



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda

Duluth Public Arts Commission.

Monday, October 17, 2022

4:00 PM

City Hall – 1st Floor– Conference Room 155

CALL TO ORDER AND ROLL CALL

1 Public Comments

APPROVAL OF MINUTES

2 June 27th, 2022 Minutes

DISCUSSION ITEMS

3 Budget Discussion

4 Cascade Mural Park

5 Light Projection Festival

ACTION ITEMS

6 Updates to Utility Box Program

7 Bylaws

STAFF UPDATES

SUBCOMMITTEE REPORTS

8 Conservation Subcommittee

9 Deaccessioning Subcommittee

10 Festivals & Performances Subcommittee

ADJOURNMENT

Duluth Public Arts Commission

MINUTES for June 27th, 2022

Call to Order and Roll Call

Meeting started at 4:03pm.

Present: Wes Drummond, Scottie Gardonio, Carly Jandl, Kelli Hallsten Erickson, Amanda McElray Hunter, Christina Woods

Absent: Amy Demmer, Philip Gilpin, Tammy Clore, Paula Gudmundson

Staff: Eleanor Bacso, Tricia Hobbs

1. Public Comment

Approval of Minutes

2. March 21st, 2022 Regular Meeting Minutes

McElray Hunter made a motion to approve March meeting minutes with a second by Gardonio.

Drummond	Gardonio	Jandl	Hallsten Erickson	McElray Hunter	Woods
Yea	Yea	Yea	Yea	Yea	Yea

Discussion Items

3. Bylaws Update

This will be added to the next agenda and will be placed as an action item to vote in September.

4. Arts Social Event

Gilpin was not in attendance to discuss the arts social event with the commission.

Action Items

5. Utility Box Wrap Submissions

Woods overviewed the utility box program with the commission. Woods made a motion to approval proposal by Aya Kawaguchi and three proposals by the Duluth Art Institute with a second by Gardonio.

Drummond	Gardonio	Jandl	Hallsten Erickson	McElray Hunter	Woods
Yea	Yea	Yea	Yea	Yea	Yea

6. Duluth International Rotation Exhibition Submission

The commission reviewed Jamey Penney Ritter’s application. Hallsten Erickson made a motion to accept the proposal by Jamey Penny Ritter with a second by McElray Hunter.

Drummond	Gardonio	Jandl	Hallsten Erickson	McElray Hunter	Woods
Yea	Abstain	Yea	Yea	Yea	Yea

Woods stated she would like to discuss the budget at the next meeting. The commission discussed non-traditional art such as music, performance and festivals.

7. Clayton Jackson McGhie Memorial Conservation Work

McElray Hunter met with Carla Stetson about the repairs for the memorial. Stetson shared that there needs to be major cleaning and some of the words need to be re-chiseled. A group named ArtStone in New Ulm could potentially fix the wording. Additionally there are two pieces of graffiti and caulking work that needs to be done. Lastly, there was supposed to be Indigenous plantings in the area but this never came to fruition.

Gardonio made a motion to accept the proposals from Bob’s Sparkle Wash and Penny Perry for conservation work with a second by Jandl.

Drummond	Gardonio	Jandl	Hallsten Erickson	McElray Hunter	Woods
Yea	Yea	Yea	Yea	Yea	Yea

Communications

8. Staff Updates

New commissioners Jandl and Drummond introduced themselves to the commission. Bacso shared a MNDOT update regarding highway 53. Woods would like DPAC to be involved in planning and transportation work. Senior Transportation planner, James Gittemeier will be requested to come to the next DPAC meeting in July.

Subcommittee Reports

9. Superior Street Art Walk Subcommittee

Gardonio shared the subcommittee has no updates. There was a discussion that there should be an RFP for light projections in December and that the next subcommittee meeting should be set for August. Woods shared that DPAC could apply to Forecast Public Arts for funding. Hallsten Erickson discussed involving kid’s art in the light projections. Additional discussion was surrounding a Fire & Ice festival and to re-connect with the Greater Downtown Council.

Hallsten Erickson and Jandl joined the Superior Street Subcommittee.

10. Conservation Subcommittee

Woods stated that the conservation committee did quite a bit of work with the bronze sculptures that needed to be waxed. Woods detailed that Stenen was beyond repair but currently stable and that there is no way to fix the granite.

