

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

Tuesday, October 14, 2025

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 September 23, 2025 City Council Meeting Minutes

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

Tuesday, September 23, 2025

Regular Meeting: 5:00 PM

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

CALL TO ORDER

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

ROLL CALL OF COUNCIL MEMBERS

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

PLEDGE OF ALLEGIANCE

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

ADDITIONS OR CORRECTIONS

None

1. **CONSENT CALENDAR** *All items on the Consent Calendar are Action Items*
 - A. Approval of August 29, 2025 Special City Council Meeting Minutes
 - B. Approval of September 9, 2025 City Council Meeting Minutes
 - C. Approval of PZE-25-0055 North Atlas Industrial Subdivision Master Development Agreement
 - D. Approval of MDM Construction Group Change Order No. 08 for Ramsey Road Gravity Sewer Project Completion Adjustments
 - E. Approval of Engineering Services Agreement with Welch Comer & Associates for Hayden/Atlas Intersection Widening Design
 - F. Approval of Change Order No. 09 with Big Sky Corporation for added monument casings for H-6 Force Main Project
 - G. Ratification of Bills Paid
 - H. Approval of Bills for Payment

Council Member Shafer received an explanation from City Administrator Lisa Ailport regarding the invoice from Kootenai County for inmate housing. Ms. Ailport explained that this cost is for inmates jailed for violation of Hayden City Code, consistent with Idaho Code.

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

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

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

None

3. COMMISSION REPORT

A. Historic Preservation Commission

Judy Eichelberger, Historic Preservation Commission Chair, delivered the commission’s quarterly report to the City Council. She began by highlighting a new addition to the city’s demolition permit process: a checkbox for structures 50 years or older. When selected, it notifies the commission, allowing members to assess the site for potential historical significance. Their first review involved a carport at 142 E. Hayden Avenue, which was found to have no historical value. Judy emphasized that the commission’s intent is not to delay or interfere with property owners but to gather historical information and share it with the community.

She then updated the council on two interpretive signage projects. A large sign planned for Stoddard Park is moving forward, with construction of the frame being completed by Eagle Scout candidate Ryan Drappo and partial funding provided by Farm Credit Services. Additionally, the commission is launching a series of small pedestrian signs in the shape of apples, starting at the corner of Miles and Ramsey Road, which was once home to a major orchard. These signs will include QR codes linking to brief histories of each location.

Judy also reported that the commission’s book, *Ordinary People, Extraordinary Lives: A History of Hayden, Idaho*, is at the printer, with funding secured through community donations. She read aloud the disclaimer included in the book, acknowledging the possibility of factual or typographical errors and inviting corrections from readers. A draft of the book will be made available for review before final publication.

Finally, she announced an upcoming joint meeting between the Historic Preservation Commission and the Arts Commission. The two groups plan to collaborate on projects with overlapping interests, such as providing historical context for public art installations like benches.

Council Member Shafer suggested salvaging old-growth timber from aging buildings before demolition. Judy welcomed the idea, noting it could be beneficial, especially given the presence of a local interests in reclaimed wood.

4. NEW BUSINESS

A. ACTION ITEM Consider Approval of the Fiscal Year 2026 Salary Schedule

MOTION: Council President Roetter motioned to approve the fiscal year 2026 salary schedule. Council Member DePriest provided a second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

B. ACTION ITEM Consider Recommendation by Development Impact Fee Advisory Committee to Increase Development Impact Fees and Update Impact Fee Methodology Report

MOTION: Council Member DePriest motioned to approve the increase to the development impact fees and update the Impact Fee methodology report, as recommended by the Development Impact Fee Advisory Committee. Council Member Shafer provided the second.

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

The motion was approved by a unanimous vote in favor.

C. ACTION ITEM Resolution Adopting 5-year Capital Improvement Plan

Ms. Ailport introduced a resolution to adopt the updated five-year Capital Improvement Plan, which is revised annually to align with the budget. She explained that this year's plan has a new, more user-friendly format, dividing the projects—parks, transportation, and sewer—into separate documents instead of one large document. This change is intended to improve clarity for both council members and the public. Once adopted, the plan will be made available on the city's website.

Council Member Shafer raised a question about the multiple line items under federal aid and grants, particularly for Honeysuckle-related projects. Staff clarified these entries indicate the city's intent to pursue grant funding, and if grants aren't awarded, the projects will be postponed. Council Member DePriest emphasized the importance of public awareness, noting that the total projected amount of capital improvements of more than \$50 million in five years warrants more community engagement and attention.

MOTION: Council Member DePriest motioned to approve the resolution adopting the fiscal year 2026-2030 Capital Improvement Plan. Council President Roetter provided the second.

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

The motion was approved by a unanimous vote in favor.

D. ACTION ITEM National Opioid Settlement - Purdue Direct and Secondary Manufacturers Settlement Participation

MOTION: Council Member White motioned to approve participation in the Purdue Direct and Secondary Manufacturers settlements. Council Member Shafer provided the second.

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

The motion was approved by a unanimous vote in favor.

E. ACTION ITEM Agreement with Thorco Electrical Construction, Inc. for Replacement of Government Way Street Lights

Council considered an agreement with Thorco Electrical Construction to replace damaged or missing streetlights along Government Way, primarily citing public safety as the driving reason. Currently, 14 lights are in need of repair or replacement, all of which have been damaged, mostly by vehicles in collisions or accidents. Staff prioritized six critical lights, especially at important pedestrian crossings, for immediate replacement at a cost of \$95,000. The city has already collected approximately \$65,000 in insurance reimbursements for these damaged lights, some of which have been used to secure exposed electrical connections. The remaining lights will be addressed in a future phase.

MOTION: Council Member White motioned to approve the agreement with Thorco Electrical Construction. Council President Roetter provided the second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

F. **ACTION ITEM** Consider Proposed Changes to Hayden Area Regional Sewer Board (HARSB) Cost Allocation for Certain Services

Council considered proposed changes to how the City of Hayden's share of operating and maintenance costs are calculated by the Hayden Area Regional Sewer Board (HARSB). The issue arose after a board member pushed for a cost allocation method (option two) that benefits the Hayden Lake Sewer District (District) but increases Hayden's share by approximately \$11,000 annually. This change was proposed after the City had finalized its budget, prompting Council Member Roetter to bring the matter back to council for direction.

Three options were presented: option one (favorable to Hayden), option two (favored by the District), and option three (a compromise). Council Members expressed frustration that the District has repeatedly used the threat of withholding budget approval, which requires unanimous consent of the Board as a negotiation tactic. While the cost increase can technically be absorbed this year, council members emphasized the broader issue of ongoing disputes with the district and the high legal and administrative costs the City has already incurred trying to resolve them. There was discussion about pursuing mediation or legal action to force resolution and avoid recurring budget delays.

MOTION: Council Member DePriest motioned to approve the proposed changes to HARSB cost allocation (option 2) for certain services. Council Member Shafer provided the second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

G. Review of 2025 Public Works and Streets Maintenance Projects

Public Works Alan Soderling presented an overview of the City of Hayden's 2025 streets maintenance and chip sealing projects, following a council request for more proactive planning. The city maintains about 180 lane miles of roads, and chip sealing (applying liquid asphalt and stone chips) is the primary, cost-effective method to extend road life. Roads are prioritized based on use and geographic

efficiency, aiming to complete 18–22 lane miles annually to maintain a 7–10-year maintenance cycle. In 2025, 13.37 lane miles were chip sealed at a favorable rate of \$4.72/sq yd, costing about \$550,000, though future projections suggest the need for \$900,000 to \$1 million annually. Maintenance also includes crack sealing, patching, and occasional overlays. A map of past and planned work was shown, with efforts to rotate geographically each year. Council Members praised recent work, particularly in the Grouse Meadows subdivision, and inquired about new equipment like the DuraPatcher, which has proven effective for spot repairs. Mr. Soderling explained that cul-de-sacs are usually not chip sealed due to technical and cost issues but are instead fog-sealed or overlaid when needed. Overall, the council expressed strong support and appreciation for the staff’s planning and maintenance efforts.

5. REPORTS

A. City Administrator Report and Calendar Review

City Administrator Lisa Ailport provided several key updates:

Property Acquisitions: The city officially closed on two major properties including the former Lakes Highway District site and the adjacent southern parcel, as well as the final property needed for the Ramsey Road extension. All state reimbursements for the Ramsey Road Extension project have been received.

Ramsey Road Ribbon Cutting: The event celebrating the project's completion was held successfully with strong attendance, marking a major infrastructure milestone.

Community Health Event: Council was invited to attend a Community Health Champions event on October 14th, hosted by Blue Cross of Idaho and featuring national speaker Mark Fenton, who will address public health through walkable, functional design. RSVP is requested for lunch.

Sheriff’s Office Contract: The city’s contract with the sheriff’s office is nearing expiration. Staff are working on a short-term contract extension to allow more time to finalize a new master agreement.

Financial Outlook: Updated budget projections show expenses exceeding revenues this year due to planned use of sewer enterprise funds for capital improvements (e.g., H6 project). The general fund remains healthy, and staff have been tracking trends monthly.

Honeysuckle Beach Kiosk: A new boat launch payment kiosk was installed to replace a malfunctioning unit, improving functionality and longevity.

Sewer Delinquencies: Council President Roetter asked about outstanding sewer bill collections. Staff will follow up with details, though it was noted Chapman Services is assisting and overdue accounts may still be turned over to the county.

Upcoming Calendar Items: Council asked for a calendar invite for the Community Health event and an update on a possible joint meeting between the Historic Preservation and Arts Commissions.

B. Law Enforcement

Ms. Ailport provided an update regarding delayed reports from the captain. He acknowledged the delay and requested one more day to review and verify the data. The finalized report will be emailed to council and posted on the city website once received.

C. Mayor/Council

Council Member Shafer addressed a recent *Coeur d’Alene Press* article titled "Tale of Two Water Supplies", which had incorrectly quoted Meg Wolfe, assistant director of the Idaho Water Resources

Research Institute. The article claimed the aquifer was “just fine,” but Wolfe clarified that her statements were taken out of context.

She explained that while the aquifer has a high hydraulic conductivity (recharging quickly when water is available), recharge sources have changed, and this year may mark a turning point, citing that the Spokane River dried up in one spot, which directly correlates with lower aquifer levels. She expressed concern.

Council President Roetter, who also met with Wolfe, raised the larger issue of carrying capacity of the Rathdrum Prairie Aquifer under increasing urban development. Wolfe stated that determining this would require a formal study by hydrologists, potentially costing around \$600,000, and suggested the Aquifer Protection District could fund such a study. The council emphasized the importance of understanding long-term aquifer sustainability before development exceeds its limits.

Additionally, a “My Turn” opinion article by Phil Ward was mentioned by Mayor Davis, and council members confirmed they had read or skimmed it.

6. REQUEST FOR FUTURE AGENDA ITEMS

During the council’s discussion of future agenda items, a member raised a question about whether city code addresses overgrown lots with dry grasses that could pose a fire hazard. Staff responded that such issues are typically handled under Idaho’s nuisance laws, which require clear public health or safety risk to be enforceable, and that enforcement is often difficult unless the risk is substantial. There is an ongoing complaint related to this, and staff cautioned against overregulation, especially on large lots in areas where open space and agricultural uses are valued.

Council President Roetter then proposed three potential future agenda topics: adopting a wetlands ordinance similar to the county’s, evaluating whether data centers due to their high water and power use should be permitted within city limits, and strengthening aquifer protection measures in coordination with regional agencies. While the aquifer protection topic is already being tracked by staff, he was encouraged to work with staff to refine the other two ideas before bringing them formally to council. A brief discussion also addressed community rumors that the city had dismissed a data center proposal; staff clarified that no such proposal had been made or rejected, though a moratorium had been casually mentioned in a previous meeting.

Finally, staff emphasized that many issues like aquifer management and data center locations are regional in scope and will require county-level coordination.

Mayor Davis recessed the meeting at 6:09 p.m.
Mayor Davis called the meeting back to order at 6:17 p.m.

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

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

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

ROLL CALL VOTE:

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

Council Member DePriest Yes

The motion was approved by a unanimous vote in favor. The meeting entered executive session at 6:17 p.m.

MOTION: Council President Roetter motioned to exit executive session. Council Member White provided the second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor. The meeting returned to regular session at 6:29 p.m.

8. ADJOURNMENT

The meeting was adjourned at 6:29 p.m.

Abbi Sanchez, City Clerk

Alan Davis, Mayor

B. Approval of September 30, 2025 Special City Council Meeting Minutes

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

Tuesday, September 30, 2025

Special Meeting: 2:30 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER

The meeting was called to order at 2:32 PM.

ROLL CALL OF COUNCIL MEMBERS

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

1. NEW BUSINESS

A. **ACTION ITEM** Consider Supplemental Agreement Addendum to the Law Enforcement Services Agreement with Kootenai County

Council considered a supplemental agreement addendum to the existing law enforcement services contract with Kootenai County. This addendum is needed to extend the current agreement for 60 days while a new contract is still being finalized.

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

DISCUSSION: Discussion ensued about the implications of extending the city's current law enforcement contract with Kootenai County for 60 days (initially 30 days, with an optional 30-day extension). The extension is needed while a new long-term agreement is negotiated.

Key concerns were raised about the significant cost increases proposed by the county. Council members emphasized that such increases could deplete city reserves and leave the city with fewer options in the future, including the potential to start its own police department. Concerns were also raised about the county gaining control over vehicles purchased by the city.

Council members stressed the need for accountability and transparency. Although the vote to approve the 60-day extension needed to happen immediately, council members made it clear that future negotiations must address long-term cost sustainability, control, and accountability.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

2. ADJOURNMENT

The meeting was adjourned at 2:40 p.m.

Abbi Sanchez, City Clerk

Alan Davis, Mayor

C. Ratification of the September 2025 Payroll

CITY OF HAYDEN
COUNCIL PAYROLL REPORT
September 2025
October 14, 2025 Council Meeting

DESCRIPTION	PAYROLL	ADDITIONAL COSTS Paid by Employer
Employee Wages	\$192,962.04	
iii-A Dental Plan		3,673.00
iii-A Medical Plan		63,753.00
Health Savings Account	paid quarterly	0.00
Medicare		2,701.45
PERSI		22,343.09
Social Security		11,551.15
Beam Vision Plan		729.84
FSA/HRA Fees		130.00
TOTALS	\$192,962.04	\$104,881.53
	GRAND TOTAL	\$297,843.57

37 Full-Time Employees

1 Part-Time Employee

5 Mayor & Council

0 Active Duty Military

5 Seasonal/Temporary

1 Temps - Recreation

49 Total Employees

43 Benefit-Eligible Employees

41 on Medical & 42 on Dental

D. Approval of Bills for Payment

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 10/14/2025 - 10/14/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 0007 - ASSOCIATION OF IDAHO CITIES							
200013699							
00049850	ASSOCIATION OF IDAHO CITIES	09/26/2025	10/14/2025	320.00	320.00	Open	N
	ICCTFOA CONFERENCE REGISTRATION	dcollins					09/30/2025
	110-211-55801	TRAVEL, MEETINGS, TRAINING		320.00		1.00	320.00
Total Vendor 0007 - ASSOCIATION OF IDAHO CITIES							
				320.00	320.00		
Vendor 0021 - COEUR D'ALENE GARBAGE SERVICE							
3078220							
00049889	COEUR D'ALENE GARBAGE SERVICE	09/30/2025	10/14/2025	97.38	97.38	Open	N
	CITY HALL GARBAGE SERVICE SEPT 2025	dcollins					09/30/2025
	110-811-54102	UTILITIES - CITY HALL		97.38		1.00	97.38
3078163							
00049890	COEUR D'ALENE GARBAGE SERVICE	09/30/2025	10/14/2025	123.00	123.00	Open	N
	STODDARD BARN AND MAIN 6YD FL 2X/WK SEPT	dcollins					09/30/2025
	110-811-54104	UTILITIES - PARKS		123.00		1.00	123.00
3077521							
00049891	COEUR D'ALENE GARBAGE SERVICE	09/30/2025	10/14/2025	320.00	320.00	Open	N
	PUBLIC WORKS BLDG-SEPT 2025	dcollins					09/30/2025
	110-811-54103	UTILITIES - STREETS		320.00		1.00	320.00
3037808							
00049892	COEUR D'ALENE GARBAGE SERVICE	08/31/2025	10/14/2025	159.90	159.90	Open	N
	CROFFOOT PARK AUG 2025	dcollins					09/30/2025
	110-811-54104	UTILITIES - PARKS		159.90		1.00	159.90
3077862							
00049893	COEUR D'ALENE GARBAGE SERVICE	09/30/2025	10/14/2025	176.90	176.90	Open	N
	CROFFOOT PARK SEPT 2025	dcollins					09/30/2025
	110-811-54104	UTILITIES - PARKS		176.90		1.00	176.90
2998765							
00049894	COEUR D'ALENE GARBAGE SERVICE	07/31/2025	10/14/2025	92.25	92.25	Open	N
	FINUCANE JULY 2025 4YD FL 2X WEEK	dcollins					09/30/2025
	110-811-54102	UTILITIES - CITY HALL		0.00		1.00	0.00
	110-811-54104	UTILITIES - PARKS		92.25		1.00	92.25
	112-241-54312	BOAT LAUNCH OPERATION/MAINTENANCE		0.00		1.00	0.00

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 10/14/2025 - 10/14/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 0021 - COEUR D'ALENE GARBAGE SERVICE							
3037826							
00049895	COEUR D'ALENE GARBAGE SERVICE	08/31/2025	10/14/2025	92.25	92.25	Open	N
	FINUCANE AUG 2025 4YD FL 2X WEEK	dcollins					09/30/2025
	110-811-54102	UTILITIES - CITY HALL		0.00		1.00	0.00
	110-811-54104	UTILITIES - PARKS		92.25		1.00	92.25
	112-241-54312	BOAT LAUNCH OPERATION/MAINTENANCE		0.00		1.00	0.00
3077880							
00049896	COEUR D'ALENE GARBAGE SERVICE	09/30/2025	10/14/2025	92.25	92.25	Open	N
	FINUCANE SEPT 2025 4YD FL 2X WEEK	dcollins					09/30/2025
	110-811-54102	UTILITIES - CITY HALL		0.00		1.00	0.00
	110-811-54104	UTILITIES - PARKS		92.25		1.00	92.25
	112-241-54312	BOAT LAUNCH OPERATION/MAINTENANCE		0.00		1.00	0.00
3077622							
00049900	COEUR D'ALENE GARBAGE SERVICE	09/30/2025	10/14/2025	227.90	227.90	Open	N
	HONEYSUCKLE BEACH 8 YD FL 2X WEEK PLUS 3	dcollins					09/30/2025
	112-241-54312	BOAT LAUNCH OPERATION/MAINTENANCE		227.90		1.00	227.90
Total Vendor 0021 - COEUR D'ALENE GARBAGE SERVICE							
				1,381.83	1,381.83		
<hr/>							
Vendor 0028 - CITY OF HAYDEN							
10/10/2025							
00049980	CITY OF HAYDEN	10/10/2025	09/30/2025	266.94	266.94	Open	N
	Check Request For Escrow: BPN25-0003	dcollins					09/30/2025
	110-228-22813	BPN25-0003 - PZE-25-0043		266.94		1.00	266.94
10/10/2025							
00049981	CITY OF HAYDEN	10/10/2025	09/30/2025	68.28	68.28	Open	N
	Check Request For Escrow: BPN25-0004	dcollins					09/30/2025
	110-228-22813	BPN25-0004 - PZE-25-0055		68.28		1.00	68.28
Total Vendor 0028 - CITY OF HAYDEN							
				335.22	335.22		
<hr/>							
Vendor 0070 - HARSB							
OM 25-26 INV1							
00049888	HARSB	10/01/2025	10/14/2025	288,388.69	288,388.69	Open	N
	COH-O&M REIMBURSE/INVESTMENT-REP/COH	dcollins					10/14/2025
	210-241-53252	HARSB O&M FEES		288,388.69		1.00	288,388.69

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 10/14/2025 - 10/14/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
					Units	Quantity	
Vendor 0070 - HARSB							
SEPT 2025 00049978	HARSB CAPACITY SOLD SEPT 2025 211-241-54411 211-241-54431	09/30/2025 dcollins	10/14/2025	56,760.00	56,760.00	Open	N 09/30/2025
		CAPACITY SOLD-RES-HARSB		46,440.00		1.00	46,440.00
		CAPACITY SOLD-NONRES-HARSB		10,320.00		1.00	10,320.00
Total Vendor 0070 - HARSB				345,148.69	345,148.69		
Vendor 0084 - ICRMP							
02077-2026-1 00049864	ICRMP ANNUAL PREMIUM 10/1/2025 THRU 9/30/2026 110-211-55201	09/03/2025 dcollins	10/14/2025	120,112.00	120,112.00	open	N 10/06/2025
		ICRMP INSURANCE PREMIUM		120,112.00		1.00	120,112.00
Total Vendor 0084 - ICRMP				120,112.00	120,112.00		
Vendor 0095 - THE METTS GROUP							
1050 00049938	THE METTS GROUP HURA FEASIBILITY ANALYSIS 110-211-53102	10/02/2025 dcollins	10/14/2025	27,425.00	27,425.00	Open	N 09/30/2025
		CIVIL LEGAL SERVICES		27,425.00		1.00	27,425.00
Total Vendor 0095 - THE METTS GROUP				27,425.00	27,425.00		
Vendor 0102 - KOOTENAI ELECTRIC COOPERATIVE INC							
1297916 9/25 00049906	KOOTENAI ELECTRIC COOPERATIVE INC CARAVELLE STREET LIGHTS 110-532-56220-0050	09/30/2025 dcollins	10/14/2025	295.41	295.41	open	N 09/30/2025
		STREET LIGHTING & SIGNAL UTILITIES		295.41		1.00	295.41
1439690 9/25 00049907	KOOTENAI ELECTRIC COOPERATIVE INC DAKOTA LIFT STATION 110-532-56220-0050 210-247-57001 110-811-54104 210-247-57020	09/30/2025 dcollins	10/14/2025	56.77	56.77	Open	N 09/30/2025
		STREET LIGHTING & SIGNAL UTILITIES		0.00		1.00	0.00
		WEST DAKOTA LS UTIL		56.77		1.00	56.77
		UTILITIES - PARKS		0.00		1.00	0.00
		H-7 CARRINGTON MEADOWS LS UTIL		0.00		1.00	0.00

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 10/14/2025 - 10/14/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 0102 - KOOTENAI ELECTRIC COOPERATIVE INC							
1652940 9/25							
00049908	KOOTENAI ELECTRIC COOPERATIVE INC	09/30/2025	10/14/2025	1,014.37	1,014.37	Open	N
	BROADMOORE IRRIGATION PUMP	dcollins					09/30/2025
	110-811-54104	UTILITIES - PARKS		1,014.37		1.00	1,014.37
1662848 9/25							
00049909	KOOTENAI ELECTRIC COOPERATIVE INC	09/30/2025	10/14/2025	43.96	43.96	Open	N
	AVIATION STREETLIGHTS	dcollins					09/30/2025
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		43.96		1.00	43.96
1839555 9/25							
00049910	KOOTENAI ELECTRIC COOPERATIVE INC	09/30/2025	10/14/2025	150.24	150.24	Open	N
	VALLEY GREEN STREET LIGHTS	dcollins					09/30/2025
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		150.24		1.00	150.24
1841141 9/25							
00049911	KOOTENAI ELECTRIC COOPERATIVE INC	09/30/2025	10/14/2025	551.01	551.01	Open	N
	CARRINGTON MEADOWS STREET LIGHTS	dcollins					09/30/2025
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		551.01		1.00	551.01
1844501 9/25							
00049912	KOOTENAI ELECTRIC COOPERATIVE INC	09/30/2025	10/14/2025	44.28	44.28	Open	N
	NEW DREAMS STREET LIGHTS	dcollins					09/30/2025
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		44.28		1.00	44.28
1851174 9/25							
00049913	KOOTENAI ELECTRIC COOPERATIVE INC	09/30/2025	10/14/2025	201.69	201.69	Open	N
	CARRINGTON MEADOWS LIFT STATION	dcollins					09/30/2025
	210-247-57020	H-7 CARRINGTON MEADOWS LS UTIL		201.69		1.00	201.69
1863894 9/25							
00049914	KOOTENAI ELECTRIC COOPERATIVE INC	09/30/2025	10/14/2025	294.40	294.40	Open	N
	CARRINGTON MEADOWS 2ND ADD STREET LIGHTS	dcollins					09/30/2025
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		294.40		1.00	294.40
1863609 9/25							
00049915	KOOTENAI ELECTRIC COOPERATIVE INC	09/30/2025	10/14/2025	318.15	318.15	Open	N
	CARRINGTON APARTMENTS STREETLIGHTS	dcollins					09/30/2025
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		318.15		1.00	318.15
1868671 9/25							
00049916	KOOTENAI ELECTRIC COOPERATIVE INC	09/30/2025	10/14/2025	188.35	188.35	Open	N
	CARRINGTON MEADOWS 3RD ADDN	dcollins					09/30/2025
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		188.35		1.00	188.35

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 0102 - KOOTENAI ELECTRIC COOPERATIVE INC							
1458464 9/25							
00049917	KOOTENAI ELECTRIC COOPERATIVE INC	09/30/2025	10/14/2025	1,389.33	1,389.33	Open	N
	BROADMOORE STREET LIGHTS		dcollins				09/30/2025
	110-532-56220-0050		STREET LIGHTING & SIGNAL UTILITIES	1,389.33		1.00	1,389.33
Total Vendor 0102 - KOOTENAI ELECTRIC COOPERATIVE INC							
				4,547.96	4,547.96		
Vendor 0114 - LES SCHWAB TIRE CENTER INC							
9300875013							
00049842	LES SCHWAB TIRE CENTER INC	04/09/2025	10/14/2025	625.36	625.36	Open	N
	NEW TIRE		dcollins				09/30/2025
	110-533-54035		2018 PETERBILT STREET SWEEPER 220 R&M	625.36		1.00	625.36
9300904142							
00049843	LES SCHWAB TIRE CENTER INC	09/24/2025	10/14/2025	20.99	20.99	Open	N
	FLAT TIRE REPAIR		dcollins				09/30/2025
	110-542-54086		2018 JD 1600 TURBO SERIES 1 MOWER	20.99		1.00	20.99
Total Vendor 0114 - LES SCHWAB TIRE CENTER INC							
				646.35	646.35		
Vendor 0139 - SHL CPA'S PLLC							
14618							
00049945	SHL CPA'S PLLC	09/30/2025	10/14/2025	10,350.00	10,350.00	Open	N
	PLANNING PROCESS, GENERAL PROCESS, CAP A		dcollins				09/30/2025
	110-211-53101		AUDIT	10,350.00		1.00	10,350.00
Total Vendor 0139 - SHL CPA'S PLLC							
				10,350.00	10,350.00		
Vendor 0205 - VERIZON WIRELESS							
6124100250							
00049947	VERIZON WIRELESS	09/21/2025	10/14/2025	431.79	431.79	Open	N
	MIFI & ROUTER 8/22/25-9/21/25		dcollins				09/30/2025
	110-230-57720		CC/IT PHONES/COMMUNICATIONS	80.02		1.00	80.02
	110-301-55300		COMMUNICATIONS/PHONES	160.04		1.00	160.04
	110-511-55300		PORTABLE BROADBAND	191.73		1.00	191.73

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 0205 - VERIZON WIRELESS							
61240681925							
00049948	VERIZON WIRELESS	09/21/2025	10/14/2025	213.39	213.39	Open	N
	LIFT STATION WIRELESS AUG 22-SEPT 21, 20	dcollins					09/30/2025
	210-247-57006	PRAIRIE/FRANKLIN/CHURCH LS UTIL		23.71		1.00	23.71
	210-247-57000	LEISURE PARK LS UTIL		23.71		1.00	23.71
	210-247-57003	WOODLAND MEADOWS LS UTIL		23.71		1.00	23.71
	210-247-57013	H-5 STRAWBERRY FLDS PS UTIL		23.71		1.00	23.71
	210-247-57007	CORNERSTONE LS UTIL		23.71		1.00	23.71
	210-247-57020	H-7 CARRINGTON MEADOWS LS UTIL		23.71		1.00	23.71
	210-247-57011	EMERALD OAKS LS UTIL		23.71		1.00	23.71
	210-247-57019	HAYDEN NORTH LS UTIL		23.71		1.00	23.71
	210-247-57016	HEATHERSTONE LS UTIL		23.71		1.00	23.71
Total Vendor 0205 - VERIZON WIRELESS					645.18	645.18	

Vendor 0212 - SWS EQUIPMENT INC.

