

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

Tuesday, February 24, 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, Matthew Roetter, and Tom Shafer. David Erickson participated by phone.

PLEDGE OF ALLEGIANCE

Mayor Davis asked Council President DePriest to lead the pledge of allegiance

ADDITIONS OR CORRECTIONS

None

1. PROCLAMATION

A. Commitment to Volunteerism — JustServe

Mayor Davis introduced a proclamation encouraging community volunteerism in partnership with the organization Just Serve. The proclamation emphasizes the importance of compassion, empathy, and community support in strengthening connections among residents. The City of Hayden formally committed to promoting volunteer opportunities by utilizing JustServe.org to help residents easily find ways to get involved, as well as recognizing and celebrating volunteer contributions. Residents were encouraged to participate in a wide range of opportunities, including city projects, park planning input, coaching, community events, and service on city commissions, with a specific need highlighted for a vacancy on the Public Safety Commission.

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

- A. Approval of February 3, 2026 Special City Council Meeting Minutes
- B. Approval of February 10, 2026 City Council Meeting Minutes
- C. Approval of Viking Construction Appeal of Extraordinary Impact Decision for Battleground Subdivision Written Decision
- D. Approval to Re-Appoint Chris Morris to the Planning and Zoning Commission
- E. Approval of 2026 United States Tennis Association Pacific Northwest (USTA/PNW) Contractual Services Agreement
- F. Approval of 2026-2030 Kootenai Girls Softball Association (KGSA) Softball Agreement
- G. Approval of the Construction Improvement Agreement with One Place Church, LLC
- H. Acceptance of the Newton Grant of Easement
- I. Approval of The Bridge Final Plat
- J. Approval of Bills for Payment
- K. Approval of Ratification of Bills Paid

MOTION: Council Member Roetter motioned to approve the consent calendar as presented. 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.

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

Lorelle Cardenas, Hayden Resident, spoke in opposition to Idaho Senate Bills 1279 and 1280, which address increased housing density. She expressed concern that the proposals would significantly increase density in established neighborhoods without adequate consideration for infrastructure, environmental impacts, or community character. While supporting the goal of affordable housing, she argued that smaller lots and higher density do not guarantee lower home prices and could instead lead to increased investor-owned rental properties. She also raised concerns that the bills would limit local governments' ability to make decisions based on infrastructure capacity and emphasized that growth decisions should remain at the local level.

In response, council discussion clarified that the bills had been held in committee but may be revised and reintroduced. Ms. Cardenas was encouraged to continue engaging with state legislators. Council members considered adding a future agenda item to monitor legislative updates and potentially discuss a city response, agreeing to include a general legislative update on an upcoming agenda to stay informed as the situation evolves.

4. COMMISSION REPORT

A. Hayden Urban Renewal Agency

During the Hayden Urban Renewal Agency (HURA) report to City Council, it was noted that a written report was included in the council packet, and no formal presentation was given. Discussion centered on the recent hiring of a new executive director to replace the previous director.

Council Member Roetter, who also serves as a HURA commissioner, explained his vote in opposition to the hire. His concerns included a potential conflict of interest, as the HURA board chair recused herself during the decision due to a personal relationship with the selected candidate. Additional concerns were raised about the qualifications of the new executive director, noting a background in accounting and finance but a lack of experience in urban planning, engineering, or land use; areas traditionally associated with the role.

Council Member Roetter also questioned inconsistencies in hiring practices, stating that previous executive directors had been city employees, while the board indicated that was no longer an option. Financial concerns were raised as well, particularly that the new director would continue serving as bookkeeper while also taking on executive director duties, resulting in dual compensation and a perceived lack of role separation. It was suggested that an alternative staffing approach could have reduced costs.

Overall, he emphasized concerns about transparency, public perception, and accountability given the use of public funds by HURA, and stated that these issues could reflect negatively on both the agency and the city.

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

A. **ACTION ITEM** PZE-25-0110 City Initiated Annexation of Two Parcels on North Ramsey Road

Mayor Davis opened the public hearing at 5:24 p.m.

STAFF: Community Development Director Donna Phillips presented a city-initiated annexation request for two city-owned parcels located off North Ramsey Road that are currently in the county. The proposal includes annexing the properties into the city with a light industrial zoning designation, which aligns with both the current county zoning and the city's future land use map. Staff and the Planning and Zoning Commission found the request met all required standards of approval, with no need for additional studies, and recommended approval with standard conditions related to fire district requirements and future sewer connections.

