

Commission Members:
Chair - Catherine Seamons
Vice Chair – Cory Tanner
Secretary – DebAnn Rippy
Sharon Fisher
Teri Woods

City Staff:
Chris Engels
Jessica Reid



CITY OF KUNA

Kuna City Hall - Conference Room, 751 W 4th Street, Kuna, Idaho 83634

Kuna Arts Commission Regular Meeting

AGENDA

Thursday October 10, 2019

5:45 PM – 6:45 PM

**City of Kuna Conference Room
751 W 4th Street, Kuna, ID 83634**

1. *Call to Order and Roll Call*

2. *Minutes:*

A. Kuna Arts Commission Meeting Minutes

- 1. Kuna Arts Commission Regular Meeting Minutes September 12, 2019 ACTION ITEM**
- 2. Kuna Arts Commission Executive Meeting Minutes September 26, 2019 ACTION ITEM**

3. *Business:*

A. Final vote on new Commission logo – ACTION ITEM

B. Review of tear off version of Poetry Project flyer

- 1. Vote on tear off version of Poetry Project flyer – ACTION ITEM**
- 2. Vote on final draft of Poetry Project business flyer– ACTION ITEM**

C. Review of Light Walk changes – Chris Engels, City Clerk

D. Commission update – Chris Engels, City Clerk

4. *Adjournment:*



Commission Members:
Chair – Catherine Seamons
Vice Chair – Cory Tanner
Secretary – DebAnn Rippy
 Sharon Fisher
 Teri Woods
City Staff:
 Chris Engels
 Jessica Reid

CITY OF KUNA
 Kuna Arts Commission, 751 W 4th Street, Kuna, Idaho 83634

Kuna Arts Commission Meeting
MINUTES
Thursday September 12, 2019
5:45 PM – 6:45 PM
City of Kuna Conference Room
751 W 4th Street, Kuna, ID 83634
 Open to the public

1. Call to Order and Roll Call

COMMISSION MEMBERS PRESENT:

Chair Catherine Seamons
 Vice Chair Cory Tanner - Absent
 Secretary DebAnn Rippy
 Commissioner Sharon Fisher
 Commissioner Teri Woods

CITY STAFF PRESENT:

Chris Engels, City Clerk
 Jessica Reid, Customer Service Representative

FRIENDS OF THE COMMISSION PRESENT:

None

2. Minutes

A. Kuna Arts Commission Meeting Minutes

I. Kuna Arts Commission Executive Meeting Minutes, July 25, 2019

**Secretary Rippy moved to approve the July 25, 2019 Regular Meeting Minutes.
 Seconded by Chair Seamons. Motion carried 4-0-1.**

3. Business

A. Review of 4th Quarter Events

I. Mayor's Table – Saturday September 14, 2019 5:30 PM – 7:30 PM

Chris Engels, City Clerk notified the Commission 138 persons and 18 KHS Jazz Band members were to be seated totaling 18 tables. The event would be making a

NOTICE: Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the City Clerk's Office at 922-5546. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 922-5546 at least forty-eight (48) hours prior to the meeting to allow the City to make reasonable arrangements to ensure accessibility to this meeting.

step up in class due to the purchase of table cloths, table runners as well as changing from regular plastic bottled water to Idaho sourced water in aluminum bottles. Ms. Engels explained Mrs. Stear created the table centerpieces every year then reviewed music performances. She stated Life's Kitchen's Executive Director would be on site at the event and asked if the left-over Kuna Arts Commission bags could be used for guests to carry leftovers.

Chair Catherine Seamons said she saw no issue with the bags being used and permission was granted.

2. Holiday Artist & Crafter Show – Saturday December 14, 2019 11:00 AM – 7:00 PM

Chris Engels, City Clerk went over the changes pertaining to the Holiday Artist and Crafter Show. She explained there wouldn't be any centralized check out, 23 spaces were available with half already filled, handmade items only, and City staff would stagger in throughout the day. She felt the venue and time change would bring additional attendees due to the parade. She stated, due to pricing, the baker for Kid's Cookie Decorating had been changed to Life's Kitchen. She also discussed the timeframe for Kid's Cookie Decorating and it was determined to run that portion of the event from 1:00 PM to 4:00 PM.

Ms. Engels then reviewed the Kuna Arts Commission budget for Fiscal Year 2020. The total budget of \$12,500 was approved by City Council and there was \$4,000 carry over from FY2019 as well as a donation of \$1,500 which was earmarked for an additional art project.

