

**ARTS COMMISSION  
MEETING MINUTES  
June 25, 2024  
City Hall, Conference Room #6**

**Attendees:** Chairman Mary Lee Ryba, Commissioner John Bruning, Commissioner Charlotte Doutriaux, Commissioner Alesa Momerak, Commissioner Summer Ward (attended online), Commissioner Sally Shortridge, Commissioner Chuck Ethridge, Commissioner Lindsey Sichelstiel, Commissioner Jennifer Drake, Commissioner Kate Walker, City Administrator Troy Tymesen, and City Accountant Stephanie Padilla.

**Guest:** Jeni Hegsted, Emerge CDA Inc.

**CALL TO ORDER:** Chairman Ryba called the meeting to order.

**CONFLICT OF INTEREST DECLARATION:** There were none.

**PUBLIC COMMENTS:** Commissioner Shortridge shared that the Shakespeare Coeur d'Alene play "A Midsummer Night's Dream" was amazing and well attended.

**APPROVAL OF MINUTES: MOTION:** Motion by Commissioner Shortridge, seconded by Commissioner Ethridge, to approve the May 28, 2024 minutes. **Motion carried.**

**APPROVAL OF FINANCIAL REPORT:** City Accountant Stephanie Padilla noted that the first installment for the Green Energy Dragon AWTF art project has been paid. She shared that the artist, Melissa Cole, is in the process of getting a building permit and currently working on the mosaic and the project is on track to get it done by October. **MOTION:** Motion by Commissioner Bruning, seconded by Commissioner Drake, to approve the May 2024 Financial Reports. **Motion carried.**

**COMMISSIONER/ STAFF COMMENTS:** City Administrator Troy Tymesen relayed that Ms. Padilla will be moving on to a new role in another institution and thanked her for all her contributions to the City and the Arts Commission. Ms. Padilla said that she would transfer to North Idaho College, but she assured Ms. Cole that she would stay on to see through the Green Energy Dragon project. Chair Ryba thanked Ms. Padilla for all the work she done for the Commission.

**DRAFT CDA POET LAUREATE QUALIFICATIONS AND PROGRAM DESCRIPTION:** Commissioner Shortridge presented the draft qualifications and program for the establishment of a Coeur d'Alene Poet Laureate (CDAPL). She explained that the program is seeking a published poet that lives in Coeur d'Alene and has a record of community involvement and/or teaching. She stated that the CDAPL will serve a 3-year term from October 1 to September 30 each year with an annual honorarium of \$1,500 that will be paid at the beginning of each service year. She mentioned that the Poet Laureate will be commissioned to: write at least two original works per year to be entered into the City's Public Art Collection; give a minimum of three local readings per year such

as at the Mayor Awards in the Arts, National Poetry Month at the CDA Library, and City Council meetings; and to work to raise the visibility of poetry and other literary arts within the community through outreach, education, and other programs. Chair Ryba shared that she had the opportunity to listen to poets online and she feels that it would be good to have an established poet in the City since there are not many in Idaho. She added that the Subcommittee met twice with a very well-known poet in the area, and he would have attended this meeting to speak but he had a last-minute travel. Commissioner Shortridge requested the Commissioners to approve the proposal to establish a Coeur d'Alene Poet Laureate with a \$1500 honorarium per year. Commissioner Momerak inquired if there will be an application process or it will be by appointment, with Chair Ryba explaining that there will be a call for artists that will be sent out, a Selection Committee, and selection process. Commissioner Ethridge asked about the timeframe, and Chair Ryba stated that there is a tight timeframe since the goal is to have a public announcement during the Mayor's Awards in the Arts on October 9, 2024. She stated that after the Commission approves today, this will go to Council on July 2, then the submission period will be from July 8 to August 9. She added that the Selection Panel will have their selection meeting on August 12 and the results will be voted on during the August 27 Arts Commission meeting, and then it will go to the September 3 Council meeting for approval.

**MOTION:** Motion by Commissioner Shortridge, seconded by Commissioner Doutriaux, to approve the draft CDA Poet Laureate Qualifications and Program Description. All in favor.  
**Motion carried.**

**REVISIONS ON THE CONTRACT WITH EMERGE:** Mr. Tymesen introduced Jeni Hegsted, Executive Director of Emerge CDA Inc., to discuss their request for changes in the contract for student art scholarships. He explained that in the initial agreement, the amount of scholarships would be from \$75 to \$125 and Emerge is requesting to increase it to \$250. He added that they also requested to add Art Camps. Ms. Hegsted stated that they also requested to add under Article 2, Section 2.01(E) that Emerge agrees to incorporate art from the students into two shows per year, but Mr. Tymesen pointed out that it is all about highlighting the students work, hence there is no need to amend that section. Ms. Hegsted explained that the initial programming for the scholarships was fall-winter, but it fell behind and is now implemented in summer which caused the price change. She added that they also shifted from a half-day to full-day summer workshops. Chair Ryba inquired if they had started awarding scholarships, with Ms. Hegsted replying that their Art Camp started last June, and they have awarded some scholarships. She asked the Commission to make it retroactive if their requested price adjustment is approved. Commissioner Drake said that it will make sense if a year-round scheduling is incorporated to cover the amount of the year-round camps and classes as long as the scholarship will not exceed the registration fee. Mr. Tymesen pointed out that the intention is to benefit more scholars and Emerge cannot exceed the \$25,000, hence increasing the price would mean lesser beneficiaries who can avail. He added that this is a one-year contract. Ms. Padilla asked how many scholarships at the price of \$250 they have awarded, with Ms. Hegsted replying that for the rest of the summer, they had approved 17 full scholarships and 4 partial scholarships. She mentioned that for the next year, there would be no price increase that would be above their summer camp fee.

**MOTION:** Motion by Commissioner Drake, seconded by Commissioner Walker, to approve the proposed amendments to the Memorandum of Understanding with Emerge CDA Inc. All in favor.  
**Motion carried.**