

RAYMORE ARTS COMMISSION AGENDA

Tuesday, June 12, 2018 - 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. Staff Reports

- a. Budget Update
- b. Summer Scene Update

7. Committee Updates

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

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 - April 2018

Motion to approve the consent agenda

9. Old Business

10. New Business

a. Arts Commission FY2019 Work Plan

Each year the Arts Commission develops a work plan to guide the fiscal year's projects and priorities. The Commission developed this work plan at its May work session.

Motion to approve

b. Amendment to the Bylaws affecting voting

This amendment would clarify the voting rules and confirm that a majority of vote of those Commission members present is necessary to approve an items on the agenda.

Motion to approve

11. Commissioner Comments

12. Adjournment

Any person requiring special accommodation (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.

FY 2018 Arts Commission Budget

Project	Description	Budget	Actual	Status
Public Art		\$9,500		
Memorial Park Mural	Permanent Art Piece	\$5,000	\$5,000	Final
Memorial Park Mural - Community	Edu/Community Activity	\$2,000	\$0	
Pop Up Art Project	2018 Event	\$2,000	\$1,400	\$400 chair sales
Art Exhibit Program	Promotion/Supplies	\$500	\$0	
Partnerships/Sponsorships		\$1,600		
Farmers Market Sponsorship	Entertainment	\$1,000	\$1,000	
TCAL Art Contest	Student Art Contest	\$600	\$0	
Programming		\$7,500		
Family Art Days	Teacher Fees and Supplies	\$1,000	\$106	
Summer Scene	2018 Event	\$5,000	\$4,329	\$610 In booth rentals
Classes/Programming for adults	Paint & Sip events	\$1,500	\$694	March 22 event
Professional Development		\$650		
Professional Development	TBD	\$650	\$505	MACAA
Other		\$1,000		
Arts Commission Social Media		\$0	\$0	
Foundation Formation	Legal Fees	\$0	\$0	

Total Budget	\$20,000	\$20,000
Total Expenditures	\$19,250	\$13,034
Available	\$750	\$6,966

THE RAYMORE **ARTS COMMISSION** MET IN REGULAR SESSION TUESDAY, **APRIL 10, 2018**, IN THE CITY COUNCIL CHAMBERS IN CITY HALL AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI. COMMISSIONERS PRESENT WERE: BERRY, PARYS, SETSER, DITGEN AND JONES. ALSO PRESENT: COMMUNICATIONS DIRECTOR MIKE EKEY AND COMMUNICATIONS SPECIALIST MELISSA MCGHEE. COMMISSIONER LAWRENCE ARRIVED LATER.

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

2. Roll Call - Communications Director Mike Ekey called roll and a quorum was present.

3. Pledge of Allegiance

4. Public Comments

N/A

5. Presentations

N/A

6. Staff Reports

a. Budget Update

Communications Director Mike Ekey updated the Commission on the budget and expenditures. This included an update on payments to the professional muralist working at Memorial Park. Director Ekey also provided an update on the window tinting project at Centerview. The plan is to place purchased pieces of photography artwork from the Communications Department to test the space as a display area.

b. Summer Scene

Southland Conservatory of Music will be providing an instrument petting zoo at Summer Scene. Specialist McGhee also reported that all the food trucks and other items are set for the event. She also updated the group on the marketing strategy for the event.

7. Committee Updates

a. Public Art Committee

Communications Director Mike Ekey updated the Commission on a meeting held with the Community Development Department about adding art to private homes and commercial spaces.

b. Education/Event Working Group

Commissioner Parys updated the Commission on the success of the March Paint & Sip event. She also updated the group on the upcoming Family Art Day.

8. Consent Agenda

Commissioner Berry moved to approve the Feb. and March 2018 minutes.
Commissioner Jones seconded. The Commission voted 6-0 to approve.

9. Old Business

Commissioner Lawrence moved to approve the Memorial Park Mural Project design and Commissioner Berry seconded. The project was approved on a vote of 4-0 with Commissioners Ditgen and Jones abstaining.

