



Arts Commission Meetings

Second Wednesday of every month at 6:30 p.m. with an optional meeting on the 4th Wednesday of each month

Look for agendas, minutes and special meeting notices on the City Web site at:

www.lakestevenswa.gov

Meeting Location:

City Hall
1812 Main Street
Lake Stevens, WA 98258

The Arts Commission comprises seven members who are appointed to four-year terms. The Commission was established in July 1996.

City Hall
P.O. Box 257
1812 Main Street
Lake Stevens, WA 98258
425-334-1012

Mission Statement:
The Lake Stevens Arts Commission encourages community participation and support of cultural, performing, visual, and literary arts.

Arts Commission Meeting Agenda

Location: City Hall

1812 Main Street, Lake Stevens

Date: Wednesday, October 9, 2019

Time: 6:30

Call to Order:

Roll Call:

Approval of Agenda:

Approval of Minutes:

- September 11, 2019 Regular Meeting

Guest Business:

Discussion/Action Items:

- Pavilion Art Work
- Standing Committee Assignments

Standing Committee Reports:

- Music by the Lake
- Movies in the Park
- Theater in the Park
- Promotional Materials
- Community Outreach
- New Projects

Special Committee Reports:

- Winterfest

New Business:

- City Council/Arts Commission/Parks Board Joint Meeting re 2020 Work Plans
- Lake Stevens City Concert Band (Kate)

Adjourn:

*** Staff Report Attached*

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact the Human Resources Director, City of Lake Stevens ADA Coordinator, (425) 334-1012, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

ARTS COMMISSION MEETING MINUTES

September 11, 2019
1812 Main Street, Lake Stevens

CALL TO ORDER: 6:30 p.m.

COMMISSIONERS PRESENT: Linda Ehmen, Jim Haugen, Kate MacKenzie and Laura Katz

COMMISSIONERS ABSENT: Bridget Scott, Daniel Johnson, Joe Brosseau

OTHERS PRESENT: Councilmember Todd Welch, Parks Planning & Development Coordinator Jill Meis, City Clerk Kathy Pugh

Chair Ehmen called the meeting to order at 6:46 p.m. and welcomed new members Kate MacKenzie and Laura Katz. She distributed a roster, and a form for committee signups, to be discussed later in the meeting.

Roll Call: Moved by Commissioner Haugen, seconded by Commissioner Katz, to excuse Commissioners Scott, Johnson and Brosseau from the meeting. On vote the motion carried (5-0-0-1).

Approval of Agenda: Chair Ehmen requested that election of a Vice Chair and Standing Committee appointments be added to Discussion/Action Items.

Moved by Commissioner Katz, seconded by Commissioner Haugen, to approve the agenda with the two added agenda items. On vote the motion carried (5-0-0-2).

Approval of Minutes: A correction to the minutes was requested to reflect that Commissioner MacKenzie was absent under Roll Call.

Moved by Commissioner Haugen, seconded by Commissioner Katz, to approve the August 14, 2019 meeting minutes with the noted correction. On vote the motion carried (5-0-0-2).

Guest Business: None.

Discussion/Action Items:

2020 Budget Recommendations: Commissioner Ehmen provided a brief background on the budget process and said that each year the commission makes a recommendation to the City for a budget for the coming year.

Commissioner Haugen distributed a proposed budget for 2020 and said the projected budget for 2019 was approximately \$19,000. With sponsor donations for the music and theater events, it appears there will be approximately \$10,000 remaining in the 2019 budget. His recommendation is that the Arts Commission purchase a tent with the remaining funds; Coordinator Meis responded that staff has discussed that possibility and with current staffing levels and facilities, there is not enough staff to assist with set up and take down, nor is there adequate storage space. Commissioner Haugen then suggested carrying over the \$10,000 and requesting \$25,000 for 2020.

Discussion ensued as to how to budget for new events, and how the cost of artwork is incorporated into the budget. Coordinator Meis explained capital artwork is in a different budget.

MOTION: Moved by Commissioner Haugen, seconded by Commissioner Katz, to recommend to the City a \$25,000 budget for 2020 plus carrying over the remaining \$10,000 in the 2019 budget. On vote the motion passed (5-0-0-2).

Pavilion Artwork Update: Commissioner Ehmen said she has been working with the Cyndi Fraser to develop ideas for a permanent display in the new Pavilion. She said she needs additional information from Community Development Director Wright as to the color and dimensions of the wall where the artwork will be displayed. Commissioner Ehmen said the Historical Society identified historic maps, the Rucker Mill and historic photos of the museum as possibilities, and they had the Boy Scouts develop some of the proposed historic content. Commissioner Ehmen suggested other city organizations may have historical photographs and information that may lend itself to this display, and the Arts Commission could also develop an idea for the wall.

