

AGENDA ARTS COMMISSION May 22, 2024

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
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Wednesday, May 22, 2024
9:00 AM - Regular Meeting**

1. Call to Order and Roll Call of Members

2. Budget/Financial Report

2.A YTD 2024 Arts Commission Budget Update

3. Unfinished Business

3.A Discussion and Revision of Utilization of Reserve Funding Request for the Call for Artist for Unity Park

4. 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.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	2024 EAC Spending Plan			2024 BUDGET	2024 ACTUALS	Balance		NOTES					
2		REVENUES:											
3		100 162 347 90 00	Artwalk										
4			The Clymer Art Gallery	\$ 50.00	\$ 50.00								
5			Dark Moon Craft Beer & Wine	\$ 50.00	\$ 50.00								
6			D&M Coffee Downtown	\$ 50.00	\$ 50.00								
7			Ellensburg Rodeo Hall of Fame	\$ 50.00	\$ 50.00								
8			Gallery One	\$ 50.00	\$ 50.00								
9			Gard Vintners	\$ 50.00	\$ 50.00								
10			Kittitas County Historical Museum	\$ 50.00	\$ 50.00								
11			Kittitas County Recovery Center	\$ 50.00	\$ 50.00								
12			The Mule	\$ 50.00									
13			NuWave Gallery	\$ 50.00	\$ 50.00								
14			The Palace Gallery	\$ 50.00									
15			Kittitas Valley Healthcare	\$ 50.00	\$ 50.00								
16			Hotel Windrow	\$ 50.00	\$ 50.00								
17			Mariposa	\$ 50.00	\$ 50.00								
18			Blue Bear Puppet Lab	\$ 50.00									
19			Pearl Street Books	\$50.00	\$ 50.00								
20		TOTAL REVENUE		\$ 800.00									
21		TOTAL REV ACTUALS			\$ 650.00								
22													
23													
24		EXPENDITURES:											
25		100 162 573 20 31	Operating Supplies										
26			Artwalk Annual meeting supplies	\$ 50.00	\$ 87.08			02/12/24: Food for Meeting					
27			Treasure Award Engraving/Plaque	\$ 50.00									
28			Treasure Award Ceremony Supplies	\$ 200.00									
29			Plaques/framing for Collection	\$ 500.00									
30													
31			Total Operating Supplies	\$ 800.00	\$ 87.08	\$ -							
32													
33		100 162 573 20 41	Professional Services			\$ -							
34			Am. For the Arts membership	\$ 75.00									
35						\$ -							
36													
37			Total Professional Services	\$ 75.00	\$ -								
38													
39		100 162 573 20 43	Professional Development-Travel										
40			Conferences-Travel										
41													
42		100 162 573 20 49	Professional Development-Misc		\$ 234.00			JotForm subscption					
43		100 162-573-20-44-013	Admin Services	\$ 13,000.00									
44		Total Professional Development		\$ 13,000.00	\$ 234.00								
45													
46		100 162 573 20 44	Advertising										
47			NPR- for contract year	\$ 1,920.00				Submitted 2024 Invoice on 5/15/24					
48			Additional Advertising	\$ 540.65	\$ 540.65			Art Walk Decal Signs					
49		Total Advertising		\$ 2,460.65	\$ 540.65								
50													
51		100-162-558-70-31-558-000	Ellensburg Creative District Supplies										
52													
53		100-162-558-70-35-558-000	Ellensburg Creative District-Small Tools/Eqpmt	\$ 500.00	\$ 416.26			ECD Banners					
54													
55		100-162-558-70-41-558-000	Ellensburg Creative District-Prof. Services	\$ 4,500.00									
56													

