

THE RAYMORE **ARTS COMMISSION** MET IN REGULAR SESSION TUESDAY, **DECEMBER 8, 2015** IN THE CITY COUNCIL CHAMBERS IN CITY HALL AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI. COMMISSIONERS PRESENT WERE: PARYS, GAMBRELL, LAWRENCE, BERRY, CANOVIC AND SETSER. COMMISSIONER MARTIN WAS ABSENT. ALSO PRESENT WERE: ASST. CITY MANAGER HAUCK, COMMUNICATIONS MANAGER EKEY AND ADMINISTRATIVE ASSISTANT SEITTER.

**1. Call to Order** - Chair Parys called the meeting to order at 7:00 p.m.

**2. Roll Call** - Adm. Asst. Seitter called roll and a quorum was present.

**3. Pledge of Allegiance**

**4. Public Comments** - None

**5. Staff Report**

A. FY 2015-2016 Budget Update

Asst. City Manager Hauck noted the Arts Commission budget for the new 2015-2016 fiscal year was \$20,000; with \$5,000 of that amount budgeted for the Summer Scene event.

Asst. City Manager Hauck also pointed out that there was a price increase of \$1,230.00 for the streetlight banners due to a change in vendors. The banners will now cost \$610.00/per set of banners for Municipal Circle. This leaves a new budget balance of \$13,280.00 at this time.

B. Community Stakeholder Workshop Facilitator

Asst. City Manager Hauck stated that workshop facilitator, Jill Grotzinger, would have a final report for the Commissioners to review at the next Workshop scheduled on January 5th. The meeting will take place in the Executive Conference Room at 7:00 p.m.

Asst. City Manager Hauck also noted that the February 1st joint meeting with the City Council would need to be rescheduled, as the City Council has scheduled their first city wide Town Hall Strategic Planning meeting on that date. She also encouraged the Commissioners to attend the meeting(s) if possible and to reach

out and invite community members of all ages. Two additional Town Hall meetings will also be scheduled on February 16th and February 29th.

C. Summer Scene Update

Communications Manager Ekey noted this committee held their first meeting on November 23rd. He introduced the committee to the new look, feel, name (Summer Scene) and vision to provide an art festival at the T.B. Hanna Station. The committee is looking into interactive activities for participants and is currently seeking financial sponsors from the community. Their next meeting is scheduled for January 11th and they hope to solidify sponsors at that time.

Commissioner Gambrell asked if there were any special events planned.

Communications Manager Ekey noted not as of yet. The committee would like to have sponsors for a stage, the food area, or specific art displays / vendors. The committee is also considering holding a photography contest with students and community members. The winners would be announced at Summer Scene and the winning photos could be incorporated into the City's new website that would be unveiled in June.

Commissioner Canovic asked if the committee was only seeking local sponsors.

Communications Manager Ekey stated initially the committee would be looking at local sponsors, however, he knows there are a lot of regional partners that would make great community sponsors as well.

Commissioner Gambrell asked if the committee was open to ideas from the sponsors.

Communications Manager Ekey stated they were open to ideas from the sponsors or "in kind" sponsorships and that three levels of sponsorships had been discussed. It was noted that a packet would be provided to the Commissioners so they could reach out to sponsors as well.

D. Tri-County Art Fest Art Contest Update

Chair Parys commented that this first year event was very successful and she was very pleased with the amount and quality of artwork submitted. She noted there was a great turnout of contestants and parents attending the awards presentation. The Art League felt the contest was the highlight of the two day art show. She also mentioned that Commissioner Gambrell assisted the *North Cass Herald* by interviewing the students and parents. Chair Parys suggested that next year artwork should be solicited earlier and perhaps include all of Cass County.

Commissioner Gambrell also commented on the high quality of the student's work and thanked staff for the great media coverage. She also asked if perhaps more media coverage could be directed towards Ray-Pec High School's Art Invitational event in the future, as it receives very little coverage.

Chair Parys also commented on the wonderful media coverage and thanked city staff. She also mentioned that the school district distributed an e-mail article on the event to patrons throughout the district.

E. Spring Idea Workshop

Asst. City Manager Hauck is working to schedule a possible brainstorming session once a quarter. However, this would need to be classified as a "Special" meeting and the current By-Laws only allow one additional meeting per quarter. She noted that the Community Workshop held on January 5th will count as the first quarter "Special" meeting, so perhaps the brainstorming session could be scheduled in the second quarter of 2016. This will also be good timing because the final report will be back from Jill Grotzinger with good structure points to build on and Strategic Planning will be finished by March.

Chair Parys asked if Ms. Hauck could bring a date for approval to the March meeting.

Commissioner Gambrell asked that the brainstorming session be scheduled after the joint meeting with the City Council.

