

Public Art Advisory Committee
Thursday, November 7, 2019
3:30 PM

Helling Lobby Conference Room
410 E Washington St

AGENDA

Call to order

Public discussion of any item not on the agenda

Consideration of minutes of the September 5, 2019 meeting

Review of City Council discussion of Public Art Strategic Plan and related schedule

Discussion of Procedures, Policies, Program and By-Law review

Discussion of Inventory Inspection Process

Committee announcements or Committee reports

Staff reports

Adjournment

If you will need disability-related accommodations in order to participate in this program/event, please contact Marcia Bollinger, Neighborhood and Development Services at 319-356-5237 or marcia-bollinger@iowa-city.org. Early requests are strongly encouraged to allow sufficient time to meet your access needs.

**MINUTES
PUBLIC ART ADVISORY COMMITTEE
SEPTEMBER 5, 2019 – 5:00PM
ROBERT A LEE RECREATION CENTER – MEETING ROOM A**

MEMBERS PRESENT: Vero Rose Smith, Steve Miller, Wendy Brown, Eddie Boyken, Juli Seydell Johnson, Ron Knoche, Andrea Truitt

STAFF PRESENT: Marcia Bollinger, Sarah Helmer

PUBLIC PRESENT: Astrid Carlson, Ulrike Carlson, Olive Adams, Lauren Williams, Steve Schuette, Rachael Arnone, Ariane Parkes-Perret

RECOMMENDATIONS TO CITY COUNCIL:

By a vote of 7-0, the Public Art Advisory Committee recommends approval of the draft Public Art Strategic Plan pending corrections as discussed and to move forward to the City Council for their review and adoption.

CALL TO ORDER

Rose Smith called the meeting to order at 5:02 pm.

PUBLIC DISCUSSION OF ANY ITEM NOT ON THE AGENDA

Steve Schuette updated the committee on the Art Safari. The goal of the Art Safari is to create an event which combines artist's studio presentations and exposes the public to artists working in their community. They have a Facebook page (IC art safari) and an email (ICartsafari@outlook.com). The next step is to get more people in the community involved. There is an upcoming event scheduled for September 7th and 8th at Schuette's home on Sunset Street and four artists will be displaying their work in the neighborhood. He invited all to attend.

Rose Smith updated the committee on upcoming museum events:

- Jax Deluca – Grants Administrator for the National Endowment for the Arts. Gave a presentation on potential grants which this committee should consider applying for in the next fiscal year.
- Jax Deluca will be presenting a performance art piece which is open to the public and free being held in the Visual Arts Building on campus. Students from the school of music will be participating. The piece is a meditation on slowness.
- The Stanley Art Museum will be holding an event on September 6th which is free to the public. This event will be held at the old Film Scene location from 5-7.

CONSIDERATION OF MINUTES OF THE AUGUST 1, 2019 MEETING

Knoche motioned to approve the minutes, Seydell Johnson seconded. Meeting minutes were approved.

PRESENTATION BY SOUTH EAST JUNIOR HIGH ART STUDENTS – LONGFELLOW PEDESTRIAN TUNNEL MURAL

Rachael Arnone, the art teacher at South East Junior High described the method of selection for the muralist winner, a program which is in its fourth year of participation with the City. All students in her class create a mural design and vote on their favorite designs. The top two designs are chosen to create the mural in the Longfellow pedestrian tunnel.

Ulrick Carlson and Olive Adams then presented images of their proposed murals to the committee and answered questions regarding their ideas and inspiration.

Carlson was inspired by images of bones and forests. Adams was interested in Wiccan religious imagery, the seeing eye, flowers and her mother's green eyes.

Rose Smith asked the students questions about their ideas:

- Do the two pieces tell a story together? Adams said that she hadn't thought about the idea of x-ray before.
- What do you think will be most challenging about the murals? Students answered that the shadows and shading would be difficult as well as the line work and potential stenciling.

Brown asked what was currently on the ceiling and Arnone answered that nothing was on the ceiling. Seydell Johnson brought up the possibility of wet conditions that might be averse to painting. Bollinger answered that scheduling the event in the fall rather than the spring has helped address that issue.

Rose Smith thanked the students and Arnone for doing the mural project every year.

Brown inquired about a schedule. Arnone estimated that the work would happen in September and October.

COMMITTEE ANNOUNCEMENTS OR COMMITTEE REPORTS

(There was time immediately following the presentation from Southeast Junior High Students and prior to the public meeting to discuss committee announcements.)

Bollinger spoke briefly regarding additional artist input into the Strategic plan.

Rose Smith inquired if any staff had ever applied for an Our Town Grant through the NEA. Seydell Johnson said she had in a different position. Bollinger and Truitt commented that Summer of the Arts and the University of Iowa coordinate on a grant with the City to provide art programming for students participating in the Dream Center programming. Timeline for NEA grant submissions was discussed as beginning in December. Rose Smith suggested this might

be an opportunity and suggested the committee could host a series of grant writing workshops. She said we could bring people from the NEA and other regional arts organizations. Rose Smith and Truitt discussed the application process, the need for guidance and the potential for our committee being able to help the community in that way.

Rose Smith discussed PS1's recent acquisition of two homes on Gilbert Street next to the Haunted Bookshop. Fundraising for improvements to the homes had produced \$25,000. The first show is scheduled in October. Truitt was impressed with PS1's effort to preserve the structural and historical integrity of the house.

