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

Tuesday, March 24, 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. **PROCLAMATION**
   A. Week of Young Child 2026

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

CITY OF HAYDEN IDAHO

OFFICE OF THE MAYOR

Proclamation

WHEREAS, the Idaho Association for the Education of Young Children (Idaho AEYC) and National Association for the Education of Young Children (NAEYC), are celebrating the Week of the Young Child™, April 11-17, 2026; and

WHEREAS, these organizations are working to promote and inspire high-quality early childhood experiences for our state's youngest citizens, that can provide a strong foundation of learning and lifelong success for children in Hayden, Idaho; and

WHEREAS, young children thrive when they have access to developmentally appropriate, affordable, and high-quality early care and education settings; and

WHEREAS, early childhood educators and those who work with or on behalf of young children birth through age eight, who make a meaningful difference in the lives of young children in Hayden deserve our thanks, support and recognition; and

WHEREAS, public policies that support early learning for all young children are critical to young children's futures and to the prosperity of Idaho's families, communities, and our economy;

NOW THEREFORE, I, ALAN DAVIS, Mayor of Hayden, Idaho do hereby proclaim **April 11-17, 2026** as the Week of the Young Child™ in Hayden, ID, and do hereby recognize that when our community invests in early childhood care and education, we also invest in our children, families and the future of our community.

Week of the Young Child

In Hayden, Idaho and encourage all citizens to work to support and invest in early childhood in Hayden.

IN WITNESS WHEREOF, I have hereunto set my hand on this the 14th day of April, 2026

_____

Alan Davis, Mayor

_____

Abbi Sanchez, City Clerk

2. **CONSENT CALENDAR** ***All items on the Consent Calendar are Action Items***
   A. Approval of February 24, 2026 City Council Meeting Minutes

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

Tuesday, February 24, 2026

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, and Tom Shafer. David Erickson participated by phone.

PLEDGE OF ALLEGIANCE
Mayor Davis asked Council President DePriest to lead the pledge of allegiance

ADDITIONS OR CORRECTIONS
None

1. **PROCLAMATION**
   A. Commitment to Volunteerism — JustServe
   Mayor Davis introduced a proclamation encouraging community volunteerism in partnership with the organization Just Serve. The proclamation emphasizes the importance of compassion, empathy, and community support in strengthening connections among residents. The City of Hayden formally committed to promoting volunteer opportunities by utilizing JustServe.org to help residents easily find ways to get involved, as well as recognizing and celebrating volunteer contributions. Residents were encouraged to participate in a wide range of opportunities, including city projects, park planning input, coaching, community events, and service on city commissions, with a specific need highlighted for a vacancy on the Public Safety Commission.

2. **CONSENT CALENDAR** ***All items on the Consent Calendar are Action Items***
   A. Approval of February 3, 2026 Special City Council Meeting Minutes
   B. Approval of February 10, 2026 City Council Meeting Minutes
   C. Approval of Viking Construction Appeal of Extraordinary Impact Decision for Battleground Subdivision Written Decision
   D. Approval to Re-Appoint Chris Morris to the Planning and Zoning Commission
   E. Approval of 2026 United States Tennis Association Pacific Northwest (USTA/PNW) Contractual Services Agreement
   F. Approval of 2026-2030 Kootenai Girls Softball Association (KGSA) Softball Agreement
   G. Approval of the Construction Improvement Agreement with One Place Church, LLC
   H. Acceptance of the Newton Grant of Easement
   I. Approval of The Bridge Final Plat
   J. Approval of Bills for Payment
   K. Approval of Ratification of Bills Paid

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

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

The motion was approved by a unanimous vote in favor.

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

Lorelle Cardenas, Hayden Resident, spoke in opposition to Idaho Senate Bills 1279 and 1280, which address increased housing density. She expressed concern that the proposals would significantly increase density in established neighborhoods without adequate consideration for infrastructure, environmental impacts, or community character. While supporting the goal of affordable housing, she argued that smaller lots and higher density do not guarantee lower home prices and could instead lead to increased investor-owned rental properties. She also raised concerns that the bills would limit local governments' ability to make decisions based on infrastructure capacity and emphasized that growth decisions should remain at the local level.

In response, council discussion clarified that the bills had been held in committee but may be revised and reintroduced. Ms. Cardenas was encouraged to continue engaging with state legislators. Council members considered adding a future agenda item to monitor legislative updates and potentially discuss a city response, agreeing to include a general legislative update on an upcoming agenda to stay informed as the situation evolves.

4. COMMISSION REPORT

A. Hayden Urban Renewal Agency

During the Hayden Urban Renewal Agency (HURA) report to City Council, it was noted that a written report was included in the council packet, and no formal presentation was given. Discussion centered on the recent hiring of a new executive director to replace the previous director.

Council Member Roetter, who also serves as a HURA commissioner, explained his vote in opposition to the hire. His concerns included a potential conflict of interest, as the HURA board chair recused herself during the decision due to a personal relationship with the selected candidate. Additional concerns were raised about the qualifications of the new executive director, noting a background in accounting and finance but a lack of experience in urban planning, engineering, or land use; areas traditionally associated with the role.

Council Member Roetter also questioned inconsistencies in hiring practices, stating that previous executive directors had been city employees, while the board indicated that was no longer an option. Financial concerns were raised as well, particularly that the new director would continue serving as bookkeeper while also taking on executive director duties, resulting in dual compensation and a perceived lack of role separation. It was suggested that an alternative staffing approach could have reduced costs.

Overall, he emphasized concerns about transparency, public perception, and accountability given the use of public funds by HURA, and stated that these issues could reflect negatively on both the agency and the city.

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

A. *ACTION ITEM* PZE-25-0110 City Initiated Annexation of Two Parcels on North Ramsey Road

Mayor Davis opened the public hearing at 5:24 p.m.

STAFF: Community Development Director Donna Phillips presented a city-initiated annexation request for two city-owned parcels located off North Ramsey Road that are currently in the county. The proposal includes annexing the properties into the city with a light industrial zoning designation, which aligns with both the current county zoning and the city's future land use map. Staff and the Planning and Zoning Commission found the request met all required standards of approval, with no need for additional studies, and recommended approval with standard conditions related to fire district requirements and future sewer connections.

The properties are already developed with city shop and storage uses, and no public comments were received during the hearing process.

Mayor Davis closed the hearing at 5:34 p.m.

DELIBERATIONS:
Council discussion highlighted practical benefits of annexation, including bringing sewer service fully under the city system, avoiding county permitting requirements for future improvements, and ensuring development aligns with city regulations. Council Members expressed support for the annexation, noting it as a logical and beneficial step, particularly given the city already owns the property and acquired it in a cost-effective manner. Council Members explained that the proposal is consistent with the city's future land use map, aligns with the city's overall vision and design goals, and supports identified city needs. The annexation was described as the final step in allowing the city to fully utilize the property and existing buildings in accordance with those plans, confirming that it meets the established approval standards.

MOTION: Council President DePriest moved to approve with conditions as recommended by the Planning and Zoning Commission PZE-25-0110 North Ramsey Road annexation request with a zone designation of light industrial finding the request is in accord with the standards of Hayden city code based upon testimony received at the city council public hearing and the record of the request. Council Member Roetter provided the second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

6. UNFINISHED BUSINESS

A. *ACTION ITEM* Resolution Adopting the Kootenai County Multi-Jurisdictional All Hazard Mitigation Plan Update

The council considered a resolution to adopt the updated Kootenai County Multi-Jurisdictional All-Hazard Mitigation Plan, a FEMA-required update that must be completed every five years. The plan, already approved by FEMA, covers the period from February 2026 through February 2031. During discussion, a council member noted that a previous version of the plan had raised concerns due to language allowing emergency officials access to private property without permission. Upon review of the updated plan, it was confirmed that this language had been removed, addressing prior concerns.

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

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

7. NEW BUSINESS

A. *ACTION ITEM* Historic Preservation Commission Annual Update and Request for Direction by City Council

The Historic Preservation Commission presented its annual update to the council, covering four main items:

1. **Updated Strategic Plan** – The commission revised its goals and objectives, added an action plan with timelines, and clarified which commissioners or community partners would implement each action. Progress has already been made on several objectives.
2. **Community Engagement** – They plan to partner with Hayden Canyon Charter School on a storytelling event, helping students research local history and connect with community members, fostering a stronger sense of local heritage.
3. **Historic Awards Program** – The commission is launching a formal awards process to recognize buildings and sites that preserve or interpret Hayden's history. Nominations open March 16 and close April 27, with awards presented May 28. Criteria include preservation, rehabilitation, restoration, interpretation, or even new construction that reflects local history. Awards will feature plaques possibly made from salvaged historic wood.
4. **Stoddard Farm Funding Exploration** – The commission is seeking council guidance on pursuing funding opportunities (state and other sources) to restore the silo and barn at Stoddard Farm. The property is not eligible for National Register status, but other preservation designations exist. They are evaluating funding and in-kind contributions for restoration work, particularly addressing structural concerns with the silo and barn.

The commission emphasized their focus on preserving and telling Hayden's history while seeking council direction on moving forward with the Stoddard Farm restoration efforts.

MOTION: Council President DePriest moved to approve the Historic Preservation Commission's updated strategic plan. Council Member Roetter provided the second.

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

The motion was approved by a unanimous vote in favor.

MOTION: Council Member Roetter moved to approve the Historic Preservation Commission to participate and/or partner with Hayden Canyon Charter School on their storytelling event. Council Member Shafer provided the second.

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

The motion was approved by a unanimous vote in favor.

MOTION: Council Member Shafer moved to approve the opportunity to award those structures or sites which have a historical significance or help to tell the story of Hayden. Council President DePriest provided the second.

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

The motion was approved by a unanimous vote in favor.

MOTION: Council Member Roetter motioned to approve the Commission to explore the opportunities provided by the State Historic Preservation Office (SHPO) related to funding opportunities for the Stoddard Farm and the future viability of use for the Barn. As well as research the pros and cons of each of the status types identified by SHPO for the various grants. Council Member Shafer provided the second.

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

The motion was approved by a unanimous vote in favor.

In response to an inquiry from Council Member Shafer regarding salvaged wood from old structures, the commission explained its efforts to salvage historic wood and other materials from structures over 50 years old that are slated for demolition. With the permission of the property owner or developer, the commission inspects these

buildings, documents them with photographs, and prepares reports with recommendations for preserving materials such as wood, windows, and other historically significant elements.

An example highlighted was the Finucane property, where large pieces of hay barn wood are being preserved for potential reuse. Salvaged materials have been repurposed in projects like the East Hayden Lake School replica displayed in the city's history area. Additionally, the commission explores opportunities to raise funds or enhance the storytelling value of new projects by incorporating these historic materials. Overall, this program aims to preserve the city's history while preventing valuable materials from being discarded.

B. *ACTION ITEM* Request for Project Funding from Kootenai County Aquifer Protection District

The council discussed a funding request proposed by Council Member Roetter for the Aquifer Protection District to conduct a study on the carrying capacity of the Rathdrum Prairie Aquifer in relation to development. City Administrator Lisa Ailport clarified that the city is not funding the study; rather, the request is for a city endorsement to encourage the district to fund it, with the check going directly to a consultant. Council Member Roetter proposed a highly qualified environmental researcher as the consultant. The district's annual budget is approximately $542,000, collected via mandatory parcel fees, and Hayden property owners have contributed around $1 million since the district's formation in 2007. Staff emphasized that the council's role is limited to expressing general support, not directing the funding or the consultant, and noted that backing from other local entities could strengthen the proposal.

MOTION: Council Member Shafer moved to approve that the city provides a generally written letter of support to the aquifer protection board to fund a study on the aquifer carrying capacity to be signed by the Mayor and City Council members. Council President DePriest provided the second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

8. REPORTS

A. City Administrator Report and Calendar Review

City Administrator Lisa Ailport provided an update, noting she is catching up on recent meetings and the strategic planning process. She outlined that council members previously submitted questions to vendors responding to the request for proposals for law enforcement strategic planning and sought direction on next steps, emphasizing compliance with Idaho Code for evaluations. She confirmed that council members would individually evaluate the proposals, including responses to follow-up questions, and discuss them at the next council meeting to make a final decision. She confirmed that even if only one vendor responds fully, the evaluation process must still be completed.

Ms. Ailport also addressed fiscal matters, noting that discussions for the FY27 budget are beginning and that a tentative schedule for strategic budget planning will be

presented soon. Regarding the January budget report, she clarified that Fund 130, a major capital fund, was separated from the general fund for clarity, reducing the general fund total from $18 million to $15 million. Fund 130 contains general fund dollars set aside for large capital expenses and cannot be reallocated. She highlighted that January typically sees the largest revenue deposits from state revenue sharing, including property, sales, fuel, and liquor taxes. She emphasized the importance of maintaining a reserve fund covering at least 90 days of operating expenses, noting that the city has improved its financial stability over the past year.

B. Law Enforcement

The item was heard first on the agenda, before agenda Item 1A.

Kootenai County Sheriff's Office Lt. Sifford highlighted several key trends. He noted a total of 25 traffic accidents, with incidents occurring across various locations, including parking lots and along Government Way. While some crashes were attributed to inclement weather, including slide-offs, they were generally spread out rather than concentrated at a single intersection. Theft activity was also a concern, with current numbers matching totals from the same period in the previous year. These incidents were largely tied to retail locations, particularly larger stores, along with some individual cases, though no organized pattern was identified.

Questions were raised about the reduction in reported "top calls for service" from ten to five, with a follow-up expected. Additionally, Council shared concerns about drivers running red lights and failing to stop at stop signs were discussed. Lt. Sifford explained that these issues are common throughout the county, especially on major roadways, and emphasized that enforcement depends on identifying specific problem areas. Residents are encouraged to report concerns so targeted enforcement can be conducted, and drivers were advised to use caution at intersections and allow an extra moment when proceeding through traffic signals.

C. Mayor/Council

None

9. REQUEST FOR FUTURE AGENDA ITEMS

None

Mayor Davis recessed the meeting at 6:43 p.m.
Mayor Davis called the meeting back to order at 6:49 p.m.

10. 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.

MOTION: Council Member Roetter motioned to enter executive session under Idaho Code 74-206(1)(f). Council President DePriest provided the second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor. The meeting entered executive session at 6:49 p.m.

MOTION: Council Member Roetter moved to exit executive session. Council Member Shafer provided the second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor. The meeting returned to regular session at 7:38 p.m.

11. ADJOURNMENT

The meeting was adjourned at 7:38 p.m.

_____

Abbi Sanchez, City Clerk

_____

Alan Davis, Mayor

B. Approval of March 10, 2026 City Council Meeting Minutes

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

Tuesday, March 10, 2026

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, David Erickson, Matthew Roetter, Tom Shafer.

PLEDGE OF ALLEGIANCE
Mayor Davis asked City Clerk Abbi Sanchez to lead the pledge of allegiance

ADDITIONS OR CORRECTIONS
None

1. **PROCLAMATION**
   A. 2026 Arbor Day Proclamation
   Every year, the city of Hayden celebrates Arbor Day as part of its Tree City USA certification. The event is one of the city's major annual programs, attracting 350–550 students, parents, and teachers from area schools. Around 15–20 activity stations are set up, teaching about trees, planting, history, wind, soil, and water. Mayor Alan Davis, along with the City Council, officially proclaimed May 13, 2026, as Arbor Day in Hayden, encouraging citizens to celebrate, protect, plant, and care for trees to benefit current and future generations.

2. **CONSENT CALENDAR** ***All items on the Consent Calendar are Action Items***
   A. Approval of 2026 Skyhawks Sports Academy LLC Contractual Services Agreement
   B. Approval of 2026 We Care Wellness Center LLC Contractual Services Agreement
   C. Approval of Hiller Fire Monitoring Agreement for Public Works Facility Alarm System
   D. Approval of James Construction Proposal for Stoddard Garage Minor Improvements
   E. Approval of Request to Advertise the 2026 Chip Seal Project
   F. Approval of Fleet Agreement with Dirty Birdy Car Wash
   G. Appointment of Steve Griffitts to Development Impact Fee Advisory Committee
   H. Approval of Striping Agreement with Specialized Pavement Markings
   I. Approval of Welch Comer's Honeysuckle Avenue and Ramsey Road Roundabout Bidding Services Agreement
   J. Approval of the PZE-25-0110 North Ramsey Road Annexation Written Decision
   K. Approval of the 2026 Hayden Summer Concert Series Agreement with Michael Koep dba Koep Concerts
   L. Approve the Contract with Verdis to Conduct a Structural Condition Assessment for the Stoddard Silo to Support Replacement of the Roof.
   M. Ratification of February 2026 Payroll
   N. Bills for Payment

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

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

The motion was approved by a unanimous vote in favor.

3. **VISITOR/PUBLIC COMMENT** (3-minutes maximum)
   None

4. **UNFINISHED BUSINESS**
   A. *ACTION ITEM* Consider Joint Letter of Council and Mayor to Aquifer Protection District

MOTION: Council Member Roetter motioned to approve the letter to the Aquifer Protection District. Council Member DePriest provided the second.

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

The motion was approved by a unanimous vote in favor.

   B. *ACTION ITEM* Consider Proposals for Law Enforcement Strategic Plan and Direct Staff on How to Proceed.

The city council reviewed proposals for a law enforcement strategic plan to guide decisions about policing in Hayden. Two consultants submitted proposals: Matrix Consulting Group and CPSM. Matrix was seen as more thorough, providing detailed startup cost modeling, staffing, facilities, technology, and long-term planning, while CPSM was less expensive and focused more on data analysis without recommending whether the city should start its own police department. Council members generally agreed that both could work, but several favored Matrix for its depth, clarity, and alignment with the city's needs. The council emphasized the importance of clear communication with the chosen consultant and integrating input from the sheriff's department, public safety commission, and county to produce a strategic plan guiding service levels and potential in-house policing. Cost differences were acknowledged but getting the most informative and actionable analysis was considered the priority.

MOTION: Council Member Shafer moved to direct staff to negotiate a contract with Matrix Consulting Group and bring it back for Council approval. Council President DePriest provided a second.

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

Council Member Shafer Yes

The motion was approved by a unanimous vote in favor.

5. **NEW BUSINESS**

A. *ACTION ITEM* Consider Proposal to Complete Spatial Needs Assessment

The city council considered a proposal to conduct a spatial needs assessment to plan for future office space requirements as the city grows. This assessment would provide data-driven guidance on employee workspace and upcoming projects, aligning with recently established strategic goals. It was noted that no prior comprehensive analysis of this type had been done, making this assessment timely for efficient space planning.

MOTION: Council Member Erickson moved to approve the proposal for a spatial needs assessment. Council Member Roetter provided the second.

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

The motion was approved by a unanimous vote in favor.

B. *ACTION ITEM* Veterans Commission Recommendation of 2026 Memorial Day Guest Speaker Helen (Gordon) Nelson

MOTION: Council President DePriest moved to approve Helen (Gordon) Nelson as the 2026 Memorial Day Guest Speaker. Council Member Shafer provided the second.

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

The motion was approved by a unanimous vote in favor.

C. *ACTION ITEM* Consider August 25, 2026 date for Fiscal Year 2027 Budget Public Hearing

MOTION: Council Member Roetter moved to schedule the Fiscal Year 2027 Budget Public Hearing for August 25, 2026. Council Member DePriest provided the second.

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

The motion was approved by a unanimous vote in favor.

D. *ACTION ITEM* Consider Records for Destruction

MOTION: Council Member Shafer moved to approve the resolution authorizing the destruction of records. Council President DePriest provided the second.

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

The motion was approved by a unanimous vote in favor.

E. *ACTION ITEM* Resolution Affirming Final Completion and Acceptance of Infrastructure for the H-6 Sewer Basin Projects

The council considered a resolution to formally accept and affirm the completion of infrastructure for the H6 sewer basin projects. Acceptance allows the city to officially take ownership, complete the public-private funding partnership, and begin the reimbursement process, marking the project as officially finished.

MOTION: Council Member Erickson moved to approve the resolution. Council Member Shafer provided the second.

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

The motion was approved by a unanimous vote in favor.

F. Public Works Construction Season Presentation

Public Works presented the summer construction plans for the city. Key city-funded projects include:

1. Hayden and Atlas temporary signal – expected completion by the end of summer; some equipment can be reused for future signals.
2. Ramsey-Honeysuckle roundabout – full summer project, estimated at $3.4 million, with traffic impacts in the area.

Additional road maintenance projects include chip sealing just under 20 lane miles, extending the lifespan of roads by 5–8 years, with minor short-term traffic disruptions.

Several developer-driven projects are anticipated this summer, impacting public roads and intersections, including Hayden Canyon, Mark's Ranch, Hayden Sky PUD, Mabrey, and Madison Ranch subdivisions. Work includes frontage improvements, intersection upgrades, and some new road construction, coordinated to manage traffic flow.

Overall, the city expects a busy construction season, balancing city and developer projects, with efforts to coordinate traffic and maintain efficiency.

6. **REPORTS**

A. City Administrator Report and Calendar Review

City Administrator Lisa Ailport reported that she will deliver the State of the City address next Tuesday, March 17, at the North Idaho Builders Contractors Association meeting. Council members were informed about several legislative bills being tracked, including House Bill 801 (development on religious properties) and House Bills 1352/1354 (density and accessory dwelling units), with the option for city representatives to testify if interested. Staff is also preparing for the FY27 budget public hearing and the first strategic planning workshop, expected in April. The update concluded with a reminder that it will be a busy summer for public works and city projects, with ongoing updates to come.

B. Law Enforcement

None

C. Mayor/Council

Mayor Davis noted he will attend the 2026 Innovia Leadership Summit in Spokane on Monday and Tuesday and will update the council afterward. Council Member DePriest provided an update on several state legislative bills with significant implications for the city. Senate Bill 1353 would allow twin homes and duplexes on any residentially zoned lot without discretionary approval and prohibit certain lot, parking, and fee requirements. Senate Bill 1352, the "starter home subdivision" bill, would allow a minimum of 12 dwelling units per acre, override local zoning authority, and restrict the city's ability to control density or lot sizes. House Bill 1354 would require cities to allow accessory dwelling units administratively and without discretionary review, with additional limitations on parking, fees, and unit sizes. Council discussion emphasized the bills could significantly limit local control over zoning and development decisions. Staff advised that any council member speaking on the bills individually cannot officially represent the city and suggested adding this topic to the agenda for a future meeting to allow a public, substantive discussion. Council members expressed concern about the late, quiet rollout of these bills and the limited opportunity for local input.

7. REQUEST FOR FUTURE AGENDA ITEMS

Legislative Update Agenda Item

Mayor Davis recessed the meeting at 6:00 p.m.
Mayor Davis called the meeting back to order at 6:07 p.m.

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.

MOTION: Council Member Erickson moved to enter executive session under Idaho Code 74-206(1)(f) and (b). Council President DePriest provided the second.

ROLL CALL VOTE:

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

Council Member Erickson Yes

The motion was approved by a unanimous vote in favor and the meeting entered executive session at 6:07 p.m.

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

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

The motion was approved by a unanimous vote in favor and the meeting returned to regular session at 7:08 p.m.

9. ADJOURNMENT

The meeting was adjourned at 7:08 p.m.

_____
Abbi Sanchez, City Clerk

_____
Alan Davis, Mayor

C. Approval of Bills for Payment

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 03/24/2026 - 03/24/2026
POSTED AND UNPOSTED OPEN
BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
11655732							
00051215	AMANDA TORRES	03/16/2026	03/24/2026	36.00	36.00	Open	N
	WITHDREW	llafleur					03/24/2026
	110-740-44783	VOLLEYBALL YOUTH		36.00	1.00		36.00
1MG1-JYWX-9T9J							
00051100	AMAZON CAPITAL SERVICES, INC.	03/03/2026	03/10/2026	132.70	132.70	Open	N
	LOGITECH MOUSE WIRELESS, LFH WIRELESS MO	llafleur					03/24/2026
	110-230-57717	GENERAL HARDWARE		132.70	1.00		132.70
13GH-RKDV-FTQH							
00051151	AMAZON CAPITAL SERVICES, INC.	03/05/2026	03/24/2026	47.68	47.68	Open	N
	POST IT NOTES, LRG HR GLASS TIMER 60 MIN	llafleur					03/24/2026
	110-211-56101	OFFICE SUPPLIES		47.68	1.00		47.68
13DN-PRFP-W1RY							
00051159	AMAZON CAPITAL SERVICES, INC.	03/09/2026	03/24/2026	1,082.98	1,082.98	Open	N
	IS - BENQ MONITORS X2	llafleur					03/24/2026
	110-230-57717	GENERAL HARDWARE		1,082.98	1.00		1,082.98
1C6T-DJ6M-LDWN							
00051176	AMAZON CAPITAL SERVICES, INC.	03/12/2026	03/24/2026	12.99	12.99	Open	N
	8x10 PICTURE FRAME SPONSORS FRAMES	llafleur					03/24/2026
	110-711-56105	PROGRAM EQUIPMENT/SUPPLIES		12.99	1.00		12.99
1MGJ-WDGK-MCLD							
00051177	AMAZON CAPITAL SERVICES, INC.	03/12/2026	03/24/2026	51.88	51.88	Open	N
	REFEREE SHIRTS	llafleur					03/24/2026
	110-711-56105	PROGRAM EQUIPMENT/SUPPLIES		51.88	1.00		51.88
1LTP-DQRR-HQGD							
00051192	AMAZON CAPITAL SERVICES, INC.	03/16/2026	03/24/2026	43.30	43.30	Open	N
	USB HUB	llafleur					03/24/2026
	110-230-57717	GENERAL HARDWARE		43.30	1.00		43.30
14MW-H1F4-HMXY							
00051193	AMAZON CAPITAL SERVICES, INC.	03/16/2026	03/24/2026	67.98	67.98	Open	N
	COMPRESSED AIR, STAPLES,	llafleur					03/24/2026
	110-211-56101	OFFICE SUPPLIES		67.98	1.00		67.98

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1PG6-H6X3-TMP1							
00051230	AMAZON CAPITAL SERVICES, INC.	03/18/2026	03/24/2026	91.41	91.41	Open	N
	USB C TO DISPLAY CABLE x2	llafleur					03/24/2026
	110-230-57717	GENERAL HARDWARE		91.41	1.00		91.41
98738							
00051195	APS INC	03/14/2026	03/24/2026	405.00	405.00	Open	N
	INKJET CARTRIDGES	llafleur					03/24/2026
	110-211-56101	OFFICE SUPPLIES		405.00	1.00		405.00
14539							
00051152	ARCHITECTS WEST, INC.	03/06/2026	03/24/2026	11,627.50	11,627.50	Open	N
	MCINTIRE PARK MASTER PLAN	llafleur					03/24/2026
	121-113-59332	MCINTIRE PARK		11,627.50	1.00		11,627.50
200014271							
00051167	ASSOCIATION OF IDAHO CITIES	03/11/2026	03/24/2026	50.00	50.00	Open	N
	AIC SPRING DISTRICT- L. AILPORT	llafleur					03/24/2026
	110-211-55801	TRAVEL, MEETINGS, TRAINING		50.00	1.00		50.00
200014274							
00051168	ASSOCIATION OF IDAHO CITIES	03/11/2026	03/24/2026	50.00	50.00	Open	N
	AIC SPRING DISTRICT- A. DAVIS	llafleur					03/24/2026
	110-111-55801-1800	TRAVEL, MEETINGS, TRAINING-MAYOR		50.00	1.00		50.00
287294661101 FE							
00051171	AT&T MOBILITY LLC	02/20/2026	03/24/2026	158.10	158.10	Open	N
	4 MIFI DEVICES	llafleur					03/24/2026
	110-813-56600	EMERGENCY PREPAREDNESS		158.10	1.00		158.10
20241753							
00051184	AWARDS ETC.	03/10/2026	03/24/2026	140.00	140.00	Open	N
	STANDARD PLAQUE 2026 TEAM COMP-BASKETBAL	llafleur					03/24/2026
	110-711-56105	PROGRAM EQUIPMENT/SUPPLIES		140.00	1.00		140.00
AD 259016							
00051174	CDA PRESS	03/12/2026	03/24/2026	300.00	300.00	Open	N
	MCINTIRE PARK AD	llafleur					03/24/2026
	110-345-55401	ADVERTISING & PUBLISHING		300.00	1.00		300.00

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15795							
00051175	CDA PRESS	02/06/2026	03/24/2026	85.00	85.00	Open	N
	PZE-25-0110	llafleur					03/24/2026
	110-345-55401	ADVERTISING & PUBLISHING		85.00	1.00		85.00
620300000365							
00051157	CHAPMAN FINANCIAL SERVICES	02/28/2026	03/24/2026	1,335.97	1,335.97	Open	N
	COLLECTION FEE FEB 2026	llafleur					03/24/2026
	210-250-24999	SUSPENSE		1,335.97	1.00		1,335.97
62030000363							
00051240	CHAPMAN FINANCIAL SERVICES	03/19/2026	03/24/2026	49.25	49.25	Open	N
	UB Receipt Refund for Account #: 999-103	dcollins					03/24/2026
	210-250-24999	S01		49.25	1.00		49.25
6203 000 0363							
00051241	CHAPMAN FINANCIAL SERVICES	03/19/2026	03/24/2026	287.06	287.06	Open	N
	UB Receipt Refund for Account #: 999-105	dcollins					03/24/2026
	210-250-24999	LATE CHARGE		287.00	1.00		20.00
	210-390-49217	RECOVERIES & REIMBURSEMENTS		0.06	1.00		0.06
03/19/2026							
00051237	CITY OF HAYDEN	03/19/2026	03/24/2026	29.56	29.56	Open	N
	Check Request For Escrow: BPN25-0008	dcollins					03/24/2026
	110-228-22813	BPN25-0008 - PZE-25-0098		29.56	1.00		29.56
03/19/2026							
00051238	CITY OF HAYDEN	03/19/2026	03/24/2026	31.87	31.87	Open	N
	Check Request For Escrow: BPN25-0009	dcollins					03/24/2026
	110-228-22813	BPN25-0009 - PZE-25-0102		31.87	1.00		31.87
INV05659							
00051183	CITY OF POST FALLS	02/15/2026	03/24/2026	12,026.00	12,026.00	Open	N
	PROSECUTION SERVICES JAN 2026	llafleur					03/24/2026
	110-252-59001	CONTRACTED PROSECUTOR		12,026.00	1.00		12,026.00
INV05660							
00051221	CITY OF POST FALLS	03/15/2026	03/24/2026	12,026.00	12,026.00	Open	N
	PROSECUTION SERVICES FEB 2026	llafleur					03/24/2026
	110-252-59001	CONTRACTED PROSECUTOR		12,026.00	1.00		12,026.00

