

AGENDA ARTS COMMISSION December 14, 2023

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

<https://us02web.zoom.us/j/86948892921?pwd=TnE2QjM3MnQySFZueG9iZlhraTlsUT09>

Meeting ID: 869 4889 2921

Passcode: 8765309

One tap mobile +12532158782,,86948892921# US (Tacoma)
+12532050468,,86948892921# US

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAAccordinator@ellensburgwa.gov.

**CITY OF ELLENSBURG
ARTS COMMISSION AGENDA**

**Remotely via Zoom
Thursday, December 14, 2023
4:00 PM - Regular Meeting**

1. Call to Order and Roll Call of Members

1.A Chair Eyre, Commissioner Blackstock, Commissioner Dougherty, Commissioner Kooser, Commissioner Oostra, Commissioner Scheffer, Commissioner Snedeker, and Council Liaison David Miller. Welcome any guests.

2. Approval of Agenda (No Public Comment)

3. Approval of Minutes

3.A Approval of November 2024 Art Commission Minutes

4. Budget/Financial Report

4.A YTD 2023 Arts Commission Budget Update

5. New Business

5.A Request for support for Wind Phone installation in Whippel Park

6. Unfinished Business

7. Subcommittee Business

7.A

1. Ellensburg Arts & Cultural Alliance: Alex/Jeff
2. Funding: Jerry/Jill
3. Public Art: Alex/Jerry
4. Advocacy/Public Relations: Brian/Jeff
5. Art Walk: Courtney/Jill/Erin

7.B Poet Laureate: Jeff/Erin

8. Citizen Comment

8.A Wind Pole Report--Guest Keely Murphy Pickerel

9. Staff Update/Discussion Items

9.A 2023 Grant Reimburesment Updates

9.B 2024 Grant Award Updates

10. Commission Representative Update
11. Adjournment



For more information on the Ellensburg Arts Commission, contact Arts & Economic Development Manager Kelle Vandenberg at 509-962-7149.

The Contents of this agenda have been photocopied on recycled paper.



CITY OF ELLENSBURG

Minutes of Arts Commission, Regular Meeting

Date of Meeting

November 9, 2023

Time of Meeting

4:00 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Chair Alex Eyre called the meeting to order at 4:00 pm.

Roll Call Present: Courtney Blackstock, Jerry Dougherty, Alex Eyre, Jeffrey Snedeker, and Jill Scheffer.

Also Present: Councilmember David Miller

Absent: Brian Kooser

Guests: Tina and Reed Waite

2. Approval of Agenda

Motion: Approval of November 2023 Arts Commission Agenda

By: Commissioner Scheffer

Seconded: Commissioner Dougherty

Yes: Eyre, Oostra, Snedeker, Blackstock, Scheffer, Dougherty

No: None

Abstain: None

Commissioners moved to Approve the Agenda as presented. **Motion Approved 6-0**

3. Approval of Minutes

Motion: Motion to approve the October 12, 2023 Arts Commission Meeting Minutes with noted corrections.

By: Commissioner Scheffer

Seconded: Commissioner Snedeker

Yes: Eyre, Oostra, Blackstock, Scheffer, Snedeker, and Dougherty

No: None

Abstain: None

Commissioner moved to Approve the Minutes from the meeting. **Motion Approved 6-0**

3.A The approval of minutes for the October 12, 2023 Arts Commission Meeting

4. Budget/Financial Report

- 4.A YTD 2023 Arts Commission Budget Review
Commissioner Eyre discussed unused funds reallocating to reserve funding. Suggested changing 'Public Art Fund' to Reserve Funds--this will require continued discussion and research. No action was taken.

Commissioner Dougherty will connect with Staff Liaison, Vandenberg on 2023 Project Grants that remain open.

5. New Business

- 5.A Discussion Item: Establishing/adding a Poet Laureate Subcommittee
Commissioner Eyre and Commissioner Snedeker discussed additional protocols that will need to be established as the Poet Laureate program grows. Commissioner Snedeker expressed interest in creating a selection committee for Poet Laureate program. Commissioner Dougherty and Commissioner Snedeker will connect with Staff Liaison Vandenberg regarding policy recommendations and report back to the Commission.