PUBLIC INPUT MEETING – IOWA CITY PUBLIC ART STRATEGIC PLAN

See Attached Notes for detailed description of requested changes.

Bollinger stated that the next steps in review of Public Art Strategic Plan would be to schedule with the City Council. The committee discussed and agreed that the October meeting that would typically be held the first Thursday of the month could be moved to when the City Council meeting was scheduled in October.

Brown clarified that the policy updates would not need to be done prior to the October meeting with City Council.

Moved by Seydell Johnson and seconded by Miller to approve the draft of the Public Art Strategic Plan pending corrections as discussed and to move forward to the City Council for their review and adoption. Approved unanimously.

COMMITTEE ANNOUNCEMENTS OR COMMITTEE REPORTS (CONTINUED)

Rose Smith invited comment from non-committee members. Howard Horan introduced himself and mentioned that he donated two of the Kovalec wooden sculptures located in Willow Creek Park and acknowledged the work of the Public Art Committee.

Miller discussed a potential art acquisition by the City. The sculpture of the man playing the piano on Muscatine Ave was willed to the artist and the artist is inquiring if the City would like to purchase the piece.

STAFF REPORTS

Bollinger mentioned that she had worked with the design consultant to create language for the plaque that will be located adjacent to the sculpture by Kenneth Snelson – Four Modular Piece that was soon to be relocated to the Riverfront Crossings Park. Seydell noted that the Three Sisters sculpture would soon be installed at Chadek Green Park. Bollinger also mentioned that she met with a member of the Airport Commission to discuss the potential for public art at the airport.

ADJOURNMENT

Knoche motioned to adjourn and Miller seconded. Meeting adjourned at 6:55 PM.

**Public Art Advisory Committee
Attendance Record
2018-2019**

Name	Term Expires	10/4	11/1	12/6	1/10	3/7	4/4	5/2	6/6	7/11	8/1	9/5
Wendy Brown	1/1/2020	x	x	O/E	O/E	x	x	x	x	x	x	x
Erin Fitzgerald	1/1/2020	x	--	--	--	--	--	--	--	--	--	--
Ron Knoche		x	x	x	x	x	x	x	x	x	x	x
Juli Seydell-Johnson		x	x	x	x	O/E	x	x	x	x	x	x
Vero Rose Smith	1/1/2021	x	x	x	x	x	O/E	x	x	x	x	x
Steve Miller	2/1/2021	x	x	x	x	x	x	x	x	x	x	x
Andrea Truitt	1/1/2022	--	--	x	x	x	x	x	x	--	x	x
Eddie Boyken	1/1/2022	--	--	--	x	x	x	x	x	x	x	x

Key:

X = Present

O = Absent

O/E = Absent/Excused

-- = Not a member

Iowa City Public Art Strategic Plan Meeting Notes

These notes are taken from the Public Art Advisory meeting held on September 5th 2019.

Please listen to the Meeting Minutes Recording (9-5-19 PAAC recording.MP3) starting at minute 47:40 to hear a full review of all comments. The Graphic design work that was done was amazing, and the positive feedback comments are not included in this document. This document is a list of the changes that were requested.

Page 3

- Acknowledgement section

Page 6

- In the snapshot of major projects section under Downtown, it says Five Pedestrian Mall Sculptures, please list the 5 sculptures by name.
- Include the year when the pieces were installed
- The Snelson sculpture or 'Four Module Piece Form 2' should be listed in this list in the Parks section
- Identify the Images – include captions with the pictures so we can see which pieces or art are shown

Page 7

- Captions on all the images

Page 8

- Don't need the color coding – make it all one color
- ADA Note: the colors may be too close to each other to identify

Page 9

- Under Online survey there is a misalignment, please make the blue boxes even
- The sideways titles are not visually pleasing, move the titles to the top of the boxes

Page 10

- Please take the numbers out of the blue color bar on the side
- Can we make the charts bigger and make the blue strip along the side more narrow
- Change the image in the corner to a map of the neighborhoods – referring to the 2nd question, where do you live in Iowa city. Show a map broken down by district location
- Number 3 should also have a blue strip next to it
- Move the image at the bottom and graph for question number 2

Page 11

- For the third image of the Snelson include a sketch or a drawing of the new configuration of the piece, Parks and Recs does have a rendering from the consultant

Page 12

- Same note as Page 10 – take the numbers out of the blue bar, make the blue strip narrower. (this is the same for all pages that have blue bars and numbers)
- Flip the results so that you see the most popular option at the top in the graphic. Example: Beautify should be at the top instead of at the bottom, same for all charts

Page 13

- There should be a consistent blue bar on this page
- The top image should be more readable, maybe to show that it is a sidewalk piece, a better picture with context
- The picture of Irving Webber should be of his face which would be more recognizable and the image should be color corrected, it's a little dark
- The green bars within the graphs should be a consistent width
- Switch the order within the graphs so that the most popular option is at the top

Page 14

- Same note as Page 10 – take the numbers out of the blue bar, make the blue strip narrower.
- The blue box should be the entire length of the page
- Marcia comment about the quotes, more emphasis on comments
- Ordering of the chart, put the most popular option at the top
- Create a possibilities page which would bring in the arts professionals' comments, and potential images

Page 15

- Adjust the spacing of the first line in the bulleting, the second line should be closer together than the other bullets. Example – under tasks – “Review existing policies and procedures – update as necessary.” The word necessary should be closer to the line above than the next bullet item