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3276829							
00051149	COEUR D'ALENE GARBAGE SERVICE	02/28/2026	03/24/2026	237.94	237.94	Open	N
	HONEYSUCKLE BEACH	llafleur					03/24/2026
	110-811-54104	UTILITIES - PARKS		237.94	1.00		237.94
881121526122611							
00051173	CSC	03/01/2026	03/24/2026	99.00	99.00	Open	N
	E-RECORDING FEES	dcollins					03/24/2026
	110-211-55401	ADVERTISING, PUBLISHING, RECORDING		99.00	1.00		99.00
690659							
00051161	DEBBZ UPHOLSTERY LLC	02/12/2026	03/24/2026	248.00	248.00	Open	N
	DE-ICER-2 COVERS, 1LRG COVER	llafleur					03/24/2026
	110-532-54306	SNOW REMOVAL		248.00	1.00		248.00
YCFSGDHATHPS-7							
00051185	FACILITRON, INC.	02/20/2026	03/24/2026	3,750.00	3,750.00	Open	N
	JAN-MAR QUTRLY PAYMENT	llafleur					03/24/2026
	110-711-56405	SCHOOL DISTRICT FEES		3,750.00	1.00		3,750.00
RI107145898							
00051160	FRANCOTYP-POSTALIA INC.	03/08/2026	03/24/2026	138.85	138.85	Open	N
	POSTAGE METER RENTAL | MAINTENANCE/SHIPP	llafleur					03/24/2026
	110-211-56100	POSTAGE		138.85	1.00		138.85
41497928							
00051189	GREATAMERICA FINANCIAL SERVICES	03/14/2026	03/24/2026	1,221.06	1,221.06	Open	N
	COPIER LEASE 45 OF 63	llafleur					03/24/2026
	110-291-53401	COPIER LEASE PRINCIPAL		1,221.06	1.00		1,221.06
552893							
00051169	HAWLEY TROXELL ENNIS & HAWLEY LLP	03/09/2026	03/24/2026	4,049.50	4,049.50	Open	N
	SVCS THROUGH FEB 28, 2026	llafleur					03/24/2026
	210-241-53102	CIVIL LEGAL SERVICES		4,049.50	1.00		4,049.50
03/19/2026							
00051239	HAYDEN HOMES LLC	03/19/2026	03/24/2026	1,000.00	1,000.00	Open	N
	Check Request For Bond: PB25-0480 TCO Bo	dcollins					03/24/2026
	110-228-22813	BTC26-0014 - OT26-0062		1,000.00	1.00		1,000.00

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05-22598							
00051154	HAYDEN SUPER 1 FOODS	03/04/2026	03/24/2026	37.78	37.78	Open	N
	CUPS, SPOONS, PLATES, FORKS	llafleur					03/24/2026
	110-811-54301-3221	BUILDING MAINT & REPAIR		37.78		1.00	37.78
04-63482							
00051216	HAYDEN SUPER 1 FOODS	03/14/2026	03/24/2026	21.84	21.84	Open	N
	LAST DAY THANK YOU DONUTS FOR BB STAFF	llafleur					03/24/2026
	110-711-56105	PROGRAM EQUIPMENT/SUPPLIES		21.84		1.00	21.84
REFUND 3/19/26							
00051229	HAYDEN URBAN RENEWAL AGENCY	03/13/2026	03/24/2026	1,760,000.00	1,760,000.00	Open	N
	REIMBURSEMENT FOR RAMSEY RD MATCH FUNDIN	dcollins					03/24/2026
	130-496-59998	HURA CONTR. REFUND-RAMSEY RD PROJ		1,760,000.00		1.00	1,760,000.00
UNIFORMITY & NI							
00051236	HOOPER, MICHAEL	03/19/2026	03/24/2026	31.90	31.90	Open	N
	UNIFORMITY & NICE MEETINGS	llafleur					03/24/2026
	110-349-55801	TRAVEL, MEETINGS, TRAINING		31.90		1.00	31.90
INV-00487801							
00051178	INTERMAX NETWORKS	03/12/2026	03/24/2026	227.66	227.66	Open	N
	PW SHOP PHONE SERVICE	llafleur					03/24/2026
	110-511-55300	PHONE/INTERNET/COMMUNICATIONS		227.66		1.00	227.66
22212							
00051162	INTERMOUNTAIN SIGN & SAFETY INC.	03/19/2026	03/24/2026	2,464.00	2,464.00	Open	N
	NEXT 4 EXISTS, WELCOME TO HAYDEN	llafleur					03/24/2026
	110-534-59100	FY2022 HWY 95 CITY ENTRANCE SIGNS		2,464.00		1.00	2,464.00
22285							
00051163	INTERMOUNTAIN SIGN & SAFETY INC.	03/10/2026	03/24/2026	20.00	20.00	Open	N
	4x4 WOOD POST CAP W-12" BLADE HOLDER	llafleur					03/24/2026
	110-534-59100	FY2022 HWY 95 CITY ENTRANCE SIGNS		20.00		1.00	20.00
INV 3/2/26							
00051223	INTERSTATE ELECTRICAL CONTRACTORS I	03/02/2026	03/24/2026	312.66	312.66	Open	N
	INSTALL CIRCUIT TO ALARM PANEL, PERMIT	llafleur					03/24/2026
	110-811-54301-3221	BUILDING MAINT & REPAIR		312.66		1.00	312.66

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188716							
00051235	ITERIS, INC.	03/19/2026	03/24/2026	4,212.50	4,212.50	Open	N
	Check Request For Escrow: BEN26-0001	dcollins					03/24/2026
	110-228-22813	BEN26-0001 - PZE-26-0001		4,212.50	1.00	4,212.50	
11636545							
00051186	JESSICA BRONOWSKI	02/06/2026	03/24/2026	25.60	25.60	Open	N
	80% REFUND WITHDREW	llafleur					03/24/2026
	110-740-44752	SOCCER SPRING YOUTH		25.60	1.00	25.60	
11635059							
00051187	KILEY LUFT	02/02/2026	03/24/2026	25.60	25.60	Open	N
	80% WITHDREW BEFORE MEETING	llafleur					03/24/2026
	110-740-44752	SOCCER SPRING YOUTH		25.60	1.00	25.60	
SUMMER CONCERT							
00051191	KOEP CONCERTS	03/05/2026	03/24/2026	3,600.00	3,600.00	Open	N
	SUMMER CONCERT SERIES 2026- PAYMENT 1 OF	llafleur					03/24/2026
	110-721-58002	CONCERTS IN THE PARK		3,600.00	1.00	3,600.00	
2026-00000037							
00051222	KOOTENAI COUNTY	03/12/2026	03/24/2026	35.00	35.00	Open	N
	INMATE HOUSING - FEB 2026	llafleur					03/24/2026
	110-252-59002	KOOTENAI COUNTY JAIL SVCS		35.00	1.00	35.00	
10-88291.00 3/2							
00051212	KOOTENAI COUNTY SOLID WASTE	03/16/2026	03/24/2026	431.20	431.20	Open	N
	PUBLIC WORKS	llafleur					03/24/2026
	110-811-54103	UTILITIES - STREETS		431.20	1.00	431.20	
10-80581.00 02/							
00051224	KOOTENAI COUNTY SOLID WASTE	03/16/2026	03/24/2026	508.20	508.20	Open	N
	HONEYSUCKLE BEACH DUMPSTER	llafleur					03/24/2026
	110-811-54104	UTILITIES - PARKS		508.20	1.00	508.20	
10-84982.00 02-							
00051225	KOOTENAI COUNTY SOLID WASTE	03/16/2026	03/24/2026	46.20	46.20	Open	N
	PW DUMPSTER	llafleur					03/24/2026
	110-811-54104	UTILITIES - PARKS		46.20	1.00	46.20	

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10-80582.00 2/2							
00051226	KOOTENAI COUNTY SOLID WASTE	03/16/2026	03/24/2026	127.40	127.40	Open	N
	CITY HALL	llafleur					03/24/2026
	110-811-54102	UTILITIES - CITY HALL		127.40	1.00		127.40
10-80583.00 2/2							
00051227	KOOTENAI COUNTY SOLID WASTE	03/16/2026	03/24/2026	30.80	30.80	Open	N
	FINUCANE PARK DUMPSTER	llafleur					03/24/2026
	110-811-54104	UTILITIES - PARKS		30.80	1.00		30.80
10-84587.00 2/2							
00051228	KOOTENAI COUNTY SOLID WASTE	03/16/2026	03/24/2026	369.60	369.60	Open	N
	CROOFOOT PARK DUMPSTER	llafleur					03/24/2026
	110-811-54104	UTILITIES - PARKS		369.60	1.00		369.60
10-30143.00 3/1							
00051242	KOOTENAI COUNTY SOLID WASTE	03/16/2026	03/24/2026	154.60	154.60	Open	N
	CITY OF HAYDEN DUMPSTER-GENERAL REFUSE	llafleur					03/24/2026
	110-811-54301-3221	BUILDING MAINT & REPAIR		53.64	1.00		53.64
	110-541-54300	BUILDINGS & GROUNDS		100.96	1.00		100.96
531660							
00051148	NAPA AUTO PARTS	10/24/2025	03/24/2026	43.47	43.47	Open	N
	SILVER DEM, CARBIDE BUR	llafleur					03/24/2026
	110-531-56101	STREET SHOP SUPPLIES		43.47	1.00		43.47
551387							
00051155	NAPA AUTO PARTS	03/02/2026	03/24/2026	31.49	31.49	Open	N
	FUEL FILTER, MASTIC MACHINE #55	llafleur					03/24/2026
	110-533-54055	CRACK PRO MASTIC MACHINE		31.49	1.00		31.49
551442							
00051196	NAPA AUTO PARTS	03/02/2026	03/24/2026	15.50	15.50	Open	N
	AIR HAMMER, WIRE WHEEL, #4	llafleur					03/24/2026
	110-533-54004	2018 KENWORTH T-370 WATER TRUCK		15.50	1.00		15.50
551968							
00051197	NAPA AUTO PARTS	03/05/2026	03/24/2026	49.62	49.62	Open	N
	KRYLON RUST TOUGH ENAMEL, GRY PRIMER, #4	llafleur					03/24/2026
	110-533-54004	2018 KENWORTH T-370 WATER TRUCK		49.62	1.00		49.62

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552076							
00051198	NAPA AUTO PARTS	03/06/2026	03/24/2026	41.76	41.76	Open	N
	OIL FILTER, 5W30 OIL X4, #39	llafleur					03/24/2026
	110-533-54039	2023 GMC SIERRA 3500 CREW CAB R&M		41.76	1.00		41.76
553165							
00051199	NAPA AUTO PARTS	03/13/2026	03/24/2026	337.02	337.02	Open	N
	ALT BELT, ALTERNATOR, #19	llafleur					03/24/2026
	110-533-54019	1994 FORD L9000 DUMP TRUCK R&M		337.02	1.00		337.02
552944							
00051200	NAPA AUTO PARTS	03/12/2026	03/24/2026	136.90	136.90	Open	N
	FUEL FILTER, AIR FILTER, #4	llafleur					03/24/2026
	110-533-54004	2018 KENWORTH T-370 WATER TRUCK		136.90	1.00		136.90
553203							
00051201	NAPA AUTO PARTS	03/13/2026	03/24/2026	691.99	691.99	Open	N
	ROTOR AND PADS, CORE DEPOSIT, #24	llafleur					03/24/2026
	110-533-54024	2011 FORD F550 4X4 PICKUP R&M		691.99	1.00		691.99
553408							
00051202	NAPA AUTO PARTS	03/16/2026	03/24/2026	(112.00)	(112.00)	Open	N
	CREDIT CORE DEPOSIT, #24	llafleur					03/17/2026
	110-533-54024	2011 FORD F550 4X4 PICKUP R&M		(112.00)	1.00		(112.00)
552872							
00051203	NAPA AUTO PARTS	03/11/2026	03/24/2026	724.71	724.71	Open	N
	STEERING TIE ROD, SUSPENSION TRACK BAR,	llafleur					03/24/2026
	110-533-54018	2008 FORD F250 4X4 PICKUP R&M		724.71	1.00		724.71
552818							
00051204	NAPA AUTO PARTS	03/11/2026	03/24/2026	38.19	38.19	Open	N
	CARLYLE AIR HAMMER SUSPENSION, #18	llafleur					03/24/2026
	110-531-56101	STREET SHOP SUPPLIES		38.19	1.00		38.19
553773							
00051231	NAPA AUTO PARTS	03/18/2026	03/24/2026	195.71	195.71	Open	N
	OIL FILTER, SPARK PLUGS, 10W30, BAT, COR	llafleur					03/24/2026
	110-542-54070	1994 CHEVY PICKUP C15 R&M		195.71	1.00		195.71

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553774							
00051232	NAPA AUTO PARTS	03/18/2026	03/24/2026	(18.00)	(18.00)	Open	N
	BAT CORE DEPOSIT CREDIT, TRUCK# 70	llafleur					03/24/2026
	110-542-54070	1994 CHEVY PICKUP C15 R&M		(18.00)	1.00		(18.00)
553796							
00051233	NAPA AUTO PARTS	03/18/2026	03/24/2026	(23.70)	(23.70)	Open	N
	SPARK PLUGS RETURN, TRUCK #70	llafleur					03/24/2026
	110-542-54070	1994 CHEVY PICKUP C15 R&M		(23.70)	1.00		(23.70)
551946							
00051234	NAPA AUTO PARTS	03/05/2026	03/24/2026	134.04	134.04	Open	N
	BATTERY, CORE DEPOSIT x2, W/CABLES x1, #	llafleur					03/24/2026
	110-533-54012	2006 DODGE RAM PICKUP R&M		134.04	1.00		134.04
054572/E							
00051206	NORTH 40 OUTFITTERS	03/16/2026	03/24/2026	11.99	11.99	Open	N
	XL GLOVES	llafleur					03/24/2026
	110-531-56403	UNIFORM ALLOWANCE		11.99	1.00		11.99
103816901 FEB 2							
00051158	NORTH KOOTENAI WATER DIST	02/17/2026	03/24/2026	35.79	35.79	Open	N
	H-2 LIFT STATION	llafleur					03/24/2026
	210-247-57005	H-2 WALMART PS UTIL		35.79	1.00		35.79
102746002 03/20							
00051211	NORTH KOOTENAI WATER DIST	03/17/2026	03/24/2026	40.07	40.07	Open	N
	H-1 LIFT STATION HONEYSUCKLE	llafleur					03/24/2026
	210-247-57009	H-1 LIFT STATION UTIL		40.07	1.00		40.07
003252895							
00051179	OXARC INC	03/09/2026	03/24/2026	15.41	15.41	Open	N
	CLEAR LENS WIPES 10BX/CASE	llafleur					03/24/2026
	110-541-56101	PARKS SHOP SUPPLIES		15.41	1.00		15.41
MD26							
00051194	PANHANDLE AREA COUNCIL INC.	03/16/2026	03/24/2026	1,742.40	1,742.40	Open	N
	DUES 10/01/25 THRU 09/30/26	llafleur					03/24/2026
	110-211-55701	DUES, MEMBERSHIPS & SUBSCRIPTIONS		1,742.40	1.00		1,742.40

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 03/24/2026 - 03/24/2026
POSTED AND UNPOSTED OPEN
BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
45265684							
00051182	RODDA PAINT COMPANY CORP.	02/19/2026	03/24/2026	1,696.40	1,696.40	Open	N
	AASHTO M-247 TYP 1 BEADS X40	llafleur					03/24/2026
	110-532-54313	ROADWAY STRIPING		1,696.40	1.00		1,696.40
54525							
00051170	RUEN-YEAGER & ASSOCIATES	03/02/2026	03/24/2026	566.50	566.50	Open	N
	S253000 PLANNING SERVICES	llafleur					03/24/2026
	110-345-53208	CONTRACT PLANNING SERVICES		566.50	1.00		566.50
EMPLOYEE REIMBU							
00051213	SCOTT HAEN	03/13/2026	03/24/2026	50.01	50.01	Open	N
	TRAINING WORKSHOP REIMBURSE FOR GAS	llafleur					03/24/2026
	110-350-54001	VEHICLE FUEL		50.01	1.00		50.01
1518							
00051156	SEALMASTER PORTLAND	03/02/2026	03/24/2026	1,891.97	1,891.97	Open	N
	CM MASTIC 2412@$.74	llafleur					03/24/2026
	110-533-54055	CRACK PRO MASTIC MACHINE		1,891.97	1.00		1,891.97
11644195							
00051207	SHANNA SEISER	02/24/2026	03/24/2026	21.60	21.60	Open	N
	WITHDREW BEFORE MTG	llafleur					03/24/2026
	110-740-44752	SOCCER SPRING YOUTH		21.60	1.00		21.60
REIMBURSEMENT 3							
00051150	SHANNON DRAPPO	03/02/2026	03/24/2026	144.99	144.99	Open	N
	EMPLOYEE REIMBURSEMENT FOR STAFF BREAKFA	dcollins					03/24/2026
	110-301-56101	OFFICE SUPPLIES		43.15	1.00		43.15
	110-211-52902	RECOGNITION/WELLNESS/EVENTS		101.84	1.00		101.84
12/2025-2/2026							
00051188	SPORTSITES INC	03/13/2026	03/24/2026	1,901.25	1,901.25	Open	N
	REGISTRATION FEE REIMBURSEMENT	llafleur					03/24/2026
	110-711-55905	SPORTSITES REGISTRATION FEES		1,901.25	1.00		1,901.25
782032118							
00051209	TODD BOE	03/02/2026	03/24/2026	5.00	5.00	Open	N
	REFUND FOR PURCHASE OF SECOND BOAT LAUNC	llafleur					03/24/2026
	112-321-44710	BOAT LAUNCH PERMITS		5.00	1.00		5.00

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
000300							
00051205	TRAVIS BERTRAM	03/16/2026	03/24/2026	300.00	300.00	Open	N
	P&Z STREAMING 03/16/2026	llafleur					03/24/2026
	110-230-53402	I.T. MEDIA CENTER CONTRACT SERVICES		300.00	1.00		300.00
FEB 2026 STATEM							
00051243	VISA	02/27/2026	03/24/2026	6,952.23	6,952.23	Open	N
	2/27/26 VISA STATEMENT	dcollins					03/24/2026
	110-411-56101	OFFICE SUPPLIES		839.99	1.00		839.99
	110-230-53403	IT SUPPORT SERVICES & TRAINING		58.64	1.00		58.64
	110-230-57716	GENERAL SOFTWARE		29.76	1.00		29.76
	110-541-54300	BUILDINGS & GROUNDS		128.98	1.00		128.98
	110-211-56101	OFFICE SUPPLIES		142.04	1.00		83.46
	110-531-56101	STREET SHOP SUPPLIES		43.98	1.00		43.98
	110-111-55801	TRAVEL, MEETINGS, TRAINING		100.00	1.00		100.00
	110-211-55801	TRAVEL, MEETINGS, TRAINING		100.00	1.00		100.00
	110-511-55801	TRAVEL & MEETINGS		50.00	1.00		50.00
	110-347-55801	TRAVEL, MEETINGS, TRAINING		25.00	1.00		25.00
	110-411-55801	TRAVEL, MEETINGS, TRAINING		25.00	1.00		25.00
	110-711-55801	TRAVEL & MEETINGS		25.00	1.00		25.00
	110-211-52902	RECOGNITION/WELLNESS/EVENTS		3,388.74	1.00		42.40
	110-711-55701	DUES, MEMBERSHIPS & SUBSCRIPTIONS		70.00	1.00		70.00
	110-111-58008	VETERANS COMMISSION		22.11	1.00		22.11
	110-711-55501	PRINTING, BINDING, ADVERTISING		480.20	1.00		480.20
	110-721-58001-1158	SPECIAL EVENTS-KITE FESTIVAL		451.75	1.00		263.98
	110-711-56101	OFFICE SUPPLIES		14.97	1.00		14.97
	110-711-56105	PROGRAM EQUIPMENT/SUPPLIES		45.75	1.00		45.75
	110-345-55801	TRAVEL, MEETINGS, TRAINING		71.22	1.00		24.99
	110-349-55801	TRAVEL, MEETINGS, TRAINING		669.10	1.00		495.00
	110-349-55701	DUES, MEMBERSHIPS & SUBSCRIPTIONS		170.00	1.00		170.00
0000164037							
00051214	WESCOR HAYDEN LLC	03/10/2026	03/24/2026	250.00	250.00	Open	N
	OVERPAYMENT FOR ALCOHOL BEV LIC	llafleur					03/24/2026
	110-321-42111	ALCOHOL/KENNEL/PAWN LICENSES		250.00	1.00		250.00
2251							
00051180	WESTERN REAL PROPERTY	03/13/2026	03/24/2026	4,000.00	4,000.00	Open	N
	APPRAISAL 3320 W HAYDEN	llafleur					03/24/2026
	120-112-59237	HAYDEN/ATLAS INTERSECTION ROW ACQ		4,000.00	1.00		4,000.00
252							
00051181	WESTERN REAL PROPERTY	03/13/2026	03/24/2026	4,000.00	4,000.00	Open	N
	DAUGHARTY APPRAISAL	llafleur					03/24/2026
	120-112-59237	HAYDEN/ATLAS INTERSECTION ROW ACQ		4,000.00	1.00		4,000.00

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
IN003533779							
00051190	WESTERN STATES EQUIPMENT COMPANY	03/13/2026	03/24/2026	604.20	604.20	Open	N
	CUTTING EDGE, NUT, BOLT, WASHER	llafleur					03/24/2026
	110-533-54032	2015 JOHN DEERE GRADER #4291 R&M		604.20	1.00		604.20
IN003533779 CRE							
00051208	WESTERN STATES EQUIPMENT COMPANY	03/16/2026	03/24/2026	(25.20)	(25.20)	Open	N
	REFUND WASHER INV003533779	llafleur					03/24/2026
	110-533-54032	2015 JOHN DEERE GRADER #4291 R&M		(25.20)	1.00		(25.20)

# of Invoices: 83	# Due: 83	Totals:	1,850,265.33	1,850,265.33
# of Credit Memos: 4	# Due: 4	Totals:	(178.90)	(178.90)
Net of Invoices and Credit Memos:			1,850,086.43	1,850,086.43

--- TOTALS BY FUND ---

110 GENERAL FUND	64,656.29	64,656.29
112 HONEYSUCKLE BOAT LAUNCH FUND	5.00	5.00
120 IMPACT FEE CIRCULATION FUND	8,000.00	8,000.00
121 IMPACT FEE PARKS FUND	11,627.50	11,627.50
130 MAJOR CAPITAL PROJECTS FUND	1,760,000.00	1,760,000.00
210 SEWER OPER. & MAINT. FUND	5,797.64	5,797.64

--- TOTALS BY DEPT/ACTIVITY ---

111 GEN-MYR OPERATING & ADMINISTRAT	172.11	172.11
112 PLANNED PROJECTS - CIRCULATION	8,000.00	8,000.00
113 PLANNED PROJECTS - PARKS	11,627.50	11,627.50
211 GEN-ADM OPERATING & ADMINISTRAT	6,283.53	6,283.53
228 PASSTHRU & BAD DEBT EXPENSES	5,273.93	5,273.93
230 GEN-ADM INFORMATION TECHNOLOGY	1,738.79	1,738.79
241 OPERATING & ADMINISTRATIVE	4,049.50	4,049.50
247 LIFT/PUMP STATION UTIL	75.86	75.86
250 FUND BALANCES	1,672.22	1,672.22
252 LAW ENFORCEMENT OPERATING & ADM	24,087.00	24,087.00
291 GEN-ADM CAPITAL LEASES PRINCIPA	1,221.06	1,221.06
301 COMDEV--P&D OPERATING & ADMINIS	43.15	43.15
321 LICENSES, PERMITS, AGREEMENTS	255.00	255.00
345 COMDEV P&D OPERATING & ADMINIST	1,022.72	1,022.72
347 COMDEV ED OPERATING & ADMINISTR	25.00	25.00
349 COMDEV BLD OPERATING & ADMINIST	871.00	871.00
350 COMDEV VEHICLES	50.01	50.01
390 OTHER FINANCING SOURCES	0.06	0.06
411 ENGR OPERATING & ADMINISTRATIVE	864.99	864.99

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
	496 EXTRAORDINARY ITEMS			1,760,000.00	1,760,000.00		
	511 PW-ADM OPERATING & ADMINISTRATI			277.66	277.66		
	531 PW-STR OPERATING & ADMINISTRATI			137.63	137.63		
	532 PW-STR ROAD MAINTENANCE			1,944.40	1,944.40		
	533 PW-STR EQUIP/VEHICLE R&M			4,522.00	4,522.00		
	534 PW-STR CAPITAL PURCHASES/PROJEC			2,484.00	2,484.00		
	541 PW-PKS OPERATING & ADMINISTRATI			245.35	245.35		
	542 PW-PKS EQUIP/VEHICLE R&M			154.01	154.01		
	711 REC OPERATING & ADMINISTRATIVE			6,513.88	6,513.88		
	721 REC EV OPERATING & ADMINISTRATI			4,051.75	4,051.75		
	740 RECREATION PROGRAMS			108.80	108.80		
	811 FACIL OPERATING & ADMINISTRATIV			2,155.42	2,155.42		
	813 FACIL EMERGENCY PREPAREDNESS			158.10	158.10		

3. **VISITOR/PUBLIC COMMENT (3-minutes maximum)**
4. **UNFINISHED BUSINESS**
   A. *ACTION ITEM* PZE-24-0133 North Government Way & Bielec Enterprises Annexation Ordinance

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

Memo

To: Mayor Davis and Members of the City Council

From: Donna Phillips, Community Development Director

Date: March 16, 2026

Agenda Item: PZE-24-0133 North Government Way & Bielec Enterprises Annexation Ordinance

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Agenda Item Location
Unfinished Business

Recommended Action or Motion
The City Council approved PZE-24-0133 North Government Way & Bielec Enterprises Annexation request with a zone designation of Commercial (C) on January 13, 2026 and the Written Decision was approved on January 27, 2026.

I move to approve the PZE-24-0133 North Government Way & Bielec Enterprises Annexation Ordinance.

Functional Impact of Authorizing
Upon approval of the Ordinance, and upon publication of it, the property shall be annexed into the city of Hayden with a zone designation of Commercial (C).

Functional Impact of Not Authorizing
Should the ordinance not be approved, then the annexation process stops and direction shall be given as to next steps.

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:
Ordinance

ORDINANCE NO. ____
NORTH GOVERNMENT WAY & BIELEC ENTERPRISES (PZE-24-0133)

AN ORDINANCE OF THE CITY OF HAYDEN, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR ANNEXATION OF APPROXIMATELY 19.6 ACRES OF LAND LOCATED APPROXIMATELY 675 FEET NORTH FROM CENTERLINE OF W LANCASTER ROAD NORTH ON NORTH GOVERNMENT WAY TO THE SOUTH LINE OF WEST BOEKEL ROAD AND THE PROPERTIES WEST OF GOVERNMENT WAY AND WEST OF HIGHWAY 95 MORE COMMONLY KNOWN AS 13131, 13135, AND 13403 N GOVERNMENT WAY; PROVIDING ZONING OF THE PROPERTY SO ANNEXED AS COMMERCIAL; PROVIDING FOR AMENDMENT TO THE OFFICIAL ZONING MAP; PROVIDING SEVERABILITY AND PROVIDING AN EFFECTIVE DATE HEREOF.

WHEREAS, Lakes Highway District requested the City to annex North Government Way right-of-way adjacent to the City to the east from the existing City boundary to the south to the southern right-of-way line of West Boekel Road; and

WHEREAS, the owners of the real property referenced in Section 1, Bielec Enterprises, Inc., agreed to participate in a City of Hayden initiated annexation of said property at the same time as the request for North Government Way. The subsequent zoning of said Bielec Enterprises property as Commercial (C); and

WHEREAS, public hearings were held before both the Planning and Zoning Commission on December 15, 2025, and the City Council on January 13, 2026, in accordance with law, with testimony taken, and a reasoned written decision reached; and

WHEREAS, the City Council, based upon the recommendation of the Planning and Zoning Commission and upon its own findings, determined that said annexation is provided for under existing law in that the land in question adjoins the corporate limits, that the proposed zoning is suitable and compatible with the adopted comprehensive plan and surrounding land uses and that said land uses would fit in with the general development of the City and would be in the best interest of the citizens of the City of Hayden.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO, AS FOLLOWS:

SECTION 1: That the following described properties contiguous and adjacent to the city of Hayden, generally described as 13131, 13135, and 13403 N Government Way, Hayden, Idaho, and

the adjacent right-of-way be annexed into the City of Hayden, more particularly described as Exhibit "A".

SECTION 2: That the Hayden official zoning map be amended to include and designate the annexed property described in Section 1 as Commercial (C).

SECTION 3: That this Ordinance is hereby declared to be severable. Should any portion of this Ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect and shall be read to carry out the purpose(s) of the Ordinance before the declaration of partial invalidity.

SECTION 4: That this Ordinance shall be in full force and effect upon its passage, approval and publication according to law.

Enacted by the City Council as an ordinance of the city of Hayden on the __ day of March 2026.

APPROVED by the Mayor this ___ day of March 2026

_____
Alan Davis, Mayor

ATTEST:

_____
Abbi Sanchez, City Clerk

Exhibit A

That portion of the northwest quarter and the southwest quarter of Section 1 and the northeast quarter and the southeast quarter of Section 2, Township 51 North, Range 4 West, Boise Meridian, Kootenai County, Idaho described as follows:

COMMENCING at the North quarter corner of said Section 1, thence along the North line of the northwest quarter, N 89°18'19" W a distance of 2641.76 feet to the northwest corner of said Section 1. Thence, along the West line of said northwest quarter, S 00°38'46" W a distance of 24.88 feet to the **TRUE POINT OF BEGINNING**;

Thence leaving said West line, S 89°15'44" E a distance of 45.00 feet to the existing City of Hayden city limits;

Thence along said city limits the following courses:

1. S 00°38'46" W a distance of 2656.64 feet;
2. S 00°30'02" W a distance of 1982.60 feet;
3. N 89°48'12" W a distance of 83.32 feet;
4. N 89°12'15" W a distance of 349.63 feet to the West right-of-way of Highway 95;

Thence along said West right-of-way the following courses:

1. N 02°02'17" E a distance of 785.41 feet;
2. N 01°38'55" E a distance of 972.78 feet;
3. N 01°38'58" E a distance of 224.42 feet;
4. N 01°38'26" E a distance of 759.42 feet;

Thence leaving said right-of-way, S 89°14'20" E a distance of 278.57 feet to the West right-of-way of Government Way;

Thence along said West right-of-way, N 00°21'38" E a distance of 1898.23 feet;

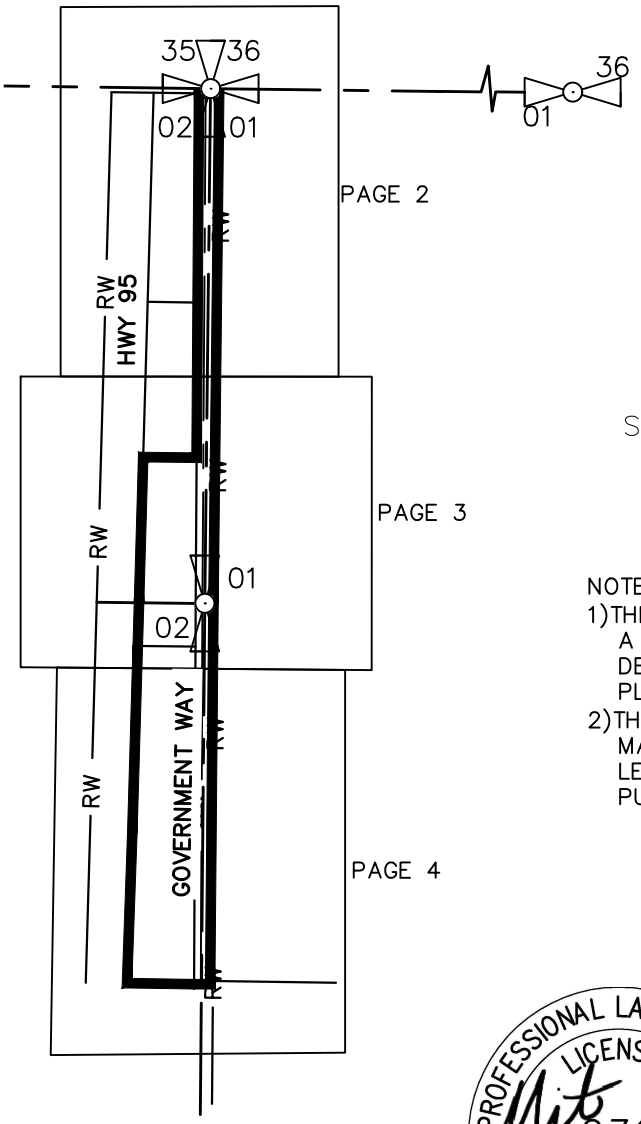
Thence leaving said right-of-way, S 89°15'44" E a distance of 60.60 feet to the **TRUE POINT OF BEGINNING**;

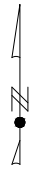
Containing 1,291,383 square feet or 29.646 acres, more or less.



