AGENDA OF THE PARKS, RECREATION, AND COMMUNITY FORESTRY COMMISSION MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

Wednesday, November 18, 2026

Commission Meeting: 4:00 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 the October 21, 2026 Parks, Recreation, & Community Forestry Commission Special 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.

MINUTES OF THE PARKS, RECREATION, AND COMMUNITY FORESTRY COMMISSION MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

Wednesday, October 21, 2026

Special Meeting: 3:00 PM
Stoddard Park, 2355 W. Prairie Ave. , Hayden, Idaho 83835

CALL TO ORDER
The meeting was called to order at 3:01 PM.

ROLL CALL OF COMMISSION MEMBERS

Ron Duell:	Present
Aundrea Leckie:	Absent
Kholt Moore:	Present
Helen Paris:	Present
Adam Reed:	Present
Malea Sampsel:	Present

ADDITIONS OR CORRECTIONS

1. WORKSHOP
   A. Stoddard Barn Tour (ACTION ITEM)
      Judy Eichelberger from the Historic Preservation Commission attended the tour to help with any questions regarding the barn. Public Works Staff Member Dan Hall led the tour. Pictures were taken of the barn by Commissioner Moore. The commission stated they had some ideas they would like to discuss on record at their regular meeting and discussed including an update of what was happening at the park online. The commission also said they wanted to discuss the park Arboretum signs.

2. ADJOURNMENT
   The meeting ended at 3:45 p.m.

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Isabelle White, Clerk

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B. Approval of the October 21, 2026 Parks, Recreation, & Community Forestry Commission Regular Meeting Minutes

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MINUTES OF THE PARKS, RECREATION, AND COMMUNITY FORESTRY COMMISSION MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

Wednesday, October 21, 2026

Commission Meeting: 4:00 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER
The meeting was called to order at 4:01 PM.

ROLL CALL OF COMMISSION MEMBERS

Ron Duell:	Present
Aundrea Leckie:	Absent
Kholt Moore:	Present
Helen Paris:	Present
Adam Reed:	Present
Malea Sampsel:	Present

ADDITIONS OR CORRECTIONS

1. CONSENT CALENDAR *All items on the Consent Calendar are Action Items*
   A. Approval of the September 16, 2026 Parks, Recreation & Community Forestry Commission Regular Meeting Minutes
   B. Approval of the September 21, 2026 Parks, Recreation & Community Forestry Commission Special Meeting Minutes

   Motion to approve the minutes as provided. This motion, made by Reed and seconded by Duell, Carried.

Ron Duell:	**Yes**
Aundrea Leckie:	**Absent**
Kholt Moore:	**Yes**
Helen Paris:	**Yes**
Adam Reed:	**Yes**
Malea Sampsel:	**Yes**

   Yes: 5, No: 0, Absent: 1

2. VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)
   There were no visitors.

3. UNFINISHED BUSINESS
   A. Parks, Recreation, & Community Forestry Commission City Code Amendment Discussion (ACTION ITEM)
      There were no updates. Commissioner Reed said he would reach out to Community Development Director Donna Phillips once she returned to the office the following week.

   B. Pickleball Courts (ACTION ITEM)

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i. Subcommittee Update (ACTION ITEM)
There were no updates. Chair Sampsel said she needed to get clarification on the legalities on the survey they want to do.

C. Bike Trail Map (ACTION ITEM)
i. Subcommittee Update (ACTION ITEM)
There were no updates.

D. Goals & Objectives Review (ACTION ITEM)
The commission discussed the priorities they had decided on at their special meeting. The clerk told the commission she would listen to the audio from that meeting and send them what they chose as their top priorities.