Page 16

- White space – may be an opportunity for more images – need image citation

Page 17

- Under point C the numbers should be indented or moved over – should mimic the formatting on page 22
- Same line spacing note that second lines should be closer

Page 18

- White space below, unclear if you should add additional images or if you should keep the space white to focus on the goals. Undetermined

Page 19

- The yellow is difficult to read, make the color a little darker, maybe an orange
- Sub-bullets vs the numbers earlier
- The bolding is good
- Vero presented an idea about including a box around the potential funding sources, listen to the recording for details around 1:24. Call out box around the Potential Funding Sources. Important item to highlight

Page 20

- Debate on whether to include additional images within the white space – listen to Vero's comments in the recording 1:26

Page 21

- Same spacing comments with the bullet points

Page 22

- Number Indent comment – the second line should be closer to the top line
- Extra space A.3 before highlights

Page 23 and 24

- Steve Comment – changing the location of (indecipherable 1:29:35)
- Include a new picture of the Four Module Piece – image #1 on page 24
- New image for #18 – City Hall Art Project, include name
- The map on page 23 could potentially be bigger
- Image for #11 Solar marker and Balance could be changed
- Vero's comment about the color differentiation on the map, cannot read the differences between the neighborhood because they are all different shades of Sage Green. Do it as a boundary line instead of shading, listen to comment 1:31
- Legend box at the top of page 24, the numbers in white are difficult to read
- 5 and 8 are difficult to tell the difference between and if you were color blind 6 and 8. Keep the shading, add a boundary box
- Difficult to see the northside marketplace neighborhood number 5, it's too small on the map

IOWA CITY PUBLIC ART PROGRAM

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May 16, 2000
Adopted by City Council

Site Selection

The Public Art Program will advise the City Council on sites to be enhanced by the addition of art. The site must be public property (which may also include University of Iowa, state, county, or federal property), situated so the art is visible and accessible to all members of the community. Special provisions may be necessary to make the site and/or the work accessible to members of the community with disabilities. Additionally, the artwork must not seriously disrupt the flow of pedestrian or vehicular traffic or adversely alter the environmental conditions of the selected site.

Consideration will be given to future and ongoing capital project sites to allow art to become an integral part of the project's design. While participation in any stage of the design plans would be beneficial for incorporating art in a project, the Public Art Program should strive to join the planning process as early as possible to ensure the feasibility of incorporating art in the selected projects.

The program will not be limited to capital design projects, as that would eliminate the opportunity to improve existing public areas with the addition of art. Art in public places enhances the appearance of that area and need not be a part of a capital improvement project. Both sites and works should be chosen to encompass and boost the spirit of the community.

The Public Art Program's initial focus is on areas frequented by a significant portion of the city's residents and visitors, such as the downtown area and city parks, as many people will be exposed to the art in these locations. However, the program will not be limited solely to areas with heavy pedestrian traffic, as installation of public art in neighborhood parks increases people's frequency and level of contact with the works. Though fewer people may visit the artwork in neighborhood parks, placement of art in these areas is vital to the public's involvement with art and the success of the Public Art Program.

Structural and maintenance issues of the prospective artwork will also be considered when selecting a site, as some areas (particularly high traffic areas) will be prone to public interactions with the art. A work installed in these areas must be structurally sound to ensure the safety of the community as well as the longevity of the work. Furthermore, some sites may be more appropriate than others due to activities on or near the site. For example, proximity to salted streets may result in corrosion of the surface of the artwork. Finally, as public art tends to attract more people to a site, art should be chosen and installed with the anticipation of this increase in traffic to the site.

Accession

All works of art purchased, commissioned or accepted as donations shall become property of the City of Iowa City. All City artwork will be maintained by the City and included in an inventory kept by the City's Public Art Advisory Committee (PAAC). The inventory must include:

- title of the work
- name of artist(s)
- location of the work
- year purchased/donated
- purchase price (if applicable)
- donor's name (if applicable)
- photographs of the work
- dated records of the condition of the work
- the artist's description of brands and colors of materials used in creating the work
- the artist's recommendations for maintenance and repair of the work
- all published material about the work

All contracts for the acquisition of public art shall include provision for a reasonable time period within which the City agrees to keep the piece of artwork in the place for which it was commissioned, purchased or donated. This provision shall allow for removal or relocation of the artwork in the event the City Council determines that the place is needed for another public use.

Donated Work:

People wishing to donate artwork to the City of Iowa City must submit slides, a written description of the work, and a rationale for the gift. The PAAC will then review the submitted piece for:

- quality
- maintenance requirements
- donor stipulations
- safety issues of the piece
- availability of an appropriate site
- advice of the administrators at that site

A contract including ,but not limited to, travel, installation and lighting costs, as well as plaques or any sort of published recognition of the donor (other than in the inventory) must be agreed upon before the work is accepted into the City's collection.

If the PAAC approves the donation, then the City Council must decide whether or not to accept the donation. If a donation is accepted by both the PAAC and the Council, it becomes a part of the City's Public Art Collection and is documented by the same inventory procedures as listed in the accession section.

Selection Processes

There are three standard ways of purchasing a piece of art: open competition, limited competition and direct invitation, all of which are described below. In addition to these, the City may acquire artwork through gifts. For each of the selection processes outlined, the Iowa City Public Art Program Acquisition Procedures will be used. These processes may include commissions or the acquisition of existing works. We hope to encourage a diverse applicant pool.

