



**NOTICE OF PUBLIC MEETING**  
**CITY OF ALBANY**  
**ALBANY ARTS COMMISSION**  
City Hall, Calapooia Room  
Tuesday, August 12, 2014  
3:30 pm

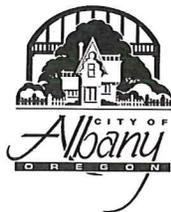
AGENDA

1. ROLL CALL
2. APPROVAL OF June 10, 2014 MINUTES
3. BUSINESS FROM THE PUBLIC
4. DISCUSSION ITEMS
  - a. Joint meeting with Corvallis Arts and Culture Commission
  - b. Commission Vacancy
  - c. City Hall Exhibit Policy – Billie
  - d. October Show (Albany’s 150 year celebration) – All
5. ACTION ITEMS
6. EXHIBITS– approve submissions (if any)  
Josef Stitts
7. BUSINESS FROM THE COMMISSION
8. NEXT MEETING DATE  
*The next regularly scheduled meeting is Tuesday September 9, 2014*

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The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, advance notice is requested by calling 541-917-7506.

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CITY OF ALBANY  
ARTS COMMISSION  
Calapooia Room, Albany City Hall  
Tuesday, June 10, 2014  
3:30 p.m.

MINUTES

Commission members present: Melissa Babcock Saylor (Chair), Chuck Leland, Billie Moore, Lynn Whitacre

Commission members absent: Margaret (Peggy) Kroessin, Anne Bose, Linda Herd

Staff present: Ed Hodney, Parks & Recreation Director; Ron Irish, Transportation Systems Analyst; Debbie Little, Administrative Assistant

Guest present: Karyle Butcher, Corvallis Arts and Culture Commission

1. **CALL TO ORDER**

The meeting was called to order at 3:30 p.m.

2. **APPROVAL OF MINUTES**

**MOTION:** Chuck Leland moved to approve the April 8, 2014 minutes as presented. Lynn Whitacre seconded the motion, and it **passed** 4-0.

3. **BUSINESS FROM THE PUBLIC**

None

4. **DISCUSSION ITEMS**

a. Corvallis Arts & Culture Commission

Karyle is interested in the programs, projects, and events of the Arts Commission. A brief overview of the Arts Commission was provided. Karyle is also interested in conducting a joint meeting and artist social.

**ACTION ITEMS:**

- Debbie will send a copy of the Art Ordinance to Karyle.

b. Public Art

Lynn briefly reviewed the project idea for Ron Irish. Ron noted a large amount of the traffic lights are not controlled by the City of Albany, but are under state jurisdiction. Ron distributed a map of the Albany jurisdiction intersection operations.

Ed reminded the Commission a formal proposal and application process would need to be created. The proposal will need to be vetted by the Traffic Safety Commission, approved by the Public Works Director, and finally City Council approval. Brief discussion followed.

c. Teen Art Show Debrief

The number of entries for the show was low, as well as teacher involvement. The Commission discussed whether to continue the show in the future. Melissa suggested holding the event every other year. Billie suggested having more volunteers to assist the students, and the event. Brief discussion followed.

d. City Hall Exhibits

Billie distributed proposed changes to the Arts Exhibit policy. Commissioners will review and discuss at a later date.

e. October Show

Billie has started putting together the prospectus for the October show celebrating the City of Albany 150 years. She distributed a draft of the show process, and needs from the Commissioners. Each Commissioner will need to develop an expectation and goal statement for Billie to incorporate into the prospectus. Brief discussion followed.

**ACTION ITEM:**

- Melissa will send an email to the Commissioners to see if the October show is still something the Commission is willing to take on.

5. ACTION ITEMS

None

6. EXHIBITS

Rinee Merrit submitted an application to display at City Hall. The Commission reviewed the application and art sample submission.

**MOTION:** Chuck Leland moved to accept Rinee Merrit to display in City Hall. Billie Moore seconded the motion, on the condition Rinee would have enough art pieces to display, and availability of the display case. Motion **passed** 4-0.

**ACTION ITEM:**

- Billie will follow up with Rinee Merrit.