The properties are already developed with city shop and storage uses, and no public comments were received during the hearing process.

Mayor Davis closed the hearing at 5:34 p.m.

DELIBERATIONS:

Council discussion highlighted practical benefits of annexation, including bringing sewer service fully under the city system, avoiding county permitting requirements for future improvements, and ensuring development aligns with city regulations. Council Members expressed support for the annexation, noting it as a logical and beneficial step, particularly given the city already owns the property and acquired it in a cost-effective manner. Council Members explained that the proposal is consistent with the city's future land use map, aligns with the city's overall vision and design goals, and supports identified city needs. The annexation was described as the final step in allowing the city to fully utilize the property and existing buildings in accordance with those plans, confirming that it meets the established approval standards.

MOTION: Council President DePriest moved to approve with conditions as recommended by the Planning and Zoning Commission PZE-25-0110 North Ramsey Road annexation request with a zone designation of light industrial finding the request is in accord with the standards of Hayden city code based upon testimony received at the city council public hearing and the record of the request. 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.

6. UNFINISHED BUSINESS

A. **ACTION ITEM** Resolution Adopting the Kootenai County Multi-Jurisdictional All Hazard Mitigation Plan Update

The council considered a resolution to adopt the updated Kootenai County Multi-Jurisdictional All-Hazard Mitigation Plan, a FEMA-required update that must be completed every five years. The plan, already approved by FEMA, covers the period from February 2026 through February 2031. During discussion, a council member noted that a previous version of the plan had raised concerns due to language allowing emergency officials access to private property without permission. Upon review of the updated plan, it was confirmed that this language had been removed, addressing prior concerns.

MOTION: Council Member Shafer motioned to approve the resolution. 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.

7. NEW BUSINESS

A. **ACTION ITEM** Historic Preservation Commission Annual Update and Request for Direction by City Council

The Historic Preservation Commission presented its annual update to the council, covering four main items:

1. **Updated Strategic Plan** – The commission revised its goals and objectives, added an action plan with timelines, and clarified which commissioners or community partners would implement each action. Progress has already been made on several objectives.
2. **Community Engagement** – They plan to partner with Hayden Canyon Charter School on a storytelling event, helping students research local history and connect with community members, fostering a stronger sense of local heritage.
3. **Historic Awards Program** – The commission is launching a formal awards process to recognize buildings and sites that preserve or interpret Hayden’s history. Nominations open March 16 and close April 27, with awards presented May 28. Criteria include preservation, rehabilitation, restoration, interpretation, or even new construction that reflects local history. Awards will feature plaques possibly made from salvaged historic wood.
4. **Stoddard Farm Funding Exploration** – The commission is seeking council guidance on pursuing funding opportunities (state and other sources) to restore the silo and barn at Stoddard Farm. The property is not eligible for National Register status, but other preservation designations exist. They are evaluating funding and in-kind contributions for restoration work, particularly addressing structural concerns with the silo and barn.

The commission emphasized their focus on preserving and telling Hayden’s history while seeking council direction on moving forward with the Stoddard Farm restoration efforts.

MOTION: Council President DePriest moved to approve the Historic Preservation Commission's updated strategic plan. 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.

MOTION: Council Member Roetter moved to approve the Historic Preservation Commission to participate and/or partner with Hayden Canyon Charter School on their storytelling event. Council Member Shafer provided the second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

MOTION: Council Member Shafer moved to approve the opportunity to award those structures or sites which have a historical significance or help to tell the story of Hayden. 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.

MOTION: Council Member Roetter motioned to approve the Commission to explore the opportunities provided by the State Historic Preservation Office (SHPO) related to funding opportunities for the Stoddard Farm and the future viability of use for the Barn. As well as research the pros and cons of each of the status types identified by SHPO for the various grants. Council Member Shafer provided the second.

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor.

In response to an inquiry from Council Member Shafer regarding salvaged wood from old structures, the commission explained its efforts to salvage historic wood and other materials from structures over 50 years old that are slated for demolition. With the permission of the property owner or developer, the commission inspects these

buildings, documents them with photographs, and prepares reports with recommendations for preserving materials such as wood, windows, and other historically significant elements.

