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

Tuesday, November 24, 2026

Regular Meeting: 5:00 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

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

1. **CONSENT CALENDAR** ***All items on the Consent Calendar are Action Items***
   A. Approval of November 10, 2026 City Council Meeting Minutes

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

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

Tuesday, November 10, 2026

Regular Meeting: 5:00 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER
Mayor Davis called the meeting to order at 5:02 PM.

ROLL CALL OF COUNCIL MEMBERS
Present: Ed DePriest, David Erickson, Matthew Roetter, Tom Shafer. Council Member Erickson attended virtually.

PLEDGE OF ALLEGIANCE
Mayor Davis asked Council Member Roetter to lead the pledge of allegiance.

ADDITIONS OR CORRECTIONS
None

1. **PRESENTATION**
   A. Extra Mile Heroes
   Mayor Davis presented Steve Meyer with an award recognizing him as an Extra Mile Hero in Hayden.

2. **CONSENT CALENDAR** ***All items on the Consent Calendar are Action Items***
   A. Approval of October 27, 2026 City Council Meeting Minutes
   B. Approval of Clearwater Financial Addendum #2 for Law Enforcement Consultant Services
   C. Ratification of October Payroll
   D. Ratification of Bills Paid
   E. Approval of Bills for Payment

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

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

   The motion was approved by a unanimous vote in favor.

3. **VISITOR/PUBLIC COMMENT** (3-minutes maximum)
   Daniel Owsley, non-Hayden resident, spoke regarding the proposed use of Automated License Plate Readers (ALPRs). He expressed concerns about the privacy and cybersecurity implications of technology.

Mr. Owsley stated that ALPR systems are part of broader data collection networks and raised concerns about the security of the software and cloud-based systems that support them. He noted that cyber threats targeting governments and technology systems continue to increase and argued that data collected through ALPR programs could become vulnerable to unauthorized access.

He also stated that some modern systems may collect information beyond license plates, including Bluetooth and Wi-Fi signals associated with vehicles and mobile devices. He expressed concern that data from multiple sources could potentially be combined with artificial intelligence technologies to create detailed profiles of individuals.

Mr. Owsley discussed the potential use of artificial intelligence and data analytics in political messaging, online influence campaigns, and scams, suggesting that larger datasets can increase opportunities for profiling and targeted communications.

In closing, he encouraged the city to prioritize investments in cybersecurity and the protection of residents' personal information rather than implementing ALPR technology.

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

A. *ACTION ITEM* PZE-24-0013 Hazelnut Glen Phased Subdivision Preliminary Plat

After reading the procedures for an applicant initiated public hearing. Mayor Davis opened the hearing at 5:09 p.m.

STAFF INTRODUCTION: Community Development Director Donna Phillips introduced the Hazelnut Glen phased subdivision preliminary plat, a request for approval of a 126-lot phased subdivision on approximately 38.94 acres located north of West Prairie Avenue and east of Huetter Road. She identified Ray Kimball of Whipple Consulting as the applicant and engineer of record and noted representatives of OO Land Holdings LLC were present.

APPLICANT: Ray Kimball, Whipple Consulting Engineers, presented the proposed Hazelnut Glen subdivision, a 126-lot phased residential development on approximately 39 acres. He stated the project complies with the property's residential zoning and annexation agreement, which limits density to four units per acre, and includes a network of internal streets, greenbelt pathways, and pedestrian connections consistent with the city's transportation and parks master plans.

Mr. Kimball highlighted planned infrastructure improvements, including construction of a traffic signal at Carrington Street and Prairie Avenue during the first phase of development, roadway improvements, water and sewer extensions, and development of the regional H-8 lift station in partnership with neighboring property owners and the school district. He stated the project would pay all required impact fees, meet applicable city standards and conditions of approval, and provide transportation and utility improvements to serve both the subdivision and the surrounding area.

Elizabeth Tellessen, legal counsel for the developer, discussed agreements among neighboring landowners that facilitate construction of the H-8 lift station, shared utility easements, and roadway connections. She noted that the lift station and related infrastructure are intended to be dedicated to the city upon completion and

emphasized cooperation among property owners, the school district, city staff, and the church property owner to complete needed public improvements and intersection realignment at Carrington and Prairie.

COUNCIL QUESTIONS: Council Member Roetter asked for assurance that funding and agreements for the regional H-8 lift station were sufficiently in place to ensure the project would be completed if the subdivision were approved. The question focused on whether participating developers had committed the necessary resources and whether mechanisms existed to prevent delays if one party withdrew from the agreement.

In response, Ms. Tellessen stated that the participating developers have invested in the design, approval, and bidding of the lift station project and are committed to its completion. She noted that the agreement includes provisions to allow the project to move forward even if one participant drops out and added that the subdivision could not proceed to final plat approval without completion of the lift station.

STAFF: Ms. Phillips summarized the staff analysis and noted that the Planning and Zoning Commission recommended approval of the Hazelnut Glen Preliminary Plat with staff-recommended conditions. She reviewed the subdivision's compliance with city code, infrastructure requirements, utility service, transportation and parks master plans, zoning standards, agency comments, and proposed conditions of approval, including construction of the Carrington Street/Prairie Avenue traffic signal and completion of the H-8 sewer lift station before development proceeds.

COUNCIL QUESTIONS: Council members asked questions regarding the applicable comprehensive plan, required traffic improvements at Downing Lane and Prairie Avenue, responsibility for transportation mitigation measures within the Post Falls Highway District, HOA maintenance of greenway areas, Kootenai County Sheriff's Office comments, sewer infrastructure requirements, water rights, city oversight of the H-8 lift station project, and construction of the developer-funded traffic signal. Staff clarified that required infrastructure improvements must be completed before further development phases can proceed and that city oversight and inspections will occur throughout construction.

PUBLIC COMMENT: For: Brian Johnson and Sam Johnson indicated their favor for the subject case but did not provide comments.

Neutral: Paul Hourlland, non-Hayden resident living on the existing dead-end portion of Cranston Road, spoke on behalf of neighboring residents. He expressed concerns about any future extension of Cranston Road beyond Carrington Street, stating that the existing 40-foot right-of-way is not designed to accommodate additional traffic. He said area residents would prefer Cranston remain a dead-end street and suggested a barricade similar to the one on Robison Road if a connection were ever proposed.

Against: None

APPLICANT REBUTTAL: Mr. Kimball responded to issues raised during testimony, clarifying that the Downing Lane/Prairie Avenue intersection will be stop-controlled with restricted turning movements, and that the traffic signal at Carrington Street and Prairie Avenue is intended to improve traffic flow and safety. He stated that water rights associated with an existing irrigation well would be transferred to

Hayden Lake Irrigation District, confirmed there are no plans to extend Cranston Avenue eastward, and reiterated that the developer will fully fund and construct the Carrington/Prairie traffic signal as part of Phase 1, regardless of final cost. He also explained that the traffic signal was proposed as a comprehensive mitigation measure in lieu of proportionate contributions toward multiple future transportation improvements identified in the traffic study.

Council members asked about the anticipated construction schedule, project buildout timeline, and whether completion of the traffic signal was tied to cost or construction. The applicant stated that the signal is expected to be constructed in the first phase of development, potentially as early as the next construction season, and that full buildout is anticipated to take approximately four to five years, subject to market conditions. The applicant further confirmed that the approval conditions require completion of the signal, regardless of cost.

Scott Krajack representing OO Land Holdings added that discussions with the Kootenai County Sheriff's Office indicated its concerns were related to interagency agreement issues rather than changes to the subdivision design, noting that the number of lots and overall layout had not changed between reviews.

Following the rebuttal, council briefly questioned staff regarding potential city obligations for land acquisition or right-of-way acquisition associated with the project and discussed the availability of nearby park and recreation facilities. Staff confirmed the city would not be responsible for acquiring land or right-of-way for project-related improvements and noted that existing recreational facilities are available within adjacent developments.

Mayor Davis closed the hearing at 6:32 p.m.

COUNCIL DELIBERATIONS: Council members expressed support for the proposed Hazelnut Glen Preliminary Plat, noting that the application meets the applicable standards for approval and complies with city code and state land-use requirements. Several council members acknowledged public concerns regarding growth and additional development but emphasized that property owners have the right to develop land in accordance with its zoning and approved density limits.

Council members also highlighted project benefits, including the developer-funded construction of the Carrington Street/Prairie Avenue traffic signal, installation of greenway improvements, and construction of the H-8 sewer infrastructure. While recognizing the impacts associated with growth, council members concluded that the subdivision satisfies the required criteria and indicated their support for approval.

MOTION: Council President DePriest moved to approve PZE24-0013, the Hazelnut Glen Phased Subdivision Preliminary Plat, subject to the staff-recommended conditions of approval, finding that the request is in accordance with the applicable standards of the Hayden City Code based upon the testimony received at the City Council public hearing, the recommendation of the Planning and Zoning Commission, and the record of the application. Council Member Roetter provided the second.

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

The motion was approved by a unanimous vote in favor.

5. UNFINISHED BUSINESS

A. *ACTION ITEM* Automatic License Plate Readers Policy Discussion

Council discussed whether the City of Hayden should develop a formal policy or ordinance addressing Automated License Plate Readers (ALPRs) and other surveillance technologies. Mayor Davis noted that while he had previously favored relying on council's stated intent rather than formal policy, concerns had been raised about the city's lack of authority to address privately installed surveillance systems if no local regulations exist.

Council Member Erickson expressed concerns about the growth of ALPR technology in surrounding communities and supported exploring policy options to protect privacy interests before the technology became more prevalent in Hayden. He recommended a workshop to examine potential regulations and legal considerations.

Council Member Shafer supported further discussion, citing privacy concerns, the potential commercial use and sale of collected data, and examples of other municipalities that have adopted regulations addressing ALPR technology. He distinguished between surveillance on public property and private property but said both issues warrant further examination.

Council Member Roetter acknowledged potential public safety benefits of license plate readers, sharing examples where the technology assisted law enforcement in locating vulnerable individuals. He also voiced concerns regarding privacy, data retention, access to collected information, and the use of ALPR systems by private entities. He supported a workshop to explore those issues and the city's relationship with county law enforcement policies.

Council President DePriest agreed that additional discussion is needed and focused on questions regarding the city's authority over cameras installed on private property, access to collected data, ownership of information, and limitations on municipal regulation. He indicated support for a workshop to better define the scope and purpose of any future policy.

Legal Counsel Fonda Jovick advised that council should first determine whether it wishes to pursue additional policy development before considering specific regulatory language. Counsel explained that existing Idaho law primarily addresses government agencies operating or accessing camera systems and that questions regarding privately owned systems would require further legal analysis.

Council reached consensus to schedule a workshop, tentatively in January, to further evaluate potential ALPR regulations, privacy concerns, public safety considerations, legal authority, data retention, access, placement, and enforcement issues. Staff and legal counsel agreed to prepare a framework and discussion materials to guide the workshop.

6. NEW BUSINESS

A. Public Works 2026-27 Winter Response Presentation

Ty Kovatch, Deputy Director of Public Works, presented the City's 2026-27 winter operations overview on behalf of Alan Soderling. He reported that the city maintains approximately 180 lane miles of roadway and utilizes a 12-person team, consisting of streets and parks staff, to provide snow and ice control services. Crews generally aim to clear city streets within 24 to 48 hours, depending on storm conditions, staffing, equipment availability, and other operational factors.

Mr. Kovatch explained that snow removal efforts prioritize arterial and collector streets before residential neighborhoods to ensure safe travel on the city's busiest roadways. He noted that staff have gained additional experience since last winter and that the city now has improved deicer storage and application capabilities at the new public works facility. He also discussed factors affecting winter response, including storm timing, precipitation levels, equipment reliability, traffic conditions, and employee fatigue.

The presentation included reminders that property owners are responsible for clearing sidewalks and maintaining frontage areas, and residents were encouraged to remove obstacles such as parked vehicles and garbage containers from snowplow routes. Staff also encouraged residents to prepare for winter weather in advance and to be patient during snow events as crews work through established priorities.

During council discussion, members asked questions regarding drainage concerns, snow berms created during plowing operations, snow removal routes, equipment condition, staffing, and maintenance capabilities. Staff reported that equipment is in good condition, deicer supplies are fully stocked, and both city and contract mechanical support are available as needed. Council members expressed appreciation for public works staff and emphasized the importance of public understanding and patience during winter weather operations.

7. REPORTS

A. City Administrator Report and Calendar Review

City Administrator Lisa Ailport reminded council and the public that City Hall would be closed for Veterans Day and noted the Veterans Day ceremony in McIntire Family Park. She also advised that city offices will be closed the day after Thanksgiving and asked council whether they wished to hold the December 22 council meeting. Staff recommended holding at least a brief meeting to approve year-end bills and vendor payments, and council members indicated they expected to be available, including remotely if necessary.

Ms. Ailport also provided an update on council's strategic planning priorities, explaining that staff has been tracking progress on projects identified during the annual strategic planning process. She reported that several projects have been completed while others remain in progress or have been delayed due to ongoing law enforcement-related discussions and other priorities. Council discussed the status report, requested clarification on how completed and ongoing projects were identified, and asked that progress updates continue to be provided periodically. Staff indicated the project status report is intended to be updated quarterly and will help inform the council's next strategic planning discussion after the first of the year.

B. Finance

Staff noted that the monthly financial report reflects preliminary revenue and expenditure figures that may continue to change as year-end audit adjustments are completed. Preliminary results indicate that General Fund revenues exceeded expenditures, and staff anticipates the final audit will reflect a positive financial position for fiscal year 2026.

Council asked questions regarding intergovernmental revenues, state revenue-sharing payments, and projections for fiscal year 2027. Staff explained that a significant state revenue-sharing payment was received and posted in October and stated there are no current concerns regarding the city's financial outlook for 2027. Discussion also included funding received from the Lakes Highway District for maintenance of roads within its jurisdiction and uncertainty surrounding potential future changes to Idaho's property tax system and their possible impact on municipal budgeting.

Council members also requested clarification regarding investment and fund balance accounts, including LGIP investments, bond investments, and interest earnings. Staff explained how those funds are accounted for, how investment gains and losses are tracked, and how interest revenue is allocated among city funds.

C. Law Enforcement

Mayor Davis reported that no formal law enforcement report was provided, as the City and Kootenai County Sheriff's Office continue negotiating a law enforcement services contract. Discussion remains focused on two primary issues: the proposed level of service and the methodology used to calculate overhead costs associated with the contract.

Public Safety Director David Hagar provided an update on his review of the county's overhead calculations. He explained that while the mathematical calculations appear accurate, the city has questions regarding the methodology used to allocate overhead costs. Mr. Hagar noted that public safety services operate differently from private-sector businesses because law enforcement coverage must be maintained regardless of call volume or profitability. He reported that ongoing discussions with the sheriff, undersheriff, and county finance staff have led to productive conversations and a better mutual understanding of the issues.

It was emphasized that the goal is to reach a fair agreement that provides appropriate law enforcement services for Hayden residents while ensuring that neither the City nor the County unfairly subsidizes the other. Staff indicated negotiations are continuing and progress is being made toward resolving the remaining issues.

D. Mayor/Council

No reports

Mayor Davis recessed the meeting for a break from 7:35 - 7:42 p.m.

8. REQUEST FOR FUTURE AGENDA ITEMS

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

A. Idaho Code 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

MOTION: Council President DePriest moved for the meeting to enter executive session under Idaho Code 74-206(1)(f). 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. The meeting entered executive session at 7:43 p.m.

MOTION: Council Member Roetter moved to exit executive session. 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. The meeting exited executive session at 8:56 p.m.

10. ADJOURNMENT

The meeting was adjourned at 8:57 p.m.

B. Approval of Tayler Petticolas Nomination to the Planning and Zoning Commission

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

CITY OF HAYDEN IDAHO

Memorandum for Record

To: City Council

From: Alan Davis, Mayor

CC: Shawn Langenderfer, Deputy City Clerk

Date: April 14, 2026

Re: **Nomination of Individual for the Planning and Zoning Commission**

Purpose.

To nominate an individual from the community to serve on the City of Hayden Planning and Zoning Commission.

General.

The following individual is selected to serve on the Planning and Zoning Commission:

Ms. Tayler Petticolas Hayden, Idaho 83835

Term of Appointment.

November 24, 2026 – March 31, 2031

C. Approval of the 2027 We Care Wellness Center Contractual Services Agreement with Kyle Rutley

Memo

To: Mayor and Hayden City Council

From: Suzanne Cano, Recreation and Community Events Director

Date: November 16, 2026

Agenda Item: Approval of 2027 We Care Wellness Center Contractual Services Agreement

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Agenda Item Location
Consent Calendar

Recommended Action or Motion
Staff recommends approval of the 2027 We Care Wellness Center Contractual Services Agreement.

Functional Impact of Authorizing
Approving the agreement allows the City of Hayden to offer reasonably priced exercise and fitness classes for children ages 5-10 and adults 55+ to the community. As well, it allows the City the ability to offer a variety of special interest programs.

Functional Impact of Not Authorizing
If not approved, the amount of special interest programs offered through the City would be reduced, and a reasonably-priced option for introductory fitness and exercise classes wouldn't be available.

Fiscal Impact
Revenues would be receipted into the FY2027 budget Fitness GL account. The City receives 30% of all registration fees paid for this program. This revenue helps offset the cost of advertising, staff time, and if any, office supplies.

Budget Funding Source/Transfer Request
Revenues:
Fitness, GL# 110-740-44797
Expenses:
Advertising, GL# 110-711-55501
Regular FT Staff Salaries, GL# 110-711-51101
Office Supplies, GL# 110-711-56101
Contracts Payments, GL#110-711-56108

Attachment
2027 We Care Wellness Center Contractual Services Agreement

HAYDEN RECREATION & COMMUNITY EVENTS DEPARTMENT
CONTRACTUAL SERVICES AGREEMENT

This agreement of instruction between the city of Hayden, Idaho (City) and We Care Wellness Center LLC, c/o Kyle Rutley, (Contractor) whose address is 827 W. Prairie Avenue, Hayden, ID 83835, 208-699-3873.

The Contractor will provide instruction for the following program: Kids Fitness Classes Ages 5-10, Built to Last Classes Ages 55+, as well as any other mutually agreed upon programs

Location: We Care Wellness Center, 827 W. Prairie Avenue, Hayden

Kids Fitness Classes: Minimum Enrollment: 3 Maximum Enrollment: 20
Built to Last Classes: Minimum Enrollment: 2 Maximum Enrollment: 12

The City and Contractor will mutually agree upon dates, times, location, fees, etc. The duration of this agreement shall be January 1-December 31, 2027. This agreement will be terminated if the minimum enrollment is not received. All items required for the program are to be provided by the Contractor. The City of Hayden will be responsible for the collection of all program registration fees. The City agrees to provide information regarding the program on the City of Hayden website, as well as at the Hayden City Hall offices and other materials as it deems necessary.

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

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

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

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

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

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

Insurance: Contractor agrees to obtain and keep in force during its acts under this agreement a comprehensive general liability insurance policy in the minimum amount of $1,000,000 which shall name and protect Contractor, all Contractor's employees, City and its officers, agents and employees, from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the Contractor's acts. Contractor shall provide proof of liability coverage as set forth above to City prior to commencing its performance as herein provided and require insurer to notify City ten (10) days prior to cancellation of said policy.

Nondiscrimination: No person shall be discriminated against in the providing of the services herein under and the Contractor shall not refuse to serve or hire any person because of such person's race, creed, sex, color, or national origin. Also, the Contractor will in no manner discriminate against any person because of such person's race, creed, sex, color, or national origin in the performance of this Agreement. Any such discrimination shall be deemed a violation of this Agreement and shall render this Agreement subject to forfeiture.

Certification Concerning Boycott of Israel: Pursuant to Idaho Code section 67-2346, if payments under the contract exceed one hundred thousand dollars ($100,000) and employs ten (10) or more persons, Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of goods or services from Israel or territories under its control. The terms in this section defined in Idaho Code section 67-2346 shall have the meaning defined therein.

Certification that Company is Not Currently Owned or Operated by the Government of China. Pursuant to Idaho Code section 67-2359, Contractor certifies that the company is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China. The terms defined in Idaho Code section 67-2359 shall be the meaning defined therein.

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

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

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

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

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

Kyle Rutley
CONTRACTOR'S SIGNATURE

Kyle Rutley
CONTRACTOR'S PRINTED NAME

Date: 11/13/2026

ALAN DAVIS, MAYOR

Date:

ATTEST:

Abbi Sanchez, City Clerk

D. Approval of the Deferred Improvement Agreement with One Place Church, Inc.

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

Memo

To: Mayor and Hayden City Council

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

Date: 11/19/2026

Agenda Item: Approval of the Deferred Improvement Agreement with One Place Church, Inc.

Agenda Item Location
Consent

Background and Recommended Action or Motion
As part of the site and building improvements at 8383 N Huetter Road, Permit No. PB25-0182, the property owner is required to construct frontage improvements in accordance to the City of Hayden Transportation Master Plan. The property owner has agreed to the terms of the agreement to defer the construction of the frontage improvements.

Staff recommends approval of the Deferred Improvement Agreement with One Place Church, Inc. and authorize the Mayor to sign the agreement prior to recordation with Kootenai County.

Functional Impact of Authorizing
Authorization of this agreement would keep the responsibility of constructing the frontage improvements with the property owner in accordance with city code.

Functional Impact of Not Authorizing
If not approved, City Council would need to provide a path forward for the construction of frontage improvements.

Fiscal Impact
There is no anticipated fiscal impact as the property owner remains responsible for the widening improvements when constructed.

Budget Funding Source / Transfer Request
N/A

Attachment
Vicinity Map
Deferred Improvement Agreement

Figure 1 - Vicinity Map



ONE PLACE CHURCH INC DEFERRED IMPROVEMENT AGREEMENT

This agreement is entered into between One Place Church Inc, 190 W Centa Avenue, Hayden, Idaho 83835, hereinafter "One Place", and the City of Hayden, an Idaho municipal corporation, 8930 N. Government Way, Hayden, Idaho 83835, hereinafter "City."

WHEREAS, One Place is the owner of Kootenai County Tax Parcel Number H-C078-200-64A-A more particularly described as POST FALLS IRR TRS, TAX#27215 EX RW [IN E2-TR 64 BLK 20 & SE] Section 20 Township 51North Range 04West; and

WHEREAS, Hayden Municipal Code requires that at the time of issuance of a building permit for a structure in a commercial or light industrial zoning district that construction/installation of frontage improvements shall be required as part of the site improvements; and

WHEREAS, the Hayden Municipal Code 11-4-7(C)(5) provides that in areas where the final, finish grade and/or street section cannot be established; where a frontage improvement has been installed at a prior time which is not fully consistent, but is generally consistent, with currently adopted standards; where there are safety concerns; or if there are other factors, which, as determined by the city, merit waiving or deferring the obligation to construct said improvements and instead provide related dedications and easements to the city, the obligation(s) may be deferred or waived in whole or in part by the city engineer. If deferred, the developer shall be required to enter into a deferred improvement agreement incorporating the approved deferral(s) as a condition of approval for the application; and

WHEREAS, on the date of this Agreement the ultimate centerline and corridor for Huetter Road has not been established and it appears that the frontage improvements along One Place's frontage on this roadway could not be reasonably completed independent of a larger project in Huetter Road; and

WHEREAS, ONE PLACE has an approved building permit PB25-0182 and site plan for a new structure on the property and will apply for a Certificate of Occupancy; and

WHEREAS, the City Engineer has determined that the installation of the frontage improvements, which generally include asphalt match, curb, gutter, swales, sidewalks or paths, landscaping, stormwater facilities, and other related features hereafter known as "Frontage Improvements" and which are further described below, may be deferred at this time on the condition that the property owner enter into an Agreement which will require the property owner to construct or participate in the funding of the frontage improvements at a later date determined by the City; and

2. ONE PLACE acknowledges the benefit that it is receiving from the City by deferring the Frontage Improvements, which under the existing City Code are required to be constructed at this time.

