

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

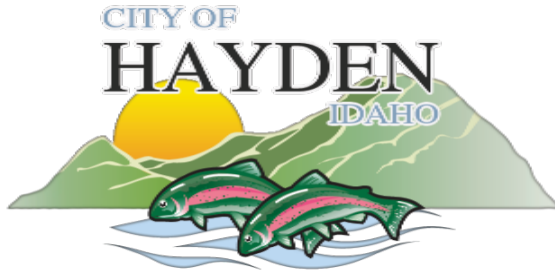
Tuesday, September 8, 2026

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. Suicide Prevention Month



OFFICE OF THE MAYOR

Proclamation

WHEREAS, suicide is the 10th leading cause of death in the United States, and the 2nd leading cause among individuals ages 15-34;

WHEREAS, in 2024 Idaho had the 6th highest suicide rate in the United States, and suicide was the 7th leading cause of death in Idaho, claiming 437 lives statewide;

WHEREAS, Idaho's suicide rate is 1.6 times greater than the national average;

WHEREAS, Kootenai County recorded 49 suicide deaths in 2025, the highest number among the five northern counties, and through July 2026, 18 Kootenai County residents have died by suicide.

WHEREAS, up to 90 percent of those who die by suicide were experiencing symptoms of a diagnosable and treatable mental health condition that may have gone unrecognized or untreated;

WHEREAS, calling or texting 988 connects anyone in crisis to the Idaho Crisis and Suicide Hotline, available 24 hours a day, 7 days a week, year-round.

WHEREAS, organizations such as the National Alliance on Mental Illness (NAMI) Coeur d'Alene, Suicide Prevention Action Network (SPAN) of North Idaho, North Idaho Crisis Center, Kootenai Behavioral Health, first responders, the Mobile Crisis Unit, and many others are committed to saving lives and providing hope through research, education, advocacy, awareness, and support;

NOW, THEREFORE, BE IT RESOLVED that we:

1. Recognize suicide as a preventable public health issue and declare suicide prevention a priority;
2. Encourage alignment with the 2024 National Strategy for Suicide Prevention ten-year plan and the 2024-2028 Idaho Suicide Prevention Plan;

FURTHERMORE, I, Alan Davis, Mayor of the City of Hayden, Idaho, do hereby proclaim the month of September 2026 as

SUICIDE PREVENTION MONTH

in Hayden, Idaho, and encourage all citizens to work together to raise awareness, reduce stigma, support those in crisis, and bring hope to our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Hayden to be affixed this 8th day of September 2026.

Alan Davis, Mayor

ATTEST:

Abbi Sanchez, City Clerk

2. **CONSENT CALENDAR** *All items on the Consent Calendar are Action Items*
 - A. Approval of August 25, 2026 City Council Meeting Minutes

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

Tuesday, August 25, 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 5:01 PM.

ROLL CALL OF COUNCIL MEMBERS

Present: Ed DePriest, Matthew Roetter and Tom Shafer. David Erickson attended virtually.

PLEDGE OF ALLEGIANCE

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

ADDITIONS OR CORRECTIONS

Item 7B will be moved up on the agenda to be heard prior to Item 3A

1. **CONSENT CALENDAR** *All items on the Consent Calendar are Action Items*
 - A. Approval of August 11, 2026 City Council Meeting Minutes
 - B. Approval of the Reappointment of Steve Meyer and Colin Meehan to the Hayden Urban Renewal Agency Board
 - C. Approval of SportSites, Inc. Customer Agreement for Online Registration Services
 - D. Approval of CSG Forte Payment, Inc. Payment Processing Agreement of Online Registration Fees
 - E. Approval of PZE-25-0080 Sycamore Valley Subdivision Master Development Agreement
 - F. Approval of Hayden Lake Marathon Support Agreement
 - G. Approval of the Property Use Agreement with 3140 W Hayden, LLC for Hayden Ave/Atlas Rd. Intersection Improvement Project
 - H. Approval of 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.

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

None

3. COMMISSION REPORT

A. Hayden Urban Renewal Agency

Hayden Urban Renewal Agency Board Chair Ronda Mitchell reported that the Board has spent most of the year evaluating options for a civic center at the former Owl Café property. After workshops, site visits, and collaboration with the city, the agency determined that combining a senior center and civic center would create competing uses, so the focus is now solely on developing a civic center. The city will lead the project while HURA participates with Bernardo Wills and a steering committee beginning this week. The goal is to design a facility that meets community needs and compliments future park renovations.

HURA also funded design and survey work for improvements at the Honeysuckle and Government Way intersection to ease traffic flow. Additional funds were approved for the "Come Together" bench art program, with the final \$12,500 allocated and painted benches soon to be installed. In its newly adopted budget, HURA included funding for the civic center design, Government Way and Miles Avenue design work, and improvements related to McIntire Park and key intersections.

No council questions followed, and members expressed appreciation for HURA's community contributions, including the bench project.

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

A. **ACTION ITEM** Amending Fiscal Year 2025-2026 Budget

Mayor Davis opened the public hearing at 5:14 p.m.

Lisa Ailport, City Administrator, provided a presentation to amend Fund 130, the major capital fund, in the current fiscal year's budget. She explained that the amendment does not request new money but reallocates existing funds to cover the Honeysuckle-Ramsey roundabout project. The project was designed previously, land acquisition was completed, and bidding moved forward; the amendment allows the city to properly account for the \$1.7 million project expense.

Fund 130, which serves as the city's long-term capital savings account, will increase from the originally budgeted \$883,000 to approximately \$2.6 million to reflect the reallocation. This change was previously published for public notice.

Council members had no questions. No members of the public provided testimony, and the hearing was closed at 5:17 p.m.

B. **ACTION ITEM** Fiscal Year 2026-2027 Budget

Mayor Davis opened the public hearing at 5:18 p.m.

Lisa Ailport, City Administrator, presented the proposed FY 2026-27 budget, noting it was largely the same as the version reviewed during the publication phase a month earlier. The presentation covered all city funds and explained long-range financial planning efforts aimed at developing a three-to-five-year budgeting framework. Major increases in the coming year reflect planned investments in transportation projects, park improvements funded through impact fees, and a sewer master plan update within the enterprise fund.

The budget timeline remains on schedule, and staff highlighted Hayden's recent growth trends and revenue changes for public context. The summary showed multi-year budget comparisons, including variations driven by past sewer project contributions and expenditures. Staff reviewed how city funds are categorized, how revenues are collected, and how expenditures are divided among labor, operations, capital, and reserves.

Capital improvement planning is a key driver of the budget. Staff described separate five-year plans for parks, transportation, and sewer systems, aligned with saved funds and potential grant opportunities. Planned capital work includes park upgrades, fleet and equipment replacements, improvements to public works facilities, parking lot rehabilitation, and sewer collection system projects.

On the sewer side, residents will see an estimated monthly increase of about \$3.25 per equivalent residential unit (ER), tied mostly to treatment-plant costs, labor, and operations; collection system needs account for a smaller portion. The city also outlined ongoing payments on low-interest DEQ bonds used for prior treatment-plant regulatory upgrades.

The presentation concluded with a review of property tax impacts. Although the city is taking a 3% property tax budget increase plus allowable new-construction value (about 2.5%), the tax rate per \$100,000 of assessed value will decrease because the levied amount (property tax budget) is spread across a larger number of properties.

Council members asked several clarifying questions regarding how new construction affects tax distribution. No further questions were raised.

QUESTIONS: None

PUBLIC COMMENTS:

Lorelle Cardenas, Hayden resident, expressed appreciation that the city's property tax rate is decreasing but noted that her home's assessed value rose significantly, close to \$100,000, resulting in higher total taxes owed despite the lower levy rate. She highlighted that many homeowners experience these annual increases in assessed value, which still drive their tax bills upward.

City staff and council responded by explaining how assessments and levy rates interact: although assessed values may rise, the city's budget growth is capped, and the levy rate adjusts downward as total taxable value increases. It was clarified that taxpayers pay only their proportional share of the city's property-tax budget, not a direct percentage of their home's assessed value. Council also commented that the effective cost for city services is still relatively low, roughly a dollar a day for a \$500,000 home.

With no further public comment, the hearing was closed at 5:42 p.m.

5. UNFINISHED BUSINESS

A. ACTION ITEM Resolution Adding the Artificial Intelligence Policy to the Employee Manual

The council reviewed a resolution to incorporate a new AI policy into the city's employee manual. Members had seen the policy previously and had already indicated support for it. Staff explained that the version shared earlier contained

minor administrative errors and that these issues were corrected. No substantive policy changes were made.

Council asked clarifying questions about the city's current use of AI. Staff confirmed that Hayden uses Microsoft 365, which includes Microsoft Copilot as its approved AI platform. The city aims to ensure consistency and avoid employees using multiple or unvetted AI tools, especially when handling sensitive information.

Council noted minor cleanup items, such as an incorrect city name in a prior draft, and confirmed those had been fixed. With no further questions, the council proceeded with the action to add the AI policy to the employee manual.

MOTION: Council President DePriest moved to approve the resolution. 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.

B. **ACTION ITEM** Specialized Needs Recreation Contribution Increase Request

The council revisited a request from Specialized Needs Recreation to increase the city's annual contribution. SNR asked for an additional \$3,000, raising Hayden's support from \$3,000 to \$6,000. The Parks and Recreation Commission recommended going slightly higher to \$6,500, but council questioned exceeding the organization's stated request.

Council members discussed budget capacity, noting that the increase was not planned but could be absorbed with minor adjustments. Members compared the request to previous funding decisions, including declining support for the Hayden Lake Watershed group due to its ability to raise its own tax revenue. Several council members emphasized that SNR, as a nonprofit serving individuals with disabilities, cannot levy taxes and supports families with significant financial and caregiving challenges.

Council also noted the city's past support for other nonprofits, such as the senior center. After discussion, consensus formed around approving the amount SNR requested, \$6,000, rather than the higher commission recommendation.

The council indicated broad support for the contribution increase at the \$6,000 level.

Before the council moved to a motion, staff noted the importance of adding transparency and accountability to the city's contribution to Specialized Needs Recreation. Ms. Ailport explained that, similar to the agreement the city maintains with the senior center, staff would like to develop a formal agreement with SNR. This would ensure the city receives basic accountability measures, such as information on how the funds are used, annual income and expenses, and confirmation that the contribution directly supports the program's activities.

She emphasized that this agreement would be brought to council at a later date if the increased contribution is approved, so the public can be confident that taxpayer funds are being used responsibly.

MOTION: Council Member Roetter moved to increase the contribution to allocate \$6000 to SNR with accountability element to come to council in the future. 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.

6. NEW BUSINESS

A. **ACTION ITEM** Appropriation Ordinance Adopting FY2025-2026 Budget Amendments

MOTION: Council President DePriest moved to allow the ordinance to be read by title only, to suspend a rule of reading in full on three separate dates and approve the first reading. 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.

Mayor Davis read the ordinance by title only.

MOTION: Council President DePriest moved to adopt the ordinance having passed its first reading by Title only and published by summary incorporating the Title as a core of the summary upon passage. Council Member Shafer 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** Appropriation Ordinance Adopting FY2026-2027 Budget

MOTION: Council Member Roetter moved to allow the ordinance to be read by title only, to suspend a rule of reading in full on three separate dates and approve the first reading. 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.

Mayor Davis read the ordinance by title only.

MOTION: Council Member Shafer moved to adopt the ordinance having passed its first reading by Title only and published by summary incorporating the Title as a core of the summary upon passage. 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.

C. **ACTION ITEM** Resolution Adopting 2027-2031 5-Year Capital Improvement Plan

MOTION: Council Member Shafer moved to approve resolution. 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.

D. Public Works Project Updates - August 2026

Alan Soderling provided a comprehensive update on multiple public works projects, focusing on road maintenance, temporary traffic signal installations, intersection improvements, right-of-way acquisition progress, and the status of the Ramsey-Honeysuckle roundabout.

He reported the annual chip seal project is nearly complete, finished under budget at \$654,000 and covering 19.7 miles, significantly improving road conditions on the northwest side of town. Temporary signals at Hayden & Ramsey and Hayden & Atlas are moving forward: the Ramsey signal will begin construction in early October and remain in place long-term until the city can fund a full roundabout. Right-of-way acquisition for the Atlas-Hayden widening is nearly finished, enabling left-turn lanes to be added this fall before winter. Council will likely see bid awards at the next meeting.

For Government Way intersections at Miles and Honeysuckle, designs are underway, with right-of-way acquisition beginning soon. HURA has budgeted funding to assist. Acquiring right-of-way first will make these projects highly competitive for state grants.

Regarding the Ramsey–Honeysuckle roundabout, underground utilities should finish this week, allowing curb work and center-island construction to begin next week. The project is behind schedule, with substantial completion currently expected in early October rather than late August, and staff is working with the contractor to resolve contractual issues.

He also updated the council on preparations to rehabilitate the Stoddard silo, estimating an \$80,000–\$100,000 cost that includes paint abatement, structural repairs, sealing, repainting, and roof replacement, positioning the project to proceed quickly if grant funds become available.

Council members strongly praised staff for unprecedented progress on transportation projects, highlighted the importance of partnership with the Hayden Urban Renewal Agency, and acknowledged community frustrations during construction while emphasizing long-term benefits. They also discussed future projects, including right-of-way acquisition timelines for Government Way intersections at Dakota and Wyoming.

7. REPORTS

A. City Administrator Report and Calendar Review

Mayor Davis confirmed a quorum for an upcoming special meeting on September 1 at 3 p.m., with all council members except Council Member Shafer's able to attend. He also announced new opportunities for student commissioners and reminded the public about the Arts Commission's Youth Theater Workshop, with registration closing August 31 for the September 12 event.

Ms. Ailport invited Finance Director Jennifer Gahringer to give a monthly financial update. Ms. Gahringer explained that fund balance and spending reports are now provided each month and asked if council wanted any changes. Council members said the reports are helpful and clear, though Council Member Roetter requested adding percentages comparing year-to-date figures to budget totals for easier anomaly spotting. Staff also discussed timing issues that can cause apparent mismatches between budgeted and actual numbers. Council Member Shafer raised a separate question about the Bills for Payment report, asking whether clearer invoice descriptions could reduce his need to email staff; the finance team agreed to improve descriptions where possible.

Under upcoming events, staff noted that summer movies and concerts are finished, and preparations are underway for Veterans Day and Hayden Lights events. The Art Showcase is scheduled for September 12. Council asked about a mistaken calendar entry showing the Public Safety Commission meeting on September 1; staff clarified it has been moved to September 8.

B. Law Enforcement

Heard before Item 3A.

Kootenai County Sheriff Office Lt. Mark Ellis reported that animal-related calls continue to be the leading category in Hayden, with most involving animal noise complaints. Patrol has increased proactive activity, including more citizen contacts and checks on suspicious individuals. Theft cases, primarily retail thefts from stores like Walmart and Super One, have risen compared to previous years, with some residential thefts and two auto burglaries noted for June. The June report is the latest available due to staffing shortages that delayed reporting.

Council members asked for clarification on residential burglary numbers, animal call handling, and year-to-date figures for assaults and rapes. Lt. Ellis explained that rape cases were not stranger assaults but typically involved acquaintances or age-related circumstances. Assaults often stem from domestic incidents, loss-prevention encounters, or increasing road-rage events.

When asked about safety, Lt. Ellis stated that Hayden remains a safe community, with minimal gang activity and mainly outside influence. He credited deputies' proactive patrols and enforceable state laws for maintaining community safety.

C. Mayor/Council

Council members shared updates from their various boards and committees. Council Member Roetter reported on the Hayden Area Regional Sewer Board meeting, where members discussed remaining residential sewer-capacity availability, currently 303 hookups, and noted that the board will soon issue a formal statement to guide developers and agencies on future capacity expectations.

Council President DePriest requested future information, including a comparison of Hayden's levy rate with neighboring jurisdictions once rates are finalized. He also asked for links to Commissioner Mattare's white paper and the Association of Idaho Cities' response to be added to the city website for public access.

Council Member Shafer reported from the Kootenai Metropolitan Planning Organization board, noting that regional transportation planning is becoming more challenging due to rapid development on the Rathdrum Prairie. KMPO's work plan warns that rising land costs threaten long-identified future travel corridors and that additional funding will be needed as the NEPA environmental review continues.

Council Member Erickson had no PAC updates yet, with their next meeting upcoming.

8. REQUEST FOR FUTURE AGENDA ITEMS

Mayor Davis confirmed there were no new requests for future agenda items.

9. ADJOURNMENT

The meeting was adjourned at 6:40 p.m.

Abbi Sanchez, City Clerk

Alan Davis, Mayor

B. Approval of Karla Johnston Appointment to the Veterans Commission



Memorandum for Record

To: City Council
From: Alan Davis, Mayor
CC: Shawn Langenderfer, Deputy City Clerk
Date: September 8, 2026
Re: Nomination of Individual for Veterans Commission

Purpose.

To nominate an individual from the community to serve on the City of Hayden Veterans Commission.

General.

The following individual is selected to serve on the Veterans Commission:

Ms. Karla Johnston, Dalton Gardens, ID 83815

Term of Appointment.

September 9, 2026 – December 31, 2028

- C. Approval of LaRiviere, Inc. Change Order No. 3 for Honeysuckle Avenue and Ramsey Road Roundabout Project



Memo

To: Mayor and Hayden City Council

From: Alan Soderling, Public Works Director

Date: 09.08.2026

Agenda Item: Authorize Change Order No. 3 with LaRiviere, Inc. for the Honeysuckle Avenue and Ramsey Road Roundabout Project for changes related to tree and stump removal, electrical service installation for the center island, and the addition of contract days for a net contract cost increase of \$13,723.10 and three (3) contract days.

Agenda Item Location

Consent Calendar

Recommended Action or Motion

Authorize Change Order No. 3 with LaRiviere, Inc. for the Honeysuckle Avenue and Ramsey Road Roundabout Project for changes related to tree and stump removal, electrical service installation for the center island, and the addition of contract days for a net contract cost increase of \$13,723.10 and three (3) contract days.

Summary

Council awarded the Contract for Honeysuckle Avenue and Ramsey Road Roundabout to LaRiviere, Inc., for \$1,714,895.55 in May, 2026, and two prior change orders increased the authorized Contract Price to \$1,725,830.40, and added 2 contract days. The Contract includes project construction schedules for the City of Hayden, Hayden Lake Irrigation District (HLID), and the Hayden Area Regional Sewer Board (HARSB). The City of Hayden has agreements in place with HLID and HARSB for reimbursement of their portions of the project.

Change Order No. 3 (attached) includes three contract changes related to tree and stump removal, electrical service installation for the center island, and the addition of contract days for a net contract cost increase of \$13,723.10 and 3 contract days. A detailed description of each is included in the attached change order. These adjustments result in a net increase to the Contract Price of \$13,723.10 and the addition of three (3) contract days.

Change Order No. 3 increases the authorized Contract Price by \$13,723.10 to \$1,739,553.50 and adds three contract days.

Fiscal Impact

The City has budgeted its share of project expenditures and has agreements in place with HLID and HARSB.

Budget Funding Source

GL 120-112-59266-7721.