7. BUSINESS FROM THE COMMISSION

Chuck inquired about the attendance policy of the Commission. Ed noted commission positions are appointed by the Mayor, so if anyone has three or more unexcused absences in a 12 month period, the remaining commissioners may request she consider replacing the appointment.

**ACTION ITEM:**

- Debbie will create an attendance report of the last 12 months.

Lynn would like to start looking for a location to hold Going to Pots. The event was held the last two years at Two Rivers Market, and the Commission agreed the location is good.

**ACTION ITEM:**

- Lynn will contact Ken Hart regarding use of the space in Two Rivers Market.

8. NEXT MEETING

The next regularly scheduled meeting is July 8, 2014 at 3:30 p.m. in the Calapooia Room in City Hall.

The meeting was adjourned at approximately 4:50 p.m.

Respectfully submitted,

Debbie Little, Administrative Assistant I, Albany Parks & Recreation

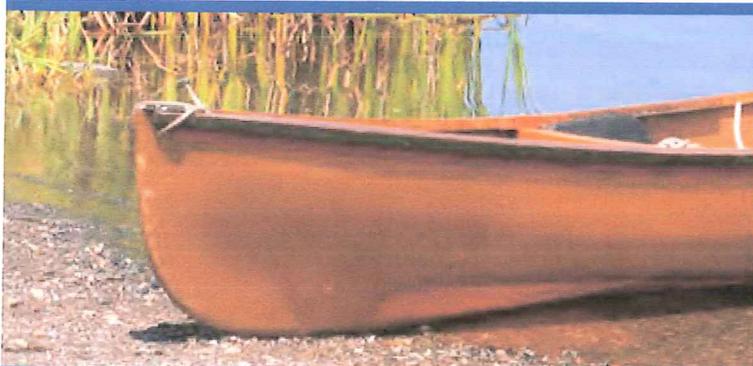


# Proposal for City of Corvallis Arts & Culture Study and Strategic Planning



**CONSERVATION**  
TECHNIX

PO Box 12736 - Portland, OR 97212  
503.989.9345 - [conservationtechnix.com](http://conservationtechnix.com)



Assisting local agencies and non-profits finance  
and conserve greenspaces today.

PLANNING TODAY...  
GREENING TOMORROW

# 1 Overview

## Introduction

Conservation Technix is pleased to transmit our team's qualifications in response to your solicitation. With special focus and significant expertise in community livability planning, Conservation Technix is a well-qualified choice to assist the City of Corvallis in developing an Arts and Culture Impact Study and Strategic Plan. With over 15 years of experience in community-based planning, facilitation and project management, the firm provides a creative, solutions-oriented approach to projects and excels at integrating long-range planning, implementation strategies and fiscal analysis into its work.

In addition to traditional parks and recreation master plans, Conservation Technix has developed plans that address and focus on other aspects of community livability. These include in-depth trail system plans with design standards, healthy community and active lifestyle approaches, and cultural and human service policies - all with funding strategies and clear implementation tools.

We recognize the challenges related to promoting and sustaining a vibrant arts community, and through this project we would aim to highlight the unique attributes and stories of the Corvallis arts and culture environment. We see this project as more than a technical study, but as one that can help the City and the Arts & Culture Commission connect with its local partners to build momentum and support for the program.

## Firm Profile



Conservation Technix  
PO Box 12736  
Portland, OR 97212  
Phone: 503-989-9345  
conservationtechnix.com

Founded in 2006, Conservation Technix assists local government and non-profit organizations in efforts to finance and conserve greenspaces through innovative solutions and dynamic strategy development and provides the following professional services:

- Comprehensive Park, Recreation, Natural Resource and Cultural Planning
- Public Involvement & Facilitation
- Fiscal, Policy and Trend Analyses
- Conservation Strategy, Real Property Acquisition & Grant Writing

Conservation Technix specializes in developing comprehensive park system master plans that address park and recreation facilities, open space and trails, programs and services, maintenance, and future staffing and funding strategies. Through significant and relevant experience in public administration and management, Conservation Technix' staff have "on the ground" knowledge of plan implementation, marketing and finance strategy development, along with a keen understanding of the requisite integration of capital facility planning, budgeting and operations. Conservation Technix' approach to open space planning enables substantial public involvement and engenders guidance from policymakers to ensure an implementable plan adapted to specific community goals.

