



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda

Duluth Public Arts Commission.

Monday, November 20, 2023

4:00 PM

Zeitgeist Restaurant & Bar - Private Dining Room

CALL TO ORDER AND ROLL CALL

APPROVAL OF MINUTES

DISCUSSION ITEMS

Art advocacy opportunity for pedestrian bridge

James Gittemeier, Senior Transportation Planner

Budget Discussion

Budget to be discussed at November meeting, approved at December meeting

Art at the Airport discussion update

ACTION ITEMS

Utility box wrap submission

Submitted by Sam Zimmerman

Creation of standing Budget Subcommittee

STAFF UPDATES

Minnesota Power Mural update

Collaboration with Parks

Utility box program update for 2024

Alternative meeting spaces for upcoming DPAC meetings

SUBCOMMITTEE REPORTS

Deaccessioning Subcommittee

Commissioners: Scottie Gardonio and Christina Woods (Convener)

Festivals and Performances Subcommittee

Commissioners: Carly Jandl (Convener), Kelli Halsten Erickson, Tammy Clore, Lee Cutler

Conservation Subcommittee

Commissioners: Christina Woods (Convener), Amanda McElray Hunter

FUTURE AGENDA ITEMS

ADJOURNMENT

Duluth Public Arts Commission

MINUTES for 10.16.23

Call to Order and Roll Call

Meeting started at 4:08PM

Commissioners: Wes Drummond, Scottie Gardonio, Carly Jandl, Kelli Hallsten Erickson, Amanda McElray Hunter, Christina Woods, Amy Demmer, Philip Gilpin, Tammy Clore, Shari Marshik

Present: Wes Drummond, Scottie Gardonio, Amy Demmer, Philip Gilpin, Tammy Clore, Shari Marshik

Absent: Carly Jandl, Kelli Hallsten Erickson, Amanda McElray Hunter, Christina Woods

Staff: Tricia Hobbs, Angie Stier

- Public Comment

Approval of Commissioner Sub chair

- Motion for Commissioner Demmer to act as Acting President in absence of President and Vice President.

Marshik made a motion and to approve Demmer as sub chair for the October meeting second by Gilpin.

Drummond	Gardonio	Jandl	Hallsten Erickson	McElray Hunter	Woods	Demmer	Clore	Marshik	Gilpin
x	x						x	x	x

Approval of Minutes

- August Regular Meeting Minutes

Gardonio made a motion to amend attendance of August meeting minutes.

Marshik made a motion to approve amended August meeting minutes with a second by Gilpin.

Drummond	Gardonio	Jandl	Hallsten Erickson	McElray Hunter	Woods	Demmer	Clore	Marshik	Gilpin
x	x					x	x	x	x

Discussion Items

- Spending plan discussion - 2024 budget discussion will need to happen in November
 - Commissioners acted to establish a finance subcommittee to provide a recommended budget for 2024 at the November DPAC meeting.
- Next steps for artist application and intake of new mural opportunities

Action Items

- Approve DIA Rotating Exhibit submission
 - Commissioners discussed the need to amend Airport agreement to incorporate art into utility box wraps and change artist stipend.
 - Identify similar programs in municipal airports
 - **ACTION ITEM:** Tricia and Scottie to meet with Duluth Airport Authority before next meeting.
 - Need to negotiate contract with airport. Because this application's art would not be ready before end of the current contract, the Commission opted to take no action at this time.

Communications

- Update on Boards and Commission Audit
 - Still in review
- Update on utility box wraps
 - Amend Utility Cabinet Artwork Program guidelines for use up to five box wraps per art graphics submitted, include the artist incorporates name into the design.
 - **ACTION ITEM:** Determine copywrite laws and how long DPAC can utilize and reproduce submitted Utility box wraps
- Budget document

- Commissioners reviewed the current budget allocations and potential priorities for 2024. Acting President Demmer created an Ad-Hoc Budget subcommittee. Commissioners Marshik and Demmer volunteered to serve on this subcommittee.