Attachments

Honeysuckle/Ramsey Roundabout Project LaRiviere Change Order No. 3

CONTRACT CHANGE ORDER NO. 3

PROJECT: 41014.14 - HONEYSUCKLE AVENUE AND RAMSEY ROAD
ROUNABOUT IMPROVEMENTS

STATE: Idaho

DATE OF ISSUANCE: 8/31/2026

EFFECTIVE DATE: 8/31/2026

OWNER: The City of Hayden, 8930 N Government Way, Hayden, ID 83835

CONTRACTOR: LaRiviere, Inc., 17564 N Dylan Ct, Rathdrum, ID 83858

ENGINEER: Welch, Comer & Associates, Inc. 330 E. Lakeside Avenue, Suite 101, Coeur d'Alene, Idaho 83814

You are directed to make the following changes in the Contract Documents:

(supplemental plans and specifications attached)

Item Description	Change in Price	Change in Time
Item #1 - Tree/Stump Removal	\$ 1,314.60	0
Item #2 - Electrical Service per RFI-13	\$ 12,408.50	1
Item #3 - Working Days adjustment	\$ -	2

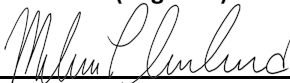
JUSTIFICATION:

SEE ATTACHED CHANGE SUPPORT SHEET

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIMES (days or dates):	
Original Contract Price:		Original Contract Times	
Base Bid	\$ 1,714,895.55	Substantial Completion:	08/28/26
Add Alternates	\$ -	Ready for Final Payment:	09/07/26
Total Original Contract Price	\$ 1,714,895.55		
Previous Change Orders		Previous Change Orders	
Change Order No. 1	\$ 7,360.39	Change Order No. 1	1
Change Order No. 2	\$ 3,574.45	Change Order No. 2	1
Change Order No.	\$	Change Order No.	
Net Changes from Previous Change Orders	\$ 10,934.84	Net Changes from Previous Change Orders	2
Contract Price prior to this Change Order		Contract Times prior to this Change Order	
	\$ 1,725,830.40	Substantial Completion:	08/30/26
		Ready for Final Payment:	09/09/26
Net Increase/Decrease of Alternates		Net Increase/Decrease of this Change Order	
	\$ -		3
Net Increase/Decrease of Change Order Items	\$ 13,723.10		
Net Total Change Order Amount	\$ 13,723.10		
Contract Price with all approved Change Orders		Contract Times with all approved Change Orders	
	\$ 1,739,553.50	Substantial Completion:	09/02/26
		Ready for Final Payment:	09/12/26

This document will become a supplement to the contract and all provisions will apply hereto.

RECOMMENDED (Engineer):

By: 

Name/Title: Melissa Cleveland, P.E.

Date: 8/31/2026

APPROVED (Owner):

By: 

Name/Title: Project Manager

Date: 9/1/26

ACCEPTED (Contractor):

By: _____ Name/Title: _____

Date: _____

CONTRACT CHANGE ORDER NO. 3

TO

41014.14 - HONEYSUCKLE AVENUE AND RAMSEY ROAD ROUNDABOUT IMPROVEMENTS

Item #1 - Tree/Stump Removal

WCD/CO

JUSTIFICATION:

Field Order 6 swale and sidewalk revisions require additional arborvitae/tree and stump removal identified during the 8/25/26 site walk.

DESCRIPTION:

Remove six additional trees/stumps along the west side of Ramsey Avenue as identified on Road Plan Sheet 9. Tree removal will be paid according to the unit price for removal of Tree incl. Stump (Pay Item 201.4.1.F.1.2) Total Price: 6 EA @ \$219.10 = \$1,314.60.

WCD-7

NEGOTIATED PRICE:

\$ 1,314.60 Includes: All equipment, materials and labor associated with the change as described above.

CONTRACT TIMES:

0 Additional days will be added as a result of this change.

Item #2 - Electrical Service per RFI-13

WCD/CO

JUSTIFICATION:

Add power-system components required for a fully operational lighting and irrigation control system that were not originally shown in the project drawings.

DESCRIPTION:

Provide a Type 1 Service Pedestal and associated components to allow connection of the contractor-designed lighting system and irrigation system controls per RFI-13 and contractor change order request.

WCD-8

NEGOTIATED PRICE:

\$ 12,408.50 Includes: All equipment, materials and labor associated with the change as described above.

CONTRACT TIMES:

1 Additional days will be added as a result of this change.

Item #3 - Working days adjustment**WCD/CO****JUSTIFICATION:**

The additional Contract Time granted under CO-1 and CO-2 resulted in added days falling on weekends. This adjustment adds two working days to account for those non-working weekend days and properly reflect the intended Contract Time extension.

DESCRIPTION:

Add two (2) working days to the Contract Time.

NEGOTIATED PRICE:

\$0.00 Includes: All equipment, materials and labor associated with the change as described above.

CONTRACT TIMES:

2 Additional days will be added as a result of this change.

EXISTING PAY ITEMS

Pay Item	Description	Unit	Current Contract Qty	Currnet Change Order	Resulting Contract Qty
201.4.1.F.1.2	Removal of Tree incl. Stump	EA	26	6	32

Subtotal

Unit Price	Total (C.O. Qty x Unit Price)	WCD/CO
\$ 219.10	\$1,314.60	WCD-7

\$1,314.60**NEW PAY ITEMS**

Pay Item	Description	Unit	Current Contract Qty	Currnet Change Order	Resulting Contract Qty
CO3-2	Type 1 Service Pedestal and Associated Components	LS	0	1	1

Subtotal

Unit Price	Total (C.O. Qty x Unit Price)	WCD/CO
\$ 12,408.50	\$12,408.50	

\$12,408.50**TOTAL NET CHANGE****\$13,723.10**

WELCH COMER ENGINEERS WORK CHANGE DIRECTIVE

WORK CHANGE DIRECTIVE NUMBER: 7

PROJECT: Honeysuckle Ave and Ramsey Rd RAB Improvements PROJECT NUMBER: 41014.14

DATE OF ISSUANCE 8/26/2026 EFFECTIVE DATE: 8/26/2026

FROM OWNER: City of Hayden

TO CONTRACTOR: LaRiviere, Inc.

ENGINEER: Welch Comer Engineers

YOU ARE DIRECTED TO PROCEED PROMPTLY WITH THE FOLLOWING CHANGE(S):

Description:

The swale and sidewalk revisions outlined in Field Order 6 require additional removal of arborvitaes along the west side of Ramsey Avenue. During site walk on 8/25/26, this additional scope of tree/stump removal was determined and is identified on the attached Road Plan Sheet 9.

Purpose of Work Change Directive:

Identify additional trees and stumps to be removed.

Attachments: (List documents supporting change)

- Road Plan Sheet 9

If a claim is made that the above change(s) have affected Contract Price or Contract Times, any claim for a Change Order based thereon will involve one or more of the following methods of determining the effect of the change(s):

Method of determining change in Contract Price:

- ☒ Unit Prices
☐ Lump Sum _____
☐ Other _____

Method of determining change in Contract Times:

- ☐ Contractor's records
☐ Engineer's records
☐ Other _____

Estimated increase/decrease in Contract Price:

6 Trees/Stumps Removed @ \$219.10/EACH = \$1314.60

If the change involves an increase, the estimated amount is not be exceeded without further authorization.

Estimated increase/decrease in Contract Times:

Substantial Completion: _____ days;

Ready for final payment: _____ days.

If the change involves an increase, the estimated times are not to be exceeded without further authorization.

RECOMMENDED:

Welch Comer Engineers
ENGINEER

By: Ryland Hoit, E.I.T.
(Authorized Signature)

Date: 8/25/2026

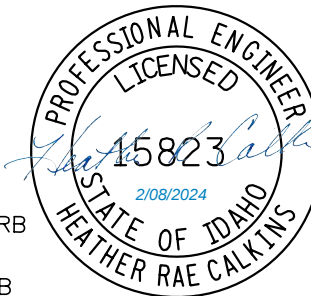
AUTHORIZED:

Approved during on-site walkthrough on 8/25/2026
OWNER

By: Alan Soderling
(Authorized Signature)

Date: 8/25/2026

Welch Comer & Associates ▾ 330 E. Lakeside Ave., Ste. 101 ▾ Coeur d'Alene, ID 83814 / (208) 664-9382 Fax: (208) 664-5946



**DAVID EVANS
AND ASSOCIATES INC.**
663 W. CANFIELD AVE.
COEUR D'ALENE ID 83315
Phone: 208.762.2200



ROAD PLAN

HONEYSUCKLE AVENUE & RAMSEY ROAD ROUNDABOUT IMPROVEMENTS

CITY OF HAYDEN, IDAHO

NOV 11 1 00 PM '00
CITY OF HAYDEN IDAHO

WELCH COMER ENGINEERS WORK CHANGE DIRECTIVE

WORK CHANGE DIRECTIVE NUMBER: 8

PROJECT: Honeysuckle Ave and Ramsey Rd RAB Improvements PROJECT NUMBER: 41014.14

DATE OF ISSUANCE 8/28/2026 EFFECTIVE DATE: 8/28/2026

FROM OWNER: City of Hayden

TO CONTRACTOR: LaRiviere, Inc.

ENGINEER: Welch Comer Engineers

YOU ARE DIRECTED TO PROCEED PROMPTLY WITH THE FOLLOWING CHANGE(S):

Description:

Provide Type 1 Service pedestal and associated components to allow connection of contractor designed and provided lighting system and irrigation system controls per response to RFI 13 and Contractor Change Request dated 8/26/26.

Purpose of Work Change Directive:

Add system components for a fully operational power system for lighting and irrigation control not originally shown in the project drawings.

Attachments: (List documents supporting change)

- RFI 13 response
- Lariviere change proposal dated 8/26/26 with Thorco Inc. backup quote
- Proposed Pedestal location drawing

If a claim is made that the above change(s) have affected Contract Price or Contract Times, any claim for a Change Order based thereon will involve one or more of the following methods of determining the effect of the change(s):

Method of determining change in Contract Price:

- ☐ Unit Prices
- ☒ Lump Sum _____
- ☐ Other _____

Method of determining change in Contract Times:

- ☐ Contractor's records
- ☐ Engineer's records
- ☒ Requested Change _____

Estimated increase/decrease in Contract Price:

\$12,408.50

If the change involves an increase, the estimated amount is not be exceeded without further authorization.

Estimated increase/decrease in Contract Times:

Substantial Completion: 1 days;
Ready for final payment: 1 days.
If the change involves an increase, the estimated times are not to be exceeded without further authorization.

RECOMMENDED:

Welch Comer Engineers
ENGINEER

By: Russ Twardowski
(Authorized Signature)

Date: 8/28/2026

AUTHORIZED:

Approved by Alan Soderling at 8/27/26 meeting.

OWNER

By: Alan Soderling
(Authorized Signature)

Date: 8/28/2026

Welch Comer & Associates v 330 E. Lakeside Ave., Ste. 101 v Coeur d'Alene, ID 83814 / (208) 664-9382 Fax: (208) 664-5946

REQUEST FOR INFORMATION

RFI NUMBER: 13

PROJECT: Honeysuckle Ave and Ramsey Rd Roundabout Imprv. PROJECT NUMBER: 41014.14

DATE SENT: 8.11.26

DATE REQ'D: 8.13.26

FROM: Sam Brown

REPRESENTING: LaRiviere

TO: Russ Twardowski / Melissa Cleveland
(Project Engineer)

REPRESENTING: Welch Comer & Associates, Inc.

CONTRACTOR REQUEST ON BEHALF OF SUBCONTRACTOR: _____

SUBMITTED BY: Sam Brown RECEIVED BY: _____ DATE: _____

SPECIFICATION SECTION: _____

DRAWING # & DETAIL: Standard project plans. Landscaping.

SHORT TITLE: Landscaping, Irrigation and power for landscape.

INFORMATION REQUESTED: _____

See attached questions.

REPLY: See answers to the questions below:

1. The plans and specs indicate that the landscape lighting is design-build. The contractor is responsible for the design and construction of a complete system to supply the lighting and irrigation as indicated on the plans. If the contractor thought they needed clarification during bidding to properly price this item, then they should have asked those questions during bidding. In the absence of other information, an appropriate standard of care would be what was completed at the 4th/Honeysuckle intersection (which Lariviere also constructed).
2. Irrigation from Station 38+00 to 41+25 is planned to be retained and protected or restored if impacted, identified by the irrigation General Note 3 on the irrigation plan sheets.
3. Sheet 26's Planting Schedule calls out the 2 Armstrong Maple Trees in the original design. Addendum 2's Sheet 21 added an additional 5 Armstrong Maple Trees, bringing the total to 7. All trees are incidental to SSP208010 Roundabout Landscaping and Lighting.
4. Sheet 26's Legend calls out angular granite boulder outcroppings to be used for the landscape boulders. The boulder schedule provides the size and quantities of the boulders. Round Granite or Angular Basalt may be acceptable, please provide a submittal (photo of proposed boulder types) for review and Owner selection.

☒ CLARIFICATION. It is agreed that the above action does not change the Contract price, time or quality.

☐ POTENTIAL CONTRACT CLAIM. If a claim is made that the above has affected Contract price, time or quality, one or more of the following shall be utilized to determine the effect of the change(s):

☐ Work Change Directive, attached hereto.

☐ Contractor shall provide request for claim with supporting documentation prior to initiating work.

ENGINEER APPROVAL:

Welch, Comer & Associates, Inc.

By: Russ Twardowski

Title: Construction Services Manager

Date: 8/26/2026

CONTRACTOR CONCURRENCE:

LaRiviere, Inc.

By: _____

Title: _____

Date: _____

SUBCONTRACTOR CONCURRENCE:

By: _____

Title: _____

Attachments: See attached to email.



08-11-2026

RE: Honeysuckle Ave. & Ramsey Road Roundabout Improvements

RFI's

1. **POWER SOURCE FOR IRRIGATION TIMER AND ROUNDABOUT LIGHTING TRANSFORMER:**

Sheet 16 indicates to provide 120 vac power in conduit from Luminaire for irrigation timer. There is no detail for this indicating whether it needs a separate panel, shutoff switch, etc... Prior to the bid I spoke with Thorco regarding this bid item and they stated there is not enough information/detail provided to bid this item. There is also a power source needed for the outdoor lighting transformer that does not appear to be addressed in the bid documents. Please advise on what is required and what will power the outdoor lighting transformer.

2. **IRRIGATION REQUIREMENTS FROM STATION 38 TO 41.25:**

The irrigation prints do not appear to be included for the above area and no irrigation was bid for this area due the print not existing. Will this area require irrigation and if so will a plan be provided? The sprinkler layout could be done in the field and reviewed without a print if this area is to receive irrigation.

3. **TREE COUNT:**

In addendum 2 on sheet 21 it looks like 5 trees were added (Armstrong Maple). On sheet 26 the plant schedule was not updated to reflect these added trees. My question is are there to be a total of 2 Armstrong Maple trees per the original schedule or 7 Armstrong Maples to reflect the 2 original ones and the 5 added on sheet 21?.

4. **LANDSCAPE BOULDER:**

I can't find any specific variety of landscape boulders listed in the plans. We quoted the job using either round granite or fractured basalt (size ranging from 1.5' to 5" diameter. Please indicate if either of these are acceptable or suggest an alternative variety if not.

17564 N DYLAN CT, RATHDRUM ID 83858
p. 208-683-2646

PWC 17425 UNLIMITED 1,2,3 ID LICENSE #RCE-22213 WA LICENSE #LARIVI*817J3

LARIVIERE, INC, Change Order request.

Date:	8/26/2026		
Project:	Honeysuckle roundabout Added electrical service meter and box for lighting. + added time. 1 day	Project #	2744
	•The city called out a power connection for the irrigation controller to feed straight from Avista. In that configuration the city would never get billed for the power usage on the irrigation system (and the landscape lighting) from Avista. There should be a service ped connection called out on the project with designated specs as the handoff from Avista to owner. •The lighting never gets assigned to any power connection that is called out (except a compatible transformer, which needs power).		
	If the following changes are able to be agreed and implamented this week while onsite completing normal work. No additional cost needed.		
	If this is unable to be aagreed on Work goes into next week a remob fee of \$ 750 will be assed.		

GC Labor

		ST	OT	ST	OT	
DATE	CRAFT	HOURS	HOURS	RATE	RATE	TOTALS
08/26/26	Superintendant	6.00		\$67.50	\$0.00	\$405.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
						\$0.00
					LABOR TOTAL	\$405.00

GC Equipment

			EQUIP.			
DATE	TYPE EQUIP.	MODEL	NO.	Hour	RATE	TOTAL
08/26/26	Super truck			4.00	\$50.00	\$200.00
				0.00	\$75.00	\$0.00
				0.00	\$100.00	\$0.00
				0.00	\$0.00	\$0.00
				0.00	\$0.00	\$0.00
				0.00	\$0.00	\$0.00
				0.00	\$0.00	\$0.00
				0.00	\$0.00	\$0.00
					EQUIP. TOTAL	\$200.00

Materials

				UNIT		
DATE	DESCRIPTION	QTY.	UNIT	PRICE		TOTAL
08/26/26				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
					TOTAL	\$0.00

SUBs

DATE	DESCRIPTION	UNIT	HOURS	RATE		TOTAL
08/26/26	Thorco Electric. Bid attached.	LS				\$11,155.00
			0	\$0.00		\$0.00
			0			\$0.00
				TRUCKING TOTAL		\$11,155.00

Labor, Materials	15%	\$90.75	
Subcontractor markup	5%	\$1,673.25	\$557.75
	TOTAL	\$13,524.00	\$12,408.50

TO: LaRiviere, Inc

DATE: 8/25/2026

ATTN: Sam Brown

JOB: Honeysuckle & Ramsey Roundabout - Service Pedestal CO

JOB LOCATION: Honeysuckle Ave & Ramsey Rd Intersection

BID DATE: N/A TIME: N/A

DIVISION OF WORK: Electrcial ADDENDA RECEIVED: N/A

SALES TAX INCLUDED: BOND INCLUDED: N/A

TOTAL COST: \$ 11,155.00

BID ITEMS:

Install Type 1 Service Pedestal for irrigation power & lighting transformer.