   In exchange for the benefits that it is receiving by deferring its present obligation to a later date ONE PLACE consents, for itself, it successors and assigns, to the placement of a lien on the subject property in the amount of the costs incurred by the CITY for the construction of the frontage improvements associated with the subject property, should ONE PLACE, it successors or assigns, fail or refuse to perform the duties and obligations articulated in #1 above.

   ONE PLACE waives the right to contest the City's authority to lien the subject property but retains its ability to perform the obligations itself in accordance with the terms of this agreement. Should ONE PLACE perform its obligations under this agreement then the CITY shall not be entitled to enforce its lien rights created herein and the lien provisions herein shall be of no force or effect.

1. The Developer acknowledges that a large project on Huetter Road could be completed with a Local Improvement District (LID) and hereby waives the right to contest the formation of a LID to complete road improvements on Huetter Road. This waiver does not prohibit the Developer from challenging the amount of the individual LID assessment.
1. The Developer acknowledges that it is possible the City will improve and/or reconstruct {insert name of road} without the use of a LID. In this case the Developer shall reimburse the City the actual costs to construct the frontage improvements that were deferred pursuant to the agreement. Said payment shall be made within one hundred eighty (180) days of the Developer being provided written notice of the project completion and the dollar amount associated with the frontage improvements.

3. Prior to issuance of the final Certificate of Occupancy for building permit PB25-0182, ONE PLACE shall deed the right of way necessary to allow for the future widening of Huetter Road, and grant the necessary roadway, drainage, utility, and snow storage easements. Said easements and/or deeds will be in accordance with the particular Transportation Plan or corridor plan that is adopted and in effect at the time of issuance of the building permit. Nothing shall preclude the City from requiring additional right-of-way dedication and or easements in the future in accordance with the most current Transportation Plan or corridor plan and City Code.

4. ONE PLACE, or its successor in interest may continue to use the property over which the rights of way are dedicated and easements are granted, for purposes other than the installation of structures and any required site improvements, until the Frontage Improvements are installed or the City determines, in its sole discretion, it is not in the best interest of the City and/or the public for the use to continue, on the following conditions:

a. ONE PLACE shall maintain the area at ONE PLACE's sole expense;

b. ONE PLACE shall discontinue the use of the right-of-way and easement area within thirty (30) day's written notice of the City;

c. ONE PLACE agrees to indemnify and hold the City, its elected officials, officers and employees harmless for any and all claims of damage or injury to persons or property resulting from ONE PLACE's use of the right-of-way, and/or easements, or for the City allowing ONE PLACE to use the property; until City requires One Place to discontinue the use of the right-of-way and easement area.

5. In addition to the scenarios set out in Paragraph 1, ONE PLACE agrees that at such time as ONE PLACE applies for any subsequent building permits, site reviews, or subdivision, ONE PLACE shall comply with the code in effect at the time of that application.

6. ONE PLACE agrees that by deferring the Frontage Improvements, ONE PLACE waives the right to request installation of the Frontage Improvements in compliance with the standards at the time of this building permit application and concedes that said frontage improvements will be installed in conformance with the standards in effect at the time of the installation and at the locations approved by the City.

7. The parties agree that the terms of this agreement shall run with the land and shall be binding upon their heirs and assigns and shall be recorded in the Kootenai County Recorder's office.

8. This Deferred Improvement Agreement is hereby declared to be severable. Should any portion of this agreement be declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect and shall be read to carry out the purpose(s) of the agreement before the declaration of partial invalidity.

CITY OF HAYDEN

_____
Alan Davis, Mayor
Date: _____

ATTEST:

_____
Abbi Sanchez, City Clerk

ONE PLACE, INC

Christopher Pace Hartfield
_____, ~~Member~~ President
Date: 10.30.26

Christopher Pace Hartfield

STATE OF IDAHO)
):ss
County of Kootenai)

On this _____ day of _____ , 2018, before me, a Notary for the State of Idaho, personally appeared Alan Davis and Abbi Sanchez known, or identified to me to be the Mayor and City Clerk, of the City of Hayden, Kootenai County, Idaho, executing the herein instrument, and acknowledged to me that such city of Hayden executed the same.

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

_____
Notary Public for the State of Idaho
Residing at:
Commission Expires:

STATE OF IDAHO)
) ss.
County of KOOTENAI)

On this 30th day of, October 2026, before me, Teresa Y Keith, a Notary Public in and for said State, personally appeared Christopher Pace Hartfield, known or identified to me to be the President of ONE PLACE, INC., the corporation that executed the within instrument or the person who executed the instrument on behalf of said corporation, and acknowledged to me that such corporation 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.

TERESA Y KEITH
COMMISSION NO. 60405
NOTARY PUBLIC
STATE OF IDAHO

Teresa Y Keith
Notary Public for Idaho
Residing at Hayden
My commission expires 10/09/2030

E. Approval of Professional Services Agreement with HMH Engineering for Dakota Avenue and Government Way Intersection Improvements.

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

Memo

To: Mayor and Hayden City Council

From: Dulci Kau, City Engineer

Date: 11.24.2026

Agenda Item: **Authorize a professional services contract with HMH Engineering for Dakota Avenue and Government Way intersection improvements.**

Agenda Item Location
New Business

Background
The Transportation Master Plan identifies the need to add turn lanes at the Dakota Avenue and Government Way intersection to improve traffic movement. The adopted Capital Improvement Plan anticipates design of this project in the 2026-27 fiscal year.

Recommended Action or Motion
Motion: I move to authorize a professional services contract with HMH Engineering dba HMH, LLC to design the Dakota Avenue and Government Way intersection improvements for a sum not to exceed $49,500 without further Council approval.

Functional Impact of Authorizing
This contract will result in a completed design to improve the performance of the intersection at Government Way and Dakota Avenue, consistent with the City's Transportation Master Plan objectives and the City's approved Capital Improvement Plan.

Functional Impact of Not Authorizing
If this is not authorized, the improvements at the intersection of Government Way and Dakota Avenue will not be designed and the planned construction of these improvements will be delayed.

Fiscal Impact
The design of this project is anticipated in the fiscal year 2026-27 budget, and this contract with authorize payment not to exceed $49,500.

Budget Funding Source
GL– 130-899-59831-9004

Attachments
HMH Engineering Professional Services Contract – Dakota Ave/Government Way Improvements

ENGINEERING SERVICES AGREEMENT

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

1. SCOPE OF WORK: The CITY engages ENGINEER to perform the work identified in the attached Exhibit A.

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

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

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

5. FEDERAL, STATE, AND LOCAL PAYROLL TAXES: Neither federal, state or local income taxes, nor payroll taxes of any kind shall be withheld and paid by the CITY on behalf of ENGINEER or the employees of ENGINEER. ENGINEER shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes. ENGINEER understands that ENGINEER is responsible to pay, according to law, ENGINEER's income tax. ENGINEER further understands that ENGINEER may be liable for self-employment (Social Security) tax to be paid by ENGINEER according to law.

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

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

8. WORKER'S COMPENSATION: ENGINEER shall maintain in full force and effect worker's compensation for ENGINEER and any agents, employees, and staff that the

ENGINEER may employ, and provide proof to the CITY of such coverage or that such worker's compensation insurance is not required under the circumstances.

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

10. EFFECTIVE DATE: The above set date shall be the Effective Date of this Agreement. The anticipated schedule is included in Exhibit A.

11. WARRANTY: ENGINEER warrants that all services will be performed in a good workmanlike manner and in conformance with the standards established for Engineers in the state of Idaho. ENGINEER acknowledges that it will be liable for any breach of this warranty.

12. INDEMNIFICATION AND INSURANCE:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. Terminate this Agreement.

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

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

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

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

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

16. NONWAIVER: Failure of either party to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

17. CHOICE OF LAW: Any dispute under this Agreement, or related to this Agreement, shall be decided in accordance with the laws of the state of Idaho.

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

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

20. ATTORNEY FEES: Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this Agreement or to declare forfeiture or termination of this Agreement.

21. CERTIFICATION CONCERNING BOYCOTT OF ISREAL: Pursuant to Idaho Code section 67-2346, if payments under the Contract exceed one hundred thousand dollars and CONSULTANT employs ten or more persons, CONSULTANT certifies that it is not currently engaged in, and will not for the duration of the Contract, engage in a boycott of goods or services from Israel or territories under it’s control. The terms in this section defined in Idaho Code section 67-2346 have the meaning defined therein.

22. CERTIFICATION THAT COMPANY IS NOT CURRENTLY OWNED OR OPERATED BY THE GOVERNMENT OF CHINA: Pursuant to Idaho Code section 67-2359, CONSULTANT certifies that the company is not currently owned or operated, and will not for the duration of the contract be owned or operated by the government of China. The terms defined in Idaho Code section 67-2359 shall have the meaning defined therein.

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

To the City:	City of Hayden Attn: Lisa Ailport, City Administrator 8930 N. Government Way Hayden, Idaho 83835 Telephone: (208) 772-4411 Facsimile: (208) 772-6522 E-mail: lailport@haydenid.gov
With a copy to:	Fonda Jovick Lake City Law 435 W Hanley Avenue, Suite 101 Coeur d'Alene, Idaho 83815 Telephone: (208) 664-8115 Facsimile: (208) 664-6338 E-mail: fjovick@lclattorneys.com
To Engineer:	HMH, LLC Attn: Matt Hall, PE. 3882 N Schreiber Way, Suite 104 Coeur d'Alene, Idaho 83815 Telephone: (208) 635-5825 E-mail: mhall@hmh-llc.com

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

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

CITY

CITY OF HAYDEN

By: _____
Alan Davis, Mayor

ATTEST:

_____
Abbi Sanchez, City Clerk

ENGINEER

By: _____
Matt Hall, Managing Member

EXHIBIT A
SCOPE OF SERVICES – HMH, LLC
DAKOTA AVENUE TURNBAYS
11/9/2026

PROJECT DESCRIPTION

The purpose of this project is to evaluate constructing turnbays on Dakota Avenue at the Government Way intersection.

PROJECT FUNDING: The project is funded by the City of Hayden.

PROJECT SCOPE: The project scope includes survey, conceptual layouts, and construction documents.

The design team anticipates evaluating two turnbay improvement alternatives:

- Left and right turnbays on each leg of Dakota Ave
- left turnbays on each leg of Dakota Ave

PROJECT TEAM: Alan Soderling is the agreement administrator and project manager for the City of Hayden. Justin Shaw is the consultant project manager for HMH, LLC (HMH). No subconsultants are anticipated.

PROJECT SCHEDULE: The following project schedule assumes a Notice to Proceed (NTP) of November 24, 2026.

Milestone	Anticipated Completion Date
Survey & Mapping	2027 December
Conceptual Layouts	2027 January
Construction Documents	2027 March

ASSUMPTIONS

- Traffic volumes and counts are not included in the scope of work. The City of Hayden will submit any existing traffic counts.
- Environmental evaluation is not included in this scope of work.
- Geotechnical analyses is not included in this scope of work. Roadway section will consist of 4” asphalt, 4” base course, and 12” ballast per City of Hayden Typical Sections.
- Sidewalks and pedestrian ramps will be included in the design.
- Right-of-Way and boundary monuments will not be set.
- Right-of-Way acquisition is not included in this scope of work.

TASK 1 PROJECT MANAGEMENT

Set up and maintain a system of project management tools, reports, and controls to monitor budget, schedule and deliverables.

1.1 Project Initiation & Project Management

HMH will set up project files, maintain the accounting system, and provide general project coordination.

1.2 Project Kickoff Meeting

One project kick-off meeting will include City of Hayden staff and two HMH team members. We anticipate the kick-off meeting lasting two hours.

1.3 Status Meetings

Status meetings will be conducted monthly with the City of Hayden and two HMH members. Estimated duration is 30 minutes each.

1.4 Project Administration, Monthly Invoices & Progress Reports

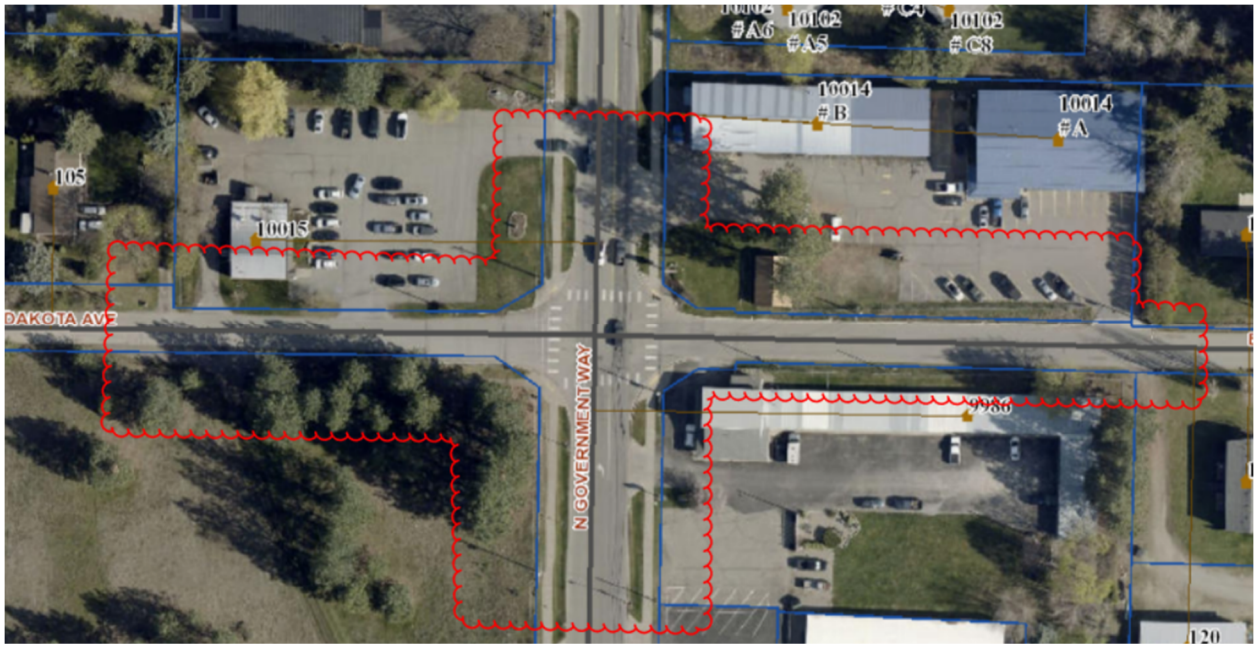
HMH will staff and manage the project team to provide project deliverables and monitor the budget and schedule. Monthly progress reports and invoices will meet City of Hayden requirements. This task includes project closeout activities with the final invoicing forms.

DELIVERABLES

- Monthly invoice including labor and expense backup,

TASK 2 SURVEY & MAPPING

HMH will gather topographic survey information along Dakota Avenue and Government Way in Hayden as shown in the following map. Right-of-Way will be determined along Dakota Ave and Government Way within the project vicinity.



HMH will:

- utilize existing horizontal and vertical survey control data.
- perform a thorough utility and topographic survey.
- determine Right-of-Way at the intersection of Dakota Avenue and Government Way.
- utilize existing USGS LiDAR to augment HMH collected data.
- establish existing alignment.
- record location of adjacent parcels referenced to the section lines.

2.1 Establish Project Horizontal & Vertical Control

All horizontal control will be on the North American Datum of 1983 (NAD 83) Idaho State Plane Coordinate System, West Zone and projected to ground. All vertical control will be on the North American Vertical Datum of 1988 (NAVD 88).

2.1.1 Research: HMH will research Federal, State, and County databases for any existing horizontal or vertical control to be used or protected within the project area. HMH will search for and recover existing monumentation in the region for use in establishing the project primary and secondary control and identify monumentation to be preserved or identified as going to be destroyed per Idaho Code 55-1613 and 18 U.S. Code 1858.

2.1.2 Project Monumentation: HMH will set control using Static GPS. Three project control monuments with a minimum #5 rebar with a plastic cap stamped “CONTROL” will be set. HMH will locate all control points with redundant GPS observations for horizontal accuracy and perform digital differential leveling over all control points for vertical accuracy.

2.1.3 Control Computations: HMH will process all observations through Trimble Business Center and adjust the network accordingly. HMH will cross reference adjusted observations with data results from submissions to the National Geodetic Survey (OPUS) Solutions program as an independent Quality Assurance.

2.1.4 Survey Control Map: HMH will provide a Survey Control Map showing primary and secondary control points with the survey monuments found. The Control Map will include a graphical representation of the location of each point as well as a table showing point number, northing, easting, elevation, and a description of what was set or found.

DELIVERABLES

- Survey Control Map.

2.2 Topographic Survey

HMH will complete a thorough topographic survey of the project site. The topographic survey will be conducted in a manner capable of creating 1-foot contours.

DELIVERABLES

- Electronic copies of survey field notes
- Electronic copies of research data
- Electronic file of all survey points in PNEZD.csv format

2.2.1 Ground Features Survey: All applicable above ground features to be located include road surfaces, natural ground surfaces, storm drainage, parking surfaces, treed areas, signs, buildings, utilities and other features determined as needed by the project team. Any found manholes and catch basins will be dipped to determine the invert elevations, pipe type, and pipe size to the extent possible.

2.2.2 Utility Survey: HMH will contact the One-Number Notification Service per Idaho Code 55-2206 for a list of registered utility companies within the project area. These companies will be contacted for a set of facility maps showing graphical locations. HMH will mark the underground lines identified on the maps, along with above ground utility features, valve boxes and covers, meters, fire hydrants, and poles. The underground location marks will be shown to the extent possible whether utilities are within existing easements or the Right-of-Way.

2.2.3 Drone Survey: The HMH pilot will fly the project with our drone to collect orthometric images. This data will be geo-referenced to the project and processed against the project control.

2.2.4 Existing Alignment: HMH will establish the existing Dakota Avenue and Government Way roadway alignments within the project limits.

2.3 Boundary Survey

HMH will determine existing Right-of-Way along Dakota Avenue and Government Way. Section lines will be surveyed where they cross the Right-of-Way.

Temporary easements and Right-of-Way acquisition may be required depending on the selected alternative. Any required easements or Right-of-Way acquisition will be scoped in subsequent phases.

2.3.1 Research: HMH will research Federal, State, and County databases for any existing property corner monumentation to be used or protected within the project area, and research existing plats, records of survey (recorded and unrecorded), corner records, deeds, and title reports as applicable to determine boundary location.

2.3.2 Field Reconnaissance & Locates: HMH will search for and recover existing monumentation and locate occupational features in the region for use in determining the location of the parcel boundary lines and identify monumentation to be preserved or destroyed per Idaho Code 55-1613.

2.3.3 Office Calculations & Analysis: Office calculations will be completed to reduce the field data. The project's professional land surveyor licensed in the State of Idaho will review the data and determine the location of the boundary lines of the parcels.

2.4 Base Mapping & DTM

HMH will draft a base map using the collected survey information and horizontal alignment. Property and Right-of-Way lines determined by the boundary survey under Section 2.3 will be incorporated into the base map. Other parcel boundaries will be shown using available County GIS mapping and labeled as approximate. HMH will prepare an existing ground DTM to be used in the design. The project's professional land surveyor will walk the site with the project PM reviewing critical information points as part of Quality Assurance.

DELIVERABLES

- Base Map (.dgn)
- Digital Terrain Model (.dtm and .xml)

2.5 Quality Control (QC)

A senior level PLS not involved in the survey effort will perform a QC review of the control computation and map, topographic survey and alignment, boundary survey, and base map.

TASK 3 CONCEPTUAL LAYOUTS

HMH will develop two alternatives for improving the intersection. HMH will prepare conceptual layouts to determine Right-of-Way requirements for each alternative. The conceptual designs will follow City of Hayden standard drawings, Idaho Transportation Department (ITD) Roadway Design Manual, guidance from the American Association of State Highway and Transportation Officials (AASHTO), the Manual on Uniform Traffic Control Devices (MUTCD).

HMH will coordinate with the City and determine the preferred design direction from the conceptual layouts presented. The proposed alternatives will include paved section, swale, and sidewalks. Turnbays will be a minimum of 50 FT.

- Alternative 1: add right and left turnbays to the eastbound and westbound legs to Dakota Avenue at the Government Way intersection.
- Alternative 2: will be to add only left turnbays to each leg.

HMH will develop outreach materials including presentation boards for display at Hayden City Hall and graphics for posting on the City's social media and website. These boards will present both conceptual alternatives for the public's input over a three-week period. HMH will present the outreach findings and recommend an alternative at a City Council meeting.

DELIVERABLES

- Two conceptual layout exhibits.

TASK 4 CONSTRUCTION DOCUMENTS

HMH will prepare preliminary and final construction documents based on the selected conceptual layout.

4.1 Preliminary Construction Documents (60%)

HMH will prepare preliminary construction documents based on the selected conceptual alternative or combination of alternatives. Documents will be marked with a PRELIMINARY FOR REVIEW stamp.

- Preliminary Plans – HMH will prepare preliminary typical sections, preliminary roadway plans, preliminary utility plans, preliminary drainage system details, and preliminary traffic control plans.
- Preliminary Quantities and Cost Estimate – HMH will calculate preliminary quantities based on the plans and cross sections generated at 50 FT intervals. A preliminary engineer's cost estimate will be determined by applying unit prices derived from average bids of projects with similar quantities.

- Project Special Provisions – HMH will prepare preliminary Contract Documents including special provisions and contractor notes.
- Preliminary QA/QC Review – A senior level engineer will perform a quality control review of the Preliminary Deliverable Documents. Comments will be incorporated prior to submitting the Preliminary Design Package.
- Preliminary Design Submital – HMH will submit the deliverables in a PDF format hosted on a Bluebeam Studio Session. Following the closure of the review, HMH and the City will coordinate and resolve comments received.

DELIVERABLES

- Preliminary design plans, specifications, and estimate.

4.2 Intermediate Construction Documents (90%)

HMH will apply comments from the preliminary design review and prepare intermediate construction documents. Documents will be marked with a PRELIMINARY FOR REVIEW stamp.

- Intermediate Plans – HMH will prepare intermediate typical sections, intermediate roadway plans and profiles, intermediate utility plans, intermediate drainage system details, and intermediate traffic control plans.
- Pollution Prevention Plans – HMH will prepare a PPP Plan in accordance with AHJ standards.
- Intermediate Quantities and Cost Estimate – HMH will calculate intermediate quantities based on the plans and cross sections generated at 50 ft intervals. An intermediate cost estimate will be determined by applying unit prices derived from average bids of projects with similar quantities. Quantities and cost estimate will be performed and cross checked by two HMH Employees.
- Project Special Provisions – HMH will prepare intermediate contract documents following ISPWC standards including special provisions and contractor notes.
- Intermediate QA/QC Review – A senior level engineer will perform a quality control review of the Intermediate Deliverable Documents. Comments will be incorporated prior to submitting the Preliminary Design Package.
- Intermediate Design Submital – HMH will submit the deliverables in a PDF format hosted on a Bluebeam Studio Session. The review period will be set for two weeks. Following the closure of the review, HMH and the City will coordinate and resolve comments received.

