

THE RAYMORE **ARTS COMMISSION** MET IN REGULAR SESSION TUESDAY, **AUGUST 11, 2015** IN THE CITY COUNCIL CHAMBERS IN CITY HALL AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI. MEMBERS PRESENT WERE: COMMISSIONERS PARYS, GAMBRELL, LAWRENCE, MARTIN, BERRY, CANOVIC AND SETSER. ALSO PRESENT WERE ASST. CITY MANAGER HAUCK AND E.D. ASST. SEITTER.

1. **Call to Order** - Asst. City Manager Hauck called the meeting to order at 7:00 p.m.
2. **Roll Call** - E.D. Asst. Seitter called roll and a quorum was present.
3. **Consent Agenda** - Asst. City Manager Hauck asked for a motion to approve the minutes of the June 9 and July 27, 2015 Arts Commission meetings.

Commissioner Martin made a motion to approve the minutes as presented. Commissioner Parys seconded the motion. The motion was unanimously approved with a vote of 7-0.

4. **Length of Commissioner Terms** - Asst. City Manager Hauck drew names at random for the initial length of Commissioner terms.

Commissioners serving 1 year terms will be: Lawrence, Martin & Gambrell.
Commissioners serving 2 year terms will be: Parys and Setser
Commissioners serving 3 year terms will be: Berry and Canovic

Commissioner Lawrence made a motion to approve the terms as cast. Commissioner Parys seconded the motion. The motion was unanimously approved with a vote of 7-0.

5. **Selection of Chair** - Asst. City Manager Hauck asked each Commissioner for his/her nomination for the Chair position. Nominees submitted for the Chair position were: Gambrell, Lawrence & Parys. Votes were tallied and Commissioners Gambrell and Lawrence asked that their names be removed from the nominations.

Commissioner Setser made a motion to approve the nomination of Commissioner Parys as Chair. Commissioner Lawrence seconded the motion. The motion was unanimously approved with a vote of 6-1, with Commissioner Canovic opposed.

6. **Selection of Vice Chair** - Asst. City Manager Hauck asked for nominations for the Vice Chair position. Nominees submitted for the Vice Chair position were: Berry and Lawrence. Commissioner Berry asked that his name be removed from the nominations.

Commissioner Martin made a motion to approve the nomination of Commissioner Lawrence for the Vice Chair position. Commissioner Berry seconded the motion. The motion was unanimously approved with a vote of 7-0

7. **Community Stakeholder Workshop Facilitator** - Asst. City Manager Hauck provided a brief summary of each of the three additional proposals she received for Community Workshop facilitators. After review of all of the proposals, staff's recommendation is to engage Jill Grotzinger as the Community Workshop facilitator.

Chair Parys asked the Commissioners for their comments and recommendations and discussion ensued. It was the consensus of the group that one public meeting was inadequate and the Commissioners asked if they could request the facilitators to include an additional public meeting in their proposals.

Asst. City Manager Hauck stated that a motion could be made for staff to negotiate with a vendor to include an additional public meeting in their proposal with a "not to exceed" amount.

Commissioner Lawrence made a motion to empower staff to negotiate with Jill Grotzinger for a contract not to exceed \$5,500 that would include a second stakeholder meeting with an opportunity for public comment. Commissioner Berry seconded the motion. The motion was unanimously approved with a vote of 7-0.

Asst. City Manager Hauck will negotiate with Jill Grotzinger to include the additional stakeholder meeting and start work on the survey. She will report back to Chair Parys and then submit the proposal to the City Council.

8. **Festival in the Park Sponsorship:**

A) **Parade** - Commissioner Berry presented his idea for a parade float that would be sponsored by the Arts Commission. He envisions 7-10 artists, musicians, mimes, etc. to be incorporated into the float. Some will be riding and some will be walking and handing out candy. He will solicit volunteers to construct the float, as well as participate on the float. He envisions using a large number of high school students, however, he welcomes volunteers of all ages to be a part of the float.

Asst. City Manager Hauck went over the proposed cost of the float: parade entry fee \$10, banners \$100, and supplies \$150, for a total cost of \$260.00.

Discussion ensued regarding handing out Arts Commission promo materials with the candy. It was determined that these materials would probably end up in the trash and not be read.

Commissioner Martin asked if Commissioner Berry would be the lead on this project / event. Commissioner Berry confirmed he would be the lead.