EXHIBIT B

LOCATED IN THE NW 1/4 AND THE SW 1/4 OF SECTION 1 AND THE NE 1/4 AND THE SE 1/4 OF SECTION 2, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO





SCALE: 1"=1000'

NOTES:

1) THIS IS NOT A SURVEY. IT IS A COMPILATION OF RECORD DEEDS, SURVEYS, AND PLATS.
2) THE SOLE PURPOSE OF THIS MAP AND CORRESPONDING LEGAL IS FOR ANNEXATION PURPOSES ONLY.



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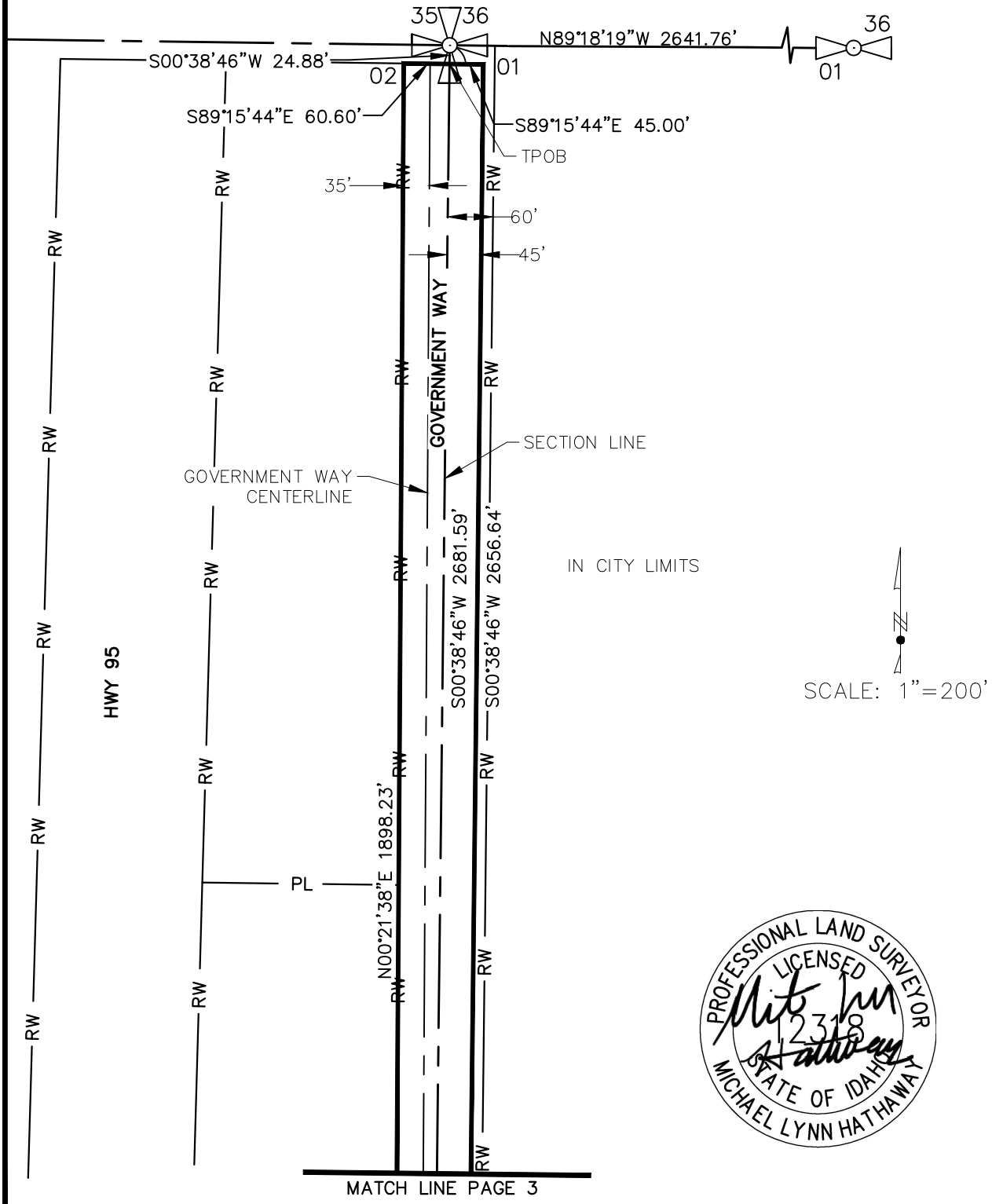
(fax) 208-664-5946

ANNEXATION
IN THE NW 1/4 AND SW 1/4 OF SEC 1
& THE NE 1/4 AND SE 1/4 OF SEC 2
T51 N, R4W, B.M., K.C., IDAHO

PROJECT NO.:	41014.040
DRAWN BY:	SNR
NAME:	41014.040 EX03.DWG
DATE:	20260303
SHEET NO:	1 OF 4

EXHIBIT B

LOCATED IN THE NW 1/4 AND THE SW 1/4 OF SECTION 1 AND THE NE 1/4 AND THE SE 1/4 OF SECTION 2, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO



PROFESSIONAL LAND SURVEYOR LICENSED 12318 STATE OF IDAHO MICHAEL LYNN HATHAWAY

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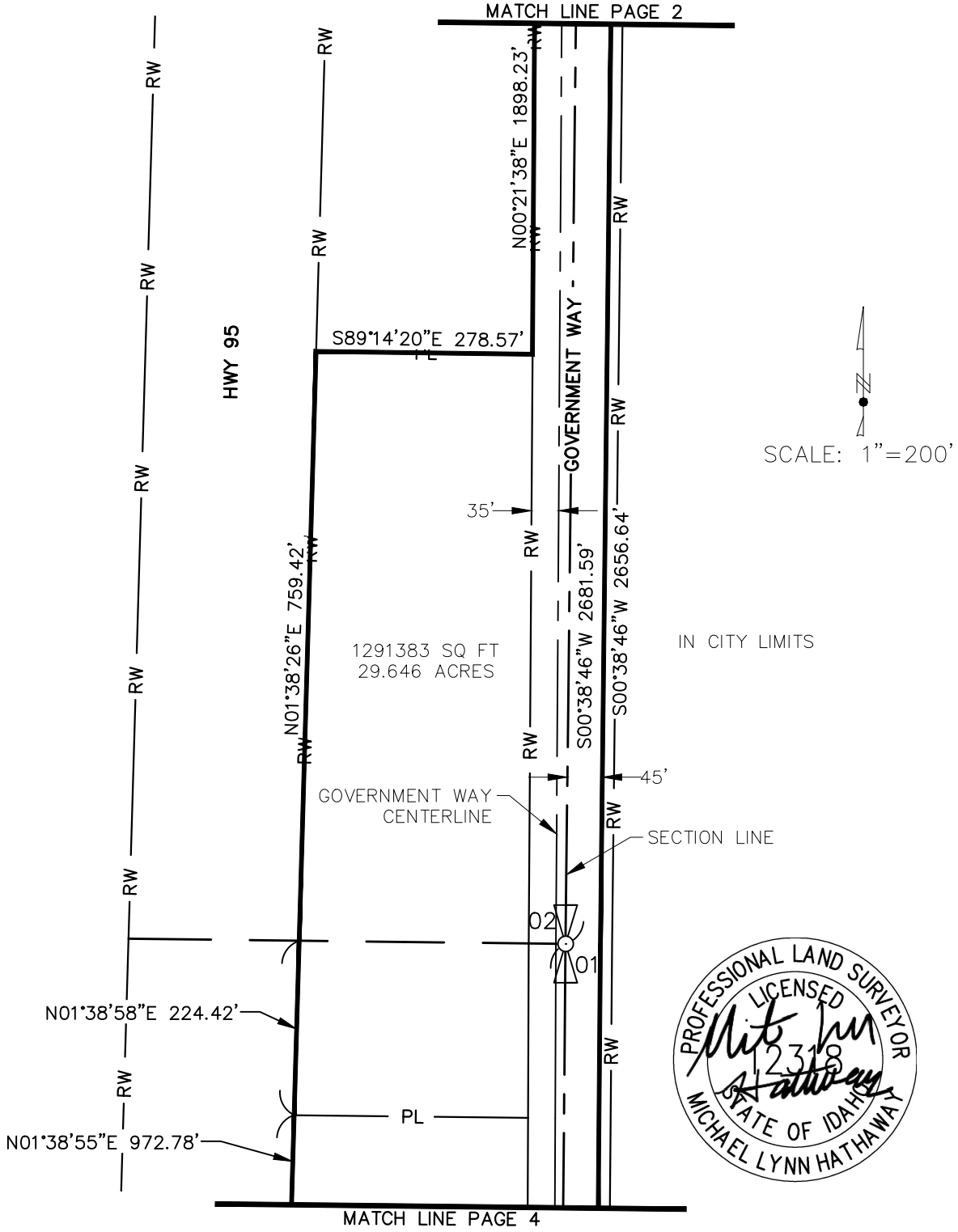
ANNEXATION
IN THE NW 1/4 AND SW 1/4 OF SEC 1
& THE NE 1/4 AND SE 1/4 OF SEC 2
T51 N, R4W, B.M., K.C., IDAHO

PROJECT NO.:	41014.040
DRAWN BY:	SNR
NAME:	41014.040 EX03.DWG
DATE:	20260303
SHEET NO:	2 OF 4

EXHIBIT B
LOCATED IN THE NW 1/4 AND THE SW 1/4 OF SECTION 1 AND THE NE 1/4 AND THE SE 1/4 OF SECTION 2, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO



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ANNEXATION
IN THE NW 1/4 AND SW 1/4 OF SEC 1
& THE NE 1/4 AND SE 1/4 OF SEC 2
T51 N, R4W, B.M., K.C., IDAHO

PROJECT NO.:	41014.040
DRAWN BY:	SNR
NAME:	41014.040 EX03.DWG
DATE:	20260303
SHEET NO:	3 OF 4

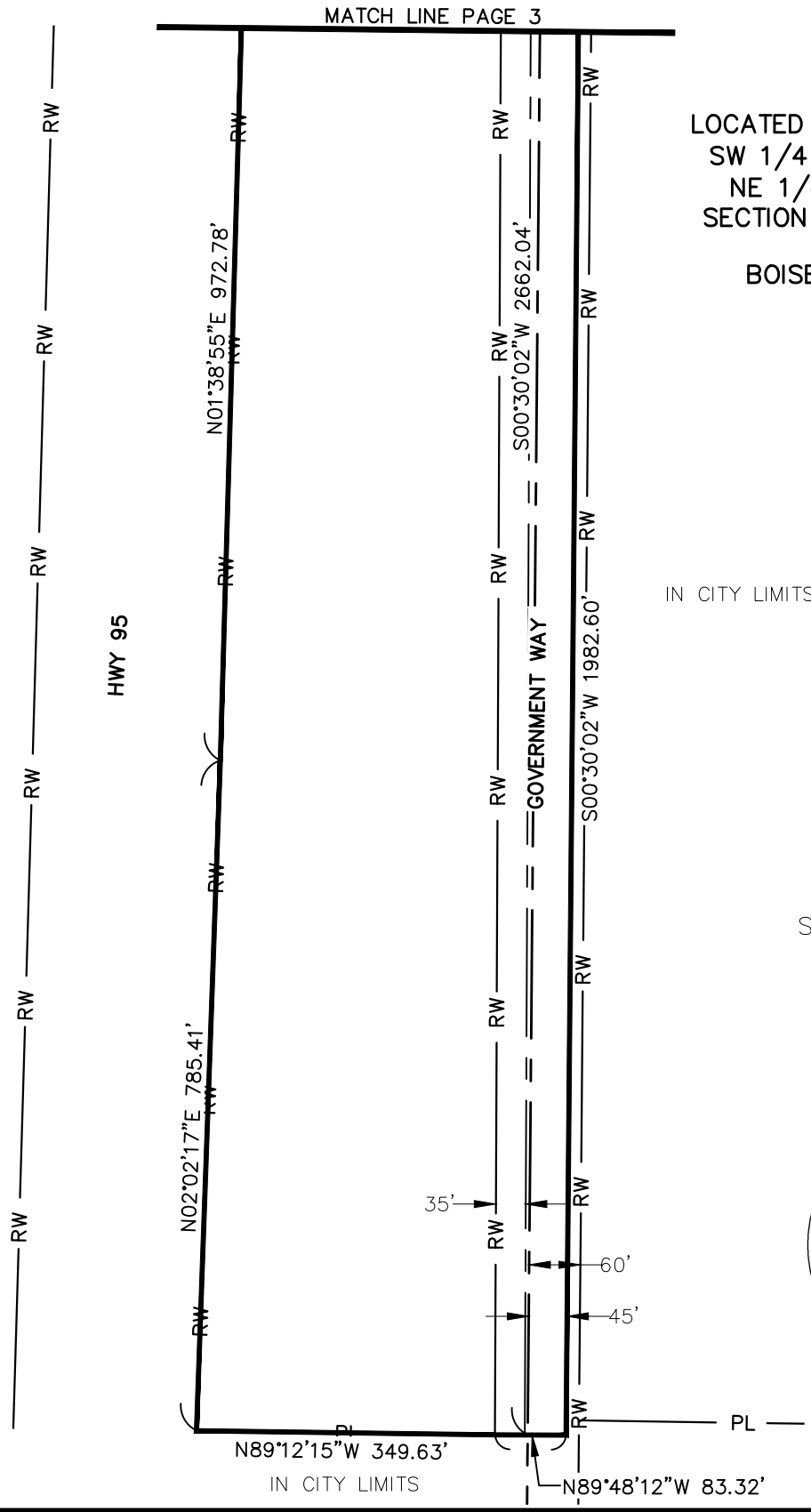

EXHIBIT B
LOCATED IN THE NW 1/4 AND THE SW 1/4 OF SECTION 1 AND THE NE 1/4 AND THE SE 1/4 OF SECTION 2, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO

SCALE: 1"=200'



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(fax) 208-664-5946

ANNEXATION
IN THE NW 1/4 AND SW 1/4 OF SEC 1
& THE NE 1/4 AND SE 1/4 OF SEC 2
T51 N, R4W, B.M., K.C., IDAHO

PROJECT NO.:	41014.040
DRAWN BY:	SNR
NAME:	41014.040 EX03.DWG
DATE:	20260303
SHEET NO:	**4 OF 4**

B. *ACTION ITEM* PZE-25-0110 North Ramsey Road Annexation Ordinance

Memo

To: Mayor Davis and Members of the City Council

From: Donna Phillips, Community Development Director

Date: March 16, 2026

Agenda Item: PZE-25-0110 North Ramsey Road Annexation Ordinance

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Agenda Item Location
Unfinished Business

Recommended Action or Motion
The City Council approved PZE-25-0110 North Ramsey Road Annexation request with a zone designation of Light Industrial (LI) with staff recommended conditions on February 24, 2026 and the Written Decision was approved on March 10, 2026.

I move to approve the PZE-25-0110 North Ramsey Road Annexation Ordinance.

Functional Impact of Authorizing
Upon approval of the Ordinance, and upon publication of it, the property shall be annexed into the city of Hayden with a zone designation of Light Industrial (LI)

Functional Impact of Not Authorizing
Should the ordinance not be approved, then the annexation process stops and direction shall be given as to next steps.

Fiscal Impact
Properties annexed into the City will develop in accordance with the development standards of the City of Hayden.

Budget Funding Source / Transfer Request
NA

Attachments:
Ordinance

ORDINANCE NO. ____
NORTH RAMSEY ROAD (PZE-25-0110)

AN ORDINANCE OF THE CITY OF HAYDEN, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR ANNEXATION OF APPROXIMATELY 7.53 ACRES OF LAND LOCATED WEST OF NORTH RAMSEY ROAD AND NORTH OF WEST WYOMING AVENUE MORE COMMONLY KNOWN AS 11341 N RAMSEY ROAD; PROVIDING ZONING OF THE PROPERTY SO ANNEXED AS LIGHT INDUSTRIAL; PROVIDING FOR AMENDMENT TO THE OFFICIAL ZONING MAP; PROVIDING SEVERABILITY AND PROVIDING AN EFFECTIVE DATE HEREOF.

WHEREAS, the City owns the two properties within the annexation request; and

WHEREAS, the City of Hayden initiated the annexation of said property with the subsequent zoning of Light Industrial (LI); and

WHEREAS, public hearings were held before both the Planning and Zoning Commission on January 5, 2026, and the City Council on February 24, 2026, in accordance with law, with testimony taken, and a reasoned written decision reached; and

WHEREAS, the City Council, based upon the recommendation of the Planning and Zoning Commission and upon its own findings, determined that said annexation is provided for under existing law in that the land in question adjoins the corporate limits, that the proposed zoning is suitable and compatible with the adopted comprehensive plan and surrounding land uses and that said land uses would fit in with the general development of the City and would be in the best interest of the citizens of the City of Hayden.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO, AS FOLLOWS:

SECTION 1: That the following described properties contiguous and adjacent to the city of Hayden, generally described as 11341 N Ramsey Road, Hayden, Idaho, be annexed into the City of Hayden, more particularly described as Exhibit "A".

SECTION 2: That the Hayden official zoning map be amended to include and designate the annexed property described in Section 1 as Light Industrial (LI).

SECTION 3: That this Ordinance is hereby declared to be severable. Should any portion of this Ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions shall

continue in full force and effect and shall be read to carry out the purpose(s) of the Ordinance before the declaration of partial invalidity.

SECTION 4: That this Ordinance shall be in full force and effect upon its passage, approval and publication according to law.

Enacted by the City Council as an ordinance of the city of Hayden on the __ day of March 2026.

APPROVED by the Mayor this ___ day of March 2026

_____
Alan Davis, Mayor

ATTEST:

_____
Abbi Sanchez, City Clerk

Exhibit A

That portion of the southeast quarter of Section 10, Township 51 North, Range 4 West, Boise Meridian, Kootenai County, Idaho described as follows:

COMMENCING at the southeast corner of said Section 10, thence along the East line of said southeast quarter, N 01°14'25" E a distance of 30.00 feet to the North right-of-way of Wyoming Avenue, said point being the **TRUE POINT OF BEGINNING**;

Thence along said North right-of-way, N 88°23'11" W a distance of 592.87 feet to the beginning of a curve to the right having a radius of 30.00 feet;

Thence along said curve through an arc length of 50.85 feet, through a central angle of 97°07'08", a chord bearing of N 39°49'37" W and a chord distance of 44.98 feet to the East right-of-way of Airport Drive;

Thence along said East right-of-way the following courses:

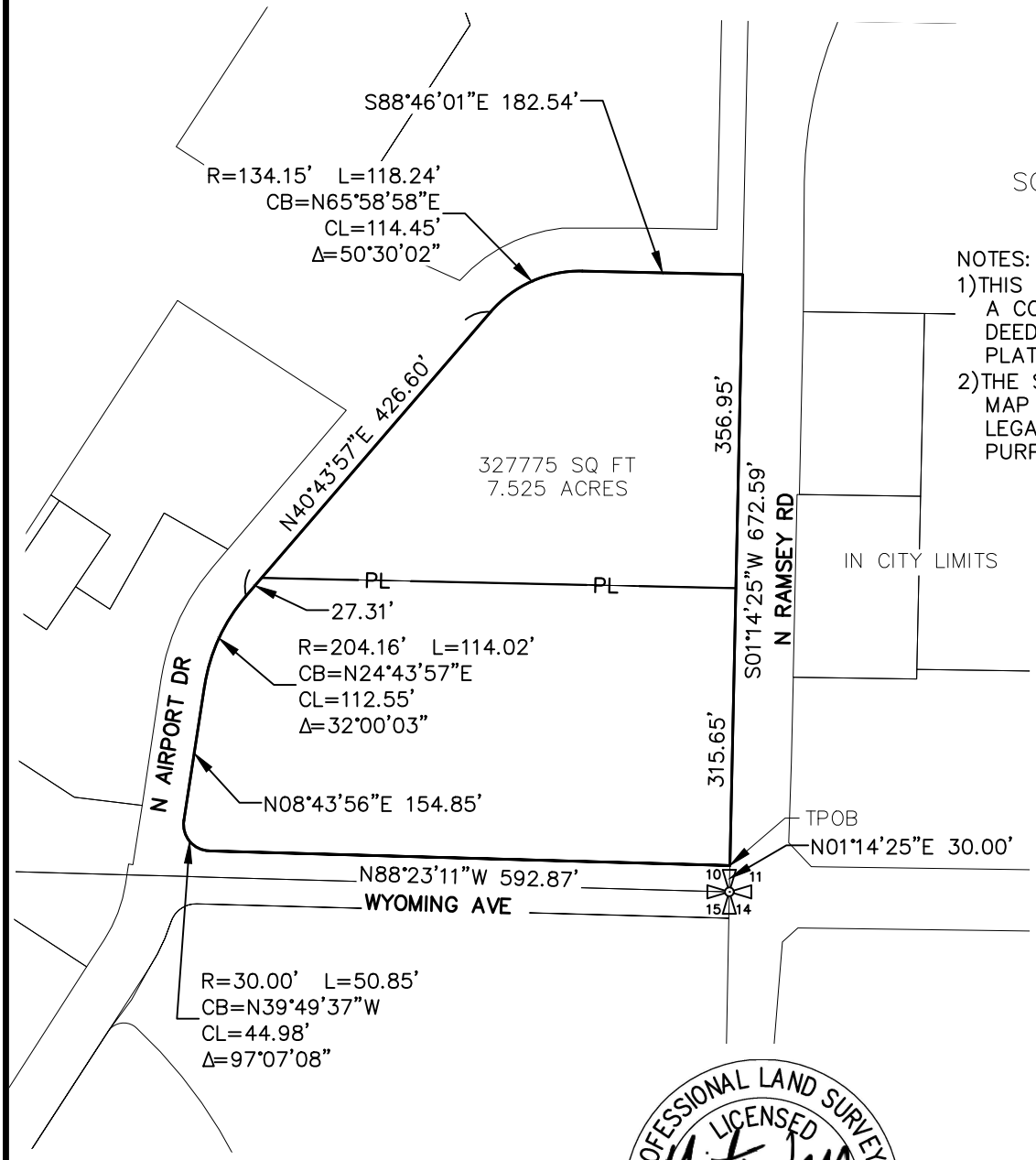
1. N 08°43'56" E a distance of 154.85 feet to the beginning of a curve to the right having a radius of 204.16 feet;
2. Through an arc length of 114.02 feet, through a central angle of 32°00'03", a chord bearing of N 24°43'57" E and a chord distance of 112.55 feet;
3. N 40°43'57" E a distance of 426.60 feet to the beginning of a curve to the right having a radius of 134.15 feet;
4. Through an arc length of 118.24 feet, through a central angle of 50°30'02", a chord bearing of N 65°58'58" E and a chord distance of 114.45 feet;
5. S 88°46'01" E a distance of 182.54 feet to the West right-of-way of Ramsey Road;

Thence along said West right-of-way, S 01°14'25" W a distance of 672.59 feet to the **TRUE POINT OF BEGINNING**;

Containing 327,775 square feet or 7.525 acres, more or less.



EXHIBIT B
LOCATED IN THE SOUTHEAST QUARTER OF SECTION 10, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO



SCALE: 1"=200'

NOTES:
1) THIS IS NOT A SURVEY. IT IS A COMPILATION OF RECORD DEEDS, SURVEYS, AND PLATS.
2) THE SOLE PURPOSE OF THIS MAP AND CORRESPONDING LEGAL IS FOR ANNEXATION PURPOSES ONLY.



WELCH-COMER
ENGINEERS | SURVEYORS
www.welchcomer.com
330 E. Lakeside Ave, Suite 101
Coeur d'Alene, ID 83814
208-664-9382
(toll free) 877-815-5672
(fax) 208-664-5946

ANNEXATION
LOCATED IN THE SE 1/4
OF SEC 10, T51N, R4W,
B.M., K.C., IDAHO

PROJECT NO.:	41014.040
DRAWN BY:	SNR
NAME:	41014.040 EX03.DWG
DATE:	20260304
SHEET NO:	1 OF 1

C. *ACTION ITEM* Professional Services Contract with Matrix Consulting Group for Law Enforcement Strategic Planning Study

Memo

To: Mayor and Hayden City Council

From: Lisa Ailport, City Administrator

Date: March 16, 2026

Agenda Item: Consider Professional Services contract with Matrix Consulting Group for Law Enforcement Strategic Planning effort

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Agenda Item Location
Old Business

Background and Recommended Action or Motion
Draft Motion: I motion to authorize the Mayor to sign the professional services agreement with Matrix Consulting Group to perform the Law Enforcement Strategic Planning effort for the city.

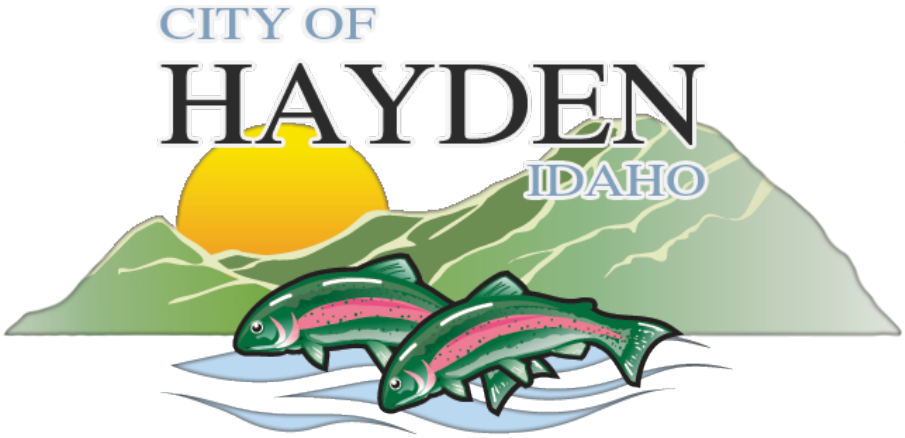
Pursuant to direction received at the last council meeting, attached to this memo is a Professional service agreement with Matrix Consulting Group to perform the duties as outlined in the request for proposals and subsequent additional information as requested by the City Council.

Functional Impact of Authorizing or Not Authorizing
Authorizing this contract does allow the consultants to start performing the services as outlined within their response to the request for proposal.

Fiscal Impact
The cost of this action anticipates around just under $100,000 and will use fund balance to cover the expense. Staff budgeted $500,000 of fund balance for such tasks to be pursued.

Budget Funding Source / Transfer Request
110-211-53010

Attachment
Signed Professional services agreement by Matrix Consulting Group



PROFESSIONAL SERVICES AGREEMENT

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

The parties agree as follows:

1. SCOPE OF WORK: ENTITY engages CONSULTANT to perform the work associated with the attached scope of service (see RFP proposal attached hereto).

2. PAYMENT: ENTITY agrees to pay CONSULTANT for their services rendered under this Agreement at the amount not to exceed without prior approval of $99,880.00, 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 in a good workmanlike manner. CONSULTANT acknowledges that it will be liable for any breach of this warranty.

12. INDEMNIFICATION: CONSULTANT 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 arising out of or in connection with the act and/or any 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

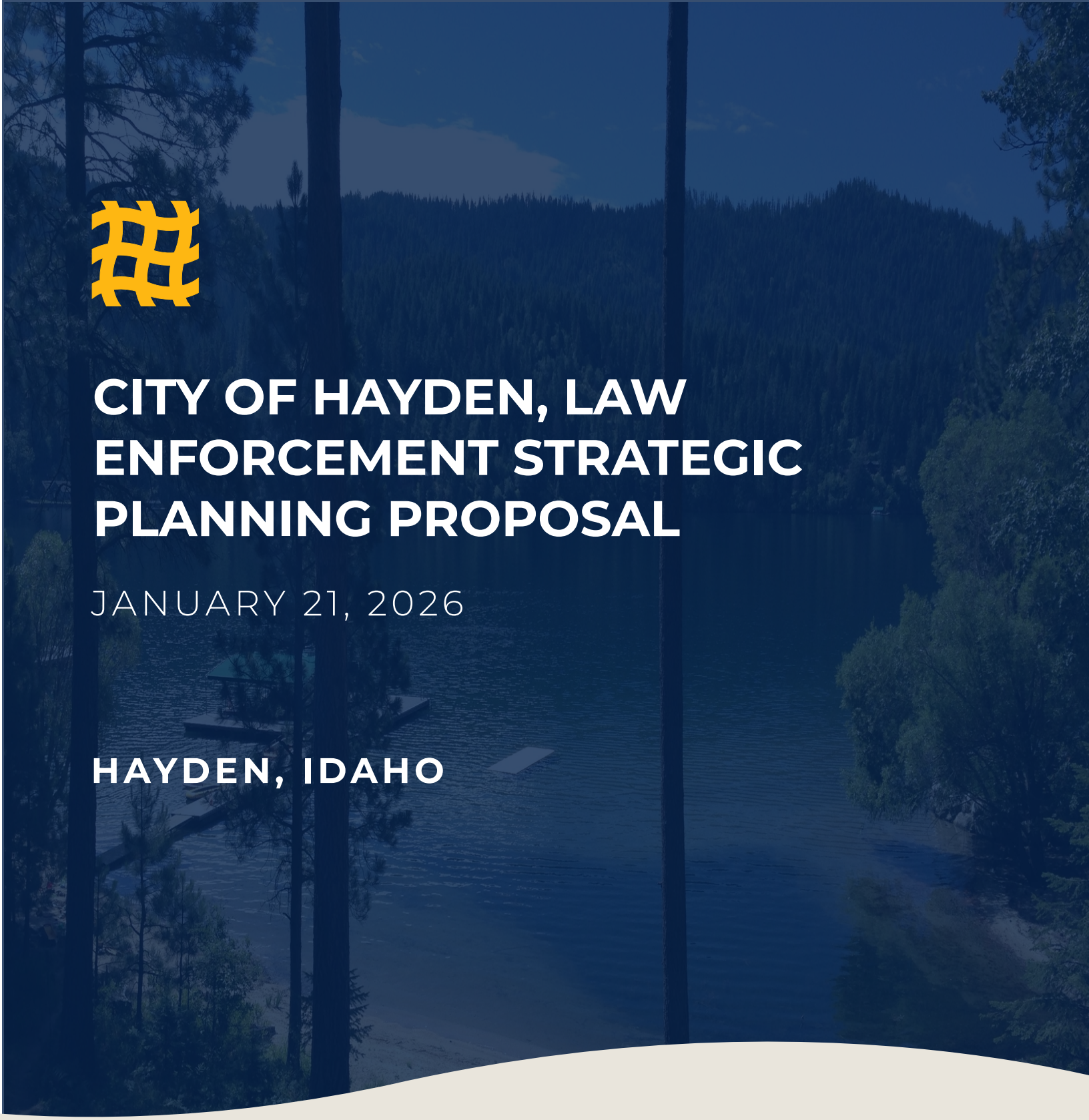
ATTEST:

_____
City Clerk

CONSULTANT:

By Alan Pennington
President, Alan Pennington

Form and content approved by Fonda Jovick, as attorney for the City of Hayden.