P13686SPO							
00049952	SWS EQUIPMENT INC.	09/18/2025	10/14/2025	982.10	982.10	Open	N
	BLOWN HYD GUTTER BROOM	dcollins					09/30/2025
	110-533-54035	2018 PETERBILT STREET SWEEPER 220 R&M		982.10		1.00	982.10

Total Vendor 0212 - SWS EQUIPMENT INC.

982.10 982.10

Vendor 0221 - AVISTA

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 0221 - AVISTA							
2021410000 9/25							
00049883	AVISTA	09/15/2025	10/14/2025	21,356.51	21,356.51	Open	N
	58 ACCOUNTS ON MASTER	dcollins					09/30/2025
	110-532-54305	GRAVEL PIT MAINTENANCE		137.03		1.00	137.03
	110-532-56220-0050	STREET LIGHTING & SIGNAL UTILITIES		15,021.87		1.00	15,021.87
	110-811-54102	UTILITIES - CITY HALL		924.84		1.00	924.84
	110-811-54103	UTILITIES - STREETS		432.53		1.00	432.53
	110-811-54104	UTILITIES - PARKS		1,414.36		1.00	1,414.36
	110-811-54105	UTILITIES - HURA PARKING LOT		43.81		1.00	43.81
	112-241-54312	BOAT LAUNCH OPERATION/MAINTENANCE		80.48		1.00	80.48
	210-247-57000	LEISURE PARK LS UTIL		130.65		1.00	130.65
	210-247-57003	WOODLAND MEADOWS LS UTIL		223.44		1.00	223.44
	210-247-57005	H-2 WALMART PS UTIL		834.35		1.00	834.35
	210-247-57007	CORNERSTONE LS UTIL		142.97		1.00	142.97
	210-247-57009	H-1 LIFT STATION UTIL		1,179.87		1.00	1,179.87
	210-247-57011	EMERALD OAKS LS UTIL		65.56		1.00	65.56
	210-247-57013	H-5 STRAWBERRY FLDS PS UTIL		288.13		1.00	288.13
	210-247-57014	MOONRIDGE LS UTIL		96.41		1.00	96.41
	210-247-57015	RILEY PLACE LS UTIL		55.53		1.00	55.53
	210-247-57016	HEATHERSTONE LS UTIL		52.96		1.00	52.96
	210-247-57017	GIANNA LS UTIL		36.30		1.00	36.30
	210-247-57018	MAPLE GROVE LS UTIL		90.76		1.00	90.76
	210-247-57020	H-7 CARRINGTON MEADOWS LS UTIL		104.66		1.00	104.66

Total Vendor 0221 - AVISTA

21,356.51 21,356.51

Vendor 0280 - AT&T MOBILITY LLC

287294661101 9/							
00049882	AT&T MOBILITY LLC	09/28/2025	10/14/2025	156.10	156.10	Open	N
	4 MIFI DEVICES	dcollins					09/30/2025
	110-813-56600	EMERGENCY PREPAREDNESS		156.10		1.00	156.10

Total Vendor 0280 - AT&T MOBILITY LLC

156.10 156.10

Vendor 0330 - RUEN-YEAGER & ASSOCIATES

54273							
00049956	RUEN-YEAGER & ASSOCIATES	10/02/2025	10/14/2025	1,599.50	1,599.50	open	N
	FY26 PLANNING SERVICES	dcollins					09/30/2025
	110-345-53407	COMPREHENSIVE PLAN AMENDMENT		1,599.50		1.00	1,599.50

Total Vendor 0330 - RUEN-YEAGER & ASSOCIATES

1,599.50 1,599.50

Vendor 0338 - RAGAN EQUIPMENT INC.

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 0338 - RAGAN EQUIPMENT INC.							
01-175557 00049957	RAGAN EQUIPMENT INC. POLE SAW CHAIN & FILE 110-541-57702	09/18/2025 dcollins	10/14/2025	41.98	41.98	Open	N 09/30/2025
	TOOLS & SMALL EQUIPMENT			41.98		1.00	41.98
01-175615 00049958	RAGAN EQUIPMENT INC. CHAIN SAW CHAIN 110-541-57702	09/19/2025 dcollins	10/14/2025	22.99	22.99	Open	N 09/30/2025
	TOOLS & SMALL EQUIPMENT			22.99		1.00	22.99
Total Vendor 0338 - RAGAN EQUIPMENT INC.				64.97	64.97		
Vendor 0443 - NORTH KOOTENAI WATER DIST							
103816901 9/25 00049959	NORTH KOOTENAI WATER DIST H-2 LIFT STATION 210-247-57009	09/16/2025 dcollins	10/14/2025	35.79	35.79	Open	N 09/30/2025
	H-1 LIFT STATION UTIL			0.00		1.00	0.00
	H-2 WALMART PS UTIL			35.79		1.00	35.79
102746002 9/25 00049960	NORTH KOOTENAI WATER DIST H-1 LIFT STATION 210-247-57009	09/16/2025 dcollins	10/14/2025	35.79	35.79	Open	N 09/30/2025
	H-1 LIFT STATION UTIL			35.79		1.00	35.79
Total Vendor 0443 - NORTH KOOTENAI WATER DIST				71.58	71.58		
Vendor 0579 - NORTHLAND NURSERY							
074032 00049930	NORTHLAND NURSERY FABRIC BURLAP 110-541-54300	09/29/2025 dcollins	10/14/2025	14.40	14.40	Open	N 09/30/2025
	BUILDINGS & GROUNDS			14.40		1.00	14.40
Total Vendor 0579 - NORTHLAND NURSERY				14.40	14.40		
Vendor 0597 - HAYDEN SENIOR CENTER (GCCPG)							
280 00049990	HAYDEN SENIOR CENTER (GCCPG) QUARTERLY COMPENSATION 110-111-53301	10/01/2025 dcollins	10/14/2025	8,750.00	8,750.00	Open	N 09/30/2025
	SENIOR CENTER			8,750.00		1.00	8,750.00
Total Vendor 0597 - HAYDEN SENIOR CENTER (GCCPG)							

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Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 0597 - HAYDEN SENIOR CENTER (GCCPG)				8,750.00	8,750.00		
Vendor 0600 - ZIEGLER LUMBER COMPANY INC.							
993726 00049940	ZIEGLER LUMBER COMPANY INC. RECEPROCATING SAW BLADES 110-541-57702	09/23/2025 dcollins	10/14/2025	39.98	39.98	Open	N 09/30/2025
		TOOLS & SMALL EQUIPMENT		39.98		1.00	39.98
996754 00049941	ZIEGLER LUMBER COMPANY INC. CONSTRUCTION ADHESIVE 110-541-57702	09/26/2025 dcollins	10/14/2025	43.96	43.96	Open	N 09/30/2025
		TOOLS & SMALL EQUIPMENT		43.96		1.00	43.96
998633 00049942	ZIEGLER LUMBER COMPANY INC. DRIVE BITS, SCREWS & POST 110-531-57702	09/29/2025 dcollins	10/14/2025	28.31	28.31	Open	N 09/30/2025
		TOOLS & SMALL EQUIPMENT		28.31		1.00	28.31
1001737 00049944	ZIEGLER LUMBER COMPANY INC. CONCRETE MIX 110-532-54308	10/03/2025 dcollins	10/14/2025	13.65	13.65	Open	N 10/14/2025
		STREET SIGN MAINTENANCE		13.65		1.00	13.65
Total Vendor 0600 - ZIEGLER LUMBER COMPANY INC.				125.90	125.90		
Vendor 0613 - NAPA AUTO PARTS							
528411 00049961	NAPA AUTO PARTS CORE DEPOSIT REFUND X2 & BRAKE FLUID 110-542-54070	10/07/2025 dcollins	10/14/2025	(81.22)	(81.22)	Open	N 10/14/2025
		1994 CHEVY PICKUP C15 R&M		(81.22)		1.00	(81.22)
528279 00049962	NAPA AUTO PARTS WHEEL NUT COVER, BRAKE PADS, ROTER, CORE 110-542-54070	10/06/2025 dcollins	10/14/2025	334.99	334.99	Open	N 10/14/2025
		1994 CHEVY PICKUP C15 R&M		334.99		1.00	334.99
527614 00049963	NAPA AUTO PARTS FUEL FILTER, DISTRIBUTOR CAPS & SPARK PL 110-542-54070	10/02/2025 dcollins	10/14/2025	91.84	91.84	Open	N 10/14/2025
		1994 CHEVY PICKUP C15 R&M		91.84		1.00	91.84

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 0613 - NAPA AUTO PARTS							
526513							
00049964	NAPA AUTO PARTS	09/26/2025	10/14/2025	51.48	51.48	Open	N
	OIL FILTER, GEL, TERRY CLOTHES, OIL & CL	dcollins					09/30/2025
	110-542-54061	2024 GMC SIERRA 3500HD (SPRINKLER TRUCK)		51.48		1.00	51.48
525769							
00049965	NAPA AUTO PARTS	09/22/2025	10/14/2025	27.48	27.48	Open	N
	WINDSHIELD WASH FLUID	dcollins					09/30/2025
	110-531-56101	STREET SHOP SUPPLIES		27.48		1.00	27.48
525751							
00049966	NAPA AUTO PARTS	09/22/2025	10/14/2025	5.00	5.00	Open	N
	MINI LIGHT BULBS	dcollins					09/30/2025
	110-512-54011	2006 DODGE RAM PICKUP 1500 R&M		5.00		1.00	5.00
525731							
00049967	NAPA AUTO PARTS	09/22/2025	10/14/2025	49.38	49.38	Open	N
	OIL FILTER & OIL	dcollins					09/30/2025
	110-533-54039	2023 GMC SIERRA 3500 CREW CAB R&M		49.38		1.00	49.38
Total Vendor 0613 - NAPA AUTO PARTS					<u>478.95</u>	<u>478.95</u>	
Vendor 0723 - ARROW CONSTRUCTION SUPPLY, LLC							
8384							
00049880	ARROW CONSTRUCTION SUPPLY, LLC	09/22/2025	10/14/2025	6,426.00	6,426.00	Open	N
	ROAD WORK - CRACK SEALER & MASTIC	dcollins					09/30/2025
	110-532-54304	ROAD & PARKING LOT MAINTENANCE		6,426.00		1.00	6,426.00
Total Vendor 0723 - ARROW CONSTRUCTION SUPPLY, LLC					<u>6,426.00</u>	<u>6,426.00</u>	
Vendor 0745 - HAYDEN LAKE RECREATIONAL WATER & SE							
30.7980.01 10/2							
00049976	HAYDEN LAKE RECREATIONAL WATER & SE	10/01/2025	10/14/2025	154.00	154.00	Open	N
	HONEYSUCKLE BEACH SEWER	dcollins					10/14/2025
	112-241-54312	BOAT LAUNCH OPERATION/MAINTENANCE		154.00		1.00	154.00
Total Vendor 0745 - HAYDEN LAKE RECREATIONAL WATER & SE					<u>154.00</u>	<u>154.00</u>	
Vendor 0890 - KOOTENAI COUNTY							

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
Inventory					Units	Quantity	
Vendor 0890 - KOOTENAI COUNTY							
2026-00000003 00049898	KOOTENAI COUNTY LAW ENFORCEMENT CONTRACT FOR OCT 2025 110-251-59003	10/08/2025 dcollins	10/14/2025	79,490.33	79,490.33	Open	N 10/14/2025
				KOOTENAI COUNTY SHERIFF SALARY EXPENSE	79,490.33	1.00	79,490.33
Total Vendor 0890 - KOOTENAI COUNTY					<u>79,490.33</u>	<u>79,490.33</u>	
Vendor 0901 - CITY OF POST FALLS							
INV05598 00049884	CITY OF POST FALLS PROSECUTION LEGAL FEES SEP 2025 110-252-59001	09/15/2025 dcollins	10/14/2025	11,600.00	11,600.00	Open	N 09/30/2025
				CONTRACTED PROSECUTOR	11,600.00	1.00	11,600.00
Total Vendor 0901 - CITY OF POST FALLS					<u>11,600.00</u>	<u>11,600.00</u>	
Vendor 1118 - GRACE TREE SERVICE INC.							
15668 00049970	GRACE TREE SERVICE INC. CONSULTATION 110-521-54309	09/19/2025 dcollins	10/14/2025	300.00	300.00	Open	N 09/30/2025
				TREE REMOVAL & REPLACEMENT	300.00	1.00	300.00
Total Vendor 1118 - GRACE TREE SERVICE INC.					<u>300.00</u>	<u>300.00</u>	
Vendor 1189 - HELENA AGRI-ENTERPRISES, LLC							
169554394 00049987	HELENA AGRI-ENTERPRISES, LLC RANGER PRO & ROUNDUP 110-541-56502	09/24/2025 dcollins	10/14/2025	605.10	605.10	Open	N 09/30/2025
				FERTILIZER & WEED CONTROL	605.10	1.00	605.10
Total Vendor 1189 - HELENA AGRI-ENTERPRISES, LLC					<u>605.10</u>	<u>605.10</u>	
Vendor 3747 - HAYDEN ACE HARDWARE							
1379469 00049841	HAYDEN ACE HARDWARE KINETIX 1 GAL BAR OIL 110-541-56101	09/19/2025 dcollins	10/14/2025	11.88	11.88	Open	N 09/29/2025
				PARKS SHOP SUPPLIES	11.88	1.00	11.88

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 3747 - HAYDEN ACE HARDWARE							
1380374 00049844	HAYDEN ACE HARDWARE ACE XLARGE BOX 110-531-56101	09/22/2025 dcollins STREET SHOP SUPPLIES	10/14/2025	4.40	4.40	Open	N 09/30/2025 4.40
1381091 00049845	HAYDEN ACE HARDWARE BLOWGUN, DRILL BIT, PAINT MARKERS & TRU- 110-531-57702	09/24/2025 dcollins TOOLS & SMALL EQUIPMENT	10/14/2025	47.28	47.28	Open	N 09/30/2025 47.28
1381394 00049846	HAYDEN ACE HARDWARE PARK RESERVATION ZIP TIES 110-711-56105	09/25/2025 dcollins PROGRAM EQUIPMENT/SUPPLIES	10/14/2025	6.96	6.96	Open	N 09/30/2025 6.96
1381662 00049847	HAYDEN ACE HARDWARE LYSOL WIPES, AIR FRESHENER SPRAY & HAND 110-541-56101	09/26/2025 dcollins PARKS SHOP SUPPLIES	10/14/2025	28.12	28.12	Open	N 09/30/2025 28.12
1382632 00049848	HAYDEN ACE HARDWARE DUAL VALVE, PUSH COUPLING, STRAIGHT VALV 110-811-54301-3221	09/29/2025 dcollins BUILDING MAINT & REPAIR	10/14/2025	22.43	22.43	Open	N 09/30/2025 22.43
1382753 00049849	HAYDEN ACE HARDWARE PLUMBING SUPPLIES, PUSH PINS & TACKS 110-811-54301-3221	09/29/2025 dcollins BUILDING MAINT & REPAIR	10/14/2025	8.89	8.89	Open	N 09/30/2025 8.89
1383333 00049918	HAYDEN ACE HARDWARE WALLBOARD ANCHORS 110-531-56101	09/30/2025 dcollins STREET SHOP SUPPLIES	10/14/2025	5.84	5.84	Open	N 09/30/2025 5.84
1383444 00049920	HAYDEN ACE HARDWARE PAINT ROLLER-SUPPLIES TO PAINT OFFICE 110-711-56101	10/01/2025 dcollins OFFICE SUPPLIES	10/14/2025	6.18	6.18	Open	N 10/14/2025 6.18
1383604 00049933	HAYDEN ACE HARDWARE TRASH CAN 110-541-56101	10/02/2025 dcollins PARKS SHOP SUPPLIES	10/14/2025	80.97	80.97	Open	N 10/14/2025 80.97

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 3747 - HAYDEN ACE HARDWARE							
1382671 00049969	HAYDEN ACE HARDWARE SLEEVE COMPRESSION & COMPRESSION NUT 110-531-56101	09/25/2025 dcollins STREET SHOP SUPPLIES	10/14/2025	2.92	2.92	Open	N 09/30/2025 2.92
Total Vendor 3747 - HAYDEN ACE HARDWARE				225.87	225.87		
Vendor 3872 - UNITED DATA SECURITY INC							
148499 00049951	UNITED DATA SECURITY INC SHRED BIN SVCS 9/17/25 110-211-55505	09/17/2025 dcollins DOCUMENT SHREDDING	10/14/2025	130.00	130.00	Open	N 09/30/2025 130.00
Total Vendor 3872 - UNITED DATA SECURITY INC				130.00	130.00		
Vendor 3922 - FASTENAL							
IDCOE224676 00049886	FASTENAL MEDIUM BINS X9 110-541-56101	09/17/2025 dcollins PARKS SHOP SUPPLIES	10/14/2025	54.21	54.21	Open	N 09/30/2025 54.21
IDCOE225078 00049887	FASTENAL SMALL BINS X9 110-541-56101	09/25/2025 dcollins PARKS SHOP SUPPLIES	10/14/2025	23.21	23.21	Open	N 09/30/2025 23.21
Total Vendor 3922 - FASTENAL				77.42	77.42		
Vendor 3933 - HORIZON DISTRIBUTORS INC.							
2S241473 00049899	HORIZON DISTRIBUTORS INC. IRRITROL VALVE WITH FLOW CONTROL 110-541-54300	08/26/2025 dcollins BUILDINGS & GROUNDS	10/14/2025	370.72	370.72	Open	N 09/30/2025 370.72
2S245417 00049901	HORIZON DISTRIBUTORS INC. COUPLER, COUPLING, CLAMPS, PVC PRIMER & 110-532-54310	09/24/2025 dcollins GOVT WAY IRRIGATION & MAINT	10/14/2025	86.67	86.67	Open	N 09/30/2025 86.67

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Vendor 3933 - HORIZON DISTRIBUTORS INC.							
2S244980 00049902	HORIZON DISTRIBUTORS INC. RAIN BIRD SWING JOINT 110-541-54300	09/18/2025 dcollins BUILDINGS & GROUNDS	10/14/2025	87.65	87.65	Open	N 09/30/2025 87.65
2S243907 00049903	HORIZON DISTRIBUTORS INC. RAIN BIRD FIELD DECODER VALVE 110-541-54300	09/15/2025 dcollins BUILDINGS & GROUNDS	10/14/2025	350.88	350.88	Open	N 09/30/2025 350.88
Total Vendor 3933 - HORIZON DISTRIBUTORS INC.				895.92	895.92		
Vendor 3955 - AMERICAN ON-SITE SERVICES							
I89971 00049874	AMERICAN ON-SITE SERVICES CROFFOOT 110-811-54104	09/30/2025 dcollins UTILITIES - PARKS	10/14/2025	754.00	754.00	Open	N 09/30/2025 754.00
I89973 00049875	AMERICAN ON-SITE SERVICES FINUCANE 110-811-54104	09/30/2025 dcollins UTILITIES - PARKS	10/14/2025	115.00	115.00	Open	N 09/30/2025 115.00
I89974 00049876	AMERICAN ON-SITE SERVICES STODDARD 110-811-54104	09/30/2025 dcollins UTILITIES - PARKS	10/14/2025	416.00	416.00	Open	N 09/30/2025 416.00
I89975 00049877	AMERICAN ON-SITE SERVICES MCINTIRE 110-811-54104	09/30/2025 dcollins UTILITIES - PARKS	10/14/2025	115.00	115.00	Open	N 09/30/2025 115.00
I89976 00049878	AMERICAN ON-SITE SERVICES BROADMOORE 110-811-54104	09/30/2025 dcollins UTILITIES - PARKS	10/14/2025	323.00	323.00	Open	N 09/30/2025 323.00
I89977 00049879	AMERICAN ON-SITE SERVICES HONEYSUCKLE 112-241-54312	09/30/2025 dcollins BOAT LAUNCH OPERATION/MAINTENANCE	10/14/2025	775.00	775.00	Open	N 09/30/2025 775.00
Total Vendor 3955 - AMERICAN ON-SITE SERVICES							

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 3955 - AMERICAN ON-SITE SERVICES				2,498.00	2,498.00		
Vendor 4004 - VANGUARD CLEANING SYSTEMS OF THE IN							
140842 00049905	VANGUARD CLEANING SYSTEMS OF THE IN MONTHLY CLEANING CHARGES FOR OCTOBER 202 110-811-54301	10/01/2025 dcollins	10/14/2025	695.00	695.00	Open	N 10/14/2025
	BUILDING MAINT & REPAIR			695.00		1.00	695.00
140715 00049949	VANGUARD CLEANING SYSTEMS OF THE IN RESTROOM SUPPLIES 110-811-54301	09/30/2025 dcollins	10/14/2025	370.35	370.35	Open	N 09/30/2025
	BUILDING MAINT & REPAIR			370.35		1.00	370.35
Total Vendor 4004 - VANGUARD CLEANING SYSTEMS OF THE IN				1,065.35	1,065.35		
Vendor 4035 - ASCAP							
LICENSE FEE 202 00049881	ASCAP FY2026 MUSIC LICENSE 110-211-55701	09/23/2025 dcollins	10/14/2025	453.25	453.25	Open	N 10/14/2025
	DUES, MEMBERSHIPS & SUBSCRIPTIONS			453.25		1.00	453.25
Total Vendor 4035 - ASCAP				453.25	453.25		
Vendor 4108 - FCS GROUP INC.							
4094-22509072 00049939	FCS GROUP INC. HAYDEN-REGIONAL SEWER RATE ANALYSIS 2025 210-241-53102	09/30/2025 dcollins	10/14/2025	686.25	686.25	Open	N 09/30/2025
	CIVIL LEGAL SERVICES			686.25		1.00	686.25
Total Vendor 4108 - FCS GROUP INC.				686.25	686.25		
Vendor 4130 - NORTH 40 OUTFITTERS							
052600/E 00049934	NORTH 40 OUTFITTERS ANTIFREEZE, WRENCH & GREASE GUN 110-541-54300	10/01/2025 dcollins	10/14/2025	368.94	368.94	Open	N 10/14/2025
	BUILDINGS & GROUNDS			368.94		1.00	368.94

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Inventory					Units	Quantity	Unit Price
Vendor 4130 - NORTH 40 OUTFITTERS							
052514/e 00049935	NORTH 40 OUTFITTERS LIGHTS, SCREWDRIVING SET & PEG BOARD 110-541-57702	09/23/2025 dcollins	10/14/2025	119.92	119.92	Open	N 09/30/2025
	TOOLS & SMALL EQUIPMENT			119.92		1.00	119.92
05625/E 00049936	NORTH 40 OUTFITTERS MENS COVERALL 110-531-56403	10/02/2025 dcollins	10/14/2025	59.99	59.99	Open	N 10/14/2025
	UNIFORM ALLOWANCE			59.99		1.00	59.99
Total Vendor 4130 - NORTH 40 OUTFITTERS				548.85	548.85		
Vendor 4136 - RODDA PAINT COMPANY CORP.							
45261616 00049974	RODDA PAINT COMPANY CORP. PAINT GUN X2 FOR STRIPER 110-531-57702	09/26/2025 dcollins	10/14/2025	450.92	450.92	Open	N 09/30/2025
	TOOLS & SMALL EQUIPMENT			450.92		1.00	450.92
45261747 00049975	RODDA PAINT COMPANY CORP. PAINT GUN X2 & RETURN 110-531-57702	09/30/2025 dcollins	10/14/2025	109.08	109.08	Open	N 09/30/2025
	TOOLS & SMALL EQUIPMENT			109.08		1.00	109.08
Total Vendor 4136 - RODDA PAINT COMPANY CORP.				560.00	560.00		
Vendor 4193 - INTERMAX NETWORKS							
INV-00448530 00049931	INTERMAX NETWORKS CITY HALL PHONE SERVICE OCT 2025 110-211-55300	10/01/2025 dcollins	10/14/2025	843.82	843.82	Open	N 10/14/2025
	COMMUNICATIONS/PHONES			843.82		1.00	843.82
Total Vendor 4193 - INTERMAX NETWORKS				843.82	843.82		
Vendor 4211 - AMAZON CAPITAL SERVICES, INC.							
1DWH-9XKL-4CDM 00049851	AMAZON CAPITAL SERVICES, INC. POWER TOOL HOLDER 110-211-56101	09/25/2025 dcollins	10/14/2025	49.38	49.38	Open	N 09/30/2025
	OFFICE SUPPLIES			49.38		1.00	49.38

