

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

Thursday, December 4, 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 November 6, 2025 Veterans Commission Meeting Minutes

**MINUTES 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**

The meeting was called to order at 4:02 PM.

**ROLL CALL OF COMMISSION MEMBERS**

Julie Colangelo: Present  
Chair Cosby: Present  
Jeffrey Snell: Present  
Ray Verbrugge: Present

**ADDITIONS OR CORRECTIONS**

1. CONSENT CALENDAR **All items on the Consent Calendar are Action Items**  
**Motion to approve the meeting minutes from October 2 and October 23. This motion, made by Snell and seconded by Colangelo, Carried.**  
Julie Colangelo: Yes  
Chair Cosby: Yes  
Jeffrey Snell: Yes  
Ray Verbrugge: Yes  
Yes: 4, No: 0
  - A. Approval of the October 2, 2025 Veterans Commission Meeting Minutes
  - B. Approval of the October 23, 2025 Veterans Commission Special Meeting Minutes
2. VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)  
There was one visitor present; no public comment was offered.
3. UNFINISHED BUSINESS
  - A. Veterans Commission Recruitment **(ACTION ITEM)**  
Commissioner Colangelo stated that she had a potential person she was talking with about joining the commission. Commissioner Verbrugge introduced his friend Mark, the visitor, who attended to observe. Jennifer Arrotta informed the commission that a gentleman had come in and picked up an application. Commissioner Snell asked how many commissioners they were allowed to have, and City Clerk Abbi Sanchez said she thought they could have a maximum of nine but that five had been found to be a good number.
  - B. Veterans Plaza **(ACTION ITEM)**
    - i. Maintenance **(ACTION ITEM)**  
Commissioner Snell stated that the commissioners had done some weeding at the end of the last meeting and suggested that, for the time being, members could spend about five minutes after each meeting maintaining the area. Commissioner Colangelo agreed and said she was fine with that plan until spring. Snell noted that they had previously discussed having an organization assist with maintenance and asked Chair Cosby if he had any updates. Cosby stated that he did not have a consistent group lined up but said that, since the work was minimal, the commissioners had decided to continue handling it themselves after meetings. Snell added that they should keep an eye out for

any youth groups or other organizations that could help in the future, but for now this agenda item could be removed from the agenda.

ii. Mapping (ACTION ITEM)

Chair Cosby stated that he had attempted to contact the agency responsible for working on the website but had not received a response, noting that they were likely busy. He said he would continue trying to connect with them. This agenda item was tabled until further notice.

C. Veterans Day Ceremony (ACTION ITEM)

Jennifer Arrotta stated that all arrangements for the Veterans Day Ceremony had been confirmed. The commission discussed what time members should arrive for the ceremony. Commissioner Verbrugge stated that he would not be able to attend the ceremony.

D. Establishing Guest Speaker Guidance (ACTION ITEM)

Commissioner Snell stated that he would send the information on this agenda item to Chair Cosby, noting that it was a single page from their Standard Operating Procedures outlining the procurement and approval of guest speakers. This agenda item was tabled until the next meeting.

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)

Commissioner Snell mentioned that former member Ian Johnston had worked on the business card project but, since he was no longer on the commission, asked if anyone else had taken it over or if there was an update. Jennifer Arrotta discussed the card she had emailed to members, explaining that it was the standard City of Hayden card used by other commissions and noting that some details, such as the website and logo, differed from the example image. Snell told Chair Cosby he could send him a picture of the card if he had not received it and asked if a QR code could be added to the back, to which Arrotta replied yes. Snell then asked if the cards had been ordered or if the commission needed to approve them. Arrotta stated that they had not been ordered and would require commission approval.

City Clerk Abbi Sanchez informed the commission that the expenditure would need to be approved. Snell asked about the cost, and Cosby said he thought the City was paying for them. Sanchez clarified that the expense would come from the Veterans Commission budget. Snell asked what the commission's budget and account balance were. Sanchez stated that if they ordered five hundred business cards, the cost would be under fifty dollars, and added that the new fiscal year had begun in October with a minimum balance of five hundred dollars. When Snell asked where the funding came from, Sanchez explained that it came from the City's general fund. Snell commented that during his time on the commission, he did not believe they had spent any funds. Snell then made a motion to approve the printing of five hundred business cards for approximately fifty dollars.

The commission discussed the motion. Cosby asked what was wrong with the original card design that former member Ian Johnston had worked on, and Arrotta and Sanchez explained that the City wanted standard and uniform cards across all commissions that also matched the staff's cards. Cosby added that, although he thought they had a better design, it would be good to just have cards. The motion was amended to include adding a QR code on the back and passed unanimously.