CITY OF HAYDEN, LAW ENFORCEMENT STRATEGIC PLANNING PROPOSAL

JANUARY 21, 2026

HAYDEN, IDAHO

MATRIX
CONSULTING GROUP

MATRIX CONSULTING GROUP

Abbi Sanchez, City Clerk
City of Hayden
8930 N. Government Way
Hayden, Idaho 83835

Matrix Consulting Group is pleased to submit our proposal to conduct an evaluation of law enforcement services in Hayden and evaluate the feasibility of a standalone police department in the City of Hayden. In this proposal, we will describe how our firm, the proposed project team, and our approach to the study.

ABOUT MATRIX

We founded Matrix Consulting Group two decades ago to provide comprehensive consulting services to local governments, blending subject matter expertise, technical capabilities, and real-world experience to help our clients achieve their goals and enact change.

Since our founding, we have grown to 32 full-time employees and 7 part-time consultants. We are national in scope, having conducted over 2,000 studies in 46 states (plus 3 Canadian provinces). While we are domestically incorporated in California, we are licensed to conduct business in Idaho.

OUR EXPERIENCE

We offer a wide range of services to law enforcement agencies throughout the United States and Canada. We have completed over 400 police studies in Idaho and across the country. Selected police staffing, management, and operations studies conducted in the past five years include:

Austin, TX	Kyle, TX	Raleigh, NC (2x)
Boise, ID	Los Angeles, CA	Reno, NV
Columbus, OH	Madison, WI	Salt Lake City, UT
DeKalb County, GA	Miami Beach, FL (3x)	San Francisco, CA
Fort Worth, TX	Orange County, FL	San Jose, CA
Fountain Hills, AZ	Osceola County, FL	St. Louis, MO
Highland Beach, FL	Phoenix, AZ	Syracuse, NY
Jacksonville, FL	Piedmont, CA	Tacoma, WA (3x)
Kansas City, MO	Prince George's County, MD	Wichita, KS

Our previous work includes many studies evaluating the feasibility of creating new policing agencies or evaluating the effectiveness of contracting entities with sheriff's offices, including studies for:

Citrus Heights, CA	Laguna Hills, CA	Palmdale, CA
College Park, MD	Lancaster, CA	Patterson, CA
Cooper City, FL	La Quinta, CA	Rancho Cordova, CA
Fountain Hills, AZ	Lynwood, CA	Riverside County, CA
Kenmore, WA	Orange County, CA	San Clemente, CA

OUR TEAM

Our team brings together former law enforcement leaders and career policing analysts, working together on each project as a collaborative group. This hybrid approach results in a team that maximizes both our experience and capabilities, working collaboratively on all of our projects.



RICHARD BRADY
Chairman of the Board

With 45 years of police analytical experience, he has worked with more than 350 police agencies around the country and in Canada. He will serve as the project manager.



JOHN SCRUGGS
Senior Manager

Senior Manager with over 26 years of law enforcement experience and has worked on over 100 police studies with Matrix in lead analyst and project manager roles.



IAN BRADY
Senior Vice President

Leads our law enforcement consulting practice, having completed over 180 studies in his 14 years with the firm. Principal developer of deployment and statistical models, as well as GIS analysis.



PHILIP BERRY
Manager

Experienced analyst and data analytics specialist for law enforcement and criminal justice agencies, having completed over 35 police studies with Matrix.



TIM DONOHOE
Senior Consultant

Over 26 years of experience in local and international law enforcement, having previously served as a Commander in the Reno Police Department.

We are partnering with the DLR Group to assist with public outreach, cost estimation, and the evaluation of initial square footage and space-planning needs.

Matrix Consulting Group possesses the experience, team, and approach necessary for a successful project, as evidenced by the high rate of successful implementation from our studies. Our strengths are underscored by the following points:

- Fact-based approach, emphasizing input for successful implementation.
- A senior team that has worked together on over 400+ studies for law enforcement agencies.
- Unparalleled analytics and statistical modeling capabilities.
- Extensive communication and review at each step of the project.

We appreciate the opportunity to submit this proposal on this important project for the City of Hayden. If you have any questions, please do not hesitate to contact me either at the letterhead address, by the phone number listed at the bottom of the page, or by email at rbrady@matrixcg.net. As Chairman of the Board of Directors, I am authorized to sign this proposal and make representations on the firm's behalf.

RICHARD P. BRADY
Chairman of the Board
Matrix Consulting Group, Ltd.

MATRIX CONSULTING GROUP
1875 S Grant Street, Suite 960
San Mateo, CA 94402
650.858.0507

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STATEMENT OF UNDERSTANDING/APPROACH

STATEMENT OF UNDERSTANDING

The City of Hayden has contracted for law enforcement services with the Kootenai County Sheriff's Office (KCSO) for several decades under an incrementally evolving cost methodology. In 2022, the approval of a levy to expand dedicated staffing resources significantly increased the City's expenditures in providing law enforcement services. These challenges have been compounded by additional cost increases, such as vehicle costs and overall labor costs.

In response to FY26 budget processes, the County replaced the historical cost model with a new cost-for-service model that nearly doubles the City's expenditures on police services. Given the substantial realignment of costs, the City is seeking an independent and objective analysis to examine the feasibility of conducting a municipal police department.

At this critical juncture for the City, this study will provide a comprehensive evaluation of the City's options for law enforcement services, and their associated costs – both now and projected into the future.

PROJECT APPROACH

The following outlines our proposed task plan to conduct the project.

TASK 1: PROJECT INITIATION AND INITIAL INTERVIEWS

The project team will begin the study by developing an initial understanding of contract services, the history of these services, and by better understanding the context and factors leading to this study. The team will meet with internal and external stakeholders using a combination of interviews that are designed to help us learn about the City of Hayden and contract service provision, the City's goals, the unique factors of the service environment, and to obtain views on issues relevant to the project. This process includes the following interviews:

- Conduct a kickoff meeting with the project review committee, including a review of project objectives, approach, interim deliverables, and schedule.
- Interviews with the City Administrator, Public Safety Commission, and other municipal officials, management team, and elected officials as desired.
- Extensive research and interviews directed toward understanding the City of Hayden's (and Kootenai County's) specific codes, regulations, and protocols.
- Developing our understanding of the geography of Hayden and future growth implications, including:
    - Anticipated major transportation improvements (e.g., the Huetter Road upgrade).

  - Role of transportation networks in service delivery and challenges, such as Highway 95.
  - Anticipated growth and development, including impacts to population and service needs.
  - City-owned boat launch and impact on law enforcement service demand and need for specialized services.

- Meet with the KCSO to develop contacts for interviews, data collection, and to develop an initial understanding of contract services and their history.
- Conduct one-on-one interviews with KCSO personnel regarding contract service provision to the City.
- Meet with KCSO budget and finance staff, as well as their counterparts in the City, to better understand the contract charging methodology.
- Meet with representatives of the community of Hayden to understand their stake in police services in the City and issues associated with it. As part of this, we will reach out to the various security services to initiate our understanding of their roles and services.
- Other interviews with key stakeholders, as identified throughout this process.

The project team will also begin collecting various documents, including departmental goals, vision and objectives statements, as well as other organizational materials and budgetary documents. In preparation for the kickoff meeting, the project team will develop a comprehensive list of data needed to conduct the study, as well as a week-by-week schedule for project completion.

TASK RESULT

Based on the results of these interviews and initial data collection, we will prepare an issues list that will provide the basis for subsequent analytical steps. The project team will also finalize the project work plan and project deliverable schedule.

TASK 2: PROFILE AND CURRENT STATE ASSESSMENT

Having developed an initial understanding of KCSO service delivery to the City, contract charging methodology, and issues surrounding the study, the project team will summarize and evaluate the factual basis gathered from this process. Review of this document by KCSO and the City will solidify this understanding and ensure that the factual basis of assumptions developed later in the study are correct.

Initial issues that have been identified as part of the initial fact-finding effort will be examined further in this task with the data collected, and the project team will comprehensively review the services provided by the KCSO. This includes analysis and findings regarding every aspect of contract police services:

- Documentation and analysis of the services provided by the KCSO, including:
  - Patrol coverage, response times, proactivity, and staffing capacity.
  - Investigative capacity and responsiveness.

  - Community support and engagement.
  - Gaps in service provision and staffing that must be met, including for administrative and support functions.
  - The assessment of contract service delivery will be based on comparisons to service commitments, best practices in law enforcement, and the project team's experience with other contract service clients.
- Analysis of KCSO costing and cost allocation methodologies, including:
  - Practices for attributing costs.
  - Methodology for charging overhead and administrative costs.
  - Analysis of whether costs for countywide services are included.
  - Review of overtime usage and credits for vacancies.
  - Cost allocation for regionalized services, such as specialized units.
  - Allocation of capital costs and debt service.

Findings developed from this analysis will inform comparisons developed in the final report between the service levels and cost-effectiveness of existing KCSO contract services versus those of a municipal policing agency.

The draft document will be reviewed with the project team, with corrections and revisions being made thereafter. This meeting will also provide an opportunity to discuss initial observations and findings, coordinate any remaining data collection needs, and discuss the next steps of the project.

TASK RESULT

The project team will develop a descriptive profile and review of current contract costs and services provided by KCSO. The interim deliverable and its findings will be reviewed with the project steering committee.

TASK 3: COMMUNITY OUTREACH APPROACH

Note: This task includes the requested information contained in the outlined "Outreach Approach" section.

Feedback and input from the community are essential to developing how a new agency would be organized, staffed, and provide services to the community. We propose two methods for engaging the community:

- In-person **town hall meetings** to directly meet with the community on key issues with KCSO services and explore potential alternatives.

- A **public survey** that will give community members the opportunity to provide their perspective and input on all issues relevant to the study.

The project team will conduct three City hall-style meetings to directly engage stakeholders on a wide range of topics, including:

SERVICE LEVELS

How responsive is KCSO to community needs? Are response times to calls for service adequate?

ENGAGEMENT AND COMMUNICATION

Does the community feel that KCSO engages and communicates effectively? What could be improved in an alternative service delivery system?

COMMUNITY PRIORITIES

Are the issues KCSO focuses on aligned with the community's priorities? What public safety priorities would the community want an alternative service delivery approach to focus on?

To maximize input, we could conduct one community meeting on a weekday evening and another on a Saturday morning, with the third on either depending on the City's preference.

The input gained from these meetings will be summarized in an interim deliverable, which identifies opportunities to incorporate the community's priorities into the assumptions for the new service delivery analysis.

TASK RESULT

The project team will conduct three community meetings to directly engage on issues with current service delivery, as well as priorities and philosophies for the development of a municipal police department or other alternative.

TASK 4: MUNICIPAL POLICE FRAMEWORK AND GAP ANALYSIS

As an initial step in evaluating the feasibility of establishing a municipal police department or other alternative approach, assumptions must be developed to create the framework for agency operations. Principally, this focuses on several key areas: organization, service level targets, and transition timelines.

This task will also identify gaps in current service delivery from these assumptions for optimizing service in any alternative.

In coordination with the City of Hayden to identify priorities, the project team will develop a framework document that outlines key aspects of alternative service delivery, including:

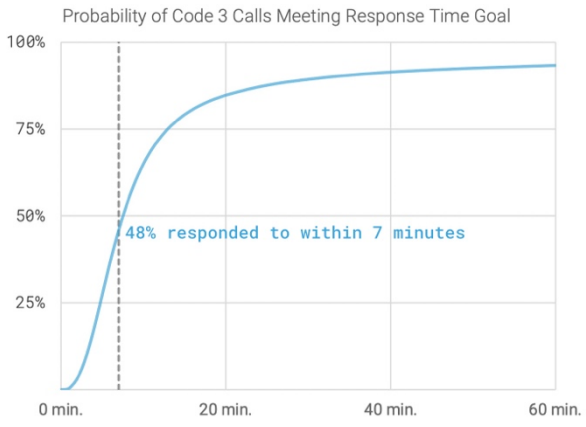
- Core police workloads and service level targets, including:
    - Analysis of calls for service for the past three years.
    - Response time targets and current KCSO performance.
    - Coverage needs across a full 24-7 spectrum.
- Scope of crime prevention education and other community programming.
- Level of investigative services, including assumptions about the role of patrol in case follow-up activities.
- Provision and organization of support and administrative functions.
- Regional support and interagency services.
- Initial implementation timelines, to be refined later in the study.
- Organizational structure of a municipal police department.
- Usage of existing facilities versus construction of new facilities.
- Field deployment levels and practices, as well as target levels for proactive time (staffing capacity) and response time performance.

The following page provides examples of our approaches to analyzing workload, staffing, and deployment needs:

Uncommitted time by hour and weekday

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2am–6am	43%	56%	61%	61%	60%	57%	47%
6am–10am	44%	34%	34%	33%	34%	34%	40%
10am–2pm	22%	17%	20%	20%	20%	19%	21%
2pm–6pm	32%	27%	29%	29%	28%	27%	31%
6pm–10pm	24%	23%	22%	22%	24%	22%	22%
10pm–2am	21%	34%	36%	37%	34%	30%	20%
Overall	31%	32%	34%	34%	33%	32%	30%

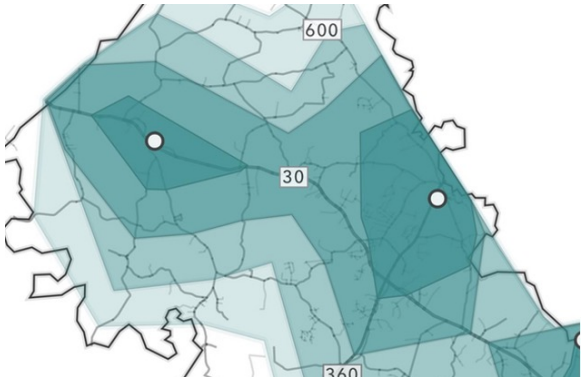
Response time performance overall



Deployment analytics, including special events



Geographic response time coverage



The assumptions document, after review by the project steering committee, will form the foundation of the feasibility analysis.

TASK RESULT

The project team will develop a framework document that outlines the operating assumptions, service level targets, opportunities for regionally shared services in alternative police service delivery systems.

TASK 5: FEASIBILITY AND COST PROJECTIONS

The analytical core of this study is the feasibility and cost analysis, which examines how alternative police services would be staffed and structured, as well as how much they would cost. Using the foundational assumptions and framework developed as part of the previous task, the feasibility and cost analysis includes the following major elements:

STAFFING NEEDS

Using workload data and priorities for proactive policing functions, as well as the input of Hayden stakeholders and community feedback, the project team will assess staffing needs for every function and position within alternative municipal service delivery approaches.

- For example, needs will be analyzed separately for patrol services, investigations, specialized and proactive units, each functional area of administrative services, etc.
- Furthermore, officer safety considerations and work-life balance implications of scheduling alternatives are also critical components to consider.

ORGANIZATIONAL STRUCTURE

Organizational structure and chart of a municipal police department or other alternative, detailing reporting structures and staffing levels in each position and work unit.

ONGOING OPERATIONAL COSTS

Comprehensive evaluation of anticipated expenditures for budgeting purposes, including, for example:

- Personnel expenditures will be developed using the firm's interactive compensation package modeling tools.
    - The calculations will pull data from comparative cities in the same hiring market to project realistic costs, built up from every compensation category, such as retirement costs and liabilities, incentive pay, step increases, medical, etc.
- Liability insurance.
- Academy contracting and other training needs, as determined by the analysis of framework assumptions.
- Vehicle and equipment replacement plans to account for full lifecycle costs.

START-UP COSTS

All one-time costs involved in the creation of a new municipal police department, including:

- Capital projects, including any facilities needed and detailed estimates for construction.
- Initial purchase of all equipment for personnel, including vehicles, radios, and firearms.
- Information technology needs.
- Furniture and other department equipment and infrastructure.
- One-time bonuses added to compensation packages to quickly hire agency personnel and attract lateral candidates.
- Debt service costs and amortization.

TASK RESULT

The project team will conduct a comprehensive feasibility analysis of establishing a new approach to municipal policing. This task will detail the staffing, organization, operating costs, and startup costs, considering the potential for regionalized services, integration with other City strategies, and anticipated growth impacts.

TASK 6: TRANSITION PLANNING

Based upon the feasibility analysis, which provides a foundation and design for how a new police department or other alternative delivery approach would be staffed, organized, and operated, the project team will create a detailed implementation plan to ensure that it can be accomplished. This includes:

- Timelines for each step of new agency formation, such as:
    - Capital projects
    - Recruitment and hiring processes, including marketing and phasing
    - Policy development
    - Estimated costs for technology services, including estimates for third-party vendor contracts (CAD, RMS, etc.)
- Options for the transition of services to ensure continuity, including for special events and other instances where higher staffing levels must be deployed.
- A model outlining 5-, 10-, and 20-year financial cost projections.

Each step of the transition plan will be detailed with a timeline, the person(s) responsible for implementation, and any barriers that may be foreseen that must be addressed to remain on track.

TASK RESULT

The project team will create a detailed transition plan that outlines timelines and action items building to the initial operation of a police service alternative, including steps to ensure continuity of services throughout the contract transition period.

TASK 7: FINAL REPORT AND PRESENTATION

The study culminates with the development of the final report, which will incorporate each element of the study process to this point, and include:

- **Executive summary**, summarizing the process of the study and its major findings.
- **Profile of and assessment of KCSO contract services**, including independent analysis of contract costs and charges.
- **Outreach to the community**, including a public survey and community meetings to gather input on current KCSO services and potential alternatives.
- **Framework assumptions and gap assessment** for the governance, structure, and other foundational factors involved in the creation of a new municipal police department.

- **Feasibility analysis and cost projections** detailed how a municipal police agency or other alternative would be organized and staffed (current and optimal), its service level targets, and comprehensive cost modeling of personnel compensation, other operating costs, and initial startup costs.
    - The report will also identify priorities in governance, policy development, and other practices to ensure that the department is built around the pillars of community-centric policing philosophy that best serve Hayden.
    - To further our analysis of startup costs, we will work with DLR to analyze square footage needs and potential cost implications.
- **A transition plan** to implement the new agency formation process and ensure continuity of services.

Following revisions to the draft final report, the project team will make presentations to the stakeholders and the Hayden City Council.

TASK RESULT

The project team will develop the draft final report on the study, building upon each deliverable completed in the study to create a cohesive framework for review of the existing contract and the feasibility of forming a municipal police department.

TIMELINE

The table below provides a depiction of the sequencing of tasks and timeline for this project. We propose a six-month timeline to conduct the study, as outlined below:

	1	2	3	4	5	6
Initiation and Interviews						
Profile and Current State						
Community Outreach						
Municipal Framework						
Feasibility and Projections						
Transition Planning						
Final Report						

REFERENCES / PROJECT EXAMPLES

We have combined the references and project examples portion of the requested material in the RFP to demonstrate that our references are for projects similar in nature to the services being requested.

FOUNTAIN HILLS, AZ

Law Enforcement Feasibility and Financial Analysis (2022)

David Trimble
Administrative Services Director
480-816-5125
dtrimble@fountainhillsaz.gov

Matrix was selected to review Fountain Hill's contract with the Maricopa County Sheriff's Office and examine the feasibility of forming a municipal police department, including its costs, staffing needs, and organization. The analysis demonstrated that the MCSO contract provided more staffing capacity than was needed in patrol and investigations, with recommended reductions able to save $219,000 annually.

The analysis comprehensively examined all costs of creating and operating a new municipal police department, using Matrix's proprietary interactive new agency formation model. Salary costs were forecasted using detailed projections for compensation package structures and the results of the staffing needs analysis.

The study found that the start-up costs involved in forming a new municipal police agency, including capital expenditures, would total about $4.3 million. In comparison to the existing MCSO contract, the study showed that the municipal police department option would save approximately $500,000 per year in operating costs alone.

LA QUINTA, CA

Regional Feasibility and Police Services Studies (2022)

Martha Mendez
Public Safety Manager
760-777-7161
mmendez@laquintaca.gov

Over the past six years, Matrix has conducted a series of studies for La Quinta to review their contract with the Riverside County Sheriff's Department.

In the most recent 2022 study, Matrix was asked to contract for service from the Riverside County Sheriff's Department and analyzed the feasibility of developing a joint contract with Indian Wells, Palm Desert and Rancho Mirage.

The regional feasibility analysis concluded that there are substantial opportunities for savings, while improving service to the participating cities. These savings were largely the result of compensation differences and expansion of shared services among other contracting cities.

Prior to the regional study, the firm conducted four annual operations and contract performance audits of RCSD services for La Quinta.

RIVERSIDE COUNTY CONTRACT CITIES, CALIFORNIA

Joint Law Enforcement Feasibility Study

Rob Johnson
City Manager
San Jacinto
951-487-7330
citymanager@sanjacintoca.gov

Matrix worked with nine cities that contract with the Riverside County Sheriff's Department to conduct a feasibility analysis of replacing those services by forming a regional policing agency under a joint powers authority (JPA).

The project team developed a comprehensive feasibility model to accurately construct how such an agency would be staffed, organized, and governed, while ensuring that service level objectives are reached.

The study forecasted initial and operating costs, while maximizing both the cost efficiencies and shared service opportunities in a regional policing agency.

Examining all aspects of forming a regional policing agency, the study included the development of:

- Detailed allocation methodologies.
- Opportunities for regionalization and shared services.
- Startup and capital costs.
- Detailed compensation structures, based on market rates within the region.
- Staffing and organizational structure needed to run the JPA at the level of each position and unit within the agency.
- Five-year cost and staffing forecasts.
- Estimated operating costs, including overtime usage.

The study concluded that with nine cities participating in the JPA, overall costs would be approximately 10% less than the combined cost of current contracts with the Riverside County Sheriff's Department – even after factoring in more than $80m in startup costs amortized over a ten-year period.

HILLSBORO, OR

Pre-Occupancy Surveying, Facility Planning and Design, Community Engagement

Jim Coleman
Chief of Police
503- 681-5289
jim.coleman@hillsboro-oregon.gov

Facing evolving demands and spatial limitations, the Hillsboro Police Department sought a new, high-performance headquarters that would enhance public safety, support employees, and encourage stronger community engagement. DLR Group's design prioritizes operational efficiency, resilience, and strong community connections. The headquarters provides modern policing facilities, streamlined operations, and creates a welcoming civic presence that strengthens public trust.

Responding to the natural environment, the building and site design preserve and enhance an adjacent wetland and vegetative corridor while incorporating sustainable infrastructure that aligns with Hillsboro's net-zero energy goals.

Officer wellness is a key driver, with dedicated fitness and decompression spaces, enhanced daylighting, and modern training areas that support recruitment and retention.

Designed for Risk Category IV seismic resilience, the headquarters feature redundant power systems, secure storage for evidence and fleet operations, and advanced technology integration, ensuring it remains operational during emergencies. The 67,400 SF HPD headquarters consolidates multiple divisions into a single, high-performance mass timber facility designed for future growth. DLR Group is providing planning, architecture, interiors, structural engineering, mechanical engineering, electrical engineering, and lighting design services to guide HPD's vision for this transformative project.

PERSONNEL QUALIFICATIONS

INTRODUCTION TO MATRIX CONSULTING GROUP

Matrix Consulting Group was founded over two decades ago to provide detailed organization and management analytical services to local government. Our firm's history and approach are centered around our service philosophy:

- The only consulting services we provide are to local government. Although law enforcement is our firm's largest single practice area, our projects span a wide range of local government functions.
- We work as a team on our consulting engagements and do not typically use subcontractors. Our law enforcement consulting team comprises career police services consultants and former police managers who are now consultants with the firm.
- Our firm is headquartered in California (San Mateo). We also have offices in Dallas, St. Louis, Portland, South Florida, Charlotte, and Southern California. We currently have 30 full-time and 4 part-time staff.
- We are an independent firm. In 2018, we created a Canadian firm, MCG Consulting Solutions, which is wholly owned by Matrix Consulting Group, to better serve the Canadian market.

We offer a wide range of services to law enforcement agencies throughout the United States and Canada. We have completed over 400 police studies in Idaho and across the country. Selected police staffing, management, and operations studies conducted in the past five years include:

Austin, TX	Kyle, TX	Raleigh, NC (2x)
Boise, ID	Los Angeles, CA	Reno, NV
Columbus, OH	Madison, WI	Salt Lake City, UT
DeKalb County, GA	Miami Beach, FL (3x)	San Francisco, CA
Fort Worth, TX	Orange County, FL	San Jose, CA
Fountain Hills, AZ	Osceola County, FL	St. Louis, MO
Highland Beach, FL	Phoenix, AZ	Syracuse, NY
Jacksonville, FL	Piedmont, CA	Tacoma, WA (3x)
Kansas City, MO	Prince George's County, MD	Wichita, KS

- Our previous work includes many studies evaluating the feasibility of creating new policing agencies or evaluating the effectiveness of contracting entities with sheriff's offices, including studies for:

Citrus Heights, CA	Laguna Hills, CA	Palmdale, CA
College Park, MD	Lancaster, CA	Patterson, CA
Cooper City, FL	La Quinta, CA	Rancho Cordova, CA
Fountain Hills, AZ	Lynwood, CA	Riverside County, CA
Kenmore, WA	Orange County, CA	San Clemente, CA

INTRODUCTION TO THE DLR GROUP

We are partnering with the DLR Group to assist with public outreach, cost estimation, and the evaluation of initial square footage and space-planning needs.

Established in 1966, DLR Group has more than 1,800 employees across 37 offices worldwide. DLR Group is an integrated design firm and national leader in next-generation public safety facility planning and design. Their philosophy is that great design, like healthy communities, requires participation and collective collaboration. This philosophy inspires our culture and fuels the work they do throughout the United States and internationally. They are employee-owned, with every employee invested in their clients' success.

They have designed more than 100 public safety facilities across the United States, gaining a thorough knowledge of best practices and operational efficiency. They create innovative, client-centric solutions for police, fire, and emergency communication services. They work closely with stakeholders to combine the invaluable operational knowledge of public safety professionals with our expertise in contemporary design practices, creating facilities that are both highly functional and future-ready. DLR Group emphasizes the importance of building enduring client relationships with public safety providers through collaboration, trust, and shared vision.

DLR Group was named the **#1 Justice Facility Design Firm** by Building Design + Construction in 2024.

Select Public Safety Projects Include:

- Aberdeen Police and Public Safety Facility; *SD*
- Ashland Police Station Renovation; *OR*
- Auburn Public Safety Facility Plan and Design; *WA*
- Bay Village Police Facility; *OH*
- Camas Police Facility; *WA*
- Cheyenne Public Safety Center; WY
- Englewood Police Headquarters; *CO*
- Everett Police Department - First Floor Remodel; *WA*
- La Vista Police Facility; *CO*
- Metro Police Dept. HQ Modernization*; Washington, D.C*
- Metro Police Department District 7; *Washington, D.C.*
- Moffat County Public Safety Center; *CO*
- Nebraska State Patrol Crime Lab Relocation; *NE*
- Northfield Police and Fire Stations; *MN*
- Oregon State Police Forensic Crime Lab Adaptive Reuse; *OR*
- San Pablo Police HQ & Regional Training Center; *CA*
- Security Police Operations Facility; *Offutt AFB, NE*
- Sonoma County Sheriff's HQ, *CA*
- TI Metro Police Headquarters; *Las Vegas, NV*
- Tulsa Public Safety Center; *OK*
- West Valley Community Police Station; *CA*
- Whatcom County Public Safety Building; *WA*
- Will County Public Safety Complex; *IL*
- Woodbury Public Safety Addition and Remodel; *MN*

PROJECT TEAM RESUMES

The following pages provide resumes for each project team member, beginning with Richard Brady, our proposed project manager, who would be directly and continually responsible for process and products.



RICHARD BRADY

Chairman of the Board

BIOGRAPHY:

Richard Brady founded Matrix Consulting Group in 2003 and leads our public safety practice, which includes law enforcement and justice studies. He has served as the project manager or lead analyst on hundreds of public safety studies in his 40-year career. His subject matter expertise includes police staffing and deployment, management effectiveness, and governance. Prior to Matrix, he served for over 20 years as a practice leader in two other firms, including Maximus.

EXPERIENCE HIGHLIGHTS:

COLUMBUS, OH: OPERATIONAL REVIEW

Served as project manager for the study, which identified the need for new positions, but more importantly, identified numerous areas which would improve the quality of service and integrity, including:

- Increase training on de-escalation and procedural justice.
- Increase the use of civilians in the field and in administration.
- Numerous recommendations were made in the study in these areas to bridge the disconnect between the department's goals and policies, as well as how these are reinforced by management.

AUSTIN, TX: COMMUNITY POLICING STUDY

Project manager on the study, which was designed to assist the APD recreate its approach to community policing to involve everyone in the department. The study identified opportunities to support community policing in leadership, policies, recruitment, training, and supervision.

LOS ANGELES, CA: BASIC CAR AREA BOUNDARY STUDY

Led a comprehensive study of LAPD field services, community policing programs, and patrol resource allocation strategies. The study recommended improved methods to better equalize service levels and prioritized a community-centered approach to field services.

ROLE ON THIS ENGAGEMENT:

Richard will serve as the project manager and principal contact with the City. He will be involved in all project stages.

RELEVANT CLIENTS:

AL, Birmingham
AZ, Phoenix
CA, Los Angeles
CA, San Jose
CA, Sacramento
CA, San Francisco
FL, Miami Beach
FL, Orange County
KS, Wichita
MB, Winnipeg
MO, Kansas City
NC, Asheville
NV, Las Vegas
MO, Kansas City
NC, Raleigh
NY, Albany
OH, Columbus
OH, Cincinnati
OK, Broken Arrow
OR, Portland
UT, Salt Lake City
TN, Nashville
TX, Austin
TX, Fort Worth
TX, San Antonio
VA, Richmond
VA, Virginia Beach
WA, Tacoma
WI, Milwaukee

YEARS OF EXPERIENCE:

40

EDUCATION:

BA, California State University, East Bay.

PhD, Oxford University, U.K.

