct one-on-one interviews with KCSO personnel regarding contract service provision to the City.
- Meet with KCSO budget and finance staff, as well as their counterparts in the City, to better understand the contract charging methodology.
- Meet with representatives of the community of Hayden to understand their stake in police services in the City and issues associated with it. As part of this, we will reach out to the various security services to initiate our understanding of their roles and services.
- Other interviews with key stakeholders, as identified throughout this process.

The project team will also begin collecting various documents, including departmental goals, vision and objectives statements, as well as other organizational materials and budgetary documents. In preparation for the kickoff meeting, the project team will develop a comprehensive list of data needed to conduct the study, as well as a week-by-week schedule for project completion.

TASK RESULT

Based on the results of these interviews and initial data collection, we will prepare an issues list that will provide the basis for subsequent analytical steps. The project team will also finalize the project work plan and project deliverable schedule.

TASK 2: PROFILE AND CURRENT STATE ASSESSMENT

Having developed an initial understanding of KCSO service delivery to the City, contract charging methodology, and issues surrounding the study, the project team will summarize and evaluate the factual basis gathered from this process. Review of this document by KCSO and the City will solidify this understanding and ensure that the factual basis of assumptions developed later in the study are correct.

Initial issues that have been identified as part of the initial fact-finding effort will be examined further in this task with the data collected, and the project team will comprehensively review the services provided by the KCSO. This includes analysis and findings regarding every aspect of contract police services:

- Documentation and analysis of the services provided by the KCSO, including:
 - Patrol coverage, response times, proactivity, and staffing capacity.
 - Investigative capacity and responsiveness.

- Community support and engagement.
- Gaps in service provision and staffing that must be met, including for administrative and support functions.
- The assessment of contract service delivery will be based on comparisons to service commitments, best practices in law enforcement, and the project team’s experience with other contract service clients.
- Analysis of KCSO costing and cost allocation methodologies, including:
 - Practices for attributing costs.
 - Methodology for charging overhead and administrative costs.
 - Analysis of whether costs for countywide services are included.
 - Review of overtime usage and credits for vacancies.
 - Cost allocation for regionalized services, such as specialized units.
 - Allocation of capital costs and debt service.

Findings developed from this analysis will inform comparisons developed in the final report between the service levels and cost-effectiveness of existing KCSO contract services versus those of a municipal policing agency.

The draft document will be reviewed with the project team, with corrections and revisions being made thereafter. This meeting will also provide an opportunity to discuss initial observations and findings, coordinate any remaining data collection needs, and discuss the next steps of the project.

TASK RESULT

The project team will develop a descriptive profile and review of current contract costs and services provided by KCSO. The interim deliverable and its findings will be reviewed with the project steering committee.

TASK 3: COMMUNITY OUTREACH APPROACH

Note: This task includes the requested information contained in the outlined “Outreach Approach” section.

Feedback and input from the community are essential to developing how a new agency would be organized, staffed, and provide services to the community. We propose two methods for engaging the community:

- In-person **town hall meetings** to directly meet with the community on key issues with KCSO services and explore potential alternatives.

- A **public survey** that will give community members the opportunity to provide their perspective and input on all issues relevant to the study.

The project team will conduct three City hall-style meetings to directly engage stakeholders on a wide range of topics, including:

SERVICE LEVELS

How responsive is KCSO to community needs? Are response times to calls for service adequate?

ENGAGEMENT AND COMMUNICATION

Does the community feel that KCSO engages and communicates effectively? What could be improved in an alternative service delivery system?

COMMUNITY PRIORITIES

Are the issues KCSO focuses on aligned with the community's priorities? What public safety priorities would the community want an alternative service delivery approach to focus on?

To maximize input, we could conduct one community meeting on a weekday evening and another on a Saturday morning, with the third on either depending on the City's preference.

The input gained from these meetings will be summarized in an interim deliverable, which identifies opportunities to incorporate the community's priorities into the assumptions for the new service delivery analysis.

TASK RESULT

The project team will conduct three community meetings to directly engage on issues with current service delivery, as well as priorities and philosophies for the development of a municipal police department or other alternative.



TASK 4: MUNICIPAL POLICE FRAMEWORK AND GAP ANALYSIS

As an initial step in evaluating the feasibility of establishing a municipal police department or other alternative approach, assumptions must be developed to create the framework for agency operations. Principally, this focuses on several key areas: organization, service level targets, and transition timelines.

This task will also identify gaps in current service delivery from these assumptions for optimizing service in any alternative.

In coordination with the City of Hayden to identify priorities, the project team will develop a framework document that outlines key aspects of alternative service delivery, including:

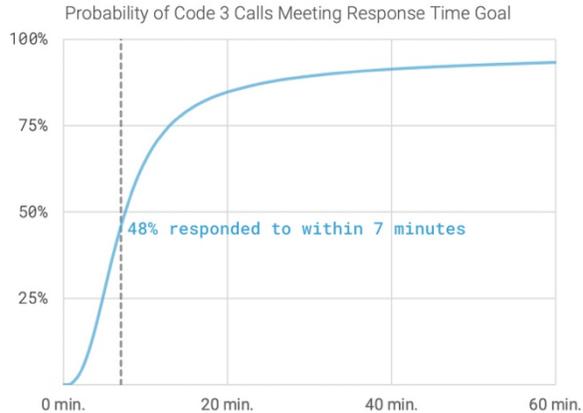
- Core police workloads and service level targets, including:
 - Analysis of calls for service for the past three years.
 - Response time targets and current KCSO performance.
 - Coverage needs across a full 24-7 spectrum.
- Scope of crime prevention education and other community programming.
- Level of investigative services, including assumptions about the role of patrol in case follow-up activities.
- Provision and organization of support and administrative functions.
- Regional support and interagency services.
- Initial implementation timelines, to be refined later in the study.
- Organizational structure of a municipal police department.
- Usage of existing facilities versus construction of new facilities.
- Field deployment levels and practices, as well as target levels for proactive time (staffing capacity) and response time performance.