B. New Kuna Arts Commission logo review

Chair Seamons showed the Commission some additional options she had worked on with local company Creative Wraps. She also explained she had received feedback from an outside source that the water tower was overused.

The Commission agreed.

Chris Engels, City Clerk felt the samples provided by Vice Chair Cory Tanner were her top pick and she could see that particular logo as being easier to decorate according to whatever medium was being supported by the Commission. She gave example of adding the Comedy and Tragedy masks for the Performing Arts Project. She asked if bolding the font on certain words to stress the Commission was an Arts Commission or messing with the font in general would add more impact.

The Commission was willing to see how it would look.

Ms. Engels also asked the Commission's opinion on the flow of the logo; up and down or left to right.

Chair Seamons responded left to right seemed to work better. She requested that a copy of the logo be emailed to her to pass it on to Creative Wraps to make a professional quality sample.

Ms. Engels directed Jessica Reid, Customer Service Specialist, to email the logo to Chair Seamons.

C. Define Specifics for Performing Arts show

Chair Seamons stated Joshua Rippy needed solid dates for the Performing Arts Show.

Secretary Rippy confirmed Chair Seamons' statement and explained Mr. Rippy had provided two options for casting the show. Option 1 was to perform auditions for the selected play and add cameo appearances of City leadership or staff and Option 2 was to hold auditions first, then pick a play.

Chris Engels, City Clerk, explained, from her experience in theatre, people tended to audition for a play because the play itself interests them or a specific character does. She went on to explain that \$2,500 of the Kuna Arts Commission budget covered the cost of Joshua Rippy as the Creative Director for the show.

Chair Seamons asked if there was a way to mingle both audition options.

Ms. Engels reiterated her prior point.

Commissioner Fisher shared her experience in attending theatre performances in San Francisco where professional athletes and the like made cameo appearances and how it had drawn a bigger crowd.

Chair Seamons asked if the two performances would be in 2020 and if it would be more beneficial to have the adult performance date set for after kids return to school.

The Commission did not think it mattered either way.

Commissioner Woods added there were many kids in sports in the Fall which made families and parents very busy. She suggested having a Halloween themed adult performance such as Rocky Horror Picture Show.

Ms. Engels discussed using the Kuna Community Hall for the performances as the Commission was wanting to have dinner theatre and there was a full kitchen at the location. She also asked about using Kuna High School's Performing Arts Center.

Commissioner Woods stated there was usually a fee involved to use school areas as the School District had begun cracking down on usage. She suggested maybe the Commission could donate a portion of the ticket sales to the program.

Ms. Engels explained the Commission would not donate since they were already paying Mr. Rippy for his services.

Ms. Engels stated, if Kuna High School was chosen as the location, the City would request a fee waiver with the School District. She readdressed an October date and said the funding would work if that was what the Commission chose. The work would be paid out of the FY20 budget and the play would be paid out of the FY21 budget.

The Commission discussed ticket price options.

Chair Seamons suggested \$1.00 for the kids show and \$5.00 for the adult show.

Commissioner Fisher said the Kuna High School Choir charged \$5.00 per ticket and their events were always full. She also asked how much the Missoula Children's Theatre charged for tickets.

Jessica Reid, Customer Service Specialist, performed some quick online research and was able to verify that the Missoula Children's Theatre charged between \$5.00 and \$10.00.

Secretary Rippy said she would discuss the space and cost of using the Kuna High School Performing Arts Center with Mr. Rippy.

The Commission settled on the adult show occurring in October 2020 and the kids show occurring during Kuna Days 2020 with a matinee and evening show.

Chair Seamons asked the Commission if they could have specific questions for Mr. Rippy by the November meeting.

D. Review Poetry Project Flyer

Chair Seamons reviewed the draft Poetry Project flyer that would be handed out to local businesses.

Commissioner Fisher felt the first paragraph was stuffy and a little unfriendly. She asked if she could play with it some.

Jessica Reid, Customer Service Specialist, was directed to email the Word Document version to Commissioner Fisher so she could rework it.

E. Christmas Greenbelt walk

Chris Engels, City Clerk, informed the Commission that the Christmas Light Walk would be a Commission project. There was room for 75 displays and individuals or business

could make displays. She stressed that businesses and individuals would be responsible for their displays and the City would be held harmless. Bill Gigray, City Attorney, was working on a waiver all participants would be required to sign.

Chair Seamons stated there were 15 businesses interested and ready to go. Her goal in developing the Christmas Light Walk was to make it a destination display during the holidays that would draw many people to Kuna.

