

HAYDEN URBAN RENEWAL AGENCY
8930 North Government Way
Hayden, ID 83854
208-664-6942
www.haydenurbanrenewalagency.com

Regular Meeting
City Hall
City Council Chambers

January 12, 2026
3:00 p.m.

CALL TO ORDER
ROLL CALL OF BOARD MEMBERS
PLEDGE OF ALLEGIANCE
ADDITIONS OR CORRECTIONS TO THE AGENDA
CALL FOR CONFLICTS OF INTEREST
VISITOR/PUBLIC COMMENTS

CONSENT CALENDAR (ALL ITEMS ON THE CONSENT CALENDAR ARE ACTION ITEMS)

1. Minutes from the regular meeting on December 8, 2025
2. Bills for payment
3. Financial packet

NEW BUSINESS

1. 2026 Meeting Calendar (Action Item)
2. Contract for Bernardo Wills Architects for 15% Design of Civic Center (Action Item)
3. Approval of Policy #1: Accounting and Financial Procedures (Action Item)

REPORTS AND OTHER NON-ACTION ITEM DISCUSSION

1. Executive Director's report
2. Update on ULI conference

NEXT MEETING

February 9, 2026 Regular Meeting

ADJOURNMENT (Action Item)

Live Stream: <https://www.youtube.com/@HURA-cg3du>

Consent Calendar

HAYDEN URBAN RENEWAL AGENCY
8930 North Government Way
Hayden, ID 83854
208-664-6942
www.haydenurbanrenewalagency.com

Regular Meeting Minutes
City Hall
City Council Chambers
December 8, 2025 - 3:00 p.m.

CALL TO ORDER

Ms. Mitchell called the meeting to order at 3:00 PM.

ROLL CALL OF BOARD MEMBERS

Ronda Mitchell Present (via Go To Meeting)

Steve Meyer Present (arrived at 3:10 pm)

Colin Meehan Present

Michael Thayer Present

Randy McIntire Present

Matt Roetter Present

Joy Richards Present

STAFF PRESENT

Pete Bredeson, Board Attorney (via Go To Meeting)

Melissa Cleveland, Executive Director

Lindsay Spencer, Clerk

PLEDGE OF ALLEGIANCE

Mr. Roetter led the Pledge of Allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA

None.

CALL FOR CONFLICTS OF INTEREST

None.

VISITOR/PUBLIC COMMENT

None.

CONSENT CALENDAR (Action Item)

1. Minutes
2. Bills
3. Financial Packet

Ms. Richards moved to approve the consent calendar. Mr. Roetter seconded the motion.

ROLL CALL OF BOARD MEMBERS

Ronda Mitchell	Yes
Colin Meehan	Yes
Michael Thayer	Yes
Randy McIntire	Yes
Matt Roetter	Yes
Joy Richards	Yes

All members present voted to affirm. Motion passed.

NEW BUSINESS

1. Amendment for Welch Comer's contract (Action Item)

Ms. Cleveland presented Amendment No. 3 to extend Welch Comer's Executive Director services for one additional year. No changes were made to the scope, other than updating the hourly rate schedule.

Mr. Meehan moved to approve Amendment No. 3 for Welch Comer to continue Executive Director services for an additional year. Mr. Thayer seconded the motion.

ROLL CALL OF BOARD MEMBERS

Ronda Mitchell	Yes
Colin Meehan	Yes
Michael Thayer	Yes
Randy McIntire	Yes
Matt Roetter	Yes
Joy Richards	Yes

All members present voted to affirm. Motion passed.

2. Civic Center Update and Next Steps (Action Item)

Ms. Cleveland provided a detailed update on planning progress for the Civic Center. The senior center component is well-defined, with on-going capital campaign efforts. Discussion included possible condominium platting of the building to allow the Hayden Senior Center to own their portion.

Mr. Thayer moved to proceed with 15% design scope coordination with Bernardo Wills Architects. Mr. Meehan seconded the motion.

All members present voted to affirm. Motion passed.

REPORTS and OTHER NON-ACTION ITEM DISCUSSION

1. Executive Director's Report

- City Council passed the district expansion on November 18, 2025.
- FY2025 audit is underway and ahead of schedule.
- Financial transparency reports were submitted before the December 1 deadline.
- Ramsey Road project was under budget; reimbursement from the city is expected.
- City is engaging a consultant to further prioritize park-related capital improvements.
- Discussion of ongoing planning for future phases of the Civic Center and potential building expansion.

ADJOURNMENT

Next regular meeting scheduled for January 12, 2025

Mr. Thayer moved to adjourn. Ms. Richards seconded the motion.

Meeting adjourned at 3:46 p.m.

Unpaid Bills Report
Hayden Urban Renewal Agency
All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Accuwize Consulting						
12/31/2025	Bill	78022	12/31/2025	9	384.60	384.60
Total for Accuwize Consulting					\$384.60	\$384.60
Alpine Summit CPA						
11/30/2025	Bill	14932	11/30/2025	40	1,825.00	1,825.00
Total for Alpine Summit CPA					\$1,825.00	\$1,825.00
Bredeson Law Group						
01/06/2026	Bill	1299	01/06/2026	3	275.00	275.00
Total for Bredeson Law Group					\$275.00	\$275.00
Hayden Chamber of Commerce						
01/02/2026	Bill	70122	01/02/2026	7	250.00	250.00
Total for Hayden Chamber of Commerce					\$250.00	\$250.00
Knock Marketing & Design						
01/06/2026	Bill	4957	01/06/2026	3	400.00	400.00
Total for Knock Marketing & Design					\$400.00	\$400.00
Welch Comer & Associates						
12/15/2025	Bill	41388000-035	12/15/2025	25	4,687.85	4,687.85
Total for Welch Comer & Associates					\$4,687.85	\$4,687.85
TOTAL					\$7,822.45	\$7,822.45

Hayden Urban Renewal Agency

300-102-11312 HURA BankCDA Checking #0934, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/09/2026

Reconciled by: Brenda Bookholtz

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	5,000.00
Checks and payments cleared (7)	-27,059.55
Deposits and other credits cleared (5)	27,059.55
Statement ending balance	5,000.00

Register balance as of 12/31/2025	5,000.00
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Details

Checks and payments cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/05/2025	Bill Payment	001955	City of Hayden (Vendor)	-137.00
12/05/2025	Bill Payment	001953	Accuwize Consulting	-505.60
12/05/2025	Bill Payment	001954	Bredeson Law Group	-25.00
12/05/2025	Bill Payment	001952	Alpine Summit CPA	-1,730.00
12/05/2025	Bill Payment	001956	Welch Comer & Associates	-3,209.95
12/05/2025	Bill Payment	001957	Kootenai County Treasurer	-419.72
12/08/2025	Transfer			-21,032.28

Total	-27,059.55
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Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/08/2025	Deposit			21,032.28
12/11/2025	Transfer			3,209.95
12/16/2025	Transfer			2,260.60
12/17/2025	Transfer			137.00
12/18/2025	Transfer			419.72

Total	27,059.55
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Monthly Financial Review Certification

The undersigned has reviewed the bank statements, reconciliations, and financial reports for the period noted above and confirms independent oversight of cash receipts and disbursements.