The firm is a certified Tier-1 Emerging Small Business, and all 5 professional staff have experience as public sector park planners, with over 55 years of combined experience. We are active in the National Recreation & Parks Association, Society of Outdoor Recreation Professionals, American Planning Association and International Society of Arboriculture.

## Customer Service & Quality Control

Conservation Technix is a firm that is driven to assist local government and non-profit organizations through innovative solutions and dynamic strategy development. At our core, we are a planning firm that embraces and respects community-based public processes and aims to use public engagement to build community understanding for and support in client projects and programs.

Our aim is to provide high quality, good value and consistent services to our clients - seeking to provide our services in a timely manner that meets client expectations and needs. We work under the following tenets:

- We encourage customer feedback - whether positive or negative. We listen to client feedback about our services and deliverables and proactively seek to redress any issues or concerns
- Our staff can respond quickly to changing needs and circumstances of clients, and do so with tight team integration and coordination
- Senior management is fully and visibly engaged in client communications, service delivery and quality control - allowing us to monitor customer service on a regular and consistent basis

All of our professional staff are former public sector employees, and as such, we have a unique and special understanding for the role of residents and local stakeholders to a project of this nature and extend the highest quality customer service and respect to them. We understand that our performance and communications can be viewed as an extension of the City, and this is why we place such importance on frequent communications with staff and for pre-planning sessions in advance of public meetings, events or other activities in the public realm.

## 2 Project Understanding

This project entails the development of an arts and culture impact analysis and strategic plan framework, built upon community involvement and guidance from the Arts & Culture Commission and City staff. The purpose of the project is to assess the value and impact of local arts and culture activities on the Corvallis economy and to provide a framework of strategies and actions to position Corvallis as an arts and culture destination. The major objectives are to:

- Engage the local arts community and residents to inform strategy development;
- Explore and assess the economic impact and value of the local arts and culture community and compare the local arts industry to a set of comparable cities;
- Identify and explore ways to promote or leverage the relationships between public, private and non-profit organizations and activities; and,
- Compose strategic goals and guidelines, along with an implementation timeline, to enhance and strengthen the local arts community and position the City as an arts and culture destination.

We will work with staff to define a relevant outreach program, and our team will embrace and incorporate staff, stakeholder and public input to deliver a arts and culture strategic framework that is focused and specific to the needs of City's arts community and residents.

## 3 Project Scope

### Task 1: Project Initiation & Management

Hold a project kick-off meeting with City staff to refine the scope of the project and to consider the following:

- Review and discuss the overall goals, objectives and milestones for the project
- Define a community and stakeholder outreach plan to include team and staff roles
- Identify key community stakeholders including agencies, organizations and individuals; Discuss current community interests and issues

Hold periodic project coordination meetings, in-person or via phone conference, with City staff to review and discuss work products and prepare for community outreach.

### Task 2: Existing Conditions & Metrics

Assemble, review and analyze all pertinent, existing print and electronic studies, surveys and reports as provided by the Arts & Culture Commission. These will include reports on the economic impacts of the arts industry, 2012 survey of the arts community and other supporting studies and indices.

### Task 3: Economic Impact Assessment

Utilizing the methodologies from the sample studies provided by the City, assess the economic contributions and value of the Corvallis arts and culture community on the local economy. Prepare an analysis and estimate of the annual contributions from the arts sector into the economy and provide summary data in tables and charts for review and consideration by the Arts & Culture Commission.

### Task 4: Comparables & Positioning

Compile and review arts and culture profiles of five select comparable cities as defined by the City, which include Albany (OR), Ashland (OR), Hillsboro (OR), Fort Collins (CO) and Bellingham (WA). For each comparable, highlight the organization, structure and funding of the arts and culture community using available data and documentation. Coordinate with City staff on opportunities to identify and leverage existing relationships within the Corvallis community. Explore the City's position for arts and culture within its network of public, private and non-profit organizations. Initiate a list of considerations regarding partnerships, structures and planning for use in the strategic planning task (Task 6).

