

BELLEVUE ARTS COMMISSION  
REGULAR MEETING  
MINUTES

July 12, 2022  
4:30 p.m.

COMMISSIONERS PRESENT: Chairperson Lau Hui, Commissioners Bhargava, Enomoto, Gowdy, Gulati, Martinez

COMMISSIONERS ABSENT: Commissioner Aldredge

STAFF PRESENT: Manette Stamm, Lorie Hoffman, Department of Planning and Community Development; Brian Wendt, City Attorney's Office

OTHERS PRESENT: Councilmember Stokes

RECORDING SECRETARY: Gerry Lindsay

I. CALL TO ORDER

The meeting was called to order at 4:39 p.m. by Chair Lau Hui who presided. All Commissioners were present with the exception of Commissioner Enomoto, who arrived at 4:43 p.m., and Commissioner Aldredge.

2. APPROVAL OF AGENDA AND MINUTES

A. Approval of Agenda

**Motion to approve the agenda was made by Commissioner Martinez. The motion was seconded was by Commissioner Gulati and the motion carried unanimously.**

B. Approval of Minutes

**Motion to approve the May 3, 2022, minutes as submitted was made by Commissioner Gowdy. The motion was seconded was by Commissioner Bhargava and the motion carried unanimously.**

3. ORAL COMMUNICATIONS – None

4. ACTION ITEMS AND DISCUSSION ITEMS

B. Arts Commission Bylaws

Assistant City Attorney Brian Wendt noted that the adoption of Ordinance 6662 by the City Council in May requires the Arts Commission, along with other city boards and commissions, to make certain bylaw amendments, specifically in regard to remote participation in public meetings. Some additional amendments are also suggested to ensure greater consistency with the other advisory boards, to promote greater clarity and to correct certain citations. Prior to the pandemic, the Bellevue city code limited remote participation by board and commission members to no more than two members per meeting, and no Commission member could participate remotely in excess of four meetings per year. During the pandemic those

limitations were temporarily removed by the Council and on July 7, 2020, the Commission voted to suspend the limitation memorialized in the bylaws.

Given that it is now safe to once again meet in person, the Council adopted Ordinance 6662 which reinstates some limits on remote participation but with increased flexibility. The ordinance allows boards and commissions to conduct business remotely but limits the number of Commission members who can participate remotely at any one meeting to three but sets no cap on the number of meetings any one Commissioner can participate remotely. The presiding officer must conduct the business of the body in person. In the case where the Chair will not be present in person, the role of the presiding officer must be passed to someone present at the meeting. Accordingly, the changes to Article III Section A and Article V Section G are mandatory. The recommended changes relate to correcting citations, providing clarity and fixing typos.

The City Council will be revisiting the remote participation policy in a year. Successes and frustrations should be shared with the Council liaison.

Mr. Wendt said the proposed bylaw amendments would be brought back to the Commission's next meeting for formal adoption. Two-thirds of the body will need to vote in favor of approving the amendments.

The Commissioners were issued official city iPads and Mr. Wendt stated that they are intended to be used as tools to help the Commission do its work for the benefit of the city. It was stressed that use of the iPads should largely be limited to the work of the Commission. Personal use of the devices is allowed but should be minimal and in line with professional judgement, etiquette and common sense. Those doing the work of the government are subject to the Public Records Act. Records created in the course and scope of government work is potentially subject to search and disclosure.

Manette Stamm said each Commissioner had been assigned an official city email address and stressed that they should be used for all city business. The use of personal email for city business should be avoided to help protect personal privacy. Private email used to conduct the government's business could potentially be subject to public records search and disclosure.

Manette Stamm explained that iLegislate is where the city stores all minutes, agendas, agenda items and written communications. The site can be accessed from the application on the iPads and online. Links will be emailed as the agendas, packets and meeting materials are posted.

#### A. New Member Welcome

Manette Stamm welcomed new Commissioner Erika Enomoto. Commissioner Enomoto shared being excited to become a member of the Commission as someone who has been involved in the arts for more than a decade.

