

**AGENDA OF THE CITY COUNCIL MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

Tuesday, January 13, 2026

Regular Meeting: 5:00 PM

Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

**CALL TO ORDER
ROLL CALL OF COUNCIL MEMBERS
PLEDGE OF ALLEGIANCE
ADDITIONS OR CORRECTIONS**

1. **CONSENT CALENDAR** *All items on the Consent Calendar are Action Items*
 - A. Approval of December 9, 2025 City Council Meeting Minutes

**DRAFT MINUTES OF THE CITY COUNCIL MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

Tuesday, December 9, 2025

Regular Meeting: 5:00 PM

Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER

The meeting was called to order at 5:01 PM.

ROLL CALL OF COUNCIL MEMBERS

Present: Ed DePriest, Matthew Roetter, Tom Shafer, Sandra White.

PLEDGE OF ALLEGIANCE

Mayor Davis asked Council President Roetter to lead the pledge of allegiance.

ADDITIONS OR CORRECTIONS

MOTION: Council Member Shafer motioned to remove Item 4A from agenda. Council President Roetter provided the second.

ROLL CALL VOTE:

Council Member White	No
Council President Roetter	Yes
Council Member DePriest	Yes
Council Member Shafer	Yes

The motion was approved by a majority vote in favor.

1. **CONSENT CALENDAR** *All items on the Consent Calendar are Action Items*
 - A. Approval of November 12, 2025 City Council Meeting Minutes
 - B. Approval of November 18, 2025 City Council Meeting Minutes
 - C. Approval of November 24, 2025 Special City Council Meeting Minutes
 - D. Approval of 2026 KTigers Taekwondo c/o Heungki Kim Contractual Services Agreement
 - E. Approval of 2026 Basic Balance Gymnastics Contractual Services Agreement with Sheila Schmidt
 - F. Approval of Professional Services Agreement with Hiller Fire for Inspections and Testing of City Hall Fire System
 - G. Approval of Professional Services Agreement with Hiller Fire for Fire System Management and Monitoring
 - H. Approval of Hiller Fire Quote to Install Fire Alarm System in the Public Works Facility
 - I. Approval of Access Unlimited & Security, Inc. Quote to Install Security System at Public Works Facility
 - J. Approval of Fiscal Year 2024 4th Quarter Financials
 - K. Acceptance of Grant of Easement and Right-of-way Dedication and Acceptance of Public Infrastructure Associated with Hess St North, LLC Site Plan
 - L. Acceptance of Grant of Easement and Right-of-way Dedication and Acceptance of Public Infrastructure Associated with Church of Living Water Inc. Site Plan

- M. Approval of Memorandum of Understanding with Kootenai County for Emergency Radio Service
- N. Ratification of the November Payroll
- O. Ratification for Bills Paid
- P. Bills for Payment

MOTION: Council Member DePriest motioned to approve the consent calendar as presented. Council President Roetter provided the second.

ROLL CALL VOTE:

Council Member Shafer	Yes
Council Member White	Yes
Council President Roetter	Yes
Council Member DePriest	Yes

The motion was approved by a unanimous vote in favor.

2. VISITOR/PUBLIC COMMENT (3-minutes maximum)

Mayor Davis explained that public comments are welcome at City Council meetings, even though the meeting itself is for conducting official city business and is not a meeting with the public. Citizens may speak by filling out a comment card available at the back of the room. Comments, however, may not address topics that the Council may reasonably be expected to hold a hearing on, including anticipated land-use decisions. Speakers are expected to keep their remarks respectful and avoid using the podium for spectacle. Each individual is limited to three minutes and must begin by stating their name and primary city of residence. The presiding officer will indicate when it is time to conclude. Citizens are encouraged to schedule an appointment with staff or elected official directly for more meaningful engagement.

Lynda Cross, Non-Hayden Resident, shared concerns about the City considering proposals for a strategic planning consultant to evaluate law enforcement services. She urged the Council to weigh the significant expenses involved in creating a standalone police department compared to continuing the contract with the Sheriff’s Office. She noted that the Sheriff is directly accountable to the public, while a police chief answers to the mayor and council, which she believes can sometimes lead to negative misuse. Mrs. Cross listed numerous long-term costs associated with establishing a police department, such as personnel, training, equipment, vehicles, facilities, dispatch, records, insurance, and specialized services, and questioned the value of spending hundreds of thousands of dollars on a consultant to confirm what she believes is already clear: operating a police department would cost more than contracting with Kootenai County Sheriff’s Office. She also expressed concerns about the potential for a city police department to be weaponized against citizens and emphasized that added staffing needs, overtime, and future personnel considerations would likely exceed current contract costs.

Dan Cross, Non-Hayden Resident, spoke in follow-up to his wife’s remarks regarding the City considering proposals for a strategic planning consultant to evaluate law enforcement services. Drawing on his 32 years of law enforcement experience, he described working under both a police chief with civil service status, accountable to the public and a police commission, and later under a system where the chief reported directly to the mayor and city council. He explained that the latter structure led to selective enforcement and inconsistent follow-through, which he viewed as problematic. Dan expressed concern that creating a city police department would be financially burdensome, noting that police budgets are often the largest expenditure for municipalities. He cautioned that establishing

a department would pose significant upfront and ongoing costs, potentially leading to increased taxes, and questioned whether even the cost of studying the issue is warranted.

Ian Shadman, Hayden Resident, raised several points for the Council. First, he requested clearer explanations from council members when they vote no on motions, noting that past meetings often show votes without reasoning, which makes it difficult for the public to understand decision-making.

Regarding the discussion on law enforcement services, he acknowledged that establishing a police department would have significant upfront costs but emphasized the importance of long-term planning for future generations, especially given the region's rapid growth. He also urged the City to move forward with progress on the Hayden Urban Renewal Agency projects now that the acquisition is finalized, ensuring staff have the resources needed to meet deadlines.

Lastly, Mr. Shadman expressed concern about increasing traffic congestion, particularly at the Ramsey and Honeysuckle intersection, which he said has worsened since the Sheriff's Office relocated to Dakota. He explained that residents of Stoddard Meadows are effectively restricted to one exit route during peak hours, creating major backups and safety concerns. He encouraged the Council to prioritize improvements, potentially including the previously discussed roundabout, to prevent accidents and accommodate growing traffic demands.

3. PUBLIC HEARING (Public Testimony will be received for these items)

A. ACTION ITEM PZE-25-0098 Honeysuckle Glade Vacation of Easement Request

After reading the procedures for an applicant-initiated public meeting, Mayor Davis opened the hearing at 5:17 p.m.

STAFF INTRODUCTION: Community Development Director Donna Phillips, introduced the request PZE-25-0098, a proposed vacation of an easement within the Honeysuckle Glade development. She explained that easement and right-of-way vacations follow procedures established in Idaho state statute, and most of the technical analysis is provided in the staff report on pages 3–5. All agencies with potential underground utility infrastructure were notified as required, and their responses are summarized on page 7, with additional agency comments provided to the Council. Staff emphasized the importance of these responses because state law mandates input from all affected utilities. A recommended condition tied to those comments will be addressed later in the full analysis. The applicant, Timbered Ridge Homes, is represented by Mike Curry of Big Sky Idaho Corp, who is participating remotely. The request seeks to vacate a portion of an existing easement located behind the pathway on the east side of Reed Road within the Honeysuckle Glade Planned Unit Development (PUD). Ms. Phillips displayed an aerial map showing the location relative to Honeysuckle Avenue, Reed Road, the pathway, and the nearby Walmart for context before turning the presentation over to the applicant.

APPLICANT: Mike Curry of Big Sky Capital explained that the company purchased the Honeysuckle Glade PUD, originally approved in 2007, and has since completed one phase of the subdivision while preparing the next. He stated that the request concerns modifying, effectively vacating, an easement on the east side of Reed Road. After reviewing original plats and construction documents, the development team could not identify any utilities, drainage features, or roadway needs that justified the unusually wide and irregular easement, which exceeds the standard width by 10–15 feet and encroaches significantly into several planned lots. While that encroachment alone is not sufficient grounds for vacation, the absence of any functional purpose led them to

conclude that adjusting the easement alignment would be more appropriate. Mr. Curry emphasized that all existing infrastructure, including the pathway and swales, is already in place and privately maintained, and no new public road access from Reed Road is being requested. The proposal simply aims to realign the easement so it consistently offsets the existing pathway rather than following the original irregular configuration. Legal review determined that because the easement was established through the recorded plat, its modification must occur through a plat adjustment. The applicant has already submitted the next phase plat (Honeysuckle Glade 2) and would incorporate the corrected easement alignment into that future recorded document if the Council approves the vacation by ordinance.

Mr. Curry added that one utility provider, TDS, had not yet submitted required comments, unlike the other telecommunications companies that responded. He contacted TDS again earlier that day and noted that, because Idaho statute requires input from all affected utilities, it would be reasonable to include receipt of TDS's comments as a condition of approval if the Council chooses to move forward.

STAFF PRESENTATION: Ms. Phillips continued the analysis by walking through the standards in Section 50-3-06A of Idaho Code. Noting that the application was submitted in October 2025 and that notices were sent to agencies and adjacent property owners in late October and November, along with legal publications and website posting. They explained that the easement was originally dedicated to the City as a 30–35 foot multimodal, utility, and drainage easement on the Honeysuckle Glade plat, which is why a public hearing is necessary to consider vacating it.

All relevant utility agencies were contacted, and responses were received from each except TDS, despite multiple follow-ups. Because state law requires written acknowledgment from every utility that may use the easement, staff recommended making TDS's written confirmation a condition of approval before any ordinance is recorded. Staff concluded by noting that the Council may approve, continue, or deny the request.

QUESTIONS: Council Member White asked whether approval should be delayed until TDS provides a response. Staff explained that correspondence indicates TDS likely has no infrastructure in the easement area, but written confirmation is still recommended.

Ms. Phillips noted that TDS would retain a utility easement even if it has no infrastructure, and the proposed vacation and realignment would not impact the existing road.

PUBLIC COMMENTS: None

APPLICANT REBUTTAL: Mr. Curry stated he had no additional comments on staff's analysis. Regarding the Council's question about waiting for TDS, he agreed with staff that a delay would matter if new infrastructure were proposed. Since all infrastructure along Reed Road is already constructed, approved, and accepted, the request is primarily a modification of the easement to better align with the multimodal path. He emphasized that the easement for potential utility use will remain, just in a slightly adjusted configuration.

Mayor Davis closed the hearing at 5:35 p.m.

DELIBERATIONS: Council members indicated they had no further questions or

concerns. Council Member DePriest noted that the proposal is straightforward, involves no road work or major changes, and simply adjusts the easement lines.

MOTION: Council Member DePriest motioned to approve PZE-25-0098 Honeysuckle Glade Vacation Easement request with staff recommended conditions of approval finding that the request is in accord with the standards of Idaho state statutes based upon testimony received at the city council public hearing and the record of the request. Council President Roetter provided the second.

ROLL CALL VOTE:
Council Member Shafer Yes
Council Member White Yes
Council President Roetter Yes
Council Member DePriest Yes

The motion was approved by a unanimous vote in favor.

4. UNFINISHED BUSINESS

A. ~~**ACTION ITEM** Agreement with Kootenai County to Provide Law Enforcement Services to the City of Hayden~~
Removed from the agenda.

5. NEW BUSINESS

A. **ACTION ITEM Request for Extension of Preliminary Plat Approval**

Ms. Phillips explained that the requests for extensions of preliminary plan approval are allowed under the subdivision code when a project is actively moving forward. Single-phase subdivisions may receive a one-year extension if the final plat has not been completed within two years.

i. Mabrey Estates (J2022-0612)
Off Atlas Road, this request is due to delays in rerouting multiple water lines in coordination with Hayden Lake Irrigation District.

MOTION: Council President Roetter motioned to approve the extension request. Council Member DePriest provided the second.

ROLL CALL VOTE:
Council Member Shafer Yes
Council Member White Yes
Council Member DePriest Yes
Council President Roetter Yes

The motion was approved by a unanimous vote in favor.

ii. Sacred Meadows (J2022-0591)
This request involves a first-time developer whose initial construction bids exceeded expectations, requiring more time to regroup before building.

MOTION: Council Member DePriest motioned to approve the extension request. Council Member Shafer provided the second.

ROLL CALL VOTE:
Council Member White Yes

Council President Roetter	Yes
Council Member Shafer	Yes
Council Member DePriest	Yes

The motion was approved by a unanimous vote in favor.

iii. Trail Ridge Estates (J2020-0369)

This request is for a phased subdivision that experienced a slow start but has made progress over the last few years; they are at the five-year completion mark and need a one-year extension to finish.

Council received clarification that the requested extensions do not affect the turnaround condition at Marks Ranch, which is triggered by the 30th building permit in Trail Ridge Estates or the other subdivision, whichever occurs first, meaning the timing of that road connection remains dependent on permit issuance.

MOTION: Council Member Shafer motioned to approve the extension request. Council President Roetter provided the second.

ROLL CALL VOTE:	
Council Member DePriest	Yes
Council Member White	Yes
Council President Roetter	Yes
Council Member Shafer	Yes

The motion was approved by a unanimous vote in favor.

B. **ACTION ITEM** Trail Creek Estates Final Plat and Acceptance of Infrastructure
Staff recommended that the City Council approve the final plat, accept the infrastructure, and authorize the mayor to sign the plat prior to re-recording with the Kootenai County Recorder’s Office, contingent upon completion of four specified items.

MOTION: Council Member DePriest motioned to approve with staff recommendations. Council President Roetter provided the second.

ROLL CALL VOTE:	
Council Member Shafer	Yes
Council Member White	Yes
Council President Roetter	Yes
Council Member DePriest	Yes

The motion was approved by a unanimous vote in favor.

C. **ACTION ITEM** Nomination of Jim Schrader to the Veterans Commission
Mayor Davis introduced the appointment of Jim Schrader to the Veterans Commission, with a term running from December 9, 2025, to December 31, 2028.

MOTION: Council Member Shafer motioned to approve the appointment. Council Member DePriest provided the second.

ROLL CALL VOTE:	
Council President Roetter	Yes

Council Member White	Yes
Council Member DePriest	Yes
Council Member Shafer	Yes

The motion was approved by a unanimous vote in favor.

D. **ACTION ITEM** Consideration of Arts Commission Survey

Mayor Davis introduced the Arts Commission’s proposed community arts survey. The Arts Commission recommended that the City Council approve seeking public input through this survey.

MOTION: Council Member DePriest motioned to approve the Arts Commission Survey. Council President Roetter provided the second.

ROLL CALL VOTE:	
Council Member White	Yes
Council Member Shafer	Yes
Council President Roetter	Yes
Council Member DePriest	Yes

The motion was approved by a unanimous vote in favor.

E. **ACTION ITEM** Request to Seek Proposals for Strategic Planning Consultant to Evaluate Law Enforcement Services in Hayden

City Council discussed a request to seek proposals for a strategic planning consultant to evaluate Hayden’s law enforcement services. Mayor Davis explained that recent changes in county law enforcement prompted the city to analyze its actual needs, associated costs, and possible options, with no predetermined outcome. The goal is to gather objective, fact-based data to guide future decisions while protecting taxpayer dollars.

Council Member Shafer commented that, given the contentious nature of the issue, hiring a third-party consultant allows decisions to be made based on objective information rather than emotion, ensuring a careful, well-informed approach to long-term law enforcement planning.

Council Member DePriest emphasized the importance of evaluating all options for law enforcement services, noting that county plans indicate Hayden may soon face costs similar to neighboring cities, potentially consuming a large portion of the budget. He highlighted that whether the city continues contracting with the sheriff or forms its own department, the financial impact will be significant. For him, accountability and control over services are key, and a consultant can provide objective data to compare costs and service levels. He stressed that accurate information is essential for informing voters, particularly given recent reductions in promised sheriff services and rising costs.

Council Member White disagreed with the proposal, noting that voters recently supported the sheriff through a levy and chose to raise their own taxes. She stated that the Council’s responsibility is to manage the resulting 29% increase in the base budget, not spend additional funds on surveys or consultants, and announced she would vote against the request.

Council President Roetter emphasized the need to create options for Hayden’s law enforcement services, citing a county proposal that would provide half as many deputies for more money as unacceptable. He noted that the Council cannot rely solely on existing knowledge to determine the city’s staffing needs and that a consultant could provide objective data on appropriate staffing levels and costs. He also highlighted the potential for grant funding but stressed that long-term funding would require the city’s tax base. He reiterated that the goal is to gather information to inform the public and future decisions, including through a survey.

Mayor Davis clarified that the current action is only to seek proposals, not to award a contract. That decision would come back to the Council for a future decision.

MOTION: Council Member DePriest motioned to approve the request to seek proposals for strategic planning consultant to evaluate law enforcement services in Hayden. Council Member Shafer provided the second.

ROLL CALL VOTE:
 Council Member White No
 Council President Roetter Yes
 Council Member Shafer Yes
 Council Member DePriest Yes

The motion was approved by a majority vote in favor.

F. **ACTION ITEM** Acceptance of November 4, 2025 Election Canvassed Election Results

Precinct	CITY COUNCIL SEAT #2		CITY COUNCIL SEAT #4	
	Ed DePriest	Luke Sommer	Sandy White	David Erickson
310	231	195	206	224
311	27	33	32	26
312	208	103	105	206
313	0	0	0	0
314	3	1	0	4
315	259	132	134	256
316	222	142	169	194
317	235	139	143	225
318	249	184	193	244
319	343	192	205	329
TOTAL	1777	1121	1187	1708

MOTION: Council President Roetter motioned to accept the November 4, 2025 canvassed election results. Council Member DePriest provided the second.

ROLL CALL VOTE:
 Council Member Shafer Yes
 Council Member White Yes

Council Member DePriest Yes
Council President Roetter Yes

The motion was approved by a unanimous vote in favor.

6. REPORTS

A. City Administrator Report and Calendar Review

City Administrator Lisa Ailport reported that at the next meeting, the Council will review a “year in review” presentation, summarizing departmental activities such as events held, recreation program participation, and transportation system usage. She noted that the remainder of her report was covered by the current meeting’s agenda and offered to answer questions, with none being asked.

B. Law Enforcement

None

C. Mayor/Council

Council President Roetter provided an update on the Hayden Area Regional Sewer Plant, noting that it is jointly owned by the City, the county (1%), and the Hayden Lake Sewer District (24%). He explained that managing the plant has been complex due to the multiple ownerships and equal voting, prompting a recent mediation process. While mediation concluded without resolution, efforts to address the governance challenges have been ongoing for years.

Mayor Davis noted that at the January meeting, the Council will discuss potential changes to board assignments and representation, allowing members to consider moving between boards or adjusting their roles.

7. REQUEST FOR FUTURE AGENDA ITEMS

None

8. EXECUTIVE SESSION **ACTION ITEM (Action will be taken to enter and exit Executive Session. No action will be taken during the Executive Session)**

- A. Idaho Code 74-206(1)(c) To acquire an interest in real property which is not owned by a public agency
- B. Idaho Code 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

MOITON: Council Member Shafer motioned to enter executive session under Idaho Codes 74-206(1)(c) and (f). Council Member DePriest provided the second.

ROLL CALL VOTE:
Council President Roetter Yes
Council Member White No
Council Member DePriest Yes
Council Member Shafer Yes

The motion was approved by a majority vote in favor.

Mayor Davis recessed the meeting at 5:58 p.m.
Council Member White left the meeting at 6:00 p.m.

Mayor Davis called the meeting back to order at 6:07 p.m.
The meeting entered executive session at 6:07 p.m.

MOTION: Council Member Shafer motioned to exit executive session. Council Member DePriest provided the second.

ROLL CALL VOTE:
Council President Roetter Yes
Council Member DePriest Yes
Council Member Shafer Yes

The motion was approved by a unanimous vote in favor by the members present. The meeting returned to regular session at 7:06 p.m.

9. ADJOURNMENT

The meeting was adjourned at 7:06 p.m.

Abbi Sanchez, City Clerk

Alan Davis, Mayor

B. Approval of December 19, 2025 City Council Meeting Minutes

**DRAFT MINUTES OF THE CITY COUNCIL MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

Friday, December 19, 2025

Regular Meeting: 5:00 PM

Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER

The meeting was called to order at 5:00 PM.

ROLL CALL OF COUNCIL MEMBERS

Present: Ed DePriest, Matthew Roetter, Tom Shafer, **Absent:** Sandra White.

PLEDGE OF ALLEGIANCE

Mayor Davis asked Council Member Shafer to lead the pledge of allegiance.

ADDITIONS OR CORRECTIONS

None

1. **CONSENT CALENDAR** *All items on the Consent Calendar are Action Items*
 - A. Approval of December 9, 2025 Special City Council Meeting Minutes
 - B. Approval of 2026 Spokane Figure Skating Club dba Lake City Figure Skating Contractual Services Agreement
 - C. Approval of 2026 Monica Newell dba Alta Dance Academy Contractual Services Agreement
 - D. Approval of Commission Re-Appointments
 - E. Approval of Simco Construction Change Order No. 08 for H-6 Lift Station Project
 - F. Approval of Bills for Payment

MOTION: Council President Roetter motioned to approve the consent calendar as presented. Council Member DePriest provided the second.

ROLL CALL VOTE:	
Council Member Shafer	Yes
Council Member DePriest	Yes
Council President Roetter	Yes

The motion was approved by a unanimous vote in favor by the members present.

2. VISITOR/PUBLIC COMMENT (3-minutes maximum)

Jeff Coder, a Hayden resident, expressed concerns about the city potentially creating its own police department instead of renewing its contract with the Kootenai County Sheriff's Office. He emphasized that he and many residents cannot afford the increased costs that a city police department would require, citing rising property taxes as already burdensome since moving to Hayden five years ago.

He questioned whether the city has a viable transition plan, noting the significant expenses involved, including buildings, vehicles, staffing, wages, pensions, and overall infrastructure. He asked whether residents would have the opportunity to vote on the issue or if the city would proceed without direct voter approval.

Mr. Coder stated his preference for the Sheriff's Office, describing the sheriff as elected by the people and "constitutional," in contrast to a police chief who would serve at the pleasure of the mayor. He expressed concern that a city police department could lead to political or selective policing.

He concluded by noting that more residents might have attended if the meeting hadn't been scheduled on a Friday night before Christmas.

City leadership responded that voters will have a role in determining the future direction, with a transparent analysis and process planned for 2026.

3. COMMISSION REPORT

A. Veterans Commission

Jeff Snell, Vice Chair of the Hayden Veterans Commission, delivered the quarterly report for December 2025 on behalf of Chair Ian Cosby. He highlighted recent activities, including volunteer support for the Hayden Lights Parade on December 6 and a successful Veterans Day ceremony on November 11, which received excellent feedback, particularly regarding keynote speaker Mike Quinn of the Marine Corps League.

Recruitment efforts have strengthened the commission, growing membership from the usual four or five members to an expected six by February. Chair Cosby is coordinating with the city to develop a publicly accessible digital memorial paver map and searchable index for the pavers in front of City Hall; however, the project is paused pending finalization of a new web services contract.

The commission is awaiting the printing of business cards for outreach and information sharing. Looking ahead, planning is already underway for the 2026 Memorial Day ceremony, with several strong speaker candidates identified.

City officials expressed appreciation for the Veterans Day event and recognized the commission's ongoing contributions to the community.

4. UNFINISHED BUSINESS

A. ACTION ITEM Consider Agreement with Kootenai County to provide Law Enforcement Services for Fiscal Year 2026

The council considered approval of the 2026 law enforcement services agreement with Kootenai County, after the county commissioners accepted the city's requested revisions.

Council Member DePriest provided background for the public, explaining that the current 10-deputy contract costs \$954,000, while the proposed 7-deputy model costs \$1.19 million equating to three fewer deputies for a higher price due to the county's shift to full reimbursement of salaries, operations, and overhead. Maintaining the previous 10-deputy level would have cost about \$1.8 million. He noted that rising law enforcement expenses are unavoidable regardless of whether the city stays with the Sheriff's Office or eventually forms its own police department, and that the city's property tax capacity (3% annually) would not cover meaningful increases in service. He also expressed concern that the sheriff resisted a clause requiring enforcement of city codes. Council Member DePriest stated that approving the contract would preserve at least a reduced level of service for now, but urged the city to immediately

begin evaluating alternative law enforcement models and prepare for a 2026 ballot measure allowing voters to decide the level of service they are willing to fund.

Council President Roetter reported on an extensive review he conducted of the city's law enforcement contract, noting he spent roughly 100 hours on public records requests to the county, sheriff's office, nearby cities, and the school district. He said his goal was to evaluate accountability and determine whether Hayden is receiving the level of service it pays for. Council President Roetter stated that based on the information he received, the county cannot verify that Hayden receives its contracted 10 assigned deputies or track deputy time, despite charging for overtime and hourly services in other jurisdictions. He cited discrepancies in time reporting, repeated records labeled as non-existent, and examples where deputies assigned to Hayden appear to be spending significant time outside the city. He raised concerns about overhead charges, joint power agreements with other cities, and possible double-billing for a school resource officer. Council President Roetter concluded that the lack of accountability in the existing contract is unacceptable and argued the city should consider alternatives, including staying month-to-month under the current agreement, accepting fewer deputies for more cost, or terminating the contract and relying only on statutory coverage while exploring formation of a city police department. He stated he would vote against the proposed contract.

Council Member Shafer summarized the decision before the council as whether to authorize the mayor to sign the 2026 law enforcement services contract with the Sheriff's Office and responded to earlier comments. He emphasized that contracts are made with institutions, not individual personalities, and acknowledged Council Member Roetter's work in uncovering accountability issues, noting it will strengthen future planning regardless of the direction the city takes. He clarified that the third-party study is intended to provide objective, long-term data and that no one is proposing creating a city police department immediately. He also expressed concern about policy differences between a constitutional sheriff and an appointed city police force, drawing on personal experience with pandemic-era enforcement in Washington. He argued that remaining on a month-to-month contract would be a distraction and that the county and sheriff have already moved toward compromise, particularly on accountability. While the new contract costs more for fewer deputies, he noted the amount aligns more closely with what the city budgeted and reflects the county's new cost-recovery model. He believes the city must secure law enforcement services through next September while long-term options are evaluated and indicated he is prepared to make a motion to approve the contract.

Mayor Davis clarified that a month-to-month contract is not a realistic option because the current agreement includes a termination clause, and based on the Board of County Commissioners' actions, he expects they would terminate the contract if the city refused the negotiated terms. He noted that in any negotiation neither side gets everything it wants and compromise is necessary. While acknowledging the city must "bite the bullet" in the short term on some issues, he emphasized that the negotiated contract represents significant progress from where discussions began.

The council continued to debate the 2026 law-enforcement contract, focusing on accountability, service levels, and costs. Concerns included lack of verified deputy time in Hayden, reduced deputies from ten to five, and increased costs. Some noted the city could start its own police department using existing facilities and equipment. Philosophical differences arose over an elected sheriff versus an appointed police chief. Members agreed any option carries risks and public confusion. Overall, they

emphasized the need for verifiable data and recognized that long-term law-enforcement planning will require more study.

MOTION: Council Member Shafer motioned to authorize Mayor Davis to sign the Fiscal Year 2026 agreement signed by Kootenai County on December 18, 2025 to provide law enforcement services to the City of Hayden. Council Member DePriest provided the second.

6:13 p.m. recess

6:22 p.m. called back to order

DISCUSSION OF MOTION

Council discussed the timing and versions of the law enforcement contract, noting that the memo in the packet on Friday didn't match the latest county-signed version that was added early Tuesday, the day of the meeting. Concerns were raised about diminished service of five deputies instead of ten and the need to trust county management to maintain service levels. The council acknowledged that additional deputies from the justice fund could bring coverage closer to eight.

Despite misgivings about the process, lack of trust, and reduced service, a motion to authorize the mayor to sign the contract was seconded, with members emphasizing the hope that promised accountability reports would be delivered within 90 days.

ROLL CALL VOTE:

Council President Roetter	No
Council Member DePriest	Yes
Council Member Shafer	Yes

The motion was approved by a majority vote in favor by the members present.

5. NEW BUSINESS

A. **ACTION ITEM** 2026 Meeting Calendar Resolution

MOTION: Council Member DePriest motioned to approve the resolution adopting the 2026 meeting calendar. Council Member Shafer provided the second.

ROLL CALL VOTE:

Council President Roetter	Yes
Council Member Shafer	Yes
Council Member DePriest	Yes

The motion was approved by a unanimous vote in favor by the members present.

B. **ACTION ITEM** Subdivision Request for Extension of Preliminary Plat Approval of J2022-0600 Madison Ranch Phased Subdivision

Community Development Director Donna Phillips explained that Madison Ranch is a subdivision on West Hayden Avenue split across two sewer basins, one built and approved, the other not. It includes a mixed-use area at the front and is a five-year phased project. The first plat, originally required in 2023, has not been submitted, and the applicant is requesting an extension until December 2026. Most of the subdivision is single-family, while the north portion along Hayden Avenue is mixed-use with strict zoning and design standards that only apply once the lot is platted.

MOTION: Council Member Shafer motioned to approve the extension request. Council President Roetter provided the second.

ROLL CALL VOTE:
Council Member DePriest Yes
Council President Roetter Yes
Council Member Shafer Yes

The motion was approved by a unanimous vote in favor by the members present.

6. REPORTS

A. City Administrator Report and Calendar Review

City Administrator Lisa Ailport reported briefly that the planned year-in-review presentation is postponed to the January 13th meeting. She praised the finance department, noting auditors were on site last week and the city is on track to meet its nine-month audit requirements, with no significant findings expected. She also reminded that City Hall will close at noon on Christmas Eve and New Year’s Eve, and fully on the holidays.

B. Law Enforcement

The November 2025 law enforcement report was included in the agenda packet.

C. Mayor/Council

None

7. REQUEST FOR FUTURE AGENDA ITEMS

The council discussed adding a future agenda item to require the county sheriff to provide monthly time reports for 2026 deputies, showing time spent in Hayden versus outside. Members emphasized the importance of accountability and clarity on what exactly is requested. The city administrator noted the county is still learning to generate the reports, but the council wants the request formally documented and tracked, with a 90-day expectation for delivery. The item will be added under “New Business” for a January meeting.

8. ADJOURNMENT

The meeting was adjourned at 6:42 p.m.

Abbi Sanchez, City Clerk

Alan Davis, Mayor

- C. Approval to Apply and Authorize Matching Fund Allocation for the State of Idaho Waterways Improvement Fund Grant for Improvements to Honeysuckle Beach and Boat Launch



Memo

To: Mayor and Hayden City Council

From: Alan Soderling, Public Works Director

Date: 1.13.2026

Agenda Item: Authorize staff to apply to the State of Idaho Waterways Improvement Fund for improvements to Honeysuckle Beach and Boat Launch and approve Letter of Commitment for matching funds.

Agenda Item Location

Consent

Recommended Action or Motion

Motion: Move to authorize staff to apply to the State of Idaho Waterways Improvement Fund for improvements to Honeysuckle Beach and Boat Launch and approve Letter of Commitment for matching funds in the amount of \$75,000 from the Honeysuckle Boat Launch Fund.

Functional Impact of Authorizing

This action authorizes staff to submit the finalized application to the State of Idaho Waterways Improvement Fund requesting \$250,000 in grant funding for improvements to Honeysuckle Beach and Boat Launch, and authorizes the Mayor to sign a required Letter of Commitment for \$75,000 (total project cost estimated at \$325,000) from the City for matching funds that are a required element of the application. The proposed match is 23.1% of the estimated project cost, and the minimum match required is 5%, but greater contributions enhance the possibility of grant award. If the grant is awarded, a project to re-grade and resurface the launch ramp, move the southern dock to the south off of the ramp, widening the usable ramp area, and installation of a connected pathway that will improve the accessibility and connectivity of the facility for all users will be undertaken.

Functional Impact of Not Authorizing

An application for grant funding will not be submitted, and the City will not move forward with proposed improvements to Honeysuckle Beach and Boat Launch.

Fiscal Impact

If the grant is successful, the City will receive \$250,000 toward the proposed improvements to Honeysuckle Beach and Boat Launch, and the City will be obligated to contribute \$75,000, which is available in the Honeysuckle Boat Launch Fund.

Budget Funding Source

GL 112-899-59328

Attachments

Honeysuckle Boat Launch Improvements Overview



8930 N Government Way | Hayden, ID 83835

January 13, 2026

Idaho Department of Parks and Recreation
Waterways Improvement Fund Advisory Committee
P.O. Box 83720
5657 Warm Springs Avenue
Boise, ID 83716

RE: City of Hayden Letter of Commitment for Honeysuckle Boat Launch Improvements

Dear Members of the IDPR Waterways Improvement Fund Advisory Committee,

This letter confirms that the City of Hayden commits \$75,000 in matching funds for the Honeysuckle Boat Launch Improvements project proposed for Waterways Improvement Fund grant support. The committed funds are a cash match sourced from the City's Honeysuckle Boat Launch Fund, which is supported by boat launch user fees. This money will be available for project expenses upon grant award and will be documented according to IDPR requirements.

Thank you for your consideration of Hayden's Waterways Improvement Fund grant application. If you need additional information or documentation, please contact Ty Kovatch, Deputy Public Works Director, at tkovatch@haydenid.gov.

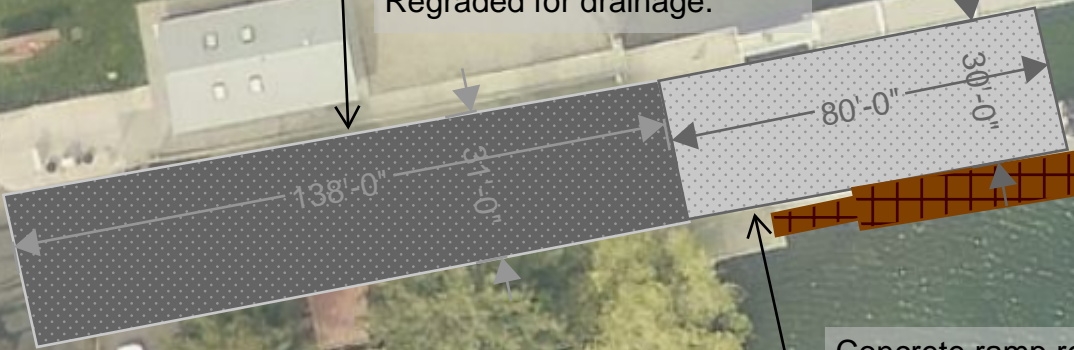
Sincerely,

Alan Davis, Mayor
City of Hayden



Approximately 225 feet
of concrete walkway, 5'
wide.

Asphalt ramp section
approximately 31' x 138'.
Regraded for drainage.



Concrete ramp re-grade
and re-pour,
approximately 30'x80'

Existing dock
and pilings
moved ~2' south.

D. Approval of Aviation 1st Addition Consolidation Plat



Memo

To: Mayor and Hayden City Council

From: Dulci Kau, P.E., City Engineer

Date: 1/2/2026

Agenda Item: Approval of Aviation Plaza 1st Addition Consolidation Plat

Agenda Item Location

Consent

Background and Recommended Action or Motion

Jeremy Tripp, the Owner of two lots known as 10144 and 10182 N Navion Drive has applied to combine the two lots into one lot, so that a building can be constructed over the current lot line. The lot consolidation is in accordance with state and local codes and does not increase the public infrastructure.

Staff recommends City Council approve the Aviation Plaza 1st Addition Plat and permit the Mayor to sign the plat prior to recordation with the Kootenai County Recorder's Office.

Functional Impact of Authorizing

If authorized, two lots would be consolidated into one lot providing the property owner a path forward for a proposed structure.

Functional Impact of Not Authorizing

If not approved, City Council would need to provide cause and reason for denial and a path forward for acceptance.

Fiscal Impact

This item has no fiscal impact on the City of Hayden.

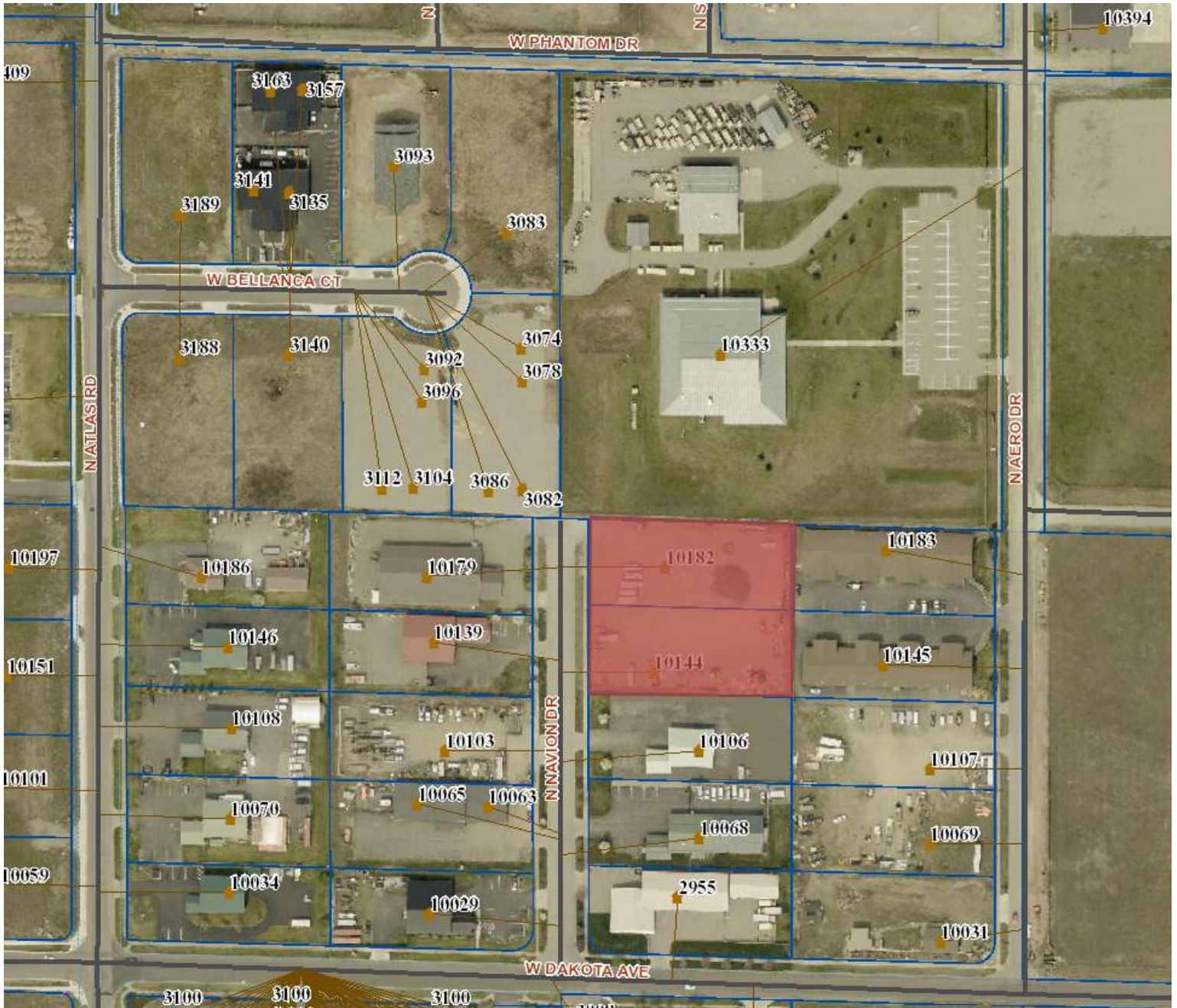
Budget Funding Source / Transfer Request

N/A

Attachment

Consolidation Plat

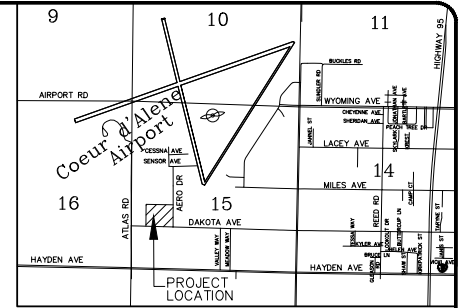
Figure 1 - Vicinity Map



PLAT OF AVIATION PLAZA 1ST ADD.

LOTS 9 AND 10, BLOCK 1, AVIATION PLAZA
LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF
SECTION 15, TOWNSHIP 51 NORTH, RANGE 4 WEST, B.M.
CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

PAGE 1 OF 2



VICINITY MAP

NO SCALE

OWNER'S CERTIFICATE

BE IT KNOWN BY ALL MEN THAT JEREMY TRIPP, A MARKED MAN, AS HIS SOLE AND SEPARATE PROPERTY, OWNS THE LAND DEPICTED WITHIN THE DISTINCTIVE BOUNDARY SHOWN AND THAT THEY HAVE CAUSED THE SAME TO BE SURVEYED AND DIVIDED INTO LOTS, BLOCK AND STREETS TO BE KNOWN HENCEFORTH AS "AVIATION PLAZA 1st ADDITION", SITUATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN, CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO AND DESCRIBED AS FOLLOWS:

LOTS 9 AND 10, BLOCK ONE, AVIATION PLAZA ACCORDING TO THE PLAT RECORDED IN BOOK "J" OF PLATS AT PAGES 25B AND 25BA, RECORDS OF KOOTENAI COUNTY, IDAHO. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 10 AS MARKED BY A REBAR AND CAP STAMPED "ATS PLS 8962";

THENCE ALONG THE NORTH LINE OF SAID LOT, SOUTH 88°12'10" EAST, 292.13 FEET TO THE NORTHEAST CORNER OF SAID LOT 10;

THENCE ALONG THE EAST LINE OF SAID LOTS 9 AND 10, SOUTH 00°00'53" EAST, 247.62 FEET TO THE SOUTHEAST CORNER OF SAID LOT 9;

THENCE ALONG THE SOUTH LINE OF SAID LOT 9, NORTH 88°25'53" WEST, 291.71 FEET TO THE EAST RIGHT-OF-WAY OF NAVION DRIVE ALSO BEING THE SOUTHWEST CORNER OF SAID LOT 9;

THENCE ALONG THE WEST LINE OF SAID LOTS 9 AND 10 AND THE EAST RIGHT-OF-WAY OF NAVION DRIVE, NORTH 00°06'40" WEST, 247.67 FEET RETURNING TO SAID **POINT-OF-BEGINNING**.

