



December 4, 2023 5:00 p.m.

HOW TO ATTEND

- **In-person:** American Lake Conference Room (First Floor), Lakewood City Hall, 6000 Main St SW.
- **Virtually:** Online or by phone. Online: <https://us06web.zoom.us/j/99677505460>. Or dial (253) 215-8782 and enter participant ID: 996 7750 5460.
- **Livestream:** YouTube.com/CityofLakewoodWA

Persons requesting special accommodations or language interpreters should call 253-983-7887, as soon as possible in advance of the meeting so that an attempt to provide special accommodations can be made.

WELCOME/CALL TO ORDER

Roll Call

Members: Emily Feleen-Chair, Earl Borgert-Vice-Chair, Shauna Alexander, Sylvi Estrella, Paige Hansen, Laura Martinez, Lani Neil, Darryl Owens, Lua Pritchard, Philip Raschke, Adrianna Serrienne, Susan Warner

Youth Council: Jaqueline Rodriguez Leal, Ruffaro Guzha, Marcos Rivera

Council Liaison: Patti Belle

PUBLIC COMMENT

APPROVAL OF MEETING MINUTES

Approving the minutes of the Arts Commission Meeting of November 6, 2023.

UNFINISHED BUSINESS

1. Public Art Policy Review
2. Review 2024 Work Plan
3. Rotating Art-Artist review and Selection for 2024 1st Quarter Artist
4. Artist Reception Recap-November 20, 2023 Artists Roberto Sanchez & Rene Julio

NEW BUSINESS

NEXT MEETING

Monday, January 8th at 5:00 p.m. in the American Lake Conference Room at Lakewood City Hall, 6000 Main St SW, Lakewood, WA 98499

ADJOURNMENT



Arts Commission Meeting Minutes

Monday, November 6, 2023, 5:00p.m.

City of Lakewood – American Lake Conference Room

6000 Main Street SW Lakewood, WA 98499

<https://www.youtube.com/user/cityoflakewoodwa>

Telephone via Zoom: 253.215.8782 Participant ID: 996 7750 5460

CALL TO ORDER

Emily Feleen called the meeting to order at 5:04 p.m.

ROLL CALL

Arts Commission Members Present: Emily Feleen-Chair, Earl Borgert-Vice Chair, Sylvi Estrella, Paige Hansen, Lani Neil, Darryl Owens, Phil Raschke, Adriana Serrienne

Arts Commission Members Excused: Laura Martinez, Susan Warner

Staff Present: Sally Martinez- Recreation Coordinator, Nikki York- Office Assistant

Youth Council Liaison Present: Jaqueline Rodriguez Leal

City Council Liaison Present: None

APPROVAL OF MINUTES

LUA PRITCHARD MOVED TO ADOPT THE ARTS COMMISSION MEETING MINUTES OF SEPTEMBER 11, 2023. SECONDED BY PAIGE HANSEN. VOICE VOTE WAS TAKEN AND MPU. PHIL RASCHKE MOVED TO ADOPT THE ARTS COMMISSION RETREAT MEETING MINUTES OF OCTOBER 23, 2023. SECONDED BY LUA PRITCHARD. VOICE VOTE WAS TAKEN AND MPU. AN ARTIST RECEPTION WAS HELD IN LIEU OF THE REGULAR ARTS COMMISSION MEETING OF OCTOBER 2, 2023

PUBLIC COMMENT

None.

NEW BUSINESS

Arts Commission Member Changes

Darwin Peters II resigned.

Welcome to new members Shauna Alexander and Laura Martinez.

New Youth Council liaisons: Jaqueline Rodriguez Leal, Ruffaro Guzha and Marcos Rivera

UNFINISHED BUSINESS

Public Art Policy Review

Emily Feleen read through the draft policy. The Commission made a few corrections to the formatting and wording. There was discussion on decommissioning of art work. It was recommended to add that the City of Lakewood reserves the right to decommission for any reason. Sylvi Estrella asked if a piece could be decommissioned if the artist as found to be anti-semitic or racist. Sally Martinez will compare to other City policies. Earl Borgert asked if the artist could have the option to purchase their artwork back if it were to be decommissioned. Paige Hansen moved to recommend the Public Art Policy to Council with changes. Earl Borgert seconded. MPU

Public Art Committee

River Mechschi Signal Box Art

The Commission reviewed the two designs. Phil Raschke moved to approve the designs. Paige Hansen seconded. MPU

Select 10 Locations for 2024 Signal Box Art

Earl Borgert will provide options for the commission to consider at the next meeting. Paige Hansen suggested Lake Steilacoom/Steilacoom Blvd. Earl Borgert asked if the electrical boxes that are pillars could be wrapped. A new map is needed since there are some locations that do not have a traffic signal as they have been replaced with roundabouts. Potential locations include 512 & Pac Hwy with a military theme and in one in front of the Ford Dealership.

