

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

Thursday, November 6, 2025

Commission Meeting: 4:00 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

**CALL TO ORDER
ROLL CALL OF COUNCIL MEMBERS
PLEDGE OF ALLEGIANCE
ADDITIONS OR CORRECTIONS**

1. **CONSENT CALENDAR** *All items on the Consent Calendar are Action Items*
 - A. Approval of the October 2, 2025 Veterans Commission Meeting Minutes

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

Thursday, October 2, 2025

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 4:03 PM.

ROLL CALL OF COMMISSION MEMBERS

Chair Cosby: Present
Julie Colangelo: Present
Ian Johnston: 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 August 7, 2025 Veterans Commission Meeting Minutes. This motion, made by Snell and seconded by Cosby, Carried.
Chair Cosby: Yes
Julie Colangelo: Yes
Ian Johnston: Absent
Jeffrey Snell: Yes
Ray Verbrugge: Absent
Yes: 3, No: 0, Absent: 2
 - A. Approval of August 7, 2025 Veterans Commission Meeting Minutes
2. VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)
No visitors.
3. UNFINISHED BUSINESS
 - A. Veterans Commission Recruitment **(ACTION ITEM)**
Commissioner Colangelo gave a brief introduction and then asked if members had to be a part of the military. Chair Cosby and Commissioner Snell told Colangelo they did not.
 - B. Veterans Plaza **(ACTION ITEM)**
The commission discussed that they had done some weeding after the last meeting. They then discussed the mapping for the plaza. Chair Cosby mentioned that he was working with the Mayor but did not have an update at that time. They discussed finding groups to help maintain the plaza. Commissioner Colangelo agreed to reach out to some groups regarding the weeding.
 - i. Maintenance **(ACTION ITEM)**
 - ii. Mapping **(ACTION ITEM)**
 - C. Veterans Day Ceremony **(ACTION ITEM)**
The commission and Jennifer Arrotta went through the line-up for the Veterans Day Ceremony. Arrotta told the commission that they needed to approve the Guest Speaker so they could send their recommendation to City Council. She also mentioned that a form had been added to the commission's Standard Operating Procedures (SOP) for the Guest Speaker to fill out. Commissioner Snell made a motion to approve Ed Bejarana as Guest Speaker, and it was approved by the commission. Snell withdrew his Distinguished Veteran nomination.
Motion to make approve Ed Bejarana as Guest Speaker for the Veterans Day Ceremony. This motion, made by Snell and seconded by Cosby, Carried.

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

Chair Cosby: Yes
Julie Colangelo: Yes
Ian Johnston: Absent
Jeffrey Snell: Yes
Ray Verbrugge: Absent

Yes: 3, No: 0, Absent: 2

D. Distinguished Veteran 2025 (ACTION ITEM)

Commissioner Snell read the two nominations aloud, and the commission discussed them. They then agreed upon the one they liked the most, and Commissioner Snell made a motion to approve Ross Welburn for Distinguished Veteran 2025. The commission approved the motion.

Motion to approve Ross Welburn as Distinguished Veteran 2025. This motion, made by Snell and seconded by Cosby, Carried.

Chair Cosby: Yes
Julie Colangelo: Yes
Ian Johnston: Absent
Jeffrey Snell: Yes
Ray Verbrugge: Absent

Yes: 3, No: 0, Absent: 2

4. NEW BUSINESS

A. Establishing Guest Speaker Guidance (ACTION ITEM)

This agenda was tabled for the next month's meeting.

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

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

B. After Action Review for Hayden Days

Jennifer Arrotta informed the commission that she had discussed the parade with Suzanne Cano, who cleared up the confusion about who would start the parade next year. It was confirmed that the parade coordinator would be the one to start it. Commissioner Snell suggested using walkie-talkies to communicate along the parade route to help with coordination.

C. Veterans Commission Business Cards (ACTION ITEM)

The commission and Jennifer Arrotta discussed business cards. Arrotta informed the commission that the City already has cards for all their commissions and they could use the existing design, adding the QR code that the commission had discussed on the back of the card. Chair Cosby requested to be sent a picture of the card Arrotta was referring to and suggested that the commission might approve them at next month's meeting.

D. Friday Night Frights (ACTION ITEM)

Jennifer Arrotta explained what Friday Night Frights was and mentioned that the commission could have a trunk at the event. The commission decided against participating this year but discussed the possibility of doing one next year when the event comes around.

