

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

Wednesday, June 17, 2026

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

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

1. **CONSENT CALENDAR** *All items on the Consent Calendar are Action Items*
  - A. Approval of May 20, 2026 Parks, Recreation, & Community Forestry Commission Meeting Minutes

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

Wednesday, May 20, 2026

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

**CALL TO ORDER**

The meeting was called to order at 4:05 PM.

**ROLL CALL OF COMMISSION MEMBERS**

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

**ADDITIONS OR CORRECTIONS**

1. CONSENT CALENDAR *All items on the Consent Calendar are Action Items*  
Motion to approve April 15, 2026 meeting minutes. This motion, made by Paris and seconded by Reed, Carried.  
Aundrea Leckie: Yes  
Kholt Moore: Yes  
Helen Paris: Yes  
Adam Reed: Yes  
Malea Sampsel: Yes  
Yes: 5, No: 0
  - A. Approval of April 15, 2026 Parks, Recreation, & Community Forestry Commission Meeting Minutes
2. VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)  
There were no visitors.
3. UNFINISHED BUSINESS
  - A. Parks, Recreation, & Community Forestry Commission City Code Amendment Discussion (ACTION ITEM)
    - i. Subcommittee Update (ACTION ITEM)  
Commissioner Reed said he would provide his draft revisions to the commission's City Code to City Clerk Abbi Sanchez to see if the proposed updates would work. Chair Sampsel said they needed to run it by Sanchez and then approve it as a group. The commission discussed the difficulty of completing this agenda item with Recreation and Community Events Director Suzanne Cano, particularly regarding information relayed by Cano and the commission's clerk after speaking with Sanchez following the previous meeting about meeting with other commission chairs and learning that they were not allowed to do so. The commission also discussed their frustration with that process. Sampsel said they needed to finish the subcommittee's work, get the code language as close as possible to the commission's intended actions, submit it to Sanchez, review a final draft, approve it as a commission, and

then send it to City Council. Recreation & Community Events Director Suzanne Cano said that because the City Code was administrative, she did not think it technically had to go to Council and that City Administrator Lisa Ailport could approve the updates. The commission also discussed with Cano previous conversations about keeping their City Code simple and adding provisions that other commissions had but this commission did not. Reed said he would send the final draft to the commission's clerk, and the commission could approve it at the next meeting before sending it to Sanchez and closing out the agenda item.

B. Pickleball Courts (ACTION ITEM)

i. Subcommittee Update (ACTION ITEM)

Chair Sampsel said she and Commissioner Reed would get together to prepare a survey for the community at the Dog Days of Summer-Fest event held at Stoddard Park regarding the pickleball courts. Commissioner Leckie asked about the Homeowners Association (HOA) and what had happened with that since she had missed a few meetings, and Chair Sampsel said that where they were proposing the courts to go there was no HOA, so they were preparing a survey to ask a few questions regarding pickleball. Recreation and Community Events Director Suzanne Cano asked Public Works Staff Member Dan Hall if the commission would need permission from Parks staff before asking where a pickleball court should go at Stoddard Park, and Hall said yes. Leckie and Sampsel said they were not asking about the location of the courts, but rather whether there was community objection if they moved forward with the courts. Cano said she would double-check if they would need approval for the survey. Vice-Chair Paris asked if there were a certain number of commissioners at the Dog Days event whether it would need to be noticed that they were gathering information there, and the commission discussed posting the survey on the City's website, using a QR code to link to the survey, and handing out the QR code at the park. Sampsel mentioned that Coeur d'Alene was getting ready to host the largest pickleball event in the Northwest in July and said community awareness of pickleball would be spiking when they started the survey. Paris mentioned dealerships that were sponsoring it, and Cano asked if it was through a pickleball club. Sampsel said it was through the Inland Northwest Pickleball Club and mentioned a couple other supporting companies as well. Paris asked about park hours in case the question came up, and Cano said it was dawn to dusk.

C. Parks' Signage (ACTION ITEM)

i. Subcommittee Update (ACTION ITEM)

The subcommittee was waiting on IT System Administrator Michael Drobnock for the City's website trial on the parks webpage. Commissioner Moore asked if he could make a motion that they ask City Council to put a sign on Atlas pointing to Broadmoore Park. The commission then discussed the wayfinding sign with Public Works Staff Member Dan Hall and Recreation and Community Events Director Suzanne Cano and the logistics of getting one installed and existing park signage, with Hall stating they could not simply request a sign on the road and would need a graphic of the sign design, along with sign code requirements, dimensions, and other guidelines that would need to be followed. Commissioner Reed stated he had a program that could help with the creation of the sign. Commissioner Moore motioned to remove Vice-Chair Paris from the subcommittee and replace her with Reed; Leckie seconded, and the motion passed. The commission discussed this becoming a template sign for future wayfinding signs.