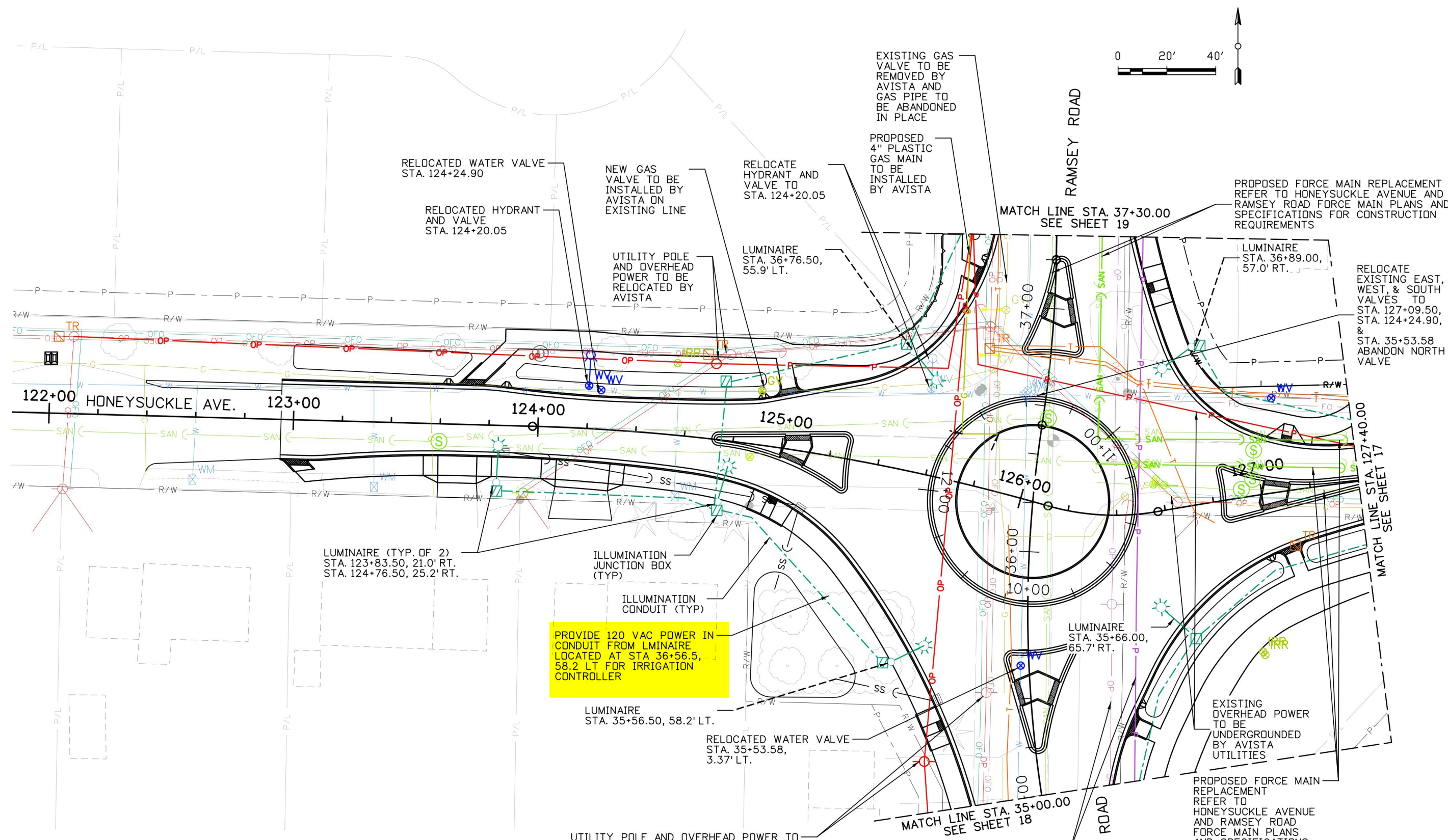
Exclusions:

Asphalt/Concrete cutting patching, repair or removal
Landscape Removal, Replacement, & Repair
SWWP's Fees/Items
Survey/Staking
Traffic Control
Permitting

COMMENT QUALIFICATION FORM ATTACHED: N/A

IDAHO ELECTRICAL CONTRACTORS LICENSE 3102-C
IDAHO CONTRACTORS LICENSE RCE-2268
IDAHO PUBLIC WORKS NO. PWC-C-10130-AAA-1-2-3
WASHINGTON CONTRACTORS LICENSE-THORCI8182DN

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- LEGEND**
- P AVISTA UTILITIES - UNDERGROUND POWER
 - G AVISTA UTILITIES - GAS
 - OP AVISTA UTILITIES - OVERHEAD POWER
 - OFO TIME WARNER - AERIAL COAX AND FIBER
 - OP KOOTENAI ELECTRIC CO-OP - OVERHEAD POWER
 - P KOOTENAI ELECTRIC CO-OP - UNDERGROUND POWER
 - T FRONTIER - UNDERGROUND TELEPHONE
 - FO TDS - UNDERGROUND FIBER
 - OFO TDS - OVERHEAD FIBER
 - W HAYDEN LAKE IRRIGATION DISTRICT - WATER
 - SAN HAYDEN AREA REGIONAL SEWER BOARD - SANITARY SEWER
 - ILLUMINATION CONDUIT

UTILITY PLAN

**HONEYSUCKLE AVENUE & RAMSEY ROAD
ROUNDAABOUT IMPROVEMENTS**

CITY OF HAYDEN, IDAHO



DAVID EVANS
AND ASSOCIATES INC.
663 W. CANFIELD AVE.
COEUR D'ALENE ID 83315
Phone: 208.762.2200



REVISIONS: APPD.

DATE: 2/08/24
DESIGN: WES/HRC
DRAWN: WES/HRC
CHECKED: DLW
REVISION NUMBER:

SCALE:

PROJECT NUMBER:
HAYF0000-0015

SHEET NO. 16

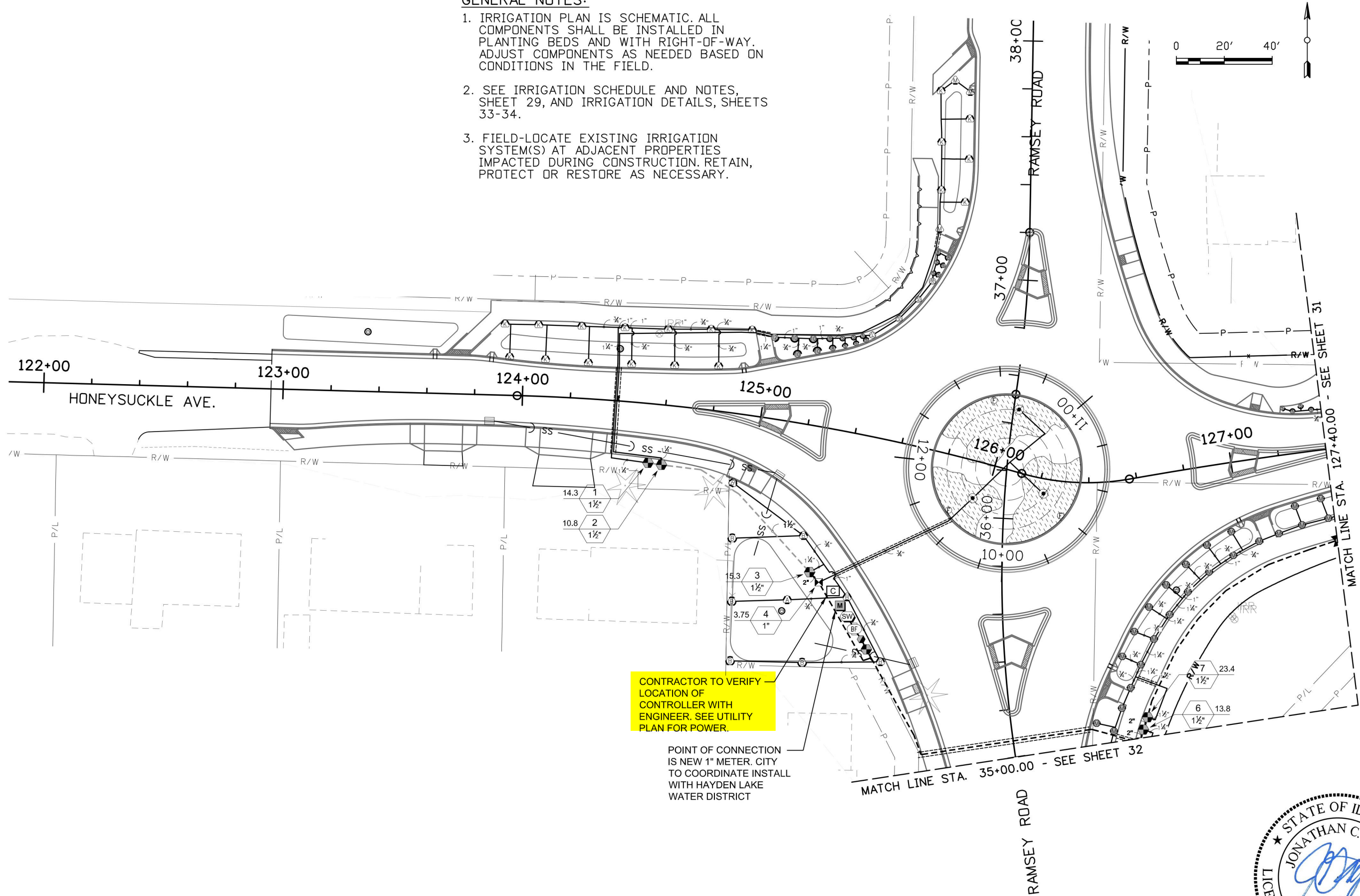
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GENERAL NOTES:

1. IRRIGATION PLAN IS SCHEMATIC. ALL COMPONENTS SHALL BE INSTALLED IN PLANTING BEDS AND WITH RIGHT-OF-WAY. ADJUST COMPONENTS AS NEEDED BASED ON CONDITIONS IN THE FIELD.
2. SEE IRRIGATION SCHEDULE AND NOTES, SHEET 29, AND IRRIGATION DETAILS, SHEETS 33-34.
3. FIELD-LOCATE EXISTING IRRIGATION SYSTEM(S) AT ADJACENT PROPERTIES IMPACTED DURING CONSTRUCTION. RETAIN, PROTECT OR RESTORE AS NECESSARY.



IRRIGATION PLAN
HONEYSUCKLE AVENUE & RAMSEY ROAD
ROUNDAABOUT IMPROVEMENTS
CITY OF HAYDEN, IDAHO



DAVID EVANS
AND ASSOCIATES INC.
663 W. CANFIELD AVE.
COEUR D'ALENE ID 83315
Phone: 208.762.2200



REVISIONS: APPD.

DATE: 10/31/23
DESIGN: JCGA
DRAWN: TSD
CHECKED: JCGA
REVISION NUMBER:

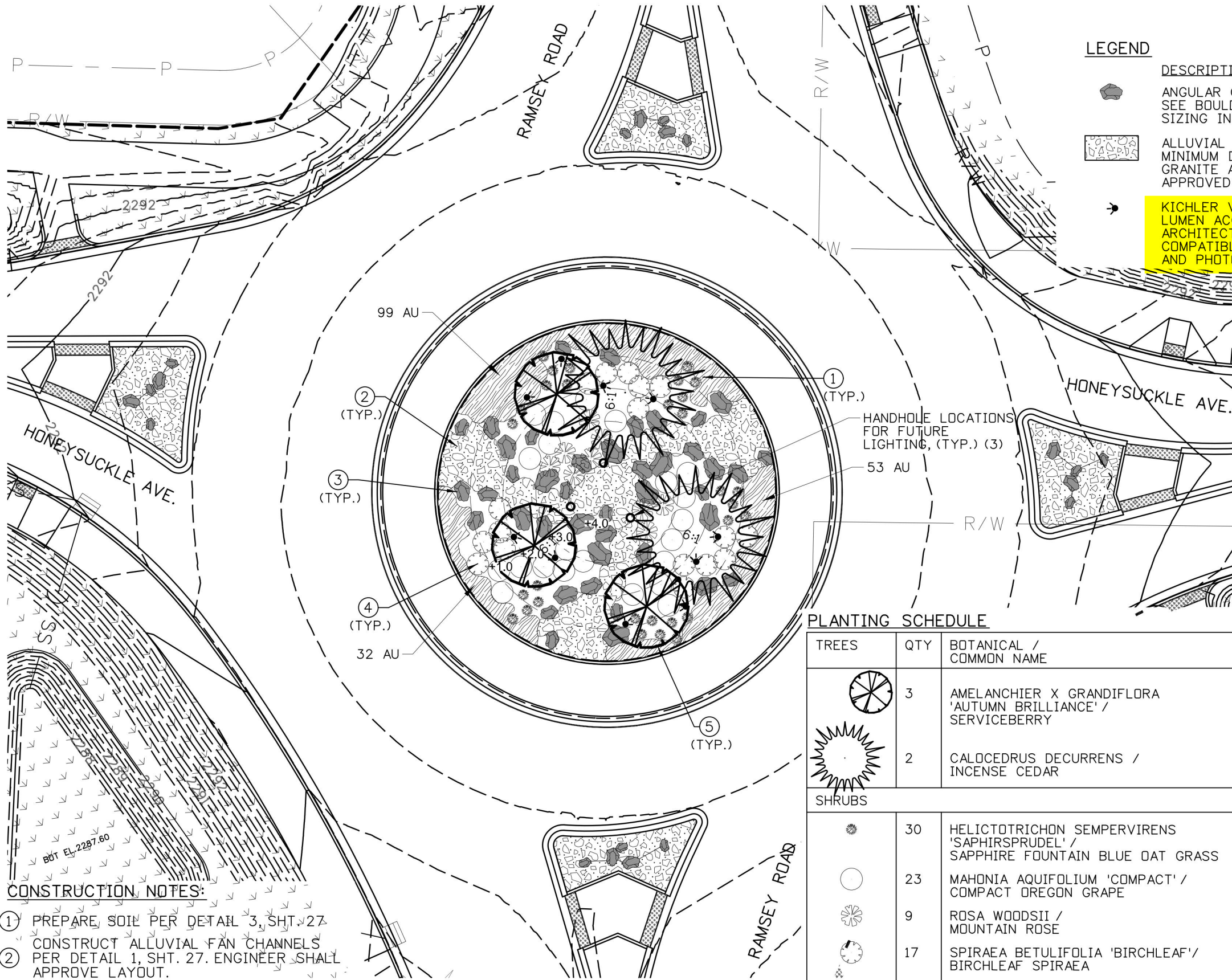
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PROJECT NUMBER:
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SHEET NO. 30

OF 44

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CONSTRUCTION NOTES:

1. PREPARE SOIL PER DETAIL 3, SHT. 27
2. CONSTRUCT ALLUVIAL FAN CHANNELS PER DETAIL 1, SHT. 27. ENGINEER SHALL APPROVE LAYOUT.
3. INSTALL BOULDERS PER DETAIL 2, SHT. 27.
4. INSTALL PLANTINGS PER DETAIL 1, SHT. 28.
5. INSTALL TREES PER CITY OF HAYDEN STANDARD DRAWING S-019.

ENLARGEMENT PLAN

LEGEND

DESCRIPTION



ANGULAR GRANITE BOULDER OUTCROPPINGS - SEE BOULDER SIZING GUIDE FOR ADDITIONAL SIZING INFORMATION



ALLUVIAL FAN FAUX ROCK SLIDES. (6") MINIMUM DEPTH OF 2"-4" ANGULAR GLACIER GRANITE AS SUPPLIED BY TUMBLESTONE (OR APPROVED EQUAL)

KICHLER VLO 2700K 15 DEGREE LED HIGH LUMEN ACCENT SPOTLIGHT TEXTURED ARCHITECTURAL BRONZE - INSTALL WITH COMPATIBLE TRANSFORMER (SIZED PER LOAD) AND PHOTOCELL

BOULDER SCHEDULE

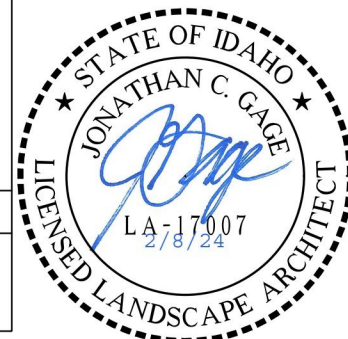
SYMBOL	BOULDER SIZE	AVG. DIMENSION	QUANTITY
	2-MAN	18 TO 28 INCHES	12
	3-MAN	28 TO 36 INCHES	21
	4-MAN	36 TO 48 INCHES	14
	5-MAN	48 TO 54 INCHES	13
	6-MAN	54 TO 60 INCHES	7

GENERAL NOTES:

1. SEE LANDSCAPE NOTES AND DETAILS SHEETS 27 AND 28.
2. SEE IRRIGATION PLAN, SHEETS 30-32.

PLANTING SCHEDULE

TREES	QTY	BOTANICAL / COMMON NAME	SPACING	SIZE
	3	AMELANCHIER X GRANDIFLORA 'AUTUMN BRILLIANCE' / SERVICEBERRY	AS SHOWN	2" CAL. CLUMPING MULTI-STEM, B&B
	2	CALOCEDRUS DECURRENS / INCENSE CEDAR	AS SHOWN	6' HT. MIN., B&B
SHRUBS				
	30	HELICTOTRICHON SEMPERVIRENS 'SAPHIRSPRUDEL' / SAPPHIRE FOUNTAIN BLUE OAT GRASS	24" O.C.	NO. 2 CONT.
	23	MAHONIA AQUIFOLIUM 'COMPACT' / COMPACT OREGON GRAPE	4' O.C.	NO. 2 CONT.
	9	ROSA WOODSII / MOUNTAIN ROSE	4' O.C.	NO. 3 CONT.
	17	SPIRAEA BETULIFOLIA 'BIRCHLEAF' / BIRCHLEAF SPIRAEA	4' O.C.	NO. 3 CONT.
GROUND COVER				
	184	ARCTOSTAPHYLOS UVA-URSI 'MASSACHUSETTS' / MASSACHUSETTS KINNIKINNICK	24" O.C.	NO. 1 CONT.



ROUNDBOUT LANDSCAPE
ENLARGEMENT PLAN
HONEYSUCKLE AVENUE & RAMSEY ROAD
ROUNDBOUT IMPROVEMENTS
CITY OF HAYDEN, IDAHO



DAVID EVANS
AND ASSOCIATES INC.
663 W. CANFIELD AVE.
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Phone: 208.762.2200



REVISIONS: APPD.

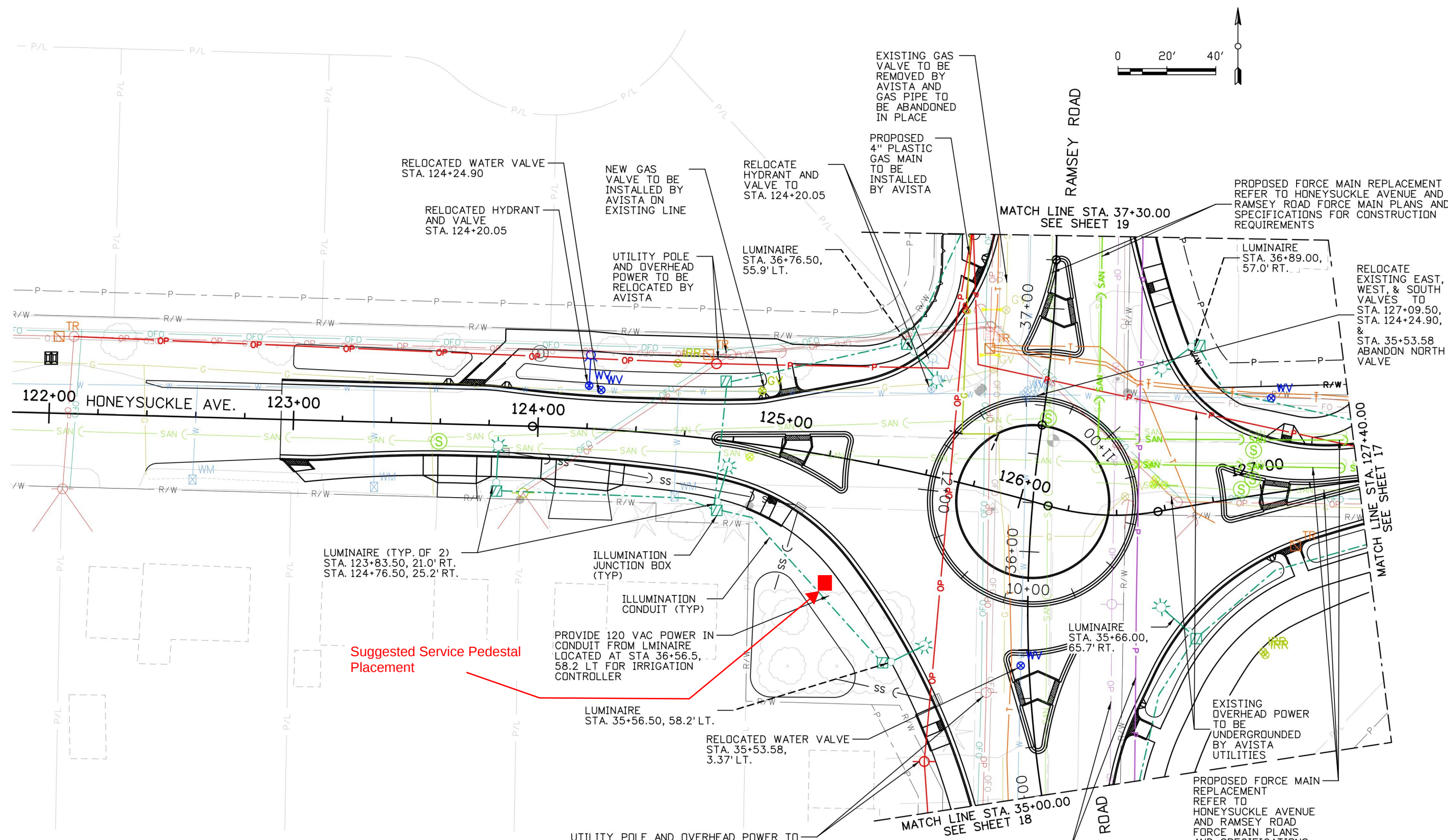
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DESIGN: JCGA
DRAWN: TSD
CHECKED: JCGA
REVISION NUMBER:

SCALE:

PROJECT NUMBER:
HAYF0000-0015

SHEET NO. 26

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LEGEND	
P	AVISTA UTILITIES - UNDERGROUND POWER
G	AVISTA UTILITIES - GAS
OP	AVISTA UTILITIES - OVERHEAD POWER
OFO	TIME WARNER - AERIAL COAX AND FIBER
OP	KOOTENAI ELECTRIC CO-OP - OVERHEAD POWER
P	KOOTENAI ELECTRIC CO-OP - UNDERGROUND POWER
T	FRONTIER - UNDERGROUND TELEPHONE
FO	TDS - UNDERGROUND FIBER
OFO	TDS - OVERHEAD FIBER
W	HAYDEN LAKE IRRIGATION DISTRICT - WATER
SAN	HAYDEN AREA REGIONAL SEWER BOARD - SANITARY SEWER
ILLUM	ILLUMINATION CONDUIT



UTILITY PLAN

HONEYSUCKLE AVENUE & RAMSEY ROAD
ROUNDAABOUT IMPROVEMENTS

CITY OF HAYDEN, IDAHO

DAVID EVANS
AND ASSOCIATES INC.
663 W. CANFIELD AVE.
COEUR D'ALENE ID 83315
Phone: 208.762.2200

REVISIONS:	APPD.