### Task 5: Community Engagement

#### Task 5.1. Stakeholder Discussions

Conduct up to two stakeholder group discussions to more deeply address areas of partnership, roles, actions or activities that could strengthen and/or support arts and culture within the City. Potential stakeholders may include the Corvallis Art Guild, The Arts Center, Majestic Theater, Fall Festival and OSU.

#### Task 5.2 Community Meeting

Host one community open house meeting to explore the role of arts and cultural activities in the City. Review the preliminary findings and considerations of the economic impact study and comparables. Explore ideas about promoting and funding arts and culture programs within the City.

Prepare presentation materials specific to the session's format and intent, facilitate group discussions, record comments and produce meeting summaries.

### Task 6: Strategic Planning & Financing

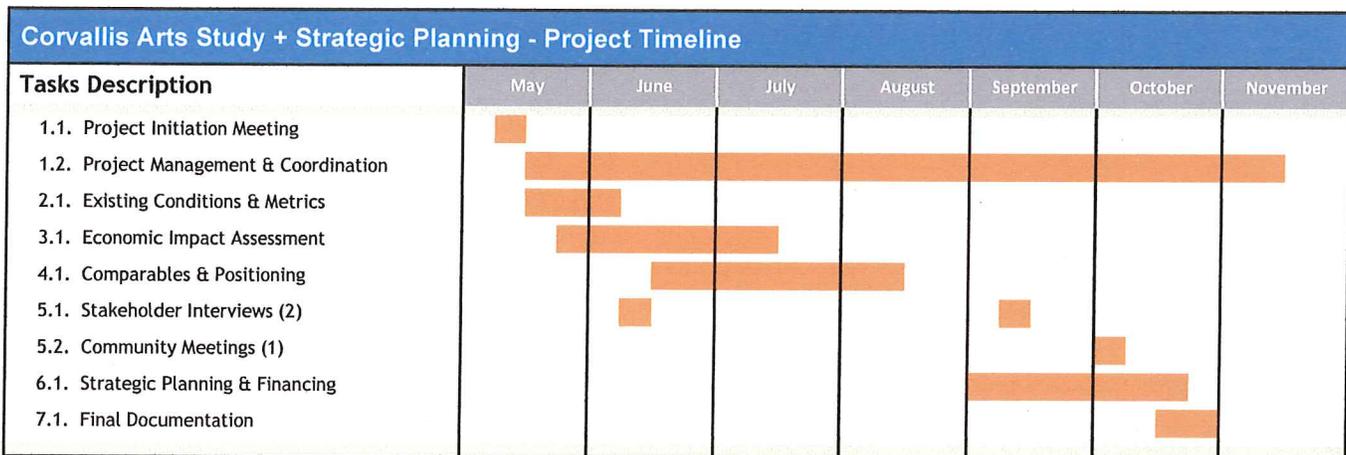
Synthesize and summarize the findings from the economic impact assessment and comparables study. Prepare draft framework of elements, strategies and actions, along with timing considerations, necessary to redefine Corvallis as an arts and culture destination. Identify opportunities for partnerships or cooperative arrangements with private or community organizations. Explore program financing needs and provide a financial strategy to support the framework strategies and action items, which may include public funding sources, grants and strategic partnerships with private entities.

### Task 7. Final Documentation

Incorporate final comments of written deliverables from the Arts & Culture Commission to finalize the project. Coordinate with staff regarding the final review and acceptance by the Commission. Prepare a CD of all deliverables in digital format at project completion.

## Project Timeline

The following timeline illustrates our approach to sequencing the various tasks for completing this project.



## 4 Cost Proposal

To complete the scope of work identified in this submittal, we propose a total not-to-exceed cost (including expenses) of \$10,000. A fee summary, staff rates and an expense schedule are listed below. We will work with the City to prepare a revised scope and budget, consistent with the available resources, as needed.

