



Chairperson: Sarah Toney
Members: Melissa Melero – Moose
Eileen Gay
Stephanie Farias
Anne Higgenbotham

**DRAFT MEETING MINUTES OF THE
CITY OF SPARKS ARTS AND CULTURE ADVISORY COMMITTEE
TUESDAY, November 20, 2019 at 4:30 P.M.
PARKS AND RECREATION ADMINISTRATION BUILDING
98 RICHARDS WAY, SPARKS, NV**

1. Call to Order

The regular meeting of the City of Sparks Arts and Culture Advisory Committee was called to order by Chairperson Sara Toney at 4:31 p.m.

2. Roll Call

Present: Chairperson Sara Toney, Stephanie Farias, Anne Higgenbotham, Francine Burge, Staff, Melissa Melero-Moose arrived at 4:41 p.m. **Absent:** Eileen Gay

3. Public Comment

Students from Reno High School introduced themselves. They were present at the meeting as part of their government class requirement. The students were: Jake Novacek, Landon Murray, Lucas Seitz, Colby Thomas, Madi Paszek, Jason Montgomery, Kyle Fermoile, and Ethan Collinsworth.

Jason Prater, a local artist and business owner, introduced himself and described his business.

4. Agenda

4.1 Approval of the Agenda (For Possible Action)

Motion: Move to approve the agenda as submitted.
Moved by: Member Stephanie Farias
Seconded by: Member Anne Higgenbotham
Yes: Farias, Toney, Higgenbotham
No: None
Abstain: None
Absent: Member Melissa Melero-Moose
Vote: Motion passed unanimously 3-0

5. Minutes

5.1 Consideration and possible approval of the minutes for the February 19, 2019 City of Sparks Arts and Culture Advisory Committee meeting (For Possible Action)

Motion: Move to approve the minutes as submitted.
Moved by: Member Stephanie Farias
Seconded by: Member Anne Higgenbotham
Yes: Farias, Toney, Higgenbotham
No: None
Abstain: None
Absent: Member Melissa Melero-Moose
Vote: Motion passed unanimously 3-0

5.2 Consideration and possible approval of the minutes for the August 20, 2019 City of Sparks Arts and Culture Advisory Committee meeting (For Possible Action)

Motion: Move to approve the minutes as submitted.
Moved by: Member Anne Higgenbotham
Seconded by: Member Stephanie Farias
Yes: Farias, Toney, Higgenbotham
No: None
Abstain: None
Absent: Member Melissa Melero-Moose
Vote: Motion passed unanimously 3-0

6. Announcements, Presentations, Recognition Items, Reports and Items of Special Interest

6.1 Presentation: Open Meeting Law, presented by Julie Torres, Assistant City Clerk

Sparks Assistant City Clerk Julie Torres provided information on Open Meeting Law requirements applicable to the ACAC, presiding order, how agenda items are added to the agenda, definition of a public record, the timeline for when documents need to be posted, and committee members are not part of public input and should provide unagendized Announcements during the agenda item titled "Committee member Announcements". Committee members may ask questions that clarify details during an Announcement but there is to be no discussion.

7. General Business (For Possible Action)

7.1 Presentation, discussion and possible approval of the recommendations and outcomes portion of the Victorian Square Arts Overlay Plan to be incorporated into the Victorian Square Masterplan and adopted by the City of Sparks Planning Commission. (For possible action)

Francine Burge presented the recommendations of the Together, We See Sparks Creative Placemaking Master Plan for Victoria Square. The plan includes developmental challenges, description of what creative placemaking should accomplish in Victorian Square as well as short and mid/long-range recommendations. In describing the review process, Parks and Recreation Director Tracy Domingues provided clarification that ACAC provides recommendations to the Planning Commission not City Council and the Planning Commission then reports to City Council.

Goals of the Victorian Square Arts Overlay Plan include reinforcing Victorian Square as the center of Sparks' art and culture community, retaining the hometown feel of Sparks, and supporting the economic growth of downtown. Some of the masterplan's immediate recommendations include allocating \$75,000 from the City's Tourism Facility Revitalization fund to produce a temporary public art program, setting aside \$75,000 from the City's Tourism Facility Revitalization fund to commission a permanent work of public art in Victorian Square's central plaza, setting aside \$25,000 from the City's small arts fund to establish a public art policy and procedures for Victorian Square, and setting aside a small portion of publicly funded capital construction or renovation budgets and private development projects to fund the program. Chairperson Sarah Toney asked if Reno has a similar fund. Francine responded that they do but their money comes from tourism and not private development. The masterplan's mid to long range goals include developing a temporary public art program, creating gathering places for people, creating a new brand with signage for Victorian Square downtown, and create opportunities for community education.

For each project commissioned a selection panel would be created to select the artist and artwork. Sarah asked who defines the panel and Francine responded that ACAC picks the panel. Public comment would be taken at ACAC meetings as well as City Council.

Francine asked if the committee agrees with the recommendations and if anything was missed. Anne Higgenbotham asked about the community involvement throughout the process and where student art would fit in. Sarah clarified and said this topic is specifically about placement of pieces within Victorian Square. Tracy suggested that Francine provide a brief overview of the public input received. Francine described two mobile art projects that were done to get community input on

Victoria Square as well as surveys and online polls done to obtain qualitative data.

