

ORIGINAL IN RED



CITY OF STANLEY

APPROVED

## Special City Council Meeting Minutes

April 15, 2026 @ 9am

Stanley Community Center, 510 Eva Falls Stanley, ID 83278

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**Call to Order:** (Mayor Botti) 9:03 am

**Roll Call:** Councilmember Cardoso – present; Councilmember Hernandez – present; Councilmember Thompson – present; Councilmember Cron – present; Mayor Botti – present

- Also present City Clerk – Hannah Fake; Kimberly Peters - Present

**Agenda Amendments:** none

**Mayor/Council Comments:** none

**Presentations/Citizen Participation:** none

### Topics:

Streets and Roads Contract

Action Item

- Councilmember Cron wanted to discuss the road conditions after the work will be done at the park because Russell said that there would be a lot of trucks going up and the road would need repair.
  - There was discussion over this with the conclusion that it should be part of the bid for the parking lots at the park and not be attached to the summer roads contract.
- Cron asked what the status of the airport was.
  - The Mayor replied that it is unfinished and they have some additional work to do. Mayor will call Dan Connor to check in because the council wants to know the status and if there will be any further impact to Airport Road.
- Mayor stated we have money in budget for cleaning culverts and we haven't done much in the last few years so they need to be cleaned out now and so we added that to the contract.
- East/West sides of Niece has reestablished parking which has been ongoing for a while. Stanley Construction redid drainage on west side of post office parking lot and still needs to be completed.
- Councilmember Cardoso asked about the salt issue with roads this winter and if anything needs to be done about that now or in the future.
  - Kimberly Peters replied that in prior years ITD has put sand on the road. We called them and they always helped us out for free. It was icy and we got complaints and it was a safety need this year. KC from ITD thought the truck that went in town contained pure sand, but it was a mix of sand and salt. The next day a truck, without direction came into town and spread a mixture of sand and salt. Russel Clark hasn't had a sanding truck in the past, we didn't know that he recently acquired one and a sanding truck service wasn't in the contract, it will be in next year's winter contract.
- Councilmember Thompson mentioned the issue with the culvert at the Wall Street and Critchfield corner and asked where the water should flow there.
  - Kimberly replied that we are aware of the issue and that is on the list of things to fix this year and will likely change the size of the culvert. The water should flow down Critchfield, not to the Bakery.
- Cron asked about further parking area work and Kimberly said that would be next year as this year we are working on finishing projects and general maintenance. Kimberly added that Stanley Construction will work on the soft spot on airport road as well
- Cron asked if we would have speedbumps again and Kimberly said, not this year because with all the traffic going up the road they won't work well.

- Thompson asked about the fuel surcharge and if we are paying sticker price on the pumps.
    - Kimberly was unsure and would ask Russell.
      - **MOTION to approve the Streets and Roads Contract by Councilmember Cardoso. SECOND by Councilmember Hernandez.**
        - Roll Call Vote: Councilmember Cardoso – yea; Councilmember Hernandez – yea; Councilmember Thompson – yea; Councilmember Cron – yea.
- None Opposed; ALL IN FAVOR**