SAID DESCRIBED PARCEL CONTAINING 1.660 ACRES OR 71,286 SQUARE FEET MORE OR LESS.

BE IT FURTHER KNOWN THAT:

- 1) THE WATER PURVEYOR FOR THIS PLAT SHALL BE HAYDEN LAKE IRRIGATION DISTRICT.
- 2) SANITARY SEWER PURVEYOR FOR THIS PLAT SHALL BE THE CITY OF HAYDEN.

JEREMY TRIPP

DATE

THIS IS ACCEPTABLE.

THE OTHER OPTION WOULD BE TO REFER TO THE PREVIOUS PLATS DATED APPROVAL WHICH WOULD MITIGATE THE NEED FOR WILL SERVE LETTERS.

NOTARY PUBLIC CERTIFICATE

STATE OF IDAHO)
COUNTY OF KOOTENAI) S.S.

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS ____ DAY OF _____, 2024,
BY JEREMY TRIPP

NOTARY PUBLIC FOR THE STATE OF IDAHO
MY COMMISSION EXPIRES: _____



HAYDEN LAKE
IRRIGATION DISTRICT

HEALTH DISTRICT APPROVAL

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13, HAVE BEEN SATISFIED BASED ON A REVIEW BY REGISTERED PROFESSIONAL ENGINEER (RPE) REPRESENTING THE CITY OF HAYDEN AND NORTH KOOTENAI WATER DISTRICT AND THE QUALITY APPROVAL OF THE DESIGN PLANS AND SPECIFICATIONS WAS PROVIDED BY THE DEVELOPER FOR CONTINUED SATISFACTION OF THE SANITARY RESTRICTIONS. WATER AND SEWER LINE HAVE BEEN COMPLETED AND SERVICES CERTIFIED AS AVAILABLE. SANITARY RESTRICTIONS MAY BE REMOVED, IN ACCORDANCE WITH SECTION 50-1326, IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL.

DATED THIS ____ DAY OF _____, 2025.

PANHANDLE HEALTH DISTRICT I

CITY ENGINEER'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE APPROVED THIS PLAT.

DATED THIS ____ DAY OF _____, 2025.

DULCINEA KAU, PE 3071759
ENGINEER, CITY OF HAYDEN

CITY OF HAYDEN APPROVAL

THIS PLAT HAS BEEN EXAMINED BY THE HAYDEN CITY COUNCIL 4 ENGINEER AND IS HEREBY ACCEPTED AND APPROVED FOR FILING THIS ____ DAY OF _____, 2025.

MAYOR

ATTEST, CITY CLERK

COUNTY RECORDER

THIS MAP WAS FILED IN THE OFFICE OF THE KOOTENAI COUNTY, IDAHO, RECORDER AT THE REQUEST OF ADVANCED TECHNOLOGY SURVEYING & ENGINEERING, INC.

THIS ____ DAY OF _____, 2025, AT ____ O'CLOCK ____ M.

AS INSTRUMENT NUMBER _____ AND DULY RECORDED IN

BOOK ____ OF PLATS AT PAGES _____.

KOOTENAI COUNTY RECORDER

BY: _____
DEPUTY _____ FEE: _____

COUNTY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT THE TAXES DUE FOR THE PROPERTY DESCRIBED IN THE OWNERS CERTIFICATE AND DEDICATION HAVE BEEN PAID THROUGH.

DATED THIS ____ DAY OF _____, 2025.

KOOTENAI COUNTY, TREASURER

COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THE HEREIN PLAT AND CHECKED THE PLAT COMPUTATIONS THEREON AND HAVE DETERMINED THAT THE REQUIREMENTS OF THE STATE CODE PERTAINING TO PLATS AND SURVEYS HAVE BEEN MET.

DATED THIS ____ DAY OF _____, 2025.



KOOTENAI COUNTY, SURVEYOR

SURVEYOR'S CERTIFICATE

I, MATTHEW B. MAYBERRY, P.L.S. #8962, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF IDAHO DO HEREBY CERTIFY THAT THIS PLAT IS BASED ON AN ACTUAL SURVEY OF THE LAND DESCRIBED HEREIN, CONDUCTED BY ME OR UNDER MY SUPERVISION DURING THE PERIOD OF OCTOBER 2025, THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN THEREON CORRECTLY; AND THAT ALL MONUMENTS HAVE BEEN SET IN ACCORDANCE WITH IDAHO CODES 50-1331 AND 50-1333.



ADVANCED TECHNOLOGY SURVEYING
I.N.C.

9177 HESS STREET, HAYDEN IDAHO, 83835
* PH. (208)-772-2745 * FAX (208)-762-7731 *

SCALE: N.T.S.

CHECKED BY MM

DATE: 10-16-25

DRAWN BY TW

DATE: 10-16-25

DWG: PLAT-2

PROJCT: 25-166

PLAT OF AVIATION PLAZA 1ST ADD.

LOTS 9 AND 10, BLOCK 1, AVIATION PLAZA
LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF
SECTION 15, TOWNSHIP 51 NORTH, RANGE 4 WEST, B.M.
CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO
PAGE 2 OF 2

REFERENCES

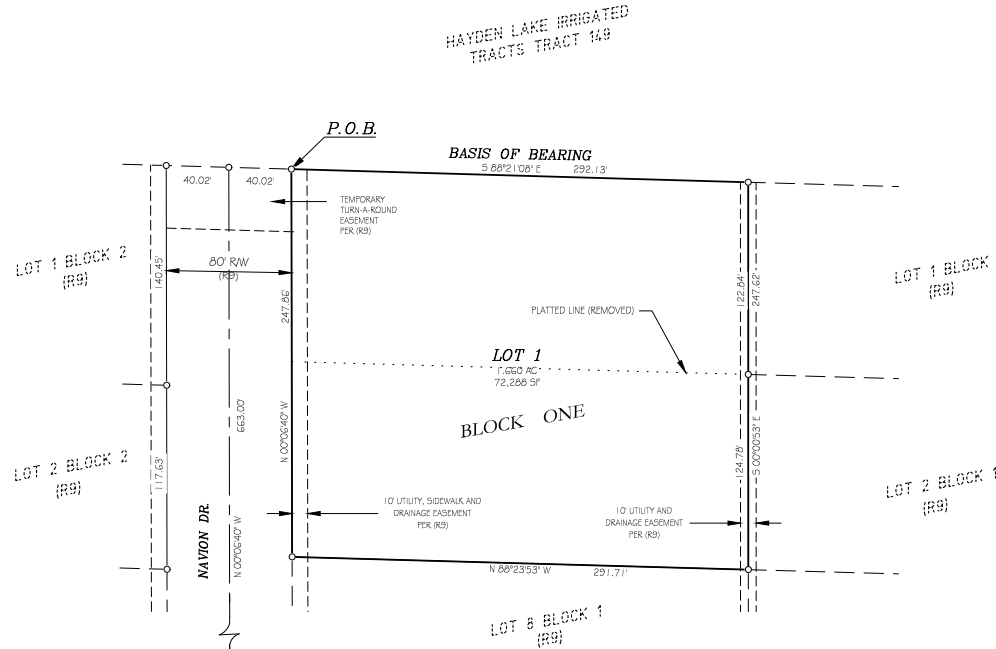
- R-1) AMENDED PLAT OF HAYDEN LAKE IRRIGATED TRACTS, AUGUST 1910. RECORDED IN BOOK C, AT PAGE 66, KOOTENAI COUNTY RECORDERS OFFICE.
- R-2) AMENDED RECORD OF SURVEY BY JAMES R. FULTON, PLS 996, FEBRUARY, 1989. RECORDED IN BOOK 7, PAGE 156, KOOTENAI COUNTY RECORDERS OFFICE.
- R-3) RECORD OF SURVEY BY JOHN W. HOWE, PLS 832, JANUARY, 1993. RECORDED IN BOOK 12, PAGE 56, KOOTENAI COUNTY RECORDERS OFFICE.
- R-4) RECORD OF SURVEY BY JON P. MONACO, PLS 4194, JANUARY, 1997. RECORDED IN BOOK 18, PAGE 382, KOOTENAI COUNTY RECORDERS OFFICE.
- R-5) RECORD OF SURVEY BY JON P. MONACO, PLS 4194, MARCH, 1996. RECORDED IN BOOK 19, PAGE 220, KOOTENAI COUNTY RECORDERS OFFICE.
- R-6) RECORD OF SURVEY BY JAMES H. FRAME, PLS 7875, MARCH, 2003. RECORDED IN BOOK 22, PAGE 13, KOOTENAI COUNTY RECORDERS OFFICE.
- R-7) PLAT OF IVERSON ADDITION BY CHAD J. JOHNSON, PLS 9367, OCTOBER 2003. RECORDED IN BOOK 1, PAGE 479, KOOTENAI COUNTY RECORDERS OFFICE.
- R-8) RECORD OF SURVEY BY BRUCE ANDERSON, PLS 969, JANUARY, 2004. RECORDED IN BOOK 22, PAGE 291, KOOTENAI COUNTY RECORDERS OFFICE.
- R-9) PLAT OF AVIATION PLAZA, RECORDED BOOK J, PAGE 258, KOOTENAI COUNTY RECORDERS OFFICE.

NOTES

1. THERE WAS NO ATTEMPT MADE TO SHOW ALL PHYSICAL FEATURES OF THIS PROPERTY, OR SHOW ANY NON RECORDED EASEMENTS, ITEMS SUCH AS BUILDINGS AND FENCES WHICH MAY BE SHOWN, ARE FOR INFORMATIONAL PURPOSES ONLY.
2. ANY RIGHT OF WAY DEDICATIONS AND THE GRANTING OF PERPETUAL EASEMENTS DEPICTED ON THIS PAGE ARE ENUMERATED IN THE OWNERS CERTIFICATE, PAGE ONE OF THIS PLAT.
3. ALL LOTS ARE SUBJECT TO THE CONDITIONS, COVENANTS AND RESTRICTIONS (CCARS) RECORDED AS INSTRUMENT NO. 1991442.
4. ALL LOTS ARE SUBJECT TO AN AVIGATION EASEMENT. INSTRUMENT NO. 199143.
4. THIS SURVEY WAS PERFORMED WITH THE BENEFIT OF A TITLE REPORT PREPARED BY FIRST AMERICAN TITLE COMPANY, FILE NO. N-69682 DATED OCTOBER 6, 2025.

BASIS OF BEARING

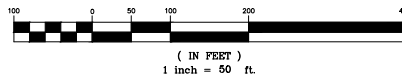
BASIS OF BEARING FOR THIS PLAT IS THE NORTH LINE OF LOT 10, BEARING S 66°21'08" E. PER R-9.



LEGEND

- FOUND 5/8" REBAR 4 CAP MARKED 'ATS' PLS 8962"
- COMPUTED POINT (NOTHING FOUND OR SET)
- PROPERTY BOUNDARY
- - - EXISTING CENTERLINE
- · · · · PREVIOUS LOTLINE
- EXISTING LOTLINE

GRAPHIC SCALE



ADVANCED TECHNOLOGY S.U.R.V.E.Y.I.N.G.
I.N.C.
9177 HESS STREET, HAYDEN IDAHO, 83835
* PH. (208)-772-2745 * FAX (208)-762-7731 *

SCALE: 1"=50'
CHECKED BY: MM
DATE: 10-10-25
DRAWN BY: TW
DATE: 10-10-25
DWG: PLAT-2
PROJECT: 25-166

E. Approval of 2026 The Peak Health & Wellness Center Contractual Services Agreement



Memo

To: Mayor and Hayden City Council

From: Suzanne Cano, Recreation and Community Events Director

Date: December 23, 2025

Agenda Item: Approval of 2026 The Peak Health & Wellness Center Contractual Services Agreement

Agenda Item Location

Consent Calendar

Recommended Action or Motion

Staff recommends approval of the 2026 The Peak Health & Wellness Center Contractual Services Agreement.

Functional Impact of Authorizing

Approving the agreement allows the City of Hayden to offer reasonably priced exercise and fitness group classes for 13 years-adult to the community. As well, it allows the City the ability to offer a variety of special interest programs.

Functional Impact of Not Authorizing

If not approved, the amount of special interest programs offered through the City would be reduced, and a reasonably-priced option for exercise and fitness group classes would be taken away.

Fiscal Impact

As approved in the FY2026 budget, the City receives 30% of all punch card fees into the Peak Tennis Center account. This money helps offset the cost of advertising, staff time, and if any, office supplies.

Budget Funding Source/Transfer Request

Revenues:

Peak Tennis Center, GL# 110-740-44835

Expenses:

Advertising, GL# 110-711-55501

Regular FT Staff Salaries, GL# 110-711-51101

Office Supplies, GL# 110-711-56101

Attachment

2026 The Peak Health & Wellness Center Contractual Services Agreement

**HAYDEN RECREATION & COMMUNITY EVENTS DEPARTMENT
CONTRACTUAL SERVICES AGREEMENT**

This agreement of instruction between the city of Hayden, Idaho (City) and The Peak Health & Wellness Center (Contractor) whose address is 95 West Centa, Hayden, ID 83835.

The Contractor will provide instruction for the following program(s): Youth & Adult Fitness/Exercise Classes

Location: The Peak Health & Wellness Center, 95 West Centa, Hayden, ID 83835.

Minimum Enrollment: N/A Maximum Enrollment: N/A

Fees: \$50 for 8-Punch/Month Card, \$74 for 12-Punch/Month Card for the Punch-Card Program, other program fees are to be determined.

The City and Contractor will mutually agree upon dates, times, location, fees, etc. The duration of this agreement shall be January 1-December 31, 2026. This agreement will be terminated if the minimum enrollment is not received. All items required for the program are to be provided by the Contractor. The City of Hayden will be responsible for the collection of all program registration fees. The City agrees to provide information regarding the program on the City of Hayden website, as well as at the Hayden City Hall offices and other materials as it deems necessary.

Contractor understands it is their responsibility to provide the agreed services, which may include setup of the program, opening up of the building (if applicable), and putting out equipment as needed.

While the program is underway, Contractor will ensure the safety of the participants, that all City and Recreation & Community Events Department policies and procedures are not violated, and that each participant is able to participate an equal amount of time and only registered participants be in attendance. Contractor will report participation and be responsible for their security of the facility and equipment (if applicable), immediately report damage and/or injuries to the City and ensure that the facility is left in the condition it was found.

Contractor agrees to take full responsibility in organizing, teaching and preparing written records for the above program. Contractor also understands that they will be required to prepare an outline for the class. These written records will be provided to the Hayden Recreation & Community Events Department.

Contractor agrees and understands that Contractor is conducting the classes listed above solely as an independent contractor and not as an employee of the City.

Contractor understands that no withholding for Social Security or federal or state income tax will be taken from monies paid to contractor by the City. Contractor is responsible for salary, insurance and workman's compensation for any individual operating on behalf of, or as an employee of the Contractor. Contractor understands that annual payments to Contractor from the City of \$600 or more will be reported to the Internal Revenue Service. It is Contractor's responsibility to satisfy any taxes due by Contractor in an appropriate amount.

Contractor assumes all risk and hazards of the conduct of the program. In case of injury to Contractor or Contractor's agents, Contractor waives all claims or legal actions, financial or otherwise, against the City, its elected officials, employees, sponsors, agents or volunteers connected with the program, unless injury is caused by the sole negligence of the City.

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.

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.

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 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.

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.

Contractor agrees to conduct the program in a proper manner and to defend the City and its agents against any claim because of damages to property or personal injury arising out of the agreed instructional services, which may be occasioned by any willful or negligent act or omission of the Contractor, or any of Contractor' agents, servants, employees, or subcontractors, except to the extent such injury is caused by the negligent or willful misconduct of the City and its agents.

Compensation to the City of Hayden for the above services shall be: 30% of the monies paid for registration for the program, Contractor shall receive the remainder of the monies as compensation.

If Contractor is unable to be at the assigned facility at the agreed time, Contractor will notify the program supervisor at the following phone number: (208) 209-1080.

Either party may cancel this Agreement at any time, with or without cause, upon ten (10) days written notice to the other party and specifying the date of termination. Termination of this Agreement by any party shall also terminate the obligation or liabilities of the parties, except that the obligations and liabilities incurred prior to the terminate date shall be honored.

Contractor has read and understands all of the above terms and agrees to abide by them.



CONTRACTOR

Date: 12-16-2026

MAYOR

Date: _____

ATTEST:

Abbi Sanchez, City Clerk

F. Approval of Lake City Law Engagement Letter for Civil Legal Services



Memo

To: Mayor and Hayden City Council

From: Abbi Sanchez, City Clerk

Date: January 9, 2026

Agenda Item: Lake City Law Engagement Letter for Legal Services

Agenda Item Location

Consent Calendar

Recommended Action or Motion

Approve the Lake City Law Engagement Letter for Legal Services.

Summary

Lake City Law has provided contract legal services to the City since 2020 and acted as the City Attorney. The proposed engagement letter increases the hourly rate. This increase was anticipated and budgeted for in the adopted fiscal year 2026 budget.

Fiscal Impact

The contract with Lake City Law for legal services has been budgeted in this year's fiscal year, and as such has no fiscal impact to the adopted FY 2026 budget."

Budget Funding Source / Transfer Request

110-211-53102 – Civil Legal Services

Attachment

Engagement Letter



Fonda L. Jovick | Partner
Admitted in Idaho and Washington
fjovick@lclattorneys.com

Fonda L. Jovick
Managing Partner
fjovick@lclattorneys.com

January 7, 2026

Lisa Ailport
City of Hayden
8930 N. Government Way
Hayden, ID 83830

Re: Legal Representation

Dear Council:

This letter will confirm the understanding of the representation that Lake City Law Group PLLC (the “Firm”) has agreed to undertake on behalf of the City of Hayden (the “City”), and to set forth the scope and the terms of our engagement.

Please review this letter carefully. If it meets with your approval, please sign and return the letter.

1. Scope of the Engagement

We hereby agree to provide the following services to the City:

- i. Meetings. We will personally attend all City Council and Planning and Zoning meetings each month. Special meetings of the City and in person meetings may be scheduled for unusual or additional circumstances, schedule and weather permitting.
- ii. Advising the City. We will be available by e-mail, telephone and in person to advise City officials regarding all City legal issues. We are hereby authorized to initiate contacts with residents, public officials, and others will official business to conduct with the City without prior authorization to the extent necessary to carry out our responsibilities.

- iii. Review and Preparation of Documents. We will review documents of a potentially legal nature when requested and will prepare such documents as requested. Documents, contemplated for review or preparation shall include, but not be limited to, contracts, agreements, bid specifications, resolutions, as required by the City or other authorized officers and staff. Additionally, we will review agendas for upcoming City meetings prior to such meetings and may review minutes of City meetings after their completion. The City hereby agrees to forward to us copies of all City agendas and minutes and agrees to keep us informed of all claims or other matters which require legal involvement.
- iv. Other Services. We shall perform such other duties as requested by the officers of the City. We, at the request of the City, or other authorized officers or staff members, may draft legislation and produce written reports and legal opinions, will make presentations to City officials and staff and will be available to travel as necessary to perform the obligations of this Engagement Letter.
- v. Litigation and Other Additional Services. Other legal services may be requested by the City that are beyond the scope of this engagement. Such services may include, but are not limited to: representing the City in litigation and/or administrative proceedings; enforcement of the City's Code provisions, zoning regulations and building standards through administrative or judicial proceedings; providing advice and counsel on complex regulatory matters, such as enforcement actions by state or federal agencies; contested personnel matters; negotiations with vendors for providing services to or by the City; and other related matters ("Additional Services"). We will represent the City in Additional Services upon specific request of the City and **upon entry of separate agreement at the Firm's then current rates. Litigation and other additional services do not fall within the fee rate of this Engagement Letter.** In addition to the fees specified above, the City agrees to reimburse the Firm for all necessary and reasonable expenses incurred in the representation of the City in any of the matters specified above, including, but not limited to, filing fees, recording fees, lodging, meals, travel costs, and expert witness fees, if necessary.

2. **Progress and Reporting**

The status of the matter as well as any significant developments will be regularly reported to you as they occur. Furthermore, copies of all significant documents and communications will be forwarded to you as this matter progresses.

Please remain in close contact with the individuals in the Firm you will be working with, to ensure meaningful consultation regarding instructions and authority occur. As this matter progresses, please bring any questions or concerns immediately to our attention so that they can be promptly and effectively addressed and resolved.

3. Staffing

The attorney primarily responsible for rendering legal services is Fonda L. Jovick. Where it is to your advantage to do so, we may utilize the services of other lawyers, paralegals, and legal assistants in the Firm. We will attempt, whenever possible, to assign work assignments in a way that maximizes legal effectiveness and time efficiency, while minimizing your legal expenses.

We will track time spent at the established hourly rates for each attorney, paralegal and legal assistant. These hourly rates are based upon a variety of factors, including the experience and expertise of each individual and the nature of the legal work being performed. Currently, the lawyers at Lake City Law Group agree to bill at the rate of \$290.00 per hour. Any work completed by a paralegal will be billed at \$180.00 per hour. The Firm will review rates each year and make adjustments accordingly. The City will be billed on an hourly rate, as listed above.

Additional Services, as described above, will be billed at the Firm's then current rates upon the entry of a separate agreement.

4. Billing Procedures

As a general business practice, the Firm's billing rates and fixed fees are reviewed every year. Any rate adjustments are reflected on the monthly invoice. Statements are due and payable upon receipt, but in any event no later than thirty (30) days after received by you.

5. Record Retention/Destruction Policy

At the conclusion of this matter, the Firm will return any valuable property you have entrusted to us. The Firm will also dispose of any and all superfluous documents consistent with maintaining the confidentiality of the contents of those documents. The Firm will store the balance of the file, at the Firm's expense, for at least five (5) years. Unless you have made other arrangements, the file will be disposed of at the Firm's expense after the five (5) year retention period.

City of Hayden
Re: Legal Representation
January 7, 2026
Page 4

We look forward to representing you and thank you for looking to us to assist you. If you have any questions concerning the contents of this letter, or any other matter relating to our legal representation, please do not hesitate to contact us directly.

Sincerely,

LAKE CITY LAW GROUP PLLC



Fonda L. Jovick, Managing Partner

I have read and understand the terms of the Engagement Letter as stated above and agree to be bound thereby.

DATED this _____ day of _____, 2026.

City of Hayden

By: _____
Alan Davis, Mayor

ATTEST:

Abbi Sanchez, City Clerk

- G. Approval of Welch Comer's Hayden Avenue and Huetter Road Intersection Amendment 1



Memo

To: Mayor and Hayden City Council

From: Alan Soderling, P.E., Public Works Director

Date: 1/7/2026

Agenda Item: Approval of Welch Comer's Hayden Ave and Huetter Rd Intersection Amendment 1

Agenda Item Location

Consent

Background and Recommended Action or Motion

The attached contract amendment provides the City with engineered electrical plans for the proposed Hayden Ave & Huetter Rd roundabout lighting which was not originally in Welch Comer & Associates scope of work.

Staff recommends City Council approve Welch Comer's Hayden Ave and Huetter Rd Intersection Amendment 1 and permit the Mayor to sign the amendment.

Functional Impact of Authorizing

If authorized, the City will have electrical plans for the lighting at the proposed roundabout. Upon completion of construction of the project, the City would pay Kootenai Electric Cooperative (KEC) based on only the meter use for the intersection. The City would maintain the lights.

Functional Impact of Not Authorizing

If not approved, the project would have to pay KEC their rate per light, and have an atypical light pole base.

Fiscal Impact

This will increase the design cost by \$18,630 for a new design total of \$226, 430.00, which is within the Impact Fee CIP project allocation.

Budget Funding Source / Transfer Request

GL 120-112-59252

Attachment

Amendment 1

**AMENDMENT NO. 1
AUTHORIZATION FOR ADDITIONAL SERVICES**

Additional Services. The following additional items of work on the **Hayden Avenue and Huetter Road Intersection** project “the project” will be provided by Welch Comer and their sub-consultants. These additional services are a supplement to the scope of services contained in the existing agreement for Professional Services for the project dated August 26, 2025. All other terms and conditions of said agreement remain in full effect unless specifically modified in this additional services agreement.

Additional Scope of Work. Kootenai Electric Cooperative is the electric purveyor in the project area. The ENGINEER has worked with KEC on the lighting for the intersection. Typically, the electric purveyor provides the design and installs and maintains the lighting at a monthly rate to the CITY. The challenge with the typical approach on this project is that, unlike other electric purveyors, KEC provides only direct-bury light poles and the CITY desires break-a-way style poles. To accommodate this desire, the ENGINEER must incorporate lighting into the project bid package. KEC will serve the lighting, but the CITY will own and maintain the lighting after construction. There will be a meter and the CITY will receive a monthly bill for the electrical service, but will not receive a monthly bill for the KEC-owned lights.

The CITY engages ENGINEER to perform the work of lighting and RRFB electrical design, specifications, and estimate as described in **EXHIBIT A**.

Deliverables. As noted in **Exhibit A** and will be incorporated into the overall plan set for the project.

Schedule. No change to the original schedule.

Additional Payment. The CITY agrees to pay ENGINEER for its services rendered under this Agreement on a lump sum basis as follows:

Electrical Engineer Subconsultant	\$16,200
<u>Management/Coordination of Subconsultant</u>	<u>\$2,430</u>
Total for Amendment No. 1	\$18,630

The parties agree that ENGINEER will invoice the CITY for payment under this Agreement for services rendered herein.

Dated this _____ day of January, 2026.

CITY

ENGINEER

CITY OF HAYDEN

WELCH COMER & ASSOCIATES, INC.

By: _____
Alan Davis, Mayor

By: 
Melissa Cleveland, P.E.

ATTEST:

Its: Senior Project Manager

PM Approval: MC

Abbi Sanchez, City Clerk

Amendment No. 1, Hayden Avenue & Huetter Road Intersection

B:\Contract\2026\Hayden\Hayden-Huetter Roundabout Amendment 1\20260107_Welch Comer Contract - Hayden-Huetter RAB Amendment 1.doc

EXHIBIT A



2120 N. Lakewood Drive, Suite B
Coeur d'Alene, ID 83814
(p) 208.417.2967 | (d) 986.860.8209

January 7, 2026

Welch Comer & Associates, Inc.
330 E. Lakeside Ave.
Coeur d'Alene, ID, 83814

Attention: Melissa Cleveland, P.E.

Subject: Hayden-Huetter RAB Electrical Design
Proposal for Electrical Engineering Services – Rev 0

Melissa,

Thank you for the opportunity to submit this proposal for electrical engineering services to assist with the electrical design for the Hayden-Huetter Round-A-Bout (RAB) located in Hayden, Idaho for the City of Hayden (COH).

PROJECT UNDERSTANDING:

We understand the project generally includes the following:

1. Dedicated utility service meter and cabinet
2. Street lighting layout per industry standards
3. Two (2) dedicated lighting circuits (North-South or East-West)
4. Cobrahead 100W LED fixtures, variable output, including break away devices
5. Future pedestrian rectangular rapid flashing beacons (RRFB) provisions

We understand Welch Comer (WC) would like Century West Engineering (CWE) to provide the electrical lighting design for this project.

DESIGN PHASE TASKS:

The scope of work for Century West Engineering for this phase is expected to include the following:

1. 60% Design Phase
 - A. One (1) site visit to document existing conditions/utility layouts (Utility/Site)
 - B. Utility service coordination w/ Kootenai Electric Cooperative (KEC)
 - C. Electrical Drawings:
 - 1) Symbol and legend sheet
 - 2) Site plan (utility service cabinet, luminaire locations per WC)
 - 3) Electrical schedules (conduit and wire)
 - 4) Electrical details (general)
 - D. Electrical specifications special provisions or amendment recommendations
 - E. Electrical project budgetary cost estimate
2. 90% Design Phase
 - A. Electrical Drawings:
 - B. Site plan (site underground layout)

- C. Electrical schedules (meter pedestal/service cabinet)
- D. Electrical details (COH specific, RRFB underground)
- E. All previously listed drawings
- F. Electrical specifications special provisions or amendment recommendations
- G. Electrical project budgetary cost estimate

- 3. 100% Design Phase
 - A. Final QA/QC Review
 - B. Address Client/Owner comments
 - C. Electrical Drawings (stamped and signed)
 - D. Electrical Specifications (stamped and signed)
 - E. Electrical Construction Cost Estimate

Documents will be stamped and signed by a registered professional engineer in the State of Idaho.

~~BID PHASE TASKS:~~

~~The scope of work for Century West Engineering for this phase is expected to include the following:~~

- ~~1. Attend Pre-Bid Conference via MS Teams (1 Hr.)~~
- ~~2. Coordinate with Client/Owner~~
- ~~3. Answer electrical bid questions~~
- ~~4. Issue addenda (if necessary)~~

CONSTRUCTION PHASE TASKS:

The scope of work for Century West Engineering for this phase will be provided under a new proposal.

ASSUMPTIONS:

- 1. Photometric analysis will use WC provided luminaire locations with fixture selection by CWE in coordination with COH
- 2. Pole heights will be 30, 40, or 50' nominal size
- 3. Mast arms will be no more than 15'
- 4. Luminaires will operate on 120V-277V
- 5. Correlated color temperature (CCT) will be 4000-4500K
- 6. Color rendering index (CRI) will be 70 or greater
- 7. Luminaire output will be approximately 100 lumen/watt or greater
- 8. Luminaires, poles, pole bases, and meter cabinet will be standard roadway lighting products
- 9. Architecturally aesthetic products are not anticipated
- 10. Underground provisions for future RRFB installations will be included
- 11. Agency review tentatively scheduled for the end of February 2025
- 12. Bidding tentatively scheduled for the end of March 2025

WORK NOT INCLUDED:

- 1. Traffic control signal design
- 2. Pedestrian pathway lighting design
- 3. All other items not identified above

STANDARDS:

Century West Engineering will perform this work in accordance with the applicable sections of the following standards organizations during the design of this project:

- National Electrical Code (NFPA 70) –2023 Ed.
- Idaho Standards for Public Works Construction (ISPWC) – 2025 Ed.
- Manual on Uniform Traffic Control Devices (MUTCD) – 2023 Ed.
- City of Hayden Idaho Public Works Standards

DOCUMENT FORMAT:

Specifications will be prepared in Microsoft Word and Adobe PDF. Drawings will be prepared in AutoCAD release 2025. Construction cost estimates will be prepared in Microsoft Excel and Adobe PDF.

SCHEDULE:

Century West Engineering is prepared to begin work on this project upon notice to proceed and will work to support the schedule. We expect the schedule for each applicable phase or task to be adjusted as necessary for delays outside our control.

PRICE:

Century West Engineering proposes to work on this project on a time and material not to exceed basis for the totals listed below.

ENGINEERING FEE:

1. Design Phase	\$16,200
2. Bid Phase	\$3,240
Total	\$19,440
	\$16,200

This proposal is valid for 30 days from the submittal date. We reserve the right to negotiate terms beyond the 30 days.

We appreciate this opportunity to provide our services to you. After you have had a chance to review this proposal information, we would be happy to discuss this proposal with you.

Sincerely,



Spencer A. Goodall, P.E.

Sr. Electrical Project Manager
& Office Supervisor (CDA)
(208) 659-8430

H. Ratification of December Payroll

**CITY OF HAYDEN
COUNCIL PAYROLL REPORT
December 2025**

January 13, 2026 Council Meeting

DESCRIPTION	PAYROLL	ADDITIONAL COSTS Paid by Employer
Employee Wages	\$211,533.77	
iii-A Dental Plan		3,505.00
iii-A Medical Plan		60,755.00
Health Savings Account	paid quarterly	0.00
Medicare		2,968.80
PERSI		23,997.50
Social Security		12,694.37
Beam Vision Plan		687.52
FSA/HRA Fees		135.00
TOTALS	\$211,533.77	\$104,743.19
	GRAND TOTAL	\$316,276.96

37 Full-Time Employees

1 Part-Time Employee

5 Mayor & Council

0 Active Duty Military

0 Seasonal/Temporary

12 Temps - Recreation

56 Total Employees

43 Benefit-Eligible Employees

40 on Medical & 41 on Dental

I. Approval of Ratification of Bills Paid

INVOICE JOURNAL REPORT FOR CITY OF HAYDEN

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
12/17/2025	AP	USDA RURAL DEVELOPMENT		USDA RD DCFO PAYMENT		
			123-245-52801	2004-LID BOND PRINCIPAL	21,216.41	
			123-245-52803	2004-LID BOND INTEREST	20,073.59	
			123-202-21101	ACCOUNTS PAYABLE		41,290.00
					<u>41,290.00</u>	<u>41,290.00</u>
CASH/PAYABLE TOTALS:						
			123-202-21101	ACCOUNTS PAYABLE		41,290.00
GRAND CASH/PAYABLE TOTAL:						
TOTALS:						
			123-202-21101	ACCOUNTS PAYABLE		41,290.00
			123-245-52801	2004-LID BOND PRINCIPAL	21,216.41	
			123-245-52803	2004-LID BOND INTEREST	20,073.59	
GRAND TOTAL:						
					<u>41,290.00</u>	<u>41,290.00</u>

J. Approval for Bills for Payment

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 01/13/2026 - 01/13/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
11617193 00050752	ABBY FREMOUW WITHDREW BEFORE PARENT MEETING 110-740-44770	12/01/2025 llafleur	01/13/2026	48.00	48.00	Open	N 01/13/2026
	BASKETBALL YOUTH - 3RD-9TH RECREATION			48.00		1.00	48.00
3529 00050659	ACCESS UNLIMITED & SECURITY INC. BRIVO SERVICE 110-811-54301	01/01/2026 llafleur	01/13/2026	525.60	525.60	Open	N 01/13/2026
	BUILDING MAINT & REPAIR			525.60		1.00	525.60
WINTER 2025 00050626	ALTA DANCE ACADEMY 2025 NUTCRACKER 110-711-56108	12/22/2025 llafleur	01/13/2026	115.50	115.50	Open	N 01/13/2026
	CONTRACT PAYMENTS			115.50		1.00	115.50
13CD-JDKN-14CQ 00050565	AMAZON CAPITAL SERVICES, INC. BELT CLIP/RADIOS, ANKER PHONE CHARGER, C 110-230-57717	12/15/2025 llafleur	01/13/2026	95.60	95.60	Open	N 01/13/2026
	GENERAL HARDWARE			95.60		1.00	95.60
1CKX-PLNK-TV99 00050618	AMAZON CAPITAL SERVICES, INC. INVISIBLE TAPE, PLASTIC KNIVES 110-211-56101	12/22/2025 llafleur	01/13/2026	52.36	52.36	Open	N 01/13/2026
	OFFICE SUPPLIES			52.36		1.00	52.36
11FY-DLDY-TWNX 00050619	AMAZON CAPITAL SERVICES, INC. OFFICE CHAIR 110-211-56101	12/22/2025 llafleur	01/13/2026	111.23	111.23	Open	N 01/13/2026
	OFFICE SUPPLIES			111.23		1.00	111.23
11VL-FWQH-HCQT 00050650	AMAZON CAPITAL SERVICES, INC. DISHWASHER DOOR LATCH 110-211-56101	12/19/2025 llafleur	01/13/2026	34.95	34.95	open	N 01/13/2026
	OFFICE SUPPLIES			34.95		1.00	34.95
47706 00050566	AMERICAN LEGAL PUBLISHING CORP ANNUAL WEB HOSTING FEE PERIOD 1/01/2026- 110-211-55501	12/16/2025 llafleur	01/13/2026	100.00	100.00	open	N 01/13/2026
	PRINTING, BINDING, CODIFICATION			100.00		1.00	100.00

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 01/13/2026 - 01/13/2026

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BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
I100107 00050662	AMERICAN ON-SITE SERVICES CROFFOOT PARK 110-811-54104	12/31/2025 llafleur	01/13/2026	836.50	836.50	Open	N 01/13/2026
		UTILITIES - PARKS		836.50		1.00	836.50
I100109 00050663	AMERICAN ON-SITE SERVICES FINUCANE PARL 110-811-54104	12/31/2025 llafleur	01/13/2026	128.75	128.75	Open	N 01/13/2026
		UTILITIES - PARKS		128.75		1.00	128.75
I100110 00050664	AMERICAN ON-SITE SERVICES STODDARD PARK 110-811-54104	12/31/2025 llafleur	01/13/2026	457.25	457.25	Open	N 01/13/2026
		UTILITIES - PARKS		457.25		1.00	457.25
I100111 00050665	AMERICAN ON-SITE SERVICES MCINTIRE FAMILY PARK 110-811-54104	12/31/2025 llafleur	01/13/2026	128.75	128.75	Open	N 01/13/2026
		UTILITIES - PARKS		128.75		1.00	128.75
I100112 00050666	AMERICAN ON-SITE SERVICES BROADMOORE PARK 110-811-54104	12/31/2025 llafleur	01/13/2026	350.50	350.50	Open	N 01/13/2026
		UTILITIES - PARKS		350.50		1.00	350.50
I100113 00050667	AMERICAN ON-SITE SERVICES HONEYSUCKLE BEACH 112-241-54312	12/31/2025 llafleur	01/13/2026	836.50	836.50	Open	N 01/13/2026
		BOAT LAUNCH OPERATION/MAINTENANCE		836.50		1.00	836.50
I1618083 00050742	-AMY ANDERSON DIVISION NO GO 110-740-44770	12/04/2025 llafleur	01/13/2026	55.00	55.00	open	N 01/13/2026
		BASKETBALL YOUTH - 3RD-9TH RECREATION		55.00		1.00	55.00
S19469 00050706	ARROW CONSTRUCTION SUPPLY, LLC 2SL & 3SL HI-VIZ VEST 110-531-56403	01/05/2026 llafleur	01/13/2026	26.00	26.00	open	N 01/13/2026
		UNIFORM ALLOWANCE		26.00		1.00	26.00

INVOICE REGISTER FOR CITY OF HAYDEN

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
200013957 00050611	ASSOCIATION OF IDAHO CITIES 2026 CODC LUNCHEON-MATT ROETTER 110-111-55801-1801	12/19/2025 llafleur	01/13/2026	50.00	50.00	Open	N 01/13/2026
		TRAVEL, MEETINGS, TRAINING-SEAT#1		50.00		1.00	50.00
287294661101 11 00050760	AT&T MOBILITY LLC 4 MIFI DEVICES 110-813-56600	11/20/2025 dcollins	01/13/2026	156.10	156.10	Open	N 01/13/2026
		EMERGENCY PREPAREDNESS		156.10		1.00	156.10
287294661101 12 00050761	AT&T MOBILITY LLC 4 MIFI DEVICES 110-813-56600	12/20/2025 dcollins	01/13/2026	156.10	156.10	Open	N 01/13/2026
		EMERGENCY PREPAREDNESS		156.10		1.00	156.10
2021240000 12/1 00050628	AVISTA 60 ACCOUNTS ON MASTER 110-532-56220-0050 110-811-54102 110-811-54103 110-532-54305 110-811-54105 112-241-54312 210-247-57000 210-247-57003 210-247-57005 210-247-57007 210-247-57009 210-247-57011 210-247-57013 210-247-57014 210-247-57015 210-247-57016 210-247-57017 210-247-57018 210-247-57020 110-811-54104 210-247-57021 210-247-59835	12/15/2025 dcollins	01/13/2026	25,064.70	25,064.70	Open	N 01/13/2026
		STREET LIGHTING & SIGNAL UTILITIES		17,245.86		1.00	17,245.86
		UTILITIES - CITY HALL		1,082.00		1.00	1,082.00
		UTILITIES - STREETS		377.72		1.00	377.72
		GRAVEL PIT MAINTENANCE		137.63		1.00	137.63
		UTILITIES - HURA PARKING LOT		54.30		1.00	54.30
		BOAT LAUNCH OPERATION/MAINTENANCE		83.50		1.00	83.50
		LEISURE PARK LS UTIL		161.53		1.00	161.53
		WOODLAND MEADOWS LS UTIL		251.24		1.00	251.24
		H-2 WALMART PS UTIL		1,074.07		1.00	1,074.07
		CORNERSTONE LS UTIL		30.25		1.00	30.25
		H-1 LIFT STATION UTIL		1,315.49		1.00	1,315.49
		EMERALD OAKS LS UTIL		82.89		1.00	82.89
		H-5 STRAWBERRY FLDS PS UTIL		375.38		1.00	375.38
		MOONRIDGE LS UTIL		145.18		1.00	145.18
		RILEY PLACE LS UTIL		70.34		1.00	70.34
		HEATHERSTONE LS UTIL		60.95		1.00	60.95
		GIANNA LS UTIL		38.30		1.00	38.30
		MAPLE GROVE LS UTIL		132.74		1.00	132.74
		H-7 CARRINGTON MEADOWS LS UTIL		21.50		1.00	21.50
		UTILITIES - PARKS		1,859.15		1.00	1,859.15
		H-6 LIFT STATION UTIL		241.37		1.00	241.37
		HAYDEN CANYON LS UTIL		223.31		1.00	223.31
11617235 00050747	BETHANY CAMARATA DIVISION NO GO-REFUND 110-740-44770	12/02/2025 llafleur	01/13/2026	55.00	55.00	Open	N 01/13/2026
		BASKETBALL YOUTH - 3RD-9TH RECREATION		55.00		1.00	55.00