DATE:	2/08/24
DESIGN:	WES/HRC
DRAWN:	WES/HRC
CHECKED:	DLW
REVISION NUMBER:	

SCALE:	
PROJECT NUMBER:	HAYF0000-0015
SHEET NO.	16
OF	44

- D. Approval of Right-of-Way Agreement with Maddison Properties, LLC for the Hayden Avenue and Atlas Road Roundabout Project



Memo

To: Mayor and Hayden City Council

From: Alan Soderling, Public Works Director

Date: 09.08.2026

Agenda Item: Authorize Right-of-Way purchase from Maddison Properties, LLC for the Hayden Avenue and Atlas Road Roundabout Project for \$44,500.

Agenda Item Location

Consent

Background and Recommended Action or Motion

The City of Hayden plans to construct a roundabout at the intersection of West Hayden Avenue and North Atlas Road. The project requires the acquisition of right-of-way from adjacent parcels to accommodate the expanded roadway. The Project requires 0.095 acres of additional right-of-way from Kootenai County parcel H405021203AB, located at 3320 W. Hayden Avenue, Hayden, Idaho. The property owner has agreed to the just compensation amount of \$44,500 offered by the City.

Motion: Move to authorize the purchase of right-of-way from Maddison Properties, LLC, owner of the real property located at 3320 West Hayden Avenue for the sum of \$44,500 and authorize the Mayor to sign the right-of-way agreement, warranty deed, and associated acquisition documents.

Functional Impact of Authorizing

The acquisition of this parcel completes a necessary component of the right of way acquisition for the Hayden Avenue and Atlas Road Roundabout Project.

Functional Impact of Not Authorizing.

If the purchase of this right-of-way is not approved, the acquisition will not be completed, delaying the construction of the projects and likely increasing future cost to the City.

Fiscal Impact

This expenditure is budgeted in GL 130-899-59840-8007 – Hayden/Atlas Intersection Project Land Acquisition

Attachments

Right of Way Agreement & Warranty Deed – 3320 W. Hayden Avenue

RIGHT OF WAY AGREEMENT

Project: Hayden Avenue & Atlas Road Roundabout Improvement Project

Parcel No: H405021203AB

Property Address: 3320 W. Hayden Avenue, Hayden, ID 83835

This RIGHT OF WAY AGREEMENT ("AGREEMENT"), made this ____ day of _____, 20____ between, Maddison Properties, LLC, herein ("GRANTOR"), and the CITY of Hayden, Kootenai County, a Political Subdivision of the State of Idaho, 8930 N. Government Way, Hayden, Idaho 83835, herein ("CITY").

The CITY is undertaking a public project known as the Hayden Avenue & Atlas Road Roundabout Improvement Project, herein ("PROJECT") impacting property belonging to GRANTOR known as parcel H405021203AB and located at 3320 W. Hayden Avenue in Hayden, Idaho, herein ("PROPERTY").

The CITY has determined that the acquisition of property described in Exhibit A and depicted in Exhibit B is necessary for public use.

GRANTOR represents that GRANTOR holds title or authority to convey the property interests described herein.

In consideration of the just compensation described herein, GRANTOR conveys the PROPERTY to the CITY by Warranty Deed for right-of-way for the area defined by Exhibit A and depicted in Exhibit B.

NOW THEREFORE, the parties hereto agree as follows:

1. The CITY shall pay GRANTOR and the lienholder(s), if any, the sum of **\$44,500** as just compensation for the PROPERTY. GRANTOR shall notify lienholder(s), if any, of this AGREEMENT and it is the GRANTOR's responsibility to obtain a release of relinquished parcel from his or her lienholder prior to closing on the purchase. GRANTOR agrees to pay all taxes and assessments due and owing, including a pro-rata share of the taxes owing for the year in which the transaction closes. Payment to GRANTOR pursuant to this AGREEMENT is contingent upon GRANTOR demonstrating clear title to the Property through use of documents acceptable to the CITY and Flying S Title Company, the title company being used by the CITY for the Project ("TITLE COMPANY").
2. GRANTOR shall execute and deliver to the CITY a notarized instrument of conveyance corresponding to the interest being acquired. Closing of this transaction shall occur when all required documents, as well as compensation noted herein, have been submitted to Title Company, lienholder(s), if any, have been satisfied, and Title Company is in a position to provide the required title insurance to the CITY ("CLOSING").
3. The parties have set forth the whole of their agreement herein, the performance of which constitutes the entire consideration for the grant of said right of way and shall relieve the CITY of all future claims by the GRANTOR or obligations of the CITY related to this AGREEMENT or the construction, location, and grade of the public infrastructure.

4. GRANTOR represents that to the best of its knowledge no hazardous materials have been stored or spilled on the subject property during its ownership or during previous ownerships at least in so far as GRANTOR has observed or has been informed. In the alternative, if the GRANTOR has knowledge of storage or spill of hazardous materials on the subject property, that information is set out below. This sale is conditional upon full disclosure of any such information.
5. **LEGAL and PHYSICAL POSSESSION:** GRANTOR agrees to give the CITY legal and physical possession of the PROPERTY herein being purchased by the CITY upon CLOSING and remove all private property from the PROPERTY.
6. As of the CLOSING date of this transaction, the land area described and defined herein is under the ownership of the CITY. GRANTOR, its agents or assigns, is required to keep such area free of any personal property, and any garbage, refuse, or other debris. Notice is hereby provided that construction activities, including utility relocation activities, may occur at any time after ownership of the property has transferred to CITY.
7. CITY and GRANTOR acknowledge that relocation activities will occur on the PROPERTY from and after Closing and the CITY will coordinate any such construction activities described herein with the ongoing relocation activities until completed.
8. In consideration of the interest being conveyed, the CITY shall pay the GRANTOR for Right of Way as follows:

Type	Size (Sq. Ft)	Size (Acres)	Amount
Right-of-Way	4,139	.095	\$44,500
Improvements			0
Total Compensation			
			\$44,500

10. **GOVERNING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of Idaho. Venue for any dispute or proceeding to enforce this Agreement shall be brought in the County of Kootenai, State of Idaho.
11. **MODIFICATION:** No modification of this Agreement shall be valid or binding unless such modification is in writing, duly dated, and signed by all parties.
12. **BINDING EFFECT:** This Agreement shall inure to the benefit of and shall be binding upon not only the parties hereto, but also upon their respective heirs, successors, representatives and assigns. The terms of this Agreement, to the extent they are in addition to, and not in conflict with, the terms of the Deed, shall survive Closing.
13. **EXECUTION OF DOCUMENTS:** The parties hereby agree to execute, and record where appropriate, any and all documents necessary to effectuate this transaction.
14. **ENTIRE AGREEMENT:** This instrument constitutes the entire agreement between the Parties and inures to the benefit of their respective heirs, descendants, successors, assigns and legal representatives. 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 he/she has 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.

15. **LEGAL REVIEW:** In entering into this Agreement, each party represents and warrants that it has relied upon the legal advice of its attorneys, who are its attorneys of choice, and that the terms, conditions and effects of this Agreement have been completely read and explained to them by their attorneys, and that those terms are fully understood and voluntarily accepted by them.
16. **INCORPORATION OF RECITALS:** The Recitals set forth above are incorporated in this Agreement as if set forth fully herein.
17. **EFFECTIVENESS:** This Agreement shall become effective upon the date that it is made and entered into by the parties.
18. **BREACH OF AGREEMENT:** Each party agrees that, in the event of any breach by them of the terms, provisions, and obligations of this Agreement, that party shall pay as damages to the other party or parties, the amount of the damages, expenses, attorney fees and costs associated with remedying any such breach of the Agreement.
19. **SIGNATURE:** The undersigned have read and understand this Settlement Agreement. Signatures to this Agreement may be obtained in counterpart, each of which shall be considered as an original.

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

CITY:

GRANTOR:

On _____, 20____

By: 
Andrew J. Ullrich, Sole Owner

By: _____
Alan Davis, Mayor

ATTEST:

Abbi Sanchez, CITY Clerk

STATE OF IDAHO)
) ss.
County of Kootenai)

On this 2nd day of September, 2026, before me,
Amber Smitham, a Notary Public in and for said State, personally appeared
Andrew Willich, known or identified to me to be the individual who executed the instrument
and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and
year in this certificate first above written.



Amber Smitham
Notary Public for the State of Idaho
Residing at Hayden, ID
My commission expires April 18, 2028

WARRANTY DEED

FOR VALUE RECEIVED, **Maddison Properties, LLC**, hereinafter called "GRANTOR", hereby grants, sells, and conveys unto the **City of Hayden, Kootenai County, a Political Subdivision of the State of Idaho**, 8930 N. Government Way, Hayden, Idaho 83835, hereinafter called "CITY" the premises described in EXHIBIT A and depicted in EXHIBIT B.

TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee(s), his/her/their heirs and assigns forever. And the said Grantor(s) does (do) hereby covenant to and with the CITY, that he/she/they is/are the Owner(s) in fee simple of said premises; that they are free from all encumbrances EXCEPT those to which this conveyance is expressly made subject to those made, suffered, or done by the CITY; current taxes, levies, assessments, easements, reservations and right of way of view and covenants, conditions, restrictions, easements, reservations, dedications, right of way, and agreements of record and that he/she/they will warrant and defend the same from all lawful claims whatsoever.

DATED. _____, 2026

CITY:

Acceptance by the City of Hayden

On _____, 2026

By: _____
Alan Davis, Mayor

GRANTOR:

By:  _____
Andrew J. Ullrich, Sole Owner

ATTEST:

Abbi Sanchez, City Clerk

STATE OF IDAHO)
) ss.
County of Kootenai)

On this 2nd day of September, 2026, before me,
Amber Smitham, a Notary Public in and for said State, personally appeared
Andrew Ullrich, known or identified to me to be the individual who executed the instrument
and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and
year in this certificate first above written.


Notary Public for the State of Idaho
Residing at Hayden, ID
My commission expires April 18, 2028

Legal Description- Maddison Properties LLC

That portion of the northeast quarter of Section 21, Township 51 North, Range 4 West, Boise Meridian, Kootenai County, Idaho described as follows:

Commencing at a 3 1/2 inch aluminum cap marking the northeast corner of said Section 21 as shown on Corner Perpetuation and Filing recorded as Instrument Number 2466168000, records of Kootenai County, said monument bears S 88°29'28" E a distance of 2634.60 feet from a 2 1/2 inch brass cap marking the North quarter corner of said Section 21 as shown on Corner Perpetuation and Filing recorded as Instrument Number 2890180000, records of Kootenai County.

Thence along the North line of said northeast quarter, N 88° 29' 28" W a distance of 328.88 feet;

Thence perpendicular to the South right of way of Hayden Avenue, S 01° 30' 32" W a distance of 30.00 feet to the East line of the West half of Tract 203 of Amended Hayden Lake Irrigated Tracts, recorded in Book C of Plats, Pages 66 and 67, records of Kootenai County, said point also being the **TRUE POINT OF BEGINNING;**

Thence along said East line, S 00° 49' 56" W a distance of 27.00 feet;

Thence parallel with said North line, N 88° 29' 28" W a distance of 153.30 feet to the East line of the West 176 feet of said Tract 203;

Thence along said West line, N 00° 47' 40" E a distance of 27.00 feet to the South right of way of said Hayden Avenue;

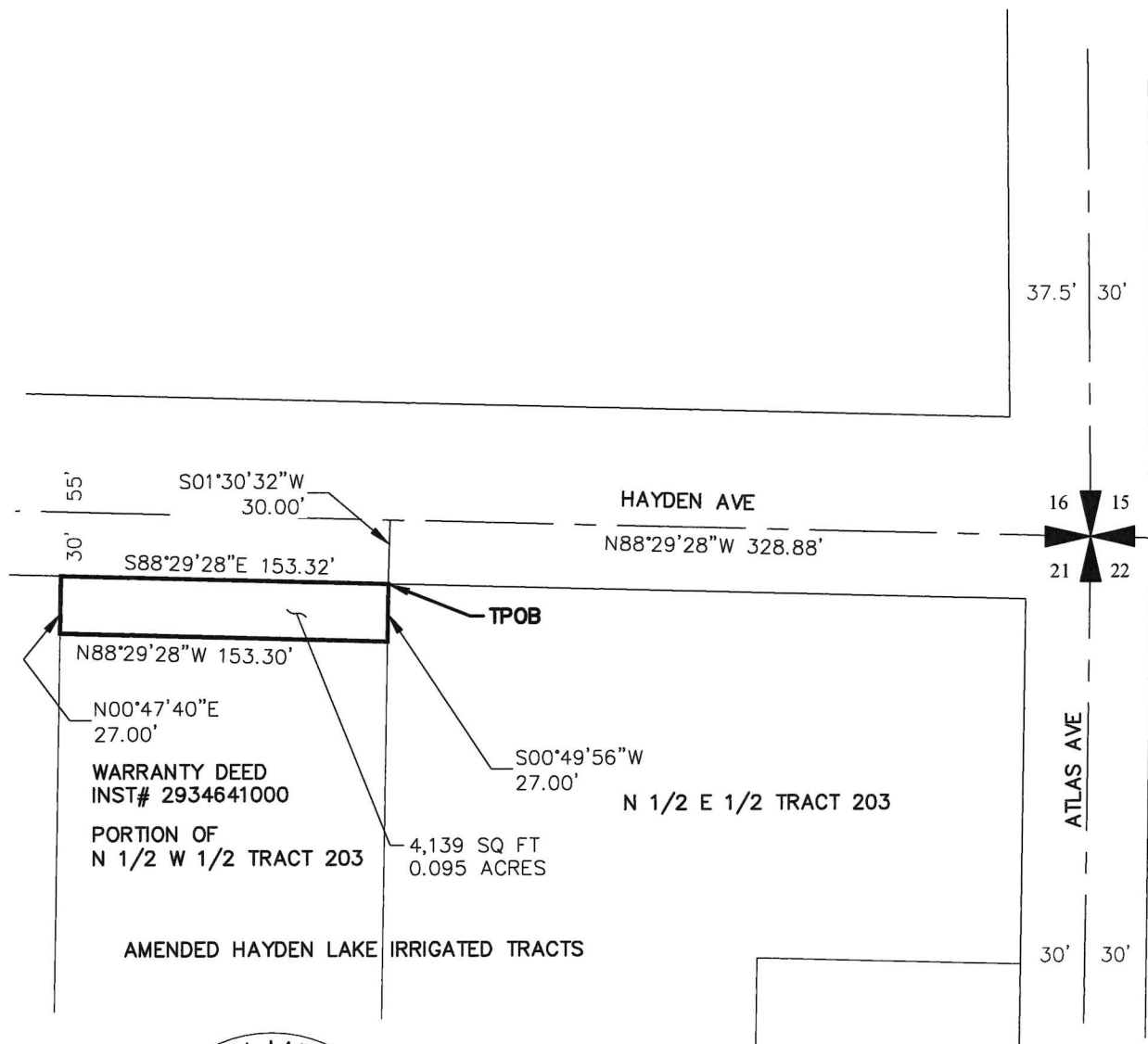
Thence along said South right of way, S 88° 29' 28" E a distance of 153.32 feet to the **TRUE POINT OF BEGINNING.**

Contains 4,139 square feet or 0.095 acres more or less.



Digitally signed by
Michael L
Hathaway
Date: 2023.12.19
10:12:43-08'00'

EXHIBIT B
RIGHT OF WAY — MADDISON PROPERTIES LLC
LOCATED IN THE NORTHEAST QUARTER OF
SECTION 21, TOWNSHIP 51 NORTH, RANGE 4 WEST,
CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO



Digitally signed
by Michael L
Hathaway
Date:
2023.12.19
10:05:13-08'00'

SCALE: 1"=80'

WELCH-COMER
ENGINEERS | SURVEYORS

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

EXHIBIT B - RIGHT OF WAY
MADDISON PROPERTIES LLC
PROPOSED RIGHT OF WAY
H405021203AB

PROJECT NO.: 41014.020
DESIGNED BY: MLH
DRAWN BY: RVR
DWG: 41014.020EX01.DWG
DATE: 12/6/2023
SHEET NO: **1 OF 1**

- E. Approval of J-U-B Engineers, Inc. Authorization for Contract Amendment for Honeysuckle Boat Ramp Improvement Project



Memo

To: Mayor and Hayden City Council

From: Alan Soderling, Public Works Director

Date: 09.08.2026

Agenda Item: Authorize General Engineering Services Contract amendment with J-U-B Engineers, Inc for services related to the Honeysuckle Boat Ramp Improvement Project in an amount not to exceed \$48,750.

Agenda Item Location

Consent Calendar

Recommended Action or Motion

Authorize General Engineering Services Contract amendment with J-U-B Engineers, Inc for services related to the Honeysuckle Boat Ramp Improvement Project in an amount not to exceed \$48,750.

Summary

The City of Hayden is initiating the Honeysuckle Boat Ramp Improvement Project to regrade and resurface the boat ramp, add ADA-compliant sidewalk connectivity to the docks and park, and widen the ramp area by moving the southern dock. The City received a grant award from the Idaho Department of Parks and Recreation Waterways Improvement Fund for \$250,000 which requires matching funds from the City. J-U-B Engineers, Inc. will provide design phase services, support regulatory approvals, agency coordination, and construction management for the project.

Fiscal Impact

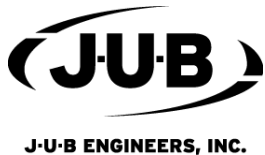
Funds for this project are budgeted.

Budget Funding Source

GL 112-899-59838-9008 – Honeysuckle Boat Ramp/Walkway Improvements

Attachments

J-U-B Engineering, Inc General Engineering Services Contract Amendment – Honeysuckle Boat Ramp Improvements



J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES

Authorization for Contract Amendment

CLIENT: City of Hayden, ID

Project Name: General Engineering Services - Honeysuckle Boat Ramp Improvements

J-U-B Project Number: _____

1. *Amendments.* The following amendments to Attachment 1 – Scope of Services, Basis of Fee and Schedule to the project referenced above have been or will be performed by J-U-B ENGINEERS, Inc. (J-U-B). These Amendments are a supplement to the scope of services contained in J-U-B's existing Agreement for Professional Services for this Project, dated 8/26/22. All other TERMS AND CONDITIONS of said Agreement remain in full force and effect.

J-U-B will perform engineering services for the design phase services (bidding and construction management services as budget allows) for the rehabilitation of the existing Honeysuckle Boat Ramp, including ramp grading, drainage improvements, concrete and pavement replacement, dock modifications, associated site improvements, and permit application support.

This agreement establishes an allotment for project engineering based on 15% of the City's Waterways Improvement Fund FY2027 grant award budget of \$325,000. The City is actively pursuing a cooperative agreement with Dalton Gardens Irrigation District that may influence project implementation and construction sequence.

While the current objective is to complete design and position the project for winter 2027 construction, the final schedule and deliverables will depend on regulatory approvals, agency coordination, funding requirements, and other factors outside the control of J-U-B.

