

CITY OF SURPRISE
ARTS AND CULTURAL ADVISORY COMMISSION

Meeting Minutes – Approved

February 1, 2021 / 6:00 PM

COUNCIL CHAMBERS
16000 NORTH CIVIC CENTER PLAZA
SURPRISE, ARIZONA 85374

CALL TO ORDER:

A. Roll Call

Chair Margaret Lieu, Vice-Chair Deborah Welch, Commission members, Susan deJong, Kathie Morgan, Jay Lickus, Jo Grant, Rhiannon Miett.

Staff: Danielle Osborne, HSCV Administrator, Karina Caraveo, Administrative Specialist – HSCV, Seth Dyson, Human Service & Community Vitality Director, Hobie Wingard, City Attorney.

B. Pledge of Allegiance

C. Current Events Reports

Chair Lieu reminded the commission about the email sent to all boards and commissions from the Legal department, advised the importance of conversations to not pass the main objective. Asked the commission to please allow every commissioner to speak and help her keep meetings run smoothly by asking her for permission prior to speaking. Shared she attended the WVAC painting show, where there was an artist painting during the show, she thought it was great! She mentioned the “Nature in Bloom” virtual show by WHAM. Shared she met with Commissioner Welch and will share more during the 1.3% for the Arts fund discussion.

Ms. Morgan shared that she’s been working with Ms. Miett and met with BacPac to present a written master specification list. Shared that she, Commissioner Lickus, Commissioner Miett have been working on a menu of considerations regarding the use of future Mobile Museum projects. She believes they will be presenting more about this during the April meeting.

Mr. Lickus reiterated that he met with Ms. Morgan, and also mentioned meeting with Ms. Osborne in regards to Fire Station 308. Stated he also attended the WVAC show.

Ms. deJong attended the first meeting at WVAC regarding Gallery 37 garden project, found it very interesting. She joined two AZ Humanities virtual presentations from Apache Junction. Shared she attended the WVAC show.

Vice-Chair Welch explained due to a family emergency she only participated in the meeting mentioned by Chair Lieu.

Commissioner Miett stated everything she had been part of was already mentioned by other Commissioners.

Commissioner Grant mentioned she enjoyed the MLK virtual celebration, shared the performance from Marley Park, Valley Vista, Countryside and Shadow Ridge students was amazing.

D. Staff Reports

Ms. Osborne reported on the following items:

- The AZ Humanities press release event “For the Love of Turquoise” on February 23rd, asked the Commission to please share with the public.
- Amendments on the 1.3% ordinance will be brought to the Commission for review prior to presenting changes to Council.
- Shared a video and photos by Logan Simpson, showing the carving in progress and final mold of the statue going at Fire Station 304.

CALL TO THE PUBLIC:

None.

REGULAR AGENDA ITEMS – NON PUBLIC HEARING

Item 1 – Consideration and action approving the January 11, 2021 Arts and Cultural Advisory Commission meeting minutes.

Ms. Miett moved to approve the minutes of the January 11, 2021 Arts & Cultural Advisory Commission meeting. Ms. deJong 2nd. 7 Yes votes. Motion carried.

Item 2 – Discussion pertaining to the implementation of a Surprise Arts & Culture Grant Program.

Ms. Osborne shared a presentation with the Commission, explaining the background of a grant requested by the Commission. Stated this year the funds will be carved from the existing Arts budget, to establish the program. Advised this grant was modeled from an existing Surprise Community Outreach Program grant (SCOP), also administered by the Human Service & Community Vitality Department. She mentioned some changes would be made based on Commission’s needs. Explained the timeline and advised that if approved, grant funding can go into effect on July 1, 2021. She added that the awardees will then have the full fiscal year to implement their event/activity. Ms. Osborne reviewed the guidelines for the grant program, highlighting that the award is not guaranteed on a continuing basis. She added that the event must take place in the City of Surprise, award recipients must comply with the latest city and/or state regulations for public gatherings during COVID-19 pandemic, and advised that the grant would be on a reimbursements basis.

