

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

Wednesday, June 4, 2025

Working Meeting: 2:00 PM

Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

**CALL TO ORDER** Chair Saterfiel called the meeting to order at 2:11 PM

**ROLL CALL OF COMMISSION MEMBERS**

**Present:** Commissioner Cummings, Commissioner Carlson, Chair Saterfiel, Vice Chair Jones arrived at 2:15, Commissioner Lee arrived at 2:45.

**Absent:** A Quorum was present.

1. **WORKSHOP 2025 Family Fall Festival**

The Liaison informed the commission that Council approved the 2025 Family Fall Festival-Polka in the Park as well as allowing alcohol to be served. She also thanked Commissioner Cummings for the event plan she provided to the commission. The Liaison will be using it as a template for future city events.

The commission anticipates 250-300 participants and approximately 20 volunteers outside of the commission members. The volunteers will work 2–3-hour shifts and the commission will set a schedule for them. Volunteers will be needed for: check-in, set up/breakdown assistance, activities, point of contact during event, trash collection, restrooms, “floaters” and fundraising events. The commission members will also be present at the event as volunteers. Chair Saterfiel will create an account with Signup Genius to secure volunteers.

They may reach out to the Rotary Club and similar groups if not enough volunteers are secured. The commission may also reach out to other groups such as the high school football team or Boy Scouts and offer a scholarship donation to them. The commission would also like to reach out to the other Hayden commissions to see if they would like to volunteer. In return, the commissions can have their literature available for the public to take. All volunteers will be subject to a background check and the commission would like volunteers secured by July 31, 2025.

The Liaison will contact Public Works to see if any employees will be available to mark the locations for the vendors or if the commission will need to take on that task.

Commissioner Cummings will contact Search and Rescue to see if they will be available to be present with a first aid station for the event. Vice-Chair Jones will contact Heritage Health if Search and Rescue is not available.

Security will not be needed except for the beer garden and that will be part of the requirement for whomever does the beer garden.

For the fundraising portion of the event there will be a 50/50 Raffle which will be cash only as well as bottled water for sale at a dollar a piece. The commission would also like to seek out Sponsors for the event.

Children’s activities will include the colored paper roll activity, blow art, coloring pages, chalk art for the basketball court and a straw flute. The commission also discussed creating a list of items and businesses to see if they would be interested in donating to the event.

The commission set the Vendor deadline for August 15, 2025, and will re-evaluate at the August 6<sup>th</sup> meeting.

The Liaison created a flyer for the event to be put in the Hayden City Newsletter, the commission would just like to add the Arts Commission logo and a QR code to for a Vendor Application. Marketing will include the flyers, a press release, as well as social media and the city's website.

For the next meeting the commission would like to discuss Vendors that may have applied, what supplies have been ordered, beer garden, discuss business that has been contacted for sponsorships and donations as well as the next items in the event checklist.

2. **ADJOURNMENT ACTION ITEM** Chair Saterfiel motioned to adjourn the meeting, Commissioner Cummings seconded the motion. The meeting adjourned at 3:36 PM

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Amber Smitham, Clerk