Commissioner Oostra would like to be a part of the Poet Laureate Sub-Committee once established.

Commission Eyre also discussed establishing a Grant Writing component as part of the Funding Sub-Committee. Commissioner Scheffer and Commissioner Eyre will research and bring findings back to the Commission.

- 5.B Walking Chapbook Update
Commission Eyre reviewed the parameters for submission and presentation of the Walking Chapbook.

6. Unfinished Business

Nothing to report.

7. Subcommittee Business

7.A

1. Ellensburg Arts & Cultural Alliance: Alex/Jeff
2. Funding: Jerry/Jill
3. Public Art: Alex/Jerry
4. Advocacy/Public Relations: Brian/Jeff
5. Art Walk: Courtney/Jill/Erin

Ellensburg Arts & Cultural Alliance: Eyre/Snedeker

- 501 (c)3 filing is complete.
- First round of logo design is in process.

Funding: Dougherty/Scheffer

- 2024 Project Grants are approved by City Council.
- Discussion on selection and review process for 2025.
- Commissioner Dougherty met with City Manager regarding Admission Tax.

Public Art: Eyre/Dougherty

- Commissioner Eyre working on bids for the transport of the Hosey Art from Walla Walla.
- Unity Park: Spring timeline.
- Commissioner Dougherty is in discussion regarding the potential mural in Whippel Park. This would be a Community-led project, not a CWU-led project. Commissioner Oostra suggested extending a themed mural to Twin City Foods.

Advocacy/Public Relations: Snedeker/Kooser

- Commissioner Snedeker, Commissioner Eyre, and Staff Liaison Vandenberg worked on PR, Award Letters, and Rejection Letters for 2024 Project Grant cycle.
- Commissioner Snedeker reported on the recent CenterFuse board meeting and Performance and Production Space Feasibility Study.

First Friday Art Walk: Blackstock/Scheffer/Oostra

- 2024 is the 25th Anniversary of First Friday Art Walk
- Commissioners are in discussion on promotional ideas regarding the 25th Anniversary.
- Commissioner Oostra is working on an Art Walk map

8. Citizen Comment

Public Comment: "Community garden is on a quarter acre of land with native sage. Would like to see native sage as part of the mural as well as, representation of the pollinators. Commission noted: This is not a project yet, it is an discussion regarding a potential project.

9. Staff Update/Discussion Items

9.A November 9, 2023 Staff Report

9.B 2023 Annual Report

10. Commission Representative Update

11. Adjournment

The meeting adjourned at 5:30 pm.

