

April 6, 2012

To: Tami Palmquist, City of Spokane
From: Karen Mobley, Arts Director
Re: Sister Cities Garden Project

The Sister Cities Garden project was presented by the Sister Cities Board and the staff of Land Expressions at the Spokane Arts Commission meeting on January 24.

At this meeting, the Spokane Arts Commission reviewed the proposed site plan and general concepts including the use of art work that utilizes sound.

A brief summary of the discussion is documented here:

Margot Buckles told about the origin of the Spokane Sister Cities Association and related the history of the Sister Cities movement. She summarized the concepts of the students and the general concepts that were presented to the Riverfront Park Committee. The schematic drawings of the pathways were distributed at the meeting by Land Expressions. There was enthusiasm for the revitalization of the former site of the Japanese Garden during Expo '74 between the gondola road and the former YMCA building.. There was discussion of phasing the project and how to do this so that space won't look empty or unfinished without the elements or as elements are acquired. The Spokane Arts Commission and I encouraged the Sister Cities to develop a list of guiding principles a standard of quality for art items in the garden, scale and maintenance requirements. Concerns with maintenance and repair were discussed.

Adam Boyd moved that the proposal should be forwarded to Parks and Planning for approval pending an email vote on the list of standards and principles. Dan Griffith seconded the motion. It was approved unanimously.

RECEIVED
March 4, 2013
CITY CLERK'S OFFICE
SPOKANE, WA

CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 1400-12-10 LGL 2013-0006
TITLE: SISTER CITIES GARDEN EFFECTIVE DATE: September 13, 2012 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 PURPOSE.

The purposes of this policy are to:

- a. provide an effective mechanism for determining the appropriateness of artwork donated to the Sister Cities Garden for placement on Spokane Parks and Recreation Department property;
- b. establish the policy, criteria and procedures for acceptance of the donated artwork; and
- c. establish the constraints, requirements and criteria for the "call for artists" that would govern specifications for the donated art work.

1.2 BACKGROUND.

On April 14, 2011, the Spokane Parks Board approved a Memorandum of Understanding between Sister Cities Association of Spokane and City of Spokane Parks and Recreation Department, supporting the Sister Cities Association's efforts to transform property in Riverfront Park (former Japanese Garden site - north end of South Howard Street Bridge) for use under mutually agreeable guidelines as an interactive garden/courtyard known currently as the "Sister Cities Garden."

The Sister Cities Garden is intended to be a physical manifestation of the connections between Spokane and its sister cities (currently Nishinomiya, Japan; Jilin City, China; Limerick, Ireland; and Jecheon, Republic of Korea), in support of Sister Cities Association of Spokane's mission. That mission is to "promote peace through mutual respect, understanding, and cooperation – one individual, one community at time." The Sister Cities Garden will "connect" Spokane residents and visitors to Spokane's international relationships and the mission of the Sister Cities Association with the added goal of restoring a section of Riverfront Park for public activities and relaxation.

The Sister Cities Garden is under the jurisdiction of the Spokane Parks and Recreation Department, while the Sister Cities Association Board oversees its development, and the Spokane Arts Commission advises and approves the art prior to installation. The Spokane Arts Commission acts as the liaison to expedite and assist in the process of placing artworks in the Sister Cities Garden.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED:

This policy shall apply to all artwork proposed for placement in the Spokane Sister Cities Garden in Riverfront Park.

3.0 REFERENCES

City Charter Section 48. Park Board -- Powers.
Rules of the Park Board Section 14, General Operating Policies and Procedures, Rulings, and Appeals
SMC 4.05.050, Arts Commission
Resolution 2011-0054
City Policy ADMIN 0014-11-02, Sculpture Walk
City Policy ADMIN 0014-07-01, Municipal Arts Plan
Parks and Recreation Department Policy ADMIN 1400-07-03, Art on Parks and Recreation Properties

4.0 DEFINITIONS

4.1 "Sound Art" means: a sculpture which emits sound caused by human activity or by natural forces such as wind or rain.