INVOICE REGISTER FOR CITY OF HAYDEN

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POSTED AND UNPOSTED OPEN

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
11621663 00050744	BLAKE ATWOOD DIVISION NO GO REFUND 110-740-44770	12/17/2025 llafleur	01/13/2026	60.00	60.00	Open	N 01/13/2026
		BASKETBALL YOUTH -	3RD-9TH RECREATION	60.00		1.00	60.00
11624922 00050756	CAMERON MONTGOMERY WITHDREW BEFORE PARENT MEETING 110-740-44770	01/02/2026 llafleur	01/13/2026	44.00	44.00	Open	N 01/13/2026
		BASKETBALL YOUTH -	3RD-9TH RECREATION	44.00		1.00	44.00
11618705 00050754	CANDACE JONES DIVISION NO GO-REFUND 110-740-44770	12/07/2025 llafleur	01/13/2026	60.00	60.00	Open	N 01/13/2026
		BASKETBALL YOUTH -	3RD-9TH RECREATION	60.00		1.00	60.00
43676 00050567	CDA PRESS CDA#15537 SUMMARY OF ORDINANCE 658 110-211-55401	12/02/2025 llafleur	01/13/2026	1,363.96	1,363.96	Open	N 01/13/2026
		ADVERTISING, PUBLISHING, RECORDING		1,363.96		1.00	1,363.96
0000043211-1114 00050571	CDA PRESS CDA# 15485 NOPH ANNEX, GOV'T WAY (127 LI 110-345-55401	11/14/2025 llafleur	01/13/2026	105.79	105.79	Open	N 01/13/2026
		ADVERTISING & PUBLISHING		105.79		1.00	105.79
0000043479 00050631	CDA PRESS Check Request For Escrow: BPN25-0008 110-228-22813	12/29/2025 dcollins	01/13/2026	150.56	150.56	Open	N 01/13/2026
		BPN25-0008 - PZE-25-0098		150.56		1.00	150.56
0000044529-1231 00050702	CDA PRESS CDA #15648 MEETING NOTICE ALL 2026 110-211-55401	12/31/2025 llafleur	01/13/2026	43.42	43.42	Open	N 01/13/2026
		ADVERTISING, PUBLISHING, RECORDING		43.42		1.00	43.42
0000044544-1230 00050703	CDA PRESS CDA #15653 NOPH PZE-24-0133 110-345-55401	12/30/2025 llafleur	01/13/2026	103.48	103.48	Open	N 01/13/2026
		ADVERTISING & PUBLISHING		103.48		1.00	103.48

INVOICE REGISTER FOR CITY OF HAYDEN

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
0000044278-1219 00050704	CDA PRESS CDA #15607 NOPH PZE-25-0110 110-345-55401	12/19/2025 llafleur ADVERTISING & PUBLISHING	01/13/2026	86.54 86.54	86.54	Open	N 01/13/2026 86.54
2022-1598 00050584	CDA SPRINKLER AND BACKFLOW, LLC BROADMORE PARK WINTERIZATION OF 110-541-54300	12/19/2025 llafleur BUILDINGS & GROUNDS	01/13/2026	62.50 62.50	62.50	Open	N 01/13/2026 62.50
2022-1599 00050585	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION OF SPRINKLERS 110-541-54300	12/19/2025 llafleur BUILDINGS & GROUNDS	01/13/2026	368.70 368.70	368.70	Open	N 01/13/2026 368.70
2022-1600 00050586	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION OF SPRINKLERS 110-541-54300	12/19/2025 llafleur BUILDINGS & GROUNDS	01/13/2026	473.70 473.70	473.70	Open	N 01/13/2026 473.70
2022-1601 00050587	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION CROFFOOT PARK 110-541-54300	12/19/2025 llafleur BUILDINGS & GROUNDS	01/13/2026	947.30 947.30	947.30	Open	N 01/13/2026 947.30
2022-1602 00050588	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION GOV'T WAY SPRINKLER 110-532-54310	12/19/2025 llafleur GOVT WAY IRRIGATION & MAINT	01/13/2026	889.80 889.80	889.80	Open	N 01/13/2026 889.80
2022-1606 00050589	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION CITY HALL PARK 110-541-54300	12/19/2025 llafleur BUILDINGS & GROUNDS	01/13/2026	71.60 71.60	71.60	open	N 01/13/2026 71.60
2022-1607 00050590	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION HONEYSUCKLE BEACH 112-241-54312	12/19/2025 llafleur BOAT LAUNCH OPERATION/MAINTENANCE	01/13/2026	74.10 74.10	74.10	open	N 01/13/2026 74.10

INVOICE REGISTER FOR CITY OF HAYDEN

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
2022-1608 00050591	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION TRIANGLE PARK SPRINKLER 110-541-54300	12/19/2025 llafleur	01/13/2026	71.60 71.60	71.60	Open	N 01/13/2026 71.60
2022-1609 00050592	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION RAMSEY RD SPRINKLER 110-541-54300	12/19/2025 llafleur	01/13/2026	85.70 85.70	85.70	Open	N 01/13/2026 85.70
2022-1610 00050593	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION CITY HALL BASEBALL FIELD S 110-541-54300	12/19/2025 llafleur	01/13/2026	71.60 71.60	71.60	Open	N 01/13/2026 71.60
2022-1611 00050594	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATIN HAYDEN AVE 110-541-54300	12/19/2025 llafleur	01/13/2026	79.20 79.20	79.20	Open	N 01/13/2026 79.20
2022-1612 00050604	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION HAYDEN AVE SPRINKLER 110-541-54300	12/19/2025 llafleur	01/13/2026	74.10 74.10	74.10	Open	N 01/13/2026 74.10
2022-1613 00050605	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION HAYDEN AVE (NAPA) SPRINKLE 110-541-54300	12/19/2025 llafleur	01/13/2026	74.10 74.10	74.10	Open	N 01/13/2026 74.10
2022-1615 00050607	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION SANDMYRTLE & GOV'T SPRINKL 110-541-54300	12/19/2025 llafleur	01/13/2026	71.60 71.60	71.60	open	N 01/13/2026 71.60
2022-1614 00050608	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION HAYDEN AVE SPRINKLER 110-541-54300	12/19/2025 llafleur	01/13/2026	74.10 74.10	74.10	open	N 01/13/2026 74.10

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
2022-1616 00050609	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION GOV'T NORTH SPRINKLER 110-532-54310	12/19/2025 llafleur GOVT WAY IRRIGATION & MAINT	01/13/2026	71.60 71.60	71.60	Open 1.00	N 01/13/2026 71.60
2022-1735 00050620	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION CITY HALL BATHROOM SPRINKL 110-541-54300	12/23/2025 llafleur BUILDINGS & GROUNDS	01/13/2026	71.60 71.60	71.60	Open 1.00	N 01/13/2026 71.60
2022-1736 00050621	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION HONEYSUCKLE BATHROOM SPRIN 110-541-54300	12/23/2025 llafleur BUILDINGS & GROUNDS	01/13/2026	74.10 74.10	74.10	Open 1.00	N 01/13/2026 74.10
2022-1737 00050622	CDA SPRINKLER AND BACKFLOW, LLC WINTERIZATION FINUCANE PARK SPRINKLER 110-541-54300	12/23/2025 llafleur BUILDINGS & GROUNDS	01/13/2026	172.70 172.70	172.70	Open 1.00	N 01/13/2026 172.70
620300000354 00050701	CHAPMAN FINANCIAL SERVICES COLLECTION FEE NOV 2025 210-250-24999	11/29/2025 llafleur SUSPENSE	01/13/2026	849.17 849.17	849.17	Open 1.00	N 01/13/2026 849.17
189563701112125 00050623	CHARTER COMMUNICATIONS HAYDEN CANYON LIFT STATION PHONE LINE 210-247-59835	11/21/2025 dcollins HAYDEN CANYON LS UTIL	01/13/2026	40.00 40.00	40.00	Open 1.00	N 01/13/2026 40.00
189563701122125 00050638	CHARTER COMMUNICATIONS HAYDEN CANYON LIFT STATION PHONE LINE 210-247-59835	12/21/2025 llafleur HAYDEN CANYON LS UTIL	01/13/2026	40.00 40.00	40.00	open 1.00	N 01/13/2026 40.00
189562701121425 00050642	CHARTER COMMUNICATIONS DIGITAL ADAPTOR MONTHLY CHARGE 110-211-55300	12/14/2025 llafleur COMMUNICATIONS/PHONES	01/13/2026	7.34 7.34	7.34	open 1.00	N 01/13/2026 7.34

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
03C 00050762	CITY OF HAYDEN Check Request For Escrow: BEN24-0012 110-228-22813	01/08/2026 dcollins BEN24-0012 - PSC24-0003	01/13/2026	3,223.17 3,223.17	3,223.17	Open	N 01/13/2026 3,223.17
CL51658 00050629	CITYSERVICEVALCON, LLC FUEL 110-542-54001 110-533-54001 110-512-54001 110-712-54001 110-350-54001 210-241-54001	12/10/2025 dcollins VEHICLE FUEL VEHICLE FUEL VEHICLE FUEL VEHICLE FUEL VEHICLE FUEL VEHICLE FUEL	12/10/2025	3,000.58 255.87 2,366.98 150.98 25.17 201.58 0.00	3,000.58	Open	N 12/10/2025 255.87 2,366.98 150.98 25.17 201.58 0.00
3196385 00050669	COEUR D'ALENE GARBAGE SERVICE PUBLIC WORKS BUILD 110-811-54103	12/31/2026 llafleur UTILITIES - STREETS	01/13/2026	320.00 320.00	320.00	Open	N 01/13/2026 320.00
3197042 00050671	COEUR D'ALENE GARBAGE SERVICE STODDARD BARN & MAINT 110-811-54104	12/31/2025 llafleur UTILITIES - PARKS	01/13/2026	159.90 159.90	159.90	open	N 01/13/2026 159.90
3197103 00050672	COEUR D'ALENE GARBAGE SERVICE CITY OF HAYDEN 110-811-54102	12/31/2025 llafleur UTILITIES - CITY HALL	01/13/2026	112.14 112.14	112.14	open	N 01/13/2026 112.14
3197104 00050673	COEUR D'ALENE GARBAGE SERVICE CROFFOOT PARK 110-811-54104	12/31/2025 llafleur UTILITIES - PARKS	01/13/2026	203.94 203.94	203.94	open	N 01/13/2026 203.94
3197107 00050674	COEUR D'ALENE GARBAGE SERVICE FINUCANE PARK 110-811-54104	12/31/2025 llafleur UTILITIES - PARKS	01/13/2026	119.93 119.93	119.93	open	N 01/13/2026 119.93

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
3196495 12/31/2 00050718	COEUR D'ALENE GARBAGE SERVICE HONEYSUCKLE BEACH 8YD FL 2X WEEK, EXTRA 112-241-54312	12/31/2025 llafleur	01/13/2026	220.94	220.94	Open	N 01/13/2026
		BOAT LAUNCH OPERATION/MAINTENANCE		220.94		1.00	220.94
16350 00050568	COUNTRY LOCK & KEY PADLOCK X6, KEY X1 110-541-56101	12/12/2025 llafleur	01/13/2026	101.99	101.99	Open	N 01/13/2026
		PARKS SHOP SUPPLIES		101.99		1.00	101.99
9378494143 00050610	COUNTRY LOCK & KEY BRASS KEY TAGS 110-531-56101	12/19/2025 llafleur	01/13/2026	7.80	7.80	Open	N 01/13/2026
		STREET SHOP SUPPLIES		7.80		1.00	7.80
848137424004121 00050614	CSC E-RECORDING FEES 110-211-55401	12/10/2025 dcollins	12/10/2025	8.00	8.00	Open	N 12/10/2025
		ADVERTISING, PUBLISHING, RECORDING		8.00		1.00	8.00
848137424004121 00050615	CSC E-RECORDING FEES 110-211-55401	12/15/2025 dcollins	12/15/2025	16.00	16.00	Open	N 12/15/2025
		ADVERTISING, PUBLISHING, RECORDING		16.00		1.00	16.00
848137424004120 00050616	CSC E-RECORDING FEES 110-211-55401	12/03/2025 dcollins	12/03/2025	16.00	16.00	Open	N 12/03/2025
		ADVERTISING, PUBLISHING, RECORDING		16.00		1.00	16.00
51653 01/01/202 00050681	DALTON WATER ASSOCIATION INC. 2369 E HONEYSUCKLE 112-241-54312	01/01/2026 llafleur	01/13/2026	131.92	131.92	open	N 01/13/2026
		BOAT LAUNCH OPERATION/MAINTENANCE		131.92		1.00	131.92
Refund Inv 2500 00050771	David Joretteg Overpaid invoice 25-0003207, citation H5 110-250-24999	01/09/2026 dcollins	01/13/2026	25.00	25.00	open	N 01/13/2026
		SUSPENSE		25.00		1.00	25.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
ww1904 00050510	DEPARTMENT OF ENVIRONMENTAL QUALITY DEQ WWTP PHASE 2 LOAN: PAYMENT 2 OF 40 212-245-52707 212-245-52708	12/21/2025 llafleur	01/13/2026	318,838.70 186,129.44 132,709.26	318,838.70	Open	N 01/13/2026 186,129.44 132,709.26
027P115803 00050569	DOBBS PETERBILT - SPOKANE, WA WIPER BLADES X4 110-533-54035	12/16/2025 llafleur	01/13/2026	187.92 187.92	187.92	Open	N 01/13/2026 187.92
24660-445 00050493	ENVIRONMENT CONTROL SPOKANE PW MONTHLY MAINT, CITY HALL MONTHLY MAIN 110-811-54301 110-811-54301-3221	12/03/2025 llafleur	01/13/2026	1,735.00 1,295.00 440.00	1,735.00	Open	N 01/13/2026 1,295.00 440.00
11423-445INV 00050677	ENVIRONMENT CONTROL SPOKANE SUPPLIES 110-811-54301	12/29/2025 llafleur	01/13/2026	465.45 465.45	465.45	Open	N 01/13/2026 465.45
11424-445INV 00050678	ENVIRONMENT CONTROL SPOKANE CENTER PULL PAPER TOWELS 110-811-54301	12/29/2025 llafleur	01/13/2026	70.01 70.01	70.01	Open	N 01/13/2026 70.01
6JUFJWW9GFCK 00050724	FACILITRON, INC. DALTON USAGE NOV 17 & 19 110-711-56405	12/23/2025 llafleur	01/13/2026	56.26 56.26	56.26	Open	N 01/13/2026 56.26
XGFM7R4PH94Q 00050725	FACILITRON, INC. DALTON USAGE DEC 6 & 13 110-711-56405	12/23/2025 llafleur	01/13/2026	262.50 262.50	262.50	Open	N 01/13/2026 262.50
ABDNPYE28SY8 00050726	FACILITRON, INC. DALTON USAGE DEC 8 110-711-56405	12/23/2025 llafleur	01/13/2026	31.25 31.25	31.25	Open	N 01/13/2026 31.25

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
DR5MJY57XB8Z-38 00050727	FACILITRON, INC. ATLAS USAGE DEC 2025 110-711-56405	12/23/2025 l1afleur	01/13/2026	443.75 443.75	443.75	Open	N 01/13/2026 443.75
FBF5MCUNADC2-25 00050728	FACILITRON, INC. DALTON USAGE NOV 11 110-711-56405	12/23/2025 l1afleur	01/13/2026	37.50 37.50	37.50	Open	N 01/13/2026 37.50
G54M7PMDGKRF-22 00050729	FACILITRON, INC. DALTON USAGE DEC 9 110-711-56405	12/23/2025 l1afleur	01/13/2026	56.25 56.25	56.25	Open	N 01/13/2026 56.25
HC89JQ4JUD5W-28 00050730	FACILITRON, INC. NEXA USAGE NOV 6 110-711-56405	12/23/2025 l1afleur	01/13/2026	31.25 31.25	31.25	Open	N 01/13/2026 31.25
MKQ953ZTG9PX-32 00050731	FACILITRON, INC. DALTON USAGE DEC 4 & 16 110-711-56405	12/23/2025 l1afleur	01/13/2026	87.50 87.50	87.50	Open	N 01/13/2026 87.50
UM5W82ZWKKRJ-40 00050732	FACILITRON, INC. DALTON USAGE DEC 5, 12 &19 110-711-56405	12/23/2025 l1afleur	01/13/2026	131.25 131.25	131.25	Open	N 01/13/2026 131.25
XY5O88AG4UTB-22 00050733	FACILITRON, INC. NEXA USAGE NOV 20 110-711-56405	12/23/2025 l1afleur	01/13/2026	31.25 31.25	31.25	Open	N 01/13/2026 31.25
YFFWS7DNAFQB-23 00050734	FACILITRON, INC. NEXA USAGE DEC 9 110-711-56405	12/23/2025 l1afleur	01/13/2026	31.25 31.25	31.25	Open	N 01/13/2026 31.25

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
YJ64PPPGQGP-40 00050735	FACILITRON, INC. HM USAGE DEC 1-4, 8-9 110-711-56405	12/23/2025 llafleur	01/13/2026	187.50	187.50	Open	N 01/13/2026
		SCHOOL DISTRICT FEES		187.50		1.00	187.50
IDCOE229223 00050661	FASTENAL SHC 634 1QT X6 110-531-56101	12/30/2025 llafleur	01/13/2026	173.94	173.94	Open	N 01/13/2026
		STREET SHOP SUPPLIES		173.94		1.00	173.94
4094-22512071 00050705	FCS GROUP INC. HAYDEN-REGIONAL SEWER RATE ANALYSIS 210-241-59807	12/20/2025 dcollins	01/13/2026	2,745.00	2,745.00	Open	N 01/13/2026
		O&M SEWER RATES STUDY/UPDATE		2,745.00		1.00	2,745.00
11618348 00050627	GARY LALANNE REFUND-WITHDREW KIDS 110-740-44770	12/06/2025 llafleur	01/13/2026	96.00	96.00	Open	N 01/13/2026
		BASKETBALL YOUTH - 3RD-9TH RECREATION		96.00		1.00	96.00
40802665 00050570	GREATAMERICA FINANCIAL SERVICES COPPIER LEASE 42 OF 63 110-291-53401	12/15/2025 llafleur	01/13/2026	1,221.06	1,221.06	Open	N 01/13/2026
		COPIER LEASE PRINCIPAL		1,221.06		1.00	1,221.06
OM 25-26 INV4 00050707	HARSB COH-O&M REIMBURSE/INVESTMENT-REP/COH 210-241-53252	01/01/2026 llafleur	01/13/2026	288,388.69	288,388.69	Open	N 01/13/2026
		HARSB O&M FEES		288,388.69		1.00	288,388.69
DECEMBER 2025 00050721	HARSB CAPACITY SOLD DEC 2025 211-241-54411 211-241-54431	01/06/2026 dcollins	01/13/2026	92,238.00	92,238.00	open	N 01/13/2026
		CAPACITY SOLD-RES-HARSB		80,100.00		1.00	80,100.00
		CAPACITY SOLD-NONRES-HARSB		12,138.00		1.00	12,138.00
1405774 00050564	HAYDEN ACE HARDWARE GLASS SCRAPER, MISC ITEMS 110-541-56101	12/16/2025 llafleur	01/13/2026	17.62	17.62	Open	N 01/13/2026
		PARKS SHOP SUPPLIES		17.62		1.00	17.62

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
1406107 00050582	HAYDEN ACE HARDWARE GLV SUEDE THNSLATE L X1 110-531-56403	12/17/2025 llafleur	01/13/2026	11.70	11.70	Open	N 01/13/2026
		UNIFORM ALLOWANCE		11.70		1.00	11.70
1406369 00050583	HAYDEN ACE HARDWARE MISC HARDWARE 110-533-54027	12/18/2025 llafleur	01/13/2026	19.23	19.23	Open	N 01/13/2026
		STREET SHOP SUPPLIES		19.23		1.00	19.23
1408968 00050649	HAYDEN ACE HARDWARE GROUND PLUG, LIGHTED CONNECTOR 110-532-54306	12/29/2025 llafleur	01/13/2026	25.79	25.79	Open	N 01/13/2026
		SNOW REMOVAL		25.79		1.00	25.79
1409356 00050660	HAYDEN ACE HARDWARE LIGHTED CONNECTOR, LED UTIL LIGHT 2 LAMP 110-531-56101	12/30/2026 llafleur	01/13/2026	38.53	38.53	Open	N 01/13/2026
		STREET SHOP SUPPLIES		38.53		1.00	38.53
1411176 00050713	HAYDEN ACE HARDWARE MISC HARDWARE 110-533-54027	01/07/2026 llafleur	01/13/2026	5.82	5.82	Open	N 01/13/2026
		TRAIN R&M		5.82		1.00	5.82
04-5602477 00050700	HAYDEN SUPER 1 FOODS CHRISTMAS PARTY DRINKS AND SUPPLIES 110-211-52902	12/11/2025 llafleur	01/13/2026	41.90	41.90	Open	N 01/13/2026
		RECOGNITION/WELLNESS/EVENTS		41.90		1.00	41.90
11616953 00050749	HEATHER CUSTODIO DIVISION NO GO-REFUND 110-740-44770	12/01/2025 llafleur	01/13/2026	60.00	60.00	open	N 01/13/2026
		BASKETBALL YOUTH - 3RD-9TH RECREATION		60.00		1.00	60.00
12/29/2025 00050630	HESS ST NORTH LLC Check Request For Bond: BPERD25-0023 110-228-22813	12/29/2025 dcollins	01/13/2026	11,043.00	11,043.00	open	N 01/13/2026
		BPERD25-0023 - J2025-0570		11,043.00		1.00	11,043.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
NICE LUNCH MT 1 00050670	HOOPER, MICHAEL REIMBURSEMENT FOR NICE MEETING AT PIZZA 110-349-55801	12/17/2025 dcollins	01/13/2026	15.37	15.37	Open	N 01/13/2026
		TRAVEL, MEETINGS, TRAINING		15.37		1.00	15.37
01/09/2026 00050765	INLAND CONSTRUCTION CORPORATION Check Request For Bond: BPERD25-0052 110-228-22813	01/08/2026 dcollins	01/13/2026	750.00	750.00	Open	N 01/13/2026
		BPERD25-0052 - J2025-0961		750.00		1.00	750.00
INV-00469993 00050676	INTERMAX NETWORKS CITY HALL PHONE SERVICE 110-211-55300	01/01/2026 l1afleur	01/13/2026	860.23	860.23	Open	N 01/13/2026
		COMMUNICATIONS/PHONES		860.23		1.00	860.23
5328 00050574	INTERNATIONAL MINUTE PRESS 1000 BOAT LAUNCH STICKERS 112-241-54312	12/08/2025 l1afleur	01/13/2026	690.57	690.57	Open	N 01/13/2026
		BOAT LAUNCH OPERATION/MAINTENANCE		690.57		1.00	690.57
1103757 00050640	INTERSTATE CONCRETE & ASPHALT POTHOLE WYOMING 110-532-54304	12/16/2025 l1afleur	01/13/2026	1,166.85	1,166.85	Open	N 01/13/2026
		ROAD & PARKING LOT MAINTENANCE		1,166.85		1.00	1,166.85
4325-2 00050657	JAMES CONSTRUCTION LLC ENDWALL CONCRETE SLAB 130-899-57756	04/03/2025 l1afleur	01/13/2026	6,670.00	6,670.00	Open	N 01/13/2026
		NEW PW FACILITY		6,670.00		1.00	6,670.00
11619652 00050743	JENNIFER ARROTTA WITHDREW FROM BOYS BASKETBALL 110-740-44770	12/11/2025 l1afleur	01/13/2026	55.00	55.00	open	N 01/13/2026
		BASKETBALL YOUTH - 3RD-9TH RECREATION		55.00		1.00	55.00
11623468 00050750	JENNIFER DRAKE DIVISION NO GO-REFUND 110-740-44770	12/27/2025 l1afleur	01/13/2026	60.00	60.00	open	N 01/13/2026
		BASKETBALL YOUTH - 3RD-9TH RECREATION		60.00		1.00	60.00

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Inventory					Units	Quantity	
11622686 00050757	JOSHUA PECK DIVISION NO GO-REFUND 110-740-44770	12/22/2025 llafleur	01/13/2026	55.00	55.00	Open	N 01/13/2026 55.00
		BASKETBALL YOUTH -	3RD-9TH RECREATION	55.00		1.00	
191384 00050612	J-U-B ENGINEERS INC. H-6 LIFT STATION & RAMSEY GRAVITY SEWER 211-899-59825-8009	12/15/2025 llafleur	01/13/2026	33,780.21	33,780.21	Open	N 01/13/2026 33,780.21
		H-6 LIFT STATION DESIGN		33,780.21		1.00	
191710 00050613	J-U-B ENGINEERS INC. H-6 FORCE MAIN 211-899-59837-8015 211-899-59837-8016	12/18/2025 llafleur	01/13/2026	10,286.35	10,286.35	Open	N 01/13/2026
		CONSTRUCTION-CEI		5,143.17		1.00	5,143.17
		CONSTRUCTION-CEI		5,143.18		1.00	5,143.18
11621866 00050746	KARINA CALDERWOOD DIVISION NO GO-REFUND 110-740-44770	12/18/2025 llafleur	01/13/2026	60.00	60.00	Open	N 01/13/2026 60.00
		BASKETBALL YOUTH -	3RD-9TH RECREATION	60.00		1.00	
11616962 00050753	KATIE HARKEMA DIVISION NO GO-REFUND 110-740-44771	12/01/2025 llafleur	01/13/2026	620.00	620.00	Open	N 01/13/2026 620.00
		BASKETBALL YOUTH -	COMPETITIVE	620.00		1.00	
PASS THRU 12/20 00050723	KC EMERGENCY MEDICAL SERVICES SYS DEVELOPMENT IMPACT FEE REMITTANCE FOR DE 110-228-22818	01/06/2026 dcollins	01/13/2026	2,505.53	2,505.53	Open	N 01/13/2026 2,505.53
		PASSTHRU-IMPACT FEES-KCEMSS		2,505.53		1.00	
11618840 00050745	KELLI BURRILL DIVISION NO GO REFUND 110-740-44771	12/08/2025 llafleur	01/13/2026	620.00	620.00	Open	N 01/13/2026 620.00
		BASKETBALL YOUTH -	COMPETITIVE	620.00		1.00	
2026-00000020 00050651	KOOTENAI COUNTY BALANCE OWED FOR LAW ENFORCEMENT SERVICE 110-251-59003	12/30/2025 dcollins	01/13/2026	60,012.27	60,012.27	Open	N 01/13/2026 60,012.27
		KOOTENAI COUNTY SHERIFF SALARY EXPENSE		60,012.27		1.00	

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Inventory					Units	Quantity	Unit Price
10-88291.00 12/ 00050572	KOOTENAI COUNTY SOLID WASTE PUBLIC WORKS DUMPSTER 110-811-54103 112-241-54312 110-811-54102 110-811-54104 110-811-54101	12/15/2025 llafleur	01/13/2026	431.20	431.20	Open	N 01/13/2026
	UTILITIES - STREETS			431.20		1.00	431.20
	BOAT LAUNCH OPERATION/MAINTENANCE			0.00		1.00	0.00
	UTILITIES - CITY HALL			0.00		1.00	0.00
	UTILITIES - PARKS			0.00		1.00	0.00
	UTILITIES - STODDARD HOUSE			0.00		1.00	0.00
10-80582.00 12/ 00050643	KOOTENAI COUNTY SOLID WASTE CITY HALL DUMPSTER 110-811-54102	12/15/2025 llafleur	01/13/2026	168.70	168.70	Open	N 01/13/2026
	UTILITIES - CITY HALL			168.70		1.00	168.70
10-80583.00 12/ 00050644	KOOTENAI COUNTY SOLID WASTE FINUCANE PARK DUMPSTER 110-811-54104	12/15/2025 llafleur	01/13/2026	246.40	246.40	Open	N 01/13/2026
	UTILITIES - PARKS			246.40		1.00	246.40
10-84587.00 12/ 00050645	KOOTENAI COUNTY SOLID WASTE CROFFOOT PARK DUMPSTER 110-811-54104	12/15/2025 llafleur	01/13/2026	492.80	492.80	Open	N 01/13/2026
	UTILITIES - PARKS			492.80		1.00	492.80
10-80581.00 12/ 00050646	KOOTENAI COUNTY SOLID WASTE HONEYSUCKLE BEACH DUMPSTER 110-811-54104	12/15/2025 llafleur	01/13/2026	500.50	500.50	Open	N 01/13/2026
	UTILITIES - PARKS			500.50		1.00	500.50
10-30143.00 12/ 00050647	KOOTENAI COUNTY SOLID WASTE CITY OF HAYDEN 110-541-54300 110-532-54307	12/15/2025 llafleur	01/13/2026	79.83	79.83	Open	N 01/13/2026
	BUILDINGS & GROUNDS			77.53		1.00	77.53
	HAZARDOUS MATERIAL DISPOSAL			2.30		1.00	2.30
10-84982.00 12/ 00050648	KOOTENAI COUNTY SOLID WASTE PW DUMPSTER 110-811-54103	12/15/2025 llafleur	01/13/2026	369.60	369.60	open	N 01/13/2026
	UTILITIES - STREETS			369.60		1.00	369.60

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
1297916 12/2025							
00050688	KOOTENAI ELECTRIC COOPERATIVE INC CARAVELLE STREET LIGHTS 110-532-56220-0050	12/30/2025 llafleur	01/13/2026	295.41	295.41	Open	N 01/13/2026
		STREET LIGHTING & SIGNAL UTILITIES		295.41		1.00	295.41
1439690 12/25							
00050689	KOOTENAI ELECTRIC COOPERATIVE INC DAKOTA LIFT STATION 110-532-56220-0050	12/30/2025 llafleur	01/13/2026	56.45	56.45	Open	N 01/13/2026
		STREET LIGHTING & SIGNAL UTILITIES		0.00		1.00	0.00
		210-247-57001 WEST DAKOTA LS UTIL		56.45		1.00	56.45
		110-811-54104 UTILITIES - PARKS		0.00		1.00	0.00
		210-247-57020 H-7 CARRINGTON MEADOWS LS UTIL		0.00		1.00	0.00
1652940 12/2025							
00050690	KOOTENAI ELECTRIC COOPERATIVE INC BROADMOORE IRRIGATION PUMP 110-811-54104	12/30/2025 llafleur	01/13/2026	82.73	82.73	Open	N 01/13/2026
		UTILITIES - PARKS		82.73		1.00	82.73
1662848 12/2025							
00050691	KOOTENAI ELECTRIC COOPERATIVE INC AVIATION STREETLIGHTS 110-532-56220-0050	12/30/2025 llafleur	01/13/2026	43.96	43.96	Open	N 01/13/2026
		STREET LIGHTING & SIGNAL UTILITIES		43.96		1.00	43.96
1839555 12/2025							
00050693	KOOTENAI ELECTRIC COOPERATIVE INC VALLEY GREEN STREET LIGHTS 110-532-56220-0050	12/30/2025 llafleur	01/13/2026	150.24	150.24	Open	N 01/13/2026
		STREET LIGHTING & SIGNAL UTILITIES		150.24		1.00	150.24
1841141 12/2025							
00050694	KOOTENAI ELECTRIC COOPERATIVE INC CARRINGTON MEADOWS STREET LIGHTS 110-532-56220-0050	12/30/2025 llafleur	01/13/2026	551.01	551.01	Open	N 01/13/2026
		STREET LIGHTING & SIGNAL UTILITIES		551.01		1.00	551.01
1844501 12/2025							
00050695	KOOTENAI ELECTRIC COOPERATIVE INC NEW DREAMS STREET LIGHTS 110-532-56220-0050	12/30/2025 llafleur	01/13/2026	44.28	44.28	Open	N 01/13/2026
		STREET LIGHTING & SIGNAL UTILITIES		44.28		1.00	44.28
1851174 12/2025							
00050696	KOOTENAI ELECTRIC COOPERATIVE INC CARRINGTON MEADOWS LIFT STATION 210-247-57020	12/30/2025 llafleur	01/13/2026	248.80	248.80	Open	N 01/13/2026
		H-7 CARRINGTON MEADOWS LS UTIL		248.80		1.00	248.80

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
1863609 12/2025 00050697	KOOTENAI ELECTRIC COOPERATIVE INC CARRINGTON APARTMENTS STREETLIGHTS 110-532-56220-0050	12/30/2025 l1afleur	01/13/2026	318.15	318.15	Open	N 01/13/2026
	STREET LIGHTING & SIGNAL UTILITIES			318.15		1.00	318.15
1863894 12/2025 00050698	KOOTENAI ELECTRIC COOPERATIVE INC CARRINGTON MEADOWS 2ND ADD STREET LIGHTS 110-532-56220-0050	12/30/2025 l1afleur	01/13/2026	294.40	294.40	Open	N 01/13/2026
	STREET LIGHTING & SIGNAL UTILITIES			294.40		1.00	294.40
1868671 12/2025 00050699	KOOTENAI ELECTRIC COOPERATIVE INC CARRINGTON MEADOWS 3RD ADDN 110-532-56220-0050	12/30/2025 l1afleur	01/13/2026	188.35	188.35	Open	N 01/13/2026
	STREET LIGHTING & SIGNAL UTILITIES			188.35		1.00	188.35
01/06/2026-02/2 00050736	LAKE CITY FIGURE SKATING WINTER 2026 LTS LESSONS 110-711-56108	01/08/2026 l1afleur	01/13/2026	364.00	364.00	Open	N 01/13/2026
	CONTRACT PAYMENTS			364.00		1.00	364.00
8366 00050767	LAKE CITY LAW GROUP PLLC LEGAL-DECEMBER 2025 110-211-53102	01/07/2026 l1afleur	01/13/2026	5,197.50	5,197.50	Open	N 01/13/2026
	CIVIL LEGAL SERVICES			5,197.50		1.00	5,197.50
47989319 00050655	MATTHEW BENDER & CO INC ID CODE RULES 2025 SUPP 110-211-55501	12/16/2025 l1afleur	01/13/2026	81.08	81.08	Open	N 01/30/2026
	PRINTING, BINDING, CODIFICATION			81.08		1.00	81.08
11617316 00050751	MEGAN FISHER DIVISION NO GO-REFUND 110-740-44771	12/02/2025 l1afleur	01/13/2026	620.00	620.00	open	N 01/13/2026
	BASKETBALL YOUTH - COMPETITIVE			620.00		1.00	620.00
11622129 00050755	MOLLIE LANGER DIVISION NO GO-REFUND 110-740-44770	12/19/2025 l1afleur	01/13/2026	60.00	60.00	open	N 01/13/2026
	BASKETBALL YOUTH - 3RD-9TH RECREATION			60.00		1.00	60.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
37608 00050575	MOUNTAIN PLATING HYDRAULIC MATERIAL 110-533-54041	12/15/2025 llafleur 1989 CAT GRADER R&M	01/13/2026	348.47 348.47	348.47	Open	N 01/13/2026 348.47
539004 00050576	NAPA AUTO PARTS TOOLS, BRAKE CLEAN, OIL FILTER 110-533-54008	12/09/2025 llafleur 1993 FORD DUMP TRUCK R&M	01/13/2026	85.43 85.43	85.43	Open	N 01/13/2026 85.43
539102 00050577	NAPA AUTO PARTS BLISTER PACK CAPSULES #37 110-533-54037	12/10/2025 llafleur 2000 TYMCO STREET SWEEPER R&M	01/13/2026	22.50 22.50	22.50	Open	N 01/13/2026 22.50
539324 00050578	NAPA AUTO PARTS LMP SEALED BEAMS, LED SEALED BEAMS #7 & 110-533-54008	12/11/2025 llafleur 1993 FORD DUMP TRUCK R&M	01/13/2026	161.19 161.19	161.19	Open	N 01/13/2026 161.19
539326 00050579	NAPA AUTO PARTS #8 LED SEALED BEAMS 110-533-54008	12/11/2025 llafleur 1993 FORD DUMP TRUCK R&M	01/13/2026	127.19 127.19	127.19	Open	N 01/13/2026 127.19
539399 00050580	NAPA AUTO PARTS HD WIPER, TRANS FLU QT #8 110-533-54008	12/11/2025 llafleur 1993 FORD DUMP TRUCK R&M	01/13/2026	93.46 93.46	93.46	Open	N 01/13/2026 93.46
539604 00050634	NAPA AUTO PARTS SNOW BRUSH, LED LITE KIT #8 110-533-54008	12/12/2025 llafleur 1993 FORD DUMP TRUCK R&M	01/13/2026	152.81 152.81	152.81	open	N 01/13/2026 152.81
540270 00050636	NAPA AUTO PARTS CREDIT MEMO RETURN OF SHOCK ABSORBERS 110-533-54027	12/17/2025 llafleur TRAIN R&M	01/13/2026	(8.70) (8.70)	(8.70)	open	N 01/13/2026 (8.70)

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Inventory					Units	Quantity	Unit Price
539509 00050641	NAPA AUTO PARTS PINCH OFF PLIERS 110-531-57702	12/12/2025 llafleur	01/13/2026	16.48	16.48	Open	N 01/13/2026
	TOOLS & SMALL EQUIPMENT			16.48		1.00	16.48
541744 00050682	NAPA AUTO PARTS ACETONE 110-533-54027	12/29/2025 llafleur	01/13/2026	32.26	32.26	Open	N 01/13/2026
	TRAIN R&M			32.26		1.00	32.26
541284 00050683	NAPA AUTO PARTS AP HOSE-OIL COOLER X25 110-533-54027	12/23/2025 llafleur	01/13/2026	50.25	50.25	Open	N 01/13/2026
	TRAIN R&M			50.25		1.00	50.25
541282 00050684	NAPA AUTO PARTS FUNNEL & OIL DRAIN 110-531-57702	12/23/2025 llafleur	01/13/2026	345.24	345.24	Open	N 01/13/2026
	TOOLS & SMALL EQUIPMENT			345.24		1.00	345.24
539327 00050685	NAPA AUTO PARTS LITE SWITCH 110-532-54306	12/11/2025 llafleur	01/13/2026	276.44	276.44	Open	N 01/13/2026
	SNOW REMOVAL			276.44		1.00	276.44
541819 00050686	NAPA AUTO PARTS 1965 CHEVY VALVE COVER GASKET SET 110-533-54027	12/29/2025 llafleur	01/13/2026	11.26	11.26	Open	N 01/13/2026
	TRAIN R&M			11.26		1.00	11.26
542034 00050687	NAPA AUTO PARTS GUAGE WATER TEMP 110-533-54027	12/30/2025 llafleur	01/13/2026	25.28	25.28	open	N 01/13/2026
	TRAIN R&M			25.28		1.00	25.28
64061 00050573	NORTH IDAHO BLUEPRINT WORK TRUCK DOOR GRAPHICS 110-533-54099	12/15/2025 llafleur	01/13/2026	144.00	144.00	open	N 01/13/2026
	TOTAL EQUIP/VEHICLE REPAIR & MAINTENANCE			144.00		1.00	144.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
102746002 12/20							
00050617	NORTH KOOTENAI WATER DIST	12/16/2025	01/13/2026	40.07	40.07	Open	N
	H-1 LIFT STATION HONEYSUCKLE	llafleur					01/13/2026
	210-247-57009	H-1 LIFT STATION UTIL		40.07		1.00	40.07
<hr/>							
PASS THRU 12/20							
00050722	NORTHERN LAKES FIRE PROTECTION DIST	01/06/2026	01/13/2026	24,257.35	24,257.35	Open	N
	DEVELOPMENT IMPACT FEE REMITTANCE FOR DE	dcollins					01/13/2026
	110-228-22819	PASSTHRU-IMPACT FEES-NLFPD		24,257.35		1.00	24,257.35
<hr/>							
REFUND RCPT 149							
00050658	OLSON ENGINEERING PLLC	12/19/2026	01/13/2026	245.00	245.00	Open	N
	APPEAL FEE REFUND	dcollins					01/13/2026
	110-390-49006	MISCELLANEOUS REVENUE		245.00		1.00	245.00
<hr/>							
5125023							
00050709	ONE CALL CONCEPTS, INC.	12/31/2025	01/13/2026	185.42	185.42	Open	N
	TKTS-146@\$.97, ADVERTISING 146@\$.20, SUR	llafleur					01/13/2026
	210-241-53253	SEWER LOCATES		185.42		1.00	185.42
<hr/>							
12/29/2025							
00050633	PETER WAGSTAFF	12/29/2025	01/13/2026	120.00	120.00	Open	N
	Check Request For Escrow: BEN24-0014	dcollins					01/13/2026
	110-228-22813	BEN24-0014 - PB24-0456		120.00		1.00	120.00
<hr/>							
3820088							
00050758	POINTE PEST CONTROL-ID LLC	12/19/2025	01/13/2026	103.00	103.00	Open	N
	2 COM EOM GENERAL PEST	llafleur					01/13/2026
	110-811-54301	BUILDING MAINT & REPAIR		103.00		1.00	103.00
<hr/>							
25423							
00050710	PRIME TIME CONSTRUCTION AND EXCAVAT	01/04/2026	01/13/2026	5,000.00	5,000.00	open	N
	BLADE RENTAL DEC 2025	llafleur					01/13/2026
	110-531-54420	EQUIPMENT & VEHICLE RENTAL		5,000.00		1.00	5,000.00
<hr/>							
11627449							
00050768	QUINN PORTERFIELD	01/08/2026	01/13/2026	165.00	165.00	open	N
	PAID FOR SPONSORSHIP-NOT NEEDED FOR REC	llafleur					01/13/2026
	110-740-44776	BASKETBALL SPONSORS - 3RD-9TH RECREATION		165.00		1.00	165.00