Open Competition:

This is the most widely used and equitable process, and may solicit artists' participation locally, regionally, nationally, or internationally. Artists submit proposals in response to a public advertisement. The selection committee then reviews the proposals and recommends an artist or artists for acquisitions, or requests more detailed proposals from selected artists.

Limited, Invitational Competition:

The Public Art Committee recommends a limited number of artists on the basis of an interview or review of work. The artists are then invited to develop a site-specific proposal for a particular project. The artists are given an honorarium and all the necessary information, as in the "Open Competition," as well as the opportunity to present a model and proposal to the committee. The selection committee then reviews the submitted proposals and recommends acquisitions. This process might be most appropriate for art projects calling for collaboration between an artist and an architect or landscape artist.

Direct Invitation:

In this process, if there is a majority of the Public Art Advisory Committee that feels one artist is particularly well qualified for a project, s/he might be invited to submit a proposal and a model, thereby bypassing the competition process. This process may be suitable should the appropriate situation arise.

Acquisition Procedures

1. Public Art Advisory Committee (PAAC) defines project, i.e. location of work or capital project with which art is associated, and method of selection. Methods of selection may include open competition; invitational competition; or direct selection.
2. PAAC defines parameters of project to be used in the call for artists or direct selection, develops a budget for the project, and drafts a proposed call for artists or artist selection for City Council approval. Public comment will be invited before the PAAC. For direct selection, proceed to step #8.
3. City Council considers proposal.
4. PAAC determines need for panel to work on selection process for project and identifies participants. Panels will include members of the PAAC, design professionals and representatives of the user group/neighborhood.
5. PAAC reviews initial submittals, which include the artist's experience and qualifications, references, and preliminary proposal(s) for the project or specific works of art, to determine compliance with the call for artists.
6. The panel, if convened by the PAAC, selects two or three semi-finalists from the group of qualified artists submitted to the panel by the PAAC. The semi-finalists may be asked to submit refined proposal(s) and/or model(s). Semi-finalists may be paid a fixed honorarium, costs of travel and a per diem, depending upon the approved budget.
7. The PAAC reviews the submittals of the two to three semi-finalists. The artist(s) may present their work at a public meeting. The artists' work is displayed in a public place for up to one week. Written comments from the public will be invited during this week. A public forum is held for discussion and input to the Public Art Advisory Committee on selection of the preferred artist. The PAAC recommends the finalist to the City Council.
8. City Council approves or denies the selection. Denial requires direction to the PAAC from the City Council and beginning the process again at the appropriate step.
9. After an affirmative vote by the Council, the PAAC works with selected artist on refinement of concept, timeframe for completion of work, final budget, and approves the contract for work.
10. PAAC recommends contract to City Council.
11. City Council approves contract.

Maintenance

Before a work is accepted into the City's collection, the artist must submit:

- a detailed list of exact types, brands and colors of materials used,
- a summary of cleaning instructions, and
- estimated annual maintenance needs and costs in dollars.

This information will be kept on file with the inventory of the City's collection. Any maintenance or restoration responsibilities the artist might have must be clearly explained in the contract and agreed upon before the work becomes a part of the City's collection. Unless otherwise stated, once a work is part of the collection, the City assumes all maintenance responsibilities for the work while the work remains part of the City's collection. A maintenance and inspection schedule suitable for the site and the work will be discussed with the artist and implemented upon possession of the work. Complete records of inspections, cleanings and conditions of the works will be kept on file in the inventory.

If a work in the City's possession becomes damaged in any way, the City may contact the artist to see if s/he can make the necessary repairs, or contact the necessary agencies or conservators to repair the work.

Deaccession/Relocation

After due consideration, the PAAC may recommend and the City Council may authorize the removal of a work from the City of Iowa City's Public Art collection. It is Iowa City's policy to remove a piece only if one or more of the following situations exist:

- the artwork in its present state poses a safety hazard to the public or the environment
- restoration of the work aesthetically and/or structurally is not feasible, or the expense of such restoration would be disproportionate to the value of the work
- the architectural support (building, wall, streetscape) is to be destroyed and relocation of the work is not feasible
- prolonged protest of the work persists to the extent that the work detracts rather than enhances the site and the community
- the work acts as an encumbrance to the use of public property
- the public use of the site has changed or is proposed to change in a manner that is no longer compatible with the artwork.

If a work is to be moved/modified, the artist must be notified before the change, if at all possible. In the instance that a work must be removed from the City's collection, the artist must be notified and given the opportunity to purchase the art from the City. In all situations, the rights of the artist will be respected as defined in the Visual Artists Rights Act of 1990, unless waived by the artist.

Financial Donations

The City of Iowa City welcomes any financial donations to the Iowa City Public Art Program. Donations are tax deductible and can be specified for a specific project or added to the public art fund.

Dedication of Public Art to Individuals

From time to time there may be individuals to whom the dedication of a public art piece is warranted. Those individuals should be persons noted for their significant contribution to the culture of Iowa City.

Public art pieces may be dedicated to an individual provided one of the following procedures is followed:

- At the time the public art project is conceived by the Public Art Advisory Committee, dedication to an individual is made part of the project concept. The proposed concept is then subject to the approval of the City Council pursuant to the Acquisition Procedures included herein.
- An individual or group brings a proposal for dedication to an individual of an extant public art item or a proposed public art project to the Public Art Advisory Committee or the City Council. All proposals must be accompanied by credentials for the person to be honored relative to that person's contribution to the culture of Iowa City. All proposals must also include endorsements for the dedication from groups or individuals other than the proposer. Proposals will be considered by the Public Art Advisory Committee who will advise the City Council. The Council will make the final determination as to the appropriateness of the dedication.
- This policy shall not apply to donated works. For policies regarding donated works, see the Accession section of these rules.

