Arts Commission

Agenda

February 13, 2020
CITY OF OAK HARBOR
ARTS COMMISSION
Regular Meeting
AGENDA

Thursday, February 13, 2020 4:00 PM – 5:00 PM
City Hall, 865 SE Barrington Drive, Council Chambers

   Kingsbury, Therese[7] _______ Sipes, Lowell Alternate _______

2. Excuse Absent Commissioners

3. Public Comment

4. Approval of December 12, 2019 Meeting Minutes & January 8, 2020 Special Meeting Minutes

5. Recruitment and approval of art for display in Council Chambers

6. Sculpture Park Update from Oak Harbor Creative Arts Foundation

7. Other Projects

8. Next Meeting March 12, 2020

9. Adjournment
City of Oak Harbor
Arts Commission
Regular Meeting Minutes
December 12, 2019 at 4:00 PM

1. Roll Call

**Present:**
- J.R. Russell
- Nora O'Connell-Balda
- K.C. Pohtilla
- Cynthia Mason
- Therese Kingsbury
- Karla Freund

**Staff Present:**
- Blaine Oborn, City Administrator

**Absent:**
- Rodric Gagnon

The meeting was called to order at 4:00 PM.

2. Excuse Absent Commissioners.

**Motion:** Commissioner O'Connell-Balda moved to excuse Chairman Gagnon.  **Second:** Commissioner Kingsbury seconded.  With all in favor, the motion carried unanimously.

3. Public Comments

No public comment was given.

4. Approval of Meeting Minutes – November 14, 2019

**Motion:** Commissioner O'Connell-Balda moved to approve the November 14, 2019 Meeting Minutes as presented.  **Second:** Commissioner Mason seconded the motion.  Commissioner Russell and Alternate Commissioner Freund abstained as they had been absent.  With all in favor, the motion carried unanimously.

5. Driftwood Day 2020 Planning

This item was tabled until February.

6. Sculpture Park Update

The Commission reviewed the talking points in the packet provided by Chairman Gagnon, who had recently met with Dr. Gibbon, Oak Harbor School District Superintendent, regarding the proposed Sculpture Park.  Chairman Gagnon had suggested a meeting with all of the interested parties, including representatives from the School District, the Chamber of Commerce, and the Arts Commission.  Staff suggested the next Arts Commission Meeting date as the time for this proposed meeting, and will coordinate with the parties and send a calendar invite once the date is decided.  The Commission discussed adding language to the proposed contract that would guarantee spaces for student artwork and increasing the partnership with the schools’ art programs as part of the mission of the sculpture park.  The Commission discussed the the Chamber of Commerce’s proposed role in the Sculpture Park, including marketing and tracking of participation.  Mr. Oborn reiterated the need for the Sculpture Park to be community focused and driven in order to be successful.
7. **Other Projects**

Commissioner Kingsbury inquired if the Interpretive Center could pay for one of the acorns with its own funding. Mr. Oborn explained that there will be a scoping process for the Interpretive Center similar to the process for Windjammer Park Phase 2. EnviroIssues has been contracted for the community outreach, which is scheduled to start sometime in January or February 2020.

Mr. Oborn updated the Commission that Parks Manager Hank Nydam is making process with the Autumn Winds Sculpture landscaping and improvements. The Park Board brought up an item of note, that there is a location on Scenic Heights at a trailhead that was designed for the placement of a piece of art but is currently vacant. The County’s project of road improvements at Regatta near Torpedo Gate will bring up the proposed project of a mural on the retaining wall that will be created, but this is awaiting the County’s roadwork schedule.

Commissioner Kingsbury presented a request from the Whidbey Island Arts Council to contribute to the Arts Classes for Kids, as the Arts Commission did at the end of 2018.

**Motion:** Commissioner Mason moved to request City Council approval of a Memorandum of Understanding between the City of Oak Harbor and Whidbey Island Arts Commission, with a contribution of $1,000 from the Creative Arts Fund for Arts Classes for kids. **Second:** Commissioner Kingsbury seconded. **With all in favor, the motion carried unanimously.**

8. **Creative Arts Fund Balance Report**

Mr. Oborn presented the Creative Arts Fund Balance Report as of October 31, 2019 and reviewed the list of components underway for the Autumn Winds Sculpture landscaping and improvements. Mr. Oborn explained that the Sculpture Park will likely need more than $20,000, and the pursuit of the Creative District has been tabled at this time.

