



Agenda
Arts Commission Meeting
Wednesday, July 2, 2025
Richland Community Center ~ Meeting Room
500 Amon Park Drive

Regular Meeting - 6:00 p.m.

Call to Order/Attendance:

Pledge of Allegiance

Approval of Agenda: (Approved by Motion)

1. Approval of the July 2, 2025, Arts Commission Meeting Agenda

Approval of Minutes: (Approved by Motion)

2. Approval of the June 4, 2025 Arts Commission Meeting Minutes and the June 18, 2025 Arts Commission Workshop Meeting Minutes
 - Patty Roe, Administrative Assistant II

Presentation:

3. Reach Displays of Children's Artwork in Leslie Groves
 - Hanford Reach Citizens Committee

Public Comments: Please limit public comments to 2 minutes per speaker.

New Business:

4. Richland Arts Commission (RAC) Annual Meeting Schedule
 - Julie Piper, Recreation Manager
5. City Hall Rotating Art Program Overview
 - Julie Piper, Recreation Manager

Reports and Announcements:

Adjournment

Richland Community Center is ADA accessible. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, or other special services must be received 48 hours before the meeting by calling the City Clerk's Office at 509-942-7389.



ARTS COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 7/2/2025

Agenda Category: Approval of Minutes

Prepared By: Patty Roe, Administrative Assistant II

Subject

Approval of the June 4, 2025 Arts Commission Meeting Minutes and the June 18, 2025 Arts Commission Workshop Meeting Minutes

Department

Parks & Public Facilities

Recommended Motion

Approve the minutes of the Arts Commission meeting held on June 4, 2025, and the Workshop minutes held on June 18, 2025.

Summary

Attachments

1. 2025.06.04 Arts Commission Meeting Minutes - DRAFT
2. 2025.06.18 Arts Commission Workshop Minutes - DRAFT



MINUTES
ARTS COMMISSION MEETING
Wednesday, June 4, 2025
Richland Community Center
500 Amon Park Drive

Regular Meeting - 6:00 p.m.

Call to Order/Attendance: at 6:00 PM

Chair Richardson	Present
Vice Chair Rice	Present
Commissioner Reynolds	Present
Commissioner Reyna	Not Present
Commissioner Forbes	Not Present
Commissioner Breitzkreitz	Not Present
Commissioner Jecha	Present

Recreation Manager Piper and Administrative Assistant II Roe were also in attendance.

Pledge of Allegiance:

Approval of Agenda:

1. Commissioner Jecha moved, and Commissioner Reynolds seconded the motion to approve the June 4, 2025, Meeting agenda. Motion carried 4-0.

Approval of Minutes:

2. Commissioner Jecha moved, and Commissioner Rice seconded the motion to approve the minutes for the August 5, 2024, Special Meeting and the following workshop minutes:
 - August 21, 2024
 - September 18, 2024
 - October 16, 2024
 - November 20, 2024
 - December 18, 2024
 - February 19, 2025
 - March 19, 2025
 - April 16, 2025
 - May 21, 2025

Motion carried 4-0.

Public Comments:

3. None. Public Comment closed at 6:16 p.m.

New Business:

4. Rotating Art Display Program for Richland City Hall **- Julie Piper, Recreation Manager**

The Arts Commission and staff discussed the potential creation of a rotating art display program at Richland City Hall. This program would aim to showcase local artists and celebrate community creativity through temporary art exhibits in public spaces within City Hall. This initiative would provide exposure for artists while enhancing the visual experience for visitors and staff. As part of the discussion, the Commission considered key elements such as program structure, duration of exhibits, artist selection process, display locations, installation logistics, and guidelines for appropriate content. Discussion will continue at the June 18, 2025, Arts Commission Workshop.

Discussion only.

5. Arts Commission Meeting Schedule Revision **- Julie Piper, Recreation Manager**

Recreation Manager Piper discussed with the commission that the Richland Municipal Code Section 2.17.040 requires the Arts Commission to meet at least once every two months. While this establishes the minimum requirement, the Commission may meet more frequently depending on project needs, program planning, or other initiatives. Staff and the Commission will discuss and determine the preferred meeting frequency moving forward, considering upcoming goals, workload, and member availability. Currently, the Commission holds monthly business meetings and workshop meetings. Discussion will continue at the June 18, 2025, Arts Commission Workshop.

Discussion only.

Adjournment

Meeting adjourned at 6:39 PM.

APPROVED:

PREPARED BY:

Jet Richardson, Arts Commission Chair

Patty Roe, Administrative Assistant II



MINUTES
ARTS COMMISSION WORKSHOP MEETING
Wednesday, June 18, 2025
Richland Community Center
500 Amon Park Drive

**Regular Workshop - 6:00
p.m.**

**Call to Order/Attendance at 6:01
PM**

Chair Richardson	Present
Vice Chair Rice	Present
Commissioner Reynolds	Present
Commissioner Reyna	Present
Commissioner Forbes	Present
Commissioner Breitzkreitz	Present
Commissioner Jecha	Not Present

Discussion Items

1. Draft Outline for Rotating Art Display Program for Richland City Hall

During the workshop, the Arts Commissioners and Recreation Manager Piper reviewed and discussed the draft outline for the Rotating Art Display Program at Richland City Hall. Edits and revisions were made collaboratively by the commissioners and staff to refine the proposed program.

Adjournment

Meeting adjourned at 7:58 PM.

APPROVED:

Jet Richardson, Arts Commission Chair

PREPARED BY:

Patty Roe, Administrative Assistant II



ARTS COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 7/2/2025

Agenda Category: Presentation

Prepared By: Hanford Reach Citizens Committee

Subject

Reach Displays of Children's Artwork in Leslie Groves

Department

Parks & Public Facilities

Recommended Motion

Presentation only.

