

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

Tuesday, May 12, 2026

Regular Meeting: 5:00 PM

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

CALL TO ORDER

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

ROLL CALL OF COUNCIL MEMBERS

Present: Ed DePriest, David Erickson, Matthew Roetter, Tom Shafer.

PLEDGE OF ALLEGIANCE

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

ADDITIONS OR CORRECTIONS

None

1. CONSENT CALENDAR *All items on the Consent Calendar are Action Items*

- A. Approval of April 28, 2026 City Council Meeting Minutes
- B. Approval of 2026 Hayden Days Entertainment Agreement with Jim Lien/Rhythm Dawgs
- C. Approval of 2026 Hayden Triathlon Support Agreement
- D. Approval of 2026 Avondale Golf Club Contractual Services Agreement for Youth Golf Lessons
- E. Approval of Buczak's Spray Service, LLC dba Panhandle Spray Service Agreement for Weed Control Services
- F. Approval of Welch Comer & Associates, Inc. Engineering Services Agreement Amendment 1 for Honeysuckle-Ramsey Roundabout Construction Management
- G. Approval to Purchase Solar Rectangular Rapid Flashing Beacons for Government Way Pedestrian Crossings
- H. Approval of Honeysuckle-Ramsey Roundabout Project Bid Award to LaRiviere, Inc
- I. Acceptance of the Right-of-Way Dedication and Grant of Easement Associated with John & Tara Arts
- J. Ratification of the Property Use Agreement with Klim Family Trust
- K. Ratification of April Payroll
- L. Approval of Bills for Payment

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

ROLL CALL VOTE:

Council Member Erickson	Yes
Council Member Roetter	Yes
Council President DePriest	Yes
Council Member Shafer	Yes

The motion was approved by a unanimous vote in favor.

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

None

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

A. **ACTION ITEM** Hayden City Code 7-2-15 Surface Restoration and 6-1-3 Parking Regulations Code Amendments

After reading the procedures for a city initiated public hearing, Mayor Davis opened the hearing at 5:05 p.m.

Public Works Director Alan Soderling presented two proposed code amendments for public hearing:

1. Section 7-2-15: Surface Restoration Code

The proposed amendment replaces the existing surface restoration code with a new policy that Council members reviewed at the previous meeting. Most of the current code language is removed, and the revised section will simply reference the new policy, which is scheduled for adoption by resolution later in the meeting. Staff noted that the update is largely administrative, intended to align the code with the new policy framework, and invited questions while emphasizing that no major substantive changes are included beyond this restructuring.

2. Parking Regulations Update

This amendment expands the City's authority to tow vehicles beyond the previous limitation of snow-plowing situations. The updated language allows towing for a wider range of public-service activities, including construction, right-of-way work, underground utility maintenance, and public-sanctioned events. It also clarifies that enforcement officials may remove any vehicle or major recreational equipment parked in violation of the section from streets, alleys, parking lots, or parks. These updates implement direction previously provided by the Council.

COUNCIL QUESTIONS:

Council members asked how towing fees would be collected under the new authority. Staff explained that the City would contract with a towing company, which would collect fees directly from vehicle owners, with the City only receiving revenue in the form of citations when applicable.

Council also inquired about enforcement procedures, including who determines when a vehicle should be towed and how illegal parking is handled. Staff clarified that enforcement may involve the sheriff's office for illegal parking, while vehicles obstructing construction or snow removal would be relocated by the City after notices are provided to property owners.

Questions were also raised about communication between snowplow operators and City staff, with staff noting that snowplow equipment and certain department vehicles are radio-equipped while others rely on cell phones. Council further asked how residents should report long-term illegally parked vehicles, and staff confirmed that residents may contact the sheriff's office directly to initiate tagging and potential removal.

Finally, council members sought confirmation that towing fees would be governed by a contract to prevent arbitrary charges, and staff affirmed that a future contract, subject to council review and approval, would set those fee parameters.

No public comment

Mayor Davis closed the hearing at 5:13 p.m.

4. UNFINISHED BUSINESS

A. **ACTION ITEM** Ordinance Amending Title 7, Section 7-2-15 Surface Restoration and Title 6, Section 6-1-3 Parking Enforcement

MOTION: Council President DePriest moved to read the ordinance by title only suspending the rule of reading it in full on three separate dates and to approve the first reading. Council Member Roetter provided the second.

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

The motion was approved by a unanimous vote in favor.

Mayor Davis read the ordinance by title only.

MOTION: Council Member Roetter moved to adopt the ordinance on having pass its first reading by title only and that it be published by summary incorporating the title as the core of the summary upon passage. Council President DePriest provided the second.

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

The motion was approved by a unanimous vote in favor.

B. **ACTION ITEM** Resolution Adopting the City of Hayden Pavement Cut Policy as the Standard for Restoration of Surface Cuts in Public Rights-of-Way

Mr. Soderling explained that the resolution would adopt the City of Hayden’s pavement cut policy as the new standard for restoring surface cuts in public rights-of-way. The update is needed because the number of roadway cuts has increased significantly with ongoing utility work, and these cuts create long-term maintenance issues for city-funded streets.

