



**CITY OF ELLENSBURG**  
**Meeting Date of Meeting**  
**Start Time of Meeting**  
**Place of Meeting**

**Arts Commission Meeting Minutes**  
**Dec. 11, 2025**  
**4:00 PM**  
**City Hall, Council Conference Room**

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

1.A Chair Eyre, Commissioner Dougherty, Commissioner Snedeker,  
Commissioner Wenz, Commissioner Young, Commissioner Lopez,  
Councilmember Miller  
Absent: None  
Welcome guest: Richard Coleman

### **2. Approval of Agenda**

Motion to approve Dec. 11, 2025, Arts Commission meeting agenda, with the following  
correction to Item 6.A changing the word schematic to rendering.  
By: Commissioner Dougherty  
Seconded: Commissioner Snedeker  
In Favor: All in favor  
Opposed: None  
Abstain: None  
Motion Carries

### **3. Approval of Minutes**

Motion to approve Nov. 13, 2025, Arts Commission meeting minutes with the following  
correction to item 5.C changing the word schematic to rendering wherever it appears.  
By: Commissioner Snedeker  
Seconded: Commissioner Dougherty  
In Favor: All  
Opposed: None  
Abstain: None  
Motion Carries

### **4. Budget/Financial Report**

4.A YTD 2025 Budget and 2026 Arts Commission Budget  
Staff reviewed YTD 2025 budget and reviewed the proposed line item 2026  
budget for commission review.  
**Action Item:** Staff requested that Commissioners review the proposed 2026  
budget and discuss any edits/changes at the January 8, 2026, meeting/retreat  
for a vote.

## 5. New Business

### 5.A Jane Orleman Scope of Work Change Request

Commission discussed the requested change the Scope of Work. Tabled to January meeting pending receipt of the breakdown of the revised budget.

**Action Item:** Staff reach out to Jane Orleman for a second request of an updated project budget breakdown.

### 5.B 2026-2028 Poet Laureate Year One Programming

Staff updated on contract and reviewed Poet Laureate 2026 Programming  
No further action needed.

### 5.C New Sidewalk Sign Options

Good discussion on buying generic signs, the weatherization, and sign options. Further discussion regarding if we need sidewalk signs, moving to window clings that are up all month. Discussed options, including QR codes, posters. Commissioners decided to bring this topic to the venue meeting in January for further discussion and get venue input. Table conversation until after the venue meeting.

**Action Item:** Commissioner Eyre will reach out to Ellensburg Music Festival to see if the Arts Commission can recycle their venue signs.

### 5.D New Commissioner Onboarding

Staff briefly reviewed next steps in onboarding for new commissioners:

1. Set up city email address, as provided by city IT Department.
2. Take online OMPA certification training as provided by city staff.
3. In person onboarding meeting with city staff in January.

**Action Item:** Staff will reach out with potential dates for onboarding.

## 6. Unfinished Business:

### 6.A Bus Shelter Rendering Review

Commissioners reviewed the submitted renderings for the bus shelters with the art. Two of the artists submissions were usable, one will need revisions.

**Action Item:** Commissioner Eyre will reach out to the artist to adjust the artwork to work within the framework of the bus shelter rendering.

Artist/Location: Justin Gibbens-Rotary Park

Artist/Location: Sue Wright-Behind Les Swab

Artist/Location: Erin Oostra-Ruby Street downtown

**2026 Action Item:** Commissioners will review the Bus Shelter Call for Artist to give the artist more specifics, including a template, file submission size limitations and/or utilizing another platform that would accept large art files.

**Action Item:** Staff will send each artist instructions on submitting invoice for payment and any required documentation necessary to process payment.

#### 6.B 2025 Project Grants Update/Discussion

- Open remaining projects
- Scope of Work Change Request

Motion to approve the Scope of Work change request as presented by the Ellensburg Dance Ensemble for the 2025 Project Grant

By: Commissioner Snedeker

Seconded: Commissioner Dougherty

In Favor: Commissioner Eyre, Commissioner Lopez, Commissioner Young, Commissioner Snedeker

Opposed: None

Abstain: Commissioner Dougherty and Commissioner Wenz

Motion Carries

**Action Item:** Staff will inform Ellensburg Dance Ensemble that their request was approved.

### 7. Subcommittee Business:

7.A Funding & Advocacy: Jerry/Alex: Looking forward to working on formatting for the Change of Scope Work requests to bring some standardization to the request.

First Friday Art Walk: Matt/Alex: Matt suggested opening art walk to performance art as well as. Table discussion for venue meeting.

City Art/Public Art: Jerry/Alex/Jeff: Discussed setting up meeting to build 2026 priorities list.

Awards & Distinctions: Jeff/Alex/Staff: Alex will work on design for the 2026 Arts Treasure and Advocate award.

Ellensburg Creative District: Jeff/Alex/Staff: Update on Creative District landing page being built on MyEllensburg.com

**8. Citizen Comment:** Richard Coleman remarked that he has interest in joining the Arts Commission at a future date.

**9. Staff Update/Discussion Items:** No update given

**10. Commission Representative Update:** No update given

**11. Adjournment Time:** 5:21 pm