

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

Wednesday, May 13, 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 April 8, 2026 Workshop Meeting Minutes

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

Wednesday, April 8, 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 2:08 PM

ROLL CALL OF COMMISSION MEMBERS:

Present: Commissioner Lee, Commissioner Wright, Chair Jones.

Absent: Commissioner Wilder, Vice-Chair Saterfield. There was a Quorum.

1. **WORKSHOP**

- A. **2026 Family Fall Fest** Commissioner Wright shared her concern the event would be too large of an undertaking as a pilot event. The other present Commission members agreed. They decided to scale back the event, in hopes of increasing it in subsequent years. They would also like to feel distinct from the City sponsored annual event, Hayden Days. The idea would be to have a few community-level workshops for the event, including a youth performance program. Commissioner Wright suggested the title of "Youth Chamber Concert" for the youth performance portion. They suggested having a performance, art and food demonstration. Craft projects for children, potential face painting and a photobooth area. They would like to keep the event on September 12, 2026. The event would be approximately 4 hours total. It would be 2 hours for the event as well as allowing ample time for set up and tear down. Commissioner Wright has a lead for a dance performance geared towards children she will reach out to and see if she is available for the May workshop. The steps going forward would be to secure a dance instructor, create flyers, share information on social media, and connect with community partners and sponsors. It was also suggested to partner with local restaurants. The Commission would still like to incorporate Dan Connelly into the event to see what his availability/interest would be.

2. **ADJOURNMENT ACTION ITEM** Chair Jones adjourned the meeting at 2:50 PM.

Amber Smitham, Clerk

B. Approval of April 8, 2026 Regular Meeting Minutes

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

Wednesday, April 08, 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 3:02 PM

ROLL CALL OF COMMISSION MEMBERS

Present: Vice-Chair Saterfiel, Commissioner Lee, Chair Jones, Commissioner Wilder at 3:32 PM, and Commissioner Wright.

Absent: A Quorum was present.

PLEDGE OF ALLEGIANCE Commissioner Lee 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 March 11, 2026, Commissioner Wright moved to approve the Regular Meeting minutes for March 11, 2026. Commissioner Lee provided the second. 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** T-Mobile Grant Opportunity The Commission will be using the Hayden City Hall letter of support from City Council. They have received a letter of support from Triple Play, Stancraft, and Shana Wright of the Arts Commission. The Commission needs one additional letter of support to proceed with the grant application. The next deadline will be June to meet the quarterly application requirements of T-Mobile.
 - B. **ACTION ITEM** Hayden Arts Commission Logo Contest There was a second logo submission, and the deadline was March 23, 2026. The submission was by eight grader, Sydney Gilbert. The Commission enjoyed the design and would like to contact Sydney's parents for permission to work with a graphic designer to make the design "logo ready". Vice Chair made a motion to accept the logo as the Hayden Arts Commission official logo as well as the city working with a graphic designer and the artist to make it "logo ready". The Commission would like to check with the parents of the artist about presenting the award to the artist. They would also like to send a letter of recognition and thank you to the other artist who submitted a logo for this contest. Commissioner Wright seconded the motion. Voice Vote: All on favor. None opposed. Motion carried.