**Motion to remove Helen Paris from the subcommittee and replace her with Adam Reed. This motion, made by Moore and seconded by Leckie, Carried.**

**Audrea Leckie: Yes**  
**Kholt Moore: Yes**  
**Helen Paris: Yes**  
**Adam Reed: Yes**

**Malea Sampsel: Yes**

**Yes: 5, No: 0**

D. Bike Trail Map (ACTION ITEM)

i. Subcommittee Update (ACTION ITEM)

Recreation and Community Events Director Suzanne Cano told the commission that a new member would be joining in July and that he was interested in bike trails. Commissioner Leckie discussed with the commission, Cano, and Public Works Staff Member Dan Hall items from a presentation she gave at a previous meeting that she wanted to bring to City Council regarding bike trails and bike lanes during the commission's in-person report. The commission discussed the bike trail map shown in the 2040 Transportation Plan and making the map labels easier to understand before placing it on the parks webpage of the City's website to make it more accessible, and which City staff member would be responsible for posting it to the webpage. Leckie also discussed recommending to City Council that they prioritize bike lanes when reviewing proposed new developments. Leckie motioned to recommend to City Council that, as they review proposed new developments, they prioritize bike path connectivity; Vice-Chair Paris seconded, and the motion passed. Public Works Staff Member Dan Hall mentioned that residential roads do not have bike paths and that bike paths are intended for arterial roads. Paris mentioned the bike path along Mark's Ranch, noting a gap where it ends and then starts again, and discussed it with the commission, Hall, and Cano. Cano said they should make note of locations where they see gaps. Leckie interjected and said she already had some of the gaps identified from the presentation she gave at a previous meeting, but asked the commission to let her know if they found any others. Chair Sampsel said to take pictures and send them to Leckie.

**Motion to recommend to City Council that, as they review proposed new developments, they prioritize bike path connectivity. This motion, made by Leckie and seconded by Paris, Carried.**

**Aundrea Leckie: Yes**

**Kholt Moore: Yes**

**Helen Paris: Yes**

**Adam Reed: Yes**

**Malea Sampsel: Yes**

**Yes: 5, No: 0**

E. McIntire Family Park Steering Committee

Recreation and Community Events Director Suzanne Cano said that at the City Council meeting the following Tuesday, there would be a resolution to adopt the McIntire Family Park Plan. Commissioner Leckie asked what the plan was, and Chair Sampsel and Cano said they had held meetings and that Vice-Chair Paris and Commissioner Reed were on the Steering Committee. Cano said she believed the baseball organizations that were discussed at the previous month's meeting would also be attending the meeting.

4. NEW BUSINESS

A. Commission's In-Person Report to Council

The commission discussed what to present to City Council for their in-person report. They also discussed the Arbor Day event and that being canceled due to weather. Recreation and Community Events Director Cano discussed with the commission their Bike Rodeo Event and what happens at that and that they need help with that. Cano said what the City did to still be able to be a part of Tree City USA program.

5. REPORTS

A. Parks Update

Public Works Staff Member Dan Hall gave an update that the Parks Staff was working on getting the irrigation going for the summer and getting the flower baskets up along Government Way. He told the commission that they were getting the cameras repaired at

Honeysuckle Beach as they had discovered those were broken, the commission discussed if it was possible for webcam footage for the public and Hall said it was not available for that, just for security. Hall said they were also working on getting the cameras so that they could access them from any City computer. He said they were about a month out from finding out if they would get the Honeysuckle boat launch grant. Commissioner Moore asked if the City was now responsible for the neighborhood on Ramsey Road that recently disassociated their Homeowners Association (HOA), and Hall said no and explained what the property owners would have to do. Commissioner Leckie asked about water on a certain side of Lancaster Road and if that was the City's responsibility; after clarifying where it was, Hall said no, not City. Leckie then asked if water drains backed up if the City handled that or HOA, and Hall explained, with help from the commission and Recreation & Community Events Director Suzanne Cano, that if it was in front of a property, the property owner had to take care of it or the HOA depending on where the drain was.

**B. Recreation & Community Events Update**

Recreation & Community Events Director Suzanne Cano gave an update on soccer, registration for baseball, and she talked about the Bike Rodeo event and that they needed the commission to help out and told them the date and time. Chair Sampsel helped explain what they did at the Bike Rodeo event. Some commission members volunteered for the Bike Rodeo and Dog Days of Summer-Fest event. The commission discussed whether they even needed volunteers at Dog Days. Cano told the commission that she had put the Honeysuckle Beach Concessions Request for Proposals (RFP) back out and explained that it had not worked out with the first concessionaire. The commission discussed the Hayden Days Beer and Wine Garden RFP with Cano. The clerk also mentioned that youth and coed 4's volleyball had ended the previous week as well. Commissioner Moore mentioned that he saw that Cano's department was offering a golf clinic now through Avondale Golf for kids, and Cano explained it was in the Department's Activity Guide, which was going out that week, and she explained how the golf clinic came to be and roughly how many kids had signed up already.

