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

Wednesday, July 8, 2026

Commission Meeting: 3:00 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 Workshop Meeting Minutes for June 10, 2026

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.

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

Wednesday, June 10, 2026

Working Meeting: 2:00 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER: Chair Jones called the meeting to order at 2:12 PM

ROLL CALL OF COMMISSION MEMBERS:
Present: Chair Jones, Commissioner Lee, Commissioner Wright.
Absent: Commissioner Wilder. There was a Quorum.

1. **WORKSHOP**
   A. 2026 Community Event Commissioner Wright informed the Commission the dance instructor who showed interest in doing a children's dance program for the event had backed out due to the financial complexity of the required insurance policy. The Chair reached out to Dan Connelley, and he is willing to do a dance workshop for children at the event. Discussion followed over how long the dance portion should be, if he will also provide music during the rest of the event and other logistics.

   The Commission would like to have a photobooth, the children's craft station, and a painting demonstration by Commissioner Lee. For the craft booth would like to narrow the crafts down to straw flutes, chalk art, toilet paper roll creatures, and blow art, and coloring.

   He also said he will reach out to a sculptor who may be willing to do a demonstration at the event as well. The Commission would like to have a vendor who sells photograph magnets and a face painter. Chair Jones said she would like to reach out to the North Idaho College Culinary department and see if they have interest in doing a demonstration as well.

   They would like to set up for the event at noon and have it open to the public from about 2:00 PM to 5:00 PM with the children's workshop beginning around 9:00 AM.

   The cost per child will be $20.00 and the Commission would like to provide a sack lunch to the children as part of their registration. There was discussion of the title of the event and they agreed on "Hayden Arts Showcase".

   B. **ADJOURNMENT** ***ACTION ITEM*** Chair Jones adjourned the meeting at 3:04 PM

B. Approval of the Regular Meeting Minutes on June 10, 2026

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

Wednesday, June 10, 2026
Commission Meeting: 3:00 PM

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

CALL TO ORDER Chair Jones called the meeting to order at 3:10 PM

ROLL CALL OF COMMISSION MEMBERS
Present: Commissioner Lee, Chair Jones, Commissioner Wright and Commissioner Wilder at 3:15 PM.
Absent: A Quorum was present.

PLEDGE OF ALLEGIANCE Chair Jones led the pledge of allegiance.

ADDITIONS OR CORRECTIONS None.

1. **CONSENT CALENDAR** ***All items on the Consent Calendar are Action Items***
   A. Approval of the Regular Meeting Minutes for June 10, 2026. Commissioner Wright made a motion to approve the regular meeting minutes on June 10, 2026. Commissioner Lee seconded the motion. Voice Vote: All in favor. None opposed. Motion carried.

2. **VISITOR/PUBLIC COMMENT on Non-Agenda Items (5-minutes maximum)**
   None.

3. **UNFINISHED BUSINESS**
   A. *ACTION ITEM* Come Together Bench Program The Liaison informed the Commission that City Council approved the bench designs as well as the idea of the Arts Commission painting a bench and forgoing the fee. The Commission currently has 3 sponsored. City Council was asked to approve the rest of the benches being painted without sponsored funding, they agreed, with the stipulation that additional donations are still being pursued. City Council is willing to request additional funding from the Hayden Urban Renewal Agency as well. The goal is to have the benches installed before the end of 2026.
   The Hayden Area Regional Sewer Board will consider funding at their July meeting. The next step in the process is to set up an artist meeting. Once painting begins, the artists will have 5 days to complete their bench. There will be two separate painting dates blocked out to ensure the artists have time and room to complete the project. The Arts Commission decided on the week of July 6th and July 13th. The Liaison will confirm those dates with Public Works for their schedule and installation. They will also consider the weeks of July 27th and August 3rd as potential dates. Chair Jones would like to add a Community Announcement on the benches to the next agenda.

   B. *ACTION ITEM* Hayden Arts Commission Signage The Liaison is research signage per request of the Arts Commission. The signage will match the rest of City Hall consisting of an acrylic sign, black writing, and a white background that stands out from the wall.

   C. *ACTION ITEM* T- Mobile Grant Opportunity The Commission has 4 letters of support for the grant, including the letter of support from the City of Hayden. The Liaison had issues getting the link for submission to function and will try again. The Chair will be doing a follow-up at the end of the week with the businesses she had previously contacted for a letter of support.

   D. *ACTION ITEM* 2026 Community Event The Chair recapped the workshop meeting for Commissioner Wilde. The dance instructor originally planned, had backed out due to contract concerns. She shared they would like to have Dan Connelley do a one-day children's workshop for the event. Chair Jones also updated her on the desire to have a few vendors such as a photo booth, face painting and photo magnet vendor. She also recapped the booths which will consist of crafts for children, sculpting, painting, and culinary demonstrations. They will be creating a flyer for the event and an application for the children's event. Vendor applications for vendors and demonstration booth participants will be available as well, Discussion followed over the name of the event. The Arts Commission decided to officially call it "2026 Hayden Arts Showcase".

E. *ACTION ITEM* Hayden City Hall Gallery Guidelines Commissioner Lee had a question about what supplies are provided for hanging. In the contract it stipulates that hanging supplies are the responsibility of artists. The city does have a step ladder available for use as well as the hanging hooks. For a recap on the City Hall gallery guidelines concerning multiple artists, they would like to have one point of contact with the artists.

The Commission also requested language in the informational packet for new commission members about the Liaison protocol for multiple artists. They would also like to change the language in the agreement to reflect the new protocol. It would include a section for the individual artists to sign, acknowledging the one point of contact, as well as the gallery rules.

Discussion followed over the artist reception for the 3rd Quarter artist and setting a date if she would like to participate. The commission would like to keep it to one hour on the first Friday after the artist displays their art. They would also like to add language about the artist's reception in the contract going forward.

4. **NEW BUSINESS**

A. *ACTION ITEM* Election of Vice-Chair Chair Jones wanted to take a moment and share her deep gratitude for Vice-Chair Saterfiel and all her hard work and dedication to the Arts Commission. Commissioner Lee made a motion to nominate Commissioner Wright as Vice-Chair. Commissioner Wilder seconded the motion. Voice Vote: All in favor. None opposed. Motion carried.

5. **REPORTS** The Liaison shared with the Commission the City's law enforcement strategic planning effort. The City is hosting a community meeting with the consultant for the public to provide input and ask questions. She shared the dates and encouraged the Commission to attend and spread the word of the event. The Liaison shared with the Commission, the winner of the Hayden Arts Logo contest was presented her winning check at the last council meeting. The next step is to work with a graphic designer to create a logo. The Liaison encouraged the Commission to share any leads on a graphic designer they would recommend for the project. The Commission also discussed being involved in the Hayden Days event and parade.

6. **ADJOURNMENT** ***ACTION ITEM*** The Chair adjourned the meeting at 4:03 PM.

_____

Amber Smitham, Clerk

2. **VISITOR/PUBLIC COMMENT on Non-Agenda Items (5-minutes maximum)**
3. **UNFINISHED BUSINESS**
   A. *ACTION ITEM* Come Together Bench Program and Community Announcement
   B. *ACTION ITEM* 2026 Hayden Arts Showcase
   C. *ACTION ITEM* T-Mobile Grant Opportunity
   D. *ACTION ITEM* Hayden Arts Commission Signage
   E. *ACTION ITEM* Hayden City Hall Gallery Guidelines
4. **NEW BUSINESS**
   A. *ACTION ITEM* Hayden City Gallery Featured Artist Letter of Reference
5. **REPORTS**
6. **ADJOURNMENT *ACTION ITEM***

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.