E. Submission of Quarterly Written Report for Council Review

The Clerk informed Chair Cosby of the day and time by which she would need the written report.

5. REPORTS

A. City Staff

Nothing to report.

B. Chair and Commission Members

Nothing to report. Commissioner Colangelo asked how the Veterans Ceremony runs, and Commissioner Snell explained.

6. ADJOURNMENT

Adjourned at 5:00pm.

Isabelle White, Clerk

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

B. Approval of the October 23, 2025 Veterans Commission Special Meeting Minutes

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

Thursday, October 23, 2025

Commission Meeting: 3:00 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER

The meeting was called to order at 3:03 PM.

ROLL CALL OF COMMISSION MEMBERS

Chair Cosby: Absent
Julie Colangelo: Present
Ian Johnston: Absent
Jeffrey Snell: Present
Ray Verbrugge: Present

ADDITIONS OR CORRECTIONS

1. NEW BUSINESS

A. Guest Speaker for 2025 Veterans Day Ceremony **(ACTION ITEM)**

Commissioner Snell asked if they knew why the commission's nomination for Guest Speaker had not been brought forward. City Clerk Abbi Sanchez explained that the Council had directed the Veterans Commission to submit a different recommendation for Guest Speaker. Snell stated for the record that he was unsure what the issue was with Ed Bejarana, noting that Bejarana had been an important advocate for veterans in the area and a strong supporter of their community. He said that, for whatever reason, Bejarana was not being considered, and he wanted to state for the record that he believed Bejarana was an outstanding choice and that he was sorry he was not being considered.

Commissioner Colangelo asked what the criteria was that they did not want them to look for, and Suzanne Cano stated that the Guest Speaker request sheet included the criteria. Cano then provided examples of the desired qualities, such as being family-friendly and a veteran. Colangelo suggested that, since there were two people nominated for Distinguished Veteran, the nominee who was not selected could serve as Guest Speaker. Commissioner Verbrugge mentioned that he had thought the same thing. Snell stated that was a possibility and added that he had spoken with Vice Commandant of the Marine Corps League in Hayden, Mike Quinn, who had expressed interest. Snell then made a motion to nominate Mike Quinn as the 2025 Veterans Day Guest Speaker. The motion passed unanimously.

Motion to nominate Mike Quinn for Guest Speaker for the 2025 Veterans Day Ceremony. This motion, made by Snell and seconded by Colangelo, Carried.

Chair Cosby: Absent

Julie Colangelo: Yes

Ian Johnston: Absent

Jeffrey Snell: Yes

Ray Verbrugge: Yes

Yes: 3, No: 0, Absent: 2

2. ADJOURNMENT

Adjourned at 3:12pm.

Motion to adjourn the meeting. This motion, made by Snell and seconded by Verbrugge, Carried.

Chair Cosby: Absent

Julie Colangelo: Yes

Ian Johnston: Absent

Jeffrey Snell: Yes

Ray Verbrugge: Yes

Yes: 3, No: 0, Absent: 2

Isabelle White, Clerk

DRAFT

2. **VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)**
3. **UNFINISHED BUSINESS**
 - A. Veterans Commission Recruitment (ACTION ITEM)
 - B. Veterans Plaza (ACTION ITEM)
 - i. Maintenance (ACTION ITEM)
 - ii. Mapping (ACTION ITEM)
 - C. Veterans Day Ceremony (ACTION ITEM)
 - D. Establishing Guest Speaker Guidance (ACTION ITEM)

CITY OF HAYDEN

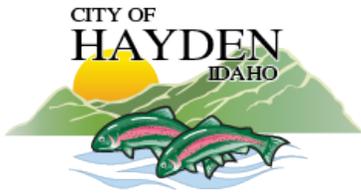
VETERANS COMMISSION

STANDARD OPERATING PROCEDURE



VETERANS COMMISSION MISSION

"Serving the City of Hayden by enhancing the recognition and welfare of all those who have served in the United States Military Services."



