



## Arts Commission Meetings

\*\*\*\*\*

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

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

[www.lakestevenswa.gov](http://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, February 12, 2020

**Time:** 6:30 p.m.

### Call to Order:

### Roll Call:

### Approval of Agenda

### Election of Officers

### Approval of Minutes:

- October 9, 2019 Regular Meeting
- November 20, 2019 Special Meeting
- December 10, 2019 Joint Meeting with City Council & Parks Board
- January 22, 2020 Special Meeting

### Guest Business:

### Discussion/Action Items:

- The Mill (Pavilion) Art Work

### Standing Committee Reports:

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

### Special Committee Reports:

### New Business:

### 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) 622-9400, 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

October 9, 2019

1812 Main Street, Lake Stevens

CALL TO ORDER: 6:33 p.m.

COMMISSIONERS PRESENT: Linda Ehmen, Bridget Scott, Jim Haugen, Kate MacKenzie, Daniel Johnson, and Laura Katz

COMMISSIONERS ABSENT: None

OTHERS PRESENT: Community Development Director Russ Wright, Parks Planning & Development Coordinator Jill Meis, Deputy City Clerk Adri Crim

---

Chair Ehmen called the meeting to order at 6:33 p.m.

**Roll Call:** All present.

Director Wright said the new Arts Commissioner, Joe Brosseau, withdrew his application.

**Approval of Agenda:** Moved by Commissioner Haugen, seconded by Commissioner Ehmen, to approve the agenda. On vote the motion carried (6-0-0-0).

**Approval of Minutes:** Moved by Commissioner Haugen, seconded by Commissioner Scott, to approve the September 11, 2019 meeting minutes as presented. On vote the motion carried (6-0-0-0).

**Guest Business:** Director Wright introduced himself to the new commissioners.

### **Discussion/Action Items:**

#### **Pavilion Art Work:**

Commissioner Ehmen said a committee has been formed to discuss art work or display information for the new Pavilion. Commissioner Johnson has volunteered to be on the Pavilion committee. She then provided an update on the options for panel displays in the new Pavilion and said the deadline for content development and design is December 1<sup>st</sup>.

#### **Standing Committee Assignments:**

Commissioner Katz said there are still some vacancies on a few of the committees and asked if there were any volunteers sign up for the vacancies. The following assignments were filled:

#### **Standing Committees:**

- Community Outreach (3 members): Laura Katz, Linda Ehmen, Daniel Johnson
- Promotional Development (3 members): Daniel Johnson, Laura Katz, Jim Haugen
- Music by the Lake (2 members): Kate MacKenzie, Jim Haugen
- Movies in the Park (2 members): Bridget Scott, Jim Haugen
- Theater in the Park (2 members): Bridget Scott, Laura Katz

Special Committees:

- North Cove Pavilion Display Wall (3 members); Laura Katz, Linda Ehmen and either Daniel Johnson or Jim Haugen
- Water Tower Sculpture: to be determined in January
- Arts & Parks Foundation Gisela Hinchcliffe Art Award: Linda Ehmen, Kate MacKenzie
- Discover Lake Stevens Chamber of Commerce Expo (September 28 from 10 a.m.-2 p.m.): Laura Katz, Jim Haugen
- Winter Fest – Downtown Lake Stevens (3 members): Kate MacKenzie, Jim Haugen, Bridget Scott

The commissioners discussed the option of having photo booths at community events throughout the year. Commissioner Johnson said he can research and provide a cost analysis and potential logistics for having a photo booth at community events.

MOTION: Moved by Commissioner Johnson, seconded by Commissioner Ehmen, to research the option of having a photo booth at community events through the year. On vote the motion carried (6-0-0).

**Standing Committee Reports:**

Music by the Lake: Commissioner Haugen said the thing that helps drive these events is having a theme. He suggested everyone think about a theme to be discussed at the next meeting.

Commissioner Johnson suggested a 1950's theme.

Commissioner Katz suggested additional music events during the summer.

Director Wright said staff has discussed having additional events during the spring with the possibility of holding them indoors in the new Pavilion.

The commission discussed having a grand opening event at the Pavilion such as a St. Patrick's Day themed event. There was consensus to have the music committee research and provide options for St. Patrick's Day events.

Movies in the Park: No discussion.

Theater in the Park: No discussion.

Marketing/Promotional: No discussion.

Community Outreach: No discussion.