DRAFT

	A	B	C	D	E	F	H
1	2023 EAC Spending Plan	(YTD SEPT. 2023)		2023 BUDGET	2023 ACTUALS	Balance	NOTES
2		REVENUES:					
3		100 162 347 90 00	Artwalk				
4			Gard	\$ 50.00	\$ 50.00	\$ -	
5			Ellensburg Rodeo Hall of Fame	\$ 50.00	\$ 50.00	\$ -	
6			Clymer Museum	\$ 50.00	\$ 50.00	\$ -	Paid June-23
7			DM Coffee	\$ 50.00	\$ 50.00	\$ -	
8			KC Recovery Community Org	\$ 50.00	\$ 50.00	\$ -	Paid June-23
9			Gallery One	\$ 50.00	\$ 50.00	\$ -	
10			KC Historial Museum	\$ 50.00	\$ 50.00	\$ -	
11			Dark Moon Craft Beer	\$ 50.00	\$ 50.00	\$ -	
12			The Mule	\$ 50.00	\$ 50.00	\$ -	Paid June-23
13			Hotel Windrow	\$ 50.00	\$ 50.00	\$ -	
14			Blue Bear Puppet Lab	\$ 50.00		\$ 50.00	Have not been billed--were not on the list. Added at August EAC meeting.
15			Art is Fine and the Palace Gallery	\$ 50.00	\$ 50.00	\$ -	
16			NuWave Art Gallery	\$ 50.00	\$ 50.00	\$ -	
17			KVH	\$ 25.00	\$ 25.00	\$ 50.00	Paid June-23
18		Total Revenue		\$ 675.00	\$ 625.00	\$ 100.00	
19							
20		EXPENDITURES:					
21		100 162 573 20 31	Operating Supplies				
22			Artwalk Annual meeting supplies	\$ 50.00	\$ 24.57	\$ 25.43	
23			Treasure Award Engraving/Plaque	\$ 30.00	\$ 20.00	\$ 10.00	
24			Treasure Award Ceremony Supplies	\$ 200.00	\$ 200.00	\$ -	
25			Plaques/framing for Collection	\$ 2,000.00		\$ 2,000.00	
26							
27			Total Operating Supplies	\$ 2,280.00	\$ 244.57	\$ 2,035.43	
28							
29		100 162 573 20 41	Professional Services			\$ -	
30			Am. For the Arts membership	\$ 75.00	\$ 75.00	\$ -	
31						\$ -	
32						\$ -	
33			Total Professional Services	\$ 75.00	\$ 75.00	\$ -	
34							
35		100 162 573 20 43	Professional Development-Travel				
36			Conferences-Travel	\$ 1,000.00		\$ 1,000.00	
37						\$ -	
38		100 162 573 20 49	Professional Development-Misc	\$ 1,000.00		\$ 1,000.00	
39		100 162-573-20-44-013	Admin Services	\$ 13,000.00	\$ 13,000.00	\$ -	Annual payment invoiced in July 2023
40		Total Professional Development		\$ 15,000.00	\$ 13,000.00	\$ 2,000.00	
41							
42		100 162 573 20 44	Advertising				
43		PO130327	NPR- for contract year	\$ 1,920.00	\$ 1,920.00	\$ -	
44			Additional Advertising	\$ 500.00	\$ 801.08	\$ (301.08)	
45		Total Advertising		\$ 2,420.00	\$ 2,721.08	\$ (301.08)	
46							
47		TOTAL EXPENDITURES		\$ 19,775.00	\$ 16,040.65		
48							

	A	B	C	D	E	F	H
49		Grant Dispersement		2023 BUDGET	2023 ACTUALS	Balance	
50		100 162 573 20 40	2023 Art Grants				
51			Ellensburg Downtown Association	\$ 2,500.00		\$ 2,500.00	
52			Gallery One-Artist in Action	\$ 2,500.00	\$ 1,800.00	\$ 700.00	Submitted for reimbursment 12/04/23
53			VMT-Rising Stars	\$ 2,500.00	\$ 2,497.17	\$ 2.83	Reimbursement form submitted Aug. 2023
54			Youth Services-Monthly Art Kits & Art in the Park	\$ 2,500.00		\$ 2,500.00	Organization withdrew/organization dissolved
55			VMT-After Dark Series-The Play That Goes Wrong	\$ 2,500.00	\$ 2,493.15	\$ 6.85	
56			Make Music Ellensburg--Rock Band Class	\$ 640.00		\$ 640.00	Applicant forfeited the grant. Unable to complete this project
57			CWU Jazz Education Network-Women in Jazz Day	\$ 2,500.00	\$ 1,735.00	\$ 765.00	
58			Renee Adams-Bean Bag Botany	\$ 1,240.00	\$ 1,240.00	\$ -	
59			Entrust-Peoples with Disabilities Art Show	\$ 2,500.00		\$ 2,500.00	Have not returned signed contract after multiple attempts--however we have confirmation the exhibition took place at G1
60			Make Music Ellensburg-Strum Along	\$ 850.00		\$ 850.00	
61			Quilters in the Valley	\$ 800.00		\$ 800.00	Change of scope of work request to commission. Commission denied change request. Applicant forfeited grant.
62			Gabrielle McNeillie-International Dance Day	\$ 2,500.00		\$ 2,500.00	Applicant forfeited
63			Robin Mayberry-99 Reasons Why	\$ 1,000.00	\$ 980.65	\$ 19.35	
64						\$ -	
65			Poet Laureate	\$ 2,500.00	\$ 1,899.85	\$ 600.15	Period: June 1, 2023 to May 31, 2024
66							
67				Subtotal of forfeited or unused funds		\$ 7,214.68	<i>These will go back into overall funds</i>
68				Subtotal of funds not yet reimbursed		\$ 7,169.50	
69							
70		Total Art Grants		\$ 27,030.00	\$ 12,645.82	\$ 14,384.18	
71							
72		100 162 573 20 40	Capital/Public Art				
73			City Permanent Acquisition	\$ 7,000.00	\$ 753.62	\$ 6,246.38	CM Office Art + Medal Plate Engraving for placard sign
74							
75							
76							
77		Total Capitol/Public Art		\$ 7,000.00	\$ 753.62	\$ 6,246.38	
78							
79							
80			Expenditures	\$ 19,775.00			
81			Art Grants	\$ 27,030.00			
82			Public Art	\$ 7,000.00			
83		Total Budget	\$50,000.00	\$ 53,805.00	\$ 42,839.53	\$ 20,630.56	
84							
85							
86		2023 Percentages	BUDGETED		2023 Percentages	ACTUALS (YTD Sept. 2023)	
87		Art Grants	40%		Art Grants	25%	
88		Expenditures	54%		Expenditures	32%	
89		Public Art	14%		Public Art	2%	