Subcommittee Reports

- Deaccessioning Subcommittee
 - NA
- Conservation Subcommittee
 - **ACTION ITEM:** Staff needs guidance from subcommittee on RFP, which will need to be created and submitted to City Purchasing.
 - i. Suggested to allocate \$15,000 for the conservation of art as identified in 2016 notes.
- Performance and Festival Committee
 - NA

FUTURE AGENDA ITEMS

Invite upper management to future meeting to discuss action plan and barriers for art installations.

Determine: priorities of 2024, what programs are working and amending Utility box agreement, consider length of signage and powwow on budget, preservation and conservation grants, DIA rotating Exhibit program changes, changes to Utility Cabinet Artwork Program.

Adjournment

Motion to adjourn Demmer, second by Marshik. The meeting adjourned at 5:31.

Duluth Public Arts Commission

Utility Cabinet Artwork Program

Artist Rules and Instructions

The Mission of the Duluth Public Arts Commission is to support public art as a community investment by preserving and promoting art in public places, and to support public art activities that benefit the citizens of Duluth; to encourage partnerships that further the awareness of beauty in our community and to support our city's environment through public art.

The Utility Cabinet Artwork Program aim is to beautify the City with a focus geographic equity. Applications for this program are open year-round and are limited by the number of approved utility boxes.

Process:

1. Complete the Artist Application and Utility Cabinet Design Template.
2. Submit application to:
Tricia Hobbs
Planning and Development
411 W 1st St Room 160
Duluth, MN 55802
thobbs@duluthmn.gov
3. If selected, you will be notified within 30 days.
4. Work on your final design. Order wrap from printer according to "Installation" section below. Send your vendor invoice to Tricia Hobbs at the above address; the Public Arts Commission will cover expenses (up to \$2,500) and an artist stipend (\$1,000).
5. Once approved by the Public Arts Commission, the wrap can be installed. Wraps can only be installed when temperatures are over 40 degrees. The City of Duluth will coordinate with the selected artists on an appropriate time window for installation. Note that some vendors may do installation for you; in that case, you will be responsible for working with that vendor on installation during the approved time frame.
6. After installation, send an invoice for your expenses and artist stipend.

Items to Submit:

- Application
- Design Template
- Images of Each Side of Utility Cabinet (5 total)

Locations:

Artwork will be dispersed equally across council districts within the City of Duluth.

Eligible Proposals and Evaluation Factors:

Pre-selected utility boxes will be available throughout Duluth. DPAC's goal is to enliven neighborhoods throughout Duluth with positive imagery.

1. Artwork which is memorable, positive, thought-provoking, enduring, and communicates a unique vision or perspective.
2. Artwork which recognizes and fosters diverse social, cultural, and historical values must not be appropriated.
3. Artists should reside within 25 miles of Duluth.
4. Artists must submit renderings based on the enclosed template and should include all sides. Note: actual boxes may be a different size or shape so your design may require adjustment after approval.
5. Artwork in draft must closely resemble the art that will be installed on the box.
6. Applicants must measure their assigned box in order to prepare final designs.
7. Artist signature must not exceed 3"x5" in actual size.
8. All final wraps will become City property. There is no guarantee of how long the artwork may remain on box due to maintenance or replacement.

Proposals will be ineligible if they involve:

- A breach of intellectual property rights (all artwork must be original)
- Trademarks, brands, business names, logos, or copyrighted images.
- Anything harmful to a third party
- Majority of proposal consisting of dark colors (dark colors can overheat a box)
- Offensive text or images

It is the responsibility of the Artist to identify information in their responses they consider confidential and, to the extent that the City agrees with that designation, such information will be held in strict confidence.