Juan LaTorre Art Reception on October 2, 2023

67 people attended the reception.

Rotating Artists

The current rotating artists are Roberto Sanchez & Rene Julio.

Art Reception

The next Artist Reception for the current rotating art will be on November 20, 2023 from 5 p.m. to 7 p.m. at Lakewood City Hall. Paige Hansen suggested having a microphone so that the artists can speak about their work. Sally Martinez said that there may be a demo by the artists at the receptions.

2024 Rotating Artists

Emily Feleen said that the Pierce College is interested in providing art for the rotating art exhibit. Faculty could have art up in 2nd quarter. Students can provide art for the 4th quarter. The Commission reviewed work of artist Ron Snowden. Ron can show in the 1st quarter. Paige Hansen moved to have Ron Snowden be the rotating artist for the first quarter. Darryl Owens seconded. MPU The Commission reviewed work of Stephanie Boussard. It was also discussed that Sylvi Estrella and Darryl Owens have artwork. Sylvi Estrella suggested having an Arts Commission show. Sally Martinez would like to be prepared to have the rotating art selected at the beginning of the year so that it can be promoted. The Commission decided that they would like to review the artists work prior to selecting them. Sally Martinez asked that if artist have work they can email with the subject line: Rotating Art so that she can compile into a powerpoint presentation. If they do not have enough art to fill the space, they must be willing to share. Shauna Alexander suggested working with the Clover Park High Schools since they already have students creating artwork. Sally Martinez will reach out to the school district.

Review 2024 Work Plan

Tabled until next meeting.

Library Log Location

Tabled

Joint Council Meeting Recap

Sally Martinez thanked the Commission for being professional and passionate at the joint Council meeting.

Retreat Recap

The commission enjoyed Tyler Budge's presentation.

BOARD MEMBER COMMENTS

Jaqueline Rodriguez Leal, Youth Council Liason spoke to the Arts Commission about the idea of having student artists at the Jingle Bell 5k to present their work and encourage runners to keep going. The art could be selected by the youth council. Paige Hansen suggested that the Arts Commission act as mentors and help with choosing the art. The Commission is excited about the idea and can review the art on the December 4th meeting.

Earl Borgert asked if the City Council could do anything to possibly turn the old theater into an art gallery. The City does not own the property.

NEXT MEETING

The next regular meeting of the Arts Commission is scheduled for Monday, December 4, 2023 at 5:30 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:27 p.m.

Emily Feleen, Chair

Sally Martinez, Recreation Coordinator



TO: Lakewood Arts Commission

FROM: SALLY MARTINEZ, PARKS, RECREATION & COMMUNITY SERVICES

THROUGH:

DATE: DECEMBER 1, 2023

SUBJECT: UPDATE TO ARTS COMMISSION PUBLIC ART POLICY GUIDELINES

ATTACHMENTS: PUBLIC ART POLICY DRAFT

Summary: The Arts Commission Public Art Policy Guidelines has been updated since the last comprehensive review on November 6, 2023.

Background: This updated document has eliminated redundant information and has incorporated City of Lakewood language that has been approved and used for other City Policies, including the policy regarding Name/Renaming City Parks, Streets or Public Facilities. The updated policy guidelines is more succinct and to the point.

As a generalized overview, City Council approves work plans for the Arts Commission and funding for Public Art. The City Manager directs staffing for the work the City does. There is language in this document such as “City Manager or designee” – meaning the City Manager determines which city resources and board or commission (including the Arts Commission) is needed to work on the project.

The document is organized by section to more easily understand the process used to provide a variety of high-quality public art for the Lakewood community.

