

RAYMORE ARTS COMMISSION AGENDA

Tuesday, Sept. 10, 2019 - 7 p.m.

City Hall Council Chambers
100 Municipal Circle
Raymore, Missouri 64083

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Comments

Please identify yourself for the record and keep your comments to a maximum of five minutes.

5. Presentations

6. Committee Updates

- a. Public Art Committee
- b. Performance Art Committee
- c. Education/Event Working Group

7. Staff Reports

- a. Budget Update
- b. Summer Scene

8. Consent Agenda

The items on the Consent Agenda are approved by a single action of the Arts Commission. If any Commissioner would like to have an item removed from the Consent Agenda and considered separately, he/she may do so.

a. Arts Commission Meeting minutes - July 2019

Motion to approve the consent agenda

9. Unfinished Business

10. New Business

- a. Election of officers:** The Arts Commission will need to nominate and elect a new Chair and Vice Chair per the bylaws. A simple majority is all that is necessary.

Staff will conduct the election

- b. Approval of the meeting Schedule:** The Arts Commission meets in its regular business meeting on the second Tuesday of each month. Staff has prepared the official schedule. Commission members can propose additional meeting as set out in the bylaws as necessary.

Motion to approve

- c. FY 2020 Budget:** Staff is proposing the FY 2019 Budget for consideration by the Arts Commission. The budget and the projects contained can be amended at any time, but this document gives staff the ability to plan accordingly throughout the year.

Motion to approve

11. Commissioner Comments

12. Adjournment

Any person requiring special accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify the City Clerk at (816) 331-0488 no later than forty-eight (48) hours prior to the scheduled commencement of the meeting.

THE RAYMORE **ARTS COMMISSION** MET IN REGULAR SESSION TUESDAY, **JULY 9, 2019**, IN THE COUNCIL CHAMBERS IN CITY HALL AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI. COMMISSIONERS PRESENT WERE: BERRY, RICHARDSON, LAWRENCE, SETSER, GRIBBLE AND JONES. ALSO PRESENT: ASSISTANT CITY MANAGER MIKE EKEY AND COMMUNICATIONS SPECIALIST MELISSA HARMER.

1. Call to Order

2. Roll Call - Assistant City Manager Mike Ekey called roll and a quorum was present.

3. Pledge of Allegiance

4. Welcome from the Chair

5. Public Comments

6. Presentations

7. Committee Updates

a. Public Art Committee

Commissioner Berry reported that the committee did not meet on July 4. Assistant City Manager Mike Ekey reported that the mural at Recreation Park has been completed.

b. Performance Art Committee

Commissioner Loren Jones updated the Commission about a recommendation that will be coming before the Commission about how outside groups can request funding from the Commission.

c. Education Workgroup

Commissioner Lawrence provided an update from Commissioner Parys about upcoming events.

8. Staff Reports

a. Budget Update

Assistant City Manager Mike Ekey provided an update about the current state of the budget following the completion of the mural and payments made to contractors and vendors for Summer Scene.

b. Summer Scene

Communications Specialist Melissa Harmer provided an update for the Summer Scene arts festival.

9. Consent Agenda

- a. Commissioner Berry moved to approve the consent agenda. Commissioner Lawrence seconded. It was approved 6-0.

10. Unfinished Business

11. New Business

- a. **Approval of FY 2020 Work Plan:** Commissioner Jones moved to approve the FY 2020 Work plan. Commissioner Gribble seconded. It was approved 6-0.
- b. **Budget Amendment for Rec Park Mural:** Commissioner Jones moved to approve the budget amendment. Commissioner Berry seconded. It was approved 6-0.
- c. **Budget Amendment for Banners:** Commissioner Berry moved to approve the budget amendment. Commissioner Richardson seconded. It was approved 6-0.

12. Commissioner Comments

- a. Commissioner Setser presented to the Commission a proposal to have the Commission support the Sounds of South Kansas City Community Band.

13. Adjournment

- a. Commissioner Berry motioned to adjourn the meeting and Commissioner Parys seconded. The Commission voted 6-0 to adjourn at 8:02 p.m.