Ms. Engels explained the Commission could encourage people within the community to decorate their homes and they could be added to a tour map that would be published. She said it could be a self-lead tour or one where the Commission provided bus tours.

Commissioner Woods stated she could get the Commission a discounted rate on a bus from her employer since she volunteered to drive. The Commission would be getting the same rate as the West Ada School District.

Ms. Engels added the Commission could possibly add to the number of people attending the Christmas Light Walk by ending the bus tour at Ave E right on the greenbelt.

Chair Seamons stated Bobby Withrow, Parks Director, had set a timeframe for the Christmas Light Walk displays with setup no later than December 14, 2019 and teardown being January 5, 2020. She suggested the bus tour begin the night of December 14 to coincide with the holiday events occurring in town that day.

Ms. Engels stated vendors could be brought in with hot chocolate, snacks, etc. and instructed Jessica Reid, Customer Service Specialist, to contact the mini donut vendor from Owyhee County and offer them a 90/10 split on sales.

Commissioner Fisher suggested possibly having carolers.

Ms. Engels directed Commissioner Woods and Ms. Reid to discuss a possible tour schedule. She also stated tickets would probably be the best option so the Commission had some sort of control over the number of persons on the bus as well as for tracking purposes. The tickets would need to be affordable.

Commissioner Woods suggested there be awards for the best business display on the Christmas Light Walk.

Ms. Engels asked the Commission if they would like to officially move forward with the Christmas Light Walk and Bus Tour.

Chair Seamons asked the Commission if they would like to move forward to which all agreed.

5. Adjournment: 6:46 PM

Catherine Seamons, Chair

ATTEST:

DebAnn Rippy, Secretary

Minutes prepared by Jessica Reid, Customer Service Specialist
Date Approved: October 10, 2019



Commission Members:
Chair – Catherine Seamons
Vice Chair – Cory Tanner
Secretary – DebAnn Rippy
Sharon Fisher
Teri Woods
City Staff:
Chris Engels
Jessica Reid

CITY OF KUNA
Kuna Arts Commission, 751 W 4th Street, Kuna, Idaho 83634

**Kuna Arts Commission Executive Meeting
MINUTES
Thursday September 26, 2019
5:45 PM – 6:45 PM
City of Kuna Conference Room
751 W 4th Street, Kuna, ID 83634
No host lunch**

1. Call to Order and Roll Call

COMMISSION MEMBERS PRESENT:

Chair Catherine Seamons
Secretary DebAnn Rippy
Commissioner Sharon Fisher - Absent
Commissioner Cory Tanner
Commissioner Teri Woods - Absent

CITY STAFF PRESENT:

Chris Engels, City Clerk
Jessica Reid, Clerk’s Office

FRIENDS OF THE COMMISSION PRESENT:

Patrick Bochnak

2. Minutes:

A. Kuna Arts Commission Regular Meeting Minutes September 12, 2019 **ACTION ITEM**

Chair Seamons moved to table approval of the September 12, 2019 Regular Meeting Minutes until the next meeting on October 10, 2019. Seconded by Vice Chair Tanner. Motion carried 3-0-2.

3. Business:

A. Final vote on new Commission logo – Catherine Seamons, Chair **ACTION ITEM**

Chair Seamons reviewed the proposed new Arts Commission logo.

Vice Chair Tanner moved to table approval of the new Arts Commission logo until the next meeting on October 10, 2019. Seconded by Chair Seamons. Motion carried 3-0-2.

NOTICE: Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the City Clerk’s Office at 922-5546. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 922-5546 at least forty-eight (48) hours prior to the meeting to allow the City to make reasonable arrangements to ensure accessibility to this meeting.

B. Review of reworked Poetry Project business flyer – Sharon Fisher, Commissioner
ACTION ITEM

Chair Seamons reviewed the changes to the flyer with the Commission.

The Commission agreed with the changes.

Chris Engels, City Clerk, said the City would re-push the Poetry Project on their social media platforms in an attempt to bring in more poetry pieces to add to the project.

Chair Seamons suggested making a tear off version of the flyer that would provide the pertinent information available in a take-away form.

Vice Chair Tanner presented the possibility of creating a Mad Libs style chalkboard piece where the public could insert words into a pre-written poem.

Chair Seamons moved to table approval of the Poetry Project business flyer until the next meeting on October 10, 2019. Seconded by Vice Chair Tanner. Motion carried 3-0-2.