Wind Phone for Wippel Park Update & Request

After originally imagining a plain wooden post or brick column for the main support of the wind phone, I did a reverse image search on Google and discovered how the pay phone enclosure was originally mounted in cities across the US. This inspired the idea to find a lamp post base and retool it for an architectural base for the wind phone.

The City of Ellensburg serendipitously located two old lamp post bases in a shed in the city yard and kindly gave them to us to retool. We've adapted them to fit over a steel pole that will be embedded in a concrete pad. (*see images*)

We designed a template and gave plans to Western Metal in early October, and they just completed the custom fabrication work needed for the wind phone.

Western Metal completed the following tasks:

- created a large steel bracket for the enclosure to sit on with custom holes and bolts welded on
- customized a larger "filler" steel plate to mount the enclosure flush to the bracket
- created a steel column for the interior backbone with welded rebar to lock in concrete
- ground flat the smaller of one of the aluminum city lamp post bases to fit flush against the base of the enclosure.

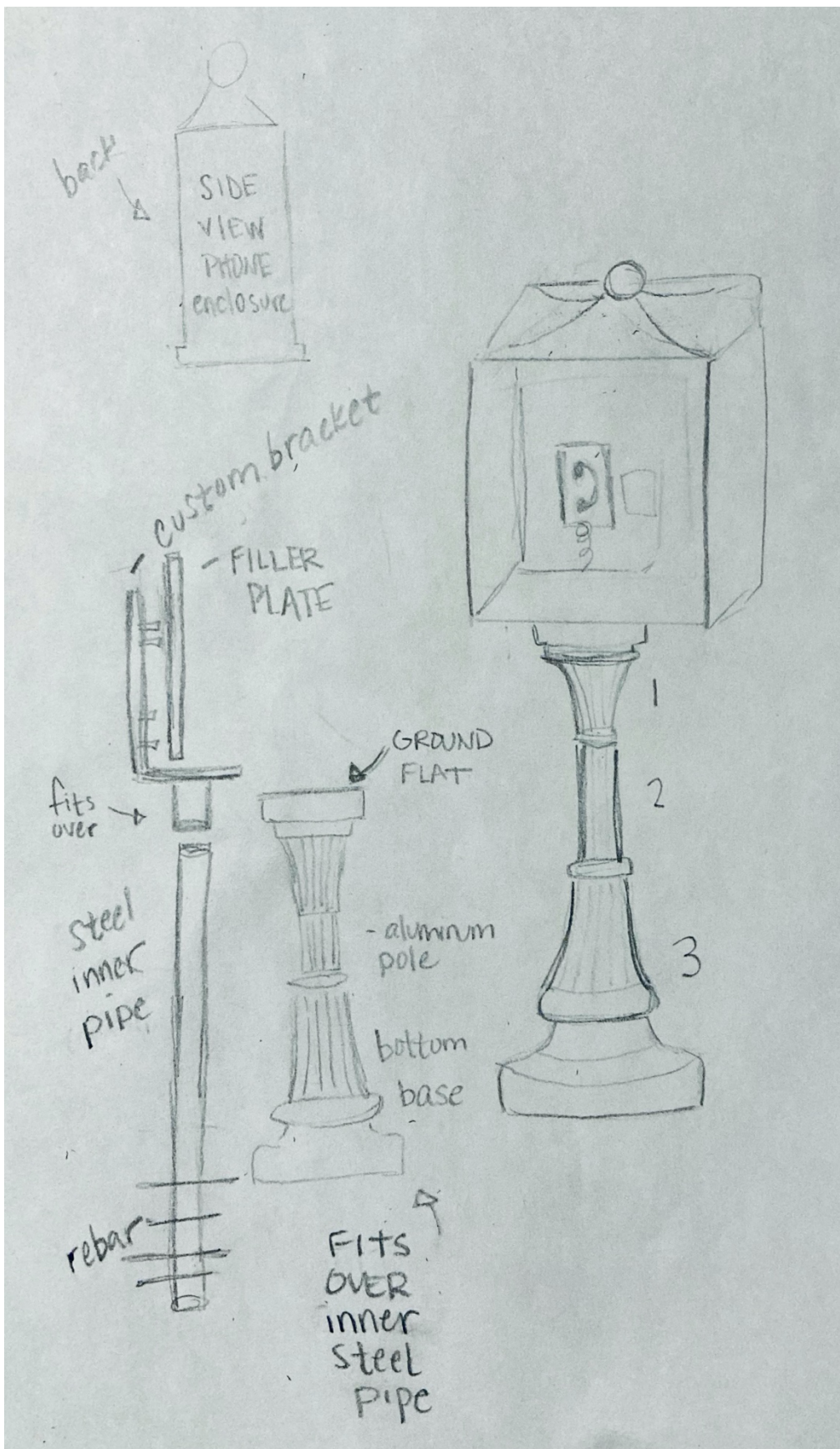
This work totaled \$688.58. Additional funding to cover a yard of concrete, paint, and hardware brings it to \$730.00.

I am wondering if there is support available from the Arts Commission to cover this cost. As the end of the year is approaching, I wonder if there are funds left to allocate.

We plan on installing the wind phone in a round concrete pad in the spring. This winter, I'll work on getting the final details like hardware & painting wrapped up so it's ready to go.