The following page provides examples of our approaches to analyzing workload, staffing, and deployment needs:

Uncommitted time by hour and weekday

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2am-6am	43%	56%	61%	61%	60%	57%	47%
6am-10am	44%	34%	34%	33%	34%	34%	40%
10am-2pm	22%	17%	20%	20%	20%	19%	21%
2pm-6pm	32%	27%	29%	29%	28%	27%	31%
6pm-10pm	24%	23%	22%	22%	24%	22%	22%
10pm-2am	21%	34%	36%	37%	34%	30%	20%
Overall	31%	32%	34%	34%	33%	32%	30%

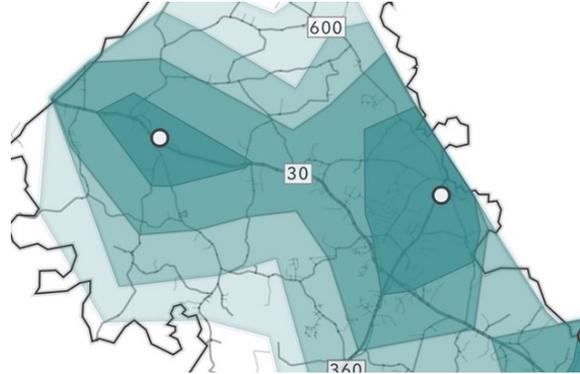
Response time performance overall



Deployment analytics, including special events



Geographic response time coverage



The assumptions document, after review by the project steering committee, will form the foundation of the feasibility analysis.

TASK RESULT

The project team will develop a framework document that outlines the operating assumptions, service level targets, opportunities for regionally shared services in alternative police service delivery systems.

TASK 5: FEASIBILITY AND COST PROJECTIONS

The analytical core of this study is the feasibility and cost analysis, which examines how alternative police services would be staffed and structured, as well as how much they would cost. Using the foundational assumptions and framework developed as part of the previous task, the feasibility and cost analysis includes the following major elements:

STAFFING NEEDS

Using workload data and priorities for proactive policing functions, as well as the input of Hayden stakeholders and community feedback, the project team will assess staffing needs for every function and position within alternative municipal service delivery approaches.

- For example, needs will be analyzed separately for patrol services, investigations, specialized and proactive units, each functional area of administrative services, etc.
- Furthermore, officer safety considerations and work-life balance implications of scheduling alternatives are also critical components to consider.

ORGANIZATIONAL STRUCTURE

Organizational structure and chart of a municipal police department or other alternative, detailing reporting structures and staffing levels in each position and work unit.

ONGOING OPERATIONAL COSTS

Comprehensive evaluation of anticipated expenditures for budgeting purposes, including, for example:

- Personnel expenditures will be developed using the firm’s interactive compensation package modeling tools.
 - The calculations will pull data from comparative cities in the same hiring market to project realistic costs, built up from every compensation category, such as retirement costs and liabilities, incentive pay, step increases, medical, etc.
- Liability insurance.
- Academy contracting and other training needs, as determined by the analysis of framework assumptions.
- Vehicle and equipment replacement plans to account for full lifecycle costs.

START-UP COSTS

All one-time costs involved in the creation of a new municipal police department, including:

- Capital projects, including any facilities needed and detailed estimates for construction.
- Initial purchase of all equipment for personnel, including vehicles, radios, and firearms.
- Information technology needs.
- Furniture and other department equipment and infrastructure.
- One-time bonuses added to compensation packages to quickly hire agency personnel and attract lateral candidates.
- Debt service costs and amortization.

TASK RESULT

The project team will conduct a comprehensive feasibility analysis of establishing a new approach to municipal policing. This task will detail the staffing, organization, operating costs, and startup costs, considering the potential for regionalized services, integration with other City strategies, and anticipated growth impacts.

TASK 6: TRANSITION PLANNING

Based upon the feasibility analysis, which provides a foundation and design for how a new police department or other alternative delivery approach would be staffed, organized, and operated, the project team will create a detailed implementation plan to ensure that it can be accomplished. This includes:

- Timelines for each step of new agency formation, such as:
 - Capital projects
 - Recruitment and hiring processes, including marketing and phasing
 - Policy development
 - Estimated costs for technology services, including estimates for third-party vendor contracts (CAD, RMS, etc.)
- Options for the transition of services to ensure continuity, including for special events and other instances where higher staffing levels must be deployed.
- A model outlining 5-, 10-, and 20-year financial cost projections.

Each step of the transition plan will be detailed with a timeline, the person(s) responsible for implementation, and any barriers that may be foreseen that must be addressed to remain on track.

TASK RESULT

The project team will create a detailed transition plan that outlines timelines and action items building to the initial operation of a police service alternative, including steps to ensure continuity of services throughout the contract transition period.