Section 1 – Artist Selection. *How we choose artists.*

Section 2 – Art Criteria. *How we choose the art.*

Section 3 – Review and Approval Process. *How the artist and/or proposed art is approved.*

Section 4 – Donations, Acquisitions, Memorials. *This section represents how other public art elements may fold into the City of Lakewood’s public art program to include an application process that provides specific criteria to gather information and facilitate the review and consideration of new artwork.*

Section 5 - Art on Loan.

Section 6 - City Art Purchases.

Section 7 - Decommission of Art Work.

Please review the revised document (it went from 10 pages to 6 = significantly reduced!) prior to our upcoming Arts Commission meeting.

We will go through this document at the December 4th, 2023 Arts Commission meeting, anticipate the Arts Commission will consider and approve the document and forward their recommendation to City Council.

The City Council agenda packet for this topic is due December 5th, 2023. The document will then be reviewed by City Council on December 11, 2023 at a study session and consideration / approval at a future Council meeting.

DRAFT ARTS COMMISSION PUBLIC ART POLICY GUIDELINES

The City of Lakewood provides a variety of high-quality public art as a vehicle to express the city's history and cultural heritage and as a means to enhance the community's sense of spirit, pride and values. The Lakewood Arts Commission strives to create a vibrant and healthy community with multiple opportunities to experience and value the arts and provides places for people to gather and create commonality.

PUBLIC ART SELECTION PROCESS

The City Council will approve the public art budget as part of their biennial budget process.

A variety of processes are in place to recommend and select artists or artwork to accommodate the various types of public art projects in Lakewood, including to but not limited to, signal box wraps, murals, rotating art and sculptures.

Section 1. ARTIST SELECTION

The Lakewood Arts Commission will recommend or select artists by giving priority to Lakewood artists and use the following preferences for selections, providing that the level of professionalism and relevance of artwork for the project of all the artists is equal:

1. Lakewood Artists
2. Greater Puget Sound Regional Artists
3. Pacific Northwest Artists
4. National Artists

In some instances, it may be suitable to partner with special groups and cultural organizations to be more specific, relevant or inclusive for a specific area or type of artwork.

The artist selection process includes these options:

- A. Open Competition: The City of Lakewood will develop and solicit through public advertisement a Request For Qualifications (RFQ) or Request For Proposal (RFP). The Lakewood Arts Commission will review submittals and recommend an artist or several artists that meet the project or RFP/RFQ requirements.

The RFQ/RFP process generally asks artists to submit the following information:

1. Cover sheet.
2. Letter of interest explaining submission including the theme or inspiration on which the artwork is based.
3. The artist's résumé.
4. Portfolio - Slides, photos, links to social media and examples of relevant work.

- B. Public Art Rosters: Artists may be selected from various Public Art Rosters that are available to the City. Currently these include, but are not limited to, the Washington State Arts Commission Roster, the Sound Transit Roster, and the City of Tacoma Mural Roster. Artists on public art rosters have been vetted. Information on the rosters include the artist's resumes, images of previous public installations/artwork, previous commissions, cost of commissions, where the artist has worked, and where the artist lives. The Arts Commission will narrow down the list to a select group of artists. Once the artists are selected to participate, they are invited to "opt in or out" of the process. Those who "opt in" are then asked to submit:

1. Short written responses to questions such as "What is your approach to public art and why are you interested in this project?"
2. Work Samples: Digital images of the artists completed work that are most relevant to the project. Work samples may also include images, location, budget, and description regarding concept and ideas.

- C. Direct Selection: The Lakewood Arts Commission may select or recommend an artist or completed work following a review of the artist's previous works, studio/gallery tour, and interview with the artist. The artwork must meet the criteria established by the City.

D. Stakeholder Group: A stakeholder group may be formed as needed to create and disseminate an RFQ/RFP, score submissions both independently and as a group, and present the scoring rubric to the Lakewood Arts Commission for discussion.

A stakeholder group may be comprised of Lakewood Arts Commission members, Council representatives, business owners, professionals and residents who represent different cultures and organizations.