	A	B	C	D	E	F	G	H	I	J	K	L	M
57		100-162-558-70-42-558-000	Ellensburg Creative District-Communication										
58													
59		Total Ellensburg Creative District		\$ 5,000.00	\$ 416.26								
60													
61		TOTAL EXPENDITURES		\$ 21,335.65	\$ 2,052.64								
62													
63		Grant Dispersement		2024 BUDGET	2024 ACTUALS	Balance							
64		100 162 573 20 40	2024 Art Grants										
65			Birdsong' at the Palace Gallery	\$ 1,000.00									
66			Kairos Lunch Concert	\$ 1,000.00									
67			Weight	\$ 1,000.00									
68			Ellensburg Fiddle Project	\$ 1,000.00									
69			People with Puppets	\$ 1,000.00									
70			New Music for Two Guitars-Recording Live!	\$ 1,000.00									
71			Gallery One--Trimpin Exhibit	\$ 2,500.00									
72			2024 CWU New Music Festival	\$ 2,500.00									
73			KCHS-Ellensburg Music Preservation Project	\$ 2,500.00									
74			VTC's Rising Star: The Somewhat True Tale of Robin Ho	\$ 2,500.00									
75			Blue Bear Puppet Lab: Mardi Gras Night Parade	\$ 2,500.00									
76			EDA-Buskers in the Burg	\$ 2,500.00									
77			Ellensburg Big Band Swing Dance Project	\$ 2,500.00									
78			NuWave Gallery-Downtown Entry Mural	\$ 2,500.00									
79			EDE-The Nutcracker	\$ 2,500.00									
80			Inland Poetry PIE (Poetry in Ellensburg)	\$ 1,500.00									
81													
82			Art Treasurer Grant	\$ 500.00									
83													
84													
85		Total Art Grants		\$ 30,500.00	\$ -	\$ -							
86													
87		Capitol/Public Art		2024 BUDGET	2024 ACTUALS	Balance							
88		100 162 573 20 40	Capital/Public Art										
89			City Permanent Acquisition	\$ 2,600.00	\$ 53.50			Belonging Poem Banner					
90			(KC Open Show: The Barn Quilt)		\$ 1,000.00								
91			Poet Laurate	\$ 600.00	\$ 535.00	\$ 65.00		\$260.00 for Poetry Showcase					
92													
93		Total Capitol/Public Art		\$ 3,200.00	\$ 1,588.50	\$ -							
94													
95													
96													
97													
98													
99		Total Budget	\$50,000.00	\$ 55,035.65	\$ 3,641.14	\$ -							
100													
101													
102		2024 Council Approved Spending Plan		2024 Percentages	BUDGETED	2024 Percentages	ACTUALS						
103		Expenditures	\$ 15,000.00	Expenditures	30%	Art Grants	0%						
104		Art Grants	\$ 30,000.00	Art Grants	60%	Expenditures	4%						
105		Public Art	\$ 5,000.00	Public Art	10%	Public Art	3%						
106													
107		Beginning Fund Balance											
108		\$ 48,853.00											
109													
110													
111													



Building Community
Through the Arts.

Ellensburg Arts Commission
501 N. Anderson Street
Ellensburg WA 98926
509.962.7149

[Ellensburg Arts | Ellensburg, WA](#)

REQUEST FOR QUALIFICATION

Call for Artist | Unity Park

The City of Ellensburg and the Ellensburg Arts Commission (EAC) are accepting Requests for Qualification (RFQ) from artists to create a permanent lasting work of art for Unity Park. The park, slated to open August 2024, is in downtown Ellensburg on 4th Avenue and Pearl Street. Unity Park will be enjoyed throughout the year as an informal gathering space, a venue for cultural arts and recreational events, and offer much needed open space where all are welcome to gather, create, and enjoy the downtown. We would like the work to reflect the park's theme of Unity and may include reflections of City of Ellensburg's Land Acknowledgement statement.

[Land Acknowledgment Statement | Ellensburg, WA](#)

To learn more about Unity Park: [Unity Park | Ellensburg, WA](#)

Read this packet thoroughly prior to submission, as all submissions will be considered final.

PROCESS OVERVIEW:

Phased Approach:

There are three phases for this project:

- Phase I: RFQ Open Submission
- Phase II: Finalist Selection, Submission, and Presentation
- Phase III: Final Proposal Selection

Selection Process:

- The selection panel will review all submissions and select three final artist/artist team RFQ proposals based on the criteria outlined below in the RFQ Submission Requirements.
- The final three applicants will be invited to develop, submit, and present their artwork proposal to the selection panel. The presentation may in either in person or via zoom.
- The presentation or pitch to the selection panel will consist of:
 - Proposal presentation/proposed artwork concept overview
 - Proposed concept art
 - Location selection of artwork within the noted areas of Unity Park
 - How artwork responds to the theme and/or the City's Land Acknowledgement.



Building Community Through the Arts.

Ellensburg Arts Commission
501 N. Anderson Street
Ellensburg WA 98926
509.962.7149

[Ellensburg Arts | Ellensburg, WA](#)

- Q & A session
- Site visit

NOTE: Artist must be available for:

1. Proposal/Artist Presentation and Interview.
2. Attend and present concept art at the Unity Park Ribbon Cutting ceremony in mid-September.

Project Site: Unity Park, 4th Avenue and Pearl Street, downtown Ellensburg

Project Budget: Up to \$45,000.00 for this project.

Scale and scope of submitted proposal will determine awarded budget. All costs associated with the concept, design, development, construction, transportation, and installation of artwork must be included and are part of the awarded project budget. There is no additional funding to support this project.

Phase I: RFQ Submission Requirements:

Artist must submit the following materials:

- a. Letter of Interest
- b. Resume
- c. Portfolio: Up to 10 images of body of work or access to a digital portfolio/website.

The selection panel may contact you with questions to help in their determination.

To submit RFQ:

- All submissions must be in one combined PDF file format.
- Subject Line: **Last Name_Unity Park RFQ**
- Send submissions to: ellensburgarts@ci.ellensburg.wa.us

Three finalists will be selected to move on to Phase II.