Motion: Move to approve the recommendations.
Moved by: Member Stephanie Farias
Seconded by: Member Melissa Melero-Moose
Yes: Farias, Toney, Higgenbotham, Melero-Moose
No: None
Abstain: None
Absent: None
Vote: Motion passed unanimously 4-0

7.2 Discussion and possible direction to staff to issue a Request for Qualifications for artists to create a mural for the Victorian Square Parking Garage. (For possible action)

Francine Burge went over a request for qualifications (RFQ) for a mural project at the downtown Sparks parking garage. Funding for the project is coming from redevelopment money and the goal is to assist with traffic flow. Chairperson Sarah Toney wanted to clarify that the \$20,000 for the project wasn't coming from their current fund (with a balance of approximately \$85,000) and Francine responded no it was not. Eileen Gay sent an email to Francine with a list of suggested updates to the RFQ that Francine read to the committee. Updates included allowing for paper submittals, adding dimensions of the mural site to the photo, and allowing for new RFQs to be released until the criteria is satisfied.

Motion: Move to approve the RFQ with the changes suggested by Eileen Gay.
Moved by: Member Stephanie Farias Melissa Melero-Moose
Seconded by: Member Stephanie Farias
Yes: Farias, Toney, Higgenbotham, Melero-Moose
No: None
Abstain: None
Absent: None
Vote: Motion passed unanimously 4-0

7.3 Discussion and possible direction to staff to issue a Request for Qualifications for artists to create a sidewalk artwork for "Be Safe Be Seen" Project on city sidewalks. (For possible action)

Priyasha Landry a cadet Girl Scout developed the flag portion of the "Be Safe Be Seen" project as her bronze project. She's currently working her silver project and wants to expand on the initial project by adding artwork and banners to the cross walks. This artwork would get pedestrians attention prior to crossing the street.

Chairperson Sarah Toney asked how many sites would be getting artwork. Priyasha's mother, Easperee Landry answered that the art and banners would be done at Van Gorder Elementary. Sarah asked where the funding was coming from for the banners and additional poles. Easperee responded that RTC is paying for that part of the project but if they don't come through Priyasha would be paying for it out of her cookie money. Francine Burge informed the committee that this project is before them because the artwork would be done on public property.

Member Anne Higgenbotham asked who is funding the replacement of stolen flags. Easperee responded that the City of Sparks is, and Director Tracy Domingues informed the committee that the City is currently working on their next budget and discussion how to continue to maintain the project in the future.

Sarah stated that Member Eileen Gay's RFQ recommendations for the parking garage mural could translate to this RFQ as well.

Motion: Move to approve the RFQ with the changes suggested by Eileen

	Gay.
Moved by:	Member Anne Higgenbotham
Seconded by:	Member Stephanie Farias
Yes:	Farias, Toney, Higgenbotham, Melero-Moose
No:	None
Abstain:	None
Absent:	None
Vote:	Motion passed unanimously 4-0

7.4 Discussion and possible direction to staff to develop a proposal to continue a partnership with Sierra Arts Foundation to hold more “Spark the Imagination” children’s art workshops in winter months. (For possible action)

Francine Burge would like to develop a proposal to continue a partnership with Sierra Arts Foundation and Washoe County Library to continue holding “Spark the Imagination” workshops in the winter. These workshops would be for children 6 years – 12 years old and include a performance, craft, and hand on activity.

Member Anne Higgenbotham asked how often the workshops would be held. Francine responded that the workshops would be once a month in the winter and free. Chairperson Sarah Toney asked Member Stephanie Farias if she thought the project should include performing arts. Stephanie responded that she thought theatre should be included as well.

The committee decided to move this item to the next meeting to allow Francine to develop a budget and proposal for review.

8. City Staff and Committee Member Announcements

8.1 City Staff Announcements

Francine Burge asked the committee to set a meeting for December so they could approve the Victorian Square art plan. A date was set for December 10, 2019 at 4:30, later revised to 12/17 to allow more time to finish plan.

Francine Burge informed the committee that an artist reception was being held Thursday at The Depot gallery at 5:30, which is the same night as Third Thursday.

Francine Burge informed the committee that the 1,000-crane project is being relocated to Alf Sorensen Community Center. The Drakulich Foundation is hosting a crane folding event on Thursday the 21st at Alf Sorensen from 9:00am -11:00am as well as a public unveiling on December 19th at 11:30am.

8.2 Committee Member Announcements

Member Melissa Melero-Moose Announced she would not apply for a second term. Her seat will become vacant. The opening will remain open until December 16, 2019. The Mayor will appoint a member in January to be accepted by the City Council at the next Council meeting in January.

9. Future Agenda Items

Francine Burge will add agenda item 7.4 to the next meeting as well as the Victoria Square Arts Overlay Plane.

10. Public Comment

Josh Prater asked the committee where the art projects are being advertised. Francine Burge responded that the RFQ is posted on the City’s website and that Sierra Arts Foundation distributes the information to the artist community via their artists registry. Some larger commissions would be posted nationally

through lists with Americans for the Arts.

11. Adjournment

The City of Sparks Arts and Culture Advisory Committee meeting was adjourned at 6:00 p.m.

Chairperson Sara Toney

ATTEST:

Secretary Emily Pate

>>>EP

DRAFT