2. *Verbal Authorization by CLIENT, if Applicable.* J-U-B was verbally authorized by the CLIENT to provide these Amendments by:

Name

Date

3. *Payment for Amendments.* Unless otherwise noted below, J-U-B will provide these Amendments on a time and materials basis, using J-U-B's standard billing rates or, if applicable, the billing rates established in the initial Agreement for Professional Services.

Other Basis for Payment:

\$48,750 Time and Materials Not to Exceed without prior authorization

4. *Schedule of Services.* Due to the Amendments, the Schedule of Services to be performed under the original Agreement for Professional Services is modified as follows:

While the current objective is to advance the project toward a winter 2027 construction timeframe, the schedule remains subject to the cooperative agreements, regulatory approvals, agency coordination, funding requirements, and other factors outside the control of J-U-B.

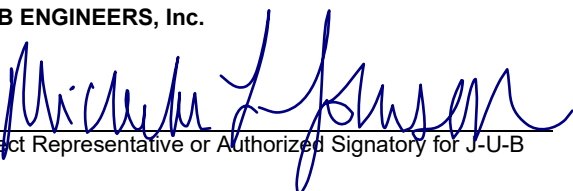
Dated this 3rd day of September, 2026

CLIENT

By: _____
Project Representative or Authorized Signatory for
CLIENT

Print or Type Name and Title

J-U-B ENGINEERS, Inc.

By: 
Project Representative or Authorized Signatory for J-U-B

Michelle L. Johnson, WW Business Sector Lead
Print or Type Name and Title

F. Approval of Woodman Subdivision Final Plat and Acceptance of Infrastructure



To: Mayor and Hayden City Council

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

Date: 9/3/26

Agenda Item: Approval of Woodman Subdivision Final Plat and Acceptance of Infrastructure

Agenda Item Location

Consent

Background and Recommended Action or Motion

Staff recommends City Council approve the Final Plat, accept the public infrastructure, and permit the Mayor to sign the Final Plat prior to recordation with the Kootenai County Recorder's Office contingent upon completion of the following items:

- Developer shall provide Warranty Surety of \$112,834.38 per the Construction Improvement Agreement.
- Developer shall provide payment for 18-months of streetlight fees in the amount of \$780.30
- Developer shall address staffs conditions noted on the final plat

Functional Impact of Authorizing

Woodman Subdivision is creating 23 lots joining Sandmyrtle Boulevard and Viceroy Avenue, as shown in the Vicinity Map provided below. The approximate amount of infrastructure pending the City's acceptance includes:

- 945 linear feet of a 36' wide road, 5' sidewalk, 10' multi-use path, and 10' swale onto Sandmyrtle Boulevard, for a total right-of-way width of 68'.
- 780 linear feet of 8" gravity sewer and associated manholes.
- 2 drywells
- 2 streetlights

Functional Impact of Not Authorizing

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

Budget Funding Source / Transfer Request

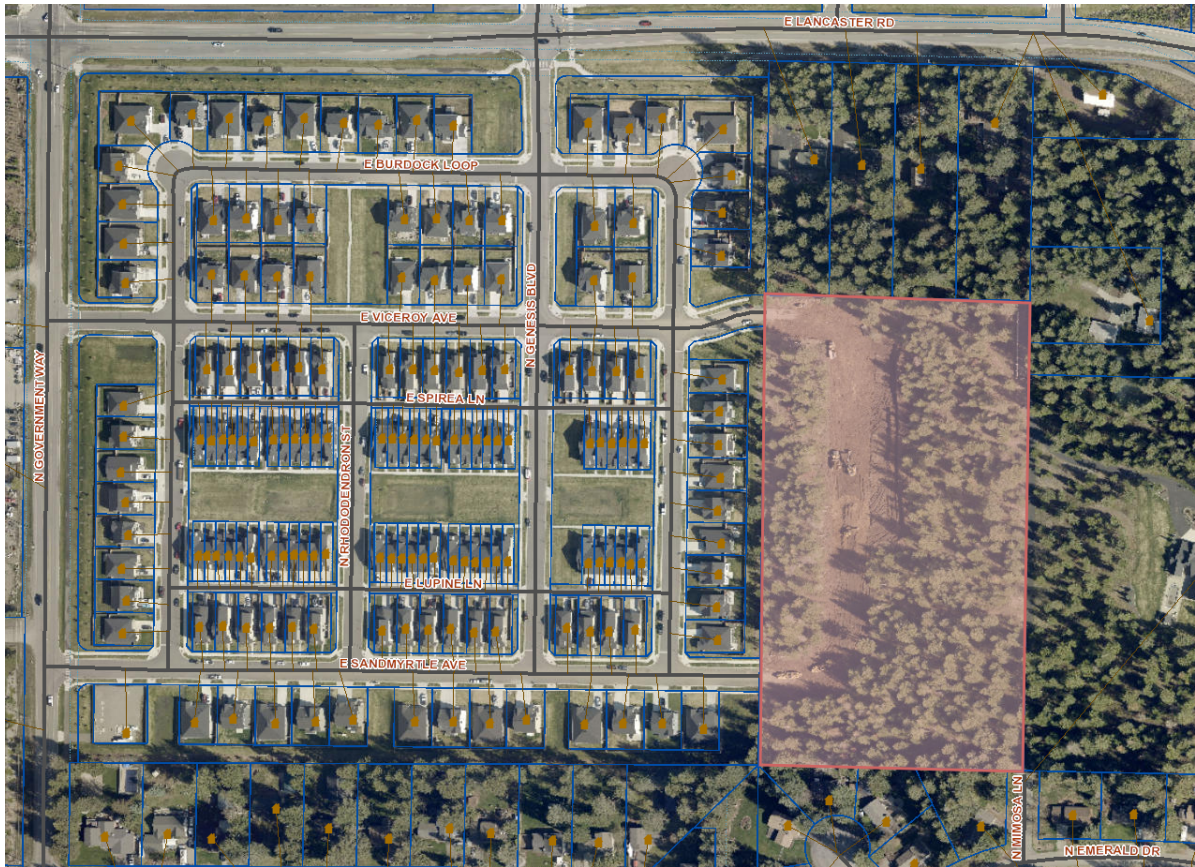
N/A

Attachment

Vicinity Map

Final Plat

Figure 1 - Vicinity Map



WOODMAN SUBDIVISION

A PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 51 N., RANGE 4 W.,
BOISE MERIDIAN, CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

BOOK PAGE

INST.#



CODE COMPLIANCE VERIFICATION

REVIEW OF THESE PLANS IS TO VERIFY CONFORMANCE WITH CITY CODE, STANDARDS, AND POLICIES, AND ANY ACTION SHOWN IS SUBJECT TO THOSE REQUIREMENTS. REVIEW OF ANY BUILDING/STRUCTURE IS TO VERIFY CONFORMANCE WITH THE 2018 IBC/IRC BUILDING CODES. SHOULD THESE PLANS CONTAIN ANY PROVISIONS NOT IN CONFORMANCE WITH CITY OR BUILDING CODE, STANDARDS, POLICIES, ANY APPROVAL DOES NOT CONSTITUTE A VARIANCE OR APPROVAL FOR DEVIATION. THE OWNER, DEVELOPERS ENGINEER AND CONTRACTOR ARE RESPONSIBLE FOR VERIFICATION OF DIMENSIONS, UTILITY LOCATIONS, AND EXISTING SITE CONDITIONS; FOR DIRECTION OF ANY FABRICATION PROCESSES, CONSTRUCTION TECHNIQUES AND PROJECT COORDINATION; AND FOR SATISFACTORY PERFORMANCE AND COMPLETION OF THE WORK.

PZE-26-0095



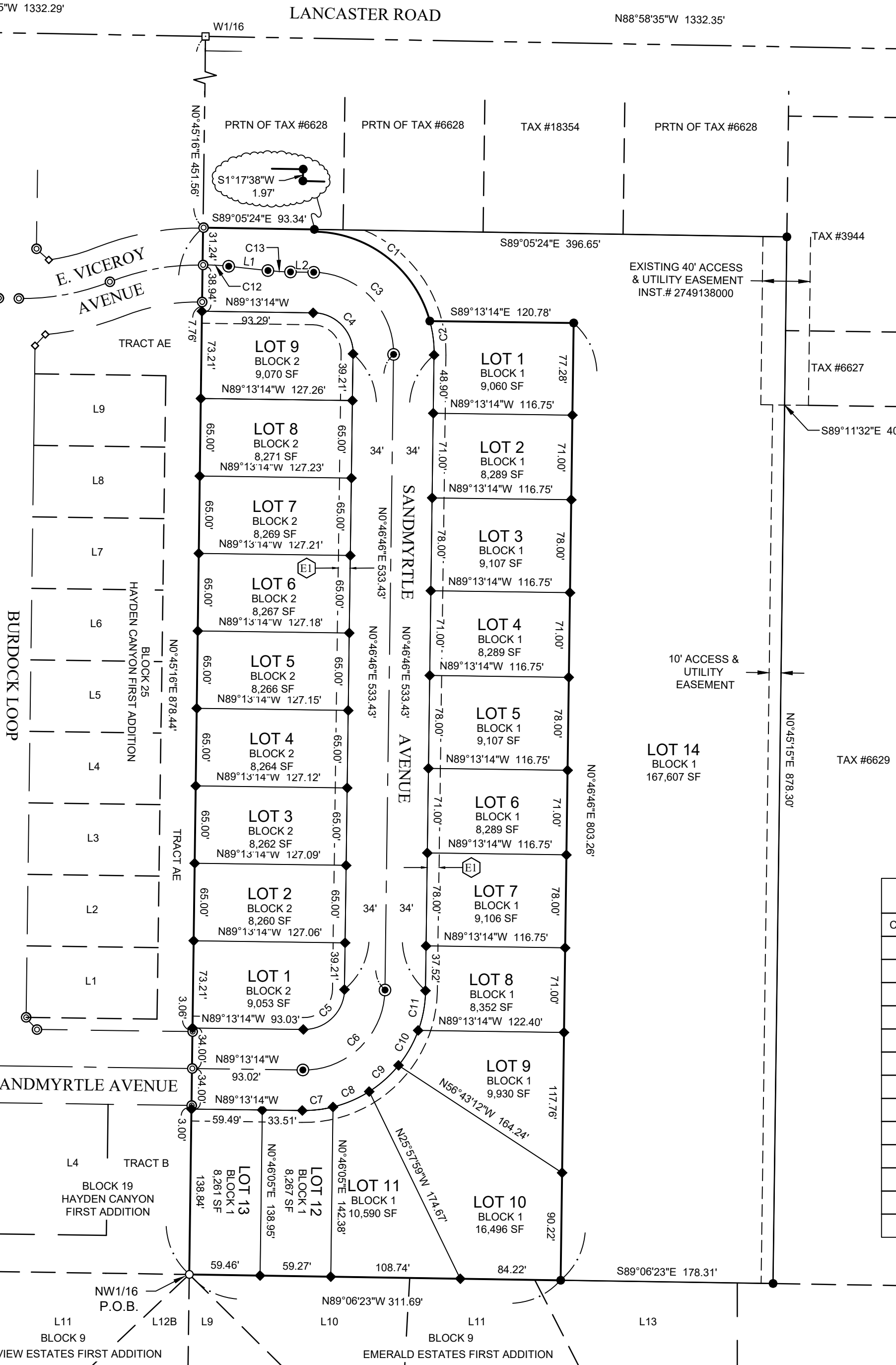
ENGINEERING
REVIEWED FOR CODE COMPLIANCE
APPROVED

8/31/2026, 10:03:00 AM
PZE-26-0095
Dulci Kau

NW COR. SECTION 12
FOUND 5/8" REBAR WITH
PLASTIC CAP (ILLEGIBLE)
CP&F INST. #2599465000
N88°58'35"W 1332.29'

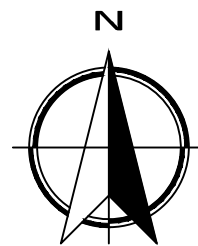
N1/4 COR. SECTION 12
FOUND 2.5" ALUMINUM CAP
PLS 5078
CP&F INST. #1250675

W1/4 COR. SECTION 12
FOUND 1/2" REBAR & PLS 818
CAP CP&F INST. #25232399000
NW1/16
P.O.B.
L12B
L9
L10
L11
BLOCK 9
PINE VIEW ESTATES FIRST ADDITION
EMERALD ESTATES FIRST ADDITION



EASEMENT LEGEND

E1 10' WIDE UTILITY EASEMENT.



H-Scale 1"= 80'



LINE TABLE

LINE	BEARING	LENGTH
L1	N83°45'56"W	33.15'
L2	N89°13'14"W	19.46'

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	CHORD	CRD. DIST.
C1	102.00'	131.46'	73°50'47"	S52°17'50"E	122.55'
C2	102.00'	28.76'	16°09'13"	N7°17'50"W	28.66'
C3	68.00'	106.81'	90°00'00"	N44°13'14"W	96.17'
C4	34.00'	53.41'	90°00'00"	N44°13'14"W	48.08'
C5	34.00'	53.41'	90°00'00"	N45°46'46"E	48.08'
C6	68.00'	106.81'	90°00'00"	N45°46'46"E	96.17'
C7	102.00'	26.04'	14°37'46"	N83°27'53"E	25.97'
C8	102.00'	33.15'	18°37'07"	N66°50'27"E	33.00'
C9	102.00'	33.15'	18°37'07"	N48°13'20"E	33.00'
C10	102.00'	33.78'	18°58'28"	N29°25'32"E	33.62'
C11	102.00'	34.11'	19°09'32"	N10°21'32"E	33.95'
C12	200.00'	21.87'	6°15'52"	N86°53'52"W	21.86'
C13	200.00'	19.04'	5°27'18"	S86°29'35"E	19.03'

LEGEND

- FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP (ILLEGIBLE)
- ◇ FOUND MAG NAIL WITH SHINER - P.L.S. 15434
- ◊ FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP, P.L.S. 15434
- SET 5/8" x 24" REBAR WITH YELLOW PLASTIC CAP, P.L.S. 9367
- ◆ SET 1/2" x 24" REBAR WITH YELLOW PLASTIC CAP, P.L.S. 9367
- ⊙ SET 5/8" x 24" REBAR WITH 1-1/2" STEEL CAP, P.L.S. 9367
- CALCULATED POSITION, NOTHING FOUND OR SET
- ⊙ 1/16 SECTION CORNER AS NOTED
- ⊙ # CENTER SECTION CORNER AS NOTED
- ⊙ E-W 1/4 SECTION CORNER AS NOTED
- ⊙ N-S 1/4 SECTION CORNER AS NOTED
- ⊙ SECTION CORNER AS NOTED
- CP&F CORNER PERPETUATION & FILING RECORD (WITH INSTRUMENT NO.)
- T.P.O.B. TRUE POINT OF BEGINNING
- R.O.W. RIGHT-OF-WAY
- ⊙ NOTE

NOTES

- EXCEPT AS SHOWN HEREON, THERE WAS NO ATTEMPT MADE TO SHOW THE PHYSICAL FEATURES OF THE PROPERTY, OR TO SHOW ANY EASEMENTS, RECORDED OR UNRECORDED. A TITLE REPORT WAS NOT PROVIDED FOR THIS SURVEY.

TITLE DOCUMENTS

THESE ARE DOCUMENTS IN TITLE REPORT COMMITMENT NO. 25563424, ISSUED BY TITLE RESOURCES, DATED: SEPTEMBER 22, 2025 THAT FOR THE REASON INDICATED, CAN NOT BE DISPLAYED ON THE MAP.

EX. 16 INSTRUMENT NO. 2220903000 AVIGATION EASEMENT, USE OF AIRSPACE ABOVE SUBJECT PROPERTY.

REFERENCES

IN RECORDS OF KOOTENAI COUNTY, IDAHO:

- R-1 PLAT OF HAYDEN CANYON FIRST ADDITION BY TROY A. CARLSON PLS 15434. RECORDED IN BOOK L OF PLATS AT PAGE 858, UNDER INSTRUMENT NO. 2950520000.
- R-2 PLAT OF EMERALD ESTATES FIRST ADDITION BY JAMES O. LEAPARD PE 1316. RECORDED IN BOOK E OF PLATS AT PAGE 235.
- R-3 PLAT OF PINE VIEW ESTATES FIRST ADDITION. RECORDED IN BOOK D OF PLATS AT PAGE 188.

BASIS OF BEARING

AS SHOWN HEREON, BASIS OF BEARING FOR THIS SURVEY IS IDAHO STATE PLANE COORDINATE SYSTEM, WEST ZONE, (1103). PROJECT COORDINATES WERE TRANSLATED TO WEST ZONE AT A JOHNSON SURVEYING BASE POINT LOCATED AT (N: 2,233,191.12, E: 2,373,815.26) AND WERE POST PROCESSED USING NGS OPUS WITH A HORIZONTAL REFERENCE FRAME OF NAD83 (2011)(EPOCH: 2010.0000) AND A VERTICAL DATUM OF NAVD88 (GEOID 18). ALL BEARINGS SHOWN ARE GRID. ALL DISTANCES SHOWN ARE GROUND (US SURVEY FEET), WITH A COMBINED SCALE FACTOR OF 1.00010794 APPLIED AT THE BASE POINT. GEODETIC NORTH IS AN ANGULAR ROTATION OF - 00°45'21"

SURVEYOR'S NARRATIVE

THE PURPOSE FOR THIS SURVEY IS TO PERFORM A 22 LOT SUBDIVISION OF THE PROPERTY HEREON DEPICTED.

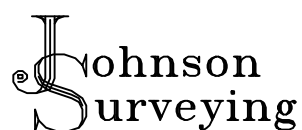
ALL MONUMENTATION DEPICTED HEREON WAS FOUND AT THE TIME OF SURVEY AND MONUMENTS WERE HELD AS DEPICTED HEREON.



WOODMAN SUBDIVISION

A PORTION OF THE NE1/4 NW1/4
SECTION 12, TOWNSHIP 51 NORTH, RANGE 4 WEST,
BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO

DATE SURVEYED: MAY, 2026	DRAFTED BY: KLK	PLLOT DATE: 05/14/2026	SHEET	P.O. Box 2544 Post Falls, ID 83877
FILE NAME: 22-163 PLAT	CHECKED BY: CJJ	PROJECT No.: 22-163	1 2	208-660-2351 johnsonsurveyingnw.com



WOODMAN SUBDIVISION

A PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 51 N., RANGE 4 W.,
BOISE MERIDIAN, CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

BOOK PAGE

INST.#

OWNER'S CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS: THAT ASPEN HOMES AND DEVELOPMENT, LLC. AN IDAHO LIMITED LIABILITY COMPANY, HEREBY CERTIFIES THAT THEY OWN THE PROPERTY HEREINAFTER DESCRIBED AND INCLUDES SAID PROPERTY IN A PLAT TO BE KNOWN AS "WOODMAN SUBDIVISION", SAID PROPERTY BEING A PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A FOUND 5/8 INCH REBAR (CAP ILLEGIBLE) AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 12, SAID POINT ALSO BEING THE NORTHEAST CORNER OF THE FIRST ADDITION TO PINEVIEW ESTATES, KOOTENAI COUNTY, STATE OF IDAHO, ACCORDING TO THE PLAT RECORDED IN BOOK D OF PLATS AT PAGE 188 AND THE NORTHWEST CORNER OF THE FIRST ADDITION TO EMERALD ESTATES, KOOTENAI COUNTY, STATE OF IDAHO, ACCORDING TO THE PLAT RECORDED IN BOOK E OF PLATS AT PAGE 235 AND THE SOUTHEAST CORNER OF THE FIRST ADDITION TO HAYDEN CANYON, KOOTENAI COUNTY, STATE OF IDAHO, ACCORDING TO THE PLAT RECORDED IN BOOK L OF PLATS AT PAGE 858,

THENCE, ALONG THE WEST LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST QUARTER AND THE EAST LINE OF SAID HAYDEN CANYON FIRST ADDITION, NORTH 0°45'16" EAST, A DISTANCE OF 878.44 FEET TO A 5/8 INCH REBAR AND PLS 15434 CAP FOUND ON THE NORTH RIGHT-OF-WAY OF SANDMYRTLE BOULEVARD;

THENCE, SOUTH 89°05'24" EAST, A DISTANCE OF 93.34 FEET TO A SET 5/8 INCH REBAR AND PLS 9367 CAP;

THENCE, SOUTH 1°17'38" WEST, A DISTANCE OF 1.97 FEET TO A SET 5/8 INCH REBAR AND PLS 9367 CAP;

THENCE, ALONG A CURVE TO THE RIGHT, HAVING A RADIUS OF 102.00 FEET, AN ARC LENGTH OF 131.46 FEET WITH A DELTA ANGLE OF 73°50'47" WITH A CHORD THAT BEARS SOUTH 52°17'50" EAST A DISTANCE OF 122.55 FEET TO A SET 5/8 INCH REBAR AND PLS 9367 CAP;

THENCE, LEAVING SAID RIGHT-OF-WAY, SOUTH 89°13'14" EAST, A DISTANCE OF 120.78 FEET TO A SET 5/8 INCH REBAR AND PLS 9367 CAP;

THENCE SOUTH 0°46'46" WEST, A DISTANCE OF 803.26 FEET TO A 5/8 INCH REBAR AND PLS 9367 CAP SET ON THE SOUTH LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 12 AND THE NORTH LINE OF SAID EMERALD ESTATES FIRST ADDITION;

THENCE, ALONG SAID SOUTH LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER 12 AND THE NORTH LINE OF SAID EMERALD ESTATES FIRST ADDITION, NORTH 89°06'23" WEST, A DISTANCE OF 311.69 FEET TO THE POINT OF BEGINNING;

CONTAINING 6.0328 ACRES, MORE OR LESS.