PROFESSIONAL ASSOCIATION:

Association of Local Government Auditors

International City-County Management Association



JOHN SCRUGGS
Senior Manager

BIOGRAPHY:

John Scruggs is a Senior Manager with over 27 years of law enforcement experience. He is former Captain with the Portland Police Bureau and has served as an interim Chief for Lower Saucon Township. He contributed to developing multiple internal strategic plans. He is now a lead analyst on our law enforcement, public safety, and criminal justice engagements. His relevant experience includes:

- Completed over 150 studies for law enforcement, public safety, and criminal justice clients.
- Analysis focuses on operational and staffing review, workload analysis, net annual work hour determination, and scheduling.
- Expertise also includes the evaluation of administrative, dispatch, investigations, patrol, records, and property and evidence.
- Has worked on strategic planning for law enforcement and non-profit organizations.

EXPERIENCE HIGHLIGHTS:

PITTSBURG, CA: POLICE DEPARTMENT STRATEGIC PLANS

Served as lead analysts on strategic plans for the department and Police Athletics League (PAL).

NORMAN, OK: Staffing and Facility Needs Assessment

Served as a lead analyst on investigations and technology.

KYLE, TX: Staffing and Facility Needs Assessment

Served as a lead analyst on investigations, technology and facility planning.

ROLE ON THIS ENGAGEMENT:

John will serve as the lead analyst in investigative services.

RELEVANT CLIENTS:

AZ, Chandler
AZ, Goodyear
CA, Federal Reserve
CA, La Verne
CA, Richmond
CA, San Diego Harbor
CA, San Jose
CA, Signal Hill
CT, Bridgeport
FL, Hallandale Beach
FL, Osceola County
ID, Boise
IL, Rockford
KS, Park City
MO, Kansas City
MO, O'Fallon
NY, Monroe County
NY, Syracuse
OH, Cincinnati
OK, Ada
OK, Norman
OR, Bend
PA, Pittsburgh
RI, East Greenwich
TX, Cedar Hill
TX, Cedar Park
TX, Fort Worth
TX, Kyle
TX, Texas City
VA, Virginia Beach
WI, Milwaukee
WI, Oshkosh

YEARS OF EXPERIENCE:

27 Law Enforcement

10 Consulting

EDUCATION:

Master of Public Administration and B.S. in Political Science from Portland State University



PHILIP BERRY
Manager

BIOGRAPHY:

Provides in-depth analysis of relevant topics, as well as providing theoretical background knowledge of criminological principles and spatiotemporal analytics.

Prior to joining Matrix, Philip spent time as a research analyst with the Virginia Criminal Sentencing Commission in Richmond, VA. Philip has also spent time at academic institutions as an instructor throughout the east coast throughout the duration of his graduate-level coursework.

EXPERIENCE HIGHLIGHTS:

FOUNTAIN HILLS, AZ

Led the creation of an interactive model for forecasting the costs of establishing a new police agency, using extensive research on compensation structures, and operating costs to accurately model feasibility.

VIRGINIA CRIMINAL SENTENCING COMMISSION

Led research analyses surrounding the sentencing practices of judges throughout the Commonwealth. Analyses surrounded the effect of changing legislation on prison bed capacity in the state.

CEDAR HILL, TX

Led Matrix project staff regarding patrol resource analysis, internal employee survey methodologies, and external community survey completion.

ROLE ON THIS ENGAGEMENT:

Philp will serve as the lead analyst in administrative services, as well as community survey analysis.

RELEVANT CLIENTS:

AZ, Fountain Hills
AZ, Goodyear
AZ, Phoenix
CA, Richmond
CA, Signal Hill
CA, San Diego Harbor
FL, Hallandale Beach
ID, Boise
NY, Monroe County
OH, Cincinnati
OK, Ada
OK, Broken Arrow
PA, Pittsburgh
TX, Cedar Hill
TX, Fort Worth
VA, Virginia Beach
WA, Everett
WA, Ridgefield
WI, Madison
WI, Milwaukee

YEARS OF EXPERIENCE:

6

EDUCATION:

BA, Lebanon Valley College, Sociology

MA, Radford University, Criminology

ABD, University of South Carolina, Criminology

PROFESSIONAL ASSOCIATIONS:

International Association of Crime Analysts

American Society of Criminology

American Criminal Justice Society

American Sociological Association



IAN BRADY

Senior Vice President

BIOGRAPHY:

Ian Brady is a Senior Vice President with Matrix Consulting Group and co-leads our Police Consulting Practice and our data analytics unit. With over 14 years of consulting experience, he specializes in public safety, and works on all our police, fire, corrections, and emergency communications studies. He is the lead developer on our statistical models and data analytics platforms, including:

- Projection modeling, using geospatial data to forecast community development, and associated impacts to population, service demand, and staffing needs.
- New agency feasibility, financial modeling, and service delivery.
- Deployment schedule configuration and optimization, forecasting impacts to service levels and overtime usage.

EXPERIENCE HIGHLIGHTS:

LOS ANGELES, CA: BASIC CAR AREA BOUNDARY STUDY

- Led a comprehensive field staffing and redistricting study.
- Developed a new patrol beat structure to better align communities and equalize workload, resulting in 202 new patrol areas, up from the 168 that existed previously.
- Recommended new patrol resource allocation strategies to equalize service levels using a data-driven methodology.

SAN FRANCISCO, CA: POLICE DEPARTMENT STAFFING ANALYSIS

- Lead analyst on a comprehensive staffing that was designed to create defensible, workload-based methodologies to determine the staffing needs of all 600+ assignments in the department.
- Developed and designed an interactive analytical tool for SFPD to use in the future to replicate the study's analysis in its entirety.

ROLE ON THIS ENGAGEMENT:

Ian will serve as the lead analyst in field services, as well as more generally over data analytics. He will be involved in all project stages.

RELEVANT CLIENTS:

AZ, Phoenix
AL, Birmingham
CA, Berkeley
CA, Los Angeles
CA, Sacramento
CA, San Francisco
CA, San Jose
CO, Adams County
FL, Miami Beach
FL, Orange County
GA, DeKalb County
HI, Kauai County
ID, Boise
IL, Rockford
KS, Wichita
MB, Winnipeg
MD, Harford County
MD, Howard County
MN, Hennepin County
MO, Kansas City
MO, St. Louis
NC, Raleigh
NJ, Mahwah
NM, Santa Fe
NY, Newburgh
NY, Syracuse
OH, Columbus
OH, Cincinnati
OK, Broken Arrow
OR, Bend
OR, Portland
PA, Pittsburgh
UT, Salt Lake City
TX, Austin
TX, Denton
TX, Fort Worth
TX, Travis County
VA, Virginia Beach
WA, Tacoma
WI, Milwaukee

YEARS OF EXPERIENCE:

14

EDUCATION:

BS in Politics, Willamette University



TIM DONOHOE
Senior Consultant

BIOGRAPHY:

Tim Donohoe is a Senior Consultant with over 29 years of experience in local, national, and international law enforcement. A retired Commander from the Reno, NV Police Department and former Mission Advisor for the United States Department of Justice's International Criminal Investigative Training Assistance Program in the Republic of Armenia.

He played a central role in developing the Reno Police Department's five-year strategic plan and applied strategic planning methodologies to modernize the Armenian National Police, supporting their transition toward a democratic, community-centered policing model.

He is a graduate of the Police Executive Research Forum's Senior Management Institute for Policing and a National Institute of Justice Law Enforcement Advancing Data and Science Scholar. He teaches an evidence-based policing course for police leaders through the University of Louisville's Southern Police Institute, serves as a subject matter expert for the U.S. Department of Justice's Collaborative Reform Initiative Technical Assistance Center, and is a Marine Corps veteran.

EXPERIENCE HIGHLIGHTS:

ARMENIA: MISSION ADVISOR

- Implemented new admission standards and hiring procedures for National Patrol Police.
- Institutionalized police procedures and instruction.
- Implemented new training requirements and standards.
- Implemented civilian oversight ministry.

VIRGINIA BEACH, VA: POLICE STAFFING AND STRUCTURE ASSESSMENT

- Lead Analyst, Special Operations Division. Assessed current operations, response capabilities, staffing, and resource allocation.

ROLE ON THIS ENGAGEMENT:

Tim will serve as the lead analyst in specialized services, as well as more community input.

RELEVANT CLIENTS:

AZ, Chandler
AZ, Goodyear
CA, Federal Reserve
CA, La Verne
CA, Richmond
CA, San Diego Harbor
CA, San Jose
CA, Signal Hill
CT, Bridgeport
FL, Osceola County
ID, Boise
NY, Monroe County
NY, Syracuse
OH, Cincinnati
OK, Ada
OR, Bend
PA, Pittsburg
RI, East Greenwich
TX, Cedar Hill
TX, Cedar Park
TX, Fort Worth
TX, Texas City
VA, Virginia Beach
WI, Milwaukee

YEARS OF EXPERIENCE:

29

RELEVANT POSITIONS:

Adjunct Professor, University of Nevada, Reno

Police Commander, Reno Police Department

Law Enforcement Advancing Data and Science Scholar, National Institute of Justice

EDUCATION:

MA, University of Colorado at Denver

BS, Portland State University



Lori Coppenrath, LEED AP
DLR Group
Public Safety Lead Planner

BIOGRAPHY:

Lori is a DLR Group Justice+Civic planning expert responsible for programming and planning public safety centers, courts, police and sheriff stations, dispatch centers, prisons, jails and facilities support spaces. Lori works with stakeholders early in the design process to define needs and specific operational functions. Her process explores these individually, first to make sure that all user needs are being met, and then holistically to understand working relationships and opportunities to increase operational effectiveness.

EXPERIENCE HIGHLIGHTS:

TUKWILA, WA: TUKWILA JUSTICE CENTER

Lori provided planning and programming services for the new 47,000 SF Tukwila Justice Center. The facility unites police, court, probation, and emergency operation center functions. DLR Group's design addressed the previous lack of secure entrances, united the police department once divided among four buildings, and optimized the budget with shared conferencing and training spaces.

MARYSVILLE, WA: MARYSVILLE CIVIC CENTER

Lori was the planner for the 101,217 SF Marysville Civic Campus and community-centric complex for courts, jail, police, permit counter, and a one-stop city services shop that required close interaction with City staff and commissioners.

SALEM, OR: SALEM POLICE STATION

Lori provided planning and programming for the new Salem Police Station, a 104,845 SF consolidated 3-story public safety center with crime lab, EOC, community and training spaces. The community-oriented facility includes an efficient, flexible workplace that supports officer and employee wellness and a public plaza.

ROLE ON THIS ENGAGEMENT:

Lori will serve as the lead public safety facility planner for the project.

RELEVANT CLIENTS:

AZ, Phoenix
CA, Los Angeles
CA, San Quentin
PA, Pittsburgh
MT, Deer Lodge
OR, Portland
OR, Salem
SD, Pierre
WA, Everett
WA, Marysville
WA, Tacoma
WA, Seattle
WA, Vancouver

YEARS OF EXPERIENCE:

29

EDUCATION:

B.A. Psychology, B.A. Philosophy of Religion
Ithaca College

M.A. Criminal Justice
University of Memphis

PROFESSIONAL ASSOCIATION:

LEED Accredited Professional

American Correctional Association
Academy of Criminal Justice Sciences
National Institute of Corrections
International CPTED (Crime Prevention Through Environmental Design) Association
United States Green Building Council



Jake Davis, AIA
DLR Group
Public Safety Facility Planner

BIOGRAPHY:

Jake is DLR Group's Public Safety Design Leader, specializing in the programming and design of secure law enforcement and public safety facilities nationwide. With extensive experience spanning all project phases from development through operations, he brings key expertise in creating functional, sustainable environments for public safety agencies. Jake combines vast operational knowledge with a commitment to creating safe, healthy, and sustainable workplaces for those who serve the community.

EXPERIENCE HIGHLIGHTS:

ENGLEWOOD, CO: POLICE HEADQUARTERS

Jake served as the lead public safety planner for a new multi-phased 50,000 SF police operations building. The healthy workplace environment creates a sense of belonging, connection and identity for the department.

SALEM, OR: SALEM POLICE STATION

Jake served as the design leader for the new Salem Police Station, a 104,845 SF consolidated 3-story public safety center with crime lab, EOC, community and training spaces. The community-oriented facility includes an efficient, flexible workplace that supports officer and employee wellness and a public plaza.

HILLSBORO, OR: POLICE HEADQUARTERS

Jake is the lead public safety planner/programmer for a new 67,400 SF two-story police headquarters designed for net-zero readiness. It includes spaces to support employee wellbeing and encourage strong community engagement.

ROLE ON THIS ENGAGEMENT:

Jake will serve as a public safety facility planner.

RELEVANT CLIENTS:

CA, Berkeley
CA, Fairfield
CA, Los Angeles
CA, San Pablo
CO, Englewood
CO, Durango
DC, Washington
IL, Chicago
KS, Wichita
MN, Northfield
OK, Tulsa
OR, Salem
TN, Nashville
TX, Plano
WA, Burien
WA, Tukwila
WY, Cheyenne

YEARS OF EXPERIENCE:

32

EDUCATION:

Master of Architecture, Tulane University

PROFESSIONAL ASSOCIATION:

LEED Accredited Professional

NCARB Certified #89523

AIA Academy of Architecture for Justice

Major Cities Chiefs Association, Sponsor

International Association of Chiefs of Police, Member



Helen Ho-Supanich, Ph.D, EDAC
DLR Group
Research and Development / Community Engagement

BIOGRAPHY:

Helen brings a background in research design, implementation, assessment and presentation to clients who are interested in developing data-based decision-making, weighing facility options against desired outcomes. She is experienced in the creation and delivery of surveys and other forms of stakeholder engagement and communications, appropriately tailored to each stakeholder group. She supports teams with well-honed tools in policy and program design and assessment.

EXPERIENCE HIGHLIGHTS:

NASHVILLE, TN: YOUTH CENTER FOR EMPOWERMENT

Stakeholder and community engagement for a new 270,000 SF campus that reimagines juvenile justice.

HILLSBORO, OR: POLICE STATION

Stakeholder and community engagement for a new 67,400 SF police headquarters. The public safety building provides a modern police facility, streamlined operations, and creates a welcoming civic presence.

PITTSBURGH, PA: ALLEGHENY COUNTY JAIL

Comprehensive stakeholder engagement for a master plan that reimagines an outdated urban jail in downtown Pittsburgh. DLR Group's facility master plan rethinks use and function with right-sized spaces that prioritize staff and resident wellbeing in therapeutic, normalized environments. The redesign of the intake area prioritizes efficient access to medical and mental health support services.

ROLE ON THIS ENGAGEMENT:

Helen will serve as a public safety facility planner.

RELEVANT CLIENTS:

AZ, Chandler
AZ, Goodyear
CA, Berkeley
CA, San Quentin
CO, Jackson County
DC, Washington
FL, Gainesville
GA, Atlanta
IL, Chicago
KS, Hays
MA, Cambridge
ME, Augusta
MN, Hennepin County
MO, Columbia
PA, Pittsburgh
TN, Nashville
TX, Odessa
VA, Fairfax County

YEARS OF EXPERIENCE:

14

EDUCATION:

Ph.D.—Communication Studies,
University of Michigan

Bachelor of Science—Communication Studies,
Northwestern University

PROFESSIONAL ASSOCIATION:

Evidence-Based Accreditation and Design Certification (EDAC)

American Institute of Architects - Associate Member

PRICING QUOTE

This cost proposal is based on the scope of work and the task plan presented. The table below provides our fees for the development of the study, with hours and costs broken down by task and by project team classification level. The cost proposal is outlined as a fixed price, with hourly rates by personnel category outlined below:

	Senior Vice President	Senior Manager	Manager	Senior Consultant	**Cost**
Initiation and Interviews	14	16	16	16	$13,160
Profile and Current State	8	8	12	12	$8,220
Community Outreach	16	14	14	28	$14,880
Municipal Framework	16	18	36	24	$18,990
Feasibility and Projections	12	18	30	32	$18,020
Transition Planning	10	14	14	16	$11,160
Final Report	12	18	8	20	$12,250
Total Hours	88	106	130	148	
Hourly Rate	$300	$225	$175	$160	
Total Time Cost					**$96,680**
Expenses					$3,200
Total Cost					**$99,880**

We have reviewed the contract template and have no issues with it.

D. *ACTION ITEM* Welch Comer & Associates, Inc. Engineering Services Agreement for Honeysuckle-Government Way Intersection Design

CITY OF HAYDEN IDAHO

Memo

To: Mayor and Hayden City Council

From: Dulci Kau

Date: 3/19/2026

Agenda Item: Approval of Welch Comer's Engineering Services Agreement for Honeysuckle-Government Way Intersection Design

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Agenda Item Location
Unfinished Bussiness

Background and Recommended Action or Motion
The Government Way and Honeysuckle intersection has improvements identified in the 2040 Transportation Master Plan, and the subsequent 2022 Government Way Corridor Study. This intersection is located within the Hayden Urban Renewal Area (HURA) and is in HURA's budget. Staff intends to seek reimbursement from HURA.

The attached agreement provides the City with construction-ready plans for the additional turn lanes, signal updates, pedestrian facility modifications, legal descriptions, and exhibits for the necessary right-of-way acquisition, in accordance with the adopted planning documents and applicable codes.

Welch Comer and Associates has been selected from the current City's roster for transportation services.

Recommended Motion: I move to approve Welch Comer's Engineering Services Agreement for Honeysuckle-Government Way Intersection Design.

Functional Impact of Authorizing
If authorized, the City will have plans for the intersection improvement so that the City can pursue right-of-way and construction before the potential funding source, HURA, expires.

Functional Impact of Not Authorizing
If not approved, the identified improvements from the adopted plans would be delayed and may not be eligible for HURA reimbursement.

Fiscal Impact
The agreement would authorize up to a design total of $118,700 with potential HURA reimbursement.

Budget Funding Source / Transfer Request
GL 130-899-59831-8020

Attachment(s)
2022 Government Way Corridor – Signal Improvement Concept
Welch Comer's Agreement

Figure 6.2: Honeysuckle Intersection Southbound Right-Turn Lane Conceptual Design (Intersection)

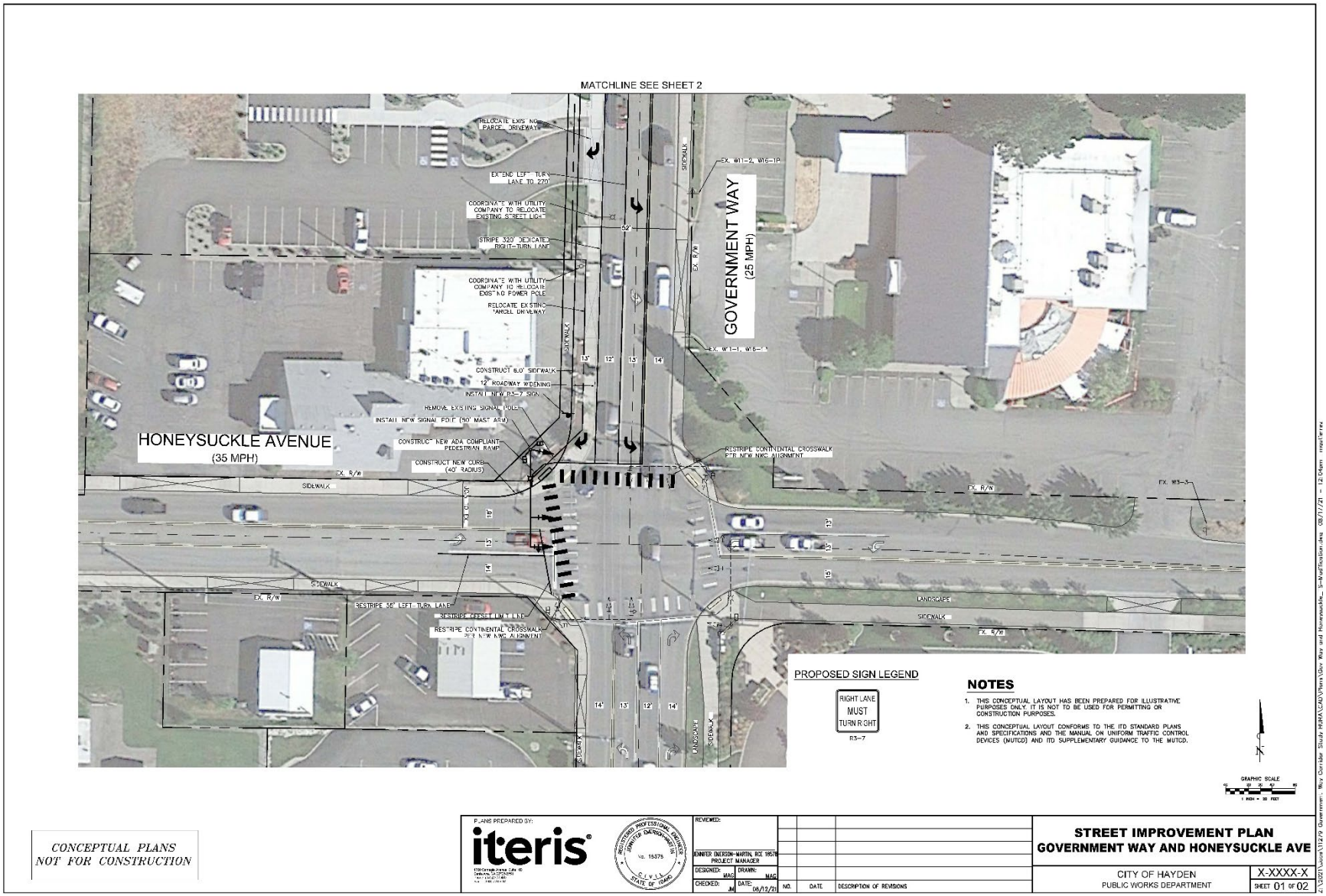
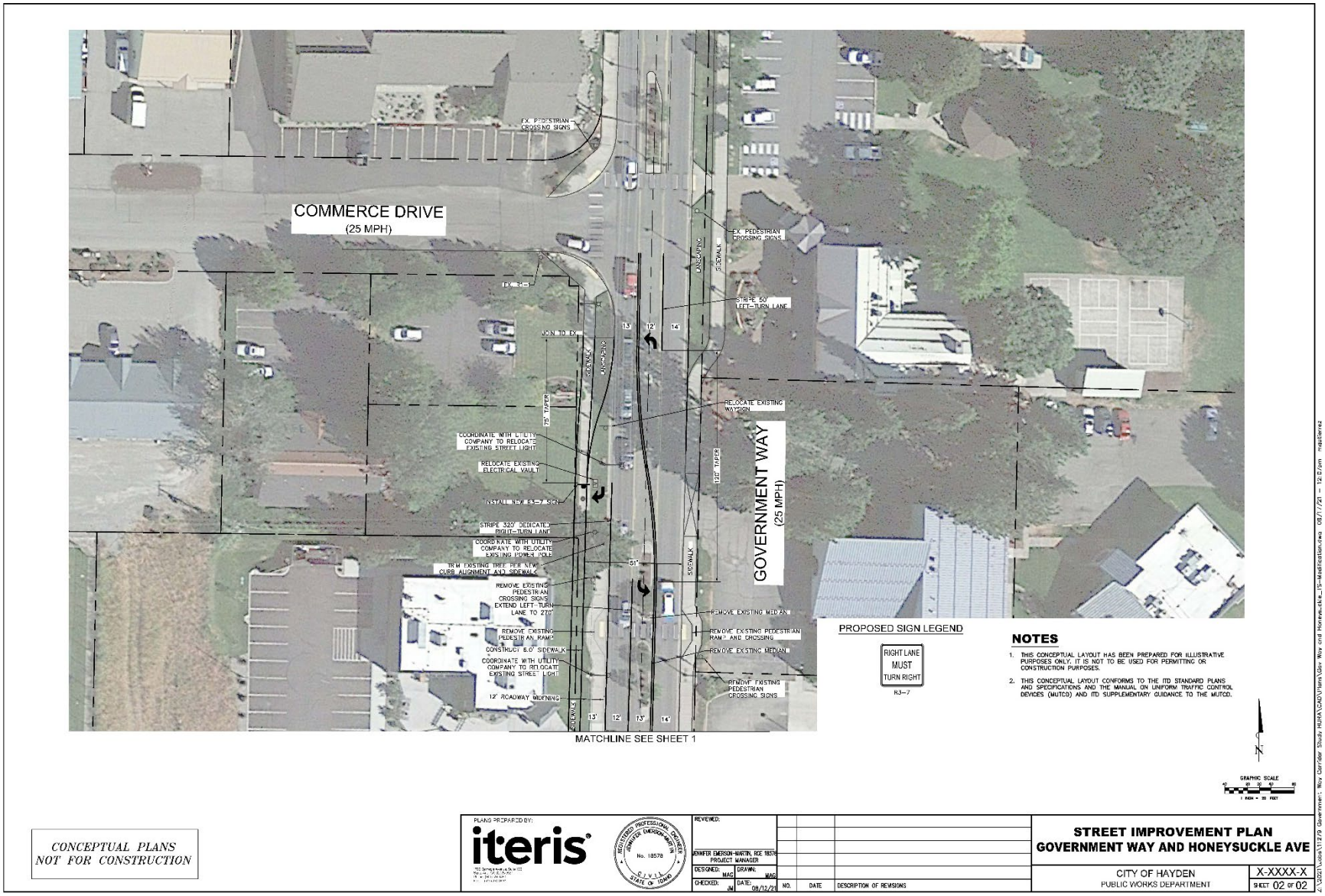


Figure 6.3: Honeysuckle Intersection Southbound Right-Turn Lane Conceptual Design (North of Intersection)



ENGINEERING SERVICES AGREEMENT

THIS ENGINEERING SERVICES AGREEMENT ("Agreement") is made and entered into this ___ day of _____, 2026 ("Effective Date") by and between **THE CITY OF HAYDEN**, a political subdivision of the state of Idaho ("CITY") and **WELCH COMER & ASSOCIATES, INC.** ("ENGINEER"). The CITY and ENGINEER may be collectively referred to herein as the "parties" and individually referred to as a "party." The promise and agreements of each being in consideration of the promises and agreements of the other. The parties agree as follows:

1. SCOPE OF WORK: The CITY engages ENGINEER to perform the work of design phase services for the Honeysuckle Ave and Government Way Intersection project.

2. PAYMENT: The CITY agrees to pay ENGINEER for a portion of its services on rendered under this Agreement for said services rendered (refer to Exhibit A). The parties agree that ENGINEER will invoice the CITY for payment under this Agreement for services rendered herein and will create a separate task or item number for each service requested to simplify tracking.

3. RIGHT OF CONTROL: The CITY agrees that it will have no right to control or direct the details, manner, or means by which ENGINEER accomplishes the results of the services performed hereunder. ENGINEER has no obligation to work any particular hours or days or any particular number of hours or days. ENGINEER agrees, however, that its other contracts or services shall not interfere with the performance of its services under this Agreement.

4. INDEPENDENT ENGINEER RELATIONSHIP: ENGINEER is an independent contractor and is not an employee, servant, agent, partner, or joint venturer of the CITY. The CITY shall determine the scope of work to be done by ENGINEER, but ENGINEER shall determine the legal means by which it accomplishes the work specified by the CITY.

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 the CITY on behalf of ENGINEER or the employees of ENGINEER. ENGINEER shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes. ENGINEER understands that ENGINEER is responsible to pay, according to law, ENGINEER's income tax. ENGINEER further understands that ENGINEER may be liable for self-employment (Social Security) tax to be paid by ENGINEER according to law.

6. LICENSES AND LAW: ENGINEER represents that it possesses the skill and experience necessary and all licenses required to perform the services under this Agreement. ENGINEER further agrees to comply with all applicable laws in the performance of the services hereunder.

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

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

9. EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES: ENGINEER shall supply, at ENGINEER'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 effective date of the agreement through December 31, 2026. The above set date shall be the Effective Date of this Agreement.

11. WARRANTY: ENGINEER warrants that all services under this Agreement will be performed in a professional manner, in accordance with the applicable standard of care, and in conformance with the standards established for engineers and/or licensed surveyors in the State of Idaho. ENGINEER acknowledges that it will be liable for any breach of this warranty.

12. INDEMNIFICATION AND INSURANCE:

As respects to acts, errors or omissions in the performance of professional services, ENGINEER agrees to indemnify and hold harmless the CITY, its officers, employees, and the CITY's designated volunteers from and against any and all claims, demands, defense costs, liability or consequential damages of any kind or nature arising directly out of ENGINEER's negligent acts, errors or omissions in the performance of its professional services under the terms of this contract.

As respects all acts, errors or omissions which do not arise directly out of the performance of professional services including, but not limited to those acts or omissions normally covered by general and automobile liability insurance, ENGINEER agrees to indemnify and hold harmless the CITY, its officers, agents, employees, representatives, and volunteers from and against any and all claims, demands, defense costs, liability, or consequential damages of any kind or nature arising out of or in connection with ENGINEER's (or ENGINEER's subcontractors, if any) performance or failure to perform, under the terms of this contract; excepting those which arise out of the sole negligence of CITY.

Without limiting the CITY's right to indemnification, it is agreed that ENGINEER shall secure prior to commencing any activities under this Agreement, and maintain during the term of this Agreement, insurance coverage as follows:

a. Worker's compensation insurance as required by Idaho statutes.

b. Comprehensive general liability insurance or commercial general liability insurance, including coverage for premises and operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent ENGINEER's liability (if applicable), in an amount of not less than One Million Dollars ($1,000,000.00) per occurrence, combined single limit, written on an occurrence form.

c. Comprehensive automobile liability coverage including, as applicable, owned, nonowned and hired autos, in an amount of not less than One Million Dollars ($1,000,000.00) per occurrence, combined single limit, written on an occurrence form.

d. Professional liability insurance coverage, including contractual liability, in an amount not less than One Million Dollars ($1,000,000.00), and ENGINEER shall maintain such coverage for at least four (4) years from the termination of this Agreement; and during this four- year period, ENGINEER shall use ENGINEER's best efforts to ensure that there is no change of the retroactive date on this insurance coverage.

The CITY is hereby authorized to reduce the requirements set forth above in the event the CITY determines that such reduction is in the CITY's best interest.

Each insurance policy required by this Agreement shall contain the following clauses:

a. This insurance shall not be canceled, limited in scope or coverage, or non-renewed until after thirty (30) days prior written notice has been given to the Clerk of the CITY.

b. It is agreed that any insurance maintained by the CITY shall apply in excess of and not contribute with insurance provided by this policy.

Each insurance policy required by this Agreement, excepting policies for worker's compensation and professional liability, shall contain the following clause:

> The CITY, its officers, agents, employees, representatives and volunteers are added as additional insureds as respects operations and activities of, or on behalf of, the named insured, performed under contract with the CITY.

Prior to commencing any work under this Agreement, ENGINEER shall deliver to the CITY insurance certificates confirming the existence of the insurance required by this Agreement, and including the applicable clauses referenced above. Also, within thirty (30) days of the execution date of this Agreement, ENGINEER shall provide to CITY endorsements to the above-required policies, which add to these policies the applicable clauses referenced above. Said endorsements shall be signed by an authorized representative of the insurance company and shall include the signature's company affiliation and title. Should it be deemed necessary by the CITY, it shall be ENGINEER's responsibility to see that the CITY receives documentation acceptable to the CITY which sustains that the individual signing said endorsements is indeed authorized to do so by the insurance company. Also, the CITY has the right to demand, and to receive within a reasonable time period, copies of any insurance policies required under this Agreement.