5.0 POLICY

5.1 Responsibilities Of The Sister Cities Association:

- 5.1.1 To solicit art work donations or funding for such artwork from private, public, and other Sister Cities donors; and
- 5.1.2 To work with the Director of Parks and Recreation, the Park Board and the Arts Commission to choose, place and install appropriate artwork in the Sister Cities Garden.

5.2 Responsibilities of the Director of Parks and Recreation:

- 5.2.1 To work with Sister Cities Association and the Arts Commission to choose, place and install appropriate artwork in the Sister Cities Garden; and
- 5.2.2 To facilitate presentation of the artwork to the Park Board for approval, if required.

5.3 Responsibilities Of The Arts Department:

- 5.3.1 To work with Sister Cities Association and the Director of Parks and Recreation to choose, place and install appropriate artwork in the Sister Cities Garden;
- 5.3.2 To aid the Sister Cities Association with any design considerations in keeping with artwork appropriate to the City of Spokane;
- 5.3.3 To aid the Sister Cities Association with any contract negotiations needed to obtain artwork for the Sister Cities Garden; and
- 5.3.4 To house any records for the City related to the artwork for posterity.

6.0 PROCEDURES

6.1 Artwork Guidelines - Media, Materials, Subject Matter And Criteria That Must Be Met For Acceptance Of The Artwork.

- 6.1.1 All above ground sculptures for the Sister Cities Garden will be a cultural representation of Spokane or one of Spokane's sister cities. It is not necessary that the art be literal or representational. The purpose of the art is to demonstrate in some way the unique identity of the sister city by representing the culture, art, music,

history, geography or other factor that creates the identity of that place.

6.1.2 The artwork should be made of quality materials that are durable, highly vandal resistant, and weatherproof down to minus twenty five (25) degrees Fahrenheit, that are able to withstand the elements, and that are designed and fabricated for climatic variations. All materials must be permanent and not require routine replacement. Metal, wood, stone and other proven outdoor materials are encouraged.

6.1.3 If the artwork is designed to make noise or sound, special attention will be given to the sound quality and decibel level of the piece. Artwork that emits sound should be capable of being muffled or dampered for special events or be subtle enough so as to not interfere with normal event operations.

6.1.4 The name of the donating city, the name of the artist and the title of the art should be included on the artwork. If lighting elements are included in the artwork, these elements should also be designed to be durable and long-lasting.

6.1.5 The Sister Cities Garden is a relatively small geographic area; therefore, the following size restrictions apply:

a. The pedestal will be:

- a minimum of twelve inches (12") and a maximum of thirty inches (30") high;
- a minimum of two feet (2') and maximum of five feet (5') wide; and
- a minimum of two feet (2') and maximum of fifteen feet (15') long.

b. The sculpture:

- will be no taller than the pedestal described above can support adequately;
- may not extend beyond the edges of the pedestal unless the overhanging portion is able to support four hundred (400) pounds;

- will be shaped in such a manner so that a person's hand could not grasp it or so the extending portion is at least eleven feet (11') above grade; and
- may require engineering documentation with an engineer's stamp.

6.2 Artwork Placement And Installation.

- 6.2.1 To the extent possible, the artist should provide specifications for the foundation depth and size taking into account the engineering requirements as specified by a licensed engineer.
- 6.2.2 The working plan for the Sister Cities Garden shows artwork placement, and the Sister Cities Association will work with Director of Parks and Recreation and the Arts Commission to ensure appropriate placement within the scope of the plan.
- 6.2.3 Notice to the Parks and Recreation Department and the Arts Commission must be made in writing two (2) months prior to the installation of any artwork.
- 6.2.4 Placement of artwork and pedestals should be designed for aesthetic continuity and to avoid damage to surrounding tree roots. As an alternative to the pedestal, artwork may be mounted on a post attached to a sonotube foundation to avoid damage to surrounding tree roots and plants.
- 6.2.5 Sculpture siting in the Sister Cities Garden may also require shoreline approval with Spokane Plan Commission and Washington State Shorelines Act approval. The shorelines process requires notification of all adjacent property owners.
- 6.2.6 Initial installation of the artwork, necessary utilities required for the art work, restoration of any disrupted landscaping, irrigation etc. during the construction of the Sister Cities Garden and placement of the artwork shall be considered project costs, which will be the responsibility of the Sister Cities Association.
- 6.2.7 In the event of a change in the status of an existing sister city or the addition of a new sister city new art may be approved and placed in the Sister Cities Garden.
- 6.2.8 In the event the City of Spokane, the Parks and Recreation Department or the Arts Commission undertakes to move or alter the placement of the artwork after installation, those expenses will

not be considered part of the project and will not be the responsibility of the Sister Cities Association.