Submitted by:



Mike Ekey

AGENDA ITEM MEMO

To: Raymore Arts Commission
From: Mike Ekey, Assistant City Manager
Re: Election of Officers

Arts Commission by-laws state that the members must elect a Chair and Vice Chair at the first official meeting after Aug. 1 of each year. Below is the relevant sections of the Commission's by-laws that pertain to the Chair and Vice Chair positions and their duties.

Election Procedure

The current Chair will open the item on the agenda and then ask for staff to lead the meeting through the election.

Staff will open the floor to any nominations. Commission members may then nominate any eligible member. Staff will ask the nominated individual if they accept and will place their name on the ballot if they do.

Once there are no more nominations, staff will ask for the Commission to vote by a show of hands for each nominated individual in the order in which nominations were received until one nominee receives a majority of the votes.

ARTICLE 3: OFFICERS

- A. *The officers of the Commission shall consist of a chair and vice-chair.*
- B. *Officers shall be elected annually by a majority of the vote of the Commission at the first regular meeting after August 1. In the event a current officer becomes ineligible to serve as an officer, the Commission may hold an emergency election as needed.*
- C. *The term of office shall be one year, beginning September 1 and ending August 31. An officer may serve until a successor is elected. A person may not serve as an officer for more than three (3) consecutive one (1) year terms.*
- D. *A Commissioner may not hold more than one office at a time.*

ARTICLE 4: DUTIES OF OFFICERS

- A. *The chair shall preside at Commission meetings, appoint all committees, represent the Commission at ceremonial functions, and approve each final meeting agenda.*
- B. *In the absence of the chair, the vice-chair shall perform all duties of the chair.*

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| Staff will conduct the election |
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RAYMORE ARTS COMMISSION BYLAWS

Approved June 9, 2015

Amended June 12, 2018

ARTICLE 1: PURPOSE AND DUTIES

The Raymore Arts Commission will:

- A. Engage citizens to cultivate art in the community;
- B. Promote close cooperation between the City and all private citizens, institutions, and agencies interested in or conducting activities related to the arts in the city, so that all arts resources within the community may be coordinated to maximize promotion and support of the arts;
- C. Facilitate communication between arts organizations; and
- D. Serve as an advisory board to the City Council in all arts-related matters including long range planning, allocations process, and comprehensive and strategic planning;

ARTICLE 2: MEMBERSHIP

- A. The Commission is composed of seven (7) members appointed by the City Council.
- B. A member serves at the pleasure of the City Council.
- C. An individual Commissioner may not act in an official capacity except through action of the Commission.
- D. A member who resigns from the Commission shall submit a written resignation to the chair of the Commission and the staff liaison. If possible, the resignation should allow for a thirty (30) day notice so the City Council can make a replacement.

ARTICLE 3: OFFICERS

- A. The officers of the Commission shall consist of a chair and vice-chair.
- B. Officers shall be elected annually by a majority of the vote of the Commission at the first regular meeting after August 1. In the event a current officer becomes ineligible to serve as an officer, the Commission may hold an emergency election as needed.
- C. The term of office shall be one year, beginning September 1 and ending August 31. An officer may serve until a successor is elected. A person may not serve as an officer for more than three (3) consecutive one (1) year terms.

- D. A Commissioner may not hold more than one office at a time.

ARTICLE 4: DUTIES OF OFFICERS

- A. The chair shall preside at Commission meetings, appoint all committees, represent the Commission at ceremonial functions, and approve each final meeting agenda.
- B. In the absence of the chair, the vice-chair shall perform all duties of the chair.

ARTICLE 5: AGENDAS

- A. Two or more Commission members may place an item on the agenda by oral or written request to the staff liaison at least five (5) days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.
- B. The staff liaison will submit the meeting agenda to the Arts Commission not less than 72 hours before the meeting, unless extenuating circumstances exist.
- C. Posting of the agenda must comply with the Missouri Sunshine Law.