The Commissioners took a moment to introduce themselves to Commissioner Enomoto.

#### C. Bellwether Digital Residency Artist Selection

Manette Stamm shared with the Commissioners the artists recommended by the selection panel. The call for artists went out in early spring to artists living in King, Pierce and Snohomish counties. The selection panel reviewed all submitted materials and recommended four artists to take a full week in September to be hosted on the city's various social medial platforms, cross-pollinated on their own platforms.

Chair Lau Hui noted that there were more than 20 applications received, all of which represented unique cultures. During the first review, the panel worked through each of the applications and narrowed the list down to seven or eight. During the second review the panel selected four artists representing different art forms, techniques and cultures. The recommended artists were KT Hancock from Seattle who works in mixed media; Dustin Curtis from Seattle who works with puppetry and video; Warren Armando Pope from King County who works with digital/hybrid; and Xin Xin from Bellevue who works with acrylic, watercolor and marker.

Noting how different the works of each artist are, Commissioner Gulati asked how they would be displayed during Bellwether. Manette Stamm said the works will be posted to Instagram with links provided on Facebook. The artists will also provide links to their own pages. There will be a Bellwether webpage that will also have links.

Commissioner Martinez stressed that while the displays were all be digital, KT Hancock raised the idea of putting up a neon sign in Bellevue somewhere offering a physical aspect to the digital residency.

A motion to approve the panel-recommended artists was made by Commissioner Gulati. The motion was seconded by Commissioner Enomoto and the motion carried unanimously.

#### D. Bellwether Scope – Final RFP Review

Arts Community Manager Lorie Hoffman presented the Commissioners with the final draft of the Bellwether event management RFP for review and approval. Bellwether is a multi-disciplinary, multi-day and multi-sensory art event that typically occurs in September. The city has historically created and produced the event through a variety of methods, most recently with independent partnerships and curatorial teams. The current approach requires a significant amount of staff time which impacts the ability to make progress on other art goals and objectives, and it does not deliver the intended audience impacts of which the event is capable. Bellwether is ready to take the next step out into the world by moving to a model where the event is primarily managed by an organization with support from the city.

The RFP seeks proposals from management companies for how they would meet the project objectives of supporting the artists; cultural inclusivity; attendance and social/branding reach; cultivating sponsors; and to make the event about art and technology. The RFP outlines details in regard to what each respondent will need to submit. The RFP will be for two years and will be renewable for up to five years. The evaluation criteria will include cost; arts experiences and industry panels, lectures and workshops; marketing abilities; and experience in sponsorship development.

Chair Lau Hui praised the sponsorship element. The event is fairly intensive and sponsorships can help bring in the funding needed to make the event into some that is self-sustaining. Lorie Hoffman agreed the event has great potential for drawing in sponsors

Councilmember Stokes said it has been a great progression from holding the event every other year. Chair Lau Hui noted that the event began as only a sculpture event and has evolved into more of a festival.

Commissioner Martinez praised the notion of giving the event back to the community and expressed a hope to see some really good proposals submitted.

Lorie Hoffman said the RFP will be published and released by the end of July or early in August. Respondents will have until October 3 to apply. A panel will be seated to review the

submittals and make a recommendation for the full Commission to act on. The Commission's recommendation will be forwarded to the Council in November for approval of the contract. The selected managing organization will begin its work in February.

A motion to approve the 2023-2024 Bellwether Event Management RFP was made by Commissioner Gowdy. The motion was seconded by Commissioner Gulati and the motion carried unanimously.

## 5. COMMISSION QUICK BUSINESS

### A. Remote Participation Approval for Next Meeting

Manette Stamm noted that under the new rules, remote participation by Commissioners for a meeting must be approved at the prior meeting, and reiterated that only three Commissioners can participate remotely at any given meeting. The Commission's next meeting is scheduled for September 13.

Councilmember Stokes commented that Commissioners previously approved for remote participation who later determine they will in fact be able to attend in person can certainly do so. The hybrid approach will have its benefits but to a certain extent it will be a learning experience.