9. **Next Meeting – January 9, 2020**

The Arts Commission will hold a workshop on January 6, 2020 at the Chamber of Commerce. Staff will notice attendance in case a quorum of Arts Commissioners attend.

10. **Adjournment**

The meeting adjourned at 4:54 PM.

Respectfully submitted,

Lisa Felix
Senior Administrative Assistant
Administration
Arts Commission

Minutes

January 8, 2020

Special Meeting

February 13, 2020
City of Oak Harbor
Arts Commission
Special Meeting Minutes
January 8, 2020 at 4:00 PM

1. Roll Call

Present:
Rodric Gagnon
J.R. Russell
Nora O’Connell-Balda
K.C. Pothilla
Cynthia Mason
Therese Kingsbury

Staff Present:
Blaine Oborn, City Administrator
Hank Nydam, Parks Manager

Stakeholders Present:
Dr. Lance Gibbon, OHPS Superintendent
Kit Christopherson, OHHS Art Teacher

Stakeholders Absent:
Miranda Hoppock, Chamber of Commerce Executive Director

Absence:
Karla Freund
Lowell Sipes

The meeting was called to order at 4:00 PM.

2. Excuse Absent Commissioners.

3. Public Comments

No public comment was given.

4. Approval of Meeting Minutes – December 12, 2019

This item was tabled until the next meeting.

5. Sculpture Park Stakeholder Meeting

Stakeholders were invited to this Arts Commission Special Meeting to discuss the proposed Sculpture Park. Stakeholders in attendance were Dr. Lance Gibbon, Oak Harbor Public Schools (OHPS) Superintendent, and Kit Christopherson, Oak Harbor High School Art Teacher. Miranda Hoppock, Executive Director of the Chamber of Commerce, was not able to attend the meeting. Chairman Gagnon presented a handout on the proposed Memorandum of Understanding relationships between OHPS, the Chamber of Commerce, the City of Oak Harbor, the proposed “Oak Harbor Creative Arts Foundation”, the Sculpture Park, and the Community. Chairman Gagnon explained that the new concept is to have the lease agreement between the Chamber of Commerce and OHPS, with the Oak Harbor Creative Arts Foundation a 501(c)3 sub of the Chamber. The City’s role would be to provide funding and support from the Arts Commission, but would not be a party to the lease agreement.

Mr. Oborn expanded on the funding possibilities from the City. The funding could be given to the Foundation, with $40,000 from the Creative Arts Fund, and $10,000 from Economic Development. The funding commitment would have to be approved by City Council. The Foundation could also apply for LTAC 2% funds for tourism promotion to lower the Creative Arts Funding in subsequent years.

Dr. Gibbon inquired as to the level of support from City Council, and what the next stages of approval would look like. Mr. Oborn explained that he had presented the initial concept to the Council in the early stages and received initial approval for $20,000 funding. With the new concept of the Chamber of Commerce being the leaseholder, once the Chamber Board approves the Oak Harbor Creative Arts Foundation and agrees to proceed with the creation of the Sculpture Park, the Arts Commission could formally request a funding commitment from City Council. Chairman Gagnon reiterated that the Chamber
Board has not yet approved this concept, but rather the President and Executive Director have been involved in initial discussions and will present to the Chamber Board. The Chamber’s two primary concerns are funding and manpower, and he is working on a startup costs analysis to present to the President and Executive Director.

Mr. Oborn described some of the hesitancy from the City taking on the lease, namely managing it, a laborious procurement process, and dealing with labor negotiations for the creation of a new park. City staff had a meeting with several Arts Commission Members early on to suggest the creation of a separate non-profit to take on the sculpture park project.

