

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

Tuesday, May 26, 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 5:02 PM.

ROLL CALL OF COUNCIL MEMBERS

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

PLEDGE OF ALLEGIANCE

Mayor Davis asked City Clerk Abbi Sanchez to lead the pledge of allegiance.

ADDITIONS OR CORRECTIONS

No action was taken to amend the agenda, as presented.

1. PRESENTATION

The Hayden Historic Preservation Commission presented its annual Historic Preservation Award as part of National Historic Preservation Month. Vice-Chair Bill Brizee thanked community members for their submissions and announced the 2026 award recipient: the Armory Outpost on Government Way. He highlighted that the building's log-style cabin façade has remained largely unchanged despite multiple ownership changes, preserving its historic character.

The award's handcrafted frame was made by former Mayor Scott Forssell using century-old barnwood from the Lake City Dairy. This is the second year the commission has given the award; last year's went to the City of Hayden for preserving the Stoddard Farm and converting it into a city park. The commission intends to continue making this an annual tradition and encourages more community submissions.

Council Members and the Mayor expressed appreciation for the Armory Outpost, noting the building dates back to 1919.

A. 2026 Arbor Day Sticker Contest Award Winners Presentation

The council recognized the 2026 Arbor Day Sticker Contest winners. Third place went to Kylie Wallick, second place went to Suvi Kokkonen, and the grand prize winner was Rebecca Finney. Kylie and Rebecca were present to receive their prizes.

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

- A. Approval of April 30, 2026 Special City Council Meeting Minutes
- B. Approval of May 1, 2026 Joint City Council and Hayden Urban Renewal Agency Board Meeting Minutes
- C. Approval of May 12, 2026 City Council Meeting Minutes
- D. Approval of Shelley Holloway's Nomination to Veterans Commission
- E. Approval of Ronald Duell's Nomination to the Parks, Recreation and Community Forestry Commission
- F. Approval of 2026 Hayden Days Entertainment Agreement with Kelly Hughes

- G. Approval of the Deferred Improvement Agreement with Nathan C. Bemis
- H. Approval of Notice of Award to American Road Maintenance for the 2026 Chip Seal Project
- I. Approval of PZE-25-0080 Sycamore Valley Subdivision Preliminary Plat Written Decision
- J. Ratification of Bills Paid
- K. Approval of Bills for Payment

MOTION: Council Member Shafer moved to approve the consent calendar as read and recused from voting on Item 2I. Council Member Roetter provided the second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

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

None

4. COMMISSION REPORT

A. Parks, Recreation and Community Forestry Commission

Vice-Chair Helen Paris reported on the work of the Parks, Recreation, and Community Forestry Commission, which meets monthly to advise the mayor and council. The commission recently added a new member and still has one vacancy. She outlined several active subcommittees: reviewing city code to ensure alignment with commission duties, exploring potential locations for future pickleball courts, evaluating park signage and website usability, and developing bike route maps and long-term connectivity goals. Commissioners also participated in the planning for the Master McIntire Family Park plan and emphasized balancing community needs, including baseball facilities.

Ms. Paris highlighted recent and upcoming community events supported by the commission and staff, including Arbor Day activities, the kite festival, and an upcoming bike rodeo. She also noted ongoing work related to Hayden Days and the search for a new beer garden. After her report, council members briefly discussed bike connectivity and beer and wine vendor opportunities with Hayden Days.

5. NEW BUSINESS

A. ACTION ITEM J2021-0114 Mark's Ranch Subdivision Extension of Preliminary Plat Request

The council reviewed a request for an extension of the preliminary plat for the Mark's Ranch subdivision. The applicant cited causes for delay and noted that remaining phases would be completed as a single final phase. Council members found the request straightforward, with one question raised about whether outstanding issues related to the subdivision were being handled separately. Staff confirmed that those matters are being addressed independently.

MOTION: Council President DePriest motioned to approve J2021-0114 Mark's Ranch Subdivision Extension of Preliminary Plat to 12/31/2027. 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.

B. ACTION ITEM McIntire Family Park Master Park Plan Presentation

Architects West presented the draft master plan for McIntire Family Park, summarizing six months of community engagement, stakeholder interviews, and design development. The process included a steering committee, multiple public outreach methods, nearly 300 survey responses, and two public concept alternatives before arriving at a preferred plan.