### Staff Rates

Firm	Staff	Rate
Conservation Technix	Principal	\$ 130
	Senior Associate	\$ 115
	Associate	\$ 90

### Expense Schedule

Item	Cost
Mileage	\$0.56 per mile
8.5x11	\$0.10 per page
8.5x11 color	\$1 per page
11x17	\$0.20 per page
11x17 color	\$2 per page
Color Plot 17x22	\$16 per page
Color Plot 24x36	\$36 per page
Facsimile	\$1 per page
Direct expenses, including outside printing and reproduction, parking, postage, travel	Charges billed as incurred

### Fee Summary by Task

TASK	Fee Subtotal
Task 1: Project Initiation and Management	\$ 910
Task 2: Existing Conditions & Metrics	\$ 930
Task 3: Economic Impact Assessment	\$ 1,320
Task 4: Comparables & Positioning	\$ 1,320
Task 5: Community Engagement	\$ 2,670
Task 6: Strategic Planning & Financing	\$ 2,150
Task 7: Final Documentation	\$ 350
Direct Costs	\$ 350
<b>GRAND TOTAL</b>	<b>\$ 10,000</b>

*"...insightful, attentive and team oriented. Their understanding of local issues and conditions was instrumental in the production of a quality product that will benefit our community now and in to the future."*

*- Kurt Reuter, City of Fife*

*"...technically proficient, highly responsive to client needs, and possesses the political experience to help staff navigate the myriad groups involved in adoption of public planning documents."*

*- Wyn Birkenthal, City of Bremerton*

*"The process increased the level of support community wide and helped us make a case for an Urban Forestry Management Fee primarily because we could tell our decision makers exactly what we would be spending it on – the highest priorities as identified by the plan. Your writing style and the way you organized the information really worked for us – the end product is something that we use & is an example for other cities"*

*- Becky Merja, City of Corvallis*

*"As an experienced acquisition program manager, Steve Duh of Conservation Technix provided Vancouver-Clark Parks and Recreation with a customized overview of the land acquisition processes specific to our needs. The time saving reference resources and document templates provided the advantage needed to hit the ground running under critical deadlines, resulting in multiple successful property acquisitions to expand our park system."*

*- Monica Tubberville, City of Vancouver*

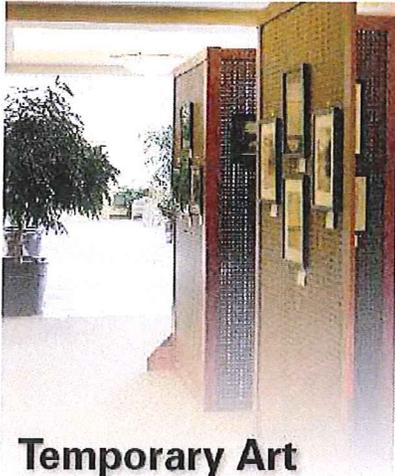


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# CALL TO ARTISTS



## Temporary Art Exhibit Space

The City of Albany and Albany Arts Commission invite artists and arts organizations to submit proposals for use of rotating exhibit space in Albany City Hall.

The number of works of art to be displayed is dependent on the size of the artwork. Artists are encouraged to review the spaces prior to submission.

Albany Arts Commission  
Melissa Babcock Saylor, Chair  
Billie Moore, Vice-Chair  
Linda Herd  
Ann Bose  
Charles Leland  
Lynn Whitacre

For more information contact:  
Albany Arts Commission  
Billie Moore  
541-928-6182

City of Albany  
Debbie Little  
Phone: (541) 917-7778

### Policy

It is the policy of the Albany Arts Commission to encourage rotating exhibits that showcase artistic talent the mid-Willamette Valley.

All proposed exhibits of obvious artistic merit will be considered, but priority will be given to exhibits by artists and art organizations residing within 25 miles of Albany. Those criteria include artwork that:

1. Incorporates light and movement
2. Sparks curiosity and interest
3. Is appropriate for public display.

All items will be juried by the Albany Arts Commission.

All submitted artwork must be the artist's own work, or must display written attribution in the title or accompanying description

### Procedure and Schedule

Rotating exhibit space will be scheduled in one-month intervals at City Hall. The Albany Arts Commission meets the second Tuesday of each month. Interested artist and arts organizations are encouraged to submit proposals for exhibit. A committee member will contact the artist and /or arts organization to notify them of acceptance.

