

**CITY OF OAK HARBOR  
ARTS COMMISSION MEETING MINUTES  
September 14, 2023**

This hybrid meeting was hosted from the Mayor’s Conference Room in City Hall and recorded through RingCentral.

**1. CALL TO ORDER/ROLL CALL:** Vice-Chair Cynthia Mason called the meeting to order at 5:04 p.m.

<u>Position and Commission Member</u>	<u>Attendance</u>		
Position 1 – Karla Freund	In person	Online	Absent ✓ <span style="color: red;">with notice</span>
Position 2 – JR Russell, Chair	In person	Online	Absent ✓ <span style="color: red;">with notice</span>
Position 3 – Mary Himes	In person ✓	Online	Absent
Position 4 – Joanna Hanson	In person ✓	Online	Absent
Position 5 – Cynthia Mason, Vice-Chair <span style="color: red;">Acting Chair for today’s meeting</span>	In person ✓	Online	Absent
Position 6 – Tracy Davidson	In person ✓	Online	Absent
Position 7 – Therese Kingsbury	In person	Online	Absent ✓ <span style="color: red;">with notice</span>
Alternate – <span style="color: red;">Vacant</span>	In person	Online	Absent
Ex-Officio – Councilmember Eric Marshall	In person ✓	Online	Absent

STAFF PRESENT: Parks and Recreation Director Brian Smith, Communications/IT Manager Sabrina Combs, and Senior Administrative Assistant Kim Perrine.

PUBLIC: n/a

**2. APPROVAL OF AGENDA:** Commissioner Hanson MOVED to approve today’s agenda as presented, SECONDED by Commissioner Davidson. MOTION CARRIED UNANIMOUSLY.

**3. APPROVAL OF MINUTES:**

**a. Regular Meeting of August 10, 2023.** Ex-officio Member Marshall MOVED to approve the August 10, 2023 minutes as presented, SECONDED by Commissioner Himes. MOTION CARRIED UNANIMOUSLY.

**4. PUBLIC COMMENT:** No one from the public was present and no public comment was received electronically.

**5. DISCUSSION/ACTION/PRESENTATION/REPORT ITEMS:**

**a. Wrapping of electrical boxes.** Acting Chair Mason received a text from Chair Russell who indicated he reached out to Blue Fox for a second estimate on wrapping of the electrical boxes since we only had one estimate from Humphrey Signs. Commissioner Hanson spoke with Chair Russell who will be speaking with the Oak Harbor School District soon. Commissioners discussed whether there were any limitations or specifications for the artwork.

**b. Kinnebrew Collection Remaining Installations – Site Visit Reports – Gate of Inspiration (Scenic Heights Trailhead) and Three Totems (Centennial Park/Oak Grove).** Parks and Recreation Director Smith gave a brief update on what he had heard from Park Board Member Jones. The commission will add this to the next agenda so that Commissioners Freund and Kingsbury can provide their comments. Commissioner Davidson was present at this site visit and indicated that potential art placement locations were discussed.

- c. Art Plan Request for Proposals (RFP). Parks and Recreation Director Smith thanked commission members for their feedback/comments on the proposed RFP and discussed some of the changes made to the RFP. The RFP will now go to Central Services Supervisor Sandra Place for review and then back to the Arts Commission for final review before going to Council at an upcoming workshop.
- d. Parks and Recreation Director Update.
  - i. Zentangle. Parks and Recreation Director Smith shared with the commission the Zentangle packet the Wellness Committee put together for the City picnic.
  - ii. Angel de la Creatividad Hearing Examiner Update. Due to the number of hearings the City had recently, the Decision could take a little longer than the normal two weeks. Acting Chair Mason attended the hearing and provided an update and thanked the staff for their well done presentations. A copy of the Decision will be provided to the Arts Commission once received.
  - iii. Recreation Coordinator. This new position has been posted and details are on the City's website.
  - iv. Urban Forestry Grant. The City was awarded a \$1.7 million urban forestry grant. This is a federal grant administered through the state. It was part of the inflation reduction act. Some initiatives are staffing, forest resiliency projects at Windjammer Park, SR20, Oak Harbor Street, and Barrington Drive; right-of-way improvements; and other beautification projects. Parks and Recreation Director Smith will invite Bob Bailey (Arborist) to a future Arts Commission meeting.
  - v. Schedule sub-committee meetings.
    - 1. Placemaking/Arts Inventory/Economic Impacts for Arts and Culture. Acting Chair Mason, Commissioner Himes, and Commissioner Freund were assigned. A meeting has been scheduled for September 28, 2023 from 1:00 – 2:00 p.m. at the Parks and Recreation Office. Parks and Recreation Director Smith will send out meeting invite and will include member from the Chamber.
    - 2. Promoting existing art program/website/new arts programs and events/artist diversity. Commissioner Hanson, Commissioner Davidson, and Chair Russell were assigned. A meeting has been scheduled for October 5, 2023 from 1:00 – 2:00 p.m. at the Parks and Recreation Office. Parks and Recreation Director Smith will send out meeting invite and will include Executive Assistant Finkle.

**6. MEMBER COMMENTS:**

- a. Commissioner Davidson provided the commission with a handout about the City of Edmonds Arts Commission showing their pole art. This is a donation program and they've installed art pieces on the tops of flower poles. (See edmondswa.gov for further information and attached handout)
- b. Acting Chair Mason indicated that Laura Renninger (Garry Oaks Society) brought her some Acorn Coloring Page brochures. These will be placed at various locations. Some brochures were handed out at the Oak Harbor Music Festival.
- c. Commissioner Himes indicated that the Hispanic Heritage Celebration is being held October 7<sup>th</sup> on Pioneer Way. Maria Diaz (Windemere Realty) is running this in conjunction with the Chamber and flyers for the event are available.
- d. Parks and Recreation Director Smith stated that the Arts Commission should be proud of all of their accomplishments and engagement.
- e. Commissioner Davidson asked what the differences were between the Arts Commission, Historic Preservation Commission, Main Street organization, and the Chamber. Parks and Recreation Director Smith provided a brief description of each entity.

**7. DETERMINATION OF FUTURE AGENDA ITEMS:**

- a. Busker's update.
- b. Inviting stakeholders – may be discussed at sub-committee.
- c. Kinnebrew collection.
- d. Wrapping of utility boxes.
- e. Set workshop date to tie up loose ends of all projects.
- f. Set date to budget out the Arts Fund.
- g. Donation program update – similar to City of Edmonds.
- h. Sub-committee updates.

**8. ADJOURNMENT:** Commissioner Davidson MOVED to adjourn today's meeting at 5:54 p.m., SECONDED by Commissioner Hanson. MOTION CARRIED UNANIMOUSLY.

Minutes taken by Sr. Administrative Assistant Kim Perrine.