



City of Duluth

Meeting Agenda

Duluth Public Arts Commission.

Monday, December 18, 2023

4:00 PM

Duluth Public Library - Gold Room

CALL TO ORDER AND ROLL CALL

APPROVAL OF MINUTES

ACTION ITEMS

Approve 2023 Budget

Discuss and review corresponding Work Plan

STAFF UPDATES

Minnesota Power Mural Artist Focus Group update

2024 DPAC Meetings

January and February need to be rescheduled

Commission Leadership and Election of Officers

Officers will be voted on in January

SUBCOMMITTEE REPORTS

Deaccessioning Subcommittee

Commissioners: Scottie Gardonio and Christina Woods (Convener)

Festivals and Performances Subcommittee

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

Conservation Subcommittee

Commissioners: Christina Woods (Convener) and Amanda McElray Hunter

FUTURE AGENDA ITEMS

ADJOURNMENT

Duluth Public Arts Commission

MINUTES for 11.20.23

Call to Order and Roll Call

Meeting started at 4:07PM

Commissioners: Wes Drummond, Scottie Gardonio, Carly Jandl, Kelli Hallsten Erickson, Amanda McElray Hunter, Christina Woods, Amy Demmer, Lee Cutler, Tammy Underwood, Shari Marshik

Present: Wes Drummond, Scottie Gardonio, Kelli Hallsten Erickson, Amanda McElray Hunter, Christina Woods, Amy Demmer, Lee Cutler, Tammy Underwood, Shari Marshik

Absent: Carly Jandl

Staff: Tricia Hobbs, Angie Stier

- Public Comment

Approval of Minutes

- October Regular Meeting Minutes

Gardonio made a motion to approve October meeting minutes with a second by Cutler.

Drummond	Gardonio	Jandl	Hallsten Erickson	McElray Hunter	Woods	Demmer	Underwood	Marshik	Culter
X	X		X	X	X	X	X	X	X

Discussion Items

- Art Advocacy Opportunity for pedestrian bridge
 - Angie drafts letter of support the replacement of MNDOT standard panels for artistic influenced additions, pedestrian safely lighting,

Anishinaabe signage and artist ready areas conducive to mural additions to the pillars and/or interior walkway walls.

- Budget Discussion
 - Propose fountain change with main fund with TT
 - Deaccession pieces that need to be dealt with (Stennon – Repairs work on brick/tuckpointing by caribou and other brick work clipped by plow)
 - **ACTION:** Waiting on city attorney for deaccessioning- Rebecca-follow up- will the cost of conservation and moving be on DPAC?
 - Brass plaque \$25K installed from metro area

- Art at the Airport discussion update
 - Meeting has been postponed with Airport

- **Action Item:** Letter of Support
 - Cutler made a motion to approve a letter of support from DPAC with a second by McElray Hunter.

Drummond	Gardonio	Jandl	Hallsten Erickson	McElray Hunter	Woods	Demmer	Underwood	Marshik	Cutler
X	X		X	X	X	X	X	X	X

- Utility Box Wrap Submission
 - Cutler made a motion to approve new Fish Spirits box wrap with a second by Gardonio.

Drummond	Gardonio	Jandl	Hallsten Erickson	McElray Hunter	Woods	Demmer	Underwood	Marshik	Cutler
X	X		X	X	X	X	X	X	X

- Creation of Standing Budget Subcommittee
 - Move to December

Communications

- Staff Updates
 - a. Minnesota Power Mural Update
 - i. Thursday 11/30 Artist Focus Group at MN power
 - b. Collaboration with Park
 - i. Meeting in January
 - c. Utility Box Program Update for 2024
 - i. **ACTION:** Present new language for Utility box wrap program at next meeting, ask past box wraps for agreeance on the use of 5 for 10 years.
 - d. Alternative Meeting Locations
 - i. December meeting

Subcommittee Reports

- Deaccessioning Subcommittee
- Conservation Subcommittee
- Performance and Festival Committee

Adjournment

Motion to adjourn McElray Hunter, second by Hallsten Erickson. The meeting adjourned at 5:32.