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Inventory					Units	Quantity	Unit Price
54424 00050635	RUEN-YEAGER & ASSOCIATES FY26 PLANNING SERVICES 110-345-53208	12/29/2025 dcollins CONTRACT PLANNING SERVICES	01/13/2026	207.00 207.00	207.00	Open	N 01/13/2026 207.00
54300 00050637	RUEN-YEAGER & ASSOCIATES FY26 PLANNING SERVICES 110-345-53208	10/30/2025 dcollins CONTRACT PLANNING SERVICES	01/13/2026	570.00 570.00	570.00	Open	N 01/13/2026 570.00
108626 00050740	SATURDAY NIGHT INC. PROGRAM STAFF SHIRTS 110-711-56403	12/10/2025 llafleur WORK APPAREL	01/13/2026	469.82 469.82	469.82	Open	N 01/13/2026 469.82
108637 00050741	SATURDAY NIGHT INC. FULL TIME STAFF SHIRTS 110-711-56403	12/15/2025 llafleur WORK APPAREL	01/13/2026	168.50 168.50	168.50	Open	N 01/13/2026 168.50
4607335548 00050680	SCHINDLER ELEVATOR CORPORATION 01/01/26-12/31/2026 INSPECTION , 110-811-54301	01/01/2026 llafleur BUILDING MAINT & REPAIR	01/13/2026	900.00 900.00	900.00	Open	N 01/13/2026 900.00
REIMBURSEMENT 1 00050668	SCOTT HAEN EMPLOYEE REIBURSEMENT FOR PURCHASES AND 110-345-55401 110-349-56401 110-349-55801	12/29/2025 dcollins ADVERTISING & PUBLISHING BOOKS & TECHNICAL REFERENCES TRAVEL, MEETINGS, TRAINING	01/13/2026	102.79 67.29 20.13 15.37	102.79	Open	N 01/13/2026 67.29 20.13 15.37
453466 00050711	SOLV BUSINESS SOLUTIONS-SAFEGUARD #10 WINDOW NO PERMIT 110-211-56101	12/24/2025 llafleur OFFICE SUPPLIES	01/13/2026	264.41 264.41	264.41	Open	N 01/13/2026 264.41
REIMBURSEMENT 1 00050581	STANLEY W. DAVIS REIMBURSEMENT FOR PESTICIDE LICENSE 110-541-55801	12/19/2025 dcollins TRAVEL, MEETINGS, TRAINING	01/13/2026	239.00 239.00	239.00	Open	N 01/13/2026 239.00

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Inventory					Units	Quantity	
11621656 00050748	TESSA CARDER DIVISION NO GO-REFUND 110-740-44770	12/17/2025 llafleur	01/13/2026	60.00	60.00	Open	N 01/13/2026 60.00
	BASKETBALL YOUTH - 3RD-9TH RECREATION			60.00		1.00	
197-1162466 00050327	THE GOODYEAR TIRE & RUBBER CO CREDIT FOR ALL CASING TRADE IN AND TIRE 110-533-54099	11/14/2025 dcollins	01/13/2026	(135.00)	(135.00)	Open	N 01/13/2026 (135.00)
	TOTAL EQUIP/VEHICLE REPAIR & MAINTENANCE			(135.00)		1.00	
197-1162988 00050625	THE GOODYEAR TIRE & RUBBER CO AIR SERVICE IN YRD X2, FUEL SURCHARGE 110-533-54099	12/23/2025 llafleur	01/13/2026	386.68	386.68	Open	N 01/13/2026 386.68
	TOTAL EQUIP/VEHICLE REPAIR & MAINTENANCE			386.68		1.00	
740824 00050708	THE HILLER COMPANIES, LLC FIRE ALARM MONITORING JAN 2026-DEC 2026 110-811-54301	01/05/2026 llafleur	01/13/2026	588.00	588.00	Open	N 01/13/2026 588.00
	BUILDING MAINT & REPAIR			588.00		1.00	
01/09/2026 00050764	TIMBERED RIDGE HOMES LLC Check Request For Escrow: BEN25-0008 110-228-22813	01/08/2026 dcollins	01/13/2026	125.00	125.00	Open	N 01/13/2026 125.00
	BEN25-0008 - PZE-25-0099			125.00		1.00	
000299 00050720	TRAVIS BERTRAM P&Z STREAMING 12/15/2025 110-230-53402	01/07/2026 llafleur	01/13/2026	300.00	300.00	Open	N 01/13/2026 300.00
	I.T. MEDIA CENTER CONTRACT SERVICES			300.00		1.00	
150462 00050639	UNITED DATA SECURITY INC SHRED 110-211-55505	12/24/2025 llafleur	01/13/2026	65.00	65.00	Open	N 01/13/2026 65.00
	DOCUMENT SHREDDING			65.00		1.00	

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Inventory	GL Distribution				Units	Quantity	Unit Price
6131569023 00050652	VERIZON WIRELESS	12/21/2025	01/13/2026	445.57	445.57	Open	N
	LIFT STATION WIRELESS NOV 22-DEC 21, 202	dcollins					01/13/2026
	210-247-57006	PRAIRIE/FRANKLIN/CHURCH LS UTIL		23.80		1.00	23.80
	210-247-57000	LEISURE PARK LS UTIL		23.80		1.00	23.80
	210-247-57003	WOODLAND MEADOWS LS UTIL		23.80		1.00	23.80
	210-247-57013	H-5 STRAWBERRY FLDS PS UTIL		23.80		1.00	23.80
	210-247-57007	CORNERSTONE LS UTIL		23.80		1.00	23.80
	210-247-57020	H-7 CARRINGTON MEADOWS LS UTIL		23.80		1.00	23.80
	210-247-57011	EMERALD OAKS LS UTIL		23.80		1.00	23.80
	210-247-57019	HAYDEN NORTH LS UTIL		23.80		1.00	23.80
	210-247-57016	HEATHERSTONE LS UTIL		23.80		1.00	23.80
	210-247-59835	HAYDEN CANYON LS UTIL		68.68		1.00	68.68
	210-247-57021	H-6 LIFT STATION UTIL		162.69		1.00	162.69
6131601512 00050692	VERIZON WIRELESS	12/21/2025	01/13/2026	831.94	831.94	Open	N
	MIFI & ROUTER 11/22/25-12/21/25	dcollins					01/13/2026
	110-230-57720	CC/IT PHONES/COMMUNICATIONS		80.02		1.00	80.02
	110-301-55300	COMMUNICATIONS/PHONES		160.04		1.00	160.04
	110-511-55300	PORTABLE BROADBAND		203.16		1.00	203.16
	110-711-55300	COMMUNICATIONS/PHONES		38.73		1.00	38.73
	110-230-57717	GENERAL HARDWARE		349.99		1.00	349.99
DEC 25 STATEMEN 00050759	VISA	12/26/2026	01/13/2026	1,802.09	1,802.09	Open	N
	12/26/25 VISA STATEMENT	dcollins					01/09/2026
	110-211-52902	RECOGNITION/WELLNESS/EVENTS		47.93		1.00	47.93
	110-211-56100	POSTAGE		70.14		1.00	70.14
	110-211-56101	OFFICE SUPPLIES		196.13		1.00	196.13
	110-230-53403	IT SUPPORT SERVICES & TRAINING		64.38		1.00	64.38
	110-350-54096	VEHICLE REPAIRS/MAINT		23.57		1.00	23.57
	114-295-59121	COUNCIL CHAMBERS MEDIA CENTER		503.32		1.00	503.32
	110-533-54099	TOTAL EQUIP/VEHICLE REPAIR & MAINTENANCE		47.14		1.00	47.14
	110-721-58001-1152	SPECIAL EVENTS-HAYDEN LIGHTS		346.51		1.00	346.51
	110-711-52903	PROGRAM AWARDS/PRIZES/CERTIFICATES		246.87		1.00	246.87
	110-711-56105	PROGRAM EQUIPMENT/SUPPLIES		22.70		1.00	22.70
	110-349-56402	INSPECTION & SAFETY EQUIPMENT		203.51		1.00	203.51
	110-711-56101	OFFICE SUPPLIES		29.89		1.00	29.89
563400 00050712	WALTER E. NELSON CO. CORP.	01/02/2026	01/13/2026	231.00	231.00	Open	N
	TOILET TISSUE & 45 GAL TRASH BAGS	llafleur					01/13/2026
	110-811-54301-3221	BUILDING MAINT & REPAIR		231.00		1.00	231.00

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 01/13/2026 - 01/13/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
Inventory					Units	Quantity	
41014130-003 00050653	WELCH COMER & ASSOCIATES INC. HAYDEN/ATLAS WIDENING PHASE 010 PROJECT 120-112-59234-8007	12/18/2026 llafleur	01/13/2026	13,230.00 13,230.00	13,230.00	Open	N 01/13/2026 13,230.00
41014 00050654	WELCH COMER & ASSOCIATES INC. PROFFSSIONAL SERVICES 10/25-11/25 120-112-59252	12/18/2025 llafleur	01/13/2026	69,780.00 69,780.00	69,780.00	Open	N 01/13/2026 69,780.00
41014040-042 00050763	WELCH COMER & ASSOCIATES INC. Check Request For Escrow: BEN25-0008 110-228-22813	01/08/2026 dcollins	01/13/2026	375.00 375.00	375.00	Open	N 01/13/2026 375.00
12/29/2025 00050632	Wyoming South LLC Check Request For Bond: B24-0001 110-228-22813	12/29/2025 dcollins	01/13/2026	52,942.63 52,942.63	52,942.63	Open	N 01/13/2026 52,942.63
# of Invoices: 184 # Due: 184				Totals:	1,067,881.83	1,067,881.83	
# of Credit Memos: 2 # Due: 2				Totals:	(143.70)	(143.70)	
Net of Invoices and Credit Memos:					1,067,738.13	1,067,738.13	
--- TOTALS BY FUND ---							
	110 GENERAL FUND			223,110.31	223,110.31		
	112 HONEYSUCKLE BOAT LAUNCH FUND			2,037.53	2,037.53		
	114 COUNCIL MEDIA CENTER FUND			503.32	503.32		
	120 IMPACT FEE CIRCULATION FUND			83,010.00	83,010.00		
	130 MAJOR CAPITAL PROJECTS FUND			6,670.00	6,670.00		
	210 SEWER OPER. & MAINT. FUND			297,263.71	297,263.71		
	211 SEWER CAPITALIZATION FUND			136,304.56	136,304.56		
	212 WASTEWATER REVENUE BOND FUND			318,838.70	318,838.70		
--- TOTALS BY DEPT/ACTIVITY ---							
	111 GEN-MYR OPERATING & ADMINISTRAT			50.00	50.00		
	112 PLANNED PROJECTS - CIRCULATION			83,010.00	83,010.00		
	211 GEN-ADM OPERATING & ADMINISTRAT			8,577.58	8,577.58		
	228 PASSTHRU & BAD DEBT EXPENSES			95,492.24	95,492.24		
	230 GEN-ADM INFORMATION TECHNOLOGY			889.99	889.99		
	241 OPERATING & ADMINISTRATIVE			385,594.64	385,594.64		

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 01/13/2026 - 01/13/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
	245 DEBT SERVICE			318,838.70	318,838.70		
	247 LIFT/PUMP STATION UTIL			5,095.43	5,095.43		
	250 FUND BALANCES			874.17	874.17		
	251 LAW ENFORCEMENT SALARIES & BENE			60,012.27	60,012.27		
	291 GEN-ADM CAPITAL LEASES PRINCIPA			1,221.06	1,221.06		
	295 GEN-ADM CAPITAL GRANT EXPENDITU			503.32	503.32		
	301 COMDEV--P&D OPERATING & ADMINIS			160.04	160.04		
	345 COMDEV P&D OPERATING & ADMINIST			1,140.10	1,140.10		
	349 COMDEV BLD OPERATING & ADMINIST			254.38	254.38		
	350 COMDEV VEHICLES			225.15	225.15		
	390 OTHER FINANCING SOURCES			245.00	245.00		
	511 PW-ADM OPERATING & ADMINISTRATI			203.16	203.16		
	512 PW-ADM EQUIP/VEHICLE FUEL & MAI			150.98	150.98		
	531 PW-STR OPERATING & ADMINISTRATI			5,619.69	5,619.69		
	532 PW-STR ROAD MAINTENANCE			21,702.07	21,702.07		
	533 PW-STR EQUIP/VEHICLE R&M			4,124.17	4,124.17		
	541 PW-PKS OPERATING & ADMINISTRATI			3,280.34	3,280.34		
	542 PW-PKS EQUIP/VEHICLE R&M			255.87	255.87		
	711 REC OPERATING & ADMINISTRATIVE			2,843.52	2,843.52		
	712 REC EQUIP/VEHICLE FUEL MAINT			25.17	25.17		
	721 REC EV OPERATING & ADMINISTRATI			346.51	346.51		
	740 RECREATION PROGRAMS			2,853.00	2,853.00		
	811 FACIL OPERATING & ADMINISTRATIV			13,100.82	13,100.82		
	813 FACIL EMERGENCY PREPAREDNESS			312.20	312.20		
	899 CAPITAL PURCHASES/PROJECTS			50,736.56	50,736.56		

2. **VISITOR/PUBLIC COMMENT (3-minutes maximum)**
3. **OATH OF OFFICE**
 - A. Ed DePriest, City Council Seat 2



OATH OF OFFICE

I, Ed DePriest, do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of Council Member of the City of Hayden according to the best of my ability.

Ed DePriest

Subscribed and sworn to before me this 13th day of January, 2026.

Abbi Sanchez, City Clerk

B. David Erickson, City Council Seat 4



OATH OF OFFICE

I, David Erickson, do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of Council Member of the City of Hayden according to the best of my ability.

David Erickson

Subscribed and sworn to before me this 13th day of January, 2026.

Abbi Sanchez, City Clerk

4. **PUBLIC HEARING (Public Testimony will be received for these items)**
 - A. **ACTION ITEM** PZE-25-0102 Arts (King Sod) Zone Map Amendment Request



Memo

To: Mayor Davis and Members of the City Council

From: Donna Phillips, GISP, Community Development Director

Date: January 6, 2025

Agenda Item: PZE-25-0102 Arts (King Sod) Zone Map Amendment Request

Agenda Item Location

Public Hearing

Recommended Action or Motion

At the conclusion of the Planning and Zoning Commission public hearing, the Commission voted to recommend approval of the zone map amendment request as presented.

Possible Motions of the City Council:

- **Motion to Approve** – I move to approve PZE-25-0102 Arts (King Sod) Zone Map Amendment request, finding the request **IS** in accord with the standards of Hayden City Code, based upon testimony received at the Planning and Zoning Commission & City Council Public Hearing and the record of the request.
- **Motion to Continue** – I move to continue this hearing to {date specific} to address concerns related to _____.
- **Motion to Deny** – I move to deny PZE-25-0102 Arts (King Sod) Zone Map Amendment request, finding the request is **NOT** in accord with the standards of Hayden City Code, and, based upon testimony received at the Planning and Zoning Commission and City Council Public Hearing and the record of the request for the following reasons: _____.

Functional Impact of Authorizing

The applicant will be able to utilize the property for year-round uses as proposed.

Functional Impact of Not Authorizing

The applicant will only be able to utilize the property for seasonal uses as proposed.

Fiscal Impact

Not applicable

Budget Funding Source / Transfer Request

Not applicable

Attachment

Executive Summary

Staff Analysis

Planning and Zoning Commission Written Recommendation

Planning and Zoning Commission minutes of the Public Hearing



8930 N Government Way Hayden, Idaho 83835

To: Mayor Davis and Members of the City Council
From: Donna Phillips, Community Development Director
Date: January 2, 2026

STAFF EXECUTIVE SUMMARY

Zone Map Amendment

Arts (King Sod)

Project Description: The applicants are requesting approval for a zone map amendment on one 1.73-acre lot, from Agricultural (A) to Light Industrial (LI).

Location: The property is more commonly known as 10812 N Huetter Road located on the southeast corner of North Huetter Road and West Lancaster Road.

Legal Description: NW 1/4-NW1/4 Lying Northwest of the Spokane International Railway RW EX TX#25341 in the Northwest ¼ of Section 9 Range 4 West Township 51 North Boise Meridian, Kootenai County, Idaho

Applicant/Owners: Justin and Heather Arts

Application Filed: October 18, 2025

Notice Provided:

PZC/CC Agency: October 27, 2025
Adjacent Property Notice: October 31, 2025, December 24, 2025
Site Posting: October 31, 2025, December 24, 2025
Newspaper/Website/PSA: October 31, 2025, December 30, 2025

Hearing Date(s): PZC: November 17, 2025
CC: January 13, 2026

CC Decision: CC Motions are found at the end of this memo.

CC Packet: Zone Map Amendment Flow Chart and Standards of Approval, Staff Analysis, and public comments received as a result of noticing for this hearing shall be available in Boardbook.

FINDINGS:

Standards of Review and Evidence of Record (Findings) for Approval of a Zone Map Amendment

HCC §11-1-7 (E)(7)(a): The Commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until the completion of such studies or plans as may be necessary to determine the advisability of the proposal.

Staff: Based on the applicant's proposal and the existing and proposed uses, staff does not believe additional studies or plans are necessary.

HCC §11-1-7 (E)(7)(b): The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning and Zoning Commission may recommend conditions upon rezoning for the City Council's consideration.

Staff: Based on the applicant's request, staff does not believe additional conditions are necessary.

HCC §11-1-7 (E)(7)(c): Amendment to the zoning map and zone text shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.

Applicant: "The Comprehensive Plan supports diversifying the local economy, attracting jobs, and encouraging development that makes efficient use of existing infrastructure – all goals furthered by this rezone."

See Staff Analysis pages 3 & 4.

HCC §11-1-7 (E)(7)(d): Amendment to the zoning map and zone text shall align with the zone district's purpose and intent.

Applicant: "The intent of the Light Industrial (LI) zoning district is to provide space for low-impact industrial; manufacturing, distribution, and employment uses that are generally compatible with the surrounding uses. The King Sod property is well-suited to meet these objectives due to its size, access to transportation corridors, and proximity to other industrially zoned or development parcels. The rezone will allow the site to evolve in a way that meets the intent of the LI zone without introducing high-impact or incompatible uses typical of heavier industrial zoning districts."

Staff: See Staff Analysis pages 5&6.

HCC §11-1-7 (E)(7)(e): Amendment to the zone map and zone text shall be consistent with the neighborhood contexts.

Applicant: "The surrounding area is transitioning from rural/agricultural to light industrial and commercial uses. This zoning amendment reflects that evolving context and will help prevent land-use conflicts by allowing a more compatible transitional use in this area. Additionally, the

LI designation acts as a buffer between more intensive industrial uses and remaining residential or agricultural parcels, helping to ensure long-term compatibility.”

Staff: See Staff Analysis page 6.

Possible Motions of the City Council:

- **Motion to Approve** – I move to approve PZE-25-0102 Arts (King Sod) Zone Map Amendment request, finding the request **IS** in accord with the standards of Hayden City Code, based upon testimony received at the Planning and Zoning Commission & City Council Public Hearing and the record of the request.

- **Motion to Continue** – I move to continue this hearing to {date specific} to address concerns related to _____.

- **Motion to Deny** – I move to deny PZE-25-0102 Arts (King Sod) Zone Map Amendment request, finding the request is **NOT** in accord with the standards of Hayden City Code, and, based upon testimony received at the Planning and Zoning Commission and City Council Public Hearing and the record of the request for the following reasons:
_____.

**Arts Zone Map Amendment
Parcel No. H-0000-009-3160
Owner: Justin and Heather Arts
Case No. PZE-25-0102**

Contents

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LOCATION 2
LEGAL DESCRIPTION 2
ANALYSIS 3
ADDITIONAL INFORMATION 7

SUMMARY OF REQUEST

The applicant and owner, Justin and Heather Arts, are requesting the approval of a Zone Map Amendment from Agriculture (A) to Light Industrial (LI) on approximately 1.72 acres in size. The property has an approved site and building in construction presently.



LOCATION

The project site is located southeast of the North Huetter Road and West Lancaster Road and north of the Spokane International Railroad tracks, as tax parcel H-0000-009-3160, and more commonly known as 12816 N Huetter Road.

LEGAL DESCRIPTION

Along the North line of said Section 9, South 88°26' East, a distance of 166.55 feet to a point that is 50 feet Northwesterly, measured at right angles, from said center line of the main track; thence

Parallel with said center line, South 54°40'00" West, a distance of 910 feet, more or less, to a point on the West line of said Section 9; thence

Along the West line of said Section, North, a distance of 122.58 feet to a point 150 feet distance Northwesterly, measured at right angles, from said center line of the main track; thence

Parallel with said center line, North 54°40'00" East, a distance of 705.92 feet, more or less, to the True Point of Beginning.

Excepting therefrom a parcel of land situate in the Northwest Quarter of the Northwest Quarter of Section 9, Township 51 North, Range 4 West, Boise Meridian, Kootenai County, Idaho, more particularly described as follows:

Commencing at the Northwest corner of said Section 9, thence

Along the North line of said Section, South 88°26' East, a distance of 586.17 feet to the True Point of Beginning, said point being 150 feet Northwesterly, measured at right angles from the center line of the main track of the Spokane International Railway, as now constructed and operated; thence

Along the North line of said Section 9, South 88°26' East, a distance of 165.55 feet to a point that is 50 feet Northwesterly, measured at right angles, from said center line of the main track; thence

Parallel with said center line, South 54°40'00" West, a distance of 910 feet more or less, to a point on the West line of Section 9; thence

Along the West line of said Section, North, a distance of 122.58 feet to a point 150 feet distance Northwesterly, measured at right angles, from said center line of the main track; thence

Parallel with said center line, North 54°40'00" East, a distance of 705.92 feet, more or less, to the True Point of Beginning.

Excepting therefrom any portion of land lying within the road rights of way for Lancaster Road and Huetter Road.

ANALYSIS

The analysis is organized following the general standards 1 through 4 of the Hayden City Code §11-1-7(E) (7), which can be found in their entirety in the Appendix. Those items of the Analysis, which are required of all Zone Map Amendments, shall be found in the Appendix and made a part of this Staff Analysis. Those items, which are more site specific, shall be identified in the Analysis provided here.

- a. The Commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until the completion of such studies or plans as may be necessary to determine the advisability of the proposal.

Based on the applicant's proposal, Staff does not believe additional studies or plans are necessary.

- b. The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning and Zoning Commission may recommend conditions upon rezoning for the City Council's consideration.

Based on the applicant's proposal, Staff does not believe additional conditions are necessary.



City of Hayden Future Land Use Map

- c. Amendment to the zoning map and zone text shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.

The Future Land Use Map (shown on the previous page) shows this area to be a Light Industrial land use. Light Industrial land use in the 2040 Comprehensive Plan is defined as the following:

Light industrial activity is primarily made up of light manufacturing, process, and distribution services.

Comprehensive Plan:

The 2040 Comprehensive Plan Goals and Policies in their entirety may be found in the Appendix of this Staff Analysis. Those most notably related to the request may be found below.

GOALS	
4	The City of Hayden should encourage the development of land within the corporate limits of Hayden prior to annexation of adjacent areas.
7	Provide a balance of commercial uses in designated areas throughout the community centered around established transportation corridors, while protecting the character of adjacent land uses.
8	Ensure all development can be serviced by existing public facilities or extended to adequately serve the development.
12	Establish a balance between jobs and housing to attract new employment and living opportunities.
16	Ensure that ordinances and policies do not violate private property rights, adversely impact property values or create unnecessary limitations on land use.

POLICIES	
2	Development should be compatible with the land use chapter of the Comprehensive Plan and fiscally responsible in supplying adequate transportation, utilities, and parks to newly developed areas.
11	Promote nodes of development and density in the downtown and strategically along transportation corridors.
12	Encourage rezoning and zoning text amendments to support the creation of strategic nodes, higher density development and transition zones between residential and industrial uses.
17	Encourage small-scale retail activity, restaurants and other service business, as well as attract a live, work, play lifestyle through a mixture of commercial and residential uses.
23	Ensure land use and zoning compatibility related to development (density and type) occurring in close proximity to Coeur d'Alene Airport.

- d. Amendment to the zoning map and zone text shall align with the zone district’s purpose and intent.

The existing zone designation of Agriculture (A) and the proposed zone designation of Light Industrial (LI) can be found in Hayden City Code §11-2 and are defined as follows:

Agriculture (A): The Agriculture zone provides for activity which generally occurs on the outskirts of Hayden, where large, undeveloped lots are primarily used for farming and agricultural pursuits as defined herein.



City of Hayden Current Zone Map

Light Industrial (LI): The Light Industrial zone provides for light manufacturing, processing and distribution, and wholesale/retail sales in an environment that is clean, quiet and free of noise, odor, dust and smoke.

A comparison of the two zones (shown below) shows the primary structure setbacks.

	Agriculture (A)	Light Industrial (LI)
Front Yard	25'; 35'	20'
Side Yard	10'	10'
Flanking Street	15'	15'
Rear Yard	25'; 10'	10'
Height	35'; 20'	60' ⁽⁴⁾
Max Lot Coverage	35%	NA
Min Lot Size	5 acres	NA
Min Street Frontage	20'	30'
ADU Allowed	Yes	No

Notes:

General Notes: (4) When the building is located within 300' of a residential zoning district or is within the Airport Runway Protection Zone established in the Coeur d'Alene Airport Master Plan, the maximum building height shall be 45'.

The property was annexed in 1991 as Ordinance #204 and zoned Agriculture (A) at the time of the annexation.

e. Amendment to the zone map and zone text shall be consistent with the neighborhood contexts.

Per the applicant's narrative, "The existing Agricultural zoning reflects the areas historical use for agricultural production; however, this use has become increasingly inconsistent with surrounding development patterns. The area is transitioning toward more intensive, non-agricultural uses, including industrial and commercial activities." The applicant goes on to state: "The LI zone limits heavy industrial uses and encourages clean, low-impact businesses such as warehousing, light manufacturing, and business parks – uses that are more compatible with surrounding growth than continued agricultural uses."

The property is located within the geographic area identified as Light Industrial on the Future Land Use Map and is situated directly south of the Hayden Area Regional Sewer Board's land application site, north of the Spokane International Railway, and between two roadways classified as arterials by Kootenai Metropolitan Organization. Additionally, the parcel is too small to be considered Agriculture as it does not meet the minimum lot size of 5 acres for a residential development use in addition to a more agriculture-based use.

Infrastructure:

The subject property is on a private well as it is not within a designated water system. Additionally, the project site is not near any sewer collection system and therefore was granted a septic permit through Panhandle Health District on January 23, 2024, as part of the building permit issued for the site.

Dry utilities, including electric, gas, cable, and communication utilities shall be installed underground within any future development, in accordance with City Code.

The subject property is located within the Northern Lakes Fire Protection District and as a part of the building permit received approvals from NLFPD for the site and structures as proposed on January 5, 2024.

Dedications of the required right-of-way, granting of any required easements, and construction of roadways and associated frontage improvements shall be in accordance with the adopted Transportation Plan, and adopted studies and/or technical memos. The right-of-way dedications for the newly constructed round-about at the intersection of North Huetter Road and West Lancaster Road have been completed as part of the project. The remainder of the frontage improvements shall be completed in accordance with the building permit's Deferred Development Agreement for the site.

All required street improvements shall be in accordance with current City Standard Drawings, including pedestrian ramps, sidewalks, stormwater facilities, etc. Corner radii related to property lines, utility easements, and street intersections shall be reviewed at the time of construction plan review.

In considering this zone change request, it is important to note the improvements identified above are a requirement of the site development and not a condition of the Zone Map Amendment request.

ADDITIONAL INFORMATION

Notice and Comments

In response to the request for comments, the following agency comments were received as of the time of this Staff Analysis:

- 1) On October 24, 2025, the Idaho Fish and Game responded, “does not have any comments to submit”.
- 2) On October 27, 2025, the Kootenai County Community Development responded with “no comments or concerns”.
- 3) On October 27, 2025, the Kootenai County Sheriff’s Office responded, “does not have any concerns”.
- 4) On October 28, 2025, Avondale Irrigation District responded with “no comments”.
- 5) On October 28, 2025, the Idaho Department of Water Resources responded with “has no comment on this proposal”.
- 6) On October 28, 2025, the Panhandle Health District responded with “has no comments at this time”.
- 7) On November 3, 2025, the Northern Lakes Fire Protection District responded with comments related to development of the property.

From the public:

The Adjacent Property Owner (APO) Notices and required public notices to include the posting of the Staff Analysis on the City’s website shall occur after the Staff Analysis is completed. Public comments received during the noticing period will be included in the Written Decision of a minor subdivision or within the record of the Planning and Zoning Commission public hearing.

Appendix

APPENDIX

Zone Map Amendment

STANDARDS FOR ZONE MAP OR ZONE TEXT APPROVAL	1
POTABLE WATER AND FIRE-FLOW	3
SEWER - CITY AND HARSB	4
STORMWATER	4
STREETS, PEDESTRIAN PATHS, AND RIGHT-OF-WAYS	5
EROSION CONTROLS AND GEO-HAZARD STABILIZATION	6
GAS, POWER, TELECOMMUNICATIONS, MAILBOXES	6
DRIVEWAY LOCATIONS.....	6
GOALS AND POLICIES.....	7

STANDARDS FOR ZONE MAP OR ZONE TEXT APPROVAL

Idaho State Law

67-6511. ZONING ORDINANCE.

(2) Ordinances establishing zoning districts shall be amended as follows:

(a) Requests for an amendment to the zoning ordinance shall be submitted to the zoning or planning and zoning commission which shall evaluate the request to determine the extent and nature of the amendment requested. Particular consideration shall be given to the effects of any proposed zone change upon the delivery of services by any political subdivision providing public services, including school districts, within the planning jurisdiction. An amendment of a zoning ordinance applicable to an owner's lands or approval of conditional rezoning or denial of a request for rezoning may be subject to the regulatory taking analysis provided for by section [67-8003](#), Idaho Code, consistent with the requirements established thereby.

Hayden City Code

11-1-7(E) (7) Standards of Approval: If the request meets the following standards of approval, the City Council may adopt the ordinance amendment:

a. The Commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until completion of such studies or plans as may be necessary to determine the advisability of the proposal.

b. The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning and Zoning Commission may recommend conditions upon rezoning for the City Council's consideration.

c. Amendments to the zone map and zone text shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.

d. Amendments to the zone map and zone text shall align with the zone district's purpose and intent.

e. Amendments to the zone map and zone text shall be consistent with the neighborhood contexts.

11-1-7(E) Amendment Procedures:

1. Agency and Public Notice: Once the City staff has reviewed the application and the staff has determined that the application is complete and that sufficient information regarding the proposal can be provided, notice will be provided to involved public agencies, as identified by the City. This notice shall allow 14 days for agency comment and the results of the agency comment shall accompany and be incorporated in summary in the staff report. At least 15 days prior to the hearing notice of the amendment, shall be published in the official newspaper of the City of Hayden, and additional notice by first class mail shall be provided to property owners and purchasers within 300', excluding streets and alleys, of the external boundaries of the land being considered; and any additional area that may be impacted by the proposed change as determined by the Council. When notice is required to 200 or more property owners or purchasers of record, notice may be given through a display advertisement at least four inches by two columns in size in the official newspaper of the City at least 15 days prior to the hearing date, in addition to site posting on all external boundaries of the site, in lieu of mailed notice.

2. Planning and Zoning Commission Public Hearing: At, or prior to, the public hearing, the City staff will provide a report to the Planning and Zoning Commission.

3. Planning and Zoning Commission Recommendation: After the Planning and Zoning Commission has reviewed the amendment at the public hearing, the Commission shall forward a written recommendation to the City Council. The Commission shall recommend approval or disapproval of the amendment as soon as practicable.

4. City Council Public Hearing: No additional agency notice shall be required in advance of this public hearing unless the Planning and Zoning Commission recommendation consists of a material change from what was requested. All other noticing requirements shall follow those identified in 11-1-7(E)(1). At, or prior to, the public hearing, the City staff will provide a report to the City Council.

5. City Council Decision: Upon receipt of the Written Recommendation from the Planning and Zoning Commission, and public hearing notice, the amendment request will be placed on the next available City Council agenda. The City Council, upon receipt of the recommendations from the Planning and Zoning Commission, and after opportunity to review the file and minutes from the Planning and Zoning Commission public hearing, and after receiving testimony at a public hearing with the City Council shall act upon the request.

a. The City Council prior to adopting, revising, or rejecting the amendment to the zoning ordinance or map, and having made no material change from what was presented at the Planning and Zoning Commission and/or City Council public hearing, shall make a decision.

b. Upon granting or denying an application to amend the text of the zoning ordinance or the zoning map, the City Council shall specify in writing:

- (1) The ordinance and standards used in evaluating the application;
- (2) The reasons for approval or denial; and
- (3) The actions, if any, that the applicant could take to obtain a permit.

c. In the event that City Council shall approve an amendment, such an amendment shall thereafter be made a part of this title upon the preparation and passage of an ordinance and/or the City zone map duly amended as identified by the decision.

6. Additional Public Hearing: Following the City Council's public hearing, if the City Council makes a material change from what was presented at the public hearing(s), further notice and an additional public hearing shall be provided before the City Council makes a final decision.

7. Standards of Approval: If the request meets the following standards of approval, the City Council may adopt the ordinance amendment:

a. The Commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until completion of such studies or plans as may be necessary to determine the advisability of the proposal.

b. The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning and Zoning Commission may recommend conditions upon rezoning for the City Council's consideration.

c. Amendments to the zone map and zone text shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.

d. Amendments to the zone map and zone text shall align with the zone district's purpose and intent.

e. Amendment to the zone map and zone text shall be consistent with the neighborhood contexts

8. Amendment to Comprehensive Plan: If the request is not in accordance with the adopted comprehensive plan, the City Council may adopt or reject an amendment to the comprehensive plan under the notice and hearing procedures provided in section 67-6509, Idaho Code. After the comprehensive plan has been amended as hereinafter provided for, the City Council shall hold a public hearing and make a decision on the proposed zoning amendment.

INFRASTRUCTURE COMPLIANCE WITH APPLICABLE CITY, STATE, AND FEDERAL POLICIES AND REGULATIONS

POTABLE WATER AND FIRE-FLOW

The City does not participate in the QLPE (Qualified Licensed Professional Engineer) review of the construction plans for subdivisions as it relates to water and/or sewer. Therefore, the City relies on the Idaho Department of Environmental Quality (IDEQ) for their interpretation of the adequacy of the Will Serve letter to meet the requirements of the Idaho Code section 67-6526 in order to have the sanitary restriction lifted and to determine if the water and sewer infrastructure construction will meet Idaho Code Requirements. If IDEQ does not lift the sanitary restriction, building permits cannot be issued by the City.

The Developer shall be required to provide all dedications and easements and construct appurtenances as may be required by the water district at the time of development.

The Developer shall be required to provide detail on the location, size and design of all water system improvements, including water lines, stubs, meters, and fire department connections and hydrants as part of the construction drawing for required subdivision improvements.

SEWER - CITY AND HARSB

The sewer system consists of both a collection system consisting of gravity lines, force mains and lift stations (owned and operated by the City of Hayden) and wastewater treatment facility and regional force mains (owned and operated by the Hayden Area Regional Sewer Board – HARSB). Hayden City Code §12-3-4(F) (3) (b), as a standard of approval, requires that “provisions have been made for a public sewage system in accordance with the City and HARSB adopted sewer master plans, as amended, that satisfied City, HARSB, and IDEQ requirements and that the existing or proposed systems can accommodate the proposed sewer flows”. Additionally, to meet this requirement a will serve letter from the utility provider confirming that the provider has the current availability, capacity, authority and willingness to service the proposal with the requested service must be provided as part of the application submittal.

At the time of future development, the developer shall be required to construct all sewer infrastructures in conformance with the City of Hayden 2020 Collection System Master Plan Update, State law, and all City sewer policies, standards and technical memos. All sewer manholes shall be placed on the centerline or within public roadways unless approved by the City.

Revisions to the conceptual plans may be required by the City Engineer as part of the construction plan approval for development of the site. The Developer shall be required to reflect all necessary sewer easements on the face of the final plat of the subdivision

Ability to Provide Sewer Service

The City issues Will Serve letters that are non-binding generalized statements of their agency’s ability and desire to provide sewer service under current circumstances. A Will Serve letter is not a guarantee of service because the actual physical connection to utilities takes place under a separate authorization, generally with a building permit, which can be issued in the near or far future. Neither agency can guarantee at this time that future capacity will be available and therefore, is only able to determine capacity at the time of authorization to physically connect to the utilities.

STORMWATER

City Code Title 8 prohibits the acceleration, concentration, and/or conveyance of runoff, stormwater or other surface waters beyond the project boundaries. The stormwater management plan for the proposed development shall be designed in conformance with the above referenced City Code, with adopted road typical sections and their related design standards, and in conformance with the annexation agreement, if applicable.

Stormwater easements shall be reflected on the face of a plat or recorded as separate documents of a development site. No fences shall be placed within joint stormwater easement areas. Maintenance of joint stormwater areas on private property shall be in accordance with Hayden City Code.

STREETS, PEDESTRIAN PATHS, AND RIGHT-OF-WAYS

Transportation Impact Study

Hayden City Code §12-3-4(A) (18) in the case of a subdivision and §11-4-7 in the case of a site plan identifies the possible need for a traffic study as part of the application submittals for a development.

Addressing Requirements

The Developer shall confirm street names comply with 9-1-1 emergency addressing requirements as detailed in City Code §9-5 and are deemed acceptable by the City, with said street name to be reflected on the preliminary and final subdivision plats.

Street Requirements

Plan and Profile scales shall be not more than 1" = 50' Horizontal and 1" = 5' Vertical on an 11" x 17" drawing (or sheet of paper).

All required street improvements shall be in accordance with current City Standard Drawings, including pedestrian ramps, sidewalks, stormwater facilities, etc.

Street Lighting

The Developer shall be required to provide street lighting construction plans along all internal streets and at intersections with external streets, as part of the construction drawings, meeting the design standards identified in Hayden City Code §11-4-5, to be installed as required development improvements. The determination of adequate light coverage and the requirement of an additional light at both internal and external intersections shall be made by the City Engineer at the time of construction plan review.

Signage

Break-away type street signs, including stop signs, speed limit signs, and other signs as may be required, shall conform with MUTCD standards, and shall be installed by the developer, with signs identified, and locations shown on construction plans to be approved by the City Engineer.

Landscaping

Detailed landscaping plans, conforming to the requirements of City Code, with proposed landscaping along street frontages and proposed swales, shall be submitted for the entire development with construction plans for required subdivision improvements, for review and approval by the City.

Specifically, the developer shall be required to provide a minimum of a "Type IV Street Frontage" landscape buffer along all street frontage at the time of subdivision or site development. With regard to swales and required landscaping along street frontages adjacent to the internal streets, the swale shall be constructed and seeded with an approved seed mix prior to final plat approval and the Type IV Street frontage landscaping shall be a requirement of the building permit.

The finish construction of the swale and street frontage landscaping shall include installation of swale turf grass and drainage infrastructure, approaches, street trees, and irrigation systems, and shall be the responsibility of the property owner (or their representative) and shall be installed as a required condition of approval for a building permit. The work within the right-of-way shall

only be authorized through an approved right-of-way encroachment permit and shall be guaranteed by the permittee in accordance with Hayden City Code §7-2-19.

EROSION CONTROLS AND GEO-HAZARD STABILIZATION

The site topography shall be addressed at the time of development; however, erosion control measures shall be identified on the construction plans.

GAS, POWER, TELECOMMUNICATIONS, MAILBOXES

Dry utilities, including electric, gas, cable, and communication utilities shall be installed underground within the development, in accordance with Hayden City Code.

The Developer shall identify mailbox locations that have been approved by the Hayden Postmaster for project site, and provide an approval by the postmaster at the time of construction plan submittal. The City prefers the mailbox location to be on an internal street. Prior to construction plan approval, the Developer shall work with the US Post Office to address any required turnouts, if determined necessary by the City Engineer, and shall be included in the construction plans. If easements are needed, these shall be required to be shown on the final plat.

DRIVEWAY LOCATIONS

The final location of all driveway locations shall be subject to the review and approval of the City and in accordance to the standard detail of ST-013. Particular attention will be paid to those lots at intersections to avoid conflict with required traffic flow; and to those driveway locations, which may be in conflict with existing and proposed infrastructures. All lots shall be accessed from an internal street.