10. New Business

Commissioner Jones moved to approve the Entertainment Sponsorship at the Parks & Recreation Farmers Market. Commissioner Ditgen seconded. The Commission voted 6-0 to approve.

Commissioner Berry moved to approve the Summer Concert Series. Commissioner Jones seconded. The Commission voted 6-0 to approve.

11. Commissioner Comments

- a. N/A

12. Adjournment

- a. The Commission adjourned the meeting at 7:40 p.m.

Submitted by:



Mike Ekey



ARTS COMMISSION

ROLE AND DUTIES

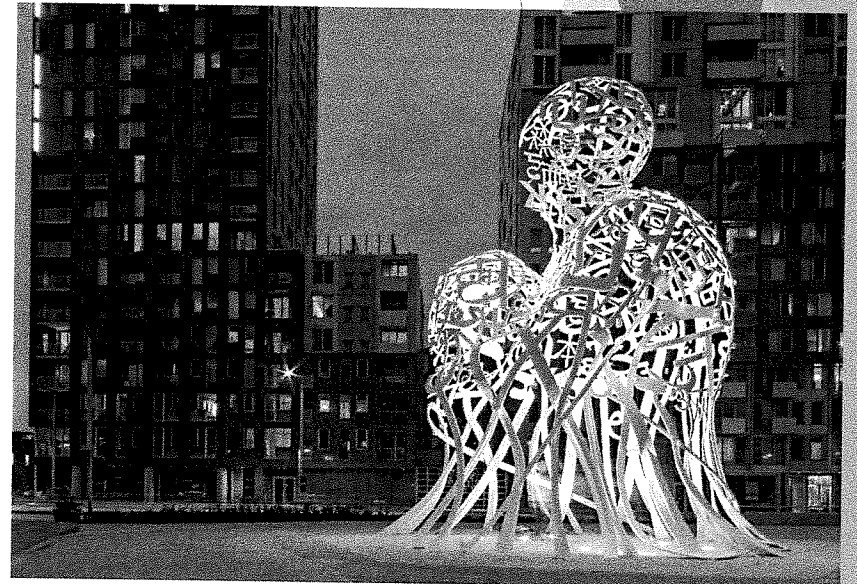
Jonathan S. Zerr

May 8, 2018

Establishment & Composition

- ▶ February 2014, the City Council formally adopts its Goals, Objectives and Action Steps which includes the formation of the Raymore Arts Commission.
- ▶ Created by Ordinance 2015-054
- ▶ Purpose of the Commission as stated is to:

ENCOURAGE PUBLIC ART AND THE DISPLAY
OF PRIVATE ART THROUGHOUT THE CITY



Code of Ordinances Section 120.140

Objectives/Purpose

The Raymore Arts Commission:

- 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.

Funding

Section 120.150 - City Code



The City may from time to time appropriate funds, in its discretion, for the Commission that will enhance the general welfare and benefit of the City as a whole.

**No reference that the Commission serve as a fundraising entity or be an income producing entity for the City.

**Not wrong for the Commission to consider, and recommend to the Council in its advisory capacity, but not a duty, obligation or responsibility.

Charter Authority

Section 8.1

The City shall have a Parks and Recreation Board, a Planning and Zoning Commission and a Board of Adjustment, *and such other boards, commissions and committees as the Council may from time to time designate or as is otherwise required by law.*

ANY OTHER BOARDS, COMMISSIONS AND COMMITTEES ESTABLISHED BY THE COUNCIL SHALL HAVE SUCH POWER AND AUTHORITY AS IS CONFERRED UPON THEM BY ORDINANCE OR BY LAW.