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date Unit Price
Vendor 4211 - AMAZON CAPITAL SERVICES, INC.							
1HHF-CC6V-44DR 00049852	AMAZON CAPITAL SERVICES, INC. U8-15 GAME SOCCER BALLS 110-711-56105	09/29/2025 dcollins	10/14/2025	260.58	260.58	Open	N 09/30/2025 260.58
		PROGRAM EQUIPMENT/SUPPLIES		260.58		1.00	
1TQL-VVMX-64L4 00049853	AMAZON CAPITAL SERVICES, INC. SANDWICH BOARDS FOR EVENTS/PROGRAMS 110-711-56105	09/29/2025 dcollins	10/14/2025	469.52	469.52	Open	N 09/30/2025 469.52
		PROGRAM EQUIPMENT/SUPPLIES		469.52		1.00	
14V3-MCQ1-3YK7 00049858	AMAZON CAPITAL SERVICES, INC. POP-UPS FOR EVENTS & PROGRAMS 110-711-56105	09/29/2025 dcollins	10/14/2025	256.48	256.48	Open	N 09/30/2025 256.48
		PROGRAM EQUIPMENT/SUPPLIES		256.48		1.00	
1LQM-N9FQ-CNLD 00049859	AMAZON CAPITAL SERVICES, INC. TONER 110-211-56101	09/19/2025 dcollins	10/14/2025	41.29	41.29	Open	N 09/30/2025 41.29
		OFFICE SUPPLIES		41.29		1.00	
1LQM-N9FQ-JQKW 00049860	AMAZON CAPITAL SERVICES, INC. WHITEBOARD & CLEANING SPRAY 110-211-56101	09/18/2025 dcollins	10/14/2025	302.74	302.74	Open	N 09/30/2025 302.74
		OFFICE SUPPLIES		302.74		1.00	
IVY6-3W4R-4DLN 00049861	AMAZON CAPITAL SERVICES, INC. SOAP DISPENSER 110-211-56101	09/29/2025 dcollins	10/14/2025	54.80	54.80	Open	N 09/30/2025 54.80
		OFFICE SUPPLIES		54.80		1.00	
16HX-QM7W-71FW 00049862	AMAZON CAPITAL SERVICES, INC. BINDERS & COPIER PAPER 110-211-56101	09/30/2025 dcollins	10/14/2025	92.85	92.85	Open	N 09/30/2025 92.85
		OFFICE SUPPLIES		92.85		1.00	
19LF-HGL6-GHWX 00049863	AMAZON CAPITAL SERVICES, INC. INDEX CARDS, REUSABLE K CUP POD, STRAWS, 110-211-56101	09/15/2025 dcollins	10/14/2025	462.44	462.44	Open	N 09/30/2025 462.44
		OFFICE SUPPLIES		462.44		1.00	
193c-d9fk-4h3v 00049873	AMAZON CAPITAL SERVICES, INC. WHITEBOARD 110-211-56101	09/29/2025 dcollins	10/14/2025	118.00	118.00	Open	N 09/30/2025 118.00
		OFFICE SUPPLIES		118.00		1.00	

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 4211 - AMAZON CAPITAL SERVICES, INC.							
1JP9-46XK-6QYG							
00049904	AMAZON CAPITAL SERVICES, INC.	09/24/2025	10/14/2025	60.40	60.40	Open	N
	MARKERS & LENS WIPES	dcollins					09/30/2025
	110-211-56101	OFFICE SUPPLIES		60.40		1.00	60.40
167H-HYQQ-9VLT							
00049922	AMAZON CAPITAL SERVICES, INC.	09/23/2025	10/14/2025	314.39	314.39	Open	N
	SOCCER SUPPLIES, SANDWICH BOARDS, PRIZES	dcollins					09/30/2025
	110-711-56105	PROGRAM EQUIPMENT/SUPPLIES		207.24		1.00	207.24
	110-711-52903	PROGRAM AWARDS/PRIZES/CERTIFICATES		62.70		1.00	62.70
	110-721-58001	COMMUNITY SPECIAL EVENTS		25.99		1.00	25.99
	110-711-56101	OFFICE SUPPLIES		18.46		1.00	18.46
14GT-LVCR-DM7P							
00049937	AMAZON CAPITAL SERVICES, INC.	10/02/2025	10/14/2025	44.62	44.62	Open	N
	CAR CHARGERS FOR INSPECTORS	dcollins					10/14/2025
	110-230-57717	GENERAL HARDWARE		44.62		1.00	44.62
Total Vendor 4211 - AMAZON CAPITAL SERVICES, INC.				2,527.49	2,527.49		
Vendor 8678 - NORTH IDAHO LANDSCAPE SUPPLIES INC							
63916							
00049977	NORTH IDAHO LANDSCAPE SUPPLIES INC	09/12/2025	10/14/2025	77.00	77.00	Open	N
	SOCCER FIELD-COARSE SAND X2 YARDS	dcollins					09/30/2025
	110-541-54300	BUILDINGS & GROUNDS		77.00		1.00	77.00
Total Vendor 8678 - NORTH IDAHO LANDSCAPE SUPPLIES INC				77.00	77.00		
Vendor 9214 - ZIPLY FIBER							
208-189-0545 9/							
00049943	ZIPLY FIBER	10/01/2025	10/14/2025	601.90	601.90	Open	N
	PHONE CHARGES FOR SEPT 2025	dcollins					09/30/2025
	210-247-57016	HEATHERSTONE LS UTIL		89.05		1.00	89.05
	210-247-57009	H-1 LIFT STATION UTIL		91.44		1.00	91.44
	112-241-54312	BOAT LAUNCH OPERATION/MAINTENANCE		133.78		1.00	133.78
	210-247-57005	H-2 WALMART PS UTIL		96.59		1.00	96.59
	210-247-57018	MAPLE GROVE LS UTIL		95.52		1.00	95.52
	110-811-54301	BUILDING MAINT & REPAIR		95.52		1.00	95.52
Total Vendor 9214 - ZIPLY FIBER				601.90	601.90		
Vendor 9232 - THE GOODYEAR TIRE & RUBBER CO							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date Unit Price
Vendor 9232 - THE GOODYEAR TIRE & RUBBER CO							
197-1161700 00049971	THE GOODYEAR TIRE & RUBBER CO VEHICLE #3 110-533-54003	09/25/2025 dcollins	10/14/2025	256.76	256.76	Open	N 09/30/2025
	2013 FREIGHTLINER DUMP TRUCK R&M			256.76		1.00	256.76
197-1161656 00049972	THE GOODYEAR TIRE & RUBBER CO VEHICLE #3 110-533-54003	09/23/2025 dcollins	10/14/2025	2,005.00	2,005.00	Open	N 09/30/2025
	2013 FREIGHTLINER DUMP TRUCK R&M			2,005.00		1.00	2,005.00
197-1161587 00049973	THE GOODYEAR TIRE & RUBBER CO VEHICLE #35 - USED TIRES X6 110-533-54035	09/18/2025 dcollins	10/14/2025	1,200.00	1,200.00	Open	N 09/30/2025
	2018 PETERBILT STREET SWEEPER 220 R&M			1,200.00		1.00	1,200.00
Total Vendor 9232 - THE GOODYEAR TIRE & RUBBER CO				3,461.76	3,461.76		
Vendor 9258 - ONE CALL CONCEPTS, INC.							
5095023 00049919	ONE CALL CONCEPTS, INC. TKTS: 244@\$0.97/ADVERTISING SURCHARGE: 2 210-241-53253	09/30/2025 dcollins	10/14/2025	309.88	309.88	Open	N 09/30/2025
	SEWER LOCATES			309.88		1.00	309.88
Total Vendor 9258 - ONE CALL CONCEPTS, INC.				309.88	309.88		
Vendor 9263 - CHARTER COMMUNICATIONS							
189563701092125 00049953	CHARTER COMMUNICATIONS HAYDEN CANYON LIFT STATION PHONE LINE 210-247-59835	09/21/2025 dcollins	10/14/2025	40.00	40.00	Open	N 09/30/2025
	HAYDEN CANYON LS UTIL			40.00		1.00	40.00
189562701091425 00049954	CHARTER COMMUNICATIONS DIGITAL ADAPTER MONTHLY CHARGE 110-211-55300	09/14/2025 dcollins	10/14/2025	7.34	7.34	Open	N 09/30/2025
	COMMUNICATIONS/PHONES			7.34		1.00	7.34
Total Vendor 9263 - CHARTER COMMUNICATIONS				47.34	47.34		
Vendor 9268 - NORTHERN LAKES FIRE PROTECTION DIST							

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 9268 - NORTHERN LAKES FIRE PROTECTION DIST							
PASS THRU 9/202							
00049995	NORTHERN LAKES FIRE PROTECTION DIST	10/10/2025	10/14/2025	72,775.10	72,775.10	Open	N
	DEVELOPMENT IMPACT FEE REMITTANCE FOR SE dcollins						09/30/2025
	110-228-22819	PASSTHRU-IMPACT FEES-NLFPD		72,775.10		1.00	72,775.10
Total Vendor 9268 - NORTHERN LAKES FIRE PROTECTION DIST				72,775.10	72,775.10		
Vendor 9280 - VISA							
9.26.25 STATEME							
00049993	VISA	09/26/2025	10/14/2025	948.93	948.93	Open	N
	AS: SEPT 2025 VISA STATEMENT	dcollins					09/30/2025
	110-211-56101	OFFICE SUPPLIES		108.64		1.00	108.64
	110-111-58025	ARTS COMMISSION		203.91		1.00	203.91
	110-541-56101	PARKS SHOP SUPPLIES		30.48		1.00	30.48
	110-111-55801-1804	TRAVEL, MEETINGS, TRAINING-SEAT#4		25.00		1.00	25.00
	110-541-57702	TOOLS & SMALL EQUIPMENT		580.90		1.00	580.90
Total Vendor 9280 - VISA				948.93	948.93		
Vendor 9284 - VISA							
9.26.25 STATEME							
00049985	VISA	09/26/2025	10/14/2025	2,268.90	2,268.90	Open	N
	DP: SEPT 2025 VISA STATEMENT	dcollins					09/30/2025
	110-111-58015	HISTORIC PRESERVATION COMMISSION		288.50		1.00	288.50
	110-349-55801	TRAVEL, MEETINGS, TRAINING		396.00		1.00	396.00
	110-349-56401	1584		1,584.40		1.00	1,584.40
Total Vendor 9284 - VISA				2,268.90	2,268.90		
Vendor 9285 - VISA							
9.25.25 STATEME							
00049994	VISA	09/26/2025	10/14/2025	2,490.11	2,490.11	Open	N
	MD: SEPT VISA STATEMENT	dcollins					09/30/2025
	110-230-57719	HARDWARE/SOFTWARE MAINTENANCE		641.00		1.00	641.00
	110-230-57717	GENERAL HARDWARE		1,641.92		1.00	1,641.92
	110-230-53403	IT SUPPORT SERVICES & TRAINING		4.19		1.00	4.19
	110-230-57716	GENERAL SOFTWARE		198.00		1.00	198.00
	110-211-56101	OFFICE SUPPLIES		5.00		1.00	5.00
Total Vendor 9285 - VISA				2,490.11	2,490.11		

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Inventory					Units	Quantity	
Vendor 9287 - VISA							
9.26.25 STATEME							
00049988	VISA	09/26/2025	10/14/2025	1,652.10	1,652.10	Open	N
	SC: SEPT 2025 VISA STATEMENT	dcollins					09/30/2025
	110-711-55501	PRINTING, BINDING, ADVERTISING		112.32		1.00	112.32
	110-711-56105	PROGRAM EQUIPMENT/SUPPLIES		797.90		1.00	797.90
	110-721-58001-1163	SPECIAL EVENTS-HALLOWEEN TRUNK OR TREAT		175.92		1.00	175.92
	110-111-58020	PARKS/RECREATION/FORESTRY COMMISSION		175.92		1.00	175.92
	110-711-56101	OFFICE SUPPLIES		7.94		1.00	7.94
	110-721-58001-1153	SPECIAL EVENTS-HAYDEN DAYS		84.90		1.00	84.90
	110-711-52903	PROGRAM AWARDS/PRIZES/CERTIFICATES		88.46		1.00	88.46
	110-712-54095	2020 FORD RANGER R&M		22.00		1.00	22.00
	110-721-58001-1163	SPECIAL EVENTS-HALLOWEEN TRUNK OR TREAT		21.99		1.00	21.99
	110-111-58020	PARKS/RECREATION/FORESTRY COMMISSION		21.99		1.00	21.99
	110-711-56105	PROGRAM EQUIPMENT/SUPPLIES		21.99		1.00	21.99
	110-711-56105	PROGRAM EQUIPMENT/SUPPLIES		120.77		1.00	120.77

Total Vendor 9287 - VISA

1,652.10 1,652.10

Vendor 9291 - KC EMERGENCY MEDICAL SERVICES SYS

PASS THRU 9/202

00049996	KC EMERGENCY MEDICAL SERVICES SYS	10/10/2025	10/14/2025	7,763.38	7,763.38	Open	N
	DEVELOPMENT IMPACT FEE REMITTANCE FOR SE	dcollins					09/30/2025
	110-228-22818	PASSTHRU-IMPACT FEES-KCEMSS		7,763.38		1.00	7,763.38

Total Vendor 9291 - KC EMERGENCY MEDICAL SERVICES SYS

7,763.38 7,763.38

Vendor 9305 - TRAVIS BERTRAM

000296

00049946	TRAVIS BERTRAM	10/07/2025	10/14/2025	300.00	300.00	Open	N
	P&Z STREAMING 10/6/25	dcollins					10/14/2025
	110-230-53402	I.T. MEDIA CENTER CONTRACT SERVICES		300.00		1.00	300.00

Total Vendor 9305 - TRAVIS BERTRAM

300.00 300.00

Vendor 9359 - VISA

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 10/14/2025 - 10/14/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 9359 - VISA							
9.26.25 STATEME							
00049989	VISA	09/26/2025	10/14/2025	3,751.79	3,751.79	Open	N
	LA: SEPT 2025 VISA STATEMENT	dcollins					09/30/2025
	110-230-57717	GENERAL HARDWARE		2,137.37		1.00	2,137.37
	110-541-57702	TOOLS & SMALL EQUIPMENT		578.00		1.00	578.00
	110-811-54301	BUILDING MAINT & REPAIR		309.99		1.00	309.99
	110-211-52902	RECOGNITION/WELLNESS/EVENTS		55.08		1.00	55.08
	110-531-56101	STREET SHOP SUPPLIES		671.35		1.00	671.35
Total Vendor 9359 - VISA					<u>3,751.79</u>	<u>3,751.79</u>	
Vendor 9383 - VALLI INFORMATION SYSTEMS INC							
102512							
00049950	VALLI INFORMATION SYSTEMS INC	09/24/2025	10/14/2025	2,827.99	2,827.99	Open	N
	UTILITY BILL PRINT & POSTAGE FOR BILLING	dcollins					09/30/2025
	210-241-56100	POSTAGE		2,051.30		1.00	2,051.30
	210-241-53010	PROFESSIONAL SERVICES		776.69		1.00	776.69
Total Vendor 9383 - VALLI INFORMATION SYSTEMS INC					<u>2,827.99</u>	<u>2,827.99</u>	
Vendor 9397 - Cable Huston LLP							
157590							
00049897	Cable Huston LLP	10/08/2025	10/14/2025	7,043.75	7,043.75	Open	N
	Legal Services HARSB Dissolution	dcollins					09/30/2025
	210-241-53102	CIVIL LEGAL SERVICES		7,043.75		1.00	7,043.75
Total Vendor 9397 - Cable Huston LLP					<u>7,043.75</u>	<u>7,043.75</u>	
Vendor 9398 - SIMCO DEVELOPMENT GROUP							
20-21-022-030 #							
00049929	SIMCO DEVELOPMENT GROUP	09/30/2025	10/14/2025	232,764.25	232,764.25	Open	N
	H6 LIFT STATION CONSTRUCTION	dcollins					09/30/2025
	211-899-59829	H-6 LIFT STATION CONSTRUCTION		232,764.25		1.00	232,764.25
Total Vendor 9398 - SIMCO DEVELOPMENT GROUP					<u>232,764.25</u>	<u>232,764.25</u>	
Vendor 9404 - SPECIALIZED PAVEMENT MARKING, LLC							

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 10/14/2025 - 10/14/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 9404 - SPECIALIZED PAVEMENT MARKING, LLC							
28506-2 00049955	SPECIALIZED PAVEMENT MARKING, LLC ROADWAY STRIPING 110-532-54313	09/27/2025 dcollins ROADWAY STRIPING	10/14/2025	5,584.07	5,584.07	Open	N 09/30/2025 5,584.07
Total Vendor 9404 - SPECIALIZED PAVEMENT MARKING, LLC				5,584.07	5,584.07		
Vendor 9405 - E-PLAN, INC.							
2067v2 00049885	E-PLAN, INC. BS&A SETUP AND PLAN REVIEW 130-899-57785	03/07/2025 dcollins ALL CITY--BS&A CLOUD SOFTWARE MOVE	10/14/2025	15,582.50	15,582.50	Open	N 09/30/2025 15,582.50
Total Vendor 9405 - E-PLAN, INC.				15,582.50	15,582.50		
Vendor 9406 - INVOICE CLOUD							
1609-2025_9 00049968	INVOICE CLOUD BILLER PORTAL ACCESS FEE 110-211-55901	09/30/2025 dcollins BANKING FEES & CHARGES	10/14/2025	50.00	50.00	Open	N 09/30/2025 50.00
Total Vendor 9406 - INVOICE CLOUD				50.00	50.00		
Vendor 9407 - CSC							
848137424004100 00049932	CSC E-RECORDING SERVICES 110-211-55401	10/01/2025 dcollins ADVERTISING, PUBLISHING, RECORDING	10/14/2025	8.00	8.00	Open	N 09/30/2025 8.00
Total Vendor 9407 - CSC				8.00	8.00		
Vendor 9414 - VISA							
CM 9.26.25 STAT 00049991	VISA JG: SEPT 2025 VISA STATEMENT 110-211-56101	09/26/2025 dcollins OFFICE SUPPLIES	10/14/2025	(374.98)	(374.98)	open	N 09/30/2025 (374.98)

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 10/14/2025 - 10/14/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
					Units	Quantity	
Vendor 9414 - VISA							
9.26.25 STATEME							
00049992	VISA	09/26/2025	10/14/2025	317.29		Open	N
	JG: SEPT 2025 VISA STATEMENT		dcollins				10/10/2025
	110-211-55801	TRAVEL, MEETINGS, TRAINING		317.29		1.00	317.29
Total Vendor 9414 - VISA				(57.69)	(57.69)		
Vendor 9430 - FACILITRON, INC.							
YAN885RK6KF9-7							
00049923	FACILITRON, INC.	10/08/2025	10/14/2025	25.00	25.00	Open	N
	FACILITY USAGE FEES		dcollins				09/30/2025
	110-711-56405	SCHOOL DISTRICT FEES		25.00		1.00	25.00
3FRHQRTDEMCY							
00049924	FACILITRON, INC.	10/08/2025	10/14/2025	50.00	50.00	Open	N
	FACILITY USAGE FEES		dcollins				09/30/2025
	110-711-56405	SCHOOL DISTRICT FEES		50.00		1.00	50.00
8CT4J4SE97FB-7							
00049925	FACILITRON, INC.	10/08/2025	10/14/2025	75.00	75.00	Open	N
	FACILITY USAGE FEES		dcollins				09/30/2025
	110-711-56405	SCHOOL DISTRICT FEES		75.00		1.00	75.00
67UF7AYDE6ZN-7							
00049926	FACILITRON, INC.	10/08/2025	10/14/2025	25.00	25.00	Open	N
	FACILITY USAGE FEES		dcollins				09/30/2025
	110-711-56405	SCHOOL DISTRICT FEES		25.00		1.00	25.00
Z5ASR4N49FKD-7							
00049927	FACILITRON, INC.	10/08/2025	10/14/2025	18.75	18.75	Open	N
	FACILITY USAGE FEES		dcollins				09/30/2025
	110-711-56405	SCHOOL DISTRICT FEES		18.75		1.00	18.75
Total Vendor 9430 - FACILITRON, INC.				193.75	193.75		
Vendor 9431 - THE RIVERSIDE HOTEL							
FOLIO #440469							
00049986	THE RIVERSIDE HOTEL	09/26/2025	10/14/2025	522.00	522.00	Open	N
	ICCTFOA CONFERENCE LODGING		dcollins				09/30/2025
	110-211-55801	TRAVEL, MEETINGS, TRAINING		522.00		1.00	522.00
Total Vendor 9431 - THE RIVERSIDE HOTEL							

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 10/14/2025 - 10/14/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
Inventory					Units	Quantity	
Vendor 9431 - THE RIVERSIDE HOTEL				522.00	522.00		
Vendor BDFRD - UNAKRN TRUST							
10/10/2025 00049979	UNAKRN TRUST 110-320-22813	10/10/2025 dcollins BUILDING PERMIT FEE	09/30/2025	70.00 70.00		Open 1.00	N 09/30/2025 70.00
10/10/2025 00049982	MISENHEIMER KIRK A Check Request For Bond: BWD23-0021 110-228-22813	10/10/2025 dcollins BWD23-0021 - J2023-0640	10/14/2025	602.50 602.50		Open 1.00	N 10/14/2025 602.50
10/10/2025 00049983	NICOARA, RADU Check Request For Bond: BWD23-0025 110-228-22813	10/10/2025 dcollins BWD23-0025 - PZE-22-0107	10/14/2025	2,737.94 2,737.94		Open 1.00	N 10/14/2025 2,737.94
10/10/2025 00049984	TORMOZOV, PAVIL Check Request For Bond: BWD24-0006 110-228-22813	10/10/2025 dcollins BWD24-0006 - PZE-24-0024	10/14/2025	10,283.75 10,283.75		Open 1.00	N 10/14/2025 10,283.75
Total Vendor BDFRD - TORMOZOV, PAVIL				13,694.19	13,694.19		
Vendor CANS001 - SUZANNE CANO							
WELLNESS-09/25 00049867	SUZANNE CANO 2025 WELLNESS REIMBURSEMENT 110-211-52902	09/02/2025 dcollins RECOGNITION/WELLNESS/EVENTS	10/14/2025	40.00 40.00		Open 1.00	N 09/30/2025 40.00
Total Vendor CANS001 - SUZANNE CANO				40.00	40.00		
Vendor DROM001 - MICHAEL G DROBNOCK							
WELLNESS-09/25 00049866	MICHAEL G DROBNOCK 2025 WELLNESS REIMBURSEMENT 110-211-52902	09/03/2025 dcollins RECOGNITION/WELLNESS/EVENTS	10/14/2025	40.00 40.00		Open 1.00	N 09/30/2025 40.00
Total Vendor DROM001 - MICHAEL G DROBNOCK				40.00	40.00		

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 10/14/2025 - 10/14/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor GAHR001 - GAHRINGER, JENNIFER M.							
TRAVEL EXP 9/20							
00049872	GAHRINGER, JENNIFER M.	09/26/2025	10/14/2025	232.84	232.84	Open	N
	ICCTFOA CONFERENCE TRAVEL REIMBURSEMENT	dcollins					09/30/2025
	110-211-55801	TRAVEL, MEETINGS, TRAINING		232.84		1.00	232.84
Total Vendor GAHR001 - GAHRINGER, JENNIFER M.				232.84	232.84		
Vendor HOPM001 - HOOPER, MICHAEL							
NICE MTG 9/25							
00049870	HOOPER, MICHAEL	10/06/2025	10/14/2025	17.46	17.46	Open	N
	NICE MEETING AT PIZZA FACTORY	dcollins					09/30/2025
	110-349-55801	TRAVEL, MEETINGS, TRAINING		17.46		1.00	17.46
UNIFORMITY MTG							
00049871	HOOPER, MICHAEL	10/06/2025	10/14/2025	25.41	25.41	Open	N
	10/2/25 MTG AT RUSTLERS ROOST	dcollins					10/02/2025
	110-349-55801	TRAVEL, MEETINGS, TRAINING		25.41		1.00	25.41
Total Vendor HOPM001 - HOOPER, MICHAEL				42.87	42.87		
Vendor MISC - KARA SHUMWAY							
11580499							
00049921	KARA SHUMWAY	09/02/2025	10/14/2025	43.25	43.25	Open	N
	SS ERROR-REFUND FOR DOUBLE REGISTRATION	dcollins					09/30/2025
	110-740-44769	BASKETBALL YOUTH - PK-2ND RECREATION		43.25		1.00	43.25
11592220							
00049928	ALISE HANSEN	09/27/2025	10/14/2025	32.00	32.00	Open	N
	80% REFUND-WITHDREW	dcollins					10/14/2025
	110-740-44769	BASKETBALL YOUTH - PK-2ND RECREATION		32.00		1.00	32.00
Total Vendor MISC - ALISE HANSEN				75.25	75.25		
Vendor SHAF001 - TOM SHAFER							
MEETING W/CITY							
00049868	TOM SHAFER	10/02/2025	10/14/2025	56.00	56.00	Open	N
	LUNCH REIMBURSEMENT FOR PLANNING MEETING	dcollins					10/14/2025
	110-211-55801	TRAVEL, MEETINGS, TRAINING		56.00		1.00	56.00
Total Vendor SHAF001 - TOM SHAFER				56.00	56.00		

INVOICE REGISTER FOR CITY OF HAYDEN

EXP CHECK RUN DATES 10/14/2025 - 10/14/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor SHAF001 - TOM SHAFER							
Vendor SMIA001 - SMITHAM, AMBER							
WELLNESS-9/25							
00049865	SMITHAM, AMBER	09/03/2025	10/14/2025	40.00		open	N
	2025 WELLNESS REIMBURSEMENT	dcollins					09/30/2025
	110-211-52902	RECOGNITION/WELLNESS/EVENTS		40.00		1.00	40.00
Total Vendor SMIA001 - SMITHAM, AMBER					40.00	40.00	

# of Invoices:	149	# Due: 149	Totals:	1,029,244.05	1,029,244.05
# of Credit Memos:	2	# Due: 2	Totals:	(456.20)	(456.20)
Net of Invoices and Credit Memos:				1,028,787.85	1,028,787.85

--- TOTALS BY FUND ---

110 GENERAL FUND	418,795.76	418,795.76
112 HONEYSUCKLE BOAT LAUNCH FUND	1,371.16	1,371.16
130 MAJOR CAPITAL PROJECTS FUND	15,582.50	15,582.50
210 SEWER OPER. & MAINT. FUND	303,514.18	303,514.18
211 SEWER CAPITALIZATION FUND	289,524.25	289,524.25

--- TOTALS BY DEPT/ACTIVITY ---

111 GEN-MYR OPERATING & ADMINISTRAT	9,465.32	9,465.32
211 GEN-ADM OPERATING & ADMINISTRAT	161,923.18	161,923.18
228 PASSTHRU & BAD DEBT EXPENSES	94,497.89	94,497.89
230 GEN-ADM INFORMATION TECHNOLOGY	5,047.12	5,047.12
241 OPERATING & ADMINISTRATIVE	357,387.72	357,387.72
247 LIFT/PUMP STATION UTIL	4,257.62	4,257.62
251 LAW ENFORCEMENT SALARIES & BENE	79,490.33	79,490.33
252 LAW ENFORCEMENT OPERATING & ADM	11,600.00	11,600.00
301 COMDEV--P&D OPERATING & ADMINIS	160.04	160.04
320 COMMUNITY DEVELOPMENT FEES	70.00	70.00
345 COMDEV P&D OPERATING & ADMINIST	1,599.50	1,599.50
349 COMDEV BLD OPERATING & ADMINIST	2,023.27	2,023.27
511 PW-ADM OPERATING & ADMINISTRATI	191.73	191.73
512 PW-ADM EQUIP/VEHICLE FUEL & MAI	5.00	5.00
521 PW-FOR OPERATING & ADMINISTRATI	300.00	300.00
531 PW-STR OPERATING & ADMINISTRATI	1,407.57	1,407.57
532 PW-STR ROAD MAINTENANCE	30,544.42	30,544.42
533 PW-STR EQUIP/VEHICLE R&M	5,118.60	5,118.60
541 PW-PKS OPERATING & ADMINISTRATI	3,531.29	3,531.29
542 PW-PKS EQUIP/VEHICLE R&M	418.08	418.08

INVOICE REGISTER FOR CITY OF HAYDEN
 EXP CHECK RUN DATES 10/14/2025 - 10/14/2025
 POSTED AND UNPOSTED OPEN
 BANK ACCOUNTS: 01 - POOLED A/P CHECKING

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
	711 REC OPERATING & ADMINISTRATIVE			2,631.25	2,631.25		
	712 REC EQUIP/VEHICLE FUEL MAINT			22.00	22.00		
	721 REC EV OPERATING & ADMINISTRATI			308.80	308.80		
	740 RECREATION PROGRAMS			75.25	75.25		
	811 FACIL OPERATING & ADMINISTRATIV			8,209.02	8,209.02		
	813 FACIL EMERGENCY PREPAREDNESS			156.10	156.10		
	899 CAPITAL PURCHASES/PROJECTS			248,346.75	248,346.75		

2. **VISITOR/PUBLIC COMMENT (3-minutes maximum)**
3. **PUBLIC HEARING (Public Testimony will be received for these items)**
 - A. Updates to Table 7 - Development Impact Fees of Fee Schedule

CITY OF HAYDEN, IDAHO
NOTICE OF PUBLIC HEARING



FEE SCHEDULE MODIFICATION

Notice is hereby given that the City Council of Hayden, Idaho, will hold a public hearing on October 14, 2025 at 5:00 p.m., at City Hall, 8930 N. Government Way, Hayden, Idaho, for the purpose of taking public testimony regarding the additional or increased fees listed below and to explain the reasons for such fees or increases, as prescribed by section 63-1311A of Idaho State Statute. Any person requiring special accommodation due to a disability condition should contact the City of Hayden Clerk at (208) 772-4411 at least two days prior to the hearing to make your specific request. Only those fees which are new or are 5% or greater are published herein. A full copy of the proposed fee changes will be available for viewing at City Hall during regular business hours. An electronic copy of the draft fee schedule changes can be found by visiting the city's website at www.cityofhaydenid.us

Table 7 Impact Fees

Providing for amended fees as supported by the City's Impact Fee Committee to offset actual cost of improvements for impact fee driven projects.

