



Agenda
Arts Commission Meeting
Wednesday, December 7, 2022
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Committee Members: Chair Kissel, Vice-Chair Richardson and Members Boothroyd, Miller, Rice, Staven and Wolfgramm

Liaisons: Council Liaison: Mayor Alvarez
Staff Liaison: Jackson

Regular Meeting - 6:00 p.m.

Call to Order/Attendance:

Pledge of Allegiance

Approval of Agenda: (Approved by Motion)

1. Approval of the December 7, 2022 Arts Commission Meeting Agenda

Approval of Minutes: (Approved by Motion)

2. Approval of the Arts Commission Meeting Minutes:
 - October 5, 2022 Meeting
 - October 5, 2022 Special Workshop
 - October 19, 2022 Workshop
 - November 2, 2022 Meeting
 - November 2, 2022 Special Workshop
 - Patty Roe, Administrative Assistant II

Call to the Public:

Presentation:

New Business:

3. 2023 Arts Commission Work Plan
 - Julie Jackson, Recreation & Facilities Manager

Reports and Announcements:

Adjournment

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



ARTS COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 12/7/2022

Agenda Category: Approval of Minutes

Prepared By: Patty Roe, Administrative Assistant II

Subject:

Approval of the Arts Commission Meeting Minutes:

- October 5, 2022 Meeting
- October 5, 2022 Special Workshop
- October 19, 2022 Workshop
- November 2, 2022 Meeting
- November 2, 2022 Special Workshop

Department:

Parks & Public Facilities

Recommended Motion:

Approve the Arts Commission Minutes for the October 5, 2022 Meeting, October 5, 2022 Special Workshop, October 19, 2022 Workshop, November 2, 2022 Meeting and November 2, 2022 Special Workshop.

Summary:

Approval of the minutes for the following meetings, workshops and special workshops:

- October 5, 2022 Arts Commission Meeting
- October 5, 2022 Arts Commission Special Workshop
- October 19, 2022 Arts Commission Workshop
- November 2, 2022 Arts Commission Meeting
- November 2, 2022 Arts Commission Special Workshop

Attachments:

1. 2022.10.05 Arts Commission Meeting Minutes
2. 2022.10.05 Arts Commission Special Workshop Minutes
3. 2022.10.19 Arts Commission Workshop Minutes
4. 2022.11.02 Arts Commission Meeting Minutes
5. 2022.11.02 Arts Commission Special Workshop Minutes



MINUTES

Richland Arts Commission Meeting
Richland City Hall – Council Chambers
Wednesday, October 5, 2022 ~ 6:00 p.m.

CALL TO ORDER:

Chair Kissel called the meeting to order at 6:00 p.m.

ATTENDANCE:

Chair Kissel, Vice Chair Richardson and Commissioners Boothroyd, Miller, and Staven were present.

Commissioners Rice and Wolfgramm were absent.

Also, in attendance was Recreation Manager Jackson.

APPROVAL OF THE OCTOBER 5, 2022 ARTS COMMISSION AGENDA:

Commissioner Staven moved to approve the October 5, 2022 Arts Commission meeting agenda. Vice Chair Richardson seconded the motion.
Motion approved 5-0.

APPROVAL OF THE AUGUST 17, 2022 SPECIAL ARTS COMMISSION MEETING AND WORKSHOP MINUTES:

Commissioner Staven **moved** to approve the August 17, 2022 Special Arts Commission meeting and August 17, 2022 Workshop minutes. Commissioner Boothroyd **seconded** the motion. Motion approved 5-0.

COUNCIL LIAISON REPORT:

Council Liaison Alvarez presented the Council Liaison Report.
Subjects included:

PUBLIC COMMENTS:

None

Public comment closed: 6:06 p.m.

NEW BUSINESS:

None

ADJOURNMENT:

Meeting adjourned at 6:09 p.m.