Chair Parys asked if there were any more questions or discussion. She stated that if Commissioner Berry felt comfortable putting together a float to be sponsored by the Arts Commission, she would entertain a motion for a float entrance with a budget of \$200.

Asst. City Manager Hauck stated the cost was \$260.00.

Commissioner Lawrence made a motion to empower Commissioner Berry to be the float Chairperson and for the Arts Commission to budget \$300.00 towards the float. Commissioner Martin seconded the motion. The motion was unanimously approved with a vote of 7-0.

B) **Advertisement** - Asst. City Manager Hauck presented three ad designs that were created by staff for the ¼ page ad in the Festival in the Park publication created by the *North Cass Herald*. There is an August deadline for this publication insert that will go out in the *North Cass Herald*, which goes to every household in the city, with extra copies distributed to publicize Festival in the Park. She noted that the new City branding standards were applied to the designs. The ad also incorporates the Festival in the Park logo that was provided.

Chair Parys asked if this approved ad design could also be used in other places such as on the City's website, etc.

Asst. City Manager Hauck said absolutely this design could be used and that Mike Ekey could also create any custom ads and items moving forward. She also elaborated on the City's new branding standards.

Commissioner Martin made a motion to approve ad design #3 for a ¼ page ad in the Festival in the Park publication. Commissioner Gambrell seconded the

motion. The motion was unanimously approved 6-1, with Commissioner Berry opposing.

9. **FY 2015 Project Proposals:**

Asst. City Manager Hauck noted there were three projects brought forward by Commissioners for consideration in the remaining budget year, which ends October 31. The three projects were: Tri County Art League Show, Streetlight Banners, and Ray-Pec Theatre Department sponsorship. Ms. Hauck reminded the Commissioners that based upon the previous approvals for a community workshop facilitator at \$5,500 and a parade float sponsorship of \$300, (and \$250 set aside for marketing supplies), there was a remaining balance of approximately \$2,700 in the Arts Commission budget.

A) **Tri County Art Fest** - Chair Parys shared information on the Tri County Art League Art Fest to be held on November 13-14th at the Raymore Christian Church. She brought forth the idea of the Arts Commission donating \$150 towards gift certificates or ribbons for winners of the student art competition, which has four classes. Chair Parys will be facilitating the student art competition as an Art League member. Tri County is also looking for volunteers to help with the event.

Discussion ensued among the Commissioners regarding which schools and/or students would be involved in the student art competition and if it would be an issue for the Arts Commission to sponsor winners from schools located outside of Raymore.

Chair Parys will go back to Tri County to discuss schools involved.

Commissioner Martin likes the idea of contributing to the student art competition and would like the Arts Commission to sponsor this event. It would be great to incorporate the "Reimagine Raymore" theme for the student's artwork. She shies away from the idea of the Arts Commission becoming a volunteer group as it's very hard to find time to volunteer. This is a substantial way to get the Arts Commission's name out in the community, connect with a young constituency, show the importance of art in the community, and get the student's feedback as to how they visualize "Reimagine Raymore."

Asst. City Manager Hauck suggested that perhaps the best way to support this project would be for the Arts Commission to sponsor the student competition and provide the standard financial support, letting Tri County administer the funds with

the Arts Commission suggesting the perimeters (i.e., being a sponsor, using the “Reimagine Raymore” theme, general audience participation, etc.). She indicated that providing a sponsorship would be a much cleaner way to administer this.

Commissioner Martin felt the competition shouldn’t be limited to a specific school district, but perhaps based on age brackets instead.

Commissioner Setser also raised the question as to whether the distribution of monetary gift cards to the student winners would violate the Missouri State High School Activities Association (MSHSAA) policy.

Asst. City Manager Hauck indicated the Commission could work through any possible issues and that perhaps the competition could be a community contest and not tied to any specific school district. She also indicated the Commissioners had time to make this decision, so perhaps they could do additional research, earmark an amount in the budget, and come back with a more formalized proposal at the next meeting.

Commissioner Martin made a motion to support the art contest at the Tri County Art League Art Fest with an earmarked budget of \$300; and bringing back a flushed out proposal to the Arts Commission at the September meeting. Commissioner Canovic seconded the motion. The motion passed unanimously with a vote of 7-0.

B) **Ray-Pec Theatre Dept. Sponsorship** - Commissioner Berry discussed various ways that the Arts Commission might sponsor the Ray-Pec Theatre department. Options presented for consideration were: an annual sponsorship of \$1,000 to the Theatre Department only; smaller sponsorship amounts of \$750 - \$1,000 for annual sponsorships to the Theatre, Art, and Music Departments; or a district-wide sponsorship to the Theatre, Art, and Music Departments with any remaining budget funds each fiscal year.