Abbreviation	Chapter Listing
LU	Land Use – Chapter 4
NR	Natural Resources – Chapter 6
HA	Hazardous Areas – Chapter 6
PR	Parks and Recreation – Chapter 9
T	Transportation – Chapter 7
PF	Public Facilities – Chapter 10
U	Utilities & Infrastructure – Chapter 10
H	Housing – Chapter 5
CD	Community Design – Chapter 11
I	Implementation – Chapter 2 & Appendix
ED	Economic Development – Chapter 8
CBD	Central Business District – Chapter 4, 8 & 11

Table 2-2: Goals

Element	No.	Goal	Policy Reference	Action Reference
LU, NR, HA, PR, T, PF, U, H, CD, I, ED, CBD	1	The City of Hayden will promote and actively participate in intergovernmental coordination efforts at the regional and at the local level.	2, 16, 18, 21, 22, 23	5, 7, 9, 10, 13, 14, 15, 18, 19, 20, 21, 23, 24, 26, 29
LU, I, CD	2	The Comprehensive Plan is a living document and serves as a guide for development; components of the Comprehensive Plan are updated as necessary to reflect the community’s vision.	2, 4	1, 2, 4, 5, 7, 9, 10, 19, 22, 25, 28, 29
H, LU, T, PF, NR, PR	3	Maintain an attractive and balanced mix of land uses, densities, and housing types, ensuring the future character of the community; promote greater choices and opportunities.	4, 7, 11, 12, 17	1, 3, 4, 12, 13, 24, 25, 27
PF, T, U, LU, NR, H	4	The City of Hayden should encourage the development of land within the corporate limits of Hayden prior to annexation of adjacent areas.	1, 2, 4, 5, 9, 13, 14, 16	3,10, 14, 18, 23
H, CD, I, LU	5	Preserve, protect and strengthen the vitality and stability of existing neighborhoods.	3, 7, 8, 11, 12, 15, 19, 24	3, 4, 5, 12, 15, 16, 24, 27
LU, H, T, CD, CBD	6	Promote an identity-rich downtown core that offers a mix of uses.	2, 8, 11, 12, 17, 22, 24	3, 4, 12, 13, 14, 15, 24, 25, 26, 29
ED, PF, LU, U, T, CBD, H	7	Provide a balance of commercial uses in designated areas throughout the community centered around established transportation corridors, while protecting the character of adjacent land uses.	2, 8, 11, 12, 17, 22, 23	1, 9, 11, 12, 13, 14, 25
LU, T, U, H, PF	8	Ensure all development can be serviced by existing public facilities or extended to adequately serve the development.	1, 2, 4, 5, 7, 9, 13, 14, 16	4, 10, 18, 19, 20, 21, 23
LU, PR, PF, CD, T	9	Ensure adequate park, recreation and open space are provided -and maintained for the continued enjoyment of the community.	2, 3, 7, 9, 10, 13, 19, 20, 24	3, 15, 16, 17, 27
LU, PF, PR, CD, I, NR, ED	10	Adequately site essential public facilities and utilities without compromising surrounding neighborhood integrity and character, while contributing to the overall livelihood of the community; assure facility capacity aligns with projected growth and land use types.	1, 2, 4, 6, 13	4, 16, 17, 18, 19, 20, 21
LU, NR, PF, PR, H, CD, I	11	Emphasize the enhancements and maintenance of existing parks while creatively seeking ways to acquire and develop future recreational facilities that meet a variety of community recreational interests.	3, 7, 9, 10, 19, 20, 21	3, 6, 15, 16, 17, 24, 26, 27, 29
LU, U, T, PR, H, CD	12	Establish a balance between jobs and housing to attract new employment and living opportunities.	11, 12, 17, 23	1, 3, 4, 12, 13, 14

Element	No.	Goal	Policy Reference	Action Reference
LU, U, T, H, CD, CBD	13	Enhance bicycle and pedestrian connectivity and infrastructure in order to better serve residents and tourists while protecting its historical and cultural character and attracting new business.	2, 6, 7, 8, 10, 12, 17, 21, 24	9, 11, 12, 14, 15, 26, 27
LU, NR, PR, I	14	Protect, preserve and be stewards of our environment's natural areas and resources which enhance the quality of life in the City.	3, 7, 10, 20, 21	5, 6, 7, 8, 10, 15, 16, 17, 22, 23, 27, 28, 29
LU, T, PR, NR, P, SFT, LU, NR, A, U, XP, R, SA, H, CD, I AF	15	Coordinate the timely development of efficient, effective and environmentally sound sewer, water and other utility infrastructure servicing the community, assuring costs of development are shared equitably and accommodate for ongoing growth of Hayden.	1, 4, 7, 13, 14, 16, 18	6, 8, 9, 10, 18, 19, 20, 22
PR, LU, H, CD, I	16	Ensure that ordinances and policies do not violate private property rights, adversely impact property values or create unnecessary limitations on land use.	2, 12, 15, 23	1, 2, 3, 4, 10, 23, 24
PR, LU, H, CD, I, CBD	17	Promote and encourage the development and rehabilitation of quality housing through a variety of housing options and densities.	2, 11, 12, 17	1, 3, 4, 24, 25
H, LU, T, PR, ED, CBD	18	Honor Hayden's past while promoting a sense of place through quality public spaces, trails, neighborhoods, design etc.	2, 8, 11, 12, 17, 23, 24	1, 2, 3, 4, 6, 15, 17, 23, 24, 25, 26, 27, 28, 29
I, CD, LU, T	19	Enhance non-motorized connectivity and reduce the highways impact on the community.	2, 4, 8, 18, 22	9, 11, 26

Table 2-3: Policies

Element	No.	Policy	Goal Reference	Action Reference
U, T, PR, PF, I, ED	1	The City should judiciously evaluate the opportunity to provide sewer, water and other services within the corporate limits and planned future extension of services in areas of impact.	4, 8, 10, 15	4, 5, 10, 19, 20, 21, 22, 23
LU, U, T, PR, PF, H, CD, I, ED	2	Development should be compatible with the land use chapter of the Comprehensive Plan and fiscally responsible in supplying adequate transportation, utilities and parks to newly developed areas.	1, 2, 4, 6, 7, 8, 9, 10, 13, 16, 17, 18, 19	1, 2, 3, 4, 5, 9, 10, 12, 18, 19, 20, 23
LU, NR	3	Land use decisions should consider the preservation and enhancement of natural resources.	5, 9, 11, 14	5, 6, 7, 8, 10, 17, 22, 23, 28
LU, NR, U, T, H, CD, I	4	The city should evaluate community-wide impacts from development; identifying their needs for public facilities, utilities, services, circulation, and housing, and the effects on city resources.	2, 3, 4, 8, 10, 15, 19	3, 4, 6, 18, 20, 21, 22
LU, U, T, PF	5	Areas proposed for annexation are to be considered only if they are contiguous to the city limits and adequate infrastructure can be provided to service the development.	4, 8	6, 10
U, T, CD, I, ED	6	City infrastructure improvement projects should aim to improve all above and below ground facilities (paths, connectivity, pedestrian/bike amenities) and utilities (sewer and water).	10, 13	3, 4, 6, 9, 10, 11, 16, 18, 22, 26
NR, R, I	7	Ensure adequate park, recreation and open spaces are provided for and maintained for the continued enjoyment of the community.	3, 5, 8, 9, 11, 13, 14, 15	6, 10, 15, 27
LU, T, PR, ED	8	Improve pedestrian, bicycle and vehicular safety along city streets.	5, 6, 7, 13, 18, 19	4, 9, 11, 15, 16, 20, 25, 26
LU, NR, U, T, PR, H, CD, I	9	Regularly evaluate and update impact fees for support of transportation systems and parks and require developer participation (land donations and mitigation).	4, 8, 9, 11	4, 6, 9, 10, 16, 27, 28
PR, NR, PF	10	Encourage and support recreational activities (passive and active uses) catered to senior citizens, retirees, families, teens and youth populations.	9, 11, 13, 14	4, 6, 15, 16, 20
LU, T, CD, CBD, ED	11	Promote nodes of development and density in the downtown and strategically along transportation corridors.	3, 5, 6, 7, 12, 17, 18	1, 3, 4, 5, 9, 11, 12, 13, 14, 25, 26, 29
LU, T, CD, H, CBD, ED	12	Encourage rezoning and zoning text amendments to support the creation of strategic nodes, higher density development and transition zones between residential and industrial uses.	3, 5, 6, 7, 12, 13, 16, 17, 18	1, 3, 5, 9, 11, 12, 13, 14, 25, 27, 28

Element	No.	Policy	Goal Reference	Action Reference
LU, NR, U, T, PR, H, CD, I, ED	13	Growth should be accompanied by the development of infrastructure, public services, utilities and preservation of open space and recreational facilities within the cities means.	4, 8, 9, 10, 15	4, 5, 8, 9, 10, 11, 18, 20
LU, NR, PF, U, I	14	Coordinate and support local water and irrigation districts in efforts to balance growth with available water supplies and infrastructure.	4, 8, 15	10
NR, HA, I	15	Protect lives and property from environmental and man-made risks and hazards.	5, 16	5, 6, 7, 8, 22, 28
LU, U, T, I	16	Ensure levels of public services, facilities, and utilities are adequate to satisfy the community's needs now and as new development occurs.	1, 4, 8, 15	2, 7, 9, 10, 11, 18, 20
LU, I, ED	17	Encourage small-scale retail activity, restaurants and other service business, as well as attract a live, work, play lifestyle through a mixture of commercial and residential uses.	3, 6, 7, 12, 13, 17, 18	1, 3, 4, 9, 11, 12, 13, 14, 24, 25, 26, 29
T, I	18	Minimize financial and operational impacts resulting from road improvement projects and maintenance.	1, 15, 19	4, 9, 10
PR, NR, I	19	Ensure park and recreation facilities are easily visible and can be found with minimal effort.	5, 9, 11	15, 26
PR, NR, I	20	Encourage revenue-producing parks and recreation development opportunities.	9, 11, 14	10, 15, 16, 17, 24
PR, NR, I	21	Coordinate with all other parks and recreation providers in the region to provide a full spectrum of parks and recreation opportunities.	1, 11, 13, 14	15, 16, 17, 27
T	22	Ensure multi-modal transportation compatibility and connectivity between agencies and jurisdictions through regional coordination.	1, 6, 7, 19	4, 9, 11, 13, 20, 25, 28
LU, I	23	Ensure land use and zoning compatibility related to development (density and type) occurring in close proximity to Coeur d'Alene Airport.	17, 12, 16, 18	1, 2, 5, 13
CBD, T I, CD, PR, PF, ED	24	Explore the location and feasibility of a community center or core development in downtown Hayden.	5, 6, 9, 13, 18	4, 12, 16, 25

Applicant's Materials

Narrative in Support of Zoning Map Amendment

Request: Rezone King Sod property from Agricultural (Ag) to Light Industrial (LI)

Applicant: King Sod

Location: 12816 N huetter Rd, Hayden Idaho

Overview

This application seeks to amend the City's zoning map by rezoning the King Sod property from Agricultural (Ag) to Light Industrial (LI). The request is based on the site's suitability for light industrial uses, current development trends, alignment with the City of Hayden's Future Land Use Map, and a desire to support local economic development while preserving public health, safety, and general welfare.

The following narrative addresses each of the standards of approval required for adoption of the proposed zoning change:

a. Consideration of Existing Zoning and Planning Studies

The existing Agricultural zoning reflects the areas historical use for agricultural production; however, this use has become increasingly inconsistent with surrounding development patterns. The area is transitioning toward more intensive, non-agricultural uses, including industrial and commercial activities.

The Planning and Zoning Commission has been presented with this application in the context of ongoing planning efforts and development trends in the area. No additional studies are necessary at this time to determine the advisability of this proposal, as existing plans and policies already support this type of land use transition.

Conclusion: The Commission has sufficient basis to consider and recommend approval of the zoning amendment at this time.

b. Conditions to Ensure Public Health, Safety, and General Welfare

The proposed rezone to Light Industrial will not jeopardize public health, safety, or welfare. The LI zone limits heavy industrial uses and encourages clean, low-impact businesses such as warehousing, light manufacturing, and business parks—uses that are more compatible with surrounding growth than continued agricultural use.

Furthermore, the City retains the ability to impose conditions on specific development proposals within the LI zone (e.g., through site plan review, landscaping buffers, traffic mitigation, and stormwater control), ensuring compatibility and mitigating potential negative impacts on neighboring properties.

Conclusion: This zone change, with appropriate conditions at the site development stage, will promote the public good while supporting logical and responsible growth.

c. Consistency with the Future Land Use Map and Comprehensive Plan

The Hayden Comprehensive Plan designates this area for **Employment** or **Light Industrial** uses on the Future Land Use Map, depending on the parcel's exact location. This rezone request is **directly aligned** with that land use vision.

Additionally, the Comprehensive Plan supports diversifying the local economy, attracting jobs, and encouraging development that makes efficient use of existing infrastructure—all goals furthered by this rezone.

Conclusion: The proposed amendment is consistent with the Future Land Use Map and the goals and policies of the Hayden Comprehensive Plan.

d. Alignment with the Zone District's Purpose and Intent

The intent of the Light Industrial (LI) zoning district is to provide space for low-impact industrial, manufacturing, distribution, and employment uses that are generally compatible with surrounding uses. The King Sod property is well-suited to meet these objectives due to its size, access to transportation corridors, and proximity to other industrially-zoned or developed parcels.

The rezone will allow the site to evolve in a way that meets the intent of the LI zone without introducing high-impact or incompatible uses typical of heavier industrial zoning districts.

Conclusion: The proposed rezone clearly aligns with the purpose and intent of the Light Industrial zone.

e. Consistency with Neighborhood Context

The surrounding area is transitioning from rural/agricultural to light industrial and commercial uses. This zoning amendment reflects that evolving context and will help prevent land-use conflicts by allowing a more compatible, transitional use in this area.

Additionally, the LI designation acts as a buffer between more intensive industrial uses and remaining residential or agricultural parcels, helping to ensure long-term compatibility.

Conclusion: The proposed zoning change is consistent with the current and emerging neighborhood context.

Final Summary

The proposed zoning amendment from Agricultural to Light Industrial for the King Sod property satisfies all applicable standards of approval. It reflects logical growth patterns, supports the City's economic development goals, and aligns with both the Comprehensive Plan and the Future Land Use Map. This change will allow for thoughtful, compatible development that promotes the long-term well-being of the Hayden community.

Recommendation: Approve the zoning map amendment as requested.

Public Agency Comments



October 24, 2025

Avista Utilities
Avondale Irrigation District
Coeur d'Alene Airport
Coeur d'Alene Garbage
Fatbeam
Hayden Area Regional Sewer Board
Idaho DEQ CDA Regional Office
Idaho Dept. of Fish & Games
Idaho Dept. of Lands
Idaho Dept. of Water Resources
Idaho Dept. of Transportation
Kootenai County Aquifer Protection District
Kootenai County Community Development

Kootenai County Sheriff's Office
Kootenai Electric Cooperative
Kootenai Metropolitan Planning Organization
Kootenai-Shoshone Soil & Water Conserv. Dist.
Northern Lakes Fire Protection District
Panhandle Health District
Post Falls Highway District
Spectrum (Charter) Communications
TDS Communications
United States Post Office
Waste Management
Ziplay Fiber

Re: PZE-25-0102 King Sod Zone Map Amendment

Justin & Heather Arts, owners, are requesting approval of a Zone Map Amendment of one parcel, from the Agriculture Zone to the Light Industrial Zone, which is consistent with the Future Land Use Map. The uses proposed by the applicant/owner align with those allowed in the Light Industrial Zone. The parcel (AIN #144598, Tax Parcel #H00000093160) is 1.72 acres, located on the southeast corner of N Huetter Rd and W Lancaster Rd, and is more commonly known as 12816 N Huetter Rd.

Please see the attached narrative, aerial imagery, current zoning map and Future Land Use Map. Submit any written comments by Friday, November 7, 2025, to be included in the Staff Analysis. You may email your comments to planning@haydenid.gov. If you have no comments, please advise us accordingly.

Sincerely,

Shannon Drappo
Planner



Aerial Imagery from Kootenai County GIS Mapping Tool



- Legend**
- City Limits
 - - - Area of City Impact
 - Airport Critical Zone
- Overlay District**
- Central Business District
 - Planned Unit Development
 - Zoning Development Agreement
- Zoning Districts**
- Agriculture
 - Commercial
 - Light Industrial
 - Mixed Residential
 - Mixed Use
 - Single Family Residential
 - Residential Suburban



City of Hayden Current Zone Map



Legend

- City Limits
- Area of City Impact
- Airport Critical Zone
- Future Ramsey Road
- Future Huetter Bypass
- Shared Tier
- Rathdrum City & ACI

Future Land Use Types

- Agriculture
- Commercial
- Light Industrial
- Mixed Residential
- Mixed Use
- Recreational
- Residential Suburban
- Single Family Residential

City of Hayden Future Land Use Map

Deborah Shaver

From: Bob Chandler <bobchandlercda@gmail.com>
Sent: Tuesday, October 28, 2025 3:02 PM
To: Planning
Subject: PZE-25-0102 - AGENCY NOTICE (UPDATED), KING SOD ZONE MAP AMENDMENT

Categories: Deborah

No Comments.

Bob Chandler | District Manager
Avondale Irrigation District

PO Box 81, Hayden, ID 83835
P (208) 772-5657 | M (208) 691-3428

Deborah Shaver

From: Horsmon, Merritt <merritt.horsmon@idfg.idaho.gov>
Sent: Friday, October 24, 2025 3:20 PM
To: Planning
Subject: PZE-25-0102

Categories: Deborah

Hi Shannon,
The Idaho Department of Fish and Game does not have any comments to submit for this Zone Map Amendment.

Thank you for the opportunity to review and comment.

Have a nice weekend,

Merritt Horsmon

Regional Technical Assistance Manager
Panhandle Region
2885 W. Kathleen Ave.
Coeur d'Alene, ID 83815
208.769.1414 office
208.251.4509 mobile
merritt.horsmon@idfg.idaho.gov



Deborah Shaver

From: Richman, Michelle <Michelle.Richman@idwr.idaho.gov>
Sent: Tuesday, October 28, 2025 4:56 PM
To: Planning
Subject: FW: PZE-25-0102 - AGENCY NOTICE (UPDATED), KING SOD ZONE MAP AMENDMENT
Attachments: Narrative.pdf

Categories: Deborah

Hello,

Thank you for the opportunity to comment. IDWR has no comment on this proposal.

Thanks,
Michelle

From: CITY OF HAYDEN - Community Development <noreply@bsacloud.com>
Sent: Monday, October 27, 2025 8:42 AM
To: Richman, Michelle <Michelle.Richman@idwr.idaho.gov>
Subject: PZE-25-0102 - AGENCY NOTICE (UPDATED), KING SOD ZONE MAP AMENDMENT

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Good Afternoon:

Please see the attached -UPDATED- Agency Notice for the King Sod Zone Map Amendment. The narrative was not included in the original attachment. Comments should be sent to planning@haydenid.gov no later than November 7, 2025, to be included in the Staff Analysis. Should you not have comments, an email indicating so is much appreciated. If you have any questions, please do not hesitate to contact us. My apologies for any inconvenience.

Applicant: Justin & Heather Arts (Owners), 208-818-2891, jmarts51@gmail.com

Thank you for your time!

Sincerely,

Shannon Drappo

Deborah Shaver

From: David Callahan <dcallahan@kcgov.us>
Sent: Monday, October 27, 2025 8:56 AM
To: Shannon Drappo
Subject: FW: PZE-25-0102 - AGENCY NOTICE (UPDATED), KING SOD ZONE MAP AMENDMENT
Attachments: Narrative.pdf

Categories: Deborah

You don't often get email from dcallahan@kcgov.us. [Learn why this is important](#)

Hi Shannon,
We have no comments or concerns.

David Callahan, AICP
Director



Kootenai County
Community Development

451 N Government Way • P.O. Box 9000
Coeur d'Alene, Idaho 83816-9000

Phone: 208 446 1082 • Email: dcallahan@kcgov.us
Mobile: 208 660 3029

From: CITY OF HAYDEN - Community Development <noreply@bsacloud.com>
Sent: Monday, October 27, 2025 8:42 AM
To: David Callahan <dcallahan@kcgov.us>
Subject: PZE-25-0102 - AGENCY NOTICE (UPDATED), KING SOD ZONE MAP AMENDMENT

Good Afternoon:

Please see the attached -UPDATED- Agency Notice for the King Sod Zone Map Amendment. The narrative was not included in the original attachment. Comments should be sent to planning@haydenid.gov no later than November 7, 2025, to be included in the Staff Analysis. Should you not have comments, an email indicating so is much appreciated. If you have any questions, please do not hesitate to contact us. My apologies for any inconvenience.

Applicant: Justin & Heather Arts (Owners), 208-818-2891, jmarts51@gmail.com

Thank you for your time!

Sincerely,

Deborah Shaver

From: Andrew Deak <adeak@kcgov.us>
Sent: Monday, October 27, 2025 9:34 AM
To: Shannon Drappo
Cc: City of Hayden Building Department
Subject: FW: PZE-25-0102 - AGENCY NOTICE (UPDATED), KING SOD ZONE MAP AMENDMENT
Attachments: Narrative.pdf

Categories: Deborah

Good Morning Shannon

The Kootenai County Sheriff's Office does not have any concerns with *PZE-25-0102 KING SOD ZONE MAP AMENDMENT* at this time.

Respectfully,

Andrew M. Deak

Captain

Kootenai County Sheriff's Office – North Campus

2451 W Dakota Ave

Hayden, ID 83835

Office - (208) 446-1311

Fax - (208) 446-1407

Email: adeak@kcgov.us

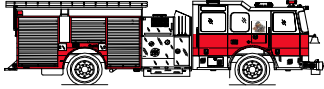


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From: CITY OF HAYDEN - Community Development <noreply@bsacloud.com>
Sent: Monday, October 27, 2025 8:42 AM
To: Andrew Deak <adeak@kcgov.us>
Subject: PZE-25-0102 - AGENCY NOTICE (UPDATED), KING SOD ZONE MAP AMENDMENT

Northern Lakes Fire Protection District

Proudly serving the areas of and surrounding Hayden and Rathdrum



Hayden Area (208) 772-5711 • Fax: (208) 772-3044
Rathdrum Area (208) 687-1815 • Fax (208) 687-2088
www.northernlakesfire.com

November 3, 2025

City of Hayden Community Development
8930 N. Government Way.
Hayden, ID 83835

Attn: Shannon Drapo, Planner

The Northern Lakes Fire Protection District has reviewed the zone map amendment request for Justin and Heather Arts. The request is to change the zoning from Agriculture to Light Industrial for the property located at 12816 N. Huetter Rd. AIN 144598.

The Fire District approves of the zone change and has the following requirements. If/when future development occurs on the property the below listed items may be required.

- Future roads/driveways shall meet minimum district standards for access.
- Idaho Fire Code conditions shall apply regarding fire flow including installation of new fire hydrants, access and addressing.
- Any future subdivision or site construction will be reviewed separately; a permit and permit fees will be required for future subdivisions or site construction.
- Current Idaho Fire Code requirements shall apply when building permits are applied for. Additional requirements may apply depending on size and type of occupancy constructed.

If you have any questions, please do not hesitate to call 208-772-5711.

Thank you,

Tyler Drechsel

Tyler Drechsel
Fire Marshal



8930 N Government Way Hayden, Idaho 83835

WRITTEN RECOMMENDATION

RE: PZE-25-0102 Arts (King Sod) Zone Map Amendment Request

The application of **Justin & Heather Arts, 7037 W Bonnaire Loop, Coeur d'Alene, Idaho 83815**, requesting approval for a zone map amendment on one lot 1.73 acres in size, from Agricultural (A) to Light Industrial (LI) consistent with the properties use and the adopted future land use map was recommended by the Planning and Zoning Commission to the City Council to **APPROVE** the requested amendment as presented.

Planning and Zoning Commission Motion November 17, 2025: At the conclusion of the hearing, the Planning and Zoning Commission deliberated the proposal and Commissioner Grano moved and Commissioner Morris seconded the motion, to recommend approval of the file PZE-25-0102 Arts (King Sod) Zone Map Amendment, finding that the request **IS** in accord with the standards of Hayden City Code for a Zone Map Amendment, based upon testimony received, public and agency comments, and the facts in the record and the staff analysis. All members of the Commissioners present were in favor.

FINDINGS:

Standards of Review and Evidence of Record (Findings) for Approval of a Zone Map Amendment

HCC §11-1-7 (E)(7)(a): The Commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until the completion of such studies or plans as may be necessary to determine the advisability of the proposal.

Staff: Based on the applicant's proposal and the existing and proposed uses, staff does not believe additional studies or plans are necessary.

HCC §11-1-7 (E)(7)(b): The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning and Zoning Commission may recommend conditions upon rezoning for the City Council's consideration.

Staff: Based on the applicant's request, staff does not believe additional conditions are necessary.

PZC Hearing:

Applicant: Stormwater controls are in place as part of the site design and development. Traffic mitigation has already occurred as part of the West Lancaster Road and North Huetter Road round-about construction and the remaining frontage improvements shall be constructed with the completion of site development.

HCC §11-1-7 (E)(7)(c): Amendment to the zoning map and zone text shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.

Applicant: "The Comprehensive Plan supports diversifying the local economy, attracting jobs, and encouraging development that makes efficient use of existing infrastructure – all goals furthered by this rezone."

See Staff Analysis pages 3 & 4.

PZC Hearing Deliberation:

Commissioner Morris identified that it is in conformance with the Comprehensive Plan, the future land use map, and it brings jobs to the community.

HCC §11-1-7 (E)(7)(d): Amendment to the zoning map and zone text shall align with the zone district's purpose and intent.

Applicant: "The intent of the Light Industrial (LI) zoning district is to provide space for low-impact industrial; manufacturing, distribution, and employment uses that are generally compatible with the surrounding uses. The King Sod property is well-suited to meet these objectives due to its size, access to transportation corridors, and proximity to other industrially zoned or development parcels. The rezone will allow the site to evolve in a way that meets the intent of the LI zone without introducing high-impact or incompatible uses typical of heavier industrial zoning districts."

Staff: See Staff Analysis pages 5&6.

PZC Hearing:

Commissioner Erickson verified the King Sod business would remain on the location site and asked what that was anticipated to entail. Mr. Arts confirmed that for about 9-10 months a year King Sod sells sod to homeowners and landscapers alike. This sod would be trucked to the site and then distributed out to various locations. Christmas season is a tree lot for the season. And then in the wintertime, we sell salt deicer to landscapers which are really the economic base of the business year-round. Commissioner Erickson asked if they would be manufacturing on sit. Mr. Arts stated the deicer would be made on site, but no other manufacturing.

- B. **ACTION ITEM** PZE-24-0133 North Government Way & Bielec Enterprises
Annexation Request



Memo

To: Mayor Davis and Members of the City Council

From: Donna Phillips, Community Development Director

Date: January 7, 2026

Agenda Item: PZE-25—0133 North Government Way & Bielec Enterprises Annexation Request

Agenda Item Location

Public Hearing

Recommended Action or Motion

The Planning and Zoning Commission recommended approval of PZE-24-0133 North Government Way & Bielec Enterprises Annexation request with a zone designation of Commercial (C) with staff recommended conditions should the City Council approve the annexation request.

Summary

The City initiated an annexation of North Government Way from West Boekel Avenue south to approximately 675 feet north of West Lancaster Road and the three parcels owned by Bielec Enterprises to the West of North Government Way immediately north of the City limits. There have been no additional public comments received as of the date of this memo for the public hearing before the City Council.

Hayden City Code 1-7-5 provides the annexation procedure for the City Council which by summary states the following:

- A. The Community Development Director shall schedule a meeting with the Planning and Zoning Commission (PZC) when the application and any additional information necessary for review has been submitted. The legal purpose of such public hearing shall be to receive public comment and to formulate a recommendation to the City Council regarding proper zoning or land use regulations for the lands in question. At the conclusion of the hearing, the PZC shall submit a recommendation to the City Council with a rationale employed and facts relied upon by the Commission in reaching its recommendation. All parcels of land must be contiguous to the existing incorporated area. All portion of highway lying wholly or partially within an area to be annexed shall be included within the area to be annexed unless expressly agreed between agencies to not be annexed.
- B. Upon receipt of the PZC recommendation, the City Council may schedule a public hearing to consider zoning of the lands for which annexation has been requested.
- C. Upon completion of the public hearing concerning zoning, and after considering such other information as it chooses to rely upon, the City Council may decide to enact an ordinance annexing the subject lands, or any parts thereof, and establish the zoning designation. An

annexation agreement shall be completed and fees must be paid prior to passage of the annexation ordinance.

- D. All annexation applications shall follow and be processed pursuant to the requirements of Idaho Code 50-222, 67-6509, and 67-6511.

Functional Impact of Authorizing

Should the request to annex be approved by the City Council, then projects reliant on City services will be completed in accordance with previously approved City Council decisions. Additionally, the City will be in control of access and development improvements along the roadway will be to City standards.

Functional Impact of Not Authorizing

Should the request to annex not be approved by the City Council, then projects reliant on City services will be unable to be completed in accordance with previously approved City Council decisions. Access control and development improvements along the roadway will not be in conformance with City standards.

Fiscal Impact

Properties annexed into the City will pay taxes to the City and will develop in accordance with the development standards of the City of Hayden.

Budget Funding Source / Transfer Request

NA

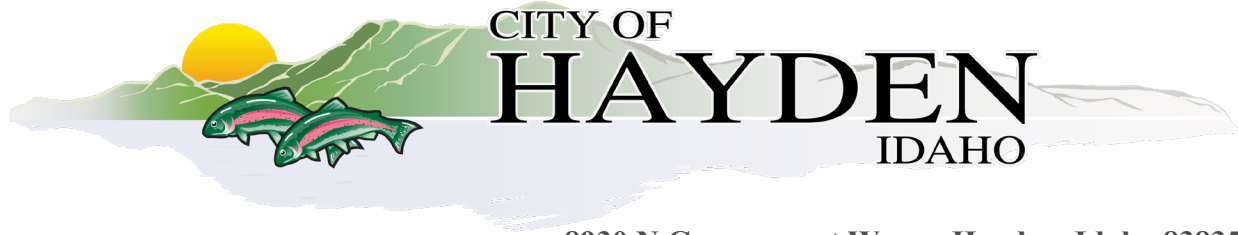
Attachments:

Executive Summary

PZC Written Recommendation

PZC Minutes of the Public Hearing

Staff Analysis



To: Mayor Davis and Members of the City Council
From: Donna Phillips, Community Development Director
Date: January 2, 2026

STAFF EXECUTIVE SUMMARY

Annexation

PZE-24-0133 North Government Way & Bielec Enterprises

Project Description: The City initiated an annexation of North Government Way from West Boekel Avenue south to approximately 675 feet north of West Lancaster Road and the three parcels owned by Bielec Enterprises to the West of North Government Way immediately north of the City limits.

Location: The property is more commonly known as 13131, 13135, and 13403 N Government Way.

Legal Description: Parcel A: Tax #26620 in E2-SE Section 2 Township 51 North Range 4 West; Parcel B: A Portion of Tax #26621 NE-SE Section 2 Township 51 North Range 4 West; Parcel C: TGG Properties, Lot 3 Block 1, a portion of Tax #26621 Section 2 Township 51 North Range 4 West and Right-of-Way: Right-of-way of North Government Way south of West Boekel Road continuing south to the City Limits as shown on page 1 of the staff analysis.

Applicant Representatives: City initiated

Owners: Bielec Enterprise, Inc.

Application Filed: November 20, 2024

Notice Provided:

PZC/CC

Agency: November 18, 2025

Adjacent Property Notice: November 26, 2025; December 24, 2025

Site Posting: November 26, 2025; December 24, 2025

Newspaper/Website/PSA: November 14, 2025; December 30, 2025

Hearing Date(s): PZC: December 15, 2025; CC: January 13, 2026

PZC Recommendation: The Planning and Zoning Commission recommended approval of PZE-24-0133 North Government Way & Bielec Enterprises Annexation request with a zone designation of Commercial (C) with staff recommended conditions should the City Council approve the annexation request.

CC Packet: [Annexation Flow Chart and Standards of Approval](#), [Zone Map Amendment Flow Chart and Standards of Approval](#), Executive Summary, Public Comments received as a result of noticing for hearing, PZC Written Recommendation, PZC Minutes of the Public Hearing, and the Staff Analysis are available through Boardbook. {All items provided here through links shall be available in the project file.}

FINDINGS:

Standards of Review and Evidence of Record (Findings) for Approval of a Zone Map Amendment

HCC §11-1-7 (E)(1): The Commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until the completion of such studies or plans as may be necessary to determine the advisability of the proposal.

Staff: Based on the applicant’s proposal and the existing and proposed uses, staff does not believe additional studies or plans are necessary.

HCC §11-1-7 (E)(2): The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning and Zoning Commission may recommend conditions upon rezoning for the City Council’s consideration.

Staff: Based on the applicant’s request, staff does not believe additional conditions are necessary.

HCC §11-1-7 (E)(3): Amendment to the zoning map and zone text shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.

Staff: See Staff Analysis pages 3 & 5. Additionally, road right-of-way does not have a land use identified separate from that provided east and west of the right-of-way.

HCC §11-1-7 (E)(4): Amendment to the zoning map and zone text shall align with the zone district’s purpose and intent.

Staff: See Staff Analysis pages 5.

HCC §11-1-7 (E)(5): Amendment to the zone map and zone text shall be consistent with the neighborhood contexts.

Staff: See Staff Analysis page 6-8.

Possible Motions of the City Council:

- **Motion to Approve** – I move to approve the PZE-24-0133 North Government Way Annexation Request with zone designation of Commercial (C) with staff recommended conditions, finding the request **IS** in accord with the standards of Hayden City Code, based upon testimony received at the City Council Hearing and the record of the request.
- **Motion to Continue** – I move to continue this hearing to {date specific} to address concerns related to _____.

- **Motion to Deny** – I move to deny the PZE-24-0133 North Government Way Annexation request with a zone designation of Commercial (C), finding the request is **NOT** in accord with the standards of Hayden City Code, based upon testimony received at the City Council Hearing and the record of the request for the following reasons:
_____.

WRITTEN RECOMMENDATION

Annexation Request

PZE-24-0133 North Government Way & Bielec Enterprises

The City initiated a request to annex North Government Way from West Boekel Avenue south to approximately 675 feet north of West Lancaster Road and the three parcels owned by Bielec Enterprises to the West of North Government Way immediately north of the City limits with a zone designation of Commercial (C) was recommended by the Planning and Zoning Commission to the City Council to **APPROVE** the request.

Planning and Zoning Commission Motions on December 15, 2025: At the conclusion of the hearing, the Planning and Zoning Commission deliberated the proposal and Chair Taylor moved and Commissioner Morris seconded the motion, to recommend approval with staff recommended conditions of approval of the file PZE-24-0133 North Government Way & Bielec Enterprises Annexation request and zone designation of Commercial (C), finding the request **IS** in accord with the standards of Hayden City Code, based upon testimony received at the Planning and Zoning Commission hearing and the record of the request.

FINDINGS:

Standards of Review and Evidence of Record (Findings) for Approval of a Zone Map Amendment

HCC §11-1-7 (E)(1): The Commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until the completion of such studies or plans as may be necessary to determine the advisability of the proposal.

Staff: Based on the applicant's proposal and the existing and proposed uses, staff does not believe additional studies or plans are necessary.

HCC §11-1-7 (E)(2): The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning and Zoning Commission may recommend conditions upon rezoning for the City Council's consideration.

Staff: Based on the applicant's request, staff does not believe additional conditions are necessary.

HCC §11-1-7 (E)(3): Amendment to the zoning map and zone text shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.

Staff: See Staff Analysis pages 3 & 5. Additionally, road right-of-way does not have a land use identified separate from that provided east and west of the right-of-way.

PZC Deliberations: Commissioner Morris identified the request meets conditions of the Plan. Chair Taylor stated the request meets the Comprehensive Plan requirements.

HCC §11-1-7 (E)(4): Amendment to the zoning map and zone text shall align with the zone district's purpose and intent.

Staff: See Staff Analysis pages 5.

PZC Deliberations: Commissioner Morris identified the request complies with the proposed zoning designation. Chair Taylor stated the request meets the standards of approval.

HCC §11-1-7 (E)(5): Amendment to the zone map and zone text shall be consistent with the neighborhood contexts.

Staff: See Staff Analysis page 6-8.

PZC Hearing: Commissioner Johnson asked if the request was just for annexation. Ms. Phillips, Community Development Director, confirmed the request was just for annexation. Commissioner Johnson confirmed the request sounded simple.

Public Comment: Lenz, in favor, representing client who owns property to the east of the requested annexation identified the property he represents would benefit from the roadway annexation to continue his project. Additionally, he highlighted the record of the request with the property owner(s) to the west and the existing right-of-way as also being in favor of the annexation request.

Public Comment: Lanker, in favor, representing future projects that would benefit from services to be provided by the City and would benefit the community and the City as a whole.

PZC Deliberation: Commissioner Grano believes the request makes sense and it falls into place. He has no reason to disapprove.

STAFF RECOMMENDED CONDITIONS OF APPROVAL

1. Bielec Enterprises, Inc. shall enter into an annexation agreement with the City and shall abide by the terms delineated therein.
2. At the time of either site and/or subdivision, development the applicant shall comply with the requirements from the Northern Lakes Fire District.
3. Grant of "Roadway, drainage, utility & snow storage" easement and dedication of right-of-way on N Government Way in accordance with the City's adopted transportation plan and adopted intersection improvements shall be required at the time of annexation. Nothing shall preclude the City from requiring additional future right-of-way at the time of development in accordance with the adopted transportation standards at the time.
4. At the time of future development, sewer shall be extended to the boundaries of the property according to the sewer master plan. Future site plans shall indicate how the property will be connected to municipal sewer when available and any existing or future building(s) shall be connected to municipal sewer within one (1) year of availability.

Additional Conditions at the request of Agency Comments:

5. An avigation easement shall be recorded as a condition of the annexation agreement and prior to the publication of the Annexation Ordinance as requested by the Coeur d'Alene Airport.

FINDINGS, CONCLUSIONS AND RECOMMENDATION OF APPROVAL on the 5th day of January 2026, by the City of Hayden Planning and Zoning Commission.

CITY OF HAYDEN, IDAHO

By: 

Shawn Taylor, Chair

ATTEST:



Shannon Drappo, Clerk

**MINUTES OF THE PLANNING AND ZONING COMMISSION MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

Monday, November 17, 2025

Commission Meeting: 5:30 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER

The meeting was called to order at 5:50 PM.

ROLL CALL OF COUNCIL MEMBERS

Present: David Erickson, Tony Grano, Chris Morris, Vince Vargas, **Absent:** Joel Johnson, Shawn Taylor.

PLEDGE OF ALLEGIANCE

Commissioner Erickson led the pledge of allegiance.

ADDITIONS OR CORRECTIONS

1. CALL FOR CONFLICTS OF INTEREST
2. **CONSENT CALENDAR** *All items on the consent calendar are Action Items*
 - A. Approval of Planning & Zoning Commission Regular Meeting Minutes from November 3, 2025
Motion to approve minutes from November 3, 2025
Motion to approve minutes of 11/3/25. This motion, made by Morris and seconded by Grano, Carried.

Joel Johnson:	Absent
Shawn Taylor:	Absent
Tony Grano:	Yes
David Erickson:	Yes
Chris Morris:	Yes
Vince Vargas:	Yes
3. **PUBLIC HEARING (Public Testimony will be received for these items)**
 - A. PZE-25-0102 King Sod Zone Map Amendment - **ACTION ITEM** *This public hearing request is to change the zoning from Agriculture to Light Industrial*

Donna Phillips, Community Development Director, presented the request for a Zone Map Amendment for the property at 12816 North Huetter Road on behalf of property owners Justin and Heather Arts and King Sod. She presented the background as the property was annexed in 1991 and zoned Agricultural. A deferred Development Agreement was entered into at the time of building permit issuance due to the timing of a round-about constructed by Post Falls Highway District at the corner of Huetter and Lancaster Roads. An aerial photo of the property was presented to show the roads and railroad which surround the property.

Justin Arts, property owner, who resides at 7037 W. Bonner Loop Coeur d'Alene, Idaho, and Wilson McSwain, who resides at 7349 W. Crenshaw Street, Rathdrum, Idaho, presented the request for a zone map amendment for the above-mentioned property. Mr. Arts presented an ariel view showing the property and explaining the request to re-zone from an agricultural designation to light industrial. Mr. McSwain explained how the re-zoning would promote the responsible use of the property, align with the Future Land Use Map and promote

responsible growth. Mr. Arts said the agricultural designation does not align with the surrounding development trends. The area is transitioning to commercial and light industrial uses which support this land use change.

With regard to Public Health, Safety & Welfare, King Sod is planning a clean, low-impact use with traffic mitigation being addressed by the inclusion of the roundabout. The stormwater was addressed with a light industrial and/or commercial intent, and it is believed the request is fully consistent with Comprehensive Plan policies to promote good and responsible growth. The Future Land Use Map designates this area for light industrial, low-impact and employment use. They continued with the uniqueness of the property matching the current use of the area. While the property is not large, it is also not small and is perfectly suited to the uses they intend.

A final summary was presented by Mr. McSwain where it is believed that, upon working with City staff, the request meets all the approval standards.

Mr. Arts and Mr. McSwain stood for questions. Commissioner Erickson asked what the company, King Sod's, intention is with the property. Mr. Arts, responded that the company sells sod to residents and landscaping companies for both delivery and customers to pick up. Currently, they are selling Christmas Trees and all winter deicer will be sold from the property. Commissioner Erickson asked about heavy equipment use. Mr. Arts responded that fork-lifts and semi-trucks are used, and they manufacture deicer which is simply water and salt being mixed together which is very low impact. Commissioner Erickson requested any further questions. No questions were asked by the commission.

Ms. Phillips presented an abbreviated staff analysis to consider the existing zoning district and to recommend approval, conditional approval, modification or denial of the request. It was noted that based on the applicant's proposal, staff does not believe additional studies, plans or conditions are necessary. Standard #3 was reviewed stating that under the existing Future Land Use Map, the property is proposed to be light industrial.

Comprehensive Plan Goals, 4, 7, 8, 12 & 16 were reviewed as follows:

- Goal 4 - The City of Hayden should encourage the development of land within the corporate limits of Hayden prior to annexation of adjacent areas.
- Goal 7 - Provide a balance of commercial uses in designated areas throughout the community centered around established transportation corridors, while protecting the character of adjacent land uses.
- Goal 8 - Ensure all development can be serviced by existing public facilities or extended to adequately serve the development.
- Goal 12 - Establish a balance between jobs and housing to attract new employment and living opportunities.
- Goal 16 - Ensure that ordinances and policies do not violate private property rights, adversely impact property values or create unnecessary limitations on land use.