New Projects: Commissioner MacKenzie proposed creating a city-wide concert band. She noted Lake Stevens does not have anything like this but surrounding cities do have local bands and that the school district has a great band program at the high school. She said she has not found an example of a city sponsoring such a band and the examples she has found are all sponsored by nonprofit organizations.

Director Wright said this is a large undertaking and would need to be proposed to the City Council including a scope, cost and logistics.

Discussion ensued on why people join community bands and how such a band could be utilized and showcased at city events.

### **Special Committee Reports:**

Winterfest: Coordinator Meis said staff met with Evergreen Orchestra and they are interested in performing at Winterfest. She said the Orchestra has requested a tent with three sides and forced air heat, and staff is researching this request with the vendor and Fire Department.

Commissioner Haugen said he received the quotes from the tent company and they include heat; he will forward the quotes to Coordinator Meis.

Coordinator Meis explained Winterfest for all the new commissioners and said the event planning meetings are going to start soon. Winterfest is scheduled for December 7<sup>th</sup> in North Cove Park. The exact location is still being worked out; the Christmas tree will be located generally where the War Memorial is scheduled to be sited.

Harvest Fest: Coordinator Meis updated the Commission on this year's Harvest Fest. She explained in prior years approximately 1,500 people have attended and this year events will include a kid costume parade, touch a truck, trunk or treat, vendor booths, music, and much more.

### **New Business:**

City Council/Arts Commission/Parks Board Joint Meeting re 2020 Work Plans: Coordinator Meis explained this joint meeting is for the Arts Commission and Parks Board present their work plans for 2020 to the City Council for approval. Coordinator Meis will provide the Work Plan form that is used for developing the Work Plan.

Commissioner Ehmen said the Parks Foundation would like to present their framed poster to the Council at the Joint meeting.

Director Wright said in 2019 there was a piloted Recreation Events Specialist position and Council is considering reauthorizing the funding in 2020 as part time position to assist with recreation and events coordination.

Commissioner Katz suggested hosting art classes in the Pavilion as a new program that the Parks department could offer.

Director Wright responded the City is going to be developing curriculum and sending out requests for proposals for a variety of events in the next year, including programming in the parks and at the Pavilion. Discussion ensued regarding previous and future partnering with the school district.

**Adjourn:** Moved by Commissioner Ehmen, seconded by Commissioner Johnson, to adjourn the meeting at 7:41 p.m. On vote the motion carried (6-0-0-0).

---

Kathy Pugh, City Clerk

## ARTS COMMISSION SPECIAL MEETING MINUTES

November 20, 2019  
1812 Main Street, Lake Stevens

CALL TO ORDER: 6:30 p.m.

COMMISSIONERS PRESENT: Linda Ehmen, Jim Haugen and Daniel Johnson

COMMISSIONERS ABSENT: Bridget Scott, Kate MacKenzie and Laura Katz

OTHERS PRESENT: Parks and Recreation Coordinator Jill Meis and City Clerk Kathy Pugh

---

Chair Ehmen called the meeting to order at 6:35 p.m.

**Roll Call:** Commissioners Linda Ehmen, Jim Haugen and Daniel Johnson were present. Due to lack of a quorum roll was not taken.

Commissioners determined to discuss agenda items recognizing that no action could be taken.

**Approval of Agenda:** No action due to lack of a quorum.

**Approval of Minutes:** No action due to lack of a quorum.

**Guest Business:** None.

### **Discussion/Action Items:**

**Pavilion Art Work:** Coordinator Meis updated on the status of this art work and commented the project is moving along and it will be necessary to continue forward with this project. Subcommittee members Linda Ehmen and Daniel Johnson discussed scheduling a meeting of the subcommittee, and Commissioner Jim Haugen will sit in on the subcommittee until such time as Commissioner Katz is ready to resume her role on the subcommittee following the birth of her baby.

**Lake Stevens Concert Band:** Commissioner Haugen briefly summarized that he has been in touch with the Marysville orchestra and learned that it is comprised of members from a wide area including members from Lake Stevens. The band practices weekly. There was additional discussion that most community bands are part of a nonprofit organization, and there was consensus to revisit this idea later.

**Joint Meeting with Council and Park Board December 10, 2019:** Coordinator Meis reminded of the joint meeting with the City Council and Park Board on December 10 at 6:00 p.m. This is an opportunity for the Arts Commission to put forth the proposed work plan for 2020, which Council approves. Discussion ensued as to what will be included in the work plan including Music by the Lake dates of July 12 and August 2, Movies in the Park dates of August 14 and 28 and Theater in the Park dates of August 16 and 30. Additionally the commission plans to put forward a spring event around the middle of March after the Pavilion is completed. Possible themes for Music by the Lake are a western theme and a local musician's theme. Commissioner Ehmen commented that country music ranked high in an interest survey that was recently completed.