#### Workforce Housing Project Manager

- Discussion & Ranking
  - Resolution 2026-3 Project Manager Selection Action Item
- The Clerk read a letter from Keith Reese. It is included in the meeting minutes.
  - Cardoso asked Keith Reese why he thinks the City should have control over all the phases from the start as that is a sticky point and he is concerned about the nightmare scenarios.
    - Keith Reese replied that he hasn't read the ground lease and protecting the interest of the City should be put on the attorney. Northwest is experienced and well suited to this project. They will be more incentivized to do a better job for phase 1 and 2. They are a trustworthy firm, and should be encouraged to do a good job.
    - Cardoso asked what happens if they weren't good people. And Keith Reese replied that your attorney would help protect you. It will be better to have a good job done by Northwest and to have some teeth in the agreement as it will be very hard to find someone to come later.
    - The Mayor added that John McDevitt is working on the 'teeth.'
  - The Clerk provided reference check responses for each of the three firms.
  - The Mayor explained how the ranking worked and that it was like how they did it for selecting a developer.
  - Councilmember Thompson asked if the Council would decide who we pick or will it be the ranking? The Mayor responded that the ranking is supposed to be the selecting factor here, as objective as we can make.
  - Councilmember Cron added that there is the ranking but then we need to negotiate the contract with the firm. If we can't come to an agreement on the contract, then we will have to go to our second selection.
    - The Mayor said we received some information about the fee structure, but we will need to negotiate with firm on scope and price.
  - Cron shared his opinions on the firms. He was pleased and surprised to have three responses to the RFP especially since we are a small town and it shows people care about this community. All three applicants conveyed affections for this place. It is a great idea that we are hiring a project manager and taking advice from experts and community. This is coming out of our city budget and not Northwest's budget, so we need to ensure we have money to pay for this. We are hiring this person to get this started this summer and the majority of community wants this project to start this summer. I listened to Jade Riley's assessment after the interviews, and he said 2 of the 3 firms would serve our needs well, the 3<sup>rd</sup> firm (Full Circle) is more of a construction firm, like general contracting outfit, that doesn't have the practical experience of working with a municipality like ours or dealing with regulatory agreements which is the bulk of what we need assistance with. This assessment was supported by the qualifications presented in the proposals and interview. Cron expressed concern regarding the cost of Full Circle. He continued that Perspective planning is qualified, especially as a team, and has worked with municipalities. The work Brad has done with Idaho Falls is comparable to what we are doing. They also know how to

work with federal agencies. I think the strongest candidate is SMR. What I took away from their interview and proposal is that Shellan has 20 years of experience in private, nonprofit, and government building deed restricted housing. Her resume shares her years of experience in financing, entitlement, permitting, and public private partnerships. She has worked in remote settings like ours with the Mammoth Lakes project sounds like what we are at a very remote place. I think she is beyond capable of doing this based on her body of work. She has Carissa on her team which is a major bonus to the application meaning we get 2 beyond capable women that care about this community and care that Bluebird gets built on budget with efficiency. Both women are communicators which in my experience, people who can communicate are essential, especially in this type of project when you are working with multiple parties like the city, community, and developer. They are both knowledgeable in this unique skill set. Cron thanked the Clerk for setting up interviews and doing reference checks as that all takes a lot of time. Cron feels good about the approach taken and wants to get this figured out.

- Councilmember Cardoso asked if Carissa worked for SMR and asked why we were considering someone who helped in the process.
  - The Clerk clarified that Carissa had not been a part of, or provided any advice in the entire process of hiring a project manager. The City had communicated with Jade Riley and Morgan Landers in Ketchum but not Carissa Connely regarding the scope of work or process for the project manager. Carissa was listed as a subconsultant for SMR Development.
  - Cardoso responded that boutique (SMR Development) is not qualified and that he didn't know Carissa was part of that team. He added that Jade put his thumb on the scale with his statement about full Circle and Carissa is online silently listening, not saying anything.
  - Cardoso stated that it was a conflict of interest to hire a firm that worked with Carissa. Cron and the Mayor stated that they didn't think it was a conflict of interest. Councilmember Hernandez stated she thought it could be a gray area.
- Cron said that Ketchum has been very helpful in this process. Carissa is an asset in housing at all angles. Cron asked if the council wanted to discuss who they liked and why as they were trying to find the best fit and wanted to know what people thought were the best candidates.
  - Councilmember Thompson said he was pleased with Perspective Planning as they were well spoken, they understood, and they seemed qualified. They had a full team, and he liked that they had everyone online and communicated well. He thought they did the best interview and ranked as so. Hernandez thought they had best interview as well.
- Cardoso thought that all three were professionals, but his score reflects that he doesn't like entanglement but thought all three could do the job.
- Hernandez liked that Perspective Planning had done other city projects, not just big city projects, but for small communities.
- Cron added that he was looking most at actual experience which was a big thing. The first two had municipal experience. He said they all could do it, but the council was looking for who could do it best.
- Cron asked if Full Circle's flat fee was concerning? There was general discussion that the city probably couldn't afford that, but the council was not ranking on cost.
- Councilmember Thompson stepped out at 10:00 am. And returned shortly after.
- There was discussion on how the ranking would work and next steps.
- The firms were ranked and totaled by the Clerk. Ranking sheets are included in the minutes.
- The Mayor provided an update on the status of the agreements regarding workforce housing. And some of the things that he was looking for the project manager's help with.
- Cardoso asked for update on the Observatory and the Mayor responded they were planning to have an opening in July.