COMMUNITY INITIATED PUBLIC ART

APPLICATION PROCEDURE & FORM

The Iowa City Public Art program was created in 1997 to enhance the appearance of the city through the selection and integration of art in the public environment. Although most artwork purchased and installed by the Iowa City Public Art Program has been initiated by the Public Art Advisory Committee, it is possible for members of the community to come forth with beneficial ideas that merit consideration for possible funding/support. The attached application should be completed and submitted with proposals to the Iowa City Public Art Advisory Committee for their review and possible recommendation to the City Council for final consideration. The Iowa City Public Art Advisory Committee meets monthly, typically on the first Thursday at 3:30 PM in the Lobby Conference Room of the Civic Center, 410 E. Washington St. Applications can be submitted to either Marcia Klingaman (356-5237) or Karin Franklin (356-5232) at the Iowa City Planning and Community Development Department on the Thursday before the PAAC meeting to be included on the agenda or the application can be submitted to the PAAC at their meeting during "Public Discussion of any item not on the agenda". Applications presented at "public discussion" cannot be officially discussed or acted upon by the Public Art Advisory Committee until the next meeting when it can be placed on the agenda.

SELECTION CRITERIA

Artwork proposals will be reviewed by the Public Art Advisory Committee for recommendation to the Iowa City City Council. The Public Art Advisory Committee will evaluate the works of art based on the following criteria:

- Verification that the artwork will be located on public property and be publicly accessible.
- Ability of the artist/applicant to complete the project within the proposed timeframe and budget.
- Commitment of proposed partners involved in the project. Application should include a clear explanation of the responsibilities of each entity involved in the project.
- Ability/willingness of the artist/applicant to work with the PAAC / staff.
- Ability of the applicant to provide funding (if proposed).
- Verification that the completed and installed artwork will become the property of the Iowa City Public Art program.
- Artwork meets design, safety and maintenance criteria, funding availability, appropriateness of the artwork for the site and how well it "contributes to the identity and viability of the community and promotes the image of Iowa City".

SUBMITTAL REQUIREMENTS

- ◆ A completed Application Form (attached).
- ◆ A site plan with building and grade elevation and building facades, showing the placement of the proposed artwork within the site proposed.
- ◆ A narrative statement to demonstrate that the artwork will be displayed in an area open and freely available to the general public.

- ◆ A narrative of the artist's concept.
- ◆ Evidence of the value of the proposed artwork.
- ◆ Maintenance requirements.
- ◆ Visual representations of the artwork will be submitted in one of the following formats:
 - 8"x 10" photographs or 35mm slides or digital photos on 3 1/2" floppy or CD depicting several views of the artwork;
 - A model of the artwork; or
 - A graphic or artist illustration depicting several views of the artwork.
- ◆ Budget detail

Community Initiated Public Art Application Form

Project Name _____
Project Location/Address _____
Applicant Name _____
Phone No. _____ E-Mail Address _____
Applicant Address _____
City/State _____ Zip _____ FAX No. _____
Title of Artwork _____
Medium _____
Approximate Weight _____ Dimensions _____
Approximate Cost _____
Location of Identification Plaque _____
Description of Foundation _____
Proposed Installation Date _____
Distance Between Public Street and Artwork _____
Landscape Plans _____
Special Problems _____
Dedication Plans _____

(ATTACH ADDITIONAL SHEETS TO PROVIDE DETAILS IF NECESSARY)

PLEASE ENCLOSE:

(1) **Artist background information**

(2) **Budget Details** (use form below), and

(3) **An artist's rendering** depicting several views of the artwork as located on the site plan.

(Include surrounding building(s), grade elevations and building facades.) The rendering should be in one of the following formats:

- 8" x 10" photographs or 35mm slides or digital photo's on 3 1/2" floppy or CD depicting several views of the artwork
- A model of the artwork
- A graphic or artist illustration depicting several views of the artwork

BUDGET DETAIL

EXPENSE CATEGORY	PUBLIC ART FUNDS	OTHER FUNDS	LIST SOURCE OF OTHER FUNDS
DESIGN FEE	\$	\$	
ARTWORK COSTS			
CONSTRUCTION COST*			
1.			
2.			
3.			
4.			
5.			
INSURANCE			
TRAVEL/SITE VISITS			
Other:			
TOTALS	\$	\$	\$

ADD ADDITIONAL PAGES TO PROVIDE DETAILS OF BUDGET

*Concrete/ Flatwork, Lighting/Electrical, Landscaping, Demolition, Equipment Rental, Plumbing, Installation, etc.

I certify that the information provided in this application for the Public Art Program is true and accurate to the best of my knowledge.

Signature: _____ Title: _____

Print Name: _____ Date: _____

Neighborhood Public Art Project Procedures

The Neighborhood Public Art Project has been established to move the focus of the Iowa City Public Art Program to art in the neighborhoods and to allow neighborhoods to actively participate in the selection, site location, possible production and installation of art in their neighborhoods.

Definition of Public Art - The Iowa Arts Council defines "public art" as an artwork or art place that is created by an artist or designer, a group of artists and/or designers, or a collaboration between artists and/or designers for a specific site or place for the public to experience.