### **Standing Committee Reports:**

**Music by the Lake:** No discussion other than as above.

**Movies in the Park:** No discussion other than as above.

**Theater in the Park:** No discussion other than as above.

**Marketing/Promotional:** No discussion other than as above.

**Community Outreach:** No discussion other than as above.

**2020 Art Award:** Commissioner Ehmen said that Kate MacKenzie is joining the Arts and Parks Foundation. She added that the Foundation will fund a 2020 art award in the amount of \$500. Clerk Pugh cautioned about inadvertently creating a quorum of the Arts Commission on the Foundation and reminded that the 2020 Art Award is a Foundation project; the Arts Commission's only role will be in evaluating submittals and making a recommendation to the Foundation. Commissioners indicated they are aware of this change in process.

**New Projects:** Commissioner Haugen shared an idea through the Lake Stevens Education Foundation, "The Lake Creates," and an idea for a contest, "Look Within". The Lake Creates has an event in April, and Commissioner Haugen said the Foundation would like the Arts Commission to assist with putting this event on. He next explained the Look Within contest, which the Foundation promotes annually. It is too late for participating this year and Commissioner Haugen encouraged this would be a great event for the Commission to be involved with next year.

#### **Special Committee Reports:**

**Winterfest:** Commissioner Haugen said that everything is moving forward and the site plan is set. He has been in touch with Steve Apodaca to help with sound. Coordinator Meis provided an update on the new location and said there will be lights, a tree, the Grimm House will be open, there will also be a food truck, snow machine and Santa Clause with an escort from Car 54 with the Police and Fire Chiefs. Commissioner Haugen will reach out to Commissioner Scott on the idea for Santa letters. Also, the Evergreen Community Orchestra will be performing.

#### **New Business:**

**2020 Bloomberg Philanthropies Asphalt Art Initiative:** Coordinator Meis briefly reviewed that this is an opportunity to apply for grant funding for temporary asphalt art which can take many forms. This was briefly discussed and will be added to the January agenda for discussion by the full commission.

Coordinator Meis reviewed a program, Rainworks, through Lake Stevens School District that consists of hydrophobic patterns being applied to concrete. The patterns are visible when the pavement is wet. High school students are involved with this and will be invited to a future meeting to share their ideas.

**Adjourn:** There being no further business the meeting was adjourned at 8:00 p.m.

---

Kathy Pugh, City Clerk

**CITY OF LAKE STEVENS**  
**CITY COUNCIL – ARTS COMMISSION – PARKS BOARD JOINT MEETING MINUTES**  
Tuesday, December 10, 2019  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 6:00 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Gary Petershagen, Kim Daughtry, Kurt Hilt, Todd Welch, Raucher McDaniel and Marcus Tageant

---

ELECTED OFFICIALS ABSENT: Councilmember Brett Gailey

ARTS COMMISSIONERS PRESENT: Jim Haugen, Kate MacKenzie, Daniel Johnson, Linda Ehmen, Laura Katz

ART COMMISSIONERS ABSENT: Bridget Scott

PARKS BOARD MEMBERS PRESENT: Chris Jones, Terry Van Wyck, Tina Decker, Carl Johnson, Roger Schollenberg, Marlene Sweet, Susan Green

PARKS BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Community Development Director Russ Wright, City Clerk Kathy Pugh, Deputy City Clerk Adri Crim, Parks Planning & Development Coordinator Jill Meis

OTHERS:

---

Mayor Spencer called the meeting to order and introductions were made.

Parks Coordinator Jill Meis introduced herself.

**Arts Commission 2019 Accomplishments:** Coordinator Meis said the summer programming was very successful this year with Yoga in the Park, Music in the Park, Movies in the Park, and Theater in the Park. She said the Arts Commission reviewed all the entries for the Gisella Hinchcliffe Art Award to present to a local student and volunteered at Winterfest. Coordinator Meis commented there are new members on the Commission and Linda Ehmen is the current Chair.

**Parks Board 2019 Accomplishments:** Coordinator Meis said the Parks Board had a busy year. The Board had several meetings where they discussed the parks chapter of the Comprehensive Plan update and park design throughout the community. Eagle Scouts presented their project proposals to the Board and they offered input and approval of projects. Coordinator Meis said the Board's current chair is Tina Decker.