THE LOTS ARE SUBJECT TO AN AVIGATION EASEMENT RECORDED UNDER INSTRUMENT NUMBER 2220903000, RECORDS OF KOOTENAI COUNTY, IDAHO.

THE OWNERS HEREBY GRANTS A 10 ACCESS AND UTILITY EASEMENT ALONG THE EAST BOUNDARY OF LOT 14 BLOCK 1 AS SHOWN ON THE FACE OF THE PLAT.

SEWER TO BE PROVIDED BY THE CITY OF HAYDEN.

PURSUANT TO IDAHO CODE 50-1334 (2) THE INDIVIDUAL LOTS DESCRIBED IN THIS PLAT WILL BE SERVED BY AVONDALE IRRIGATION DISTRICT.

THE RIGHT OF WAYS TO BE KNOWN AS SANDMYRTLE AVENUE ARE HEREBY DEDICATED TO THE CITY OF HAYDEN TOGETHER WITH A 10 FOOT ROADWAY AND UTILITY ANJOINING SAID RIGHT OF WAY.

THIS PLAT IS SUBJECT TO DECLARATIONS COVENANTS, CONDITIONS AND RESTRICTIONS PER THE WOODMAN SUBDIVISION RECORDED UNDER INSTRUMENT NUMBER _____ AND MORE AMENDMENTS THEREOF.

TODD STAM, MEMBER ASPEN HOMES AND DEVELOPMENT, LLC. DATE

NOTARY PUBLIC

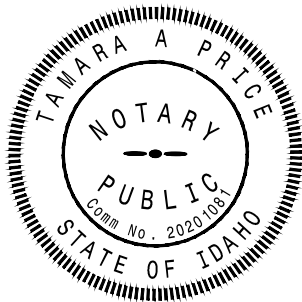
ACKNOWLEDGMENT

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

THIS RECORD WAS ACKNOWLEDGED BEFORE ME ON THIS _____ DAY OF _____, IN THE YEAR OF 20____, BY TODD STAM, MEMBER OF ASPEN HOMES AND DEVELOPMENT, LLC AN IDAHO LIMITED LIABILITY COMPANY.

NOTARY PUBLIC : _____

MY COMMISSION EXPIRES : 03/26/32



CITY ENGINEER APPROVAL

I HEREBY CERTIFY THAT I HAVE EXAMINED, ACCEPTED AND APPROVED THIS PLAT, THIS _____ DAY OF _____, 20____.

DULCINEA KAU PE 3071759
CITY OF HAYDEN, ENGINEER

CITY COUNCIL APPROVAL

THIS PLAT HAS BEEN APPROVED BY THE CITY COUNCIL OF HAYDEN, IDAHO.

THIS _____ DAY OF _____, 20____

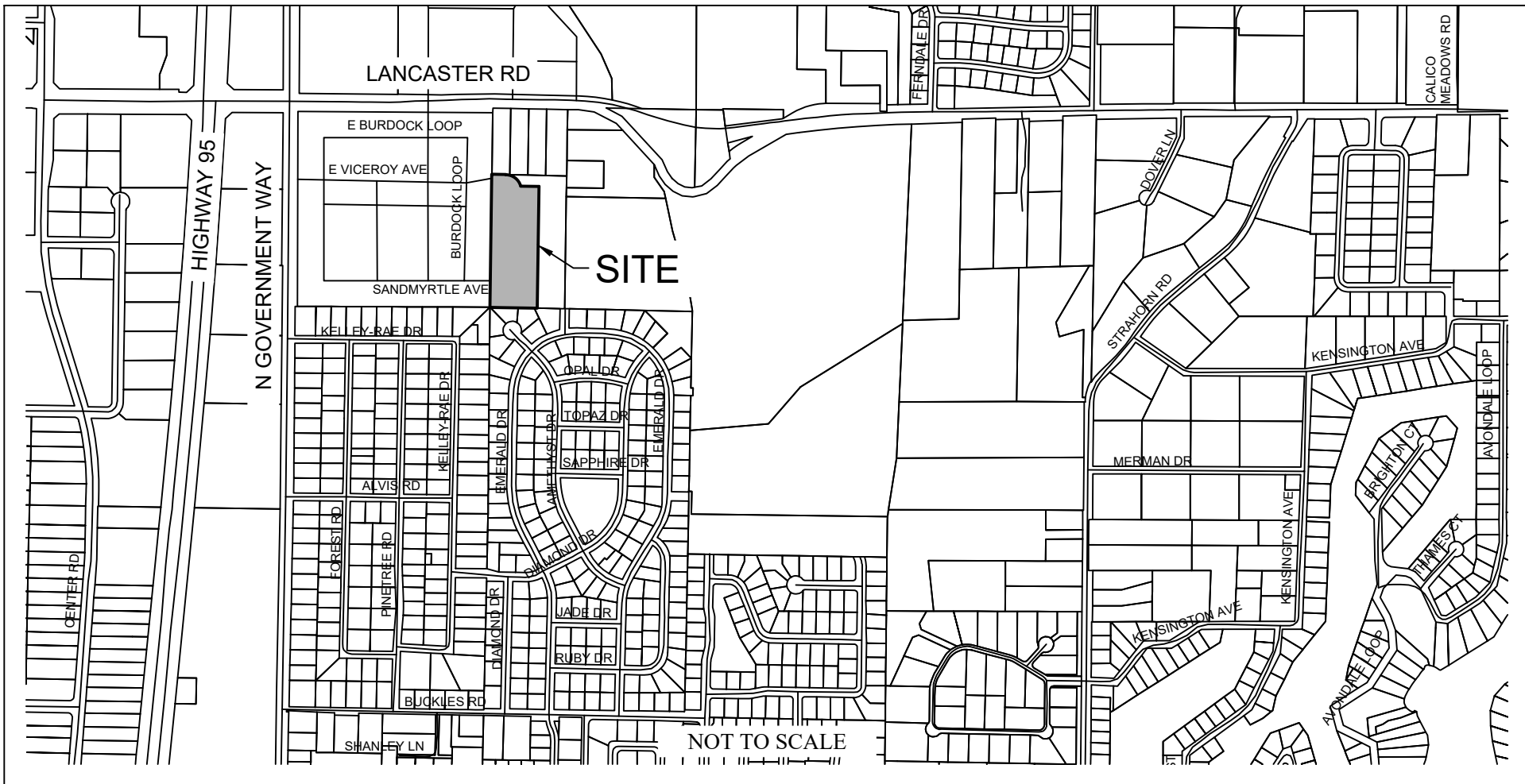
MAYOR - CITY OF HAYDEN HAYDEN CITY CLERK - ATTEST

PANHANDLE HEALTH DISTRICT

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13 HAVE BEEN SATISFIED BASED ON THE DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ) REVIEW AND APPROVAL OF THE DESIGN PLANS AND SPECIFICATIONS AND THE CONDITIONS IMPOSED ON THE DEVELOPER FOR CONTINUED SATISFACTION OF THE SANITARY RESTRICTIONS. WATER AND SEWER LINE HAVE BEEN COMPLETED AND SERVICES CERTIFIED AS AVAILABLE. SANITARY RESTRICTIONS MAY BE RE-IMPOSED, IN ACCORDANCE WITH SECTION 50-1326, IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL.

PANHANDLE HEALTH DISTRICT DATE

VICINITY MAP



TREASURER'S CERTIFICATE

I HEREBY CERTIFY THIS _____ DAY OF _____, 20____, THAT THE REQUIRED TAXES ON THE HEREIN PLATTED LAND HAVE BEEN PAID THROUGH _____.

KOOTENAI COUNTY TREASURER

RECORDER'S CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF KOOTENAI COUNTY, IDAHO THIS _____ DAY OF _____, 20____.

AT _____ M. AND DULY RECORDED IN BOOK _____ OF PLATS AT PAGE(S) _____ AND UNDER INSTRUMENT NO. _____ AT THE REQUEST OF _____.

JENNIFER LOCKE
KOOTENAI COUNTY CLERK

BY: _____
DEPUTY CLERK FEE PAID

COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS PLAT AND APPROVE THE SAME FOR RECORDING THIS _____ DAY OF _____, 20____.

RODNEY E. JONES PLS 12463
KOOTENAI COUNTY SURVEYOR



SURVEYOR'S CERTIFICATE

I, CHAD J. JOHNSON, PLS 9367, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF IDAHO, DO HEREBY CERTIFY THAT THIS IS A TRUE SURVEY OF THE PLATTED LAND MADE BY ME, OR UNDER MY DIRECT SUPERVISION, AND THAT APPLICABLE CORNER RECORDS HAVE BEEN FILED, IN COMPLIANCE WITH THE LAWS OF THE STATE OF IDAHO.

CHAD J. JOHNSON PLS 9367 DATE

PROFESSIONAL LAND SURVEYOR REGISTERED 9367 STATE OF IDAHO CHAD J. JOHNSON	WOODMAN SUBDIVISION				Johnson Surveying P.O. Box 2544 Post Falls, ID 83877 208-660-2351 johnsonsurveyingnw.com
	A PORTION OF THE NE1/4 NW1/4 SECTION 12, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO				
	DATE SURVEYED: MAY, 2026	DRAFTED BY: KLK	PLOT DATE: 08/28/2026	SHEET	
	FILE NAME: 22-163 PLAT	CHECKED BY: CJJ	PROJECT No.: 22-163	2 2	

G. Ratification of August Payroll

CITY OF HAYDEN
COUNCIL PAYROLL REPORT
August 2026

September 8, 2026 Council Meeting

DESCRIPTION	PAYROLL	ADDITIONAL COSTS Paid by Employer
Employee Wages	\$212,196.94	
iii-A Dental Plan		3,610.00
iii-A Medical Plan		60,487.50
Health Savings Account	paid quarterly	
Medicare		2,986.61
PERSI		24,175.08
Social Security		12,770.40
Beam Vision Plan		778.80
FSA/HRA Fees		136.00
TOTALS	\$212,196.94	\$104,944.39
	GRAND TOTAL	\$317,141.33

37 Full-Time Employees

1 Part-Time Employee

5 Mayor & Council

0 Active Duty Military

4 Seasonal/Temporary

10 Temps - Recreation

57 Total Employees

42 Benefit-Eligible Employees

40 on Medical & 42 on Dental

H. Approval of Bills for Payment

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 09/08/2026 - 09/08/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
10428							
00052487	1ST CHOICE WELDING & FABRICATION	08/24/2026	09/08/2026	121.80	121.80	Open	N
	1x1x .120 SQUARE TUBE	llafleur					09/08/2026
	110-531-56101	STREET SHOP SUPPLIES		121.80		1.00	121.80
104209							
00052462	ADVANCED COMPRESSOR & HOSE INC	07/10/2026	09/08/2026	35.26	35.26	Open	N
	PARTS	llafleur					09/08/2026
	110-533-54017	2020 CHEVROLET 5500 PICKUP WITH BOX		35.26		1.00	35.26
RFND 2981 BROAD							
00052573	ALL SEASON ROOFING LLC	09/03/2026	09/08/2026	239.35	239.35	Open	N
	Refund: 0000166892, Permit: PB26-0149	dcollins					09/08/2026
	110-320-22813	BUILDING PERMIT FEE		239.35		1.00	239.35
1WNN-T6YK-4GKH							
00052500	AMAZON CAPITAL SERVICES, INC.	08/26/2026	09/08/2026	177.98	177.98	Open	N
	AVALON WATER FILTERS	llafleur					09/08/2026
	110-531-56101	STREET SHOP SUPPLIES		177.98		1.00	177.98
1QJ4-WNQL-HDD7							
00052540	AMAZON CAPITAL SERVICES, INC.	08/28/2026	09/08/2026	21.23	21.23	Open	N
	WKLY/MONTHLY PLANNER 2026-2027	llafleur					09/08/2026
	110-301-56101	OFFICE SUPPLIES		21.23		1.00	21.23
I129092							
00052534	AMERICAN ON-SITE SERVICES	09/08/2026	09/08/2026	754.00	754.00	Open	N
	CROFOOT PARK 8/1/26-8/31/26	llafleur					09/08/2026
	110-811-54104	UTILITIES - PARKS		754.00		1.00	754.00
I129094							
00052535	AMERICAN ON-SITE SERVICES	08/31/2026	09/08/2026	115.00	115.00	Open	N
	FINUCANE PARK 08/01/26-08/31/26	llafleur					09/08/2026
	110-811-54104	UTILITIES - PARKS		115.00		1.00	115.00
I129095							
00052536	AMERICAN ON-SITE SERVICES	08/31/2026	09/08/2026	416.00	416.00	Open	N
	STODDARD PARK 8/1/26-8/31/26	llafleur					09/08/2026
	110-811-54104	UTILITIES - PARKS		416.00		1.00	416.00

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I129096 00052537	AMERICAN ON-SITE SERVICES MCINTIRE FAMILY PARK 8/1/26-8/31/26 110-811-54104	08/31/2026 llafleur	09/08/2026	115.00 115.00	115.00	Open	N 09/08/2026 115.00
I129097 00052538	AMERICAN ON-SITE SERVICES BROADMOORE PARK 08/1/26-08/31/26 110-811-54104	08/31/2026 llafleur	09/08/2026	323.00 323.00	323.00	Open	N 09/08/2026 323.00
I129098 00052539	AMERICAN ON-SITE SERVICES HONEYSUCKLE BEACH 08/1/26-08/31/26 112-241-54312	08/31/2026 llafleur	09/08/2026	754.00 754.00	754.00	Open	N 09/08/2026 754.00
S45035 00052496	ARROW CONSTRUCTION SUPPLY, LLC RUSTOLEUM FIELD STRIPING PAINT 110-532-54313	08/23/2026 llafleur	09/08/2026	11.87 11.87	11.87	Open	N 09/08/2026 11.87
S45584 00052516	ARROW CONSTRUCTION SUPPLY, LLC DIAMOND CLEAR 5GAL 110-899-58998-2305	08/27/2026 llafleur	09/08/2026	195.82 195.82	195.82	Open	N 09/08/2026 195.82
S45911 00052544	ARROW CONSTRUCTION SUPPLY, LLC MARKING PAINT 110-541-54322	08/31/2026 llafleur	09/08/2026	40.22 40.22	40.22	Open	N 09/08/2026 40.22
287294661101 AU 00052506	AT&T MOBILITY LLC 4 MIFI DEVICES-JUL21-AUG 20 110-813-56600	08/20/2026 llafleur	09/08/2026	161.98 161.98	161.98	open	N 09/08/2026 161.98
P94284139 00052501	BATTERIES PLUS BULBS FLASHING SCHOOL SIGN-12V BATTERY 110-532-54304-0028	08/26/2026 llafleur	09/08/2026	86.89 86.89	86.89	open	N 09/08/2026 86.89

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500003402941 00052479	BMI MUSIC LICENSE FOR MUSIC IN THE PARK 110-211-55701	08/02/2026 dcollins	09/08/2026	459.00 459.00	459.00	Open	N 09/08/2026 459.00
0000053556 00052491	CDA PRESS PROPOSED BUDGET FY27 AD 110-211-55401	08/11/2026 llafleur	09/08/2026	364.70 364.70	364.70	Open	N 09/08/2026 364.70
0000053754 00052492	CDA PRESS AMENDED BUDGET FY25-26 110-211-55401	08/11/2026 llafleur	09/08/2026	104.81 104.81	104.81	Open	N 09/08/2026 104.81
0000054152-0820 00052532	CDA PRESS CDA#20190 SUMMARY OF ORDINANCE #665 110-345-55401	08/20/2026 llafleur	09/08/2026	93.47 93.47	93.47	Open	N 09/08/2026 93.47
2022-2069 00052545	CDA SPRINKLER AND BACKFLOW, LLC INSTALLATION RAMSEY RD 110-811-54302	08/31/2026 llafleur	09/08/2026	3,550.00 3,550.00	3,550.00	Open	N 09/08/2026 3,550.00
189562701081426 00052489	CHARTER COMMUNICATIONS DIGITAL ADAPTOR MONTHLY CHARGE AUG 2026 110-211-55300	08/14/2026 llafleur	09/08/2026	8.34 8.34	8.34	Open	N 09/08/2026 8.34
3539834 AUG 202 00052563	COEUR D'ALENE GARBAGE SERVICE PUBLIC WORKS 8367800 110-811-54109	08/31/2026 llafleur	09/08/2026	503.06 503.06	503.06	open	N 09/08/2026 503.06
1331100 AUG 202 00052564	COEUR D'ALENE GARBAGE SERVICE STODDARD BARN & MAINT-1331100 110-811-54104	08/31/2026 llafleur	09/08/2026	185.99 185.99	185.99	open	N 09/08/2026 185.99

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3540633 AUG 202 00052565	COEUR D'ALENE GARBAGE SERVICE CITY OF HAYDEN 5103900 110-811-54301	08/31/2026 llafleur	09/08/2026	158.88	158.88	Open	N 09/08/2026
	BUILDING MAINT & REPAIR			158.88		1.00	158.88
3540634 AUG 202 00052566	COEUR D'ALENE GARBAGE SERVICE CROFFOOT PARK 5131200 110-811-54104	08/31/2026 llafleur	09/08/2026	237.21	237.21	Open	N 09/08/2026
	UTILITIES - PARKS			237.21		1.00	237.21
3540638 AUG 202 00052567	COEUR D'ALENE GARBAGE SERVICE FINUCANE PARK 5193600 110-811-54104	08/31/2026 llafleur	09/08/2026	139.49	139.49	Open	N 09/08/2026
	UTILITIES - PARKS			139.49		1.00	139.49
AUG 2026 00052583	COLE, MELISSA SINGH COME TOGETHER BENCH-PAINTING 110-111-58025-2305	09/03/2026 llafleur	09/08/2026	2,000.00	2,000.00	Open	N 09/08/2026
	ARTS COMMISSION			2,000.00		1.00	2,000.00
S013076612.001 00052519	CONSOLIDATED SUPPLY CORP. TOOLS-FINUCANE BATHROOM REPAIRS 110-541-54321	08/27/2026 llafleur	09/08/2026	169.15	169.15	Open	N 09/08/2026
	PARKS-BUILDINGS			169.15		1.00	169.15
1037 00052576	DIRTY BIRDY LLC JULY 2026 OSPREY AERIE 110-512-54040 110-350-54092 110-712-54095 110-350-54096 110-512-54205 210-241-54207 110-350-54208	07/31/2026 llafleur	09/08/2026	154.00	154.00	Open	N 09/08/2026
	2023 GMC SIERRA 1500 PRO R&M			22.00		1.00	22.00
	2020 CHEVY SILVERADO 1500 DBLCAB R&M			22.00		1.00	22.00
	2020 FORD RANGER R&M			22.00		1.00	22.00
	VEHICLE REPAIRS/MAINT			22.00		1.00	22.00
	2025 GMC SIERRA 1500 PRO			22.00		1.00	22.00
	2026 GMC SIERRA 1500 PRO			22.00		1.00	22.00
	2026 GMC SIERRA 1500 PRO			22.00		1.00	22.00
5086307181 00052480	DISCOUNT TIRE - ACCOUNT #26381 UTILITY TRAILER TIRES 110-533-54044	08/24/2026 llafleur	09/08/2026	320.38	320.38	Open	N 09/08/2026
	2014 PAVING ROLLER TRAILER R&M			320.38		1.00	320.38