Staff described what a “cut” is for the public’s benefit and explained how utility providers regularly trench into roads for installations or repairs. The new policy aims to minimize the number of cuts, improve the quality of restoration, and extend warranty periods to reduce long-term costs for the City. Key improvements include requiring one larger patch instead of multiple smaller patches and eliminating practices like overcuts that accelerate pavement deterioration.

The policy is based on regional standards used by Coeur d'Alene and local utilities but simplified to fit Hayden's staffing capacity. Staff also identified a minor correction needed in the document and clarified that the policy provides a three-year warranty on restored surfaces. Overall, the policy is intended to deliver better long-term pavement performance and more consistent expectations for utility companies working in city streets.

MOTION: Council President DePriest moved to approve the resolution adopting the Pavement Cut Policy, as amended. Council member Roetter provided the second.

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

The motion was approved by a unanimous vote in favor.

C. **ACTION ITEM** Honeysuckle Beach Lake Host Proposal by Hayden Lake Watershed Improvement District and Hayden Lake Watershed Association
Council heard a proposal from the Hayden Lake Watershed Improvement District and the Hayden Lake Watershed Association requesting \$5,000 to support a pilot lake-host program at Honeysuckle Beach, intended to provide inspections and education to prevent aquatic invasive species.

Council members asked detailed questions about how inspections would operate during heavy traffic, staffing levels, signage, hours of coverage, and how enforcement or voluntary compliance would work. The applicant explained that the program would be educational, not enforcement-based; inspections would focus on out-of-state boats; operations would adjust based on risk and available funding; and no decontamination would occur onsite. Council also questioned why the City should help fund the program given existing state inspection stations, the watershed district's taxing authority, and tight City budget conditions. It was stated that any financial contribution would need to be prioritized within an already strained budget and that developing success metrics and an agreement would require additional effort. After considerable discussion, the consensus of the council was to allow the use of Honeysuckle Beach for the program but not to provide City funding, with the understanding that the lake-host project could still operate with reduced hours or season length based on other funding sources.

MOTION: Council President DePriest moved to direct staff to develop a Memorandum of Understanding with the Hayden Lake Watershed Improvement District for participation of the Lake Host at the facility for the summer months. Council Member Roetter provided the second.

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

The motion was approved by a unanimous vote in favor.

5. NEW BUSINESS

A. ACTION ITEM Fiscal Year 2025 Annual Audit

Auditor Toni Hackwith of Alpine Summit CPAs presented the City of Hayden’s fiscal year 2025 audit, reporting an unmodified, or clean, audit opinion.

She reviewed governmental fund results, noting that the general fund’s assets increased to \$15 million, liabilities decreased by about \$190,000, and unassigned fund balance grew from \$11.7 million to \$14 million, reflecting strong financial capacity. Revenues in the general fund decreased slightly from the prior year, with higher grant income offset by lower license and permit revenues and reduced investment gains, while expenditures increased by about \$481,000 due to professional services, software purchases, and wage adjustments.

Ms. Hackwith explained several special items, including reimbursement activity related to the Ramsey Road project and Hayden Urban Renewal Agency participation in projects. She also summarized the sewer fund, where assets rose to \$37.5 million, liabilities increased largely due to developer advances, and both operating revenues and expenses decreased compared to 2024 due to capacity sales and contractual service variations.

Significant year-to-year changes in non-operating revenues and capital contributions reflected the timing of grants and project funding. The audit included one finding requiring a restatement to properly classify developer contributions as liabilities rather than revenue, with no compliance issues identified. Ms. Hackwith concluded by reviewing financial statement footnotes and internal control reporting and answered council member’s clarifying.

MOTION: Council President DePriest moved to approve the Fiscal Year 2025 Annual Audit. Council Member Erickson provided the second.

ROLL CALL VOTE:

Council Member Roetter	Yes
Council Member Shafer	Yes
Council Member Erickson	Yes
Council President DePriest	Yes

The motion was approved by a unanimous vote in favor.

i. ACTION ITEM Approval of Audited Fiscal Year 2025 4th Quarter Financial Statement

City Administrator Lisa Ailport explained that once the council approves the annual financial report, Idaho law requires the City to publish fourth-quarter financial statements within 30 days. To meet that requirement, staff asked the council to approve the fourth-quarter financial statement immediately following acceptance of the annual report so it can be posted on the City’s website. In past years these actions occurred separately, but the City is now completing them together for efficiency.

MOTION: Council President DePriest moved to approve the Audited Fiscal Year 2025 4th Quarter Financial Statement. Council Member Roetter provided the second.

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

The motion was approved by a unanimous vote in favor.

B. **ACTION ITEM** Appeal of Staff's Determination - Bettis Addition Minor Subdivision Expiration

Council considered an appeal of staff's determination that the Bettis Edition minor subdivision approval had expired. The applicant requested that the City stay the expiration, explaining that substantial infrastructure, sewer, water, and grading, was already installed, that prior plans had been approved, and that delays were caused in part by the property owner's medical issues.