ARTICLE 6: MEETINGS

- A. The Commission meetings shall comply with the Missouri Sunshine Law.
- B. Commission meetings shall be governed by Robert's Rules of Order.
- C. The Commission may not conduct a closed meeting without the approval of the City attorney.
- D. The Commission will generally meet on a monthly basis. In August of each year, the Commission will adopt a schedule of meetings for the upcoming year.
- E. The chair may call a special meeting, and the chair shall call a special meeting if requested by three (3) or more members. The call shall state the purpose of the meeting. A commission may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule more often than once a quarter, unless the meeting is required to comply with a statutory deadline or deadline established by the City Council.
- F. Four members constitute a quorum.
- G. If a quorum of the meeting does not convene within one-half (1/2) hour of the posted time for the meeting, then a meeting may not be held.
- H. To be effective, a board action must be adopted by an affirmative vote of a majority of the number of members necessary to provide a quorum (*amended 6/12/18*).

- I. The chair has the same voting privileges as any other member.
- J. The Commission shall allow citizens to address the Commission on agenda items and during a period of time set aside for citizen communication. The chair may limit the speaker to five (5) minutes.
- K. The staff liaison shall prepare the Commission minutes. The minutes of each Commission meeting must include the vote of each member on each item before the Commission and indicate whether a member is absent or failed to vote on an item.
- L. The City Clerk shall retain agendas, approved minutes and bylaws. The staff liaison shall retain all other Commission documents. The documents are public records under the Missouri Sunshine Law.

ARTICLE 7: COMMITTEES AND WORKING GROUPS

A. COMMITTEES

- 1. A committee must be established by an affirmative vote of the Board.
- 2. Each committee shall consist of at least three Commission members appointed by the chair.
- 3. A staff member shall be assigned to each committee by the staff liaison.
- 4. A majority of the total number appointed committee members constitutes a quorum.
- 5. Committee meetings must be posted in accordance with the Missouri Sunshine Law.

B. WORKING GROUPS

- 1. The Commission can determine the size of a working group but the number of Commission members serving on the working group must be less than a quorum of the Commission.
- 2. Quorum requirements do not apply to working groups.
- 3. Staff support will not be provided for working groups.
- 4. Working groups are not required to post their meetings in accordance with the Missouri Sunshine Law.

ARTICLE 8: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Commission in all cases to which they are applicable, except when inconsistent with these bylaws or special rules of order which the Commission or City Council may adopt.

ARTICLE 9: BY-LAW AMENDMENT

These by-laws may be amended by approval of the vote of two-thirds (2/3) of the Commissioners.

AGENDA ITEM MEMO

To: Raymore Arts Commission
From: Mike Ekey, Assistant City Manager
Re: Approval of the FY 2020 Budget

The Arts Commission by-laws require the members to set an annual schedule. Attached is the relevant portion of the by-laws and a copy of the 2019-2020 meeting schedule.

ARTICLE 6: MEETINGS

D. The Commission will generally meet on a monthly basis. In August of each year, the Commission will adopt a schedule of meetings for the upcoming year.

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|---------------------------------|
| <i>Motion to approve</i> |
|---------------------------------|

2019-2020 ARTS COMMISSION MEETING SCHEDULE

All meetings begin at 7 p.m. and are held in the City Council Chambers

- Sept. 10, 2019
- Oct. 8, 2019
- Nov. 12, 2019
- Dec. 10, 2019
- Jan. 14, 2020
- Feb. 11, 2020
- March 10, 2020
- April 14, 2020
- May 12, 2020
- June 9, 2020
- July 14, 2020
- Aug 11, 2020

*Meetings are generally held on the 2nd Tuesday of the month unless otherwise noted

AGENDA ITEM MEMO

To: Raymore Arts Commission
From: Mike Ekey, Assistant City Manager
Re: Approval of the FY 2020 Budget

Each year the Arts Commission approves a budget that outlines the projects and initiatives to be undertaken in the coming fiscal year.

This year, the Arts Commission is expected to receive \$20,000 from the City's General Fund as allocated through the annual budget process. City Council will officially approve the budget in October. The Commission has also received a \$10,000 donation for a sculpture piece at Hawk Ridge Park from the former Raymore Parks Foundation. This donation is reflected in the overall budget amount before the Commission for approval.

The proposed budget aims to allocate the budgeted amount of \$30,000 into the various goals and focus areas as outlined at the Commission's May work session and approved at its June meeting.

Attached is both a line-item detail of the proposed FY 2020 budget and a copy of the approved FY 2020 work plan.