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27472-445 00052463	ENVIRONMENT CONTROL SPOKANE MONTHLY MAINT-CITY HALL & PW AUG 2026 110-811-54301 110-811-54302	08/01/2026 llafleur	09/08/2026	1,840.00 1,495.00 345.00	1,840.00	Open	N 09/08/2026 1,495.00 345.00
12380-445INV 00052547	ENVIRONMENT CONTROL SPOKANE SUPPLIES-BATHROOM/KITCHEN 110-811-54301	08/27/2026 llafleur	09/08/2026	593.67 593.67	593.67	Open	N 09/08/2026 593.67
900309079 00052398	ESRI INC. GIS ANNUAL MAINTENANCE 110-230-57721 210-241-57719	08/10/2026 dcollins	09/08/2026	8,325.00 4,162.50 4,162.50	8,325.00	Open	N 09/08/2026 4,162.50 4,162.50
IDOCE240273 00052511	FASTENAL WEDGE EXPAN ANCHOR-GOVT WAY BENCHES 110-899-58998-2305	08/26/2026 llafleur	09/08/2026	146.67 146.67	146.67	Open	N 09/08/2026 146.67
566853 00052580	FCS GROUP INC. HAYDEN-SEWER COLLECTION CAP FEE 211-241-59807	09/08/2026 dcollins	09/08/2026	1,007.50 1,007.50	1,007.50	Open	N 09/08/2026 1,007.50
17336 00052481	GRACE TREE SERVICE INC. TREE WORK, TRAFFICE CONTROL 130-899-59838-8010	08/13/2026 llafleur	09/08/2026	2,181.00 2,181.00	2,181.00	Open	N 09/08/2026 2,181.00
01450680 00052520	HAMILTON MANUFACTURING CORP THERMAL PAPER-HB KIOSK 112-241-54312	08/28/2026 llafleur	09/08/2026	269.36 269.36	269.36	Open	N 09/08/2026 269.36
OM 25-26 INV12 00052568	HARSB COH-O&M REIMBURSE/INVESTMENT-REP/COH 210-241-53252	09/01/2026 llafleur	09/08/2026	290,169.11 290,169.11	290,169.11	Open	N 09/08/2026 290,169.11

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1485552 00052488	HAYDEN ACE HARDWARE VALLEY WIDE PROPANE EXCHANGE 110-532-54304	08/25/2026 llafleur	09/08/2026	19.99	19.99	Open	N 09/08/2026
		ROAD & PARKING LOT MAINTENANCE		19.99		1.00	19.99
1485714 00052495	HAYDEN ACE HARDWARE SIGNS 110-899-58998-2305	08/25/2026 llafleur	09/08/2026	13.14	13.14	Open	N 09/08/2026
		COMMUNITY PROJECTS-COME TOGETHER BENCHES		13.14		1.00	13.14
1485851 00052497	HAYDEN ACE HARDWARE SIGNS 110-531-57702	08/26/2026 llafleur	09/08/2026	61.86	61.86	Open	N 09/08/2026
		TOOLS & SMALL EQUIPMENT		61.86		1.00	61.86
1485885 00052498	HAYDEN ACE HARDWARE SIGNS 110-532-54308	08/26/2026 llafleur	09/08/2026	32.80	32.80	Open	N 09/08/2026
		STREET SIGN MAINTENANCE		32.80		1.00	32.80
1485891 00052499	HAYDEN ACE HARDWARE PLAY SAND-FLAG FOOTBALL 110-711-56105	08/26/2026 llafleur	09/08/2026	7.41	7.41	Open	N 09/08/2026
		PROGRAM EQUIPMENT/SUPPLIES		7.41		1.00	7.41
1485597 00052508	HAYDEN ACE HARDWARE SIGNS 110-532-54308	08/25/2026 llafleur	09/08/2026	67.24	67.24	Open	N 09/08/2026
		STREET SIGN MAINTENANCE		67.24		1.00	67.24
1486449 00052512	HAYDEN ACE HARDWARE PAINT BRUSHES-BENCHES 110-531-56101	08/28/2026 llafleur	09/08/2026	6.17	6.17	Open	N 09/08/2026
		STREET SHOP SUPPLIES		6.17		1.00	6.17
1486549 00052517	HAYDEN ACE HARDWARE PICK MATTOCK-SIGNS 110-532-54308	08/28/2026 llafleur	09/08/2026	84.74	84.74	Open	N 09/08/2026
		STREET SIGN MAINTENANCE		84.74		1.00	84.74

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1486573 00052518	HAYDEN ACE HARDWARE TARP, BUNGEE CORD-SHOP 110-531-56101	08/28/2026 llafleur	09/08/2026	20.65 20.65	20.65	Open	N 09/08/2026 20.65
1487584 00052533	HAYDEN ACE HARDWARE MACHINE 110-531-56101	08/31/2026 llafleur	09/08/2026	4.02 4.02	4.02	Open	N 09/08/2026 4.02
1487767 00052542	HAYDEN ACE HARDWARE OIL-SMALL EQUIP 110-541-57702	09/01/2026 llafleur	09/08/2026	16.08 16.08	16.08	Open	N 09/08/2026 16.08
1487785 00052543	HAYDEN ACE HARDWARE PAINT MARKER, SOLDERING TIP-SIGNS 110-532-54308	09/01/2026 llafleur	09/08/2026	15.26 15.26	15.26	Open	N 09/08/2026 15.26
1487752 00052546	HAYDEN ACE HARDWARE SOCCER MARKING PAINT 110-711-56110	09/01/2026 llafleur	09/08/2026	36.00 36.00	36.00	Open	N 09/08/2026 36.00
05-220936 00052484	HAYDEN SUPER 1 FOODS YBB-STAFF-1ST NIGHT SUPPLIES 110-711-56105	07/06/2026 llafleur	09/08/2026	3.92 3.92	3.92	Open	N 09/08/2026 3.92
06-171894 00052485	HAYDEN SUPER 1 FOODS Y BASEBALL SUPPLIES 110-711-56105	07/15/2026 llafleur	09/08/2026	6.58 6.58	6.58	Open	N 09/08/2026 6.58
05-296865 00052504	HAYDEN SUPER 1 FOODS COOKING SPRAY-STRIPING 110-532-54313	08/24/2026 llafleur	09/08/2026	22.68 22.68	22.68	Open	N 09/08/2026 22.68

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PIZZA FACTORY 00052486	HOOPER, MICHAEL NICE-JULY & AUG 2026 110-349-55801	08/24/2026 llafleur	09/08/2026	37.32	37.32	Open	N 09/08/2026
		TRAVEL, MEETINGS, TRAINING		37.32		1.00	37.32
2S268134 00052524	HORIZON DISTRIBUTORS INC. HAYDEN AVE IRRIGATION 110-541-54319	08/27/2026 llafleur	09/08/2026	109.84	109.84	Open	N 09/08/2026
		STREETSCAPE REPAIR & MAINT		109.84		1.00	109.84
2S267379 00052525	HORIZON DISTRIBUTORS INC. TREE PRUNING TOOLS 110-541-57702	08/20/2026 llafleur	09/08/2026	274.40	274.40	Open	N 09/08/2026
		TOOLS & SMALL EQUIPMENT		274.40		1.00	274.40
2S267540 00052526	HORIZON DISTRIBUTORS INC. IRRIGATION-RAMSEY/BUCKLE RW 110-541-54319	08/21/2026 llafleur	09/08/2026	60.20	60.20	Open	N 09/08/2026
		STREETSCAPE REPAIR & MAINT		60.20		1.00	60.20
2S267262 00052527	HORIZON DISTRIBUTORS INC. GOV'T WAY IRRIGATION 110-541-54319	08/19/2026 llafleur	09/08/2026	179.13	179.13	Open	N 09/08/2026
		STREETSCAPE REPAIR & MAINT		179.13		1.00	179.13
2S267690 00052528	HORIZON DISTRIBUTORS INC. SPRAY PAINT-METALINE PARK LOCATES 110-541-54323	08/24/2026 llafleur	09/08/2026	20.58	20.58	Open	N 09/08/2026
		PARKS-IRRIGATION		20.58		1.00	20.58
2S267109 00052529	HORIZON DISTRIBUTORS INC. SMALL TOOLS 110-541-57702	08/18/2026 llafleur	09/08/2026	296.10	296.10	open	N 09/08/2026
		TOOLS & SMALL EQUIPMENT		296.10		1.00	296.10
2S267116 00052530	HORIZON DISTRIBUTORS INC. GOV WAY IRRIGATION 110-541-54323	08/18/2026 llafleur	09/08/2026	134.80	134.80	open	N 09/08/2026
		PARKS-IRRIGATION		134.80		1.00	134.80

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25267932 00052531	HORIZON DISTRIBUTORS INC. GOV'T WAY IRRIGATION REPAIR 110-541-54319	08/27/2026 llafleur	09/08/2026	992.00 992.00	992.00	Open	N 09/08/2026 992.00
23263 00052548	INTERMOUNTAIN SIGN & SAFETY INC. CONE GRABBER, OCTAGON BASE 110-532-54414	09/01/2026 llafleur	09/08/2026	612.50 612.50	612.50	Open	N 09/08/2026 612.50
YOUTH SOCCER 00052483	JAKE BUDVARSON REFUND 100%-PROGRAM FULL 110-740-44751	08/19/2026 llafleur	09/08/2026	32.00 32.00	32.00	Open	N 09/08/2026 32.00
199423 00052521	J-U-B ENGINEERS INC. RP-26-00159 2026 SEWER CAP FEE SUPPORT S 210-241-59807	08/20/2026 llafleur	09/08/2026	4,524.10 4,524.10	4,524.10	Open	N 09/08/2026 4,524.10
2026-00000064 00052541	KOOTENAI COUNTY REPROGRAPHICS MECH INSP ENERGY EFF CAUTION LABELS 110-349-56402	07/10/2026 llafleur	09/08/2026	152.91 152.91	152.91	Open	N 09/08/2026 152.91
1863609 07/30/ 00052522	KOOTENAI ELECTRIC COOPERATIVE INC CARRINGTON APARTMENTS STREET LIGHTS 110-532-56220-0050	07/30/2026 llafleur	09/08/2026	362.70 362.70	362.70	Open	N 09/08/2026 362.70
1863609 08/28/2 00052523	KOOTENAI ELECTRIC COOPERATIVE INC CARRINGTON APARTMENTS STREET LIGHTS 110-532-56220-0050	08/28/2026 llafleur	09/08/2026	362.70 362.70	362.70	open	N 09/08/2026 362.70
1458464 08/28/2 00052549	KOOTENAI ELECTRIC COOPERATIVE INC BROADMOORE ESTATES LIGHTS 110-532-56220-0050	08/28/2026 llafleur	09/08/2026	1,547.17 1,547.17	1,547.17	open	N 09/08/2026 1,547.17

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1841141 08/28/2							
00052550	KOOTENAI ELECTRIC COOPERATIVE INC	08/28/2026	09/08/2026	600.74	600.74	Open	N
	CARRINGTON MEADOWS STREET LIGHTS	llafleur					09/08/2026
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		600.74		1.00	600.74
1652940 08/28/2							
00052551	KOOTENAI ELECTRIC COOPERATIVE INC	08/28/2026	09/08/2026	1,377.64	1,377.64	Open	N
	BROADMOORE PUMP	llafleur					09/08/2026
	110-811-54104	UTILITIES - PARKS		1,377.64		1.00	1,377.64
1297916 08/28/2							
00052552	KOOTENAI ELECTRIC COOPERATIVE INC	08/28/2026	09/08/2026	339.52	339.52	Open	N
	CARAVELLE STREE LIGHTS	llafleur					09/08/2026
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		339.52		1.00	339.52
1863894 08/28/2							
00052553	KOOTENAI ELECTRIC COOPERATIVE INC	08/28/2026	09/08/2026	314.20	314.20	Open	N
	CARRINGTON MEADOWS 2ND ADDITION	llafleur					09/08/2026
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		314.20		1.00	314.20
1868671 08/28/2							
00052554	KOOTENAI ELECTRIC COOPERATIVE INC	08/28/2026	09/08/2026	193.30	193.30	Open	N
	CARRINGTON MEADOWS 3RD ADDITION	llafleur					09/08/2026
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		193.30		1.00	193.30
1851174 08/28/2							
00052555	KOOTENAI ELECTRIC COOPERATIVE INC	08/28/2026	09/08/2026	191.20	191.20	Open	N
	CARRINGTON MEADOWS LIFT STATION	llafleur					09/08/2026
	210-247-57020	H-7 CARRINGTON MEADOWS LS UTIL		191.20		1.00	191.20
1839555 08/28/2							
00052556	KOOTENAI ELECTRIC COOPERATIVE INC	08/28/2026	09/08/2026	187.92	187.92	open	N
	VALLEY GREEN STREET LIGHTS	llafleur					09/08/2026
	110-532-56220	STREET LIGHTING & SIGNAL UTILITIES		187.92		1.00	187.92
1662848 08/28/2							
00052557	KOOTENAI ELECTRIC COOPERATIVE INC	08/28/2026	09/08/2026	52.35	52.35	open	N
	AVIATION PLAZA STREET LIGHTS	llafleur					09/08/2026
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		52.35		1.00	52.35

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
1439690 08/28/2 00052558	KOOTENAI ELECTRIC COOPERATIVE INC DAKOTA LIFT STATION 210-247-57001	08/28/2026 llafleur WEST DAKOTA LS UTIL	09/08/2026	51.12 51.12	51.12	Open	N 09/08/2026 51.12
1844501 08/28/2 00052559	KOOTENAI ELECTRIC COOPERATIVE INC NEW DREAMS STREET LIGHTS 110-532-56220-0050	08/28/2026 llafleur STREET LIGHTING & SIGNAL UTILITIES	09/08/2026	49.60 49.60	49.60	Open	N 09/08/2026 49.60
09/1-10/20/26 00052577	LAKE CITY FIGURE SKATING HEFLER, EVE LTS LESSONS 110-711-56108	09/02/2026 llafleur CONTRACT PAYMENTS	09/08/2026	91.00 91.00	91.00	Open	N 09/08/2026 91.00
41014.14 PMT RQ 00052579	LARIVIERE, INC. HONEYSUCKLE/RAMSEY 8/01/26-8/31/26 120-112-59226-7721	09/02/2026 llafleur HONEYSUCKLE/RAMSEY	09/08/2026	269,787.88 269,787.88	269,787.88	Open	N 09/08/2026 269,787.88
11700 N warren 00052494	MID MOUNTAIN LAND & TIMBER Check Request For Bond: BPERD26-0010 110-228-22813	08/25/2026 dcollins BPERD26-0010 - J2026-0030	09/08/2026	1,875.00 1,875.00	1,875.00	Open	N 09/08/2026 1,875.00
573957 00052473	NAPA AUTO PARTS GROUND STRAP 110-533-54036	07/13/2026 llafleur 2024 FORD F550 TRUCK R&M	09/08/2026	19.33 19.33	19.33	Open	N 09/08/2026 19.33
576361 00052474	NAPA AUTO PARTS OIL & FILTER 110-542-54200	07/27/2026 llafleur #200 '25 GMC SIERRA 3500 REPLACE #75	09/08/2026	48.44 48.44	48.44	Open	N 09/08/2026 48.44
579701 00052505	NAPA AUTO PARTS SHOP 110-531-56101	08/14/2026 llafleur STREET SHOP SUPPLIES	09/08/2026	13.46 13.46	13.46	Open	N 09/08/2026 13.46

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
582099							
00052561	NAPA AUTO PARTS	08/28/2026	09/08/2026	140.00	140.00	Open	N
	TRAILER WIRE-SIGNS	llafleur					09/08/2026
	110-532-54308	STREET SIGN MAINTENANCE		140.00		1.00	140.00
2002012-1000165							
00052560	NORTH 40 OUTFITTERS	08/26/2026	09/08/2026	99.98	99.98	Open	N
	PROPANE-PATCHING	llafleur					09/08/2026
	110-532-54304	ROAD & PARKING LOT MAINTENANCE		99.98		1.00	99.98
60822022							
00052569	ONE CALL CONCEPTS, INC.	08/31/2026	09/08/2026	250.19	250.19	Open	N
	TCKTS 197@\$.97, ADVER SURCHARGE 197@\$.20	llafleur					09/08/2026
	210-241-53253	SEWER LOCATES		250.19		1.00	250.19
45271021							
00052475	RODDA PAINT COMPANY CORP.	08/13/2026	09/08/2026	303.42	303.42	Open	N
	TRAFFIC PAINT	llafleur					09/08/2026
	110-532-54313	ROADWAY STRIPING		303.42		1.00	303.42
45271255							
00052490	RODDA PAINT COMPANY CORP.	08/19/2026	09/08/2026	214.65	214.65	Open	N
	PAINT AND SUPPLIES	llafleur					09/08/2026
	110-532-54313	ROADWAY STRIPING		214.65		1.00	214.65
45271549							
00052562	RODDA PAINT COMPANY CORP.	08/27/2026	09/08/2026	122.56	122.56	Open	N
	SUPPLIES-GOV'T WAY BENCHES	llafleur					09/08/2026
	110-899-58998-2305	COMMUNITY PROJECTS-COME TOGETHER BENCHES		122.56		1.00	122.56
RFND 12263 ROCK							
00052574	ROSENBERGER CONSTRUCTION LLC	09/03/2026	09/08/2026	6,250.00	6,250.00	open	N
	Check Request For Bond: BPERD26-0030	dcollins					09/08/2026
	110-228-22813	BPERD26-0030 - J2026-0372		6,250.00		1.00	6,250.00
54852							
00052502	RUEN-YEAGER & ASSOCIATES	08/25/2026	09/08/2026	172.50	172.50	open	N
	S253000 PLANNING SERVICES FY 2026	llafleur					09/08/2026
	110-345-53208	CONTRACT PLANNING SERVICES		172.50		1.00	172.50

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
2583							
00052493	SEALMASTER PORTLAND	08/21/2026	09/08/2026	391.58	391.58	Open	N
	LIQUID THERMOPLASTIC-YELLOW	llafleur					09/08/2026
	110-532-54313	ROADWAY STRIPING		391.58		1.00	391.58
28706177190826							
00052476	SHERWIN WILLIAMS COMPANY - HAYDEN	08/20/2026	09/08/2026	87.43	87.43	Open	N
	PAINT SUPPLIES-BENCHES	llafleur					09/08/2026
	110-111-58025-2305	ARTS COMMISSION		87.43		1.00	87.43
00589211440826							
00052513	SHERWIN WILLIAMS COMPANY - HAYDEN	08/27/2026	09/08/2026	15.73	15.73	Open	N
	PAINT-BENCHES	llafleur					09/08/2026
	110-111-58025-2305	ARTS COMMISSION		15.73		1.00	15.73
7572-3							
00052515	SHERWIN WILLIAMS COMPANY - HAYDEN	08/28/2026	09/08/2026	31.46	31.46	Open	N
	PAINT-BENCHES	llafleur					09/08/2026
	110-111-58025-2305	ARTS COMMISSION		31.46		1.00	31.46
AUG 2026							
00052581	SHIRTS, AMBER ROSE	09/03/2026	09/08/2026	2,000.00	2,000.00	Open	N
	COME TOGETHER BENCH-PAINTING	llafleur					09/08/2026
	110-111-58025-2305	ARTS COMMISSION		2,000.00		1.00	2,000.00
170174160-001							
00052477	SITEONE LANDSCAPE SUPPLY, LLC	08/20/2026	09/08/2026	623.98	623.98	Open	N
	IRRIGATION REPAIR	llafleur					09/08/2026
	110-541-54323	PARKS-IRRIGATION		623.98		1.00	623.98
03/16-08/9/26							
00052578	SPORTSITES INC	09/02/2026	09/08/2026	2,330.25	2,330.25	open	N
	REGISTRATION FEE REIMBURSEMENT	llafleur					09/08/2026
	110-711-55905	SPORTSITES REGISTRATION FEES		2,330.25		1.00	2,330.25
INV094355							
00052478	TRAFFIC SAFETY SUPPLY CO INC	08/13/2026	09/08/2026	96.42	96.42	open	N
	POST CAP	llafleur					09/08/2026
	110-532-54308	STREET SIGN MAINTENANCE		96.42		1.00	96.42