Staff explained that the plat expired on May 28, 2025, after the applicant failed to request and pay for a final one-year extension, despite multiple notices, and that portions of the work completed after earlier inspections had not been reviewed under current codes. Staff emphasized that the council's role was not to renegotiate requirements but to determine whether staff correctly applied the code. After extensive questioning about infrastructure, inspection history, risk to the City, code consistency, and the breakdown in communication regarding the unpaid fee, council deliberated on whether extending the approval would create precedent.

Ultimately, the majority expressed support for Option 1, granting a one-year extension conditioned on resubmittal of construction plans for compliance with current standards, recognizing both the applicant's investment and the need to protect the City's infrastructure and processes.

MOTION: Council President DePriest moved to grant an exclusive extension to Bettis Edition minor subdivision with the condition that they shall submit construction plans within 45 days of this decision for staff review and approval to current codes and standards and the construction work identified on the approved plan shall be completed within one year of the construction plan reapproval. Council Member Shafer provided the second.

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

The motion was approved by a unanimous vote in favor.

C. **ACTION ITEM** J2020-0884 Daugharty Commerce Park (formerly Atlas Park) Subdivision Extension of Preliminary Plat Request

Council reviewed a routine request from the applicant for a one-year extension of the preliminary plat approval for the phased Daugharty Commerce Park subdivision, formerly Atlas Park. Staff explained that Phase 1 was completed within the original five-year period and that the applicant had initially sought a three-year extension, but code only allows one year, so the request was amended accordingly. The application for extension was submitted in early April, before the May 14 expiration

and was therefore timely. Staff also noted the desire to align extensions to December dates for consistency with construction seasons, recommending extending approval to December 2027. Council had no questions for the applicant, and staff confirmed no fee is required for this type of extension.

MOTIONL Council Member Roetter moved to approve the preliminary plat extension to December 31, 2027. Council President DePriest provided the second.

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

The motion was approved by a unanimous vote in favor.

D. **ACTION ITEM** Proposed Amendments to Hayden City Code Titles 2, 4, and 7
Staff presented high-level proposed amendments to Titles 2, 4, and 7 of the Hayden City Code and requested council direction on bringing the updates forward for a formal public hearing.

Title 2 includes a simple terminology update required by state law, changing "area of city impact" to "area of impact."

Title 4, the nuisance code, was discussed in depth due to ongoing challenges with enforcement. Staff described the current, time-consuming process for handling nuisance complaints and noted that the code lacks clarity, has limited enforcement tools, and often fails to produce long-term compliance. Staff and legal counsel outlined potential revisions aimed at improving efficiency, creating stronger mechanisms for abatement, and focusing on behavior modification rather than misdemeanor charges, which prosecutors rarely pursue. Council discussed concerns about recurring violations, resource demands, and the need for clearer procedures, including possible contractual abatement options and stronger consequences for repeat offenders.

Title 7 amendments primarily update sections to match current public works standards and practices.

Council expressed general support for the concepts presented, and staff noted that Titles 8 and 9 will be brought forward soon, after which a formal public hearing notice will be prepared.

MOTION: Council Member Erickson moved to direct staff to bring changes forward to a public hearing of the city council regarding the proposed amendments to Hayden City Code Titles 2, 4, and 7.

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

The motion was approved by a unanimous vote in favor.

6. REPORTS

A. City Administrator Report and Calendar Review

Ms. Ailport briefed the council on ongoing financial reporting improvements, explaining that beginning each month they will provide near-final financial statements for the prior month to help track revenue, expenses, and fund balances, with the understanding that figures may change after the annual audit. Staff invited feedback, noting the new visual reporting format developed to help council better interpret financial trends.

An update was also provided on the Matrix consulting process for law-enforcement service evaluation: the consultant has supplied a project timeline, and staff is working to finalize dates for public open-house sessions tentatively scheduled for June 11 and June 13 to gather community input through informational stations and direct engagement. Staff confirmed that Matrix has begun coordinating with the Sheriff’s Office to obtain available data.

Finally, council was informed that a draft comprehensive financial policy, including a new reserve fund policy, will be presented on May 28 as part of the budget process, consolidating existing fiscal guidance into a single document.

B. Law Enforcement

None

C. Mayor/Council

No Reports

7. REQUEST FOR FUTURE AGENDA ITEMS

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

A. Idaho Code 74-206(1)(c) To acquire an interest in real property which is not owned by a public agency

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

MOTION: Council Member Roetter moved to enter executive session. Council President DePriest provided the second.

ROLL CALL VOTE:

Council Member Shafer	Yes
Council Member Erickson	Yes
Council President DePriest	Yes
Council Member Roetter	Yes

The motion was approved by a unanimous vote in favor and the meeting entered executive session at 8:04 p.m.

MOTION: Council Member Shafer moved to exit executive session. Council President DePriest provided the second.

ROLL CALL VOTE:

Council Member Roetter	Yes
Council Member Erickson	Yes

Council President DePriest Yes
Council Member Shafer Yes

The motion was approved by a unanimous vote in favor and the meeting exited executive session at 8:20 p.m.

9. ADJOURNMENT

The meeting was adjourned at 8:20 p.m.

Abbi Sanchez, City Clerk

Alan Davis, Mayor