Asst. City Manager Hauck stated the meeting would occur after the joint meeting with the City Council and she will add this as an agenda item for the March meeting.

Commissioner Berry asked if the By-Laws could be modified in order to allow for additional meetings or if it was too difficult to make changes.

Asst. City Manager Hauck stated the By-Laws could be modified and re-adopted. However, she mentioned a lack of available meeting space might be a challenge when adding additional meetings.

Chair Parys asked if the City Council would need to approve a By-Law change.

Asst. City Manager Hauck indicated By-Law changes could be approved by the Commission with a three-fourths majority vote.

Chair Parys stated that the special workshop would be an item for future consideration and asked that it be added to the March agenda.

## **6. Committee Updates**

- Public Arts Committee

Asst. City Manager Hauck stated the Public Arts Committee would make a presentation at the end of the meeting and notes were included in the packets.

## **7. Consent Agenda** - Chair Parys asked for a motion to approve the Consent Agenda - Minutes of the October 13, 2015 Arts Commission meeting.

Commissioner Berry made a motion to approve the October 13, 2015 minutes as presented. Commissioner Canovic seconded the motion. The motion was unanimously approved with a vote of 6-0.

## **8. Old Business**

### A. Ray-Pec Choir Sponsorship Opportunity - \$300

Asst. City Manager Hauck stated she had reached out to both the choir and band departments to see if there were sponsorship opportunities. The high school choir department suggested the Ray-Pec Select Program with students at Bridle Ridge and Eagle Glen Intermediate Schools as they need extra supplies for their program. The Arts Commission would be listed as a sponsor at the Parade of Choirs program which is district wide in the Spring.

Asst. City Manager Hauck indicated she had reached out to several contacts within the band department and the Booster Club, but no one had responded with a formal proposal. She is seeking direction from the Commission at this time.

Commissioner Setser volunteered to contact the band department personally.

Chair Parys asked for a motion to approve a sponsorship opportunity for the Ray-Pec Select Program at \$300.00.

Commissioner Berry made a motion to approve the Ray-Pec Select Program sponsorship at \$300.00. Commissioner Lawrence seconded the motion. The motion was unanimously approved with a vote of 6-0.

B. Ray-Pec Band Sponsorship Opportunity - \$300

Chair Parys indicated the Commission will postpone a decision on the band sponsorship until Commission Setser reports back.

## **9. New Business**

A. City Council Chambers Art Exhibit Program

Asst. City Manager Hauck indicated that the Public Art Committee reviewed these guidelines and approved them. The program will consist of four quarterly exhibits throughout the year, and she included \$500 from the Arts Commission budget for promotion of the program. She noted there is space for 13 pieces of art in the Council Chambers, and that an application form and waiver were included in the packet.

Chair Parys noted there would be a February display with a January application process.

Asst. City Manager Hauck noted that the Public Art Committee had discussed the possibility of the first exhibit consisting of the student artwork from the Tri County Art Fest since those pieces would be ready to display. If the Commission is interested in that, we can reach out to those participants.

Chair Parys asked for a motion to approve the City Council Chambers Art Exhibit Program and budget expenditure of \$500 to promote the exhibit.

Commissioner Lawrence made a motion to approve the City Council Chambers Art Exhibit program and budget expenditure of \$500 to promote the exhibit. Commissioner Berry seconded the motion. The motion passed unanimously with a vote of 6-0.

Chair Parys noted the students would be contacted and asked to participate in the first quarter City Council Chambers exhibit.

B. Purchase of Streetlight Banners

Asst. City Manager Hauck indicated that a proposed street banner schedule was included in the packet and that City staff and the Public Art Committee had reviewed the schedule for the year. She also noted the price of the banners had increased and would now be \$610.00 for a set of banners around Municipal Circle. The banners will be on display from the beginning of Spring through the end of year. There will be no banners up in January, February or the first part of March due to inclement weather. She also noted there will be two opportunities for the Arts Commission to promote their events with the banners. One opportunity would be the Summer Scene event and the second opportunity would be in August for any number of things that develop throughout the year.

Chair Parys asked how many banners were included in a set.

Asst. City Manager Hauck noted there were 12 banners in each set and that would include all the inner poles on Municipal Circle. She also asked Communications Manager Ekey if there was an additional cost to change the design on each banner.

Communications Manager Ekey stated the new vendor does not charge an additional charge per banner.

Asst. City Manager Hauck stated that each of the 12 banners around Municipal Circle could therefore be different designs.

Chair Parys asked if there would be 12 banners for each of the two different events and what the new cost would be.

Asst. City Manager Hauck stated the new cost would be \$610.00 per set, so the total price for banners this year would be \$1,220.00.

Chair Parys asked for a motion to approve \$1,220.00 for the purchase of streetlight banners.