TASK 7: FINAL REPORT AND PRESENTATION

The study culminates with the development of the final report, which will incorporate each element of the study process to this point, and include:

- **Executive summary**, summarizing the process of the study and its major findings.
- **Profile of and assessment of KCSO contract services**, including independent analysis of contract costs and charges.
- **Outreach to the community**, including a public survey and community meetings to gather input on current KCSO services and potential alternatives.
- **Framework assumptions and gap assessment** for the governance, structure, and other foundational factors involved in the creation of a new municipal police department.

- **Feasibility analysis and cost projections** detailed how a municipal police agency or other alternative would be organized and staffed (current and optimal), its service level targets, and comprehensive cost modeling of personnel compensation, other operating costs, and initial startup costs.
 - The report will also identify priorities in governance, policy development, and other practices to ensure that the department is built around the pillars of community-centric policing philosophy that best serve Hayden.
 - To further our analysis of startup costs, we will work with DLR to analyze square footage needs and potential cost implications.
- **A transition plan** to implement the new agency formation process and ensure continuity of services.

Following revisions to the draft final report, the project team will make presentations to the stakeholders and the Hayden City Council.

TASK RESULT

The project team will develop the draft final report on the study, building upon each deliverable completed in the study to create a cohesive framework for review of the existing contract and the feasibility of forming a municipal police department.



TIMELINE

The table below provides a depiction of the sequencing of tasks and timeline for this project. We propose a six-month timeline to conduct the study, as outlined below:

	1	2	3	4	5	6
Initiation and Interviews						
Profile and Current State						
Community Outreach						
Municipal Framework						
Feasibility and Projections						
Transition Planning						
Final Report						

REFERENCES / PROJECT EXAMPLES

We have combined the references and project examples portion of the requested material in the RFP to demonstrate that our references are for projects similar in nature to the services being requested.

FOUNTAIN HILLS, AZ



Law Enforcement Feasibility and Financial Analysis (2022)

David Trimble
Administrative Services
Director
480-816-5125
dtrimble@fountainhillsaz.gov

Matrix was selected to review Fountain Hill's contract with the Maricopa County Sheriff's Office and examine the feasibility of forming a municipal police department, including its costs, staffing needs, and organization. The analysis demonstrated that the MCSO contract provided more staffing capacity than was needed in patrol and investigations, with recommended reductions able to save \$219,000 annually.

The analysis comprehensively examined all costs of creating and operating a new municipal police department, using Matrix's proprietary interactive new agency formation model. Salary costs were forecasted using detailed projections for compensation package structures and the results of the staffing needs analysis.

The study found that the start-up costs involved in forming a new municipal police agency, including capital expenditures, would total about \$4.3 million. In comparison to the existing MCSO contract, the study showed that the municipal police department option would save approximately \$500,000 per year in operating costs alone.

LA QUINTA, CA



Regional Feasibility and Police Services Studies (2022)

Martha Mendez
Public Safety Manager
760-777-7161
mmendez@laquintaca.gov

Over the past six years, Matrix has conducted a series of studies for La Quinta to review their contract with the Riverside County Sheriff's Department.

In the most recent 2022 study, Matrix was asked to contract for service from the Riverside County Sheriff's Department and analyzed the feasibility of developing a joint contract with Indian Wells, Palm Desert and Rancho Mirage.

The regional feasibility analysis concluded that there are substantial opportunities for savings, while improving service to the participating cities. These savings were largely the result of compensation differences and expansion of shared services among other contracting cities.

Prior to the regional study, the firm conducted four annual operations and contract performance audits of RCSD services for La Quinta.

**RIVERSIDE
COUNTY
CONTRACT CITIES,
CALIFORNIA**



**Joint Law
Enforcement
Feasibility Study**

Rob Johnson
City Manager
San Jacinto
951-487-7330
citymanager@sanjacintoca.gov

Matrix worked with nine cities that contract with the Riverside County Sheriff's Department to conduct a feasibility analysis of replacing those services by forming a regional policing agency under a joint powers authority (JPA).

The project team developed a comprehensive feasibility model to accurately construct how such an agency would be staffed, organized, and governed, while ensuring that service level objectives are reached.

The study forecasted initial and operating costs, while maximizing both the cost efficiencies and shared service opportunities in a regional policing agency.

Examining all aspects of forming a regional policing agency, the study included the development of:

- Detailed allocation methodologies.
- Opportunities for regionalization and shared services.
- Startup and capital costs.
- Detailed compensation structures, based on market rates within the region.
- Staffing and organizational structure needed to run the JPA at the level of each position and unit within the agency.
- Five-year cost and staffing forecasts.
- Estimated operating costs, including overtime usage.

The study concluded that with nine cities participating in the JPA, overall costs would be approximately 10% less than the combined cost of current contracts with the Riverside County Sheriff's Department – even after factoring in more than \$80m in startup costs amortized over a ten-year period.

HILLSBORO, OR



Pre-Occupancy Surveying, Facility Planning and Design, Community Engagement

Jim Coleman
Chief of Police
503- 681-5289
jim.coleman@hillsboro-oregon.gov

Facing evolving demands and spatial limitations, the Hillsboro Police Department sought a new, high-performance headquarters that would enhance public safety, support employees, and encourage stronger community engagement. DLR Group's design prioritizes operational efficiency, resilience, and strong community connections. The headquarters provides modern policing facilities, streamlined operations, and creates a welcoming civic presence that strengthens public trust.

Responding to the natural environment, the building and site design preserve and enhance an adjacent wetland and vegetative corridor while incorporating sustainable infrastructure that aligns with Hillsboro's net-zero energy goals.

Officer wellness is a key driver, with dedicated fitness and decompression spaces, enhanced daylighting, and modern training areas that support recruitment and retention.