6.2.9 The safety of the public must be considered, *i.e.* sharp edges, height, support, and the needs of the disabled which meet ADA approval. All paths will conform with federal, state and local guidelines.

6.2.10 The art must not interfere with existing and future public use of Riverfront Park.

6.3 Artwork Contract Terms.

6.3.1 The Sister Cities Association, working jointly with the Arts Commission, will negotiate a contract with each potential donor regarding the artwork to be placed in the Sister Cities Garden. The City Attorney's Office will review the contract before the Sister Cities Association finalizes it.

6.3.2 The City of Spokane, Arts Commission, Sister Cities Association and Park Board shall retain the right to reproduce the artwork in print and electronically for the purpose of promoting the Sister Cities garden, the City's Sculpture Walk, Riverfront Park and the City.

6.3.3 Commercial reproduction of artwork and sales of reproductions shall be negotiated with the artist separately.

6.3.4 Any artwork placed in the Sister Cities Garden will become the property of the City of Spokane.

6.4 Removing Artwork from the Spokane Sister Cities Garden.
Artwork may be removed pursuant to Spokane Parks and Recreation Department Administrative Policy ADMIN 1400-07-03, Art on Parks and Recreation Properties

6.5 Funds And Donations For Artwork In The Sister Cities Garden.

6.5.1 Monetary donations for artwork in the Sister Cities Garden will be received by the Sister Cities Association.

6.5.2 Artworks will be received by the Joint Art Committee and once approved by the Park Board and the Arts Commission will become the property of the City of Spokane.

6.6 Building Permits.

Most sculpture will not need building permits, but the Sister Cities Association agrees to contact the City of Spokane Building Services Department to ascertain its requirements.


7.0 RESPONSIBILITIES

The Director of Parks and Recreation, in cooperation with the Director of Arts, shall administer this policy.

8.0 APPENDICES

None

APPROVED BY:



City Attorney (Asst)

9-24-12

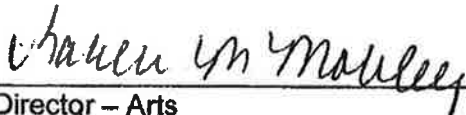
Date



Director of Parks and Recreation

9/24/12

Date



Director - Arts

9/24/12

Date



Chair - Sister Cities Association Board

9/26/12

Date

AGENDA SHEET FOR PARK BOARD MEETING OF: April 14, 2011



OPR 2011-0442

Submitting Division
 Riverfront Park

Contact Person
 Craig Butz

Phone No.
 625-6610

COMMITTEE

- X Riverfront
- o Golf
- o Recreation
- o Land
- o Urban Forestry
- o North Bank Ad-Hoc
- o Finance

CLERK'S FILE
 RENEWS
 CROSS REF
 ENG
 BID
 REQUISITION

AGENDA WORDING:

Memorandum of Understanding between Sister Cities Association of Spokane and City of Spokane Parks and Recreation Department

BACKGROUND:

(Attach additional sheet if necessary)

MOU is required to allow the Sister Cities of Spokane to develop plans for an interactive Courtyard and Garden to be placed in Riverfront Park.