PARK IMPACT FEES	Previous Fee	Proposed Fee
Multifamily, Per Square Foot (4+ Dwellings units per structure)	\$1.41	\$1.48
Single Family (1-3 Units per structure)		
Less than 1000 square feet (Per Dwelling Unit)	\$1,790.00	\$1,879.00
1,000 to 2,499 square feet (Per Dwelling Unit)	\$2,505.00	\$2,631.00
2,500 Square Feet and Above (Per Dwelling Unit)	\$2,935.00	\$3,081.00
TRANSPORTATION IMPACT FEES- (Per Square Foot, unless otherwise noted)		
Industrial/Warehouse	\$0.99	\$1.04
Office General	\$3.98	\$4.18
Medical Office	\$8.55	\$8.98
Service/Other	\$4.86	\$5.10
Retail/Restaurant	\$9.98	\$10.48
Hotel/Motel (Per Room)	\$1,591.00	\$1,670.00
Multifamily, Per Square Foot (4+ Dwellings units per structure)	\$1.42	\$1.49
Single Family (1-3 Units per structure)		
Less than 1000 square feet (Per Dwelling Unit)	\$2,523.00	\$2,649.00
1,000 to 2,499 square feet (Per Dwelling Unit)	\$2,672.00	\$2,805.00
2,500 Square Feet and Above (Per Dwelling Unit)	\$2,932.00	\$3,078.00

Please Publish: September 30, 2025 and October 7, 2025

City of Hayden, Idaho

PARK & TRANSPORTATION DEVELOPMENT IMPACT FEE METHODOLOGY REPORT

July 30, 2022

www.fcsgroup.com

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Section I. INTRODUCTION

The City of Hayden, Idaho (“City”) is a rapidly growing community with increasing demand for its parks and transportation facilities. One revenue source to fund new projects is development impact fees. Impact fees cover a portion of the capital costs of providing public facilities needed to address new growth in an equitable manner. Thus, the City contracted with FCS GROUP to update its park and transportation impact fees in accordance with Idaho state law.

Consistent with these objectives, this study included the following key elements:

Overview of Idaho Laws and Methodology Alternatives. Includes an examination of previous adopted impact fee methodologies and consideration of alternative methods for calculating fees per *Idaho development impact fee act, title 67, chapter 82, Idaho Code*. A policy memorandum discussing methods and alternatives was prepared by FCS and provided to City staff as a separate document.

Policy Framework. Includes an alternatives analysis of Hayden’s planned capital improvements (projects and costs), growth rates, and related policy issues.

Technical Analysis. In this step, FCS GROUP worked with City staff to resolve technical issues, isolate the recoverable portion of planned facilities costs, and calculate fee alternatives. Important technical considerations involve the inclusion of planned capacity projects and their unique relationship to growth.

Documentation and Presentation. This step included presentation of preliminary findings to the Hayden Development Impact Fee Advisory Committee, and City Council, and refinements to key assumptions, findings, and recommendations contained in this report.

Impact Fee Truth in Disclosure

This Development Impact Fee Study and related methodology for the City of Hayden is based on reasonable and fair formulas for determining impact fees. The fees do not exceed a proportionate share of the costs to serve new development. The study assumes that the City will continue to fund non-growth related improvements with non-impact fee funds. The Idaho Development Impact Fee Act also includes evaluation factors that were set forth in the Utah Supreme Court decision named *Banberry Development Corp. v. South Jordan City*. An analysis and application of each of seven factors is summarized in **Section V**.

Key findings contained in this impact fee update are provided in the following **Impact Fee Truth in Disclosure (Exhibit 1)**.

**Exhibit 1
 Truth in Impact Fee Disclosure**

Truth in Impact Fee Disclosure		
Criteria	Parks	Transportation
1) Impact Fees Cannot be Used to Pay for Existing Deficiencies	✓	✓
2) Dates Used for Establishing Baseline Deficiency	2022 to 2030	2022 to 2030
3) Baseline Deficiency in terms of Cost to Cure*	\$12,183,048	\$65,212,948
4) Projected Deficiency Attributable to Growth*	\$ 8,302,262	\$22,590,698
5) Projected Amount being Collected by Impact fees**	\$ 6,980,901	\$19,946,949

* Costs stated in year 2022 dollars, not adjusted for future inflation.

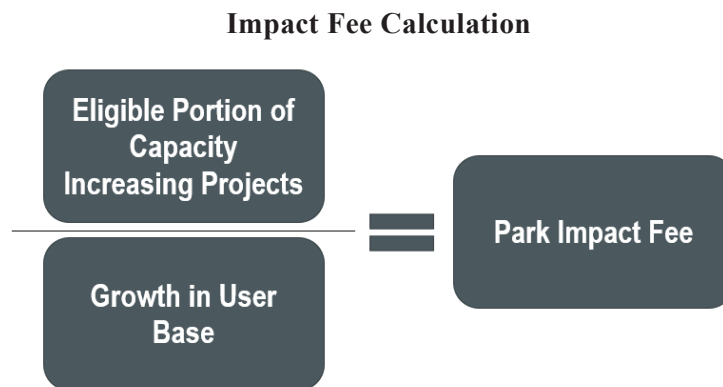
** Excludes existing impact fee fund balances and potential loss of revenue attributed to phasing in the new fees.

Section II. PARKS AND RECREATION

IMPACT FEES

This section provides the detailed calculations of the current maximum defensible parks-related development impact fee for the City of Hayden.

A simplified approach for how impact fees are calculated is shown below. The parks and recreation impact fee is determined by dividing the eligible portion of capacity increasing projects (planned capital costs) by the future growth in the user base (i.e., population).



There are generally two types of eligible parks projects: (1) new parks/trails/facilities that are required to serve new growth and development; and (2) other capital projects that serve a mix of existing and future park users. The following narrative provides details regarding the growth eligibility percentage for each future planned parks project.

II.A. GROWTH IN USER BASE

The growth in the user base reflects the forecasted growth in the City’s customer base (primarily residents and overnight visitors). The City of Hayden’s current parks impact fee is assessed only on new residential (housing) development.

Since residents and visitors are not the only users of the City’s park system, employees of local businesses can also be included in the customer base. Hence, this study considers the option of expanding the user base to include housing, lodging and other non-residential development.

Calculation of growth begins with defining the units by which current and future demand will be measured. Using available statistically valid data, FCS GROUP quantified the current level of demand and estimated a future level of demand. The difference between the current level and the future level is the growth in demand, which represents the denominator in the impact fee calculation.

II.A.1. Unit of Measurement

A good unit of measurement allows the City to quantify the incremental demand placed on parks, trails and recreation based on new development. Ideally, units of measurement allow the City to distinguish and measure different levels of demand added by different kinds of development.

II.A.1.a Options

For park impact fees, demand that can be attributed to individual developments is usually measured by the number of people (population that will utilize parks and trails) who will occupy a development. For residential developments, the number of occupants is measured by the average number of residents per housing unit. The most current U. S. Census Bureau survey results are used to estimate the number of residents within different kinds of dwelling units.

Potential options for including residential, lodging and non-residential (employment) uses in the calculation of the Hayden Parks Impact Fee were discussed with the Hayden Impact Fee Committee.

II.A.1.b Recommendation

In light of the fact that City of Hayden parks are primarily utilized by local residents, the Impact Fee Committee recommended that the City continue to charge parks impact fees for new residential development.

II.A.2. Growth in Demand

During the forecast period from 2020 to 2030, the residential population in the City of Hayden is expected to grow by 8,279 residents to a total of 24,082 residents. Population is projected to increase at 4.3 percent annually (based on the City’s adopted population forecast). As shown in **Exhibit 2**, 8,279 residential equivalents will serve as the denominator for the park impact fee calculations in this report.

**Exhibit 2
Growth in Residential Equivalents**

	2018	2020	2030	Growth from 2020 to 2030
Population	15,140	15,803	24,082	8,279
Total Residential Equivalents	15,140	15,803	24,082	8,279

Source: Previous tables, Parks Master plan section 3.02. 2018 pop. estimate per U.S. Census.

Calculated Growth Eligibility Percentage	34.38%
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The *growth eligibility percentage* is represented by the proportion of new park users that will utilize future park facilities. For the City of Hayden this equates to 34.38%, by dividing the projected change in residential equivalents by the total projected residential equivalents in 2030 (8,659 ÷ 25,187). The growth eligibility percentage will be used to quantify the impact fee eligibility of selected projects (known as “proportionate benefit projects”).

II.B. FUTURE FACILITIES COMPONENT

The future facilities component is the eligible cost of planned parks capital projects per unit of growth that such projects will serve. Since growth (denominator) has already been calculated above, this section focuses on the future cost basis (numerator).

II.B.1. Eligible Cost Share

A project's eligible cost is the product of its total cost and its eligibility percentage. The eligibility percentage represents the portion of the project that creates capacity for future users. For park impact fees, eligibility is determined by a level-of-service analysis that quantifies the park facilities that are needed for growth (and are therefore eligible to be included in an improvement fee cost basis). The City currently uses parks acreage per 1,000 residents as its level of service metric. This metric is easy to calculate, and widely used throughout the United States. The City has an adopted minimum target 5.0 acres of parkland per 1,000 residents.

Determining eligibility based on the current level of service means that only those project costs that will allow the City to maintain its current level of service at the end of the planning period (2030, in this case) are considered eligible. For example, the City's current inventory of community parks is 43.74 acres. Based on the current population, the current level of service for community parks is 2.77 acres per 1,000 total residential equivalents.

To maintain this current level of service in 2030, the City will need an additional 23 acres in its community parks. However, based on the planned projects listed later in this report, the City intends to add 42 acres in community parks. Because the City plans on adding more than the minimum amount of acres, only a portion of the costs of these projects are impact fee eligible. As shown in **Exhibit 3**, for community parks, this cost eligibility value is 55 percent ($22.91 \text{ acres} \div 42 \text{ acres}$). Only the first 22.91 acres are eligible to be reimbursed in the impact fee, because the remainder would represent an increase in the current level of service.

The full eligibility calculations for each park facility type are described in **Exhibit 3**.

The City can choose to treat the park system as a unified whole and perform the same analysis on the total number of acres in the system. This is shown in the "Total (acres)" line in the table below.

Since total acres results in 82.5 percent cost eligibility, this will be the assumption that is used throughout the rest of the analysis. As such, future parks projects that add acreage to the City's park system are 82.5 percent eligible for inclusion in the park impact fee cost basis.

Exhibit 3 Expansion Eligibility

Current Parks Level of Service (by Acres)					Assumes Current Level of Service	
Units	Quantity			New Quantity Needed	Eligibility	
	Current Quantity (as of 2020)	Planned (per CIP)	Quantity Planned by 2030			
Parks	acres	89	57	145	46.61	82.50%

Current Parks Level of Service (by Parks Facility Category)					Assumes Current Level of Service	
Category	Units	Quantity			New Quantity Needed	Eligibility
		Current Quantity	Planned (per CIP)	Quantity		
Special Use	acres	6.94	2.00	8.94	3.64	100.00%
Neighborhood	acres	19.29	12.50	31.79	10.11	80.85%
Community	acres	43.74	42.00	85.74	22.91	54.56%
Other (undeveloped)	acres	19.00	0.00	19.00	9.95	0.00%
Total (acres)		88.97	56.50	145.47	46.61	82.50%

Source: Hayden Parks Master Plan, 2020.

The next step in the impact fee calculation entails applying the cost eligibility percentage to each project included in the parks capital project list. As shown in **Exhibit 4**, of the \$8.5 million in total project costs, nearly \$7.1 million is eligible to be included in the parks development impact fee calculation using the total acreage approach.

Exhibit 4 Growth Benefit Projects

By Category	Category	Total Cost	Current Level of Service	
			Eligibility	Eligible Cost
CP-NE-1 Hayden Canyon Community Park (Phase I)	Community	\$ 100,000	54.56%	54,559
Crofoot Park (Phase I)	Community	1,245,000	54.56%	679,262
C-SW-1 Community Park	Community	1,780,000	54.56%	971,153
NP-NE-1	Neighborhood	640,000	80.85%	517,417
CP-NE-1 Hayden Canyon Community Park (Phase II)	Community	1,110,000	54.56%	605,607
Crofoot Park (Phase II)	Community	955,000	54.56%	521,040
Honeysuckle Beach Expansion	Special Use	1,000,000	100.00%	1,000,000
NP-NE-2	Neighborhood	500,000	80.85%	404,232
Total by Total Acreage (costs in 2020 dollars)		\$ 7,330,000	82.50%	\$ 6,046,965
Total by Total Acreage (costs in 2022 dollars)*		\$ 8,549,712		\$ 7,053,180

* Parks cost adjustment factor: 1.1664
based on Hayden 2040 Parks Master Plan (pg. 82/145)

II.B.2. Proportionate Benefit Projects

The second subset of the City's parks capital project list includes projects that will expand the capacity of the parks system in some way without adding new acreage. These projects are not subject to the eligibility calculations described above but are instead assumed to benefit both existing and future users proportionately. In addition, there are projects that will not expand the capacity of the

parks system and are not eligible to be included in the impact fee cost basis. As shown in **Exhibit 5**, the parks improvement list includes \$3.6 million in proportionate benefit projects. For proportionate benefit projects, the eligibility percentage described earlier in Exhibit 4 (34.38%) is applied to each project cost to calculate the total eligible cost basis of these projects at \$1.25 million.

**Exhibit 5
Proportionate Benefit Projects**

Project	Total Cost	Eligibility	Eligible Cost
Broadmoore Park	\$ 360,000	34.38%	\$ 123,762
Stoddard Park	210,000	34.38%	72,195
Finucane Park	230,000	34.38%	79,070
McIntire Family Park	100,000	34.38%	34,378
Honeysuckle Beach Expansion (predesigr	60,000	34.38%	20,627
Community Center Pre-design	50,000	34.38%	17,189
Broadmoore Park	165,000	34.38%	56,724
Stoddard Park	100,000	34.38%	34,378
Finucane Park	445,000	34.38%	152,984
McIntire Family Park	1,000,000	34.38%	343,784
C-SW-1 Community Park	395,000	34.38%	135,795
Total (costs in 2020 dollars)	\$ 3,115,000	34.38%	\$ 1,070,886
Total (costs in 2022 dollars)*	\$ 3,633,336	34.38%	\$ 1,249,082
* Parks cost adjustment factor: 1.1664 based on Hayden 2040 Parks Master Plan (pg. 82/145)			

II.C. IMPACT FEE COST BASIS

II.C.1. Parks and Trail Facilities

By adding these two park impact fee components together, a combined impact fee cost basis of \$8.3 million has been determined, as shown in **Exhibit 6**.

**Exhibit 6
Parks Impact Fee Cost Basis Comparison**

Impact Fee Cost Basis	Level of Service (by Total Acreage)
Eligible costs by category:	
Proportionate Benefit Projects	\$ 1,249,082
Growth Benefit Projects	7,053,180
Total Eligible Costs	\$ 8,302,262

II.C.2. Community Center

The Hayden Parks Master Plan also includes a potential new community center which is not reflected in the prior calculations. If the City can commit to starting construction of the community center

within the next 10 years, it would be possible to include a portion of that facility cost in the development impact fee cost basis. However, the inclusion of the community center is not recommended in the impact fee calculation until primary sources of funding are determined.

II.D. CALCULATED IMPACT FEE

This section combines the eligible costs from the fee-eligible project lists and applies adjustments for fund balance. The result is a total impact fee per residential equivalent. The City’s existing park impact fee fund balance of \$1.32 million is deducted from the impact fee cost basis. This adjustment reflects the City’s existing resources to fund its capital projects.

These findings indicate that the current parks/trails eligible impact fee cost basis is \$6,980,901.

Next, recall the projected growth of 8,279 residential equivalents based on residential growth. By dividing the impact fee cost basis by the growth in residential equivalents, the impact fee per residential equivalent can be calculated, as shown in **Exhibit 7**.

Exhibit 7

Calculated Impact Fee	Parks/Trails
Cost basis:	
Project Cost Basis	\$ 8,302,262
less: Impact Fee Fund Balance	(1,321,361)
Total Cost Basis	\$ 6,980,901
Fee with Residential Customers Only	
<i>Growth in Residential Equivalents</i>	8,279
Impact Fee per Residential Equivalent	\$ 843.21

Source: based on prior tables.

II.D.1. Impact Fee Schedule

Using data from the U.S. Census Bureau’s American Community Survey, the average single-family home in Hayden has 2.33 residents, while the average multi-family dwelling unit has 1.446 residents. By multiplying the parks impact fee per residential equivalent by these numbers, the impact fee can be calculated per dwelling unit (see **Exhibit 8**).

Exhibit 8
Calculated Impact Fee by Dwelling Type

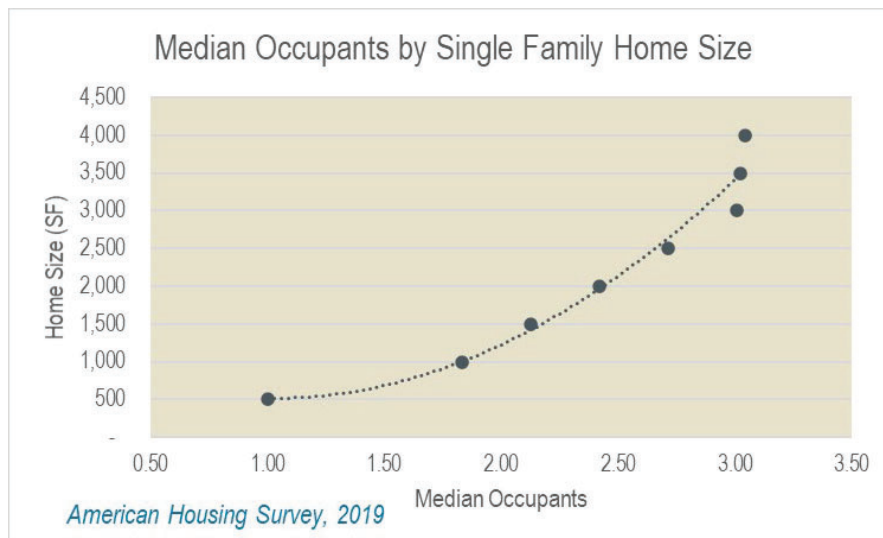
<i>Land Use Category</i>	<i>Equivalent Residential Unit Factor*</i>	<i>Parks and Trails Impact Fee</i>
Impact Fee per Resident	\$843.21	
Single Family Dwelling Unit	2.330	\$1,965
Multifamily Dwelling Unit**	1.446	\$1,220

Source: *factors derived from American Community Survey, City of Hayden, 2019, Tables DP04 and B25124.

** Multifamily includes dwellings with 4 or more units per structure.

II.D.1.a Conversions for Single Family Residences

Residential impact fees are generally charged based on increases in dwelling units. However, larger homes generally have a more occupants than smaller homes. Thus, using American Housing Survey data, the City may adopt a methodology for charging single-family impact fees based on their floor area size (square feet). It should be noted that relationship between sq. ft. of house size and occupancy is not a linear correlation, so there is an effective limit on the impact fee.



Because impact fee equity can be enhanced by varying fees based on home size (and average occupancy levels), the Impact Fee Committee recommends that the City consider scaling single family impact fees based on home size, as shown in **Exhibit 8**. This would result in parks impact fees ranging from \$843 for a 500 SF accessory dwelling to \$2,563 for a 4,000 SF home. Note, the single family size would be based on the change in heated floor area and would only apply to new construction of dwellings with 1 to 3 units per structure as well as accessory dwellings.

Exhibit 8
Calculated Impact Fee by Single Family Home Size

Home Size (heated floor area)	Median Occupancy*	Parks and Trails Impact Fee
500 SF or less	1.00	\$843
1000 SF	1.83	\$1,546
1500 SF	2.13	\$1,793
2000 SF	2.42	\$2,041
2500 SF	2.71	\$2,288
3000 SF	3.01	\$2,535
3500 SF	3.02	\$2,549
4000 SF and up	3.04	\$2,563

Source: derived from prior tables.

** Estimated occupancy based on American Housing Survey, 2019.*

It is recommended that City staff continue to track new housing construction permits and record floor area amounts so that data can be utilized during future impact fee updates.

Section III. TRANSPORTATION IMPACT FEE

For the transportation impact fee, the same general methodology is applied as with the park impact fee. That is, the capital costs associated with planned projects (improvements over the next 10 years) which are eligible to be included in the impact fee cost basis, is divided by the growth in vehicle trip-ends.

III.A. PROJECT LIST

After conversations with City staff, only capital improvement projects that are expected to be completed by end of 2030 have been included in the fee calculation. This reflects the increased certainty of the actual costs and timing of these projects.

The next step is to allocate projects between the portion that serves future growth within the City’s service area (includes City and Area of City Influence) and the portion that addresses existing deficiencies. Using data provided by the City’s traffic engineer Iteris, FCS GROUP calculated the number of vehicle trips in 2030, as well as the existing number of vehicle trips. The difference between these two values represents growth. By dividing the growth in trips by the total number of trips in 2030, the *growth share* is calculated. Based on discussion with City staff and Iteris engineers, the City was analyzed using four quadrants, and the growth analysis was conducted for each quadrant, as well as the City as a whole. This is shown in **Exhibit 9 and the following map.**

**Exhibit 9
Growth Share Calculation**

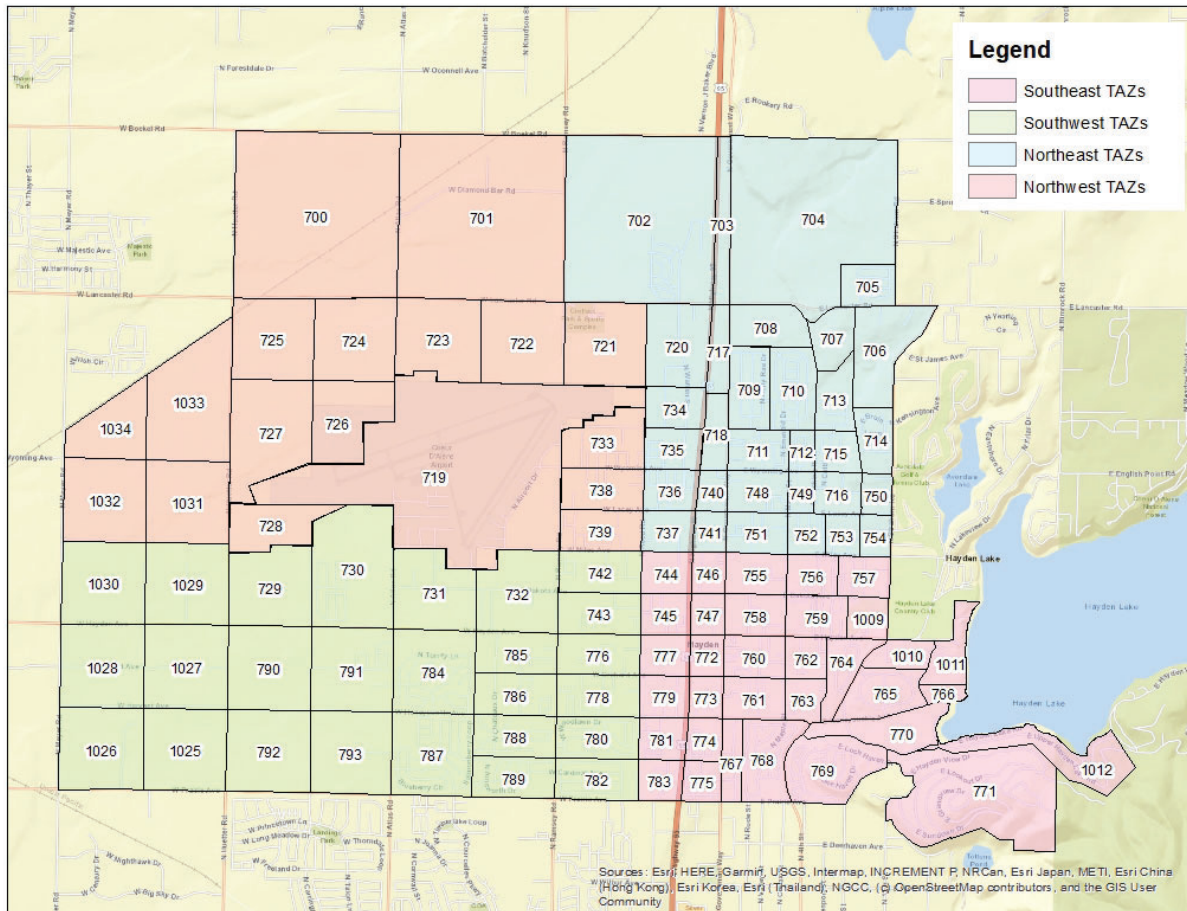
Quadrant	2030 AM		2030 PM		Growth 2018 to 2030 (AM)		Growth 2018 to 2030 (PM)		AM Growth	PM Growth
	Origin	Destination	Origin	Destination	Origin	Destination	Origin	Destination		
NE	2,379	1,588	2,500	3,056	1,311	898	1,269	1,521	56%	50%
NW	1,049	1,448	1,598	1,637	776	1,170	1,163	1,193	78%	73%
SE	3,484	3,375	5,313	5,016	960	781	564	691	25%	12%
SW	3,313	2,724	3,649	3,867	1,381	1,054	1,399	1,354	40%	37%
Citywide	10,225	9,134	13,059	13,576	4,428	3,904	4,396	4,758	43%	34%

Based on discussions with City staff, the PM growth share is to be utilized for impact fee calculations since the transportation system is sized for the City’s peak demand which occurs in the early evening. **Total PM trips are significantly higher than AM trips; therefore the growth in PM trips is more reflective of the actual impact on the City’s infrastructure needed to serve future growth.**

Three types of cost allocation categories are utilized for the impact fee calculation:

- **Not Eligible**—Projects that do not serve future growth or serve to address existing deficiencies, such as repaving or restriping roadways.
- **100% Needed for Growth**—Projects that are *only* required to serve future growth. Only one project classified is included in this category: #101, Ramsey Road construction from Wyoming Avenue to Lancaster Road.
- **Proportionally Eligible**—Projects that serve a mix of future growth and current demand proportionally. These projects use the growth shares calculated in **Exhibit 12.**

Figure 1: Traffic Analysis Zone Map



The total 8-year transportation capital project list, including cost, allocation, and impact fee eligible cost, is shown in **Exhibit 10**.