E. Stoddard Barn Tour (ACTION ITEM)
Recreation and Community Events Staff Member Jennifer Arrotta read out from her notes what time the commission's special meeting regarding the Stoddard Barn Tour started, what members attended, that pictures were taken, what the commission discussed, and what time they ended. The commission discussed the barn, the Request for Proposals (RFP) that the city is doing for it, the possibilities of programs and events to do there, the trail along Stoddard, recreational activities, the contract with Chomper Cafe regarding parking, and creating a subcommittee for Stoddard Park itself with Arrotta and Public Works Staff Member Dan Hall.

F. Civic Center Steering Committee Meeting Review (ACTION ITEM)
Vice-Chair Paris gave an update on the Civic Center Steering Committee, the survey they have up for the community to take, and she went over the concept plan for the Civic Center.

G. Friday Night Frights (ACTION ITEM)
The commission discussed the Friday Night Frights Event and their trunk for the event with Recreation and Community Events Staff Member Jennifer Arrotta and the clerk. Chair Sampsel and Commissioner Reed volunteered to help with traffic control.

4. NEW BUSINESS
A. Park Review (ACTION ITEM)
Chair Sampsel said they already covered this for the first month with Stoddard Park. Sampsel then established a subcommittee with Vice-Chair Paris and Commissioner Reed on Stoddard Park. Paris asked if they could find out from staff if there is a code on what could be run in the park, what the hours of the park are, if there was anything in the 2040 Master Plan or anywhere of improvements to the park plan, the square footage of the empty northern parcel of the park, and how much parking as at that park. The commission discussed what park they wanted to focus on for the next month and they decided on Broadmoore Park. Reed asked if they could add Public Works Staff Member Dan Hall to their subcommittee email so that they have the Parks Department a part of that, Hall said yes.

B. Social Media Accounts (ACTION ITEM)
The commission wanted to know if they would be able to have their own social media accounts. Recreation and Community Events Staff Member Jennifer Arrotta told the commission that she does the social media for her department and then the City Clerk or Human Recourses does it for the rest of the city. She stated the only problem is that she has to link it to her personal Facebook account. The commission stated it would be them creating their own commission account separate from the city and that other cities let their commissions have their own account. The clerk recommended tabling the agenda until next month so that Recreation and Community Events Director Suzanne Cano could talk with the

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IT System Administration and City Administrator. This agenda item was tabled until next month.

C. Augmentative and Alternative Communication Sign (ACTION ITEM)

Commissioner Reed presented an Augmentative and Alternative Communication Sign for non-verbal communication to be put in one of parks and said that the Idaho Parents Unlimited (IPUL) is offering $1500 to put the sign in. The commission discussed the sign, which park they think would be best for it, and groups who could install it for a school or scout project with Public Works Staff Member Dan Hall and Recreation and Community Events Staff Member Jennifer Arrotta. The commission decided on Stoddard Park. Reed said he would reach out to IPUL and find out the timeline and quote for the money and what the City would need to provide to put in the sign.

D. Hayden Lights Parade (ACTION ITEM)

The commission discussed whether they wanted to be an entry in the parade. Chair Sampsel and Commissioner Reed volunteered to help with the parade line-up and Vice-Chair Paris and Commissioner Moore volunteered to judge. Paris talked about the judging sheet and wanting to create their own. The clerk told Paris that they need to send the sheet they create to her and Recreation and Community Events Director Suzanne Cano. Sampsel established a subcommittee for the Hayden Lights Parade with Vice-Chair Paris and Commissioner Moore.

E. 2027 Meeting Calendar (ACTION ITEM)

Chair Sampsel stated their meeting day and time were still the same.

Motion to approve the 2027 Meeting Calendar. This motion, made by Duell and seconded by Reed, Carried.

Ron Duell:	**Yes**
Aundrea Leckie:	**Absent**
Kholt Moore:	**Yes**
Helen Paris:	**Yes**
Adam Reed:	**Yes**
Malea Sampsel:	**Yes**

Yes: 5, No: 0, Absent: 1

F. Commission's In-Person Report to Council

The clerk told Chair Sampel that her in-person report was the following Tuesday and she hadn't received her written report yet, Sampsel said she would send that to her.