Ms. Osborne reviewed the eligibility process, sharing that the grant-funded activities must occur between July 1, 2021 and June 15, 2022, explained the reason this does not go to June 30 is because all documentation is needed by end of fiscal year. Mentioned applicants must provide direct services to Surprise residents, must be current with their reporting with

any previous city grant funding received, and applicants must demonstrate the ability to generate revenue from other sources. Ms. Osborne advised the following can be grant-funded; event-based funds, artistic staff funding including salaries, wages and fees, support for a public presentation, production, exhibit, outdoor community celebration, arts fair or festival, arts related supplies/materials, rehearsal space, office rental space, marketing, promotion, and publicity expenses. Shared a list with information of what will not be grant-funded, highlighting some restrictions such as activities outside Surprise city limits, funds that will be used to keep the organization afloat, including general or operating costs. She offered some exceptions, such as personnel that will be used for the event, and pointed out that any religious organizations must demonstrate the separation between religious culture and art.

Ms. Osborne shared the ranking system, and advised that some changes were made to fit the Commission's ranking criteria. She added that the application is a draft and can be revised where appropriate. She reviewed each individual ranking point, highlighting that organizations must provide evidence of other leveraged resources and will be asked what the minimum amount the awardee would accept, in case the awardee is unable to receive enough funding to proceed with their proposed event or activity.

She reviewed a proposed timeline, pointing out action to approve the grant application and guidelines would be on March 1. The Commission would review the applications on May 3, therefore this may be the only agenda item in that meeting depending on the number of applications received. She shared June 15 as the date City Council approves the SCOP grant and recommended submitting the Arts & Culture Grant program for council approval on that same day.

Ms. deJong mentioned she is familiar with grant applications, suggested to add if the planned location/facility is accessible to those with disabilities as a question on the application. Chair Lieu added to Ms. deJong's suggestion, as she has seen in other applications a question about what population will be served.

Ms. Miatt requested to add "and other" under the COVID 19 regulations, sharing there may or may not be other regulations to follow. Ms. Osborne acknowledge and mentioned it would be added.

Chair Lieu asked why operating costs can't be included as a grant fund. Director Dyson explained this would fall under general operations and not assigned to a particular program. Chair Lieu shared she would like to offer this grant to every art organization in general, expressing concern of losing art organizations due to the challenges posed by the pandemic. Director Dyson mentioned that the staff recommendation is to focus on events and programs for these organizations, which free up their operating cost. Ms. Morgan agreed with Director Dyson, pointing out this would allow the organizations to conduct a program when they don't have the funds to do so. Vice-Chair Welch added focusing on an event/program fund grant will be a great benefit to all art organizations.

Ms. Miatt asked if an existing program/event can benefit from this grant fund, to which Director Dyson advised this will have to be a decision by the Commission. Ms. Osborne pointed out that the current draft application is for any program at this time including existing programs.

Mr. Lickus asked for clarification as to why a fundraising event cannot benefit from this grant fund. Director Dyson recommended fundraising events should be excluded because these funds are coming from taxpayers.

Ms. Morgan advised she would share an application and ranking system used in the past with Ms. Osborne to have the Commission review and get a preview on the ranking system.

Vice-Chair Welch added that fundraising is bringing value to the organization and not the community, and expressed that taxpayer funds should be used towards the community and not the organization. Director Dyson shared an example of a SCOP-granted event that was awarded grant funds because it was used to bring the Surprise community together, despite having a fundraising component.

Staff advised that action towards approval of the application would take place at the next meeting.

Item 3 – Discussion and action pertaining to an additional mural at the Surprise Aquatic Center.

Ms. Osborne shared that the mural panel met with BacPac via WebEx, and noted that the item action would be to approve funds for the design fee. Ms. Osborne said that she has not received an invoice from BacPac but understands prices are consistent with what offered in the past. Ms. Osborne advised the amount not to exceed \$300.00 just in case there are some cost increases in materials.