In addition to any other remedies the CITY may have if ENGINEER fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, the CITY may, at its sole option:

a. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;

b. Order ENGINEER to stop work under this Agreement and/or withhold any payment(s) which become due to ENGINEER hereunder until ENGINEER demonstrates compliance with the requirements hereof.

c. Terminate this Agreement.

Exercise of any of the above remedies, however, is an alternative to other remedies the CITY may have and is not the exclusive remedy for ENGINEER's failure to maintain insurance or secure appropriate endorsements.

Nothing herein contained shall be construed as limiting in any way the extent to which ENGINEER may be held responsible for payments of damages to persons or property resulting from ENGINEER's, or its subcontractor's, performance of the work covered under this Agreement.

13. NONDISCRIMINATION: ENGINEER, for itself and its successors and assigns, agrees that in the performance of services provided for in this Agreement, ENGINEER will not unlawfully discriminate against any employee or applicant for employment because of age, race, handicap, color, creed, religion, sex, marital status, ancestry, or national origin.

14. CONFLICT OF INTEREST: ENGINEER warrants that it presently has no interest and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder. ENGINEER further covenants that, in performing this Agreement, it will employ no person who has any such interest. Should any conflict of interest arise, it will be disclosed and managed accordingly.

15. OWNERSHIPS: All work performed by ENGINEER on behalf of the CITY shall become the property of the CITY upon payment by the CITY for the services, including but not limited to electronic data and data compiled for the purpose of generating the final work product. The CITY shall have the right to use the data without obtaining prior approval by the ENGINEER.

16. 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.

17. 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.

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

19. SEVERABILITY: If any part of this Agreement is held unenforceable, the remaining portions of the Agreement will nevertheless remain in full force and effect.

20. 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.

21. NOTICES: Any and all notices required or permitted to be given under this Agreement will be sufficient if furnished in writing, hand delivered, or sent by registered or certified mail to:

To the City:	City of Hayden Attn: Lisa Ailport, City Administrator 8930 N. Government Way Hayden, Idaho 83835 Telephone: (208) 772-4411 Facsimile: (208) 772-6522 E-mail:
With a copy to:	Fonda Jovick Lake City Law 435 W Hanley Avenue, Suite 101 Coeur d'Alene, Idaho 83815 Telephone: (208) 664-8115 Facsimile: (208) 664-6338 E-mail: fjovick@lclattorneys.com
To Contractor:	Welch Comer & Associates, Inc. Attn: Matt Gillis, P.E. 330 E. Lakeside, Suite 101 Coeur d'Alene, Idaho 83814 (208) 664-9382 mgillis@welchcomer.com
With a copy to:	Welch Comer & Associates, Inc. Attn: Melissa Cleveland, P.E. 330 E. Lakeside, Suite 101 Coeur d'Alene, Idaho 83814 (208) 664-9382 mcleveland@welchcomer.com

IN WITNESS WHEREOF, the parties have made and entered into this Agreement as of the Effective Date first above written.

The parties have executed this Agreement as of the Effective Date.

CITY

CITY OF HAYDEN

By: _____
Alan Davis, Mayor

ATTEST:

_____
Abbi Sanchez, City Clerk

ENGINEER

WELCH COMER & ASSOCIATES, INC.

By: _____

Its: Vice President

EXHIBIT A

Scope of Work and Fees

Honeysuckle Ave/Gov't Way Intersection

The City of Hayden intends to construct a southbound right turn lane on Government Way at the Honeysuckle/Government Way intersection and revise the turn lane geometry layout from Honeysuckle Avenue to Commerce Avenue as identified by the 2022 Government Way Corridor study by Iteris.

The project also includes limited traffic analysis to obtain one weekday intersection traffic count and confirm new signal timing (AM peak, PM peak, and midday/other) using Synchro.

Design will include moving the northwest corner signal pole, stormwater system modifications, relocation of light poles on the west side of Government Way, and utility coordination to facilitate the relocation of overhead power poles and underground utility vault modifications.

The project will also include sign relocation, irrigation/landscape modifications, and likely impacts to parking on the northwest corner. Property owner coordination is included and will be conducted in cooperation with the City staff.

In addition to the right turn lane addition and the curb, gutter, and sidewalk related to the right turn lane, other improvements at the intersection include: island removal, pedestrian ramp upgrades on all four corners of the intersection, miscellaneous signal upgrades including new pedestrian push buttons, new detection, radio to communicate with the Gov't Way/Prairie Avenue signal, and an updated ped module.

The project also includes right of way exhibits and legal descriptions; however, actual assistance in acquiring right of way is not included in this contract.

It is assumed that no geotechnical engineering or pavement design will be necessary.

An electrical engineering subconsultant will be on the team for lighting modifications.

Irrigation will be a performance specification written with input from the City's public works and parks personnel.

Contract documents will not be prepared in this scope of work but can be added as additional services once the project funding and bid timelines are determined.

I. Services of Engineer:

A. General Project Administration:

a) Kickoff Meeting: A project kickoff meeting will be conducted to provide the necessary basis for a successful project for the Owner and Public. The project kick-off meeting agenda will include discussion of overall project needs, points of contact, community goals, areas of responsibility, project scope and cross section assumptions, and commitments to decision making and schedule.

b) General Project Management: This task involves management tasks such as budget control, schedule management, invoicing, file setup & management, and internal team coordination.

c) Check-in meetings: Meet virtually with the City bi-weekly until the design phase is complete. These are expected to be virtual meetings lasting no more than thirty minutes each.

d) Assist with the preparation of a reimbursement agreement between the Hayden Urban Renewal Agency and the City of Hayden. Attend up to two (2) meetings to facilitate approval of agreement.

B. Survey:

a) Right of Entry: Prepare right of entry letters for the parcels adjacent to the project corridor. Each letter will be sent via certified mail. Up to 12 letters are anticipated.

b) Title Reports, Mapping and Existing Records Research: Conduct office research of plats, records of surveys, corner perpetuation and filings, and unrecorded surveys. Section and ¼ corner records will be researched up to ½ mile from the project limits. Up to Six (6) title reports are anticipated to be required and will be obtained for the adjacent private property owners on the north side of the project. Pertinent survey maps will be drafted, and values will be assigned for the existing monuments. Each title report will be mapped along with mappable easements identified within each report.

c) Monument Search: Search for and tie existing monuments in the project area including pertinent section and quarter corner monuments. Using a combination of records research and field ties, the existing right of way will be resolved. We anticipate over 30 monuments will be searched for. TraffiCorp will supply the traffic control necessary to tie monuments in the busy intersections.

d) Right of Way and Property Line Determination: The right of way and property lines will be resolved to a level suitable for the project design

e) Topographic Survey-Field: Conduct a topographic survey of the Utility locates will be ordered prior to field surveys. Unless specifically noted otherwise, the topographic survey will locate visible features including but not limited to, roadway pavement, striping, curbs, sidewalks, retaining walls, significant grade breaks, drainage structures, sewer structures, water distribution structures, utility poles, significant vegetation, fences, signs, building fronts, stairways, and other elements pertinent to the design of the project improvements. Underground utilities such as electrical, power, cable TV and fiber optic lines will be located through a combination of correspondence with the One-Call utility locate service and communication with each individual utility company or their designated utility locate service. Traffic Control will be used to obtain the necessary utility inverts within the traveled way. TraffiCorp will supply the traffic control.

f) Topographic Survey-Office: Post process the topographic survey data and prepare a topographic base map. The topographic base map will show planimetric features including the information obtained during the field survey. All work will be completed in Civil3d.

g) Legal Descriptions/Exhibits: Prepare up to four (4) legal descriptions and exhibits which will be used by the City for right of way acquisition.

h) Set monuments at the limits of the new right of way.

i) Prepare and file a record of survey map documenting the right of way acquisition deeds and monuments set

C. Concept Phase:

a) Traffic Performance Analysis: Using updated intersection traffic counts, perform analysis in Synchro to confirm turn lane lengths needed (both southbound left and right) to help determine final layout. Compare counts with Iteris' Gov't Way Corridor Study and forecast counts for a 20-year design. Intersection traffic counts will be obtained at Government Way/Honeysuckle and Government Way/Commerce. Counts will be taken the week of May 18th, when pedestrians are more likely to be prevalent, public school is still in session, and many "snowbirds" are back in town.

b) Conceptual Geometric Design: Produce options for the right turn layout and left turn modifications including island removal and options for limiting impact to parking on the northwest corner, if feasible.

c) A conceptual-level cost opinion will be provided.

D. Utility Coordination:

a) Onsite Initial Utility Meeting: Meet onsite with power and communications providers to discuss initial concerns with utility relocations, existing easements, and identify any constraints that may impact the design.

b) Coordinate with private utilities to confirm relocation plans.

E. Design:

a) Alignment & Grade: Develop turn lane design and place signal pole foundation focusing on curb radii, taper lengths, and storage lengths to handle anticipated traffic. The design vehicle is a WB-50 and the control vehicle will be a WB-67. Consider removal of the curb island south of Commerce Drive to make the left turn lane more effective. This will require elimination of the mid-block crossing and modifying the sidewalk to remove two (2) pedestrian ramps. If the island is removed, it would also require removal of ped-level lighting. Lighting along the west side of Government Way will be modified to accommodate the right turn lane. Any landscaping or irrigation modifications will be coordinated with City parks staff.

b) Pedestrian Ramps: Design new pedestrian ramps on all four (4) corners of the intersection to meet the current PROWAG/ADA recommendations. Pedestrian ramps sheets will include detailed grading to meet ADA.

c) Signal Updates: New foundation, extend conduit, and add junction boxes as needed to facilitate the relocation of the signal pole on the northwest corner. Planned improvements include: radio to allow coordination with the Prairie signal, replace detection with the stop bar and advanced vehicle detection similar to Prairie, and replace any incandescent vehicle and ped heads with LED. It is assumed the cabinet and controller will not be replaced, nor will illuminated street name signs be added. Coordinate with the City's typical signal supplier for a parts list to include in the plans.

d) Stormwater: It is assumed that the curb and ped ramp modifications will require adjustments or replacement of two (2) catch basins.

e) Signing & Pavement Markings: Add signing and pavement markings to accommodate the new turn lane.

f) Construction Traffic Control: Traffic control plans will likely require phasing and temporary diversion roadways to keep the intersection open most of the construction. It is assumed the traffic control plan may require several phases. All

Traffic Control plans will be developed in accordance with the latest MUTCD requirements.

g) Our plans will be prepared assuming that the construction staking will be completed by others. We will also prepare the surface files for use by others using machine grading.

h) An engineer's estimate will be prepared.

F. Outreach:

a) We assume the City staff will take on the majority of the outreach effort. As needed, assist the City with outreach to adjacent property owners and the public regarding this project. This could include preparation of exhibits, letters, and in-person or virtual meetings.

b) May include preparation of materials and facilitation of a public meeting and/or City Council meeting, as needed.

G. Items not included:

a) At this time, necessary specifications will be presented on the drawings and no contract documents will be prepared. Contract documents can be included as additional services, if construction funding is secured.

b) Right of way acquisition services are not included in this scope of work but could be included as additional services if funding is secured.

c) Bid and construction phase services are not included in this scope but could be added as additional services if funding is secured.

II. Payments to Engineer for Services:

A. City shall pay ENGINEER for the services identified herein the following as lump sum and hourly plus expenses amounts as noted below.

	Lump Sum	Time and Materials
General Project Administration	$10,900	
Survey – incl Traffic Control	$33,600	
Right of Way Legal Descriptions & Exhibits		$7,400
Concept Phase	$9,800	
Utility Coordination	$1,700	
Design - Civil	$25,800	
Design - Electrical	$23,000	
Outreach		$6,500
Totals by Type	**$104,800**	**$13,900**

a) The portion of the compensation amount billed monthly for Consultant's services will be based upon Consultant's estimate of the percentage of the total services actually completed during the billing period.

b) An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.

c) Engineer's Standard Hourly Rates are attached as Appendix 1.

d) Engineer's Reimbursable Rate Schedule is attached as Appendix 2.

e) Engineer may alter the distribution of compensation between individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total hourly amount unless approved in writing by the Owner.

f) Engineer may alter the distribution of compensation between individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total lump sum amount unless approved in writing by the Owner.

III. Schedule:

A. The following milestones are anticipated for the project:

Hayden URA Agreement	May 30, 2026
Traffic Counts	May 30, 2026
Survey Base File Complete	June 30, 2026
Concept Phase	August 30, 2026
Design Phase – Agency Review Set	November 30, 2026
Final Delivery	December 30, 2026

This is **Appendix 1 to EXHIBIT A**, dated March 2026.

Standard Hourly Rates Schedule

A. Standard Hourly Rates:

Standard Hourly Rates are set forth in this Appendix 1 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit. The Standard Hourly Rates Schedule will be adjusted annually to reflect equitable changes in the compensation payable to Engineer per Exhibit C.

The Standard Hourly Rates apply only as specified in Article C2.

B. Schedule:

Hourly rates for services performed on or after the date of the Agreement are:

Special Services	$275.00/hour
Special Services – Accounting	190.00/hour
Expert Witness	300.00/hour
Public Involvement Specialist	125.00/hour
Principal Engineer III	310.00/hour
Principal Engineer II	295.00/hour
Principal Engineer I	260.00/hour
Construction Services Manager	250.00/hour
Construction Services Project Manager	160.00/hour
Sr. Project Manager	240.00/hour
Project Manager	215.00/hour
Engineer VII	270.00/hour
Engineer VI	215.00/hour
Engineer V	200.00/hour
Engineer IV	185.00/hour
Engineer III	165.00/hour
Engineer II	155.00/hour
Engineer I	145.00/hour
Engineering Assistant	80.00/hour
Sr. Engineer Tech III	150.00/hour
Sr. Engineer Tech II	145.00/hour
Sr. Engineer Tech I	130.00/hour
Engineering Technician	118.00/hour
Environmental Scientist	130.00/hour
Survey Manager	255.00/hour
Professional Land Surveyor II	205.00/hour
Professional Land Surveyor I	200.00/hour
Crew Chief II	150.00/hour
Crew Chief I	135.00/hour
Crew Member	118.00/hour
Survey Technician II	135.00/hour
Survey Technician I	130.00/hour
GIS Manager	165.00/hour
GIS Technician II	130.00/hour
GIS Technician I	115.00/hour
Engineering Designer I	155.00/hour
CAD Technician IV	145.00/hour
CAD Technician III	125.00/hour
CAD Technician II	120.00/hour
CAD Technician I	115.00/hour
Sr. Project Administrator	130.00/hour
Project Administrator	110.00/hour
Sr. Administrative Assistant	90.00/hour
Administrative Assistant	80.00/hour
No Charge Services	0.00/hour

This is **Appendix 2 to EXHIBIT A**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** March 2026.

Reimbursable Expenses Schedule

Reimbursable Expenses will be adjusted annually to reflect equitable changes in the compensation payable to Engineer per Exhibit C. Rates and charges for Reimbursable Expenses as of the date of the Agreement are:

Letter/Legal Size Copies/Impressions (B/W)	$0.10/page
Double Sided Letter & Legal Size Copies/Impressions (B/W)	$0.13/page
Double Sided Letter & Legal Size Copies/Impressions (Color)	$0.99/page
Ledger Size Copies/Impressions (B/W)	$0.20/page
Double Sided Ledger Size Copies/Impressions (B/W)	$0.25/page
Double Sided Ledger Size Copies/Impressions (Color)	$1.98/page
Cardstock Copies/Impressions (B/W)	$0.31/page
Letter/Legal Cardstock Copies/Impressions (Color)	$0.99/page
Ledger Size Copies/Impressions (Color)	$1.03/page
Color Transparency	$2.49/page
Plot on Paper B&W (18” x 24”)	$0.90/sheet
Plot on Paper Color (18” x 24”)	$4.50/sheet
Plot on Paper B&W (18" x 27 ”)	$0.90/sheet
Plot on Paper Color (18" x 27 ”)	$4.50/sheet
Plot on Photo Paper/Mylar (18” x 27")	$8.25/sheet
Plot on Paper B&W (22” x 34”)	$1.80/sheet
Plot on Paper Color (22” x 34”)	$9.00/sheet
Plot on Paper B&W (22” x 36”)	$1.80/sheet
Plot on Paper Color (22” x 36”)	$9.00/sheet
Plot on Paper B&W (24” x 36”)	$1.80/sheet
Plot on Paper Color (24” x 36”)	$9.00/sheet
Plot on Paper B&W (30” x 42”)	$2.70/sheet
Plot on Paper Color (30” x 42”)	$13.50/Sheet
Plot on Paper B&W (34” x 44”)	$3.30/sheet
Plot on Paper Color (34” x 44”)	$16.50/sheet
Plot on Paper B&W (36” x 48”)	$3.60/sheet
Plot on Paper Color (36” x 48”)	$18.00/sheet
Plot on Paper B&W (36” x 120”)	$9.00/sheet
Plot on Paper Color (36” x 120”)	$45.00/sheet
Water Pressure Recorder	$35.00/day
Mileage (auto)	Per Federal Rate
Meals and Lodging	Per Diem Rate
Mobile Lidar Scanner	$1,500/hr
Navvis Ivion Cloud Processing	$0.50/foot
UAV Flight	$75/each
Drone Survey Software	$450.00/each
Topo Feature Extraction Software	$40.00/hour
Aerial Lidar	$3,500/day
GPS Per Hour Billing	$35.00/hour
GPS Per Hour Billing – Base and Rover	$70.00/hour
Robotics Hourly Billing – 1 Man	$70.00/hour
Digital Level	$15.00/hour

5. **NEW BUSINESS**
   A. III-A Trust Annual Report

Memo

To: Mayor and Hayden City Council

From: Shawn Langenderfer, Deputy City Clerk

Date: March 24, 2026

Agenda Item: III-A Annual Report

Agenda Item Location
New Business

Recommended Action or Motion
Informational Only

Summary
Susan Lasuen the Operations Director for the III-A Trust will be here to present the III-A Annual Report. III-A provides Medical and Dental benefits to the City of Hayden Employees.

Fiscal Impact
Informational Only

Budget Funding Source / Transfer Request
Not Applicable

Attachment
The annual report will be provided at the City Council Meeting

B. *ACTION ITEM* Purchase and Sale Agreement with 3M Alliance Family Trust and LUCRE Holdings to Purchase 1.99 and 0.234 Acre Parcels Located off East Miles Avenue

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

Memo

To: Mayor and Hayden City Council

From: Lisa Ailport, City Administrator

Date: March 16, 2026

Agenda Item: Consider Purchase and Sale Agreement with 3M Alliance Family Trust and LUCRE Holdings to purchase 1.99-and 0.234-acre parcels located off Miles Avenue in Hayden.

Agenda Item Location
New Business

Background and Recommended Action or Motion
Draft Motion: I motion to authorize the Mayor to sign the purchase and sale agreement with 3M Alliance Family Trust and LUCRE Holdings to purchase 1.99-and 0.234-acre parcels located off Miles Avenue in Hayden.

The attached purchase and sale agreement represents an offer placed by city staff to the landowners regarding property that is currently off-market. The city's existing master park plan identifies this area of the city as lacking parks. If the city can complete this sale, it can accomplish a portion of the Park's master plan by purchasing and eventually developing this land into a community park.

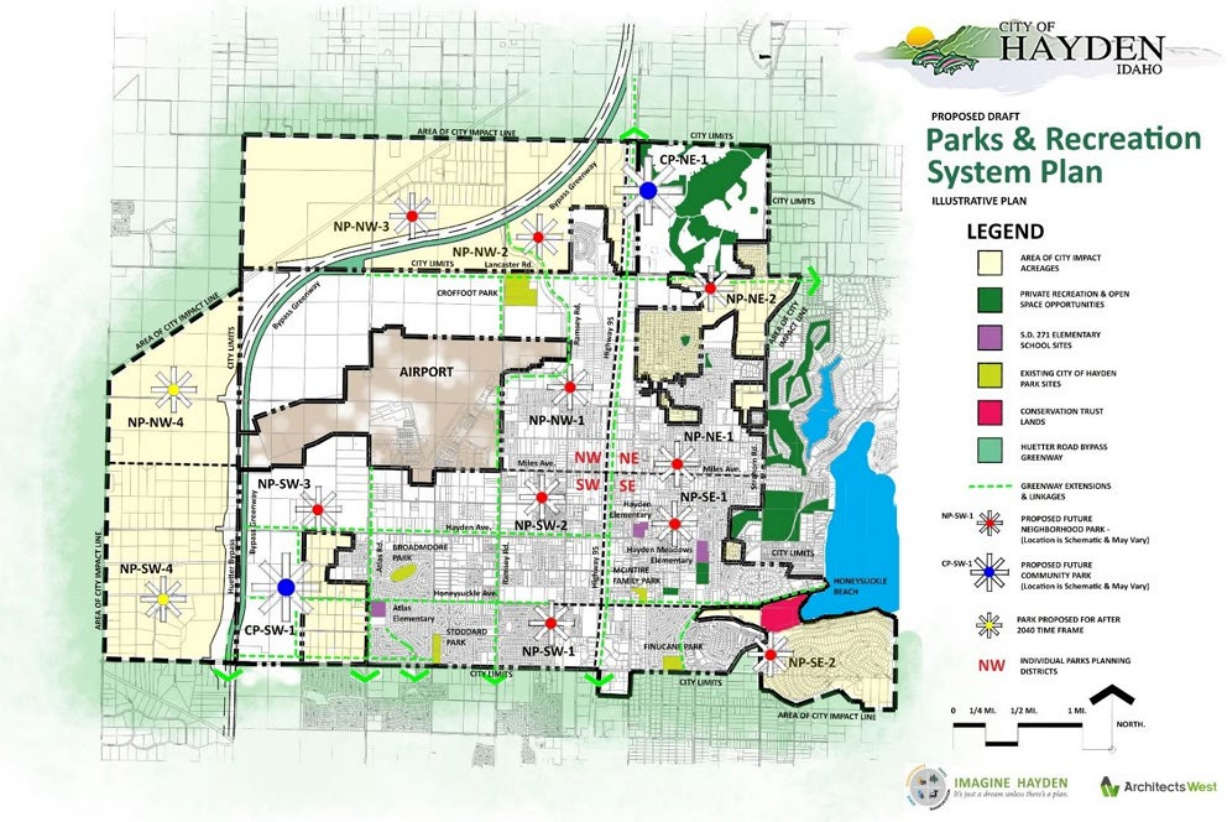
Functional Impact of Authorizing or Not Authorizing
Completing this purchase and sale agreement allows the city staff to start reviewing the title for these properties and can also do site visits of the land while under the due diligence section of the agreement. Not authorizing this PSA means the city is no longer interested in the land for the benefit of a city park.

Fiscal Impact
The cost of this property sale will come from park impact fees, which has a fund balance as of February 28, 2026, of $2,385,508.

Budget Funding Source / Transfer Request
121-113-59324- Miles and Maple Park Development

Attachment
Signed Professional services agreement by Matrix Consulting Group

Parks Systems Plan Diagram (page 60 of Master Park Plan) Shows Neighborhood Park plan suggestions in the Northeast Quadrant 1, of the city



PURCHASE AND SALE AGREEMENT FOR REAL PROPERTY KNOWN AS ASSESSOR PARCEL H045013035AF, A 1.99-ACRE PARCEL AND ASSESSOR PARCEL H045013035AH, A 0.234 ACRE PARCEL OF LAND

This **AGREEMENT** is made and entered into this ____ day of _____, 2026 ("Effective Date"), by and between 3M ALLIANCE FAMILY TRUST and LUCRE HOLDINGS, whose address is PO BOX 338, Hayden Idaho 83835, herein after referred to as the ("Seller") and the CITY OF HAYDEN, an Idaho Municipal Corporation, whose address is 8930 N. Government Way, Hayden, ID 83835 ("Buyer").

1. **AGREEMENT OF SALE.** Seller agrees to sell and convey to Buyer, and Buyer agrees to purchase and acquire from Seller, the fee simple land as described in herein, subject to the terms and conditions set forth in this Agreement.

Parcel 1: Commonly known as Assessor Parcel number H045013035AH, described as AVONDALE, W2-W2-TR 35 EX TX#6776 & EX W 75 FT 1351N04W and approximately 0.234 acres in size.

Parcel 2: Commonly known as Assessor Parcel number H045013035AF, described as AVONDALE, TAX#6776 IN TR 35 1351N04W and approximately 1.99 acres in size.

Together with all development rights located thereon, and subject to all easements, rights, encumbrances and appurtenances thereto.

The legal descriptions for each property are attached hereto as "Exhibit A" respectively.

2. **PURCHASE PRICE AND TERMS OF PAYMENT.** The total purchase price to be paid by Buyer to Seller in exchange for the Real Property as described in section 1 of this offer shall be SIX HUNDRED THOUSAND ($600,000), payable in full to Seller within ninety (90) days from the effective date herein, subject to the following terms and conditions.

3. **TITLE**

a. **Title Commitment**. Seller can provide a title commitment of the property via their own vendor. The title commitment, at a minimum, shall set forth the status of title to the fee simple land, showing all liens, claims, encumbrances, easements, rights-of-way, encroachments, reservations, restrictions, and any other matters affecting the land in question as provided for in Section 1 of this agreement.

b. **Title Review**. Buyer shall have fifteen (15) days from the effective date of receipt of the title commitment to review and object to any matters shown in said Title Commitment. Such objections, along with a requested accompanying remedy, shall be submitted in writing to the Seller for review and subsequent cure, by Seller, under this agreement. Seller shall have thirty (30) days, from the date such objection is made, to cure said objection or to enter into a separate agreement with Buyer on an agreed timeline to cure said objection. In the event Seller fails to cure

Buyers objection within the specified timelines, Buyer shall have the authority to terminate this Agreement.

4. **DUE DILIGENCE**

a. **Due Diligence Period**. Buyer shall have a period of thirty (30) days after the Effective Date (the "Due Diligence Period") to conduct such inspections, tests, and investigations of the subject real property as Buyer deems necessary or desirable.

b. **Access**. Seller grants to Buyer and its agents, employees, and contractors the right to enter upon the Property during the Due Diligence Period for the purpose of conducting such inspections, tests, and investigations. Buyer shall provide Seller with reasonable advance notice prior to any entry onto the Property.

c. **Insurance**. Buyer shall maintain, and shall require its contractors to maintain, commercial general liability insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate.

d. **Restoration**. Buyer shall repair any damage to the Property caused by Buyer's inspections, tests, or investigations and shall restore the Property to substantially the same condition as existed prior to such inspections, tests, or investigations.

e. **Termination**. If Buyer determines, in its sole discretion, that the subject real property is not suitable for Buyer's intended use, Buyer may terminate this Agreement by delivering written notice to Seller prior to the expiration of the Due Diligence Period, in which case any Deposit provided shall be returned to Buyer and neither party shall have any further obligations hereunder except for those obligations that expressly survive termination.

5. **CLOSING**

a. **Closing Date**. The closing of the purchase and sale of the subject real property (the "Closing") shall take place on or before the date that is sixty (60) days after the expiration of the Due Diligence Period (the "Closing Date"), unless otherwise agreed to in writing by the parties.

b. **Seller's Deliveries**. At Closing, Seller shall deliver to Buyer the following: (a) A duly executed warranty deed conveying the subject real property to Buyer, free and clear of all liens and encumbrances except for any Permitted Exceptions; (b) A duly executed closing statement; and (c) Such other documents and instruments as may be reasonably necessary to effectuate the transactions contemplated by this Agreement.

c. **Buyer's Deliveries**. At Closing, Buyer shall deliver to Seller the following: (a) The Purchase Price, less any Deposit and subject to the prorations and adjustments set forth herein; (b) A duly executed closing statement; and (c) Such

other documents and instruments as may be reasonably necessary to effectuate the transactions contemplated by this Agreement.

d. **Closing Costs**. Closing costs shall be allocated as follows: (a) Seller shall pay: (i) the cost of preparing the deed; (ii) the cost of releasing any liens or encumbrances that are not Permitted Exceptions; and (iii) Seller's attorneys' fees. (b) Buyer shall pay: (i) the cost of the Title Commitment and owner's policy of title insurance; (ii) the cost of recording the deed; (iv) documentary stamps, or similar charges; and (v) Buyer's attorneys' fees. (c) All other closing costs shall be allocated in accordance with local customs.

e. **Prorations**. Real estate taxes, assessments, and other items customarily prorated shall be prorated as of the Closing Date.

6. **NOTICES.** All notices, demands, requests, and other communications required or permitted hereunder shall be in writing and shall be deemed to have been given when: (a) personally delivered; (b) sent by certified mail, return receipt requested; (c) sent by a nationally recognized overnight courier service; or (d) sent by electronic mail with confirmation of receipt, addressed as follows:

If to Seller: 3M ALLIANCE FAMILY TRUST & LUCRE HOLDINGS,
PO BOX 338,
Hayden Idaho 83835

If to Buyer: Mayor, City of Hayden
8930 N. Government Way
Hayden, ID 83835

7. **LEGAL REPRESENTATION.** The Parties acknowledge that Fonda L. Jovick of Lake City Law Group PLLC, represents the Buyer and can only represent the Buyer in this transaction. Fonda L. Jovick has not represented the Seller or been employed by Seller at any time during the course of this transaction. Seller is encouraged to seek their own individual legal counsel in this transaction.

8. **ATTORNEY FEES.** Buyer and Seller shall be responsible for payment of their own Attorney's fees with respect to this transaction. In the event that either of the parties hereto shall seek the services of an attorney, or institute any action or proceeding against the other party, relating to the enforcement of this Agreement, the prevailing party in such dispute, action or proceeding shall be entitled to reimbursement for their costs and expenses, including reasonable attorney fees, incurred in connection therewith.

9. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Idaho.

10. **VENUE.** Venue for any dispute or proceeding to enforce this Agreement shall be brought in the County of Kootenai, State of Idaho.

11. **SEVERANCE**. In the event any provision of this Agreement, or any part thereof, shall be determined by any court of competent jurisdiction to be invalid, void or otherwise unenforceable, the remaining provisions hereunder, or parts thereof, shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

12. **MODIFICATION.** No modification of this Agreement shall be valid or binding unless such modification is in writing, duly dated, and signed by all parties.

13. **WAIVER**. No waiver of any breach, term or condition of this Agreement by any party shall constitute a subsequent waiver of the same or any other breach, term or condition.

14. **PUBLIC RECORDS**. This Agreement may be recorded in the public records at Buyer's option.

15. **EXECUTION OF DOCUMENTS.** The parties hereby agree to execute, and record where appropriate, any and all documents necessary to effectuate this transaction.

16. **SIGNATURES**. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Execution of a facsimile or electronic copy will have the same force and effect as execution of an original, and a facsimile or electronic signature will be deemed an original and valid signature.

17. **ASSIGNMENT**. Neither party may assign this Agreement without the prior written consent of the other party.

18. **COUNTERPARTS**. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

19. **TIME OF ESSENCE**. Time is of the essence with respect to all provisions of this Agreement.

20. **SURVIVAL**. The provisions of this Agreement that by their nature should survive the Closing or termination of this Agreement shall survive the Closing or termination of this Agreement.