4.3 Final Construction Documents (100%)

Significant Changes to the design requiring re-design efforts are not anticipated and are not included in this scope.

- HMH will perform revisions to the final design plans, special provisions, engineers estimate, and estimate construction schedule per the comments on the final review.
- HMH will Package and Submit the following stamped PS&E documents to the city.

ESTIMATED FEE

HMH estimates a fee of $49,500 to complete the Dakota Avenue Turnbays project as listed below.

Task	Estimated Fee
Project Management	$1,500
Survey & Mapping	$11,500
Conceptual Layouts	$9,500
Construction Documents	$27,000
Total	**$49,500**

F. Approval of the 2027 Pickleball Contractual Services Agreement withTom Darzes

Memo

To: Mayor and Hayden City Council

From: Suzanne Cano, Recreation and Community Events Director

Date: November 16, 2026

Agenda Item: 2027 Contractual Services Agreement with Tom Darzes for Pickleball Lessons

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Agenda Item Location
Consent Calendar

Functional Impact of Authorizing
Approving the agreement allows the City of Hayden to offer pickleball lessons for ages 16 & up, allowing the City another special interest class option.

Functional Impact of Not Authorizing
If not approved, the amount of special interest programs offered through the City would be reduced, and the option for teens and adults to participate in summer pickleball lessons wouldn't be available.

Fiscal Impact
As approved in the FY2027 budget, the City receives 30% of all registration fees for contracted programs. This money helps offset the cost of advertising, staff time, and if any, office supplies.

Budget Funding Source/Transfer Request
Revenues:
Pickleball Lessons, GL# 110-740-44730
Expenses:
Advertising, GL# 110-711-55501
Regular FT Staff Salaries, GL# 110-711-51101
Office Supplies, GL# 110-711-56101
Contracts Payments, GL#110-711-56108

Attachment(s)
2027 Pickleball Lessons Contractual Services Agreement with Tom Darzes

HAYDEN RECREATION & COMMUNITY EVENTS DEPARTMENT
CONTRACTUAL SERVICES AGREEMENT

This agreement of instruction between the city of Hayden, Idaho (City) and Tom Darzes (Contractor) whose address is 285 W. Prairie Shopping Ctr. PMB 262, Hayden, ID 83835, 208-784-3270, darzes@gmail.com

The Contractor will provide instruction for the following program: Pickleball Lessons & Other Programs as Agreed Upon

Location: McIntire Family Park

Schedule: Times, days and fees as mutually agreed upon by both parties

Minimum Enrollment: 4 Maximum Enrollment: 8

The City and Contractor will mutually agree upon dates, times, location, fees, etc. The duration of this agreement shall be January 1, 2027 through December 31, 2027. This agreement will be terminated if the minimum enrollment is not received. All items required for the program are to be provided by the Contractor. The City of Hayden will be responsible for the collection of all program registration fees. The City agrees to provide information regarding the program on the City of Hayden website, as well as at the Hayden City Hall offices and other materials as it deems necessary.

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

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

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

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

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

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

Insurance: Contractor agrees to obtain and keep in force during its acts under this agreement a comprehensive general liability insurance policy in the minimum amount of $1,000,000 which shall name and protect Contractor, all Contractor's employees, City and its officers, agents and employees, from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the Contractor's acts. Contractor shall provide proof of liability coverage as set forth above to City prior to

commencing its performance as herein provided and require insurer to notify City ten (10) days prior to cancellation of said policy.

Nondiscrimination: No person shall be discriminated against in the providing of the services herein under and the Contractor shall not refuse to serve or hire any person because of such person's race, creed, sex, color, or national origin. Also, the Contractor will in no manner discriminate against any person because of such person's race, creed, sex, color, or national origin in the performance of this Agreement. Any such discrimination shall be deemed a violation of this Agreement and shall render this Agreement subject to forfeiture.

Certification Concerning Boycott of Israel: Pursuant to Idaho Code section 67-2346, if payments under the Contract exceed one hundred thousand dollars ($100,000) and employs ten (10) or more persons, Contractor certifies that it is not currently engaged in, and will not for the duration of the Contract engage in, a boycott of goods or services from Israel or territories under its control. The terms in this section defined in Idaho Code section 67-2346 shall have the meaning defined therein.

Certification that Company is Not Currently Owned or Operated by the Government of China. Pursuant to Idaho Code section 67-2359, Contractor certifies that the company is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China. The terms defined in Idaho Code section 67-2359 shall be the meaning defined therein.

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

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

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

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

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

_____
CONTRACTOR'S SIGNATURE

Tom Darzes
_____
CONTRACTOR'S PRINTED NAME

Date: 11-13-26

_____
ALAN DAVIS, MAYOR

Date: _____

ATTEST:

_____
Abbi Sanchez, City Clerk

G. Approval of Kootenai County Public Transportation Letter of Agreement

Memo

To: Mayor and Hayden City Council

From: Lisa Ailport, City Administrator

Date: November 20, 2026

Agenda Item: Consider FY27 Kootenai County Public Transportation Letter of Agreement

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Agenda Item Location
Consent

Recommended Action or Motion
Staff recommends authorizing the Mayor to sign the attached agreement with Kootenai County for FY2027 contributions of match funding to public transportation in the amount of $13,831.

Summary
The attached public transportation agreement provides the purpose and authorization of contributions to the public transportation system, known as City Link, that supports Hayden, Post Falls and Coeur d'Alene. The agreement provides the clarity of the city's proportionate share of the match funding required with the FTA funding that the County receives to operate the transit system.

Fiscal Impact
The city has budgeted this full amount in the FY2027 budget.

Budget Funding Source / Transfer Request
110-111-53302

Attachment
Agreement with Kootenai County

Kootenai County Public Transportation

PUBLIC TRANSPORTATION LETTER OF AGREEMENT

THIS AGREEMENT is entered into between the County of Kootenai, hereinafter "COUNTY" and the City of Hayden, hereinafter "CITY", and shall be effective on October 1, 2026 after all parties have affixed their signatures to this Agreement.

WHEREAS, the Urbanized Area Formula Funding program (49 U.S.C. 5307) makes federal resources available to Kootenai County;

WHEREAS, federal funds under a Federal Transit Administration (FTA) grant are available to provide public transportation services; and

WHEREAS, the COUNTY is a direct recipient of Federal Transit Administration (FTA) 5307 funds; and

WHEREAS, having access to public transportation is a benefit to the citizens within the Urbanized Area; and

WHEREAS, municipalities within the urbanized area are authorized to participate in the funding of public transportation;

NOW THEREFORE, It is agreed as follows:

1. The COUNTY is the legal authority to receive and dispense federal funds for planning, engineering, design and evaluation of transit projects and other technical transportation-related studies; capital investments in bus and bus-related activities such as replacement, overhaul and rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; and capital investments in rolling stock, overhaul and rebuilding of vehicles, communications, and computer hardware and software. In addition, the COUNTY may receive and dispense federal funds for associated transit improvements, certain expenses associated with mobility management programs, all preventive maintenance, and some Americans with Disabilities Act complementary paratransit service costs.

2. The CITY agrees to provide funding in the amount of $13,831 (Thirteen Thousand, Eight Hundred and Thirty-One Dollars) as part of the match that is required for USDOT/FTA grants for the fiscal year beginning on October 1, 2026 and ending on September 30, 2027. The CITY further agrees to provide one-half of said funding on or before the 28th day of February 2027, with the balance due no later than the 31st day of July 2027.

IN WITNESS WHEREOF, the parties hereto have affixed the signature of their duly authorized official.

ATTEST:

Bruce Mattare, Chairman Kootenai County Commissioners	Date	Jennifer Locke, County Clerk

ATTEST:

Alan Davis, Mayor City of Hayden, Idaho	Date	Abbi Sanchez, City Clerk

H. Approval of PZE-24-0013 Hazelnut Glen Phased Subdivision Preliminary Plat Written Decision

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

Memo

To: Mayor Davis and Members of the City Council

From: Donna Phillips, Community Development Director

Date: November 20, 2026

Agenda Item: PZE-24-0013 Hazelnut Glen Phased Subdivision Preliminary Plat Written Decision

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Agenda Item Location
Consent

Recommended Action or Motion
The City Council should approve the Written Decision attached if it is an accurate account of the decision of the City Council with respect to the request identified above.

Functional Impact of Authorizing
Should the City Council approve the Written Decision, then the applicant may enter into a Master Development Agreement for the project and submit construction plans in accordance with the decision.

Functional Impact of Not Authorizing
Should the City Council not approve the Written Decision, then the Council shall direct staff accordingly as to the revisions requested to memorialize the decision of the Council approving the request.

Fiscal Impact
Not Applicable

Budget Funding Source / Transfer Request
Not Applicable

Attachment
PZE-24-0013, Hazelnut Glen Phased Subdivision Preliminary Plat Written Decision

WRITTEN DECISION

Preliminary Plat Request

PZE-24-0013 Hazelnut Glen Subdivision Preliminary Plat

The application of **Whipple Consulting, on behalf of the owner, OO Land Holding, LLC**, requesting approval for the Preliminary Plat of a 126-lot single family residential subdivision to be known as PZE-24-0013 Hazelnut Glen Subdivision and located north of West Prairie Avenue, west of North Carrington Street, and south of West Honeysuckle/Bean Avenue was recommended by the Planning and Zoning Commission to the City Council to **APPROVE** the request with Conditions.

City Council Motions on November 10, 2026: At the conclusion of the hearing, the City Council deliberated the proposal and Council President DePriest moved and Councilmember Roetter seconded the motion, to **APPROVE PZE-24-0013 Hazelnut Glen Phased Subdivision preliminary plat with Staff Recommended Conditions of approval**, finding the request **IS** in accord with the standards of Hayden City Code, based upon testimony received at the Planning and Zoning Commission hearing and the City Council public hearing and the record of the request.

FINDINGS:

12-3-4(F) Standards of Approval: The applicant has demonstrated that all existing and proposed infrastructures meets or can be constructed prior to final plat or within the approval duration identified in 12-3-4(G) from the date of City Council approval of the master development agreement which approves the preliminary plat to meet the following standards:

HCC §12-3-4 (F) (1): Infrastructure **can be** constructed to function in a manner that promotes the public health, safety, and welfare.

HCC §12-3-4 (F) (2): Infrastructure **can be** constructed and located in an orderly manner that accommodates ongoing maintenance needs when taking into consideration collocation of other infrastructure.

Staff: Standard #1 & #2 may be addressed throughout the remainder of the staff analysis and the applicant's narrative.

Council Public Hearing:

Applicant: Ray Kimball, Whipple Consulting, noted these conditions are met throughout the project analysis but noted here to include the following:

- Provides pathways and sidewalks for pedestrians,
- Streets will be constructed to meet traffic needs internally,

- Traffic signal improvements at Carrington Street and Prairie Avenue will help mitigate crash frequency and will improve traffic flow, and
- Downing Avenue and Prairie Avenue will be a ¾ movement intersection.

He went continued identifying that all constructed infrastructure will be located such that utility conflicts are avoided. Adequate space has been provided to do so as shown on the preliminary construction plans submitted with he subdivision application. Construction will begin on the south and will progress in an orderly manner as shown in the phasing plan. Construction will expand the City's transportation network in conformance with the adopted transportation plan.

Council President DePriest: Asked if the response from the KCSO was in the packet. Ms. Phillips brought up the staff analysis which provided the response from the KCSO (page 78).

HCC §12-3-4 (F) (3): Infrastructure **is or will be** in compliance with applicable city, state, and federal policies and regulations as follows:

Staff: The proposed project is on land which is tied to an annexation agreement with requirements related to time of construction of infrastructure. Those conditions related to construction can be found in the staff analysis beginning on page 3.

a) Provisions **have been** made for a water supply system that satisfies city, Idaho Department of Environmental Quality (IDEQ), and NLFPD requirements.

Applicant: See applicant's narrative on page 46 of the staff analysis.

Staff: Hayden Lake Irrigation District (HLID) provided a Conditional Will Serve Letter at the time of the application and updated on August 10, 2026. Idaho Department of Water Resources identified they did not have any concerns; however, their comments identified the water rights for the property should be updated (found on page 18). NLFPD provided comments as shown in Public Agency Comments beginning on page 18.

b) Provisions **have been** made for a public sewage system in accordance with the city and Hayden Area Regional Sewer Board's (HARSB) adopted sewer master plans, as amended, that satisfied city, HARSB, and IDEQ requirements and that the existing or proposed systems can accommodate the proposed sewer flows.

Applicant: See applicant's narrative on page 46 of the staff analysis.

Staff: City of Hayden provided a Will Serve Letter dated March 22, 2024. The project site is wholly within the H-8 basin which has not been constructed at the time of this request. Per the Will Serve Letter provided, the city currently does not have the infrastructure available to serve the area. The sewer infrastructure within the H-8 basin must be constructed and accepted by the city prior to building permit issuance within the area of the proposed subdivision within the H-8 basin. The lift station collection/conveyance system for the basin shall be completed prior to any phase within this basin or in conjunction with the required subdivision improvements for the city to sewer this portion of the project site. Sewer infrastructure shall be constructed in accordance

with the 2020 Collection System Master Plan Update, State law, and all City sewer policies, standards and technical memos.

Public Agency Comment: HARSB: Ken Windram, Manager of HARSB provided three comments related to this project. The first response included a request for an odor easement; however, staff believe this was an error. The second comment did not have any concerns. The third comment identified the remaining estimated wastewater units available at the treatment plant. These can be found beginning on page 57.

Council Public Hearing:

Applicant: This proposed subdivision is in a previously unserved are of the City. Service of sewer to this part of the city has required the construction of a regional lift station that will pump directly to the treatment plant. He provided information regarding the formation of an LLC and reciprocal agreements amongst these adjoining landowners and working together to provide sewer infrastructure service to be able to develop. The lift station is proposed to go on school district property.

c) Provisions **have been** made for snow storage that satisfies the City Public Works Department as the design relates to snow storage and removal practices. If snow storage is proposed to be collocated with stormwater, it shall only be in roadside swale areas and not in regional detention basins unless approved administratively by the City Engineer who shall determine that the likelihood of flooding is minimal.

d) Provisions **have been** made for stormwater systems that satisfy the City and IDEQ requirements.

e) Provisions **have been** made for streets that are consistent with the adopted transportation plan, as amended, and the transportation element of the adopted comprehensive plan, as amended and that satisfies the City, ITD, adjacent jurisdictions, and local highway district requirements. Where cul-de-sacs are proposed, they are required to be approved administratively by the City Engineer who shall determine that they are limited to portions of developments in which street continuity is not foreseeable due to property configurations and/or that they are needed to address site-specific conditions. A cul-de-sac shall be limited to 400' in length measured from the edge of adjacent street right-of-way to the back of the cul-de-sac, unless an exception to this standard is allowed by the City Engineer.

Applicant: See applicant's narrative on page 46 of the staff analysis.

Staff: See staff analysis beginning on page 4. Additionally, the applicant has coordinated efforts with the property owner to the east, to allow for Carrington Street to align with Carrington Street to the south as requested by Post Falls Highway District and City of Coeur d'Alene.

Council Public Hearing:

Applicant: All streets meet the standards within the transportation master plan. There are no cul-de-sacs proposed. Area has been negotiated for aligning with Carrington to the south so as to ensure safety. The developer will construct a traffic signal at this location to improve the performance and safety of the intersection. Provisions have been made for extensions of streets to neighboring properties. As proposed, doing more and sooner in the project. He gave comparison examples of the adopted transportation plan and proposed street network. Mr. Kimball recognized that Scott Krajack, Project Manager, met with the church east of Carrington Street to negotiate an alignment of Carrington to the built leg of the street to the south within the City of Coeur d'Alene. This alignment was requested by all jurisdictions of this intersection: City of Coeur d'Alene (to the south), City of Hayden (project area), and Post Falls Highway District (Prairie Avenue).

Mayor Davis (Echoed by Councilmember Shafer): Asked if there were any improvements at Downing Lane and Prairie Avenue. Donna Phillips, Community Development Director, stated the intersection would be improved as part of the first phase of development.

Public Comment: Paul Hourlland, neutral, identified he resides on existing part of Cranston Avenue in Hayden [actually in County]. It doesn't look like the project will extend Cranston Avenue to Carrington Street, but it will stay a dead end.

f) Provisions **have been** made for parks and open space that are consistent with the adopted parks master plan, as amended, and that satisfies the city's requirement.

Applicant: See applicant's narrative on page 47 of the staff analysis.

Staff: No additional parks areas are identified or required as a part of this subdivision request. Park impact fees shall be collected at the time of building permit. Greenway extensions and linkages are required on Carrington Street and on Prairie Avenue (beginning on page 5 of the staff analysis).

Council Public Hearing:

Applicant: Mr. Kimball provided a diagram of the location of the greenbelts as proposed along Carrington Lane and Prairie Avenue, and photos as examples of the built environment, to meet both the Parks Master Plan and the Transportation Non-motorized system plan.

Council President DePriest: Asked if the subdivision would have an HOA. Ms. Philips confirmed that it would have an HOA and the HOA would be responsible for maintenance of the greenway areas.

HCC §12-3-4 (F) (4): Provisions **have been** made for erosion controls and geo-hazards stabilization both during construction and as needed for permanent controls to the satisfaction of the city.

HCC §12-3-4 (F) (5): Provisions **have been** made for gas, power, telecommunications, mailboxes, and similar infrastructure.

HCC §12-3-4 (F) (6): Provisions **have been** made for driveway locations that take into consideration the width and location of the driveway in relation to the location of snow storage, utility boxes, crosswalks, adjacent roads, mailboxes and the like.

Applicant: See applicant's narrative on page 47 of the staff analysis.

Staff: See Staff Analysis page 10.

Council Public Hearing:

Applicant: Mr. Kimball identified that all access to the lots will be from the internal streets and no access would be provided to Prairie Avenue, Carrington Street, Downing Lane, and Cranston Avenue.

HCC §12-3-4 (F) (7): The area proposed for subdivision **is** zoned for the proposed use and the use conforms to other requirements found in this code.

Applicant: See applicant's narrative on page 48.

Staff: See Staff Analysis beginning on page 11. As the purpose of the subdivision and zoning ordinance is made in accordance with the comprehensive plan, the analysis includes much of the comprehensive plan as adopted at the time of application submittal (2024). This analysis begins on page 6 of the staff analysis. Additionally, as always, the full Goals and Policies may be found in the Appendix beginning on page 35.

Council Public Hearing:

Applicant: All lots meet the design standards for size, lot frontage, residential density of 3.24 dwelling units/acre which is less than the 4.0 dwelling units/acre as allowed in the annexation agreement.

HCC §12-3-4 (F) (8): The developer has made adequate plans to ensure that the community will bear no more than its fair share of costs to provide services by paying fees, furnishing land, or providing other mitigation measures for off-site impacts to streets, parks, and other public facilities within the community. It is the expectation that in most cases, off-site improvements will be dealt with through the agreements.

Staff: Infrastructure as required by the additional reports/studies related to sewer and transportation were identified in the staff analysis and in the recommended conditions of approval. The timing of this required infrastructure is also identified in the conditions of approval.

Council Public Hearing:

Applicant: Provisions have been made such that all infrastructure required to serve this project will be provided by the developer and that any off-site impacts will be mitigated through impact fees as is typical in the City of Hayden. A traffic signal will be constructed by the Developer at Carrington Street and Prairie Avenue to mitigate traffic impact at that location. Additionally,

traffic impact fees collected at the time of building permit will cover any remaining traffic impacts. Park impacts are mitigated by park impact fees.

Applicant: Elizabeth Tellesen, Winston & Cache, Attorney of the Applicant provided a recap of the H-8 lift station property owners coming together as a private entity building infrastructure that will become public infrastructure. She gave credit to the OO Land Development team to put that together, which is above the norm. The school's intent will be to dedicate the property where the lift station is located, but it will afford the school which did not previously have access to utilities the ability to connect to sewer. Ms. Tellesen identified the work that had occurred between the applicant and the church to the east of the future Carrington Street in ensuring the road alignment. The church is happy to have some additional beautification on their site and ensuring a safer intersection at Carrington St and Prairie Avenue.

Councilmember Roetter asked clarifying question regarding the privately constructed H-8 sewer lift station and pressure lines ownership at the conclusion of construction. Ms. Tellesen stated the intent is for it to be dedicated as public infrastructure to the City. It will be public and not privately owned. Additionally, he noted the request identified the applicant will construct the intersection improvements and pay impact fees at the time of building permit. He questioned whether there were then any restrictions on how those impact fees collected could be spent. Fonda Jovick, City Attorney, stated that there would be no restrictions as a result of this development.

Council President DePriest: As of this request, no request for impact fees has been made. Council President DePriest asked if there were going to be any requests for reimbursement, should this project be approved? Hypotheticals being what they are, Ms. Tellesen stated the applicant is agreeing to the conditions of approval which indicate impact fees would be paid and the intersection at Carrington and Prairie would be constructed with the first phase. She doesn't see a scenario when the request would occur, unless there was a request to amend the conditions of approval. Ms. Jovick reiterated the conditions of approval that if they made a request, it would be because of a change to conditions which would come back before council.

Councilmember Roetter: Asked about the security of the funds to build the H-8 basin infrastructure? Ms. Tellesen identified that the developers have been working toward this end for 3-years, they have worked through construction plans, those plans have been approved for construction, each developer's contribution is specific to their agreement, and the agreement has mechanisms to continue on should a developer drop out.

Staff: Ms. Phillips provided a summary of Table 2 of the approved Transportation Impact Analysis, where the analysis identified mitigation for the project and the applicant requested and staff recommended mitigation of the one project to construct the signal at Prairie and Carrington.

Council President DePriest: Asked why only one versus all from the TIA identified mitigation. Dulci Kau, City Engineer, identified that Post Falls Highway District is the jurisdiction who owns Prairie Avenue. Their comments did not address any of these concerns, and an additional

condition noted in these recommended conditions identified the applicant must meet the requirements of Post Falls Highway District. Ms. Kau identified the order of magnitude between the two intersections within the City of Hayden, and the developer's willingness to fully construct one and the other being at relatively low cost for a 4-way stop. Council President DePriest went on regarding his concern about right-of-way acquisition for turn lanes. Ms. Kau identified that would be up to Post Falls Highway District. The required mitigation measures are up to the City policies to evaluate these areas, but ultimately this isn't a city road to mandate the requirements upon. Ms. Jovick identified the City can't make requirements (even if they are identified in an analysis) within another jurisdiction.

Councilmember Shafer: Verified that Downing Street will connect to Prairie Avenue. Ms. Kau confirmed that a ¾ turning movement would occur at this location. A left-in, right-in, right-out with a median making that movement from Prairie Avenue.