Section 2. CRITERIA FOR SELECTING PUBLIC ART

The selection of the artists shall result in the commissioning, creating, purchasing or acquiring of artwork of the highest quality determined by a series of criteria (as applicable):

1. Quality: The inherent quality of the artwork is of the highest caliber.
2. Budget: Artist can complete the project within budget.
3. Deadline: Artist can complete the artwork within the given timeline.
4. Professionalism: Through work samples, the artist demonstrates evidence of some or all of the following: mastery of skills and techniques, professional approaches to process and presentation, and/or communication of unique vision or perspective.
5. Abilities: The artist's resume should demonstrate a professional level of commitment and experience, as appropriate to the project.
6. Style and Nature: The artwork is appropriate in scale, material, form, and content for the proposed surrounding environment and/or architecture. Particular attention is given to the function of the facility or place, the social and physical context of the artwork, and the way people may interact with the artwork.
7. Permanence and Technical Feasibility: Materials proposed for the project should be appropriate for proposed physical environment and public usage. Consideration will be given to structural and surface integrity, permitting, utility requirements, public safety, protection against theft, vandalism, weathering, excessive maintenance and repair costs and intended life expectancy of the work.
8. Diversity: Every effort will be made to represent Lakewood's cultural diversity. The overall program will strive for diversity of style, scale, media, subject matter, and geographic distribution of artwork. The program will strive to include innovative work as well as traditional art forms. This may include work from professionals as well as students or upcoming artists.

Section 3. REVIEW and APPROVAL PROCESS

Once a project and an artist has been recommended the Lakewood Arts Commission will create a design review process and timeline to support project development based on the Council approved project budget and work program.

The Lakewood Arts Commission will approve artwork under \$15,000. City Council will be briefed for concurrence for any artwork under \$15,000 prior to the work being completed.

City Council will review all artwork valued over \$15,000 and will be briefed throughout the design and development process and before any artwork is committed to fabrication.

City Council reviews and approves all artist contracts valued over \$50,000 per City Policy.

Section 4. PUBLIC ART DONATIONS, ACQUISITIONS OR MEMORIAL GUIDELINES

Proposed public art donations, acquisitions, or memorial applications will be submitted to the City and referred to City Council by the City Manager. The City Manager or designee, will direct a process appropriate to the proposal.

The City retains sole discretion to accept or reject proposed applications for donated, acquisition or memorial public art.

The application should contain the following information:

1. Name of applicant.
2. Description of proposed artwork.
3. Background information for proposed artwork.
4. Information of a proposed artists (if applicable).
5. Identification of community support, or interested or impacted stakeholders.
6. Description/Map of proposed location [if applicable].
7. Budget to support the development and implementation of the proposed artwork to include private contributions or community support.
8. Any restrictions set by the donor of a gift must be clearly identified on the application.

All proposed artwork is subject to Section 2: Criteria for Selecting Public Art.

Proposed memorial public art may be evaluated on the following criteria:

1. Memorial proposals honoring individuals or an event should represent a broad community interest or experience. Examples may include gathering areas and plazas, sculptures, artworks, fountains, poetry, symbols, plaques, fountains, and park site amenities.
2. The artwork expresses the spirit of the person(s) or event to be commemorated.
3. The artwork fits into the overall character of the City or already displayed public art.
4. Outstanding individuals or events will be considered posthumously. Consideration will be given when the person was exceptionally dedicated or demonstrated excellence in service in ways that made significant contribution to the Lakewood community or the person risked his or her life to save or protect others.
5. Memorials become part of the city art collection.

Memorial art shall not honor a living person or event, unless that person or event has made significant and outstanding contributions to the Lakewood community.

The waiting period of at least 36 months should elapse from the time of:

- A. The initial nomination of a living individual.
- B. The passing away of the deceased individual(s).
- C. The occurrence of the event.

Section 5. ART ON LOAN

For temporary artwork proposed on loan to the City of Lakewood, the owner or owner’s designee will be required to enter into an Art Display Agreement setting forth the length of the loan and other terms such as location, maintenance requirements, insurance, value of artwork, installation and removal responsibility, liability, security and other conditions pertinent to the agreement.

Section 6. CITY ART PURCHASES

The City of Lakewood will periodically acquire pieces of art to enrich the community, promote art appreciation, and enhance the aesthetics of Lakewood.

City Council will allocate a budget for the purchase of artwork as part of the biennial budget process. The amount will be determined based on available funds and cost of the recommended artwork.