- C. **ACTION ITEM** **Come Together Bench Program** The Liaison passed out a draft of the Come Together Bench Program Call to Artist to the Commission. She adjusted the document the Chair created. She added a paint order form, location of the benches, picture of the benches as well as for the electronic form, a link that takes the artist to the company website to view art that was created on other benches for inspiration. The Commission discussed slight changes to the draft Call to Artist application. The Liaison stressed the importance of the benches being painted this year before they are placed; due to the level of maintenance required to restore them to the original pre prepped surface once they are installed. If there are not enough sponsors for benches or artists, the benches will be painted a solid color and installed. The deadline will be May 10, 2026. There will be a ceremonial ribbon cutting to celebrate the community support of this project once the benches are installed. Hayden Urban Regional Sewer Board received an update on the project by the Liaison to update the Board at their next meeting. She also shared she would have the Mayor mention it at the next Hayden City Council meeting as well.
 - D. **ACTION ITEM** **Public Art Survey** There are currently 11 responses to the Public Art Survey. The Commission has decided to keep the survey open to the public and discuss it further in June.
 - E. **ACTION ITEM** **Hayden City Hall Featured Artist** Commissioner Wright is the current Liaison for the 2nd Quarter and shared how well it went working with the artist in displaying in City Hall. She said they are available for May 1st from 3:00-5:00 PM for the Artist Reception and the Commission agreed that date would work. The Commission will provide a flyer for the artist to promote the event. The City will also promote it as well. The Commission discussed The Coeur D Alene Arts Association who was the 1st Quarter Featured Artist. It was communicated by Denise, the point of contact for the Association, that there was some frustration on their end with the gallery process. The Hayden Arts Commission also noticed several of the donated hooks and chains for hanging are missing. Commissioner Wilder shared she is scheduled for a phone call with a member of the CDA Arts Association to discuss their experience. Representatives of Hayden Arts Commission will attend the next CDA Arts Association meeting and thank the artists and ask for feedback on their experience. Commissioner Wright shared she was able to get a baker to donate decorated cookies for the Artist Reception. The baker will create 30 themed cookies for the event, and the Commission will advertise her as a sponsor.
 - F. **ACTION ITEM** **2026 Family Fall Fest** Chair Jones gave a brief overview of the workshop for the members who were not present.
 - G. **ACTION ITEM** **Youth Performance Program** Commissioner Wilder shared she has a dance teacher who may be interested in participating in the event. Chair Jones has offered to reach out to Dan Connley and see what role, if any, he would like to have in the event since he has been booked, and a deposit has been paid to him. Chair Jones would like to make a motion to change the "2026 Family Fall Fest" to "2026 Hayden Arts Showcase" with an associated series of children's workshops. Commissioner Wilder motioned to accept the proposed change, Commissioner Wright seconded the motion. Voice Vote: All in favor. None opposed. Motion carried.
4. **NEW BUSINESS**
- A. **ACTION ITEM** **Hayden City Hall Art Gallery Artist Application** On the next agenda the Commission will discuss Hayden Art Gallery signage for the lobby. Discussion followed about offering City Staff the opportunity to display art in the gallery for the 4th Quarter. The Commission would like to offer it this year and see what staff interest is. Discussion also followed over how Kootenai County was able to do it as a contest with public voting and as

a staff moral. The application that was received for the 3rd Quarter Artist is from a local resident, Paula Dahlen, who is a retired nurse, self-taught oil painting artist. She wishes to display her art from her various travels with none being for sale. Vice-Chair Saterfiel made a motion to approve Paula Dahlen as the 3rd Quarter Hayden City Hall Featured Artist. Commissioner Lee second the motion. Voice Vote: All in favor. None opposed. Motion carried.

- B. **REPORTS** The Liaison shared the McIntire Park master planning process is underway. The concepts have been narrowed down to two, which are available for the public to vote on currently. The Public Art Policy is almost complete and awaiting input from additional city departments. The next step will be to present it to City Council for approval. Vice-Chair Saterfiel inquired about the Dusk to Dawn signs. The Liaison updated the Commission that the text portion of the signage is ready, but the size scaling of the dragonflies is still in process to make them as accurate as possible. The material that will be used is black and gold that will be durable for the elements it will be exposed to outside. The Liaison will touch bases with Public Works who will oversee any maintenance it may need to ensure it works for them. Chair Jones said she will be absent from the next meeting

ADJOURNMENT ACTION ITEM Commissioner Lee made a motion to adjourn. Commissioner Wilder seconded the motion. Meeting adjourned at 4:33 PM.

Amber Smitham, Clerk

2. **VISITOR/PUBLIC COMMENT on Non-Agenda Items (5-minutes maximum)**
3. **UNFINISHED BUSINESS**
 - A. **ACTION ITEM** Review Come Together Bench Program Call to Artist Submissions
 - B. **ACTION ITEM** Hayden Arts Commission Signage
 - C. **ACTION ITEM** T-Mobile Grant Opportunity
 - D. **ACTION ITEM** Hayden Arts Commission Logo Contest Winner Announcement and Runner-Up Acknowledgment
4. **ACTION ITEM 2026 Hayden Art Showcase**
5. **NEW BUSINESS**
 - A. **ACTION ITEM** Hayden City Hall Art Gallery Protocol for Multiple Artists
6. **REPORTS**
7. **ADJOURNMENT ACTION ITEM**