21. **ENTIRE AGREEMENT.** This instrument, including any Exhibits attached hereto, constitutes the entire agreement between the Parties. Neither party shall be bound by any terms, conditions, statements or representations, oral or written, not herein contained. Each party hereby acknowledges that in executing this Agreement they have not been induced, persuaded or motivated by any promise or representation made by the other party, unless expressly set forth herein. All previous negotiations, statements and preliminary instruments by the parties or their representatives are merged in this instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

BUYER:
CITY OF HAYDEN

By: Alan Davis
Its: Mayor

Attest:

By: Abbi Sanchez
Its: City Clerk

SELLER:
3M ALLIANCE FAMILY TRUST

By: Lani K Scott McMahon

SELLER:
LUCRE HOLDINGS

By: Lani K Scott McMahon

EXHIBIT A

LEGAL DESCRIPTIONS

Parcel 1: The West half of the West half of Tract 35 AVONDALE, Kootenai County, State of Idaho, according to the plat recorded in book B of Plats, Page 132.

Excepting THEREFROM that portion described as follows:

BEGINNING at the Northwest corner of Tract 35, thence, East along the North line of Tract 35, a distance of 164.21 feet to the Northeast corner of said West half of the West Half; thence South along the East line of said West half of the West half, 528.73 feet; thence West parallel with the North line of Miles Avenue 115.7 feet distance therefrom, 163.98 feet to a point on the west line of Tract 35; thence, North along the West line of Tract 35, a distance of 528.6 feet to the POINT OF BEGINNING.

AND ALSO EXCEPT the West 75 feet thereof.

Parcel is approximately 0.234 acres in size

Parcel 2: The West half of the West half of Tract 35 AVONDALE, Kootenai County, State of Idaho, according to the plat recorded in book B of Plats, Page 132.

BEGINNING at the Northwest corner of Tract 35, thence, East along the North line of Tract 35, a distance of 164.21 feet to the Northeast corner of said West half of the West Half; thence South along the East line of said West half of the West half, 528.73 feet; thence West parallel with the North line of Miles Avenue 115.7 feet distance therefrom, 163.98 feet to a point on the west line of Tract 35; thence, North along the West line of Tract 35, a distance of 528.6 feet to the POINT OF BEGINNING.

Parcel is approximately 1.99 acres in size.

C. *ACTION ITEM* Proposed Amendments to Hayden City Code Title 6-1-3 Parking Regulations Clarifying Towing Authority

CITY OF HAYDEN IDAHO

Memo

To: Mayor and Hayden City Council

From: Alan Soderling, Public Works Director

Date: 3.24.2026

Agenda Item: Consider amendments to Hayden City Code Title 6-1-3 Parking Regulations to clarify towing authority for public purposes.

Agenda Item Location
New Business

Summary
Hayden City Code Title 6-1-3 authorizes the City to direct the towing of vehicles and to pass the cost of such actions to the vehicle owner. The code needs to be clarified to ensure that the City's authority to direct vehicle towing and recover costs includes typical activities such as construction, road maintenance, and publicly sanctioned events where removing vehicles may be necessary to serve a public purpose. The current language lists snow plowing specifically, but not other activities where towing may be required to serve the public good.

Recommended Action or Motion
Provide direction to staff to proceed with finalizing proposed amendments to Title 6-1-3 for public notice and Council adoption.

Attachments
Proposed amendments to Title 6-1-3 Parking Regulations

Proposed Amendments to Hayden City Code Title 6-1-3

6-1-3: PARKING REGULATIONS:

A. Authority:

1. The city council and/or the public works director hereby authorized to indicate zones where vehicles shall not be parked or stopped for any purpose, including deliveries or pick ups, loading or unloading, when, in the opinion of the city council or the public works director, based upon his professional judgment, it is necessary to prevent parking, standing and/or stopping of vehicles on any street or portion of such street. The city council and/or public works director may do so by either placing appropriate signs or placing barricades or officers at such places. The city may designate an agent who is authorized to remove illegally parked vehicles and the owner thereof shall pay the cost of such removal and storage.

2. Upon approval from the city administrator, the public works director or the director's designee is authorized to indicate temporary zones or locations where vehicles shall not be parked, when, in the opinion of the public works director or the director's designee, it is necessary to temporarily prevent the parking of vehicles to avoid public harm or inconvenience or to prevent the vehicles from impeding ~~snowplowing.~~ Activities necessary to serve the public, including but not limited to snow plowing, construction, right of way and underground utility maintenance, and publicly sanctioned events. The public works director or the director's designee may do so either by placing appropriate signs or placing barricades at such places where parking is to be restricted or by publishing such notice of the parking restrictions in the official newspaper of the city and placing it on the city's website. It shall be unlawful for any person to park any vehicle at such time and at such designated places in violation of the restrictions established by the public works director or the director's designee. Any law enforcement officer or an agent of the City designated ~~agent of the city~~ by the Public Works Director is authorized to remove such illegally parked vehicles and the owner thereof shall pay the cost of such removal and storage.

1. Removal: The enforcement official, upon finding any motor vehicle or major recreational equipment parked in violation of any provision of this section, may have the same removed from such street, alley, parking lot, or park and the owner shall pay the cost of such removal and all other associated costs, including storage.

B. Administration: Any peace officer or other designated person observing any violations of this section may issue a ticket describing such violation and the charge assessed for the

violation to the person responsible for committing the violation by placing a citation on the vehicle. The designated persons are authorized to refrain from instituting a prosecution charging the person with an infraction or, where applicable, a misdemeanor, if such person pays the charge herein assessed to the city within fourteen (14) calendar days of the violation.

C. Vehicle Ownership As Evidence; Exception:

1. In any prosecution against the registered owner of a motor vehicle charging a violation of any regulation governing the standing or parking of a vehicle under any ordinance of the city, proof that the particular vehicle described in the complaint was parked in violation of any such ordinance, together with proof that the defendant named in the complaint was, at the time of parking, the registered owner of the vehicle, shall constitute prima facie evidence that the registered owner of the vehicle was the person who parked or placed the vehicle at the point where, and for the time during which, the violation occurred. For the purposes of this subsection, proof that a person is the registered owner of a vehicle is not prima facie evidence that the registered owner has violated any other provision of law. Proof of a written lease or of a rental agreement for a particular vehicle described in the complaint on the date and time of the violation, which lease or rental agreement includes the name and address of the person to whom the vehicle is leased or rented, shall rebut the prima facie evidence that the registered owner was the person who parked or placed the vehicle at the time and place where the violations occurred.

2. In any prosecution against the lessee or renter of a motor vehicle charging a violation of any regulation governing the standing or parking of a vehicle under any ordinance of the city, proof that the particular vehicle described in the complaint was parked in violation of any provision of the ordinance, together with proof that the defendant named in the complaint was, at the time of parking, the lessee or renter of the vehicle, shall constitute prima facie evidence that the lessee or renter of the vehicle was the person who parked the vehicle at the point where, and for the time during which, the violation occurred. For the purposes of this subsection, proof that a person is the lessee or renter of a vehicle is not prima facie evidence that the lessee or renter has violated any other provision of this law.

3. Any charge under such ordinance shall be dismissed when the person charged has made a bona fide sale or transfer of the vehicle, has delivered possession thereof to the purchaser, and has complied with the requirements of Idaho Code title 49, chapter 4, prior to the date of the alleged violation and has advised the court of the name and address of the purchaser and the date of the sale.

D. Parking Regulations Generally:

1. No person shall stop or park a vehicle, except when necessary to avoid conflict with other traffic or comply with law or the directions of a police officer or traffic control device, in any of the following circumstances:

a. At any location where a traffic control device restricting or prohibiting parking has been posted in accordance with subsection A of this section;

b. On a public sidewalk, pedestrian path, bicycle path or similar nonvehicular right of way;

c. In an alley, except for loading and unloading which shall be done as expeditiously as possible and shall not exceed thirty (30) minutes' elapsed time in any one block, unless written permission is given by city administrator;

d. In front of, or otherwise blocking, a public or private driveway or street access from lands adjoining a public street;

e. In an unloading zone for more than thirty (30) minutes;

f. Within fifteen feet (15') of a fire hydrant;

g. In violation of posted public parking lot use regulations;

h. In a handicapped zone without having a valid special license plate or special card bearing the international accessible symbol issued by the department of motor vehicles;

i. In the opposite direction of the authorized traffic movement;

j. Upon the travel area of the roadway when it is practicable to stop, park or leave the vehicle off the roadway.

2. No vehicle shall be parked at the same location or combination of locations within the same block on any public street or alley in the city continuously for more than forty-eight (48) hours. Movement of a vehicle on a public street, alley, or other public property for a distance of less than six hundred feet (600') for a period of less than twenty-four (24) contiguous hours shall constitute continuous and uninterrupted parking or storage in the same location.

3. Overnight Parking In Residential Areas:

a. Restrictions: It is unlawful to park or otherwise leave overnight, or between the hours of one minute after twelve o'clock (12:01) A.M. and six o'clock (6:00) A.M., on any public street or public alley in the city on those areas classified as residential by the official zoning ordinance, commercial vehicles, commercial trailers, or vehicles over ten thousand (10,000) pounds' licensed gross vehicle weight, the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, vehicles, passengers for hire, or backhoes, tractors and cranes.

b. Exceptions: The provision of subsection 3(a) of this section shall not apply when a vehicle is parked: a) for any purpose incident to any lawful construction project located within the immediate vicinity of such parked vehicle; b) for any purpose incident to a lawful commercial or industrial operation located in any residential area and conducted under a conditional use permit and so long as the vehicle is parked within one hundred feet (100') of such commercial or industrial operation.

E. Major Recreational Equipment: No person shall park or store major recreational equipment on any public right of way for a period to exceed twenty four (24) hours. For the purposes of this section "major recreational equipment" is defined as including, but not limited to, boats and boat trailers, pickup campers or coaches (designed to be mounted on automotive vehicles), motorized dwellings, tent trailers, trailers, and the like, and cases or boxes used for transporting recreational equipment, whether occupied by such equipment or not.

F. City Park Parking Restrictions:

1. Prohibited Areas:

a. No person shall stop, stand or park a motor vehicle within any City park, except in designated areas established by the City Council and marked by a sign.

b. No person shall operate or be in physical control of a motor vehicle in any City park (except in designated parking lots and other roadways open for public use), without the permission of the Mayor or City Administrator or their designee.

c. The Mayor and City Administrator are authorized to indicate temporary zones where motor vehicles may be parked within any City park.

2. Exceptions: The provisions of this section do not apply to authorized emergency vehicles or to any vehicles in the City park participating in an authorized parade or event approved by the City Council. For the purposes of this section, "authorized emergency vehicles" shall mean vehicles operated by any fire department or law enforcement agency

of the State or any political subdivision thereof and ambulances of any public utility or public service corporation.

G. Removal: The enforcement official, upon finding any motor vehicle or major recreational equipment parked in violation of any provisions of this section, may have the same removed from such street, alley, parking lot or park and the owner shall pay the cost of such removal and all other associated costs.

H. Violations: It is unlawful for any individual to violate any of the provisions of this section. Anyone violating any provision of this section may be charged with an infraction, and if the violator is found guilty, will be fined as provided by law.

1. In lieu of issuance of a uniform citation for the infraction, law enforcement officers are authorized to issue a civil citation. The civil assessments shall be as follows:

Violation	**Charge**
Violation	**Charge**
In a handicapped zone	$100.00
In alley or in front of driveway	50.00
Over 30 minutes in loading zone	50.00
By a fire hydrant	50.00
Opposing traffic	50.00
Parking on roadway travel area	50.00
In a no parking zone	50.00
Violation of public parking lot use regulations	50.00
Other parking violations not specifically listed	50.00

2. The civil citation assessment shall be payable at City Hall within thirty (30) days from the date of issuance. No partial payments will be accepted as full payment.

3. Nothing contained herein prohibits a law enforcement officer from issuance of a uniform infraction citation instead of a civil citation.

I. Appeal Of Civil Penalties: A determination that a person has committed a civil violation, as allowed in this section, may be appealed in the following manner:

1. A person who has received a citation for a civil violation may file a written request with the city for a hearing within ten (10) business days after the date of issuance of the citation. A hearing shall be held within five (5) business days after receipt of the written request.

2. The scope of the hearing shall be limited to the following issues:

a. Whether a civil violation did in fact occur; and

b. Whether the person who received the civil citation had any responsibility for the actions that gave rise to the issuance of the citation.

3. The hearing shall be informal and strict rules of evidence shall not apply. The person may be represented by counsel, present testimony and evidence, and examine witnesses.

4. A decision shall be issued and the person shall be notified in writing within five (5) days after the close of the hearing.

5. The decision of the hearing officer may be appealed to the mayor or her or his designee pursuant to such rules as may be established. The decision of the mayor shall be final. (Ord. 519, 3-13-2013; amd. Ord. 573, 7-11-2017, eff. 1-1-2018; Ord. 603, 8-27-2019; Ord. 632, 6-14-2022)

D. *ACTION ITEM* Hayden Lake Marina Request for Letter Supporting their Expansion Project on Hayden Lake

Memo

To: Mayor and Hayden City Council

From: Abbi Sanchez, City Clerk

Date: March 24, 2026

Agenda Item: Hayden Lake Marina Request for Letter Supporting their Expansion Project on Hayden Lake

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Agenda Item Location
New Business

Recommended Action or Motion
For written support of the Hayden Lake Marina's expansion project: Direct staff to provide a letter of support for the project on behalf of the Mayor and Council.

Background/Functional Impact of Authorizing
Hayden Lake Marina is requesting from the city a letter supporting their expansion project on Hayden Lake. Their project application is currently under review by the Idaho Department of Lands, with a hearing scheduled for April 15, 2026.

Functional Impact of Not Authorizing
The city would not provide a letter of support from the city for this project.

Fiscal Impact
N/A

Budget Funding Source / Transfer Request
N/A

Attachment
Request for Letter of Support from Hayden Lake Marina

Dear Mayor Davis,

Thank you for taking my call yesterday and your willingness to explore if a letter of support from your office is appropriate. As we discussed, Hayden Lake marina is working on an upgrade and expansion project on Hayden Lake that we believe will bring meaningful benefits to both the City of Hayden and the broader community. IDL APPLICATION HERE

As the only full-service public marina on Hayden Lake, our role extends beyond serving slip holders; we provide critical access to the lake for residents and visitors alike. Our proposed dock improvement and 32 slip expansion project is designed to modernize aging infrastructure, enhance safety, and better accommodate the size and needs of today's recreational boaters.

This project represents a significant investment in the community and aligns closely with several key priorities:

- **Economic Impact & Tourism:** Hayden Lake Marina is a driver of local tourism, attracting visitors who support nearby businesses, restaurants, and services. We currently serve 62 vacation rentals on Hayden Lake, with more visitors planning their trips to the area because they prefer Hayden Lake over Lake Coeur d'Alene. Enhancing the marina will strengthen Hayden's appeal as a destination and contribute to sustained economic growth.
- **Public Access to Hayden Lake:** With increasing demand and limited public access points, expanding marina capacity ensures that more residents and visitors can safely and reliably enjoy the lake. Currently we have 185 local residents on our waitlist for a slip.
- **Community Partnership:** We are proud to be an active member of the Hayden community; supporting local events, creating jobs, and maintaining a high standard of service that reflects positively on the city. We are active members in the Hayden Chamber of Commerce, we volunteer our time with local groups, and we donated over $20,000 to local charities in 2025.
- **Environmental Responsibility & Safety:** The project includes updated utilities and fueling systems designed to meet modern environmental standards, helping protect water quality while improving boater safety. We're committed to the stewardship of the environment to protect the beauty of the lake for generations to come.

Our application is currently under review by the Idaho Department of Lands, with a hearing scheduled for April 15th in Coeur d'Alene. A letter of support from your office would be

incredibly meaningful as part of the public record and would help demonstrate the City's support for responsible, community-focused development.

If you're open to it, I would be happy to provide additional details or meet at your convenience to walk through the project and answer any questions.

Thank you for your time, your leadership, and your continued commitment to the Hayden community. We truly appreciate your consideration.

Warm regards,

Lindsey Olmstead
General Manager
Hayden Lake Marina
208-762-0181 ext. 101

HAYDEN LAKE
MARINA

E. Legislative Updates- Discussion

LEGISLATURE OF THE STATE OF IDAHO

Sixty-eighth Legislature Second Regular Session - 2026

IN THE HOUSE OF REPRESENTATIVES

HOUSE BILL NO. 561, As Amended

BY STATE AFFAIRS COMMITTEE

AN ACT

RELATING TO STATE GOVERNMENT AND STATE AFFAIRS; AMENDING SECTION 67-2303A, IDAHO CODE, TO REVISE PROVISIONS REGARDING FLAGS FLOWN BY A GOVERNMENTAL ENTITY, TO REMOVE PROVISIONS REGARDING FLAGS FLOWN BY A GOVERNMENTAL ENTITY, TO PROVIDE AN EXCEPTION, TO PROVIDE A PENALTY, AND TO ESTABLISH PROVISIONS REGARDING ENFORCEMENT BY THE ATTORNEY GENERAL; AND DECLARING AN EMERGENCY.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section 67-2303A, Idaho Code, be, and the same is hereby amended to read as follows:

67-2303A. FLAGS -- PROPER PROTOCOL. (1) As used in this section, "governmental entity" means the state of Idaho or any county, municipality, special district, or any other political subdivision or governmental instrumentality of or within the state other than a school, college, or university. Property of a governmental entity includes land owned and maintained by the governmental entity, including buildings, adjoining land, parks, roads, and boulevards.

(2) A governmental entity shall not display a flag on its property other than the following:

(a) The United States flag;

~~(b) The official flag of a governmental entity as defined in this section;~~

~~(c)~~ (b) Official flags of any state in the United States and the official city or county flag as established prior to January 1, 2023;

~~(d)~~ (c) Official flags of any of the military branches and units of the United States;

~~(e)~~ (d) The POW/MIA flag as provided for in section 67-2303, Idaho Code;

~~(f)~~ (e) Official flags of recognized Indian tribes;

~~(g)~~ (f) Official flags of countries other than the United States to commemorate special occasions, including the Basque autonomous community flag as recognized as an official flag by the Spanish government, but excluding countries with which the United States is engaged in hostile action; ~~and~~

~~(h) Official flags of Idaho colleges, universities, and public schools.~~

(g) The official flag of an Idaho college or university, if it has designated by official policy exactly one (1) official flag; and

(h) Flags, banners, or pennants displayed on government-owned flagpoles or streetlights or on any government property along streets or boulevards that are not political, religious, or ideological in nature.

(3) The provisions of subsection (2) of this section shall not apply to any temporary parade or assembly on the property of a governmental entity.

~~(3)~~ (4) The division of veterans services is hereby authorized to promulgate rules directing the proper protocol for the location and display of flags flown on state property.

(5) A governmental entity that fails to comply with the provisions of this section shall be subject to a civil penalty of two thousand dollars ($2,000) per flag for each day such flag is displayed.

(6) The attorney general shall have the duty to enforce this section against a governmental entity. Before initiating a civil action against a governmental entity, the attorney general shall advise the governmental entity in writing of the violation and, if the governmental entity has not already been advised of a substantially similar violation, allow the governmental entity ten (10) days to cure the violation. If the violation is cured within ten (10) days, the governmental entity shall not be subject to civil penalties for the violation. If the violation is not cured within ten (10) days, or if the governmental entity is not entitled to an opportunity to cure based on the commission of a substantially similar violation, the attorney general shall have the authority to file a civil action in the district court of the county in which the governmental entity is located to enjoin the governmental entity from violating the provisions of this section and to recover civil penalties accruing from the first day of violation. If the attorney general prevails in such action, the court shall award the attorney general all attorney's fees incurred in bringing the action.

SECTION 2. An emergency existing therefor, which emergency is hereby declared to exist, this act shall be in full force and effect on and after its passage and approval.

STATEMENT OF PURPOSE

RS33127C1 / H0743

Some of Idaho laws governing the actions public officials, public employees, and state and local governmental entities include an enforcement mechanism for ensuring that Idaho laws are followed. Many such laws, however, do not include any specific enforcement mechanism.

In the event that public officials' oath of office, whereby they promise to uphold the laws of the State of Idaho, is insufficient to ensure that Idaho's laws are followed, this legislation provides a mechanism by which the Idaho Attorney General can go to court and force a public official, public employee, or state or local governmental entity to follow the law.

FISCAL NOTE

It is expected that the prospect of the Attorney General taking a public official, public employee, or state or local governmental entity to court to force compliance with the law, along with potential fines of up to $50,000, and the potential withholding of state funds, if applicable, will be sufficient to recall such individuals and entities to their duty to comply with the law in the vast majority of cases. In the rare cases that go to court, the law provides that the Attorney General's costs will be covered by the party that failed to uphold the law. As a result, no fiscal impact is expected, beyond an occasional and unprognosticatable fine deposited to the General Fund, or a withheld payment, appropriation, or distribution that is either deposited to the Tax Relief Fund or retained in the General Fund.

Contact:

Representative Mike Moyle
Representative Jason A. Monks
Senator Kelly Arthur Anthon
(208) 332-1000

DISCLAIMER: This statement of purpose and fiscal note are a mere attachment to this bill and prepared by a proponent of the bill. It is neither intended as an expression of legislative intent nor intended for any use outside of the legislative process, including judicial review (Joint Rule 18).

LEGISLATURE OF THE STATE OF IDAHO

Sixty-eighth Legislature Second Regular Session - 2026

IN THE HOUSE OF REPRESENTATIVES

HOUSE BILL NO. 801

BY WAYS AND MEANS COMMITTEE

AN ACT

RELATING TO LOCAL LAND USE PLANNING; AMENDING CHAPTER 65, TITLE 67, IDAHO CODE, BY THE ADDITION OF A NEW SECTION 67-6541, IDAHO CODE, TO ESTABLISH PROVISIONS FOR THE REGULATION OF DEVELOPMENT ON RELIGIOUS LAND, TO DEFINE TERMS, TO PROVIDE APPLICABILITY, TO PROVIDE FOR ALLOWABLE USES, TO PROHIBIT CERTAIN CITY REQUIREMENTS, TO PERMIT CERTAIN CITY REGULATION, AND TO PROVIDE FOR A DUTY TO APPROVE CERTAIN DEVELOPMENT; AND DECLARING AN EMERGENCY AND PROVIDING AN EFFECTIVE DATE.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Chapter 65, Title 67, Idaho Code, be, and the same is hereby amended by the addition thereto of a NEW SECTION, to be known and designated as Section 67-6541, Idaho Code, and to read as follows:

67-6541. REGULATION OF DEVELOPMENT ON RELIGIOUS LAND. (1) As used in this section:

(a) "Group home" means a residential facility that provides housing and support services in a community-based environment for individuals who require assistance due to physical, mental, developmental, or behavioral disabilities.

(b) "Heavy industrial use" means a storage, processing, or manufacturing use that:

(i) Uses flammable or explosive materials;

(ii) Presents hazardous conditions; or

(iii) Is noxious or offensive due to odors, smoke, noise, fumes, or vibrations.

(c) "Housing organization" means:

(i) A trade or industry group consisting of local members primarily engaged in the construction or management of housing units;

(ii) A nonprofit organization that provides or advocates for increased access to housing and has participated in public comment before the legislature; or

(iii) A nonprofit organization engaged in public policy research, education, or outreach related to housing.

(d) "Mixed-use" means the use and development of a site consisting of residential and nonresidential uses in which residential uses occupy at least sixty-five percent (65%) of the total square footage of the development.

(e) "Multifamily" means the use and development of a site for three (3) or more dwelling units within one (1) or more buildings, including condominiums.

(f) "Religious land" means land owned by a religious organization or land leased by a religious organization for a term of no less than forty (40) years.

(g) "Religious organization" means a nonprofit religious entity organized primarily for religious purposes, including those qualifying under section 501(c)(3) or section 501(c)(4) of the Internal Revenue Code.

(h) "Supportive housing" means residential accommodations that combine housing with supportive services, designed to assist individuals or families in maintaining stable housing and achieving independence.

(2) This section shall not apply to any portion of religious land located within one-quarter (1/4) mile of a heavy industrial use, airport, or military base.

(3)(a) A city shall permit multifamily and mixed-use development as allowable uses on religious land.

(b) A city shall not require a zoning change, variance, conditional use permit, or other special approval in order to permit such uses on religious land.

(4) For multifamily or mixed-use development on religious land, a city shall not:

(a) Restrict building height to less than forty (40) feet or three (3) stories;

(b) Require front setbacks greater than fifteen (15) feet, rear setbacks greater than ten (10) feet, or side setbacks greater than five (5) feet;

(c) Impose minimum parking requirements except as required by federal law;

(d) Restrict development by limiting density, building coverage, or unit size beyond what is provided in this section;

(e) Prohibit supportive housing or group homes; or

(f) Require the conversion of an existing building to exceed the international building code standards otherwise applicable.

(5) Nothing in this section shall be construed to prohibit a city from applying generally applicable:

(a) Sewer and water access requirements;

(b) Stormwater management requirements; or

(c) Building codes not otherwise restricted by this section.

(6)(a) A city shall approve an application for a multifamily or mixed-use development on religious land if it complies with applicable regulations other than those prohibited in subsection (4) of this section.

(b) Approval under this section shall be ministerial.

(7) Nothing in this section shall be construed to:

(a) Allow for the building of homeless shelters;

(b) Direct any entity to approve a permit for a homeless shelter; or

(c) Infringe on any jurisdiction's ability to regulate or prohibit homeless shelters.

(8) The provisions of this section shall apply to any application for development on religious land received by a city on and after July 1, 2026.

SECTION 2. An emergency existing therefor, which emergency is hereby declared to exist, this act shall be in full force and effect on and after July 1, 2026.

STATEMENT OF PURPOSE

RS33625 / H0842

This legislation addresses the limitations placed on the growth of property taxes by HB 389 (2021). These constraints have prevented cities, fire protection districts, and ambulance service districts in a small number of very fast-growing communities from being able to keep up with the public safety service demands of their growing populations. Specifically, this legislation:

1.) Increases the cap on overall property tax growth for cities under 30,000 people, as well as for fire protection districts and ambulance service districts that serve any of these smaller cities, from 8% to 15%, if enough new construction and annexed territory has been added to cover the cost of these extra property taxes.

2.) Increases the amount of foregone property tax revenue that can be added to the ongoing property tax budget above these caps, to 2%, replacing the current 1% limit.

3.) Provides that new construction and annexations are added to property tax budgets based on the prior year's levy rate, rather than the estimated current year levy rate.

4.) Prohibits the accumulation of additional foregone property tax balances in the future. Foregone property tax balances from prior to 2026 may continue to be retained and used in the future, subject to statutory limitations.

5.) Provides that city and county voters may utilize the existing local initiative process to reduce city or county property tax budgets, using the same threshold for passage that the law currently provides for voters to increase property taxes beyond statutory limits (2/3rds vote for counties, and 3/5ths vote for cities).

FISCAL NOTE

No impact to the revenues or expenditures of any state fund. Very few of Idaho's smaller communities are growing fast enough to utilize the increase in the property tax growth cap, and for those that are, the annexation and new construction values would cover these extra property taxes, resulting in no shift to existing homeowners. Increasing the amount of foregone property taxes that can be added to budgets each year from 1% to 2% would allow such costs to be added to property taxes faster than they would be under current law. However, preventing future accumulations of foregone property taxes will allow property tax savings generated by a fiscally conservative governing board to be locked in in perpetuity. Potential property tax budget reductions enacted through the city and county initiatives process cannot be prognosticated.

Contact:
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DISCLAIMER: This statement of purpose and fiscal note are a mere attachment to this bill and prepared by a proponent of the bill. It is neither intended as an expression of legislative intent nor intended for any use outside of the legislative process, including judicial review (Joint Rule 18).

LEGISLATURE OF THE STATE OF IDAHO
Sixty-eighth Legislature Second Regular Session - 2026

IN THE HOUSE OF REPRESENTATIVES

HOUSE BILL NO. 842

BY REVENUE AND TAXATION COMMITTEE

AN ACT

RELATING TO BUDGET LIMITS; AMENDING SECTION 63-802, IDAHO CODE, TO REVISE PROVISIONS REGARDING LIMITATIONS ON BUDGET REQUESTS AND EXCEPTIONS; AMENDING SECTION 31-1423, IDAHO CODE, TO PROVIDE A CORRECT CODE REFERENCE; PROVIDING SEVERABILITY; AND DECLARING AN EMERGENCY AND PROVIDING RETROACTIVE APPLICATION.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section 63-802, Idaho Code, be, and the same is hereby amended to read as follows:

63-802. LIMITATION ON BUDGET REQUESTS -- LIMITATION ON TAX CHARGES -- EXCEPTIONS. (1) Except as otherwise provided in this section, no taxing district shall certify a budget request for an amount of property tax revenues to finance an annual budget that exceeds the maximum sum permitted under this section:

(a)(i) The highest dollar amount of property taxes certified for its annual budget for any one (1) of the three (3) tax years preceding the current tax year, which amount may be increased by a growth factor of not to exceed three percent (3%) plus the amount of revenue calculated as described in this subsection. ~~The taxing district shall determine what portion of the three percent (3%) increase permitted under this subparagraph that it requires and then calculate a preliminary levy rate based on the percent chosen. In calculating the preliminary levy rate, the most current taxable market value shall be used, except that for taxable market values of centrally assessed operating property, the prior year's valuation may be used instead of the current year's taxable market values.~~ The ~~preliminary~~ previous year's levy rate shall be multiplied by the value shown on the new construction roll compiled pursuant to section 63-301A, Idaho Code, and by ninety percent (90%) of the value of annexation during the previous calendar year, as certified by the state tax commission for taxable market values of operating property of public utilities and by the county assessor; except for a fire protection district annexing property prior to July 1, 2021, pursuant to section 31-1429, Idaho Code, the new levy rate shall be multiplied by one hundred percent (100%) of the value of any such property annexed prior to July 1, 2021.

(ii) ~~The~~ Except as provided in this subparagraph, the total budget increase calculated under this paragraph must not exceed eight percent (8%)~~, except~~. For cities with a population of fewer than thirty thousand (30,000) people as shown in the most recent annual population estimate reported by the United States census bureau, and any fire protection district or ambulance service district

providing service to such a city, the total budget increase calculated under this paragraph must not exceed fifteen percent (15%). Provided, however, that any increase in the amount of property tax revenue to finance an annual budget added as a result of the termination, deannexation, plan modification of, or the withdrawal of certain taxing districts from, a revenue allocation area of an urban renewal district pursuant to section 63-301A(3)(f), (i), (j), or (k), Idaho Code, or section 50-2908(1)(g), Idaho Code, shall not be subject to such limitation.

(iii) Following the first year in which a fire protection district has annexed city property pursuant to section 31-1429, Idaho Code, the city shall subtract an amount equal to the moneys spent on fire protection services during the last full year the city provided fire protection services to its residents from its budget limitation under this section.

(b) If the taxing district has not imposed a levy for three (3) or more years, the highest dollar amount of property taxes certified for its annual budget for the purpose of paragraph (a)(i) of this subsection shall be the dollar amount of property taxes certified for its annual budget during the last year in which a levy was made.

(c) The dollar amount of the actual budget request may be substituted for the amount in paragraph (a) of this subsection if the taxing district is newly created, except as may be provided in paragraph (i) of this subsection.

(d) This section does not apply to school district levies imposed in section 33-802, Idaho Code.