Motion to approve

FY 2020 Arts Commission Budget

| Project | Description | Budget | Actual Status |
|------------------------------------|---------------------------|-----------------|-----------------|
| Public Art | | \$16,500 | |
| Hawk Ridge Park | Permanent Art Piece | \$15,000 | |
| Pop Up Art Project | 2020 Event | \$1,000 | |
| Art Exhibit Program | Promotion/Supplies | \$500 | |
| Partnerships/Sponsorships | | \$3,000 | |
| Farmers Market Sponsorship | Entertainment | \$1,000 | |
| Sound of South KC - Community Band | Entertainment | \$1,000 | |
| Additional Sponsorships | Literature/Other | \$1,000 | |
| Programming | | \$7,000 | |
| Family Art Days | Teacher Fees and Supplies | \$1,000 | |
| Summer Scene | 2020 Event | \$5,000 | |
| Classes/Programming for adults | Paint & Sip events | \$1,000 | |
| Performance | | \$3,000 | |
| Holiday Singalong | Dec. 2 @ 3:30pm | \$1,000 | |
| Summer Concert Series | Three events | \$2,000 | |
| Professional Development | | \$500 | |
| Professional Development | | \$500 | |
| Other | | \$0 | |
| Communications | | \$0 | |
| Total Budget | | \$30,000 | \$30,000 |
| Total Expenditures | | \$30,000 | \$0 |
| Available | | \$0 | \$30,000 |

Raymore Arts Commission - FY 2020 Work Plan

Strategy 1: Increase the amount of public art in Raymore

Project 1: Implement the Public Art Plan

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|--|----------------------|-------------------|-----------------------|--------------------------------------|
| Based on the Public Art Plan adopted in FY16, commission or acquire artwork for designated priority locations. | Public Art Committee | Summer/Fall 2020 | \$5,000 | See detail sheet for priority areas. |

Project 2: Expand the 2020 Pop Up Art Project

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|--|----------------------|-------------------|-----------------------|--------------|
| Continue the success of the Pop Up Art Project: Relax in Raymore. The project centers around creating a community-wide art project that residents, visitors, and businesses can engage in. | Public Art Committee | Summer 2020 | \$1,000 | |

Project 3: Continue the City Council Art Exhibit Program

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|---|----------------------|-------------------|-----------------------|--------------|
| Continue to exhibit artists in the Raymore City Council Chambers and expand to include Centerview | Public Art Committee | Ongoing | \$0 | |

Strategy 2: Increase resources for the arts by broadening and diversifying the base of public and private funding sources

Project 1: Retain support from the City Council and community for the Arts Commission

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|--|-----------------|-------------------|-----------------------|--------------|
| Produce an annual report highlighting the work and accomplishments of the Arts Commission. | Arts Commission | Ongoing | | |

Project 2: Coordinate with the Foundation to develop a fundraising plan to support the arts

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|---|-----------------|-------------------|-----------------------|--------------|
| Once the foundation is established, the Arts Commission will work with the Foundation Board to develop a plan for raising money to support the arts in Raymore. | Arts Commission | TBD | | |

Project 3: Identify grants to assist with funding Arts Commission priorities

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|---|---------------|-------------------|-----------------------|--------------|
| Staff will continue to identify and apply for grants that could be applied to either offset City funding or provide additional funding for FY18 projects. | Mike Ekey | Ongoing | \$300 | |

Project 4: Leverage social media and marketing to promote and amplify the Arts Commission message, community/regional arts and local artists.

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|--|----------------|-------------------|-----------------------|--------------|
| To support local arts and artists — as well as the efforts of the Arts Commission — the Communications Department will use a stand-alone social media account focused on arts and culture. | Melissa McGhee | Ongoing | \$250 | |

Strategy 3: Continue support of existing community art-related programs and provide incentives to incorporate additional artistic elements

Project 1: Provide funding to Parks and Recreation for additional musical performances during the Farmers Market

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|---|--------------------|-------------------|-----------------------|--|
| Parks & Recreation’s Farmers Market already features musical performances throughout the season. This funding would allow them to add additional dates to the calendar. | Parks & Recreation | Summer/Fall 2020 | \$1,000 | Parks & Recreation will be responsible for hiring the artists and contracting with them. |