RECOMMENDATION: Approve Contract

Fiscal Impact:	Budget Account
Expenditure:	
Revenue: \$	
Budget neutral	

ATTACHMENTS:

Include in Packets:
 On file for Review in Office of City Clerk:

SIGNATURES:

CB

Requestor

Judy M. Moss
 Parks Accounting

B Burns
 Legal Department

T Madunich
 Director of Parks and Recreation

DISTRIBUTION:

Parks, Judy Moss
 Risk Manager, Pam Schroeder
 Legal, ~~Barbara Burns~~

Parks, Craig Butz
 Taxes and Lic, Marilou Lewis
 sistercities@spokanecity.org

Parks, Tony Madunich

RECEIVED
 MAY 16 2011
 CITY CLERK'S OFFICE
 SPOKANE WA

PARK BOARD ACTION:

APPROVED BY
SPOKANE PARK BOARD:
April 14, 2011
Angeline R. Taylor
PARK BOARD

**Memorandum of Understanding
between
Sister Cities Association of Spokane
and
City of Spokane Parks and Recreation Department**

WHEREAS, Sister Cities Association of Spokane wishes to raise awareness of the City of Spokane's "global village" role with an interactive garden/courtyard in Riverfront Park featuring its sister cities, and

WHEREAS, City of Spokane Parks and Recreation Department supports the Sister Cities Association's efforts and wishes to make property available in Riverfront Park (former Japanese Garden site-north end of South Howard Street Bridge, see site plan) for use under mutually agreeable guidelines as an interactive garden/courtyard, and

WHEREAS, Sister Cities Association wishes to collaboratively plan and design a Sister Cities Garden and Courtyard to include:

- 1) Representative plantings native to Spokane's sister cities;
- 2) Statuary and other features honoring relationships with respective sister cities;
- 3) Fully-accessible pathways accommodating all park visitors; and
- 4) Interpretive signs about sister cities and courtyard amenities such as park benches; and

WHEREAS, Sister Cities Association will act as the fiscal agent for the Garden and Courtyard project, and

WHEREAS, the afore mentioned is a 501(C)3 non-profit organization recognized by the City of Spokane as able to receive and disperse funds; --
Now, Therefore,

1. The Sister Cities Association seeks the Spokane Parks and Recreation Department approval of land for the sole purpose of creating a

Sister Cities Garden and Courtyard on the current site of the former Japanese Gardens in Riverfront Park as identified in the attached conceptual site plan; and the Spokane Parks and Recreation Department gives its approval subject to the terms and conditions of this memorandum of understanding.

2. The Sister Cities Association will hire a landscape architect to prepare a workable model plan; proposed budget and timetable for construction.

3. The Sister Cities Association understands that the proposed Garden and Courtyard site is adjacent to a proposed "Howard Street Pedestrian Corridor", an element of a new Riverfront Park Master Plan, and the realignment of the pedestrian corridor may impact the footprint of the proposed Garden and Courtyard area to the extent that it may require future modification including relocation to another suitable area within Riverfront Park.

4. The Sister Cities Association will develop and conduct fund-raising programs to pay for construction. Development of the Garden and Courtyard may occur in phases. Construction will not commence until one hundred percent (100%) of the funds for each phase is raised.

5. The Sister Cities Association understands that per Park Board policy any new construction of Park and Recreation improvements must be accompanied with funding for future structural or capital maintenance, and the Association will set aside a percentage of all fund-raising monies for this purpose.

6. No structures or signs will be built in the Garden and Courtyard unless they are identified on the site plan and approved by the Spokane Parks and Recreation Director.

7. The Garden and Courtyard will be built to Spokane Parks and Recreation Standards and as approved by the Spokane Parks and Recreation Director. A supplemental memorandum will be executed prior

to construction to further define the roles and responsibilities of each party.

8. The Sister Cities Association shall name a liaison each year. The liaison shall meet with the Park's Operations Division Manager or his/her designee at least once per year to discuss the operation of the Garden and Courtyard.

9. The Spokane Parks and Recreation Department will be responsible for daily custodial care of the Garden and Courtyard Areas. The Sister Cities Association pledges to recruit volunteer manpower for periodic cleanup of the Gardens and Courtyard site as needed.

10. If the Garden and Courtyard area fails to meet a reasonable level of upkeep as determined by the Spokane Parks and Recreation Department, the department reserves the right, after one written notice to the liaison, to remove offensive elements from its property without further notice.

