



# Memo

To: Mayor and Hayden City Council

From: Suzanne Cano, Recreation and Community Events Director

Date: March 24, 2026

Agenda Item: Approval of 2026 Northern States Security and Investigations Inc. Contractual Services Agreement (for Events)

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## **Agenda Item Location**

Consent Calendar

## **Recommended Action or Motion**

Staff recommends approval of the 2026 Northern States Security and Investigations Inc. Contractual Services Agreement.

## **Functional Impact of Authorizing**

Approving the agreement allows for the following events in 2026:

- Security for Hayden Days on Thursday, Friday and Saturday nights
- Hayden Days parade assistance
- Hayden Lights parade assistance

## **Functional Impact of Not Authorizing**

By not approving the agreement, there would be a lot of upset vendors who have come to expect overnight security during Hayden Days. As well, Northern States Security has extensive experience with the City's events (since 2008) and are a big help to the Public Works Department because there isn't enough staff to help with parade control. It would make these events more difficult for City staff if the City didn't contract with Northern States Security and Investigations Inc.

## **Fiscal Impact**

Per the agreement, the City of Hayden will pay Northern States Security and Investigations Inc. as below:

- An amount not to exceed \$1,470.00 for all of the services provided during Hayden Days including the parade
- An amount not to exceed \$450.00 for services provided for Hayden Lights parade

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

Sponsorship monies for these events are receipted into GL Accounts 110-750-41201 cc 1153 (Hayden Days) and 110-750-41201 cc 1152 (Hayden Lights). The contract is paid from GL Accounts 110-721-58001 cc 1153 (Hayden Days) and 110-721-58001 cc 1152 (Hayden Lights).

## **Attachment**

2026 Northern States Security and Investigations Inc. Contractual Services Agreement



**2026 NORTHERN STATES SECURITY AND INVESTIGATIONS INC.**  
**CONTRACTUAL SERVICES AGREEMENT**

AGREEMENT made between the City of Hayden, a political subdivision of the state of Idaho, herein "CITY" and Northern States Security and Investigations Inc., P.O. Box 2615, Hayden, ID 83835, an Idaho corporation, herein "CONTRACTOR."

THE PARTIES AGREE AS FOLLOWS:

1. **CONTRACT:** CITY hereby employs CONTRACTOR as an independent contractor to provide security services for certain CITY events. CONTRACTOR agrees to provide all materials and services associated with the services referenced herein.
2. **PERFORMANCE EXPECTED:**  
CONTRACTOR will meet and coordinate with the CITY and Kootenai County Sheriff's Office to provide the following:
  - a. Hayden Days, McIntire Family Park, 8930 N. Government Way, Hayden  
One (1) Uniformed Officer onsite to provide security for the following dates and times:
    - Thursday, July 23, starting at 8:00 p.m.-Friday, July 24, ending at 6:00 a.m. (10 hours)
    - Friday, July 24, starting at 9:00 p.m.-Saturday, July 25, ending at 8:00 a.m. (11 hours)
    - Saturday, July 25, starting at 9:00 p.m.-Sunday, July 26, ending at 8:00 a.m. (11 hours)
  - b. Hayden Days Parade Traffic Control (4-hour minimum per officer):
    - The Hayden Days Parade will be held on Saturday, July 25, and starts at 10:00 a.m.
    - Three uniformed Officers will be stationed at intersections along the parade route before the parade starts per instructions from designated CITY personnel.
  - c. Hayden Lights Parade Traffic Control (4-hour minimum per officer):
    - The Hayden Lights Parade will be held on Saturday, December 5, and starts at 5:00 p.m.
    - Three uniformed Officers will be stationed at intersections along the parade route before the parade starts per instructions from designated CITY personnel.
3. **COMPENSATION:** CITY agrees to pay CONTRACTOR at the rates outlined below:
  - a. Hourly rate of \$32.00 per Officer
  - b. For parades, the per-gallon fuel charge is the current rate for three cars (3) at five (5) gallons each.
  - c. There is a four-hour minimum for each of the officers working the parade.
4. **PAYMENT:** Hayden City Council meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. Invoices must be submitted 10 days prior to each Council meeting and will be processed for payment within 10 days following Council approval.
  - a. For Hayden Days event and parade, payment to CONTRACTOR is **not to exceed \$1,470.00 without prior approval by Hayden City Council.**
  - b. For Hayden Lights, payment to CONTRACTOR per this contract is **not to exceed \$450.00 without prior approval by Hayden City Council.**

5. **INDEPENDENT CONTRACTOR:** The parties agree that CONTRACTOR is the independent CONTRACTOR of CITY and in no way an employee or agent of CITY and is not entitled to workers compensation or any benefit of employment with the CITY. CITY 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. CITY 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.
6. **WARRANTY:** CONTRACTOR warrants that all services will be performed in a good workmanlike manner and acknowledges that it will be liable for any breach of this warranty.
7. **INDEMNIFICATION:** CONTRACTOR agrees to indemnify, defend, and hold harmless CITY, 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.
8. **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.
9. **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 CITY of such coverage or that such worker's compensation insurance is not required under the circumstances.
10. **COMPLIANCE WITH LAWS:** CONTRACTOR agrees to comply with all federal, state, city, and local laws, rules and regulations.
11. **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.
12. **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.

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.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and can only be modified or amended in writing by the parties.
15. **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.

DATED this 17<sup>th</sup> day of March, 2026.

CITY OF HAYDEN

CONTRACTOR

\_\_\_\_\_  
Alan Davis, Mayor

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JAMES HESS

ATTEST:

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Abbi Sanchez, City Clerk