5. REPORTS

A. Parks Update

Public Works Staff Member Dan Hall gave an update on the boat launch project and that the Parks Department was working on doing the blowouts for the end of season and getting ready for closeouts. Vice-Chair Paris asked if the city owned all of Honeysuckle Avenue all the way to the water and Hall said yes. Regarding the boat launch, Commissioner Duell asked if there would be any conflict with Dalton Irrigation for next year with what they were doing. Hall explained that whatever surfacing they disturb they would have to restore and it would affect the boaters in two different seasons but the city has a grant and they can't postpone their project.

B. Recreation & Community Events Update

Recreation and Community Events Staff Member Jennifer Arrotta and the clerk told the commission about the sports that ended, are ending, currently on going, and starting, as

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well as what they are currently taking registration for. Vice-Chair Paris asked Arrotta if she could post on Facebook an end of season post with how many kids and coaches they had and Arrotta said yes. Commissioner Reed suggested thanking the staff as well and Paris advised to not do it all in one but separate and would rather see more posts. The clerk mentioned the events coming up.

C. Trees, Parks, & Bike Pedestrian Report
Vice-Chair Paris mentioned trails at Stoddard Park. Chair Sampsel brought up the benches around the town and Public Works Staff Member Dan Hall stated they had just received the plaques to put on the benches. Commissioner Reed asked who they would talk to about the arboretum signs and Sampsel said she would ask Recreation and Community Events Director Suzanne Cano about them.

D. Commission Round Table Discussion
There was no discussion. The clerk clarified with Chair Sampsel on whether some agenda items needed to be removed or not for next month's meeting.

6. ADJOURNMENT
The meeting was adjourned at 5:40 p.m.

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Isabelle White, Clerk

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2. **VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)**
3. **UNFINISHED BUSINESS**
   A. Parks, Recreation, & Community Forestry Commission City Code Amendment Discussion (ACTION ITEM)
   B. Pickleball Courts (ACTION ITEM)
      i. Subcommittee Update (ACTION ITEM)
   C. Bike Trail Map (ACTION ITEM)
      i. Subcommittee Update (ACTION ITEM)
   D. Hayden Lights Parade (ACTION ITEM)
      i. Subcommittee Update (ACTION ITEM)
   E. Goals & Objectives Review (ACTION ITEM)
   F. Civic Center Steering Committee Meeting Review (ACTION ITEM)
   G. Friday Night Frights (ACTION ITEM)
   H. Park Review (ACTION ITEM)
   I. Social Media Accounts (ACTION ITEM)
   J. Augmentative and Alternative Communication Sign (ACTION ITEM)
4. **NEW BUSINESS**
   A. Stoddard Park (ACTION ITEM)
      i. Subcommittee Update (ACTION ITEM)
   B. Broadmoore Park Playground Structure (ACTION ITEM)
5. **REPORTS**
   A. Parks Update
   B. Recreation & Community Events Update
   C. Trees, Parks, & Bike Pedestrian Report
   D. Quarterly Veterans Commission Written Report

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Quarterly Report - October ‘26

City of Hayden Veterans Commission

Previous Efforts (past few months):

- Planning of the Veterans Day event.
- Finalized and submitted our revised SOP
- Memorial paver map placed on hold until web resources become accessible to the Veterans Commission.
- Selection of the 2026 Veteran of the year!

Present Projects:

- Participation in the Friday Night Frights city event
- Execution the Veterans Day event.

Future Projects:

- Creating a ***physical map*** of the Memorial Plaza to help people find brick names more easily.
- Participation in the Hayden Lights parade.

Please feel free to contact me with any suggestions, questions, or concerns.

Sincerely,

Ian R. Cosby
Chair
City of Hayden Veterans Commission
208-305-6825

E. Commission Round Table Discussion

6. **ADJOURNMENT**

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