The following is the process for implementation of the Iowa City Neighborhood Public Art project:

Neighborhood Selection Process

Neighborhoods will be notified through the Office of Neighborhood Services of the opportunity to participate in the Neighborhood Art Project. A letter of interest must be submitted by the neighborhood association that will include the following:

- How the neighborhood intends to solicit input from the entire neighborhood.
- An estimated schedule of the process.
- Who will be the chief neighborhood contact person for the project
- How the artist will be selected and what role they will play in working with the neighborhood.

Artwork Selection Process

Neighborhoods must solicit all residents of the neighborhood to participate in the selection process to determine the type of artwork that they wish to acquire/commission and the location (s) of the proposed artwork. The neighborhood should begin the decision making process *with* a "concept" artist. This artist should be able to collaboratively work with the neighborhood through the mechanics of design and artist selection. The Public Art staff can provide assistance to the neighborhoods to locate potential "concept" artists. Any fee for the "concept" artist would

be part of the budget for the neighborhood art project. Once a type of artwork is decided upon, the neighborhood will work with the concept artist in determining the design, composition, scale, etc. of the artwork utilizing the selection criteria established for the Public Art Program. This artist can also assist in the development of calls to artists (if applicable) for the neighborhood and guide the neighborhood through a selection process. It is also completely acceptable that the concept artist submits a proposal for the completed neighborhood art project.

All existing criteria established through the Iowa City Public Art Program; procedures for site selection, maintenance, accession and deaccession/relocation must be met in the consideration of the artwork.

Review Process

The neighborhood must present their concept plan for the artwork, proposed site(s) and method of artwork or project artist selection, and proposed budget to the Public Art Advisory Committee (PAAC) for initial consideration. The PAAC will use the attached "Neighborhood Art Project Proposal Review Criteria" as a guideline for decision making. The PAAC will then forward their recommendation to the City Council for approval. Unless specifics about the artist and/or artwork are available at that time, the City Council will be asked to approve the "concept" of the project, the artist selection method, the budget and the artwork site.

After approval of the concept, site location and budget by the City Council, "calls-to-artists" (if necessary) will be developed by the neighborhoods with the assistance of staff and the PAAC. Selection of the artist/artwork by the neighborhood will be in accordance with the Acquisition Procedures developed for the Public Art Program. After review of the final project by the Public Art Advisory Committee, the City Council will then be asked to approve the final selection of artist/artwork and budget.

Neighborhood Mentoring Process

Upon completion of their art project, the participating neighborhood may be asked to work with and share their experiences with one other neighborhood association interested in participating in the Neighborhood Art Project.

Neighborhood Art Project Proposals

Review Criteria

In reviewing the concept plans for the Neighborhood Art project proposals, the Public Art Advisory Committee should consider the following:

- Has the neighborhood provided the opportunity for all residents to participate in the process?
- Has there been participation in the process by professional artists in creating a project or designing/creating the artwork being proposed?
- Have all long-term maintenance requirements been addressed?
- Have initial contacts been made regarding availability of the site for installation of the artwork?
- Are the existing criteria established through the Iowa City Public Art program capable of being met (i.e. Acquisition, Maintenance, deaccession/relocation); particularly:

Site Selection

- located on public property
 - visible and accessible
 - does not disrupt traffic flow
 - durability of artwork in relation to location
-
- Has the Artist selection process been determined and is it feasible?
 - Is the proposed budget reasonable?

PROGRAM FOR RECOGNITION OF ART IN NON-PUBLIC SPACES

Iowa City's publicly accessible art treasures consist of works created as part of the City's public art program and of privately developed works located in residential yards and in businesses. Both art sources reflect the spirit, character and values of our city and of the individuals who have the artworks on their property. These works may serve as enhancements to our cultural heritage, history, pride and sense of community.

The Program for Recognition of Art in Non-Public Spaces is to acknowledge contributions to the visual art environment by citizens of Iowa City. The purpose is to encourage private participation in art as a vital component of our community character and values and to promote Iowa City's art heritage.

The art works to be recognized may exhibit any of all of the following characteristics:

- reflect and enhance community spirit and values;
- challenging and not always easily understood;
- whimsy, intelligence and humor;
- visible to passers by;
- reflect the individuality of the owner, the neighborhood or business;
- two-dimensional or three dimensional art;
- traditional or non-traditional materials;

For example: sculpture, murals, topiary, water art, garden art with flowers and plants, etc.

SUBMITTAL GUIDELINES

Any person can nominate works that they consider to reflect the beauty, sense of community and heritage of their neighborhood or of Iowa City in general.

The person making the nomination will provide a photograph (preferably digital) of the artwork, the location, what they perceive as the strengths of the art, name of the owner and where applicable the artist or creator of the art work. The application will be submitted to the Iowa City Public Art Advisory Committee for review by April 30 of each year. Upon receipt by the Public Art Advisory Committee, the owner of the art piece will be notified of the nomination. Information will be provided to them regarding the public nature of the recognition and the subsequent publicity. The owner will be required to provide his/her permission to proceed with the nomination process.

SELECTION PROCESS

The Public Art Advisory Committee will apply the following criteria in examining the nomination:

1. Visually examining the art piece and evaluating the creative merits;
2. The artwork must be visually available to passersby;
3. The criteria noted above for characteristics.

The Iowa City Public Art Advisory Committee will pass the qualifying nominations to the Iowa City City Council with the Committee's recommendation. The City Council reviews the documentation and approves or denies the nomination. If the Council affirms the nomination the recognition may be presented at a meeting of the City Council. The recognition will include a printed certificate signed by the mayor of Iowa City.