Asst. City Manager Hauck indicated that any form of sponsorship would need to go before the City Council for approval due to strict rules governing this area.

Chair Parys brought up the issue of the combined Raymore-Peculiar school district and asked if it would present a problem if the Commission supported students who lived outside of Raymore.

Asst. City Manager Hauck indicated the Raymore-Peculiar school district is considered one entity and that the City had a very strong relationship with the school district. She didn't believe it would be a problem and felt the Commission should provide a sponsorship district wide.

Discussion among Commissioners was centered around expanding this type of sponsorship to additional schools and/or students in the community perhaps through earmarking funds for grant pools. Funding could be requested for activities such as: art education, bringing art into the schools, providing opportunities for students to go out into the community and experience art, professional workshops, etc. It was felt that this process might help more people and be farther reaching.

Commissioner Gambrell stated that she loved the grant pool idea, but was concerned that the Commission hadn't yet discussed the street banner proposal, which she felt would provide a more visible difference in the City of Raymore's image.

Asst. City Manager Hauck made a suggestion to allow staff to do additional investigation on this proposal for the next fiscal year, make a proposal outline for all to consider, and include sponsorships for students in the Ray-Pec district, private schools, and home schoolers.

Commissioner Lawrence noted that it was important to include those in the community who are involved with art education and training in the community stakeholders planning. She feels there are several opportunities to expand on this topic and feels the Commission should not vote on this at this time.

Chair Parys asked for a motion to table this topic until further research could be conducted.

Commissioner Berry made a motion to table the topic of the Ray-Pec Theatre Department sponsorship until the next meeting. Commissioner Canovic seconded the motion. The motion passed unanimously with a vote of 7-0.

At this time the Commission took a short break and photo opp; and Commissioner Berry excused himself from the meeting.

C) **Streetlight Banners** - Asst. City Manager Hauck discussed the streetlight banner proposal submitted by Chair Parys and the additional research she had

conducted on this subject. She stated the following were stipulations for streetlight banners on KCP&L poles along Hwy. 58: only a limited number of banners could be hung by the KCP&L crews; the banners could remain up for 6-8 weeks at a time; and there was no cost to hang the banners. She also noted that KCP&L owns 73 light poles along Hwy. 58 between Dean Ave. and J Hwy. Other locations to consider for streetlight banners would be the 12 poles around Municipal Circle, and a location near Rec Park, where there is a high amount of traffic due to sporting events.

Asst. City Manager Hauck noted there are two components to this proposal. The first being the vinyl banners that are printed in full color on both sides; and the second being the brackets that attach to the poles. She also noted that both KCP&L and our Public Works department recommended purchasing brackets with spring loaded fiberglass arms, which flex with the wind and reduce the wear and tear on the banners.

Asst. City Manager Hauck noted that this year both brackets and banners would need to be purchased, however, only banners in future years. Several pricing proposals were presented, which did not include delivery costs. She noted the cost of one banner and brackets for a KCP&L pole were approximately \$254; and the cost for one banner and brackets for a Municipal Circle pole were approximately \$190. She also stated that since winter was approaching, it might be worth exploring the timeframe as to when the banners would go up and perhaps split the expenditures between fiscal years.

Asst. City Manager Hauck cautioned there were two things to consider when discussing this proposal: a) the banner content since the Arts Commission's mission is to engage citizens to cultivate art in the community, so they should focus on arts related messaging; and b) the number of banners and length of time that KCP&L will allow them to be up.

Chair Parys questioned the length of time the banners on the KCP&L poles could be up.

Asst. City Manager Hauck indicated the banners could remain up for 6-8 weeks at a time, and estimated KCP&L could probably install them once a quarter.

Commissioner Martin asked if City staff could install any of the banners.

Asst. City Manager Hauck indicated that KCP&L would have to install the banners on KCP&L poles; and the City had a bucket truck that could be used for banner installation on Municipal Circle poles.

Commissioner Martin asked if the Commission could get a proposal for banners on the poles around the Farmers Market area.

Asst. City Manager stated they could.

Discussion among the Commissioners centered around the short amount of time the banners would be up and how often the banners would be changed out. The general consensus among Commission members was that the City should purchase the brackets, not the Arts Commission. This would allow various departments to purchase their own banners and use the same brackets.

