



Public Art Commission Minutes

Tuesday, April 7, 2026, 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, Catherine Walworth

1) Mission Statement

2) Call Meeting to Order/Confirmation of Quorum

Commissioner Crane called the meeting to order at 12:01 PM

A quorum was present.

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

Member Absent: Catherine Walworth

Staff Attending: Wendy Davis, Mitch Humble, Craig Hawkins, Mable Shurtleff

3) Consent Calendar

- a) Request to approve the minutes from the following meeting: March 3, 2026.

MOTION: Commissioner Dean moved to approve the consent agenda as written.

Commissioner Nash seconded the motion. Roll call vote showed all members present voted. Approved 6 to 0.

4) Items of Consideration

Commission decided to re-order the Agenda items to allow guest speaker to go first.

- a) Feedback on legal topics

Following the CBH discussion, staff summarized a recent conversation with the City Attorney regarding legal questions raised by the Commission.

Key Legal Guidance Reported by Staff:

Deputy City Manager Humble reported that:

- The City Attorney was primarily concerned with the social media / marketing aspect of promoting private commercial entities through City channels.
- The concern was less about a plaque or donor recognition and more about the City appearing to market a private business through official communications.
- The City Attorney indicated that the Commission may assist outside entities with publicly viewable art projects when asked, including reviewing or recommending art, so long as the role remains within the Commission's public art purpose.
 - In those cases, the recommendation would generally go to the requesting entity, not necessarily to the City Council.

Deputy City Manager Humble explained that if an entity such as the Chamber requests help selecting public art, the Commission may provide that assistance. However, issues such as

promotion, sponsorship recognition, signage, and branding may require clearer policy direction.

Commissioners discussed:

- Whether City time and resources should be used to support projects that are not City-owned.
 - Deemed appropriate, as long as project load and agenda time allows.
- The need for clearer boundaries around social media recognition, sponsor acknowledgment, donor logos, signage, public information and branding. whether the City currently applies a consistent standard, the distinction between a donation to public art and commercial advertising, and possibility that donor recognition standards need to be more formally defined.
 - Commissioner Dean noted examples of City social media posts that include sponsor tags and logos and raised the need for clearer guidance on how sponsor recognition should be handled.
 - Commissioner Crane requested written policy guidance from the City and/or City Attorney for future projects involving social media recognition.
 - Director Davis explained that the CBH Homes project was moved to the Chamber due to concerns about the agreement language and that the donation policy may need revisions to better address logos and sponsor branding. She also noted that those revisions were not expected to be completed in time for the February meeting.

Deputy City Manager Humble explained that additional related issues had arisen during the review, including broader questions about government speech, public messaging, donor recognition, sign code implications, political or religious expression concerns, and how future requests from private or nonprofit entities should be handled consistently.

- A fundraising donation package for logo recognition was referenced (Shoshone Street Archway) as an example, and it was noted that the Commission may consider developing clearly defined donation packages outlining what recognition or benefits are included with project donations.
- The sign code was updated effective January 1, 2026, and Planning and Zoning is continuing discussion on possible changes related to off-site advertising. The Sunway Park Shelter was referenced as an example, including the use of sponsor blocks and the detailed requirements related to logo and name placement. It was also noted that, under the current sign code, recognition of donors through names and logos does not constitute endorsement of a business. Staff agreed that donor logos may be included on signage, but not as part of the artwork itself.

Director Davis emphasized that the intent had been to keep the Commission involved in the CBH project while avoiding delays tied to unresolved policy questions, and apologized if that had not been clearly communicated.

- Deputy City Manager Humble reported that he discussed with the City Attorney the possibility of using City Hall's lobby as a rotating art gallery and sell art pieces as a funding mechanism for the public art funds. He noted that it is illegal for the City to require commissions on artwork sold from a City-owned space, but can legally host a gallery to connect buyers with artists and allow artists to make optional donations to the Public Art fund. He referenced a similar model used by the City of Meridian.
- Commissioner Stewart asked whether annual sponsorships could be pursued to support the Public Art fund. Deputy City Manager Humble indicated that a gallery could include recognition of a donor sponsor.
- Commissioner Dean asked about accountability when the Commission makes art recommendations to outside entities. Deputy City Manager Humble clarified that the Commission's role would be advisory, and final responsibility would remain with the entity selecting the artwork.
- Deputy City Manager Humble noted that the Magic Valley Community Foundation may be a useful option for fundraising efforts because of the nonprofit tax benefit.

No formal action was taken, but there was general agreement that the Commission needs clearer guidance moving forward.

- Follow-up items for future discussion:
 - Revise the donation policy to address donor acknowledgment.
 - Define acceptable donor types and restrict highly political or highly religious donors.
 - Deputy City Manager to work with City Attorney and others to provide written policy on social media, signage, logos, and donor recognition.

b) Call to artists for America 250 Art Display

Commissioner Crane presented the Call for Artists draft.

- It was clarified that the City will not absorb any costs associated with the installation of art displays.
- The application submission deadline will be amended to May 30 to align with the June PAC meeting schedule.

Commissioner Dean inquired about the types of art that would qualify. Commissioners discussed allowing historical memorabilia, relics, and artifacts; and establishing eligibility criteria, including a requirement that artwork be created prior to 1975. Dean also suggested implementing a three-month timeline for art displays.