An example highlighted was the Finucane property, where large pieces of hay barn wood are being preserved for potential reuse. Salvaged materials have been repurposed in projects like the East Hayden Lake School replica displayed in the city's history area. Additionally, the commission explores opportunities to raise funds or enhance the storytelling value of new projects by incorporating these historic materials. Overall, this program aims to preserve the city's history while preventing valuable materials from being discarded.

B. ACTION ITEM Request for Project Funding from Kootenai County Aquifer Protection District

The council discussed a funding request proposed by Council Member Roetter for the Aquifer Protection District to conduct a study on the carrying capacity of the Rathdrum Prairie Aquifer in relation to development. City Administrator Lisa Ailport clarified that the city is not funding the study; rather, the request is for a city endorsement to encourage the district to fund it, with the check going directly to a consultant. Council Member Roetter proposed a highly qualified environmental researcher as the consultant. The district's annual budget is approximately \$542,000, collected via mandatory parcel fees, and Hayden property owners have contributed around \$1 million since the district's formation in 2007. Staff emphasized that the council's role is limited to expressing general support, not directing the funding or the consultant, and noted that backing from other local entities could strengthen the proposal.

MOTION: Council Member Shafer moved to approve that the city provides a generally written letter of support to the aquifer protection board to fund a study on the aquifer carrying capacity to be signed by the Mayor and City Council members. 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.

8. REPORTS

A. City Administrator Report and Calendar Review

City Administrator Lisa Ailport provided an update, noting she is catching up on recent meetings and the strategic planning process. She outlined that council members previously submitted questions to vendors responding to the request for proposals for law enforcement strategic planning and sought direction on next steps, emphasizing compliance with Idaho Code for evaluations. She confirmed that council members would individually evaluate the proposals, including responses to follow-up questions, and discuss them at the next council meeting to make a final decision. She confirmed that even if only one vendor responds fully, the evaluation process must still be completed.

Ms. Ailport also addressed fiscal matters, noting that discussions for the FY27 budget are beginning and that a tentative schedule for strategic budget planning will be

presented soon. Regarding the January budget report, she clarified that Fund 130, a major capital fund, was separated from the general fund for clarity, reducing the general fund total from \$18 million to \$15 million. Fund 130 contains general fund dollars set aside for large capital expenses and cannot be reallocated. She highlighted that January typically sees the largest revenue deposits from state revenue sharing, including property, sales, fuel, and liquor taxes. She emphasized the importance of maintaining a reserve fund covering at least 90 days of operating expenses, noting that the city has improved its financial stability over the past year.

B. Law Enforcement

The item was heard first on the agenda, before agenda Item 1A.

Kootenai County Sheriff’s Office Lt. Sifford highlighted several key trends. He noted a total of 25 traffic accidents, with incidents occurring across various locations, including parking lots and along Government Way. While some crashes were attributed to inclement weather, including slide-offs, they were generally spread out rather than concentrated at a single intersection. Theft activity was also a concern, with current numbers matching totals from the same period in the previous year. These incidents were largely tied to retail locations, particularly larger stores, along with some individual cases, though no organized pattern was identified.

Questions were raised about the reduction in reported “top calls for service” from ten to five, with a follow-up expected. Additionally, Council shared concerns about drivers running red lights and failing to stop at stop signs were discussed. Lt. Sifford explained that these issues are common throughout the county, especially on major roadways, and emphasized that enforcement depends on identifying specific problem areas. Residents are encouraged to report concerns so targeted enforcement can be conducted, and drivers were advised to use caution at intersections and allow an extra moment when proceeding through traffic signals.

C. Mayor/Council

None

9. REQUEST FOR FUTURE AGENDA ITEMS

None

Mayor Davis recessed the meeting at 6:43 p.m.
Mayor Davis called the meeting back to order at 6:49 p.m.

10. 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 Roetter motioned to enter executive session under Idaho Code 74-206(1)(f). Council President DePriest 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. The meeting entered executive session at 6:49 p.m.

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

ROLL CALL VOTE:

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

The motion was approved by a unanimous vote in favor. The meeting returned to regular session at 7:38 p.m.

11. ADJOURNMENT

The meeting was adjourned at 7:38 p.m.

Abbi Sanchez, City Clerk

Alan Davis, Mayor