11. This memorandum may be cancelled by either party with thirty (30) days notice to the other party.

12. If the Garden and Courtyard is closed for any reason, the site will be returned to the pre-garden construction conditions or conditions mutually agreed-upon by the parties within one (1) year of notification and at the expense of the Sister Cities Association.

13. This memorandum must have a site plan approved by the Parks Director. The site plan may be amended at his or her discretion in coordination with the liaison. The Sister Cities Association may also propose amendments to the site plan with the consent of the Spokane Parks and Recreation Director, whose consent will not be withheld unreasonably.

14. The term of this memorandum shall be three (3) years with an option for a two (2) year renewal.

Agreed to by the parties on this 27 day of April, 2011

Spokane Parks and Recreation
Department



By:

[Signature]
Leroy Eadie, Director

Attest:

Approved as to form:

Acting [Signature]
City Clerk

[Signature]
Assistant City Attorney

Spokane Sister Cities Association

By:

[Signature]
Margo Buckles, President
4/22/11

03/27/14
DB

AGENDA SHEET FOR PARK BOARD MEETING OF: March 13, 2014



Submitting Division
Riverfront

Contact Person
Debby Dodson

Phone No.
625-6623

COMMITTEE

- X Riverfront
- o Golf
- o Recreation
- o Land
- o Urban Forestry
- o North Bank Ad-Hoc
- o Finance

CLERK'S FILE
RENEWS
CROSS REF
ENG
BID
REQUISITION

OPR 2011-0442

AGENDA WORDING:

No Cost Extension for the April 27, 2011 Memorandum of Understanding between the City of Spokane Parks and Recreation and the Sister Cities Association of Spokane.

BACKGROUND:
(Attach additional sheet if necessary)

On April 27, 2011, the parties entered into a Memorandum of Understanding whereby the Sister Cities Association of Spokane would develop plans for an interactive Courtyard and Garden to be placed in Riverfront Park. The original Agreement provided for a 3 year term with a two year extension. The parties would like to extend the Agreement until April 27, 2016.

RECOMMENDATION: Approve Extension

Fiscal Impact:	Budget Account
Expenditure: \$	Budget Neutral
Budget Neutral	
Revenue: \$	
Budget Neutral	

ATTACHMENTS:

On file for Review in Office of City Clerk:

SIGNATURES:

Requestor

Parks Accounting

Legal Department

Director of Parks and Recreation

DISTRIBUTION: Parks, Kathleen Keck
Purchasing:

Parks, Leesa Van Zandt
Taxes and Lic,

Parks: Debby Dodson
Margo Buckles *Brooks*
margo.buckles@metra.com

PARK BOARD ACTION:

APPROVED BY
SPOKANE PARK BOARD:

3-17-14
PARK BOARD
for the 3-13-14
Park Board

RECEIVED
MAR 24 2014
CITY CLERK'S OFFICE
SPOKANE, WA

CONTRACT EXTENSION

THIS CONTRACT EXTENSION is between the CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT, a Washington State municipal corporation, as "City", and SISTER CITIES ASSOCIATION OF SPOKANE, whose address is c/o Mayor's Office, 808 W. Spokane Falls Blvd, Spokane, Washinton 99201, as "Sister Cities Association".

WHEREAS, the parties entered into a Contract wherein the Sister Cities Association agreed to develop plans for an interactive Courtyard and Garden to be placed Riverfront Park; and

WHEREAS, the parties would like to extend the Contract; -- Now, Therefore,

The parties agree as follows:

1. CONTRACT DOCUMENTS. The Contract dated April 27, 2011, any previous amendments, addendums, and / or extensions / renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein
2. EXTENSION. The contract documents are hereby extended and shall run through April 27, 2016.
3. COMPENSATION. There is no additional cost associated with this Contract Extension, therefore, it will be considered a "no-cost extension".

Dated: 3/17/14

CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT

By: 
Director

Attest:


City Clerk



Extension – No Cost

Dated: 3-19-14

SISTER CITIES ASSOCIATION OF
SPOKANE

E-Mail address, if available:
cdixon@ew.edu

By: Catherine McVie
Title: PRESIDENT

Pre-approved as to form:
Barb Burns, Assistant City Attorney
April 2, 2009

BB