We will do an event in the spring to celebrate the completion of the native pollinator garden and spring plantings in the community garden, and we'll officially welcome the poetry pole and wind phone.

Thank you for considering supporting the completion of the wind phone.





ELLENSBURG ARTS COMMISSION

STAFF REPORT

Submitted by: Kelle Vandenberg

Arts & Economic Development Manager

Date: December 14, 2023

2023 Project Grant Award Updates:

Three projects remain open.

RECIPIENTS	PROJECT NAME	AMOUNT	ITEMS MISSING
EDA	Buskers in the Burg	\$2,500.00	Reimbursement form and report
Entrust	Exhibition for People w/Disabilities	\$2,500.00	Signed and returned contract Reimbursement form and report
Make Music Ellensburg	Ellensburg Strum Along	\$850.00	Reimbursement form and report

2024 Project Grant Award Updates:

- All awardees have been notified via email and mailed letter.
 - Changes to the contract have been approved by legal counsel:
 - Updates to all dates on contract.
 - Contract must be signed and returned by **January 31, 2024**
 - Staff Liaison will reach out to all recipients directly to alert them of the deadline change.
- Specific contract language noted below:

B. Grantee must return signed contract back to The City of Ellensburg, Arts Commission staff liaison no later than 5:00 pm on Wednesday, January 31, 2024. Failure to return signed contract by the stated date above will result in the forfeiture of the 2024 Project Grant fund

- Staff liaison will work with each recipient on cross-promotion of their event.
- Contracts will go out via email and hard copy mailed no later than December 15, 2023.