Commissioner Bhargava requested to be allowed to participate remotely indefinitely, and Commissioner Gulati requested to be allowed to participate remotely on September 13.

A motion to approve the request of Commissioner Bhargava to participate remotely indefinitely was made by Chair Lau Hui. The motion was seconded by Commissioner Martinez and the motion carried unanimously.

A motion to approve the request of Commissioner Gulati to participate remotely on September 13 was made by Commissioner Martinez. The motion was seconded by Commissioner Enomoto and the motion carried unanimously.

## 6. REPORTS

### A. Commissioners' Committee and Lead Reports – As Noted

### B. Project Updates from Staff

Lorie Hoffman reported that the first core group meeting for the Artspace study occurred on June 13. The group consists of artists, community members, Chair Lau Hui and Commissioner Gulati. The focus is on moving forward the arts market study in the BelRed Arts District. The group discussed the schedule, and spent time focused on the survey which will go live on July 13 and remain active for six weeks. In early August some focus groups will give insights regarding organizations and businesses that might need space on the ground floor of the structure. A final report should be in hand in October.

Lorie Hoffman said the BelRed Arts District is starting to take shape in terms of having an external non-profit management organization to work with the city. The first stakeholder insight meeting was held on June 23 and included a review of all the studies done since 2008. The next meeting is slated for the first week of August at which the focus will be on a direct charter, logo and website. The group has created a mission statement and will soon open a

bank account. State certification is on the radar but will be held off for the non-profit to apply for.

Councilmember Stokes allowed that the issue has been in process for a very long time. The steps being taken are very important and can be replicated in other parts of the city as well.

Lorie Hoffman reported that the Council approved the fabrication and installation contract for the 130<sup>th</sup> Streetscape public art project. The artist Po Shu Wang hopes to have the work installed by the end of next year.

The Eastside artist roster is up to 127 artists with an additional 97 still in progress.

All but one of the new pieces have been acquired for the portable collection. The works are being framed and stored ready for installation at City Hall in September. An artist reception will be one of the Bellwether events. Some of the works will ultimately be available for display at city-owned facilities, including community centers, and some of the works will find permanent homes. There is a budget dedicated to maintenance, and there is an ongoing portable art budget.

With regard to the artist roster, Commissioner Gulati asked if, when there is a call for an artist, those on the list automatically receive an email. Manette Stamm said everyone on the list are notified about grant opportunities and opportunities in general for artists. Lorie Hoffman added that the information is also sent out via social media.

Manette Stamm reported that the mural project has encountered some issues that will require postponing the project until next year. One issue is the lack of time to apply for the necessary permits and to get contracts completed. Another issue is that the city is still working with Sound Transit on the transfer of ownership for the chosen walls. There are hesitations regarding whether or not the city can paint on walls not fully owned by the city.

Manette Stamm stated that the utility wrap program is moving forward, and said the grant guidelines have been published. There will be information sessions on July 18 and 28.

Chair Lau Hui asked about making videos to assist in the grant application process. Commissioner Gulati suggested making a single video with voiceovers in various languages. Lorie Hoffman said information is being translated into six languages, and added that the information sessions could be recorded and possibly subtitled. There is not enough time to professionally record a video in time for the application process.

Commissioner Enomoto noted that Artist Trust offered office hours during which artists could come in have their applications reviewed before submitting them. Lorie Hoffman said that could be done in one-on-one meetings between the application opening and closing dates.

Lorie Hoffman added that the city's budget is determined biannually. The Eastside Arts Partnership grants have always been approached annually, but the intent is to begin awarding them on a two-year cycle to reduce the administrative burden. While the awards will still be annual, programs that are completed and are still in good standing can have after the first year can be rolled into a second year.

Manette Stamm said the project grants will continue to be annual. For the current year more will be offered to non-profit organizations that apply for grants using funding from the National Endowment For the Arts.

Chair Lau Hui encouraged Commissioners who have not previously engaged in the grant review process to do so. Commissioners Martinez and Enomoto volunteered.

8. ADJOURNMENT

Chair Lau Hui adjourned the meeting at 5:59 p.m.