**Motion to approve the printing of five hundred business cards at an approximate cost of fifty dollars. This motion, made by Snell and seconded by Colangelo.**

**Commissioner Snell moved to amend his previous motion to include a QR code on the back of the cards. Commissioner Colangelo seconded. The motion carried.**

**Julie Colangelo: Yes**

**Chair Cosby: Yes**

**Jeffrey Snell: Yes**

**Ray Verbrugge: Yes**

**Yes: 4, No: 0**

4. NEW BUSINESS

A. Election of Vice-Chair (ACTION ITEM)

Chair Cosby nominated Commissioner Snell to serve as Vice-Chair. The motion passed unanimously.

**Motion to approve Jeffrey Snell as Vice-Chair. This motion, made by Cosby and seconded by Colangelo, Carried.**

**Julie Colangelo: Yes**

**Chair Cosby: Yes**

**Jeffrey Snell: Yes**

**Ray Verbrugge: Yes**

**Yes: 4, No: 0**

B. Hayden Lights Parade (ACTION ITEM)

Jennifer Arrotta discussed the Hayden Lights Parade with the commission, including the date and time of the event. Vice-Chair Snell said he planned to attend and asked if members could follow up by email, to which Arrotta agreed. Snell asked about the possibility of having radios to communicate along the parade lineup. Commissioner Verbrugge said he might not be able to attend, and Commissioner Colangelo said she should be available but would need to confirm. Chair Cosby commented that the commissioners could start the parade as long as they followed instructions and understood their assigned responsibilities. Arrotta replied that, after speaking with her director, it was determined that the Event Coordinator would remain responsible for starting the parade.

5. REPORTS

A. City Staff

Jennifer Arrotta discussed the 2026 meeting calendar and asked the commission to review it. She noted that meetings were scheduled for the first Thursday of each month, except in January when no meeting was planned. City Clerk Abbi Sanchez informed the commission that they could choose a different meeting day, as the first Thursday in January fell on a holiday and City Hall would be closed. Vice-Chair Snell suggested that Chair Cosby review the calendar. Sanchez explained that if the commission wanted to discuss or make changes, the topic would need to be included on the next agenda. She added that if there was no discussion, they could proceed with the current schedule and make adjustments as needed. Arrotta noted that during the December meeting, they could decide on an alternate date for January if desired.

B. Chair and Commission Members

Vice-Chair Snell informed the commission that the Hayden Meadows Veterans Day performance would be held that evening at 6:00pm. He encouraged members to attend, noting that the students did a phenomenal job last year.

6. ADJOURNMENT

Adjourned at 4:29pm

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

**Julie Colangelo: Yes**

**Chair Cosby: Yes**

**Jeffrey Snell: Yes**

**Ray Verbrugge: Yes**

**Yes: 4, No: 0**

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Isabelle White, Clerk

2. **VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)**
3. **UNFINISHED BUSINESS**
  - A. Veterans Commission Recruitment (ACTION ITEM)
  - B. Veterans Day Ceremony (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. 2026 Meeting Calendar (ACTION ITEM)

# 2026 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
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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
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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
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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
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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
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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

<div style="background-color: #A0A0A0; width: 20px; height: 20px; margin-bottom: 5px;"></div> <p>City Council Meeting 5:00 pm</p>	<div style="background-color: #C00000; width: 20px; height: 20px; margin-bottom: 5px;"></div> <p>Planning &amp; Zoning Commission Meeting 5:30 pm</p>	<div style="background-color: #FFA500; width: 20px; height: 20px; margin-bottom: 5px;"></div> <p>Historic Preservation Commission Meeting 11:00 am</p>
<div style="background-color: #FFFF00; width: 20px; height: 20px; margin-bottom: 5px;"></div> <p>Arts Commission Meeting 3:00 pm</p>	<div style="background-color: #90EE90; width: 20px; height: 20px; margin-bottom: 5px;"></div> <p>Parks, Recreation &amp; Forestry Commission Meeting 4:00 pm</p>	<div style="background-color: #800080; width: 20px; height: 20px; margin-bottom: 5px;"></div> <p>Veterans Commission Meeting 4:00 pm</p>
<div style="background-color: #ADD8E6; width: 20px; height: 20px; margin-bottom: 5px;"></div> <p>Hayden City Hall Closed</p>	<div style="background-color: #0000FF; width: 20px; height: 20px; margin-bottom: 5px;"></div> <p>Public Safety Commission Meeting 1:00 pm</p>	

- B. Commission's In-Person Report to Council
  - C. Memorial Day Ceremony (ACTION ITEM)
5. **REPORTS**
- A. City Staff
  - B. Chair and Commission Members
6. **ADJOURNMENT**