Comprehensive Plan Policies, 2, 11, 12, 17 & 23 were reviewed as follows:

- Policy 2 - Development should be compatible with the land use chapter of the Comprehensive Plan and fiscally responsible in supplying adequate transportation, utilities, and parks to newly developed areas.
- Policy 11 - Promote nodes of development and density in the downtown and strategically along transportation corridors.
- Policy 12 - Encourage rezoning and zoning text amendments to support the creation of strategic nodes, higher density development and transition zones between residential and industrial uses.

- Policy 17 - Encourage small-scale retail activity, restaurants and other service businesses, as well as attract a live, work, play lifestyle through a mixture of commercial and residential uses.
- Policy 23 - Ensure land use and zoning compatibility related to development (density and type) occurring in close proximity to Coeur d'Alene Airport.

Standard #4 was reviewed with relation to the explanation of the purpose and intent of the agricultural and light industrial zones. The current City of Hayden Zone Map indicates the property is agriculture.

Infrastructure was reviewed to include the existing well on the property and Panhandle Health gave permission for a septic permit. Dry utilities, including gas, electric, cable and phone shall be installed with development. Dedications of right-of-way and access location designation occurred with the intersection project to include the round-about.

The last Standard says the amendment shall be consistent with the neighborhood contexts. The neighborhood today was discussed with relation to what is located surrounding the property, such as the railroad and farm accessory structures. Photos were presented to show a visual of the properties surrounding the property with the requested zone map amendment. The property is not in line with the runways of the airport but it is within the sound easement.

Public Agency comments were received from eight agencies including, Idaho Department of Fish & Game, Kootenai County Community Development, Kootenai County Sheriff's Office, Avondale Irrigation District, Idaho Department of Water Resources, Panhandle Health District, Northern Lakes Fire Protection District and Hayden Area Regional Sewer Board. All agencies responded with no comments or concerns. No public comments were received prior to the public hearing.

Ms. Phillips presented the Standards of Approval and possible motions of the Planning and Zoning Commission for consideration of the request. She then stood for questions, which the commission presented none.

Commissioner Erickson requested public comment to which there was none. He then closed the public hearing at 5:54PM.

Commissioner Morris feels it makes sense to bring in jobs and support businesses in the community and the request meets all criteria and would be a good fit for the property. Commissioner Grano agreed with Commissioner Morris and is impressed with how thorough the applicant was with the details of the request. Commissioner Erickson asked if Commissioner Vargas had any comments, to which he responded he had no questions or comments and the request looked good. Commissioner Erickson then spoke of having driven by the property for years and if you compare what it looked like before and what it appears now, it is a great fit. He believes it could not be used for agriculture. When you look at the Standards of Approval and the Future Land Use Map, the request meets the criteria well.

Motion to recommend approval of the request for a Zone Map. This motion, made by Grano and seconded by Morris, Carried.

Joel Johnson: Absent
Shawn Taylor: Absent
David Erickson: Yes
Tony Grano: Yes

Chris Morris: Yes

Vince Vargas: Yes

4. REPORTS

A. Community Development Director's Report

The question was presented about whether the Planning & Zoning Commission would like to participate in the Hayden Lights Parade?

Commissioner Vargas will check, but all other commissioners are not available. The Commission does not wish to participate.

Donna Phillips reviewed the application processes. The December 1st meeting may be a call in meeting, to approve the minutes and Written Recommendation.

5. ADJOURNMENT

**MINUTES OF THE PLANNING AND ZONING COMMISSION MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

Monday, December 15, 2025

Commission Meeting: 5:30 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER

The meeting was called to order at 5:30 PM

ROLL CALL OF COMMISSION MEMBERS

Commissioner David Erickson: Present – Acting Chair
Commissioner Tony Grano: Present
Commissioner Joel Johnson: Present - Virtual
Commissioner Chris Morris: Present
Chair Shawn Taylor: Present - Virtual
Commissioner Vince Vargas: Absent

Staff Present: Fonda Jovick – Legal Counsel, Donna Phillips – Community Development Director, Shannon Drappo – Planner (Clerk)

PLEDGE OF ALLEGIANCE was led by Commissioner Erickson

ADDITIONS OR CORRECTIONS – none were noted

1. **CALL FOR CONFLICTS OF INTEREST** – none were noted
2. **CONSENT CALENDAR** *All items on the consent calendar are Action Items*
 - A. **Approval of Planning & Zoning Commission Regular Meeting Minutes from December 1, 2025**

Motion to approve the Consent Calendar as presented. This motion, made by Commissioner Morris and seconded by Commissioner Grano, Carried.

David Erickson: Yes
Tony Grano: Yes
Joel Johnson: No (Virtual call-in was not responding)
Chris Morris: Yes
Shawn Taylor: Yes
Vince Vargas: Absent
Yes: 4, No: 1, Absent: 1

3. **PUBLIC HEARING (Public Testimony will be received for these items)**

A. **PZE-24-0133 City-Initiated Annexation of N Government Way** **ACTION ITEM**

This Annexation is for a portion of N Government Way approximately 0.9 miles or 8.2 acres, and three parcels owned by Bielec Enterprises, Inc. totaling approximately 19.6 acres. All portions of land total approximately 27.8 acres.

Commissioner Erickson abstained from hearing due to upcoming appointment to City Council and removed himself from the dais for the duration of the Public Hearing.

Commissioner Morris assumed the role of Chair for the duration of the Public Hearing.

STAFF / APPLICANT PRESENTATION

Donna Phillips, Community Development Director, presented on behalf of the City. She provided a general background of the project, including the notices sent to Agencies. With those notices Lakes Highway District stated they had asked the City to annex the portion of Government way fronting the proposed Hayden Canyon Planned Unit Development. Additionally, parcels sandwiched between N Government Way and Highway 95 were asked if they would like to participate in the annexation, as it would adhere to the same public noticing and hearing going forward with the request from the City. The owner (Paul Bielec) of three most southern parcels agreed to being annexed. Those owners with parcels further north and closer to Boekel Road chose not to participate. The parcels and area of Government Way are currently within the City's Area of City Impact (ACI) and City is the applicant. When annexation request comes forward, the Planning & Zoning Commission first reviews the request and determines if the zoning which accompanies the annexation makes sense and then recommends to City Council. Should City Council approve the annexation, it would be with that particular zone.

Ms. Phillips then stated the Staff Analysis provided to the Commission goes through the standards of approval for the Annexation request. No additional studies, plans or conditions are part of the request. Some of the standards of approval have to do with the Zone Map Amendment (ZMA). If the request is in compliance with the Future Land Use Map (FLUM) and Comprehensive Plan (CP), does it also align with the zone district's intent, as the amendment to the ZMA and Zone Text shall be consistent with the neighborhood context. The Right-of-Way (ROW) itself does not have a zone, but the three properties to the west do. As the City Council recently approved a new FLUM, this application started prior to the Plan being adopted. In this case, the [previous] FLUM shows these parcels as Commercial use, which is also reflected on the newly adopted FLUM, therefore the request complies with both versions. Uses allowed today in the Commercial Zone would include retail, service, and general office. The Goals and Policies associated with the request are found on page four of the Staff Analysis and in full within the Appendix.

The Commercial Zone includes design standards as well. Current buildings on the parcels included with the Annexation request meet the design standards today. Future development will also comply. Ms. Phillips showed pictures of N. Government Way from different viewpoints. The Atrium office building and entrance to the Hayden Canyon Charter School are on the portion of Government Way to be annexed. The intersection of Boekel Road and Government Way was also shown in the photos. She then covered the Agency notices sent and received, noting the City received comments from ten agencies. Most had no concerns. An Avigation Easement was requested by the Coeur d'Alene Airport. Lakes Highway District stated they were in support of the Annexation as

they previously requested it. North Kootenai Water & Sewer District stated they are ready to provide services to the parcels. Northern Lakes Fire Protection District (NLFPD) requests road access for future developments with specific widths for fire hydrants. The City received two public comments, both in support of the Annexation.

Staff Recommended Conditions of Approval included Bielec Enterprises to enter into an Annexation Agreement with the City, and any future development to comply with NLFPD. Granting of ROW and easements along N Government Way in accordance with City's adopted Transportation Plan and intersection improvements. At time of future development, sewer shall be extended to boundaries of property and future site plans and existing sites shall connect. An Avigation Easement shall be recorded with CDA Airport.

QUESTIONS FROM THE COMMISSION

Ms. Phillips stood for questions from the Commission. Commissioner Johnson asked if this is just for an annexation. Ms. Phillips answered it was, and Commissioner Johnson stated it sounds simple.

PUBLIC COMMENTS

None of the public in attendance were opposed or neutral to the Annexation request.

Two in attendance were in favor:

Bill Lenz: 618 N Riverside, Spokane. Representing Hayden Canyon 64, LLC, who owns the property to the east of the proposed annexed ROW. His client's project consists of multi-family development and with annexing Government Way, it provides sufficient access to the property. He believes the request meets all criteria and voices support of the Annexation. He added this annexation is a critical move to help development important to the City. The other owner and Lakes Highway District support this request and he respectfully asks for support from the Commission.

Glen Lanker: Artios, LLC 13404 N Government Way, Ste, 206. His company is working with Mr. Bielec on a proposed project on the north parcel included in the Annexation request. He looks forward to bringing the development forward to the City. The plans are part of the proposed master plan for the Hayden Canyon development and will include a health-based grocery store, sit-down restaurant and a health and wellness center. Mr. Lanker supports the Annexation request as it has been anticipated with the Hayden Canyon development. The uses proposed will comply with the Commercial zone and will provide benefits to the community and City. He would appreciate a recommendation from the Commission.

As there were no further questions from the Commission, Commissioner Morris closed the Public Hearing at 5:55 PM. He then asked the Commission if they would like to proceed with deliberations, and the Commission agreed.

DELIBERATIONS

Commissioner Grano believes the request makes sense and it all falls into place. He has no opposition to disapprove.

Commissioner Morris stated the request meets all of the conditions in the Plan and zoning complies.

Chair Taylor stated the request meets the Comprehensive Plan requirements and the standards of approval.

Motion to recommend approval of a zone designation of Commercial should the City Council approve the Annexation request of PZE-24-0133 North Government Way Annexation request, finding the request IS in accord with the standards of Hayden City Code, based upon testimony received at the Planning and Zoning Commission Hearing and the record of the request. This motion, made by Chair Taylor and seconded by Commissioner Morris, Carried.

David Erickson: Abstain (With Conflict)
Tony Grano: Yes
Joel Johnson: Yes
Chris Morris: Yes
Shawn Taylor: Yes
Vince Vargas: Absent
Yes: 4, No: 0, Absent: 1, Abstain (With Conflict): 1

4. REPORTS
A. Community Development Director's Report

Ms. Phillips stated the Commission has a busy docket coming up. There is only one meeting in both January and February and both will have public hearings. She stressed the need to have all Commissioners attend in person, if possible as it is easier for the applicant and public. The meeting in January will hold the appointment of the 2026 Chair and Vice Chair positions for PZC.

5. ADJOURNMENT at 6:00 PM

Respectfully submitted,



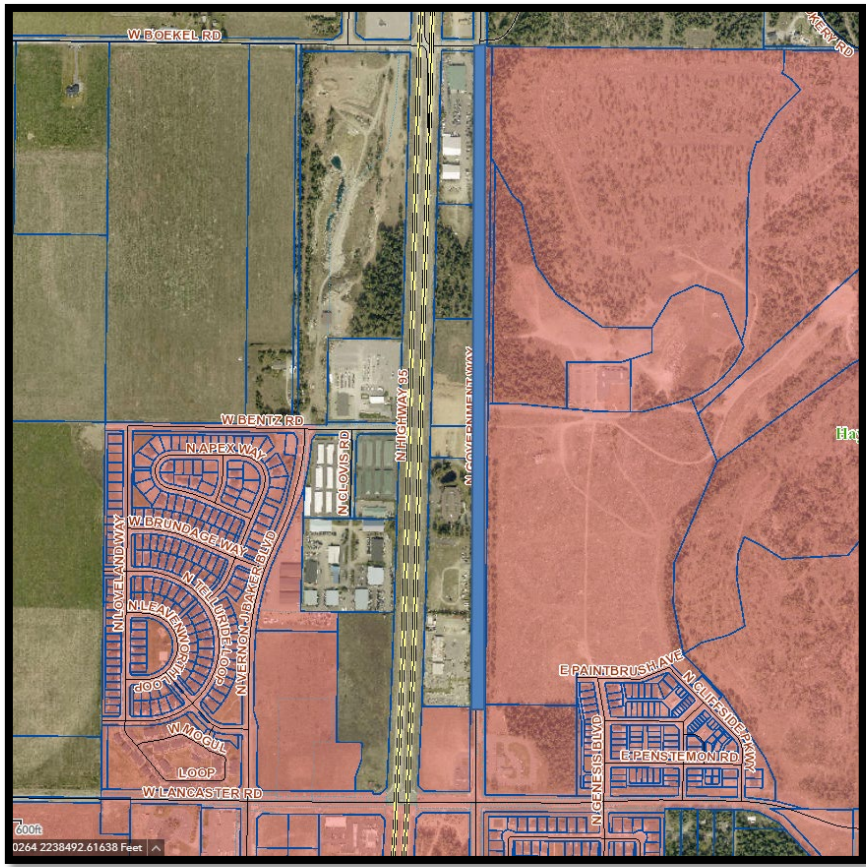
Shannon Drappo, Planner (Clerk)



CITY OF
HAYDEN
 IDAHO

North Government Way Annexation
Tax Parcel No. 51N04W027300, 51N04W027200, & 081900010030
Owner: Bielec Enterprises
PZE-24-0133

BACKGROUND & SUMMARY OF REQUEST 1
 LOCATION 2
 LEGAL DESCRIPTION 3
 ANALYSIS 3
 ADDITIONAL INFORMATION 7
 STAFF RECOMMENDED CONDITIONS OF APPROVAL 8

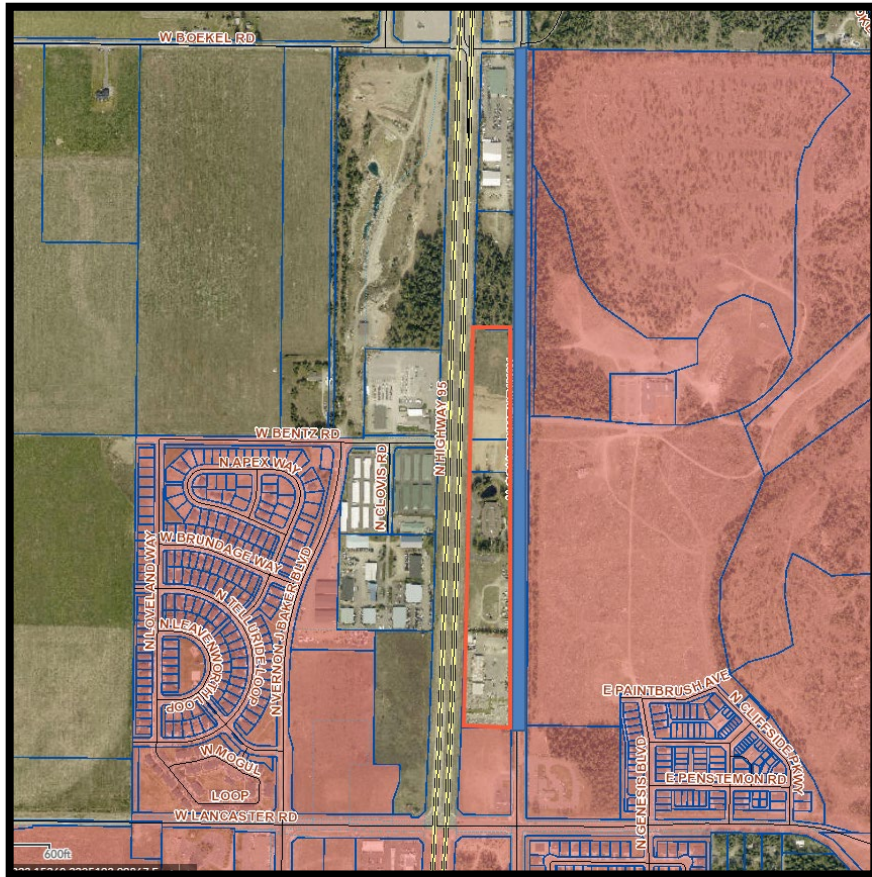


BACKGROUND & SUMMARY OF REQUEST

A request to annex North Government Way right-of-way from the City Limits to the southern boundary of West Boekel Road has been received from Lakes Highway District as part of the agency noticing for an adjacent project, represented in blue in the map to the left.

Staff reached out to the properties to the west abutting this right-of-way as their services for transportation, utilities and future sewer are provided by this transportation corridor currently within the unincorporated Kootenai County. The area in the map to the left not shaded in pink is outside the Hayden City Limits within the

unincorporated Kootenai County. This area is currently in the exclusive tier of the Area of City Impact. Of the five tax parcels and three owners, one owner, Bielec Enterprises, Inc, has provided authorization for his three parcels to be annexed into the City of Hayden, should the City Council approve the request. These three lots are located directly north of the existing City limits as shown below outlined in red:



The subject properties are currently located within the unincorporated Kootenai County zoned as Light Industrial. The request is to zone the property as Commercial (C) in conformance with the City’s Future Land Use Map. Two structures exist on the site today which are both commercial in nature: general office and retail hardscape.

The three subject properties (shown in red above) and the Government Way right-of-way (shown in blue) are located within the city’s Area of City Impact within what is now known as the “Exclusive Tier”.

LOCATION

The portion of North Government Way included in the annexation extends from the Hayden city limits, approximately 675 feet north from the centerline of West Lancaster Road to West Boekel Road for approximately 0.9 miles. That land would become City of Hayden Right-of-Way upon Annexation. The three properties owned by Bielec Enterprises, Inc. as shown on the previous page are more commonly known as 13131, 13135, and 13403 N Government Way. All the properties, located within the exclusive tier of the Area of City Impact, are situated approximately 675 feet north from centerline of West Lancaster Road, directly east of North Highway 95, and south of West Boekel Road.

LEGAL DESCRIPTION

Parcel A: Tax #26620 in E2-SE Section 2 Township 51 North Range 4 West

Parcel B: A Portion of Tax #26621 NE-SE Section 2 Township 51 North Range 4 West

Parcel C: TGG Properties, Lot 3 Block 1, a portion of Tax #26621 Section 2 Township 51 North Range 4 West

And

Right-of-way: Right-of-way of North Government Way south of West Boekel Road continuing south to the City Limits as shown on page 1 of the staff analysis.

ANALYSIS

The analysis is organized following the standards of approval of the Hayden City Code §11-1-7(E) and Idaho Statute, which can be found in their entirety in the Appendix. Those items of the analysis, which are required of all annexations, can be found in the appendix and are made a part of this staff review. Those items, which are more site specific, shall be identified in the analysis provided here.

- a. The commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until completion of such studies or plans as may be necessary to determine the advisability of the proposal.

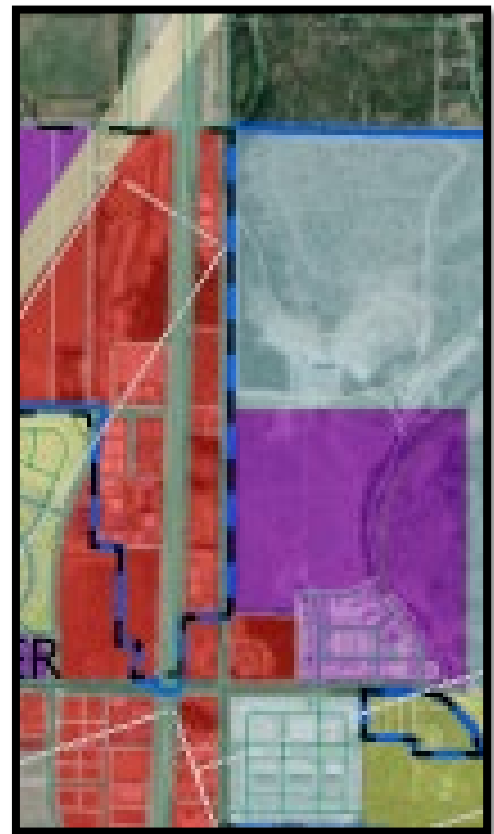
Staff does not believe that any additional studies or plans are required for this request.

- b. The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning Commission may recommend conditions upon rezoning for the City Council's consideration.

Staff does not believe that any additional conditions are required for this request.

- c. Amendments to the zoning map and zone text shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.

The Future Land Use Map of the 2040 Hayden Comprehensive Plan (shown to the left) shows the Land Use designation to the west, south, and southeast is Commercial east and west of Highway 95. Mixed Residential and Mixed



Use to the east within the approved planned unit development.

The request is for a Commercial land use, which is defined within the 2040 Comprehensive Plan as “Commercial land uses allow most types of businesses. Small retail businesses, service-oriented businesses, and professional offices constitute the majority of commercial activity in the City.

Road right-of-way does not have a land use identified.

Hayden Comprehensive Plan Goals and Policies that could address this request are shown in the tables below and on the next page, and the complete list may be found in the Appendix.

GOALS: Goals are broad statements indicating a general aim or purpose to be achieved. A goal is a direction setter. It is an ideal future state or condition related to the public health, safety, or general welfare toward which planning and implementation actions are directed. A goal is a general expression of community values and is somewhat abstract in nature. Consequently, a goal is generally not quantifiable, time-dependent, or suggestive of specific actions for its achievement.

POLICIES: Policies are statements providing guidelines for current and future decision-making or position-taking. A policy indicates a clear commitment of the Hayden City Council. It is an extension of the plan’s goals, reflecting topical nuance as well as an assessment of conditions and how the City will respond.

GOALS	
4	The City of Hayden should encourage the development of land within the corporate limits of Hayden prior to annexation of adjacent areas.
5	Preserve, protect and strengthen the vitality and stability of existing neighborhoods.
7	Provide a balance of commercial uses in designated areas throughout the community centered around established transportation corridors, while protecting the character of adjacent land uses.
8	Ensure all development can be serviced by existing public facilities or extended to adequately serve the development.
10	Adequately site essential public facilities and utilities without compromising surrounding neighborhood integrity and character, while contributing to the overall livelihood of the community; assure facility capacity aligns with projected growth and land use types.
12	Establish a balance between jobs and housing to attract new employment and living opportunities.
13	Enhance bicycle and pedestrian connectivity and infrastructure in order to better serve residents and tourists while protecting its historical and cultural character and attracting new business.
15	Coordinate the timely development of efficient, effective and environmentally sound sewer, water and other utility infrastructure servicing the community, assuring costs of development are shared equitably and accommodate for ongoing growth of Hayden.
16	Ensure that ordinances and policies do not violate private property rights, adversely impact property values or create unnecessary limitations on land use.
19	Enhance non-motorized connectivity and reduce the highways impact on the community.

POLICIES	
1	The City should judiciously evaluate the opportunity to provide sewer, water and other services within the corporate limits and planned future extension of services in areas of impact.
2	Development should be compatible with the land use chapter of the Comprehensive Plan and fiscally responsible in supplying adequate transportation, utilities and parks to newly developed areas.
3	Land use decisions should consider the preservation and enhancement of natural resources.
5	Areas proposed for annexation are to be considered only if they are contiguous to the city limits and adequate infrastructure can be provided to service the development.
8	Improve pedestrian, bicycle and vehicular safety along city streets.
13	Growth should be accompanied by the development of infrastructure, public services, utilities and preservation of open space and recreational facilities within the cities means.
14	Coordinate and support local water and irrigation districts in efforts to balance growth with available water supplies and infrastructure.
15	Protect lives and property from environmental and man-made risks and hazards.
16	Ensure levels of public services, facilities, and utilities are adequate to satisfy the community's needs now and as new development occurs.
18	Minimize financial and operational impacts resulting from road improvement projects and maintenance.
22	Ensure multi-modal transportation compatibility and connectivity between agencies and jurisdictions through regional coordination.

- d. Amendments to the zoning map and zone text shall align with the zone district's purpose and intent.

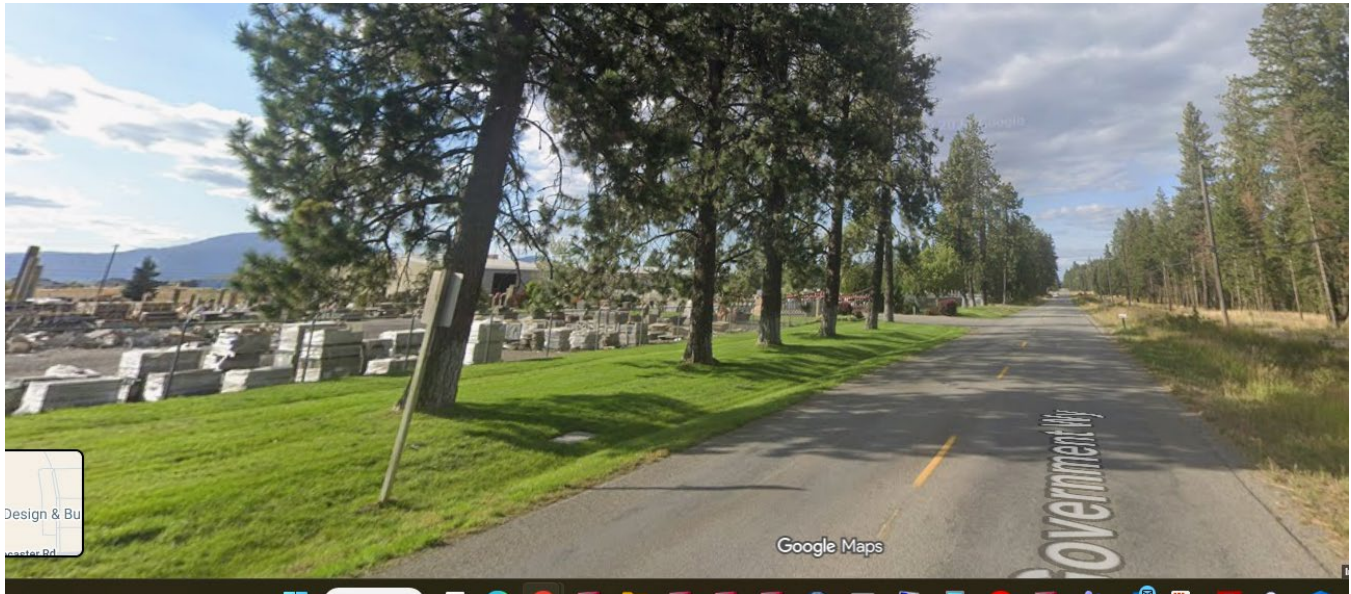
To facilitate the vision of the Comprehensive Plan, each zone district has minimum site standards related to the area of the site. The design standards of the proposed zone designation (Commercial) as defined in Hayden City Code §11-2-3 are shown below:

	Proposed (Commercial)
Front Setback	20'
Side Setback	10'
Rear Setback	10'
Flanking Street Setback	15'
Maximum Height	45'
Max Lot Coverage	NA
Minimum Lot Size	NA
Minimum Public/Private Street Frontage	30'
Accessory Dwelling Unit Allowed	NA

Side and rear yard setbacks of non-residential buildings may be reduced from those identified in the table above if both the National Building Fire Code and that International Building Codes are met.

- e. Amendment to the zone map and zone text shall be consistent with the neighborhood contexts.

Photos of the existing location and surrounding areas are provided below and on the next pages.



North Government Way facing northwest (south extent of proposed annexation)



North Government Way facing northwest (middle of proposed annexation)



North Government Way facing southwest (north of Bielec Enterprises, Inc property)



North Government Way facing south (Intersection of West Boekel Road)

Current Property Context:

In unincorporated Kootenai County, the property is zoned as Industrial and defined as a zoning district in which the land has been found to be suitable for manufacturing and processing of all types. The uses permitted in this zone designation are attached as Exhibit A from Kootenai County Code Title 8 Article 2.9 : Industrial Zone. Additionally, the Kootenai County Future Land Use Map shows this property to be identified as either 1) Border – “The purpose of this designation is to allow

very limited development that ensures future city expansions can be accomplished in an effective, orderly and logical fashion.” (page Appendix 60 of the KC Comprehensive Plan) or

2) Transitional – “The purpose of this designation is to reserve land for future annexation into an incorporated area.” (page Appendix 59 of KC Comprehensive Plan) The plan in its entirety can be found at <https://www.kcgov.us/DocumentCenter/View/13543/2020-Comp-Plan-Update>.

ADDITIONAL INFORMATION

Notice and Comments

In response to the request for comment,
From Agencies:

1. On November 18, 2025, Avondale Irrigation District responded with “no comments”.
2. On November 18, 2025, Hayden Area Regional Sewer Board responded with “no comment”.
3. On November 18, 2025, Idaho Transportation Department responded with “no comments”.
4. On November 18, 2025, Kootenai County Sheriff’s Office responded “does not have any concerns at this time”.
5. On November 18, 2025, Lakes Highway District responded “..we’ll get this on our next Board Meeting Agenda for 12/1. I suspect this will result in a letter of support since LHD’s requested this since Hayden Canyon.”
6. On November 18, 2025, Northern Lakes Fire Protection District responded with requirements for fire hydrants, minimum driving surfaces, future development plans review and construction, current Idaho Fire Code requirements and review fees.
7. On November 21, 2025, North Kootenai Water & Sewer responded “North Kootenai Water & Sewer provides water service to the properties, and it is the District’s intent to continue to provide public water service.”
8. On November 26, 2025, the Coeur d’Alene Airport requested an aviation easement over the properties proposed to be annexed.

From the public:

The Adjacent Property Notices (APO) and required public notices to include the posting of the staff review on the City’s website shall occur after the Staff Review is completed. Public comments received during the noticing period will be included within the record of the Planning and Zoning Commission public hearing.

STAFF RECOMMENDED CONDITIONS OF APPROVAL

1. Bielec Enterprises, Inc. shall enter into an annexation agreement with the City and shall abide by the terms delineated therein.
2. At the time of either site and/or subdivision, development the applicant shall comply with the requirements from the Northern Lakes Fire District.
3. Grant of “Roadway, drainage, utility & snow storage” easement and dedication of right-of-way on N Government Way in accordance with the City’s adopted transportation plan and adopted

intersection improvements shall be required at the time of annexation. Nothing shall preclude the City from requiring additional future right-of-way at the time of development in accordance with the adopted transportation standards at the time.

4. At the time of future development, sewer shall be extended to the boundaries of the property according to the sewer master plan. Future site plans shall indicate how the property will be connected to municipal sewer when available and any existing or future building(s) shall be connected to municipal sewer within one (1) year of availability.

Additional Conditions at the request of Agency Comments:

5. An avigation easement shall be recorded as a condition of the annexation agreement and prior to the publication of the Annexation Ordinance as requested by the Coeur d'Alene Airport.

Appendix

APPENDIX ANNEXATION REQUEST

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STANDARDS FOR ANNEXATION APPROVAL

Idaho State Law

As per Idaho Code §50-222 Annexation by Cities.

50-222. Annexation by cities.

(1) Legislative intent. It is the intent of the legislature to honor the right of private landowners to have a voice in their own governance, to minimize conflict between citizens and municipalities, to provide a mechanism for the orderly development of Idaho cities, including the efficient and economically viable provision of tax-supported and fee-supported municipal services, to enable the orderly development of private lands that benefit from cost-effective availability of municipal services in urbanizing areas, and to equitably allocate the costs of public services in managing development on the urban fringe.

(2) Definitions. For purposes of this section:

(a) "Consent" means a written document executed by the landowner or the landowner's authorized agent explicitly agreeing to annexation. Written consent to annex lands must be recorded in the county recorder's office to be binding upon subsequent purchasers, heirs, or assigns of lands addressed in the consent.

(b) "Contiguous" means sharing a common border. For the purpose of this section, land is not contiguous if the only common border is along a shoestring connection.

(c) "Implied consent" means that valid consent to annex is implied for the area of all lands connected to a water or wastewater collection system owned and operated in its entirety by the city if the connection was requested in writing by the owner or the owner's authorized agent prior to July 1, 2024, or if the connection was completed before July 1, 2008.

(d) "Landowner" means a person owning real property in the area proposed for annexation.

(e) "Planning and zoning commission" means the entity performing planning and zoning duties for the city, which may be the city council itself, a planning commission, a zoning commission, or a planning and zoning commission.

(f) "Subject land" means an area proposed for annexation by a city pursuant to this section.

(3) Requirements. Except as provided in subsection (5) of this section, no city of this state shall annex land unless and until the following requirements are met:

(a) The subject land is contiguous to or surrounded by the city, except as provided in subsections (7), (9), or (11) of this section;

(b) The city notifies each landowner and the board of county commissioners of its intent to annex the subject land. Such notification shall:

(i) Include a summary of the annexation plan;

(ii) Advise landowners of their right to give or withhold consent;

(iii) Include a description of how consent can be made, where it should be filed, and the deadline for such filing, which shall be no later than forty-five (45) days after the date of notification;

(iv) Include information about where the entire record of the proposed annexation may be reviewed; and

(v) Include a legal description of the subject land and a simple map depicting the location of the subject land;

(c) The city publishes notice of its intent to annex the subject land. In providing notice, the city shall comply with the notice and hearing procedures governing a zoning district boundary change as set forth in [chapter 65, title 67](#), Idaho Code, unless otherwise provided in this section, on the question of whether the subject land should be annexed and, if annexed, the zoning designation to be applied to the subject land. The initial notice of public hearing concerning the question of annexation and zoning shall be published in the official newspaper of the city and mailed by first class mail to every landowner of property included in the annexation proposal at least twenty-eight (28) days prior to the initial public hearing. All public hearing notices shall establish a time and procedure by which comments concerning the proposed annexation may be received in writing and heard;

(d) The city council adopts a written annexation plan;

(e) Subsequent to publishing notice of intent and a written annexation plan, the city council and the planning and zoning commission each holds a public hearing on the proposed annexation, pursuant to section [67-6525](#), Idaho Code, at which landowners and city residents are afforded an opportunity to testify for or against annexation. Provided, however, if a city performs its own planning and zoning functions without a commission, the two (2) public hearings required by this paragraph may be combined into one (1) public hearing, but in such case, the notice to landowners required by paragraph (c) of this subsection must be mailed at least forty-five (45) days prior to the public hearing; and

(f) Landowners representing sixty percent (60%) of the parcels and at least fifty percent (50%) of the area proposed for annexation give voluntary consent as defined in subsection (2) of this section and record such consent with the county recorder's office for the county in which the property is located.

- (4) Written annexation plan. The written annexation plan required by subsection (3) of this section shall describe:
- (a) The manner of providing tax-supported municipal services to the subject land;
 - (b) The changes in taxation and other costs that would result if the subject land were to be annexed;
 - (c) The means of providing fee-supported municipal services, if any, to the subject land;
 - (d) An analysis of the potential effects of annexation on other units of local government that currently provide tax-supported or fee-supported services to the subject land;
 - (e) The proposed future land use plan and zoning designation or designations, subject to public hearing, for the subject land; and
 - (f) A statement of the public purposes that would benefit from annexation.
- (5) Exceptions.
- (a) Annexation with consent. In the case of a prospective annexation where all landowners of the subject property have requested annexation or where consent has been given by the landowner or landowners of a contiguous parcel or parcels or where implied consent has been given, the provisions of subsections (3) and (4) of this section shall not apply. In such a case, the subject land may extend beyond the city area of impact if the land is contiguous to the city and the comprehensive plan includes the area of annexation. Lands need not be contiguous to the city limits at the time a landowner consents to annexation for the property to be subject to a valid consent to annex, but no annexation of lands may occur, regardless of consent, until such land becomes contiguous to the city. Upon determining that a proposed annexation meets the requirements of this subsection, a city may initiate the planning and zoning procedures set forth in [chapter 65, title 67](#), Idaho Code, to establish the comprehensive planning policies, where necessary, and zoning classification of the lands to be annexed.
 - (b) Enclaves. The provisions of subsections (3) and (4) of this section shall not apply to the annexation of any residential enclaved lands of thirty (30) or fewer privately owned parcels that are surrounded on all sides by lands within a city or lands that cannot legally or physically be annexed.
- (6) Ordinance. If all requirements provided in subsection (3) or (5) of this section are satisfied and the city agrees to the annexation, then the city council shall enact an annexation ordinance.
- (7) Highways. In any annexation proceeding, all portions of highways lying wholly or partly in the subject area shall be included in the area annexed unless there is an express agreement otherwise between the city and the governing board of the highway agency providing road maintenance at the time of annexation. Provided, however, no city council may annex property if the property will be connected to the city only by a shoestring connection or strip of land comprising the highway's right-of-way in order to establish contiguity.
- (8) Fairgrounds. Property that is used as a fairground pursuant to the provisions of [chapter 8, title 31](#), Idaho Code, or [chapter 2, title 22](#), Idaho Code, shall not be annexed unless the annexation is approved by a majority of the board of county commissioners of the county in which the property lies.
- (9) Airports. A city may annex land that is not contiguous to the city itself if such land is occupied by a municipally owned or operated airport or landing field. A city may not annex any land contiguous to the airport or landing field unless the land may otherwise be annexed pursuant to this section.

(10) Recreational areas. Property owned by a nongovernmental entity that is used to provide outdoor recreational activities to the public and that has been designated as a planned unit development of fifty (50) acres or more and does not require or utilize any city services must have the express written permission of the nongovernmental entity owner to be annexed by a city.

(11) Railroad rights-of-way. A railroad right-of-way property may be annexed pursuant to this section only when property within the city adjoins or will adjoin both sides of the right-of-way. Provided, however, no city council may annex property if the property will be connected to the city only by a shoestring connection or strip of land comprising the railroad right-of-way.

(12) Agricultural or forest lands. In addition to the requirements set forth in this section, the following lands may not be annexed without the express written permission of the landowner:

(a) Land, if five (5) acres or greater, actively devoted to agriculture as defined in section [63-604\(1\)](#), Idaho Code, regardless of whether such land is surrounded or bounded on all sides by lands within the city; and

(b) Land, if five (5) acres or greater, actively devoted to forest land as defined in section [63-1701](#), Idaho Code, regardless of whether such land is surrounded or bounded on all sides by lands within the city.

(13) Judicial review. In the case of a city-initiated annexation, the decision of a city council to annex and zone land shall be subject to judicial review in accordance with the procedures provided in [chapter 52, title 67](#), Idaho Code, and pursuant to the standards set forth in section [67-5279](#), Idaho Code. An appeal shall be filed by an affected person in the appropriate district court no later than twenty-eight (28) days after the date of publication of the annexation ordinance and shall be heard by the district court at the earliest practicable time. All cases in which there may arise a question of the validity of any city-initiated annexation under this section shall be advanced as a matter of immediate public interest and concern and shall be heard by the district court at the earliest practicable time.

(14) This section applies to annexations occurring on and after July 1, 2024. It does not invalidate or affect consent, including implied consent, obtained or annexations undertaken lawfully according to the laws in effect at the time of such consent or annexations.

Idaho Code §67-6509. Recommendation and Adoption, Amendment, and Repeal of the Plan

67-6509. Recommendation and adoption, amendment, and repeal of the plan.

(1) The planning or planning and zoning commission, prior to recommending the plan, amendment, or repeal of the plan to the governing board, shall conduct at least one (1) public hearing in which interested persons shall have an opportunity to be heard. At least fifteen (15) days prior to the hearing, notice of the time and place and a summary of the plan to be discussed shall be published in the official newspaper or paper of general circulation within the jurisdiction. The commission shall also make available a notice to other papers, radio, and television stations serving the jurisdiction for use as a public service announcement. Notice of intent to adopt, repeal, or amend the plan shall be sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing

scheduled by the commission. Following the commission hearing, if the commission recommends a material change to the proposed amendment to the plan that was considered at the hearing, it shall give notice of its proposed recommendation and conduct another public hearing concerning the matter if the governing board will not conduct a subsequent public hearing concerning the proposed amendment. If the governing board will conduct a subsequent public hearing, notice of the planning and zoning commission recommendation shall be included in the notice of public hearing provided by the governing board. A record of the hearings, findings made, and actions taken by the commission shall be maintained by the city or county.

(2) The governing board, as provided by local ordinance, prior to adoption, amendment, or repeal of the plan, may conduct at least one (1) public hearing, in addition to the public hearing or hearings conducted by the commission, using the same notice and hearing procedures as the commission. The governing board shall not hold a public hearing, give notice of a proposed hearing, nor take action upon the plan, amendments, or repeal until recommendations have been received from the commission.

(3) No plan shall be effective unless adopted by resolution by the governing board. A resolution enacting or amending a plan or part of a plan may be adopted, amended, or repealed by definitive reference to the specific plan document. A copy of the adopted or amended plan shall accompany each adopting resolution and shall be kept on file with the city clerk or county clerk.

(4) Any person may petition the commission or, in absence of a commission, the governing board for a plan amendment at any time, unless the governing board has established by resolution a minimum interval between consideration of requests to amend, which interval shall not exceed six (6) months. The commission may recommend amendments to the comprehensive plan and to other ordinances authorized by this chapter to the governing board at any time.

As per Idaho Code §67-6511. Zoning Ordinance.

67-6511. Zoning ordinance.

(1) Each governing board shall, by ordinance adopted, amended, or repealed in accordance with the notice and hearing procedures provided under section [67-6509](#), Idaho Code, establish within its jurisdiction one (1) or more zones or zoning districts where appropriate. The zoning districts shall be in accordance with the policies set forth in the adopted comprehensive plan.