Dr. Gibbon suggested that the partners involved work to garner broader public support. As the proposed location is a prime piece of property, the School District would want to ensure the community is behind the project. He suggested reaching out to key organizations, asking for letters of support, building a coalition for future funding needs, etc. Dr. Gibbon also addressed the need to support the existing tenants that use the property, namely the Farmers Market and the Lion’s Club Christmas Tree Lot, and making sure those groups had input in the early stages of layout development so that the sculpture park would be compatible with their uses. Chairman Gagnon reiterated that the concept has evolved since its inception, and that members of the Arts Commission and stakeholder members each likely have their own idea of what it is.

The parties discussed that the lease agreement between the Chamber and School District should clearly establish and memorialize the maintenance responsibilities and level of care; spaces that should be reserved for school district use; etc. The memorandum of understanding with the City should also clearly establish the funding commitment and the Arts Commission level of support.

Chairman Rodric thanked everyone for attending, and will work on a schedule and full plan to present to the Chamber Board, as well as establishing the separate non-profit Oak Harbor Creative Arts Foundation.

6. **Other Projects**

Commissioner Mason presented a drawing of a windmill done by a local citizen. Parks Manager Hank Nydam asked the Commission the status of the pieces from the Joseph Kinnebrew Sculpture Collection which were not powder coated and painted. Commissioner Kingsbury will work with Mr. Nydam to arrange a time to hand paint the pieces at the Public Works yard where they are currently stored.

7. **Next Meeting – February 13, 2020**

8. **Adjournment**

The meeting adjourned at 5:20 PM.

Respectfully submitted,

Lisa Felix
Senior Administrative Assistant
Administration
Arts Commission

Staff Report

Sculpture Park Update from

Oak Harbor Creative Arts Foundation

February 13, 2020
AGENDA ITEM 6: Sculpture Park Update from

Oak Harbor Creative Arts Foundation

The Arts Commission held a Special Meeting on January 8, 2020 with Dr. Lance Gibbon, Superintendent of Oak Harbor Public Schools, and Kit Christopherson, Oak Harbor High School Art Teacher. At that meeting, Rodric Gagnon presented the attached flow chart showing the proposed Sculpture Park Memorandum of Understanding relationships between the Chamber of Commerce, Oak Harbor Public Schools, and the City of Oak Harbor.

The next step in the proposed Sculpture Park project is the approval of the Chamber of Commerce Board of Directors. Mr. Gagnon is working to form a non-profit called the “Oak Harbor Creative Arts Foundation” to work with the Chamber. Mr. Gagnon will provide an update on progress with this Foundation and the Chamber of Commerce.

ATTACHMENTS

1. Sculpture Park Memorandum of Understanding Flowchart
Sculpture Park Update from

*Oak Harbor Creative Arts Foundation*

Attachment 1:

*Sculpture Park Memorandum of Understanding Flowchart*

February 13, 2020
<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Jan 1 - Dec 31, 2019</th>
<th>Approved by Council</th>
<th>Total Expenditures</th>
<th>PROPOSED NOT APPROVED</th>
<th>Proposed Ending Balance</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>T15.00.308.90.0000 BFB - UNASSIGNED</td>
<td>147,510.00</td>
<td>127,944.00</td>
<td>$127,316.04</td>
<td></td>
<td>$127,316.04</td>
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<tr>
<td>** December unbudgeted</td>
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<td></td>
<td></td>
<td>$127,316.04</td>
<td></td>
<td></td>
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<tr>
<td>Expenditure for Joseph Kinnebrew Sculpture Collection* $19,566 impacted beginning cash</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** TOTAL REVENUES **