Installation:

If selected, artists need to ensure they measure all sides of box, and note any labels, handles, indents, or attachments. Work with your vendor to confirm size and resolution of digital images. **Make sure to order a wrap on 3M Anti-Graffiti Vinyl.**

Local vendors include:

Elite Tinting & Graphics

4114 W. Superior St. Duluth, MN 55807

info@elitetintingandgraphics.com

218-628-3008

Graphic FX Signworks

10 W 1st St, Duluth, Minnesota 55802

218-522-4585

Duluth Sign

116 W. Superior St. Duluth, MN

218-722-2569

Artist Application for Utility Cabinet Artwork

Name:

Address:

Email:

Phone:

Name of School or Organization (if applicable):

Date Submitted:

Desired box location (Please indicate which Duluth neighborhood, the City will let you know if your preferred location isn't available):

Please share a brief bio of yourself:

Artist statement:

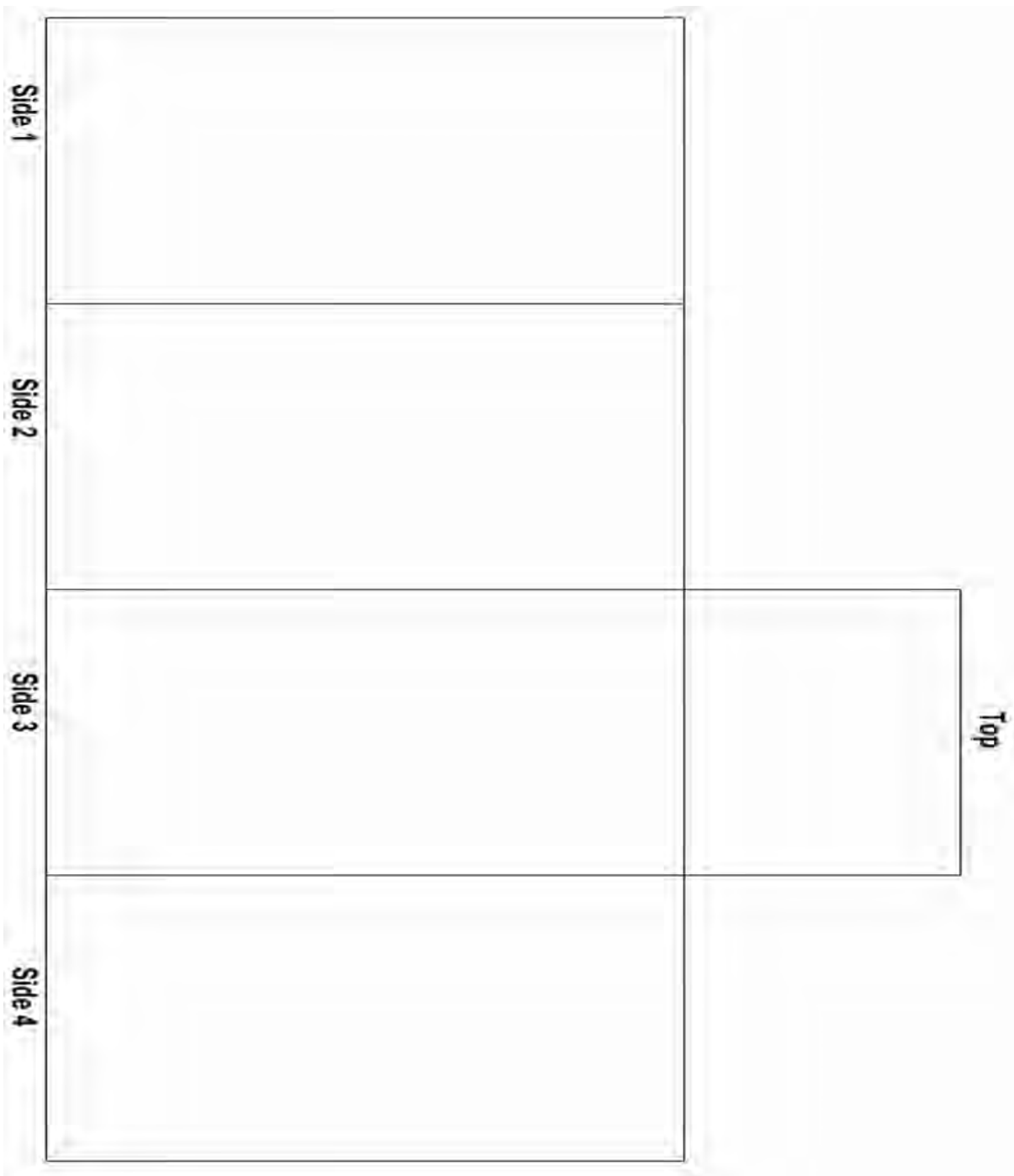
Utility Cabinet Design Template

This is a typical utility box diagram representing the four sides and top. Please use it to sketch the images as it would be installed. Unique colors and bold graphics work well, along with bright images that can be seen from a distance. **Detailed images in color of each side must also be submitted on 8.5" x 11" paper.**