Board Treasurer, Board Chair, or Board Vice Chair

Name (Printed): _____

Signature: _____

Date: _____



OFFICE OF THE IDAHO STATE TREASURER

Julie A. Ellsworth, State Treasurer

LGIP Monthly Statement

Hayden Urban Renewal Agency

N/A

8930 N. Government Way

Hayden, Idaho 83835

Statement Period

11/1/2025 through 11/30/2025

Summary

Beginning Balance	\$3,777,243.29	Fund Number	3354
Contributions	\$13,563.30	Distribution Yield	4.1134%
Withdrawals	\$0.00	November Accrued Interest	\$12,816.12
Ending Balance	\$3,790,806.59	Average Daily Balance	\$3,790,806.59

Detail

Date	Activity	Status	Type	Amount	Balance
11/01/2025	Beginning Balance				\$3,777,243.29
11/01/2025	Contribution	Processed	October Reinvestment	\$13,563.30	\$3,790,806.59
11/30/2025	Ending Balance				\$3,790,806.59

Although every effort is made by the Idaho State Treasurer's Office to supply current and accurate information on this monthly statement, it is the responsibility of your agency to verify the enclosed information and report any discrepancies to the Fund Administrator. Please review your statement and report discrepancies within thirty days of the date of this statement.

An investment in the LGIP is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency. Although the LGIP seeks to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in the LGIP.



bankcda
912 Northwest Blvd.
Coeur d' Alene, ID 83814
208.665.5999
Fax: 208.665.5990
<http://www.bankcda.com>

HAYDEN URBAN REN AGENCY HURA
8930 N GOVERNMENT WAY
HAYDEN ID 83835-9214



Statement Date: **12/31/2025**

Account No.: **27000934** Page: **1**

REGULAR BUSINESS SUMMARY

Type : REG Status : Active

Category	Number	Amount
Balance Forward From 11/28/25		5,000.00
Debits	6	6,027.27
Automatic Withdrawals	1	21,032.28
Automatic Deposits	5	27,059.55+
Ending Balance On 12/31/25		5,000.00
Average Balance (Ledger)	5,000.00+	

ALL CREDIT ACTIVITY

Date	Description	Amount
12/08/25	KOOTENAI COUNTY PAY INV	21,032.28
12/11/25	MCMG TFR FROM 000024001109	3,209.95
12/16/25	MCMG TFR FROM 000024001109	2,260.60
12/17/25	MCMG TFR FROM 000024001109	137.00
12/18/25	MCMG TFR FROM 000024001109	419.72

ELECTRONIC DEBITS

Date	Description	Amount
12/08/25	MCMG TFR TO 000024001109	21,032.28

CHECKS AND OTHER DEBITS

* indicates a gap in the check numbers

Date	Check #	Amount	Date	Check #	Amount	Date	Check #	Amount
12/16/25	1952	1,730.00	12/16/25	1954	25.00	12/11/25	1956	3,209.95
12/16/25	1953	505.60	12/17/25	1955	137.00	12/18/25	1957	419.72

DAILY BALANCE SUMMARY

Beginning Ledger Balance on 11/28/25 was 5,000.00

Date	Balance	Date	Balance	Date	Balance
12/08/25	5,000.00	12/16/25	5,000.00	12/18/25	5,000.00
12/11/25	5,000.00	12/17/25	5,000.00		

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Statement Date: **12/31/2025**

Account No.: **27000934** Page: **2**

This Statement Cycle Reflects 33 Days

Direct Inquiries About Electronic Entries To:
Phone: (208) 665-5999



HAYDEN URBAN REN AGENCY HURA
Account No. : 27000934
Stmt. Date : 12/31/2025

Bank : 017
Images : 6
Page : 3

IMAGE STATEMENT

HAYDEN URBAN RENEWAL AGENCY
8930 NORTH GOVERNMENT WAY
HAYDEN, ID 83835

bank cda
912 Northwest Blvd
Coeur d'Alene, ID 83814
208-665-5999
40-001201

12/05/2025

1952

PAY TO THE ORDER OF Alpine Summit CPA

\$ **1,730.00

One thousand seven hundred thirty and 00/100*****

DOLLARS

Alpine Summit
1810 E Schneidmiller Avenue
Suite 310
Post Falls, ID 83854

MEMO

Randall B. Meltz
S. Meyer

1001952 123103826 27000934

AMT: 1,730.00 STS: Paid
CHK: 1952 DATE: 12/16/2025 SEQ: 80300500

HAYDEN URBAN RENEWAL AGENCY
8930 NORTH GOVERNMENT WAY
HAYDEN, ID 83835

bank cda
912 Northwest Blvd
Coeur d'Alene, ID 83814
208-665-5999
40-001201

12/05/2025

1953

PAY TO THE ORDER OF Accuwise Consulting

\$ **505.60

Five hundred five and 60/100*****

DOLLARS

Accuwise Consulting
PO Box 2895
Coeur d'Alene, ID 83816

MEMO

Randall B. Meltz
S. Meyer

1001953 123103826 27000934

AMT: 505.60 STS: Paid
CHK: 1953 DATE: 12/16/2025 SEQ: 80101110

HAYDEN URBAN RENEWAL AGENCY
8930 NORTH GOVERNMENT WAY
HAYDEN, ID 83835

bank cda
912 Northwest Blvd
Coeur d'Alene, ID 83814
208-665-5999
40-001201

12/05/2025

1954

PAY TO THE ORDER OF Bredeson Law Group

\$ **25.00

Twenty-five and 00/100*****

DOLLARS

Bredeson Law Group
1677 E Miles Avenue
Hayden, ID 83835

MEMO

Randall B. Meltz
S. Meyer

1001954 123103826 27000934

AMT: 25.00 STS: Paid
CHK: 1954 DATE: 12/16/2025 SEQ: 80100200

HAYDEN URBAN RENEWAL AGENCY
8930 NORTH GOVERNMENT WAY
HAYDEN, ID 83835

bank cda
912 Northwest Blvd
Coeur d'Alene, ID 83814
208-665-5999
40-001201

12/05/2025

1955

PAY TO THE ORDER OF City of Hayden (Vendor)

\$ **137.00

One hundred thirty-seven and 00/100*****

DOLLARS

City of Hayden (Vendor)
8930 N Government Way
Hayden, ID 83835

MEMO

Randall B. Meltz
S. Meyer

1001955 123103826 27000934

AMT: 137.00 STS: Paid
CHK: 1955 DATE: 12/17/2025 SEQ: 80100990

HAYDEN URBAN RENEWAL AGENCY
8930 NORTH GOVERNMENT WAY
HAYDEN, ID 83835

bank cda
912 Northwest Blvd
Coeur d'Alene, ID 83814
208-665-5999
40-001201

12/05/2025

1956

PAY TO THE ORDER OF Welch Comer & Associates

\$ **3,209.95

Three thousand two hundred nine and 95/100*****

DOLLARS

Welch Comer & Associates
330 E Lakeside Avenue
Suite 101
Coeur d'Alene, ID 83814

MEMO

Randall B. Meltz
S. Meyer

1001956 123103826 27000934

AMT: 3,209.95 STS: Paid
CHK: 1956 DATE: 12/11/2025 SEQ: 80102300

HAYDEN URBAN RENEWAL AGENCY
8930 NORTH GOVERNMENT WAY
HAYDEN, ID 83835

bank cda
912 Northwest Blvd
Coeur d'Alene, ID 83814
208-665-5999
40-001201

12/05/2025

3 1957

PAY TO THE ORDER OF Kootenai County Treasurer

\$ **419.72

Four hundred nineteen and 72/100*****

DOLLARS

Kootenai County Treasurer
Kootenai County Treasurer
PO Box 210
Caldwell, ID 83406