Prepared by: Karin Franklin, Director, PCD, 410 E. Washington St., Iowa City, IA (319) 356-5232

RESOLUTION NO. 97-326

RESOLUTION ESTABLISHING A PUBLIC ART PROGRAM

WHEREAS, public art expresses a community's spirit and improves a community's image; and

WHEREAS, the public welfare is furthered by the presence of art in public places; and

WHEREAS, the City Council has determined that financial and technical support for a public art program is in the best interest of the people of Iowa City; and

WHEREAS, such a program should enhance public spaces, promote Iowa City's reputation as a cultural center, and build Iowa City's image as a vital place to live and work.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF IOWA CITY, IOWA:

1. Each fiscal year, a minimum of \$100,000 will be allocated in the Capital Improvements Program for public art.
2. A Public Art Advisory Committee will be appointed by the City Council to develop the Iowa City Public Art Program including, but not limited to, by-laws for the Committee, and procedures for the commissioning, procurement, maintenance, and deaccessioning of public art.
3. This resolution shall be in effect until amended or rescinded by an action of the City Council, after public hearing on the amendment or rescision.

Passed and approved this 23rd day of September, 1997.

Naomi J. Novick
MAYOR

Approved by
[Signature] 9-24-97
City Attorney's Office

ATTEST: Merian K. Kaur
CITY CLERK

City of Iowa City

MEMORANDUM

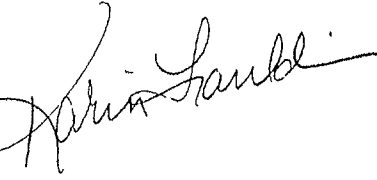
10-03-97
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Date: October 2, 1997

To: City Council

From: Karin Franklin, Director, PCD

Re: Public Art Advisory Committee



The resolution which you passed at your last meeting to establish a Public Art program, also established a Public Art Advisory Committee. This committee is to be appointed by the City Council and is charged with establishing by-laws and procedures for the Committee to commission, acquire, maintain and dispose of public art.

On your Oct. 21 agenda, there will be an announcement of vacancies. Following is a proposal for the composition of the committee, the terms of the members, and a description of the duties of the committee. Although the committee may wish to amend some of these items once they have convened, some basics need to be set out prior to advertising for the committee positions.

Composition

- Three community representatives—non-artists or art-related individuals
- One representative from the Design Review Committee
- Three art professionals—practicing artists; art critics; or art administrators
- One Public Works staff person
- One Parks and Recreation staff person

Project specific team: add the project architect/designer/engineer, two representatives of the project site neighborhood, if applicable, and a representative of the City department responsible for the project if other than Public Works or Parks and Recreation.

Appointments

The non-staff members would be appointed by the City Council according to the standard board and commission appointment procedures. The staff members would be selected by the appropriate department head. The project specific team would be selected for their position or would be appointed by the Committee.

Terms

Committee terms would be three year staggered terms except for the staff and Design Review Committee representative. The staff committee members would be appointed by the department heads for a minimum one-year term with the length of term determined by the department head. The Design Review Committee representative would rotate annually, at the discretion of the Design Review Committee. Project specific teams would serve for the duration of the project.

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Duties

- Develop by-laws and procedures for the Iowa City Public Art Program
- Administer the public art program by determining the placement of public art, the type of art to be used in a specific project, and the artist to be engaged.
- Oversee the acceptance of gifts of art.
- Oversee the maintenance and disposition of public art.
- Oversee expenditures of the public art program budget.

With City Council concurrence, the characteristics, terms and duties of the Public Art Advisory Committee members will be included in the advertisement for the Council appointed positions. This item is scheduled for discussion at your Oct. 6 work session.

cc: Steve Atkins
Chuck Schmadeke
Terry Trueblood
Joyce Carroll

Approved by PAAC
February 4, 1998
Amended by City Council
Rules Committee
March 23, 1998
Amended By-Laws
Approved by PAAC
June 4, 1998

BY-LAWS
Public Art Advisory Committee

ARTICLE I. AUTHORITY

The Public Art Advisory Committee shall have that authority as established by Resolution 97-326 passed by the City Council of Iowa City, Iowa and through the adoption of these by-laws stated herein.

ARTICLE II. PURPOSE

The purpose of the by-laws stated herein is to provide for the administration of a public art program by establishing a Public Art Advisory Committee to develop the Iowa City Public Art Program and to administer said program.

ARTICLE III. MEMBERSHIP

Section 1. Qualifications. The Public Art Advisory Committee shall consist of seven (7) members, four (4) of whom shall be appointed by the City Council. The remaining three (3) members shall be ex-officio and shall be one (1) staff representative from each of the Departments of Public Works and Parks & Recreation, and one (1) representative from the Design Review Committee. All appointed members of the Committee shall be qualified electors of the City of Iowa City, Iowa.

Section 2. Compensation. Members shall serve without compensation.

Section 3. Orientation for New Members. Prior to the first regular meeting following their appointment, new members shall be given an orientation briefing by the City staff and the Committee as is deemed appropriate.

Section 4. Absences. Three consecutive unexplained absences of a Committee member from regular meetings may result in a recommendation to the City Council from the Committee to discharge said member and appoint a new Committee member.