Except as otherwise provided by law or this Charter, the members of all boards, commissions and committees shall be appointed by the Mayor with the advice and consent of a majority of the Council

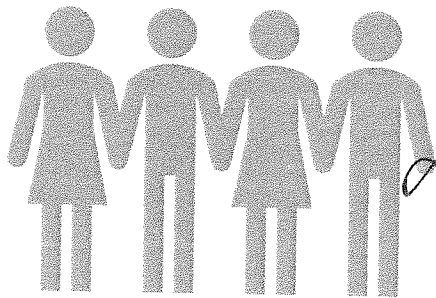
CITIZEN BOARDS, COMMITTEES AND COMMISSIONS - AN OVERVIEW

- The City of Raymore, Missouri is served by a number of citizens as members of boards, committees and commissions.
- Each body exists to provide the Mayor, City Council and staff members with needed insight into areas of citizen interest or concern and within the established policy area.
- Boards, committees, and commissions are intended to advise the elected officials and, in some cases, deliver judgments, and/or opinion to the staff and to the general public.
- In other cases, boards, committees and commissions plan and assist in the delivery of services for the benefit of the general public

Authority & Assistance

- ▶ Some of the advisory bodies established in the City of Raymore receive a description of their duties from the City Charter, the Code of Ordinances, specific ordinances, and some are empowered by a Council directive or resolution. (Park Board MOU exception)
- ▶ A Council Representative may be assigned to facilitate communications between the advisory board and the Council as a whole.
- ▶ A staff member is always assigned to provide administrative support to the work of the board, committee or commission.

ADVISORY VS. POLICY



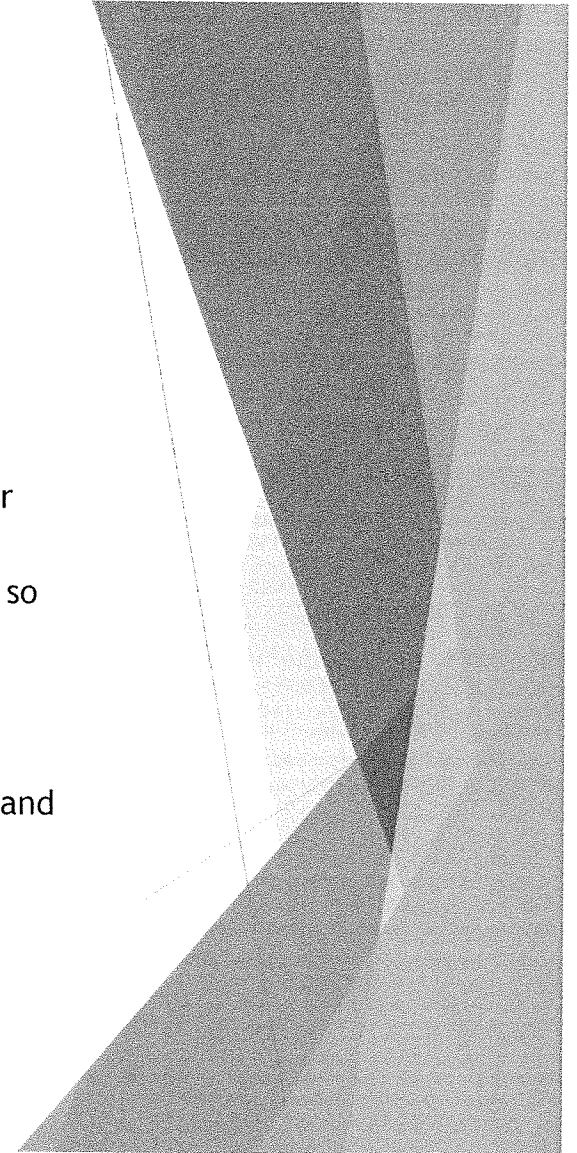
- ▶ Citizen participation in finding answers to complex questions that face the City Council can be secured formally and efficiently through the use of boards, committees and commissions.
- ▶ Such groups are meant to make recommendations after sifting and analyzing data.
- ▶ Both committee members and city officials should keep in mind that, for the most part, citizen board and committees are advisory in nature, and the City Council must make the ultimate policy decisions.
- ▶ The City Council may not always coincide with the board recommendation because city officials must be concerned with the interrelationship of those decisions made in other areas.