Appendix B identifies transportation projects needed by year 2030 per the *Hayden 2040 Transportation Strategic Plan* (Jan. 2021).

Overall, about \$75.8 million in project costs were identified for impact fee eligible projects (in nominal dollars, inflated to the assumed year of completion at 4 percent per year). After adjusting future costs to constant 2020 dollars, the total project cost for all transportation projects identified in City’s transportation project list equates to \$60.3 million.

Non-local funding sources along with other city funding sources have been deducted from the cost basis. For example, portions of the Ramsey Road projects are to be funded through federal infrastructure grants, and those funds are deducted from the impact fee eligible cost basis. Overall, approximately \$58.9 million in transportation capital costs are associated with vehicle projects, and \$1.4 million are associated with bike/pedestrian projects.

Exhibit 10 Transportation Project List

Project Number	Project Location	Improvement Type	Primary Categorization	Timing	Motorized?	Pedestrianized?	Cost Estimate (less inflation)	Other Funding	Impact Fee Eligible Project Cost (Vehicles)	Impact Fee Eligible Project Cost (Ped/Bike)
100	Hayden Avenue From Kirkpatrick Street to US-95	Upgrade	Automobile	Before 2025	Yes		\$ 500,000		\$ 500,000	-
101	Ramsey Road From Wyoming Avenue to Lancaster Road	New Construction	Automobile	Before 2025	Yes		7,707,000	7,141,306	565,694	-
102	Ramsey Road From Hayden Avenue to Wyoming Avenue	Upgrade	Automobile	Before 2025	Yes		3,451,000		3,451,000	-
103	Ramsey Road & Honeysuckle Avenue	Upgrade	Automobile	Before 2025	Yes		2,411,000		2,411,000	-
104	Honeysuckle Avenue & 4th Street	Upgrade	Automobile	Before 2025	Yes		1,495,000		1,495,000	-
105	Government Way Corridor Study	Multi-Modal	Non-Motorized	Before 2025			49,000		-	-
106	Hayden Avenue & Hueller Road	Upgrade	Automobile	Before 2025	Yes		291,000		291,000	-
107	Government Way & Honeysuckle Avenue	Upgrade	Automobile	Before 2025	Yes		587,000		587,000	-
108	Hayden Avenue & Ramsey Road	Upgrade	Automobile	Before 2025	Yes		2,781,000		2,781,000	-
109	Hayden Avenue & Atlas Road	Upgrade	Automobile	Before 2025	Yes		1,979,000		1,979,000	-
110	Hayden Avenue From Hueller Road to Atlas Road	Upgrade	Automobile	Before 2025	Yes		3,828,000		3,828,000	-
111	4th Street From North of Prairie Avenue to South of Honeysuckle Avenue	Upgrade	Automobile	Before 2025	Yes		470,000		470,000	-
112	Government Way & Wyoming Avenue	Upgrade	Automobile	Before 2025	Yes		1,324,000		1,324,000	-
113	Government Way & Miles Avenue	Upgrade	Automobile	Before 2025	Yes		1,726,000		1,726,000	-
200	Hayden Avenue From Atlas Road to Ramsey Road	Upgrade	Automobile	2025-2029	Yes		5,947,000		5,947,000	-
201	Hayden Avenue From Juno Street to Finucane Drive	Multi-Modal	Non-Motorized	2025-2029		Yes	785,000		-	795,000
202	Strahorn Road & Honeysuckle Avenue	Upgrade	Automobile	2025-2029	Yes		1,773,000		1,773,000	-
203	Ramsey Road & Miles Avenue	Upgrade	Automobile	2025-2029	Yes		1,374,000		1,374,000	-
204	Ramsey Road From Prairie Avenue to Hayden Avenue	Upgrade	Automobile	2025-2029	Yes		7,137,000		7,137,000	-
205	Prairie Avenue & 4th Street	Upgrade	Automobile	2025-2029	Yes		891,000		891,000	-
206	Government Way & Dakota Avenue	Upgrade	Automobile	2025-2029	Yes		459,000		459,000	-
207	Government Way & Lancaster Road	Upgrade	Automobile	2025-2029	Yes		1,426,000		1,426,000	-
208	Government Way From Wyoming Avenue to Boekel Road	Upgrade	Automobile	2025-2029	Yes		6,380,000		6,380,000	-
209	Orchard Avenue between Triple Play and Government Way	Multi-Modal	Non-Motorized	2025-2029		Yes	548,000		-	548,000
210	Miles Avenue From US-95 to Government Way	Upgrade	Automobile	2025-2029	Yes		1,030,000		1,030,000	-
211	Government Way From Miles Avenue to Wyoming Avenue	Upgrade	Automobile	2025-2029	Yes		2,548,000		2,548,000	-
212	Maple Street from Honeysuckle Avenue to Hayden Avenue	Upgrade	Automobile	2025-2029	Yes		1,917,000		-	-
Total							\$ 60,824,000	\$ 7,141,306	\$ 50,373,694	\$ 1,343,000

III.B. ELIGIBLE COST SHARE

The next step is to determine the impact fee cost eligibility of each project. New roadway construction projects are assumed to be 100 percent impact fee eligible. Projects such as upgrades and retrofits have been allocated a cost eligibility based on the growth in PM Peak Hour Vehicle-Trip Ends for the City plus its Area of City Influence.

III.C. ADJUSTMENTS

The City’s existing transportation impact fee fund balance (\$2.7 million) was deducted from the impact fee cost basis to account for the City’s existing resources to fund the project list. As the previous impact fee has been based on vehicle projects, the existing fund balance was deducted only from the vehicle cost basis. The existing fund basis was allocated across quadrants by total project cost. In addition, the impact fee eligible cost basis was adjusted from 2020 dollars to 2022 dollars, to reflect the estimated cost of projects at time of fee adoption. This means that costs were increased by 7.2 percent over the eligible costs shown in the previous tables, based on the past 5 years of the Engineering New Record’s Construction Cost Index.

Two transportation impact fee scenarios were evaluated as part of this impact fee update: a uniform citywide fee; and a fee that varies by quadrant. After consideration of the advantages and disadvantages of these different approaches, the Impact Fee Committee recommends maintaining consistency with the current/prior practice of a uniform citywide fee.

The citywide fee scenario is summarized in **Exhibit 11**.

Exhibit 11
Impact Fee Cost Basis (Uniform Citywide Scenario)

Year 2022 dollar amounts*	Citywide Fee Scenario	
	Roadways	Bike/Ped
Adjustments to Impact Fee Cost Basis		
Unadjusted Cost Basis	\$ 22,129,151	\$ 461,546
less Impact Fee Fund Balance	2,589,735	54,014
Adjusted Cost Basis	\$ 19,539,416	\$ 407,533
Calculated Impact Fee		
Adjusted Cost Basis	\$ 19,539,416	\$ 407,533
Growth in PM Trips (City + ACI) Trip Ends	9,154	9,865
Impact Fee per Trip End	\$ 2,134.59	\$ 41.31

* Assumes transportation capital cost index (2020-22):

1.072 based on past 5 year ENR-CCI: Seattle Construction Price Index
\$ 2,643,749 Total Impact Fee Fund Balance

III.D. TRIP-ENDS

The adjusted cost basis is then divided by growth in the number of trip-ends. Specifically, it is based on growth in the number of PM peak-hour vehicle trip ends, which represents the maximum period of constraint on the City's transportation infrastructure. The growth in vehicle trip-ends is shown previously in **Exhibit 9**.

This impact fee study evaluated the PM peak hour trip generation rates for land use classifications that are generally consistent with the most current Kootenai Metropolitan Planning Organization (KMPO) travel demand model. It should be noted that the KMPO travel demand model also bases its trip generation assumptions on the ITE Handbook but has factored those assumptions to take into account regional observations. For a description of the KMPO travel demand model please refer to their report: *2018 KMPO Travel Demand Model Update, Final Documentation*, January 9, 2020.

During this study, the Hayden Impact Fee Committee considered a range in documented trip generation rates from the KMPO model and the ITE Handbook, and subsequently determined that Hayden's TIF should be based upon the lowest trip generation rate from either approach. **Appendix C** identifies the average vehicle-trip generation rates by land use designation used in this study.

Bike and pedestrian projects were divided by the imputed growth in the person trip ends, rather than vehicle trip ends. Vehicle trip ends were converted to person trip ends using the Kootenai County vehicle trip to person trip ratio (1.08 person trips to 1.00 vehicle trip) identified in the *2040 Hayden Transportation Plan*. **Appendix C** identifies the average person-trip generation rates by land use designation used in this study.

III.E. CONVERSION FOR SINGLE FAMILY RESIDENCE

As shown **Appendix C**, most non-residential land uses are assessed based on square feet of floor area. Residential impact fees are generally charged based on increases in dwelling units. However, larger homes generally have a greater amount of trip generation (and occupancy) than smaller homes. As mentioned in the prior section, using American Housing Survey data, the City can adopt a methodology for charging single-family homes based on their floor area size (square feet).

It should be noted that relationship between sq. ft. of house size and occupancy is not a linear correlation, so there is an effective limit on the impact fee. **Exhibit 12 summarizes the proposed transportation development impact fee** for single family homes using the Citywide fee calculated above. This would result in transportation impact fees ranging from \$2,179 for dwellings of 1,000 SF or less, and up to \$2,724 for a 4,000 SF home. Note, the single family size would be based on the change in heated floor area and would only apply to new construction of dwellings with 1 to 3 units per structure as well as accessory dwellings.

Exhibit 12
Proposed Transportation Impact Fee based on Single Family Home Size
(with uniform Citywide Scenario)

House size in square feet	Avg*	Home Size		
	1,700	Under 1,000 SF	1000 to 2,499 S	Over 2,500 SF
Implied average home occupancy	2.33	1.42	2.35	2.82
Implied PM peak hour vehicle trip ends	1.00	1.00	1.06	1.16
Implied Person trip ends	1.08	1.08	1.14	1.25
Road Impact Fee	\$2,134.59	\$2,134.59	\$2,260.76	\$2,480.86
Bike/Pedestrian Facility Fee	\$44.52	\$44.52	\$47.15	\$51.74
Total Transportation Impact Fee	\$2,179.11	\$2,179.11	\$2,307.91	\$2,532.60

* Based on City of Hayden building permit records: 2015 to 2020; and City of Hayden, 2019 American Community Survey data

Road Impact Fee per SF Home	\$ 2,134.59	per PM peak hr trip
	\$ 41.31	per person trip end

III.F. IMPACT FEE SCHEDULE

The final step converts the cost per trip end into a fee for various land-use types. Each land use type generates a different number of trip ends. For this analysis, data from the most recent KMPO model and the *Institute of Transportation Engineers Trip Generation Manual* (10th edition) was utilized. By multiplying the number of trip-ends for each land use by the costs calculated in **Appendix C**, a new impact fee schedule is calculated, as shown in **Exhibit 13**. These charges are shown in 2022 dollar amounts and would be subject to annual inflation adjustments.

Exhibit 13 Hayden Transportation Impact Fee Schedule (maximum)

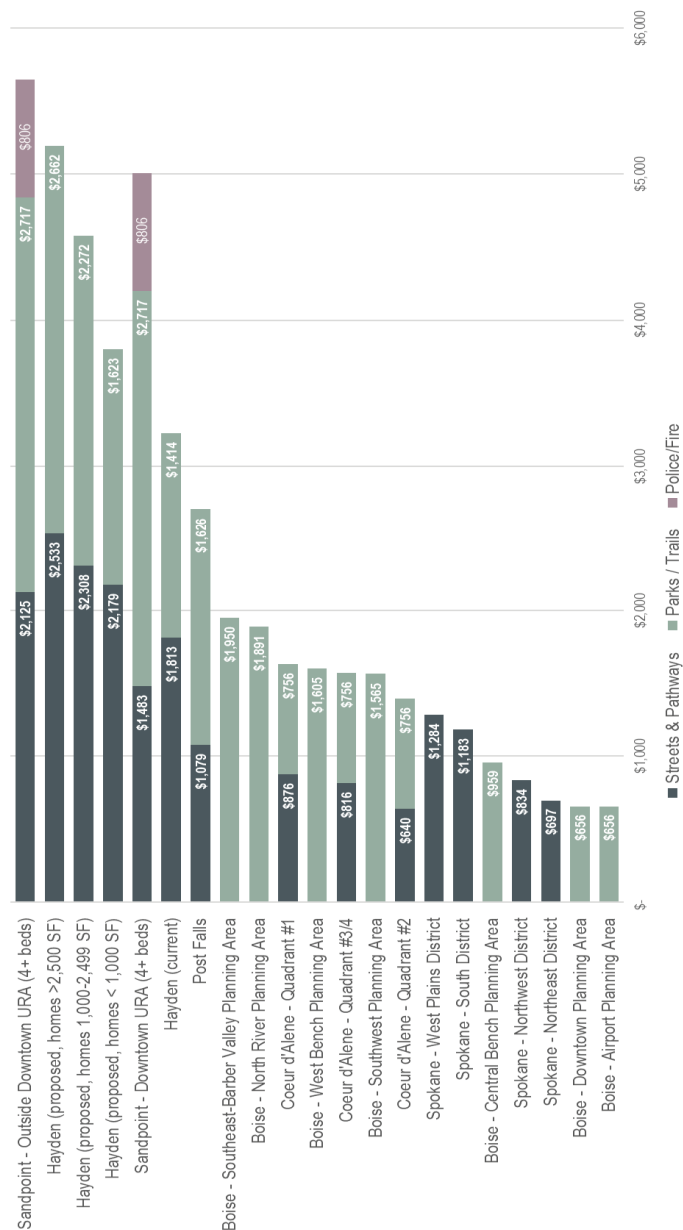
Use Classification	Current TIF Charge	Proposed TIF Charge	Unit	Notes
Industrial/Warehouse	\$0.35	\$0.85	per SF	excl. non-motorized TIF
Office General	\$1.11	\$3.44	per SF	excl. non-motorized TIF
Medical Office	n/a	\$7.39	per SF	excl. non-motorized TIF
Service/Other	n/a	\$4.20	per SF	excl. non-motorized TIF
Retail/Restaurant	\$5.67	\$8.62	per SF	excl. non-motorized TIF
Hotel/Motel	n/a	\$1,374.20	per room	
Multifamily (4+ units per structure)	\$1,124.00	n/a	per DU	
Multifamily (4+ units per structure)	n/a	\$1.23	per SF	see note **
Single Family (1-3 units per structure)	\$1,813.00		per DU	
Less than 1,000 SF		\$2,179.11	per DU	
1,000 to 2,499 SF		\$2,307.91	per DU	
2,500 SF and above		\$2,532.60	per DU	

** Derived from preceding tables and Appendix C.
** TIF to be based on gross SF of heated floor area. Assumes 1,000 SF (average) for total gross SF per dwelling unit.

Section IV. REGIONAL COMPARISON

As part of this study, FCS GROUP conducted a regional comparison survey of traffic, parks and police/fire impact fees in Idaho and Eastern Washington. The results are shown in **Exhibit 14**. The findings indicate that the City of Hayden’s transportation impact fees and parks impact fees can increase based on this current methodology.

Exhibit 14
Regional Impact Fee Survey (per standard single family detached home)



Section V. IMPLEMENTATION

Modifications to existing Development Impact Fees in the City of Hayden require adoption of a new city Ordinance that modifies local Title 9 Building Regulations, Chapter 2 Impact Fees of the Hayden City Code, with amendments to Section 9-2-3 “Capital Improvement Plans and Development Impact Fees.”

This Development Impact Fee Study (with related methodology) must be included as part of the new ordinance, along with a schedule of impact fee costs for various land uses per unit of development. The ordinance shall provide that a developer “shall have the right to elect to pay a project’s proportionate share of system improvement costs by payment of development impact fees according to the fee schedule as full and complete payment of the development project’s proportionate share of system improvement costs, except as provided in section 67-8208 (1) (g), Idaho Code, by the total projected new service units that are described.”

V.A. PHASE-IN SCHEDULE

This study identifies the maximum allowable impact fees that Hayden may charge based on the assumptions set forth herein. During the development of this study, the Hayden Impact Fee Advisory Committee recommended a phased approach to implementation of the maximum fees for the non-residential use categories. This recommendation was made in light of the variation between current fees and the proposed new maximum fees to help ensure continuation of community development and market acceptance. In addition to a proposed 3-year phase-in for non-residential fees, the new charges assume a 5% annual inflation escalation rate. The proposed Hayden fee schedule is provided in **Appendix C** and summarized in **Exhibit 15**.

**Exhibit 15
Proposed Transportation and Parks Impact Fee Schedule**

Use Classification	Current Charge	Unit	Development Impact Fees by Year				
			Year 1 (2023)	Year 2 (2024)	Year 3 (2025)	Year 4 (2026)	Year 5+ (2027)
TRANSPORTATION							
Industrial/Warehouse	\$0.35	per SF	\$0.54	\$0.76	\$0.99	\$1.04	\$1.09
Office General	\$1.11	per SF	\$1.98	\$2.93	\$3.98	\$4.18	\$4.39
Medical Office	n/a	per SF	\$3.36	\$5.12	\$8.55	\$8.98	\$9.43
Service/Other	n/a	per SF	\$2.25	\$3.49	\$4.86	\$5.10	\$5.36
Retail/Restaurant	\$5.67	per SF	\$6.99	\$8.42	\$9.98	\$10.48	\$11.01
Hotel/Motel	n/a	per room	\$1,443	\$1,515	\$1,591	\$1,670	\$1,754
Multifamily (4+ units per structure)	\$1.12	per SF	\$1.29	\$1.35	\$1.42	\$1.49	\$1.57
Single Family (1-3 units per structure)	\$1,813						
Less than 1,000 SF	\$1,813	per DU	\$2,288	\$2,402	\$2,523	\$2,649	\$2,781
1,000 to 2,499 SF	\$1,813	per DU	\$2,423	\$2,544	\$2,672	\$2,805	\$2,946
2,500 SF and above	\$1,813	per DU	\$2,659	\$2,792	\$2,932	\$3,078	\$3,232
PARKS							
Multifamily (4+ units per structure)	\$0.87	per SF	\$1.28	\$1.34	\$1.41	\$1.48	\$1.56
Single Family (1-3 units per structure)							
Less than 1,000 SF	\$1,414	per DU	\$1,623	\$1,705	\$1,790	\$1,879	\$1,973
1,000 to 2,499 SF	\$1,414	per DU	\$2,272	\$2,386	\$2,505	\$2,631	\$2,762
2,500 SF and above	\$1,414	per DU	\$2,662	\$2,795	\$2,935	\$3,081	\$3,235

Derived from preceding tables and Appendix C. Assumes 3-year phase in for non-residential fees.

V.B. CAPITAL IMPROVEMENT PLANS FOR GROWTH-RELATED NEEDS

Concurrent with the adoption of new Development Impact Fees, the City must adopt related Capital Improvement Plans, which are consistent with the local Comprehensive Plan.

V.B.1. Transportation

The recommended Capital Improvement Plan for growth-related transportation needs is provided in **Appendix A**. Appendix A provides further detail on each project along with their estimated construction time frame, overall capital cost, potential funding sources, and impact fee eligible costs. All projects identified in Appendix A were derived from *the 2040 Transportation Strategic Plan’s Capital Improvement Program (CIP)*, Jan. 2021. Capital costs in this study have been adjusted by including detailed cost estimates by Welch Comer engineers (**Appendix B**). Costs have been adjusted to reflect the City’s anticipated share of project costs expressed in year 2022 dollars.

V.B.2. Parks and Recreation

The recommended Capital Improvement Plan for growth-related parks and recreation needs is provided in **Appendix A**. Appendix A provides further detail on each project along with their estimated construction time frame, overall capital cost, potential funding sources, and impact fee eligible costs. All projects identified in Appendix A were derived from *the 2040 Comprehensive Plan for the Hayden Parks Plan (Jan. 2021)*. Costs in this study have been adjusted to reflect the City’s anticipated share as well as to account for expected costs in year 2022 dollars.

V.C. SERVICE AREA

The Service Area includes that location where specific public facilities provide service to development within the identified area, on the basis of sound planning or engineering principles or both. This Development Impact Fee study defines the Service Area for Parks and Recreation Development Impact Fees, including the Community Center, as the City of Hayden Municipal Boundary. The Service Area for Transportation Impact Fees is defined as the City of Hayden Municipal Boundary and the Area of City Influence (see **Map 1 in Section III** of this study).

In compliance with Idaho Code 67-8204 (21), the existing (year 2020) level of service, as measured by units per acre or units per capita for parks, and PM peak hour volume-capacity levels for transportation facility system improvements is considered as acceptable. These level of service measures are described in detail within this Development Impact Fee Study, and the referenced documents.

V.D. IMPACT FEE CHARGES AND EXEMPTIONS

New development that results in net increases in the demand for system capacity within the Service Area is subject to the Development Impact Fees in accordance with the adopted impact fee schedule. Per Idaho Code, impact fees are “limited to the amount attributable to the additional service units or change in the scope of development.”

Furthermore, a development impact fee ordinance shall exempt from development impact fees the following activities:

- a) Rebuilding the same floor area of a structure which was destroyed by fire or other catastrophe, providing the structure is rebuilt within two (2) years of its destruction;
- b) Remodeling or repairing a structure which does not increase the service units;
- c) Replacing a residential unit, including a manufactured home, provided there is no increase in service units;
- d) Placing a temporary construction trailer or office on a lot;
- e) Constructing an addition on a residential structure which does not increase the number of service units;
- f) Adding uses that are typically accessory to residential uses, such as a garage, as long as there is no increase in service units.

Impact fees apply to any non-exempt structure that has been certified for occupancy by the City after being vacant for more than two (2) years.

If the City chooses to assess impact fees for single family dwellings based on square feet of heated floor area, then the impact fee charge would be prorated based on the net increase in square feet of heated floor area for which a building permit is granted by the City. Multifamily charges will be based on the net increase in number of dwelling units permitted by the City.

V.E. CREDITS AND REFUNDS

V.E.1. Credits

In compliance with Idaho Code 67-8209, a development impact fee must provide “credit or reimbursement for the present value of any construction of system improvements or contribution or dedication of land or money required by a *City* from a developer for system improvements of the category for which the development impact fee is being collected, including such system improvements paid for pursuant to local improvement district.”

Impact fee revenue credits may be necessary to avoid double payment situations when developers are required to construct, fund or contribute system improvements as a condition of development approval; or as part of a local improvement district established to fund a specific improvement project that has been included in the impact fee cost basis. In cases where developer contributions exceed the project’s proportionate share of system improvement costs, the developer shall receive a credit (no cash payment required by the City to the developer) on future impact fees for the amount in excess of the proportionate share.

Idaho impact fee law requires that the calculation of impact fees take into account the present value of all tax and user fee revenue generated by the developer, which in turn is used for local capital facility costs of improvements to the system on which impact fees are based. To account for other local revenues that may be used for growth-related capital improvements, historic spending patterns by the City of Hayden was reviewed for the past three years, and found that no General Fund monies, or user fees have been spent of transportation nor parks and recreation improvements. Therefore, no further reduction in development impact fees is necessary.

Project improvements that are normally required as part of the development approval process are not eligible for credits against development impact fees.

V.E.2. Refunds

Idaho impact fee law also requires that government entities provide for refunds upon request of an owner of property on which a development impact fee has been paid. Credits generally apply to cases related to:

- a) The government entity has failed to appropriate or expend the collected development impact fees pursuant to section 67-8210(4) of Idaho Code, or
- b) The fee payer pays a fee under protest and a subsequent review of the fee paid or completion of individual assessment exceeded the proportionate share assessed and paid as part of the impact fee.

V.F. EXPENDITURES

Development impact fees are to be used for the purpose of funding system improvement costs to create additional improvements to serve new growth. Per Idaho Code, 67-8210, the City must conduct an annual audit process with an annual report that includes:

- a) Description of the amount of all development impact fees collected, appropriated or spent during the preceding year by public facility category;
- b) Description of the percentage of tax and revenues other than impact fees collected, appropriated or spent during the preceding year by public facility category.

Idaho impact fee law states that impact fees that are collected must be expended within eight (8) years. This time frame may be extended as long as:

- A reasonable cause why the fees should be held longer; and
- An anticipated date by which the fees will be expended but cannot be greater than eleven (11) years from the date they were collected.

V.G. PROPORTIONATE SHARE ANALYSIS

This Development Impact Fee Study and related methodology for the City of Hayden is based on reasonable and fair formulas for determining impact fees. The fees do not exceed a proportionate share of the costs to serve new development. The study assumes that the City will continue to fund non-growth related improvements with non-impact fee funds.

The Idaho Development Impact Fee Act also includes evaluation factors that were set forth in the Utah Supreme Court decision named *Banberry Development Corp. v. South Jordan City*. An analysis and application of each of seven factors is summarized in **Exhibit 16**.