Ms. Miett shared with the Commission that during the panel discussion with BacPac it was decided to not do anything on the wall facing Bullard Ave. due to a door, and address posted on that side of the wall. She also stated that they offered a list of specifications to BacPac, with Ms. Morgan adding that specifications are important due to rendering fees being charged for each proposal. Vice-Chair Welch shared a decision from the panel to avoid big sea life animals to keep it from an aquarium look.

Ms. Miett moved to approve the payment for a designing fee not to exceed \$300.00. Ms. Grant 2nd. 7 Yes votes. Motion carried.

Item 4 – Discussion and action pertaining to an update on the Gallery 37 program.

Ms. Osborne shared that the panel met with representatives from West Valley Arts Council to review possible locations for the art. She shared the focus of the garden in the center as the designation of where the art piece would be located. She stated that the panel is open to installing one large piece or a few mid-size pieces, adding that the theme will relate to nature, the garden, and will be complimentary to the surrounding landscape. It was decided by the panel to have the students make lead the design so as not to inhibit their creativity. Ms. Osborne recommended the amount to approve for this project be \$25,000.00, and pointed out the construction of the garden will start in May 2021 and is projected to complete around February 2022.

Ms. Miett shared that she learned from the Water Resource Management Department that this area is meant to show residents how to have a water conservation garden, and added this will be a wonderful space that will be activated.

Chair Lieu asked if the stipend is the project cost or if any unused funds would come back, to which Ms. Osborne responded that the \$25,000.00 is the total project cost.

Ms. deJong added she was under the impression the \$25,000.00 was additionally from a proposed \$15,000.00 stipend to buy more than one piece or maybe an arch way. Ms. Mielt responded that the proposed budget includes other costs such as the students receiving a stipend. Ms. Osborne expressed the importance to set aside a budget for this project, pointing out that this proposal comes at a fraction of normal costs, considering that the project is being led by a professional.

Vice-Chair Welch asked for clarification as to where the funds would be allocated from, to which Ms. Osborne recommended the Commission have these funds set aside in the annual budget.

Ms. deJong moved to approve the Gallery 37 project fee not to exceed \$25,000.00. Ms. Mielt 2nd. 7 Yes votes. Motion carried.

Item 5 – Discussion and action pertaining to the recommended 1.3% for the Arts-funded project to be installed at the site of the new Fire Station 308.

Ms. Osborne advised she reached out to the artist to explain about the lighting concerns that were discussed during the last meeting, and shared that the artist had no issues working with the panel on changes. Ms. Osborne shared with the Commission that she received some feedback from the Fire Chief, who would like to see this piece closer to 6-8 feet in height. Ms. Osborne shared that working closely with the artist on the height adjustments would likely allow the lighting addition, while staying within budget.

Chair Lieu inquired about the Fire Chief's concern on the height, to which Ms. Osborne stated that there was general concern on the size of the pieces in relation to the area. She added that keeping them between six and eight feet would still allow for high visibility. Ms. Mielt felt that the pieces being positioned right on the corner would draw the public's attention.

Chair Lieu felt that having these pieces at eight feet would be best. Ms. Morgan concurred.

Ms. deJong expressed concern about the lighting, and asked if this would be lit up to the letters. Ms. Mielt agreed with Ms. deJong and shared the importance on the lighting to the letters.

Vice-Chair Welch asked if the landscape around this piece be included, Ms. Osborne added this would need to be discussed as a separate project. Ms. Mielt included that the landscape should be considered on future projects.

Chair Lieu asked for future art proposals to include renderings to be shared with Council to help visually during presentations. Vice-Chair Welch asked when the project would be taken to Council, to which Ms. Osborne proposed the second meeting in March. Chair Lieu advised to have someone from the panel to attend when proposal goes to Council.

Ms. Morgan reiterated the meaning behind this art piece and the importance in maintaining the highest height as possible.