The Role of the Advisory Board

- ▶ Serves a very important role in community life.
- ▶ Residents and other individuals who serve on a board, committee or commission dedicate many hours a year in service to the City and its citizens.
- ▶ WITHOUT COMPENSATION. The input of the members helps to shape the policies under which the City operates. This interaction helps make the government reflective of citizen attitudes and to set the standards of service expected by the citizens.

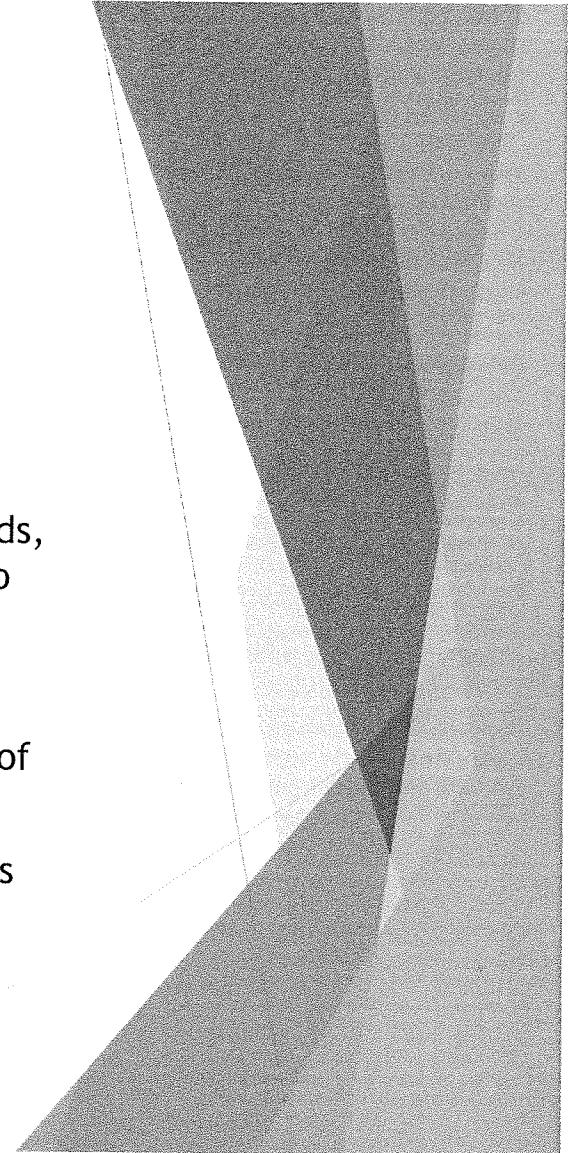
Role of Staff Liaison

- ▶ Administrative staff with knowledge, expertise and understanding of the function of the board, committee or commission and its general subject matter. (Please waive for the commission Mr. Ekey.)
- ▶ Serves for the following purposes:
 - ▶ To provide factual information upon which the members can rely in making their decisions and formulating their advice to the Mayor, Council and City Manager
 - ▶ To facilitate the meeting process including scheduling time/date/location/food so as to avoid conflict with other City functions and activities
 - ▶ To ensure that the City's policies on open meetings and records are followed
 - ▶ To coordinate with the Chair on the various activities of the entity
 - ▶ To provide continuity to the work of the entity by maintaining files of the work and progress of projects
 - ▶ To facilitate access to records upon the request of any member, City official, employee or member of the public



Role of the Chair

- ▶ To call meetings to order
- ▶ To chair the meetings
- ▶ To coordinate with the Mayor, City Council and City Manager the City's needs, policies, and interests, when determined, and to communicate the same to the members of the commission on matters under discussion/consideration
- ▶ To coordinate with the staff liaison
- ▶ To serve as the focal point of communication with the individual members of the board and the staff liaison
- ▶ To serve as parliamentarian, ensuring that proper parliamentary procedures are followed at all times.