Exhibit 16 Idaho Development Impact Fee Compliance

Criteria Consideration	City of Hayden Compliance Notes	Reference
1. Development Impact Fees are based on the new growth's share of the costs of future public facilities as provided by the City of Hayden.	The projects identified in the City of Hayden Capital Improvement Plans are consistent with the City's Comprehensive Plan and are required to serve future growth in service units within the Service Area. Costs will be updated if needed, as part of the annual capital budget process of the City.	Impact Fee Study, Appendix A
2. The impact fee analysis and CIPs have identified potential alternative funding sources from non-development impact fee revenues to fully fund the improvement plans.	This impact fee study includes revenue estimates of other alternative funding sources. Impact fees are based on the maximum allowable fee after accounting for other alternative sources and remaining impact fee fund balances.	Impact Fee Study, Appendix A
3. The extent to which new development may have already contributed to the cost of existing public facilities has been considered.	Impact fee cost basis is determined after accounting for any funding from General Fund or other likely funding sources that are known at this time.	Impact Fee Ordinance fee credit provisions.
4. The relative extent to which properties will make future contributions to existing public facilities has been considered, with regards to existing debt.	At this time there is no outstanding debt for existing facilities included in the impact fee calculation.	Impact Fee Study, Sections II and III
5. The City will evaluate the extent to which newly developed properties are entitled to a credit for system improvements that have been provided by property owners or developers.	Any "site-specific" credits that will be available for system improvements identified in the annual capital budget and Capital Improvements Plans will be provided through implementing Ordinance.	Ordinance credit provisions
6. Extraordinary costs, if any, in servicing newly developed properties should be addressed through administrative procedures.	The impact fee administrative process will include procedures for addressing extraordinary costs that have not been accounted for at present. Once service area is represented for parks and recreation, and one service area is represented for transportation.	Section V and Ordinance credit provisions
7. The time-price differential inherent in fair comparisons of amounts paid at different times is addressed.	This impact fee study includes costs that have adjusted to year 2022 dollar amounts, with no assumed inflation rate beyond that time. Annual cost adjustments can be made as part of the annual evaluation and/or as updates to the development impact fees.	Section V and Ordinance credit provisions

V.H. ADMINISTRATION

The Hayden Development Impact Fee Advisory Committee (DIFAC) has existing since the City first established its impact fee program. As required by the Idaho Development Impact Fee Act, this committee is to consist of at least five members, with a minimum of two that are active in the business of real estate, building, or development. Per *Idaho Code 67-8203-05*, the committee acts in an advisory capacity, and is tasked with the following:

- a) Assisting with adopting land use assumptions;
- b) Review of the capital improvements plan (CIP), and proposed amendments, and filing related written comments;
- c) Monitor and evaluate implantation of the CIP;
- d) File periodic reports, at least annually, with regard to the CIP and report to the City any perceived inequities in implementing the plan or imposing development impact fees;
- e) Advise the City of the need to update or revise land use assumptions, the CIP, and development impact fees.

V.I. NEXT STEPS

Important steps for updating the development impact fees in the City of Hayden are identified below.

1. Following review of this impact fee study by the DIFAC, it is recommended that the city staff consider comments and make appropriate refinements to the study, if needed, and identify a proposed development impact fee schedule for implementation in 2022.
2. The City Council will then conduct adoption hearings pertaining to the new schedule of development impact fees (new Ordinance). As part of this new ordinance, the City will concurrently re-adopt the attached capital improvement programs for parks and transportation (Appendix A); and may consider additional changes to its administrative procedures, including preferences for annual indexing for capital cost inflation.
3. It is recommended that DIFAC and city consider designating a specific annual index that can be applied to future impact fee index adjustments to estimate inflation in construction costs. This study recommends an industry standard, such as the *Engineering News Record, Construction Cost Index, Seattle Region* (closest region to the City of Hayden).

APPENDIX A CAPITAL IMPROVEMENT PLANS

Capital Improvement Plan for Parks and Recreation, Years 2022-2028

Park/Project	Classification	Total Cost	Acres Added	Impact Fee Eligibility	Allocation Basis	Classification
CP-NE-1 Hayden Canyon Community Park (Phase I)	Short-term	\$ 100,000	1.49	Yes	Growth Benefit	Community
Broadmoore Park	Short-term	\$ 360,000		Yes	Proportional	Neighborhood
Stoddard Park	Short-term	\$ 210,000		Yes	Proportional	Neighborhood
Finucane Park	Short-term	\$ 230,000		Yes	Proportional	Community
McIntire Family Park	Short-term	\$ 100,000		Yes	Proportional	Special Use
Croffoot Park (Phase I)	Short-term	\$ 1,245,000	13	Yes	Growth Benefit	Community
C-SW-1 Community Park	Short-term	\$ 1,780,000	6	Yes	Growth Benefit	Community
Honeysuckle Beach Expansion Study	Short-term	\$ 60,000		Yes	Proportional	Special Use
NP-NE-1	Short-term	\$ 640,000	7.5	Yes	Growth Benefit	Neighborhood
Community Center Planning	Short-term	\$ 50,000		Yes	Proportional	Community Center
Impact Fee Study Update	Short-term	\$ 30,000				
CP-NE-1 Hayden Canyon Community Park (Phase II)	Mid-term	\$ 1,110,000	16.51	Yes	Growth Benefit	Community
Broadmoore Park	Mid-term	\$ 165,000		Yes	Proportional	Neighborhood
Stoddard Park	Mid-term	\$ 100,000		Yes	Proportional	Neighborhood
Finucane Park	Mid-term	\$ 445,000		Yes	Proportional	Community
McIntire Family Park	Mid-term	\$ 1,000,000		Yes	Proportional	Special Use
Croffoot Park (Phase II)	Mid-term	\$ 955,000	5	Yes	Growth Benefit	Community
C-SW-1 Community Park	Mid-term	\$ 395,000		Yes	Proportional	Community
Honeysuckle Beach Expansion	Mid-term	\$ 1,000,000	2	Yes	Growth Benefit	Special Use
NP-NE-2	Mid-term	\$ 500,000	5	Yes	Growth Benefit	Neighborhood
Hayden Canyon Community Park Phase 2	Long-term	\$ 1,710,000				
Broadmoore Park	Long-term	\$ 40,000				
Stoddard Park	Long-term	\$ 1,075,000				
Finucane Park	Long-term	\$ 40,000				
Croffoot Park	Long-term	\$ 800,000	10			
NP-NE-1 Development	Long-term	\$ 1,000,000	5-10 acres			
NP-SE-1 acquisition	Long-term	\$ 400,000	5			
NP-NW-1 acquisition	Long-term	\$ 400,000	5			
NP-NW-2	Long-term	\$ 1,250,000	10			
NP-SW-1 acquisition	Long-term	\$ 400,000	5			
NP-SW-2 acquisition	Long-term	\$ 400,000	5			
NP-SW 1, NW-1, or SE-1 development	Long-term	\$ 625,000	5			
NP-SW-3 development	Long-term	\$ 1,250,000				
Honeysuckle Beach Expansion	Long-term	\$ 1,000,000				
Skate Park (land acquisition, planning/design, construction)	Long-term	\$ 700,000				
Total		\$10,445,000	56.5			

Source: Hayden Parks Master Plan Tables 5-4, 5-5, 5-6

Dollars stated in year 2020 amounts.

Capital Improvement Plan for Transportation

Impact Fee Eligible?	Project Number	Project Location	Improvement Type	Primary Categorization	Proj. Timing	Cost Estimate (less inflation)	Other Funding	Impact Fee Eligible Project Cost (Vehicles)	Impact Fee Eligible Project Cost (Ped/Bike)
Include	100	Hayden Avenue From Kirkpatrick Street to US-95	Upgrade	Automobile	Before 2025	\$ 500,000		\$ 500,000	\$ -
Include	101	Ramsey Road From Wyoming Avenue to Lancaster Road	New	Automobile	Before 2025	7,707,000	7,141,306	565,694	-
Include	102	Ramsey Road From Hayden Avenue to Wyoming Avenue	Upgrade	Automobile	Before 2025	3,451,000		3,451,000	-
Include	103	Ramsey Road & Honeysuckle Avenue	Upgrade	Automobile	Before 2025	2,411,000		2,411,000	-
Include	104	Honeysuckle Avenue & 4th Street	Upgrade	Automobile	Before 2025	1,495,000		1,495,000	-
Exclude	105	Government Way Corridor Study	Multi-Modal	Non-Motorized	Before 2025	49,000		-	-
Include	106	Hayden Avenue & Huettler Road	Upgrade	Automobile	Before 2025	291,000		291,000	-
Include	107	Government Way & Honeysuckle Avenue	Upgrade	Automobile	Before 2025	587,000		587,000	-
Include	108	Hayden Avenue & Ramsey Road	Upgrade	Automobile	Before 2025	2,781,000		2,781,000	-
Include	109	Hayden Avenue & Atlas Road	Upgrade	Automobile	Before 2025	1,979,000		1,979,000	-
Include	110	Hayden Avenue From Huettler Road to Atlas Road	Upgrade	Automobile	Before 2025	3,828,000		3,828,000	-
Include	111	4th Street From North of Prairie Avenue to South of Honeysuckle Avenue	Upgrade	Automobile	Before 2025	470,000		470,000	-
Include	112	Government Way & Wyoming Avenue	Upgrade	Automobile	Before 2025	1,324,000		1,324,000	-
Include	113	Government Way & Miles Avenue	Upgrade	Automobile	Before 2025	1,726,000		1,726,000	-
Include	200	Hayden Avenue From Atlas Road to Ramsey Road	Upgrade	Automobile	2025-2029	5,947,000		5,947,000	-
Include	201	Hayden Avenue From Juno Street to Finucane Drive	Multi-Modal	Non-Motorized	2025-2029	795,000		-	795,000
Include	202	Strahorn Road & Honeysuckle Avenue	Upgrade	Automobile	2025-2029	1,773,000		1,773,000	-
Include	203	Ramsey Road & Miles Avenue	Upgrade	Automobile	2025-2029	1,374,000		1,374,000	-
Include	204	Ramsey Road From Prairie Avenue to Hayden Avenue	Upgrade	Automobile	2025-2029	7,137,000		7,137,000	-
Include	205	Prairie Avenue & 4th Street	Upgrade	Automobile	2025-2029	891,000		891,000	-
Include	206	Government Way & Dakota Avenue	Upgrade	Automobile	2025-2029	459,000		459,000	-
Include	207	Government Way & Lancaster Road	Upgrade	Automobile	2025-2029	1,426,000		1,426,000	-
Include	208	Government Way From Wyoming Avenue to Boekel Road	Upgrade	Automobile	2025-2029	6,380,000		6,380,000	-
Include	209	Orchard Avenue between Triple Play and Government Way	Multi-Modal	Non-Motorized	2025-2029	548,000		-	548,000
Include	210	Miles Avenue From US-95 to Government Way	Upgrade	Automobile	2025-2029	1,030,000		1,030,000	-
Include	211	Government Way From Miles Avenue to Wyoming Avenue	Upgrade	Automobile	2025-2029	2,548,000		2,548,000	-
Exclude	212	Maple Street from Honeysuckle Avenue to Hayden Avenue	Upgrade	Automobile	2025-2029	1,917,000		-	-
Total						\$ 60,824,000	\$ 7,141,306	\$ 50,373,694	\$ 1,343,000
						\$ 65,212,948	\$ 7,656,610	\$ 54,008,567	\$ 1,439,908

Source: Hayden 2040 Transportation Strategic Plan, Capital Improvement Program (Jan., 2021); costs updated by Welch Comer engineers (Dec. 2021); and adjusted to 2022 dollars using the McGraw Hill Construction Cost Index.

APPENDIX B TRANSPORTATION CAPITAL PROJECT COST SUMMARY

Transportation Project Cost Detailed Estimates (by Welch Comer)

Project Number	Project Location	Project Description	Improvement Type	Travel Mode			Deficiency Analysis			Project Purpose							Original Estimate In 2020 dollars	Welch Comer Estimate (Adjusted for Inflation) In 2020 dollars
				Automobile	Non-Motorized	Freight	Current	By 2030	By 2040	Capacity	Intersection	Multi-Modal	Safety	Within Central Business District	Classification with Safety	Complete the System		
Short Term (Before 2025)																		
101	Ramsay Road From Wyoming Avenue to Lancaster Road	Build 3-lane section. Construction anticipated in 2022 for Wyoming Avenue to Buckles Road and 2026 for Buckles Road to Lancaster Road. Improve the intersection of Ramsay Road & Wyoming Avenue, by installing new two-way stop control and adding turn lanes at all approach legs.	New Construction	X		X	X	X	X	X							\$5,879,000	\$9,017,000
102	Ramsay Road From Hayden Avenue to Wyoming Avenue	Upgrade Ramsay Road to a three-lane section (one through lane in each direction with a TWTU) with bicycle lanes and shared use paths.	Upgrade	X		X				X		X	X				\$4,600,000	\$3,950,000
103	Ramsay Road & Honeysuckle Avenue	Install a roundabout with 2 lanes on Ramsay and one lane on Honeysuckle.	Upgrade	X	X	X		X	X		X	X					\$1,450,000	\$2,760,000
104	Honeysuckle Avenue & 4th Street	Install roundabout at intersection. Intersection identified in signal warrant analysis.	Upgrade	X	X		X	X	X		X	X					\$1,100,000	\$1,711,000
105	Government Way Corridor Study	Study the access and operations along Government Way from Prairie Avenue to Lancaster Road, to determine opportunities to improve traffic operations and multi-modal transportation opportunities without widening the facility.	Multi-Modal		X	X		X	X			X	X	X		X	\$60,000	\$60,000
106	Hayden Avenue & Huetter Road	Install four-way stop sign and add left-turn and right-turn lanes at legs as necessary. Add advanced warning flashing beacons on Stop signs.	Upgrade	X		X	X	X	X		X	X			X		\$100,000	\$333,000
107	Government Way & Honeysuckle Avenue	Add turn lanes, as necessary, and retime signal at legs as necessary	Upgrade	X	X	X		X			X	X	X	X			\$1,600,000	\$677,000
108	Hayden Avenue & Ramsay Road	Improve intersection by installing new traffic signal or roundabout with turn lanes.	Upgrade	X	X	X		X	X		X	X					\$1,670,000	\$3,183,000
109	Hayden Avenue & Atlas Road	Install new roundabout with turn lanes	Upgrade	X		X		X	X		X	X	X		X		\$1,630,000	\$2,265,000
110	Hayden Avenue From Huetter Road to Atlas Road	Widen to 5-lanes, and install turn lanes at legs if necessary	Upgrade	X	X	X		X	X	X		X	X		X		\$4,500,000	\$4,382,000
111	4 th Street From North of Prairie Avenue to South of Honeysuckle Avenue	Develop a shared use path, bike lanes, or sidewalks through corridor. Complete corridor study to correct capacity constraints in the PM peak period.	Upgrade	X	X			X	X	X		X	X				\$1,000,000	\$538,000
112	Government Way & Wyoming Avenue	Install new traffic signal and turn lanes (4 legs)	Upgrade	X	X	X					X	X	X	X	X		\$1,474,700	\$1,516,000
113	Government Way & Miles Avenue	Install new traffic signal and turn lanes (4 legs)	Upgrade	X	X	X					X	X	X	X	X		\$1,156,000	\$1,976,000
Total Short-Term (2020-2025) CIP Cost															\$26,219,700	\$32,368,000		

Transportation Project Cost Detailed Estimates Continued (by Welch Comer)

Project Number	Project Location	Project Description	Improvement Type	Travel Mode			Deficiency Analysis			Project Purpose							Original Estimate In 2020 dollars	Welch Comer Estimate (Adjusted for Inflation) In 2020 dollars
				Automobile	Non-motorized	Freight	Current	By 2030	By 2040	Capacity	Intersection	Multi-Modal	Safety	Within Central Business District	Classification with Special	Complete the System		
Near-Term (Before 2030)																		
200	Hayden Avenue From Atlas Road to Ramsey Road	Widen to 3-lanes, and install turn lanes at legs that need them	Upgrade	X	X	X		X			X	X	X			\$4,500,000	\$8,022,000	
201	Hayden Avenue From Juno Street to Finucane Drive	Develop a shared use path or sidewalk on south side of Hayden Avenue.	Multi-Modal		X	X						X	X	X		\$1,600,000	\$1,073,000	
202	Strahorn Road & Honeysuckle Avenue	Realign Strahorn Road to Smith Road to align with E. Hayden Lake Road and install roundabout	Upgrade	X	X						X	X	X		X	\$1,150,000	\$2,392,000	
203	Ramsey Road & Miles Avenue	Signalize intersection and add turn bays at all legs. Due to capacity constraints, it is likely that turn bays and geometric improvements can be made prior to 2030 with a signal installed prior to 2040. <i>This project is included in the 2030 time frame due to coordination with the 2040 Sewer Master Plan, and not due to capacity constraints</i>	Upgrade	X		X					X	X			X	\$1,500,000	\$1,854,000	
204	Ramsey Road From Prairie Avenue to Hayden Avenue	Widen to 5-lane section (two lanes in each direction with a single TWLTL).	Upgrade	X	X	X		X		X	X	X				\$7,000,000	\$9,627,000	
205	Prairie Avenue & 4th Street	Improve intersection approaches with partnership with the City of Dalton Gardens, and install roundabout. Identified in signal warrant analysis.	Upgrade	X	X	X					X	X				\$900,000	\$1,202,000	
206	Government Way & Dakota Avenue	Add turn bays on east and west legs	Upgrade	X	X	X		X			X	X	X	X	X	\$420,000	\$620,000	
207	Government Way & Lancaster Road	install new traffic signal and turn lanes (4 legs)	Upgrade	X	X						X	X			X	\$1,500,000	\$1,924,000	
208	Government Way From Wyoming Avenue to Boekef Road	Upgrade roadway to a three-lane section (one lane in each direction with a single TWLTL). The timing of the project is dependent on local development, including the development of Hayden Canyon north of Lancaster Road.	Upgrade	X				X	X	X			X		X	\$6,000,000	\$8,606,000	
209	Orchard Avenue between Triple Play and Government Way	Install sidewalk or separated pathway with curb and gutter to connect existing sidewalks and complete the multi-modal grid.	Multi-Modal		X	X						X		X		\$50,000	\$739,000	
210	Miles Avenue From US-95 to Government Way	Upgrade roadway to a three-lane section (one lane in each direction with a single TWLTL).	Upgrade	X	X			X	X		X				X	\$450,000	\$1,389,000	
211	Government Way From Miles Avenue to Wyoming Avenue	Upgrade roadway to a three-lane section (one lane in each direction with a single TWLTL). install curb and gutter and sidewalk	Upgrade	X	X			X	X	X		X	X			\$2,500,000	\$3,437,000	
212	Maple Street from Honeysuckle Avenue to Hayden Avenue	Upgrade roadway to improve width of lanes and striping. Develop a two-lane facility (one lane in each direction) with appropriate curb and gutter with sidewalk.	Upgrade		X			X	X			X	X		X	\$1,300,000	\$2,586,000	
Total Near-Term (2025-2030) CIP Cost												\$28,870,000	\$43,471,000					

Source: Welch Comer, Dec. 2021.

APPENDIX C TRIP GENERATION & FEE ASSUMPTIONS

P.M. Peak-Hour (PMPH) Trip Rates for Roadways

**Calculated TIF Rate per
PMPH Trip
\$2,134.59**

City of Hayden as of 7/28/22

Category	PMPH Vehicle Trip Gen		Source	Calculated TIF Charge per Unit*	Hayden Land Use Designation
	Rate	Unit			
Single Family	1.00	Dwelling	ITE	\$2,134.59	Single Family (1-3 units per structure)
Multi-family	0.56	Dwelling	ITE	\$1,195.37	Multifamily (4+ units per structure)
Retail	2.51	1,000 SF	ITE	\$5.36	Retail/Restaurant
Commercial / Office	2.070	1,000 SF	KMPO	\$4.42	Office General
Industrial	0.400	1,000 SF	ITE	\$0.85	Industrial/Warehouse
Accomodations	0.60	Room	KMPO	\$1,280.76	Hotel/Motel
Transp. & Warehousing	0.19	1,000 SF	ITE	\$0.41	Industrial/Warehouse
Medical	3.46	1,000 SF	ITE	\$7.39	Medical Office
Prof. Scientific & Tech.	1.15	1,000 SF	ITE	\$2.45	Office General
Services	1.966	1,000 SF	KMPO	\$4.20	Service/Other
Utilities & Construction	0.49	1,000 SF	ITE	\$1.05	Industrial/Warehouse
Food Services	5.57	1,000 SF	ITE	\$11.89	Retail/Restaurant

* excludes bike/ped facility charge.

Source: KMPO assumptions are from the 2018 KMPO Travel Demand Model Update, Final Assumptions, Kootenai MPO, Jan. 2020. ITE assumptions are derived from the ITE Trip Generation Manual, 10 Edition, 2017; ITE rates reflect vehicle pass-by trip reduction factors, if any.

Non-Motorized Facility Trip Rates

**Calculated Non-motorized
TIF Rate per Person Trip
\$41.31**

City of Hayden as of 7/28/22

Category	Person Trip Rate	Unit	Source	Impact Fee per Unit	Hayden Land Use Designation
Multi-family	0.77	Dwelling	ITE	\$31.92	Multifamily (4+ units per structure)
Retail	0.30	1,000 SF	ITE	\$12.39	Retail/Restaurant
Commercial / Office	0.140	1,000 SF	ITE	\$5.78	Office General
Industrial	0.000	1,000 SF	ITE	\$0.00	Industrial/Warehouse
Accomodations	2.26	Room	ITE	\$93.44	Hotel/Motel
Transp. & Warehousing	0.00	1,000 SF	ITE	\$0.00	Industrial/Warehouse
Medical	3.98	1,000 SF	ITE	\$164.37	Medical Office
Prof. Scientific & Tech.	0.14	1,000 SF	ITE	\$5.78	Office General
Services	0.640	1,000 SF	ITE	\$26.44	Service/Other
Utilities & Construction	0.00	1,000 SF	ITE	\$0.00	Industrial/Warehouse
Food Services	0.30	1,000 SF	ITE	\$12.39	Retail/Restaurant

Source: derived from the ITE Trip Generation Manual, 10 Edition, 2017.

Indicates uses where the impact fee is not recommended at this time.

Parks and Transportation Impact Fees (Motorized and Non-Motorized Facilities)
Assumes 3-year phase-in for non-residential use categories
(2022 dollars, unadjusted for inflation)

Hayden Parks and Transportation Impact Fees by Year (2022 \$, unadjusted for inflation)

Assumes 3-year phase-in for non-res fees

Use Classification	Current Charge	Unit	Proposed Fees				
			Year 1 (2023)	Year 2 (2024)	Year 3 (2025)	Year 4 (2026)	Year 5+ (2027)
TRANSPORTATION							
Industrial/Warehouse	\$0.35	per SF	\$0.52	\$0.69	\$0.85	\$0.85	\$0.85
Office General	\$1.11	per SF	\$1.89	\$2.66	\$3.44	\$3.44	\$3.44
Medical Office	n/a	per SF	\$3.20	\$4.64	\$7.39	\$7.39	\$7.39
Service/Other	n/a	per SF	\$2.14	\$3.17	\$4.20	\$4.20	\$4.20
Retail/Restaurant	\$5.67	per SF	\$6.65	\$7.64	\$8.62	\$8.62	\$8.62
Hotel/Motel	n/a	per room	\$1,374	\$1,374	\$1,374	\$1,374	\$1,374
Multifamily (4+ units per structure)	n/a	per SF	\$1.23	\$1.23	\$1.23	\$1.23	\$1.23
Single Family (1-3 units per structure)	\$1,813	per DU					
Less than 1,000 SF		per DU	\$2,179	\$2,179	\$2,179	\$2,179	\$2,179
1,000 to 2,499 SF		per DU	\$2,308	\$2,308	\$2,308	\$2,308	\$2,308
2,500 SF and above		per DU	\$2,533	\$2,533	\$2,533	\$2,533	\$2,533
PARKS							
Multifamily (4+ units per structure)	\$0.87	per SF	\$1.22	\$1.22	\$1.22	\$1.22	\$1.22
Single Family (1-3 units per structure)							
Less than 1,000 SF	\$1,414	per DU	\$1,546	\$1,546	\$1,546	\$1,546	\$1,546
1,000 to 2,499 SF	\$1,414	per DU	\$2,164	\$2,164	\$2,164	\$2,164	\$2,164
2,500 SF and above	\$1,414	per DU	\$2,535	\$2,535	\$2,535	\$2,535	\$2,535

Derived from preceding tables and Appendix C. Assumes 3-year phase-in for non-residential fees.

Multifamily rates assume 1,000 gross SF per dwelling unit.

Parks and Transportation Impact Fees (Motorized and Non-Motorized Facilities)
(fees adjusted for inflation)

Hayden Parks and Transportation Impact Fees by Year (values adjusted for inflation)

(assumes 5% annual inflation adjustment)

Use Classification	Current Charge	Unit	Development Impact Fees by Year				
			Year 1 (2023)	Year 2 (2024)	Year 3 (2025)	Year 4 (2026)	Year 5+ (2027)
TRANSPORTATION							
Industrial/Warehouse	\$0.35	per SF	\$0.54	\$0.76	\$0.99	\$1.04	\$1.09
Office General	\$1.11	per SF	\$1.98	\$2.93	\$3.98	\$4.18	\$4.39
Medical Office	n/a	per SF	\$3.36	\$5.12	\$8.55	\$8.98	\$9.43
Service/Other	n/a	per SF	\$2.25	\$3.49	\$4.86	\$5.10	\$5.36
Retail/Restaurant	\$5.67	per SF	\$6.99	\$8.42	\$9.98	\$10.48	\$11.01
Hotel/Motel	n/a	per room	\$1,443	\$1,515	\$1,591	\$1,670	\$1,754
Multifamily (4+ units per structure)	\$1.12	per SF	\$1.29	\$1.35	\$1.42	\$1.49	\$1.57
Single Family (1-3 units per structure)	\$1,813						
Less than 1,000 SF	\$1,813	per DU	\$2,288	\$2,402	\$2,523	\$2,649	\$2,781
1,000 to 2,499 SF	\$1,813	per DU	\$2,423	\$2,544	\$2,672	\$2,805	\$2,946
2,500 SF and above	\$1,813	per DU	\$2,659	\$2,792	\$2,932	\$3,078	\$3,232
PARKS							
Multifamily (4+ units per structure)	\$0.87	per SF	\$1.28	\$1.34	\$1.41	\$1.48	\$1.56
Single Family (1-3 units per structure)							
Less than 1,000 SF	\$1,414	per DU	\$1,623	\$1,705	\$1,790	\$1,879	\$1,973
1,000 to 2,499 SF	\$1,414	per DU	\$2,272	\$2,386	\$2,505	\$2,631	\$2,762
2,500 SF and above	\$1,414	per DU	\$2,662	\$2,795	\$2,935	\$3,081	\$3,235

Derived from preceding tables and Appendix C.

DRAFT
MINUTES OF THE DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

Wednesday, September 10, 2025

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 4:04 PM.

ROLL CALL OF COMMITTEE MEMBERS

Don Crawford: Present
Chris Morris: Absent
Ryan Nipp: Present
Shawn Taylor: Present
John Young: Present
Chris Morris: Present Chris Morris joined the meeting at 4:15 PM.

Staff Present: Lisa Ailport – City Administrator, Jennifer Gahringer – City Treasurer, Alan Soderling – Public Works Director, Dulci Kau – City Engineer, Ty Kovatch – Deputy Public Works Director

PLEDGE OF ALLEGIANCE was led by John Young.

ADDITIONS OR CORRECTIONS were not noted.

