

Arts & Culture Board of Trustees: November 29, 2023

Board Members

Chair: Michele Carter
Vice Chair: Betsy Varland
Secretary: Chevy Meyer
Treasurer: Richard Burk

Shea Burk
Amanda Smylie
Karma McKelvey
City Staff: Clara Chaffin

Meeting Called to Order at 5:30pm.

Attendees

- **Board:** Michele, Betsy, Chevy, Richard, Amada, Shea
- **Absent Board:** Karma
- **City:** Clara, JD, Heidi (representing Strategic Doing KPI's and Historic Preservation Commission)
- **Guests:** Josh Butts, Culture Officer at Converse County Bank

Introductions

Approval of Agenda

- **Motion:** Shea
- **Second:** Betsy
- **Discussion:** None.
- **Vote:** 6/0, 1 absent

Approval of October 25, 2023 Meeting Minutes

- **Motion:** Chevy
- **Second:** Richard
- **Discussion:** None.
- **Vote:** 6/0, 1 absent

Treasurer Report (Richard Burk)

Account	Amount	Billed	Balance	Strategic Doing
56-5560-2153	\$50,000.00	\$27,304.75	\$22,695.25	UPI-05 Downtown Streetscape. (Clara)
56-5560-6544	n/a	n/a	n/a	UPI-05 Downtown Streetscape. (Clara)
65-5650-2153	\$20,000.00		\$20,000.00	UPI-06 Interactive feature at Jackalope Square. (Heidi)
65-5650-6544	\$180,000.00		\$180,000.00	UPI-06 Interactive feature at Jackalope Square. (Heidi)
10-5100-2158	\$15,000.00		\$15,000.00	UPI-08 Visual arts program. (Teya)
10-5100-2115	\$6,200.00		\$6,200.00	UPI-09 Cultural programming. (Heidi)
10-5100-2158	\$12,500.00		\$12,500.00	UPI-09 Cultural programming. (Heidi)

Clara reviewed the budget. JD reminded the Board that the funds are there to be invested into the community.

- **Motion:** Richard

- **Second:** Betsy
- **Discussion:** None.
- **Vote:** 6/0, 1 absent

Action Item Review

- **Michele:** Contact schoolteachers and request they bring ideas with them regarding the rice-paper murals.
Update: Jeremy (CCSD#1) requested a list of questions be provided for him to respond to.
 How would the rice paper murals be attached to buildings?
 How long would they last?
 What is the square foot cost? How would the paper be removed and what would the cost be?
 Would the murals be a senior project?
 How long would the install take and cost?
 What risk management protocols would be employed?
- **Richard:** Request Wyoming Arts Alliance schedule the More Art Program (MAP) program; possibly for January with the idea of putting a FY25 plan and five-year plan together.
Update: Richard has applied online, including the 5-year plan. January is an appropriate timeframe. Could do one full day (Saturday) or break into two half days (Saturday/Sunday). February will not work, aim for January. Consider who else to invite to the meeting.
Request January 6th.
- **Shea:** Request the Community Choir for the Jackalope Square Lighting on December 1.
Update: Community Choir was not available. May have a group of church members attend. Have starting planning for next year.
- **Board:** Set this year's fiscal year plan by the December 13 meeting.
Update: (see below)
- **Clara:** Add SD document to Arts & Culture SharePoint.
Update: Done.
- **Clara:** Bring Walnut Street parking lot concept drawing to the next meeting.
Update: (see below)
- **Clara:** Request Heidi to attend to discuss interactive feature at Jackalope Square.
Update: Done.
- **JD:** Recommendation to the Converse County Tourism Board to consider getting quotes for a bronze "Harriett" given the vandalism the City is experiencing.
Update: JD will speak with the Converse County Tourism Board. Tourism Board would like to see the plans for both Jack and Harriett and would like to see Jack placed.

Continuation of Jackalope Statue Conversation

Rice paper murals would be attached to the alley side of the buildings downtown. Any changes to the exterior of a building in the Historic District must go before the Downtown Douglas Historic District Review Panel for approval. Art would have to be approved but would not have to meet the historic color pallet.

Clara reviewed the concept of utilizing a portion of the Walnut Street parking lot to create a usable space for art, landscaping and seating for events.

JD reviewed the South 2nd and 3rd Streetscape project.

Action Item: Michele - Add Streetscape to next agenda.

Shea discussed use of Conservation funds for xeriscaping.

Considering fiscal constraints, the project could be split into two fiscal years.

Josh discussed coordinating multiple arts projects at the same time.

Fiscal Year Plan (Completion of Plan by December 13 Meeting) (See Supplemental Materials)

The Board reviewed the Supplemental Materials provided in the packet.

Items to be completed by June 2024:

- Beautifying electrical boxes.

Items to be completed by December 2024:

- Jackalope enhancements at Walnut Street parking lot.

Future Items:

- **112 North 2nd Street.** City will be hosting a community “imagining” meeting in early 2024. The City is working with Engineers and Contractors on the safety of the property. The Historic Preservation Commission and the Downtown Douglas Historic District Review Panel have requested all historic materials be saved for future use at the property.
Action Item: Clara - Send email invitation to the Board for the community meeting.
- **Mural Festivals:** Josh discussed sending out an RFQ for artists to submit projects, typically a number of projects happen at the same time and the projects are funded (e.g., \$5k stipend and materials provided). During the festival, other entertainment is booked, e.g., music, food, activities, where people can enjoy and watch the art happen. Often will facilitate other art, e.g., poetry readings, guest speakers, etc. For historic buildings, a wrap can be applied to protect the buildings. Children can participate through other activities such as sidewalk art. Should attempt to tie into existing events. Develops Cultural Tourism.

Shea discussed identifying blank spaces and offering a number of them each year for permanent art.

Mobile art could be on boxcars or shipping containers.

Celebrate graffiti art and hold classes to educate on graffiti art.

Viewed Chillicothe, MO murals.

Consider murals on historic buildings that show what the building originally looked like.

Action Item: Josh - Obtain example RFQ's.

Action Item: Staff - Develop a “flow” of how a project will be proposed and what process it will go through until completion to present to the Board for further input.

Action Item: Board - Develop a packet to use when presenting to property/business owners.

Action Item: Josh - See if banks would be willing to start the sponsorship process.

- **Art on the Green:** Tie into the Mural Festival.

Five Year Plan (Set by March 2024) (See Supplemental Materials)

- **Review Municipal Code and Downtown Design Guidelines:** Ensure the adopted codes are written to allow the goals and visions to be achieved.
Action Item: Heidi - Review existing guidelines and identify properties that can be modified.
Heidi - Add Downtown Historic District Guidelines and the Rehabilitation Standards.
- **Tourism:** JD discussed Tourism which has been identified as a part of Strategic Doing and as an economic opportunity for Douglas. The City has been working with UW: WORTH (Hailey Moss and Dan McCoy) to help Douglas become a destination. An assessment would be performed followed by recommendations for implementation.

Next Meeting Date: December 13 at 5:30

Adjourn

- Motion to Adjourn: Shea
- Second: Chevy
- Vote: 6/0, 1 absent

Meeting adjourned at 7:00pm.