○ **MOTION by Councilmember Hernandez to pass Resolution 2026-3 selecting Perspective Planning as the Project manager. SECOND by Councilmember Cron.**

- Roll Call Vote: Councilmember Cardoso – yea; Councilmember Hernandez – yea; Councilmember Thompson – yea; Councilmember Cron – yea.

**None Opposed; ALL IN FAVOR**


- Keith Reese said when negotiating, the budget and schedule need to be included and if you can't come to terms with the first firm, you can work with the second one. In a small town there is so much conflict of interest, and sometimes the best person has a conflict in some way.
  - Cardoso stated the conflict of interest was like Charlie's wife wanted to be the project manager. He didn't know that Carissa was working with SMR Development.
  - Cron asked Cardoso if he did you not see the resume in packet, Cardoso replied he read the whole thing.
- Michael Powell said he understood the concern for conflict of interest from Gabe, but there is a conflict of interest when Charlie and Kim went to Full Circle is the same. There are other conflicts that are equally as important and so you can't focus on just one. Cardoso responded that is why he keeps asking that the public gets transparency
  - Thompson responded when we went down there to see Full Circle, everyone knew about it, we got as our wrist slapped for trying to facilitate and expedite the process. Kim emailed everyone to make sure transparency was there afterwards. He added that he has no idea what is going on in the City Office.
  - Cardoso said he wants to do a YouTube channel and he thought we were trying to do our best but thinks we could have done better.
  - Mayor responded that he doesn't think there was a conflict of interest with Carissa. The conflict would be if the project manager worked with or for Northwest. The Mayor said that someone who had supported the City previously on the project would not have a conflict of interest. Clerk provided a summary of the law on conflict of interest.
- Thompson went to sewer board meeting last night and wondered where the City was with getting things worked out with the Sewer Association as he thought there might be some issues there. He was surprised that the council hasn't moved forward on thoughts on phase 2. He has reviewed his files on workforce housing that go back to 2000 and he has many plans. Before he was on the council he and Kim had proposed having a committee of citizens to provide advice for housing. The committee could define uses, structures, long term goals, playgrounds etc. and provide suggestions on site work. The group could provide a starting sketch to define employee housing, consider geography, orientation, suitability, and locations and create layout plans for activities and development strategies. He said he received a site plan that he had never seen at the sewer meeting. The Clerk said the City had not provided a site plan to the sewer association. Thompson doesn't understand why the council isn't talking about phase 2 and is disappointed that they are not.
- Hernandez asked about permits with the Forest Service. The Mayor reviewed the issues with the Forest Service and City insurance requirements and stated that there was an option for the Sewer Association or Northwest to get the Special Use Permit (SUP).
  - Hernandez asked where that left the City and if Northwest would be concerned.
  - The Mayor responded that Northwest is talking to the Forest Service about the SUP and someone has to say yest to get a SUP.
  - Hernandez was concerned about what happens after the 65 year permit or the end of the permit term as she thought it would not be a guarantee they would get another permit. The Mayor explained that they would just have to work with the Forest Service to renew it. The sewer association works under a special use permit with a shorter term than that, the

Cemetery has a SUP and the City just worked with the Forest Service to get a new one because the Forest Service was not going to remove anyone buried in the cemetery.