A doodle poll for the deaccessioning committee will be sent out and will include the AMA document that was previously shared out.

Hallsten Erickson is joining the subcommittee.

11. Performance and Festival Committee

The Superior Street subcommittee is currently being put on hold and this new subcommittee of performance and festival is being added. Jandl and Hallsten Erickson will be joining this subcommittee.

Adjournment

Motion to adjourn Amanda, second by Hallsten Erickson. The meeting adjourned at 5:20pm.

Sun Control of Minnesota, Inc
 2425 Rice Street
 St. Paul, MN 55113
 651-490-1060
 accounting@suncontrolmn.com

Estimate 37496



ADDRESS	SHIP TO
Christina Woods	Christina Woods
Duluth Art Institute	Duluth Art Institute
506 W Michigan St	506 W Michigan St
#2	#2
Duluth, MN 55802 USA	Duluth, MN 55802 USA

DATE 09/12/2022	TOTAL \$4,028.38	
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CLIENT REP

Jack M - jack@eliteduluth.com

	DESCRIPTION	AMOUNT
Production Item - Other	(2) Utility Box Wraps	3,700.00T
	Graphics Films Used: - Media: Digitally Printed 3M™ IJ180MC-10 - Overlaminates: 3M™ Anti-Graffiti Film 8588 Gloss *Prep & Installation Labor: - 6 Hours Each (+/-) Price Includes: Layout Proofs, Print Ready Design Files, All 3M™ Materials, Ink, Production Labor, Prep Labor, 3M™ Prep Supplies, 3M™ Certified Install, and 3M™ Installation Supplies.	

*THIS IS AN ESTIMATE - Prices are subject to change if more work is involved in the process. Delays beyond our control may increase costs. If time spent extends beyond estimated time, we charge our shop rate of \$135 per hour.

SUBTOTAL	3,700.00
TAX (0.08875)	328.38

TOTAL **\$4,028.38**

*DESIGN FEE - By approving this estimate, you hereby give your designer full authorization to begin the design process. Design time is factored into the estimate, but a design development fee of \$135 per hour will be billed separately if client cancels project after proof has been sent. If there has been no follow up regarding design after 4 weeks, the project will be archived and a design development fee will be billed.

THANK YOU.

*TURN-AROUND TIMES - When your Project is Signed Off & Approved, we will start production.

*FINANCING - We now offer financing options through "Hearth". If interested, please contact us and we can help.

Accepted By

Accepted Date

ADOPTED _____

**DULUTH PUBLIC ARTS
COMMISSION BYLAWS**

CITY OF DULUTH

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE I - IDENTITY	2
ARTICLE II - ORIGIN AND POWER	2
ARTICLE III – PURPOSE	2
ARTICLE IV - MEMBERSHIP	2
ARTICLE V - OFFICERS AND DUTIES	2
ARTICLE VI - ELECTION OF OFFICERS	3
ARTICLE VII - MEETINGS	3
ARTICLE VIII - MEETING PROCEDURES	3
ARTICLE IX - COMMITTEES	4
ARTICLE XI -AMENDMENT OF BYLAWS.....	

ARTICLE I - IDENTITY

- 1.1 Name. This organization shall be known as the Duluth Public Arts Commission.
- 1.2 Address. The administrative offices and mailing address of the Commission shall be Room 160, City Hall, Duluth, Minnesota, 55802.

ARTICLE II - ORIGIN

- 2.1 Establishment. The Duluth Public Arts Commission (the “Commission”) was created by Ordinance No. 8777 (4/7/86) and as such ordinance has, from time to time, been amended. The ordinance as amended is codified in the Duluth City Code, 1959 as Article XIX of Chapter 2 of the Code (the Ordinance”)

ARTICLE III – PURPOSE AND POWERS

- 3.1 Purpose. The purpose of the Commission is that set forth in Section 2-104 of the Ordinance.
- 3.2 Powers. The powers of the Commission shall be those set forth in Section 2-109 of the Ordinance.

ARTICLE IV - MEMBERSHIP

- 4.1 Members The membership of the Commission, appointment thereto, terms of service and removal shall be those set forth in Section 2-107 of the Ordinance.
- 4.2 Absenteeism. If any member fails to attend three consecutive regular meetings of the Commission during a term year, notice may be forwarded to the Mayor and Council with the request for removal of such member from the Commission at the discretion of the Commission president.