**CITY OF HAYDEN
VETERANS COMMISSION
STANDARD OPERATING PROCEDURES**

(8/26/25)

TABLE OF CONTENTS

Veterans Commission MembersPage 2

City Meeting CalendarPage 3

City Code of Hayden – Chapter 7 Veterans Commission Pages 4-5

City Code of Hayden – Chapter 8 General Regulations.....Page 6

VC-1: Veterans Commission Overview.....Page 7

VC-2: Commemorative Brick Program.....Page 8

VC-3: Flag Protocol.....Page 9

VC-4: Parade Line-up Protocol Page 10

VC-5: Memorial Day Ceremonies Page 11

VC-6: Veterans Day Ceremony..... Page 12

VC-7: Memorial and Veterans Day Ceremonies Guest Speaker Selection Protocol ... Page 13

Attachment A: Speaker Information Request Form.....Pages 14-15

VC-8: Distinguished Veteran of the Year Award Page 16

Attachment B: Distinguished Veteran of the Year Nomination Criteria Page 17

VC-9: Distinguished Veteran of the Year Award Selection Protocol Page 18

VC-10: Request for Donation Page 19

Attachment C: Request for Donation Application Page 20



**CITY OF HAYDEN
VETERANS COMMISSION
STANDARD OPERATING PROCEDURES**

(8/26/25)

CITY OF HAYDEN VETERANS COMMISSION

Commission Established February 28, 2012 – Ordinance No. 506
Committee Established March 13, 2008

NAME	ADDRESS	PHONE	E-MAIL ADDRESS	BRANCH OF SERVICE	TERM EXP
Ian Cosby Chair	216 W Hilgren Hayden, ID 83835	(208) 305-6825	iancosby@gmail.com	Army	12/31/2026
Ian Johnston Vice-Chair	9470 N Baack St. Hayden, ID 83835	(509) 688-9738	ian@clandestinemediagroup.com	Army	12/31/2025
Jeffrey Snell	7551 N Davenport St. Dalton Gardens, ID 83815	(208) 210-8998	jeff-snell@sbcglobal.net	Marine	12/31/2026
Ray Verbrugge	11300 N Trafalgar St. Hayden, ID 83835	(208) 691-1469	ray_verbrugge@hotmail.com	Army	12/31/2027
VACANT					

Members – No fewer than 3 and no more than 9

Terms – 3 years

No Residency Requirement

Chair and Vice-Chair shall be Elected Annually at the first January Meeting



CITY OF HAYDEN VETERANS COMMISSION STANDARD OPERATING PROCEDURES

(8/26/25)

2025

2025 CITY OF HAYDEN MEETING CALENDAR

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Key to Calendar		
	City Council Meeting 5:00 pm	
	Arts Commission Meeting 3:00 pm	
	Hayden City Hall Closed	
		
		
		Historic Preservation Commission Meeting 11:00 am
		Veterans Commission Meeting 4:00 pm
		Public Safety Commission 1:00pm



CITY OF HAYDEN VETERANS COMMISSION STANDARD OPERATING PROCEDURES

(8/26/25)

CITY CODE OF HAYDEN, IDAHO TITLE 2 BOARDS AND COMMISSION CHAPTER 7: VETERANS COMMISSION

SECTION:

[2-7-1: Established](#)

[2-7-2: Purpose](#)

[2-7-3: Duties and Responsibilities](#)

[2-7-4: Membership; Terms of Office; Vacancies](#)

2-7-1: ESTABLISHED:

There is hereby established and created a commission to be known as the Hayden Veterans Commission (hereinafter "commission"). (Ord. 506, 2-28-2012)

2-7-2: PURPOSE:

It is the purpose of the commission to act in an advisory capacity to the mayor and city council to create and maintain an atmosphere conducive to the fullest expression of understanding and respect for past and current members of the military in order to enrich the lives of all Hayden and area citizens and visitors through honoring the military veterans and recognizing the value of the service that they have and do provide. (Ord. 506, 2-28-2012)

2-7-3: DUTIES AND RESPONSIBILITIES:

The commission shall advise and assist the mayor and city council with respect to developing, coordinating, and promoting programs for the enjoyment, education, cultural enrichment and benefit of the citizens of Hayden honoring those individuals that have served and protected our country and freedoms through military service. (Ord. 506, 2-28-2012)

2-7-4: MEMBERSHIP; TERMS OF OFFICE; VACANCIES:

The commission shall consist of no fewer than three (3) and no more than nine (9) voting members of the commission, to be appointed by the mayor and confirmed by the city council, except as otherwise provided herein. Residency in the city or military service are not a requirement to be a member of the commission, however, in considering applications for committee membership, the applicant's residence or business ties to the community as well as military service will be taken into consideration. The members shall serve without compensation. In the event that the mayor creates a youth council, a member of the youth council may also be appointed by the mayor with the concurrence of the city council to serve



CITY OF HAYDEN VETERANS COMMISSION STANDARD OPERATING PROCEDURES

(8/26/25)

on the commission in addition to the other appointed commission members. The youth council member's term shall be set by the mayor, but shall not exceed one year.

