

Duluth Public Arts Commission

MINUTES for Monday, May 16, 2016, 4:30 at Duluth City Hall, Room 106A

Present: Phil Jents, Mary Mathews, Rachel Payne, Gary Anderson, Jodi Broadwell, Peter Spooner, Laurel Sanders, Sandy Johnson

Called to order, 4:36 p.m.

Old Business

Mary Tennis is working on the rubric but was unable to attend tonight.

Phil asked that we begin developing a preliminary budget.

Financial Report: Nothing has changed since last meeting.

Minutes were reviewed and approved.

Attendance Policy:

Mary asked Phil to explore the attendance policy for Duluth commissions and boards.

Mary stressed that we need to insure we have a quorum.

Mary reminded the committee that there may be other ways to serve – for example, serving on subcommittees.

Laurel stated in the past there was a practice that if members missed three meetings in a row, they were asked to step down.

QUESTION: What would be the process be to expand the commission?

Phil stated that it would require a city council ordinance or resolution and that increasing the roster would not necessarily solve the quorum issue.

The amendment language would have to go to the city attorney to draft the language and then the amended ordinance would be reviewed twice by the City Council.

Phil suggested that he work with the city attorney to draft language about the number of commissioners and bring that to the next meeting.

DPAC asked Phil to look into term lengths.

DPAC Files:

Peter Spooner informed DPAC that all the DPAC files are now in his garage. He reiterated that he believes his role is to sort through and dispose of duplicates.

Planning

The Forecast document is still missing the mayor's letter and a comprehensive list of participants. DPAC asks that the name of participants in the plan be changed from Steering Committee Members to Community Participants.

Discussion of who needs to approve the Forecast plan and whether or not it needs to be presented to the Council.

Gary suggested that DPAC would request a City Council meeting of whole. Discussion followed about the timing. There was consensus that DPAC should identify priorities and present them to the meeting of the whole.

Rachel will send out a doodle for a retreat and will send a query about two or four hour meetings.

DPAC members who want a hard copy of the Forecast Plan should email Phil.

Budget

Discussion of what line items should be in the budget. Should amounts be in dollar or percentages?

- Conservation
- Maintenance
- Producing art
- Commissioning of new art
- Staffing
- Commission expenses
- Promotion/Marketing
- Administrative expenses
- Education
- Outreach and Engagement
- Strategic planning

Phil will request an analysis of past expenses with the goal of bringing that summary of that to the next meeting.

Conservation and Maintenance

Peter indicated that the Green Bear and Leif Erikson sculptures are due for cleaning and maintenance.

Discussion followed about the process for contracting conservators. Phil shared an email that outlined the policy and process:

We would follow the city contract process for spending the public art monies. If it will be more than \$5,000 a contract or purchase order would be used. To trigger that process you would submit a requisition form. If it is less than \$5,000 generally you can just purchase the item or service and

submit it on our internal PAF form. There are occasions where we may want to use a formal contract for items under \$5,000 – it depends on the circumstances.

For the proposed conservation work, submit an requisition form with an estimated cost to the auditor's office. Our purchasing department would then contact you and work with you on developing an RFP if necessary and guide you through the contract process. If you already have a vendor in mind make sure you put that on the requisition form. We do like to get quotes for goods & services to make sure we get good pricing. We also like to use local vendors when possible if pricing is similar.

Peter, Laurel, Jodi and perhaps Sophie and Mary will serve on the subcommittee that will manage conservation and maintenance. Peter is willing to chair that committee.

Civil War Memorial – part of the grant is a Americorps style training of conservators/restorers.

Peter has contacted Kristin Cheronis about cleaning our bronze statues.

Sandy asked if there was a list of statues that we are responsible for?

Question – did Mayor Ness get a portrait?

Mary Tennis is working on a rubric that will allow DPAC to assess screening criteria for new art and “gifted” art.

Proposed New Projects

The Disability Mural Project is on hold pending collaboration with the Office of Human Rights/ADA, the Arrowhead Alliance of Artists and ARAC.

Mary indicated that one of the priorities is to make sure that “gifted” art has funds attached for maintenance and conservation.

Other projects that have been proposed are:

- Gary/New Duluth Community Center – needs painting.
- Plaque for Skyline Drive plaque.
- Chester Bowl – Phil reported that the artist was chosen and the money has been obtained. Phil will be contacting the artist for more information.
- Superior Street Reconstruction – Phil confirmed with planning that will be the opportunity to create space for art.
 - A poetry stamp, for example, would be feasible. Phil asked if anyone had any information about what a poetry stamp would cost.
 - Gary suggested that this would be a good possibility for collaboration with the Indigenous Commission.
 - Lake Place Park - Indigenous Commission is also looking to rename Lake Place Park with the possibility of new art.
- Midtown cabaret project is not going to be happen.

Adjournment and Next Meeting

Next meeting is third week in June 20, 2016

The meeting adjourned at 6:03.