(a) Within a zoning district, the governing board shall where appropriate establish standards to regulate and restrict the height, number of stories, size, construction, reconstruction, alteration, repair or use of buildings and structures; percentage of lot occupancy, size of courts, yards, and open spaces; density of population; and the location and use of buildings and structures. All standards shall be uniform for each class or kind of buildings throughout each district, but the standards in one (1) district may differ from those in another district.

(b) Within an overlay zoning district, the governing board shall establish clear and objective standards for the overlay zoning district while ensuring that application of such standards does not constitute a regulatory taking pursuant to Idaho or federal law.

(2) Ordinances establishing zoning districts shall be amended as follows:

(a) Requests for an amendment to the zoning ordinance shall be submitted to the zoning or planning and zoning commission, which shall evaluate the request to determine the extent and nature of the amendment requested. Particular consideration shall be given to

the effects of any proposed zone change upon the delivery of services by any political subdivision providing public services, including school districts, within the planning jurisdiction. An amendment of a zoning ordinance applicable to an owner's lands or approval of conditional rezoning or denial of a request for rezoning may be subject to the regulatory taking analysis provided for by section [67-8003](#), Idaho Code, consistent with the requirements established thereby.

(b) After considering the comprehensive plan and other evidence gathered through the public hearing process, the zoning or planning and zoning commission may recommend and the governing board may adopt or reject an ordinance amendment pursuant to the notice and hearing procedures provided in section [67-6509](#), Idaho Code, provided that in the case of a zoning district boundary change, and notwithstanding jurisdictional boundaries, additional notice shall be provided by mail to property owners or purchasers of record within the land being considered, and within three hundred (300) feet of the external boundaries of the land being considered, and any additional area that may be impacted by the proposed change as determined by the commission. Notice shall also be given to a pipeline company operating any existing interstate natural gas transmission pipeline or interstate petroleum products pipeline, as recognized by the pipeline and hazardous materials safety administration, with a center point within one thousand (1,000) feet of the external boundaries of the land being considered, provided that the pipeline company is in compliance with section [62-1104](#), Idaho Code. Notice shall also be posted on the premises no less than one (1) week prior to the hearing. When notice is required to two hundred (200) or more property owners or purchasers of record, alternate forms of procedures that would provide adequate notice may be provided by local ordinance in lieu of posted or mailed notice. In the absence of a locally adopted alternative notice procedure, sufficient notice shall be deemed to have been provided if the city or county provides notice through a display advertisement at least four (4) inches by two (2) columns in size in the official newspaper of the city or county at least fifteen (15) days prior to the hearing date, in addition to site posting on all external boundaries of the site. Any property owner entitled to specific notice pursuant to the provisions of this subsection shall have a right to participate in public hearings before a planning commission, planning and zoning commission or governing board subject to applicable procedures.

(c) The governing board shall analyze proposed changes to zoning ordinances to ensure that they are not in conflict with the policies of the adopted comprehensive plan. If the request is found by the governing board to be in conflict with the adopted plan, or would result in demonstrable adverse impacts upon the delivery of services by any political subdivision providing public services, including school districts, within the planning jurisdiction, the governing board may require the request to be submitted to the planning or planning and zoning commission or, in absence of a commission, the governing board may consider an amendment to the comprehensive plan pursuant to the notice and hearing procedures provided in section [67-6509](#), Idaho Code. After the plan has been amended, the zoning ordinance may then be considered for amendment pursuant to paragraph (b) of this subsection.

(d) If a governing board adopts a zoning classification pursuant to a request by a property owner based upon a valid, existing comprehensive plan and zoning ordinance, the governing board shall not subsequently reverse its action or otherwise change the zoning classification of said property without the consent in writing of the current

property owner for a period of four (4) years from the date the governing board adopted said individual property owner's request for a zoning classification change. If the governing body does reverse its action or otherwise change the zoning classification of said property during the above four (4) year period without the current property owner's consent in writing, the current property owner shall have standing in a court of competent jurisdiction to enforce the provisions of this section.

HAYDEN CITY CODE

As per Hayden City Code §1-7 Annexation Procedures

1-7-3: APPLICATION:

Any person desiring to request annexation of lands within his or her ownership may initiate the annexation consideration process by submitting a completed annexation request form to the Hayden Community and Economic Development Department accompanied by the filing fee established by resolution of the City Council. Upon receipt of such completed form, a report will be submitted to the Mayor and the City Council for deliberation concerning the desirability of considering annexation of the requested lands. Upon receipt of such report, the City Council, in consultation with City staff, shall decide whether it wishes to further consider annexation of the requested lands or not. In the course of such consideration, the City Council may determine what analysis and study it would require to properly evaluate the consequences and effects of the proposed annexation. The City Council may, if it wishes to further consider the matter, establish the necessary prepaid annexation processing fee to be remitted by the requester if he desires to proceed with the request. Such prepaid fees may include a standard administrative fee (reasonably related to the administrative costs of processing an annexation request, including staff and legal expense) established by resolution of the City Council, in addition to any study based fees established after City Council consideration of the specific annexation request. (Ord. 578, 1-9-2018)

1-7-4: PRE-ANNEXATION STUDIES:

The City Council may require the completion of relevant studies before allowing an annexation proposal to go forward to the Planning and Zoning Commission or City Council for initial public hearing. Any studies required by the City Council as a prerequisite to consideration of an annexation request shall be conducted by City staff or by a consultant chosen and engaged by the City. The estimated costs of such studies shall be prepaid by the annexation applicant before the studies are undertaken. Any consultant engaged to perform specified tasks in the course of evaluating the consequences of a possible annexation shall serve the City of Hayden as its client, not the parties requesting annexation. Any such studies shall be conducted in accordance with direction from the City to determine the anticipated consequences of the proposed annexation. Such studies shall become public documents upon their completion and shall be made available to the applicant and other interested parties prior to the conduct of any public hearings. (Ord. 304, 11-27-2001)

1-7-5: ANNEXATION PROCEDURE:

- A. Upon completion of the required pre-annexation studies and submittal of an application in that form developed by the City with payment of fees pursuant to the

City's fee schedule, the Community and Economic Development Director or his/her designee shall schedule any authorized annexation proposal for a public hearing before the Planning and Zoning Commission as soon as such request may be accommodated by the commission schedule. No such hearing shall be scheduled until the required pre-annexation studies have been received, unless the City Council waives such requirement. The legal purpose of such public hearing shall be to receive public comment and to formulate a recommendation to the City Council regarding proper zoning or land use regulations for the lands in question. At the conclusion of its deliberations, the Planning and Zoning Commission shall submit a recommendation to the City Council regarding potential zoning of the lands under consideration for annexation and the advisability of annexation of the subject lands in light of provisions of the Comprehensive Plan or other planning considerations. Such recommendations shall include the rationale employed and facts relied upon by the commission in reaching its recommendation.

All parcels of land to be considered for annexation shall have a contiguous boundary attachment to the existing incorporated area. The City Council shall not have the power to declare land a part of the City if it will be connected to the City only by a shoestring or strip of land which comprises a railroad or highway right-of-way.

All portions of highways lying wholly or partially within an area to be annexed shall be included within the area annexed unless expressly agreed between the City and the Governing Board of the highway agency providing road maintenance at the time of annexation.

For purposes of this chapter, highways are as defined by Idaho Code 40-109.5, highways and bridges, definitions.

- B. Upon receipt of the Planning and Zoning Commission recommendation, the City Council may schedule a public hearing to consider zoning of the lands for which annexation has been requested. The City Council may also require additional information from the applicant or others or may require such additional studies as it deems necessary to properly consider the annexation request. The costs of any such additional studies shall be prepaid by the annexation applicant. No public hearing may be scheduled before the City Council until all such expenses have been paid or until the required study results have been received unless expressly authorized by the City Council. The public hearing concerning zoning in anticipation of annexation shall be conducted as a legislative public hearing.
- C. Upon completion of the public hearing concerning zoning, and after considering such other information as it chooses to rely upon, the City Council may decide to enact an ordinance annexing the subject lands, or any parts thereof, and establish the zoning designation therefor. All fees and expenses required to be paid must have been received and an annexation agreement must have been executed and performed to the extent required by the City Council prior to passage of the annexation ordinance.

- D. All annexation applications shall follow and be processed pursuant to the requirements of Idaho Code 50-222, Annexation by Cities. Annexation applications shall be required to be accompanied by a request for a zoning designation which shall follow the public hearing procedures of Idaho Code 67-6509, as directed by Idaho Code 67-6511, Recommendation and Adoption, Amendment and Repeal of the Plan. (Ord. 578, 1-9-2018)

As per Hayden City Code §11-1-7(E) Amendment Procedures:

1. Agency and Public Notice: Once the City staff has reviewed the application and the staff has determined that the application is complete and that sufficient information regarding the proposal can be provided, notice will be provided to involved public agencies, as identified by the City. This notice shall allow 14 days for agency comment and the results of the agency comment shall accompany and be incorporated in summary in the staff report. At least 15 days prior to the hearing notice of the amendment, shall be published in the official newspaper of the City of Hayden, and additional notice by first class mail shall be provided to property owners and purchasers within 300', excluding streets and alleys, of the external boundaries of the land being considered; and any additional area that may be impacted by the proposed change as determined by the Council. When notice is required to 200 or more property owners or purchasers of record, notice may be given through a display advertisement at least four inches by two columns in size in the official newspaper of the City at least 15 days prior to the hearing date, in addition to site posting on all external boundaries of the site, in lieu of mailed notice.
2. Planning and Zoning Commission Public Hearing: At, or prior to, the public hearing, the City staff will provide a report to the Planning and Zoning Commission.
3. Planning and Zoning Commission Recommendation: After the Planning and Zoning Commission has reviewed the amendment at the public hearing, the commission shall forward a written recommendation to the City Council. The commission shall recommend approval or disapproval of the amendment as soon as practicable.
4. City Council Public Hearing: No additional agency notice shall be required in advance of this public hearing, unless the Planning and Zoning Commission Recommendation consists of a material change from what was requested. All other noticing requirements shall follow those identified in 11-1-7(E) (1). At, or prior to, the public hearing, the City staff will provide a report to the City Council.
5. City Council Decision: Upon receipt of the Written Recommendation from Planning and Zoning Commission, and public hearing notice, the amendment request will be placed on the next available City Council agenda. The City Council, upon receipt of the recommendations from the Planning and Zoning Commission, and after opportunity to review the file and minutes from the Planning and Zoning Commission's public hearing, and after receiving testimony at a public hearing with the City Council shall act upon the request.
 - a. The City Council prior to adopting, revising, or rejecting the amendment to the zoning ordinance or map, and having made no material change from what was presented at the Planning and Zoning Commission and/or City Council public hearing, shall make a decision.
 - b. Upon granting or denying an application to amend the text of the zoning ordinance or the zoning map, the City Council shall specify in writing:

- (1) The ordinance and standards used in evaluating the application;
 - (2) The reasons for approval or denial; and
 - (3) The actions, if any, that the applicant could take to obtain a permit.
- c. In the event that City Council shall approve an amendment, such an amendment shall thereafter be made a part of this title upon the preparation and passage of an ordinance and the City zoning map duly amended as identified by the decision.
6. Additional Public Hearing: Following the City Council's public hearing, if the City Council makes a material change from what was presented at the public hearing(s), further notice and an additional public hearing shall be provided before the City Council makes a final decision.
7. Standards of Approval: If the request meets the following standards of approval, the City Council may adopt the ordinance amendment:
 - a. The commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until completion of such studies or plans as may be necessary to determine the advisability of the proposal.
 - b. The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning and Zoning Commission may recommend conditions upon rezoning for the City Council's consideration.
 - c. Amendments to the zone map and zone text shall be in accordance with the future land use map and the goals and policies found in the Hayden Comprehensive Plan.
 - d. Amendments to the zone map and zone text shall align with the zone district's purpose and intent.
 - e. Amendment to the zone map and zone text shall be consistent with the neighborhood contexts.
8. Amendment to Comprehensive Plan: If the request is not in accordance with the adopted comprehensive plan, the City Council may adopt or reject an amendment to the comprehensive plan under the notice and hearing procedures provided in section 67-6509, Idaho Code. After the comprehensive plan has been amended as hereinafter provided for, the City Council shall hold a public hearing and make a decision on the proposed zoning amendment. (Ord. 619, 4-13-2021, amend Ord 631, 5-10-2022; Ord 645, 3-23-2023)

INFRASTRUCTURE COMPLIANCE WITH APPLICABLE CITY, STATE, AND FEDERAL POLICIES AND REGULATIONS

POTABLE WATER AND FIRE-FLOW:

Will serve letters are not a requirement of the annexation submittal unless requested by the City Council as an additional condition. Will serve letters are required by Hayden City Code §12-3-4(A) (10) as part of a subdivision request. The City does not participate in the QLPE (Qualified Licensed Professional Engineer) review of the construction plans for subdivisions as it relates to water and/or sewer. Therefore, the City relies on the Idaho Department of Environmental Quality (IDEQ) for their interpretation of the adequacy of the Will Serve letter to meet the requirements of the Idaho Code section 67-6526 in order to have the sanitary restriction lifted and to determine if the water and sewer infrastructure construction will meet Idaho Code Requirements. If IDEQ does not lift the sanitary restriction, building permits cannot be issued by the City.

The Developer shall be required to provide all dedications and easements and construct appurtenances as may be required by the water district at the time of development.

The Developer shall be required to provide detail on the location, size and design of all water system improvements, including water lines, stubs, meters, and fire department connections and hydrants as part of the construction drawing for required subdivision improvements.

SEWER - CITY AND HARSB:

The sewer system consists of both a collection system consisting of gravity lines, force mains and lift stations (owned and operated by the City of Hayden) and wastewater treatment facility and regional force mains (owned and operated by the Hayden Area Regional Sewer Board – HARSB). Hayden City Code §12-3-4(F) (3) (b), as a standard of approval, requires that “provisions have been made for a public sewage system in accordance with the City and Hayden Area Regional Sewer Board (HARSB) adopted sewer master plans, as amended, that satisfied City, HARSB, and IDEQ requirements and that the existing or proposed systems can accommodate the proposed sewer flows”. Additionally, to meet this requirement a will serve letter from the utility provider confirming that the provider has the current availability, capacity, authority and willingness to service the proposal with the requested service must be provided as part of the application submittal for a subdivision.

At the time of future development, the developer shall be required to construct all sewer infrastructures in conformance with the City of Hayden 2020 Collection System Master Plan Update, State law, and all City sewer policies, standards and technical memos. All sewer manholes shall be placed on the centerline or within public roadways unless approved by the City. Public sewer shall be located within roadways within public rights-of-way or private tracts as appropriate. Revisions to the overall layout may be required where sewer is shown to be running in locations which are not within the locations identified above.

Ability to Provide Sewer Service:

The City issues Will Serve letters that are non-binding generalized statements of their agency's ability and desire to provide sewer service under current circumstances. A Will Serve letter is not a guarantee of service because the actual physical connection to utilities takes place under a separate authorization, generally with a building permit, which can be issued in the near or far future. As such, time may have passed and circumstances change; or perhaps something arises in detailed plan review that affects the ability to provide service, which is why neither agency can guarantee at this time that future capacity will be available and is only able to determine this at the time of authorization to physically connect to the utilities.

STORMWATER:

City Code Title 8 prohibits the acceleration, concentration, and/or conveyance of runoff, stormwater or other surface waters beyond the project boundaries. The stormwater management plan for the proposed development shall be designed in conformance with the above referenced City Code, with adopted road typical sections and their related design standards, and in conformance with the annexation agreement.

Stormwater easements shall be reflected on the face of the plat. No fences shall be placed within joint stormwater easement areas. Routine maintenance of joint stormwater areas on private property shall be the responsibility of the individual lot owner. Structural or functional maintenance of joint stormwater areas shall be the responsibility of a Home Owner's Association.

STREETS, PEDESTRIAN PATHS, AND RIGHT-OF-WAYS:

Transportation Impact Study:

Hayden City Code §12-3-4(A) (18) identifies the possible need for a traffic study as part of the application submittals for a subdivision. A traffic study may be required as a condition of an annexation request by the City Council.

Addressing Requirements, Street Design Requirements, Street Lighting, Signage and Landscaping, Driveway locations shall all be reviewed at the time of a development proposal in accordance with the City Code, standards, and policies.

EROSION CONTROLS AND GEO-HAZARD STABILIZATION:

The site topography is relatively flat; however, erosion control measures shall be identified on the construction plans.

GAS, POWER, TELECOMMUNICATIONS, MAILBOXES:

Dry utilities, including electric, gas, cable, and communication utilities shall be installed underground within the development, in accordance with City Code Title 11 & 12.

The Developer shall identify mailbox locations that have been approved by the Hayden Postmaster for project site, and provide an approval by the postmaster at the time of construction plan submittal. The City prefers the mailbox location to be on an internal street. Prior to construction plan approval, the Developer shall work with the US Post Office to address any

required turnouts, if determined necessary by the City Engineer, and shall be included in the construction plans. If easements are needed, these shall be required to be shown on the final plat.

DRIVEWAY LOCATIONS

The final location of all driveway locations shall be subject to the review and approval of the City, in accordance with the adopted Access Management Policies, and the standard detail of ST-013. Particular attention will be paid to those lots at intersections to avoid conflict with required traffic flows; and to those driveway locations which may conflict with existing and proposed infrastructures. All lots shall be accessed from an internal street.

COMPREHENSIVE PLAN GOALS, POLICIES, and ACTIONS:

The Vision of the City of Hayden is as follows:

Hayden is a regionally connected City with a small-town feel, defined by responsible growth and planning. The City maintains strong systems that align with the values of its citizens, including top-tier K-12 schools, an efficient roadway system that manages traffic well, and plentiful open space. The City maintains a small-town feel by concentrating high-impact development at nodes and along corridors and preserving natural open space. The City also encourages a small-business culture to enhance and encourage a healthy, connected, family-friendly community.

GOALS: Broad Statements indicating a general aim or purpose to be achieved. A goal is a direction setter. It is an ideal future state or condition related to the public health, safety, or general welfare toward which planning, and implementation actions are directed. A goal is a general expression of community values and is somewhat abstract in nature. Consequently, a goal is generally not quantifiable, time-dependent, or suggestive of specific actions for its achievement.

POLICIES: Statements providing guidelines for current and future decision-making or position-taking. A policy indicates a clear commitment of the Hayden City Council. It is an extension of the plan' goals, reflecting topical nuance as well as an assessment of conditions and how the City will respond.

Table 2-1 Elements of the Comprehensive Plan identified in the Goals and Policies	
Abbreviation	Chapter Listing
LU	Land Use – Chapter 4
NR	Natural Resources – Chapter 6
HA	Hazardous Areas – Chapter 6
PR	Parks and Recreation – Chapter 9
T	Transportation – Chapter 7
PF	Public Facilities – Chapter 10
U	Utilities & Infrastructure – Chapter 10
H	Housing – Chapter 5
CD	Community Design – Chapter 11
I	Implementation – Chapter 2 & Appendix
ED	Economic Development – Chapter 8
CBD	Central Business District – Chapter 4, 8 & 11

Table 2-2: Goals

Element	No.	Goal	Policy Reference	Action Reference
LU, NR, HA, PR, T, PF, U, H, CD, I, ED, CBD	1	The City of Hayden will promote and actively participate in intergovernmental coordination efforts at the regional and at the local level.	2, 16, 18, 21, 22, 23	5, 7, 9, 10, 13, 14, 15, 18, 19, 20, 21, 23, 24, 26, 29
LU, I, CD	2	The Comprehensive Plan is a living document and serves as a guide for development; components of the Comprehensive Plan are updated as necessary to reflect the community’s vision.	2, 4	1, 2, 4, 5, 7, 9, 10, 19, 22, 25, 28, 29
H, LU, T, PF, NR, PR	3	Maintain an attractive and balanced mix of land uses, densities, and housing types, ensuring the future character of the community; promote greater choices and opportunities.	4, 7, 11, 12, 17	1, 3, 4, 12, 13, 24, 25, 27
PF, T, U, LU, NR, H	4	The City of Hayden should encourage the development of land within the corporate limits of Hayden prior to annexation of adjacent areas.	1, 2, 4, 5, 9, 13, 14, 16	3,10, 14, 18, 23
H, CD, I, LU	5	Preserve, protect and strengthen the vitality and stability of existing neighborhoods.	3, 7, 8, 11, 12, 15, 19, 24	3, 4, 5, 12, 15, 16, 24, 27
LU, H, T, CD, CBD	6	Promote an identity-rich downtown core that offers a mix of uses.	2, 8, 11, 12, 17, 22, 24	3, 4, 12, 13, 14, 15, 24, 25, 26, 29
ED, PF, LU, U, T, CBD, H	7	Provide a balance of commercial uses in designated areas throughout the community centered around established transportation corridors, while protecting the character of adjacent land uses.	2, 8, 11, 12, 17, 22, 23	1, 9, 11, 12, 13, 14, 25
LU, T, U, H, PF	8	Ensure all development can be serviced by existing public facilities or extended to adequately serve the development.	1, 2, 4, 5, 7, 9, 13, 14, 16	4, 10, 18, 19, 20, 21, 23
LU, PR, PF, CD, T	9	Ensure adequate park, recreation and open space are provided -and maintained for the continued enjoyment of the community.	2, 3, 7, 9, 10, 13, 19, 20, 24	3, 15, 16, 17, 27
LU, PF, PR, CD, I, NR, ED	10	Adequately site essential public facilities and utilities without compromising surrounding neighborhood integrity and character, while contributing to the overall livelihood of the community; assure facility capacity aligns with projected growth and land use types.	1, 2, 4, 6, 13	4, 16, 17, 18, 19, 20, 21
LU, NR, PF, PR, H, CD, I	11	Emphasize the enhancements and maintenance of existing parks while creatively seeking ways to acquire and develop future recreational facilities that meet a variety of community recreational interests.	3, 7, 9, 10, 19, 20, 21	3, 6, 15, 16, 17, 24, 26, 27, 29
LU, U, T, PR, H, CD	12	Establish a balance between jobs and housing to attract new employment and living opportunities.	11, 12, 17, 23	1, 3, 4, 12, 13, 14

Element	No.	Goal	Policy Reference	Action Reference
LU, U, T, H, CD, CBD	13	Enhance bicycle and pedestrian connectivity and infrastructure in order to better serve residents and tourists while protecting its historical and cultural character and attracting new business.	2, 6, 7, 8, 10, 12, 17, 21, 24	9, 11, 12, 14, 15, 26, 27
LU, NR, PR, I	14	Protect, preserve and be stewards of our environment's natural areas and resources which enhance the quality of life in the City.	3, 7, 10, 20, 21	5, 6, 7, 8, 10, 15, 16, 17, 22, 23, 27, 28, 29
LU, T, PR, NR, P, SFT, LU, NR, A, U, XP, R, SA, H, CD, I AF	15	Coordinate the timely development of efficient, effective and environmentally sound sewer, water and other utility infrastructure servicing the community, assuring costs of development are shared equitably and accommodate for ongoing growth of Hayden.	1, 4, 7, 13, 14, 16, 18	6, 8, 9, 10, 18, 19, 20, 22
PR, LU, H, CD, I	16	Ensure that ordinances and policies do not violate private property rights, adversely impact property values or create unnecessary limitations on land use.	2, 12, 15, 23	1, 2, 3, 4, 10, 23, 24
PR, LU, H, CD, I, CBD	17	Promote and encourage the development and rehabilitation of quality housing through a variety of housing options and densities.	2, 11, 12, 17	1, 3, 4, 24, 25
H, LU, T, PR, ED, CBD	18	Honor Hayden's past while promoting a sense of place through quality public spaces, trails, neighborhoods, design etc.	2, 8, 11, 12, 17, 23, 24	1, 2, 3, 4, 6, 15, 17, 23, 24, 25, 26, 27, 28, 29
I, CD, LU, T	19	Enhance non-motorized connectivity and reduce the highways impact on the community.	2, 4, 8, 18, 22	9, 11, 26

Table 2-3: Policies

Element	No.	Policy	Goal Reference	Action Reference
U, T, PR, PF, I, ED	1	The City should judiciously evaluate the opportunity to provide sewer, water and other services within the corporate limits and planned future extension of services in areas of impact.	4, 8, 10, 15	4, 5, 10, 19, 20, 21, 22, 23
LU, U, T, PR, PF, H, CD, I, ED	2	Development should be compatible with the land use chapter of the Comprehensive Plan and fiscally responsible in supplying adequate transportation, utilities and parks to newly developed areas.	1, 2, 4, 6, 7, 8, 9, 10, 13, 16, 17, 18, 19	1, 2, 3, 4, 5, 9, 10, 12, 18, 19, 20, 23
LU, NR	3	Land use decisions should consider the preservation and enhancement of natural resources.	5, 9, 11, 14	5, 6, 7, 8, 10, 17, 22, 23, 28
LU, NR, U, T, H, CD, I	4	The city should evaluate community-wide impacts from development; identifying their needs for public facilities, utilities, services, circulation, and housing, and the effects on city resources.	2, 3, 4, 8, 10, 15, 19	3, 4, 6, 18, 20, 21, 22
LU, U, T, PF	5	Areas proposed for annexation are to be considered only if they are contiguous to the city limits and adequate infrastructure can be provided to service the development.	4, 8	6, 10
U, T, CD, I, ED	6	City infrastructure improvement projects should aim to improve all above and below ground facilities (paths, connectivity, pedestrian/bike amenities) and utilities (sewer and water).	10, 13	3, 4, 6, 9, 10, 11, 16, 18, 22, 26
NR, R, I	7	Ensure adequate park, recreation and open spaces are provided for and maintained for the continued enjoyment of the community.	3, 5, 8, 9, 11, 13, 14, 15	6, 10, 15, 27
LU, T, PR, ED	8	Improve pedestrian, bicycle and vehicular safety along city streets.	5, 6, 7, 13, 18, 19	4, 9, 11, 15, 16, 20, 25, 26
LU, NR, U, T, PR, H, CD, I	9	Regularly evaluate and update impact fees for support of transportation systems and parks and require developer participation (land donations and mitigation).	4, 8, 9, 11	4, 6, 9, 10, 16, 27, 28
PR, NR, PF	10	Encourage and support recreational activities (passive and active uses) catered to senior citizens, retirees, families, teens and youth populations.	9, 11, 13, 14	4, 6, 15, 16, 20
LU, T, CD, CBD, ED	11	Promote nodes of development and density in the downtown and strategically along transportation corridors.	3, 5, 6, 7, 12, 17, 18	1, 3, 4, 5, 9, 11, 12, 13, 14, 25, 26, 29
LU, T, CD, H, CBD, ED	12	Encourage rezoning and zoning text amendments to support the creation of strategic nodes, higher density development and transition zones between residential and industrial uses.	3, 5, 6, 7, 12, 13, 16, 17, 18	1, 3, 5, 9, 11, 12, 13, 14, 25, 27, 28

Element	No.	Policy	Goal Reference	Action Reference
LU, NR, U, T, PR, H, CD, I, ED	13	Growth should be accompanied by the development of infrastructure, public services, utilities and preservation of open space and recreational facilities within the cities means.	4, 8, 9, 10, 15	4, 5, 8, 9, 10, 11, 18, 20
LU, NR, PF, U, I	14	Coordinate and support local water and irrigation districts in efforts to balance growth with available water supplies and infrastructure.	4, 8, 15	10
NR, HA, I	15	Protect lives and property from environmental and man-made risks and hazards.	5, 16	5, 6, 7, 8, 22, 28
LU, U, T, I	16	Ensure levels of public services, facilities, and utilities are adequate to satisfy the community's needs now and as new development occurs.	1, 4, 8, 15	2, 7, 9, 10, 11, 18, 20
LU, I, ED	17	Encourage small-scale retail activity, restaurants and other service business, as well as attract a live, work, play lifestyle through a mixture of commercial and residential uses.	3, 6, 7, 12, 13, 17, 18	1, 3, 4, 9, 11, 12, 13, 14, 24, 25, 26, 29
T, I	18	Minimize financial and operational impacts resulting from road improvement projects and maintenance.	1, 15, 19	4, 9, 10
PR, NR, I	19	Ensure park and recreation facilities are easily visible and can be found with minimal effort.	5, 9, 11	15, 26
PR, NR, I	20	Encourage revenue-producing parks and recreation development opportunities.	9, 11, 14	10, 15, 16, 17, 24
PR, NR, I	21	Coordinate with all other parks and recreation providers in the region to provide a full spectrum of parks and recreation opportunities.	1, 11, 13, 14	15, 16, 17, 27
T	22	Ensure multi-modal transportation compatibility and connectivity between agencies and jurisdictions through regional coordination.	1, 6, 7, 19	4, 9, 11, 13, 20, 25, 28
LU, I	23	Ensure land use and zoning compatibility related to development (density and type) occurring in close proximity to Coeur d'Alene Airport.	17, 12, 16, 18	1, 2, 5, 13
CBD, T I, CD, PR, PF, ED	24	Explore the location and feasibility of a community center or core development in downtown Hayden.	5, 6, 9, 13, 18	4, 12, 16, 25

Public Agency Comments

Deborah Shaver

From: Bob Chandler <bobchandlercda@gmail.com>
Sent: Tuesday, November 18, 2025 1:21 PM
To: Planning
Subject: Agency Notice - PZE-24-0133, City-Initiated Government Way Annexation

Categories: Deborah

No Comments.

Bob Chandler | District Manager
Avondale Irrigation District

PO Box 81, Hayden, ID 83835
P (208) 772-5657 | M (208) 691-3428

Deborah Shaver

From: Ken <kwind@Harsb.org>
Sent: Tuesday, November 18, 2025 1:06 PM
To: Planning
Subject: PZE-24-0133, City-Initiated Government Way Annexation

Categories: Deborah

HI Hayden Planning Department,

HARSB has no comment to the PZE-24-0133, City-Initiated Government Way Annexation.

Thanks
Ken Windram
Hayden Area Regional Sewer Board
208-772-0672

Privileged / confidential information may be contained in this message. If you are not the addressee indicated in this message (or responsible for delivery of the message to such person), you may not copy or send this message to anyone. In such case, you should destroy this message and kindly notify the sender by reply e-mail. Although this email has been scanned for the possible presence of computer viruses prior to dispatch, we cannot be held responsible for any viruses or other material transmitted with, or as part of, this email without our knowledge.

Deborah Shaver

From: Robert Beachler <Robert.Beachler@itd.idaho.gov>
Sent: Tuesday, November 18, 2025 1:07 PM
To: Planning
Subject: RE: Agency Notice - PZE-24-0133, City-Initiated Government Way Annexation

Categories: Deborah

No Comments from the Idaho Transportation Department regarding the proposed Government Way annexation into the City of Hayden.

Robert Beachler
District 1 Planning Program Manager
Idaho Transportation Department
600 W. Prairie Ave
Coeur d'Alene, ID 83815
robert.beachler@itd.idaho.gov
(208) 772-1216
Office Hours M-TH 6-4:30

From: CITY OF HAYDEN - Community Development <noreply@bsacloud.com>
Sent: Tuesday, November 18, 2025 12:09 PM
To: Robert Beachler <Robert.Beachler@itd.idaho.gov>
Subject: Agency Notice - PZE-24-0133, City-Initiated Government Way Annexation

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Good afternoon,

Please see the attached Agency Notice for a City-initiated Annexation of N Government Way, also including three parcels between N Government Way and N Highway 95. Comments should be sent no later than December 2, 2025, to be included in the Staff Analysis and can be emailed to planning@haydenid.gov. Should you not have comments on the matter, an email indicating so is much appreciated. If you have any questions, please do not hesitate to contact the City Planning Department at planning@haydenid.gov.

Thank you & have a great day!

Sincerely,

Shannon Drappo

Deborah Shaver

From: Andrew Deak <adeak@kcgov.us>
Sent: Tuesday, November 18, 2025 1:02 PM
To: Shannon Drappo; Planning
Subject: AGENCY REPLY - FW: Agency Notice - PZE-24-0133, City-Initiated Government Way Annexation
Attachments: PZE-24-0133 Agency Notice.pdf
Categories: Deborah

Good Afternoon Shannon,

KCSO does not have any concerns at this time regarding PZE-24-0133, City-Initiated Government Way Annexation.

Respectfully

Andrew M. Deak

Captain

Kootenai County Sheriff's Office – North Campus
2451 W Dakota Ave
Hayden, ID 83835
Office - (208) 446-1311
Fax - (208) 446-1407
Email: adeak@kcgov.us



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Deborah Shaver

From: Eric W. Shanley, P.E. <eric@lakeshwy.com>
Sent: Tuesday, November 18, 2025 12:33 PM
To: Aliesha Hendry; Planning
Cc: Alan Soderling; Donna Phillips
Subject: FW: Agency Notice - PZE-24-0133, City-Initiated Government Way Annexation
Attachments: PZE-24-0133 Agency Notice.pdf

Categories: Deborah

Some people who received this message don't often get email from eric@lakeshwy.com. [Learn why this is important](#)

Thanks Shannon, we'll get this on our next Board Meeting Agenda for 12/1. I suspect this will result in a letter of support since LHD's requested this since Hayden Canyon.

Best Regards,

Eric W. Shanley, P.E.

Director of Highways
Lakes Highway District
17783 N. Pope Road
Hayden, Idaho 83835
208-772-7527
208-772-7411

From: CITY OF HAYDEN - Community Development <noreply@bsacloud.com>
Sent: Tuesday, November 18, 2025 12:09 PM
To: Eric W. Shanley, P.E. <eric@lakeshwy.com>
Subject: Agency Notice - PZE-24-0133, City-Initiated Government Way Annexation

Good afternoon,

Please see the attached Agency Notice for a City-initiated Annexation of N Government Way, also including three parcels between N Government Way and N Highway 95. Comments should be sent no later than December 2, 2025, to be included in the Staff Analysis and can be emailed to planning@haydenid.gov. Should you not have comments on the matter, an email indicating so is much appreciated. If you have any questions, please do not hesitate to contact the City Planning Department at planning@haydenid.gov.

Thank you & have a great day!

Sincerely,

Shannon Drappo

Planner

Northern Lakes Fire Protection District

Proudly serving the areas of and surrounding Hayden and Rathdrum

Hayden Area (208) 772-5711 • Fax: (208) 772-3044
Rathdrum Area (208) 687-1815 • Fax (208) 687-2088
www.northernlakesfire.com

November 18, 2025

City of Hayden
8930 N. Government Way
Hayden, ID 83835

Attn. Shannon Drappo, City Planner,

The Northern Lakes Fire Protection District has reviewed the Annexation Request for The City of Hayden. This is to annex 19.6 acres from Kootenai County to the City of Hayden. Located on tax parcels 51N04W027300, 51N04W027200 and 081900010030. Case # PZE-24-0133.

The Fire District approves of the Annexation Request and has the following requirements:

- Road access for future developments within annexation boundaries shall have an all-weather driving surface with a minimum driving surface width of no less than twenty (20) feet for access without fire hydrants and twenty-six (26) feet for access with fire hydrants.
- Future development will be reviewed for the addition of new fire hydrants. Hydrant placement shall be approved by the Fire District. Hydrants shall be required to have a 5-inch Storz adapter, with cover, located on the large port and a hydrant marking flag.
- Future development plans shall be reviewed and approved by Fire District prior to approval. Additional fees will be associated to these reviews.
- Current Idaho Fire Code requirements shall apply when building permits are applied for. Additional requirements may apply depending on size and type of occupancy constructed.
- Review fees are charged at \$75.00/hour minimum of one hour for review plus \$30.00 per dwelling unit for subdivisions of land.

If you have any questions, please call 208-772-5711.

Thank you,

Tyler Drechsel

Tyler Drechsel
Fire Marshal

Deborah Shaver

From: Paul Tucker <PaulT@nkwsd.com>
Sent: Friday, November 21, 2025 9:07 AM
To: Planning
Subject: Re: Agency Notice - PZE-24-0133, City-Initiated Government Way Annexation
Attachments: PZE-24-0133 Agency Notice.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

North Kootenai Water & Sewer provides water service to the properties, and it is the District's intent to continue to provide public water service

Get [Outlook for iOS](#)

From: CITY OF HAYDEN - Community Development <noreply@bsacloud.com>
Sent: Tuesday, November 18, 2025 12:08 PM
To: Paul Tucker <PaulT@nkwsd.com>
Subject: Agency Notice - PZE-24-0133, City-Initiated Government Way Annexation

Good afternoon,

Please see the attached Agency Notice for a City-initiated Annexation of N Government Way, also including three parcels between N Government Way and N Highway 95. Comments should be sent no later than December 2, 2025, to be included in the Staff Analysis and can be emailed to planning@haydenid.gov. Should you not have comments on the matter, an email indicating so is much appreciated. If you have any questions, please do not hesitate to contact the City Planning Department at planning@haydenid.gov.

Thank you & have a great day!

Sincerely,

Shannon Drappo

Planner

From: [Kim Stevenson](#)
To: [Planning](#)
Subject: FW: Agency Notice - PZE-24-0133, City-Initiated Government Way Annexation
Date: Wednesday, November 26, 2025 11:37:01 AM
Attachments: [image001.png](#)
[PZE-24-0133 Agency Notice.pdf](#)

Good Afternoon,

The Coeur d'Alene Airport requests an avigation easement be recorded on each of the three parcels.

Please contact me if you have any further questions.

Kind Regards, Kim



From: CITY OF HAYDEN - Community Development <noreply@bsacloud.com>
Sent: Tuesday, November 18, 2025 12:09 PM
To: Kim Stevenson <kstevenson@kcgov.us>
Subject: Agency Notice - PZE-24-0133, City-Initiated Government Way Annexation

Good afternoon,

Please see the attached Agency Notice for a City-initiated Annexation of N Government Way, also including three parcels between N Government Way and N Highway 95. Comments should be sent no later than December 2, 2025, to be included in the Staff Analysis and can be emailed to planning@haydenid.gov. Should you not have comments on the matter, an email indicating so is much appreciated. If you have any questions, please do not hesitate to contact the City Planning Department at planning@haydenid.gov.

Thank you & have a great day!

Sincerely,

Shannon Drappo

Planner

5. **NEW BUSINESS**

- A. **ACTION ITEM** Election of Council President



Memo

TO: City Council
FROM: Abbi Sanchez, City Clerk
DATE: January 13, 2026
RE: Election of Council President

Agenda Item

New Business

Summary

In accordance with Idaho Code 50-702, following the Oath of Office of elected/re-elected officials, one of the first tasks the Council is to perform is the election of one of the Council Members as Council President.

The Council President, in the absence of the Mayor, will exercise the office of mayor by running the Council meetings and signing city documents.

Motion/Action

Nominate a Council Member to be the Council President.

- B. **ACTION ITEM** Consider Sewer Collection System Capitalization Fee Study with FCS



Memo

To: Mayor and Hayden City Council

From: Lisa Ailport, City Administrator

Date: January 7, 2025

Agenda Item: Consider Sewer Collection System Capitalization Fee Study with FCS

Agenda Item Location

New Business

Background and Recommended Action or Motion

Staff recommends approval and authorization of the Mayor to sign the Sewer Capitalization Fee Study with FCS in an amount not to exceed without prior approval of \$18,530.00.

With the recent completion of the forcemains, gravity mains and H6 lift station, as well as previous improvements to the overall gravity sewer system, it is time to roll those collective costs into the overall system cost and include it into the sewer collection system capitalization fee. With the above agreement, FCS will complete the rate analysis and will provide their recommendations as to what the future rate should be for council to consider adopting.

Any changes accepted will likely cause a public hearing to the city fee schedule to occur at a future date.

Functional Impact of Authorizing or Not Authorizing

Authorizing the contract provides the mechanism and defensibility for increasing the capitalization fee with the new investments made to the sewer collection system. Not authorizing this means the city has no intention of including the new investments in the connection capitalization fee.

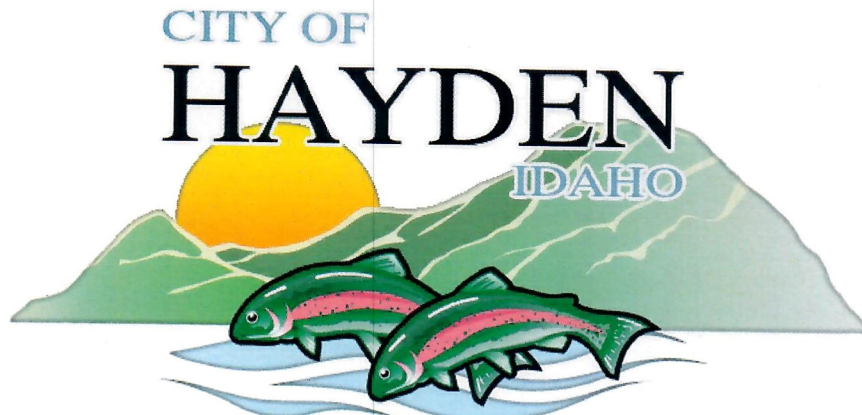
Each hook-up sold between now and when this study is completed will lose the opportunity to recover those costs in the interim.

Fiscal Impact

The rate study wasn't budgeted in FY26 because it couldn't be completed without the completion of the H6 upgrades. Since that project is nearing completion (awaiting on O&M manuals by JUB and closing out lift station), staff feels confident that those costs can be either estimated or included once the work is initiated.

Budget Funding Source / Transfer Request
211-899-59807

Attachment
Agreement and Scope of Service



PROFESSIONAL SERVICES AGREEMENT

AGREEMENT made between The City of Hayden Governmental Entity, a political subdivision of the state of Idaho, herein "ENTITY" and, FCS Group, herein "CONSULTANT".