- A. **Commission Terms/Vacancies:** Each member of the commission shall serve a term of three (3) years or until his or her successor is appointed and qualified. Vacancies arising in any member's position shall be filled for the remaining term of the member originally appointed. Commission members may be reappointed to serve additional terms. The mayor shall fill any vacancies occurring in the membership of the commission, with the appointment to be confirmed by the city council.
- B. **Organization And Quorum:** At the first commission meeting each calendar year the commission shall select a chairman, vice chairman and such other officers as deemed necessary by the commission. The chairperson shall preside at meetings of the commission. The vice chairperson shall, when the chairperson is absent, perform the duties of the chairperson. A majority of the appointed members of the commission shall be necessary to constitute a quorum and conduct any business at any commission meeting.
- C. **Removal of Members:** Any member of the commission may be removed with or without cause by the mayor with the consent of the city council.
- D. **Meetings:** The commission shall meet at a regular place and time as determined by resolution of the commission. All meetings of the commission shall follow the requirements of Idaho's open meeting laws to allow and promote public participation in the decisions of the commission. The commission shall keep minutes and other appropriate written records of its resolutions, proceedings, and actions.
- E. **Reporting:** The commission shall make a written record of the meetings quarterly which said written record shall be kept as a public record. The commission will give in-person updates to the mayor and the city council semiannual. (Ord. 506, 2-28-2012)



CITY OF HAYDEN VETERANS COMMISSION STANDARD OPERATING PROCEDURES

(8/26/25)

CITY CODE OF HAYDEN, IDAHO TITLE 2 BOARDS AND COMMISSION CHAPTER 8: GENERAL REGULATIONS

SECTION:

2-8-1: Meeting Absences

2-8-1: MEETING ABSENCES:

All boards and commissioners identified in title 2 of this code shall attend their appointed and confirmed positions at such board or commission meetings. Any appointed member of the city's commissions may be removed for cause by the mayor upon a majority vote of the city council. Any commission member who is absent from any series of three (3) consecutive regular meetings (or six (6) with planning and zoning), or who fails to attend at least seventy five percent (75%) of such regular meetings in a calendar year shall be deemed to have resigned from their commission and the city council will be notified of the vacancy. The appointed person shall no longer serve on his/her board or commission and the seat/position shall be deemed vacant. The vacancy of such position shall be appointed and confirmed as provided by state law and this code. (Ord. 604, 8-27-2019)



CITY OF HAYDEN VETERANS COMMISSION STANDARD OPERATING PROCEDURES

(8/26/25)

SUBJECT: VETERANS COMMISSION OVERVIEW

VC-1

EFFECTIVE DATE: 03/24/2011

GUIDELINES: The commission is appointed by the Mayor and City Council and shall consist of no fewer than three (3) and no more than nine (9) voting members.

Each commission member shall serve for a term of three (3) years. Terms expire on December 31 of the third year.

The commission shall have a chairperson, vice-chairperson, and two (2) staff members assigned.

Any individuals wishing to voluntarily serve on the commission shall submit an application/interest form to the City Clerk.

All commission members shall act in the best interest of the city and shall be familiar with the commission guidelines and procedures.

The commission shall meet at least once a month and periodically more often on a date established by the chairperson.

The Veterans Commission shall only make recommendations to the City Council on actions requiring a motion and vote.



CITY OF HAYDEN VETERANS COMMISSION STANDARD OPERATING PROCEDURES

(8/26/25)

SUBJECT: COMMEMORATIVE BRICK PROGRAM

VC-2

EFFECTIVE DATE: 03/24/2011

GUIDELINES: The Veterans Commission offers community and area residents the opportunity to place the name of a veteran on brick pavers as part of the PFC Robert J. Gordon Veterans Memorial Plaza.

Naming rights may be purchased for a price set by the City of Hayden (currently \$150), which includes a 12" x 12" paver brick upon which the Veteran's name, rank and/or branch of service (if desired) can be engraved. There are approximately 1500 paver bricks upon which names can be placed. All proceeds will be directly applied to the PFC Robert J. Gordon Veterans Memorial Plaza. The city will maintain the bricks once placed.

