

MINUTES OF THE VETERANS COMMISSION MEETING FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

Thursday, July 9, 2026

Commission 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 COMMISSION MEMBERS

Ian Cosby: Present
Shelley Holloway Present
Kyle Jackson Present
Jim Schrader: Absent
Jeffrey Snell: Present
Ray Verbrugge: Absent

ADDITIONS OR CORRECTIONS

1. CONSENT CALENDAR **All items on the Consent Calendar are Action Items**
Motion to approve the June 4, 2026 Veterans Commission Meeting Minutes. This motion, made by Snell and seconded by Holloway, Carried.
Ian Cosby: Yes
Shelley Holloway Yes
Kyle Jackson Yes
Jim Schrader: Absent
Jeffrey Snell: Yes
Ray Verbrugge: Absent
Yes: 4, No: 0, Absent: 2
 - A. Approval of June 4, 2026 Veterans Commission Meeting Minutes
2. VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)
There was one visitor, Tyler Oxley, who gave a brief introduction of himself.
3. UNFINISHED BUSINESS
 - A. Distinguished Veteran 2026 **(ACTION ITEM)**
Chair Cosby went through the Distinguished Veteran criteria contained in the Veterans Commission Standard Operating Procedures (SOP) and told the commission that they needed to get the word out. Commissioner Holloway said she had someone she would like to nominate. The commission briefly paused discussion of the agenda item to introduce themselves to new Commissioner Jackson, and Jackson gave a brief introduction as well. The commission then returned to the agenda item, and Cosby continued to go through the Distinguished Veteran criteria and selection protocol guidelines in the SOP. Discussion with Recreation and Community Events Director Suzanne Cano took place regarding the timeline for nominating the Distinguished Veteran in order to make a recommendation to City Council, as well as how nominations from commission members and voting on those nominations would work. The commission also discussed advertising for the 2026 Distinguished Veteran.
 - B. Veterans Commission Recruitment **(ACTION ITEM)**

Chair Cosby said he was working on getting the visitor who attended the meeting to join the commission, but noted that the commission was doing well in that regard and mentioned the commission could have up to nine members.

C. Establishing Guest Speaker Guidance (ACTION ITEM)

Chair Cosby updated the guest speaker protocol in the Veterans Commission Standard Operating Procedures (SOP) based on the commission's discussion at the previous month's meeting and went through the revisions. Discussion was held with Recreation and Community Events Director Suzanne Cano included potential core values the City may have that the commission could use when selecting a guest speaker, reviewing the guest speaker's speech before the upcoming ceremony, determining at which meeting they would need to select a guest speaker for the Veterans Day Ceremony after gathering a pool of potential candidates, and whether the Speaker Information Request Form should be sent to potential speakers before or after going through the commission's selection protocol. During the discussion, Commissioner Holloway provided contact information for an individual she thought would be a good speaker. Cosby said that the commission member who knows the potential speaker should ask if they are interested, and Holloway said she had done the same after receiving information at the previous month's meeting and was passing along the contact information because she was unsure what the next step in the process was.

Motion to accept the speaker information request with minor modifications as written and send to any speaker candidates before the future Veterans Day Ceremony. This motion, made by Snell and seconded by Jackson, Carried.

Ian Cosby: Yes

Shelley Holloway Yes

Kyle Jackson Yes

Jim Schrader: Absent

Jeffrey Snell: Yes

Ray Verbrugge: Absent

Yes: 4, No: 0, Absent: 2

i. Criteria for Selecting a Guest Speaker (ACTION ITEM)

ii. Speech Criteria for Memorial & Veterans Day Ceremonies (ACTION ITEM)

D. Veterans Day Ceremony (ACTION ITEM)

The commission discussed the Veterans Day Ceremony lineup with Recreation and Community Events Director Suzanne Cano.

E. Veterans Commission Standard Operating Procedures Discussion (ACTION ITEM)

Chair Cosby said the commission had a general discussion about the Standard Operating Procedures (SOP) during Agenda Item 3.C. Establishing Guest Speaker Guidance and that no additional changes were identified beyond what had already been completed. Recreation and Community Events Director Suzanne Cano asked Cosby to provide the final SOP once completed so she could begin the process of moving it forward as a resolution. Cosby said he had sent the SOP to Cano before the meeting and mentioned adding numbers to a section, with Cano asking him to send her the final copy once completed so she could review it. The clerk clarified whether Agenda Item 3.C. Establishing Guest Speaker Guidance should remain on the next month's agenda in addition to this agenda item. After discussion, Cosby agreed to remove Agenda Item 3.C. Establishing Guest Speaker Guidance and continue the discussion under the Veterans Commission Standard Operating Procedures agenda item, changing the title from Veterans Commission Standard Operating Procedures Discussion to Veterans Commission Standard Operating Procedures Approval.

F. Distribution of Memorial & Veterans Day Invitations (ACTION ITEM)

Recreation and Community Events Director Suzanne Cano said the commission had a generous benefactor who donated stamps, so the expense would not come out of the commission's budget. Cano asked the clerk if the previous month's minutes reflected how many years back the commission wanted to send invitations to those who purchased commemorative bricks for their ceremonies. The clerk said the discussion was brief because the meeting needed to wrap up. Chair Cosby said he believed the discussion was

to send invitations to everyone, and the clerk said it may have been determined that the expense was not significant, but the discussion was not fully completed. The agenda item was closed with the understanding that invitations would continue to be sent to everyone who purchased a commemorative brick.

G. Discussion Regarding Way to Honor Thomas (Tommy) Norris (ACTION ITEM)

This agenda item was tabled until the next month's meeting.

4. NEW BUSINESS

A. Submission of Quarterly Written Report for Council Review

Recreation & Community Events Director Suzanne Cano and the clerk said they would confirm with the City Clerk whether Chair Cosby needed to submit a written report since he had recently provided an in-person report and would let him know. Cosby told the commission that he informed City Council they were doing great things, and the Council said they were doing great things and encouraged them to keep up the good work.

5. REPORTS

A. City Staff

Recreation & Community Events Director Suzanne Cano said she needed volunteers for the Hayden Days Parade lineup. Vice-Chair Snell said he would not be able to attend. Chair Cosby said he would be there. Commissioner Holloway said she would likely be able to attend but would need to check her calendar. Commissioner Jackson said he should be able to attend.

B. Chair and Commission Members

There was nothing to report.

6. ADJOURNMENT

The meeting was adjourned at 5:04 p.m.

Isabelle White, Clerk