Chair Parys stated that the idea of banners had been discussed for some time and that she put forth the idea because at the present time there was nothing to identify Raymore as having any kind of arts at all. She agreed that the Arts Commission should not bear the expense of the brackets if the entire City was going to benefit from them. She felt that all City departments should have some financial input.

Asst. City Manager Hauck asked if the Arts Commission would consider funding a portion of the bracket costs, in addition to asking the City to pick up a portion of the funding, so that the brackets would be available for Arts Commission use as well.

Chair Parys asked if the City already had brackets, as she had seen some on the poles. She asked if they belonged to KCP&L?

Asst. City Manager Hauck stated that the City didn't own any brackets. It was also noted that discussion would need to occur with the Park Board in order to consider placing banners on poles located in the parks. She noted the current proposal was actually for poles along Madison Street, but perhaps this issue could be included in an upcoming Park Board meeting and revisited after the discussion.

It was also mentioned that perhaps the Arts Commission should be the first group to purchase pole brackets with the hope that other City departments would follow suit and purchase additional brackets.

After much discussion, Chair Parys suggested a motion to table the streetlight banner issue and perhaps form a working group to conduct further research on banners and brackets and discuss at the September 8th meeting.

Commissioner Gambrell stated she had an additional proposal for the use of the fiscal year 2015 funds. She would like the Commission to purchase wall brackets that could be installed in the Council Chambers in order to exhibit art.

Asst. City Manager Hauck indicated she would put that on the agenda for the next meeting.

Chair Parys asked for a couple of volunteers to form a working group to discuss this issue further.

Commissioner Gambrell asked what the purpose of the working group would be.

Asst. City Manager Hauck stated it would be to discuss banner location and content, as well as a recommendation to the Commission as a whole, as to whether or not this was the right opportunity. She noted this would need to be decided upon in September in order to be funded from the 2015 fiscal budget.

Hearing no nominees for volunteers to form a working group, Chair Parys asked for a motion to table this decision until the September 8th meeting.

Commissioner Gambrell made a motion to table the streetlight banner issue until the September 8th meeting. Commissioner Lawrence seconded the motion.

Chair Parys asked if there was any further discussion?

Commissioner Canovic suggested that the Commission needed more input and conversation from the City Council to see if they supported this and were willing to share the costs of the brackets. She asked if there was a way to approach the City Council to see if all parties could share the cost.

Asst. City Manager Hauck stated that the Arts Commission would need to make a formal request to the City Council asking that they consider funding the brackets.

Chair Parys noted she would contact the Park Board Chair to discuss placing banners on poles located in the parks and report back at the September 8th meeting. At that time, the Commission could decide whether to proceed with a formal request to the City Council.

Chair Parys asked for a vote on the motion previously made. The motion to table the discussion of streetlight banners until the Sept. 8 meeting passed unanimously with a vote of 6-0.

10. **Roundabout Art Feature** - Asst. City Manager Hauck noted that the Arts Commission and the Roundabout Committee met on July 27, 2015 to discuss the art feature for the roundabout. The Roundabout Committee requested that the Arts Commission consider supporting their proposal to the City Council to move funding for the art feature into the fiscal year 2016 budget. The Roundabout Committee asked for a decision on supporting their proposal prior to the August 15th City Council budget meeting.

Commissioner Martin noted there was a lot of community concern about the roundabout and what would be put into the roundabout. Although she noted this was a great location, she indicated she would have a hard time approving this recommendation or funding, since the Arts Commission hasn't yet developed their own sense of what they want to put into the community or finalized their own thought process.

Asst. City Manager Hauck clarified that the City Council will be funding this project out of their Capital Improvement budget and the Roundabout Committee is just seeking a consensus from the Arts Commission to support their recommendation to the City Council to move the money forward. She noted there will be no money funded out of the Arts Commission's budget.

Chair Parys stated she felt somewhat uncomfortable supporting the Roundabout Committee's recommendation to City Council given the short amount of time the Arts Commission was given to consider this and also given the fact that the Arts Commission is a new commission. She stated she was not comfortable since she was not brought into this project a long time ago and doesn't feel she can support a recommendation at this time. She would like to have more time to think about the design, what needs to go in that location, and work with the other Commissioners to come up with their own recommendation.

Commissioner Canovic agreed. She noted the Councilmembers excitement and enthusiasm about their choice, but felt it was unfair to be asked to do something of this nature considering the Commissioners didn't know the background or history of this project, or what the City wanted. She felt it was unfair for the Arts Commission to weigh in on the decision and felt the matter should be handled within the City Council.