C. Review of Light Walk and Bus Tour – Chris Engels, City Clerk

Chris Engels, City Clerk, updated the Commission. Sign-ups to participate in the residential Christmas decorating contest would be November 30, 2019. A map would then be created based on the sign ups and an easy bus route would be chosen from the map. She said it would be a good idea for Commission members to drive the route to determine which locations would be best for drive by viewing or stopping and viewing. She explained J&M Sanitation stepped forward to sponsor the prizes for the residential Christmas light decorating contest associated with the Bus Tour. First, second, and third place would receive a flag banner and stand that could be displayed in their yards.

Chair Seamons asked how each house would be identified when it came to voting.

Ms. Engels answered each location would be assigned a number which would be indicated on the map and individuals would vote for that number. She stated the City would push the tour map on its social media platforms. She added that she believed the bus tour pick up and drop off location could be a wonderful opportunity to add a food and hot drink vendor. the Commission would need to decide if the usual \$20.00 buy in and 80/20 split on sales would be waived for this first year. Ms. Engels requested Jessica Reid, Customer Service Specialist, explain her proposed process for the bus tour.

Ms. Reid explained Bus Tour tickets would be available online with a total of 47 tickets for each run. The City Clerk's office would provide a check in packet for the volunteer running the tour. This packet would contain a list of names with number of tickets purchased, number of available tickets remaining, Christmas carol lyric cards, and any other information the Commission deemed necessary. The volunteer would check in each

person and provide them with a ticket that included the voting link, and the Christmas carol lyric card. If any person is not on the list, they can provide proof of purchase with their emailed receipt. If anyone wanted to attend the tour but had not purchased tickets, they could be directed to the link on the City of Kuna website and purchase them online then show the volunteer their proof of purchase receipt.

Chair Seamons asked about ticket pricing.

The Commission discussed different points regarding ticket pricing for adults and children.

Ms. Engels stated that children under 18 needed to be accompanied by an adult.

The Commission decided that tickets for children under 18 would be less than adult tickets.

I. Vote on Light Walk participation fees – Chris Engels, City Clerk ACTION ITEM

Chris Engels, City Clerk, explained Chair Seamons suggested a \$100.00 participation fee for the Light Walk with \$20.00 going to the City of Kuna to cover the costs of electricity and \$80.00 going to the Commission. She asked if the Commission was agreeable.

The Commission agreed.

Chair Seamons moved to approve the Light Walk participation fees. Seconded by Vice Chair Tanner. Motion carried 3-0-2.

5. Adjournment: 6:46 PM

ATTEST:

Catherine Seamons, Chair

DebAnn Rippey, Secretary

*Minutes prepared by Jessica Reid, Customer Service Specialist
Date Approved: October 10, 2019*



KUNA ARTS
COMMISSION



The Poetry Project

Presented by

Kuna Arts Commission



“A poet is, before anything else, a person who is passionately in love with language.”

– W.H. Auden



Are you a writer? Do you write poetry in your spare time? Would you like to enrich someone's life with your words or even make them giggle?

Then submit your original poetry pieces to the Kuna Arts Commission and have your work displayed locally!

Are you a local business owner? Do you enjoy poetry? Are you looking for something unique to bring a new dimension to your business?

Do you want to support local writers?

Contact the Kuna Arts Commission today to schedule a poetry project display at your location!

Interested or have questions? Contact us!

Kuna Arts Commission
Email: CityClerk@kunaid.gov
Phone: (208) 387-7726



The Poetry Project

Presented by

Kuna Arts Commission

“A poet is, before anything else, a person who is passionately in love with language.”

– W.H. Auden

With the Kuna Arts Commission’s continuing efforts to bring different kinds of arts to the community, we released an open call for original poetry so the community could submit their original pieces. This means we can partner with local Kuna businesses to display these pieces and bring our community together.

Details & Options:

- Each submission has been reviewed for appropriate content acceptable to all age groups.
- Pieces have been tastefully grouped together by theme.
- Groupings can be displayed upon an easel stand or hung in an agreed upon area at each business.
- Businesses can commit to various timeframes for the displays and even commit to hosting displays on a rotation.

The Kuna Arts Commission looks forward to working with our wonderful local businesses. If you have questions or want to sign up as a display location, please contact the Kuna City Clerk’s Office by phone (208) 387-7726 or by email CityClerk@KunaID.gov.

(Samples available upon request.)



City of Kuna - City Hall

Enrique's Mexican

Idaho Pizza Company

N Ave E
N Ave E

