



# 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**

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## **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 19<sup>th</sup> and November 3<sup>rd</sup>.

## **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 3<sup>rd</sup> St • P.O. Box 9000 • Coeur d'Alene, ID 83816-9000

Phone (208) 446-1030

<http://www.kcgov.us/elections> • Email [kcelections@kcgov.us](mailto: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](mailto: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: \_\_\_\_\_