Phase II: Finalist Submission Information:

Each of the finalists will be given an opportunity to present their proposal to the selection panel for consideration.

Stipend: Each of the three selected finalists will receive a one-time stipend of \$500.00 to support the development of their proposal.



Building Community Through the Arts.

Ellensburg Arts Commission
501 N. Anderson Street
Ellensburg WA 98926
509.962.7149

[Ellensburg Arts | Ellensburg, WA](#)

Letters of Support/References: Each of the three finalists will be asked to submit up to three letters of support and/or references as part of the final proposal submission.

Art Placement Indication: Include site options for art placement within Unity Park (*see Unity Park rendering*)

Final Artwork Design Aspects for Consideration:

Artist incorporation of the items below will be considered by the panel in final design selection.

- Theme: What does unity look like?
- Extra consideration for all projects that respond/incorporate the City's Land Acknowledgement statement into their project. [Land Acknowledgment Statement | Ellensburg, WA](#)
- Compliance with definition of "public art" per the Ellensburg Arts Commission definition <https://www.ci.ellensburg.wa.us/1120/Public-Art-Policy>

Timelines: TBD based on Council approval

	Call for Artist RFQ Opens
	Deadline for RFQ Submission
	Notification of Selection and Interviews Scheduled
	Deadline for Proposal Submission
	Proposal/Artist Presentation & Interviews
	Final Selection of Artist and Proposed Project
Mid-September 2024	Participate in Unity Park Ribbon cutting and concept unveiling
Spring 2025	Installation of artwork complete

Further information for consideration:

Final projects are asked to be site and place responsive, meaning that the artwork must be in direct response of the site (see proposed Unity Park rendering), utilizing noted areas for public art placement and be in the spirit of Unity Park. A spirit that is welcoming, inclusive, and based on the belief that all ideas, individuals, groups, and communities are welcome here.

For final approval of artwork agreement, the EAC will submit a formal written recommendation, with all supporting documents and appropriate City Department approval, to the City Council for final approval. The City Council will reserve all final design selection authority; final design approval will be based on adherence to the City's stated theme and aesthetic/artistic value. If the City Council does not approve the project, the selection will be voided, and the EAC will begin a new selection process or cancel the call.

Once selected, the artist(s) will:



Building Community Through the Arts.

Ellensburg Arts Commission
501 N. Anderson Street
Ellensburg WA 98926
509.962.7149

[Ellensburg Arts | Ellensburg, WA](#)

- Enter a contract with the City to execute and complete the work of art in a timely and professional manner, and/or transfer title of an existing work.
- Maintain a close working relationship with the EAC, and if appropriate, the project architect and the staff for the EAC.
- Attend at least one public event commemorating Unity Park and the selected artwork.
- Deliver and install the work of art, unless specified otherwise in the contract.

Selection Process Criteria:

The EAC and any selection panels engaged in an artwork or public art project, will use the following criteria when considering acquisition:

1. Compliance with definition of "public art" and "artworks" [Public Art | Ellensburg, WA](#)
2. Artistic merit, concept, design, craftsmanship
3. Context: architectural, historical, cultural, geographical
4. Maintainability: structural and surface soundness, durability and resistance to vandalism, weathering, excessive maintenance, and repair costs where applicable.
5. Diversity: work of art from artists of diverse cultural, geographical, racial, and gender backgrounds
6. Public safety
7. Accessibility
8. Consistency with RFQ for commissioned work
9. Feasibility: artist's ability to complete the work of art on time and within budget
10. Originality

Panelist: The panel shall consist of the following:

- Three members of the Ellensburg Arts Commission, at least one from the Public Art Committee
- One professional artist or arts professional
- One member of the City of Ellensburg staff
- One City Council member
- One member of the Parks and Recreation committee
- One member of the community of Ellensburg

About the Ellensburg Arts Commission

The City of Ellensburg Arts Commission was established in 1980 and operates under the authority of Chapter 1.33 of the City Code. The Commission is responsible for:

- Advising the City Council on matters concerning the arts and creative sector
- Encouraging and promoting artistic activities of individuals, organizations, and government agencies in the City of Ellensburg
- Formulating and recommending to Council an arts advancement program for the City of Ellensburg

Unity Park RFQ: Call for Artist

BIRDSEYE VIEW LOOKING NW



- 1 Stage (permanent)
- 2 Lawn
- 3 Comfort Station
- 4 Water Feature
- 5 Shade Structure (permanent)
- 6 Picnic Grove
- 7 Lighting / Sound Support
- 8 Screen / Wind Block
- 9 Permanent Seating
- 10 Petrelief Area

**Art cannot be placed in
the following areas:**

- Area 1--Stage/Stage Ramp
- Area 2--Lawn
- Next to Bull Statue
- On surrounding sidewalk areas
- Any space that would limit proposed seating options