MEMO

Randall B. Meltz
S. Meyer

1001957 123103826 27000934

AMT: 419.72 STS: Paid
CHK: 1957 DATE: 12/18/2025 SEQ: 80101400





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HAYDEN URBAN REN AGENCY HURA
8930 N GOVERNMENT WAY
HAYDEN ID 83835-9214



Statement Date: **12/31/2025**

Account No.: **24001109** Page: **1**

FIRST RATE BUSINESS MMDA SUMMARY

Type : REG Status : Active

Category	Number	Amount
Balance Forward From 11/28/25		201,427.57
Debits		0.00
Automatic Withdrawals	4	6,027.27
Automatic Deposits	1	21,032.28+
Interest Added This Statement		171.74+
Ending Balance On 12/31/25		216,604.32
Annual Percentage Yield Earned	0.89%	
Interest Paid This Year	3,719.41	
Interest Paid Last Year	4,959.61	
Average Balance (Collected)	213,344.69+	

ALL CREDIT ACTIVITY

Date	Description	Amount
12/08/25	MCMG TFR FROM 000027000934	21,032.28
12/31/25	INTEREST PAID	171.74

ELECTRONIC DEBITS

Date	Description	Amount
12/11/25	MCMG TFR TO 000027000934	3,209.95
12/16/25	MCMG TFR TO 000027000934	2,260.60
12/17/25	MCMG TFR TO 000027000934	137.00
12/18/25	MCMG TFR TO 000027000934	419.72

DAILY BALANCE SUMMARY

Beginning Ledger Balance on 11/28/25 was 201,427.57

Date	Balance	Date	Balance	Date	Balance
12/08/25	222,459.85	12/16/25	216,989.30	12/18/25	216,432.58
12/11/25	219,249.90	12/17/25	216,852.30	12/31/25	216,604.32

Continued

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<http://www.bankcda.com>

Statement Date: **12/31/2025**

Account No.: **24001109** Page: **2**

This Statement Cycle Reflects 33 Days

**The Interest Earned And The Annual Percentage Yield Earned
Are Based On The Period 11/29/2025 Through 12/31/2025**

Direct Inquiries About Electronic Entries To:
Phone: (208) 665-5999

FY-PER-MOYEAR	BANK # 301		BANK # 302		BANK # 303		TOTAL CASH IN BANK	
	bankcda		bankcda		LGIP	SUSPENSE		
	#0934		#1109		#3354			
	300-102-11312		300-102-11304		300-103-11328	where is it?		
2025-Per03-Dec2025	\$	5,000.00	\$	216,604.32	\$	3,790,806.59	\$ -	\$4,012,410.91
2025-Per02-Nov2025	\$	5,000.00	\$	201,427.57	\$	3,790,806.59	\$ -	\$3,997,234.16
2025-Per01-Oct2025	\$	5,000.00	\$	207,280.91	\$	3,777,243.29	\$ -	\$3,989,524.20
2025-Per12-Sept2025	\$	5,000.00	\$	211,761.99	\$	3,763,900.90	\$ -	\$3,980,662.89
2025-Per11-Aug2025	\$	5,000.00	\$	253,045.92	\$	3,750,452.66	\$ -	\$4,008,498.58
2025-Per10-July2025	\$	5,000.00	\$	704,525.39	\$	3,283,146.77	\$ -	\$3,992,672.16
2025-Per09-June2025	\$	5,000.00	\$	309,496.35	\$	3,271,417.79	\$ -	\$3,585,914.14
2025-Per08-May2025	\$	5,000.00	\$	289,760.26	\$	3,259,359.75	\$ -	\$3,554,120.01
2025-Per07-Apr2025	\$	5,000.00	\$	276,111.84	\$	3,247,446.48	\$ -	\$3,528,558.32
2025-Per06-Mar2025	\$	5,000.00	\$	244,514.93	\$	3,335,987.68	\$ -	\$3,585,502.61
2025-Per05-Feb2025	\$	5,000.00	\$	936,424.07	\$	2,635,773.46	\$ -	\$3,577,197.53
2025-Per04-Jan2025	\$	5,000.00	\$	744,668.92	\$	2,625,682.01	\$ -	\$3,375,350.93
2024-Per03-Dec2024	\$	5,000.00	\$	250,850.19	\$	2,615,224.00	\$ -	\$2,871,074.19
2024-Per02-Nov2024	\$	5,000.00	\$	252,291.77	\$	2,604,694.82	\$ -	\$2,861,986.59
2024-Per01-Oct2024	\$	5,000.00	\$	254,139.07	\$	2,643,671.30	\$ -	\$2,902,810.37
2024-Per12-Sep2024	\$	5,000.00	\$	258,371.94	\$	2,670,737.76	\$ -	\$2,934,109.70
2024-Per11-Aug2024	\$	5,000.00	\$	251,820.42	\$	2,659,459.04	\$ -	\$2,916,279.46
2024-Per10-Jul2024	\$	5,000.00	\$	544,920.64	\$	2,345,284.19	\$ -	\$2,895,204.83
2024-Per09-Jun2024	\$	5,000.00	\$	297,735.68	\$	2,415,598.68	\$ -	\$2,718,334.36
2024-Per08-May2024	\$	5,000.00	\$	258,706.55	\$	4,286,322.10	\$ -	\$4,550,028.65
2024-Per07-Apr2024	\$	5,000.00	\$	253,320.41	\$	4,728,892.01	\$ -	\$4,987,212.42
2024-Per06-Mar2024	\$	5,000.00	\$	802,782.20	\$	4,199,494.91	\$ -	\$5,007,277.11
2024-Per05-Feb2024	\$	5,000.00	\$	875,703.59	\$	5,079,602.67	\$ -	\$5,960,306.26
2024-Per04-Jan2024	\$	5,000.00	\$	727,240.46	\$	5,057,756.89	\$ -	\$5,789,997.35
2024-Per03-Dec2023	\$	5,000.00	\$	206,911.57	\$	5,034,644.85	\$ -	\$5,246,556.42
2024-Per02-Nov2023	\$	5,000.00	\$	234,658.02	\$	5,011,585.87	\$ -	\$5,251,243.89
2024-Per01-Oct2023	\$	4,990.00	\$	238,875.37	\$	4,989,405.73	\$ -	\$5,233,271.10
2023-Per12-Sept2023	\$	5,000.00	\$	128,112.48	\$	5,355,523.75	\$ -	\$5,488,636.23
2023-Per11-Aug2023	\$	5,000.00	\$	161,559.18	\$	5,308,694.06	\$ -	\$5,475,253.24
2023-Per10-Jul2023	\$	5,000.00	\$	339,718.61	\$	5,480,770.64	\$ -	\$5,825,489.25
2023-Per09-Jun2023	\$	5,000.00	\$	150,348.58	\$	5,460,000.56	\$ -	\$5,615,349.14
2023-Per08-May2023	\$	5,000.00	\$	641,814.40	\$	4,951,702.61	\$ -	\$5,598,517.01
2023-Per07-Apr2023	\$	5,000.00	\$	633,794.27	\$	4,932,085.89	\$ -	\$5,570,880.16
2023-Per06-Mar2023	\$	5,000.00	\$	641,143.47	\$	4,913,730.94	\$ -	\$5,559,874.41
2023-Per05-Feb2023	\$	5,000.00	\$	703,164.39	\$	4,895,727.03	\$ -	\$5,603,891.42
2023-Per04-Jan2023	\$	5,000.00	\$	693,958.03	\$	4,879,581.26	\$ -	\$5,578,539.29
2023-Per03-Dec2022	\$	5,000.00	\$	136,577.96	\$	4,864,477.43	\$ -	\$5,006,055.39
2023-Per02-Nov2022	\$	5,000.00	\$	139,270.06	\$	4,851,749.84	\$ -	\$4,996,019.90
2023-Per01-Oct2022	\$	5,000.00	\$	139,676.14	\$	4,840,517.47	\$ -	\$4,985,193.61
2022-Per12-Sep2022	\$	5,000.00	\$	158,030.89	\$	4,817,073.03	\$ -	\$4,980,103.92
2022-Per11-Aug2022	\$	5,000.00	\$	124,137.68	\$	4,808,778.15	\$ -	\$4,937,915.83
2022-Per10-Jul2022	\$	5,000.00	\$	338,189.72	\$	4,608,026.37	\$ -	\$4,951,216.09
2022-Per09-Jun2022	\$	5,000.00	\$	193,709.73	\$	4,554,205.65	\$ -	\$4,752,915.38
2022-Per08-May2022	\$	5,000.00	\$	160,173.30	\$	4,550,865.24	\$ -	\$4,716,038.54
2022-Per07-Apr2022	\$	5,000.00	\$	160,064.23	\$	4,548,425.76	\$ -	\$4,713,489.99
2022-Per06-Mar2022	\$	5,000.00	\$	133,987.85	\$	4,546,903.55	\$ -	\$4,685,891.40
2022-Per05-Feb2022	\$	5,000.00	\$	146,628.67	\$	4,546,030.53	\$ -	\$4,697,659.20
2022-Per04-Jan2022	\$	5,000.00	\$	655,300.64	\$	4,013,085.34	\$ -	\$4,673,385.98
2022-Per03-Dec2021	\$	5,000.00	\$	146,832.32	\$	4,012,611.84	\$ -	\$4,164,444.16
2022-Per02-Nov2021	\$	5,000.00	\$	83,137.16	\$	4,074,068.78	\$ -	\$4,162,205.94
2022-Per01-Oct2021	\$	5,000.00	\$	129,467.60	\$	4,073,680.00	\$ -	\$4,208,147.60
2021-Per12-Sep2021	\$	5,000.00	\$	141,251.89	\$	4,073,288.87	\$ -	\$4,219,540.76
2021-Per11-Aug2021	\$	5,000.00	\$	146,839.76	\$	4,072,885.28	\$ -	\$4,224,725.04
2021-Per10-Jul2021	\$	5,000.00	\$	417,708.28	\$	3,972,466.23	\$ -	\$4,395,174.51
2021-Per09-Jun2021	\$	5,000.00	\$	148,597.95	\$	3,872,018.75	\$ -	\$4,025,616.70