Councilmember Shafer: Asked what substantially complete means with respect to Condition #6. Ms. Phillips identified the lift station and the components of it would be required to be fully functional; however, as an example, the landscaping of the site may not be complete. Councilmember Shafer asked if this was typical language. Ms. Phillips confirmed that it was standard language used in the Master Development Agreement. With respect to the IDWR comments and the water rights on the site. Ms. Kau identified there was an existing well on-site and IDWR is identifying the need to migrate those rights (or abandon them) to the water purveyor.

Mayor Davis: Asked if all our normal standards for public works facilities would be required even though the lift station and associated components were being constructed by private development. Ms. Kau identified the design was completed by a firm off of the City's roster because the lift will become a regional public lift station. The development LLC will construct the infrastructure with oversight from both HARSB and the City. Mayor Davis also identified that in the past we have preferred to have the developer contribute and the City would construct the intersection improvements. Will that be the case here? Ms. Kau identified that when there are public dollars involved the city takes the lead. The developer will construct the improvements in this project.

Rebuttal: Mr. Kimball identified that at Downing Lane and Prairie Avenue, the left turn into the project site from Prairie Avenue would be a protected turn lane. He also identified the turning movement should get better with the signal at Carrington Street and Prairie Avenue. The sheriff's letter regarding safety, and with the signal the public safety will be improved. With respect to the water rights, the well north of the project has fed this site and those water rights will be transferred. Cranston Avenue will not be extended as part of this project and remain a dead end. Mr. Kimball gave a summary of the mitigation items identified in the Transportation Impact Analysis and the rationale for why to construct the signal at Carrington Avenue and Prairie Avenue.

Rebuttal:

Mayor Davis: What is your timeline for completion? Mr. Kimball stated that the signal is hoped to go in next year.

Council President DePriest: When is your expected build-out? Mr. Kimball stated the intent was a phase a year. Council President DePriest asked about concerns related to the number of hook ups and the other number of projects which have been approved. What happens if in your phasing if there aren't any more hookups? Ms. Jovick stepped in and identified that if Mr. Kimball chose to answer this question, then we would have to re-open the public hearing for others to provide comments.

Councilmember Shafer: Regarding your offer to build out the entire signal. Is that based on a dollar amount or a completion of the construction of the signal. Mr. Kimball identified the applicant will build the signal as a condition of approval. Lisa Ailport, City Administrator, identified the condition doesn't contemplate cost only completion.

Councilmember Erickson: Confirmed the signal would be constructed in the first phase of construction. He commented that it is very exciting to know that this light is going to go in and help traffic flow and improve safety.

Scott Krajack: Had many conversations with the sheriff's department between 2024 and 2026, and the whole reason for the letter being against was due to some agreement that is not in place with the City. The subdivision has not changed in size or number of lots since 2024.

Mayor Davis: Asked if the City had any obligations to purchase land. Staff confirmed that the city was not obligated to purchase any property. He asked when the park in the Battleground subdivision was anticipated for construction. Ms. Phillips identified that she did not have an estimated timeline for construction of any previously approved preliminary plat. Mayor Davis asked where the nearest existing recreational facility is located. Ms. Kau identified that would be south of Prairie Avenue in Coeur d'Alene.

Deliberations:

Councilmember Shafer: Addressed the public comments received and identified there are always those opposed; however, the city also must allow a property owner to develop in accordance to their rights under the code. Given all of the infrastructure the developer proposes to build with this project that is anticipated to benefit to the public, also needs to be considered.

Councilmember Erickson: Echo Councilmember Shafer's sentiment. The project meets the standards of approval and land should be approved.

Council President DePriest: identified that the City is bound by the local land use act and Idaho state statutes. The property was annexed in at 4 dwelling units per acre and this is less than that. The project is being developed in accordance with its zone designation. He recognized the public

comments in opposition. The city is required to follow its statutes, and they are following those standards of approval in the request.

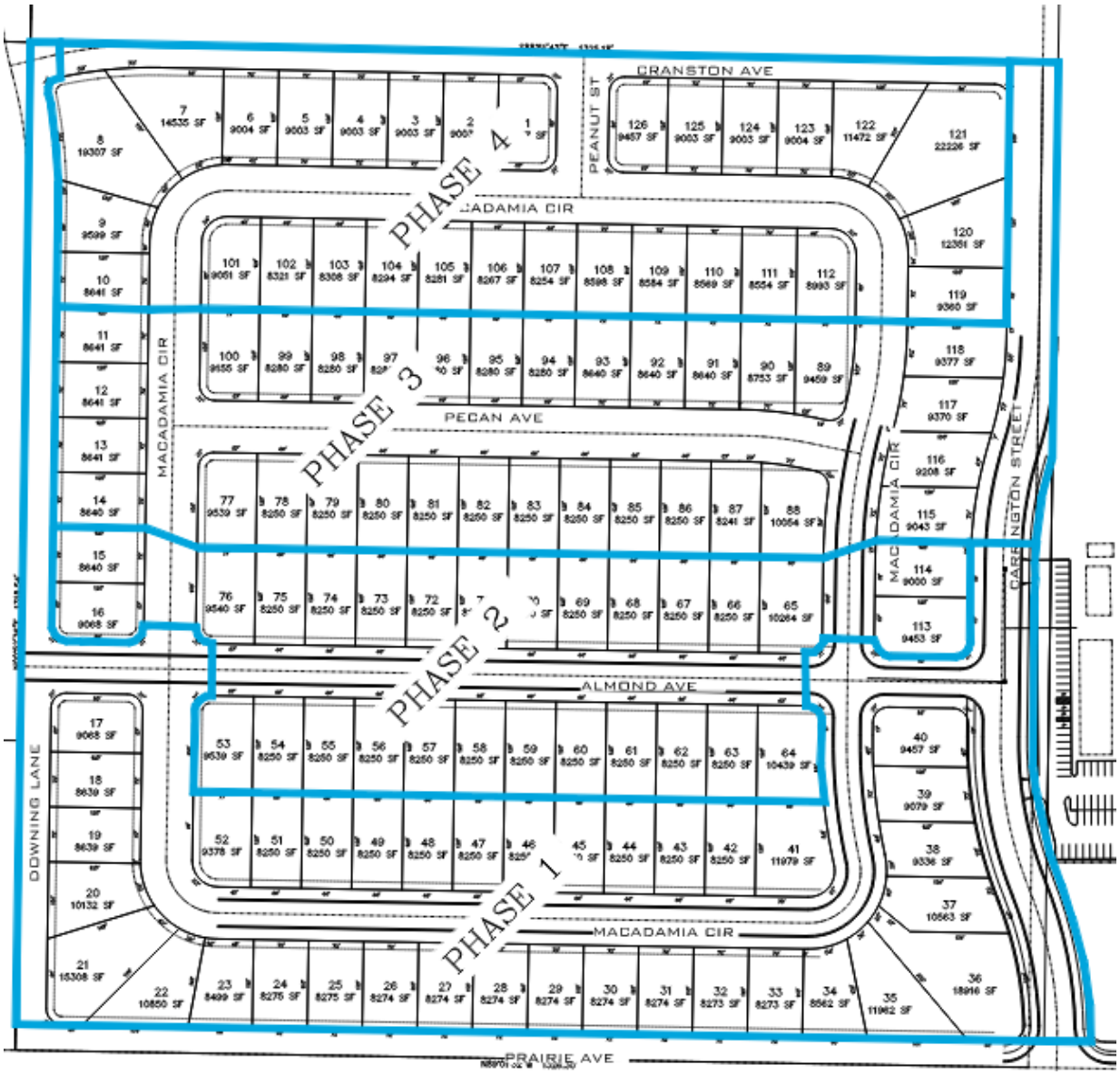
Councilmember Roetter: It is unusual for a developer to come in and say we will pay for that completely. He is appreciative of that. The city recognizes an increase in traffic, and according to the sheriff's letter more crime, but the project is in conformance with the standards of approval as identified by the Planning and Zoning Commission's recommendation. He is in favor.

Staff Recommended Conditions of Approval (begins on page 19 of the staff analysis):

General Conditions of Approval:

1. The Developer shall be required to reflect all necessary permanent dedications and/or easements (to include but not be limited to avigation, odor, sewer, stormwater, water, utilities, etc.) on the face of the final plat of the subdivision and to record as a separate document all necessary temporary easements and to identify to whom the dedication and/or easement is to be granted and for what purpose.
2. All permits from outside agencies (ie. PHD, IDEQ, PFHD, HLID, City of Coeur d'Alene, and NLFPD) shall be obtained prior to construction of any future development or building permit issuance.
3. This approval shall run with the land for the term approved herein regardless of whether the property ownership, applicant and/or design professionals noted herein remain the same, whether collectively or indivudally.
4. Any lot or tract to be owned by the property/homeowner's association shall be transferred by deed at the time of final plat free of any liens or encumbrances. These deeds shall be submitted concurrently with the final plat application.
5. The project is a phased subdivision. Certain required infrastructure improvements within the subddivision are requirements of the subdivision as a whole, and some are requirements of each sub-phase of the subdivision. A phasing plan and Table 1-Phasing Summary (pages 14-17 of the Staff Analysis & shown below) shall be made a part of these conditions and is referenced throughout the conditions of approval

DEVELOPER PROPOSED PHASING PLAN



Transportation Impact Analysis:

A traffic impact analysis (PZE-24-0094) has been completed in accordance with the City of Hayden adopted policies and ordinances. Those intersection improvements identified in the Table 1 – Phasing Summary Recommended by Staff are provided in the Transportation Impact Analysis as required mitigations.

Table 1- Phasing Summary

	Project Activity	**PHASES**			
		1	**2**	**3**	**4**
	Sewer Collector				
1	Downing Lane – Prairie Avenue through Cranston Avenue	**X**			
2	Macadamia Cir – East Almond Ave to West Almond Ave from the phasing lines plus 3 sticks (60') of sewer main to the north at both ends	**X**			
3	Pecan Ave – Eastern Macadamia Circle to Western Macadamia Circle			**X**	
4	Almond Ave - Eastern Macadamia Cir to Western Macadamia Cir to the phasing line plus 3 sticks (60') of sewer main to the east and west		**X**		
5	Macadamia Cir – Eastern and Western legs between phasing lines plus 3 sticks (60') of sewer main to the north/south		**X**	**X**	
6	Almond Ave - Downing Lane through Macadamia Cir plus 3 sticks (60') of sewer main to the east	**X**			
7	Carrington St from Prairie Ave through Almond Ave north to phasing line plus 3 sticks (60') of sewer main to the north	**X**			
8	Almond Ave – west of Macadamia Cir east through Carrington St	**X**			
9	Macadamia Cir – northern portion from phasing lines east and west				**X**
10	Peanut St – from Macadamia Cir through to Cranston Ave				**X**
11	Cranston Ave – from phasing line east through Carrington St				**X**
12	Carrington St – phasing line north of Almond Ave to Cranston Ave			**X**	
	Streets & Stormwater				
1	Downing Lane – Prairie Ave through Cranston Ave	**X**			
2	Macadamia Cir – East Almond Ave to West Almond Ave from the phasing lines	**X**			
3	Pecan Ave – Eastern Macadamia Cir to Western Macadamia Cir			**X**	
4	Almond Ave - Eastern Macadamia Cir to Western Macadamia Cir to the phasing line		**X**		

	Project Activity	PHASES			
		1	2	3	4
5	Macadamia Cir – Eastern and Western legs between phasing lines		**X**	**X**	
6	Almond Ave - Downing Lane east through Macadamia Cir	**X**			
7	Carrington St from Prairie Ave through Almond Ave north to phasing line plus 3 sticks (60') of sewer main to the north	**X**			
8	Almond Ave – west of Macadamia Cir east through Carrington St	**X**			
9	Macadamia Cir – northern portion from phasing lines east and west				**X**
10	Peanut St – from Macadamia Cir through to Cranston Ave				**X**
11	Cranston Ave – from phasing line east of Downing Lane east through Carrington St				**X**
12	Carrington St – phasing line north of Almond Ave to Cranston Ave			**X**	
	Street Frontage Landscaping				
1	Prairie Ave - greenway	**X**			
2	Carrington St - greenway	**X**		**X**	
3	Cranston Ave - west end at HOA owned property				**X**
4	Downing Lane – north end at HOA owned property	**X**			
	Intersections				
1	Downing Lane and Prairie Avenue	**X**			
2	Carrington Street and Prairie Avenue	**X**			
3	Downing Lane and Cranston Avenue	**X**			**X**
4	Carrington Street and Cranston Avenue			**X**	
	Off-Site Transportation Improvements & Mitigations				
1	Signalize Prairie Avenue and Carrington Street	**X**			

6. H-8 sewer basin infrastructure shall be constructed in conformance with the Sewer Will Serve requirements, Hayden City Code, policies, and standards prior to approval of infrastructure of the 1st final plat of the subdivision. No building permits shall be issued until the H-8 sewer basin gravity mains, lift station and pressure lines are substantially

complete and are entirely operational. The pressure lines shall be accepted by the Hayden Area Regional Sewer Board (HARSB) and the lift station and gravity lines shall be accepted by the City of Hayden.

7. Prior to construction, the Developer shall obtain a construction easement with Coeur d'Alene School District for construction of the H-8 Sewer Lift Station. The Developer shall provide a deed of the H-8 Lift Station lot free of any encumbrances to be accepted by City Council upon acceptance of the H-8 Lift Station infrastructure and public access roads necessary for access to the H-8 Lift Station. This Lift Station lot site shall be located outside of any proposed right-of-way.

Access Conditions of Approval:

8. Downing Lane & Honeysuckle/Bean Avenue Intersection – access to Lift Station Lot, snow storage, easements & dedication shall consist of a gravel road over main and easements and any ROW dedication at approval and final plat.
9. If 30 dwelling units are achieved, prior to subsequent phasing and/or surrounding development constructing the secndary access point, Develooper shall construct a permenant roadway in accordance with City Standards, prior to the platted phases being eligible for the the 31st building permit.
10. All lots shall be accessed from the internal roads of the subdivision. No lot shall have any form (primary, secondary, for accessory buildings, etc.) of direct individual access onto Carrington Street, Downing Lane, Prairie Avenue, or Cranston Avenue. The final location of all driveway locations shall be subject to the review and approval of the City. Particular attention will be paid to location of utility pedestals in relation to driveway and snow storage needs and to those lots at intersections to avoid conflict with the required traffic flow.
11. Developer shall provide Roadway Agreement with Post Falls Highway District that memorializes any proposed, and/or requried improvements and access points along Prairie Avenue.

Construction Plan Requirements:

12. The construction plan submittal shall include those requirements as identified in Hayden City Code Title 12 and more specifically as follows:
    a. Carrington Street along the eastern boundary of the subject site shall be built to a C2 typical section and shall be constructed to a half width of 24' face of curb to road centerline (24' minimum paved width) to include pavement, curbs, 10' swales to include Type IV landscaping, 10' path minimum 45' half-width right of way.
    b. Cranston Avenue on the north side of the subject site shall be built to the typical section and shall be constructed to a minimum 24' width with 2' shoulder on the north side or construction to full width including curb. The full typical section includes pavement (28' face of curb to face of curb), curbs, 10' swales to include Type IV landscaping, and 10' path on the north side and 5' sidewalk on the south

side. No parking shall be allowed on the north side of the street. Therefore, the minimum right-of-way is 65 feet.

c. Downing Lane shall be constructed to 40' face of curb to face of curb to include 10' swale, 5' sidwalk on the west side, 10' sidewalk on the east side for a right of way width of 77' overall. The minimum paved surface is 24' for two-way traffic, and the remaining east side construction in accordance to the typical section shall be constructed.

d. The Developer shall be required to construct the internal streets to a local street section per ST-111 and ST-111A. As proposed the Internal road typical section shall be 36 feet face of curb to face of curb to allow for parking on both sides of the road, 10' swales to include Type IV landscaping, 5' sidewalks for a right-of-way width of 68 feet.

e. No Parking shall be allowed on Cranston Avenue nor on Downing Street adjacent to the Coeur d'Alene School District property.

f. Transportation Impact Analysis:

The project either causes the degredation of level of service below an acceptable level or has a significant impact, as defined in the City's Transportation Analsyis Process, Requirements and Guidelines, for the intersections in Table 2. Table 2 also indicates the mitigation measure required for the project. As a part of the applicant's proposal to be soley responsible to the signalization at the Prairie Avenue and Carrington Street, forgoing the other mitigation areas identified, the applicant has identified that they will not request reimbursement or any other credit for the impact fees collected on generated lots.

Table 2 – TIA Summary

Intersection	**TIA Identified Mitigation**	**Applicant Requested & Staff Recommended Mitigation**
Prairie Ave and Huetter Rd	Retime signals & provide right turn lanes along Prairie Avenue	
Prairie Ave and Carrington St	Improve intersection to full signalized access intersection	Improve intersection to full signalized access intersection
Prairie Ave and Atlas Rd	Retime signals & provide right turn lanes along Prairie Avenue	
Prairie Ave and Ramsey Rd	Retime signals to match traffic demand. Provide an eastbound right turn lane and dual northbound left turn lanes along Prairie Avenue.	
Bean/Honeysuckle Aven and Atlas Rd	Convert Intersection to an all-way stop control.	

g. The site topography is relatively flat; however, erosion control measures shall be identified.

h. The Developer shall use the City of Hayden Sanitary Sewer system to serve future development in accordance with the adopted Sewer Master Plan.

i. A letter (e-mail) from the US Postal Service with respect to mailbox locations shall be provided, with the intent to place the mailboxes within the subdivision on the internal street and not on the the collectors of Carrington Street, Downing Lane, Prairie Avenue, and Cranston Avenue.

j. Joint swales that may be proposed with the project are to be in a tract to be owned by the homeowner's association. The construction plans should note the requirements in Hayden City Code §11-4-4(J).

13. Landscape Plans: Detailed landscaping plans conforming to the requirements of City Code, shall be submitted for the entire development with construction plans for required subdivision improvements for review and approval by the City. All distrurbed areas shall be stabilized with dryland grass or other approved BMP.

    a. Individual Lots: The landscape plans shall include a dryland grass mix that shall be applied until individual lots are constructed and the hydro-seeding, installation of the irrigation system and required landscaping are completed.

    b. Street Frontage: Along all street frontages shall be included within the landscaping plan submittal, with actual street tree placement to be completed at the time of building permit for all lots, with the exception of landscaping required with the Greenway tracts and/or multi-modal pathways.

    c. Greenway: Shall be constructed and required as a condition of acceptance of infrastructure of that phase(s) in accordance with the design standards of the adopted Park Master Plan at the time of construction.

    d. Multi-modal Class I pathway: Shall be a requirement of the construction plans for the phase(s) which the path shall be constructed and required as a condition of acceptance of infrastructure of that phase(s) in accordance with the design standards of the adopted Transportation Plan and/or Park Master Plan at the time of construction.

    e. Irrigation and maintenance of swales and landscape buffers along the north side of Prairie Avenue, the west side of Carrignton Street, the south side of Cranston Avenue, and the east side of Downing Lane shall be the responsibility of the homeowners association (HOA).

Requirements requested by other Agencies:

14. The Developer shall comply with the requirements from the Northern Lakes Fire Protection District letter of August 12, 2026.

15. The Developer shall comply with the requirements from Post Falls Highway District.

16. The Developer shall record an avigation easement requested by the Coeur d'Alene Airport and shall be referenced on all final plats of the subdivision.
17. The Developer shall record a 20' wide water line easement to the HLID for installation and maintenance of underground water lines in conformance with the approved construction plans, where the water line runs "cross country". The CCRs shall address the design standards of landscaping to be reflective of the request to not plant shrubbery, trees, bushes or borders within 10' of meter vaults and fire hydrants.

With this decision, there are a number of conditions with specific components. The specificity does not preclude the City from exercising its right to require compliance, or demonstrate compliance, with any condition at any time, as well as any other applicable requirements whether or not specifically articulated herein.

Approval of the subdivision application shall not constitute a variance or approval for deviation from said Code, standards, and policies.

Any applicant or affected person seeking judicial review of compliance with the provisions of Idaho code Section §67-6535 and Hayden City Code §1-1-6 must first seek reconsideration of the final decision from the Hayden City Council within fourteen (14) days. Such written requests must identify specific deficiencies in the decision for which reconsideration is sought as identified in Hayden City Code §1-1-6(A)(1.a-f.).

The applicant has the right to request a regulatory taking analysis pursuant to Idaho Code Section §67-8003. Any affected person aggrieved by a final decision concerning matters identified in Idaho Code section §67-6521(1a.) may, within twenty-eight (28) days after all remedies have been exhausted under local ordinances seek judicial review under the procedures provided by Chapter 52, Title 67, Idaho Code.

FINDINGS and CONCLUSIONS on the _____ day of November 2026.