Prepared by: _____
Patty Roe, Administrative Assistant II

Reviewed by: _____
Julie Jackson, Recreation Manager

Approved by: _____
Chair Kissel, Arts Commission Chair



MINUTES

Richland Arts Commission Special Workshop

City Hall – Council Chambers

625 Swift Boulevard

Wednesday, October 5, 2022 ~ 6:10 p.m.

CALL TO ORDER:

Chair Kissel called the meeting to order at 6:10 p.m.

ATTENDANCE:

Chair Kissel, Vice Chair Richardson and Commissioners Boothroyd, Miller and Staven were present.

Commissioners Rice and Wolfgramm were absent.

Also, in attendance were Recreation Manager Jackson.

DISCUSSION ITEMS:

1. Carol Woodruff Fountain Plaza
2. Policy for Donations
3. Queensgate Roundabout Art Replacement
4. Social Media Content Suggestions
5. Richland Arts Commission Goals

ADJOURNMENT:

Meeting adjourned at 7:45 p.m.

Prepared by: _____
Patty Roe, Administrative Assistant

Reviewed by: _____
Julie Jackson, Recreation Manager

Approved by: _____
Chair Kissel, Arts Commission Chair



MINUTES

Richland Arts Commission Workshop
Richland Community Center, Meeting Room
500 Amon Park Drive
Wednesday, October 19, 2022 ~ 6:00 p.m.

CALL TO ORDER:

Vice Chair Richardson called the meeting to order at 6:00 p.m.

ATTENDANCE:

Vice Chair Richardson and Commissioner Boothroyd were present.
Chair Kissel, Commissioners Wolfgramm, Miller, Rice, and Staven were absent.
Also, in attendance were Recreation Manager Jackson.

DISCUSSION ITEMS:

1. Finalize and Prioritize Subcommittee Assignments
2. STAR Award Application Review
3. Carol Woodruff Plaza Fountain Update

ADJOURNMENT:

Meeting adjourned at 7:30 p.m.

Prepared by: _____
Patty Roe, Administrative Assistant

Reviewed by: _____
Julie Jackson, Recreation Manager

Approved by: _____
Chair Kissel, Arts Commission Chair



MINUTES

**Richland Arts Commission Meeting
Richland City Hall – Council Chambers
Wednesday, November 2, 2022 ~ 6:00 p.m.**

CALL TO ORDER:

Chair Kissel called the meeting to order at 6:00 p.m.

ATTENDANCE:

Chair Kissel, Vice Chair Richardson and Commissioners Miller, Rice, and Staven were present.

Commissioners Boothroyd and Wolfgramm were absent.

Also, in attendance were Recreation Manager Jackson.

APPROVAL OF THE NOVEMBER 2, 2022 MEETING AGENDA:

COMMISSIONER STAVEN MOVED TO APPROVE THE NOVEMBER 2, 2022 ARTS COMMISSION MEETING AGENDA. COMMISSIONER RICE SECONDED THE MOTION. MOTION APPROVED 5-0.

APPROVAL OF THE OCTOBER 5, 2022 MEETING AND SPECIAL WORKSHOP MINUTES AND THE OCTOBER 19, 2022 ARTS COMMISSION WORKSHOP MINUTES:

MINUTES WERE NOT APPROVED PENDING ATTENDANCE CLARIFICATION OF RMC CHAPTER 2.04.110 ADMINISTRATIVE CODE – BOARDS, COMMISSIONS AND COMMITTEES.

PUBLIC COMMENTS:

NONE – PUBLIC COMMENTS CLOSED 6:02 P.M.

PRESENTATIONS:

UNFINISHED BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

Meeting adjourned at 6:08 p.m.

Prepared by: _____
Patty Roe, Administrative Assistant II

Reviewed by: _____
Julie Jackson, Recreation Manager

Approved by: _____
Chair Kissel, Arts Commission Chair



MINUTES

Richland Arts Commission Special Workshop

City Hall – Council Chambers

625 Swift Boulevard

Wednesday, November 2, 2022 ~ 6:10 p.m.

CALL TO ORDER:

Chair Kissel called the meeting to order at 6:10 p.m.

