

**Public Art Advisory Committee**  
**Thursday, December 5, 2019**  
**3:30 PM**

**Helling Lobby Conference Room**  
**410 E Washington St**

**AGENDA**

**Call to order**

**Introduction of Wendy Ford, Iowa City Economic Development Coordinator**

**Public discussion of any item not on the agenda**

**Consideration of minutes of the November 7, 2019 meeting**

**Review of draft Management Plan**

**Review of revised Public Art Advisory Committee By-Laws**

**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](mailto:marcia-bollinger@iowa-city.org). Early requests are strongly encouraged to allow sufficient time to meet your access needs.*

**MINUTES  
PUBLIC ART ADVISORY COMMITTEE  
NOVEMBER 7, 2019 – 5:00PM  
LOBBY CONFERENCE ROOM – CITY HALL**

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

**STAFF PRESENT:** Marcia Bollinger, Camille Soleil

**PUBLIC PRESENT:** Wim Murray, Community Leadership Program, Matt Arnold, Community Leadership Program, Grace Barker, Nancy Bird, Iowa City Downtown District

**CALL TO ORDER**

Rose Smith called the meeting to order 3:31 pm.

**PUBLIC DISCUSSION OF ANY ITEM NOT ON THE AGENDA**

Matt Arnold of the Iowa City Chamber Leadership Program shared that he and Murray were present today to learn more about the Public Art Program. Their team is interested in the role of art for making community spaces better. They are doing stakeholder interviews and research right now, in the early phase of the design process and are hoping to learn more so they can contribute in a focused project for a June 2020 delivery.

**CONSIDERATION OF MINUTES OF THE SEPTEMBER 5, 2019 MEETING**

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

**APPROVAL OF THE 2020-2025 PUBLIC ART STRATEGIC PLAN**

Rose Smith announced that the Public Art Strategic Plan and the related schedule was unanimously approved by Iowa City Council on Monday, November 3, 2019.

Rose Smith noted that Councilmember Mazahir Salih brought up a good point that the PAAC reach out to all of our community as it moves forward, and that it seek participation -- particularly from the immigrant and refugee communities within Iowa City. Rose Smith urged that the committee be absolutely committed to that goal and think about concrete ways of doing that. There was brief discussion of the City Council meeting.

Rose Smith commended the Committee on a job well done, followed by, "now, we have a lot of work to do!"

Bollinger distributed a spreadsheet which extracted the goals and objectives from the Strategic Plan and split them into a chronological timeline, so that the committee could have a better idea of how things line up over the next 5-6 month. She referenced a section in back where yellow indicated ongoing implementation steps that need to occur, steps that did not fall under a timetable but needed to be implemented along the way.

Bollinger said that as this process moves forward, she would like to see it come together in the form of a Public Art Management Plan. She passed around an example of one she thought was

parallel to the vision of the Committee, a compilation of all the public procedures, processes, and policies.

Rose Smith and the committee expressed enthusiasm for such a plan. Bollinger explained that much of the plan already exists in pieces, but putting it together this way would serve the community well into the future. There was some discussion of the sample plan, which contained a simple timeline on how to initiate a public art project, the sequence of activities, with time frames and a checklist, as well as a site survey and an inventory of the art collection. She said that she would send a copy to members of the committee and that it would be a good template to start with and customize to Iowa City.

Rose Smith stated that one of her major goals in reconfiguring the public art strategic plan as far as a continuance for a management plan is thinking from a more museological perspective, i.e., treating the public art that has been acquired by the City as a collection, and implementing standard procedures for collection maintenance policies. She suggested looking at the American Alliance of Museums standards for operation as an aspiration.

Rose Smith wondered how the Stanley Museum of Art might better interface with the City moving forward, saying that if the committee considers these standards at the outset of this reconfiguring of how it operates, it might better be able to align with doing things like sharing a traveling exhibition, for example. There might be sites in the city that will meet the requirements facilities-wise, so that the committee can begin to expand ways to bring art to the public that also dovetail to the strengths that are specific to our community, such as the Stanley.

Bollinger asked Rose Smith if she could provide some examples of that, something staff could work from, as they have recently begun the process of inspecting existing inventory. Rose Smith said that she would forward those to Bollinger next week.

Rose Smith also shared that she would like to explore ways to integrate with other entities across our city that already have collection policies, practices, and procedures, adding that Iowa City also has a state historical society outpost, as well. She then noted that although the city budget for public art has been doubled, it is not in a range that would facilitate the commissioning and acquisition of an artwork to be displayed in public that is really long-lasting – and continue current grant programs, which she values deeply and that many working artists in our community value. She said that the committee needs to have procedures in place and look at comparative policies of collections management and creation that show the true cost of art, particularly art that is exposed to the elements.