Open Meetings and Record Policy

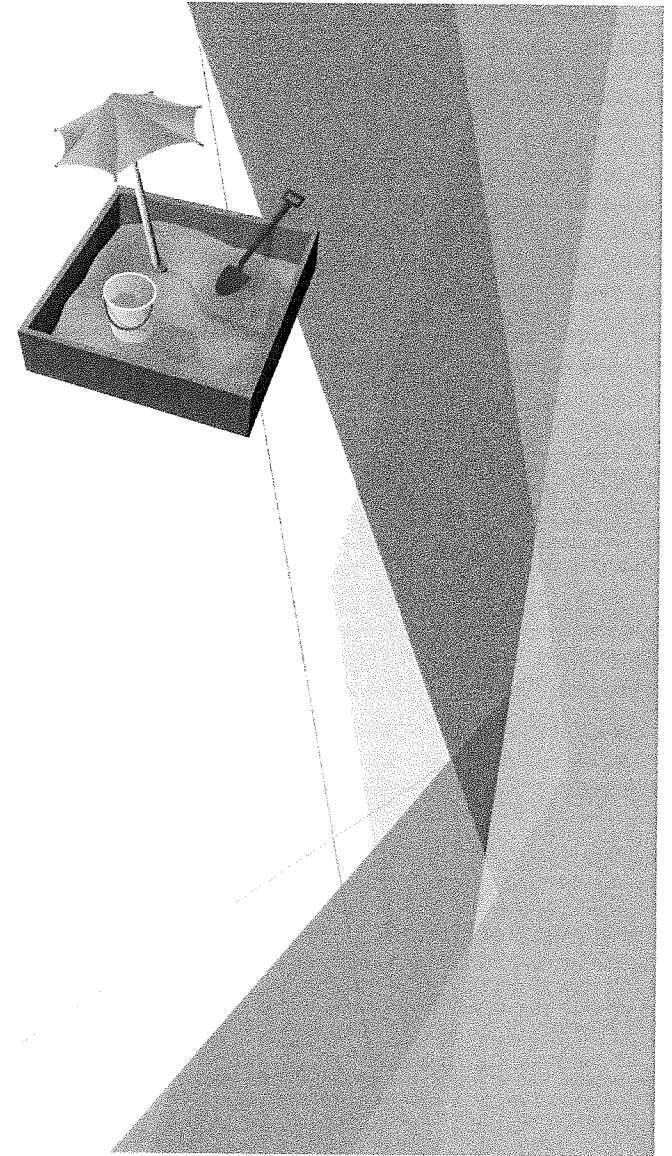


- ▶ ALL meetings, votes and records (including minutes) of the commission are open for public review unless state law or City resolution allows the closing of the same.
- ▶ Rarely will the commission be involved with a matter that may be considered eligible for a closed session
- ▶ E-mail strings (Forewarned is forearmed)
- ▶ Missouri Sunshine Law
 - ▶ Closure allowed only for;
 - ▶ Legal actions, causes of action or litigation,
 - ▶ Leasing, purchasing or sale of real estate by the City where public knowledge of the transaction might adversely affect the legal consideration,
 - ▶ Hiring, firing, disciplining, or promoting an employee of the City.

(*Any vote in closed session must be made public within 72 hours of the close of the meeting.)

Sandbox Rules

- ▶ Golden Rule
- ▶ Treat each other fairly.
- ▶ Treat each guest/member of the public fairly
- ▶ Don't argue with each other - debate your points.
- ▶ Don't interrupt a speaker - wait to be recognized by the Chair
- ▶ Allow the Chair to control the meeting.
- ▶ Address each other in the formal (Mr., Mrs., Ms.)
- ▶ Treat all opinions as equal.
- ▶ Set a good example.
- ▶ Refrain from using personal attacks.
- ▶ Refrain from speaking adversely on a prior action.
- ▶ Don't argue against your own motion. (Sit silent if you cannot support).