- Hernandez asked about the cisterns on the hill and if that would need a permit as well. She thought the permit issues could deter the starting of infrastructure.
  - The Clerk responded that they are looking into if the City can hold the cistern SUP because it may not be a high-risk activity.
- Cardoso asked to get a list of big/top priorities. And the Mayor responded that would be one of the duties of the Project Manager.
- Cardoso asked about the status of the site plan and the Mayor responded that it was close to being done and they hoped they would get a clean copy this week.
- Thompson asked what was on the site plan. The Clerk and Mayor explained the location of buildings and infrastructure would be on there but not all the little details that would be needed to build it because that would make it difficult to read.
- Thompson stated that they haven't had a committee of community members come up with a plan and that he has no faith in Northwest to come up with a plan.
- Both Thompson and Hernandez stated that clarifying the 20 units needed to be top priority. They also questioned the status of talking to the Secretary of Agriculture
  - The Mayor stated he is looking into clarifying the 20 units and added that to go to the Secretary of Agriculture we need a site plan and drawings and we need to provide all the info to them at the same time.
  - Thompson asked if the Secretary needed to see the full build out and the Mayor responded no, HUD is the only entity that wants to see the planned full build out at this point.
- Cardoso stated that he wants to move forward and make sure phase 1 is rolling a long before we get into phase 2.

Adjourn: 10:43

  
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Steve Botti – Mayor

  
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ATTEST: Hannah Fake – City Clerk

**4.15.26 Council Meeting Minutes**  
**Included Letters & Rankings**

4.15.26 – Letter from Keith Reese

Total Rankings Sheet

Individual ranking sheets

Received via email Apr 8, 2026

Hello Steve:

I suggest oversight of the workforce housing project in the following manner, with a three-part focus:

1. Find a consultant experienced in similar projects to review the proforma Northwest is using to describe the costs, revenues, rental rates and vacancy rates, etc., to see if they are well reasoned. The purpose is not to find a company looking to compete with Northwest but to give an unbiased third party review. I suggest an hourly rate with a not-to-exceed maximum.

To me this is a week's worth of work by a knowledgeable professional if they are given access to someone from Northwest that can answer questions as they arise,

2. The second part of the review I recommend is a plan review. The architectural firm Northwest is using is well recognized and I'm certain they will produce plans that will meet the criteria for a safe and sufficient dwelling. The plan review I propose is not one such as would be completed by a building department, but rather one that looks at the assemblies and site plan layout to be sure they respond well to the Stanley environment. I see a couple days consulting time to review the plans.
3. The bigger part of the ongoing review is to find a building inspector that can periodically inspect the building site, say once a week for 2-3 hours during active periods of construction, to compare plans and specifications with the actual installation to see that they match. Also at major points during the construction project. The state will mandate electrical, plumbing and hvac inspections. This is in addition to that and would be similar to what a building inspector would do but be more nuanced with more focus on quality control.

I haven't read the proposed ground lease. I am in favor of giving Northwest control over the entire site and future phases so long as there is an escape clause for the city in the event Northwest fails to live up to the city's reasonable expectations for completed phases.

Thanks,

Keith Reese




650 Headwaters Lane Stanley, ID 83278 PH 208.774.3347

[keith@sawtoothvalleybuilders.com](mailto:keith@sawtoothvalleybuilders.com)