1. **CONSENT CALENDAR** **All items on the Consent Calendar are Action Items**
 - A. Approval of Development Impact Fee Advisory Committee Meeting Minutes from November 19, 2024

Motion to approve consent calendar as presented. This motion, made by John Young and seconded by Shawn Taylor, Carried.

Don Crawford: Yes
Chris Morris: Absent
Ryan Nipp: Yes
Shawn Taylor: Yes
John Young: Yes
Yes: 4, No: 0, Absent: 1

2. **NEW BUSINESS**

- A. Impact Fee Increase Discussion and Recommendation to City Council **ACTION ITEM**

Shawn Taylor believed the City is in the third year of the recommended increases to the Impact Fees and wished to recommend the maximum increase allowed for City Council's approval.

Lisa Ailport, City Administrator asked the Committee if they would like see a presentation with more information, or if they were okay with moving forward without

one. The Committee agreed it would be good to see the information. Ms. Ailport supplied each Committee member with a copy of the 2022 Methodology Report for their review. She stated there are two actions the City is hoping the Committee would provide today, one being a recommendation from the Committee for an Impact Fee increase and two, a recommendation to update the plan.

John Young asked if the Idaho State Code applied in that an update is required every five years. Ms. Ailport replied he was correct.

Ms. Ailport continued, stating the Committee has two sheets in front of them showing the projects for the City that were included in the current Methodology Report, one for parks and one for transportation. Additionally, two sheets showing the Capital Improvement Plans for the City for parks and transportation were provided for their review. A sheet included in the Report indicates the maximum amount the City would be able to increase the Impact Fees to and the City would look for a recommendation to Council to allow for Year 4 (2026) rates, or to remain with the current rates. She did correct Mr. Taylor's comment about being in year three, stating they are currently looking at year four since the Committee recommended a jump to the 2025 numbers last year. Projections versus actuals over the last two years were. The City is roughly issuing 150 new home permits per year, averaged over the last three years. Ms. Ailport mentioned the City would not be able to provide where the funds stand due to a concurrent audit, however, would like to share what has been brought in and spent once it is available.

Mr. Young asked about the transportation estimates and the possibility of running out of capacity for 1200 - 2500 square foot homes with only a couple of subdivisions approved in 2025, unless more property is annexed. He believes Staff should track and/or expect impact fee revenue to drop unless more property is annexed. Alan Soderling, Public Works Director, stated there are some subdivisions coming through the gates that will generate more Single-Family residences next year. Ms. Ailport added it can take a number of years from concept to buildout. Mr. Taylor mentioned there are a few subdivisions along Huetter as well. Ms. Ailport stated the general consensus is that the City's revenue source will not generate a complementary revenue source expected to pay or offset the capital investment that needs to be made. This slows down the ability to generate revenue for fixing intersections difficult.

Parks was covered next and Ms. Ailport explained it has restrictions on how the funds are used.

Chris Morris arrived. 4:15PM

Ms. Ailport continued, stating this is arguably one the City's most-challenged areas with funds versus projects. The Capital Plan looks out five years and gives a projection of what is possibly to come. She mentioned there is an ability under Idaho to address Extraordinary Impacts. This was summarized for the Committee and noted Extraordinary Impact Fees were collected in FY24-25. Although some dollars were attributed, not much goes into the correction of intersections. The City is trying to take a more aggressive approach to Extraordinary Impacts, have had pushback from developers' attorneys, and should see how it plays out over the next year.

Park CIP Project status was covered, showing projects that are either in the works or completed. Transportation CIP Projects was also mentioned. Correcting or fixing intersections or segments of roads generally comes with difficulty in acquiring Right-of-

Way. The process can be quite lengthy from concept to completion. Ms. Ailport mentioned under her administration, the City has tried to target projects where the ability to get the design completed and be 'shovel ready' is the goal. In this scenario, when the City is able to acquire ROW through development or acquisition through purchase, any funding left can be put towards that project, or the City can get funding through grants which generally require project designs to be completed.

Ms. Ailport reiterated the need for the Committee to either recommend increasing the impact fees in accordance with the report or to recommend holding the impact fees as currently collected, and provide a recommendation to update the impact fee study in accordance with Idaho State's requirement for a five-year update. Staff has budgeted for the study in FY25-26.

Mr. Young asked Staff if they believed there are any changes in assumptions made in last plan that would impact the necessity of these improvements. Are they sound enough to continue? Ms. Ailport responded that Staff does see the necessity for the update, especially once the Comprehensive Plan update is completed with a subsequent update to the Transportation Plan and how the density shifts happen. She believes the projection rates of growth expected is not being hit, therefore a reassessment is needed. The methodology isn't wrong, but numbers are.

Mr. Soderling stated they are generally happy with the results of study. The study is tied to vehicle trips per use. There have been a couple places that may need changes due to huge vehicle impact, where the categories do not capture that. Mr. Young commented that if the growth isn't meeting the projections, that means the transportation needs aren't ramping up as quickly either because the City doesn't have the growth. Ms. Ailport mentioned it is definitely time for an update, and if the Committee is asking Staff for their opinion, it would be to move forward with an update to the Methodology Report.

Move to recommend to City Council an update to the Impact Fees in accordance with the report for an increase of 5% and an update to the Impact Methodology Study. This motion, made by Shawn Taylor and seconded by John Young, Carried.

Don Crawford: Yes

Chris Morris: Yes

Ryan Nipp: Yes

Shawn Taylor: Yes

John Young: Yes

Yes: 5, No: 0

3. ADJOURNMENT

Meeting adjourned 4:21 PM

Respectfully Submitted,

Shannon Drappo, Committee Clerk

4. **UNFINISHED BUSINESS**

- A. **ACTION ITEM** Kootenai County Area of Impact Draft Ordinance



Memo

To: Mayor Davis and Members of the City Council
From: Donna Phillips, GISP, Community Development Director
Date: October 9, 2025
Agenda Item: Kootenai County Area of Impact Ordinance

Agenda Item Location

Unfinished Business

Recommended Action or Motion

Staff requests the City Council direct staff to forward the draft Ordinance language to Kootenai County.

Functional Impact of Authorizing

In correspondence with Kootenai County regarding the process to bring the Area of Impact to public hearing, the County is requesting the attached Ordinance to be provided prior to the public hearing.

Functional Impact of Not Authorizing

Should the City not direct staff to forward the draft Ordinance language to Kootenai County, the request to go to public hearing for the Area of Impact will not move forward. This could cause the City to be out of compliance with state code requirements.

Fiscal Impact

Not applicable.

Budget Funding Source / Transfer Request

Not applicable.

Attachment

Draft Kootenai County Area of Impact Ordinance

Article 10.X City of Hayden

8.10.801: PURPOSE:

The purpose of establishing the City of Hayden Area of Impact is to identify an urban fringe area in the unincorporated territory surrounding the City within which growth and development are expected to occur.

8.10.802: AREA OF IMPACT DEFINED:

The Area of Impact shall consist of an area where development or use of land affects or may affect the City of Hayden in consideration of anticipated commercial and residential growth, geographic factors, transportation infrastructure and systems, including connectivity, areas where municipal or public sewer and water are expected to be provided within five (5) years, other public service district boundaries, and areas that are very likely to be annexed into the City in the next five (5) years.

8.10.803: STANDARDS:

The following standards shall apply wherever an agency, the Planning and Zoning Commission, a Hearing Examiner, or the Board of County Commissioners considers a land use application for a zone change, comprehensive plan change, request for a special or conditional use permit, planned unit development, limited planned unit development, variance request, or subdivision plat within the Area of Impact:

- A. The Kootenai County Comprehensive Plan;
- B. The zoning regulations set forth in this title;
- C. The subdivision regulations set forth in chapter 6 of this title except that all subdivisions must meet the public improvement standards for water, wastewater, stormwater management, right of way dedication, and street construction contained in Hayden Municipal Code Title 12;
- D. The right of way and street frontage improvement standards contained in Hayden Municipal Code Title 11 for all development occurring outside a subdivision;
- E. Except as set forth above, all other applicable standards set forth in this code;
- F. Except as set forth above, all other standards of applicable special districts having jurisdiction within the identified Area of Impact.

8.10.804: ENFORCEMENT:

A. Kootenai County shall be responsible for the administration and enforcement of the County's ordinances listed in subsections (A) through (E) of section 8.10.803 of this article within the Area of Impact, and shall receive all permit fees and all other fees duly imposed to recapture direct costs of inspections, administration, legal publications, development review, or other costs arising from fulfilling the terms of each ordinance or regulation.

B. Special districts shall be responsible for the administration and enforcement of their respective regulations listed in subsection F of section 8.10.803 of this article within the Area of Impact and will receive all permit fees and all other fees duly imposed to recapture direct costs of inspections, administration, legal publications, or other costs arising from fulfilling the terms of each ordinance or regulation.

8.10.805: RENEGOTIATION:

In accordance with subsection 67-6526(3), Idaho Code, the Hayden City Council or the Board may request, in writing, renegotiation of any provisions of this article at any time.

While renegotiation is occurring, all provisions of this article shall remain in effect until this article is amended in accordance with Idaho Code § 67-6526(3).

8.10.806: ANNEXATION:

A. Prior to any annexation by the City of Hayden, the City shall forward a copy of the annexation proposal to the County for review and comment at least thirty (30) days prior to the first public hearing on the annexation request.

B. Upon annexation, the provisions of this article, which is the agreement between the City of Hayden and Kootenai County, no longer apply to the annexed area

8.10.807: COORDINATION OF PLAN AMENDMENTS, ORDINANCE AMENDMENTS AND LAND USE APPLICATIONS:

A. All land use applications within the Area of Impact shall be filed by the applicant with Kootenai County.

B. All applications for amendment of the Kootenai County Comprehensive Plan and implementing ordinances within, or effecting, the Hayden Area of will be sent by Kootenai County to the City of Hayden, care of the Community Development Director, for review at least thirty (30) days prior to the first public hearing to comment.

C. All Kootenai County land use applications and public notices within the Hayden Area of Impact will be sent to the City of Hayden, care of the Community Development Director. The City will be allowed at least thirty (30) days to comment on the application.

D. Kootenai County will not approve any land use application, as referenced in 8.10.803 above, without notifying the City of Hayden, care of the Community Development Director in accordance with this Section. Additionally, the County will not approve any land use application that violates the provisions of this article.

8.10.808: GEOGRAPHIC AREAS OF IMPACT DEFINED AND ESTABLISHED:

A. Establishment. The City of Hayden Area of Impact is hereby established and shown on the map entitled “City of Hayden Area of Impact” as set forth in Illustration 10-801 of this article.

B. Legal Description. The Area of Impact for the City of Hayden is hereby legally described as follows:

[insert AOI legal description here]

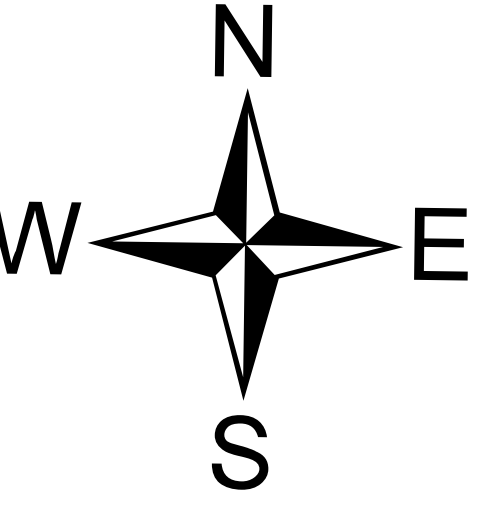
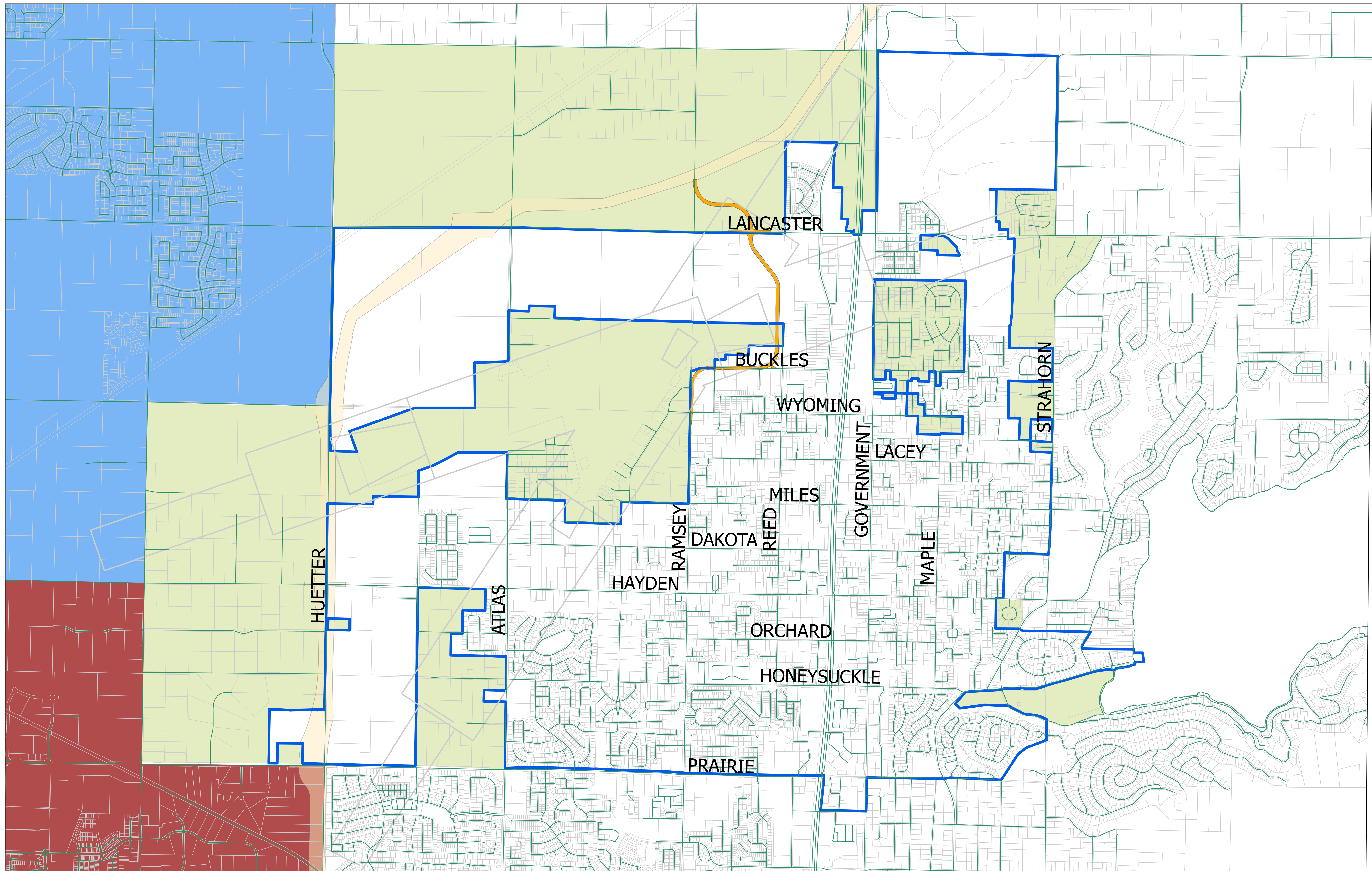
EXCEPTING THEREFROM, all parcels within the city limits of the City of Hayden.

C. Interpretation of Area of Impact Boundary. In case a property under single ownership is divided by the City of Hayden Area of Impact boundary line , the entire parcel is included in the City's Area of Impact.

D. Precedence. In the event of any conflict between this map and the legal description contained in this section, the legal description shall take precedence.

Illustration 10-xxx
City of Hayden Area of Impact Map

[Insert Illustration 10-xxx here]



- Legend**
- City Limits
 - Airport Critical Zone
 - Future Ramsey Road
 - Future Huetter Bypass
 - Hayden Proposed Area of Impact
 - Kcroad
 - Rathdrum Proposed Area of Impact
 - Post Falls Proposed Area of Impact

City of Hayden | Area of Impact



5. **NEW BUSINESS**

- A. **ACTION ITEM** Consider Approval of the Updated Kinds and Levels Chart



Memo

To: Mayor and Hayden City Council

From: Shawn Langenderfer, Deputy City Clerk

Date: October 14, 2025

Agenda Item: Additions to the Kinds and Levels Chart

Agenda Item Location

New Business

Recommended Action or Motion

Approval of the Updated Kinds and Levels Chart to include Public Works Crew Leads and a Mechanic.

Summary

We are requesting the addition of three new positions to the Kinds and Levels Chart. A Kinds and Levels Chart groups jobs with similar duties, responsibilities, skills, and qualifications into salary grades, creating a fair and consistent system for pay and career growth. With the recent retirees from Public Works, we found the need for solid succession planning. The Public Works Crew Leads will help us prepare and better handle changes in Public Work leadership. Additionally, with the move into the new Public Works building the need for a mechanic was noted and planned for with the FY26 budget. All positions were researched and evaluated for correct placement in the Salary Grades.

Fiscal Impact

The addition and promotion of staff to these positions was budgeted for in the Fiscal Year 2026 Budget.

Budget Funding Source / Transfer Request

Funds for salaries for these positions are in the general fund (110)

Attachment

Draft Kinds and Levels Chart

City of Hayden
DRAFT Kinds and Levels Chart - Oct 2025
(Displays internal equity of positions)

<u>Grade</u>	<u>Administration</u>	<u>Administrative Services</u>	<u>Community and Econmic Development</u>	<u>Community Services</u>	<u>Public Works</u>
15	City Administrator				
14					Public Works Director
13	City Engineer	Treasurer/Finance Director	Community Development Director		
12	City Clerk/HR Director			Community Services Director	Deputy Public Works Director
11	Network System Administrator/Support Tech		Building Official		
10	City Clerk HR Generalist/Deputy Clerk or Risk Manager		Senior Planner Senior Building Inspector/Plans Examiner		Superintendent of Streets Public Works Technician Wastewater Collection Supervisor
9					Engineering Technician Superintendent of Parks
8			Bldg. Inspector/Plans Examiner Planner		GIS/Engineering Services Coordinator Wastewater Collections Operator Public Works Crew Lead - Streets/Parks Mechanic
7		Assistant Treasurer		Recreation Coordinator	Public Crerw Member/Mechanic
6			Assistant Planner		Public Works Crew Member II
5	Administrative Assistant/Deputy City Clerk		Permit Technician		
4		Accounting Tech UB/AP Accounting Tech AR	Planning Assistant	Recreation Assistant	Public Works Crew Member I
3	Administrative Assistant		Administrative Assistant	Administrative Assistant	
2					
1	Customer Service Representative				

Note: Other positions that may be temporary in nature or recreational seasonal positions may be hired at minimum wage or under a separate pay plan, as determined by the City.

- B. **ACTION ITEM** Consider Architects West Contract for Master Planning Effort for McIntire Park



Date: October 3, 2025

By: Lisa Ailport, City Administrator

Consider Architects West Contract for Master Planning effort for McIntire Park

What is being brought before Council?

The attached contract and scope of service and public service agreement is presented to council for consideration. The scope of work by Architects West includes master plan of McIntire Park. This planning effort engages the public to help identify opportunities and desires outcomes as well as address existing deficiencies and public safety issues.

Additionally, now that the public works facilities are no longer operating out of the facility directly east of McIntire Park, there is a need to plan for what that space will become. Staff has started early conversations with potential grantors regarding funding for the park and it would make sense that to be successful in any grants that we have a community-wide acceptable plan.

HURA also did some early planning as they were working on the former Owl Café property. Through this preliminary process, the conversation over parking issues both for events at McIntire Park but also associated with the adjacent city baseball park revealed larger challenges to overcome. Staff would like to continue the work initiated by HURA and our community and bring forward a master plan that we can all work from.

What is the functional impact of approving or disapproving of this agenda item?

By authorizing this plan, staff can bring forward a cohesive master plan for the park and can work with our community partners and grantors to help realize the park over time.

Is this agenda item planned for in the city's fiscal year budget, and what is the impact of approving or disapproving?

Staff budgeted \$61K in Impact Fees funds to help offset the cost of this planning effort.

What suggested motion should be made to approve or disapprove this agenda item?

Staff suggests a motion to approve this and authorize the Mayor to sign the contract for Architects West to complete a master plan for McIntire Park in the amount not to exceed \$46,510.00

Budget Funding Source / Transfer Request

121-113-59332

Attachments:

Contract and Scope of Service



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

The parties agree as follows:

1. SCOPE OF WORK: ENTITY engages CONSULTANT to perform the work associated work specific to the attached scope of service for master planning level work associated with McIntire Park.
2. PAYMENT: ENTITY agrees to pay CONSULTANT for their services rendered under this Agreement at the attached rates per hour as attached with the scope of service not to exceed without prior approval of \$46,510.00, as dictated by the Hayden City Council and communicated to the CONSULTANT. The parties agree that CONSULTANT will invoice ENTITY for payment under this Agreement for services rendered herein.
3. RIGHT OF CONTROL: CONSULTANT has no obligation to work any particular hours or days or any particular number of hours or days. CONSULTANT agrees, however, that his other contracts or services shall not interfere with the performance of his services under this Agreement.
4. INDEPENDENT CONSULTANT RELATIONSHIP: CONSULTANT is an independent CONSULTANT and is not an employee, servant, agent, partner, or joint venturer of ENTITY. ENTITY shall determine the work to be done by CONSULTANT, but CONSULTANT shall determine the legal means by which it accomplishes the work specified by ENTITY.
5. FEDERAL, STATE, AND LOCAL PAYROLL TAXES: Neither federal, state or local income taxes, nor payroll taxes of any kind shall be withheld and paid by ENTITY on behalf of CONSULTANT or the employees of CONSULTANT. CONSULTANT shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes. CONSULTANT understands that CONSULTANT is responsible to pay, according to law, CONSULTANT's income tax. CONSULTANT further understands that CONSULTANT may be liable for self-employment (Social Security) tax to be paid by CONSULTANT according to law.
6. LICENSES AND LAW: CONSULTANT represents that he possess the skill and experience necessary and all licenses required to perform the services under this agreement.

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

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

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

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

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

11. WARRANTY: CONSULTANT warrants that all materials and goods supplied under this Agreement shall be of good merchantable quality and that all services will be performed in a good workmanlike manner. CONSULTANT acknowledges that it will be liable for any breach of this warranty.

12. INDEMNIFICATION: CONSULTANT agrees to indemnify, defend, and hold harmless ENTITY, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the act and/or any performances or activities of CONSULTANT, CONSULTANT's agents, employees, or representatives under this Agreement.

13. WAIVER OF CLAIMS: CONSULTANT, by signature of this document does hereby waive any rights to any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the acts up to \$1,000,000 against the ENTITY.

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

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

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

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

18. CERTIFICATION CONCERNING BOYCOTT OF ISRAEL: Pursuant to Idaho Code section 67-2346, if payments under the Contract exceed one hundred thousand dollars (\$100,000)

and CONSULTANT employs ten (10) or more persons, CONSULTANT certifies that it is not currently engaged in, and will not for the duration of the Contract engage in, a boycott of goods or services from Israel or territories under its control. The terms in this section defined in Idaho Code section 67-2346 shall have the meaning defined therein.

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

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

DATED this _____ day of _____, 2023.

ENTITY:

CONSULTANT:

Mayor

By _____

Owner

ATTEST:

City Clerk

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

September 17, 2025

City of Hayden
Attn: Lisa Ailport, City Administrator
8930 N Government Way
Hayden, Idaho 83835

RE: MCINTIRE PARK MASTER PLAN
PROFESSIONAL SERVICES FEE PROPOSAL

Dear Lisa Ailport:

Thank you for reaching out to me regarding the City's interest in undertaking a master planning exercise for McIntire Park and the surrounding City Hall campus area. Architects West is pleased to submit this proposal to assist the City in creating a long-range vision for the site that can be used to guide funding, phasing, and future improvements.

PROJECT UNDERSTANDING:

We understand that the City, in collaboration with HURA, is exploring opportunities to enhance McIntire Park and to integrate it more closely with the City Hall campus. Preliminary work has already been completed by HURA, providing "what if" scenarios that suggest how City property (McIntire Park) might be linked with adjacent parcels. With HURA's expressed interest in supporting improvements, the City now seeks a comprehensive master plan to prioritize park and community facility upgrades over the next several years.

SCOPE OF WORK:

Task 1 – Analysis & Master Planning

- **Project Kickoff & Background Review**
Review of previous HURA concepts, existing site conditions, and City planning documents. Establish project goals, priorities, and guiding principles.
- **Site Analysis & Opportunities Mapping**
Inventory of natural and built features, access points, circulation patterns, and infrastructure. Identify opportunities and constraints related to park use, community amenities, and City Hall connectivity.
- **Concept Alternatives Development**
Preparation of three (3) master plan concepts illustrating different approaches to programming, site organization, and phasing. Include cost implications and potential funding strategies tied to each alternative.
- **Preferred Master Plan & Implementation Strategy**
Refinement of a preferred plan incorporating City, HURA, and community feedback.

Preparation of an implementation framework outlining phasing, funding strategies, and near-term priorities.

- **Final Deliverables**

Preparation of a comprehensive master plan document in both digital and hard copy formats. Development of presentation materials suitable for Council adoption and community distribution.

Task 2 – Community & Stakeholder Engagement

Community and stakeholder engagement is an integral part of the overall planning process, and while it is described separately here for clarity, it will not occur in isolation. Engagement opportunities may happen multiple times and will be interspersed with the technical tasks outlined in Task 1, ensuring that input is gathered and integrated at critical stages of the work. This task has been separated only to help clearly identify its scope and associated fee.

The engagement effort will be guided by a strategy that balances efficiency with meaningful input. The design team will connect with the community on up to three occasions, using a range of methods such as open houses, public forums, community group meetings, stakeholder sessions, and building user group discussions. To broaden participation, tools such as surveys, QR code-based data collection, and social media outreach will also be employed. Additional outreach opportunities may be incorporated at the City's direction to ensure the process remains inclusive, accessible, and responsive.

The design team will also attend up to two council meetings to share project updates, present materials, and assist City staff with meeting preparation. These touchpoints will help maintain transparency, align priorities, and ensure that elected officials are fully informed throughout the process.

At every stage, feedback gathered through these outreach and engagement methods will be directly integrated into the technical planning work of Task 1. This iterative approach ensures that the evolving concepts, preferred plan, and final recommendations reflect the values and priorities of both the City and the community.

SCHEDULE:

We anticipate a six-month process from Notice to Proceed to completion. The project will be structured around key milestones tied to workshops, draft concept review, and final adoption.

FEE PROPOSAL:

Architects West proposes to complete the above scope of services on a lump-sum basis for \$46,510, inclusive of all labor, materials, and reimbursable expenses. Should the City wish to add services beyond the outlined scope (such as detailed design, construction documents, or cost estimating beyond master-planning level), we would provide those services on an additional services basis.

The attached fee summary table outlines the steps and man-hours associated with the requested work. We have separated public outreach as a distinct cost item so the City can determine how much of that effort it wishes to undertake directly. Should the City assume more of that responsibility, the fee could be adjusted accordingly. If Architects West were to lead the outreach effort in full, the proposed total fee would remain as presented.