Discussion ensued regarding the suggested ideas and other ideas for subject matter and the need for a completion date. Coordinator Meis commented this is a collaborative effort and the Arts Commission can make their own suggestions as to content.

MOTION: Moved by Commissioner Katz, seconded by Commissioner MacKenzie, to move forward with the proposed ideas of a map and Rucker Mill display, and to develop a third idea to be determined by a Special Committee for North Cove Pavilion Artwork. On vote the motion carried (5-0-0-2).

Election of Vice Chair: Commissioner Ehmen said with the departure of commissioners the Vice Chair position is open and requested that it be filled. She added that both the Chair and Vice-Chair positions are elected annually at the meeting in January, so this would be for the remainder of this year.

MOTION: Moved by Commissioner Ehmen, seconded by Commissioner Haugen, to elect Commissioner Katz to fill the Vice Chair position through the end of 2019. On vote the motion carried (5-0-0-2).

Standing Committee Reports:

Standing Committee Assignments: Commissioner Ehmen explained the Arts Commission is a hands-on committee and to simplify, committees have been created to work outside of the regular meeting and bring recommendations back to the commission for consideration and a vote if necessary. She reviewed the role of each committee and requested that commissioners sign up to participate on one or more committees. Discussion ensued and the following committee assignments were agreed to:

Standing Committees:

- Community Outreach (2 members): Daniel Johnson
- Promotional Development (2 members): Laura Katz
- Music by the Lake (2 members): Kate MacKenzie and Jim Haugen
- Movies in the Park (2 members): To be determined
- Theater in the Park (2 members): To be determined

Special Committees:

- North Cove Pavilion Display Wall (3 members); Laura Katz, Linda Ehmen and either Daniel Johnson or Jim Haugen
- Arts & Parks Foundation Gisela Hinchcliffe Art Award: To be determined
- Exercise by the Lake: Removed

- Discover Lake Stevens Chamber of Commerce Expo (September 28 from 10 a.m.-2 p.m.): Laura Katz and Jim Haugen
- Harvest Fest – Downtown Lake Stevens: possibly Daniel Johnson and Bridget Scott; however, there was also discussion regarding skipping this event.
- Winter Fest – Downtown Lake Stevens (3 members): Kate MacKenzie, Jim Haugen and Bridget Scott

Following discussion, there was general agreement to wait to fill the remaining committee vacancies until all commissioners are present.

Discussion turned to the Winter Fest event and Commissioner Ehmen said the High School choral group will be singing and she suggested reaching out to the Evergreen Orchestra, a local group which could provide music at not cost. Commissioner MacKenzie suggested coordinating music suggestions with Coordinator Meis and commented it is not easy to put two music groups together in a small area. Commissioner MacKenzie will work with Coordinator Meis on the music. Also discussed was recorded music and the possibility of an art activity for children.

Commissioner Ehmen also explained the functions of the Arts and Parks Coordination team which meets monthly during regular business hours and the Arts & Parks Foundation which meets quarterly. Coordinator Meis emphasized that the Arts & Parks Foundation is a separate entity from the city, and Commissioner Haugen said the foundation is developing its strategic plan right now. Commissioners Ehmen and Haugen will be on the Arts and Parks Coordination team, and Commissioners Ehmen and Scott will continue on the Arts & Parks Foundation.

Music by the Lake: No update.

Movies in the Park: Commissioner Haugen commented these events were great and very well attended. Coordinator Meis commented the setup and take down were very good, and that next year the promotional material needs to say that people under the age of 18 must be accompanied by an adult.

Theater in the Park: Coordinator Meis said these two events were very well attended and that particularly the children’s play was very popular. Commissioner Ehmen added there was popcorn at the second theater and that additionally the Arts & Parks Foundation had posters for sale. Commissioner Haugen commented there was a lot of enthusiasm for the children’s play.

Yoga by the Lake: Coordinator Meis said the yoga was very popular and well attended and noted one participant was a 100-year old woman trying yoga for the first time.

Marketing/Promotional: No update.

Community Outreach: No update.

Special Committee Reports: No update.

New Business:

Adjourn: Moved by Commissioner Haugen, seconded by Commissioner MacKenzie, to adjourn the meeting at 7:59 p.m. On vote the motion carried (4-0-0-0).

Kathy Pugh, City Clerk