Rose Smith asked then asked Bollinger for her next specific goals, and Bollinger replied that she would like committee assistance in review of drafts to the Policies and Procedures in December.

Truitt and Brown volunteered to review drafts of Policies before the December meeting, and Bollinger said that she would send them some things to review in a couple of weeks.

There was then discussion about evaluating the existing by-laws. One major consideration was wanting to increase the size of the committee, and the time of meeting.

It was decided to include review of the By-laws with the review of Policies and Procedures that Truitt and Brown would help facilitate.

Bollinger stated that she and Soleil had begun the inspection process of the Public Art, and unless the committee wanted to participate, she would continue to do inspections with staff. Rose Smith inquired about the process, and Bollinger replied that they were using photographs and a written inspection sheet.

There was interest in an inventory of city facilities and potential for artwork throughout. Such an inventory would not just include city parks, but all facilities owned by the City where art might be displayed. Rose Smith offered to share documents on Facility Standards, with requirements for security, humidity, temperature, and lumens, with the committee.

Rose Smith asked if there was a need for any other subcommittees at this point, and Bollinger replied that the next two months would be busy with the inspections and Management Plan.

There was discussion about creating and maintaining a digital portal of services, including an artist database, which would communicate to the community all of the City resources available to artists in Iowa City. Such a digital portal would include City grants, sites, opportunities. Where possible, it would provide links to outside resources. Bollinger said she would arrange a meeting with the City Communications staff in January to see how they could help, and Rose Smith expressed a desire to be part that.

The committee confirmed the next meeting date of December 5, 2019. Due to holiday schedules, it was decided to hold the January meeting on January 16, 2020 instead of the first Thursday.

#### **DISCUSSION OF PROCEDURES, POLICIES, PROGRAM AND BY-LAW REVIEW**

Rose Smith asked for discussion of Procedures, Policies and By-law Review.

Bollinger asked the committee to come back in December with their suggestions of things that need to be changed. As an example, she noted that Neighborhood Art and Public Art matching grants are in the current documents, but things like Performance Art are not.

Rose Smith asked for Word document of the sample Management Plan, which Bollinger will send to the committee.

Rose Smith said that one priority she would like to highlight is expansion of the committee membership and recruiting people who aren't currently at the table. She suggested the possibility of adding neighborhood representatives to the committee.

There was discussion as to whether the time of the meeting was dictated in the By-laws. As it was not, the committee decided to change the time to 5:30pm, beginning January 2020. Bollinger will check on the availability of the conference room.

#### **DISCUSSION OF INVENTORY INSPECTION PROCESS**

Rose Smith expressed a desire to have the City's art collection inventoried in a database rather than a spreadsheet. She asked how many artworks were currently owned by the City, and was uncertain whether a database was necessary for a collection of 30 or so pieces. There was discussion as to whether the collection includes pieces that were owned by the City but not acquired through Public Art funds. Rose Smith suggested that the committee consider having a database of all works owned by the city, whether or not acquired through public art committee.

## **COMMITTEE ANNOUNCEMENTS OR COMMITTEE REPORTS**

Seydell Johnson reported that the City is making progress with the relocation of the Snelson sculpture, which has been refurbished. Relocation and landscaping will be finished Spring 2020.

Miller asked when budget monies can start being dispersed. Bollinger replied that \$50,000 was committed this past July 2019, and the committee could probably start committing in March or April 2020.

Seydell Johnson reported that next summer, Wetherby Park will be renovated. A new building will replace the one where the mural is currently, so that mural will be lost. There was discussion about relocating the railings and spheres.

Rose Smith said that she sent out call for adjudicators for First Friday at the Stanley Museum, and Brown was volunteered.

## **STAFF REPORTS**

Bollinger shared a letter from Lisa Barnes, who wrote a letter of thanks to committee for helping with funding of her mural.

She also reported that the relocation of Dorothy, the tornado sculpture from the Ped Mall, is currently proposed to be in front of the blue glass panels of the parking garage. The artist, Justine Zimmer would like to inspect the artwork to see if repairs or improvements are necessary prior to installation. Bollinger also mentioned that Zimmer had proposed building upon the original work to add layers to reflect the arts and cultural growth of the community. Bollinger explained to her the status of the strategic plan and that likely no commitment could be made at this time to provide the funding that might be necessary for such a project.

## **ADJOURNMENT**

Knoche motioned to adjourn at 4:20. Seydell Johnson seconded. Adjourned by Rose Smith at 4:20pm.

