



Public Art Commission Agenda

Tuesday, December 2, 2025, 12:00 PM

City Hall Overflow Room, CH-116
203 Main Avenue East, Twin Falls, Idaho

Members: Melissa Crane, Chairperson; Janeale Dean, Vice-Chairperson; Amy Westover; Drew Nash; Laura Stewart; Tim Hafer

- 1) Call Meeting to Order/Confirmation of Quorum
- 2) Consent Calendar
 - a) **ACTION ITEM:** Request to approve the meeting minutes for November 4, 2025.
By:
- 3) Items of Consideration
Sub Committee Updates
 - a) **DISCUSSION:** Sub Committee Updates
By:
- 4) General Public Input
- 5) Public Art Proposal Update
- 6) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Josh Palmer (208) 735-7312 at least two working days before the meeting. Si desea esta información en Español, por favor llame a Josh Palmer al teléfono (208) 735-7312.

Public Input Procedures

1. Individuals wishing to provide public input regarding matters relevant to the City of Twin Falls shall:
 - Wait to be recognized by the Mayor or Chairman
 - Approach the microphone/podium
 - State their name, and whether they are a resident or property owner in the City of Twin Falls, and proceed with their input.
2. The Mayor or Chairman may limit input to no less than two (2) minutes. Individuals are not permitted to give their time to other speakers.

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chairman shall review the public hearing procedures.
 2. Individuals wishing to testify or speak before the City Council or Planning & Zoning Commission shall wait to be recognized by the Mayor or Chairman, approach the microphone/podium, state their name, and then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff shall make an audio recording of the Public Hearing.
 3. A City Staff Report shall summarize the application and history of the request.
 4. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - A complete explanation and description of the request.
 - Why the request is being made.
 - Location of the Property.
 - Impacts on the surrounding properties and efforts to mitigate those impacts.
 5. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
 6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
 7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chairman may limit public testimony to no less than two (2) minutes per person.
 - Individuals are not permitted to give their time to other speakers.
 - However, five (5) or more individuals that received written notice of the public hearing may appoint, by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the Mayor or Chairman. The spokesperson shall be limited to 15 minutes.
 - Written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read into the record or displayed to the public on the overhead projector.
 8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.
 9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chairman, shall be allowed to question the Applicant, Staff or anyone who has testified. Responses shall be limited to answering the questions asked. The Mayor or Chairman may limit the time permitted for the answer.
 10. The Mayor or Chairman shall close the Public Hearing. The City Council or Planning & Zoning Commission shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.
- * Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman.



Public Art Commission Minutes

Tuesday, November 4, 2025, 12:00 PM

City Hall Overflow Room, CH-116
203 Main Avenue East, Twin Falls, Idaho

Members: Melissa Crane, Chairperson; Janeale Dean, Vice-Chairperson; Amy Westover; Drew Nash; Laura Stewart; Tim Hafer

1) Call Meeting to Order/Confirmation of Quorum

Commissioner Crane called the meeting to order at 12:08 PM
A quorum was present.

Members Attending: Melissa Crane, Chairperson; Drew Nash, Amy Westover, Tim Hafer
Member absent: Laura Stewart, Janeale Dean
Staff Attending: Wendy Davis, Council Liaison Craig Hawkins, Mable Shurtleff

2) Consent Calendar

- a) Request to approve the minutes from the following meeting: October 7, 2025.
MOTION: Commissioner Hafer moved to approve the consent agenda. Commissioner Nash seconded the motion. Roll call vote showed all members present voted. Approved 4 to 0.

3) Items of Consideration

- a) Discuss approach for public/private art installations
The Commission discussed its role regarding artwork located on private property and the boundaries between public and private responsibilities.
- Points Raised:
 - The City currently does not own or control art placed on private property.
 - Commissioners expressed concern about using public funds for privately owned spaces.
 - Some members suggested that the Commission could act as a *liaison* — connecting property owners with artists — rather than funding projects directly.
 - It was noted that many property owners who approach the City are seeking guidance, not necessarily funding.
 - Several members proposed developing a pamphlet or resource guide outlining:
 - How private owners can commission art responsibly,
 - What the City's aesthetic and policy considerations are,
 - The limits of City involvement.
 - Commissioners agreed the Commission could support and advise private initiatives without financial involvement.