**C. Trees, Parks, & Bike Pedestrian Report**

Vice-Chair Paris asked if the City tells individual property owners on Honeysuckle Avenue to clean up trees that are down due to wind damage and are located along the bike path. Public Works Staff Member Dan Hall said they do not if they are private trees and explained that the City would have to hire an arborist to inspect and diagnose the potentially hazardous trees and then determine which property owners would need to receive letters. He said that otherwise it would fall under code enforcement and that the City's code enforcement process was complaint-driven only. Chair Sampsel added that the trees would have to be obstructing a right-of-way to qualify.

Paris then stated that the porta-potties at Croffoot Park were filthy. Hall said he could reach out to American On-Site to have them cleaned more frequently. Recreation and Community Events Coordinator Suzanne Cano agreed and said her department could pay for additional cleanings while sports were taking place there.

Paris mentioned an article she had seen in the newspaper regarding the bridges on the Centennial Pathway along the state line and how funding had been obtained through a matching fund for resurfacing the bridge over the Spokane River. She said it made her think about resurfacing bike lanes and whether there might be an opportunity for similar funding and asked how that funding had been obtained. Cano asked if the City or the Centennial Trail Foundation had done that, and Paris said she did not know. Hall said there were many grant programs available for those types of projects, but many were very specific regarding eligible uses. He said he was aware of recreation trail programs but believed those were geared more toward non-paved and nature trails.

**D. Commission Round Table Discussion**

Vice-Chair Paris shared that when she went to sign up her grandson for the City of Coeur d'Alene's summer baseball program, she spoke with one of their staff members, Jordan Anderson, who showed her their online sports management website, TeamSideline.

Recreation and Community Events Director Suzanne Cano told her that her department uses Sportsites for its online sports management. Paris noted that the company was waiting until the off-season to implement the master schedule, which she said was similar to something they had previously discussed for the City's gazebos, and she wanted to pass the information along. Commissioner Moore said he thought putting park reservations online would increase revenue for the City.

6. ADJOURNMENT

The meeting was adjourned at 5:28 p.m.

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Isabelle White, Clerk

DRAFT

2. **VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)**
3. **UNFINISHED BUSINESS**
  - A. Parks, Recreation, & Community Forestry Commission City Code Amendment Discussion **(ACTION ITEM)**

## **CHAPTER 4**

### **PARKS, RECREATION AND COMMUNITY FORESTRY COMMISSION**

#### SECTION:

**2-4-0: Purpose**

**2-4-1: Meetings and Absences**

**2-4-2: Establishment**

**2-4-3: Term**

**2-4-4: Commission Organization And Recordkeeping**

**2-4-5: Duties And Authority**

#### **2-4-0: PURPOSE:**

The purpose of this committee is to act in an advisory capacity to the Mayor and the City Council to create and maintain the parks, recreation and community Forestry programs for the betterment of the City.

#### **2-4-1: MEETINGS AND ABSENCES:**

A. See 2-8-1.

#### **2-4-2: ESTABLISHMENT:**

A. There is hereby established the Hayden parks, recreation and community forestry commission, which shall consist of no more than seven (7) members, except as otherwise provided herein. The mayor shall appoint these members with the consent of the city council. Members shall have training, education or experience in forestry, agriculture, horticulture, arboriculture, recreation, parks, boating, athletics, cycling, or similar fields and at least three (3) members shall be residents of the city of Hayden. Members may be removed for cause upon majority vote of the city council. In the event the mayor creates a youth council, a member of the youth council may also be appointed by the mayor with the concurrence of the city council to serve on the commission in addition to the other appointed commission members. The youth council member's term shall be set by the mayor, but shall not exceed one year.

#### **2-4-3: TERM:**

A. See Section 2 Chapter 8

#### **2-4-4: COMMISSION ORGANIZATION AND RECORDKEEPING:**

A. See Section 2 Chapter 8

## **2-4-5: DUTIES AND AUTHORITY:**

The commission shall serve the following purposes and functions as requested by the Mayor and City Council unless otherwise noted:

- A. A member of the Commission shall be appointed to the review of the parks master plan, during years in which the review is being conducted.**
- B. Review and/or make recommendations, or conduct survey/needs assessments on proposed parks, recreational areas and complexes, or forestry related projects brought before the city [planning/building boards] or the Mayor and City Council.**
- C. The commission shall conduct 2 separate annual reviews. These reviews will be conducted individually and in alternating years. One for the rules and regulations of the parks, recreational facilities, community forestry areas. The 2nd review will be on the needs and desires of the community, following an approved public survey created by the commission. Reports will be delivered to the Mayor and the City Council Members for information and consideration of any recommendations.**
- D. The commission may identify and/or provide educational programs that relate to parks, recreation, and community forestry.**
- E. All procurement of funding shall be in accordance with the City's budgetary procedures. (Ord. 538, 8-26-2014).**
- F. The commission at the request of the Mayor and the City Council shall plan and conduct observances; i.e, community engagements, holidays (local, state, or federal), and special events.**
- G. To review the suitability of any park amenity, recreational program or community forestry developments;**
- H. To perform such other functions as may be directed by the Mayor and the City Council; as needed from time to time.**