2021-Per08-May2021	\$	5,000.00	\$	127,485.64	\$	3,889,054.91	\$	-	\$4,021,540.55
2021-Per07-Apr2021	\$	5,000.00	\$	147,857.75	\$	3,888,492.44	\$	-	\$4,041,350.19
2021-Per06-Mar2021	\$	5,000.00	\$	135,348.85	\$	3,887,905.69	\$	-	\$4,028,254.54
2021-Per05-Feb2021	\$	5,000.00	\$	167,030.57	\$	3,887,223.86	\$	-	\$4,059,254.43
2021-Per04-Jan2021	\$	5,000.00	\$	606,230.17	\$	3,554,869.02	\$	-	\$4,166,099.19
2021-Per03-Dec2020	\$	5,000.00	\$	146,759.95	\$	3,553,983.48	\$	-	\$3,705,743.43
2021-Per02-Nov2020	\$	5,000.00	\$	147,625.56	\$	3,586,448.11	\$	-	\$3,739,073.67
2021-Per01-Oct2020	\$	5,000.00	\$	635,744.78	\$	3,492,872.86	\$	-	\$4,133,617.64
2020-Per12-Sep2020	\$	5,000.00	\$	147,035.82	\$	3,491,206.22	\$	-	\$3,643,242.04
2020-Per11-Aug2020	\$	5,000.00	\$	145,061.80	\$	3,663,007.43	\$	-	\$3,813,069.23
2020-Per10-Jul2020	\$	5,000.00	\$	415,015.20	\$	3,573,786.77	\$	-	\$3,993,801.97
2020-Per09-Jun2020	\$	5,000.00	\$	159,261.96	\$	3,571,184.52	\$	-	\$3,735,446.48
2020-Per08-May2020	\$	5,000.00	\$	146,631.86	\$	3,567,954.99	\$	-	\$3,719,586.85
2020-Per07-Apr2020	\$	5,000.00	\$	142,194.96	\$	3,564,031.31	\$	-	\$3,711,226.27
2020-Per06-Mar2020	\$	5,000.00	\$	145,038.08	\$	3,559,641.29	\$	-	\$3,709,679.37
2020-Per05-Feb2020	\$	5,000.00	\$	145,138.21	\$	3,567,462.24	\$	-	\$3,717,600.45
2020-Per04-Jan2020	\$	5,000.00	\$	583,107.88	\$	3,117,242.43	\$	-	\$3,705,350.31
2020-Per03-Dec2019	\$	5,000.00	\$	136,273.12	\$	3,112,220.60	\$	-	\$3,253,493.72
2020-Per02-Nov2019	\$	5,000.00	\$	141,862.96	\$	3,106,886.91	\$	-	\$3,253,749.87
2020-Per01-Oct2019	\$	5,000.00	\$	148,076.83	\$	3,101,548.17	\$	-	\$3,254,625.00
2019-Per12-Sep2019	\$	5,000.00	\$	146,532.85	\$	3,095,819.21	\$	-	\$3,247,352.06
2019-Per11-Aug2019	\$	5,000.00	\$	155,029.01	\$	3,080,379.94	\$	-	\$3,240,408.95
2019-Per10-Jul2019	\$	5,000.00	\$	403,580.12	\$	2,854,676.69	\$	-	\$3,263,256.81
2019-Per09-Jun2019	\$	5,000.00	\$	135,168.31	\$	2,848,646.07	\$	-	\$2,988,814.38
2019-Per08-May2019	\$	5,000.00	\$	122,021.61	\$	2,842,668.82	\$	-	\$2,969,690.43
2019-Per07-Apr2019	\$	5,000.00	\$	147,467.95	\$	2,836,471.77	\$	-	\$2,988,939.72
2019-Per06-Mar2019	\$	5,000.00	\$	139,663.22	\$	2,830,486.62	\$	-	\$2,975,149.84
2019-Per05-Feb2019	\$	5,000.00	\$	145,195.42	\$	2,824,334.46	\$	-	\$2,974,529.88
2019-Per04-Jan2019	\$	5,000.00	\$	567,651.01	\$	2,089,271.99	\$	-	\$2,962,267.07
2019-Per03-Dec2018	\$	5,000.00	\$	145,479.36	\$	2,084,883.04	\$	-	\$2,535,595.79
2019-Per02-Nov2018	\$	5,000.00	\$	158,451.59	\$	2,067,067.01	\$	-	\$2,530,663.80
2019-Per01-Oct2018	\$	5,000.00	\$	145,070.20	\$	2,063,231.30	\$	-	\$2,513,380.27
2018-Per12-Sep2018	\$	5,000.00	\$	148,116.69	\$	1,965,565.55	\$	-	\$2,510,672.89
2018-Per11-Aug2018	\$	5,000.00	\$	150,193.80	\$	1,895,314.57	\$	-	\$2,509,719.15
2018-Per10-Jul2018	\$	5,000.00	\$	833,613.55	\$	1,245,382.65	\$	-	\$2,543,140.86

