

ORIGINAL IN RED



CITY OF STANLEY

APPROVED

Workshop Minutes

April 8, 2026 @ 9:30 am

Stanley Community Center, 510 Eva Falls Stanley, ID 83278

Call to Order: (Mayor Botti) 9:39 am

Roll Call: Councilmember Cardoso – Present; Councilmember Hernandez – Present; Councilmember Thompson – Present, Councilmember Cron – Present; Mayor Botti – Present,

Also present: City Clerk Hannah Fake, Jade Riley – Ketchum City Administrator

Agenda Amendments: none

Mayor/Council Comments: None

Presentations/Citizen Participation: None

- The public is invited to present commentary at will regarding any city-related business, whether or not that item is included on the agenda. Comments are limited to five (5) minutes and may or may not be addressed by the Council/Mayor.

Workshop

- Interviews with Project Manager candidates for workforce housing project
- Prior to interviews the council discussed how to select someone and if cost can be included in that selection.
 - The Council can consider cost. The council must rank firms based on qualifications and then can consider cost. You can negotiate after a firm is selected or if you can't afford to select the top ranked firm you can move on to the next one. It is okay to ask financial questions to the candidates.
- Councilmember Thompson had a conversation with Perryman from Full Circle about the cost and Perryman said the 2.5% owners representative fee is because Stanley is remote. In Boise it is 1.5% but they would be willing to negotiate.
- There was brief discussion on how the questions would be asked and who would ask the questions.

The Council held three interviews, 30 minutes each, with the following three firms.

- Perspective Planning and Consulting with their subcontractor.
- SMR Development
- Full Circle Consulting

The following questions were asked to each firm:

Cardoso asked:

1. IMO ... the city should be seeking an independent, professional Project Manager to review every document & prior decision & overall approach that we've made up to this point, attend all future meetings regarding the project, and to provide unbiased info & recommendations back to the council. How would your firm accomplish this?
2. Has your firm ever managed a project similar to this? In such a remote area? In a public/private partnership? With multiple phases? Does your firm have any prior experience working with a

small city government like ours — one that does not have a Planning & Zoning Department — on projects similar to this one? If yes, please provide examples. If no, please give your thoughts.

3. Has your firm ever worked with Northwest Real Estate Capital Corp? Or any of its subsidiaries? If so, please elaborate on the previous relationship(s).

Mayor asked:

4. Based on the expectations and position description what level of weekly time commitment would you anticipate for a project like this through its various phases? How do you think it works best to structure your work and communication with the City?
5. Many workforce housing projects like this operate within tight funding structures. How do you help ensure clients manage billable hours while keeping projects on schedule? What are the most important aspects of the project to provide support for to ensure the project meets the goals of the City?
6. Stanley's workforce housing project is restricted to the local workforce as well as a few other HUD and deed restrictions. Please describe housing projects you have worked on that have occupancy or other types of restrictions.
7. Have you ever worked for a construction company on a project that went from shovels in the ground to completed structure? If so, what was your role?
8. Do you have any questions for the City?

After the interviews the council discussed the proposals and interviews.

- Councilmember Thompson stated he didn't think that Full Circle had a fair interview. Cron asked what he meant by that, as the exact same questions were asked between all the firms. Thompson thought they hadn't been able to answer all the questions.
- When asked, Jade Riley stated that he thought the first 2 proposers, Perspective Planning and SMR Development, would do well in meeting the City's needs. He stated he knew Full Circle and that they are great firm but don't have experience working with municipalities. The first two firms have solid experience representing 'our' side, the public and the City. The City has a broad scope of representation needs and Riley thinks the first two firms have experience to meet that and he questions if the last group does. There may be a temptation to hire someone to babysit the developer on material and construction, but you are looking for the whole package.
- Thompson asked how Jade Riley knew the firms.
 - Jade Riley responded that he knows Scott Flynn from Full Circle as a very accomplished home builder. Riley emphasized the importance of the municipal scope and stated that Full Circle was used to being on the developer's side of the table, not the City's side.
- There was conversation from the council if the questions were appropriate for Full Circle and if different questions should be asked in follow up.
 - Jade Riley answered that the questions might seem odd to Full Circle but to the first two firms, those were great questions and they do the things you were asking about all day.
- Thompson asked what was missing from Full Circle's experience.
 - Riley responded that they don't have experience regarding development agreements or urban planning. The City doesn't have a planning dept. and is looking for someone to help in preconstruction and construction, legal review, financial tracking. If the City was looking for an owners rep to focus on constructability and return on construction Full Circle would be a good fit but the City is looking for a lot more support than that.
- Thompson asked what Jade Riley was talking about with urban planning. Jade Riley responded that you are looking at the whole picture of the city, the creek, the view, the first 2 groups understand LUPA, what is county responsibility vs city responsibility. And those are all things that the first 2 firms are used to dealing with especially in terms of local governments.

- Thompson: I have an issue with what the plans showed initially. Do you think we have the opportunity to ask more of that from developer, and ask him to do more in visual and quality. The response was yes, you have that and have negotiation points. Thompson asked Jade Riley if he would be able to advise the city on layout etc. Riley replied that he would come up and walk the property if he had a heads up.
- Cardoso asked Jade how he knew Shellan. Jade replied that her whole career has been on the public side. She has worked for urban renewal and has a long history working in Montana for Public Housing Trust and has a very good grasp of regulatory environment, understands developers limitations, and is a tough customer in negotiation.
- Jade continued to explain if you are to look at 100% of what the City needs, 20% of the equations constructability. So consider someone who can help best with all of it. He would recommend the first 2 firms that were interviewed. He only knows Shellan personally and Morgan Landers, one of his employees serves on a board with Brad Cramer and speaks highly of it.
- Clerk stated she would check the references. It was suggested to ask what they are best at, any short comings, did they meet the goals of the project, and what the communication strategies were.
- Cardoso stated he liked 3rd group because they had a good online platform to share information.
- Councilmember Cron is concerned that full circle doesn't have experience in, need them too help with various agreements as well and all the things we need to get going. All of these project manager will probably have great reporting strategies. I wouldn't base just on that.
- Mayor stated that Shellan is certified project manager. All of the project managers do charting and boards etc.
- Cardoso stated that Full Circle was attached by Gabe and he was nice to the other firms.
- The Council discussed whether Full Circle should have been asked specifically about urban planning. The conclusion was the same questions need to be asked of each firm.

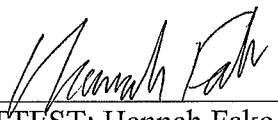
Councilmember Cardoso left the meeting at 12:11 pm

- Councilmember Thompson asked the council about funding and the 130% profit cap. The Clerk clarified that the intent of this cap on profit is to provide guardrails for how much profit Northwest can earn. Northwest must have some room to earn over the cost of the project to provide a buffer.
- Thompson asked if they were billing admin fees and if the City has any control over spending on admin and maintenance and where can we adjust the contract in the future.
 - o There are provisions in the agreements if changes need to be made, they can be made upon written agreement between Northwest and the City. All costs will be included in Northwest's plan. The City will have a chance to review the proforma.
- The Clerk clarified that the rents and financials will need to be part of these documents. Northwest will need to provide the financials with these agreements, so we have something concrete to hold them to.

Adjourn: 12:30 pm



 Steve Botti - Mayor



 ATTEST: Hannah Fake- City Clerk