(e)(i) In the case of a nonschool district for which less than the maximum allowable increase in the dollar amount of property taxes is certified for annual budget purposes in any one (1) year prior to property tax year 2026, such a district may, in any following year, recover the forgone increase by certifying, in addition to any increase otherwise allowed, any or all of the increase originally forgone. Provided however, that prior to budgeting any forgone increase, the district must provide notice of its intent to do so, hold a public hearing that may be in conjunction with its annual budget hearing, and certify by resolution the amount of forgone increase to be budgeted and the specific purpose for which the forgone increase is being budgeted. Upon adoption of the resolution, the clerk of the district shall file a copy of the resolution with the county clerk and the state tax commission. Said additional amount shall be included in future calculations for increases as allowed, except as provided in subparagraph (iii) of this paragraph.

(ii) If the forgone increase is budgeted for the purpose of maintenance and operations, the rate of recovering the reserved forgone moneys may increase the taxing district's budget by no more than ~~one percent (1%)~~ two percent (2%) per year.

(iii) If the forgone increase is budgeted for a capital project or projects, the rate of recovering the reserved forgone moneys may not exceed three percent (3%) of the taxing district's budget for

the year in which the forgone increase is budgeted. Forgone moneys budgeted for a capital project must be deducted from the taxing district's forgone balance in the year in which it is budgeted. Upon completion of such a capital project, the taxing district shall certify such completion to the state tax commission and county clerk. If, upon certification, the state tax commission finds that the taxing district included forgone moneys for a capital project in calculating the increase permitted under paragraph (a) of this subsection, the state tax commission shall direct the taxing district to reduce its property tax budget for any year in which the forgone moneys were used to calculate a budget increase, in an amount equal to the forgone moneys budgeted plus any increases attributed to the forgone moneys improperly included in the taxing district's property tax budget. For the purpose of this paragraph, a capital project includes:

1. The construction, expansion, renovation, or replacement of public facilities, including the acquisition of land and other site improvements;

2. The construction, expansion, or reconstruction of public works improvements, including roads, bridges, water systems, sewer systems, and broadband systems; and

3. The purchase of equipment with a useful life of ten (10) years or more.

(f) If a taxing district elects to budget less than the maximum allowable increase in the dollar amount of property taxes <u>for any property tax year prior to 2026</u>, the taxing district may reserve the right to recover all or any portion of that year's forgone increase in a subsequent year by adoption of a resolution specifying the dollar amount of property taxes being reserved. Otherwise, that year's forgone increase may not be recovered under paragraph (e) of this subsection. The district must provide notice of its intent to do so and hold a public hearing that may be in conjunction with its annual budget hearing, if applicable. The resolution to reserve the right to recover the forgone increase for that year shall be adopted at the annual budget hearing of the taxing district if the district has a budget hearing requirement.

(g) In the case of cities, if the immediately preceding year's levy subject to the limitation provided by this section is less than 0.004, the city may increase its budget by an amount not to exceed the difference between 0.004 and the actual prior year's levy multiplied by the prior year's market value for assessment purposes. The additional amount must be approved by sixty percent (60%) of the voters voting on the question at an election called for that purpose and held on the date in May or November provided by law and may be included in the annual budget of the city for purposes of this section.

(h) A taxing district may submit to the electors within the district the question of whether the budget from property tax revenues may be increased beyond the amount authorized in this section, but not beyond the levy authorized by statute. The additional amount must be approved by sixty-six and two-thirds percent (66 2/3%) or more of the voters voting on the question at an election called for that purpose and held

on the May or November dates provided by section 34-106, Idaho Code. If approved by the required minimum sixty-six and two-thirds percent (66 2/3%) of the voters voting at the election, the new budget amount shall be the base budget for the purposes of this section.

(i) When a nonschool district consolidates with another nonschool district or dissolves and a new district performing similar governmental functions as the dissolved district forms with the same boundaries within three (3) years, the maximum amount of a budget of the district from property tax revenues shall not be greater than the sum of the amounts that would have been authorized by this section for the district itself or for the districts that were consolidated or dissolved and incorporated into a new district.

(j) This section does not apply to cooperative service agency levies imposed in sections 33-317 and 33-317A, Idaho Code.

(k) The amount of money received in the twelve (12) months immediately preceding June 30 of the current tax year as a result of distributions of the tax provided in section 63-3502B(2), Idaho Code.

(2) In the case of fire districts, during the year immediately following the election of a public utility or public utilities to consent to be provided fire protection pursuant to section 31-1425, Idaho Code, the maximum amount of property tax revenues permitted in subsection (1) of this section may be increased by an amount equal to the current year's taxable value of the consenting public utility or public utilities multiplied by that portion of the prior year's levy subject to the limitation provided by subsection (1) of this section.

(3) No board of county commissioners shall set a levy, nor shall the state tax commission approve a levy for annual budget purposes, which exceeds the limitation imposed in subsection (1) of this section unless authority to exceed such limitation has been approved by a majority of the taxing district's electors voting on the question at an election called for that purpose and held pursuant to section 34-106, Idaho Code, provided however, that such voter approval shall be for a period of not to exceed two (2) years.

(4) The amount of property tax revenues to finance an annual budget does not include revenues from nonproperty tax sources and does not include revenue from levies for the payment of judicially confirmed obligations pursuant to sections 63-1315 and 63-1316, Idaho Code, and revenue from levies that are voter-approved for bonds, override levies or supplemental levies, plant facilities reserve fund levies, school emergency fund levies, or for levies applicable to newly annexed property or for levies applicable to new construction as evidenced by the value of property subject to the occupancy tax pursuant to section 63-317, Idaho Code, for the preceding tax year. The amount of property tax revenues to finance an annual budget does not include any property taxes that were collected and refunded on property that is exempt from taxation, pursuant to section 63-1305C, Idaho Code.

(5) The amount of property tax revenues to finance an annual budget shall include moneys received as recovery of property tax for a revoked provisional property tax exemption under section 63-1305C, Idaho Code.

(6) For tax year 2023, before calculating the amount required in subsection (1)(a)(i) of this section, the board of county commissioners shall reduce the approved property tax levy portion of its budget for the immedi-

ate prior three (3) years in an amount equal to the amount levied for indigent public defense. The reduced budget amount shall be the base budget for the purpose of subsection (1)(a)(i) of this section.

(7)(a) Notwithstanding any other provision of this section, the electors of cities may, if approved by the same percentage vote required for passage of a budget increase pursuant to subsection (1)(g) of this section, approve a reduction in the base budget of such city through the initiative process set forth in section 34-1801B, Idaho Code.

(b) Notwithstanding any other provision of this section, the electors of counties may, if approved by the same percentage vote required for passage of a budget increase pursuant to subsection (1)(h) of this section, approve a reduction in the base budget of such county through the initiative process set forth in section 34-1801C, Idaho Code.

(c) An initiative measure approved pursuant to this subsection shall specify the dollar amount or percentage by which the base budget shall be reduced. The reduced base budget shall apply to the next city or county budget required to be certified pursuant to section 63-803, Idaho Code, following the voter approval of the initiative and shall thereafter constitute the base budget for purposes of calculating allowable increases under this section. For purposes of this subsection, "base budget" means the highest dollar amount of property taxes from which a city or county begins calculating its allowable annual budget pursuant to subsection (1) of this section, prior to applying the growth factor or any other additions in such subsection.

SECTION 2. That Section 31-1423, Idaho Code, be, and the same is hereby amended to read as follows:

31-1423. LEVY -- RECOMMENDED LEVY -- ELECTION. (1) Each year, immediately prior to the annual county levy of taxes, the board of commissioners of each fire protection district, organized and existing under this chapter, may levy a tax upon all the taxable property within the boundaries of such district sufficient to defray the cost of equipping and maintaining the district of twenty-four hundredths percent (.24%) of market value for assessment purposes, to be used for the purposes of this chapter and for no other purpose. The levy shall be made by resolution entered upon the minutes of the board of commissioners of the fire protection district, and it shall be the duty of the secretary of the district, immediately after entry of the resolution in the minutes, to transmit to the county auditor and the county assessor certified copies of the resolution providing for such levy. Said taxes shall be collected as provided by section 63-812, Idaho Code.

(2) If two (2) or more fire protection districts consolidate into one (1) district, the provisions of section 63-802, Idaho Code, shall apply to the consolidated district's budget request. In addition, the consolidated district shall receive the benefit of foregone increases accumulated by the former districts under section ~~63-802(1)(a)~~ 63-802, Idaho Code.

SECTION 3. SEVERABILITY. The provisions of this act are hereby declared to be severable and if any provision of this act or the application of such provision to any person or circumstance is declared invalid for any reason,

such declaration shall not affect the validity of the remaining portions of this act.

SECTION 4. An emergency existing therefor, which emergency is hereby declared to exist, this act shall be in full force and effect on and after its passage and approval, and retroactively to January 1, 2026.

LEGISLATURE OF THE STATE OF IDAHO

Sixty-eighth Legislature Second Regular Session - 2026

IN THE HOUSE OF REPRESENTATIVES

HOUSE BILL NO. 894

BY STATE AFFAIRS COMMITTEE

AN ACT

RELATING TO OPEN MEETINGS; AMENDING SECTION 74-203, IDAHO CODE, TO REVISE PROVISIONS REGARDING REQUIREMENTS FOR OPEN PUBLIC MEETINGS; AND DECLARING AN EMERGENCY AND PROVIDING AN EFFECTIVE DATE.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section 74-203, Idaho Code, be, and the same is hereby amended to read as follows:

74-203. GOVERNING BODIES -- REQUIREMENT FOR OPEN PUBLIC MEETINGS. (1) Except as provided below, all meetings of a governing body of a public agency shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by this act. No decision at a meeting of a governing body of a public agency shall be made by secret ballot.

(2) Deliberations of the board of tax appeals created in chapter 38, title 63, Idaho Code, the public utilities commission and the industrial commission in a fully submitted adjudicatory proceeding in which hearings, if any are required, have been completed, and in which the legal rights, duties or privileges of a party are to be determined are not required by this act to take place in a meeting open to the public. Such deliberations may, however, be made and/or conducted in a public meeting at the discretion of the agency.

(3) Meetings of the Idaho life and health insurance guaranty association established under chapter 43, title 41, Idaho Code, the Idaho insurance guaranty association established under chapter 36, title 41, Idaho Code, the surplus line association approved by the director of the Idaho department of insurance as authorized under chapter 12, title 41, Idaho Code, and the Idaho depredating wildlife appeals board established under chapter 55, title 22, Idaho Code, are not required by this act to take place in a meeting open to the public.

(4) A governing body shall not hold a meeting at any place where discrimination on the basis of race, creed, color, sex, age or national origin is practiced.

(5) All meetings may be conducted using telecommunications devices which enable all members of a governing body participating in the meeting to communicate with each other. Such devices may include, but are not limited to, telephone or video conferencing devices and similar communications equipment. Participation by a member of the governing body through telecommunications devices shall constitute presence in person by such member at the meeting; provided however, that at least one (1) member of the governing body, or the director of the public agency, or the chief administrative officer of the public agency shall be physically present at the location designated in the meeting notice, as required under section 74-204, Idaho Code, to ensure that the public may attend such meeting in person. The com-

munications among members of a governing body must be audible to the public attending the meeting in person and the members of the governing body.

(6) Except as otherwise provided in this subsection, no person attending open public meetings shall be prevented or prohibited from recording such meetings. For purposes of this subsection, "recording" means the capturing of audio, video, or photographs by electronic, digital, or other means. A governing body may take measures to ensure the orderly conduct of its open public meetings but shall not prohibit or unreasonably restrict recording as provided under this subsection. No person shall be removed or excluded from meetings for recording pursuant to the provisions of this subsection. The provisions of this subsection shall not apply to:

(a) Executive sessions;

(b) Any meetings or hearings in a facility owned or operated by the Idaho department of correction;

(c) Any meetings or hearings in a facility owned or operated by the Idaho department of juvenile corrections; or

(d) Any meetings or hearings conducted by the Idaho commission of pardons and parole.

SECTION 2. An emergency existing therefor, which emergency is hereby declared to exist, this act shall be in full force and effect on and after July 1, 2026.

LEGISLATURE OF THE STATE OF IDAHO

Sixty-eighth Legislature Second Regular Session - 2026

IN THE SENATE

SENATE BILL NO. 1352, As Amended

BY STATE AFFAIRS COMMITTEE

AN ACT

RELATING TO HOUSING; AMENDING CHAPTER 65, TITLE 67, IDAHO CODE, BY THE ADDITION OF A NEW SECTION 67-6541, IDAHO CODE, TO ESTABLISH PROVISIONS REGARDING STARTER HOME SUBDIVISIONS AND TO PROVIDE A DEFINITION; PROVIDING SEVERABILITY; AND DECLARING AN EMERGENCY AND PROVIDING AN EFFECTIVE DATE.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Chapter 65, Title 67, Idaho Code, be, and the same is hereby amended by the addition thereto of a NEW SECTION, to be known and designated as Section 67-6541, Idaho Code, and to read as follows:

67-6541. STARTER HOME SUBDIVISIONS. (1) No city shall enact or enforce any ordinance within its jurisdiction that bans starter home subdivisions in any residential zoning area. "Starter home subdivision" means a residential subdivision on at least four (4) acres of land that is designed to provide attainable homeownership opportunities with single-family detached dwellings on smaller lots that are no greater than one thousand five hundred (1,500) square feet per lot, have compact home sizes, and have efficient site design that reduces development costs while maintaining compatibility with surrounding neighborhoods.

(2) By February 1, 2027, by resolution or ordinance adopted, amended, or repealed in accordance with the notice and hearing procedures provided in section 67-6509, Idaho Code, each city governing board shall amend its comprehensive plan and land use regulations to allow starter home subdivisions in residential zoning districts, except for lands falling within an area defined as a historic district in section 67-4607, Idaho Code, or designated as a historic property pursuant to section 67-4614, Idaho Code. For starter home subdivisions, a city's comprehensive plan and land use regulations shall be amended to:

(a) Prohibit requiring minimum lot sizes exceeding one thousand five hundred (1,500) square feet for lots located in starter home subdivisions unless infrastructure limitations, lot configuration, or environmental constraints make it unfeasible;

(b) Prohibit requiring front or rear setbacks exceeding fifteen (15) feet or side setbacks exceeding five (5) feet for a primary residential structure on a lot, provided, however, that setbacks along the perimeter of a project may be required to match setbacks of abutting zoning districts;

(c) Prohibit requiring lot front widths exceeding thirty (30) feet for narrow lots;

(d) Prohibit requiring lot depths exceeding seventy (70) feet, unless overall lot shape, topography, or environmental or infrastructure constraints require it; and

(e) Prohibit imposing permit fees, development impact fees, or utility connection fees for starter home subdivisions exceeding those that would be imposed on other single-family home subdivisions. A local government may provide incentives to builders through fee reductions or waivers for compliance with smaller lot and setback options.

(3) The provisions of this section shall not supersede state or local laws that protect public health, safety, and welfare, including:

(a) Building codes, fire safety standards, and flood plain regulations;

(b) Laws regarding water, sewer, storm drainage, road access, roadway classifications or conditions, infrastructure capacity constraints, and utility services necessary to support the required density;

(c) Laws regarding environmental hazards, aquifer recharge zones, steep slopes, or critical habitat protections; and

(d) Laws and regulations regarding setback requirements for rights-of-way and easements.

(4) The provisions of this section shall apply only to cities with a population greater than ten thousand (10,000).

(5) Cities may condition or deny approval of a starter home subdivision where the city determines that existing or planned infrastructure is inadequate to support the subdivision, to the same extent and under the same standards the city applies to other residential subdivisions.

(6) Nothing in this section shall prohibit a city from enacting regulations, standards, or conditions that are less restrictive than the requirements provided in this section.

SECTION 2. SEVERABILITY. The provisions of this act are hereby declared to be severable and if any provision of this act or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of the remaining portions of this act.

SECTION 3. An emergency existing therefor, which emergency is hereby declared to exist, this act shall be in full force and effect on and after July 1, 2026.

LEGISLATURE OF THE STATE OF IDAHO

Sixty-eighth Legislature Second Regular Session - 2026

IN THE SENATE

SENATE BILL NO. 1353, As Amended

BY STATE AFFAIRS COMMITTEE

AN ACT

RELATING TO HOUSING; AMENDING CHAPTER 65, TITLE 67, IDAHO CODE, BY THE ADDITION OF A NEW SECTION 67-6541, IDAHO CODE, TO ESTABLISH PROVISIONS REGARDING TWIN HOMES AND DUPLEXES AND TO DEFINE A TERM; PROVIDING SEVERABILITY; AND DECLARING AN EMERGENCY AND PROVIDING AN EFFECTIVE DATE.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Chapter 65, Title 67, Idaho Code, be, and the same is hereby amended by the addition thereto of a NEW SECTION, to be known and designated as Section 67-6541, Idaho Code, and to read as follows:

67-6541. TWIN HOMES AND DUPLEXES. (1) No city shall enact or enforce any ordinance within its jurisdiction that bans twin homes or duplexes in any residential zoning district where single-family dwellings are permitted. "Twin home" means a residential building that consists of two (2) separate living units that share a wall but where each unit is independently owned and maintained and where each owner owns the underlying land in fee simple ownership.

(2) By February 1, 2027, by resolution or ordinance adopted, amended, or repealed in accordance with the notice and hearing procedures provided pursuant to section 67-6509, Idaho Code, each city governing board shall amend its comprehensive plan and land use regulations for all land zoned for single-family residential uses, except for lands falling within an area defined as a historic district under section 67-4607, Idaho Code, or designated as a historic property pursuant to section 67-4614, Idaho Code, to:

(a) Permit the development of twin homes and duplexes on any lot where a detached single-family dwelling is permitted;

(b) Prohibit imposing minimum lot size requirements that would effectively prohibit twin homes or duplexes on a lot where a detached single-family dwelling is permitted;

(c) Prohibit requiring more than one (1) off-street parking space per dwelling unit, provided that the lot is on a street that is paved and designed or constructed for on-street parking or is within one-fourth (1/4) mile of transit, an available designated parking area, an employment area, or commercial services; and

(d) Prohibit imposing impact fees or utility connection fees on twin homes or duplexes by unit that are greater than those imposed on single-family dwellings.

(3) Twin home or duplex projects that meet the jurisdiction's established land use requirements shall be approved administratively and as a matter of right, without the need for discretionary approval, in the same manner as a single-family dwelling, provided that there are no infrastructure constraints or emergency access or international fire code conflicts. Cities may require minimum lot frontage of twenty-five (25) to thirty (30)

feet to allow for utility connections spacing requirements, to accommodate off-street parking, if provided, and to allow increased setbacks if on-street snow storage is impractical due to road width. Cities may impose objective maximum impervious coverage ratios and on-site stormwater retention standards.

(4) Any approval standards, special conditions, and procedures for approval adopted by a local government shall be clear and objective and shall not have the effect, either singularly or cumulatively, of discouraging the development of twin homes or duplexes through unreasonable cost or delay. Such standards shall not be more restrictive than those applicable to detached single-family dwellings.

(5) The provisions of this section shall apply only to cities with a population greater than ten thousand (10,000).

(6) Nothing in this section shall prohibit a city from enacting regulations, standards, or conditions that are less restrictive than the requirements of this section.

(7) The provisions of this section shall not supersede state or local laws that protect public health, safety, and welfare, including:

(a) Building codes, fire safety standards, and flood plain regulations;

(b) Laws regarding water, sewer, storm drainage, road access, roadway classification or conditions, infrastructure capacity constraints, and utility services necessary to support the required density;

(c) Laws regarding environmental hazards, aquifer recharge zones, steep slopes, and critical habitat protections; and

(d) Laws and regulations regarding setback requirements for rights-of-way and easements.

SECTION 2. SEVERABILITY. The provisions of this act are hereby declared to be severable and if any provision of this act or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of the remaining portions of this act.

SECTION 3. An emergency existing therefor, which emergency is hereby declared to exist, this act shall be in full force and effect on and after July 1, 2026.

LEGISLATURE OF THE STATE OF IDAHO
Sixty-eighth Legislature Second Regular Session - 2026

IN THE SENATE

SENATE BILL NO. 1354, As Amended

BY STATE AFFAIRS COMMITTEE

AN ACT

RELATING TO ACCESSORY DWELLING UNITS; AMENDING SECTION 55-3212, IDAHO CODE, TO REVISE PROVISIONS REGARDING ACCESSORY DWELLING UNITS AND TO REMOVE A DEFINITION; AMENDING CHAPTER 65, TITLE 67, IDAHO CODE, BY THE ADDITION OF A NEW SECTION 67-6541, IDAHO CODE, TO ESTABLISH PROVISIONS REGARDING ACCESSORY DWELLING UNITS AND TO PROVIDE A DEFINITION; PROVIDING SEVERABILITY; AND DECLARING AN EMERGENCY AND PROVIDING AN EFFECTIVE DATE.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section 55-3212, Idaho Code, be, and the same is hereby amended to read as follows:

55-3212. ~~INTERNAL~~ PROHIBITED CONDUCT -- RESTRICTIONS ON ACCESSORY DWELLING UNITS. (1) ~~No covenant, condition, or restriction may be added, amended, or enforced by a homeowner's association or any other parties in such a way that strictly prohibits internal accessory dwelling units, as defined in subsection (3) of this section. The provisions of this section shall not be construed to protect more than one (1) internal accessory dwelling unit per homestead.~~ No homeowner's association shall add, amend, or enforce any covenant, condition, or restriction in such a way that limits or prohibits accessory dwelling units, as defined in section 67-6541, Idaho Code, on any property, land, or structure thereon within the jurisdiction of a homeowner's association, unless the owner of the affected property expressly agrees in writing to such addition or amendment of a covenant, condition, or restriction. Nothing in this section shall be construed to prevent the enforcement of valid covenants, conditions, or restrictions limiting or prohibiting a property owner's right to transfer an interest in land or the structures thereon where such covenant, condition, or restriction existed and applied to the property at the time the property owner acquired an interest in the property.

(2) Notwithstanding the prohibitions provided in subsection (1) of this section, a homeowner's association may adopt reasonable rules governing the use of ~~internal~~ accessory dwelling units otherwise allowed by law, including but not limited to architectural design consistent with the primary dwelling, size limits, height limits, setback requirements, open space requirements, parking controls, and bedroom requirements.

~~(3)(a) An "internal accessory dwelling unit" means a self-contained living unit that:~~

~~(i) Includes its own cooking, sleeping, and sanitation facilities;~~

~~(ii) Is located within a detached, owner-occupied homestead, as defined in section 63-701, Idaho Code, or such homestead's attached or detached garage; and~~

~~(iii) Is used for the purpose of housing relatives of the owner of the homestead or for the purpose of renting to a residential tenant for a period exceeding thirty (30) days.~~

~~(b) An internal accessory dwelling unit does not include an alternative detached structure, motor home, camper, recreational vehicle, tiny home on wheels, or other such similar dwellings on wheels.~~

~~(4)~~ (3) Nothing in this section shall be construed to restrict a homeowner's association from adopting a less restrictive definition of accessory dwelling units.

~~(5)~~ (4) The provisions of this section do not apply to any rentals defined in section 63-1803(4), Idaho Code.

SECTION 2. That Chapter 65, Title 67, Idaho Code, be, and the same is hereby amended by the addition thereto of a NEW SECTION, to be known and designated as Section 67-6541, Idaho Code, and to read as follows:

67-6541. ACCESSORY DWELLING UNITS. (1) No city shall enact or enforce any ordinance, rule, regulation, or policy that bans accessory dwelling units in any residential zoning area within its jurisdiction. An accessory dwelling unit shall be classified as a residential land use for zoning purposes subject to all applicable zoning requirements. "Accessory dwelling unit" means a self-contained living unit that includes its own cooking, sleeping, and sanitation facilities and that is located on the same lot as a single-family primary dwelling. An accessory dwelling unit may be internal, attached, or detached but does not include a motorhome, camper, recreational vehicle, tiny home on wheels, or other such similar dwellings on wheels.

(2) By February 1, 2027, by resolution or ordinance adopted, amended, or repealed in accordance with the notice and hearing procedures provided under section 67-6509, Idaho Code, each city governing board shall amend its comprehensive plan and land use regulations for all land zoned for single-family residential uses, except for lands falling within an area defined as a historic district under section 67-4607, Idaho Code, or designated as a historic property pursuant to section 67-4614, Idaho Code, to:

(a) Allow for either one (1) internal accessory dwelling unit within the single-family dwelling or one (1) detached accessory dwelling unit per lot in the rear yard or subject to setbacks required of the primary dwelling;

(b) Prohibit requiring any off-street parking or guest parking for any accessory dwelling unit unless the principal dwelling unit does not have off-street parking or the street is not paved and designed or constructed for on-street parking or unless the principal dwelling unit is within one-fourth (1/4) mile of transit, an employment area, or commercial services;

(c) Prohibit imposing impact fees or utility connection fees on accessory dwelling units that are greater than those imposed on other single-family dwellings;

(d) Prohibit limiting the size of an accessory dwelling unit to less than one thousand (1000) square feet or seventy-five percent (75%) of the size of the primary dwelling;

(e) Prohibit an owner-occupancy requirement for the primary dwelling or for the accessory dwelling unit;

(f) Prohibit imposing a limit on building height that is less than the height of an existing single-family primary dwelling on a lot; and

(g) Prohibit restrictions for accessory dwelling units that are more restrictive than restrictions for single-family dwellings within the same zoning district with regard to setbacks, lot size, or coverage or building frontage.

(3) Accessory dwelling unit projects that meet the jurisdiction's established land use requirements shall be approved administratively and as a matter of right, without the need for discretionary approval.

(4) Any approval standards, special conditions, and procedures for approval adopted by a local government shall be clear and objective and shall not have the effect, either singularly or cumulatively, of discouraging the development of accessory dwelling units through unreasonable cost or delay.

(5) Nothing in this section shall prohibit a city from enacting a regulation, standard, or condition that is less restrictive than the requirements of this section.

(6) The provisions of this section shall apply only to cities with a population greater than ten thousand (10,000).

(7) The provisions of this section shall not supersede state or local laws that protect public health, safety, and welfare, including:

(a) Building codes, fire safety standards, and flood plain regulations;

(b) Laws regarding water, sewer, storm drainage, road access, and utility services necessary to support the required density;

(c) Laws regarding environmental hazards, aquifer recharge zones, steep slopes, and critical habitat protections; and

(d) Laws and regulations regarding setback requirements for rights-of-way and easements.

SECTION 3. SEVERABILITY. The provisions of this act are hereby declared to be severable and if any provision of this act or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of the remaining portions of this act.

SECTION 4. An emergency existing therefor, which emergency is hereby declared to exist, this act shall be in full force and effect on and after July 1, 2026.

6. **REPORTS**
   A. City Administrator Report and Calendar Review

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

March 2026

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				

April 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		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 1	2	3 1:00pm Public Safety Commission	4	5 4:00pm Veterans Commission	6 11:00am City Council Special Meeting	7
8	9 5:00pm CANCELLED Planning and Zoning Meeting - Event	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 5:30pm Planning and Zoning Commission (Council Chambers)	17	18 4:00pm Parks & Recreation Commission	19 4:00pm McIntire Park Open House	20	21
22	23	24 5:00pm City Council Meeting	25	26	27	28
29	30	31	Apr 1	2	3	4

April 2026

April 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		

May 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
Mar 29	30	31	Apr 1	2 4:00pm Veterans Commission	3	4
5	6 5:30pm Planning and Zoning Commission (Council Chambers)	7	8 3:00pm Arts Commission	9 11:00am Historic Preservation Commission Meeting	10	11
12	13	14 5:00pm City Council Meeting (City Hall Council Chambers)	15 4:00pm Parks & Recreation Commission	16	17	18
19	20 5:30pm Planning and Zoning Commission (Council Chambers)	21	22	23	24	25
26	27	28 5:00pm City Council Meeting	29	30	May 1	2

FY26 Financial Statement for City of Hayden- 2/28/26

	Revenues	FY26 Budget	31-Dec	31-Jan	28-Feb
110	General Fund	$ 9,110,397	$ 233,200	$ 2,998,947.00	$ 3,227,294.00
111	GF Investments (111)	$ -	$ 215,093	$ 280,653.00	$ 337,344.00
111	FMV Adjustment	$ -	$ 34,523	$ 16,045.00	$ 7,030.00
130	GF Major Capital	$ 883,789	$ 1,841	$ 49,280.00	$ 49,280.00
113-185	Special Revenue Funds	$ 903,006	$ 40,290	$ 47,865.00	$ 61,069.00
120	Circulation Impact Fund	$ 6,616,050	$ 101,949	$ 316,610.00	$ 360,690.00
121	Parks Impact Fund	$ 2,072,987	$ 56,439	$ 152,827.00	$ 165,088.00
210-213	Enterprise Fund(s) (Sewer)	$ 23,273,749	$ 1,353,187	$ 3,048,201.00	$ 3,134,480.00
	Total	$ 42,859,978	$ 2,036,522	$ 6,910,428	$ 7,342,275

	Expenses	FY26 Budget	31-Dec	31-Jan	28-Feb
110	General Fund	$ 9,110,397	$ 1,090,941	$ 2,085,105.00	$ 2,623,636.00
111	GF Investments (111)	$ -	$ -	$-	$-
130	GF Major Capital	$ 883,789	$ 30,040	$ 157,673.00	$ 202,493.00
113-185	Special Funds	$ 903,005	$ 3,745	$ 43,983.00	$ 56,817.00
120	Circulation Impact Fund	$ 6,616,050	$ (8)	$ 105,932.00	$ 171,070.00
121	Parks Impact Fund	$ 2,072,987	$ -	$ 8,272.00	$ 8,489.00
210-213	Enterprise Fund (Sewer)	$ 23,273,749	$ 1,247,731	$ 3,175,973.00	$ 3,986,316.00
	Total	$ 42,859,978	$ 2,372,450	$ 5,576,938	$ 7,048,821

Revenue-Expenses	Gen Fund	603,658
As of 2/28/26	GF w/ 111	941,002
	Enterprise Fund	(851,836)

Fund Balance

General Fund	
General Fund	$11,969,925
Gen Fund Invest	$3,033,867
General Fund Summary	**$15,003,792**
Major Capital	$3,683,327
Sewer Fund	
Sewer O&M	$6,618,599
Capitalization	$4,650,875
Wastewater Bond	$2,545,526
Sewer Replacement	$1,210,000
Sewer Fund Summary	**$15,025,000**

Special Revenues	
Honeysuckle Boat Launch	$116,889
Veterans Memorial	$21,190
Council Media Center	$9,356
LID- Enhancement	$276,392
PMT in Lieu	$422,524
Museum Fid. Fund	$1,276
Sewer Connection Assist	$14,135
Impact Fees	
Circulation Impact	$496,985
Parks Impact	$2,385,508
Law Enf. Impact	$13,012

Notes: **General Fund:** Revenues associated with state revenue sharing are dispersed in January, April, July and October. Property tax is dispersed from the county in January and July. **Sewer Fund:** Majority of utility billing revenue comes in on the even months and are billed on the odd months.

B. Law Enforcement
C. 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.
   B. *ACTION ITEM* Any Action that needs to be taken after Executive session - specific to Idaho Code 74-206(f).
9. **ADJOURNMENT**

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.