Statement of Financial Position

Hayden Urban Renewal Agency

As of December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
300-102-11312 HURA BankCDA Checking #0934	5,000.00
300-103-11313 HURA Bank CDA Savings #1109	216,604.32
300-103-11328 HURA LGIP #3354	3,790,806.59
Total for Bank Accounts	\$4,012,410.91
Accounts Receivable	
300-105-11500 HURA Property Taxes Receivable	25,210.00
Total for Accounts Receivable	\$25,210.00
Other Current Assets	
300-103-11316 LGIF FMV Adjustments (Audit)	6,944.00
300-150-11591 HURA ICRMP Prepaid Liability Ins	1,534.50
Total for Other Current Assets	\$8,478.50
Total for Current Assets	\$4,046,099.41
Fixed Assets	
300-160-11601 Land	1,425,273.00
300-160-11602 Buildings	197,245.00
300-160-11607 Accumulated Depreciation	-29,586.00
Total for Fixed Assets	\$1,592,932.00
Total for Assets	\$5,639,031.41
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
300-202-21101 HURA Accounts Payable	7,822.45
Total for Accounts Payable	\$7,822.45
Other Current Liabilities	
300-200-21403 HURA Deferred Property Taxes	16,248.00
300-200-21405 HURA Accrued Liabilities	6,857.87
Total for Other Current Liabilities	\$23,105.87
Total for Current Liabilities	\$30,928.32
Total for Liabilities	\$30,928.32
Equity	
300-250-24100 Fund Balance Restricted	2,827,327.70
300-250-24104 HURA Fund Balance Assigned Arts	23,720.00
300-250-24105 HURA Invested In Capital Assets	1,592,932.00
Retained Earnings	1,139,276.22
Net Income	24,847.17
Total for Equity	\$5,608,103.09
Total for Liabilities and Equity	\$5,639,031.41

Statement of Activity
Hayden Urban Renewal Agency
October - December, 2025

Distribution account	October 2025	November 2025	December 2025	Total
Income				
300-311-41110 Property Taxes Income	3,828.82	864.34	20,614.57	25,307.73
300-311-41111 Property Taxes Delinquent		736.09	270.34	1,006.43
300-311-41112 Property Taxes Penalties & Interest	414.33	302.30	147.37	864.00
300-361-46111 Interest Revenues	13,502.63	13,703.75	171.74	27,378.12
300-390-47009 HURA 58 E Orchard Rental	1,625.00	1,625.00		3,250.00
Total for Income	19,370.78	17,231.48	21,204.02	57,806.28
Gross Profit	19,370.78	17,231.48	21,204.02	57,806.28
Expenses				
300-241-53101 Audit	1,730.00	1,825.00		3,555.00
300-241-53102 Legal & Professional Fees	351.60	51.60	301.60	704.80
300-241-53409 Video Recording	400.00		400.00	800.00
300-241-54100 HURA Utilities	2,078.66			2,078.66
300-241-54101 HURA Utilities 58 Orchard		137.00		137.00
300-241-55301 Real Property Assessments		419.72		419.72
300-241-55701 Dues, Memberships & Subscriptions	2,600.00		250.00	2,850.00
300-248-53205 HURA Executive Director Contract	11,790.05	3,209.95	4,687.85	19,687.85
300-248-53206 Bookkeeping	497.00	479.00	358.00	1,334.00
300-248-54346 Property Mgmt Fees - 58 E Orchard Ave	130.00	130.00		260.00
300-899-59252 Owl Cafe Demo & Civic Center Planning		1,132.08		1,132.08
Total for Expenses	19,577.31	7,384.35	5,997.45	32,959.11

Hayden Urban Renewal Agency FY 26 Budget

Revenues		YTD Balance as of 12/31/2025	FY26 Requested Budget	Variance / Actual vs. Budget	% of Budget Used
212 Fund Balance Carryover					
300-212-49550	Fund Balance Carryover (beginning balance)	3,681,150	3,681,150		
313 Real Property Taxes					
300-311-41110	Property Taxes Current	25,308	1,081,050	1,055,742	2.34
300-311-41111	Property Taxes Delinquent	1,006	-	(1,006)	#DIV/0!
300-311-41112	Property Taxes Penalties & Interest	864	-	(864)	#DIV/0!
300-311-41113	Personal Ptax Exemption Repl.		-	-	#DIV/0!
Total for 313		27,178	1,081,050	1,053,872	
361 Interest Revenues					
300-361-46111	Interest Revenues	27,378	95,000	67,622	28.82
390 Other Financing					
300-390-47006	Proceeds from Sale of Land			-	#DIV/0!
300-390-57008	HURA Public Parking Lot Lease		100	100	0.00
300-390-47009	HURA 58 E Orchard Rental	3,250	17,940	14,690	18.12
300-390-47010	HURA Reimbursements from City of Hayden			-	#DIV/0!
Total for 361		3,250	18,040	14,790	
Total Revenues Not Counting Fund Balance Carry Forward		57,806	1,194,090		
Total Revenues		3,738,956	4,875,240	(298,341)	
Expenses					
241 Operating and Administrative					
300-241-53101	Audit	3,555	15,000	11,445	23.70
300-241-53102	Legal/Professional Services	705	15,000	14,295	4.70
300-241-53409	Video Recording	800	5,000	4,200	16.00
300-241-54100	HURA Utilities	2,079	3,000	921	69.29
300-241-54101	HURA Utilities 58 Orchard	137	-	(137)	#DIV/0!
300-241-55201	ICRMP Insurance Premium		3,500	3,500	0.00
300-241-55301	Real Property Assessments	420	900	480	46.64
300-241-55401	Advertising, Publishing, Recording		400	400	0.00
300-241-55701	Dues, Memberships, and Subscriptions	2,850	3,600	750	79.17
300-241-55801	Travel, Meetings, Training		5,000	5,000	0.00
300-241-55901	HURA Banking Fees and Charges		-	-	#DIV/0!
300-241-56101	Office Supplies		200	200	0.00
Total for 241		10,545	51,600		
248 Professional Services					
300-248-53203	Study/Project Professional Services		50,000	50,000	0.00
300-248-53204	HURA City Staff Support		1,000	1,000	0.00
300-248-53205	HURA Executive Director	19,688	100,000	80,312	19.69
300-248-54346	Property Management Fees - 58 E Orchard	260	1,900	1,640	13.68
300-248-xxxx	Book Keeper	1,334	9,600	8,266	13.90
Total for 248		21,282	162,500		
899 Capital Purchases					
300-899-58004	HURA Arts		5,000	5,000	0.00
300-899-59251	Ramsey Road LHTAC Supplemental Funding			-	#DIV/0!
300-899-59836	Come Together Bench Program			-	#DIV/0!
300-899-59252	Civic Center	1,132	300,000	298,868	0.38
300-899-59901	HURA Infrastructure Projects		1,500,000	1,500,000	0.00
300-899-59902	Property Acquisition			-	#DIV/0!
300-899-59908	H-6 Promissory Note			-	#DIV/0!
300-899-59909	Improvements 58 E Orchard		10,000	10,000	0.00
300-899-59910	Gov't Way/Miles Intersection Design		30,000	30,000	0.00
300-899-59912	CHUBBS LLC Promissory Note		15,300	15,300	0.00
300-899-59913	Ramsey Road Sewer Design		-	-	#DIV/0!
300-899-59914	Ramsey Road Sewer Construction		-	-	#DIV/0!
300-899-59916	Croffoot Park Supplemental Funding		-	-	#DIV/0!
300-899-59917	Marketplace at Miles Promissory Note		1,350	1,350	0.00
300-899-59918	Rock Propertyless Promissory Note		58,000	58,000	0.00
300-899-xxxx	McIntire Park		200,000	200,000	0.00
300-899-xxxx	Gov't Way/Honeysuckle Intersection		100,000	100,000	0.00
Total for 899		1,132	2,219,650		
300-900-59550	Fund Balance Carryforward (Ending Balance)	3,705,997	2,441,490		
Total Expenses not Counting Fund Balance Carryforward		-	-		
Total Expenses		(3,705,997)	(2,441,490)		
	Revenues-Expenses	7,444,953	7,316,730		

