

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

Tuesday, November 18, 2025

Regular Meeting: 5:00 PM

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

CALL TO ORDER

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

ROLL CALL OF COUNCIL MEMBERS

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

PLEDGE OF ALLEGIANCE

Mayor Davis asked Council President Roetter to lead the pledge of allegiance.

ADDITIONS OR CORRECTIONS

1. **CONSENT CALENDAR** *All items on the Consent Calendar are Action Items*
 - A. Approval of October 28, 2025 City Council Meeting Minutes
 - B. Approval of November 3, 2025 Special City Council Meeting Minutes
 - C. Approval of Professional Services Agreement with Environment Control for Janitorial Services
 - D. Approval to Engage with Alpine Summit CPAs for Fiscal Year 2025 Audit
 - E. Approval of 2026 CdA School District 271 - City of Hayden Facilities Agreement
 - F. Approval of the Deferred Improvement Agreement with Family Motor Co, Inc.
 - G. Approval of Interstate Concrete & Asphalt Company Change Order No. 4 for the Ramsey Road Extension Project
 - H. Bills for Payment

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

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

2. **VISITOR/PUBLIC COMMENT** (3-minutes maximum)
None

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

A. 2045 Comprehensive Plan Update

After reading the procedures for a city-initiated public hearing, Mayor Davis opened the meeting at 5:03 p.m.

STAFF: Community Development Director Donna Phillips explained that the City of Hayden is concluding a multi-year process to update its Comprehensive Plan to the year 2045. The update is necessary because the previous plan, adopted in 2020, must evolve with changing conditions and meet Idaho State Code requirements, which now include 18 mandated planning elements.

The plan serves as a long-range guide for land use decisions, infrastructure planning, zoning considerations, and community vision. Staff reviewed the updated vision—emphasizing responsible growth, diverse housing options, support for small businesses, protection of natural resources, and maintaining the community’s character—and noted its alignment with previous goals. The presentation outlined the extensive public process since 2023, including surveys, workshops, open houses, consultant review, and coordination through 2025. Major updates include revised demographics showing an aging population and slower projected growth, updated land use designations and a new future land use map, adjustments to the area of impact, recognition of airport compatibility zones, and updated housing, economic, and transportation data.

The plan also incorporates updated parks, utilities, environmental information, local service descriptions, and a reorganized implementation appendix with 27 action items. Staff highlighted ongoing challenges such as housing affordability, limited vacancies, and the imbalance between residents who live and work in Hayden. The document includes updated maps, policies, and cross-references to ensure consistent long-range planning.

The Planning and Zoning Commission recommended approval, notices were properly issued, and the Council was invited to approve, continue, or deny the updated Comprehensive Plan.

QUESTIONS:

Council members asked whether the citizen survey can now be referenced during deliberations. Staff clarified that the survey is included in the Comprehensive Plan as a summary with a link to the full digital version. It may be used as supporting information, but not as a sole basis for approving or denying an application, findings must rely on the cumulative standards of approval.

Questions were also raised about inaccuracies in the environmentally sensitive areas map. Staff explained that the City relies on data from outside agencies, and since updated mapping has not been provided by the County or the all-hazards mitigation team, the City had to use the most recent available version, even though it is outdated.

In reference to Appendix A (implementation actions) it was asked whether it can be updated after adopting the plan. Staff confirmed that Appendix A can be revisited and revised in collaboration with the Planning & Zoning Commission after approval, consistent with the plan being a “living document.”

Another concern involved whether adoption of the updated plan would trigger citywide zone changes, as occurred after the adoption of the current plan. Staff clarified that no automatic zone changes will occur with this update, and any future zoning amendments would be a decision of the City Council, not staff. It was also clarified that the new “mixed commercial” designation is a land use category, not a zoning

district. Properties within this land use area currently retain their existing zoning. Property owners will need to independently apply for a zone map amendment if they wish to change to a zone that aligns with mixed-use or commercial development. The map shows that mixed commercial areas are generally located west of Highway 95.

PUBLIC COMMENT – None

Mayor Davis closed the public hearing at 5:42 p.m.

B. First Amendment to the Hayden Urban Renewal Capital Development Plan Hayden Urban Renewal Project of the Urban Renewal Agency of Hayden, Idaho

Mayor Davis opened the hearing at 5:43 p.m.