REVENUE		NOTES
Main Fund	\$98,409	Amount rolled over from 2022
Conservation & Maintenance	\$58,258	Amount rolled over from 2022
Tourism Tax	\$50,000	2023 grant
Fountain Change	\$400	Amount avail in 2023
Total Public Art Fund	\$207,067	Total available for DPAC

Expenses	BUDGET	TOURISM FOCUS		MAIN FUND		CONSERVATION FUND		2023 ACTUAL TOTAL SPEND	Amt committed to roll to 2024 budget	
		Committed	Spent	Committed	Spent	Committed	Spent			
		Amount allotted in 2023 \$50,000		Amount allotted in 2023 \$98,809		Amount allotted in 2023 \$58,258				
	\$10,000	\$3,200	\$3,200					\$3,200	\$0	Spent is currently an estimate including Nov & Dec estimated billing, that's why it's in RED as it is not an actual #, Tricia will update at the end of the year. Committed to 10K total, the remaining \$6,800 will be applied to 2024
Mural startup costs Mn Power Collaboration	\$14,000	\$20,650	\$7,000					\$7,000	\$13,650	Spent approx \$7K (will need final number) in 2023, will spend remaining \$13,650 in 2024
Utility Box Wraps	\$9,300	\$9,995	\$9,995					\$9,995	\$0	
Light Projection	\$13,000	\$13,000	\$0					\$0	\$13,000	Is this a true estimate? Has it been ordered/committed? What does it say? Timing? Did we commit to \$13K or is this an estimate, what amt needs to be rolled over to 2024? From Christina: The roll over makes sense. This needs to increase due to complexities in production and installation. I think the cost is closer to 25,000
Brass plaque Leif Erickson	\$5,000	\$500	\$329					\$329	\$0	
Bench cover	\$5,000							\$0	\$0	need to find out more info about this program and the costs
Airport Program	\$15,700							\$0	\$0	
Street Art	\$25,000	\$2,655						\$0	\$2,655	<---- use for Pow wow. (\$15,000) When is it? Will this all be used? Verbally committed 15K, will apply 2024 tourism funds for the remaining expense
Flex Funding	\$25,000							\$0	\$0	Tricia & Amanda are sorting out - roles, timeline and final cost
City Hall Anishinaabe Signage	\$8,000					\$4,792	\$4,792	\$4,792	\$0	Due to Penny retiring we weren't able to move as much of this forward this year
Conservation of Art , Statues and Monuments										
Total Tourism/General/Conservation	\$130,000	\$50,000	\$20,524	\$0	\$0	\$4,792	\$4,792	\$25,316	\$29,305	
Total Remaining in account (Budget - Total)		\$0	\$29,476	\$98,809	\$98,809	\$53,466	\$53,466	\$181,751	\$152,446	

DPAC Mission Statement (approved 7/18/2016)									
The Duluth Public Arts Commission fosters arts development and advocates for public art and arts events. It advises the City of Duluth on arts-related matters and promotes the positive economic impact the arts has in the community and region. It also assists the City in the development and maintenance of an ongoing Municipal Arts and Culture Plan. The Duluth Public Arts Commission, in all its endeavors, is committed to inclusivity, collaboration, and fairness.									
Context for 2024 work plan									
Like much in our society, the pandemic stymied DPAC in forward progress. Budget funds were lost, projects were paused or pivoted, and board and staff turnover lost much of the key institutional knowledge of DPAC pre-pandemic. Many of our goals in 2024 are to put the Commission back on track so we can start to make progress on our mission in 2025 and bring more vibrant public art to our community. This means we are committing to continuing the process/ programs we are doing well, wrapping up projects we have previously committed to, pausing programs/projects that need evaluation, and not taking on new programs/projects until we are ready.									
Context for 2024 budget									
Goals									
1 Invest in processes & programs we are doing well. Then determine what else we'd like to add for 2025 and beyond									
2 Develop systems, direction, and implement Conservation & Maintenance									
3 Finalize systems to allow us to formally bring more public art into our community in 2025 and beyond									
4 Organize internal systems to be effective and build capacity of Commission & Staff									
5 Convey value and importance of DPAC									

