

## 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

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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 (6-0-0-0).

**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).

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Kathy Pugh, City Clerk