Section 5. Vacancies. Any vacancy among the appointees on the Committee because of death, resignation, long-term illness, disqualification or removal shall be filled by the City Council after at least 30 days public notice of the vacancy. Any vacancy of an ex-officio member shall be ~~or filled by the appropriate agency in the case of representative members~~ within 30 days.

Section 6. Terms. Appointed members shall be appointed for terms of three years, with terms expiring on January 1. No more than one-third of the terms may expire in any one year. If a position becomes vacant by reason of resignation or otherwise, and results in an unexpired term of six months or less, the City Council may choose to fill the unexpired term in such a manner that the appointee shall continue in the position not only through the unexpired term, but also through a subsequent regular term. Ex-officio members shall serve for a term of one year; such terms shall be renewable, at the discretion of the appropriate agency.

Section 7. Resignation. Resignations shall be submitted in writing to the Mayor with a copy to the City Manager, Director of Planning and Community Development, and Chairperson of the Public Art Advisory Committee at least 60 days prior to the date of intended departure.

ARTICLE IV. OFFICERS

Section 1. Number. The officers of this Committee shall be a Chairperson and a Vice-Chairperson, each of whom shall be elected by ~~the~~ a majority vote of all members of the Committee from those Committee members appointed by the City Council.

Section 2. Election and Term of Office. Officers of the Committee shall be elected annually at the first regular meeting in February each year; if the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as is convenient.

Section 3. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or other cause shall be filled by the ~~City Council~~ Committee for the unexpired portion of the term, except as provided in Article III, Section 6, above.

Section 4. Chairperson. The Chairperson shall, when present, preside at all meetings, appoint committees, call special meetings and in general perform all duties incident to the office of the Chairperson, and such other duties as may be prescribed by the members from time to time.

Section 5. Vice-Chairperson. In the absence of the Chairperson, or in the event of death, inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting, shall have all powers of and be subject to all the restrictions upon the Chairperson.

ARTICLE V. MEETINGS

Section 1. Regular Meetings. Regular meetings of this Committee shall be held monthly.

Section 2. Special Meetings. Special meetings of the members may be called by the Chairperson and shall be called by the Chairperson or Vice-Chairperson at the request of three or more members of the Committee.

Section 3. Place of Meetings. Regular meetings shall be in a place accessible to persons with disabilities.

Section 4. Notice of Meetings. Notice of regular and special meetings shall be required; meetings may be called upon notice not less than twenty-four (24) hours before the meeting.

Section 5. Quorum. A majority of all the members of the Committee shall constitute a quorum at any meeting.

Section 6. Proxies. There shall be no vote by proxy.

Section 7. Public Discussion. Time shall be made available during all regular meetings for open public discussion.

Section 8. Motions. Motions may be made or seconded by any member of the Committee except the Chairperson.

Section 9. Conflict of Interest. A member who believes they have a conflict of interest on a matter about to come before the Committee shall state the reason for the conflict of interest, leave the room before the discussion begins, and return after the vote. If there is a question of whether or not a conflict exists, the City Attorney or City Attorney's designee will decide. All questions should be referred to the City Attorney or designee. Decisions of the City Attorney or designee are binding.

Section 10. Voting. A majority (but not less than three) of votes cast at any meeting at which a quorum is present shall be decisive of any motion or election. Upon request of any Committee member, voting will be by roll call and will be recorded by "ayes" and "nays". Every member of the Committee, including the Chairperson, is required to cast a vote upon each motion. A member who abstains shall state the reason for abstention.

Section 11. Roberts Rules of Order. Except as otherwise provided herein, Roberts Rules of Order as amended shall be used where applicable.

ARTICLE VI. POWERS AND DUTIES

The Public Art Advisory Committee possesses the following powers, all being subject to final approval by the City Council:

Section 1. To develop by-laws and procedures for the Iowa City Public Art Program.

Section 2. To determine the placement of public art and the type of art to be used in a specific project.

Section 3. To commission artists or to purchase art works, as appropriate.

Section 4. To accept or reject gifts and loans of art.

Section 5. To develop policies and procedures for the maintenance and disposition of public art.

Section 6. To determine and oversee expenditures of the Public Art Program budget.

Section 7. To develop a Public Art Plan for the City of Iowa City.

Section 8. To develop and maintain an inventory of public art.

ARTICLE VII. CONDUCT OF COMMITTEE BUSINESS

Section 1. Agenda. The Chairperson, or a designated representative, together with the staff assistant, shall prepare an agenda for all regular Committee meetings. Agendas are to be posted at least 24 hours before the meeting and shall be sent to Committee members and the media prior to regular meetings. Copies will be available to the public at the meeting.

Section 2. Minutes. Minutes of all meetings are to be prepared, reviewed by the Chairperson, and distributed to the Committee and City Council Members. Specific recommendations requiring Council action are to be set off from the main body of the minutes and appropriately identified.

Section 3. Review Policy. The Committee shall review all policies and programs of the City, relating to the Committee's duties as stated herein, and makes such recommendations to the City Council as are deemed appropriate.

Section 4. Annual Report. An annual report detailing the activities of the Committee shall be prepared by the Chairperson, approved by the Committee and submitted to the City Council at the end of each calendar year.

ARTICLE VIII. SUBCOMMITTEES

The subcommittees of this Committee including composition, duties, and terms shall be designated by the Chairperson.

ARTICLE IX. AMENDMENTS

These by-laws may be altered, amended or repealed, and new by-laws adopted by an affirmative vote of not less than four members of the Committee at any regular meeting or at any special meeting called for that purpose. Amendments shall be approved by the City Council to become effective.