ARTICLE V - OFFICERS AND DUTIES

- 5.1 Officers & Duties The officers of the Commission shall be elected in accordance with Section 2-017 (e) of the Ordinance

ARTICLE VI - ELECTION OF OFFICERS

- 6.1 Terms. Officers shall be elected annually at the first meeting of the Commission occurring after the first of the year. Terms of office shall be for one year and no member shall hold the office of President or Vice President for more than two years consecutively except that Officers shall continue to serve until replaced by a duly elected officer in accord with these procedures.
- 6.2 Majority Required. Candidates for office receiving a majority vote of a quorum of the entire membership ~~then duly appointed(six members)~~ shall be declared duly elected.
- 6.3 Vacancies. Vacancies occurring in offices of the Commission shall be filled forthwith by regular election procedure.

ARTICLE VII - MEETINGS

- 7.1 Regular Meetings. Regular meetings of the Commission shall be held at _____ in Room ____ City Hall or such other place as shall be set forth in the notice of Meeting as provided for in Section 7.3 below on the _____ of each month. In the event that the regular meeting date falls on a legal holiday, the meeting shall be held on the following day.
- 7.2 Special Meetings. Special meetings may be called at the discretion of the President, or at the written request of at least three members who shall convey such request to the Secretary.
- 7.3 Notice of Meetings. Notice in writing or by email of each regular meeting shall be sent to all Commission members at least three days in advance of such meeting and notice in writing of any special meeting shall be sent to all Commission members at least one day prior to such meeting and shall state the time, place and purpose of such meeting.

ARTICLE VIII - MEETING PROCEDURE

- 9.1 Rules of Order. Unless otherwise specifically designated, Roberts Rules of Order, as most recently revised, shall govern meeting procedure.
- 9.2 Quorum. The quorum of the Commission shall be that set forth in Section 2-107(d) of the Ordinance.

- 9.3 Conflict of Interest. Whenever a Commission member shall have a direct or indirect personal or financial interest in an application or petition before the Commission, such member shall declare such interest and shall not participate in any hearing on said matter, and shall in no event vote upon said matter. When there is question as to the existence of a conflict of interest, the President shall make ruling thereon.
- 9.4 Suspension of Rules. The Commission may temporarily suspend its rules by a three-fourths vote of members in attendance.
- 9.5 Public Participation. The public shall be given an opportunity to speak on all agenda items pursuant to provisions written below.
- 9.6 Dispensation. A motion must be made and voted upon in order to dispense with any item on the agenda.
- 9.7 Non-Agenda Matters. No binding or final action may be taken on any matter not on the written agenda distributed to the Commission prior to the date of the meeting except by unanimous vote of a quorum of the membership.
- 9.8 Tabling. A tabling motion if passed has the effect of laying the matter over until the next regular meeting unless otherwise specified.
- 9.10 Time Limits. At a public hearing, Speakers shall be limited to three (3) minutes each.

ARTICLE X - COMMITTEES

- 10.1 Standing Committees. ~~From time to time, the President may create standing committees of the Commission for the purpose of advising the Committee on specific issues or areas of the Commission's business. The President shall appoint~~ There may be committees of at least three Commission members to each such standing committee. The term of membership on such committees shall run until the next election of officers as provided for in Section 6.1 above. ~~each appointed by the President for the purpose of advising the Committee specific issues or areas of the Commission's business~~
- 10.2 Ad Hoc Committees In addition to the standing committees provided for in Section 10.1 above, the President may create ad hoc committees to advise the Commission on specific projects or issues. The President may appoint the membership of such ad hoc committees as they deem appropriate and such committees shall continue until their existence is ended by the President.

ARTICLE XI - AMENDMENT OF BYLAWS

- 12.1 Amendment procedure. Any proposed amendment to these Bylaws shall be mailed to all Commission members not less than thirty (30) days prior to the meeting at which such amendment is to be voted on. Any amendment to these Bylaws shall be effective only if approved by 2/3s of the voting members of the Commission.

ARTICLE XII - EFFECTIVE DATE

- 13.1 These bylaws shall take effect on _____ and shall supersede all bylaws which might have been earlier established for the Commission.