<b>Capability to Perform Project (25 pts)</b>							
the firm's knowledge of project objectives and implementation requirements, firm's commitment and capability to provide necessary resources to perform and complete the project.							
	Hernandez	Cardoso	Thompson	Cron	Botti	Fake	Total
Full Circle	25	25	25	10	10	14	<b>109</b>
Perspective Planning	25	20	25	15	17	20	<b>122</b>
SMR Development	20	0	20	25	25	23	<b>113</b>
<b>Relevant Project Experience (30 pts)</b>							
experience working with the public sector, and specifically municipal governments, experiences with state and federal funding agencies, experience with workforce housing or housing, includes referral ratings from previous projects.							
	Hernandez	Cardoso	Thompson	Cron	Botti	Fake	Total
Full Circle	20	30	25	0	5	10	<b>90</b>
Perspective Planning	28	25	30	20	20	24	<b>147</b>
SMR Development	15	0	30	30	30	30	<b>135</b>
<b>Qualifications of the Project Team (20 pts)</b>							
Specific experience relating to the project and ability of project team to address the project objectives. Qualifications and experience of the team leader who will be responsible for the day-to-day management of the project.							
	Hernandez	Cardoso	Thompson	Cron	Botti	Fake	Total
Full Circle	20	20	18	5	8	9	<b>80</b>
Perspective Planning	20	15	20	15	15	16	<b>101</b>
SMR Development	15	0	18	20	20	15	<b>88</b>
<b>Project Approach and Schedule (10 pts)</b>							
Should address the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. The timeframe in which the firm can work.							
	Hernandez	Cardoso	Thompson	Cron	Botti	Fake	Total
Full Circle	10	10	10	5	5	8	<b>48</b>
Perspective Planning	10	5	10	7	7	9	<b>48</b>
SMR Development	6	0	10	10	9	4	<b>39</b>
<b>Interview (15 pts)</b>							
	Hernandez	Cardoso	Thompson	Cron	Botti	Fake	Total
Full Circle	10	15	10	5	5	8	<b>53</b>
Perspective Planning	15	5	15	10	12	15	<b>72</b>
SMR Development	10	0	10	15	15	15	<b>65</b>
<b>Total (100 pts)</b>							
	Hernandez	Cardoso	Thompson	Cron	Botti	Fake	Total
Full Circle	85	100	88	25	33	49	<b>380</b>
Perspective Planning	98	70	100	67	71	84	<b>490</b>
SMR Development	66	0	88	100	99	87	<b>440</b>

## City of Stanley Project Manager Individual Ranking Sheet

Proposer	Capability to Perform Project 25 pts	Relevant Project Experience 30 pts	Qualifications of the Project Team 20 pts	Project Approach and Schedule 10 pts	(Interview) 15 pts
Full Circle Housing 100	25	30	20	10	15
Perspective Planning 70	20	25	15	5	5
SMR Development	0	0	0	0	0
Rater Name: Gabriel Cardoso		Signature: 		Date: 04/15/20	

Proposals will be evaluated and ranked on the following criteria. The maximum point value of each criterion is shown in parentheses:

- 1) Capability to Perform Project – the firm’s knowledge of project objectives and implementation requirements, firm’s commitment and capability to provide necessary resources to perform and complete the project. (25 Points)
- 2) Relevant Project Experience – experience working with the public sector, and specifically municipal governments, experiences with state and federal funding agencies, experience with workforce housing or housing, includes referral ratings from previous projects. (30 Points)
- 3) Qualifications of the Project Team – Specific experience relating to the project and ability of project team to address the project objectives. Qualifications and experience of the team leader who will be responsible for the day-to-day management of the project. (20 Points)
- 4) Project Approach and Schedule – Should address the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. The timeframe in which the firm can work. (10 Points)

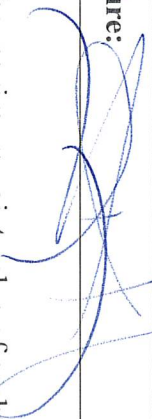
## City of Stanley Project Manager Individual Ranking Sheet

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Full Circle Housing	25	20	20	10	10
Perspective Planning	25	28	20	10	15
SMR Development	20	15	15	6	10

Rater Name:

*Kim Hernandez*

Signature:



Date:

*4/15/20*

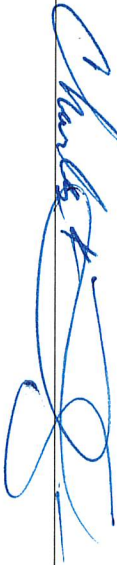
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- 3) Qualifications of the Project Team – Specific experience relating to the project and ability of project team to address the project objectives. Qualifications and experience of the team leader who will be responsible for the day-to-day management of the project. (20 Points)
- 4) Project Approach and Schedule – Should address the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. The timeframe in which the firm can work. (10 Points)

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## City of Stanley Project Manager Individual Ranking Sheet

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Full Circle Housing	25	25	18	10	10
Perspective Planning	25	30	20	10	15
SMR Development	20	30	18	10	10

Rater Name: Charles K. Thompson Signature:  Date: 4-15-2024

Proposals will be evaluated and ranked on the following criteria. The maximum point value of each criterion is shown in parentheses:


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- 4) Project Approach and Schedule – Should address the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. The timeframe in which the firm can work. (10 Points)

SMR - +

Perspective -

Full Circle -

## City of Stanley Project Manager Individual Ranking Sheet


Proposer	Capability to Perform Project 25 pts	Relevant Project Experience 30 pts	Qualifications of the Project Team 20 pts	Project Approach and Schedule 10 pts	(Interview) 15 pts
Full Circle Housing	10	0	5	5	5
Perspective Planning	15	20	15	7	10
SMR Development	25	30	20	10	15
Rater Name: Timothy Crew		Signature: 		Date: 4/15/20	

Proposals will be evaluated and ranked on the following criteria. The maximum point value of each criterion is shown in parentheses:

- 1) Capability to Perform Project – the firm’s knowledge of project objectives and implementation requirements, firm’s commitment and capability to provide necessary resources to perform and complete the project. (25 Points)
- 2) Relevant Project Experience – experience working with the public sector, and specifically municipal governments, experiences with state and federal funding agencies, experience with workforce housing or housing, includes referral ratings from previous projects. (30 Points)
- 3) Qualifications of the Project Team – Specific experience relating to the project and ability of project team to address the project objectives. Qualifications and experience of the team leader who will be responsible for the day-to-day management of the project. (20 Points)
- 4) Project Approach and Schedule – Should address the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. The timeframe in which the firm can work. (10 Points)

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## City of Stanley Project Manager Individual Ranking Sheet

Proposer	Capability to Perform Project 25 pts	Relevant Project Experience 30 pts	Qualifications of the Project Team 20 pts	Project Approach and Schedule 10 pts	(Interview) 15 pts	
Full Circle Housing	10	5	8	5	5	
Perspective Planning	17	20	15	7	12	
SMR Development	25	30	20	9	15	
Rater Name: Steve Batti					Signature: 	Date: 4-15-26

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Proposals will be evaluated and ranked on the following criteria. The maximum point value of each criterion is shown in parentheses:

- 1) Capability to Perform Project – the firm’s knowledge of project objectives and implementation requirements, firm’s commitment and capability to provide necessary resources to perform and complete the project. (25 Points)
- 2) Relevant Project Experience – experience working with the public sector, and specifically municipal governments, experiences with state and federal funding agencies, experience with workforce housing or housing, includes referral ratings from previous projects. (30 Points)
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- 4) Project Approach and Schedule – Should address the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. The timeframe in which the firm can work. (10 Points)

slot

Interview Time

### City of Stanley Project Manager Individual Ranking Sheet

Proposer	Capability to Perform Project 25 pts	Relevant Project Experience 30 pts	Qualifications of the Project Team 20 pts	Project Approach and Schedule 10 pts	(Interview) 15 pts
Full Circle Housing	14	10	9	8	8
Perspective Planning	20	24	16	9	15
SMR Development	23	30	15	6	15
Rater Name: Hannah Falk		Signature: John Falk		Date: 4-15-26	

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- 4) Project Approach and Schedule – Should address the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. The timeframe in which the firm can work. (10 Points)

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