An application, with photograph samples of current work, is required for review by the Arts Commission. Please drop off, send or email the application and your samples to the following:

Albany Arts Commission  
Parks & Recreation Department  
333 Broadalbin St SW  
Albany, OR 97321  
debbie.little@cityofalbany.net

Please enclose a self-addressed, stamped envelope if you want your photographs and information returned.

### Installation

All artwork for the temporary exhibit will need to be hung on the first business day of the month and removed the last business day of the month.

Artists are responsible for transportation of accepted work. Artists or group representative must supply an inventory list to the Parks & Recreation Department that includes artist name and price of each piece.

### Gallery Hours

Temporary exhibits can be viewed during the regular business hours of Albany City Hall.

### Size Limits

Artists will need to preview the areas used for exhibiting artwork. Each area is different and the sizes of your artwork will determine the number of pieces accommodated. Artists should have a minimum of 35 pieces. The display space will accommodate up to 80 pieces depending on size.

### Proceeds

All sales are processed through the Parks & Recreation Department. A 15 percent commission, payable to The City of Albany, will be collected on all sales of artwork during temporary exhibits. The City will dispense payment to the artist minus the 15% commission. A W-9 is required from the artist for payment from the City of Albany. Proceeds will go to the Albany Arts Commission, which is charged with supporting public art in Albany.

Sold pieces should remain displayed until the end of the exhibition. If a purchased piece needs to be removed, it is to be replaced within 24 hours, and the inventory list indicates the change.

### Agreement

Accepted work must be labeled with contact information. Wall pieces must be framed or presented on gallery style canvases with finished edges, and ready to hang. Fragile surfaces must be protected by glass or Plexiglas.

Artists are responsible for insuring their work during the exhibit. It is the artist's responsibility to hang their work in a way that will deter theft.

Artists or arts organizations are expected to pick their work up on the closing day of the exhibit, unless alternate arrangements with the Parks & Recreation Department have been made for storage.



# Art Exhibit Space Application

Date: July-17<sup>th</sup>-2014

Artist/  
Organization Name: Mr. Josef Tecumseh Stitzs

Address: 3930 NW Witham Hill Drive Apt #105

State/Province: OREGON Zip/Postal Code: 97330

Phone: (760) 504-6374

Email address: joseftecumsehstitzs@gmail.com

Website: joseftecumsehstitzs.net

Contact Person (If Organization is Applying)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Albany Arts Commission

Send Completed Form with Submissions to:

Mail or drop off in person:  
Albany Arts Commission  
C/O Albany Parks and Recreation  
333 Broadalbin St. SW  
Albany, OR 97321

Email:  
debbie.little@cityofalbany.net

541-917-7778

Display Location Interest:

- City Hall       Phantom Art Gallery\*       Either

Mediums: Acrylic  
Pen  
Sharpie  
photographic print + Paint

July 2014 Guistena Gallery Open Call  
Experience/Education: 2013 Burning Man Art Festival  
Study Abroad: Paris + French Riviera - Museum study - 2013  
Bachelors of Art Studio 2013 UCDAVIS  
2013 Senior Show UCDAVIS Basement Gallery  
2013 Winter Awards show UCDAVIS Basement Gallery

Showings/Representation:

- July 2014 Guistena Gallery Open Call
- August 2013, Black Rock City, Burning Man Festival
- June 2013 La Napoule River Showings, France
- May 2013 UCDAVIS Senior show, Davis, CA

Memberships: "All Things Great" artist Collective, DAVIS, CA 2013  
• Pinhole Project Photography, Black Rock City, Nevada 2012-2013

Statement: For me, art is an Adventure, where I wander towards the wonder. Working en plein air, my paintings grow from the finding of a truly magical experience. I then, use pen and ink to emphasize live in space. Overall my work uses movement and storytelling to transport the viewer to a simply wonderful place. And with my signature style, I aim to recreate landscapes for all. And with the teachings of my experimental photography collective, my work has turned towards the multimedia.

I have read the Call-To-Artist Policy and agree to the terms included therein.

Printed Name Josef T. Stitzs

Signature