There will be two installations throughout the calendar year:

1. In May prior to the Memorial Day ceremony
2. In November prior to the Veterans Day ceremony
3. Deadline for paver applications is four weeks before ceremonies

To qualify to have a veteran's name placed on a paver brick:

- The veteran must be currently serving or have served under honorable conditions in the United States Armed Forces or in the military of a US ally (DD-214 or other qualifying documentation of honorable service is required). Military personnel discharged prior to 1940 and organized military groups are exempt from this requirement.
- Residency in Hayden is not required.

Naming rights may be purchased for friends, family or other loved ones who are deceased, missing in action, or under prisoner of war status.



**CITY OF HAYDEN
VETERANS COMMISSION
STANDARD OPERATING PROCEDURES**

(8/26/25)

SUBJECT: FLAG PROTOCOL

VC-3

EFFECTIVE DATE: 03/24/2011

GUIDELINES: In accordance with US Code 175, the Veterans Commission has recommended the flags be displayed at half-staff on the following dates.

- Memorial Day from sunrise to noon – last Monday in May
- Peace Officers Day (unless that day is also Armed Forces Day) – 3rd Saturday in May
- Patriot Day – Sept 11th
- Pearl Harbor Day – Dec 7th
- Any additional days prescribed by the President or the Governor

Assigned staff shall ensure that the Public Works Department is aware of the proper days when the flags are to be lowered to half-staff.



**CITY OF HAYDEN
VETERANS COMMISSION
STANDARD OPERATING PROCEDURES**

(8/26/25)

SUBJECT: PARADE LINE-UP PROTOCOL

VC-4

EFFECTIVE DATE: 03/24/2011

GUIDELINES: Parades hosted by the City of Hayden and the Veterans Commission shall abide by the following military protocol for line-up.

- Color Guard
- Active Military Units
- Reserve Military Units
- Veterans Groups
- Peace Officers
- Junior Veterans Groups
- Civilian Military Entries



CITY OF HAYDEN VETERANS COMMISSION STANDARD OPERATING PROCEDURES

(8/26/25)

SUBJECT: MEMORIAL DAY CEREMONIES

VC-5

EFFECTIVE DATE: 03/24/2011

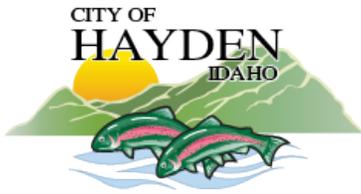
GUIDELINES: A ceremony honoring deceased veterans of all branches of service shall be held on Memorial Day each year.

CEREMONY: This ceremony shall include the laying of a wreath at Honeysuckle Beach at 9:30 am to honor lost Navy, Submariners and Coast Guard personnel. The main ceremony will take place at the PFC Robert J. Gordon Veterans Memorial Plaza at City Hall at 11:00am. A program of events will be planned, reviewed and approved at the Veterans Commission meeting prior to Memorial Day.

This ceremony will include a Rifle Salute and Taps, due to it being a tribute to those who lost their lives in service to the USA.

GUEST SPEAKER: Veterans Commission members will be tasked with procuring a guest speaker for the main Memorial Day Ceremony. Please see Guest Speaker Protocol under V-7.

City staff assigned to the commission, as well as Veterans Commission members, shall be responsible for managing this event. The Mayor and City Council Members are invited to participate in the ceremony.



**CITY OF HAYDEN
VETERANS COMMISSION
STANDARD OPERATING PROCEDURES**

(8/26/25)

SUBJECT: VETERANS DAY CEREMONY

VC-6

EFFECTIVE DATE: 03/24/2011

GUIDELINES: Events honoring all individuals who have served in our military Armed Forces shall be held on Veterans Day each year.

CEREMONY: The Distinguished Veteran of the Year will be awarded at City Hall, followed by the Veterans Day ceremony. City staff appointed to the commission, Veterans Commission Members, along with the Mayor and City Council will participate in the ceremony. A program of events will be planned, reviewed and approved at the Veterans Commission meeting in October.

GUEST SPEAKER: Veterans Commission members will be tasked with procuring a guest speaker for the main Memorial Day Ceremony. Please see Guest Speaker Selection Protocol under V-7 on next page.

City staff assigned to the commission, as well as Veterans Commission members, shall be responsible for conducting this event. The Mayor and City Council Members are invited to participate in the ceremony. The Mayor will give a welcome speech during the ceremony.