The parties agree as follows:

1. **SCOPE OF WORK:** ENTITY engages CONSULTANT to perform the work associated the attached scope of service, to include preparation of an executive level report documenting the fee study process, methodology, key assumption, results and recommendations.
2. **PAYMENT:** ENTITY agrees to pay CONSULTANT for their services rendered under this Agreement of \$18,530, not to exceed without prior approval, as dictated by the Hayden City Council and communicated to the CONSULTANT. The parties agree that CONSULTANT will invoice ENTITY for payment under this Agreement for services rendered herein.
3. **RIGHT OF CONTROL:** CONSULTANT has no obligation to work any particular hours or days or any particular number of hours or days. CONSULTANT agrees, however, that his other contracts or services shall not interfere with the performance of his services under this Agreement.
4. **INDEPENDENT CONSULTANT RELATIONSHIP:** CONSULTANT is an independent CONSULTANT and is not an employee, servant, agent, partner, or joint venturer of ENTITY. ENTITY shall determine the work to be done by CONSULTANT, but CONSULTANT shall determine the legal means by which it accomplishes the work specified by ENTITY.
5. **FEDERAL, STATE, AND LOCAL PAYROLL TAXES:** Neither federal, state or local income taxes, nor payroll taxes of any kind shall be withheld and paid by ENTITY on behalf of CONSULTANT or the employees of CONSULTANT. CONSULTANT shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes. CONSULTANT understands that CONSULTANT is responsible to pay, according to law, CONSULTANT's income tax. CONSULTANT further understands that CONSULTANT may be liable for self-employment (Social Security) tax to be paid by CONSULTANT according to law.
6. **LICENSES AND LAW:** CONSULTANT represents that he possess the skill and experience necessary and all licenses required to perform the services under this agreement.

CONSULTANT further agrees to comply with all applicable laws in the performance of the services hereunder.

7. FRINGE BENEFITS: Because CONSULTANT is engaged in its own independently established business, CONSULTANT is not eligible for, and shall not participate in, any employee pension, health, or other fringe benefit plans of ENTITY.

8. WORKER'S COMPENSATION: CONSULTANT shall maintain in full force and effect worker's compensation for CONSULTANT and any agents, employees, and staff that the CONSULTANT may employ, and provide proof to ENTITY of such coverage or shall provide proof that such worker's compensation insurance is not required under the circumstances.

9. EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES: CONSULTANT shall supply, at CONSULTANT's sole expense, all equipment, tools, materials and/or supplies to accomplish the services to be provided herein.

10. EFFECTIVE DATE: This contract will run from the date at which it is signed by both parties until such time as the services are deemed no longer needed by the Mayor and Council or contract fulfillment is reached.

11. WARRANTY: CONSULTANT warrants that all materials and goods supplied under this Agreement shall be of good merchantable quality and that all services will be performed consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances ("Standard of Care"). CONSULTANT acknowledges that it will be liable for any breach of this warranty.

12. INDEMNIFICATION: CONSULTANT agrees to indemnify and hold harmless ENTITY, 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 caused by any negligent performances or activities of CONSULTANT, CONSULTANT's agents, employees, or representatives under this Agreement.

13. WAIVER OF CLAIMS: CONSULTANT, by signature of this document does hereby waive any rights to any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the acts up to \$1,000,000 against the ENTITY.

14. NONWAIVER: Failure of either party to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

15. CHOICE OF LAW: Any dispute under this Agreement, or related to this Agreement, shall be decided in accordance with the laws of the state of Idaho.

16. ENTIRE AGREEMENT: This is the entire Agreement of the parties and can only be modified or amended in writing by the parties.

17. SEVERABILITY: If any part of this Agreement is held unenforceable, the remaining portions of the Agreement will nevertheless remain in full force and effect.

18. 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 CONSULTANT employs ten (10) or more persons, CONSULTANT 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.

19. 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.

20. Certification that Company is Not Currently Owned or Operated by the Government of China. Pursuant to Idaho Code section 67-2359, CONSULTANT 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.

DATED this _____ day of _____, 2026.

ENTITY:

Mayor

CONSULTANT:

By Angie S. Menoche
Owner

ATTEST:

City Clerk

Form and content approved by Fonda Jovick, as attorney for the City of Hayden.



CITY OF HAYDEN

Sewer Capitalization Fee Study

BACKGROUND

The City of Hayden (City) has requested an update of the existing sewer capitalization fee (“Cap Fees”) to reflect the current value of infrastructure investment in the system and to ensure that new customers connecting to the system are contributing their proportionate share of the system capacity being requested. The tasks discussed below include the level of effort required to calculate an updated Cap Fee adhering to the methodology identified in the Idaho Supreme Court ruling in *North Idaho Building Contractors Association (NIBCA) v. City of Hayden (2015)*.

TASK PLAN

Task 1 | Kickoff Meeting and Data Collection

Submit a written request for the data needed to complete the study – example data includes asset register information identifying original cost, booked/installation date, useful life, annual & accumulated depreciation, and system capacity. FCS will review and analyze data received and identify any data limitations, gaps, or issues of concern. The kickoff meeting will provide an opportunity for the project team to identify and discuss key policy and technical issues to be addressed in the study.

Task 2 | Capitalization Fee Review and Update

A capitalization fee (also known as a connection fee) is a one-time fee for new or redevelopment used to recover a proportional share of the value of facilities required to provide service. In the 2015 Idaho Supreme Court Case *NIBCA v the City of Hayden* the court referenced a methodology and calculation used in *Loomis v. City of Hailey* for calculation of connection fees. The court held that the connection fee must be based on the cost of replacing the pipe and equipment that is in the ground today (i.e., the value of the existing system) and the value of the system should represent that portion of the system capacity that the new user will utilize at that point in time. In essence, future capital projects are not allowed in the connection fee calculation until they are constructed and placed in service.

Since the Court’s ruling, the methodology presented in **Exhibit 1** has been used by municipalities in Idaho to update their connection/capitalization fees.

Exhibit 1: Capitalization Fee Calculation

Methodology
Gross Present Day Replacement Value of System
Less: Outstanding Bond Principal
Less: Unfunded Depreciation
= Net Present Day Replacement Value
÷ Number of Users Current System Can Support
= Total Capitalization Fee per Unit

This task will update the City’s Sewer Cap Fees using the methodology outlined in Exhibit 1. Key steps include:

- Calculation of gross present day replacement value of the system.
 - » Determine gross present-day replacement value of the system by using the original cost asset data available and applying an engineering cost index. The current inventory of assets used in the prior Cap Fee update will be used along with additions from the time of the last update. The City’s asset accounting system records identifying original costs and year of construction will be used first to compile the value of the system and complete the asset inventory. The base project budget assumes the City’s asset accounting system and records have adequately captured the system asset values.

If the initial review indicates that significant work is needed to more accurately represent the existing system value, additional effort may be required from the city and/or consulting engineer(s) to complete the system records. This additional assistance is not part of this budget.
- Review City asset record to determine the assets eligible for inclusion in the fee calculation.
- Identify allowable deductions for bond principal and unfunded depreciation.
- Calculate net present day replacement value.
- Work with City staff to determine the number of users the existing sewer system (facilities in the ground functioning today) can support.
- Calculating the maximum allowable charge per sewer dwelling unit.
- Develop an updated schedule of charges.
- Complete a fee survey for a typical single-family Cap Fees for up to five (5) jurisdictions chosen by the City.

Task 3 | Review Meetings and Presentation

During the study process, it will be important to interact frequently with staff throughout the project, to ensure that the findings and recommendations reflect approaches that are understood by impacted



parties and can be implemented within the City’s administrative practices. The following review meetings and presentation are proposed.

- Three (3) project team meetings to review the Cap fee analysis at key milestone points.
 - » Two (2) meetings for duration of one (1) hour to review the preliminary results and identify outstanding issues/data needs.
 - » One (1) meeting for duration of one (1) hour for additional review of incorporated changes and to finalize analysis based on meeting input and direction.
- One (1) presentation to the City Council. The presentation is recommended in a workshop or work session format to maximize interaction and collaboration. The presentation will discuss key assumptions, methodology, and proposed fees developed for input and discussion. This task includes the development of presentation materials.

Task 4 | Documentation

Prepare an executive level report documenting the fee study process, methodology, key assumptions, results, and recommendations.

SCHEDULE

Completion of the analysis is based on a variety of issues. These issues include timeliness of receipt of requested data/information; quality of data; ability to schedule meetings in a timely manner; and the ability of the City to provide policy direction for the study to move forward at key study milestones. A specific project schedule will be developed during the initial project meeting.

BUDGET

The total proposed level of effort to complete the sewer capitalization fee study is summarized below. Our normal billing practice is to bill based on time and materials expended, not to exceed the total budget. If we have scaled our approach out of line with the City’s expectations, we would be more than happy to negotiate the appropriate level of effort.

Exhibit 2: Sewer Capitalization Fee Study Budget

Estimated Level of Effort by Task	Managing Principal	Analyst	Admin Support	Total Hours	Fee Estimate
Task 1: Kick off meeting/data collection		4		4	\$ 800
Task 2: Capitalization fee review and update	8	30		38	8,640
Task 3: Review meetings/presentation					-
- Review meetings (3@1hr each)	3	3		6	1,590
- Presentation development	2	6		8	1,860
- Presentation prep and meeting (on-site)	4			4	1,320
Task 4: Documentation	2	16		18	3,860
Project administration			4	4	460
Total Hours Budgeted	19	59	4	82	
Total Fee Estimate					\$ 18,530



Although we have tried to estimate the level of effort by task, the amount billed for any specific task may vary from the estimates shown above depending on the amount of time actually spent on that task. We propose to complete the task plan outlined above for an amount not to exceed **\$18,530**. This estimate is valid through December 31, 2026 – beyond that date, we may adjust the estimate to incorporate our prevailing hourly billing rates. If any additional services are required due to unforeseen circumstances and/or conditions, FCS will notify the City and will obtain the City's written approval prior to proceeding with any additional work.

We look forward to the opportunity to work with the City on this project. Please do not hesitate to contact me if you have any questions about this proposal.

Respectfully,

A handwritten signature in blue ink that reads 'Angie S. Virnoche'.

Angie Sanchez Virnoche
Principal

- C. **ACTION ITEM** J-U-B Engineers, Inc. Authorization for Contract Amendment for Sewer Capitalization Fee Support Services



Memo

To: Mayor and Hayden City Council

From: Alan Soderling, Public Works Director

Date: 1.13.2026

Agenda Item: Authorize contract with J-U-B Engineers, Inc. to update City sewer Geographic Information System (GIS) data and provide technical and data support to the City's Sewer Capitalization Fee Study.

Agenda Item Location

Consent

Recommended Action or Motion

Motion: Move to authorize contract with J-U-B Engineers, Inc. to update the City sewer GIS data and provide technical assistance to the City's Sewer Capitalization Fee Study.

Functional Impact of Authorizing

This action authorizes a contract with J-U-B Engineers, Inc. in an amount not to exceed \$27,000 to update the City sewer GIS data to incorporate sewer system changes since the last update in 2019. In that time, more than 30 projects and developments have generated many system additions which are not presently captured in our mapping data. This update provides the City with a comprehensive record and reference to manage its facilities, and is also essential to the capitalization fee study process, which utilizes the replacement value of the system to establish a fair and equitable basis to assess capitalization fees to new users. To accurately establish the replacement value of the system, an update that accurately reflects the most current infrastructure is essential.

Functional Impact of Not Authorizing

If this action is not authorized, the City will continue to operate without updated maps and data that reflect the current sewer system configuration, and the ability of our sewer capitalization fee study contractor to complete their important work will be in question. If capitalization fees are not updated to recognize significant new infrastructure in the sewer system, new users accessing the system will not pay their fair share, and other users will bear the inequity.

Fiscal Impact

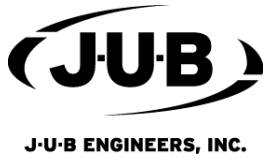
This contract is not to exceed \$27,000.

Budget Funding Source

211-899-59807 – Sewer Cap Fee Rates Study/Update

Attachments

J-U-B Engineers, Inc. Sewer Capitalization Fee Study Support Contract



J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES

Authorization for Contract Amendment

CLIENT: City of Hayden, ID

Project Name: 2026 Sewer Cap Fee Support Services

J-U-B Project Number: 20-26- Task 100 Wastewater Subtask 002 - 2026 Sewer Cap Fee Support Services

1. Amendments. The following amendments to Attachment 1 – Scope of Services, Basis of Fee and Schedule to the project referenced above have been or will be performed by J-U-B ENGINEERS, Inc. (J-U-B). These Amendments are a supplement to the scope of services contained in J-U-B’s existing Agreement for Professional Services for this Project, dated 8/26/22. All other TERMS AND CONDITIONS of said Agreement remain in full force and effect.

See Attachment 1 - Scope of Services. Basis of Fee. and Schedule.

2. Verbal Authorization by CLIENT, if Applicable. J-U-B was verbally authorized by the CLIENT to provide these Amendments by:

Name Date

3. Payment for Amendments. Unless otherwise noted below, J-U-B will provide these Amendments on a time and materials basis, using J-U-B’s standard billing rates or, if applicable, the billing rates established in the initial Agreement for Professional Services.

Other Basis for Payment:

See Attachment 1 - Scope of Services. Basis of Fee. and Schedule.

4. Schedule of Services. Due to the Amendments, the Schedule of Services to be performed under the original Agreement for Professional Services is modified as follows:

See Attachment 1 - Scope of Services. Basis of Fee. and Schedule.

Dated this ___ day of ___, ___.

CLIENT

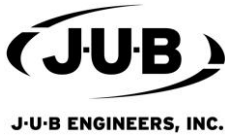
J-U-B ENGINEERS, Inc.

By: Project Representative or Authorized Signatory for CLIENT

By: Jon R. Baune Project Representative or Authorized Signatory for J-U-B

Print or Type Name and Title

Jon R. Baune, P.E., Project Manager Print or Type Name and Title



**J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES**

Attachment 1 – Scope of Services, Basis of Fee, and Schedule

PROJECT NAME: 2026 Sewer Cap Fee Support Services

CLIENT: City of Hayden

J-U-B PROJECT NUMBER: 20-26-

CLIENT PROJECT NUMBER: NA

ATTACHMENT TO:

AGREEMENT DATED: Click or tap to enter a date.; or

AUTHORIZATION FOR CONTRACT AMENDMENT #X; DATED: _____

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

PART 1 - PROJECT UNDERSTANDING

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

The City of Hayden is initiating a separate cap fee study with FCS Group and has requested J-U-B's support services to update the City's system records in coordination with the study. Cap Fee Support Services includes: the review and update of the City's sewer GIS data, assistance on requested cap fee calculations, and coordination with FCS Group as required.

PART 2 - SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

A. Task 100: Wastewater

1. Subtask 001 – General - Reserved for General tasks as requested by Client with Authorization of additional services
2. Subtask 002 – Cap Fee Support Services
 - a. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
 - b. Project management for the invoice, billing, and management required to track and perform project task for the duration of the project (estimated at 2 months) including:
 - i. Conduct project planning and risk assessment.
 - ii. Coordinate quality assurance / quality control (QA/QC) processes.
 - iii. Regularly monitor project status, budget and schedule.
 - iv. Provide a status report to CLIENT on project status, budget and schedule with monthly invoice.
 - v. Provide ongoing document handling and filing.
 - c. One kickoff and coordination meeting with City
 - d. Obtain current GIS of City piping – For this analysis; J-U-B already possess the most current Sewer GIS database information.
 - e. Obtain, catalogue, and track Record Drawings Provided by City (approximately 30 developments/projects because the GIS Database is current as of the 2020 Master Plan).

- f. Incorporate City-provided Record Drawing information into GIS System (Anticipated to be for up to 30 developments/projects) to bring GIS Database current to December 2025.
- g. Conversion manhole and pipe database to NAVD 88 Vertical Datum - Convert data to NAVD 88 from the existing NGVD 29 vertical datum, shifting existing data-set and new development information as needed.
- h. Generate spreadsheet of pipe length, type, size, year installed and manhole year installed. Summarize data into tables.
- i. J-U-B will update the prior replacement cost values to January 2026 replacement cost values referencing the construction cost index.
- j. J-U-B will also update the most recently published Sewer Collection System Capacity letter to incorporate system additions since the prior analysis.
- k. One meeting to review updates with FCS and City to determine system valuation and CAP Fee (FCS model). It is expected that the FCS Group will incorporate J-U-B's updates into the financial model in order to review, calculate, and document the sewer system Capacity Fee.
- l. Archive paper and electronic files and records.
- m. Communicate the project completion to CLIENT and other affected agencies and stakeholders, as required.
- n. Close financial billing and accounting records in J-U-B's financial and record-keeping systems.

B. Task 900: Management Reserve Fund

1. The Management Reserve Fund establishes a pre-authorized budget for additional tasks that may be requested by the CLIENT's Authorized Representative and performed by J-U-B upon mutual agreement of scope, budget, and schedule.
2. J-U-B will not exceed the pre-authorized amount without CLIENT approval.

PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES

A. CLIENT-Provided Work - CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 2 that may be required for the project including, but not limited to:

1. Provide record drawings of all sewer system improvements since the 2020 Master Plan.
2. Facilitate coordination/communication with FCS Group as necessary.

B. Additional Services - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:

1. GIS Support Services: Provide assistance to the GIS department for more detailed GIS services such as integration of data to a hosted ArcGIS online, development of an asset management program and planning for future operations and maintenance. Scope, schedule, and fee to be determined if assigned.
2. Manhole and Pipe Naming convention development

PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES

A. CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:

1. For Time and Materials fees:
 - a. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B's personnel times J-U-B's standard billing rates.
 - b. Client shall pay J-U-B for J-U-B's Consultants' charges times a multiplier of 1.1.
2. J-U-B may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.

B. Period of Services

1. If the planned period of service for the Tasks identified above extend more than one year, J-U-B's billing rates and/or fees for remaining Tasks may be increased to account for direct labor cost, rate table adjustments, or other inflationary increases. If that occurs, an adjustment to the billing rates and/or Fee will be computed based on remaining scope amount times the specific rate increase.
2. If the period of service for the Tasks identified above is extended beyond 6 months or if the Project has stop/start iterations, the compensation amount for J-U-B's services may be appropriately adjusted to account for salary adjustments, extended duration of project management and administrative services, and/or costs related to stop/start cycles including necessary monitoring and communication efforts during inactive periods.

C. CLIENT acknowledges that J-U-B's schedule commitments outlined in Part 4 are subject to the standard of care and J-U-B will not be responsible for delays beyond our direct control.

D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
100-002	Sewer - Cap Fee Support Services	Time and Materials (Estimated Amount Shown)	\$24,000	Completed evaluation 2 months after executed contract, notice to proceed, and receipt of all required data.
900	Management Reserve Fund	To Be Determined (Estimated Amount Shown)	\$3,000	As mutually agreed to by CLIENT and J-U-B
Total:			\$27,000.00	

PART 5 - CERTIFICATIONS AND DELIVERABLES

- A. *Certification Concerning Boycott's: Pursuant to Idaho Code section 67-2346, J-U-B certifies that it is not currently engaged in, and will not for the duration of the Agreement engage in, a boycott of goods or services from Israel or territories under its control. Furthermore, J-U-B certifies that it will not, for the duration of this Agreement, engage in a boycott of goods and services from companies that engage in or support the following industries: fossil-fuel based energy, timber, minerals, hydroelectric power, nuclear energy, agriculture, or firearms.*
- B. *Certification Concerning Abortion Providers: Pursuant to Idaho Code 18-87, J-U-B certifies that it is not currently an abortion provider and will not become one during the term of this Agreement.*
- C. *Certification Concerning Government Ownership or Operation. Pursuant to Idaho Code section 67-2359, J-U-B certifies that is not owned or operated by the government of China and will not for the duration of this contract.*
- D. Electronic deliverables provided to the CLIENT as part of the work described within this Attachment are subject to the provisions of J-U-B's "electronic document/data limited license" found at edocs.jub.com.
- E. The Client understands and agrees that Artificial Intelligence (AI) may be used as a tool on the Project, including but not limited to meeting notes, document format and editing, etc. (along with AI features that are integral to design and other software). Results of AI and software applications will be reviewed and, if necessary, modified by J-U-B prior to submittal as a Deliverable.

Exhibit(s):

- None

For internal J-U-B use only:

PROJECT LOCATION (STATE): Idaho

TYPE OF WORK: City

R&D: No

DISCIPLINE: Wastewater Collection

PROJECT DESCRIPTION(S):

1. Sewer/Wastewater Collection/Disposal (S04)
2. GIS/Asset Management (G04)

- D. **ACTION ITEM** Agreement with Wake Media, LLC for Communications and Information Technology Support



Memo

To: Mayor and Hayden City Council

From: Lisa Ailport, City Administrator

Date: January 7, 2026

Agenda Item: Contract with Wake Media for Communication for as directed, as needed IT and communications support.

Agenda Item Location

Consent

Background and Recommended Action or Motion

Staff recommends approval and authorization of the Mayor to sign the contract not to exceed \$5,000 without prior approval, with Wake Media to perform as directed, as needed IT and Communication tasks associated with city business.

Functional Impact of Authorizing or Not Authorizing

Authorizing this contract allows the city to continue to make investments with our IT systems, notably with website design and improvements, and to continue to make progress on citywide communication strategies.

Fiscal Impact

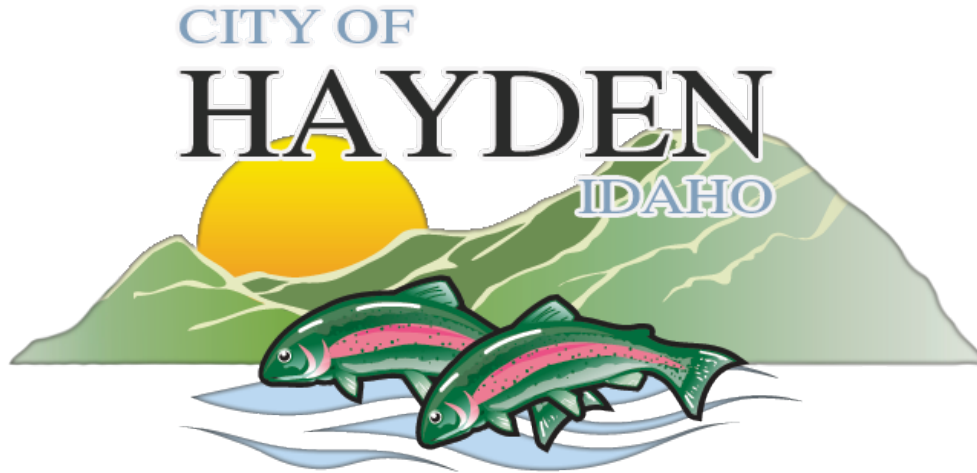
This contract was not budgeted but will be billed to professional services within the general fund.

Budget Funding Source / Transfer Request

110-211-52902

Attachment

Agreement



INDEPENDENT CONTRACTOR AGREEMENT

AGREEMENT made between the CITY OF HAYDEN, a political subdivision of the state of Idaho, herein "ENTITY" and Wake Media LLC, herein "CONTRACTOR",

THE PARTIES AGREE AS FOLLOWS:

1. **CONTRACT:** ENTITY hereby employs CONTRACTOR as an independent CONTRACTOR to complete and perform as directed, as needed consulting services to include, at a minimum, the following:

- IT support and communication assistance with city run programs and products.
- Communication tools and support systems so as to promulgate the city's communication needs or services.

CONTRACTOR agrees to provide all materials and services for the project(s) in accordance with the attached written specifications and quotes.

2. **TIME OF PERFORMANCE AND TERMINATION:** Parties agree that CONTRACTOR shall be available to the city for one year following the execution of this contract.

3. **COMPENSATION:** ENTITY agrees to pay CONTRACTOR \$150.00 per hour, in an amount not to exceed \$5,000 without prior approval by Council.

4. **INDEPENDENT CONTRACTOR:** The parties agree that CONTRACTOR is the independent CONTRACTOR of ENTITY and in no way an employee or agent of ENTITY and is not entitled to workers compensation or any benefit of employment with the ENTITY. ENTITY 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. ENTITY 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.

5. **WARRANTY:** CONTRACTOR warrants that all materials and goods supplied under this Agreement shall be of good merchantable quality and that all services will be performed in a good workmanlike manner. CONTRACTOR acknowledges that it will be liable for any breach of this warranty.

6. **INDEMNIFICATION:** CONTRACTOR agrees to indemnify, defend, and hold harmless ENTITY, 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.

7. **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, ENTITY 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 ENTITY prior to commencing its performance as herein provided, and require insurer to notify ENTITY ten (10) days prior to cancellation of said policy.

8. **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 ENTITY of such coverage or that such worker's compensation insurance is not required under the circumstances.

9. **COMPLIANCE WITH LAWS:** CONTRACTOR agrees to comply with all federal, state, city, and local laws, rules and regulations.

10. **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.

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

12. **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.

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.

DATED this 18th day of December, 2025.

ENTITY:
CITY OF HAYDEN

By: _____
Mayor

ATTEST:

CONTRACTOR:
By: Kyle Rutley, Wake Media LLC

Its: Owner of Wake Media LLC

WITNESS:

Clerk

6. **REPORTS**

A. City Administrator Report and Calendar Review

January 2026

January 2026							February 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 28	29	30	31	Jan 1, 26 City Hall Closed	2	3
4	5 5:30pm Planning and Zoning Commission (Council Chambers)	6	7	8 11:00am Historic Preservation Commission Meeting	9	10
11	12	13 5:00pm City Council Meeting (City Hall Council Chambers)	14 3:00pm Arts Commission	15	16	17
18	19 City Hall Closed 5:30pm Planning and Zoning Commission (Council Chambers)	20 4:00pm Hayden City Hall Featured Artist Reception	21 4:00pm Parks & Recreation Commission	22	23	24
25	26	27 5:00pm City Council Meeting	28	29	30	31

February 2026

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 1	2 5:30pm Planning and Zoning Commission (Council Chambers)	3	4	5 4:00pm Veterans Commission	6	7
8	9	10 5:00pm City Council Meeting (City Hall Council Chambers)	11 3:00pm Arts Commission	12 11:00am Historic Preservation Commission Meeting	13	14
15	16 8:00am City Hall Closed Presidents Day 5:30pm Planning and Zoning Commission (Council Chambers)	17	18 4:00pm Parks & Recreation Commission	19	20	21
22	23	24 5:00pm City Council Meeting	25	26	27	28



Memo

To: Mayor and Hayden City Council

From: Lisa Ailport, City Administrator

Date: January 7, 2025

Agenda Item: Administration Finance Update and Report by Prosecutor

Agenda Item Location

Admin Update

Background and Recommended Action or Motion

The attached financial report is supplied to council for review and comment. As we get closer to completing our FY25 Audit, staff feels more comfortable providing council with a fund balance for each of the respective funds that are managed. Please know that until such time as the audit is complete, these numbers can and likely will change. That said, it shouldn't change significantly and if so, staff is prepared to supply council with an explanation, should it warrant it.

Additionally, the prosecution report is provided with this memo from the City of Post Falls, and a copy of the Powerpoint Presentation for review of 2025 that I will provided is included for review and questions that you may have ahead of time.

Feel free to contact me with any questions.

Attachment

Financial report

Prosecution report

PowerPoint Presentation

FY26 Financial Statement for City of Hayden- 12/31/25

Revenues		FY2025 Actuals	FY2026 Budget	31-Oct	30-Nov	31-Dec
		Unaudited				
110 General Fund	\$	9,292,164.11	\$ 9,110,397.00	\$ 86,586.26	\$ 228,058.83	\$ 393,587.62
111 GF Investments (111)	\$	830,275.26	\$ -	\$ 72,015.93	\$ 150,645.80	\$ 150,645.80
111 FMV Adjustment	\$	50,284.04	\$ -	\$ 4,834.77	\$ 34,522.62	\$ 34,522.62
130 GF Major Capital	\$	3,651,276.69	\$ 883,789.00	\$ -	\$ 1,840.84	\$ 49,280.16
113-185 Special Revenue Funds	\$	\$111,031.34	\$ 903,005.50	\$ 30,781.12	\$ 40,281.14	\$ 40,701.81
120 Circulation Impact Fund	\$	1,153,159.70	\$ 6,616,050.00	\$ 36,770.43	\$ 101,949.47	\$ 158,859.46
121 Parks Impact Fund	\$	\$517,817.59	\$2,072,987.00	\$30,373.99	\$56,439.01	\$90,859.01
210-213 Enterprise Fund(s) (Sewer)	\$	9,768,669.92	\$ 23,273,749.00	\$ 22,222.88	\$ 1,353,186.92	\$ 1,630,849.59
Total		\$ 25,374,678.65	\$ 42,859,977.50	\$ 283,585.38	\$ 1,966,924.63	\$ 2,549,306.07
Expenses		FY2025 Actuals	FY2026 Budget	31-Oct	30-Nov	31-Dec
		Unaudited				
110 General Fund	\$	7,986,178.21	\$ 9,110,397.28	\$ 593,538.35	\$ 1,090,941.42	\$ 1,616,982.10
111 GF Investments (111)	\$	-	\$ -	\$ -	\$ -	\$ -
130 GF Major Capital	\$	\$3,631,921.78	\$ 883,789.00	\$ 30,040.14	\$ 30,040.14	\$ 55,501.21
113-185 Special Funds	\$	112,033.52	\$ 903,005.38	\$ 1,509.01	\$ 3,745.18	\$ 7,371.80
120 Circulation Impact Fund	\$	\$1,486,830.01	\$ 6,616,050.00	\$ (8.20)	\$ (8.20)	\$ 22,921.54
121 Parks Impact Fund	\$	\$184,074.84	\$ 2,072,987.00	\$ -	\$ -	\$ -
210-213 Enterprise Fund (Sewer)	\$	14,450,748.87	\$ 23,273,749.12	\$ 467,055.09	\$ 1,247,730.99	\$ 2,021,347.58
Total		\$ 27,851,787.23	\$ 42,859,977.78	\$ 1,092,134.39	\$ 2,372,449.53	\$ 3,724,124.23
Revenue - Expenses						
General Fund	\$	1,305,985.90	\$ (0.28)	\$ (506,952.09)	\$ (862,882.59)	\$ (1,223,394.48)
GF w/ 111	\$	2,136,261.16		\$ (434,936.16)	\$ (712,236.79)	\$ (1,072,748.68)
Enterprise Fund (Sewer)	\$					\$ (390,497.99)

FUND BALANCE SUMMARY

General Fund	
110 General Fund	\$ 10,171,537.80
111 Gen Fund Invest	\$ 2,874,661.35
130 Major Capital	\$ 3,787,318.61
General Fund Summary	\$ 16,833,517.76
Sewer Fund	
210 Sewer O&M	\$ 6,361,447.80
211 Capitalization	\$ (432,470.33)
212 Wastewater Bond	\$ 3,088,863.58
213 Sewer Replacement	\$ 1,162,776.26
Sewer Fund Summary	\$ 10,180,617.31

Fund Special Revenues

112 Honeysuckle Boat Launch	\$ 114,552.00
113 Veterans Memorial	\$ 21,016.54
114 Council Media Center	\$ 11,812.13
123 LID- Enhancement	\$ 315,343.25
131 PMT in Lieu	\$ 413,588.67
180 Museum Fid. Fund	\$ 1,264.28
185 Sewer Connection Assist	\$ 14,001.67
Impact Fees	
120 Transportation Impact 120	\$ 443,035.68
121 Parks Impact-121	\$ 2,319,544.90
122 Impact Fee- Law Enforce	\$ 12,382.22

Notes: As of time of this report, interest for December hadn't been posted. **General Fund** Revenues associated with Idaho State Sales Tax sharing are dispersed in January, April, July and October. Additionally, property tax is dispersed to the City by Kootenai County in January and July. **Sewer Fund:** Revenues received by customers are paid every other month, with the last payment and the month ahead payment being made at one time. The last invoice was mailed in December with a due date of 12/15/25.

City of Hayden
Cases Numbers for October 1, 2025 to December 31, 2025

DUI/Drugs	16
DB/Battery/Injury to Child	4
NCO Violation/Malicious Injury to Property/Resist & Obstruct	1
DWP/Traffic (Misd Driving Offenses)	10
Theft	14
DTP/Child Custody	2
Infractions	28
Code Violations	2
Miscellaneous (Unlawful Entry, Sexual Battery)	
Total	77

A close-up photograph of grass blades covered in a thin layer of white frost. The background is a soft, out-of-focus bokeh of light blue and white, suggesting a bright, overcast day. The lighting is soft and diffused, highlighting the texture of the frost on the grass.

2025
A YEAR IN REVIEW

HAYDEN

SUMMARY



At the end of year calendar year, it's important to take pause and reflect on where we have come.

This presentation is a chance to reflect and to plan.

The City had a massive year of growth and accomplishments



Finance Department



Finance

- BS&A transition from server-based program to Cloud Based.
- 2023, 2024 AND 2025 Audits! A HUGE accomplishment
- Draft finance policy- Initiated
 - Reserve policy
 - Internal Controls
 - Purchasing policy
 - Investment policy

Recreation



Youth Sport Leagues; (Resident =R; Non-Resident NR)

3258 Players (48%R, 52%NR) ↑469 from 2024 16.8%↑

Total volunteer coaches 572, ↑110 or 24%↑

- Youth Basketball 298 participants (52% R, 48%NR)
- Youth Basketball competition 30 teams, 290 players (13%R 87% NR) Gym space is maxed out.
- Youth Soccer – Spring 264 players (46% R, 51%NR) 15% ↑
- Youth Volleyball spring- 264 players (46%R, 54%NR) 6%↑
- Youth Baseball – 223 players (53% R, 47%NR) remains steady
- Youth flag football- 169 Players (46%R, 54%NR) 60%↑
- Youth soccer- Fall 788 Players (51.5%R, 48.5% NR) 37.5%↑
- Youth fall volleyball, fall 132 Players (39%R, 61%NR) Gym space is maxed out- waitlists

Recreation



Adult Sport Leagues/Tournament Players

951 Players ↓7.5% from 2024

Recreation



Special Interest Contracted Programs:
(R= resident, NR= Non-Resident)

Total Participants 350 (42% R, 58%NR)

ALTA Nutcracker Class – 8R, 3NR

Basic Balance Gymnastics- 12R, 19NR

KTigers Taekwondo – 2R

Lake City Figure Skating – 12R, 32NR

Peak Health & Wellness- 4NR

Pickleball Lessons- 8R, 11NR

Skyhawks Sports Camp- 210 (unknown on r/nr players)

Whitewater & Scenic Rafting 17R, 12NR



City Events

- 14 Events across the calendar year
- Estimated participants = 14,781
- Total volunteers =281

Facility Reservation

- Fields 838 requests
- Tournaments 4- 600 participants
- Youth sports camps 11 -320 Participants
- Park Shelters 48, 1985 Participants

Field Reservation 901- 43%↑

Participants 7,877- 35%↑

COMMUNITY DEVELOPMENT

Vacant Platted Lots	Code Enforcement	Valuations added
143 SFD	Open (28)	Residential \$37,474,632.40
25 Commercial	Closed (20)	Commercial \$36,739,698.86
14 Light Industrial	Prosecutor (4)	Circulation Impact Fee \$912,851.53
0 Mixed use	City (24)	Park Impact Fees \$320,811.00

*Comprehensive Plan 5-year Update – Completed!

*Area of Impact Agreement- Completed!

Community Development

Residential Permits (Thru 11/30)

- SFD- 112
- Manufactured Homes-6
- ADU's 2
- Duplexes 0
- Townhomes 13
- Residential Multifamily

Non-Residential Permits

- New Construction 19
- Accessory Structures 20
- Other (H6) 1



Community Development

New or Expanded Businesses

- 12, New
- 3, Expanded
- 1, Relocated

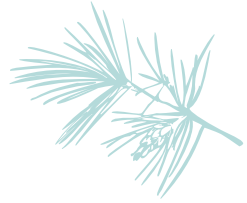
Minor & Major Subdivisions in the works

- Minor 10
- Major 13

Other PZE Processes (BLA, CUP's Annex)

- 41 Applications





Public Works

Public Works saw a huge level of effort over the calendar year.





Administration

- New Positions-
 - Deputy Director
 - Superintendents
 - Mechanic

Completed/Started:

- Hayden Canyon Park Master Plan
- Long Range Chip Seal Plan
- McIntire Park Master Plan
- Snow Plowing Adaptive Plan

Facility Improvement

- Purchased land for public works facility from County
- Additionally purchased adjacent 4-acres of land.
- Made improvements/investments into the facility
 - Installation of natural gas generator at City Hall
 - Heating equipment in Parks Space
 - Lighting in bays
 - Hazard Materials Storage pad
 - IT Equipment upgrades
 - Asphalt Storage Pad
 - Cardlock Reader
 - Security cameras



Streets & Parks Maintenance

- Restriped 90 crosswalks
- Installed 9 concrete pads
- Replaced 6 missing streetlights on Gov. Way.
- Added 2.69 lane miles of streets
- Resurfaced 4.35 lane miles
- Chip sealed 13.36 lane miles
- Added 4.6 miles of new sidewalk
- Managed 68.11 acres of parks
- Replaced Kiosk at Honeysuckle Beach

Public Works- Sewer Projects Initiated or Completed.

- H6 Gravity Sewer line completion
- H6 lift station- completion
- H6 and HARSB forcemain completion
- Sewer cleaned 50,585 FT
- Sewer CCTV 8,463.2 FT
- HARSB Dissolution- initiated





Looking Ahead

- Admin:
 - Finish McIntire Park Plan
 - Financial Policy
 - Capitalization Update (sewer)
 - Space analysis
- Parks
 - McIntire Park Implementation
 - Honeysuckle Waterways Grant
 - Finish McIntire Park Plan
 - Installation of painted benches
- Sewer
 - Facility Plan
 - Capitalization Study
 - Dissolution/Integration of HARSB



Looking Ahead

- Streets
 - Facility upgrades
 - Intersection designs
 - Honeysuckle/Ramsey
 - Honeysuckle/Gov. Way
 - Miles and Gov. Way
 - Atlas/Hayden (temporary)
 - Chip seal 19.5 lane miles
- Law Enforcement: Strategic Planning



Looking Ahead

- Recreation:
 - Continue to support current offered programs
 - Review fees associated with Non-residents.
- Community Development:
 - Code Amendments
 - Zoning
 - Aquifer
 - Wetlands
 - Transportation Master Plan Update
 - Parks Master Plan Update



An aerial photograph of a vast, dense forest of evergreen trees, likely spruce or fir, covering a mountain slope. The trees are heavily laden with snow, giving the forest a white and light blue appearance. The sky is a clear, pale blue. A semi-transparent white rectangular box is overlaid on the left side of the image, containing the word "QUESTIONS?" in a black, serif font.

QUESTIONS?

- i. 2025 Year in Review
 - B. Mayor/Council
- 7. **REQUEST FOR FUTURE AGENDA ITEMS**
- 8. **EXECUTIVE SESSION ACTION ITEM** *(Action will be taken to enter and exit Executive Session. No action will be taken during the Executive Session)*
 - A. Idaho Code 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.
- 9. **NEW BUSINESS**
 - A. **ACTION ITEM** Authorization to Make Offer of Purchase to the Hayden Area Regional Sewer Board



Memo

To: Mayor and Hayden City Council

From: Lisa Ailport, City Administrator

Date: 01.13.2026

Agenda Item: Authorize staff to submit a fair market value purchase offer to the Hayden Area Regional Sewer Board (HARSB) as required by Article VIII of the HARSB Joint Powers Agreement.

Agenda Item Location

New Business.

Recommended Action or Motion

Motion: Move to authorize staff to submit a fair market value purchase offer to the Hayden Area Regional Sewer Board (HARSB) as required by Article VIII of the HARSB Joint Powers Agreement.

Summary

As part of the HARSB dissolution process, the Joint Powers Agreement requires that the water treatment system be offered for sale to any interested Member at fair market value. Fulfilling the requirements of Article VIII is required to advance the dissolution process.

Attachments

Article VIII of the Fourth Amended HARSB Joint Powers Agreement

8. ARTICLE VIII. Termination of Agreement or Membership; Distribution of Assets

- a. Termination of Agreement or Membership.
 - i. Partial Termination. Any Member of HARSB may terminate its membership in HARSB by providing the other Members one hundred eighty (180) day's written notice of the intent to terminate. Such notice shall be hand-delivered, or sent certified mail, return receipt, to the governing body of the other Members and to the HARSB Board.
 - ii. Termination. This Agreement may be terminated by agreement of all Members or upon the entry of a court order requiring termination.
- b. Allocation of Members' Interest in Property Upon Withdrawal of One Member from Agreement.
 - i. If the Members cannot not reach a unanimous agreement as to the allocation of interests within one hundred eighty (180) days after any Member delivers written notice of the intent to terminate its membership, the method of allocation of assets to the terminating Member in the Facilities, if any, shall be submitted to a court of competent jurisdiction for determination.
 - ii. The termination resolution shall include a determination of the method by which Users will be provided continued service after the termination.
- c. Distribution of Property Upon Termination of Agreement and Dissolution of HARSB.
 - i. The Parties shall negotiate in good faith the method by which the system will be distributed to the Members or sold and the proceeds distributed. If a mutually acceptable distribution cannot be reached, the system shall be offered for sale to any interested Member at fair market value. The price to be paid will be offset by the purchasing Member's interest in the system, plus the purchasing Member's interest in the available capacity.
 - ii. If more than one Member is interested in purchasing the system, and the Members cannot reach mutual agreement as to which Member will be entitled to purchase the system, any Member or HARSB may initiate a court action to determination a fair distribution.

10. ADJOURNMENT