Designed for Risk Category IV seismic resilience, the headquarters feature redundant power systems, secure storage for evidence and fleet operations, and advanced technology integration, ensuring it remains operational during emergencies. The 67,400 SF HPD headquarters consolidates multiple divisions into a single, high-performance mass timber facility designed for future growth. DLR Group is providing planning, architecture, interiors, structural engineering, mechanical engineering, electrical engineering, and lighting design services to guide HPD's vision for this transformative project.

PERSONNEL QUALIFICATIONS

INTRODUCTION TO MATRIX CONSULTING GROUP

Matrix Consulting Group was founded over two decades ago to provide detailed organization and management analytical services to local government. Our firm’s history and approach are centered around our service philosophy:

- The only consulting services we provide are to local government. Although law enforcement is our firm's largest single practice area, our projects span a wide range of local government functions.
- We work as a team on our consulting engagements and do not typically use subcontractors. Our law enforcement consulting team comprises career police services consultants and former police managers who are now consultants with the firm.
- Our firm is headquartered in California (San Mateo). We also have offices in Dallas, St. Louis, Portland, South Florida, Charlotte, and Southern California. We currently have 30 full-time and 4 part-time staff.
- We are an independent firm. In 2018, we created a Canadian firm, MCG Consulting Solutions, which is wholly owned by Matrix Consulting Group, to better serve the Canadian market.

We offer a wide range of services to law enforcement agencies throughout the United States and Canada. We have completed over 400 police studies in Idaho and across the country. Selected police staffing, management, and operations studies conducted in the past five years include:

Austin, TX	Kyle, TX	Raleigh, NC (2x)
Boise, ID	Los Angeles, CA	Reno, NV
Columbus, OH	Madison, WI	Salt Lake City, UT
DeKalb County, GA	Miami Beach, FL (3x)	San Francisco, CA
Fort Worth, TX	Orange County, FL	San Jose, CA
Fountain Hills, AZ	Osceola County, FL	St. Louis, MO
Highland Beach, FL	Phoenix, AZ	Syracuse, NY
Jacksonville, FL	Piedmont, CA	Tacoma, WA (3x)
Kansas City, MO	Prince George’s County, MD	Wichita, KS

- Our previous work includes many studies evaluating the feasibility of creating new policing agencies or evaluating the effectiveness of contracting entities with sheriff’s offices, including studies for:

Citrus Heights, CA	Laguna Hills, CA	Palmdale, CA
College Park, MD	Lancaster, CA	Patterson, CA
Cooper City, FL	La Quinta, CA	Rancho Cordova, CA
Fountain Hills, AZ	Lynwood, CA	Riverside County, CA
Kenmore, WA	Orange County, CA	San Clemente, CA

INTRODUCTION TO THE DLR GROUP

We are partnering with the DLR Group to assist with public outreach, cost estimation, and the evaluation of initial square footage and space-planning needs.

Established in 1966, DLR Group has more than 1,800 employees across 37 offices worldwide. DLR Group is an integrated design firm and national leader in next-generation public safety facility planning and design. Their philosophy is that great design, like healthy communities, requires participation and collective collaboration. This philosophy inspires our culture and fuels the work they do throughout the United States and internationally. They are employee-owned, with every employee invested in their clients' success.

They have designed more than 100 public safety facilities across the United States, gaining a thorough knowledge of best practices and operational efficiency. They create innovative, client-centric solutions for police, fire, and emergency communication services. They work closely with stakeholders to combine the invaluable operational knowledge of public safety professionals with our expertise in contemporary design practices, creating facilities that are both highly functional and future-ready. DLR Group emphasizes the importance of building enduring client relationships with public safety providers through collaboration, trust, and shared vision.

DLR Group was named the **#1 Justice Facility Design Firm** by Building Design + Construction in 2024.

Select Public Safety Projects Include:

Aberdeen Police and Public Safety Facility; <i>SD</i>	Nebraska State Patrol Crime Lab Relocation; <i>NE</i>
Ashland Police Station Renovation; <i>OR</i>	Northfield Police and Fire Stations; <i>MN</i>
Auburn Public Safety Facility Plan and Design; <i>WA</i>	Oregon State Police Forensic Crime Lab Adaptive Reuse; <i>OR</i>
Bay Village Police Facility; <i>OH</i>	San Pablo Police HQ & Regional Training Center; <i>CA</i>
Camas Police Facility; <i>WA</i>	Security Police Operations Facility; <i>Offutt AFB, NE</i>
Cheyenne Public Safety Center; <i>WY</i>	Sonoma County Sheriff's HQ, <i>CA</i>
Englewood Police Headquarters; <i>CO</i>	TI Metro Police Headquarters; <i>Las Vegas, NV</i>
Everett Police Department - First Floor Remodel; <i>WA</i>	Tulsa Public Safety Center; <i>OK</i>
La Vista Police Facility; <i>CO</i>	West Valley Community Police Station; <i>CA</i>
Metro Police Dept. HQ Modernization; <i>Washington, D.C</i>	Whatcom County Public Safety Building; <i>WA</i>
Metro Police Department District 7; <i>Washington, D.C.</i>	Will County Public Safety Complex; <i>IL</i>
Moffat County Public Safety Center; <i>CO</i>	Woodbury Public Safety Addition and Remodel; <i>MN</i>

PROJECT TEAM RESUMES

The following pages provide resumes for each project team member, beginning with Richard Brady, our proposed project manager, who would be directly and continually responsible for process and products.