Commissioner Lawrence stated she felt put on the spot. She noted the Arts Commission is just developing their own ideas of standards and identity and would find it really difficult to support an item of this price, since the Commission is struggling over the price of pole brackets. She also indicated that this seemed to be a political issue and felt the Arts Commission should not be political in their deliberations, recommendations, ideas, or proposals. She was very impressed with the enthusiasm and amount of time put into this project, but felt it unfair to expect the Arts Commission to support something of this magnitude at its first official meeting. She also noted that she doesn't want one of the Arts Commission's first actions to be a political action.

Commissioner Martin made a motion to support the roundabout proposal as presented to the Arts Commission. Commissioner Lawrence seconded the motion. The motion failed with a vote of 0-6.

11. **Other:**

A) **Water Tower Project** - Asst. City Manager Hauck noted that the contractor who will be painting the water tower needs the graphic by the end of September, so there is not enough time to get Council approval in order to conduct an engagement process. She stated that the City Council will consider a graphic designed by City staff, using City brand standards, for the wording 'Raymore, MO' to be painted on the tower. The wording will shift directions on the tower and will face West towards I-49.

B) **Eagle Statue** - Asst. City Manager Hauck stated the eagle statue is located in Eagle Park and that the Parks & Rec Director met with the Park Board Chair to discuss turning the statue. However, the Park Board Chair is not interested in taking this to the full Park Board for consideration, as there are concerns that moving the statue to the front side would make it too close to the memorial and Orscheln sign.

C) **City Maps - Zoning, Trails, and Annexation** - Asst. City Manager Hauck indicated several maps had been included in the Commissioner's packets. She also

noted that this information was also available on the City's website under the GIS section or the City's GIS specialist, Heather Eisenbarth, would be happy to provide maps or info if needed.

D) **Tree City USA** - Asst. City Manager Hauck noted that information on this program was included in the Commissioner's packets. It was noted that in order to participate in this program, communities must meet standards set by the Arbor Day Foundation and the National Association of State Foresters. This program is handled by the Parks and Rec Department and the City's Tree Board.

E) **Walk Friendly Community Initiative** - Asst. City Manager Hauck stated this was a national program for walkability and pedestrian safety. City staff just started working on this with representatives from various City departments in an effort to achieve this designation. Locally, this is coordinated through Mid America Regional Council. Communities can achieve four levels of recognition and the program focuses on policies and programs for complete streets, connectivity, public transportation, parking, certain engineering specs, ADA compliance, and police enforcement of traffic and pedestrian rules.

F) **Presentation to the City Council - Median Program** - Asst. City Manager Hauck stated this program targets medians throughout town which were not owned by the City or a homeowner's association (HOA). These medians were put in by developers, without a HOA assigned, so no particular entity maintains them. The City will take over these medians and incorporate them into the stormwater management program making improvements as noted. Stormwater management staff can also work with other HOA's to make improvements to their medians in town.

Commissioner Lawrence asked if these medians were an opportunity for public art locations?

Asst. City Manager Hauck responded that yes, these were opportunities and she could connect the Commissioners with the stormwater management staff.

G) **Economic Development Tax Incentives and Impact on the Arts** - Asst. City Manager Hauck indicated that maps of these various districts were provided in the Commissioner's packets. The incentive districts are comprised of Tax Increment Financing Districts (TIF), Community Improvement Districts (CID), and Transportation Development Districts (TDD). She explained these districts are ways that the City finances various economic development projects with the goal being to provide a

vehicle up front to finance infrastructure. These districts are already in place, have a funding structure that is already set, and are in repayment. Asst. Hauck also noted the E.D. policy can be found on City's website.

Asst. City Manager Hauck mentioned the City is considering developing a 'Board 101' workshop for all board and commission members. This would provide more general info about how the City operates, what each department is responsible for, etc. She is also developing a Board Manual, that will include By-Laws, Code, standard maps, program and/or policy guidelines, etc. Ms. Hauck also encouraged Commission members to attend other board or commission meetings in person or online; and possibly consider annual joint meetings with other boards and commissions.

12. **Adjournment** - Commissioner Lawrence made a motion to adjourn the meeting at 9:10 p.m. Commissioner Martin seconded the motion. The motion was unanimously approved 6-0.

Respectfully submitted,

Dana Seitter