



Memo

To: Mayor and Hayden City Council
From: Abbi Sanchez, City Clerk
Date: January 22, 2026

Agenda Item: Use of City Hall as a Polling Place for 2026 Elections

Agenda Item Location

New Business

Recommended Action or Motion

Council may choose to allow or not allow the use of City Hall as a polling place.

Functional Impact of Authorizing

The Kootenai County Elections Office is requesting to use Hayden City Hall for a polling place from 7:00 a.m. to 8:00 p.m. for the 2026 Elections. The dates requested are May 19th and November 3rd.

Functional Impact of Not Authorizing

Hayden City Hall would not be a polling place for Elections.

Fiscal Impact

No revenue is received for the County's Use. Staff time is required to open and close City Hall for poll workers.

Budget Funding Source / Transfer Request

N/A

Attachment

Request Letter from Kootenai County Elections



Kootenai County Elections

Jennifer Locke • Clerk

1808 N 3rd St • P.O. Box 9000 • Coeur d'Alene, ID 83816-9000

Phone (208) 446-1030

<http://www.kcgov.us/elections> • Email kcelections@kcgov.us

January 13, 2026

Hayden City Hall
Attn: Abbi Sanchez
8930 N Government Way
Hayden, ID 83835

Hello,

Kootenai County Elections greatly appreciates your continued partnership in service to our community. We hope we will be able to utilize your facility as a polling place again in 2026. If this is possible, we would like to confirm the use of **Hayden City Hall**, as a polling place for these election dates:

May 19, 2026

November 3, 2026

The Precinct Judge who oversees the polling location will contact you prior to each Election regarding admittance to the building. Please indicate at the bottom of this letter how you expect to provide access to your facility.

Please retain a copy for your records and return this letter as confirmation of availability for the 2026 Elections at your earliest convenience. You may return the letter by:

- E-mail to kcelections@kcgov.us
- Mail to: Kootenai County Elections Department
P.O. Box 9000
Coeur d' Alene, ID 83816-9000

Most of the sites we use as polling places waive their fees. We humbly ask that you consider that option. However, if it is not possible, please let us know the fee amount you require, so we can either meet your expectations or have time to find a suitable alternative site. Thank you.

Sincerely,
Kootenai County Elections Department

Please Complete the Following:

This is to confirm the use of the Hayden City Hall as a polling place for the **2026** Elections.

Contact for scheduling facility use is: _____

Print name

Phone

Email

Contact for Election set up/closing is: _____

Print name

Phone

Email

Will we be able to set up the Polling Place sometime Monday (the day prior to the election)? Yes No Unsure

Facility Access will be provided via (circle one):

Access Code

A Key provided to the Poll Judge

Staff Member on Site

Other

Fees: Yes, we will waive our fee (Initial) _____ OR we will send an invoice to you for our fee \$_____

Signature: _____