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
13879980 00052507	TRISHA MARJAMAA PROGRAM FULL-100% REFUND 110-740-44751	08/19/2026 llafleur	09/08/2026	32.00 32.00	32.00	Open	N 09/08/2026 32.00
6151625748 00052509	VERIZON WIRELESS MIFI & ROUTER JUL 22, 2026-AUG 21, 2026 110-230-57720 110-301-55300 110-511-55300 110-711-55300	08/21/2026 llafleur	09/08/2026	477.50 80.02 160.04 198.73 38.71	477.50	Open	N 09/08/2026 80.02 160.04 198.73 38.71
6151595362 00052510	VERIZON WIRELESS LIFT STATION WIRELESS -JUL 22, 2026-AUG 210-247-57000 210-247-57003 210-247-57005 210-247-57006 210-247-57007 210-247-57011 210-247-57013 210-247-57016 210-247-57019 210-247-57020 210-247-57021 210-247-59835 210-247-57014 210-247-57015	08/21/2026 llafleur	09/08/2026	553.30 23.76 23.76 40.01 23.76 23.76 23.76 23.76 23.76 23.76 23.76 23.76 63.77 23.76 105.96 105.96	553.30	open	N 09/08/2026 23.76 23.76 40.01 23.76 23.76 23.76 23.76 23.76 23.76 23.76 63.77 23.76 105.96 105.96
AUG 2026 00052582	VILLAGOMEZ, CHRISTINA COME TOGETHER BENCHES-PAINTING 110-111-58025-2305	09/03/2026 llafleur	09/08/2026	2,000.00 2,000.00	2,000.00	Open	N 09/08/2026 2,000.00
IN003717095 00052456	WESTERN STATES EQUIPMENT COMPANY MISC GENERATOR 210-246-57019	08/18/2026 llafleur	09/08/2026	485.03 485.03	485.03	Open	N 09/08/2026 485.03

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
1179396 00052503	ZIEGLER LUMBER COMPANY INC. CONCRETE MIX 110-532-54308	08/25/2026 llafleur STREET SIGN MAINTENANCE	09/08/2026	45.50 45.50	45.50	Open	N 09/08/2026 45.50
1180686 00052514	ZIEGLER LUMBER COMPANY INC. CONCRETE MIX 110-532-54308	08/27/2026 llafleur STREET SIGN MAINTENANCE	09/08/2026	27.30 27.30	27.30	Open	N 09/08/2026 27.30
208-189-054509/ 00052575	ZIPLY FIBER PHONE CHARGES FOR SEPT 2026 210-247-57016 210-247-57009 112-241-54312 210-247-57005 210-247-57018 110-211-55300 110-811-54102	09/02/2026 llafleur HEATHERSTONE LS UTIL H-1 LIFT STATION UTIL BOAT LAUNCH OPERATION/MAINTENANCE H-2 WALMART PS UTIL MAPLE GROVE LS UTIL COMMUNICATIONS/PHONES UTILITIES - CITY HALL	09/08/2026	644.84 95.19 97.66 145.60 102.81 101.79 101.79 0.00	644.84	Open	N 09/08/2026 95.19 97.66 145.60 102.81 101.79 101.79 0.00

# of Invoices:	111	# Due: 111	Totals:	619,255.50	619,255.50
# of Credit Memos:	0	# Due: 0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:				619,255.50	619,255.50

--- TOTALS BY FUND ---

110 GENERAL FUND	44,304.16	44,304.16
112 HONEYSUCKLE BOAT LAUNCH FUND	1,168.96	1,168.96
120 IMPACT FEE CIRCULATION FUND	269,787.88	269,787.88
130 MAJOR CAPITAL PROJECTS FUND	2,181.00	2,181.00
210 SEWER OPER. & MAINT. FUND	300,806.00	300,806.00
211 SEWER CAPITALIZATION FUND	1,007.50	1,007.50

--- TOTALS BY DEPT/ACTIVITY ---

111 GEN-MYR OPERATING & ADMINISTRAT	6,134.62	6,134.62
112 PLANNED PROJECTS - CIRCULATION	269,787.88	269,787.88
211 GEN-ADM OPERATING & ADMINISTRAT	1,038.64	1,038.64
228 PASSTHRU & BAD DEBT EXPENSES	8,125.00	8,125.00
230 GEN-ADM INFORMATION TECHNOLOGY	4,242.52	4,242.52
241 OPERATING & ADMINISTRATIVE	301,304.36	301,304.36
246 LIFT/PUMP STATION R&M	485.03	485.03
247 LIFT/PUMP STATION UTIL	1,193.07	1,193.07

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
	301 COMDEV--P&D OPERATING & ADMINIS			181.27	181.27		
	320 COMMUNITY DEVELOPMENT FEES			239.35	239.35		
	345 COMDEV P&D OPERATING & ADMINIST			265.97	265.97		
	349 COMDEV BLD OPERATING & ADMINIST			190.23	190.23		
	350 COMDEV VEHICLES			66.00	66.00		
	511 PW-ADM OPERATING & ADMINISTRATI			198.73	198.73		
	512 PW-ADM EQUIP/VEHICLE FUEL & MAI			44.00	44.00		
	531 PW-STR OPERATING & ADMINISTRATI			405.94	405.94		
	532 PW-STR ROAD MAINTENANCE			6,283.02	6,283.02		
	533 PW-STR EQUIP/VEHICLE R&M			374.97	374.97		
	541 PW-PKS OPERATING & ADMINISTRATI			2,916.48	2,916.48		
	542 PW-PKS EQUIP/VEHICLE R&M			48.44	48.44		
	711 REC OPERATING & ADMINISTRATIVE			2,513.87	2,513.87		
	712 REC EQUIP/VEHICLE FUEL MAINT			22.00	22.00		
	740 RECREATION PROGRAMS			64.00	64.00		
	811 FACIL OPERATING & ADMINISTRATIV			10,308.94	10,308.94		
	813 FACIL EMERGENCY PREPAREDNESS			161.98	161.98		
	899 CAPITAL PURCHASES/PROJECTS			2,659.19	2,659.19		

3. **VISITOR/PUBLIC COMMENT (3-minutes maximum)**
4. **UNFINISHED BUSINESS**
 - A. **ACTION ITEM** Request for Proposals (RFP) Stoddard Bard Adaptive Reuse Master Plan



Memo

To: Mayor Davis and Members of the City Council

From: Donna Phillips, Community Development Director

Date: September 3, 2026

Agenda Item: Request for Proposals (RFP) Stoddard Barn Adaptive Reuse Master Plan

Agenda Item Location

Unfinished Business

Background Recommended Action or Motion

On June 14th, 2026, the City Council gave direction to staff to work with the Historic Preservation Commission and the Parks, Recreation and Forestry Commission to finalize the RFP to solicit proposals for a consultant to master plan the Stoddard Barn facility. At a joint meeting of these Commissions, the RFP was discussed in detail, and the attached is a result of that meeting and their joint recommendation to forward this back to City Council to begin the process. Both commissions would like representatives serving on a future steering committee should the city agree with their recommendation and should the city find a consultant to accomplish the task.

The City Council shall direct staff to solicit proposals in accordance with the attached RFP as recommended by both the Parks, Recreation, and Forestry Commission and the Historic Preservation Commission.

Suggested Motion: I recommend the City Council to direct staff to solicit proposals for the Stoddard Barn Adaptive Reuse Master Plan in accordance with the attached RFP.

Fiscal Impact

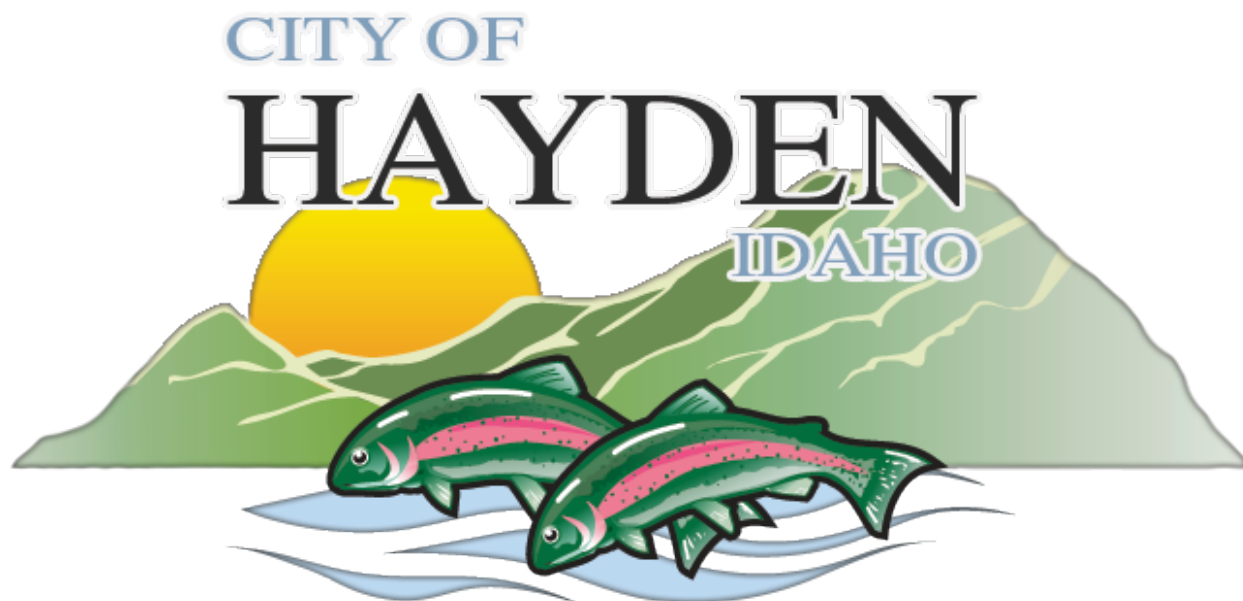
The desired outcome of this task will have a fiscal impact on the city. However, the master planning effort will provide direction for a future fiscal impact statement to be developed. It is desired that Park Impact Fees be used to prepare the master plan to complete this stage of the process.

Budget Funding Source / Transfer Request

121-113-59831-8018

Attachment

RFP as recommended by the Joint Commissions



Stoddard Barn Adaptive Reuse Master Plan City of Hayden, Idaho

The City of Hayden is soliciting proposals for qualified firms to develop a comprehensive Master plan for the adaptive reuse of the historic Stoddard Barn facility.

DUE DATE: _____ **by 5:00 PM Pacific Standard Time.**

POINT OF RECEIPT: **City of Hayden**
 C/O Abbi Sanchez, City Clerk

Physical Address:
8930 N. Government Way
Hayden, Idaho 83835

Requests for information regarding this Request for Proposals should be directed in writing by either letter or e-mail to Donna Phillips (dphillips@haydenid.gov) or Abbi Sanchez at (asanchez@haydenid.gov).

All proposals shall be sealed and list the title of the project as “Stoddard Barn Adaptive Reuse Master Plan.” Please submit three (3) printed copies and one (1) digital copy in PDF form on a USB or other drive similar of holding such information. A DVD or CD cannot be accepted.

Introduction

The City of Hayden is seeking qualified consulting firms to prepare a comprehensive Master Plan to guide the adaptive reuse of the historic Stoddard Barn into a functional, community-oriented rental facility. The city intends to preserve the barn's historic character while transforming the structure into a safe, code-compliant, and financially sustainable public asset.

The consultant selected through this RFP process will be expected to bring demonstrated experience in historic preservation, adaptive reuse, community facility planning, and public engagement. The resulting Master Plan should include a clear vision, structural and architectural assessments, programmatic recommendations, cost estimates, and phased implementation strategies.

Background

The Stoddard Barn is an iconic historic structure located in Hayden, Idaho. As one of the remaining reminders of the community's agricultural heritage, the barn is highly valued by residents. The city seeks to convert the barn into a flexible rental space for events, community gatherings, and recreational programming while honoring its integrity and historic elements. The Master Plan will serve as a roadmap to achieve this transition in a manner that balances preservation, functionality, and long-term maintenance. The general vicinity of the Stoddard Barn is shown in the attached imagery for reference and context with respect to the rest of the Stoddard Park.

Scope of Work

The consultant will be expected to perform the following tasks:

- Conduct a detailed review of existing conditions, including structural integrity, building systems, safety considerations, and compliance with applicable historic preservation guidelines.
- Identify the barn's historically significant features that should be preserved or restored.
- Engage with City staff, stakeholders, and community members to understand goals, needs, and desired amenities.
- Develop conceptual design options illustrating potential layouts, uses, and enhancements that maintain the barn's character.
- Analyze code requirements, accessibility needs, environmental considerations, and necessary upgrades.
- Provide cost estimates, funding strategy recommendations, and feasible phasing plans for construction and implementation.

- Prepare a comprehensive Master Plan document that compiles all findings, concepts, recommendations, and estimated project costs.

Consultant Qualifications

Firms responding to this RFP should demonstrate:

- Experience working with historic structures, including preservation, rehabilitation, or adaptive reuse projects.
- Familiarity with federal, state, and local historic preservation standards.
- Expertise in planning and design for community or civic facilities.
- Understanding of structural, architectural, and regulatory challenges related to older buildings.
- Experience conducting public outreach or community engagement.
- Ability to work collaboratively with municipal governments.

Proposal Requirements

Proposals should include the following:

- Cover letter and statement of interest.
- Description of approach and understanding of project goals.
- Proposed work plan, including schedule and key tasks.
- Relevant project experience, specifically involving historic structures.
- Resumes of key personnel and their roles.
- Examples of past work products such as master plans or conceptual design documents.
- Three references for similar projects.
- Proposed fee schedule or cost proposal.

EVALUATION & SELECTION PROCESS

1. Selection Committee

A selection committee designated by the City of Hayden will evaluate all proposals using the scoring criteria listed below. The committee may invite top firms for an interview if deemed necessary.

2. Evaluation Criteria

Proposals will be evaluated on the following weighted criteria:

- Relevant experience with historic structures and adaptive reuse projects (35 percent)

- Quality of proposed approach and understanding of project objectives (30 percent)
- Qualifications and experience of key personnel (20 percent)
- Strength and relevance of past work examples (15 percent)

3. Selection Process

- Proposals are reviewed for completeness and compliance.
- Selection committee scores each proposal using the criteria above.
- If interviews are conducted, interview performance may be factored into final scoring.
- The committee will recommend a preferred consultant to the City for contract negotiations.
- Final selection and award are subject to City approval.

4. Reservation of Rights

The City reserves the right to reject any or all proposals, waive informalities, request additional information, or modify the scope of work as needed.



5. **REPORTS**

A. City Administrator Report and Calendar Review

September 2026

September 2026							October 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1	2	3 4:00pm Veterans Commission	4	5
6	7 8:00am Labor Day-Closed 5:30pm CANCELLED - Planning and Zoning Commission (Council Chambers)	8 1:00pm Public Safety Commission 5:00pm City Council Meeting (City Hall Council Chambers)	9 3:00pm Arts Commission	10 11:00am Historic Preservation Commission Meeting	11	12 3:00pm Hayden Art Showcase (McIntire Family Park (8930 N Government Wy, Hayden, ID 83835, United States))
13	14	15	16 4:00pm Parks & Recreation Commission	17	18	19
20	21 5:30pm CANCELED - Planning and Zoning Commission (Council Chambers)	22 5:00pm City Council Meeting	23	24	25	26
27	28	29	30	Oct 1	2	3

October 2026

October 2026							November 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3	1	2	3	4	5	6	7
11	12	13	14	8	9	10	8	9	10	11	12	13	14
18	19	20	21	15	16	17	15	16	17	18	19	20	21
25	26	27	28	22	23	24	22	23	24	25	26	27	28
				29	30	31	29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1 4:00pm Veterans Commission	2	3
4	5 5:30pm Planning and Zoning Commission (Council Chambers)	6	7	8 11:00am Historic Preservation Commission Meeting	9	10 Hayden Lake Marathon (Honeysuckle Beach)
11	12	13 5:00pm City Council Meeting (City Hall Council Chambers)	14 8:00am Columbus Day City Hall Closed all day 3:00pm Arts Commission	15	16	17
18	19 3:00pm HURA Meeting 5:30pm Planning and Zoning Commission (Council Chambers)	20	21 4:00pm Parks & Recreation Commission	22	23	24
25	26	27 5:00pm City Council Meeting	28	29	30 6:00pm Friday Night Frights (Hayden Meadows Elementary)	31



OFFICE OF THE CITY ADMINISTRATOR

To: Mayor and City Council
From: Lisa M. Ailport, City Administrator
Date: 9/4/26
Re: Administrative Report and Update

Ramsey / Honeysuckle Intersection Improvement-Installation of Roundabout

Design: Completed

ROW: Completed

Funding: Secured- City major capital fund (Fund 130- used to save for major road construction projects).

Construction: Contractor estimates the intersection will be re-opened in early October. The contractor is working on detour routes with the school district due to the extended closure.

Hayden/Atlas Intersection Improvement-Temp Span-wire Signal and Widening

Design: Completed

ROW: Nearing Completion

Funding: Secured. Reviewing options for full construction of Roundabout over the winter months.

Construction: Estimated to begin in early 2027.

McIntire Park Plan Design Update

Architects West is currently working on the engineering design of Phase 1 of the project. Test holes were dug and soils taken for the design work to progress. Anticipated next steps would be to review draft plans for the park design and make comments before final plans are prepared. Ultimately, the design plans are expected to be submitted by the end of this calendar year so that the city could bid the project in early calendar year of 2027.

Spatial Needs Analysis for City Hall:

Bernardo Wills is nearing completion of the needs analysis and is currently working through draft edits. Once done, staff will bring forward to council for adoption.

Civic Center Master Planning Effort

The steering committee met to discuss the potential option for the civic center. The next meeting is currently being scheduled with an anticipated deliverable being submitted to the city by end of December.

Law Enforcement Strategic Plan

The Consultant has been working through the remainder of the strategic plan. It was anticipated that a final draft would have been submitted the last week of August but now isn't anticipated until sometime around September 11, 2026. ***Because of this, the September 8, 2026 Public Safety Commission meeting is now cancelled.***

Upcoming Planned Council and Commission meetings:

Tuesday, September 8 1:00- Public Safety Commission [CANCELLED]

Wednesday, September 9, 2026- Arts Commission regular meeting 11:00

Thursday, September 10, 2026- Historic Commission meeting 11:00

Saturday, September 12, 2026, Hayden Art Showcase

Wednesday, September 16, 2026, Parks and Recreation Committee meeting 4:00

Tuesday, September 22, 2026, Regular Council meeting 5:00 pm

Potential Dates for Special Council Meetings:

Tuesday, September 8- Special Council meeting to finish review of city fees @4:00pm

Tuesday, September 29, 2026, to hear updates to Title 12 and conduct a public hearing for fee increases.

B. Mayor/Council

6. **REQUEST FOR FUTURE AGENDA ITEMS**
7. **ADJOURNMENT**