Ms. Welch moved to approve the recommended 1.3% for the Arts-funded project to be installed at the site of the new Fire Station 308. Ms. deJong 2nd. 7 Yes votes. Motion carried.

Item 6 – Discussion pertaining to the procurement of an art piece for the city’s permanent collection.

Ms. Osborne shared that she spoke to Mr. Tyler, and stated that he understands the Commission is interested and the location still needs to be discussed.

Chair Lieu shared Ms. deJong had some suggestions to where these pieces may go. Ms. deJong stated she visited the Surprise TechCenter but quickly realized this may not be a good place because this is a gated area and would not be accessible. She shared her favorite place is where the Peace Pole is, because there’s a sitting area and it could add to this existing location. She also suggested an area around Arts HQ or on a median leading to City Hall. Chair Lieu added that she loves the idea of having these pieces outdoors, but advised that they would have to be incorporated on a stand. She shared her thought of placing them outside of the North Entrance to City Hall.

Ms. Osborne showed some photos taken by Ms. deJong based on her proposed locations.

Vice-Chair Welch added that she had the opportunity to see these pieces in person and realized the size, therefore she recommends placing them inside a city building.

Ms. Miett suggested placing them in the Surprise Senior Center where there is foot traffic.

Ms. Morgan suggested a covered area at the Stadium.

Chair Lieu suggested the Asante Library, where there’s a high amount of development in process in the surrounding area, and added it would be a great learning piece for students.

Ms. Miett suggested the Vista, but understands it’s not a city location.

Chair Lieu summarized that the Library and the Surprise Senior Center would be best locations, and stated that they can discuss further at a future meeting.

Item 7 – Discussion pertaining to a Commission retreat.

Chair Lieu explained her concerns for new Commissioners that have come on to the Arts Commission, and that she would like to review current policies & procedures, the master plan, the strategic plan, and answer any questions. She acknowledged that this meeting would be open to the public. She asked the Commission if they agreed and to propose a time for this retreat.

Ms. Osborne mentioned that she has seen meetings take place in the past where more formalized rules are addressed such as Open Meeting Law, Robert’s Rules of Order, and Conflict of Interest training, and instead recommended the Commission receive an overview of the Boards and Commissions handbook. She advised against having the formal setting where the Commission is on TV, and preferred to allow the opportunity for less of a spotlight through the cameras.

Chair Lieu mentioned items that could be discussed during the retreat, such as addressing what can and cannot be done while attending an art show or working with an artist. Ms. Osborne reminded the commission of the city's rapid growth and the challenges associated with the artists, art projects, and situations that the commission will come across, but mentioned that she is always available for any questions.

Ms. deJong asked when this retreat would take place, to which Ms. Osborne replied that it was still to be determined due to the pandemic and City Hall remaining closed to the public. She asked the Commission to send her any questions they wished they would have asked before becoming a Commissioner, and added that this will be helpful for training purposes. Vice-Chair Welch shared that the item she would like addressed is the correct protocol for communication. Ms. Osborne acknowledged Vice-Chair Welch, mentioning that it will be added to items to address during the retreat.

Other Business and Future Agenda Items:

- BacPac Aquatic Center Mural
- Joe Tyler 5 C's
- Give Your Community a Hand mural
- Arts & Cultural Grant Program
- CIP project update

ADJOURNMENT – Motion to adjourn 7:32 p.m. – Ms. deJong, 2nd by Ms. Welch. 7 Yes votes. Motion carried.

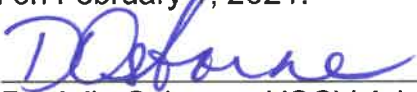

Margaret Lieu, Chair

ATTEST:


Karina Caraveo, Administrative Specialist

CERTIFICATION:

I, Danielle Osborne, HSCV Administrator for the City of Surprise City Manager's Office, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Arts and Cultural Advisory Commission meeting held on February 1, 2021.


Danielle Osborne, HSCV Administrator