



City of Duluth

Meeting Agenda

Duluth Public Arts Commission

411 West First Street
Duluth, Minnesota 55802

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.

Monday September 15, 2025

4:00 PM

Conference Room 155, Duluth City Hall (411 W 1st St)

2024 Work Plan 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

AGENDA

CALL TO ORDER AND ROLL CALL

APPROVAL OF MINUTES

Approval of August 2025 Meeting Minutes

Staff Updates

DISCUSSION ITEMS

Available Board Member Positions

Budget Review

Conservation Maintenance and Repairs

Request for Commissioner taking October Meeting Minutes

SUBCOMMITTEE UPDATES

** Indicates the Facilitator of Each Subcommittee*

- *Conservation Committee*
 - **Woods/Gardonio*
- *Submission Process and Submittal Review*
 - **Marshik/Gardonio/Rose*
- *Funding and Outreach Committee*
 - **Underwood/Graves/Durrwachter*
- *Strategic Directions Subcommittee*
 - **Gardonio/Marshik*

ADJOURNMENT

Next meeting will be held on **Monday, October 20th, at 4pm** in room 155 within City Hall

Duluth Public Arts Commission

August 18, 2025

City Hall Room 105

Regular Meeting

Meeting Called to Order at 4:06 pm

Presiding Officer Scottie Gardonio

Note Taker: Christina Woods

Staff: Angie Stier

Quorum confirmation

Present: Linnea Rose, Scottie Gardonio, Sherry Marshik, Wendy Durrwachter, Becca Graves, Christina Woods

Absent: Amanda Hunter, Tammy Underwood

1. Approval of meeting minutes

Motion: Sherry Marsnick

Second: Scottie Gardonio

Outcome: Pass

2. Staff Updates Angie Stier

a. KCI invoice was paid out- see balance sheet \$1350 for the conditions survey

b. KCI: \$13500 balance is still outstanding

3. Discussion Items

a. Budget Review as an update

September for recommendations and possibly decisions.

i. Expenditures Committed

1. Signage money \$12,000 paid

2. Skate Park money \$5,000 not paid yet, asked for an extension

3. Conservation KCI \$1350 conditions survey paid

4. Conservation \$13,780 committed to KCI not paid yet

5. Conservation \$1850 committed to Penny Perry not yet spent

ii. Expenditures Not Being spent

1. Utility Box \$17,000

2. Mural fund \$3980

3. Flex Funding \$28,000 (flex contract, public art)

4. Conservation \$3020 remaining

5. Total carry over or spend \$52100

iii. Other Notes

1. One utility box wrap remains- it was canceled and the artist was encouraged to reapply.

2. Typically carry forward \$50,000

3. Do we want to fund the removal of the Man Child Gull? **September**

b. Request for Commissioner taking September Meeting Minutes- Wendy Durrwachter- thank you

c. 2022 -Mn Power in balance sheet - what was this for? Look back in the minutes for this

d. Is there money from the 1% for the arts?

4. Subcommittee Updates

Conservation Committee/ Woods/Gardonio

These items are updates. Scottie and Christina need to meet to discuss next steps **September**

1. Tentative Schedule for KCI cleaning is set. Will use Penny Perry as they can. Smoke and weather will impact the schedule.
2. Penny schedule: not set
3. Sculptures
 - a. KCI proposal
 - b. Man, Child, and Gull expensive unless the city is involved
 - i. The base is damaged and children climb on it
 - ii. 20K wo city
 - iii. 5K w city
 - iv. Barricade the sculpture is an immediate recommendation
 - v. Artist has been notified and gave feedback
 - vi. Remove it completely - what is the cost?
 - c. Chief Buffalo needs cleaning- shared responsibility with city and Zeitgeist
 - d. Green Bear Signage a hazard and corner is damaged
 - e. Lief Erickson- signage is still being worked on we approved the content last meeting
 - f. Statue of Liberty- stored outside - needs to be laid down, maybe covered?
 - g. Spirit of the Lake- boulder was epoxied by the city

Submission Process and Submittal Review Marshik/Gardonio/Rose

1. Recommendations are being worked on- will review in **September**
 - a. Open art submission proposals for the whole year in Jan
 - b. March April review
 - c. Get work going by May
 - d. June July August Sept install
 - e. Submission partners- get the word out
 - f. Suggest a meeting after the call is sent out-
 - i. Angie recommends that include Kelly L public relations officer
 - ii. Items to discuss public meeting or not
 - iii. RFP format
 - g. Committee makes recommendation on approved art
 - i. Guidelines to continue with existing guidelines
 - ii. [On city website](#) PDF under apply button
 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. o 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 will work with vendor to measure their assigned box in order to prepare final designs.

7. • Artist signature is required and must not exceed 3"x 5" 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.
 - h. Commission approves recommendation
 - i. Commission contacts artists
 - j. Artist works with printer
 - k. Stipend paid after installation
 - l. Artist does not have to have the art completed
 2. Website:
 - a. map button say VIEW
 - b. Meeting Schedule be button and not a link
 3. Can we open the call to schools? Payment considerations **September**
- Funding and Outreach Committee Underwood/Graves/Durrwachter
1. Get a meeting going
 - a. Grants
 - i. Christina sent an email to the group
 - ii. Put together a grant schedule
 - b. Financial resources
 - c. Ben: Can DAPC write grants? Consideration is the amount of time it takes to process and track/ staff time
 - d. Grant writer in city to support grant for DAPC

Strategic Directions Subcommittee Gardonio/Marshik

1. No report

Signage for Duluth: who handles it? A constituent is seeking to change the name on the DOT signage for duluth

5. Adjournment time 5:15pm

ADOPTED 10/17/22

**DULUTH PUBLIC ARTS
COMMISSION BYLAWS**

CITY OF DULUTH

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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 membership then duly appointed 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 4:00PM in Room 155 in 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 third Monday 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 two or more 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.
- 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 October 17th, 2022 and shall supersede all bylaws which might have been earlier established for the Commission.

2025 DULUTH PUBLIC ARTS COMMISSION BUDGET									
REVENUE									NOTES
Main Fund (includes fountain change)								\$108,422	Total at end of 2024 balance from city
Conservation & Maintenance								\$42,485	
Total Public Art Fund								\$150,907	