## CHAPTER 8

### GENERAL REGULATIONS

#### SECTION:

#### **2-8-0: Purpose**

#### **2-8-1: Meetings and Absences**

#### **2-8-2: Establishment**

#### **2-8-3: Terms**

#### **2-8-4: Commission Organizations and Record Keeping**

#### **2-8-5: Duties and Authority**

#### **2-8-0: PURPOSE:**

- A. To inform, construct and regulate, in accordance with local and state law, the establishment, creation, and growth of commissions for the City of Hayden as the Mayor and/or City Council see fit.

#### **2-8-1: MEETINGS AND ABSENCES:**

All boards, commissions, and commissioners shall:

- A. All boards and commissioners identified in title 2 of this code, shall attend their appointed and confirmed positions at such board or commission meetings. Any appointed member of the city's commissions may be removed for cause by the mayor upon a majority vote of the city council. Any commission member who is absent from any series of three (3) consecutive regular meetings (or six (6) with planning and zoning), or who fails to attend at least seventy five percent (75%) of such regular meetings in a calendar year shall be deemed to have resigned from their commission and the city council will be notified of the vacancy. The appointed person shall no longer serve on his/her board or commission and the seat/position shall be deemed vacant. The vacancy of such position shall be appointed and confirmed as provided by state law and this code. (Ord. 604, 8-27-2019)
- B. Coordinate its activities and/or meetings with the city administrator or his/her designee.
- C. Meet monthly at a time and place determined by resolution of the commission. All meetings shall be open to the public and notice of such meetings shall be provided to allow and promote public participation in the subject matter considered by the commission. (Ord. 538, 8-26-2014)
- D. Give an oral report every 6 months and written report every quarter, or sooner as needed to keep the mayor and city council informed of and to the ongoing, events, and recommendations made by the committee in a timely and effective manner;
- E. May establish subcommittees, advisory committees, or neighborhood groups to advise and assist the commission in carrying out its responsibilities. Any such committees shall comply in all respects with the open meeting law of the state. (Ord. 559, 7-12-2016) A majority of the then appointed membership of the commission shall constitute a quorum.

**2-8-2: ESTABLISHMENT:**

- A. This appointment by the Mayor shall be on a volunteer basis.

**2-8-3: TERM:**

- A. Members shall be appointed for a term of three (3) years, or until a successor is appointed and qualified. Terms shall expire on December 31 of the last year of the designated term.
- B. Commission members may be reappointed to serve additional terms by the Mayor with the consent of the city council.
- C. Vacancies on the commission occurring other than by expiration of the term shall be filled by the mayor with the consent of the city council for the remainder of the unexpired term. (Ord. 538, 8-26-2014)

**2-8-4: COMMISSION AUTHORITY, ORGANIZATION, AND RECORDKEEPING:**

- A. All established commissions shall coordinate its activities with the city administrator or his/her designee.
- B. Commissions, unless otherwise designated, shall not be deemed to be anything other than an advisory committee to advise the Mayor and the Hayden City Council.
- C. At the first commission meeting each calendar year, the commission shall select a chairman, vice chairman and such other officers as deemed necessary by the commission.
- D. The chairperson shall preside at meetings of the commission. The vice chairperson shall, when the chairperson is absent, perform the duties of the chairperson. A majority of the appointed members of the commission shall be necessary to constitute a quorum and conduct any business at any commission meeting.
- E. The city clerk shall approve and designate a recording secretary to create and maintain records for the commission. This recording secretary shall keep a written record of meetings and minutes. (Ord. 538, 8-26-2014)
- F. A majority of the then appointed membership of the commission shall constitute a quorum for the transaction of business.

**2-8-5: DUTIES AND AUTHORITY:**

- A. All boards and commissioners identified in title 2 of this code shall establish and review their respected duties and authorities. Reviews of this can be individually identified and requested for change by way of their city administrator or the assigned designee by way of memorandum, unless deemed to be necessary to propose a code change due to state and local regulation changes. All memorandums and/or proposals to be approved by the Mayor and City Council.

## CHAPTER 4

# PARKS, RECREATION AND COMMUNITY FORESTRY COMMISSION

SECTION:

### 2-4-1: Establishment

### 2-4-2: Term

### 2-4-3: Commission Organization And Recordkeeping

### 2-4-4: Duties And Authority

### 2-4-5: Meetings

#### 2-4-1: ESTABLISHMENT:

A. There is hereby established the Hayden parks, recreation and community forestry commission, which shall consist of no more than seven (7) members, except as otherwise provided herein. The mayor shall appoint these members with the consent of the city council. Members shall have training, education or experience in forestry, agriculture, horticulture, arboriculture, recreation, parks, boating, athletics, cycling, or similar fields and at least three (3) members shall be residents of the city of Hayden. Members may be removed for cause upon majority vote of the city council. In the event the mayor creates a youth council, a member of the youth council may also be appointed by the mayor with the concurrence of the city council to serve on the commission in addition to the other appointed commission members. The youth council member's term shall be set by the mayor, but shall not exceed one year.