Stat us	Goal	Activities	Sub activities	Level of Importance	Creative Watershed Initiative	Lead DPACer &/or Committee	Other Partner (s)	Timeline	Budget	
	1. Invest in processes & programs we are doing well. Then determine what else we'd like to add for 2025 and beyond									
		Utility Art Box Program								
		Airport? determine if we continue or discontinue								
		Light Projection ?								
		Others?								
		Determine if there are other projects we want to keep and how to build better process for future years								
		Envision what other projects / programs / areas we would like to add and develop method for selecting and building 2025 and programs								
	2. Develop systems, direction, and implement Conservation & Maintenance									
		Finalize deaccessioning policy								
		Establish direction								
		Schedule of Conservation: What work is necessary / what items need conversrvation								
		What's annual maintenance required								
		what needs extra attention this year								
		what needs to be removed based on policy								
		what annual budget is needed and what do we want to grow so we can maintain a bigger art collection								
		Secure new maintenance person								
		what's max fee schedule range								
		any parameters / stipulations to be laid out in RFP - like local? preferred vendor requirement? etc.								
		Develope RFP & contract / Advertise / Hire								
		Conduct 2024 maintenance								
		Update Arts Inventory -								
		new art since 2014, missing pics								
		evaluate exisiting collection - how many BIPOC artists, what neighborhoods have art vs don't have art, etc.								
		make recommendations for what we'd like to see added to the collection (ie make goals around "increase X more BIPOC public art pieces to inventory", "increase art in X neighborhoods"								
		determine plan and budget to accomplish the goals								
	3. Finalize systems to allow us to formally bring more public art into our community in 2025 and beyond									
	Review current & various Artist Application / RFP / Selection criterias, etc and update for consistency, guidelnes, work flow through City, and selection process to be used in future projects									
		Artist Application & selection criteria / matrix (how do we vet and select artists - do we need an outside jury?)								pay contract to DSAI? Forecast? Springboard? or other entity to help this
		Public Art Criteria for selecting works of art								
		Determine what other processes are needed & make plan to develop								
		Artist Guide to Best Practices for Mural Making							Duluth Street Art Initiative?	pay contract to DSAI to develop?
		Site Selection								
		RFP call for Artist Template & Communciations Plan								
		system for reocmmending city funding for initiatives								

Stat us	Goal	Activities	Sub activities	Level of Importance	Creative Watershed Initiative	Lead DPACer &/or Committee	Other Partner (s)	Timeline	Budget
			research and determine what policies the city could add to enable more art busking policy?						
			Implement						
4. Organize internal systems to be effective and build capacity of Commission & Staff					Make it Happen				
			Establish work plan, drivers & timeline						
			Create a mission driven budget that accomplishes our work plan and moves Creative Watershed Plan forward						
			Determine staff vs committee roles						
			Add mission & annual goals to mtg agendas						
			Appoint "secretary" (not official) to keep our budget updated, google files & minutes together and organized						
			Get everything in one place and accessible for commissioners						
			Update DPAC Google Drive to include more recent years information . This currently belongs to a past commissioner						
			Update this document with organizational history & milestones						
			Determine what are current key docs like Artist application form, public art criteria matrix, planning docs, policies, maintenance schedules, etc						
			Build new commissioner On-boarding folder and create mentor system						
5. Convey value and importance of DPAC									
			Articulate value, importance and vision (and back up with budget needs, timelines & work plans) to mayor and councilors						
			Communicate with the public, make visible what we have done and what we do						
			Initiate steps to move alongside city projects so we know how we can work in tandem						
			with other departments and start to build efficient systems to do so. examples like flex fund & criteria						
			ready to add public art in infrastructre projects when they come up, collaborating with parks to maintain public art in parks & city property so we can do more of it, work alongside City Planning process like the Parks Master plan to plan for, and aquire new works of art.						
			Parks						
			Permitting						
			Communications						

2019 Strategy & Goals		2019 Work Plan							
Goal 1	Cultivate Talents								
	Superior Street (Imagine Duluth)								
	Airport Art show								
	Duluth Flag Video								
	Lake Place Park								
	Pedestrian (story) Bridge								
Goal 2	Connect & Activate our Neighborhoods								
	Superior Street (Imagine Duluth)								
	Leif Erickson								
	Lincoln Park								
	Duluth Flag Video								
	Duluth Walking Tour								
	Overpass								
Goal 3	Amplify Our Message								
	social media								
	Airport								
	Duluth Flag video								
	Report Narrative								
	Public Art Day								
Goal 4	Capitalize Our Strengths								
	Duluth Flag Video								
	Report Narrative								
Goal 5	Make it Happen (Scope)								
	Continue to Conserve								
	Coins \$\$								
	Sell Bricks as part of Superior Street project								
	Duluth Walking Tour								
2018-2018 Work Plan		2017-2.10 DPAC projects & liason List Feb 13 2017 update							
	Establish an appropriate governance system, sustainable funding mechanism, and skilled management structure for DPAC								
	Involve artists in the design, implementation, and integration of art in public and private improvement projects and connect artistic projects with the needs of the city								
	Develop guiding principles for public art, placemaking, designating districts, identifying trails and discerning opportunities throughout the city.								
	Generate strategies for identifying, locating, and developing public art and civic places to strengthen community								