

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

Tuesday, October 7, 2025

Special Meeting: 4:00 PM

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

**CALL TO ORDER**

The meeting was called to order at 4:02 PM.

**ROLL CALL OF COUNCIL MEMBERS**

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

**1. UNFINISHED BUSINESS**

A. **ACTION ITEM** Change Order No. 03 with Interstate Concrete & Asphalt Co. for Ramsey Rd./Lancaster Rd. Roundabout Revisions

MOTION: Council President Roetter motioned to approve Interstate Concrete & Asphalt Co. Change Order 3 for Ramsey/Lancaster Roundabout. Council Member White provided the second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

**B. Hayden Urban Renewal District Revenue Allocation Area Expansion Update**

City Administrator Lisa Ailport provided an update to the City Council on the Hayden Urban Renewal Agency (HURA) revenue allocation area expansion, which aims to enable road investments along Government Way, particularly at intersections that could not previously be improved because some adjacent properties were outside the existing district boundaries.

She began by noting that the process originated in March 2024, when the Council authorized staff to begin the expansion and engage consultants Megan Conrad, legal counsel, and Alivia Metts, who prepared the eligibility and economic feasibility studies. Between March and September 2024, Alivia completed the eligibility report, which the Council adopted in September 2024, setting the stage for the development of the plan amendment and feasibility analysis. The economic feasibility study was completed in January 2025, followed by HURA's detailed work on the plan amendment through the spring and summer. On September 8, 2025, HURA approved a resolution amending the capital plan and forwarded it to City staff and the Planning and Zoning Commission, which found the plan to be generally consistent with the City's comprehensive plan during its October 6, 2025 meeting.

Ms. Ailport explained that the Council's current task was to consider whether to authorize publication of the public hearing notice for the proposed plan amendment. The hearing is tentatively scheduled for November 18, 2025, with publication expected October 17 and October 31. She noted that the publication process is lengthy and relatively costly, and the Council's authorization ensures that the process proceeds appropriately.

The plan amendment follows the same legal process as establishing a new urban renewal district but does not extend the district's existing term, which remains set to expire in 2029, with the final year of revenue occurring in 2030. State law limits the size of any expansion to no more than 10% of the city's total area. The proposed expansion adds five areas totaling about 19 acres, reduced from six originally proposed, all located near intersections along Government Way.

The amendment is expected to generate approximately \$19,000 in total revenue between now and 2030, around \$7,000 per year, but the inclusion of these parcels will make it legally possible for HURA to invest its broader funding in critical intersection and roadway improvements. The total estimated district revenue through 2030 is approximately \$6.2 million. Identified projects include the development of the Civic Center at Government Way and Orchard Avenue, City Hall and McIntire Park improvements, and intersection and road improvements along Government Way, with flexibility to fund additional projects if revenues exceed estimates.

Ms. Ailport concluded by outlining the Council's options:

1. Authorize publication of the plan amendment public hearing notice for November 18, 2025.
2. Continue the item to a future date to allow time for additional information.
3. Remand the plan back to HURA for further revision if needed.

Council discussed the estimated cost of publishing the public hearing notice, which staff projected to be between \$1,000 and \$2,000 due to the length of the notice and the legal requirement to publish it in full rather than as a summary. Ms. Conrad explained that the notice was intentionally detailed to provide transparency and included information about the existing district base, maps, legal descriptions, and funding details for the proposed amendment area.

Council Member White raised concerns about the timing of the meeting, noting that it was being held outside a regular Council meeting time. Staff explained that the schedule was designed to meet end-of-year deadlines while providing Council Members with the same amount of review time they would typically have. It was also clarified that this action was only to authorize publication of the hearing notice, not to approve the district expansion, and that the public would have opportunities to comment before any final decision.

Council Member White raised questions regarding newly added projects in the HURA plan, such as the Civic Center and park improvements, which were not included in earlier discussions. She expressed concern about long-term financial responsibilities for such facilities and emphasized a preference for prioritizing road and intersection improvements. Staff and legal counsel clarified that the project list functions as a "wish list," allowing flexibility to fund projects if resources permit.

Additional questions addressed the anticipated \$19,000 in new revenue expected from the proposed expansion, the statutory limits on area and valuation, and the use or reallocation of unspent funds if the district were to close before all projects are completed. Staff and legal counsel explained that unused funds would generally return to overlapping taxing districts unless obligated to approved projects. The feasibility of completing intersection projects within the district's timeframe was discussed.

Council expressed a desire for HURA funds to be allocated to needed intersection improvements within the proposed expanded areas. The importance of transparency, fiscal responsibility, and alignment with the City's priorities was emphasized. It was noted that while the expansion would enable key infrastructure work, further clarification on project management, funding commitments, and coordination with the City would occur at the time of project initiation.

C. **ACTION ITEM** Publication of Public Hearing Notice for Consideration of First Amendment to the Hayden Urban Renewal Capital Improvement Plan

MOTION: Council Member DePriest motioned to approve publication of the public hearing notice for consideration of the First Amendment to the Hayden Urban Renewal Capital Improvement Plan. Council Member Roetter provided the second.

During discussion on the motion, Council Member White stated she would vote no, expressing concern that the decision was moving too quickly, the public had not had adequate time to review it, and that the expansion's focus and costs required further review and discussion.

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.

## **2. ADJOURNMENT**

The meeting was adjourned at 4:47 p.m.