Project 2: Develop a formal Sponsor/Donation recognition and reporting structure

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|---|---------------|-------------------|-----------------------|--------------|
| To support the Commission’s ongoing sponsorship opportunities, the Commission will develop a formal reporting structure to receive information about the success/failure of that support. | Mike Ekey | Fall/Winter 2020 | | |

Project 4: Work with Parks & Recreation to increase the number of arts-related classes and programs each season

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|---|---|-------------------|-----------------------|--|
| In cooperation with the Parks & Recreation Department, identify and suggest additional arts-related classes and programs that could take place as part of the Department's offerings. | Arts Commission Education Working Group | Ongoing | \$1,000 | These classes would be fee-based, but could benefit from some cost off-set for supplies. |

Project 5: Present the Arts Commission's Signature Event Summer Scene

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|--|------------------------|-------------------|-----------------------|--|
| To build awareness of arts in the community, the Arts Commission will continue to host its signature event Summer Scene in June. The event will feature community artists. | Summer Scene Committee | Summer 2019 | \$5,000 | Recognized as one of the most popular Arts Commission events from the 2019 survey. |

Strategy 4: Increase opportunities for performance art throughout the community.

Project 1: Develop the roles and responsibilities of a Public Performances Committee

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|---|-----------------|-------------------|-----------------------|--------------|
| To help guide any future committee or group focused on performance arts, the Commission will need to develop a specific set of roles and responsibilities for this group. | Arts Commission | Ongoing | | |

Project 2: Evaluate and explore possible community venues for public performances

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|--|-----------------|-------------------|-----------------------|--------------|
| To bring more performance art to the community, the Commission will identify both public and private venues that will accommodate. | Arts Commission | Winter 2020 | | |

Project 3: Develop additional programming that fosters community participation in musical events

| <i>Description</i> | <i>Owners</i> | <i>Time Frame</i> | <i>Estimated Cost</i> | <i>Notes</i> |
|---|-----------------|-------------------|-----------------------|--|
| Performance art always lends itself to allowing for participation. This can grow its popularity and help grow the Commission support and resources overall. | Arts Commission | Winter 2020 | \$2,500 | The Commission will continue to support the Holiday Sing-Along and develop a new Summer Singers program. |

Parks and Trails Public Art Plan Overview

| Park Art | | | |
|----------|-----|------------------------------|-----------------------|
| Priority | Key | Area | Type of Art |
| 1 | HR | Hawk Ridge Park | Musical feature |
| 1 | HR | Hawk Ridge Park Amphitheater | Sculpture |
| 2 | M1 | Memorial Park Arboretum | Sculpture |
| 2 | M2 | Memorial Park Trailhead | Sculpture |
| 2 | M4 | Memorial Park Entrance | Interactive Art |
| 3 | MV1 | Moon Valley | Interactive Art |
| 3 | MV2 | Moon Valley | Temporary Art Exhibit |
| 4 | W1 | Ward Park Parking Lot | Mural |
| 4 | W2 | Ward Park Trail | Small Scale Passive |
| 5 | RP1 | RAC | Sculpture |

Trail Art

It is the intent of the Public Art Plan to have the trail art tie together through a citywide exhibit. Additional pieces may be placed along trails, but key features would occur in these locations.

| Priority | Key | Area | Type of Art |
|-----------------|------------|-----------------------------------|--------------------------|
| 4 | T1 | North Cass Trailhead | Temporary or Interactive |
| 4 | T2 | Foxridge Drive/Old Mill Trailhead | Temporary or Interactive |
| 4 | T3 | Eagle Glen/Lucy Webb Trailhead | Temporary or Interactive |
| 4 | T4 | Eagle Glen/Johnston Trailhead | Temporary or Interactive |

Completed Works of Art

| Date Completed | Key | Area | Type of Art |
|-----------------------|------------|---------------------------|--------------------|
| June 2017 | CV | Centerview | Kinetic Sculpture |
| Oct 2017 | CL | 58 & Dean/Entrance | Kinetic Sculpture |
| June 2018 | MP | Memorial Park Entrance | Historical Mural |
| March 2019 | TB | Playground | Musical Element |
| July 2019 | RP2 | Rec Park Concession Stand | Mural |