Hayden Urban Renewal Agency

300-103-11328 HURA LGIP #3354, Period Ending 11/30/2025

RECONCILIATION REPORT

Reconciled on: 01/09/2026

Reconciled by: Brenda Bookholtz

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	3,777,243.29
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	13,563.30
Statement ending balance	3,790,806.59
Register balance as of 11/30/2025	3,790,806.59

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2025	Deposit			13,563.30
Total				13,563.30

Hayden Urban Renewal Agency

300-103-11313 HURA Bank CDA Savings #1109, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/09/2026

Reconciled by: Brenda Bookholtz

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	201,427.57
Interest earned	171.74
Checks and payments cleared (4)	-6,027.27
Deposits and other credits cleared (1)	21,032.28
Statement ending balance	216,604.32
Register balance as of 12/31/2025	216,604.32

Details

Checks and payments cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/11/2025	Transfer			-3,209.95
12/16/2025	Transfer			-2,260.60
12/17/2025	Transfer			-137.00
12/18/2025	Transfer			-419.72
Total				-6,027.27

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/08/2025	Transfer			21,032.28
Total				21,032.28

New Business

HAYDEN URBAN RENEWAL AGENCY

2026 Meeting Dates

January 12, 2026
February 9, 2026
March 9, 2026
April 13, 2026
May 11, 2026
June 8, 2026
July 13, 2026
August 10, 2026
September 14, 2026
October 19, 2026 (3rd Monday)
November 9, 2026
December 14, 2026

Date:	01/08/2026
To:	HURA, Hayden Urban Renewal Agency
From:	J. Ryan Zane, Principal, Bernardo Wills - rzane@bernardowills.com
Project:	HURA Community Center
	9178 N Government Way, Hayden, ID 83835
BW Project No.:	25-12-171

Based on our work to date and our experience with similar projects we have completed, Bernardo Wills (BW) is pleased to offer the following fee proposal for professional services.

Project Description

The HURA Community Center project aims to support the utilization of 9178 N Government Way in Hayden, Idaho, through schematic design and conceptual development up to 15% design completion. The scope includes preparation of schematic drawings, graphic elements for marketing, and consultant narratives addressing structural, mechanical, and electrical requirements.

The preliminary plan, dated November 26, 2025, envisions a vibrant community facility featuring a 3,400 SF community room adjacent to a stage, caterer's kitchen, and restrooms; a 600 SF kitchen with pantry space; a 3,000 SF gathering space with storage, informal dining, and restrooms; an office area; and a 1,800 SF multipurpose room located near the mechanical and laundry room. The design also provides guidance for future expansion, including a two-story community space, additional restrooms, and a gym. Site planning will reference existing parking allocations and potential landscaping zones to ensure functionality and aesthetic appeal.

The project consists of a single building accommodating two distinct facilities: a Senior Center and a Community Center. While housed within one structure, each facility is envisioned to function independently, with separate programmatic requirements, entrances, and operations. The Owner anticipates that the building may be condominium-platted in the future, allowing for separate ownership of each facility.

Scope of Services

Professional services are typically provided in phases beginning with simple preliminary work to determine the project scope and moving towards more detailed design work and technical drawings for permits, pricing, and construction. Basic services shall conclude upon approval of Bernardo Wills' work by the authority having jurisdiction. For projects that do not include permit actions, basic services shall conclude upon receipt of deliverables as subscribed in basic services.

Architectural services are based on the assumption that the Senior Center and Community Center will be designed as two independent facilities within one building, including separate entrances and functional separation as defined during programming.

This proposal assumes a single coordinated design and permitting process for the overall building. Any additional services required to support future condominium platting, separate ownership documentation, phased permitting, or jurisdictional review beyond standard building permitting are not included and may be provided as additional services if requested.



The scope of services for basic services are as outlined below:

1. Schematic Design Phase: Preparation of drawings and sketches including site plan, floor plan diagrams, perspective sketches and massing models to describe the size, scale, and character of the project. This phase also includes meeting with owner and various city departments to obtain preliminary input and approvals.
2. Graphic Exhibits: Prepare graphic concept exhibits to assist with the project's presentation to Stakeholders, regulatory agencies, and for use in marketing the project. Graphic exhibits may include colored presentation style site plans, maps, charts, perspective renderings, aerial views, or thumbnail sketches as appropriate.
3. Civil Engineering and Topographical Survey: see the attached Exhibit A for detail.

Deliverables

Meetings

- (3) Consultant Coordination Meetings
- (6) Bi-weekly Review Meetings – (3) in-person and (3) virtual meetings
- (1) Pre-Design with City of Hayden – in-person meeting

Drawings

- Preliminary Site Plan (Parking, ADA, Loading, Swale, Access)
- (3-4) Preliminary Floor Plan Diagrams
- Exterior Elevation Concept Study (Massing, Material, Color)
- Preliminary Concept Image(s) or Thumbnail Sketches
- 15% Design Development Review Set
- Massing Study/Concept Massing Model

Other Deliverables

- 3D Exterior Renderings (1-2 Final Renderings)
- Written Narrative(s) – MEP, Fire, etc.

Compensation for Basic Services

In addition to any fees previously invoiced, we propose a stipulated sum plus reimbursable expenses as detailed in the Fee Summary below:

Phase/Task	Task Fee	Phase Fee
Schematic Design Phase		\$ 72,390.00
Architectural	\$ 27,400	
Consultants		
Structural Engineer	\$ 5,500	
Mechanical Engineer	\$ 2,750	
Electrical Engineer	\$ 4,290	
Civil Engineering	\$ 10,560	
Boundry & Topographic Survey	\$ 21,890	
Total Fee for Basic Services		\$ 72,390.00

Additional Services not Included in Basic Services

The following work is not included as part of the basic services, but can be added if necessary:

- 30% / 60% / 90% Design Development Review Set
- 100% Permit/Bid Construction Documents
- Construction cost or budgeting estimates
- Multiple bid packages or permit submittals
- Certifications, inspections, or testing required by agencies having jurisdiction
- Building/site signage design/permitting
- Traffic study, environmental assessments, or geotechnical investigation
- Topographic and/or boundary surveys
- Platting, rezoning, binding site plan modifications or similar land use entitlement work unless noted otherwise
- Site visits by the architect, landscape architect, or engineers beyond those listed unless specifically noted otherwise
- Preparation of record drawings (construction completion)
- Specialized consultants (i.e., building envelope, acoustic, accessibility etc.)
- FFE design and coordination (furniture, equipment, artwork, accessories, etc.)
- Non-typical footing/foundation design necessitated by atypical subsurface conditions
- LEED or "Green Architecture" design
- Testing or inspection during construction as required by the applicable energy code
- Commissioning, commissioning plan, O&M Manuals, and system operations training during construction as required by the applicable energy code
- Value engineering tasks

Design Contingency

We recommend that you establish a budget of 5% to 7% of the stipulated sum fee as a design contingency for changes and additions to the scope as the project progresses.