Meghan Conrad Attorney with Elam and Burke provided an overview and timeline of the amendment process.

Ms. Conrad explained that the amendment's primary purpose is to add 19.225 acres ("nodes") along key intersections on Government Way to the existing 720-acre urban renewal area. The added areas would allow the use of revenue allocation funds to improve traffic flow, enhance safety, and support planned public improvements. The amendment also updates project lists and brings the plan into compliance with statutory changes.

She summarized the constraints guiding the amendment, including the 10% value and 10% geographic limits, and confirmed the amendment falls well within both. The amendment does not extend the district's 2029 termination date (with final revenue received in 2030). Fire and ambulance districts must consent to be included in the new area, but lack of consent would only have a minor effect on projected revenues.

Ms. Conrad walked through the timeline of the two-year planning process, beginning in early 2024 with identification of amendment areas, followed by eligibility reports, drafting, extensive public meetings, and the formal review steps required by Idaho Code. All overlapping taxing districts were notified at least 30 days in advance of the hearing.

An overview of the economic feasibility study showed total projected revenue of about \$6.2 million through the end of the district, with the amendment area contributing a small portion. The agency's existing funds and projected revenues support a \$9.1 million project list, including improvements to the Civic Center, McIntire Family Park, and several major intersections.

Ms. Conrad noted that additional projects could be reprioritized based on funding availability, development activity, or grant opportunities. The feasibility study concludes that the overall project list is achievable within the remaining life of the district.

She closed by outlining next steps if Council adopts the ordinance, publication, recordation, and notifications that must be completed before December 31, 2025, in order to establish a January 1, 2025 base year for the amendment area.

QUESTIONS: Council Member White asked whether the Civic Center, City Hall, and McIntire Family Park, listed for nearly \$8 million in future improvements, were already within the existing urban renewal district, and staff confirmed that they are, meaning

the proposed expansion does not affect those properties. Council Member White then expressed concern that the project list appeared to shift focus away from the originally discussed road and intersection improvements and toward other “legacy” projects, questioning whether urban renewal would be funding these items entirely and whether priorities had changed.

Staff and legal counsel explained that the broader project list is required by recent legislation and is part of demonstrating the district’s financial feasibility, not a final commitment to fund every item. They also clarified that the expansion itself is primarily to make the targeted intersections eligible for urban renewal investment, because URA legal counsel previously advised that funds cannot be spent at an intersection unless all parcels touching it are within the district boundary. The remainder of the list reflects eligible projects within the existing district and is intended to provide transparency about how remaining district funds might be used. Staff emphasized that actual project funding decisions will occur later and may involve partnerships or partial funding rather than relying solely on urban renewal dollars.

PUBLIC COMMENT
None

Mayor Davis closed the hearing at 6:10 p.m.

4. NEW BUSINESS

A. **ACTION ITEM** Fiscal Year 2024 Financial Audit

Toni Hackwith of Alpine Summit CPAs, presented the Fiscal Year 2024 financial audit results. She reported that the City received a clean, unmodified opinion on its financial statements, meaning they were found to be materially correct. The required report on internal controls and compliance was also clean, with the exception of one compliance finding related to a late report submission to the state, an issue attributed to staffing turnover and expected to be resolved going forward. Because the City expended more than \$750,000 in federal funds, a single audit was also performed, with no findings. Ms. Hackwith highlighted several financial trends, noting that governmental fund assets increased to nearly \$13 million, while the general fund balance rose from \$8.8 million to \$11.7 million, largely due to growth in property tax revenues, building permits, and investment income. Expenditures increased by about \$1 million, mainly from higher public safety contract costs and road maintenance work.

In the sewer funds, cash increased by \$11.1 million due to rate increases, development activity, and capital contributions for the H-6 lift station. Capital assets also grew with Phase 1 and 2 project work, and the fund recorded significant non-operating revenues, including a \$2 million ARPA grant and \$10 million in developer contributions. Overall, the sewer fund’s net position increased by \$15.4 million. After summarizing the audit and financial highlights, the auditor invited questions, and council expressed appreciation for the progress made in stabilizing the City’s financial operations.

MOTION: Council Member DePriest motioned to accept the Fiscal Year 2025 Audit. Council President Roetter provided the second.

ROLL CALL VOTE:

Council Member Shafer	Yes
Council Member White	Yes

Council President Roetter	Yes
Council Member DePriest	Yes

The motion was approved by a unanimous vote in favor.