RICHARD BRADY
Chairman of the Board

BIOGRAPHY:

Richard Brady founded Matrix Consulting Group in 2003 and leads our public safety practice, which includes law enforcement and justice studies. He has served as the project manager or lead analyst on hundreds of public safety studies in his 40-year career. His subject matter expertise includes police staffing and deployment, management effectiveness, and governance. Prior to Matrix, he served for over 20 years as a practice leader in two other firms, including Maximus.

EXPERIENCE HIGHLIGHTS:

COLUMBUS, OH: OPERATIONAL REVIEW

Served as project manager for the study, which identified the need for new positions, but more importantly, identified numerous areas which would improve the quality of service and integrity, including:

- Increase training on de-escalation and procedural justice.
- Increase the use of civilians in the field and in administration.
- Numerous recommendations were made in the study in these areas to bridge the disconnect between the department's goals and policies, as well as how these are reinforced by management.

AUSTIN, TX: COMMUNITY POLICING STUDY

Project manager on the study, which was designed to assist the APD recreate its approach to community policing to involve everyone in the department. The study identified opportunities to support community policing in leadership, policies, recruitment, training, and supervision.

LOS ANGELES, CA: BASIC CAR AREA BOUNDARY STUDY

Led a comprehensive study of LAPD field services, community policing programs, and patrol resource allocation strategies. The study recommended improved methods to better equalize service levels and prioritized a community-centered approach to field services.

ROLE ON THIS ENGAGEMENT:

Richard will serve as the project manager and principal contact with the City. He will be involved in all project stages.

RELEVANT CLIENTS:

AL, Birmingham
AZ, Phoenix
CA, Los Angeles
CA, San Jose
CA, Sacramento
CA, San Francisco
FL, Miami Beach
FL, Orange County
KS, Wichita
MB, Winnipeg
MO, Kansas City
NC, Asheville
NV, Las Vegas
MO, Kansas City
NC, Raleigh
NY, Albany
OH, Columbus
OH, Cincinnati
OK, Broken Arrow
OR, Portland
UT, Salt Lake City
TN, Nashville
TX, Austin
TX, Fort Worth
TX, San Antonio
VA, Richmond
VA, Virginia Beach
WA, Tacoma
WI, Milwaukee

YEARS OF EXPERIENCE:

40

EDUCATION:

BA, California State University, East Bay.

PhD, Oxford University, U.K.

PROFESSIONAL ASSOCIATION:

Association of Local Government Auditors

International City-County Management Association



JOHN SCRUGGS
Senior Manager

BIOGRAPHY:

John Scruggs is a Senior Manager with over 27 years of law enforcement experience. He is former Captain with the Portland Police Bureau and has served as an interim Chief for Lower Saucon Township. He contributed to developing multiple internal strategic plans. He is now a lead analyst on our law enforcement, public safety, and criminal justice engagements. His relevant experience includes:

- Completed over 150 studies for law enforcement, public safety, and criminal justice clients.
- Analysis focuses on operational and staffing review, workload analysis, net annual work hour determination, and scheduling.
- Expertise also includes the evaluation of administrative, dispatch, investigations, patrol, records, and property and evidence.
- Has worked on strategic planning for law enforcement and non-profit organizations.

EXPERIENCE HIGHLIGHTS:

PITTSBURG, CA: POLICE DEPARTMENT STRATEGIC PLANS

Served as lead analysts on strategic plans for the department and Police Athletics League (PAL).

NORMAN, OK: Staffing and Facility Needs Assessment

Served as a lead analyst on investigations and technology.

KYLE, TX: Staffing and Facility Needs Assessment

Served as a lead analyst on investigations, technology and facility planning.

ROLE ON THIS ENGAGEMENT:

John will serve as the lead analyst in investigative services.

RELEVANT CLIENTS:

- AZ, Chandler
- AZ, Goodyear
- CA, Federal Reserve
- CA, La Verne
- CA, Richmond
- CA, San Diego Harbor
- CA, San Jose
- CA, Signal Hill
- CT, Bridgeport
- FL, Hallandale Beach
- FL, Osceola County
- ID, Boise
- IL, Rockford
- KS, Park City
- MO, Kansas City
- MO, O'Fallon
- NY, Monroe County
- NY, Syracuse
- OH, Cincinnati
- OK, Ada
- OK, Norman
- OR, Bend
- PA, Pittsburgh
- RI, East Greenwich
- TX, Cedar Hill
- TX, Cedar Park
- TX, Fort Worth
- TX, Kyle
- TX, Texas City
- VA, Virginia Beach
- WI, Milwaukee
- WI, Oshkosh

YEARS OF EXPERIENCE:

- 27 Law Enforcement
- 10 Consulting

EDUCATION:

Master of Public Administration and B.S. in Political Science from Portland State University



PHILIP BERRY
Manager

BIOGRAPHY:

Provides in-depth analysis of relevant topics, as well as providing theoretical background knowledge of criminological principles and spatiotemporal analytics.

Prior to joining Matrix, Philip spent time as a research analyst with the Virginia Criminal Sentencing Commission in Richmond, VA. Philip has also spent time at academic institutions as an instructor throughout the east coast throughout the duration of his graduate-level coursework.

EXPERIENCE HIGHLIGHTS:

FOUNTAIN HILLS, AZ

Led the creation of an interactive model for forecasting the costs of establishing a new police agency, using extensive research on compensation structures, and operating costs to accurately model feasibility.

VIRGINIA CRIMINAL SENTENCING COMMISSION

Led research analyses surrounding the sentencing practices of judges throughout the Commonwealth. Analyses surrounded the effect of changing legislation on prison bed capacity in the state.

