

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

Thursday, June 4, 2026

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 May 7, 2026 Veterans Commission Meeting Minutes

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

Thursday, May 7, 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 4:03 PM.

ROLL CALL OF COMMISSION MEMBERS

Julie Colangelo: Present
Ian Cosby: Present
Jim Schrader: Present
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 April 2, 2026 Veterans Commission meeting minutes. This motion, made by Snell and seconded by Colangelo, Carried.
Julie Colangelo: Yes
Ian Cosby: Yes
Jim Schrader: Yes
Jeffrey Snell: Yes
Ray Verbrugge: Absent
Yes: 4, No: 0, Absent: 1
 - A. Approval of April 4, 2026 Veterans Commission Meeting Minutes
2. VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)
There were no visitors at the start of the meeting; however, Council Member Matt Roetter arrived later, and Chair Cosby returned to this agenda item after Agenda Item 4.A. so he could provide a public comment. Roetter spoke about Vernon Baker, a Medal of Honor recipient who had a street named after him, and Pappy Boyington, for whom the Coeur d'Alene Airport was now named after. He also mentioned another Medal of Honor recipient, Tommy Norris, and asked the commission to consider naming something after him. Roetter then thanked the members of the commission for their work and continued efforts during Memorial Day and Veterans Day. Cosby said they could add what Roetter brought up to the agenda for next month's meeting.
3. UNFINISHED BUSINESS
 - A. Veterans Commission Recruitment (ACTION ITEM)
Chair Cosby asked if anyone had done anything with recruitment and stated he was interested in the gentleman who attended their meeting a couple months ago. Recreation & Community Events Director Suzanne Cano said she had two people who had applied to the commission and was working on setting up interviews with the Mayor. Commissioner Schrader mentioned that the gentleman from the meeting Cosby referenced was not going to join the commission.
 - B. Memorial Day Ceremony (ACTION ITEM)

The commission reviewed and finalized the Memorial Day Ceremony Program. They also discussed Northern Lakes Fire District being interested in providing services for their ceremonies and possibly being used for Veterans Day. Recreation & Community Events Director Suzanne Cano said she would send the Memorial Day Ceremony script to Chair Cosby. The commission also decided on an arrival time for the Memorial Day Ceremony.

C. Establishing Guest Speaker Guidance (ACTION ITEM)

Chair Cosby presented a draft of updates to the Guest Speaker protocol and said he was also working on reviewing and updating the Standard Operating Procedure (SOP) in general. Cosby then went through the draft updates to the Guest Speaker protocol, and the commission discussed them.

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

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

4. NEW BUSINESS

A. Annual Commemorative Brick Orders (ACTION ITEM)

The commission discussed with Recreation and Community Events Director Suzanne Cano the option of reading the new Commemorative Brick names during only one ceremony while still installing them for both Memorial Day and Veterans Day. The commission decided to read the new brick orders during the Memorial Day Ceremony. Commissioner Colangelo asked if all the information to order a Commemorative Brick was on the City's website, and Chair Cosby confirmed that it was.

5. REPORTS

A. City Staff

Recreation & Community Events Director Suzanne Cano told the commission that she was finally able to review the total in their donation account and informed the commission of the amount. Chair Cosby asked when that amount resets, and Cano said October 1. She also mentioned that money would be coming out of the account for the Memorial Day Ceremony invitations and ceremony plaques. Cosby asked for an approximate amount, and the Clerk provided the rough cost for the invitations. Cano noted that if the commission no longer wanted to send invitations, they could stop, but said this was how invitations were currently sent to those who had ordered a Commemorative Brick. Commissioner Colangelo asked if anyone else received invitations, and Cano explained who else was included. Cano also said they could limit invitations to those within a certain timeframe if the commission preferred, and Cosby said they could discuss that at a later date.

B. Chair and Commission Members

Vice-Chair Snell informed the commission that there would be a Veterans Memorial Flag Pole Dedication at Avondale Golf Club on May 23 at 8:15 a.m.

6. ADJOURNMENT

The meeting was adjourned at 4:59 p.m.

Isabelle White, Clerk

2. **VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)**
3. **UNFINISHED BUSINESS**
 - A. Veterans Commission Recruitment (ACTION ITEM)
 - B. Memorial Day Ceremony After Action Review (ACTION ITEM)
 - C. Establishing Guest Speaker Guidance (ACTION ITEM)
 - i. Criteria for Selecting a Guest Speaker (ACTION ITEM)
 - ii. Speech Criteria for Memorial & Veterans Day Ceremonies (ACTION ITEM)
4. **NEW BUSINESS**
 - A. Distribution of Memorial & Veterans Day Invitations (ACTION ITEM)
 - B. Veterans Day Ceremony (ACTION ITEM)
 - C. Veterans Commission Standard Operating Procedures Discussion (ACTION ITEM)
 - D. Distinguished Veteran 2026 (ACTION ITEM)
 - E. Discussion Regarding Ways to Honor Thomas (Tommy) Norris (ACTION ITEM)
 - F. Commission's In-Person Report to Council
5. **REPORTS**
 - A. City Staff
 - B. Chair and Commission Members
6. **ADJOURNMENT**