**CITY OF HAYDEN
VETERANS COMMISSION
STANDARD OPERATING PROCEDURES**

(8/26/25)

**SUBJECT: MEMORIAL AND VETERANS DAY CEREMONIES
GUEST SPEAKER SELECTION PROTOCOL**

VC-7

EFFECTIVE DATE: 08/25/2025

PROCUREMENT AND APPROVAL OF CEREMONY GUEST SPEAKERS:

- Commission members will put a call out for Memorial and Veterans Day guest speakers at least four months before the ceremony. This can be done through personal contact, a news release, the City's reader board, etc.
- The commission will approve a list of three (3) potential candidates and rank them by preference. A designated member of the commission will contact the potential speaker(s) based on priority ranking.
- Upon asking the first potential guest speaker, the designated commission member would request the speaker to complete a Speaker Information Request form (*Attachment A on following page*) and return it to the Veterans Commission clerk within one week.
- Once received, the potential speaker will be discussed and approved or not approved at the following Veterans Commission meeting. If not approved, the next potential candidate would be contacted, and the same protocol described above would be followed.
- Once the Veterans Commission chooses the ceremony's guest speaker, that person will then be recommended to City Council for final approval.
- To allow enough time to finalize the program, the guest speaker should be recommended to City Council no later than one month before for the Memorial Day and Veterans Day ceremonies; although, the commission is encouraged to make the recommendation as early as possible.
- Once approved, the commission member who initially contacted the speaker will notify him or her, and City staff will follow up with ceremony details.



**CITY OF HAYDEN
VETERANS COMMISSION
STANDARD OPERATING PROCEDURES**

(8/26/25)

ATTACHMENT A

SPEAKER INFORMATION REQUEST

GENERAL INFORMATION

NAME *(as should appear in all publications and ceremony program)*:

MILITARY BRANCH/RANK/SERVICE YEARS OR TITLE: _____

If not in the military, please explain your relationship to the military?:

MAILING ADDRESS: _____

EMAIL ADDRESS: _____ PHONE: _____

CEREMONY-RELATED INFORMATION:

TITLE OF THE SPEECH: _____

CONTENT OF SPEECH: *(Criteria: Speech needs to relate to the military, be family-friendly, not graphic or explicit, 10-15 minute max, full speech will be submitted at least 10 days before the ceremony)*

LOGISTICS

Besides a microphone, what AV needs do you have? _____

Please let us know if there any ADA special accommodations needed: _____



CITY OF HAYDEN VETERANS COMMISSION STANDARD OPERATING PROCEDURES

(8/26/25)

SUBJECT: DISTINGUISHED VETERAN OF THE YEAR AWARD NOMINATIONS VC-8

EFFECTIVE DATE: 03/24/2011
(Rev 08/25/2025)

GUIDELINES:

- Annually, since 2007, the City of Hayden has been honoring an individual who has excelled in military service to our country, as well as in community service and activities.
- Nomination forms are on the City of Hayden website or can be emailed to anyone wanting to nominate someone for the Distinguished Veteran of the Year award. City staff will also send a news release to are media outlets.
- Written nominations will be accepted from February 1 through September 30 by submitting in person or by emailing to the Veterans Commission clerk. Qualifying documentation required shall be a proper discharge certificate (DD214 or equivalent), all awards and commendations listed, plus any other pertinent military facts. Community service activities and positions held should also be listed. The individual selected does not have to be a Hayden resident. See Attachment B on following page for Distinguished Veteran of the Year Nomination Criteria.



CITY OF HAYDEN VETERANS COMMISSION STANDARD OPERATING PROCEDURES

(8/26/25)

ATTACHMENT B

DISTINGUISHED VETERAN OF THE YEAR NOMINATION CRITERIA

The City of Hayden's Veterans Commission will honor the Distinguished Veteran on Veterans Day at its annual Veterans Day Ceremony. The criteria for selection of the Distinguished Veteran are as follows:

- Epitomizes the spirit of "Duty, Honor, Country" both during his/her military service and in continued service to the Hayden Community
- Have been enlisted, a warrant or commission officer
- Possess Honorable Discharge
- No felony convictions
- Agree to participate in the Hayden Veterans Day Ceremony on November 11 at 11:00 a.m.; and,
- Agree to be the Grand Marshal/Distinguished Veteran in the following parades:
 - Hayden Lights Parade (1st Saturday in December)
 - Hayden Days Parade (4th or 5th Saturday in July)