CEDAR HILL, TX

Led Matrix project staff regarding patrol resource analysis, internal employee survey methodologies, and external community survey completion.

ROLE ON THIS ENGAGEMENT:

Philp will serve as the lead analyst in administrative services, as well as community survey analysis.

RELEVANT CLIENTS:

- AZ, Fountain Hills
- AZ, Goodyear
- AZ, Phoenix
- CA, Richmond
- CA, Signal Hill
- CA, San Diego Harbor
- FL, Hallandale Beach
- ID, Boise
- NY, Monroe County
- OH, Cincinnati
- OK, Ada
- OK, Broken Arrow
- PA, Pittsburgh
- TX, Cedar Hill
- TX, Fort Worth
- VA, Virginia Beach
- WA, Everett
- WA, Ridgefield
- WI, Madison
- WI, Milwaukee

YEARS OF EXPERIENCE:

6

EDUCATION:

- BA, Lebanon Valley College, Sociology
- MA, Radford University, Criminology
- ABD, University of South Carolina, Criminology

PROFESSIONAL ASSOCIATIONS:

- International Association of Crime Analysts
- American Society of Criminology
- American Criminal Justice Society
- American Sociological Association



IAN BRADY
Senior Vice President

BIOGRAPHY:

Ian Brady is a Senior Vice President with Matrix Consulting Group and co-leads our Police Consulting Practice and our data analytics unit. With over 14 years of consulting experience, he specializes in public safety, and works on all our police, fire, corrections, and emergency communications studies. He is the lead developer on our statistical models and data analytics platforms, including:

- Projection modeling, using geospatial data to forecast community development, and associated impacts to population, service demand, and staffing needs.
- New agency feasibility, financial modeling, and service delivery.
- Deployment schedule configuration and optimization, forecasting impacts to service levels and overtime usage.

EXPERIENCE HIGHLIGHTS:

LOS ANGELES, CA: BASIC CAR AREA BOUNDARY STUDY

- Led a comprehensive field staffing and redistricting study.
- Developed a new patrol beat structure to better align communities and equalize workload, resulting in 202 new patrol areas, up from the 168 that existed previously.
- Recommended new patrol resource allocation strategies to equalize service levels using a data-driven methodology.

SAN FRANCISCO, CA: POLICE DEPARTMENT STAFFING ANALYSIS

- Lead analyst on a comprehensive staffing that was designed to create defensible, workload-based methodologies to determine the staffing needs of all 600+ assignments in the department.
- Developed and designed an interactive analytical tool for SFPD to use in the future to replicate the study’s analysis in its entirety.

ROLE ON THIS ENGAGEMENT:

Ian will serve as the lead analyst in field services, as well as more generally over data analytics. He will be involved in all project stages.

RELEVANT CLIENTS:

- AZ, Phoenix
- AL, Birmingham
- CA, Berkeley
- CA, Los Angeles
- CA, Sacramento
- CA, San Francisco
- CA, San Jose
- CO, Adams County
- FL, Miami Beach
- FL, Orange County
- GA, DeKalb County
- HI, Kauai County
- ID, Boise
- IL, Rockford
- KS, Wichita
- MB, Winnipeg
- MD, Harford County
- MD, Howard County
- MN, Hennepin County
- MO, Kansas City
- MO, St. Louis
- NC, Raleigh
- NJ, Mahwah
- NM, Santa Fe
- NY, Newburgh
- NY, Syracuse
- OH, Columbus
- OH, Cincinnati
- OK, Broken Arrow
- OR, Bend
- OR, Portland
- PA, Pittsburgh
- UT, Salt Lake City
- TX, Austin
- TX, Denton
- TX, Fort Worth
- TX, Travis County
- VA, Virginia Beach
- WA, Tacoma
- WI, Milwaukee

YEARS OF EXPERIENCE:

14

EDUCATION:

BS in Politics, Willamette University



TIM DONOHOE
Senior Consultant

BIOGRAPHY:

Tim Donohoe is a Senior Consultant with over 29 years of experience in local, national, and international law enforcement. A retired Commander from the Reno, NV Police Department and former Mission Advisor for the United States Department of Justice’s International Criminal Investigative Training Assistance Program in the Republic of Armenia.

He played a central role in developing the Reno Police Department’s five-year strategic plan and applied strategic planning methodologies to modernize the Armenian National Police, supporting their transition toward a democratic, community-centered policing model.

He is a graduate of the Police Executive Research Forum’s Senior Management Institute for Policing and a National Institute of Justice Law Enforcement Advancing Data and Science Scholar. He teaches an evidence-based policing course for police leaders through the University of Louisville’s Southern Police Institute, serves as a subject matter expert for the U.S. Department of Justice’s Collaborative Reform Initiative Technical Assistance Center, and is a Marine Corps veteran.

EXPERIENCE HIGHLIGHTS:

ARMENIA: MISSION ADVISOR

- Implemented new admission standards and hiring procedures for National Patrol Police.
- Institutionalized police procedures and instruction.
- Implemented new training requirements and standards.
- Implemented civilian oversight ministry.

VIRGINIA BEACH, VA: POLICE STAFFING AND STRUCTURE ASSESSMENT

- Lead Analyst, Special Operations Division. Assessed current operations, response capabilities, staffing, and resource allocation.

ROLE ON THIS ENGAGEMENT:

Tim will serve as the lead analyst in specialized services, as well as more community input.