CITY OF HAYDEN, IDAHO

By: _____

Alan Davis, Mayor

ATTEST:

_____

Abbi Sanchez, Clerk

I. Approval of Bills for Payment

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

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 11/24/2026 - 11/24/2026
POSTED AND UNPOSTED OPEN
BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
5696							
00053070	ACCESS UNLIMITED & SECURITY INC.	11/10/2026	11/24/2026	313.80	313.80	Open	N
	LOW BATTERY CHECK	llafleur					11/24/2026
	110-811-54301	CH BUILDING MAINT & REPAIR		313.80	1.00		313.80
9177472277							
00053159	AIRGAS USA, LLC	11/16/2026	11/24/2026	69.00	69.00	Open	N
	WIRE MIG	llafleur					11/24/2026
	110-531-56101	STREET SHOP SUPPLIES		69.00	1.00		69.00
1KR9-TCM4-1XGX							
00053060	AMAZON CAPITAL SERVICES, INC.	11/05/2026	11/24/2026	76.99	76.99	Open	N
	EQUIPMENT PROTECTION PLAN.	llafleur					11/24/2026
	110-230-57718	DESK PRINTERS & COPIERS		76.99	1.00		76.99
1N1K-9YTH-6YJF							
00053061	AMAZON CAPITAL SERVICES, INC.	11/03/2026	11/24/2026	149.98	149.98	Open	N
	MANUAL ON UNIFORM TRAFFIC CONTROL	llafleur					11/24/2026
	110-211-56101	OFFICE SUPPLIES		149.98	1.00		149.98
1W9Q-LKHF-D4Q4							
00053062	AMAZON CAPITAL SERVICES, INC.	10/27/2026	11/24/2026	241.76	241.76	Open	N
	YELLOW INK CARTRIDGE, GEL PENS	llafleur					11/24/2026
	110-211-56102	PLOTTER SUPPLIES		236.89	1.00		236.89
	110-301-56101	OFFICE SUPPLIES		4.87	1.00		4.87
16CX-YPXM-JYKJ							
00053063	AMAZON CAPITAL SERVICES, INC.	10/31/2026	11/24/2026	738.63	738.63	Open	N
	KEYBOARD & MOUSE, LASER PRINTER	llafleur					11/24/2026
	110-230-57718	DESK PRINTERS & COPIERS		738.63	1.00		738.63
1NL4-DW3H-K3DL							
00053101	AMAZON CAPITAL SERVICES, INC.	11/10/2026	11/24/2026	59.08	59.08	Open	N
	DESK ORGANIZATION SUPPLIES	llafleur					11/24/2026
	110-711-56101	OFFICE SUPPLIES		59.08	1.00		59.08
1HFG-F1DF-YDF3							
00053141	AMAZON CAPITAL SERVICES, INC.	11/13/2026	11/24/2026	39.94	39.94	Open	N
	GLASS MUGS for NEW HIRES	llafleur					11/24/2026
	110-211-52902	RECOGNITION/WELLNESS/EVENTS		39.94	1.00		39.94

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
1MCH-LCRC-F1PD							
00053187	AMAZON CAPITAL SERVICES, INC.	11/18/2026	11/24/2026	114.75	114.75	Open	N
	TAPE, 3X3 STICKY NOTES, PENS	llafleur					11/24/2026
	110-211-56101 OFFICE SUPPLIES			114.75	1.00		114.75
I136930							
00053064	AMERICAN ON-SITE SERVICES	10/31/2026	11/24/2026	754.00	754.00	Open	N
	CROFOOT PARK 10/1/26-10/31/26	llafleur					11/24/2026
	110-811-54104 UTILITIES - PARKS			754.00	1.00		754.00
I136932							
00053065	AMERICAN ON-SITE SERVICES	10/31/2026	11/24/2026	115.00	115.00	Open	N
	FINUCANE PARK 10/01/26-10/31/26	llafleur					11/24/2026
	110-811-54104 UTILITIES - PARKS			115.00	1.00		115.00
I136933							
00053066	AMERICAN ON-SITE SERVICES	10/31/2026	11/24/2026	416.00	416.00	Open	N
	STODDARD PARK 10/1/26-10/31/26	llafleur					11/24/2026
	110-811-54104 UTILITIES - PARKS			416.00	1.00		416.00
I136934							
00053067	AMERICAN ON-SITE SERVICES	10/31/2026	11/24/2026	115.00	115.00	Open	N
	MCINTIRE FAMILY PARK 10/1/26-10/31/26	llafleur					11/24/2026
	110-811-54104 UTILITIES - PARKS			115.00	1.00		115.00
I136935							
00053068	AMERICAN ON-SITE SERVICES	10/31/2026	11/24/2026	323.00	323.00	Open	N
	BROADMOORE PARK 10/1/26-10/31/26	llafleur					11/24/2026
	110-811-54104 UTILITIES - PARKS			323.00	1.00		323.00
I136936							
00053069	AMERICAN ON-SITE SERVICES	10/31/2026	11/24/2026	754.00	754.00	Open	N
	HONEYSUCKLE BEACH 10/1/26-10/31/26	llafleur					11/24/2026
	112-241-54312 BOAT LAUNCH OPERATION/MAINTENANCE			754.00	1.00		754.00
I137938							
00053137	AMERICAN ON-SITE SERVICES	11/12/2026	11/24/2026	281.00	281.00	Open	N
	11341 N RAMSEY RD-PWF	llafleur					11/24/2026
	110-811-54302 PWF- BUILDING MAINT & REPAIR			281.00	1.00		281.00

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15017							
00053142	ARCHITECTS WEST, INC.	11/01/2026	11/24/2026	37,550.00	37,550.00	Open	N
	PROFESSIONAL SERVICES SEPT 15-OCT 31 MCI	llafleur					11/24/2026
	121-113-59831-9006 PROJECT DESIGN			37,550.00	1.00		37,550.00
3038.3 2026-202							
00053125	AVONDALE IRRIGATION DISTRICT	11/04/2026	11/24/2026	221.00	221.00	Open	N
	1ST & 2nd HALF WATER-9766 N GOVERNMENT W	llafleur					11/24/2026
	110-811-54104 UTILITIES - PARKS			221.00	1.00		221.00
3038.2 2026-202							
00053126	AVONDALE IRRIGATION DISTRICT	11/04/2026	11/24/2026	4,956.92	4,956.92	Open	N
	1ST & 2nd HALF WATER-FINUCANE PARK	llafleur					11/24/2026
	110-811-54104 UTILITIES - PARKS			4,956.92	1.00		4,956.92
3038.1 2026-202							
00053127	AVONDALE IRRIGATION DISTRICT	11/04/2026	11/24/2026	4,271.00	4,271.00	Open	N
	1ST & 2nd HALF WATER-GOVERNMENT WAY IRRI	llafleur					11/24/2026
	110-532-54310 GOVT WAY IRRIGATION & MAINT			4,271.00	1.00		4,271.00
3038.0 2026-202							
00053128	AVONDALE IRRIGATION DISTRICT	11/04/2026	11/24/2026	1,193.40	1,193.40	Open	N
	1ST & 2nd HALF WATER-CITY HALL	llafleur					11/24/2026
	110-811-54102 UTILITIES - CITY HALL			1,193.40	1.00		1,193.40
3038.4 2026-202							
00053129	AVONDALE IRRIGATION DISTRICT	11/04/2026	11/24/2026	1,094.50	1,094.50	Open	N
	1ST & 2nd HALF WATER-HONEYSUCKLE E ROW	llafleur					11/24/2026
	110-811-54104 UTILITIES - PARKS			1,094.50	1.00		1,094.50
3038.5 2026-202							
00053130	AVONDALE IRRIGATION DISTRICT	11/04/2026	11/24/2026	310.00	310.00	Open	N
	1ST & 2nd HALF WATER-WOODLAND MEADOWS LI	llafleur					11/24/2026
	210-247-57003 WOODLAND MEADOWS LS UTIL			310.00	1.00		310.00
3038.6 2026-202							
00053131	AVONDALE IRRIGATION DISTRICT	11/04/2026	11/24/2026	12,104.50	12,104.50	Open	N
	1ST & 2nd HALF OF WATER-CROFFOOT PARK	llafleur					11/24/2026
	110-811-54104 UTILITIES - PARKS			12,104.50	1.00		12,104.50

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3038.7 2026-202							
00053132	AVONDALE IRRIGATION DISTRICT	11/04/2026	11/24/2026	1,052.50	1,052.50	Open	N
	1ST & 2nd HALF WATER- 11341 N RAMSEY RD	llafleur					11/24/2026
	110-811-54104	UTILITIES - PARKS		526.25	1.00		526.25
	110-811-54103	UTILITIES - STREETS		526.25	1.00		526.25
3038.8 2026-202							
00053133	AVONDALE IRRIGATION DISTRICT	11/04/2026	11/24/2026	310.00	310.00	Open	N
	1ST & 2nd HALF WATER - HAYDEN NORTH LIFT	llafleur					11/24/2026
	210-247-57019	HAYDEN NORTH LS UTIL		310.00	1.00		310.00
6397.0 2026-202							
00053134	AVONDALE IRRIGATION DISTRICT	11/04/2026	11/24/2026	310.00	310.00	Open	N
	1ST & 2nd HALF WATER- HAYDEN CANYON LIFT	llafleur					11/24/2026
	210-247-59835	HAYDEN CANYON LS UTIL		310.00	1.00		310.00
7321.0							
00053135	AVONDALE IRRIGATION DISTRICT	11/04/2026	11/24/2026	224.00	224.00	Open	N
	1ST & 2ND HALF WATER-MELROSE WEST SIDE	llafleur					11/24/2026
	110-811-54104	UTILITIES - PARKS		224.00	1.00		224.00
7355.0							
00053136	AVONDALE IRRIGATION DISTRICT	11/04/2026	11/24/2026	208.37	208.37	Open	N
	1ST & 2ND HALF WATER-157 E MILES	llafleur					11/24/2026
	110-811-54104	UTILITIES - PARKS		208.37	1.00		208.37
86892							
00053151	BRETT R SARGENT	08/19/2026	09/30/2026	745.75	745.75	Open	N
	HONEYSUCKLE & RAMSEY CAMERA SERVICE	llafleur					09/30/2026
	130-899-59838-7721	PROJECT CONSTRUCTION		745.75	1.00		745.75
74029							
00053147	BUDDY'S BACKHOE SERVICE INC	11/10/2026	11/24/2026	11,800.00	11,800.00	Open	N
	PWF RAMSEY WORK 11/9/26	llafleur					11/24/2026
	130-899-59838	PROJECT CONSTRUCTION		11,800.00	1.00		11,800.00
57407-10232026							
00053195	CDA PRESS	11/19/2026	11/24/2026	99.63	99.63	Open	N
	Check Request For Escrow: BPN24-0003	dcollins					11/24/2026
	110-228-22813	BPN24-0003 - PZE-24-0013		99.63	1.00		99.63

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 11/24/2026 - 11/24/2026
POSTED AND UNPOSTED OPEN
BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
CDA-1096397							
00053077	CDA TRACTOR CO.	11/10/2026	11/24/2026	144.36	144.36	Open	N
	SUPPLIES	llafleur					11/24/2026
	110-542-54088	2020 KUBOTA UTILITY VEHICLE R&M		144.36		1.00	144.36
033800 12/15/26							
00053161	CITY OF HAYDEN	11/17/2026	11/24/2026	831.00	831.00	Open	N
	FY26-27 SEWER FOR CITY HALL	llafleur					11/24/2026
	110-811-54102	UTILITIES - CITY HALL		831.00		1.00	831.00
ESCROW REFUND							
00053191	CITY OF HAYDEN	11/19/2026	11/24/2026	11.52	11.52	Open	N
	Check Request For Escrow: BPN24-0006	dcollins					11/24/2026
	110-228-22813	BPN24-0006 - PZE-24-0067		11.52		1.00	11.52
ESCROW REFUND							
00053192	CITY OF HAYDEN	11/19/2026	11/24/2026	11.52	11.52	Open	N
	Check Request For Escrow: BPN24-0006	dcollins					11/24/2026
	110-228-22813	BPN24-0006 - PZE-24-0067		11.52		1.00	11.52
3551							
00052990	CLEARWATER FINANCIAL, LLC	08/31/2026	11/24/2026	1,650.00	1,650.00	Open	N
	AUG 2026 LAW ENFORCEMENT CONSULTING	dcollins					09/30/2026
	110-252-53010	PROFESSIONAL SERVICES		1,650.00		1.00	1,650.00
3566							
00052991	CLEARWATER FINANCIAL, LLC	09/30/2026	11/24/2026	3,350.00	3,350.00	Open	N
	SEP 2026 LAW ENFORCEMENT CONSULTING	dcollins					09/30/2026
	110-252-53010	PROFESSIONAL SERVICES		3,350.00		1.00	3,350.00
3583							
00052992	CLEARWATER FINANCIAL, LLC	10/31/2026	11/24/2026	4,200.00	4,200.00	Open	N
	OCT 2026 LAW ENFORCEMENT CONSULTING	dcollins					11/10/2026
	110-252-53010	PROFESSIONAL SERVICES		4,200.00		1.00	4,200.00
3624795 OCT 202							
00053071	COEUR D'ALENE GARBAGE SERVICE	10/31/2026	11/24/2026	347.40	347.40	Open	N
	PUBLIC WORKS 8367800	llafleur					11/24/2026
	110-811-54109	UTILITIES-PWF		347.40		1.00	347.40

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3625531 OCT 202							
00053073	COEUR D'ALENE GARBAGE SERVICE	10/31/2026	11/24/2026	199.69	199.69	Open	N
	STODDARD BARN & MAINT-1331100	llafleur					11/24/2026
	110-811-54104	UTILITIES - PARKS		199.69	1.00		199.69
3625603 OCT 202							
00053074	COEUR D'ALENE GARBAGE SERVICE	10/31/2026	11/24/2026	170.58	170.58	Open	N
	CITY OF HAYDEN 5103900	llafleur					11/24/2026
	110-811-54102	BUILDING MAINT & REPAIR		170.58	1.00		170.58
3625604 OCT 202							
00053075	COEUR D'ALENE GARBAGE SERVICE	10/31/2026	11/24/2026	254.68	254.68	Open	N
	CROFFOOT PARK 5131200	llafleur					11/24/2026
	110-811-54104	UTILITIES - PARKS		254.68	1.00		254.68
3625608 OCT 202							
00053076	COEUR D'ALENE GARBAGE SERVICE	10/31/2026	11/24/2026	149.77	149.77	Open	N
	FINUCANE PARK 5193600	llafleur					11/24/2026
	110-811-54104	UTILITIES - PARKS		149.77	1.00		149.77
3624226 OCT 202							
00053123	COEUR D'ALENE GARBAGE SERVICE	10/31/2026	11/24/2026	254.68	254.68	Open	N
	HONEYSUCKLE BEACH-698000	llafleur					11/24/2026
	112-241-54312	BOAT LAUNCH OPERATION/MAINTENANCE		254.68	1.00		254.68
I-5188							
00053078	CONTINUITY FOCUS INC	11/05/2026	11/24/2026	1,950.00	1,950.00	Open	N
	THREATBLOCKER 250 MBPS 10/31/26-10/31-27	llafleur					11/24/2026
	110-230-57719	HARDWARE/SOFTWARE MAINTENANCE		1,950.00	1.00		1,950.00
1053							
00053176	DIRTY BIRDY LLC	10/31/2026	11/24/2026	154.00	154.00	Open	N
	OCT 2026 OSPREY AERIE	llafleur					11/24/2026
	110-512-54040	2023 GMC SIERRA 1500 PRO R&M		22.00	1.00		22.00
	110-350-54092	2020 CHEVY SILVERADO 1500 DBLCAB R&M		22.00	1.00		22.00
	110-712-54095	2020 FORD RANGER R&M		22.00	1.00		22.00
	110-350-54096	VEHICLE REPAIRS/MAINT		22.00	1.00		22.00
	110-512-54205	2025 GMC SIERRA 1500 PRO		22.00	1.00		22.00
	210-241-54207	2026 GMC SIERRA 1500 PRO		22.00	1.00		22.00
	110-350-54208	2026 GMC SIERRA 1500 PRO		22.00	1.00		22.00

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
H003343-2027							
00053079	DOPL	11/02/2026	11/24/2026	125.00	125.00	Open	N
	ELEVATOR PROGRAM LETTER # L0001410883 LI	llafleur					11/24/2026
	110-811-54301	CH BUILDING MAINT & REPAIR		125.00	1.00		125.00
50917B							
00053173	EMBROIDERED CORPORATE IMAGE INC.	11/10/2026	11/24/2026	1,092.00	1,092.00	Open	N
	PARKS UNIFORMS	llafleur					11/24/2026
	110-541-56403	UNIFORM ALLOWANCE		1,092.00	1.00		1,092.00
12627-445INV							
00053080	ENVIRONMENT CONTROL SPOKANE	10/28/2026	11/24/2026	270.01	270.01	Open	N
	CENTERPULL, 16 & 45 GAL TRASH BAGS	llafleur					11/24/2026
	110-811-54301	CH BUILDING MAINT & REPAIR		270.01	1.00		270.01
12628-445INV							
00053081	ENVIRONMENT CONTROL SPOKANE	10/28/2026	11/24/2026	62.30	62.30	Open	N
	FOAM SOAP	llafleur					11/24/2026
	110-811-54301	CH BUILDING MAINT & REPAIR		62.30	1.00		62.30
CD202701488							
00053154	ENVIROTECH SERVICES, LLC	10/30/2026	11/24/2026	7,378.55	7,378.55	Open	N
	DE-ICE SOLUTION	llafleur					11/24/2026
	110-532-54306	SNOW REMOVAL		7,378.55	1.00		7,378.55
IDCOE242995							
00053082	FASTENAL	11/02/2026	11/24/2026	9.21	9.21	Open	N
	PARTS	llafleur					11/24/2026
	110-531-56101	STREET SHOP SUPPLIES		9.21	1.00		9.21
594431							
00053072	FCS GROUP INC.	10/31/2026	11/24/2026	3,010.00	3,010.00	Open	N
	HAYDEN-SEWER COLLECTION CAP FEE	dcollins					11/24/2026
	211-241-59807	SEWER RATE STUDIES		3,010.00	1.00		3,010.00
3442221							
00053083	GLACIER SUPPLY GROUP LLC	10/29/2026	11/24/2026	28.07	28.07	Open	N
	PLEATED 2" FILTER	llafleur					11/24/2026
	110-811-54302	PWF- BUILDING MAINT & REPAIR		28.07	1.00		28.07

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1506246							
00053049	HAYDEN ACE HARDWARE	11/03/2026	11/24/2026	18.83	18.83	Open	N
	SUPPLIES-SHOP	llafleur					11/24/2026
	110-541-56101	PARKS SHOP SUPPLIES		18.83	1.00		18.83
1506323							
00053050	HAYDEN ACE HARDWARE	11/03/2026	11/24/2026	3.64	3.64	Open	N
	DRILL BIT-SHOP	llafleur					11/24/2026
	110-541-57702	TOOLS & SMALL EQUIPMENT		3.64	1.00		3.64
1506663							
00053051	HAYDEN ACE HARDWARE	11/04/2026	11/24/2026	37.51	37.51	Open	N
	SUPPLIES-PARK/SHOP	llafleur					11/24/2026
	110-541-56101	PARKS SHOP SUPPLIES		37.51	1.00		37.51
1506824							
00053052	HAYDEN ACE HARDWARE	11/05/2026	11/24/2026	37.53	37.53	Open	N
	MISC SUPPLIES-DE ICERS	llafleur					11/24/2026
	110-531-56101	STREET SHOP SUPPLIES		37.53	1.00		37.53
1506920							
00053053	HAYDEN ACE HARDWARE	11/05/2026	11/24/2026	13.83	13.83	Open	N
	SPRAY PAINT-SHOP	llafleur					11/24/2026
	110-531-56101	STREET SHOP SUPPLIES		13.83	1.00		13.83
1507133							
00053054	HAYDEN ACE HARDWARE	11/06/2026	11/24/2026	142.66	142.66	Open	N
	KEYPAD ENTRY	llafleur					11/24/2026
	110-811-54302	PWF- BUILDING MAINT & REPAIR		142.66	1.00		142.66
1507790							
00053055	HAYDEN ACE HARDWARE	11/09/2026	11/24/2026	23.94	23.94	Open	N
	DIESEL CAN 5 GAL-SHOP	llafleur					11/24/2026
	110-541-57702	TOOLS & SMALL EQUIPMENT		23.94	1.00		23.94
1507799							
00053056	HAYDEN ACE HARDWARE	11/09/2026	11/24/2026	7.89	7.89	Open	N
	SOCKET ADPTR-SHOP	llafleur					11/24/2026
	110-531-57702	TOOLS & SMALL EQUIPMENT		7.89	1.00		7.89

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1507810							
00053057	HAYDEN ACE HARDWARE	11/09/2026	11/24/2026	24.80	24.80	Open	N
	MISC-WINTER MAINT	llafleur					11/24/2026
	110-531-56101	STREET SHOP SUPPLIES		24.80	1.00		24.80
1507823							
00053058	HAYDEN ACE HARDWARE	11/09/2026	11/24/2026	18.96	18.96	Open	N
	PADLOCK-PARKS	llafleur					11/24/2026
	110-541-54322	PARKS-GROUNDS		18.96	1.00		18.96
1507885							
00053059	HAYDEN ACE HARDWARE	11/09/2026	11/24/2026	4.40	4.40	Open	N
	MISC-DEICER	llafleur					11/24/2026
	110-531-56101	STREET SHOP SUPPLIES		4.40	1.00		4.40
1508679							
00053140	HAYDEN ACE HARDWARE	11/12/2026	11/24/2026	21.44	21.44	Open	N
	OIL-SHOP SUPPLIES	llafleur					11/24/2026
	110-541-56101	PARKS SHOP SUPPLIES		21.44	1.00		21.44
1509454							
00053148	HAYDEN ACE HARDWARE	11/16/2026	11/24/2026	19.13	19.13	Open	N
	UTILITY LIGHT-SHOP	llafleur					11/24/2026
	110-531-57702	TOOLS & SMALL EQUIPMENT		19.13	1.00		19.13
1509748							
00053160	HAYDEN ACE HARDWARE	11/17/2026	11/24/2026	3.32	3.32	Open	N
	MEMO BOOK WIDE 3x5	llafleur					11/24/2026
	110-531-56101	STREET SHOP SUPPLIES		3.32	1.00		3.32
1509823							
00053163	HAYDEN ACE HARDWARE	11/17/2026	11/24/2026	28.00	28.00	Open	N
	DRIVEWAY MARKER-WINTER MAINT	llafleur					11/24/2026
	110-532-54306	SNOW REMOVAL		28.00	1.00		28.00
1509838							
00053164	HAYDEN ACE HARDWARE	11/17/2026	11/24/2026	111.18	111.18	Open	N
	EXT CORDS-CHRISTMAS LIGHTS	llafleur					11/24/2026
	110-541-54319	STREETSCAPE REPAIR & MAINT		111.18	1.00		111.18

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 11/24/2026 - 11/24/2026
POSTED AND UNPOSTED OPEN
BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
1509999							
00053175	HAYDEN ACE HARDWARE	11/18/2026	11/24/2026	36.88	36.88	Open	N
	MISC-DEICER #24	llafleur					11/24/2026
	110-533-54024	2011 FORD F550 4X4 PICKUP R&M		36.88	1.00		36.88
480							
00053174	HAYDEN AUTO & TRUCK REPAIR	11/16/2026	11/24/2026	149.26	149.26	Open	N
	REPLACE OIL PRESSURE SENDING UNIT	llafleur					11/24/2026
	110-512-54011	2006 DODGE RAM PICKUP 1500 R&M		149.26	1.00		149.26
1580150-01							
00053109	HAYDEN LAKE IRRIGATION DISTRICT	10/29/2026	11/24/2026	14.42	14.42	Open	N
	WEST RAMSEY 2025 IRRIGATION SERVICE 9/30	llafleur					11/24/2026
	210-247-57021	H-6 LIFT STATION UTIL		14.42	1.00		14.42
2671900-01							
00053110	HAYDEN LAKE IRRIGATION DISTRICT	10/29/2026	11/24/2026	14.42	14.42	Open	N
	HONEYSUCKLE ROUNDABOUT 09/30/26-10/31/26	llafleur					11/24/2026
	110-811-54104	UTILITIES - PARKS		14.42	1.00		14.42
05-421169							
00053103	HAYDEN SUPER 1 FOODS	11/09/2026	11/24/2026	8.62	8.62	Open	N
	DAVE HAGAR WELCOME MINTS	llafleur					11/24/2026
	110-211-52902	RECOGNITION/WELLNESS/EVENTS		8.62	1.00		8.62
25558 2026-2027							
00053087	HighPoint Medical Inc.	11/01/2026	11/24/2026	27,895.80	27,895.80	Open	N
	Microsoft 365 G5 GCC Annual & Microsoft	llafleur					11/24/2026
	110-230-57719	IT SUPPORT SERVICES & TRAINING		27,895.80	1.00		27,895.80
25564							
00053088	HighPoint Medical Inc.	11/01/2026	11/24/2026	4,000.00	4,000.00	Open	N
	HIGHPOINT-IT- SUPPORT ANNUAL BILLING FOR	llafleur					11/24/2026
	110-230-53403	IT SUPPORT SERVICES & TRAINING		4,000.00	1.00		4,000.00
2s272558							
00053114	HORIZON DISTRIBUTORS INC.	10/30/2026	11/24/2026	15.72	15.72	Open	N
	WATERPROOF GLOVES	llafleur					11/24/2026
	110-541-56403	UNIFORM ALLOWANCE		15.72	1.00		15.72