Key community priorities included improved access and parking, a strong community gathering space, flexible areas for events, a walking path loop, expanded playground options, multi-use courts, and more passive recreation opportunities. Baseball use was acknowledged and it was noted that while the existing field is not ideal, users mainly want assurance that baseball has a place somewhere in the city. Council will address potential relocation of the baseball field separately.

The proposed plan includes new parking off Honeysuckle Avenue, a band shell, food-truck corridor, multi-use play zones, natural play features, pathways, upgraded restrooms, picnic shelters, and improved year-round usability. The design is structured in two phases: Phase 1 focuses on access, infrastructure, parking, and the band shell; Phase 2 completes the recreational amenities. Estimated costs reflect 2027 dollars.

Council discussed park access, community feedback, liability considerations, funding, and future planning for baseball facilities. Overall, council members expressed strong support for the plan and appreciation for the comprehensive process and public engagement.

i. ACTION ITEM Consider Resolution to Adopt the McIntire Family Park Master Park Plan into the 2040 Parks Master Plan

The council considered a resolution to adopt the McIntire Family Park Master Plan as an addendum to the 2040 Parks Master Plan. Staff explained that adopting the plan by resolution formally incorporates it into the city's long-term parks planning framework, ensuring continuity of vision for the park even if construction extends beyond the current council's term.

MOTION: Council Member Erickson moved to approve the resolution adopting the master plan for McIntire Family Park into the 2040 Parks Master Plan. Council Member Shafer provided the second.

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

The motion was approved by a unanimous vote in favor.

C. **ACTION ITEM** Consider the Budget Agreement Addendum to Hayden Area Regional Sewer Board Reopened FY25-26 Budget, Presented by Hayden Lake Sewer District

The council reviewed a request from the Hayden Area Regional Sewer Board (HARSB) to support reopening its FY 2025–26 budget. Staff explained that under the joint powers agreement, HARSB must obtain approval from all participating entities before modifying its budget. The proposed addendum—requested by the Hayden Lake Sewer District—includes four specific budget adjustments.

Council members asked for clarification on the purpose of the changes and the background behind the request. Staff and the city’s HARBS representative explained that the amendments are necessary for ongoing infrastructure needs and that withholding approval would jeopardize HARSB ability to operate responsibly. Although the unanimous-vote requirement effectively forces approval, staff confirmed the proposed changes are routine, necessary, and do not harm the city’s legal position.

With those explanations, council members indicated they understood and had no further questions.

MOTION: Council Member Shafer moved to approve the budget agreement addendum by the Hayden Lake Sewer District and authorize the Mayor to sign the addendum. 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.

D. **ACTION ITEM** Resolution to Amend the FY2025-2026 Hayden Area Regional Sewer Board Budget

The council next considered a resolution to approve the amended FY 2025–26 budget for the Hayden Area Regional Sewer Board. Staff explained that adopting the resolution would formally authorize the amended budget, which the city would then forward to HARSB. Once all participating entities approve it, HARSB can proceed with publishing notice for a public hearing and officially reopening the budget.

MOTION: Council Member Roetter moved to approve the resolution to adopt the proposed amended fiscal year 2025-2026 annual budget for the Hayden Area Regional Sewer Board. 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.

E. **ACTION ITEM** *Come Together* Bench Project Art Designs

The Arts Commission issued an open call for artists to submit designs to be painted on the nine benches of the *Come Together* Bench Project. Nine design submissions were received from six artists. The Arts Commission selected eight designs for the project with the commission submitting a design of their own for the ninth bench. The council was asked to approve both the designs and funding for painting five of the benches while the commission continues to seek donations.

MOTION: Council President DePriest motioned to approve the art designs and funding the cost to paint five of the nine benches. Council Member Shafer provided the second.

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

The motion was approved by a unanimous vote in favor.

During discussion after the vote, it became apparent that some council members believed they were only approving the designs, not funding. Clarification revealed that:

- Each bench painting costs \$2,500 (artist fee + supplies), for a total of \$12,500 for five benches.
- The Arts Commission has secured donations for three benches so far and is continuing fundraising.
- They requested temporary city funding to ensure the benches can be painted and installed this summer, with the goal of reimbursing the city as donations come in.
- Council members discussed pursuing reimbursement from the Urban Renewal Agency (HURA), which previously funded the purchase of the benches.
- Despite the confusion, the motion passed to approve both the selected designs and the funding for the five benches.
- Staff confirmed they can proceed with approaching HURA for possible reimbursement, and no motion change was necessary.