RELEVANT CLIENTS:

- AZ, Chandler
- AZ, Goodyear
- CA, Federal Reserve
- CA, La Verne
- CA, Richmond
- CA, San Diego Harbor
- CA, San Jose
- CA, Signal Hill
- CT, Bridgeport
- FL, Osceola County
- ID, Boise
- NY, Monroe County
- NY, Syracuse
- OH, Cincinnati
- OK, Ada
- OR, Bend
- PA, Pittsburg
- RI, East Greenwich
- TX, Cedar Hill
- TX, Cedar Park
- TX, Fort Worth
- TX, Texas City
- VA, Virginia Beach
- WI, Milwaukee

YEARS OF EXPERIENCE:

29

RELEVANT POSITIONS:

- Adjunct Professor, University of Nevada, Reno
- Police Commander, Reno Police Department
- Law Enforcement Advancing Data and Science Scholar, National Institute of Justice

EDUCATION:

- MA, University of Colorado at Denver
- BS, Portland State University



Lori Coppenrath, LEED AP
DLR Group
Public Safety Lead Planner

BIOGRAPHY:

Lori is a DLR Group Justice+Civic planning expert responsible for programming and planning public safety centers, courts, police and sheriff stations, dispatch centers, prisons, jails and facilities support spaces. Lori works with stakeholders early in the design process to define needs and specific operational functions. Her process explores these individually, first to make sure that all user needs are being met, and then holistically to understand working relationships and opportunities to increase operational effectiveness.

EXPERIENCE HIGHLIGHTS:

TUKWILA, WA: TUKWILA JUSTICE CENTER

Lori provided planning and programming services for the new 47,000 SF Tukwila Justice Center. The facility unites police, court, probation, and emergency operation center functions. DLR Group’s design addressed the previous lack of secure entrances, united the police department once divided among four buildings, and optimized the budget with shared conferencing and training spaces.

MARYSVILLE, WA: MARYSVILLE CIVIC CENTER

Lori was the planner for the 101,217 SF Marysville Civic Campus and community-centric complex for courts, jail, police, permit counter, and a one-stop city services shop that required close interaction with City staff and commissioners.

SALEM, OR: SALEM POLICE STATION

Lori provided planning and programming for the new Salem Police Station, a 104,845 SF consolidated 3-story public safety center with crime lab, EOC, community and training spaces. The community-oriented facility includes an efficient, flexible workplace that supports officer and employee wellness and a public plaza.

ROLE ON THIS ENGAGEMENT:

Lori will serve as the lead public safety facility planner for the project.

RELEVANT CLIENTS:

- AZ, Phoenix
- CA, Los Angeles
- CA, San Quentin
- PA, Pittsburgh
- MT, Deer Lodge
- OR, Portland
- OR, Salem
- SD, Pierre
- WA, Everett
- WA, Marysville
- WA, Tacoma
- WA, Seattle
- WA, Vancouver

YEARS OF EXPERIENCE:

29

EDUCATION:

B.A. Psychology, B.A. Philosophy of Religion
Ithaca College

M.A. Criminal Justice
University of Memphis

PROFESSIONAL ASSOCIATION:

LEED Accredited Professional

American Correctional Association

Academy of Criminal Justice Sciences

National Institute of Corrections

International CPTED (Crime Prevention Through Environmental Design)

Association

United States Green Building Council



Jake Davis, AIA
DLR Group
Public Safety Facility Planner

BIOGRAPHY:

Jake is DLR Group’s Public Safety Design Leader, specializing in the programming and design of secure law enforcement and public safety facilities nationwide. With extensive experience spanning all project phases from development through operations, he brings key expertise in creating functional, sustainable environments for public safety agencies. Jake combines vast operational knowledge with a commitment to creating safe, healthy, and sustainable workplaces for those who serve the community.

EXPERIENCE HIGHLIGHTS:

ENGLEWOOD, CO: POLICE HEADQUARTERS

Jake served as the lead public safety planner for a new multi-phased 50,000 SF police operations building. The healthy workplace environment creates a sense of belonging, connection and identity for the department.

SALEM, OR: SALEM POLICE STATION

Jake served as the design leader for the new Salem Police Station, a 104,845 SF consolidated 3-story public safety center with crime lab, EOC, community and training spaces. The community-oriented facility includes an efficient, flexible workplace that supports officer and employee wellness and a public plaza.

HILLSBORO, OR: POLICE HEADQUARTERS

Jake is the lead public safety planner/programmer for a new 67,400 SF two-story police headquarters designed for net-zero readiness. It includes spaces to support employee wellbeing and encourage strong community engagement.

ROLE ON THIS ENGAGEMENT:

Jake will serve as a public safety facility planner.

RELEVANT CLIENTS:

- CA, Berkeley
- CA, Fairfield
- CA, Los Angeles
- CA, San Pablo
- CO, Englewood
- CO, Durango
- DC, Washington
- IL, Chicago
- KS, Wichita
- MN, Northfield
- OK, Tulsa
- OR, Salem
- TN, Nashville
- TX, Plano
- WA, Burien
- WA, Tukwila
- WY, Cheyenne

YEARS OF EXPERIENCE:

32

EDUCATION:

Master of Architecture,
Tulane University

PROFESSIONAL ASSOCIATION:

LEED Accredited
Professional

NCARB Certified #89523

AIA Academy of
Architecture for Justice

Major Cities Chiefs
Association, Sponsor

International Association
of Chiefs of Police,
Member



Helen Ho-Supanich, Ph.D, EDAC
DLR Group
Research and Development / Community
Engagement

BIOGRAPHY:

Helen brings a background in research design, implementation, assessment and presentation to clients who are interested in developing data-based decision-making, weighing facility options against desired outcomes. She is experienced in the creation and delivery of surveys and other forms of stakeholder engagement and communications, appropriately tailored to each stakeholder group. She supports teams with well-honed tools in policy and program design and assessment.