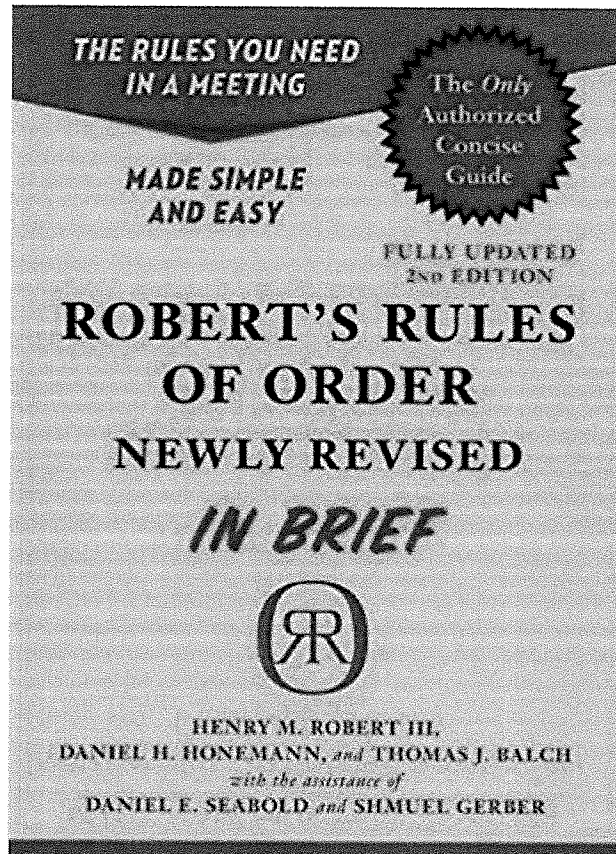


CONFLICT OF INTEREST



As a member of an advisory board, it is your responsibility to report promptly and publicly, any potential conflict of interest and to refrain from participating in the discussion or from voting on matters in which you or a member of your family may have financial interest.

Section 105.452 RSMo et seq.



Robert's Rules of Order

- ▶ Controls parliamentary procedure unless the commission has adopted separate rules of procedure.
- ▶ Chair serves as ultimate parliamentarian
- ▶ Chair may request from staff or legal counsel input/guidance on parliamentary procedures
- ▶ Available for all members of the commission in the City Clerk's office.

PROPOSED Raymore Arts Commission - FY 2019 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 2019		See detail sheet for priority areas.

Project 2: Expand the 2017 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	Spring 2019		

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		

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 and Foundation.	Arts Commission	02/01/2018		Arts Commission Discussion will begin in March.

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 for to either offset City funding or provide additional funding for FY18 projects.	Mike Ekey	Ongoing		

Project 4: Implement a Social Media plan focused on the Arts Commission and community/regional arts

<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		

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 2019		Parks & Recreation will be responsible for hiring the artists and contracting with them.

Project 2: Return as a co-sponsor of the Tri-County Art Council’s Student Art Contest

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
Continue the Arts Commission’s support of the TCAL Student Art Contest	TCAL	Fall 2019		TCAL is responsible for coordinating the contest.

Project 3: 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 on-going sponsorship opportunities, the Commission will develop a formal reporting structure to receive information about the success/failure of that support.	Mike Ekey	Spring 2019		

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 and 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		

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		

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	Winter 2018/2019		

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 accomodate.	Arts Commission	Spring 2019		

Project 3: Determine feasibility of a participatory performance programming

<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	Fall 2019		

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
5	RP2	Rec Park Concession Stand	Mural
Future	TB	TB Hanna Station	TBD During Planning

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

AGENDA ITEM MEMO

To: Raymore Arts Commission
From: Mike Ekey, Communications Director
Re: Bylaws amendment

Currently the Arts Commission's bylaws require all votes to have at least four affirmative votes to pass an item from the agenda:

Article 6(H): *To be effective, a board action must be adopted by an affirmative vote of number of members necessary to provide a quorum.*

This can cause an issue if not all commission members are in attendance. If only four members were present and an agenda item received a vote of 3-1, it would not pass according to the interpretation of our bylaws.

Staff is recommending that this section be changed to allow for a simple majority of those members in attendance — once a quorum is met — should be allowed to approve items.

The new bylaws section should read:

Article 6(H): *To be effective, a board action must be adopted by an affirmative vote of the majority of members in attendance once a quorum has been met.*

Motion to approve