INVOICE REGISTER FOR CITY OF HAYDEN

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2S269825							
00053162	HORIZON DISTRIBUTORS INC.	10/28/2026	11/24/2026	242.00	242.00	Open	N
	LINE SURGE PROTECT	llafleur					11/24/2026
	110-541-54323	PARKS-IRRIGATION		242.00	1.00		242.00
2S273263							
00053172	HORIZON DISTRIBUTORS INC.	11/16/2026	11/24/2026	432.20	432.20	Open	N
	CHRISTMAS LIGHTS	llafleur					11/24/2026
	110-541-54319	STREETSCAPE REPAIR & MAINT		432.20	1.00		432.20
INV-00545170							
00053089	INTERMAX NETWORKS	11/01/2026	11/24/2026	889.25	889.25	Open	N
	CITY HALL PHONE SERVICE	llafleur					11/24/2026
	110-211-55300	COMMUNICATIONS/PHONES		889.25	1.00		889.25
INV-0548485							
00053090	INTERMAX NETWORKS	11/12/2026	11/24/2026	237.94	237.94	Open	N
	PW SHOP PHONE SERVICE	llafleur					11/24/2026
	110-811-54109	UTILITIES-PWF		237.94	1.00		237.94
INV-00548572							
00053091	INTERMAX NETWORKS	11/12/2026	11/24/2026	134.00	134.00	Open	N
	HONEYSUCKLE BEACH KIOSK	llafleur					11/24/2026
	112-241-56103	OPERATING SUPPLIES		134.00	1.00		134.00
23598							
00053092	INTERMOUNTAIN SIGN & SAFETY INC.	10/28/2026	11/24/2026	182.00	182.00	Open	N
	SIGN, HANDICAP SIGN	llafleur					11/24/2026
	110-532-54308	STREET SIGN MAINTENANCE		182.00	1.00		182.00
23624							
00053093	INTERMOUNTAIN SIGN & SAFETY INC.	11/02/2026	11/24/2026	93.25	93.25	Open	N
	30x30 YEL HIP SIGN	llafleur					11/24/2026
	110-532-54308	STREET SIGN MAINTENANCE		93.25	1.00		93.25
23688							
00053188	INTERMOUNTAIN SIGN & SAFETY INC.	11/18/2026	11/24/2026	274.00	274.00	Open	N
	3 SIGNS	llafleur					11/24/2026
	130-899-59838-7721	Honeysuckle/Ramsey Roundabout Const.		274.00	1.00		274.00

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9166							
00053155	INTERNATIONAL MINUTE PRESS	11/16/2026	11/24/2026	818.70	818.70	Open	N
	1000 BOAT LAUNCH STICKERS	llafleur					11/24/2026
	112-241-54312	BOAT LAUNCH OPERATION/MAINTENANCE		818.70	1.00		818.70
11-4-26							
00053138	INTERSTATE ELECTRICAL CONTRACTORS I	11/04/2026	11/24/2026	198.50	198.50	Open	N
	CHECK POWER FOR BIG CHRISTMAS TREE	llafleur					11/24/2026
	110-541-54322	PARKS-GROUNDS		198.50	1.00		198.50
11-4-2026							
00053139	INTERSTATE ELECTRICAL CONTRACTORS I	11/04/2026	11/24/2026	88.00	88.00	Open	N
	DISCONNECT AIR COMPRESSOR-HONEYSUCKLE SH	llafleur					11/24/2026
	110-811-54302	BUILDING MAINT & REPAIR		88.00	1.00		88.00
11/9/26							
00053197	INTERSTATE ELECTRICAL CONTRACTORS I	11/04/2026	11/24/2026	3,416.32	3,416.32	Open	N
	REPLACE LITES, INSTALL LITE, REMOVE COND	llafleur					11/24/2026
	110-811-54302	PWF- BUILDING MAINT & REPAIR		3,416.32	1.00		3,416.32
194561							
00053143	ITERIS, INC.	11/11/2026	11/24/2026	4,670.00	4,670.00	Open	N
	PROGRESS REPORT #1 PROJECT# 13448.26-HAY	llafleur					11/24/2026
	110-411-53405	SPECIAL PROJECTS ENGINEERING REVIEW		4,670.00	1.00		4,670.00
ARTS COMMISSION							
00053198	JONES, NANCY	11/18/2026	11/24/2026	103.32	103.32	Open	N
	CANDY CANES, REFRESHMENT-YOUTH THEATER	llafleur					11/24/2026
	110-111-58025	ARTS COMMISSION		48.56	1.00		48.56
	110-111-58026	ARTS COMMISSION SUMMER THEATER EXPENSES		54.76	1.00		54.76
195116							
00053094	J-U-B ENGINEERS INC.	04/09/2026	09/28/2026	5,868.20	5,868.20	Open	N
	PROFESSIONAL SERVICES 3/1/26-3/28/26 GOV	llafleur					09/30/2026
	120-112-59242-9002	GOVT WAY/MILES INTERSECTION		0.00	1.00		0.00
	130-899-59831-9002	GOVT WAY/MILES INTERSECTION DESIGN		5,868.20	1.00		5,868.20
10-88291.00 OCT							
00053149	KOOTENAI COUNTY SOLID WASTE	11/16/2026	11/24/2026	539.00	539.00	Open	N
	PUBLIC WORKS	llafleur					11/24/2026
	110-811-54109	UTILITIES-PWF		539.00	1.00		539.00

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10-80583.00 OCT							
00053177	KOOTENAI COUNTY SOLID WASTE	11/16/2026	11/24/2026	277.20	277.20	Open	N
	FINUCANE PARK DUMPSTER	llafleur					11/24/2026
	110-811-54104	UTILITIES - PARKS		277.20		1.00	277.20
10-84587.00 OCT							
00053178	KOOTENAI COUNTY SOLID WASTE	11/16/2026	11/24/2026	492.80	492.80	Open	N
	CROFFOOT PARK DUMPSTER	llafleur					11/24/2026
	110-811-54104	UTILITIES - PARKS		492.80		1.00	492.80
10-80582.00 OCT							
00053179	KOOTENAI COUNTY SOLID WASTE	11/16/2026	11/24/2026	165.20	165.20	Open	N
	CITY HALL	llafleur					11/24/2026
	110-811-54102	UTILITIES - CITY HALL		165.20		1.00	165.20
10-80581.00 OCT							
00053180	KOOTENAI COUNTY SOLID WASTE	11/16/2026	11/24/2026	562.10	562.10	Open	N
	HONEYSUCKLE BEACH DUMPSTER	llafleur					11/24/2026
	112-241-54312	BOAT LAUNCH OPERATION/MAINTENANCE		562.10		1.00	562.10
10-84982.00 OCT							
00053181	KOOTENAI COUNTY SOLID WASTE	11/16/2026	11/24/2026	415.80	415.80	Open	N
	STODDARD PARK	llafleur					11/24/2026
	110-811-54104	UTILITIES - PARKS		415.80		1.00	415.80
10-30143.00 OCT							
00053182	KOOTENAI COUNTY SOLID WASTE	11/16/2026	11/24/2026	275.13	275.13	Open	N
	CITY OF HAYDEN DUMPSTER-GENERAL REFUSE	llafleur					11/24/2026
	110-541-54322	PARKS-GROUNDS		216.07		1.00	216.07
	110-541-54321	PARKS-BUILDINGS		30.68		1.00	30.68
	110-532-54307	HAZARDOUS MATERIAL DISPOSAL		28.38		1.00	28.38
10/27-12/15/26							
00053169	LAKE CITY FIGURE SKATING	11/02/2026	11/24/2026	420.00	420.00	Open	N
	FAWLEY, GOODWIN, SANTOS, WILLIS	llafleur					11/24/2026
	110-711-56108	CONTRACT PAYMENTS		420.00		1.00	420.00
41014.14 PMT RQ							
00053186	LARIVIERE, INC.	11/18/2026	11/24/2026	268,897.47	268,897.47	Open	N
	HONEYSUCKLE/RAMSEY 10/03/26-10/30/26	llafleur					11/24/2026
	120-112-59226-7721	HONEYSUCKLE/RAMSEY		0.00		1.00	0.00
	130-899-59838-7721	HONEYSUCKLE/RAMSEY PROJECT CONSTRUCTION		268,897.47		1.00	268,897.47

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32045							
00053122	LIBRANDI OUTDOOR POWER	11/09/2026	11/24/2026	41.98	41.98	Open	N
	DEFLECTOR-DEICER ENGINE	llafleur					11/24/2026
	110-531-57702	TOOLS & SMALL EQUIPMENT		41.98	1.00		41.98
11648 N WARREN							
00053194	MID MOUNTAIN LAND & TIMBER	11/19/2026	11/24/2026	625.00	625.00	Open	N
	Check Request For Bond: BWD25-0020	dcollins					11/24/2026
	110-228-22813	BWD25-0020 - J2025-0017		625.00	1.00		625.00
591913							
00053115	NAPA AUTO PARTS	10/29/2026	11/24/2026	31.76	31.76	Open	N
	FILTERS-#79	llafleur					11/24/2026
	110-542-54079	2008 JOHN DEERE 3520 MOWER R&M		31.76	1.00		31.76
593446							
00053116	NAPA AUTO PARTS	11/09/2026	11/24/2026	139.62	139.62	Open	N
	CABLE TIES, BLUETOOTH SPEAKER, OIL-WINTE	llafleur					11/24/2026
	110-531-56101	STREET SHOP SUPPLIES		139.62	1.00		139.62
592958							
00053117	NAPA AUTO PARTS	11/05/2026	11/24/2026	43.44	43.44	Open	N
	OIL & FILTER-#38	llafleur					11/24/2026
	110-533-54038	2020 CHEVY SILVERADO 1500 CREW R&M		43.44	1.00		43.44
592829							
00053118	NAPA AUTO PARTS	11/04/2026	11/24/2026	215.76	215.76	Open	N
	MARINE SEA FOAM-WINTER MAINT	llafleur					11/24/2026
	110-531-56101	STREET SHOP SUPPLIES		215.76	1.00		215.76
592974							
00053119	NAPA AUTO PARTS	11/05/2026	11/24/2026	31.14	31.14	Open	N
	SUPPLIES-DEICER	llafleur					11/24/2026
	110-533-54064	2013 DE-ICER TANK R&M		31.14	1.00		31.14
593187							
00053120	NAPA AUTO PARTS	11/06/2026	11/24/2026	295.46	295.46	Open	N
	AIR FILTER-#37	llafleur					11/24/2026
	110-533-54037	2000 TYMCO STREET SWEEPER R&M		295.46	1.00		295.46

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
593188							
00053121	NAPA AUTO PARTS	11/06/2026	11/24/2026	9.09	9.09	Open	N
	HAIRPINS-WINTER MAINT	llafleur					11/24/2026
	110-532-54306	SNOW REMOVAL		9.09	1.00		9.09
583242							
00053150	NAPA AUTO PARTS	09/04/2026	09/30/2026	31.16	31.16	Open	N
	WIPER BLADES	llafleur					09/30/2026
	110-512-54040	2023 GMC SIERRA 1500 PRO R&M		31.16	1.00		31.16
589286							
00053165	NAPA AUTO PARTS	10/13/2026	11/24/2026	10.60	10.60	Open	N
	MOULDING TAPE	llafleur					11/24/2026
	110-533-54047	2021 MINI MATRIX MESSAGE BOARD R&M		10.60	1.00		10.60
593956							
00053170	NAPA AUTO PARTS	11/12/2026	11/24/2026	55.50	55.50	Open	N
	TRAILER WIRE-210	llafleur					11/24/2026
	110-533-54099	TOTAL EQUIP/VEHICLE REPAIR & MAINTENANCE		55.50	1.00		55.50
593506							
00053171	NAPA AUTO PARTS	11/09/2026	11/24/2026	48.70	48.70	Open	N
	TERMINAL & CABLE SEAL-DEICERS	llafleur					11/24/2026
	110-533-54064	2013 DE-ICER TANK R&M		48.70	1.00		48.70
0048383691							
00053095	NORCO, INC.	11/03/2026	11/24/2026	1,444.40	1,444.40	Open	N
	ANNUAL FIRE EXT INSPECTION	llafleur					11/24/2026
	110-811-54302	PWF- BUILDING MAINT & REPAIR		1,444.40	1.00		1,444.40
2002005-2000973							
00053111	NORTH 40 OUTFITTERS	11/03/2026	11/24/2026	61.98	61.98	Open	N
	MOUSE/RAT BAIT-SHOP	llafleur					11/24/2026
	110-531-56101	STREET SHOP SUPPLIES		61.98	1.00		61.98
64266							
00053124	NORTH IDAHO LANDSCAPE SUPPLIES INC	10/02/2026	11/24/2026	58.00	58.00	Open	N
	CROFFOOT-SAND, TOPSOIL	llafleur					11/24/2026
	110-541-54322	PARKS-GROUNDS		58.00	1.00		58.00

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 11/24/2026 - 11/24/2026
POSTED AND UNPOSTED OPEN
BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
102746002 OCT 2							
00053156	NORTH KOOTENAI WATER DIST	11/16/2026	11/24/2026	36.66	36.66	Open	N
	H-1 LIFT STATION HONEYSUCKLE	llafleur					11/24/2026
	210-247-57009	H-1 LIFT STATION UTIL		36.66	1.00		36.66
103816901 OCT 2							
00053157	NORTH KOOTENAI WATER DIST	11/16/2026	11/24/2026	36.66	36.66	Open	N
	H-2 LIFT STATION	llafleur					11/24/2026
	210-247-57005	H-2 WALMART PS UTIL		36.66	1.00		36.66
24738							
00053152	NORTHWEST TIRE WORX LLC	11/16/2026	11/24/2026	74.00	74.00	Open	N
	WHEEL DISMOUNT/MOUNT	llafleur					11/24/2026
	110-533-54035	2018 PETERBILT STREET SWEEPER 220 R&M		74.00	1.00		74.00
10275 N REED							
00053193	OLSON ENGINEERING - STEVE SOLTYS	11/19/2026	11/24/2026	124.58	124.58	Open	N
	Check Request For Escrow: BPN24-0006	dcollins					11/24/2026
	110-228-22813	BPN24-0006 - PZE-24-0067		124.58	1.00		124.58
61022022							
00053096	ONE CALL CONCEPTS, INC.	10/31/2026	11/24/2026	226.06	226.06	Open	N
	TCKTS 178@$.97, ADVER SURCHARGE 178@$.20	llafleur					11/24/2026
	210-241-53253	SEWER LOCATES		226.06	1.00		226.06
4841093							
00053097	POINTE PEST CONTROL-ID LLC	10/28/2026	11/24/2026	103.00	103.00	Open	N
	2 COM EOM GENERAL PEST	llafleur					11/24/2026
	110-811-54301	BUILDING MAINT & REPAIR		103.00	1.00		103.00
50964311							
00053183	QUILL CORPORATION	11/04/2026	11/24/2026	46.98	46.98	Open	N
	RY27 AAG PROF BLK 9x11 W/M	llafleur					11/24/2026
	110-211-56101	OFFICE SUPPLIES		46.98	1.00		46.98
50958858							
00053184	QUILL CORPORATION	11/04/2026	11/24/2026	14.62	14.62	Open	N
	RY27 BS SOLID 5x8 W	llafleur					11/24/2026
	110-211-56101	OFFICE SUPPLIES		14.62	1.00		14.62

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
50964085							
00053185	QUILL CORPORATION	11/04/2026	11/24/2026	169.32	169.32	Open	N
	RY27 PLANNER, REFILL, WALL	llafleur					11/24/2026
	110-211-56101	OFFICE SUPPLIES		169.32	1.00		169.32
01-193434							
00053098	RAGAN EQUIPMENT INC.	10/29/2026	11/24/2026	12.65	12.65	Open	N
	JDC FILTER	llafleur					11/24/2026
	110-542-54076	2008 WALKER MOWER R&M		12.65	1.00		12.65
5291							
00053099	RED'S POWER SUPPLY LLC	10/27/2026	11/24/2026	362.82	362.82	Open	N
	DEKA BATTERY	llafleur					11/24/2026
	110-542-54099	TOTAL EQUIP/VEHICLE FUEL & MAINTENANCE		362.82	1.00		362.82
5345							
00053144	RED'S POWER SUPPLY LLC	11/03/2026	11/24/2026	323.38	323.38	Open	N
	DEKA BATTERY	llafleur					11/24/2026
	110-533-54029	2015 JOHN DEERE LOADER #3509 R&M		323.38	1.00		323.38
IN292432							
00053100	ROYAL BUSINESS SYSTEMS INC	11/11/2026	11/24/2026	1,128.45	1,128.45	Open	N
	COPYSTAR CS-4054CI TOTAL METER CHARGES -	llafleur					11/24/2026
	110-230-53401	COPIER MAINT & REPAIR		1,128.45	1.00		1,128.45
10926							
00053166	SATURDAY NIGHT INC.	11/05/2026	11/24/2026	268.60	268.60	Open	N
	REF STAFF APPAREL	llafleur					11/24/2026
	110-711-56403	WORK APPAREL		268.60	1.00		268.60
109927							
00053167	SATURDAY NIGHT INC.	11/05/2026	11/24/2026	426.77	426.77	Open	N
	REF STAFF APPAREL	llafleur					11/17/2026
	110-711-56403	WORK APPAREL		426.77	1.00		426.77
109990							
00053189	SATURDAY NIGHT INC.	11/19/2026	11/24/2026	130.44	130.44	Open	N
	TIS THE SEASON VB CHAMPS	llafleur					11/24/2026
	110-711-52903	PROGRAM AWARDS/PRIZES/CERTIFICATES		130.44	1.00		130.44

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
3902							
00053168	SERVPRO OF COEUR D'ALENE	11/05/2026	11/24/2026	3,417.77	3,417.77	Open	N
	BIO REMEDIATION	llafleur					11/24/2026
	110-811-54302	PWF- BUILDING MAINT & REPAIR		3,417.77	1.00		3,417.77
I20202							
00053112	SHAFER HEATING & COOLING, INC	11/11/2026	11/24/2026	6,768.00	6,768.00	Open	N
	FINAL FOR MECHANICAL INSTALL	llafleur					11/24/2026
	110-811-54302	PWF- BUILDING MAINT & REPAIR		6,768.00	1.00		6,768.00
I20146							
00053113	SHAFER HEATING & COOLING, INC	11/02/2026	11/24/2026	679.00	679.00	Open	N
	UNIT HEATER & FURNACE DIAG	llafleur					11/24/2026
	110-811-54302	PWF- BUILDING MAINT & REPAIR		679.00	1.00		679.00
154315							
00053104	UNITED DATA SECURITY INC	10/28/2026	11/24/2026	65.00	65.00	Open	N
	SHRED BIN SVCS 10/28/26	llafleur					11/24/2026
	110-211-55505	DOCUMENT SHREDDING		65.00	1.00		65.00
21210920							
00053145	WAYNE-DALTON	11/09/2026	11/24/2026	3,814.00	3,814.00	Open	N
	THERMOSPAN	llafleur					11/24/2026
	110-811-54302	PWF- BUILDING MAINT & REPAIR		3,814.00	1.00		3,814.00
21099718							
00053158	WAYNE-DALTON	05/06/2026	09/30/2026	220.00	220.00	Open	N
	DUMPED CABLES ON WAREHOUSE DOOR	llafleur					09/30/2026
	110-811-54302	BUILDING MAINT & REPAIR		220.00	1.00		220.00
IN003820965							
00053146	WESTERN STATES EQUIPMENT COMPANY	11/12/2026	11/24/2026	943.70	943.70	Open	N
	GENERATOR-LEISURE PARK	llafleur					11/24/2026
	210-246-57000	LEISURE PARK LS O&M		943.70	1.00		943.70
IN003827427							
00053190	WESTERN STATES EQUIPMENT COMPANY	11/18/2026	11/24/2026	967.17	967.17	Open	N
	WOODLAND MEAD GENERATOR	llafleur					11/24/2026
	210-246-57003	WOODLAND MEADOWS LS O&M		967.17	1.00		967.17

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
1224511							
00053105	ZIEGLER LUMBER COMPANY INC.	11/06/2026	11/24/2026	215.90	215.90	Open	N
	4x8 FOAMULAR, 6x10	llafleur					11/24/2026
	110-811-54302	PWF- BUILDING MAINT & REPAIR		215.90	1.00		215.90
1221497							
00053106	ZIEGLER LUMBER COMPANY INC.	11/02/2026	11/24/2026	11.95	11.95	Open	N
	MAGNETIC TORPEDO LEVEL	llafleur					11/24/2026
	110-541-57702	TOOLS & SMALL EQUIPMENT		11.95	1.00		11.95
1223228							
00053107	ZIEGLER LUMBER COMPANY INC.	11/04/2026	11/24/2026	27.94	27.94	Open	N
	SEALANT, MOUSE SHIELD	llafleur					11/24/2026
	110-811-54302	PWF- BUILDING MAINT & REPAIR		27.94	1.00		27.94
1223769							
00053108	ZIEGLER LUMBER COMPANY INC.	11/05/2026	11/24/2026	14.40	14.40	Open	N
	60LBS CONCRETE MIX	llafleur					11/24/2026
	110-532-54308	STREET SIGN MAINTENANCE		14.40	1.00		14.40

# of Invoices: 147	# Due: 147	Totals:	452,785.81	452,785.81
# of Credit Memos: 0	# Due: 0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:			452,785.81	452,785.81

--- TOTALS BY FUND ---

110 GENERAL FUND	118,940.24	118,940.24
112 HONEYSUCKLE BOAT LAUNCH FUND	2,523.48	2,523.48
121 IMPACT FEE PARKS FUND	37,550.00	37,550.00
130 MAJOR CAPITAL PROJECTS FUND	287,585.42	287,585.42
210 SEWER OPER. & MAINT. FUND	3,176.67	3,176.67
211 SEWER CAPITALIZATION FUND	3,010.00	3,010.00

--- TOTALS BY DEPT/ACTIVITY ---

111 GEN-MYR OPERATING & ADMINISTRAT	103.32	103.32
113 PLANNED PROJECTS - PARKS	37,550.00	37,550.00
211 GEN-ADM OPERATING & ADMINISTRAT	1,735.35	1,735.35
228 PASSTHRU & BAD DEBT EXPENSES	872.25	872.25
230 GEN-ADM INFORMATION TECHNOLOGY	35,789.87	35,789.87
241 OPERATING & ADMINISTRATIVE	5,781.54	5,781.54
246 LIFT/PUMP STATION R&M	1,910.87	1,910.87
247 LIFT/PUMP STATION UTIL	1,017.74	1,017.74

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
	252 LAW ENFORCEMENT			9,200.00	9,200.00		
	301 COMDEV--P&D OPERATING & ADMINIS			4.87	4.87		
	350 COMDEV VEHICLES			66.00	66.00		
	411 ENGR OPERATING & ADMINISTRATIVE			4,670.00	4,670.00		
	512 PW-ADM EQUIP/VEHICLE FUEL & MAI			224.42	224.42		
	531 PW-STR OPERATING & ADMINISTRATI			648.45	648.45		
	532 PW-STR ROAD MAINTENANCE			12,004.67	12,004.67		
	533 PW-STR EQUIP/VEHICLE R&M			919.10	919.10		
	541 PW-PKS OPERATING & ADMINISTRATI			2,532.62	2,532.62		
	542 PW-PKS EQUIP/VEHICLE R&M			551.59	551.59		
	711 REC OPERATING & ADMINISTRATIVE			1,304.89	1,304.89		
	712 REC EQUIP/VEHICLE FUEL MAINT			22.00	22.00		
	811 FACIL OPERATING & ADMINISTRATIV			48,290.84	48,290.84		
	899 CAPITAL PURCHASES/PROJECTS			287,585.42	287,585.42		

2. **VISITOR/PUBLIC COMMENT (3-minutes maximum)**
3. **UNFINISHED BUSINESS**
   A. *ACTION ITEM* Contract with Kootenai County for Law Enforcement Services

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

Memo

To: Mayor and Hayden City Council

From: Dave Hagar, Public Safety Director

Date: November 20, 2026

Agenda Item: Consideration of the FY 27 Contract with Kootenai County for Law Enforcement Services

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Agenda Item Location
Unfinished Business

Background and Recommended Action or Motion
The attached contract is presented to the Council for consideration for FY27 law enforcement services with Kootenai County. In this iteration of the contract, staff has addressed three main issues that arose from the previous contract provided by the County in late September. Those include:

1. Reduction of overhead from 40% to 30%
2. Commitment of the City and the County to meet and agree upon a reasonable amount of overhead, to include a rebate to the City if it is reduced.
3. Retroactive payments for the contract to October 1, 2026

The contract provides four deputies, one detective and an animal control officer. As progress is made on agreeable overhead, it is anticipated we can apply unused budget line set aside for this contract to increase additional deputy hours.