EXPERIENCE HIGHLIGHTS:

NASHVILLE, TN: YOUTH CENTER FOR EMPOWERMENT

Stakeholder and community engagement for a new 270,000 SF campus that reimagines juvenile justice.

HILLSBORO, OR: POLICE STATION

Stakeholder and community engagement for a new 67,400 SF police headquarters. The public safety building provides a modern police facility, streamlined operations, and creates a welcoming civic presence.

PITTSBURGH, PA: ALLEGHENY COUNTY JAIL

Comprehensive stakeholder engagement for a master plan that reimagines an outdated urban jail in downtown Pittsburgh. DLR Group’s facility master plan rethinks use and function with right-sized spaces that prioritize staff and resident wellbeing in therapeutic, normalized environments. The redesign of the intake area prioritizes efficient access to medical and mental health support services.

ROLE ON THIS ENGAGEMENT:

Helen will serve as a public safety facility planner.

RELEVANT CLIENTS:

- AZ, Chandler
- AZ, Goodyear
- CA, Berkeley
- CA, San Quentin
- CO, Jackson County
- DC, Washington
- FL, Gainesville
- GA, Atlanta
- IL, Chicago
- KS, Hays
- MA, Cambridge
- ME, Augusta
- MN, Hennepin County
- MO, Columbia
- PA, Pittsburgh
- TN, Nashville
- TX, Odessa
- VA, Fairfax County

YEARS OF EXPERIENCE:

14

EDUCATION:

- Ph.D.—Communication Studies, University of Michigan
- Bachelor of Science—Communication Studies, Northwestern University

PROFESSIONAL ASSOCIATION:

- Evidence-Based Accreditation and Design Certification (EDAC)
- American Institute of Architects - Associate Member

PRICING QUOTE

This cost proposal is based on the scope of work and the task plan presented. The table below provides our fees for the development of the study, with hours and costs broken down by task and by project team classification level. The cost proposal is outlined as a fixed price, with hourly rates by personnel category outlined below:

	Senior Vice President	Senior Manager	Manager	Senior Consultant	Cost
Initiation and Interviews	14	16	16	16	\$13,160
Profile and Current State	8	8	12	12	\$8,220
Community Outreach	16	14	14	28	\$14,880
Municipal Framework	16	18	36	24	\$18,990
Feasibility and Projections	12	18	30	32	\$18,020
Transition Planning	10	14	14	16	\$11,160
Final Report	12	18	8	20	\$12,250
Total Hours	88	106	130	148	
Hourly Rate	\$300	\$225	\$175	\$160	
Total Time Cost					\$96,680
Expenses					\$3,200
Total Cost					\$99,880

We have reviewed the contract template and have no issues with it.

B. **ACTION ITEM** Set Date for Continued Project Priority Planning Workshop



Memo

To: Mayor and Hayden City Council

From: Abbi Sanchez, City Clerk

Date: February 10, 2026

Agenda Item: Set Date for Continued Project Priority Planning Workshop

Agenda Item Location

New Business

Recommended Action or Motion

Staff recommends that the Council set a date for a workshop to continue discussions on prioritizing projects.

Functional Impact of Authorizing

City Council held a workshop on February 3, 2026 for each elected official to share areas/projects of interest. During the workshop, Mayor and Council ranked each idea/project based on a provided ranking system. In addition to the elected official's areas/projects of interest, city staff have existing city projects that need to be presented and ranked, as well. A workshop is requested to be scheduled to continue the discussion on project priority planning. The following dates/times are proposed for the workshop:

- March 3, 2026 at 3:00 p.m.
- March 6, 2026 all day, 3:00 p.m. at the latest

Functional Impact of Not Authorizing

A workshop would not be held to continue project priority planning efforts at this time.

Fiscal Impact

There is no direct fiscal impact with this item.

Budget Funding Source / Transfer Request

N/A

4. **REPORTS**

A. City Administrator Report and Calendar Review

February 2026

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 1	2 5:30pm P&Z Call-In Meeting	3	4	5 4:00pm Veterans Commission	6	7
8	9	10 5:00pm City Council Meeting (City Hall Council Chambers)	11 3:00pm Arts Commission	12 11:00am Historic Preservation Commission Meeting	13	14
15	16 8:00am City Hall Closed Presidents Day	17	18 4:00pm Parks & Recreation Commission	19	20	21
22	23	24 5:00pm City Council Meeting	25	26	27	28

March 2026

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 1	2	3 1:00pm Public Safety Commission	4	5 4:00pm Veterans Commission	6	7
8	9 5:00pm Planning and Zoning Meeting - Event	10 5:00pm City Council Meeting (City Hall Council Chambers)	11 3:00pm Arts Commission	12 11:00am Historic Preservation Commission Meeting	13	14
15	16 5:30pm Planning and Zoning Commission (Council Chambers)	17	18 4:00pm Parks & Recreation Commission	19	20	21
22	23	24 5:00pm City Council Meeting	25	26	27	28
29	30	31	Apr 1	2	3	4

- B. Law Enforcement
- C. Mayor/Council
- 5. **REQUEST FOR FUTURE AGENDA ITEMS**
- 6. **ADJOURNMENT**