ATTENDANCE:

Chair Kissel, Vice Chair Richardson and Commissioners Miller, Staven, and Rice were present.

Commissioners Boothroyd and Wolfgramm were absent.

Also, in attendance were Recreation Manager Jackson.

DISCUSSION ITEMS:

1. Carol Woodruff Plaza
Commissioners discussed maintenance, size of tiles and tile design.
2. 2022 Workplan End of Year Action Items
Commissioners discussed 2022 Star Awards, PTA reflections and BFTA poster contest

ADJOURNMENT:

Meeting adjourned at 7:30 p.m.

Prepared by: _____
Patty Roe, Administrative Assistant II

Reviewed by: _____
Julie Jackson, Recreation Manager

Approved by: _____
Chair Kissel, Arts Commission Chair



ARTS COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 12/7/2022

Agenda Category: New Business

Prepared By: Julie Jackson, Recreation & Facilities Manager

Subject:

2023 Arts Commission Work Plan

Department:

Parks & Public Facilities

Recommended Motion:

Move to adopt the 2023 Arts Commission Work Plan.

Summary:

The 2023 Arts Commission Work Plan has been discussed and developed by the Arts Commission at several workshops and is now ready for adoption and presentation to the City Council.

Attachments:

1. 2023RichlandArtsCommission_WorkPlan_FinalDraft

2023 Richland Arts Commission Work Plan

2022-Dec-07

(Commissioners: D. Boothroyd, T. Rice, J. Kissel, C. Miller, J. Richardson, H. Staven, T. Wolfgramm)

(City Staff: J. Jackson, P. Roe)

The Richland Arts Commission (RAC) has prepared the following goals to explore, enhance, facilitate, and promote the City of Richland's arts-related activities in 2023. These activities will provide an economic benefit, beautification, and enhancement of the City's image and community. All goals will be achieved within the availability of current City resources, in alignment with the City's current Strategic Leadership Plan (SLP), and in accordance with Richland Municipal Code (RMC).

1. Explore enhancing the following local programs, activities, and amenities through art **(SLP Goals 3 & 5)**
 - a. RAC STAR Awards: Seek out nominations for, and select the winners of, the annual Supporting The Arts in Richland (STAR) Awards. **(End of 1st Quarter)**
 - b. Benton-Franklin Transit Authority Poster Contest: Continue to offer expertise in adjudicating BFTA's bus art poster contest. **(End of 3rd Quarter)**
 - c. PTA Reflections: Continue to offer expertise in adjudicating Washington State's Parent-Teacher Association's annual Reflections art competition. **(End of 4th Quarter)**
 - d. City of Richland Recreational Activities: Work with City Staff to support city-provided, arts-related recreational activities year-round as needed. **(Throughout the year)**
2. Leverage city resources to expand local art opportunities **(SLP Goal 5 & 6)**
 - a. Continue supporting City Staff and local small business efforts, as needed, in establishing Downtown Richland and the The Waterfront District as a state-sponsored Certified Creative District. **(Throughout the year)**
 - i. Continue fleshing out the City's collection of decorative wraps of traffic utility cabinets.
 - ii. Develop a portfolio of "homework" material about the historical plans for this region to facilitate the creation of a future Strategic Art Plan.
 - b. Continue to support forward progress, and explore further opportunities in, sustainable funding for Arts & Culture within Richland. **(Throughout the year)**
 - c. Continue involvement in, and be in open communication with, the local arts community as the artistically-informed arm of the City's Government (whether they be with individual members of the public,