How to nominate:

- Write a one-two page biography highlighting the candidates:
 - Military experience
 - Service to the local community
- Qualified documentation required:
 - Proper discharge certificate (DD-214 or equivalent)
 - Awards
 - Commendation listed
 - Any other pertinent military facts
 - Community service activities and positions held

Please submit nominations by **September 30** to:

City of Hayden Veterans Commission
ATTN: Distinguished Veteran Subcommittee
8930 North Government Way
Hayden, Idaho 83835

OR email to Isabelle White, Veterans Commission Clerk, at white@haydenid.gov.



**CITY OF HAYDEN
VETERANS COMMISSION
STANDARD OPERATING PROCEDURES**

(8/26/25)

**SUBJECT: DISTINGUISHED VETERAN OF THE YEAR AWARD
SELECTION PROTOCOL**

VC-9

EFFECTIVE DATE: 08/25/2025

RECOMMENDATION AND APPROVAL OF DISTINGUISHED VETERAN OF THE YEAR:

- The Veterans Commission will designate a member of the body to oversee an appointed sub-committee to review all applicants for the Distinguished Veteran of the Year Award.
- The sub-committee shall present the top three (3) candidates for final selection to the entire Veterans Commission at the first meeting in October.
- Any commission member who nominates an individual will be excused from participating in the selection process.
- The nomination chosen by the Veterans Commission will then be recommended to City Council for final approval.
- To allow enough time to finalize the program, the recommended Distinguished Veteran of the Year should be included on the agenda by the first City Council meeting in October. Please note: City Council meetings the 2nd and 4th Tuesday of each month.
- Once Distinguished Veteran of the Year is approved by City Council, the Distinguished Veteran will be notified by designated commission member, and City staff will follow up with ceremony details.



CITY OF HAYDEN VETERANS COMMISSION STANDARD OPERATING PROCEDURES

(8/26/25)

SUBJECT: REQUEST FOR DONATION

VC-10

EFFECTIVE DATE: 02-4-2021

GUIDELINES: Outside organizations have requested donations from the Hayden Veterans Commission on occasion. To take these requests into consideration, a “Request for Donation” form (Attachment B) was created and approved on February 24, 2021. This allows the Veterans Commission to review the organization’s needs and take action.

PROTOCOL: The organization must complete the attached form (below) and submit it at least 72 hours prior to the next scheduled Veteran Commission meeting, so it can be included on the agenda.

The Veterans Commission will deliberate, discuss and take action on the request at the next regularly scheduled meeting.

The Veterans Commission Chair will contact the organization’s representative to let him/her know whether the request was approved or disapproved.



**CITY OF HAYDEN
VETERANS COMMISSION
STANDARD OPERATING PROCEDURES**

(8/26/25)

ATTACHMENT C

Hayden Veterans Commission
Request for Donation Application

Today's Date: _____

*Organization Requesting Donation: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Donation Amount Requested: _____ Date Needed: _____

*If fundraising for another organization, please list the organization receiving the donation:

Explanation of Request or Event Flyer (please include name of event, date, time, place, etc. or reason you are requesting a donation):

Please return request to:

Hayden Recreation and Community Events Department
8930 N. Government Way
Hayden, ID 83835

Or email to: iwhite@haydenid.gov

If you have any questions, please call 208-209-1080. Thank you!

- i. Criteria for Selecting a Guest Speaker (ACTION ITEM)
 - ii. Speech Criteria for Memorial & Veterans Day Ceremonies (ACTION ITEM)
- E. Veterans Commission Business Cards (ACTION ITEM)



Hayden Arts Commission

*Enhancing the quality of life
through arts and culture.*

www.cityofhaydenid.us

www.haydenurbanrenewalagency.com

8930 N. Government Way

Hayden, ID 83835

www.cityofhaydenid.us

(208) 772-4411

4. **NEW BUSINESS**

- A. Election of Vice-Chair (ACTION ITEM)
- B. Hayden Lights Parade (ACTION ITEM)



HAYDEN LIGHTS PARADE 2025 APPLICATION

DEADLINE FOR APPLICATIONS: Monday, December 1, 2025 @ 5:00 P.M.

Parade Date & Time: Saturday, December 6, 2025 starting at 5:00 p.m.