B. A majority of the then appointed membership of the parks, recreation and community forestry commission shall constitute a quorum for the transaction of business. (Ord. 555, 5-24-2016)

#### 2-4-2: TERM:

Members shall be appointed for a term of three (3) years, or until a successor is appointed and qualified, except that in the original appointments at the beginning of the commission the current two (2) members of the former "community forestry commission" and the current five (5) members of the former "parks and recreation commission" shall be allowed to complete their terms as previously appointed, and as members of the newly created "parks, recreation and community forestry commission". Terms shall expire on December 31 of the last year of the designated term.

Vacancies on the commission

occurring other than by expiration of the term shall be filled by the mayor with the consent of the city council for the remainder of the unexpired term. (Ord. 538, 8-26-2014)

#### 2-4-3: COMMISSION ORGANIZATION AND RECORDKEEPING:

The commission members shall meet and organize by electing one member as the chairperson and such other officers as may be necessary. The city clerk shall approve and designate a recording secretary to create and maintain records for the commission. (Ord. 538, 8-26-2014)

#### 2-4-4: DUTIES AND AUTHORITY:

A. The parks, recreation and community forestry commission shall not be deemed to be other than an advisory committee to advise the mayor and city council of the city.

B. The commission shall coordinate its activities with the city administrator or his/her designee.

C. The commission may recommend rules and regulations for the proper conduct in public parks and public playgrounds, athletic fields, and recreation activities on any of the properties owned or controlled by the city. Such proposed rules and regulations are subject to approval by the mayor and city council.

D. The commission, upon the request of the mayor and city council, shall conduct a survey/needs assessment and make recommendations to the city council regarding future park needs and recreation program needs for the city based upon the data collected.

E. The commission may make recommendations relating to bicycle/pedestrian pathways, the health of the trees, and for city activities related to the community forestry program.

F. The commission may identify and/or provide educational programs relating to bicycle safety and community forestry.

G. The commission may distribute public information materials promoting the goals of the city's parks, recreation, and community forestry commission covering items such as recreation activities, future park needs, tree planting, tree maintenance, and tree removal guidelines and requirements.

H. The commission, at the request of the mayor and/or city council, shall plan and conduct observances, such as Arbor Day, and Bike Rodeo, to promote public awareness of the city's park, recreation and community forestry goals.

I. The commission may identify outside funding sources for community forestry work as approved by the mayor and city council in accordance with city budgetary procedures. (Ord. 538, 8-26-2014)

**2-4-5: MEETINGS:**

The commission shall meet monthly at a time and place determined by resolution of the commission. All meetings shall be open to the public and notice of such meetings shall be provided to allow and promote public participation in the subject matter considered by the commission. (Ord. 538, 8-26-2014)

## CHAPTER 8

### GENERAL REGULATIONS

SECTION:

#### **2-8-1: Meeting Absences**

##### **2-8-1: MEETING ABSENCES:**

All boards and commissioners identified in title 2 of this code, shall attend their appointed and confirmed positions at such board or commission meetings. Any appointed member of the city's commissions may be removed for cause by the mayor upon a majority vote of the city council. Any commission member who is absent from any series of three (3) consecutive regular meetings (or six (6) with planning and zoning), or who fails to attend at least seventy five percent (75%) of such regular meetings in a calendar year shall be deemed to have resigned from their commission and the city council will be notified of the vacancy. The appointed person shall no longer serve on his/her board or commission and the seat/position shall be deemed vacant. The vacancy of such position shall be appointed and confirmed as provided by state law and this code. (Ord. 604, 8-27-2019)

## CHAPTER 4

# PARKS, RECREATION AND COMMUNITY FORESTRY COMMISSION

### SECTION:

**Insert {2-4-0: Purpose}**

**Insert {2-4-1: Meetings and Absences}**

**2-4-1: Establishment**

**2-4-2: Term**

**2-4-3: Commission Organization And Recordkeeping**

**2-4-4: Duties And Authority**

**2-4-5: Meetings**

**Insert {2-4-0: PURPOSE:**

The purpose of this committee is to act in an advisory capacity to the Mayor and the City Council to create and maintain the parks, recreation and community Forestry programs for the betterment of the City. }

**Insert {2-4-1: MEETINGS AND ABSENCES:**

A. See 2-8-1}

**{2-4-2}: ESTABLISHMENT:**

A. There is hereby established the Hayden parks, recreation and community forestry commission, which shall consist of no more than seven (7) members, except as otherwise provided herein. The mayor shall appoint these members with the consent of the city council. Members shall have training, education or experience in forestry, agriculture, horticulture, arboriculture, recreation, parks, boating, athletics, cycling, or similar fields and at least three (3) members shall be residents of the city of Hayden. Members may be removed for cause upon majority vote of the city council. In the event the mayor creates a youth council, a member of the youth council may also be appointed by the mayor with the concurrence of the city council to serve on the commission in addition to the other appointed commission members. The youth council member's term shall be set by the mayor, but shall not exceed one year.

