

CITY OF LYNNWOOD ARTS COMMISSION

**MEETING MINUTES
 APRIL 15, 2014 6:30PM
 LYNNWOOD RECREATION CENTER**

10. CALL TO ORDER: 6:30 pm.

20. ROLL CALL

	Position 1, Vacant	x	Chris Boyer, Council Liaison
	Position 2, Vacant	x	Sarah Olson, Staff Liaison
x	Craig van den Bosch, Chair	x	Nick Parr, Program Staff
x	Kathleen Moore	x	Janiene Lambert, City Center Program Manager
	Paul Richards, Secretary	x	Tanner Boyle, Public Works
x	Kay Wood		
x	Adam Segalla		

30. APPROVAL OF MINUTES – March 18, 2014, tabled to next meeting

40. COMMISSIONER REPORTS

Comm. van den Bosch reported that he and Comm. Woods attended the Arbor Day celebration, noting the impact the event has on the participating children who will come back throughout their lives to identify the trees they planted that day.

Comm. van den Bosch also expressed the thanks of the entire commission to Sarah Olson, Julie Moore and other city staff for the well planned and enjoyable Volunteer Appreciation Dinner on April 2nd.

50. COUNCIL LIAISON REPORT

CM Boyer reported the approval of phase II planning for the City Center project and charged the Arts Commission to be involved in the planning to include significant public art in the Center Plaza.

60. STAFF REPORT – Staff Liaison Olson reported the following:

Calendar: encouraged participation in Celebrate Food on May 18th and the Citizen Engagement Meeting about the city budget on May 7th to be held in the Convention Center and facilitated by Andrew Ballard. Ms. Olson and CM Boyer stressed the importance of the Arts Commission participation as the city refreshes its priorities for budget planning.

Commission Recruitment: Elizabeth Lundsford along with three other candidates are in the interview process. All seats on the Arts Commission are expected to be filled by June.

Events:

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 670-5503 with 24-hours advance notice for special accommodations.

- **Celebrate!** brainstorming session at the next Steering Committee meeting on Monday the 28th, the Arts Commission is invited to attend and to think how to put its brand on the event.
- **Farmers Market** at Wilcox Park – a call has been sent out for performers at the market. Ms. Olson explained the layout of the various elements of the market, including 30 vendors, within the park, reporting that the plans will be submitted to Fire, Police, and Health Dept for approval. She informed the group that there will be opportunities for Arts Commissioners to be involved, including opportunities as event Master of Ceremonies, volunteering, and hosting a Non-Profit booth.
- **Shakespeare in the Park** promotional material for the event will be ready at the May meeting. Again, there will be many ways the Arts Commission can be involved.

Public Art Update: The Jacob Lawrence piece has been removed for re-framing. Staff is working on documentation on the Bird Sculpture on permanent loan from Edmonds Community College. Art Tech will be cleaning the work hanging from the library ceiling. Ms. Olson has re-connected with Melissa Newell, instructor and Art Department co-Chair at Edmonds Community College, and invited her to attend an Arts Commission meeting in summer. The Lynnwood Social Media Policy is under review by the City Attorney. Wall clips for the Library Gallery have been ordered. The Wickers Building artist has had health issues and the completion of the sculpture has been delayed.

70. CITIZEN COMMENTS

Elizabeth Lundsford, after attending a budget meeting, did some research on how other cities deal with event performance/attendance measurement and suggested that we begin incorporate this into our planning. The group engaged in conversation around this topic and Ms. Olson described how the PARC Plan survey outreach has been designed for this purpose - look for the survey to be sent out in October.

Introduction of Art Commission Candidates in attendance:

Marissa Heringer who has experience bringing the arts to the community through volunteerism and sponsorship.

Ginny Harris attending the Arts Commission meeting for the second time, particularly interested in Scriber Lake Park working on a brochure about the park.

80. BUSINESS ITEMS

80.1 Streetscape Plan Update (City Center)

Janiene Lambert, City Center Program Manager, presented maps and preliminary concepts for improving the aesthetics of the streetscape in the City Center area. An environmental impact statement of the project is being prepared. Public comments are invited at two meetings at the Cedar Valley Grange on May 9 and May 17. Ms. Lambert also presented design ideas for sidewalks, lighting, seating, etc. to create a sense a place in the City Center. CM Boyer stressed the importance of the Arts Commission's voice in creating a cohesive look and feel throughout the city including the major gateway intersections into the city center. Ms. Lambert will



return to a future meeting and will appreciate feedback on the presented design concepts from the commission.

80.2 City Hall Project Plan (Public Works)

Tanner Boyle, Public Works, presented plans of the entry to City Hall and led a discussion about design options to update the look and feel of the walkway. Some brief brainstorming ensued until Chair van den Bosch moved to create an ad hoc committee to develop a renovation plan. Kathleen Moore seconded. The motion was approved with members consisting of Comm. van den Bosch, Comm. Moore and Comm. Segalla.

80.3 By-Laws & Rules

The commissioners were led through the proposed revised by-laws by Ms. Olson. Adoption of the by-laws is scheduled for the May meeting. Discussion topics included volunteer members, how to incorporate Robert's Rules, and a 30 day waiting period for future by-law and rule revisions. Ms. Olson will present revised by-laws and rules for Commission review at the May meeting.

80.4 Library Update & Art Donation -Tabled for future meeting.

90. FUTURE BUSINESS - none

100. ADJOURNMENT - adjourned at 8:35 pm.