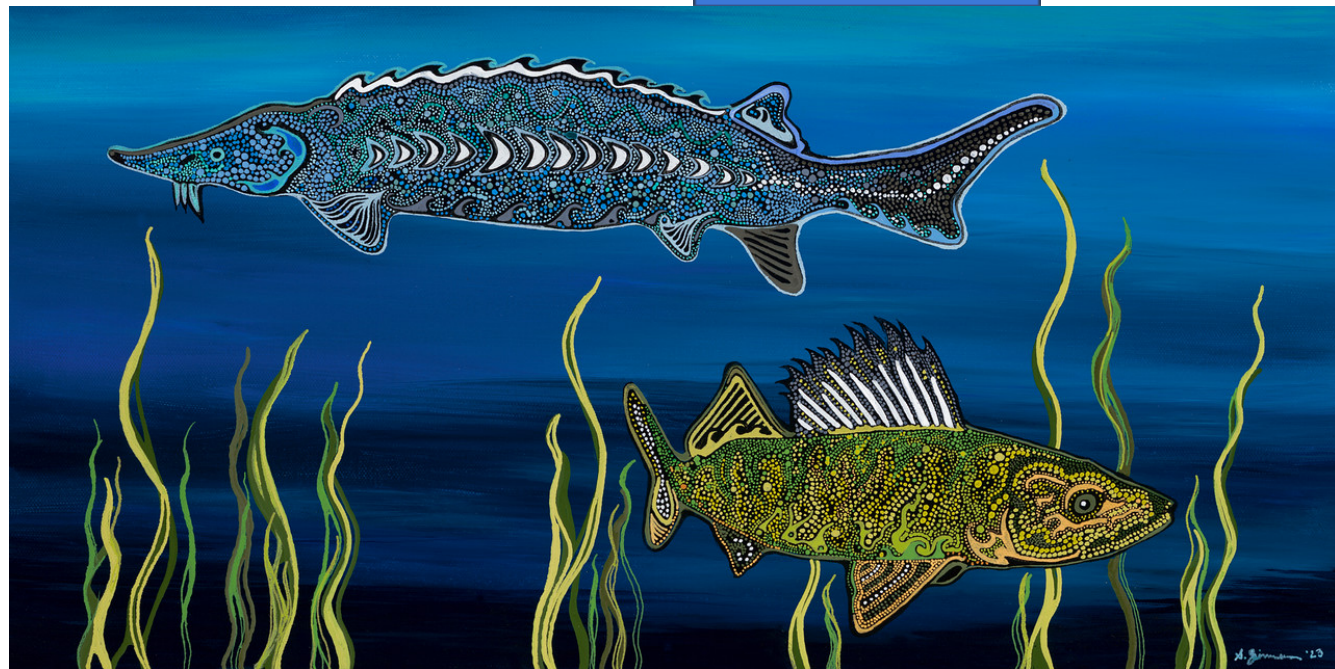
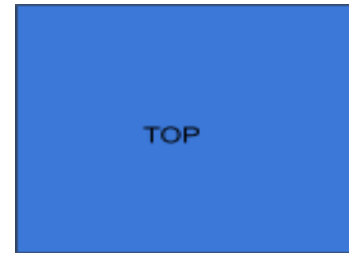
Actual utility boxes vary in size/shape and will have various vents, seams, doors, and handles. It will be the artist's responsibility to become familiar with their box and its measurements.

Artist Name:

Artwork Title:



Crane Superior Studio - Utility Wrap Mock Up
Fish Spirits
Sam Zimmerman



Side 1

Side 2

Side 3

Side 4