$52,633.00 | $52,461.07 | $52,461.07 | $171.93 | 100%

** TOTAL Budgeted Revenue + Beginning Cash **

$180,577.00 | $179,777.11 | $179,777.11 | $154,813.00 | 85%

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Jan 1 - Dec 31, 2019</th>
<th>Approved by Council</th>
<th>Total Expenditures</th>
<th>PROPOSED NOT APPROVED</th>
<th>Proposed Ending Balance</th>
<th>% Budget</th>
</tr>
</thead>
</table>
| 115.00.316.40.0010 UTILITY TAX - WATER      | $15,562.00           | $15,418.68          | $15,418.68         |                        | $143.32                  | 99%
| 115.00.316.40.0020 UTILITY TAX - SEWER     | $25,921.00           | $26,773.77          | $26,773.77         |                        | ($952.77)                | 103%
| 115.00.316.40.0030 UTILITY TAX - SOLID WASTE | $9,282.00            | $9,510.31           | $9,510.31         |                        | ($228.31)                | 102%
| 115.00.316.40.0070 UTILITY TAX - ISLAND DISPOSAL | $1,668.00            | $758.31             | $758.31           |                        | $909.69                  | 45%
| 115.00.361.10.0000 INVESTMENT INTEREST     | $200.00              | $0.00               | $0.00             |                        | $200.00                  | 0%

** TOTAL EXPENDITURES **

$180,577.00 | $30,890.63 | $71,046.93 | $101,937.56 | 56%

Ending Cash less Expenditures

Cash Balance @ 12/31/19 $148,886.48

Less Outstanding/Approved by Council $71,046.93

Total Proposed Expenditures $20,000.00

Ending Cash w/Proposed Expenditures $57,839.55

Anticipated Revenue $58,011.48

Anticipated Ending Cash w/anticipated revenue added in $58,011.48

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*Amounts shown represent current December 2019 standing as of 2/12/2020.

* Year-end closing is in progress. Final December 2019 numbers are not ready until further notice.
**FUND: 115 "CREATIVE ARTS FUND" (name change via Ord. No. 1871)**

<table>
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<tr>
<th>Budget</th>
<th>Year to Date</th>
<th>Approved by Council</th>
<th>Total Expenditures</th>
<th>Proposed Expenditures</th>
<th>% Budget</th>
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</thead>
<tbody>
<tr>
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<td>Not yet spent</td>
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<td>8%</td>
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<td>$2,173.52</td>
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<td>$8,847.10</td>
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<tr>
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<td>$131.80</td>
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<td><strong>TOTAL REVENUES</strong></td>
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<td><strong>$4,237.64</strong></td>
<td><strong>$4,237.64</strong></td>
<td><strong>$49,722.36</strong></td>
<td><strong>8%</strong></td>
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<td><strong>TOTAL Budgeted Revenue + Beginning Cash</strong></td>
<td><strong>$201,772.00</strong></td>
<td><strong>$153,124.12</strong></td>
<td><strong>$153,124.12</strong></td>
<td><strong>$171,432.00</strong></td>
<td><strong>8%</strong></td>
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</table>

**EXPENDITURES**

<table>
<thead>
<tr>
<th>Budget</th>
<th>Year to Date</th>
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<th>Proposed Expenditures</th>
<th>% Budget</th>
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<td>115.00.508.90.0000</td>
<td>$171,432.00</td>
<td>Cash @ 1/31/2020</td>
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<td><strong>$81,809.06</strong></td>
<td><strong>6%</strong></td>
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<td>$335.49</td>
<td>$335.49</td>
<td>99%</td>
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<td><strong>$49,979.57</strong></td>
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<tr>
<td>115.00.594.75.6600</td>
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<td>115.00.594.75.6640</td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
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<td><strong>$70,979.57</strong></td>
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<tr>
<td><strong>Ending Cash less Expenditures</strong></td>
<td><strong>$152,788.63</strong></td>
<td><strong>$81,809.06</strong></td>
<td><strong>$81,809.06</strong></td>
<td><strong>$81,809.06</strong></td>
<td><strong>$81,809.06</strong></td>
</tr>
</tbody>
</table>

**Cash Balance @ 1/31/20**

| **Cash Balance @ 1/31/20** | **$152,788.63** |
| **Less Outstanding/Approved by Council** | **$70,979.57** |
| **Total Proposed Expenditures** | **$0.00** |
| **Ending Cash w/Proposed Expenditures** | **$81,809.06** |
| **Anticipated Revenue 2/1-12/31/20** | **$49,722.36** |
| **Anticipated Ending Cash w/anticipated revenue added in** | **$131,531.42** |

*January 2020 is still not closed*