- or private, philanthropic, and other public entities) and regularly share findings and/or community on-goings with the RAC and City Staff at commission meetings. *(Throughout the year)*
 - d. Create and/or recommend content for social media posts about the rich modern history of Arts & Culture in Richland; share with City Staff to help bolster the presence of Art in the City's Communication repertoire. *(Throughout the year)*
 - e. Develop a program proposal outlining how to feature a rotating collection of scenic outdoor photography from local community members to be displayed in Richland City Hall. *(End of 1st Quarter)*
3. Enhance the city's quality of life, character, and image through art **(SLP Goal 3 & 5)**
- a. Continue development of a long-term plan for artistic use of Traffic Signal Control Cabinets, including fostering relationships with local partners for financial support. *(Throughout the year)*
 - b. Work with City Staff to implement Expanded Program Request for activity including but not limited to: *(Throughout the year)*
 - i. *Work with City Staff to complete the artistic, community driven upgrade to the exterior of Carol Woodruff Plaza Fountain (Phase One). (End of 2nd quarter)*
 - ii. *Work with City Staff to move forward planning and securing funding for a further, artistic, community driven upgrade to the interior of Carol Woodruff Plaza Fountain (Phase Two). (End of 4th quarter)*
 - iii. *Work with City Staff to facilitate the relocation of the Queensgate Roundabouts Artwork.*
 - c. Develop a plan, artistic or otherwise, for the Queensgate Roundabouts once existing artwork is relocated. *(End of 3rd Quarter)*
 - d. Explore, participate in, and support opportunities for an increased presence of murals on blank vertical spaces throughout the City of Richland. *(Throughout the year)*
 - e. Continue to assist City Staff in, and advocate for, the maintenance of art within public infrastructure. *(Throughout the year)*
 - f. Work with City Staff to update a subsection of the City's donation policy in terms of Arts & Cultural Artifacts. *(End of 3rd Quarter)*
 - g. Assist in selecting art/artist for the National Fitness Campaign Fitness Court to be constructed in 2023 in Howard Amon Park adjacent to Richland Community Center. *(End of 4th Quarter)*
4. Advocate for our Richland Art Community's participation and representation in the broader regional artistic community **(SLP Goals 3, 5, & 6)**
- a. Represent the City of Richland at the annual Washington State ArtsWA Arts and Heritage Day in February. *(End of 1st Quarter)*
 - b. Represent the City of Richland at the annual Washington State Arts Alliance Cultural Congress in October. *(End of 3rd Quarter)*

- c. Hold an annual, informal idea exchange with the City of Kennewick and City of Pasco Arts Commissions. (End of 3rd Quarter)
 - d. Continue to foster a project-based relationship with Benton-Franklin Transit Authority in any arts-related activity relevant to Richland. (End of 4th Quarter)
 - e. Similar to 2 c, regularly share upcoming Arts-related events, news, and happenings in the surrounding community with the RAC and City staff. (Throughout the year)
5. Ensure RAC remains a relevant, well-maintained, and integrated part of the City of Richland through interdisciplinary cooperation, diligent logistics, and administrative activity. (SLP2018 Goal 1, 2, & 5)
- a. Continue to work with City Staff in development towards a city-wide Strategic Art Plan, including but not limited to, a review of upcoming capital projects and future citizen opinion survey. (End of 4th Quarter)
 - b. Regularly attend Richland City Council Meetings as well as other boards and commissions to encourage awareness of Arts Commission of activities and learn more about other areas of the City activities. (Throughout the year)
 - c. Participate in the annual RAC and City Staff Tour of the City of Richland's Inventory of Art. (End of 3rd Quarter)
 - d. Present highlights of the previous year's RAC work plan and the proposed activity in the upcoming year's work plan to the Richland City Council. (End of 1st Quarter)
 - e. Work with City Staff to document the previous years' major achievements of the commission, citing members, staff, and council liaisons. (End of 1st Quarter)
 - f. Work with City Staff to maintain the art layer of the City's GIS map. In doing so, use it for planning, installation, maintenance, deaccession, and acquisition of city-owned art inventory. (Throughout the year)
 - g. Work with city staff to maintain and update RAC's webpage and the content there-in. (Throughout the year)
 - h. Work with City Staff toward annual review RAC's duties and functions as defined by the Richland Municipal Code. (End of 4th Quarter)
 - i. Work with City Staff to formulate a 2024 RAC work plan. (End of 4th Quarter)