Thank you again for this opportunity to assist the City of Hayden with visioning the future, and we look forward to assisting the City however we can.

Sincerely,

ARCHITECTS WEST, INC.



Bryce Olberding
Principal



Molly Teal
Landscape Architect

MT:kah

Enc. Hourly Rate Schedule
Design Fee Proposal

Fee Summary

Task 1 - Analysis & Master Plan Development	\$29,820.00
Task 2 - Community Engagement	\$16,690.00
TOTAL FEE	\$46,510.00

**Optional Additional Services
 Not Included At This Time**

Topographical Survey						\$7,500.00
Geotechnical Investigation						\$4,500.00
Large Colored Prints or Digital Reproductions						TBD

Fee Detail

Task 1					Rate/Hr.	Total
Design (6 months)	PIC	GRAPHICS	LA	DRAFT		
Project Kickoff and Background Review			4	8		
Site Analysis and Opportunities Mapping			4	16		
Concept Alternatives Development			16	40		
Master Plan Development			40	120		
Project Management and Quality Control	2					
Principal In Charge (PIC)	2				\$230.00	\$460.00
Graphic Production Designer (GRAPHICS)		4			\$140.00	\$560.00
Landscape Architect (LA)			64		\$130.00	\$8,320.00
Landscape Designer (DRAFT)				184	\$95.00	\$17,480.00
Architecture - Total						\$26,820.00
Cost Estimating						\$3,000.00
Consulting Total						\$3,000.00
TOTAL						\$29,820.00

Task 2					Rate/Hr.	Total
Community Engagement (6 months)	PIC	GRAPHICS	LA	DRAFT		
Community Outreach Connections (3)	3	20	24	24		
Meetings with City of Hayden			12	12		
Meeting with HURA and Stakeholders			12	12		
Council Meetings (2)			8	8		
Principal In Charge (PIC)	3				\$230.00	\$690.00
Graphic Production Designer (GRAPHICS)		20			\$170.00	\$3,400.00
Landscape Architect (LA)			56		\$130.00	\$7,280.00
Landscape Designer (DRAFT)				56	\$95.00	\$5,320.00
TOTAL						\$16,690.00

ARCHITECTS WEST, INC.
HOURLY RATE SCHEDULE
May 1, 2025

Principal	\$230.00
Senior Architect	\$190.00
Architect I	\$170.00
Architect II	\$150.00
Architect III	\$130.00
Architect Intern I	\$125.00
Architect Intern II	\$110.00
Senior Interior Designer	\$160.00
Interior Designer I	\$130.00
Interior Designer II	\$95.00
Senior Landscape Architect	\$185.00
Landscape Architect I	\$130.00
Landscape Architect II	\$110.00
Landscape Designer	\$95.00
Draftsperson I	\$130.00
Draftsperson II	\$105.00
Draftsperson III	\$80.00
Administrative I	\$130.00
Administrative II	\$95.00
Administrative III	\$75.00
WEB/Graphics/Drafting	\$140.00

- C. **ACTION ITEM** Consider Resolution Amending Table 3 and 7 of the City of Hayden's Official Fee Schedule



Date: October 3, 2025

By: Lisa Ailport, City Administrator

Consider Resolution Amending Table 3 and 7 of the City of Hayden's Official Fee Schedule.

What is being brought before Council?

The attached resolution is presented to Council amending Table 3 with an error passed in September and the amended fees of Table 7, impact fees as provided in the publication for fee increase.

In September when the entire fee schedule was reviewed and modified, there was one change that was made that done so incorrectly. Specifically, this is attributed to the Business/Corporation charge for ½ day events. Recreation had proposed a \$35.00 rate, but the published and adopted rate was \$45.00.

Additionally, Impact Fees relating to Park and Transportation fees were published in accordance with the direction provided by the Impact Fee Committee and City Council. After the public hearing, Council may consider adopting those fees by resolution.

What is the functional impact of approving or disapproving of this agenda item?

Under Idaho Code all fees by the city must be passed by resolution. Adopting this resolution replaces fees with the proposed fees in the resolution.

Is this agenda item planned for in the city's fiscal year budget, and what is the impact of approving or disapproving?

There is no cost associated with this decision.

What suggested motion should be made to approve or disapprove this agenda item?

Staff recommends a motion to approve the resolution adopting an amended Table 3 and Table 7 of the official fee schedule.

Budget Funding Source / Transfer Request

N/A

Attachments:

Draft Resolution and Tables

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO ADOPTING AN AMENDED TABLE 3 AND 7 SCHEDULE CORRECTING FOR A FEE ERROR AND FOR IMPACT FEES PROVIDED AND REGULARLY CHARGED AS SETFORTH BY CITY COUNCIL AND/OR PROVIDED FOR BY HAYDEN CITY CODE.

WHEREAS, the City has fee setting authority pursuant to Idaho Code §63-1311, and;

WHEREAS, Idaho Code §67-82 et. al provides for the authority of setting impact fees, and;

WHEREAS, the city has complied with those requirements of Idaho Code §67-82 et. al for setting impact fees, and;

WHEREAS, the City has proposed fees to offset and reduce the impact that property taxes are used to cover services which can be otherwise supported by fees; and

WHEREAS, the fees collected are deemed to be reasonably related to, but not in excess of, the actual cost of the service being rendered, and

WHEREAS, a public hearing was noticed for and held on October 14, 2025, to hear testimony by the public regarding fee increases and new fees proposed, in compliance with Idaho Code §63-1311A.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF HAYDEN, IDAHO THAT THE FOLLOWING BE ADOPTED WITH PASSAGE OF THIS RESOLUTION:

1. The attached Table 3 and Table 7 shall repeal and replace the previously adopted table by the City of Hayden. A Summary of those changes are provided below:
 - a. Amending Table 3 Event Fees- Business/Corporation Rate ½ fee from \$45.00 to \$35.00
 - b. Amending Table 7 City Impact Fees related to Parks and Transportation

APPROVED by the City Council on the 14th day of October, 2025

CITY OF HAYDEN

By: _____
Alan Davis, Mayor

ATTEST:

Abbi Sanchez, City Clerk

**Table 3
EVENT FEES**



DESCRIPTION	FEE
FACILITY USE FEES	
Honeysuckle Beach Boat Ramp Fees:	
Daily Boat Ramp - In-state	\$5.00
Daily Boat Ramp - Out-of-state	\$10.00
Daily Boat Ramp - Watersports, Commercial	\$10.00 per water sport company/commercial company
Annual Pass Boat Ramp - In-state	\$40.00 (First 2 vehicles registered to same household)
Annual Pass Boat Ramp - Out-of-state	\$60.00 (First 2 vehicles registered to same household)
Annual Pass Boat Ramp - Watersports, Commercial	\$80.00 per water sport company / commercial company (First 2 vehicles registered to the business, \$40 for each additional vehicle registered to the business)
Event Permit Application Fee	\$250.00 per day, per facility
Event Permit Application Deposit Fee (returned if site/facility doesn't need further cleaning)	\$250.00 per facility
Facility Reservation Fee - Resident*	\$65.00 per facility - up to 6 hours \$95.00 per facility - Over 6 hours
Facility Reservation Fee - Non-Resident/Business**	\$75.00 per facility - up to 6 hours \$105.00 per facility - Over 6 hours
Amusement Fee (bouncy houses, inflatable slides, etc.)	\$25.00 each
Field Reservation Fee- Practice	\$15.00 per hour
Field Reservation Fee - Games	\$20.00 per hour
Field Reservation Fee - Camps	\$55.00 per field, per day
Field Reservation Fee - Tournament	\$125.00 per field, per day
Electricity-Usage Fee (not tied to city sponsored event)	\$20.00 per reservation, per day
Tournament Deposit Fee (returned if site doesn't need further cleaning)	\$125.00 per facility
Tournament Concession stand Fee - associated with tournaments at city parks; not associated with Park Concessions	\$25.00 per day, per facility
Tournament Field Maintenance as needed, as directed (watering, dragging, etc.)	\$35.00 per hour (if available)
Tournament Lights (Croffoot only)	\$40.00 per hour (if available)
Park Concession Fee - Associated with park concessionaire permit and agreement	\$30.00 per day
PFC Robert J Gordon Memorial Plaza Brick Paver	\$150.00/brick paver (includes one-time replacement / restoration)

CITY-SPONSORED SPECIAL EVENT FEES

Parade Entry Fees

Commercial/Political	\$30.00
Groups - Marching, Musical, Church, Schools, etc.	\$15.00 Business/\$10.00 Non-Profit
Antique & Classic Autos/Trucks/Machinery	\$15.00
Floats/Trailers	\$15.00
Individuals	\$15.00
Equestrian(s) Group or Single	\$15.00
Military/Police/Fire/Rescue	No Fee
Participants Not Wanting to be Judged	No Fee

Vendor Booth Fees (based on 10' x 10' space)

A 2-day event is any event that spans over two consecutive days, regardless of the time it starts/stops.

	2-day	1-day	1/2-day
Food Vendor	\$125.00	\$65.00	\$45.00
Business/Corporation	\$95.00	\$50.00	\$35.00
Mixed-Goods/Crafts Vendor	\$85.00	\$45.00	\$30.00
Non-profit (selling a product)	\$55.00	\$30.00	\$25.00
Non-profit (no sales, information only)	\$35.00	\$20.00	\$15.00
Information Only Area (Small Table in Gazebo-Max of 4)	\$35.00	\$20.00	\$15.00
Vendor Late Fee	\$20.00	\$20.00	\$20.00
Vendor Electrical Fee- Per electrical outlet	\$35.00	\$15.00	\$15.00

For events more than two days, vendors will be charged the combined rate of 2-day plus additional day(s). Not applicable to Friday Night Frights, as participants sponsor their own trunks.

Legend

*Applicant lives within city limits

**Applicant is a business or does not live within city limits.

**Table 7
IMPACT FEES**



DESCRIPTION	FEE
Fire and EMS District Impact Fees	
Kootenai County Fire and Rescue District	
Residential	(Pass Through Cost) \$1,207.00 per dwelling unit
Non-Residential	(Pass Through Cost) \$0.60 per square foot
Northern Lakes Fire Protection District	
Residential	(Pass Through Cost) \$1,302.00 per dwelling unit
Non-Residential	(Pass Through Cost) \$0.65 per square foot
Kootenai County Emergency Medical Services System	
Residential	(Pass Through Cost) \$132.00 per dwelling unit
Non-Residential	(Pass Through Cost) \$0.07 per square foot
District Impact Fee - Admin Fee	\$20.00
City Impact Fees	
Parks	
Multifamily (4+ dwelling units per structure)	\$1.48 per square foot of conditioned space
Single Family (1-3 dwelling units per structure)	
Less than 1,000 square feet of conditioned space	\$1,879 per dwelling unit
1,000 to 2,499 square feet of conditioned space	\$2,631 per dwelling unit
2,500 square feet and above of conditioned space	\$3,081 per dwelling unit
Transportation	
Non-Residential	
Hotel/Motel	\$1,670.00 per rentable room
Industrial/Warehouse	\$1.04 per square foot
Office General	\$4.18 per square foot
Medical Office	\$8.98 per square foot
Retail/Restaurant	\$10.48 per square foot
Service/Other	\$5.10 per square foot
Residential	
Multifamily (4+ dwelling units per structure)	\$1.49 per square foot of conditioned space
Single Family (1-3 dwelling units per structure)	
Less than 1,000 square feet of conditioned space	\$2,649.00 per dwelling unit
1,000 to 2,499 square feet of conditioned space	\$2,805.00 per dwelling unit
2,500 square feet and above of conditioned space	\$3,078.00 per dwelling unit

Table Revised with:
Resolution 2025-01
Resolution 2025-10

Date of Revision
14-Jan-25
14-Oct-25

- D. **ACTION ITEM** Consider Offer from Coeur d' Alene Auto Sales to Purchase Surplussed Vehicle



Memo

To: Mayor and Hayden City Council

From: Alan Soderling, Public Works Director

Date: 10-14-2025

Agenda Item: Consider Sale of Surplus 2008 Ford F250 to Coeur d'Alene Auto Sales

Agenda Item Location

Consent Calendar

Background

The City listed a surplus 2008 Ford F250 (vehicle #75) on a public auction site on two occasions, most recently with a minimum bid of \$4,000 and did not receive any bids. If public property is offered in a public auction and does not receive a bid, Idaho code allows cities to dispose of that property as they see fit. The City received an offer from Coeur d'Alene Auto Sales to purchase the vehicle for \$2,000.

Recommended Action

Staff recommend acceptance of the offer from Coeur d'Alene Auto Sales to purchase vehicle #75 for \$2,000.

Functional Impact of Authorizing

Accepting the bid authorizes staff to sell the item to Coeur d'Alene Auto Sales in as-is condition for the sum of \$2,000.

Functional Impact of Not Authorizing

If this is not accepted, this vehicle will remain in surplus.

Fiscal Impact

Proceeds from the sale of this vehicle will be added to city general funds.

Budget Funding Source

GL 110-392-47006

Attachments

Offer from Coeur d'Alene Auto Sales
Photos of 2008 Ford F250 (vehicle #75)

8930 N Government Way · Hayden, ID 83835 · Phone: (208) 772-4411 · Fax: (208) 762-2282

I, Shane Hunter, the owner of Coeur d'Alene Auto Sales would like to make an official and written offer of \$2,000 on the 2008 Ford F-250.

For any questions or to reach me, please call me at 208-661-3860 or email me at CDAAUTOLLG@GMAIL.COM

Shane Hunter

A handwritten signature in black ink, appearing to be 'Shane Hunter', with a long horizontal stroke extending to the right.

2008 Ford F250 (Vehicle #75)



- E. **ACTION ITEM** Veterans Commission Recommendation for 2025 Distinguished Veteran



Memo

To: Mayor and Hayden City Council

From: Suzanne Cano, Recreation and Community Events Director

Date: October 9, 2025

Agenda Item: Approval of 2025 Distinguished Veteran per Recommendation from the Veterans Commission

Agenda Item Location

Consent Calendar

Recommended Action or Motion

The Veterans Commission requests approval of the 2025 Distinguished Veteran they have recommended for 2025 Veterans Day Ceremony.

Summary

The Veterans Commission received three nominations for the 2025 Distinguished Veteran, and they are recommending approval of Ross Welburn for the 2025 Distinguished Veteran. Attached is the distinguished veteran nomination for Mr. Welburn for your review.

Functional Impact of Authorizing

Approval of this individual is critical to help complete the Veterans Commission's planning efforts for the 2025 Veterans Day Ceremony being held on Tuesday, November 11 at 11:00 a.m. at McIntire Family Park.

Functional Impact of Not Authorizing

If not approved, the Veterans Commission will need to start the process of attempting to secure a distinguished veteran again, which will be very difficult given the tight timeline.

Fiscal Impact

The fiscal impact involves purchasing an award for the distinguished veteran, which costs approximately \$70.00

Budget Funding Source / Transfer Request

The cost of this plaque is paid out of the Veterans Commission budget, GL# 110-111-58008 and is a normal expense for the commission each year.

Attachment

2025 Distinguished Veteran Nomination Recommendation

SEP 29 2025

DISTINGUISHED VETERAN NOMINATION.....ROSS WELBURN.

9/27/2025

RECEIVED

By his own admission Ross would humbly say he was no hero or did anything extraordinary while serving in the U.S. Navy. However, Ross has little clue as to how extraordinary he actually is. For that reason I am nominating him to be recognized as Hayden's distinguished veteran on Veterans Day 2025.

He enlisted in the Navy in 1965 reasoning that that would help keep him out of trouble. He quickly learned that there were a lot of unselfish patriotic reasons to serve.

After basic, he was assigned to NAS Rheem Field in Imperial Beach, Ca. It was there that he began his training as an electronics technician. At that time Rheem Field was the largest helicopter base in the country. It was there that he applied his training while serving on a helicopter crew.

His talent was quickly recognized and subsequently he was assigned to NAS Atsugi, Japan. It was there that he was assigned to advanced tech school. Along with the Tech responsibilities, Ross was trained as a helicopter rescue crewman. This required knowledge and ability to make rescues during hostile conditions. Ross reflects on the discipline required to do his job. During that time Ross learned pretty much everything there is to know about helicopters.

Ross is my close friend and I know him well. He is absolutely brilliant. His creative ideas and ability to fabricate parts for a project is something that sets him apart from most people. He currently has 13 patents in the US and a few more in Japan

Segueing to Ross' community involvement makes me anxious because I'm certain to leave something out. So, in no particular, order, I will list some of his projects. For grandkids to visit Gramma (Sheryn) and Grampa Welburn, it was like going to Disneyland. Zip line, rope swing, fishing pond with a rope pull ferry, go carts, golf cart, cabin by the pond, old cars, swimming pool, parades, tree house and a multitude of other activities including Gramma's cooking.

Anybody who has ever been to a parade in Hayden has seen and heard a 1930 Model A pulling a calliope playing both seasonal and patriotic music. (Guess Who?)

Ross has also been a big fan and participant with the Bird aviation museum.

He visits local schools and, dressed like the scientist that he is, the kids get to see some practical application to their learning. With Ross' guidance, students from STEM in Rathdrum were chosen by NASA to send a cube satellite into orbit aboard one of their (NASA'S) space ships. He has done Science demos for the Vally schools at Mobius in Spokane, hatched ducklings, and demonstrated electrical concepts (students hair stands straight up).

When not shooting flames from the tailpipes of one of his classic cars, Ross can be found volunteering at the Music Conservatory. If you're lucky, you have seen some of his entries in Gizmo competition. (Life size Trojan Horse and a full size Shark from Jaws). Don't want to forget his science presentations for the kids at the UGM center for Women and Children.

All this is only a fraction of Ross' community involvement. The foundation for his commitment and gift to serve, he believes, is a reflection of his naval training and experiences.

I would be remiss in not mentioning Sheryn, also my very good friend, for being and staying by Ross' (forever a kid at heart) side for 57 years.

This letter would never end if I included all of Ross' contributions to our community.

Sincerely,
Doug Grace

Doug Grace

208-755-9634

P.S. Did I mention how he jumped from his ship at night, swam ashore, and hiked into the Mekong Delta and single-handedly with his bare hands wiped out an entire platoon of Viet Cong resulting in bringing an earlier end to the war. (He didn't want me to mention that). Such A Humble Man`

F. Upcoming Transportation Improvements Presentation



Memo

To: Mayor and Hayden City Council

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

Date: 10/9/2025

Agenda Item: Upcoming Transportation Improvements Presentation

Agenda Item Location

New Business – Discussion Only

Background and Recommended Action or Motion

Staff will provide a presentation of the upcoming transportation projects. This presentation is informational, and no action is being requested.

Functional Impact of Authorizing

N/A

Functional Impact of Not Authorizing

N/A

Fiscal Impact

N/A

Budget Funding Source / Transfer Request

N/A

Attachment

N/A

- G. Review of Zoning Uses and Allowed Uses Table in Hayden City Code Title 11 Regarding Data Centers



Memo

To: Mayor Davis and Members of the City Council

From: Donna Phillips, GISP, Community Development Director

Date: October 8, 2025

Agenda Item: "Information Only" Data Center

Agenda Item Location

"Information Only"

Recommended Action or Motion

The Council may direct staff should they wish to see a workshop or this item brought back at a future meeting date.

Functional Impact of (Not) Authorizing

The information provided here is at the request of the City Council.

Fiscal Impact

Not applicable.

Budget Funding Source / Transfer Request

Not applicable.

Attachment

Summary of existing Hayden City Codes found in Title 11 Zone Code.



Memo

To: Mayor Davis and Members of the City Council

From: Donna Phillips, GISP, Community Development Director

Date: September 26, 2025

Agenda Item: Data Center

Title 11 Zoning Regulations of the Hayden City Code's opening paragraph states the following:

The zoning regulations herein established have been made in accordance with a comprehensive plan for the purpose of promoting the health, safety, and general welfare of the residents of the City of Hayden. Accordingly, land use regulations will be applied in ways that respect public needs, minimize conflicts with nearby land uses, and protect the private property rights of other landowners. The zoning regulations shall implement the goals and policies of the comprehensive plan and have been made with reasonable consideration, among other things, for the character of the district and its peculiar suitability for particular uses, and with a view of conserving the value of buildings and encouraging the most appropriate use of the land throughout the incorporated area of the City of Hayden.

Therefore, when looking at the uses allowed in each zone designation, this is considered.

In 11-1-2 Definitions, the City defined uses that may need some additional clarification versus a use of "barber shop" which most folks know. Then in 11-2-4 the table of uses by zone designation is provided. This table (attached to this memo for reference) identifies in each cell if the use is allowed outright "A", allowed by a conditional use permit "C", in some instances it may be both "A/C" under certain conditions, and when left blank is prohibited. This classification does not list every use or activity that may appropriately exist within the categories. The classification provides a systematic basis for assigning present and future land uses into appropriate zoning districts.

The use of "Data Center" is not specifically called out as a use in this table, nor is it listed in any of the definitions of other uses identified in the table. Therefore, under today's codes this use isn't an allowed use in any zone of the City.

A request for a “new and unlisted use” can be requested per the process outlined in Hayden City Code 11-1-7(A) and provided below:

A. New And Unlisted Uses: It is recognized that new types of land use will develop and forms of land use not anticipated may seek to locate in the City of Hayden. In order to provide for such changes and contingencies, a determination as to the appropriate classification of any new or unlisted use, or a use for which the Community Development Director cannot make a determination that it is similar to other uses, and therefore is a prohibited form of land use, shall be made as follows:

1. The question concerning any new or unlisted use shall be accompanied by a statement of facts listing the nature of the use, including, but not limited to, whether it involves dwelling activity, sales, processing, type of project, storage, enclosed or open storage, anticipated employment and the amount of noise, odor, fumes, dust, toxic materials and vibration likely to be generated;

2. The Council shall consider the nature and describe the performance of the proposed use and its compatibility with the uses permitted in the various districts and determine the type of zone within which such use should be permitted.

Should the City Council approve the request to add the new use, then Council should direct staff to bring a zone code amendment forward through public hearing with the Planning and Zoning Commission and then back to City Council in accordance with 11-1-7 (C) and (E).

H. Historic Preservation Commission Interpretative Signage at Stoddard Park



Memo

To: Mayor Davis and Members of the City Council

From: Donna Phillips, GISP, Community Development Director

Date: October 8, 2025

Agenda Item: "Information Only" Historic Preservation Commission Interpretative Signage at Stoddard Park

Agenda Item Location

"Information Only"

Background

Interpretative signage has been an on-going discussion and process through many years of the Historic Preservation Commission (HPC). The mission statement of the HPC is:

The mission of the Hayden Historic Preservation Commission is to gather, preserve, and advance the story of the Hayden Community.

Interpretative signage has been a mechanism to tell the story in the strategic plan since 2016. In 2018, a grant was received from Farm Bureau Service for interpretative signage at Stoddard Park to provide insight into the history of farming, dairy, ranching, orchards, etc. in the City and the importance of this industry to the Hayden area. Additionally, in 2021 the City received a donation to provide interpretative signage related to the orchards of the area. Upon receipt of the grant, the Commission began looking at various types of signage to be placed both for aesthetics as well as for functionality and maintenance. With the addition of Commissioner Lee Zink and his skills in structural engineering and drafting, the plans for the sign were completed and reviewed by the City's building department. As a result of what the sign framework was to be, the size of the sign face was determined to be 3' wide by 5' long, and the hard work of finding suitable photos to go with the verbiage began.

The Commission selected photos based on content, but soon realized once enlarged, they didn't print clearly. The search for new photos encapsulating the various types of agricultural uses ensued and have now been found. Commissioner Branson Storm (and Lisa Ailport, City Administrator, helped adjust one of the photos as well) is providing a draft mockup to be sent to the sign company for their use in completing the sign. The cow picture in the attached mockup may be swapped out for another one with a little girl riding the cow assuming the picture quality will work appropriately.

Ryan Drappo, a local Boy Scout with Hayden Troop 911, has agreed to construct the sign frame for his Eagle Scout project. His goal is to install the sign at Stoddard Park in the month of October (weather permitting). The location of the sign has been coordinated with the Parks Department. Eric Thurman, Public Works, provided insight and detailed explanations of types of signage and construction of signage to the Historic Commissioners and has been working with the sign company to ensure the City's requirements are met at the time of fabrication of the sign. Mr. Thurman will provide assistance in mounting the sign to the frame when it is received by the City.

Functional Impact of (Not) Authorizing

As this sign has been many years in the making, staff wanted to ensure the City Council was kept up to date. This is a supplemental report to the one presented by Chair Eichelberger previously.

Fiscal Impact

The Eagle Scout project paid for the entirety of the structure through outside donations, and the sign cost shall come from the grant money received for interpretative signage. Therefore, the fiscal impact is net zero.

Budget Funding Source / Transfer Request

110-111-58015 Historic Preservation Commission

Attachment

Interpretative Sign verbiage and photos.

STODDARD PARK

Today, many visitors come to the Hayden and Hayden Lake area for recreational activities; however, the area also boasts a rich historical heritage and a strong agricultural tradition. Legumes, wheat, oats, and hay were grown from the lake to the prairie and north along the rimrock. Berries were abundant. Apple, pear, cherry, and plum orchards flourished. The bounty of orchard crops, especially apples, led to the construction of the first packing plant in 1914. The Tucker Box factory on Lacey Avenue built wooden boxes to pack and ship Hayden fruit and berries throughout the northwest. The factory was in operation from 1946 to 1990.

The area, additionally, served as a hub for livestock, including dairy, beef, sheep, poultry, and pheasants. Not far from this spot, foxes were raised for their pelts in the 1930s. Remnants of the past era can be seen in the big red Stoddard Barn before you. This barn was built before 1932. Between 1933 and 1947, the farm was owned and operated by Gus Whitesitt and his family as the Lake City Dairy. Gus milked 30 cows twice daily, so his workday started at 4:00 a.m. After the morning milking was complete, Gus delivered milk in glass bottles to his customers throughout the area. Then it was back to the barn for the second milking of the day. This schedule was repeated 365 days a year as cows never take a day off.



The Lake City Dairy as viewed from the south across the dirt road that is now the smoothly paved, four-lane Prairie Avenue. Circa 1940.



Tucker Box Factory. In the photo is Lovell Tucker, son of Sterling. He believed that boxes made in Spokane were too expensive, so he began making them himself. After serving in World War II Lovell returned home and took over the business. Circa 1941.



A load of fall apples at the Thomson orchard, loaded in boxes that were probably made at the Tucker Box Factory. Orchard Avenue was named for



*City Logo to be added and final captions to the remaining two photos that have been selected.

6. **REPORTS**

A. City Administrator Report and Calendar Review

October 2025

October 2025							November 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

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

November 2025

November 2025							December 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

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

- B. Law Enforcement
- C. Mayor/Council
- 7. **REQUEST FOR FUTURE AGENDA ITEMS**
- 8. **EXECUTIVE SESSION ACTION ITEM** *(Action will be taken to enter and exit Executive Session. No action will be taken during the Executive Session)*
 - A. Idaho Code 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.
- 9. **ADJOURNMENT**