B. A majority of the then appointed membership of the parks, recreation and community forestry commission shall constitute a quorum for the transaction of business. (Ord. 555, 5-24-2016)

**{2-4-3}: TERM:**

**Insert {A. See 2-8-3}**

~~Members shall be appointed for a term of three (3) years, or until a successor is appointed and qualified, except that in the original appointments at the beginning of the commission the current two (2) members of the former "community forestry commission" and the current five (5) members of the former "parks and recreation commission" shall be allowed to complete their terms as previously appointed, and as members of the newly created "parks, recreation and community forestry commission". Terms shall expire on December 31 of the last year of the designated term. Vacancies on the commission~~

occurring other than by expiration of the term shall be filled by the mayor with the consent of the city council for the remainder of the unexpired term. (Ord. 538, 8-26-2014)

**{2-4-4}: COMMISSION ORGANIZATION AND RECORDKEEPING:**

**Insert {A. See 2-8-4}**

The commission members shall meet and organize by electing one member as the chairperson and such other officers as may be necessary. The city clerk shall approve and designate a recording secretary to create and maintain records for the commission. (Ord. 538, 8-26-2014)

**{2-4-5}: DUTIES AND AUTHORITY:**

A. The parks, recreation and community forestry commission shall not be deemed to be other than an advisory committee to advise the mayor and city council of the city.

B. The commission shall coordinate its activities with the city administrator or his/her designee.

C. The commission may recommend rules and regulations for the proper conduct in public parks and public playgrounds, athletic fields, and recreation activities on any of the properties owned or controlled by the city. Such proposed rules and regulations are subject to approval by the mayor and city council.

D. The commission, upon the request of the mayor and city council, shall conduct a survey/needs assessment and make recommendations to the city council regarding future park needs and recreation program needs for the city based upon the data collected.

E. The commission may make recommendations relating to bicycle/pedestrian pathways, the health of the trees, and for city activities related to the community forestry program.

F. The commission may identify and/or provide educational programs relating to bicycle safety and community forestry.

G. The commission may distribute public information materials promoting the goals of the city's parks, recreation, and community forestry commission covering items such as recreation activities, future park needs, tree planting, tree maintenance, and tree removal guidelines and requirements.

H. The commission, at the request of the mayor and/or city council, shall plan and conduct observances, such as Arbor Day, and Bike Rodeo, to promote public awareness of the city's park, recreation and community forestry goals.

I. The commission may identify outside funding sources for community forestry work as approved by the mayor and city council in accordance with city budgetary procedures. (Ord. 538, 8-26-2014)

**Insert {The commission shall serve the following purposes and functions as requested by the Mayor and City Council unless otherwise noted:**

- A. A member of the Commission shall be appointed to the review of the parks master plan, during years in which the review is being conducted.**
- B. Review and/or make recommendations, or conduct survey/needs assessments on proposed parks, recreational areas and complexes, or forestry related projects brought before the city [planning/building boards] or the Mayor and City Council.**
- C. The commission shall conduct 2 separate annual reviews. These reviews will be conducted individually and in alternating years. One for the rules and regulations of the parks, recreational facilities, community forestry areas. The 2nd review will be on the needs and desires of the community, following an approved public survey created by the commission. Reports will be delivered to the Mayor and the City Council Members for information and consideration of any recommendations.**

- D. The commission may identify and/or provide educational programs that relate to parks, recreation, and community forestry.
- E. All procurement of funding shall be in accordance with the City's budgetary procedures. (Ord. 538, 8-26-2014).
- F. The commission at the request of the Mayor and the City Council shall plan and conduct observances; i.e, community engagements, holidays (local, state, or federal), and special events.
- G. To review the suitability of any park amenity, recreational program or community forestry developments;
- H. To perform such other functions as may be directed by the Mayor and the City Council; as needed from time to time.}

**~~2-4-5: MEETINGS: {REMOVE AND CONSOLIDATE IN 2-8-1}~~**

~~The commission shall meet monthly at a time and place determined by resolution of the commission. All meetings shall be open to the public and notice of such meetings shall be provided to allow and promote public participation in the subject matter considered by the commission. (Ord. 538, 8-26-2014)~~

## CHAPTER 8

### GENERAL REGULATIONS

{SECTION:

**2-8-0: Purpose**

**2-8-1: Meetings and Absences**

**2-8-2: Establishment**

**2-8-3: Terms**

**2-8-4: Commission Organizations and Record Keeping**

**2-8-5: Duties and Authority**

#### **2-8-0: PURPOSE:**

- A. To inform, construct and regulate, in accordance with local and state law, the establishment, creation, and growth of commissions for the City of Hayden as the Mayor and/or City Council see fit.