Outcome:

Consensus that the Commission will not fund private projects but can serve as a liaison or

resource. Future consideration will be given to drafting a Memorandum of Understanding (MOU) template clarifying responsibilities between the City and private entities.

- b) Consider creating a sub committee to work on the City Hall lobby art gallery concept
- Proposal to develop a City Hall Lobby Gallery to exhibit local artists' work.
 - Discussion included:
 - Display cases for 2D work.
 - Potential themes, rotation schedule, and whether exhibits would charge a fee.
 - Comparison to successful programs in other Idaho cities.
 - Importance of advance planning for the America 250 anniversary exhibition (2026).

Form a Lobby Gallery Subcommittee (Members: Commissioner Crane and Commissioner Westover).

Tasks:

- Determine scope, layout, and costs.
- Draft guidelines for artist participation.
- Prepare for possible America 250 themed exhibition.

- c) Update public art walk brochure

The group reviewed the City's current inventory of public art and discussed:

- Ownership clarification,
- Maintenance responsibilities,
- Existing MOUs (example: *Claude Browns mural*, which required a 4-year display which ended in 2023).

Commissioners emphasized the need for a centralized spreadsheet tracking:

- Artwork title, artist, year, ownership, location, maintenance needs, and agreement terms.

Staff and subcommittee members will continue compiling the complete public art inventory and identify which pieces require updated MOUs.

The existing Art Walk brochure and library-hosted website need updates to include recent works.

- Discussion points:
 - Clarification that there are two parts for update:
 - The printed brochure (originally URA-funded).
 - The online library website map.
 - Several art pieces listed no longer exist; new ones need to be added.
 - There are currently two large walking tour signs—one on City property and one at Mary Alice Park (private property).

- Recommendation to replace the Mary Alice Park sign with a smaller QR code sign directing viewers to the updated online map.
- ADA accessibility requirements will affect future printed and digital materials.
- Commissioners discussed incorporating electrical box wraps as part of the public art catalog, possibly under a subcategory.
- Form a Public Art Brochure Subcommittee (Members: Commissioner Nash and Commissioner Westover).

Tasks:

- Identify artwork to add/remove from the current brochure.
- Verify artist information and photography needs.
- Coordinate with the library/IT for website updates.
- Determine brochure printing quantity, cost, and potential funding source.
- Staff to confirm if any remaining URA funds are available for brochure maintenance.

d) Continue discussion of CBH Homes Hearts Across the Valley initiative
Update provided:

- Recommendation and photos submitted to project organizers.
- Awaiting response regarding location approval.
- Alternate site (Visitor Center) will be considered if needed.
- Timeline remains flexible into spring.

4) General Public Input

No public present.

5) Public Art Proposal Update

a) Discussion of current proposals including: America 250 historical art display, City Hall lobby art display, Pop up art gallery

- All recent projects completed.
- One pending project: Shakespeare performance proposal (follow-up confirmed artist won't be ready until 2027).

Suggestion to add a "Subcommittee Reports" standing item to future agendas for ongoing project updates.

- Discussion about integrating the project update report and maintenance fund tracking into regular agenda packets.

Proposal to develop a City Hall Lobby Gallery to exhibit local artists' work.

- Discussion included:

- Display cases for 2D work.
- Potential themes, rotation schedule, and whether exhibits would charge a fee.
- Comparison to successful programs in other Idaho cities.
- Importance of advance planning for the America 250 anniversary exhibition (2026).

6) Adjournment

The meeting adjourned at 01:14 PM

Mable Shurtleff

Mable Shurtleff, Project Coordinator
Parks and Recreation Department