Schedule

Estimated project timeline: The project kickoff is contingent upon receipt of a signed fee proposal, which shall serve as a notice to proceed. Provided the client approves the fee proposal within three (3) business days, a project kickoff date will be scheduled immediately thereafter. The overall timeline will be finalized based on the agreed kickoff date and project scope.

Impact of Delays: If the client fails to approve the signed fee proposal within three (3) business days of receipt, the overall project milestones will be adjusted. The adjustment will reflect the length of delay, and new milestone dates will be mutually agreed upon between the client and architect.

Expenses

Within our fee proposal we have allowed for travel within 50 miles of our office and printing of drawings and reports for our own use or for distribution to our consultants. All other expenses are not included in the fee proposal and will be reimbursed by the client at cost plus 10% to cover administration and handling. Reimbursable expenses include:

- Incidental fees paid to regulatory agencies for applications, etc.
- Printing and overnight shipping.
- Non-residential energy code review.

Terms of Payment

Invoices including reimbursable expenses will be sent monthly based on the percentage of work completed for each phase identified in the attached fee summary. Payments are to be received within 35 days of date of invoice. Interest on late payments will be charged at 1.5% per month on the unpaid balance. Invoices unpaid after 45 days will be considered a legitimate cause for Bernardo Wills to stop work. Unless directed otherwise, invoices will be submitted by email.

Acceptance

We have read the fee proposal and accept these contract terms and conditions on the following pages, including "BW Corporate Responsibility," "General Liability and Limitation Thereof," and "Professional Liability and Limitation Thereof."

Please signify your agreement to this contract with your signature and return a copy for our records by Docusign or email to: Director of Project Operations – Heather Storlie at hstorlie@bernardowills.com.

Bernardo Wills is authorized to begin the work as proposed.

Bernardo Wills

Accepted by Client



(Signature)

J. Ryan Zane, Principal

(Print Name/Title)

01/08/2026

(Date)

(Signature)

(Print Name/Title)

(Date)

Attachments:

General Terms and Conditions

Exhibit A – Scope of Work, Civic Center Civil Schematic Design, Hayden Urban Renewal Agency

PROPOSAL EXPIRATION: This fee proposal is valid for 60 days from the date of proposal.

APPLICABLE LAWS: Unless otherwise specified, this agreement shall be governed by the laws of the State of Washington.

CLIENT-FURNISHED INFORMATION: Client will make available to Bernardo Wills (BW) all information readily available to Client regarding existing and proposed conditions of the site. BW shall be entitled to rely, without further inquiry or investigation, on all information furnished by Client.

FEES FOR ADDITIONAL SERVICES: The proposed fee covers only the services set out in the project Scope of Services. Any additional services required or requested over and above the proposed scope shall be charged on an hourly basis at the hourly rates scheduled in the fee proposal. BW will advise Client when additional services have been, or are being, carried out and that, as a consequence, additional fees are payable.

SET OFF: Client may not deduct, reduce or withhold payments due to BW under this Agreement by reason of claims or alleged claims against BW.

HAZARDOUS ENVIRONMENTAL CONDITIONS: It is acknowledged by both parties that BW's scope of services does not include any services related to the presence at the site of asbestos, PCBs, petroleum, hazardous waste, radioactive materials, or other hazardous substances. Client acknowledges that BW is performing professional services for Client and is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous substances.

STANDARD OF PERFORMANCE: BW will perform its services with the level of care and skill ordinarily exercised by other professionals under similar circumstances in the same locality at the time the services are performed.

DELAY: Neither party shall hold other responsible for damages or delay in performance caused by acts of God, government orders or mandates, strikes, lockouts, accidents, or other events beyond the reasonable control of the other or the other's employees and agents.

OPINIONS OF CONSTRUCTION COST: Any opinion of construction cost prepared by BW represents our judgment as design professionals and is supplied for Client's general guidance. Since BW has no control over the cost of labor and materials, or over competitive bidding or market conditions, BW does not guarantee the accuracy of our opinion as compared to contractor bids of actual cost to the project.

REUSE OF DOCUMENTS: BW's services are intended for the Client's sole use and benefit and solely for use on this project. All documents, including computer files, drawings, and specifications prepared by BW under this agreement shall remain the property of BW and are instruments of service with respect to this project. They are not intended or represented to be suitable for reuse by Client or others on extensions of the services provided for the project under this agreement or on any other projects. BW shall have no liability for any use of the documents for any project or purpose beyond this agreement.

MEDIATION: To resolve any conflicts that arise during or following the completion of the project, Client and BW agree that all disputes between us arising out of or relating to this agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise, thereby providing for mediation as the primary method for dispute resolution between the parties to this agreement.

ASSIGNMENT: Neither party shall assign the whole, nor any part, of the agreement without the consent of the other in writing.

INDEMNIFICATION: To the fullest extent permitted by law and covered by applicable insurance, Client and BW each agree to indemnify the other party and the other party's officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of the indemnifying party or any of the indemnifying party's officers, directors, members, partners, agents, or employees in the performance of services under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of Client and BW, they shall be borne by each party in proportion to its negligence.

CONSTRUCTION PHASE SERVICES: It is understood that the Contractor, not BW, is responsible for the construction of the project, and that BW is not responsible for the acts or omissions of any contractor, subcontractor, or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences, and procedures employed by the Contractor.

CONSTRUCTION WITHOUT CONSTRUCTION PHASE SERVICES: The Client understands that there may be misinterpretations of the BW's plans and specifications during construction which may lead to errors and subsequent damages. If the Client elects to proceed with the work without BW providing Construction Phase Services as proposed, the Client agrees to indemnify, hold harmless, and defend BW against all claims which may arise out of the acts of the Contractor and/or subcontractors performing the work which are not in compliance with the intent of BW's Documents.

TERMINATION: This agreement may be terminated by either party by seven days written notice in event of substantial failure to perform in accordance with the terms of the agreement by the other party through no fault of the terminating party. If this agreement is terminated, it is agreed that BW shall be paid for services performed to the termination notice date, including reimbursable expenses due.

SUSPENSION OF WORK: Contracts are subject to revision if work has commenced but, at the direction of the Owner, work is paused or suspended exceeding 30 consecutive days. The Owner shall compensate the Architect immediately for all work performed prior to suspending work.

BW CORPORATE RESPONSIBILITY: It is intended by the parties to this Agreement that BW's services in connection with the project shall not subject BW's individual employees, officers, or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against BW, a Washington State professional corporation, and not against any of BW's individual employees, officers or directors.

GENERAL LIABILITY AND LIMITATION

THEREOF: BW agrees to hold Client harmless and indemnify Client on account of any liability due to bodily injury or property damaging arising directly out of BW's negligent operational acts, but such hold harmless and indemnity will be limited to that covered by our comprehensive general liability insurance and not otherwise. BW carries comprehensive general liability insurance, which, subject to its limits, terms and conditions, provides protection against liability arising out of bodily injury and property damage that is the direct result of our operational negligence.

PROFESSIONAL LIABILITY AND LIMITATION

THEREOF: This paragraph relates only to Professional Liability and not to General Liability. Should BW or any of our agents or employees be found to have been negligent in the performance of professional services from which Client sustains damages, Client will agree to limit its recoverable damages from such liability, plus any claims for cost of defense or other incurred costs to an aggregate amount not-to-exceed the available limits of our professional liability insurance policy.