B. **ACTION ITEM** Ordinance Amending the Capital Development Plan and Revenue Allocation Area for the Hayden Urban Renewal District

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

ROLL CALL VOTE:	
Council Member Shafer	Yes
Council Member White	No
Council Member DePriest	Yes
Council President Roetter	Yes

The motion was approved by a majority vote in favor.

Mayor Davis read the ordinance by title only.

MOTION: Council Member DePriest moved to adopt the ordinance having passed its first reading by Title only and published by summary incorporating the Title as a core of the summary upon passage. Council President Roetter provided the second.

ROLL CALL VOTE:	
Council Member White	No
Council Member Shafer	Yes
Council President Roetter	Yes
Council Member DePriest	Yes

The motion was approved by a majority vote in favor.

C. **ACTION ITEM** PZE-0090 Marks Ranch Right-of-Way Vacation Ordinance

MOTION: Council President Roetter moved to allow the ordinance to be read by title only, to suspend a rule of reading in full on three separate dates and approve the first reading. Council Member Shafer provided the second.

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

The motion was approved by a unanimous vote in favor.

Mayor Davis read the ordinance by title only.

MOTION: Council Member DePriest moved to adopt the ordinance having passed its first reading by Title only and published by summary incorporating the Title as a core of the summary upon passage. Council President Roetter provided the second.

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

The motion was approved by a unanimous vote in favor.

D. **ACTION ITEM** Resolution Adopting 2045 Comprehensive Plan Update

MOTION: Council Member DePriest motioned to approve the resolution adopting the 2045 Comprehensive Plan update. Council President Roetter provided the second.

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

The motion was approved by a unanimous vote in favor.

5. REPORTS

A. City Administrator Report and Calendar Review

City Administrator Lisa Ailport provided updates on departmental reports and noted availability for additional questions. She offered further explanation on the area of impact (AOI) update, stating that the County's process has been delayed due to noticing errors in its combined public hearing for all AOI ordinances. As a result, full plan adoption is expected in mid-January, although there may still be progress on approving the required ACI map before the end of the year.

A question was raised regarding public comments from the Hayden Lake Watershed Association. Staff clarified that the map referenced had been reviewed by the Council earlier in the summer and involved three properties east of Lower Hayden Lake Road. Concerns about potential future development were noted, but staff emphasized that existing restrictions remain in place, annexation requests must come from property owners, and ACI placement does not obligate development.

The Council then discussed scheduling the year-end bill-pay meeting, which is needed to process final invoices and potentially hold a public hearing. After reviewing availability and noticing requirements, the Council agreed to hold the meeting on December 19 at 5:00 p.m.

B. Law Enforcement

Kootenai County Sheriff's Office Lt. Sifford presented the October law enforcement report, noting an increase in police-initiated activity (936 in October vs. 789 in September). Earlier fluctuations were due to discontinuing "directed patrol" call entries, though deputies continued the same level of patrol work. He highlighted rising trends in aggravated assaults, simple assaults, and thefts, with 15 aggravated assaults year-to-date, already exceeding previous years. October's single aggravated assault stemmed from a road-rage incident involving a juvenile displaying a BB gun. Agency assists, such as deputies backing up Idaho State Police on traffic stops, appear in the police-initiated totals. October also reflected 85 citations and 14 crashes, possibly influenced by targeted traffic emphasis areas. Priority 1 response times increased, though specific causes are unclear due to ongoing challenges with

accurately tracking multi-deputy responses. Mental-health-related calls continue to climb and are now a major driver of call volume. The council expressed appreciation for the deputies' continued service.

C. Mayor/Council

Council Member White reported on attending the regularly scheduled Airport Board meeting on November 12th, noting that this conflicted with the special city council meeting held the same day. The board discussed several operational topics, including snow removal, and announced that the airport control tower will transition to year-round operations, staffed daily from 7:00 a.m. to 5:00 p.m.

6. REQUEST FOR FUTURE AGENDA ITEMS

None

Mayor Davis called for a recess at 6:44 p.m.

Mayor Davis called the meeting back to order at 6:53 p.m.

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

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

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

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor. The meeting entered executive session at 6:53 p.m.

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

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor. The meeting returned to regular session at 7:49 p.m.

8. ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

Abbi Sanchez, City Clerk

Alan Davis, Mayor