Asst. City Manager Hauck noted the Summer Scene design would be coordinated by Communications Manager Ekey using the Summer Scene logo and the design for the second event would be put on a future Arts Commission agenda for their consideration.

Commissioner Berry made a motion to approve the streetlight banner purchase in the amount of \$1,220.00. Commissioner Lawrence seconded the motion. The motion was unanimously approved with a vote of 6-0.

C. Arts Commission Grant Program Discussion

Asst. City Manager Hauck provided an overall framework of the proposed grant program. She noted that considerations should be: the maximum grant amount; multiple grant cycles or one annually; who would be responsible for reviewing the grant recommendations - the full commission or a subcommittee; the criteria used to evaluate the grant request; the application; and the requirement of a post report showing the impact of the grant.

Chair Parys noted that if the Arts Commission were to propose a grant program now the funds would come out of the City Council approved budget. However, if going forward the Arts Commission doesn't receive funding from the City Council then the grant program would need to be funded through a fundraising or foundation program.

Asst. City Manager Hauck stated that was correct and grants would be funded through the Arts Commission budget, funds they raised, or a combination thereof.

Chair Parys asked if there was a requirement for ADA compliant activities.

Asst. City Manager Hauck stated it would depend upon the project. However, any event funded by the City would need to be open and accessible to the public.

Asst. City Manager Hauck and Communications Manager Ekey provided examples of grant programs and events held in Riverside and Lee's Summit.

Discussion ensued among Commissioners regarding examples of grant sponsorships that would or would not be allowed.

Commissioner Lawrence asked if there was a way to raise ongoing money or set something up that would invoke donations rather than relying solely on the Arts Commission's budget.

Asst. City Manager Hauck stated that facilitator Jill Grotzinger would be addressing fundraising and that City staff was also researching this. She also mentioned the Parks & Rec department already has a foundation and she is checking to see if that can be repurposed or if the Arts Commission could possibly partner with Parks & Rec. She noted that forming a foundation and/or fundraising will be critical to the arts programs moving forward.

Asst. City Manager Hauck also stated that the Parks & Rec Foundation was currently the only foundation the City had and that they were just getting started with their new brick program. She is also looking into the logistics of how to set up an Arts Commission foundation.

Chair Parys noted more discussion on this topic was needed and asked if this could be put on a future agenda (after Jill Grotzinger's report was presented).

Commissioner Canovic asked if an admission fee could be charged for public events in order to offset program costs.

Asst. City Manager Hauck stated a fee could be charged.

#### D. City-Wide Public Art Project Discussion

Commissioner Canovic noted that the Public Art Committee met and would like to hold a city-wide event running from Spring through Summer 2016. The event would consist of decorating adirondack chairs throughout the community and the kick-off would coincide with the annual Easter event. She noted they would like to have a few chair examples decorated by Arts Commission members and/or City staff and brought to the Easter event in order to kick off the event. There would also be a tie in with Summer Scene to include judging or a photography contest. Further discussion is needed as to whether to hold classes, demonstrations, workshops, etc. in order to show residents how to paint the chairs and become involved in the event. This will be a community wide event including families, schools and businesses. A photography event could also tie in for those



who don't want to paint, but would rather photograph the chairs throughout the community. Those pics could be entered into a contest and used in social media.

Chair Parys confirmed the chairs would need to be on display at the Easter event in order to kick off the event.

Commissioner Canovic stated that was correct and this would give people a few months to complete their chairs before the Summer Scene event.

Asst. City Manager Hauck indicated the Easter event would take place on March 26th at Memorial Park.

Discussion ensued as to who and how the first chair examples would be completed and purchased in time for the Easter event and if the Arts Commission was interested in moving forward.

Commissioner Berry asked if the chairs would be displayed at residences and businesses.

Commissioner Canovic stated yes, as they would like to see the chairs displayed throughout town rather than just one gathering place.

Chair Parys liked the idea of displaying the chairs in neighborhoods and businesses and involving the whole community. She also stated that competitions among businesses and residents could be included.

Commissioner Lawrence stated the chairs should have signs placed on them as to who created them; and that a theme should be created for this event.

Chair Parys asked if the Public Arts Committee would have a plan to present to the Commission at the February meeting.

Commissioner Lawrence stated yes.

Chair Parys noted this will be a February agenda item with more information to follow.

## **10. Commissioner Comments**

Commissioner Gambrell encouraged everyone to support their local artists and the local businesses that sell their products.

Commissioner Berry noted that his son was celebrating his 18th birthday on Friday.

**11. Adjournment** - Chair Parys stated if there were no further comments she would entertain a motion to adjourn the meeting. Commissioner Lawrence made a motion to adjourn the meeting at 8:01 p.m. Commissioner Berry seconded the motion. The motion was unanimously approved with a vote of 6-0.

Respectfully submitted,

Dana Seitter