Coordinator Meis said both the Parks Board and Arts Commission put in countless hours of volunteer work for events in the community all year.

**2020 Arts Commission Work Program:** Chair Linda Ehmen introduced new members of the Commission and said they are all professional people who are helping to hone the language and programs to be presented next year. Chair Ehmen said the Commission plans on keeping the same programs running in the next year as they did in 2019. She mentioned they are working with the City to develop a display for the new Pavilion to include historical photographs and sourced history about Lake Stevens. Chair Ehmen said the Arts and Parks Foundation has a new art award this year and she reviewed the criteria for the award. She then presented the Council with the 2019 winning poster.

The new Arts Commissioners introduced themselves: Jim Haugen, Daniel Johnson, Laura Katz, and Kate MacKenzie.

Councilmember McDaniel thanked all the Commissioners and Board members for volunteering their time as it has been a great contribution to the community.

Councilmember Tageant said the concert series is a great program.

Councilmember Daughtry said Music in the Park was fun and is looking forward to it next year.

Mayor Spencer asked if the Arts Commission is working with the Historical Society for the display at the Pavilion. Chair Ehmen said they are partnering with the Historical Society as well as the Everett Library and other historical associations, to acquire historical images of resorts and buildings that used to be in Lake Stevens. She said the Historical Society is helping to provide connections and proofing the copies and providing the history behind the photos for better context.

Councilmember Welch asked the new Commissioners what they think of being on the commission and if there is more they would like to do.

Commissioners Katz said she likes being on the commission. She said she volunteered at Winterfest, which was a great event.

Commissioner Johnson said he is enjoying being on the Commission. He said this is a learning experience for him and he is happy with all the activities, the camaraderie, and the community involvement.

**2020 Parks Board Work Program:** Chair Tina Decker, noted the whole board is in attendance. She said there is over 50 years of combined service on the Parks Board which is a lot of knowledge. She said the 2020 work program has ongoing projects which is typical when trying to make the program more robust. She then reviewed some of the items on the work program for 2020. Chair Decker said they are working on partnering with different organizations such as the County and Rotary to ensure everyone is on same page as we grow our park system.

Chair Decker said an Art & Park coordination team has been created with 2 members from the Arts Commission and 2 members from the Parks Board to collaborate for events throughout the year. She said the coordination team is a great way to figure out how the two boards impact each other and what they can each bring back to their respective boards for additional input.

Chair Decker added there are numerous things happening in the Parks and Recreation program such as North Cove Park, the Pavilion, and the Skate Park. She then reviewed items the Parks Board would like to accomplish in the next year. She also said the Arts & Parks Foundation, which has two members from Arts Commission and three members from Parks Board, have been working together to identify different ways to fund parks needs throughout the community.

Councilmember Tageant asked the Board how things have been with the addition of the Parks Coordinator position. Chair Decker said it has been fantastic to have Coordinator Meis. She said another thing to be considered is creating a Parks and Recreation Department so the City can have a working parks system, as well as a working recreation program.

Councilmember Daughtry said the Council has been discussing creating a Parks and Recreation department.

Councilmember Welch asked if board and commission members feel Council is coordinating and communicating better. Responding to Councilmember Welch, Board Member Schollenberg said communication has improved, but things are moving very fast and the Board wants to continue to be kept in the loop.

Board Member Jones said having Jim Haugen and Coordinator Meis has made a huge difference. He said something he recently noticed is that there has been a councilmember at almost every meeting which is important as it shows their voice is being heard.

Board Member Johnson said there have been big changes in last four years. He added it was nice to have Winterfest off street.

Councilmember Tageant said there has been great emphasis on parks in the last two years and Director Durpos has been a great advocate for parks. He also said it has been nice to see the parks department start to evolve.

Chair Decker said they are grateful for the push from Council and the Mayor for the parks program to include not only physical parks but also trails, the boat launch, etc. as a whole system.

Mayor Spencer said the Council appreciates the work from all the commission and board members. He added it has been nice to have board and commission members who are hands on when it comes to creating and doing activities for the community. Mayor Spencer said Wyatt Park is coming into the City sometime after the first of the year.

**Adjourn:** There being no further business the meeting was adjourned at 6:24 p.m.

  
Brett Gailey, Mayor

  
Kathy Pugh, City Clerk

\_\_\_\_\_  
Parks Board

\_\_\_\_\_  
Arts Commission

## ARTS COMMISSION SPECIAL MEETING MINUTES

January 22, 2020

1812 Main Street, Lake Stevens

CALL TO ORDER: 6:30 p.m.