Parade Route: South along Government Way in the Northbound Lane from Hayden Avenue to Honeysuckle Avenue.

Day-of-Event Directions: On the day of the parade, please pick up your parade ID# at 4:00 p.m. at the check-in station on the **City of Hayden Property** located between *Hayden Bible Fellowship Church (formerly the Hayden Lake School)* and *American Mower and Saw*, just north of Hayden Avenue & **You will be told where your entry is in the parade sequence at check-in.**

APPLICANT INFORMATION	
Entry Name of Group or Organization:	
Contact Name:	Phone Number:
Address:	City/State: Zip:
Name of Driver (if entry includes a vehicle):	
Driver's License#:	Vehicle Insurance Policy#:
Email:	Number of Units:
Total Length in Feet of Entry (including all units):	
Description of Entry:	
Does your entry have music? Yes or No (please circle one) If yes, please describe:	
PLEASE NOTE: The City of Hayden will be providing a Santa in the parade. Please don't include a real life Santa on your float. We appreciate you understanding our request. Thank you!	
<p><u>RELEASE:</u> APPLICANT, by signing this application, releases and discharges the City of Hayden from any liability of any nature for any property damage or personal injury suffered by the undersigned on the city of Hayden premises, including personal injury and the theft, loss, injury or destruction of property of any kind from any cause. The term APPLICANT shall include all parade participants.</p> <p><u>COVID-19:</u> APPLICANT will adhere to all the guidelines, mandates and orders established by the Governor, City, Panhandle Health District and the CDC regarding COVID-19.</p> <p><u>INDEMNIFICATION:</u> APPLICANT agrees to indemnify, defend, and hold harmless the city of Hayden, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages, injury or illness to persons or property arising out of or in connection with the acts and/or any performances or activities of APPLICANT, APPLICANT's agents, employees, or representatives under this Agreement.</p> <p><u>HOLD HARMLESS AGREEMENT:</u> By signing this document, APPLICANT certifies that they have read, understand and will comply with the City of Hayden's Parade Rules and Regulations. The applicant further certifies that all members participating in the unit identified in the application have been advised of and are knowledgeable of said rules and regulations and have agreed to comply with them. The applicant further agrees to hold harmless, the City of Hayden and its designated representatives, volunteers and sponsors, if there are damages, injury or illness associated with the parade.</p>	
Signed: _____	Date: _____
Parade Applicant or Parade Applicant's Representative	

Please Mail Entry To:
City of Hayden
8930 N. Government Way
Hayden, ID 83835

Applicant Point of Contact:
Isabelle White
(208) 209-1080
iwhite@haydenid.gov



HAYDEN LIGHTS PARADE RULES AND REGULATIONS

The CITY OF HAYDEN or its designated representative has the right to refuse entry into the parade and/or remove from the parade, any individual or group that does not conform to the rules and regulations as outlined below:

1. There will be no materials, candy or handouts of any kind distributed by the parade unit if the unit is in a moving vehicle or device. Said items may only be distributed by walking participants. This rule applies to the entire parade route.
2. Persons or units not listed in the official parade line-up sheet will not be permitted to enter the parade unless authorized by the CITY OF HAYDEN or its designated representative.
3. All parade participants shall refrain from any lewd or obscene gestures, language or signage during the parade.
4. All parade participants will maintain a 20-foot separation between entries.
5. No fireworks or open flames are allowed to be used in the parade.
6. Use or possession of alcoholic beverages or illegal substance is forbidden.
7. Drivers of motorized vehicles must hold a valid driver's license to operate their assigned vehicles.
8. Parade participants must demonstrate proof of auto insurance if operating a motorized vehicle.
9. No discharge of a firearm is allowed.
10. Commercial signage is limited to that permanently affixed to the parade unit.
11. There is no parade fee for the Hayden Lights Parade.
12. Disbanding at the end of the parade will be at Honeysuckle Avenue.
- 13. The City of Hayden will be providing a Santa in the Hayden Lights parade. Please don't include a real life Santa on your float. We appreciate you understanding our request. Thank you.**
- 14. Parade Award Categories: (If Applicable)**
 - Holiday Extraordinaire**
 - Best represents the Christmas holiday
 - Judges' Choice**
 - Outstanding showmanship and dramatic impact
 - Best in Parade**
 - Overall, the most spectacular entry in the parade

5. **REPORTS**
 - A. City Staff
 - B. Chair and Commission Members
6. **ADJOURNMENT**