#### **2-8-1: MEETINGS AND ABSENCES:**

All boards, commissions, and commissioners shall:}

- A. All boards and commissioners identified in title 2 of this code, shall attend their appointed and confirmed positions at such board or commission meetings. Any appointed member of the city's commissions may be removed for cause by the mayor upon a majority vote of the city council. Any commission member who is absent from any series of three (3) consecutive regular meetings (or six (6) with planning and zoning), or who fails to attend at least seventy five percent (75%) of such regular meetings in a calendar year shall be deemed to have resigned from their commission and the city council will be notified of the vacancy. The appointed person shall no longer serve on his/her board or commission and the seat/position shall be deemed vacant. The vacancy of such position shall be appointed and confirmed as provided by state law and this code. (Ord. 604, 8-27-2019)

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- B. Coordinate its activities and/or meetings with the city administrator or his/her designee.
- C. Meet monthly at a time and place determined by resolution of the commission. All meetings shall be open to the public and notice of such meetings shall be provided to allow and promote public participation in the subject matter considered by the commission. (Ord. 538, 8-26-2014)
- D. Give an oral report every 6 months and written report every quarter, or sooner as needed to keep the mayor and city council informed of and to the ongoings, events, and recommendations made by the committee in a timely and effective manner;
- E. May establish subcommittees, advisory committees, or neighborhood groups to advise and assist the commission in carrying out its responsibilities. Any such committees shall comply in all respects with the open meeting law of the state. (Ord. 559, 7-12-2016) A majority of the then appointed membership of the commission shall constitute a quorum.

#### **2-8-2: ESTABLISHMENT:**

- A. This appointment by the Mayor shall be on a volunteer basis.

**2-8-3: TERM:**

- A. Members shall be appointed for a term of three (3) years, or until a successor is appointed and qualified. Terms shall expire on December 31 of the last year of the designated term.
- B. Commission members may be reappointed to serve additional terms by the Mayor with the consent of the city council.
- C. Vacancies on the commission occurring other than by expiration of the term shall be filled by the mayor with the consent of the city council for the remainder of the unexpired term. (Ord. 538, 8-26-2014)

**2-8-4: COMMISSION AUTHORITY, ORGANIZATION, AND RECORDKEEPING:**

- A. All established commissions shall coordinate its activities with the city administrator or his/her designee.
- B. Commissions, unless otherwise designated, shall not be deemed to be anything other than an advisory committee to advise the Mayor and City Council.
- C. At the first commission meeting each calendar year, the commission shall select a chairman, vice chairman and such other officers as deemed necessary by the commission.
- D. The chairperson shall preside at meetings of the commission. The vice chairperson shall, when the chairperson is absent, perform the duties of the chairperson. A majority of the appointed members of the commission shall be necessary to constitute a quorum and conduct any business at any commission meeting.
- E. The city clerk shall approve and designate a recording secretary to create and maintain records for the commission. This recording secretary shall keep a written record of meetings and minutes. (Ord. 538, 8-26-2014)
- F. A majority of the then appointed membership of the commission shall constitute a quorum for the transaction of business.

**2-8-5: DUTIES AND AUTHORITY:**

- A. All boards and commissioners identified in title 2 of this code shall establish and review their respected duties and authorities. Reviews of this can be individually identified and requested for change by way of their city administrator or the assigned designee by way of memorandum, unless deemed to be necessary to propose a code change due to state and local regulation changes. All memorandums and/or proposals to be approved by the Mayor and City Council.

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- i. Subcommittee Update (ACTION ITEM)
- B. Pickleball Courts (ACTION ITEM)
  - i. Subcommittee Update (ACTION ITEM)
- C. Parks' Signage (ACTION ITEM)

## Request for Amendment to the Comprehensive Plan: Targeted Park Wayfinding and Sponsorship Opportunities

Since 2007, the City of Hayden has maintained a commitment to enhancing community identity through the wayfinding and gateway elements identified in the 2007 City of Hayden Strategic Implementation Plan. To fulfill this long-standing commitment in a fiscally responsible manner, we request that the City amend the Comprehensive Plan to formally allow for the implementation of individual wayfinding signs specifically for parks, rather than requiring the construction of entire gateway structures. This approach would allow citizens to easily navigate to local parks while significantly reducing the financial burden on the City.<sup>123</sup>

Furthermore, utilizing simple wayfinding signs rather than complex gateway structures creates a more accessible entry point for local business sponsorships, as these smaller projects are easier for community partners to fund. Should the City choose not to amend the current plan, we recommend moving forward with the full gateway signage designs but prioritizing the listing of local parks as the primary directional information. By focusing on these existing rough designs—such as the dark blue panels with white "Bookman Old Style" lettering—the City can finally execute the branding and "placemaking" opportunities envisioned nearly two decades ago.