COMMISSIONERS PRESENT: Laura Katz, Jim Haugen and Bridget Scott

COMMISSIONERS ABSENT: Linda Ehmen, Kate MacKenzie and Daniel Johnson

STAFF PRESENT: Community Development Director Russ Wright, Parks and Recreation Coordinator Jill Meis and City Clerk Kathy Pugh

OTHERS PRESENT: Lena Wagner and Timothy Bartlett with Lake Stevens Middle School, together with students

---

Vice Chair Laura Katz called the meeting to order at 7:31 p.m.

**Roll Call:** Commissioners Laura Katz, Jim Haugen and Bridget Scott were present. Due to lack of a quorum roll was not taken.

Commissioners determined to discuss agenda items recognizing that no action could be taken.

**Approval of Agenda:** No action due to lack of a quorum.

**Approval of Minutes:** No action due to lack of a quorum.

### **Guest Business:**

**Rainworks Presentation by Lake Stevens Middle School:** Lena Wagner and Tim Bartlett, teachers at Lake Stevens Middle School, together with some of their students presented a PowerPoint and introduced a proposed art project called "Rainworks." Rainworks involves a specific hydrophobic product that repels water that is applied to smooth concrete surfaces, such as sidewalks and is only visible when the concrete is wet. Stencils are used to guide the application and the product can be applied in different colors. Ms. Wagner and Mr. Bartlett said that the product was developed locally in Seattle and they have received a school district grant for this project. They explained the students learn the process for product application and are working on designing the stencils, and that it is somewhat similar to chalk art. Last year the Rainworks projects were introduced at the school and the applications contained positive messages. They would like to share this form of artwork with the public at Lundeen, North Cove and Wyatt Parks. There are approximately 120 students that are participating; they expect to finish their project design during the spring and are hoping to spray in March.

The Arts Commissioners were supportive of this project and suggested that it also be presented to the Parks Board.

### **Discussion/Action Items:**

**Pavilion Art Work:** Commissioner Haugen provided a brief update and noted that people have not been generally available to move forward with this project. They are working with the Museum and using a them of “resort areas” for water ski clubs.

Director Wright said it will be important to meet and determine concepts and graphics in February and that the panels need to be ordered in March. He added that the general idea is that each panel will have a large central image with smaller connecting images, and the medium will be laser on metal.

Coordinator Meis added that the panel size will be somewhat smaller than originally planned due to the location of an electrical panel.

**Boards & Commissions Training February 5, 2020:** Clerk Pugh reminded of the upcoming Boards & Commissions training scheduled for February 5<sup>th</sup> and encouraged everyone to attend.

Clerk Pugh said that following the last meeting she contacted Municipal Research & Service Center (MRSC) regarding the Arts Commission participation on the Arts & Parks Foundation with three to four Arts Commissioners. MRSC confirmed that is best practice to allow no more than two Arts Commissioners to be on the Foundation as the possibility of an inadvertent violation of the Open Public Meetings Act is high. She reminded that the bylaws of the Foundation provide that the Foundation board be made up of two Arts Commissioners, two Parks Board members, the Mayor or designee and additional members at large. Based on this staff said the Arts Commission needs limit its participation on the Foundation to two of its members as set out in the Foundation bylaws.

#### **Standing Committee Reports:**

Coordinator Meis suggested that the Arts Commission pare down its subcommittees and commented there is not a need for a Winterfest or Harvestfest subcommittee. She also encouraged that much of the work of the subcommittees could be carried out during the commission meetings.

Commissioner Katz believes there needs to be a point person for some of the programming that the Arts Commission assists with.

**Music by the Lake:** No discussion other than as above.

**Movies in the Park:** It was discussed that with the dates set, the City needs to move forward with the Interlocal Agreement with Marysville for showing the movies.

**Theater in the Park:** No discussion other than as above.

**Marketing/Promotional:** No discussion other than as above.

**Community Outreach:** No discussion other than as above.

#### **Special Committee Reports:**

**Winterfest:** Coordinator Meis said Winterfest went well and was well attended. Two snow machines and reindeer have been reserved for next year. Commissioner Scott added that the Santa Letter activity also went well and there is a need for two mailboxes.

**New Business:** None.

**Adjourn:** There being no further business the meeting was adjourned at 7:20 p.m.

---

Kathy Pugh, City Clerk

DRAFT