Functional Impact of Authorizing or Not Authorizing
Authorizing this action provides for continued law enforcement services for the City of Hayden and establishes a framework to address reasonable overhead costs and resolve past accountability issues.

Fiscal Impact
Staff budgeted $1,080,000.00 is this budget item and the contract is for $974,223.90

Budget Funding Source / Transfer Request
110-251-59003 Kootenai County Law Enforcement Salaries and Benefits.

Attachment
Draft Contract

LAW ENFORCEMENT SERVICES AGREEMENT

THIS AGREEMENT (hereinafter "Agreement") made and entered into this _____ day of _____, 2026, by and between **Kootenai County**, a duly formed and existing county pursuant to the laws and Constitution of the State of Idaho, the **Kootenai County Sheriff** (hereinafter collectively the "COUNTY") and the **City of Hayden**, Idaho, a municipal corporation of the State of Idaho (hereinafter the "CITY").

WITNESSETH

WHEREAS, several cities in Kootenai County contract with the COUNTY for the provision of law enforcement services within their city boundaries; and

WHEREAS, the COUNTY supports the development and continuation of these contracts to preserve the quality, depth and breadth of its law enforcement services; and

WHEREAS, the CITY desires to contract with the COUNTY for the performance of the hereinafter described law enforcement duties, services, and functions within its boundaries by the COUNTY.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed as follows:

1. Law Enforcement Services. The COUNTY will provide the CITY the law enforcement services described in Exhibit A, attached hereto and incorporated herein by reference.

1.1 Compensation.

a. Rate and Cost. The CITY shall pay COUNTY for the services provided at the rate and cost described in Exhibit A.

b. Billing. COUNTY shall submit a bill to the CITY on or about the first day of every month, but not later than the fifth day, for services provided during

the prior month at the rates and cost described in Exhibit A. The CITY shall pay the COUNTY the amount billed within thirty (30) days.

1.2. Special Provisions.

a. Distribution of Penalties, Fines and Forfeitures. Any arrests made within the protected area, and citations issued for misdemeanors or infractions that occur within the protected area during the timeframe for which COUNTY is providing the law enforcement shall be deemed CITY arrests and citations for the purpose of prosecution and distribution of penalties, fines and forfeitures.

1.3 Personnel and Equipment. The COUNTY is acting hereunder as an independent contractor so that:

a. Control of Personnel. Control of personnel, standards of performance, discipline and all other aspects of performance shall be governed entirely by the COUNTY. Allegations of misconduct shall be investigated in accordance with COUNTY protocol.

b. Status of Employees. All individuals rendering service hereunder shall be for all purposes employees of the COUNTY.

c. Liability. All liability for salaries, wages, any other compensation, injury, or sickness arising from performance of the law enforcement services by the COUNTY hereunder shall be that of the COUNTY.

d. Provision of Personnel. The COUNTY shall furnish all personnel and such resources and material deemed by the COUNTY as necessary to provide the level of law enforcement service herein described.

e. Vehicles and Equipment. Ownership of vehicles and equipment purchased by the COUNTY shall be retained by the COUNTY. The vehicles described in Exhibit B shall be the property of the CITY.

1.4 CITY Responsibilities. In support of the COUNTY providing the services described herein, the CITY promises the following.

a. Municipal Police Authority. The CITY promises to confer municipal police authority on such COUNTY deputies as might be engaged hereunder in enforcing CITY ordinances within CITY boundaries, for the purposes of carrying out this Agreement.

b. Special Supplies. The CITY promises to supply, at its own cost and expense, any special supplies, stationery, notices, forms, and the like where such must be issued in the name of the CITY.

1.5 Duration. This Agreement is effective upon authorization and signature by all parties, except that services and charges shall commence retroactive from October 1, 2026, and shall continue month to month until terminated by either party.

1.6 Termination. Either party may terminate this Agreement, with or without cause, by giving thirty (30) days written notice to the other party.

1.7 Indemnification and Insurance.

a. The CITY to Defend, Indemnify and Hold the COUNTY Harmless. The COUNTY, its officers, agents, and employees, shall not be deemed to have assumed any liability for the acts of said CITY or any officers, agents or employees thereof, and the CITY hereby covenants and agrees to defend, indemnify and hold and save the COUNTY, and its officers, agents, and

employees, harmless from all claims whatsoever that might arise against the COUNTY, its officers, agents, or employees, by reasons of any acts or failures to act on the part of the CITY, its officers, agents or employees.

b. The COUNTY to Defend, Indemnify and Hold the CITY Harmless. The COUNTY hereby covenants to defend, indemnify and hold and save the CITY, and all its officers, agents, and employees, harmless from all claims whatsoever that might arise against the CITY, its officers, agents, or employees by reason of any acts or failures to act on the part of the COUNTY, its officers, agents, or employees in the performance of the duties required by the terms of this Agreement.

c. Liability Related to CITY Ordinances, Policies, Rules and Regulations. In executing this Agreement, the COUNTY does not assume liability or responsibility for or in any way release the CITY from any liability or responsibility which arises in whole or in part from the existence or effect of CITY ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such CITY ordinance, policy, rule or regulation is at issue, the CITY shall defend the same and select legal counsel at its sole expense and, if judgment is entered or damages are awarded against the CITY, the COUNTY, or both, the CITY shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

d. Insurance. Each party shall procure and maintain insurance as required by applicable federal and state law and as may be appropriate and reasonable

to cover its staff, equipment, vehicles, and property, including but not limited to liability insurance, workers' compensation, automobile liability, and property damage. Each party has the right to self-insure all or part of the insurance requirements set forth in this paragraph.

1.8 Audits and Inspections. The records, reports and documents with respect to all matters covered by this Agreement shall be subject to inspection, review or audit by the COUNTY or CITY during the term of this Agreement and three (3) years after termination unless such records are exempt from disclosure under Idaho Code §§ 74-101, *et seq*.

1.9 Amendments. This Agreement may be amended at any time by mutual written agreement of the parties.

1.10 Agreement Administration.

a. Agreement Administrators. The CITY Administrator or Mayor, or his designee, and the Sheriff, or his designee, shall serve as agreement administrators to review performance and resolve operational problems.

b. Referral of Unresolved Problems. The CITY Mayor or his designee shall refer any police and/or city code enforcement service operational problem, which cannot be resolved with the Sheriff's designee, to the Sheriff and the designee of the Board of County Commissioners. The Sheriff, the designee of the Board of County Commissioners and the Mayor shall meet as necessary and work in good faith to resolve such issues.

1.11 Entire Agreement/Waiver of Default. The parties agree that this Agreement is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the

performance of the provisions of this Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

1.12 Termination of Prior Contracts. The COUNTY and CITY agree that all prior agreements to provide law enforcement services are terminated and superseded by this Agreement. Except as set forth in Exhibit B, all vehicles, equipment and other personal property purchased pursuant to the terms of prior agreements shall be deemed the property of the COUNTY.

1.13 Non-Appropriation of Funds. The COUNTY's obligation to provide the resources to deliver the services under this Agreement is subject to appropriations by the Board of Kootenai County Commissioners to satisfy such obligations. The CITY'S obligation to pay compensation due to the CONTY under this Agreement is subject to appropriations by the CITY's governing body to satisfy payment of such obligations. Each party's obligations to provide resources or make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, this Agreement shall terminate effective at the end of the fiscal year for which funds were appropriated and the COUNTY will not be obligated to provide the services under this Agreement and the CITY will not be obligated to make any payments under this Agreement beyond the amount appropriated, and non-appropriation shall in no way be considered a default or breach. A party shall provide written notice of non-appropriation of funds to the other party within thirty (30) calendar days after action is completed by the party's governing board. However, a party's failure to provide such notice shall not extend this Agreement into a fiscal year in which sufficient funds have not been appropriated.

IN WITNESS WHEREOF, the parties have executed this Agreement.

City of Hayden

By: _____
Alan Davis, Mayor

ATTEST:

_____
Abbi Sanchez, City Clerk

Kootenai County Sheriff

By: _____
Robert Norris, Sheriff

Board of Kootenai County Commissioners

By: _____
Bruce Mattare, Chair

By: _____
Leslie Duncan, Commissioner

By: _____
Marc Eberlein, Commissioner

ATTEST:

_____
Jennifer Locke, Kootenai County Clerk

EXHIBIT A

1. Compensation. The CITY shall pay the COUNTY as compensation for the law enforcement services to be herein rendered by the KCSO to the CITY, the base sum of $81,178.33 ($974,223.90 ÷12 months) per month, plus deputy overtime and any additional amounts set forth in the Agreement and Exhibits, based on a fiscal year calculated as follows:

A. Personnel	
• Four (4) Dedicated Patrol Deputies	$514,708.00
• One (1) Available Animal Control Officer	$89,417.00
• One (1) Available Detective	$145,278.00
B. Overhead	$224,820.90
Total:	**$974,223.90**

2. Billed Overtime. The COUNTY will bill for any overtime incurred by the dedicated patrol deputies when that time is directly benefiting the CITY. The COUNTY shall provide adequate and detailed records of the overtime that is billed to the CITY so that it may have sufficient knowledge and clarity that such time is, in fact, incurred on behalf of the CITY and incurred by the dedicated patrol deputies.

3. Adjustment of Overhead Rate. The Overhead described in paragraph 1.B., above, is calculated as 30% of the total loaded personnel salaries (($514,708.00 + $89,417.00 + $145,278.00 = $749,403.00) x .30 = $224,820.90). At any time, the parties may agree on a different overhead rate; and, in the event the overhead rate is reduced, the CITY shall be credit for the total amount of the reduction during that fiscal year.

4. Temporary Diversion of Resources. Notwithstanding any other provision in this Agreement, the parties understand and agree that the Sheriff may, in his sole discretion, temporarily divert deputies and equipment from the area of the CITY to other locations within the County for specific emergency situations.

5. Personnel Unavailability. The COUNTY personnel assigned to the CITY may be unavailable at times due to usual and customary training, vacation and sick leave. When such assigned personnel are unavailable, calls for service will be responded to by appropriate personnel at the discretion of the COUNTY.

6. CITY Ordinance Enforcement. As set forth in the Agreement, the Sheriff shall have the power, duty and discretion to enforce the CITY ordinances in the same manner as penal laws of the state of Idaho.

7. CITY Council Meetings. As requested by the CITY, a COUNTY Sheriff's deputy shall be diverted from providing law enforcement services pursuant to the Agreement and will attend CITY public meetings. If there is an extraordinary reason, at the request of the CITY, but at the sole discretion of the COUNTY, Sheriff's command staff may attend CITY public meetings.

COUNTY personnel attending CITY public meetings shall be heard first and then allowed to leave, unless there is an extraordinary reason otherwise.

8. Reporting. The COUNTY shall provide monthly reporting to the CITY that includes the following:

a. Summary level information regarding crimes as tracked by the COUNTY software in both the monthly and yearly tabulations as mutually agreed upon by the parties.
b. Monthly statistical information regarding the dedicated patrol deputies to include shifts worked, calls for service taken, reports written, supplemental reports written, number of felony arrests, misdemeanor arrests, field interviews conducted, number of traffic stops, citations and warnings issued and the number of directed patrols completed.
c. Law enforcement initiated vs. all other initiated calls for service.
d. Hot spots for crime in the CITY.
e. Top 5 types of calls for service for the month.
f. Response times (as currently calculated by the COUNTY).
g. If the CITY requests additional reports, the COUNTY will work with the CITY and use its reasonable best efforts to provide additional reports.

9. The COUNTY shall, in conjunction with the CITY, provide access to the Spillman System and other law enforcement databases, as are determined appropriate by the parties, to an individual selected by the CITY, who meets the qualifications and background required to access CJIS and sensitive information, for the purpose of being a liaison with the COUNTY to review statistical reporting, and collaborating on responses to crime in the CITY and community law enforcement concerns.

10. The parties shall continue to work in good faith towards better accountability of resources being used in the CITY to account for tax dollars provided to the COUNTY. Progress reports and iterative conversations should be ongoing as data collection is attempted and produced. The CITY will continue to work with the KCSO on levels of reporting and data that satisfies this requirement.

EXHIBIT B

1. In the event this Agreement is terminated, or the COUNTY ceases to provide law enforcement services to the CITY, within a reasonable time thereafter, the COUNTY shall transfer title and possession of the following vehicles to the CITY:

VIN Number	Purchase Date	Full Depreciation	FY Contract
1FM5K8AB2PGA20195	1/30/2023	1/30/2028	FY24
1FM5K8AB6PGA19745	1/30/2023	1/30/2028	FY24
1FM5K8AB3PGA21792	1/30/2023	1/30/2028	FY24
1FM5K8AB8SGB36722	3/31/2025	3/31/2030	FY25
1FM5K8AB4SGB37057	3/31/2025	3/31/2030	FY25

(herein "Vehicle or Vehicles")

2. Unless and until the transfer of Vehicles to the CITY as described hereinabove, the COUNTY shall be responsible for fuel, oil changes, and insurance coverage for the Vehicles in the usual and customary manner of other similar COUNTY vehicles. The CITY shall be responsible for all other costs and repairs to the Vehicles.

3. In the event a Vehicle is damaged or totaled, the CITY shall be responsible for the insurance deductible and shall receive the net insurance proceeds. The CITY shall be responsible for all repairs and the cost of a replacement vehicle. In the event a COUNTY vehicle must be used as a replacement, the CITY shall pay the COUNTY the depreciation value of such vehicle.

4. If the Vehicles are transferred to the CITY as described hereinabove, the parties agree that the COUNTY provides no guarantee, promise or warranty as to the condition of the Vehicles, and the CITY shall accept the Vehicles As-Is. The equipment affixed to the Vehicles, including but not limited to radios, camera systems, vehicle uplifting, and other miscellaneous equipment purchased by the CITY, shall be returned to the CITY, so long as the COUNTY can return such equipment without breaching other contracts.

B. *ACTION ITEM* Resolution Adopting Sewer Collection System Capitalization Fee Update Report

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

Memo

To: Mayor and Hayden City Council

From: Dulci Kau

Date: November 20, 2026

Agenda Item: Consider Resolution Adopting Capitalization Fee Report

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Agenda Item Location
Old Business

Recommended Action or Motion
Staff recommends authorizing the Mayor to sign the attached resolution adopting the cap fee report adopting the methodology report establishing the fee for connecting to the sewer collection system.

Summary
The attached report provides the methodology and recommended rates for connection to the city's gravity sewer collection system. Council has already adopted the rate with the resolution adopting fees that became effective on October 1. This report provides the methodology for supporting that fee.

Fiscal Impact
This action contains no fiscal impact.

Budget Funding Source / Transfer Request
N/A

Attachment
Resolution

RESOLUTION NO._____

ADOPTING A SEWER CAPITALIZATION FEE UPDATE

WHEREAS Hayden Municipal Code Section 8-1-5 establishes a sewer capitalization fee to be adjusted by resolution; and

WHEREAS the City has accepted a large amount of sewer collection infrastructure and performed a Capitalization Fee Update report with FCS Group which is adopted into this Resolution and incorporated hereby as **Exhibit 1**; and

WHERAS the fee adopted hereby represents the value of share of system capacity tha the new user and/or redeveloping user will utilize; and

WHEREAS the Capitalization Fees shall be used for capital-related obligations only;

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HAYDEN, that the sewer capitalization fee authorized by Hayden Municipal Code Section 8-1-5 is hereby established as follows, commencing October 1, 2026:

A. Residential - $13,500 per dwelling unit, including a non-commercial accessory building with a bathroom. The fee comprises $6,522 for collection (city portion) and $6,978 collected by the City that is paid to the Hayden Area Regional Sewer Board for treatment.
B. Commercial/Industrial – Minimum of $13,500 per 6 wastewater units. The fee comprises $6,522 for collection (city portion) and $6,978 collected by the City that is paid to the Hayden Area Regional Sewer Board for treatment.
    1. Flows over each increment of one wastewater unit will be rounded to the next wastewater unit, and will be charged an additional capitalization fee of $2,250, which consists of $1,087 for collection and $1,163 for treatment.

Any fee or Resolution inconsistent or in conflict with the provisions of this Resolution is hereby repealed or superseded to the extent of such conflict, on the effective date of this Resolution.

APPROVED BY THE CITY COUNCIL ON THIS _____ DAY OF _____, 2026

CITY OF HAYDEN

_____
Alan Davis, Mayor

ATTEST:

_____
Abbi Sanchez, Clerk

Exhibit 1

CITY OF HAYDEN

Sewer Collection System Capitalization Fee Update

Submitted by:

FCS, a Bowman company
7525 166th Ave NE
Ste D-215
Redmond, WA 98052

Submitted to:

City of Hayden
8930 N Government Way
Hayden, ID 83835

October 2026

Contents

Sewer Collection System Capitalization Fee Update 1
Introduction 1
Overview 1
Approach 1
Governing Statutes 1
Methodology 2
Capacity Fee Calculation 2
Gross Present-Day Replacement Value 3
Bond Principal 3
Unfunded Depreciation 3
Net Present-Day Replacement Value 4
System Capacity 4
Total Capitalization Fee 5
City Council Resolution 5
..... 6
Appendix A | Summary of Capitalization Fee Calculation 6

Exhibits

Exhibit 1. Capitalization Fee Methodology 2
Exhibit 2. Gross Present-day Sewer Collection System Replacement Value 3
Exhibit 3. Net Present-Day Sewer Collection System Replacement Value 4
Exhibit 4. Total Sewer Collection System Capacity 4
Exhibit 5. Calculated Maximum Sewer Collection System Capitalization Fee 5

Sewer Collection System Capitalization Fee Update

Introduction

The City of Hayden ("City") engaged FCS, a Bowman Company (FCS) to complete a sewer collection system capitalization fee update. The last update was completed in 2019. Since that time, the City has continued to make asset investments with the most significant being the addition of the H-6 sewer basin infrastructure (including the Hayden North and Hayden Canyon developments). These additions also increased the capacity of the sewer collection system. Both the additional investments and increased capacity make it an ideal time to update the capitalization fee.

Overview

Capacity fees are one-time fees for new, or redevelopment used to recover a proportional share of the value of facilities required to provide service. This fee has many names (e.g., capacity fee, new user facility fee, availability fee, equity buy-in fee, capitalization fee, hook up fee, etc.). Fees reflect the most recent asset infrastructure investment, to ensure ongoing equity between existing and new customers. It should be noted that capitalization fees are not intended to fund ongoing O&M expenses, only capital-related obligations. The City currently imposes a sewer collection capitalization fee based on dwelling units for residential and wastewater units (WUs) for commercial/industrial connections. A separate charge is imposed by Hayden Area Regional Wastewater Board for sewer treatment.

The following section discusses the various aspects of the process used to update the sewer collection system capitalization fee.

Approach

The methods used to complete the study are based on analytical principles and practices that are generally accepted and widely followed throughout the industry and State of Idaho – The ultimate goal is cost-based utility fees that represent the proportionate value of the system capacity that the new user will utilize.

Throughout the study, we worked with City staff to arrive at a fee that is representative of the infrastructure investment in the ground and providing service and that comply with legal requirements and adhere to industry best practices. Meetings were held with staff to validate input parameters and review interim findings.

Governing Statutes

The capitalization fee method has had several court challenges that have allowed this method to become well-established. In the case of *Loomis v. City of Hailey (1991),* the Court ruled that the methodology used to determine the value of the system was reasonable. The connection fee was calculated by "dividing the net system replacement value by the number of users the system can support." In *Viking Const., Inc. v. Hayden Lake Irrigation District (2010)*, the Court decided that the statute permitted the district "to charge new users of the domestic water system a connection fee that used an amount equal to the value of that portion of the system capacity that the new user will utilize at that point in time." The Idaho Supreme Court affirmed both approaches again in *North Idaho Building Contractors Association (NIBCA) v. City of Hayden (2015).*

Methodology

The methodology and calculation used for the capacity fee update is based on the interpretation by the Court in the 2015 Idaho Supreme Court Case, *NIBCA v the City of Hayden*. Key components of the connection fee methodology include;

- Determine gross present day replacement value of the existing system.
- Determine net system present day replacement value by subtracting unfunded depreciation and applicable outstanding bond principal from the gross present day replacement value.
- Calculate connection fee by dividing the net system replacement value by the number of users the system can support.

A few key points to understand regarding the capitalization fee methodology include:

- The fee is limited in its calculation of cost to the capacity of replacing existing infrastructure. While any collected fee can be expended on facilities to support future capital investment, the calculation method prevents the City from including costs associated with future facilities not currently used and useful – in other words, constructed and providing service.
- Existing infrastructure is valued at current replacement cost (not original cost).
- The capitalization fee is to be calculated "by dividing the net system replacement value by the number of users the system can support" at that point in time. It is important to understand the system capacity of the current infrastructure in the ground providing service.
- The deduction for outstanding debt principal is made recognizing that new customers will pay for their share of debt service costs through ongoing service rates.

Exhibit 1 provides a summary of the capitalization fee methodology used for this study.

Exhibit 1. Capitalization Fee Methodology

	Gross Present-day Replacement Value of System
Less:	Bond Principal Outstanding
Less:	Unfunded Depreciation
=	Net System Replacement Value for the Current Year
÷	Number of Users Current System can Support
=	**Total Capitalization Fee per Dwelling Unit/Wastewater Unit (WU)**

Capacity Fee Calculation

The sewer collection system capitalization fee calculation used to establish the fee for the City includes the following key elements and data sources.

Gross Present-Day Replacement Value

The gross present day replacement value was determined by identifying all existing facilities utilized to provide sewer collection service to customers as of September 30, 2025. Important considerations for this part of the equation include:

- Sewer assets include land, lift stations, gravity & pressure pipe, and manholes.
- Accounting booked asset records reviewed and/or provided by City established original cost values.
- Collection system gravity pipe, pressure pipe and manhole detail (type, size, length, and year installed) provided by City. Analysis summarized and calculated current day replacement cost by type and year for the calculation.
- Eligible asset replacement cost values for each asset were calculated by applying an Engineering News Record (ENR) construction cost index (CCI) ratio to the original cost of the asset. The ENR CCI 2025 value was used to determine replacement cost. The difference in the CCI between the installation year and the 2025 value determines the multiplier applied to the original cost of the asset, ultimately deriving the current day replacement cost.

