



**CITY OF ELLENSBURG**

**Meeting Date of Meeting**

**Start Time of Meeting**

**Place of Meeting**

**Arts Commission Meeting Minutes**

**Oct. 16, 2025**

**4:09 PM**

**EDA Office, 109 E. 3<sup>rd</sup> Street, Ste. 1**

**1. Call to Order and Roll Call of Members**

1.A Chair Eyre, Commissioner Dougherty, Commissioner Snedeker,  
Commissioner Wenz

Absent: Council member, David Miller

Welcome guest: Heidi Wixson

**2. Approval of Agenda**

Motion to approve Oct. 16, 2025, Arts Commission meeting agenda as presented.

By Commissioner Dougherty

Seconded: Commissioner Snedeker

In Favor: All in favor

Opposed: None

Abstain: None

Motion Carries

**3. Approval of Minutes**

Motion to approve September 18, 2025, Arts Commission meeting minutes with  
correction to Commissioner Snedeker's name.

By: Commissioner Dougherty

Seconded: Commissioner Snedeker

In Favor: All

Opposed: None

Abstain: None

Motion Carries

**4. Budget/Financial Report**

4.A 2025 Arts Commission Budget Update

Staff gave brief verbal overview of 2025 Arts Commission budget and  
2025 Project Grant reimbursement status.

**Action Item:** Staff will send out reminders to all remaining 2025 Project Grant awardees that  
have not yet submitted reimbursement reports, to remind them of the EOY deadline. Staff will  
continue to send out reminders through the fourth quarter.

## 5. Subcommittee Business

### 5.A

1. Funding & Advocacy: Jerry/Alex: No report as of now
2. First Friday Art Walk: Matt/Alex: Matt gave an update on the First Thursday, CWU/Creative District progress. October Art Walk had a great turn out.
3. City Art/Public Art: Jerry/Alex; Jeff talked about the art map in Seattle near the Seattle Rep. Map has the QR Code. Explore this idea for the ArtsWa Capital Grant. Jeff will send over the photos. Jerry discussed the idea of a walking public art/state art tour on campus. Guest, Heidi Wixson suggested a location close to campus, like the nexus intersection of Wildcat Way and University Way.
4. Awards & Distinctions: Jeff/Alex/Staff:  
The date of Nov. 12, 2025, was selected for the Arts Treasure and Arts Advocate awards ceremony at starting at 5:00 pm at the INK with the actual ceremony at 5:30.

### **Action Items:**

#### Staff will:

- Alert all nominees and create promotional SM material.
- Invite past award recipients, Art Walk venues, commissioners, and reach out to partners for promotion.
- Contact Wild Jo for the creation of the Arts Treasure placard
- Create certificates

#### Alex will:

- Contact the Ink and secure venue
- Work with staff on arranging light beverage/ hors d'oeuvres

Jeff/Alex updated on Poet Laureate selection  
Staff gave update on contract revisions.

Motion: Commissioner Dougherty moved that we accept the recommendation regarding the Poet Laureate for 2026-2028 and present recommendation to City Council for approval.

By: Commissioner Dougherty

Seconded: Commissioner Wenz

In Favor: All

Opposed: None

Abstain: None

Motion Carries

5. Ellensburg Creative District: Staff/Jeff/Alex: No update at this time.

**6. New Business** No new business to report at this time.

**7. Unfinished Business:**

7.A New Arts Commissioner Applications: Two applicants have applied for the open positions on the Arts Commission. Both have met the meeting attendance requirement. Commission has instructed staff to schedule interviews for both applicants and the interview subcommittee will be Alex, Jerry, and staff.

**Action Item:** Staff schedule interviews

7.B 2026 Project Grant Application and Recommendation  
Commissioners reviewed and discussed the applications-\$25,000 available for award.

Motion: Commissioner Dougherty moved to approve the selected ten 2026 Project Grant applications for a total \$22,000 and present recommendations to City Council for approval, with a strongly worded letter to EDE regarding the necessity of honoring required timelines in the process.

By: Commissioner Dougherty

Seconded: Commissioner Snedeker

In Favor: All

Opposed: None

Abstain: None

Motion Carries

**Action Item(s):**

- Staff will go through application/budget and list expenses as part of contract and reimbursement to support their expenses.
- Staff will create report for council meeting with commission recommendations.
- Staff will work with legal and risk manager to finalize contracts that include specific budget items as noted. Nuwave: Art materials and supplies \$500/\$400/\$100.00 (go through budget on application)
- Staff will prep the 2026 Project Grant:
  - Tracking spreadsheet
  - Round one paperwork, including vendor form and W-9 for new awardees)
  - Grant onboarding for new recipients

**8. Citizen Comment:**

**9. Staff Update/Discussion Items:**

**10. Commission Representative Update:**

**11. Adjournment Time: 6:00**