Section 7. DECOMMISSION OF ARTWORK

The City of Lakewood reserves the right to decommission artwork for any reason. Situations may occur where it is in the best interest of the City - at the sole discretion of the City - to relocate, modify or decommission artwork.

Decommissioning or relocation of artwork may be considered for one or more of the following reasons:

1. The condition or security of the artwork cannot be reasonably guaranteed in its present location.
2. The artwork presents a public safety risk.
3. Significant changes in the use, character or actual design of the site requires re-evaluation of the artwork in relationship to the site.
4. The artwork requires excessive maintenance or has failures in design or workmanship, or the artwork is damaged and repair is not feasible.
5. The artwork or theme is discovered to be inauthentic, fraudulent or stolen.

The City of Lakewood will follow current surplus policies and requirements.

Artists whose work is being considered for decommission shall be formally notified by mail, using the current address of record originally provided by the artist and are given first right of refusal to purchase the artwork back.

No current member of the Lakewood Arts Commission or staff to the commission within the most recent two years from the date of consideration of decommission shall be allowed to bid and/or purchase the decommissioned artwork.

In the event that the removed artwork is sold, the proceeds of such sale shall be deposited into the City of Lakewood public art fund.



ARTS COMMISSION 2024 ANNUAL WORK PLAN AND MEETING SCHEDULE

Members:

Emilly Feleen, Chair	Lani Neil
Earl Borgert, Vice-Chair	Paige Hansen
Phillip Raschke	Sylvi Estrella
Darryl Owens	Laura Martinez
Lua Pritchard	Shauna Alexander
Susan Warner	

Council Liaison:

Patti Belle, Councilmember

City Staff Support:

Sally Martinez	Nikki York
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Meeting Schedule:

First Monday of the month, American Lake Room 5:00 – 6:15 p.m.

Note: The Arts Commission has two committees:

1. Public Art: Includes, Utility Box wraps, Murals, Special Events, Rotating art
2. Performing Arts: Includes Fiesta de la Familia, Street Festivals on Motor Ave, Summer Concert Series, Holiday Parade

2024 Work Plan:

1. Saturday Street Festivals at Motor Ave Plaza
2. Fiesta de la Familia
3. Summer Nights at the Pavilion Concert Series
4. Recruitment and Retention
5. Rotating Artists at City Hall, quarterly and quarterly artist reception
6. Mural Installation(s)
7. 10 Signal box wrap installations
8. Recommend one sculpture for rotating art per Public Art Plan
9. Arts Commission Retreat
10. Holiday Parade of Lights
11. Dedications and Ribbon Cuttings (as needed)

Date	Topic(s)
1.8.24	Officer Elections, Committee Formation, Adopt Work Plan, Schedule Rotating Art, Recommend 10 new signal box locations,
2.5.24	Committee reports, Plan Art Receptions, decide Mural location, call to artists for signal boxes, 2023 Special Event Review
3.4.24	Committee reports, Mural Artist selection, Review and selection of signal box art.



4.1.24	Committee reports, Street Festival event planning, signal box and mural update, Review New rotating artist selection display, set date for artist reception
5.6.24	Committee reports, Street Festival Implementation, Fiesta de la Familia planning, Mural and signal box update
6.3.24	Committee reports, Street Festival and Fiesta de la Familia planning, Mural work and signal box updates
7.1.24	No Meeting, New rotating artist display
8.5.24	Committee reports, Lodging Tax Grant for Concert Series, Fiesta Planning, signal box & mural updates, set retreat date
9.9.24	Committee reports, event planning, Prepare for Joint Commission meeting with Council, signal box update, retreat planning
9.23.24	Joint Commission meeting with Council
10.7.24	Committee reports, draft 2025 work plan developed
11.4.24	Committee reports, work program development, 2025 Board Chair Discussion, Parade planning, select rotating artists & create schedule for 2025
12.2.24	Committee reports, 2025 work program review, signal box and mural locations determined for 2025

Special Events:

Date	Event
Quarterly (TBD)	Artist Reception City Hall
January 8-13	MLK online video
June 1	Saturday Streets Festivals Jazz Night and Car Show
June-August	Summer Nights at the Pavilion Outdoor Concert Series
July 20	SummerFEST
September 7	Fiesta de la Familia
September	Arts Commission Retreat
October 7	Joint Commission Meeting
December 7	Holiday Parade of Lights/Judging of Floats