Council members noted that future agenda items should be more clearly worded, particularly where funding approval is involved.

F. **ACTION ITEM** New and Unlisted Use: Mobile Food Establishment Request

The council considered a request to allow a mobile food establishment complex at 10264 N Government Way. Because this use is not currently permitted, staff asked whether to begin creating design standards and updating city code. Planning & Zoning Commission unanimously supported exploring this. A previous food truck

pilot program ran in 2019–2021 during the COVID-19 pandemic, which limited its usefulness.

Council discussed economic impacts, tax considerations, and potential benefits such as increased food options and opportunities for new entrepreneurs. A majority expressed interest, so staff will now draft design standards and proposed code updates, which will return through the Planning & Zoning process before coming back to council.

MOTION: Council Member Erickson motioned to approve request to allow for the new and unlisted use of mobile food establishment independent and mobile food establishment complex or complex to City Code 11-2 and to direct staff to draft design standards to bring back to a future meeting. Council Member Shafer provided the second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

6. REPORTS

A. City Administrator Report and Calendar Review

City Administrator Lisa Ailport provided upcoming meeting dates and community engagement opportunities:

- May 28 – Second budget workshop covering the General Fund, Major Capital Fund, and two impact fee funds.
- June 1 – Joint meeting with Hayden Urban Renewal Agency to continue discussions on shared projects and long-term vision.
- June 2 – Public Safety Commission quarterly meeting.
- June 11 – First open-house workshop with the law enforcement consultant (evening session).
- June 12 – Consultant will conduct one-on-one meetings with council members and key stakeholders.
- June 13 – Second open-house workshop (Saturday), repeating the June 11 format to allow broader community attendance.

Ms. Ailport also noted that the Memorial Day event was well attended and successful.

She emphasized the importance of citizen engagement, encouraged council participation in community events.

B. Law Enforcement

Representative is responding to current law enforcement event and unable to attend this meeting. The monthly report for April were provided.

C. Mayor/Council

Mayor Davis noted that a joint City Council and Planning and Zoning Commission meeting has been scheduled for June 15th.

Council Member Shafer shared updates from attending the Society of Freshwater Sciences conference, including that water consumption is not currently depleting supply, but aquifer levels are affected by warmer, drier winters and reduced snowpack, and that tools identifying sensitive aquifer recharge areas continue to evolve. He also noted that all major Kootenai County cities except Hayden have adopted the "critical materials rule," though it remains on Hayden's code-update priority list, with lower urgency due to limited industrial uses and existing paving requirements

Mr. Shafer also highlighted new 2025 state legislation (Idaho Statute 67-6540) affecting broadband and telecom deployment, noting that it is broad, complex, and poses potential compliance risks unless cities update their codes.

Mayor Davis reported launching a series of blog posts breaking down the city's comprehensive plan for public clarity. He also mentioned the June 11th Kratom open house hosted by the County Commissioners, noting continuing public concern and encouraging council attendance.

7. REQUEST FOR FUTURE AGENDA ITEMS

Council Member DePriest proposed holding a town-hall style event to allow residents to engage in open discussion on city issues such as housing, law enforcement, and infrastructure, noting that informal conversations at community events are often limited. This led to an extended discussion about the legal constraints of public meetings, quorum requirements, and the need to properly notice agenda topics. Staff and other council members explained that a full-council town hall could create issues with deliberation and open-meeting laws, while individual or sub-quorum events offer more flexibility and allow council members to speak freely. After considering the challenges of hosting a multi-member forum, Council Member DePriest amended the request, asking instead for a future agenda item exploring how individual council members could use city facilities to host educational sessions for the public. The council reached consensus to place that topic on a future agenda. A separate request was also raised regarding the June 15 joint meeting with Planning & Zoning, suggesting the possibility of involving Kelly Packer [Association of Idaho Cities (AIC) Executive Director] to help clarify the intent behind recent state legislation on starter-home subdivisions; staff noted that statewide interpretation resources are already being compiled through AIC. The conversation concluded with clarification on quorum rules for informal sessions, and no further agenda requests were made.

~~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~~

9. ADJOURNMENT

The meeting was adjourned at 7:13 p.m.

Abbi Sanchez, City Clerk

Alan Davis, Mayor