Summary

The Hanford Reach Citizens Committee will be presenting their proposal for rotating children's artwork to be placed in a kiosk at Leslie Groves Park.

Attachments



ARTS COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 7/2/2025

Agenda Category: New Business

Prepared By: Julie Piper, Recreation Manager

Subject

Richland Arts Commission (RAC) Annual Meeting Schedule

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

The Arts Commission will revisit the discussion to review their meeting schedule and confirm any changes to current practice. The Commission currently meets more frequently than required under Richland Municipal Code 2.17.040, which establishes a minimum meeting frequency of once every other month. This discussion will allow the Commission to determine the appropriate meeting frequency based on current needs and priorities.

Attachments



ARTS COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 7/2/2025

Agenda Category: New Business

Prepared By: Julie Piper, Recreation Manager

Subject

City Hall Rotating Art Program Overview

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

The City of Richland Arts Commission is developing a Local Art Rotating Display Program to feature work by local artists in City Hall. This program aims to highlight community talent, enhance the visual appeal of public spaces, and create a more welcoming environment for residents and visitors. This agenda item presents a draft program outline for the Arts Commission's ongoing review and discussion.

Attachments

1. City Hall ART Proposal - Draft 6.18.2025 edits

Art in City Hall Program - DRAFT

Location: Richland City Hall – First floor Lobby area

Initially along the front wall to the left when one enters city hall through the front doors, roughly measuring 24'

<<include floor plan to identify walls (phase 1, Future growth areas)>>

Contact: For questions or concerns about the art display- Current Arts commission chairman or vice-chairman. Or staff liaison.

Overview/Overall Plan

For the City of Richland to showcase local artists in City Hall providing an opportunity to display local art, enhance the visual appeal of City Hall, and create a welcoming space for residents and visitors.

Working with the Recreation Division staff to facilitate this program.

SCHEDULE:

Each new display will be shown on a consistent schedule from year to year switching art displays would be changed every six months:

- **October**
 - Hung on the last day of the last day of September
 - Reception on the first Wednesday of October
- **April**
 - Hung on the last day of the last day of March
 - Reception on the first Wednesday of April

Future opportunity for growth:

If program is successful and demand prompts, display rotation could shift to 3 times annually (every 4 months).

THEMES:

Art themes that will revolve on a three-year cycle:

FALL 2025 –

Medium: Photography

Theme: **Local Landscapes**- hills/mountains, rivers

SPRING 2026

Medium: Photography

Theme: **Local Architecture**

FALL 2026 –

Medium: Photography + Painting

Theme: Seasonal

SPRING 2027

Medium: Photography + Painting
Theme: Treasure Hunt (Where in Richland?)

FALL 2027 –

Medium: All 2D mediums
Theme: Plant life

SPRING 2028 –

Medium: All 2D mediums
Theme: Wildlife

FALL 2028 –

Medium: All 2D mediums
Theme: Portraits of Richland - featuring Richland residents and culture

SPRING 2029 –

Medium: All 2D mediums
Theme: Historical

If we move to 3x per year, RAC will revise themes and schedule.

SELECTION CRITERIA

- Prioritize:
 - Richland subject matter
 - Richland Residents/students over non-residents/students
- Adhere to the theme selected by the Arts Commission
- Considerations:
 - Weight
 - Size of piece
 -

ARTIST REQUIREMENTS:

- Art remains on display for entirety of term
- Artist is not permitted to remove or adjust art that is on display during term.
- Artist must pick-up within 10 business days of final day of showing.
 - *Verify with CA on what to do with art not picked up...*
- Artist must drop off art 3-5 business days prior to installation date (to be scheduled based on season) at City Hall -
-

SUBMISSION REQUIREMENTS:

- No more than 4 individual submissions will be accepted per artist.
- “ready-to-hang”
 - on a wire – no sawtooth
 - framing – specifications?
 - No glass (plexiglass only)
 - Weight requirement – no more than 25lbs
- Label:
 - Display information:
 - Title of the art,

- Artist name,
- Date,
- Contact information/residency/address
- Provide QR Code and/or website link (if available)
- Location of the subject matter
 - Securely affixed to the back of the piece
- Minimum age – *Julie will verify age limitations w/CA office*
 - Enrolled in High School
- Adhere to the theme selected by the Arts Commission
- Because of the public nature, artwork may not contain advertising, religious art, sexual content, violent or other content unsuitable for all ages and cannot convey political partisanship.
- Work must be an artist's original work. ← *include on submission form that they'll attest to this.*

Logistics:

- Hung by RAC members w/Staff Liaison support
- Reception/Showcase event taking place the hour leading up to an RAC Meeting
 - Marketed/Press release/etc.
 - Cookies & sparkling cider, La croix

Program Goals

1. Offer Richland artists the chance to exhibit their work in City Hall.
2. Beautify City Hall: Enrich the atmosphere of Richland City Hall with artwork.
3. Display artworks that reflect Richland and our surrounding area.

The Arts Commission will select Richland artists based on submitted works.

Artwork can display a small card with the artist's name, title of the art, medium, contact information, price

Exhibition Details

Selected artworks will be displayed at Richland City Hall for a six-month period. (*Artists will be responsible for delivering and picking up their art ready for hanging. The Richland Arts Commission will be responsible for hanging the work.*)

We would like to request that the City of Richland will highlight artwork through its social media and digital channels.

Hanging System – price quote from Terri Rice

We request the purchase of a gallery art display system. Installing this gallery system alleviates the need for nails in the wall. Please see included quote.