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# Park Wayfinding Signage

Parks, Recreation, and Community Forestry  
Commission

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# Existing Design: 2040 Comp. Plan

## **Wayfinding**

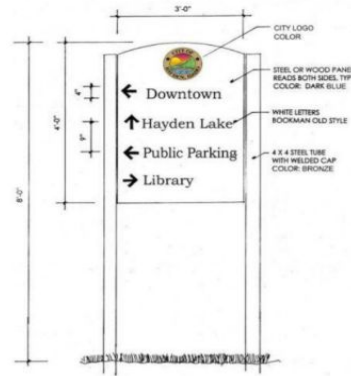
The City has good branding in place and some strategically placed gateway and arrival signs. While not an immediate priority, the following may guide wayfinding in the future.

- The 2007 City of Hayden Strategic Implementation Plan identifies gateway and wayfinding elements.
- Rough designs have been created for wayfinding signs. The City will look into funding opportunities as appropriate.

## **Landscape Design**

Hayden prioritizes tree canopy, green infrastructure, and beautification to promote health, stormwater management, and civic pride. In addition to current development standards the City is investing in the following relative to landscape design:

- The annual Arbor Day celebration is a City sponsored event and has a great turn out every year. STEAM (Science, Technology, English, Arts, and Math) learning is engaged through educational activities and is open to elementary students. Tree handouts and other materials are provided to all attendees.
- The City updated the landscape design standards in City Code to better reflect sustainable landscape design.



Directional Signage sketch from 2007 Strategic Plan. (City of Hayden)

# Optional Designs: 12" x 18" CUSTOMIZABLE SIGNS

PRICE RANGES FROM \$30-\$45



# Broadmoore Park



# Croffoot Park



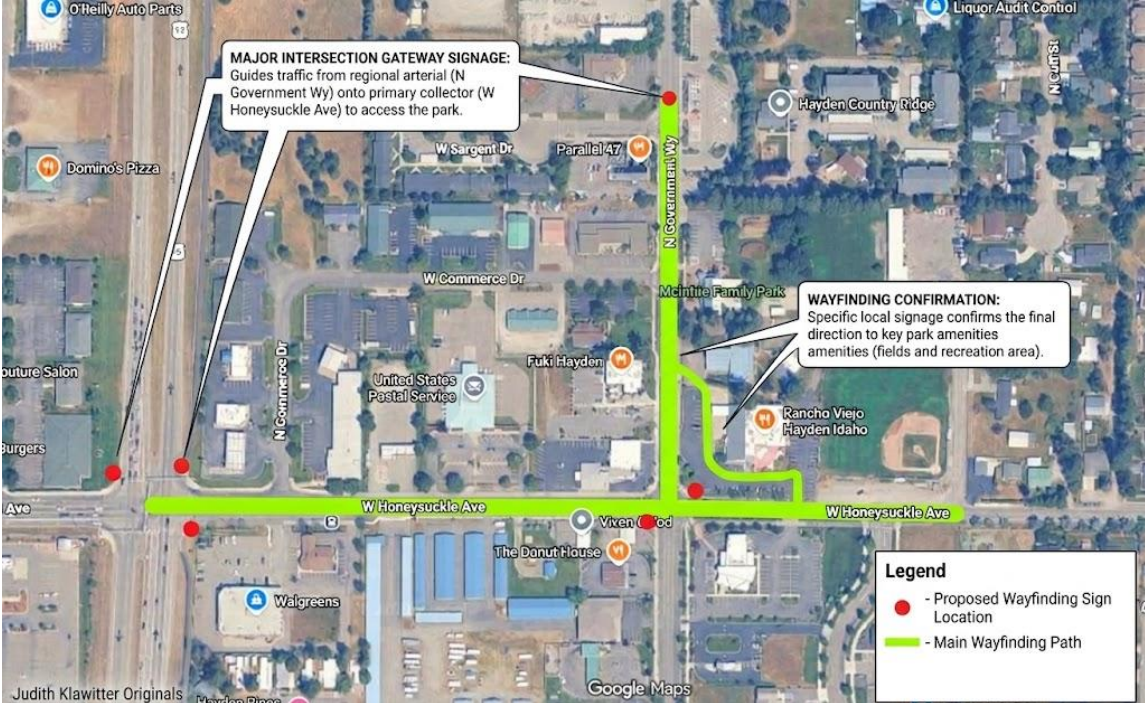
# Finucane Park



# Honeysuckle Beach



# McIntire Park



- i. Subcommittee Update (ACTION ITEM)
  - D. Bike Trail Map (ACTION ITEM)
    - i. Subcommittee Update (ACTION ITEM)
  - E. McIntire Family Park Steering Committee
- 4. **REPORTS**
  - A. Parks Update
  - B. Recreation & Community Events Update
  - C. Trees, Parks, & Bike Pedestrian Report
  - D. Commission Round Table Discussion
- 5. **ADJOURNMENT**