Exhibit A – Scope of Work

Civic Center Civil Schematic Design

Hayden Urban Renewal Agency

1. Project Description

- A. OWNER: Bernardo Wills Architects
- B. ENGINEER: Welch Comer & Associates, Inc.
- C. PROJECT: Civic Center Design

The Hayden URA has been working on concepts for the Civic Center, which will include a Senior Center and a Community Center both in one building on property HURA owns on the southeast corner of Government Way/Orchard in Hayden. This work is to support Bernardo Wills Architects for topographic and boundary survey and schematic design of the site civil infrastructure related to the HURA Civic Center.

- D. SCHEDULE: The schematic design will be developed between mid-January and mid-April 2026.

2. Schematic Design

- A. Meetings, Coordination, and Management:
 - a) Schedule and attend one (1) pre-development meeting with the City. This meeting will detail the City and Fire District's requirements with regards to setbacks, zoning, utilities, parking, access, fire access, etc.
 - b) Attend three (3) team coordination meetings with the BWA. These meetings will be conducted virtually.
- B. Schematic Design:
 - a) Collaborate on the building footprint with BWA balancing site size, building needs, setbacks, parking needs, and stormwater/snow storage/disposal. Once the building footprint is determined and the setback requirements are confirmed, provide a schematic parking lot layout that incorporates the following: vehicle parking, ADA parking, loading/unloading zone, fire access, dumpster location, utility connections, parking lot approaches, pedestrian access, snow storage, and stormwater detention and treatment. The design will be 2D, no grading will be completed in this phase.
 - b) Provide schematic design level quantities and opinion of cost for site civil items that incorporate into the overall BWA 15% project estimate.

3. Survey Services

- A. Topographic Survey:
 - a) Order utility locates for design purposes.
 - b) Set aerial survey control points based on previously completed City of Hayden projects.
 - c) Conduct and process one (1) Lidar Flight of the Area.
 - d) Conduct topographic survey to obtain the sewer manhole dip information within Government Way. This will be obtained with the assistance of traffic control supplied by TrafficCorp.

- e) Develop a topographic base map consisting of 2D polylines and key utility structures and buildings only. In conjunction with this map, an aerial map will be created. This will be used as the basis for the preliminary design
- B. Boundary Survey:
 - a) Complete records research consisting of surveys, plats and corner perpetuation records. Each pertinent map will be drawn, and monument positions will be calculated. We will order a title report on the four (4) HURA parcels within the project area. Each title report will be reviewed, and the pertinent easements will be mapped.
 - b) Send a right of entry notice to the owner of the Hayden County Ridge LP property to the south. This notice is for property access to search for a critical survey monument at the NE corner of their property.
 - c) Search for onsite monuments, PLSS and centerline monuments 10+ are anticipated. PLSS and centerline monuments will be completed using the traffic control described in the topographic survey section.
 - d) Process and determine the right of way and pertinent property lines to a level suitable for design.

4. *Items not included in this scope of work but provided under the on-call Executive Director services Welch Comer has with Hayden URA:*

- A. Coordination with adjacent property owners (i.e. the owners of the multifamily development.
- B. Meetings or coordination with the Senior Center, City, or HURA Building Committee in addition to those listed in the scope of work.
- C. Coordination with the City, HURA attorney, City attorney, and Senior Center on agreements, deed restrictions, and condo plat.
- D. Preparation for the Request for Proposals (RFP) for the CM/GC contractor and facilitation of the process to advertise, review proposals, and recommend award.

5. *Items not included that can be completed as additional services later in the process:*

- A. Preliminary, final, and permit set drawings.
- B. Zone changes, lot consolidation, and condo plat process.
- C. Bid phase services
- D. Construction phase services.
- E. Setting property corner monuments and preparation of a record of survey.

Hayden Urban Renewal Agency

Policy #1: Accounting & Financial Procedures

1. Purpose

The purpose of this policy is to establish accounting and financial procedures for the Hayden Urban Renewal Agency (HURA) that ensure transparency, accountability, and effective internal control over public funds in accordance with Idaho law and best practices for urban renewal agencies.

2. Bank Accounts & Investments

HURA maintains the following accounts:

- **BankCDA Checking Account**
Maintained at approximately \$5,000 and used solely for payment of approved invoices.
- **BankCDA Savings Account**
Maintained at approximately \$250,000 and linked to the checking account for overdraft protection. Excess funds are periodically transferred to LGIP.
- **Local Government Investment Pool (LGIP)**
Maintained with the State of Idaho and used as the primary investment account for idle funds.

3. Authorized Access & Segregation of Duties

Check Signing Authority

- Two (2) HURA Board members must sign all checks.
- Signature cards are maintained at BankCDA
- The Executive Director, Bookkeeper, and Clerk have no check-signing authority.

Account Access

- Clerk: view-only access to BankCDA accounts; authorized to download statements and deposit rent checks.
- Executive Director and Clerk: limited LGIP access for inter-account transfers only.
- No staff member may withdraw funds from any account.

4. Accounts Payable Procedures

1. Clerk assembles invoices.
2. Executive Director reviews and approves invoices.
3. Bookkeeper prepares checks and assigns budget codes.
4. Two Board members sign checks.

5. Bank Reconciliations & Board Oversight

- All bank and LGIP accounts are reconciled monthly.
- Reconciliations are prepared by the Clerk or Bookkeeper.
- The Board Treasurer, Board Chair, or Board Vice-Chair reviews and signs bank statements and reconciliations, providing independent oversight of cash receipts and disbursements.

Monthly board packet includes:

- Bank statements
- Signed reconciliations
- Year-to-date budget-to-actual financials
- Invoice ledger

6. Revenue Procedures

Tax Increment Financing Revenue

- Deposited monthly by Kootenai County via ACH.
- Bookkeeper verifies deposits against remittance statements.

Rental Revenue – 58 E Orchard

- Collected by property management company.
- Clerk deposits rent monthly.
- Reviewed during reconciliation.

7. Transfers Between Accounts

- Transfers are limited to operational needs.
- Initiated by the Executive Director or Clerk.
- No withdrawals by staff are permitted.

8. Review & Updates

This policy is reviewed periodically and updated as needed.

Monthly Financial Review Certification

The undersigned has reviewed the bank statements, reconciliations, and financial reports for the period noted above and confirms independent oversight of cash receipts and disbursements.

Board Treasurer, Board Chair, or Board Vice Chair

Name (Printed): _____

Signature: _____

Date: _____

Reports

Memorandum

TO: HURA CHAIRMAN AND BOARD
FROM: MELISSA CLEVELAND, EXECUTIVE DIRECTOR
SUBJECT: EXECUTIVE DIRECTOR REPORT
DATE: 1/9/2026
CC: LINDSAY SPENCER, CLERK

OPAs

Nothing new has come in.

Civic Center

The Bernardo Wills Architects contract is another topic on the agenda. This will allow HURA to step through the design to a point where the Board feels confident soliciting for the CM/GC contractor. Coordination meetings with the City, HURA building committee, and Senior Center will be on-going.

HURA Boundary Expansion

This is complete and the ordinance is posted on the HURA website and has been recorded with the County.

58 E Orchard

No updates except that we got notification finally that the air conditioning was in fact repaired in August.

Audit

We're actively coordinating with the auditor on information they need.

Other Reports

We will have a presentation on the Annual Report at the next HURA meeting.

Come Together Bench Program

No update.