Commissioner Crane asked about including verbiage in the Call to specify pieces will be selected by a committee panel.

The Commission discussed placement considerations to ensure that artwork does not impede the flow of daily business operations. Commissioner Crane emphasized the need for a commissioner to be present at City Hall to accept submitted art, document its condition,

catalog it, and provide guidance on placement.

Commissioner Dean raised concerns regarding liability for loaned artwork and questioned whether lenders would be required to sign a waiver. Commissioner Crane noted that liability issues must be clarified before the Call for Artists is released to the public; if the policy covers the loan items then the value of the item will need to be included as an ask on the Call.

Deputy City Manager Humble to follow up and get clarification on insurance policy coverage on the loaned items and/or if a liability release waiver to be provided.

- c) Report on City Council presentation and request amend resolution for funding
A brief discussion was held regarding maintenance needs, funding, and agreement-related clarifications. Commissioner Dean asked that the item be tabled to the May meeting. No formal report on the City Council presentation was given.

Commissioner Dean requested Director Davis share the Council presentation and a written report before the May meeting to allow the Commission to review the information in advance. Director Davis stated that she would upload the presentation to Teams and provide a follow-up report.

The Commission discussed a document relating to the City's public art inventory and maintenance needs.

Inventory and Repair Planning

Discussion included:

- How the document relates to the inventory held by the City.
- A review of public art pieces organized by year of installation / ownership.
- Estimated repair and evaluation needs for upcoming years.

Commissioner Crane explained that:

- The document had been sorted by years since installation.
- Based on the review, projected evaluation and repair needs in 2026 could total approximately \$14,000, depending on actual repair requirements.
- Specific examples included the David LaMure Jr. statue, installed in 2018, which may need repair or maintenance on a ten-year cycle at an estimated cost of approximately \$1,870.
- Additional items such as electrical boxes and infrastructure associated with installations were also considered.

The Commission discussed using the inventory data to better understand the long-term financial implications of maintenance/repair and to support future conversations with City Council.

Staff noted that Council had expressed interest in seeing concrete numbers, and that this

information would be useful as part of a future presentation.

Direction

Staff and the Commission discussed refining the inventory/maintenance list by:

- Clarifying definitions,
- Cleaning up formatting,
- Potentially removing extraneous items,
- Preparing a cleaner summary to share with Council.

No formal action was taken.

d) Follow up on CBH Hearts Across the Valley

Director Davis introduced Mariel Villegas, who joined remotely to provide an update regarding the CBH Arts Hearts Across the Valley project and the agreement with the Visitor's Center / Chamber of Commerce.

Staff Summary

Director Davis explained that:

- CBH had pursued an agreement with the Chamber of Commerce to place the heart sculpture near the Visitor's Center.
- The Public Art Commission was still expected to be involved in the artist selection process.
- Director Davis had attempted to contact Kyle Tarbet, Chamber of Commerce, for clarification, but he was out of the office.
- Mariel was invited to explain the agreement, expectations, and next steps.

Reported by Mariel of CBH:

- The agreement with the Visitor's Center had been signed and finalized.
- The approved project theme previously reviewed by the Commission remains in place.
- The expectation is that the Public Art Commission will:
 - Review submissions,
 - Select the preferred design / artist concept,
 - Continue serving in an advisory role for the project.

Mariel stated that the Chamber / Visitor Center values the Commission's connection to the local art community and wants the Commission to remain an integral part of selecting the artwork.

Project Timeline

Mariel shared that:

- August 4 is the target date for the project kickoff / unveiling.
- The next major step is issuance of a Call to Artists.
- CBH would like a quote or statement from the Commission expressing support and excitement for the project for use in a press release.
- Assets and promotional materials would then be finalized and distributed through CBH, the Chamber of Commerce, and City channels.

Application Process Discussion

The Commission discussed how the Call to Artists process would function. Clarifications included:

- The application would not be submitted through the City as a City-owned project.
- The application portal would be managed through CBH's designated arts page.
- The City and Commission could help distribute the Call to Artists for broader exposure.
- Artists would submit:
 - Their proposed concept for the heart design,
 - Supporting materials and examples of past work.

It was clarified that the Commission would be reviewing the actual submitted concept/design, not simply selecting an artist from a general portfolio.

Timeline for Review

Mariel asked whether the Commission could review submissions in time for the May 5 meeting. Staff and the Commission discussed adjusting the Call to Artists timeline so the review could occur in May rather than waiting until June.

Direction

The Commission indicated support for continuing involvement in the process. Staff agreed to:

- Locate the previously approved Call to Artists draft,
- Provide Mariel with a Commission statement for press materials,
- Coordinate deadlines so submissions could be reviewed at the May 5 meeting, if feasible.

5) General Public Input

No public present.

6) Public Art Proposal Update

a) April Art Proposal Update

Commissioner Crane requested that future reports include funding usage and the need to decipher allotment for purchase vs. allotment for maintenance.

7) Adjournment

Director Davis reviewed the previously approved CBH Call for Artist and noted that it could be updated to reflect the new location and sponsoring entity. The Commission agreed that the revised version does not need to return for further review before being sent to CBH and the Chamber.

The meeting adjourned at 01:27 PM

Mable Shurtleff

Mable Shurtleff, Project Coordinator
Parks and Recreation Department