Total gross present-day sewer collection system replacement value = $133.1 million as shown in **Exhibit 2**.

Exhibit 2. Gross Present-day Sewer Collection System Replacement Value

Asset Type	Eligible Replacement Cost	
Land	$	1,334,300
Collection System	$	113,870,400
Lift Stations	$	17,890,300
Total	**$**	**133,095,000**

Bond Principal

The methodology allows a deduction for outstanding bond principal which represents the unpaid value of the system. Debt service is paid for through user fees and therefore should be deducted from the system replacement value, so it is not double charged – once in rates and once in the capitalization fee.

The City has one (1) outstanding Department of Environmental Quality (DEQ) loan. The outstanding bond principal as of 2026 is $9.6 million.

Unfunded Depreciation

Unfunded depreciation is another allowable deduction identified in the methodology. The Supreme Court ruling did not provide a specific definition for unfunded depreciation. The calculation that is commonly used to respond to this deduction is the original cost accumulated depreciation. This is a fairly conservative approach as it is unlikely that all accumulated depreciation is unfunded thus resulting in the largest deduction.

The annual depreciation is calculated using the actual booked or estimated original cost of each asset divided by the useful life of each asset. The result of this calculation is annual straight-line depreciation. Depreciation accumulates each year until the full original cost is reached. The useful lives used for system assets include collection pipes at 60 years, lift station structures at 40 years, and lift station equipment/pumps electrical at 10-20 years. Land values do not depreciate.

The original cost accumulated depreciation is estimated at $21.5 million.

Net Present-Day Replacement Value

Exhibit 3 summarizes the net present day system replacement value by deducting applicable outstanding bond principal and original cost accumulated depreciation values. The net present day system replacement value is calculated at $102 million.

Exhibit 3. Net Present-Day Sewer Collection System Replacement Value

	Gross Present-day Replacement Value of System	**$ 133,095,000**
Less:	Bond Principal Oustanding	(9,572,900)
Less:	Unfunded Depreciation	(21,515,900)
=	**Net System Replacement Value for the Current Year**	**$ 102,006,200**

System Capacity

A key component of the connection fee calculation is determining the number of users the system can support. In Hayden, overall sewer collection system capacity is determined by the ability of the system to reliably deliver wastewater to the Hayden Area Regional Sewer Board treatment plant. Collection system capacity was determined by the most limiting component serving the basin which can be gravity piping upstream of a lift station, the firm pumping plant capacity of each lift station or the force main piping leading to the treatment plant. JUB Engineers provided the system capacity used in this analysis in the *June 2026 City of Hayden Sewer Collection System Capacity* letter. The end of calendar year 2025 sewer collection system capacity in Table 1 of the letter identified 1,874 gallons per minute average rated flow capacity. This translates to 2.699 million gallons per day or 15,646 equivalent resident (ER) units assuming a flow rate per ER of 172.5 gallons per day. Total system capacity in wastewater units (WUs) is 93,878 – one ER is equal to six (6) WUs.

The Supreme Court methodology references the connection fee calculation as "dividing the net system replacement value by the number of users the system can support." In other words, the capacity must be calculated based on the number of customers the existing system can serve. The existing system being defined as the infrastructure in the ground today and with any infrastructure limitations. **Exhibit 4** calculates the current system capacity.

Exhibit 4. Total Sewer Collection System Capacity

Existing System Capacity (MGD)	**2.699**
Flow per ER (gallons per day)	**172.5**
Total System Capacity (ERs)	**15,646**
Total System Capacity (WUs)	**93,878**

Total Capitalization Fee

The sewer collection system capitalization fee is calculated by taking the net present day replacement value and dividing it by the existing system capacity. The calculated capacity fee results in a maximum fee of $1,087 per WU or $6,522 per ER (6 WUs = 1 ER).

Exhibit 5. Calculated Maximum Sewer Collection System Capitalization Fee

Capitalization Fee		Total
Net System Replacement Value	$	102,006,200
Capacity		93,878
TOTAL CAPITALIZATION FEE PER WU	**$**	**1,087**
TOTAL CAPITALIZATION FEE PER ER*	**$**	**6,522**

The current capacity fee charged by the City is $874 per WU or $5,244 per ER. The calculated maximum charge of $1,087 per WU and $6,522 per ER is an increase of $213 and $1,278, respectively.

The analytical approach described above completes the capitalization fee update for the City. The calculated charge represents the legally defensible maximum fee that may be imposed for new connections to the sewer collection system. The City has the option to set the fee less than the maximum or consider a multi-year phase-in strategy to minimize fee impacts – however, not setting the fee to the maximum will result in less cash being available for capital purposes and not recovering the value of the infrastructure investments made to the system possibly shifting responsibility on existing users of the system.

It is strongly recommended that the City recalculate their capitalization fee upon completion of major projects to maintain full representation of system value as assets are placed into service.

City Council Resolution

On September 29, 2026, the City Council of the City of Hayden approved the sewer collection system capitalization fee under Resolution No. 2026-12 Schedule of Fees for Services Provided, effective October 1, 2026, as presented by FCS on September 22, 2026.

Appendix A | Summary of Capitalization Fee Calculation

Capitalization Fee

System Replacement Value		Total
Land	$	1,334,300
Collection System		113,870,400
Lift Stations		17,890,300
Gross Replacement Value	$	133,095,000
less: Outstanding Debt Principal		(9,572,900)
Original less: Original Cost Accumulated Depreciation		(21,515,900)
NET SYSTEM REPLACEMENT VALUE	**$**	**102,006,200**

Customer Base	Total
Collection System Capacity (MGD)	2.699
Definition of ER (gpd)	172.50
TOTAL CAPACITY (ERs)	**15,646**
TOTAL CAPACITY (WUs)	**93,878**

Capitalization Fee		Total
Net System Replacement Value	$	102,006,200
Capacity		93,878
TOTAL CAPITALIZATION FEE PER WU	**$**	**1,087**
TOTAL CAPITALIZATION FEE PER ER*	**$**	**6,522**

**ER charge = WU*6*

4. **NEW BUSINESS**
   A. *ACTION ITEM* Resolution to Adopt the 2026 Hayden Veterans Commission Standard Operating Procedures Manual

Memo

To: Mayor and Hayden City Council

From: Suzanne Cano, Recreation and Community Events Director

Date: November 17, 2026

Agenda Item: Resolution to Adopt the 2026 Hayden Veterans Commission Standard Operating Procedures Manual

---

Agenda Item Location
New Business

Recommended Action or Motion
Approval of the Resolution to Adopt the 2026 Hayden Veterans Commission Standard Operating Procedures Manual

Functional Impact of Authorizing
Approving the resolution will provide current and future Commission members with clear direction and guidance for effectively carrying out their responsibilities.

Functional Impact of Not Authorizing
Without approval of the resolution, the Commission would not have standardized operating procedures in place to ensure consistency and continuity in its duties.

Fiscal Impact
N/A

Budget Funding Source/Transfer Request
N/A

Attachments
Resolution to Adopt the 2026 Hayden Veterans Commission Standard Operating Procedures Manual along with Hayden Veterans Commission Standard Operation Procedures Manual

RESOLUTION NO._____
ADOPTING THE STANDARD OPERATING PROCEDURES MANUAL FOR THE CITY OF HAYDEN VETERANS COMMISSION

WHEREAS the City of Hayden finds it important to have a set of standardized processes for the Veterans Commission to conduct its operations, and

WHEREAS, the City's Veterans Commission is responsible for numerous activities throughout the year as outlined in its Standard Operating Procedures manual, and

WHEREAS the City Council finds that the Veterans Commission is integral in recommending ceremony speakers, selecting the distinguished veteran of the year and performing its designated responsibilities, and

WHEREAS the Veterans Commission has reviewed and prepared the Standard Operating Procedures manual in order to perform its essential duties.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HAYDEN, as follows:

1. The attached Standard Operating Procedures Manual is hereby adopted by the City of Hayden, subject only to minor administrative corrections or clarifications which may be modified by staff with approval of the City Attorney.
2. The Veterans Commission City and/or staff are hereby authorized and directed to carry out such steps as necessary to implement the procedures outlined in this manual.

APPROVED BY THE CITY COUNCIL ON THIS _____ DAY OF _____, 2026

CITY OF HAYDEN

_____
Alan Davis, Mayor

ATTEST:

_____
Abbi Sanchez, Clerk

CITY OF HAYDEN VETERANS COMMISSION
STANDARD OPERATING PROCEDURE

VETERANS COMMISSION MISSION

"Serving the City of Hayden by enhancing the recognition and welfare of all those who have served in the United States Military Services."

Table of Contents

Table of Contents....1
Establishment & Related City Ordinances....2
Commemorative Brick Program....3
Memorial Day Ceremony....4
Veterans Day Ceremony....5
Guest Speaker Selection Protocol....6
Speaker Information Request....7
Speaker Information Request (CONTINUED)....8
Distinguished Veteran of the Year Program....9
DVOTY Selection Protocol....9
Nomination Criteria....11
After Action Review....12
AAR Format:....13
Parade Line-up Protocol....15
Request for Donation....16
Request for Donation Application....17

Establishment & Related City Ordinances

March 13, 2008	Veterans Committee Established
February 28, 2012	Veterans Commission Established (Ordinance No. 506)

Governing Authority:

CITY CODE OF HAYDEN, IDAHO
TITLE 2 BOARDS AND COMMISSION
CHAPTER 7: VETERANS COMMISSION

https://codelibrary.amlegal.com/codes/haydenid/latest/hayden_id/0-0-0-342#JD_2-7-1

Commissioners must read and maintain familiarity with this section of the city's code. At a minimum, annual review of the code is suggested.

Commemorative Brick Program

Effective Date: 4-Mar-2026

GUIDELINES: The Veterans Commission offers community and area residents the opportunity to place the name of a veteran on brick pavers as part of the PFC Robert J. Gordon Veterans Memorial Plaza.

Naming rights may be purchased for a price set by the City of Hayden (currently $150), which includes a 12” x12” paver brick upon which the Veteran’s name, rank and/or branch of service (if desired) can be engraved. There are approximately 1500 paver bricks upon which names can be placed. All proceeds will be directly applied to the PFC Robert J. Gordon Veterans Memorial Plaza. The city will maintain the bricks once placed.

Bricks will be installed within a reasonable amount of time by the city staff after purchase. Reading of the newly installed bricks will occur **once per year** during the Memorial Day ceremony. The application deadline for the brick name to be read at our Memorial Day ceremony is four weeks prior.

To qualify to have a veteran’s name placed on a paver brick:

- The veteran must be currently serving or have served under honorable conditions in the United States Armed Forces or in the military of a US ally (DD-214 or other qualifying documentation of honorable service is required). Military personnel discharged prior to 1940 and organized military groups are exempt from this requirement.
- Residency in Hayden is not required.

Naming rights may be purchased for friends, family or other loved ones who are deceased, missing in action, or under prisoner of war status.

Memorial Day Ceremony

Effective Date: 4-June-2026

GUIDELINES: A ceremony honoring deceased veterans of all branches of service shall be held on Memorial Day each year.

CEREMONY: This ceremony shall include the laying of a wreath at Honeysuckle Beach at 9:30 am to honor lost Navy, Submariners and Coast Guard personnel. The main ceremony will take place at the PFC Robert J. Gordon Veterans Memorial Plaza at City Hall at 11:00am. A program of events will be planned, reviewed and approved at the Veterans Commission meeting prior to Memorial Day.

This ceremony will include a Rifle Salute and Taps, due to it being a tribute to those who lost their lives in service to the USA.

GUEST SPEAKER: Veterans Commission members will be tasked with procuring a guest speaker for the main Memorial Day Ceremony. Please see Guest Speaker Protocol under V-7.

City staff assigned to the commission, as well as Veterans Commission members, shall be responsible for managing this event. The Mayor and City Council Members are invited to participate in the ceremony.

Veterans Day Ceremony

EFFECTIVE DATE: 04-June-2026

GUIDELINES: Events honoring all individuals who have served in our military Armed Forces shall be held on Veterans Day each year.

CEREMONY: The Distinguished Veteran of the Year will be awarded at City Hall, followed by the Veterans Day ceremony. City staff appointed to the commission, Veterans Commission Members, along with the Mayor and City Council will participate in the ceremony. A program of events will be planned, reviewed and approved at the Veterans Commission meeting in October.

City staff assigned to the commission, as well as Veterans Commission members, shall be responsible for conducting this event. The Mayor and City Council Members are invited to participate in the ceremony. The Mayor will give a welcome speech during the ceremony.

GUEST SPEAKER: Veterans Commission members will be tasked with procuring a guest speaker for the main Memorial Day Ceremony. Please see Guest Speaker Selection Protocol under on the next page.

Guest Speaker Selection Protocol

EFFECTIVE DATE: 09-July-2026

PROCUREMENT AND APPROVAL OF CEREMONY GUEST SPEAKERS:

- Commission members will seek guest speakers at least four months before the ceremony. This can be done through personal contact, a news release, the City's reader board, etc.
- The commission will propose candidates within the commission meeting and rank them by initial preference.
- A designated Veterans Commission member or sub-committee will do a basic social media (Facebook, Instagram, Nextdoor, etc) and Internet (i.e. Google) search to look for any publicly available articles or information that may indicate controversy or extreme views that may cause concern about the speaker representing the City of Hayden. Findings will be reported to the commission.
- If nothing negative is found, the first person on the preference list will be contacted by a designated member of the commission.
- Upon asking the first potential guest speaker, the designated commission member will request the speaker to complete a Speaker Information Request form (*Attachment A on the following page*) and return it to the Veterans Commission clerk within one week.
- Once received, the candidate will be discussed and approved or not approved at the following Veterans Commission meeting. If not approved, the next potential candidate should be contacted, and the same protocol described above would be followed.
- Once the Veterans Commission chooses the ceremony's guest speaker, that person will then be recommended to the City Council for final approval.
- To allow enough time to finalize the speaker approval, the guest speaker should be recommended to City Council at least two months prior to the speaking engagement; although, the commission is encouraged to make the recommendation as early as possible.
- Once approved, the commission member who initially contacted the speaker will notify him or her, and City staff will follow up with ceremony details.

ATTACHMENT A

Speaker Information Request

GENERAL INFORMATION

Note: A basic open-source review is conducted prior to final approval of the speaker to ensure alignment with city values.

NAME *(as should appear in all publications and ceremony program)*:

_____

MILITARY BRANCH/RANK/SERVICE YEARS OR TITLE: _____

_____

If not in the military, please explain your relationship to the military?:

_____

_____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____PHONE: _____

CEREMONY-RELATED INFORMATION:

TITLE OF THE SPEECH: _____

CONTENT OF SPEECH: *(Criteria: Speech needs to relate to the military, be family-friendly, not graphic or explicit, 10-15 minute max, full speech will be submitted at least 14 days before the ceremony)*

_____

_____

_____

_____

LOGISTICS

Besides a microphone, what AV needs do you have?_____

Please let us know if there any ADA special accommodations needed:_____

_____

_____

Speaker Information Request *(CONTINUED)*

BIOGRAPHY: *(do not need to use whole page)*

We kindly ask that this completed form be submitted within one week after receiving this request to Isabelle White, Veterans Commission Clerk, at iwhite@haydenid.gov.

If you have any questions, please contact Isabelle White at (208) 209-1080. Thank you!

Distinguished Veteran of the Year Program

EFFECTIVE DATE: 03/24/2011; Rev 04-June-2026

GUIDELINES:

Annually, since 2007, the City of Hayden has been honoring an individual who has excelled in military service to our country, as well as in community service and activities.

Nomination forms are on the City of Hayden website or can be emailed to anyone wanting to nominate someone for the Distinguished Veteran of the Year (DVOTY) award. City staff will also send a news release to are media outlets.

Written nominations will be accepted from February 1 through September 30 by submitting in person or by emailing to the Veterans Commission clerk. Qualifying documentation required shall be a proper discharge certificate (DD214 or equivalent), all awards and commendations listed, plus any other pertinent military facts. Community service activities and positions held should also be listed. The individual selected does not have to be a Hayden resident. See Nomination Criteria (Attachment B) for details.

DVOTY Selection Protocol

Distinguished Veteran of the Year
EFFECTIVE DATE: 08/25/2025

The Veterans Commission will designate a member of the body to oversee an appointed sub-committee to review all applicants for the Distinguished Veteran of the Year Award.

The sub-committee shall present the top three (3) candidates for final selection to the entire Veterans Commission at the first meeting in October.

Any commission member who nominates an individual will be excused from participating in the selection process.

The nomination chosen by the Veterans Commission will then be recommended to City Council for final approval.

To allow enough time to finalize the program, the recommended Distinguished Veteran of the Year should be included on the agenda by the first City Council meeting in October. Please note: City Council meetings the 2nd and 4th Tuesday of each month.

Once Distinguished Veteran of the Year is approved by City Council, the Distinguished Veteran will be notified by designated commission member, and City staff will follow up with ceremony details.

ATTACHMENT B

Nomination Criteria

Distinguished Veteran of the Year

The City of Hayden's Veterans Commission will honor the Distinguished Veteran on Veterans Day at its annual Veterans Day Ceremony. The criteria for selection of the Distinguished Veteran are as follows:

- Epitomizes the spirit of "Duty, Honor, Country" both during his/her military service and in continued service to our local community
- Have been enlisted, a warrant or commission officer
- Possess Honorable Discharge
- No felony convictions
- Agree to participate in the Hayden Veterans Day Ceremony on November 11 at 11:00 a.m.; and,
- Agree to be the Grand Marshal/Distinguished Veteran in the following parades:
  - Hayden Lights Parade (1st Saturday in December)
  - Hayden Days Parade (4th or 5th Saturday in July)

How to nominate:

- Write a one-two page biography highlighting the candidates:
  - Military experience
  - Service to our local community

- Qualified documentation required:
  - Proper discharge certificate (DD-214 or equivalent)
  - Awards
  - Commendation listed
  - Any other pertinent military facts
  - Community service activities and positions held

Please submit nominations by **September 30** to:

City of Hayden Veterans Commission
ATTN: Distinguished Veteran Subcommittee
8930 North Government Way
Hayden, Idaho 83835

OR email Veterans Commission Clerk, Isabelle White, at iwhite@haydenid.gov.

After Action Review

EFFECTIVE: 4-June-2026

Before planning, and before execution of every event, a review of the previous year's After Action Review (AAR) should be conducted by the Commission.

After every event, there should be a review of what went well, and what needed to be improved upon.

The event coordinator and Chair will maintain continuity of the AAR document for each event.

Each AAR session should endeavor to include at least three each Sustains and Improves.

Chair or designated representative should compile feedback into the continuity document for the associated event AAR so that the Commission continues to improve over time as more and more feedback is compiled to improve this SOP and create a "best practices" document for each event.

AAR Format:

Sustains (What went well and why)

1. _____

   _____

2. _____

   _____

3. _____

   _____

Improves (What to do differently)
What went wrong or wasn't the best, and recommendations to improve for next time.

1. Issue:

   Recommendation:

2. Issue:

   Recommendation:

3. Issue:

   Recommendation:

Flag Protocol

Effective Date: 24-Mar-2011

GUIDELINES: In accordance with US Code 175, the Veterans Commission has recommended the flags be displayed at half-staff on the following dates:

- Memorial Day from sunrise to noon – last Monday in May
- Peace Officers Day (unless that day is also Armed Forces Day) – 3rd Saturday in May
- Patriot Day – Sept 11th
- Pearl Harbor Day – Dec 7th
- Any additional days prescribed by the President or the Governor

Assigned staff shall ensure that the Public Works Department is aware of the proper days when the flags are to be lowered to half-staff.

Parade Line-up Protocol

Effective Date: 24-Mar-2011

GUIDELINES: Parades hosted by the City of Hayden and the Veterans Commission shall abide by the following military protocol for line-up.

1. Color Guard
2. Active Military Units
3. Reserve Military Units
4. Veterans Groups
5. Peace Officers
6. Junior Veterans Groups
7. Civilian Military Entries

Request for Donation

EFFECTIVE DATE: 02-4-2021

GUIDELINES: Outside organizations have requested donations from the Hayden Veterans Commission on occasion. To take these requests into consideration, a "Request for Donation" form (Attachment B) was created and approved on February 24, 2021. This allows the Veterans Commission to review the organization's needs and take action.

PROTOCOL: The organization must complete the attached form (below) and submit it at least 72 hours prior to the next scheduled Veteran Commission meeting, so it can be included on the agenda.

The Veterans Commission will deliberate, discuss and take action on the request at the next regularly scheduled meeting.

The Veterans Commission Chair will contact the organization's representative to let him/her know whether the request was approved or disapproved.

ATTACHMENT C

Request for Donation Application

Today's Date:_____

*Organization Requesting Donation:_____

Contact Person:_____ Phone:_____

Mailing Address: _____

Email Address: _____

Donation Amount Requested: _____ Date Needed:_____

*If fundraising for another organization, please list the organization receiving the donation:
_____

Explanation of Request or Event Flyer (please include name of event, date, time, place, etc. or reason you are requesting a donation):

_____

_____

_____

_____

_____

_____

_____

Please return request to:

Hayden Recreation and Community Events Department
8930 N. Government Way
Hayden, ID 83835

Or email to: iwhite@haydenid.gov

If you have any questions, please call 208-209-1080. Thank you!

5. **REPORTS**
   A. City Administrator Report and Calendar Review

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

November 2026

November 2026

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

December 2026

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2 5:30pm Planning and Zoning Commission-CANCELLED (Council Chambers)	3	4	5 4:00pm Veterans Commission	6	7
8	9	10 5:00pm City Council Meeting (City Hall Council Chambers)	11 8:00am Veterans Day City Hall Closed all day 11:00am Veterans Day Ceremony (McIntire Family Park)	12 11:00am Historic Preservation Commission Meeting 3:00pm Arts Commission	13	14 1:00pm Come Together Bench Walk (Mc Intire Park)
15	16 5:30pm Planning and Zoning Commission-Cancelled (Council Chambers)	17	18 4:00pm Parks & Recreation Commission	19	20	21
22	23 5:30pm Planning & Zoning-Special Meeting-Cancelled	24 5:00pm City Council Meeting	25	26 8:00am Thanksgiving-City Hall Closed	27 5:00pm	28
29	30	Dec 1	2	3	4	5

December 2026

December 2026

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

January 2027

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 29	30	Dec 1 1:00pm Public Safety Commission	2	3 4:00pm CANCELLED Veterans Commission	4	5 5:00pm Hayden Lights Parade & Christmas Tree Lighting 5:00pm Winter Wonderland Walkthrough
6	7 5:30pm Planning and Zoning Commission (Council Chambers)	8 5:00pm City Council Meeting (City Hall Council Chambers)	9 3:00pm Arts Commission	10 11:00am Historic Preservation Commission Meeting 4:00pm Veterans Commission	11	12 3:00pm Winter Wonderland Immersive Lights Display
13	14	15	16 4:00pm Parks & Recreation Commission	17	18	19 3:00pm Winter Wonderland Immersive Lights Display
20	21 5:30pm Planning and Zoning Commission (Council Chambers)	22 5:00pm City Council Meeting	23	24	25 8:00am City Hall Closed (Christmas Day)	26
27	28	29	30	31	Jan 1, 27	2

B. Law Enforcement
C. Mayor/Council

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

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