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

<b>Name</b>	<b>Term Expires</b>	<b>11/1</b>	<b>12/6</b>	<b>1/10</b>	<b>3/7</b>	<b>4/4</b>	<b>5/2</b>	<b>6/6</b>	<b>7/11</b>	<b>8/1</b>	<b>9/5</b>	<b>11/7</b>
<b>Wendy Brown</b>	12/31/2019	x	O/E	O/E	x	x	x	x	x	x	x	x
<b>Vero Rose Smith</b>	12/31/2020	x	x	x	x	O/E	x	x	x	x	x	x
<b>Steve Miller</b>	12/31/2020	x	x	x	x	x	x	x	x	x	x	x
<b>Andrea Truitt</b>	12/31/2019	--	x	x	x	x	x	x	--	x	x	x
<b>Eddie Boyken</b>	12/31/2021	--	--	x	x	x	x	x	x	x	x	O
<b>Ron Knoche</b>		x	x	x	x	x	x	x	x	x	x	x
<b>Juli Seydell-Johnson</b>		x	x	x	O/E	x	x	x	x	x	x	x

Key:

X = Present

O = Absent

O/E = Absent/Excused

-- = Not a member

**Do not review. Will be adjusted when plan is complete**

**Iowa City Public Art Program Management Plan**

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Does not include other than visual arts. Programs, processes, priorities etc. for performance, interactive, programming.

Role of City Council/City Manager in all processes

A general definition listing including

- Public Art Program
- Public Art Advisory Committee
- Public art funding
- City Council
- Public Art Administrator



**NOTE - this will be refined considerably once the Management Plan is completed so don't review**

**1.0 Executive Summary** - Public art has the power to energize our public spaces and profoundly transform the places where we live, work, and play. It generates community identity by creating a unique atmosphere and enhancing a sense of place. In functioning both as destination and embellishment, public art plays an important role in sustaining the local economy.

The Iowa City Public Art Advisory Committee has developed a Public Art Management Plan that provides guidelines and policies for the funding, acquisition, placement, and maintenance of public art within the City. The Committee will also implement strategies to engage the public and a process for reaching the goals established over the next five years. This management plan responds to Resolution No. 97-326 September establishing a Public Art Program in Iowa City as well as Resolution No.19-269 Adopting the Iowa City Public Art Strategic Plan 2020-2025.

Through the strategic planning process outlined below, the Public Art Advisory Committee has distilled the following five goals:

**Goal 1: Review the existing Public Art Program.** Adjust its policies, priorities and practices to better reflect our dynamic community. Devise creative ways to deliver a wide range of art opportunities—from performance art to permanent installations, participatory programs, and more to stimulate a vibrant public art environment that will enrich us all.

**Goal 2: Expand opportunities** to use public art to enliven and enhance areas throughout Iowa City to ensure that everyone in the community has a chance to enjoy it.

**Goal 3: Secure and manage funding** to ensure an ongoing vibrant, sustainable Public Art Program as well as ensure the care and maintenance of existing public art assets.

**Goal 4: Collaborate** with municipal, civic, nonprofit and private sector organizations to create opportunities for public art.

**Goal 5: Build awareness and promote understanding** about public art and the benefits of the arts in general.

The Public Art Management Plan is developed to update and expand upon the existing Public Art Program Procedures and Practices as originally adopted by the Iowa City City Council in May 2000, encompassing specifics related to implement Goals 2 through 5 as outlined above.

## **2.0 Vision and Mission**

### **2.1 Vision**

The arts are at our core—they are a big part of what makes Iowa City unique. Public art brings beauty and excitement to our surroundings. It sparks us to find wonder and inspiration in new and unexpected places. By promoting imaginative opportunities to experience and create art together, we can build a community that values and encourages diverse voices. We will continue to use the Public Art Program to nurture creative placemaking, and to inspire, educate and enrich our community and its visitors. We will work to make Iowa City the Greatest Small City for the Arts in America.

### **2.2 Mission**

To create a stimulating public arts environment that reflects and celebrates Iowa City's rich history, culture, diversity and character.

## **3.0 Overview**

### **3.1 What is “Public Art”**

Simply put, public art is art in public spaces.

Frequently, public art is chosen through a public selection process, and is most-often commissioned, acquired and maintained with public funds.

Public art can include murals, sculpture, photography, paintings and memorials. It can be community art, digital new media, or integrated architectural- or landscape architectural work, permanent, temporary, two-dimensional, three-dimensional, and multi-dimensional -- public art can even include performances and festivals.

Many cities now require that public art be incorporated into new developments, both municipal and private. And while the term “public art” may have conjured images of historic bronze statues of soldiers on horseback in the past, today public art takes on a wide range of forms, sizes, and scales.

### **3.2 Why is Public Art Important?**

A laminated poem hanging in a bus. A bronze sidewalk sculpture inlaid to honor a city’s literary legacy. Community murals in a neighborhood park. A fountain in the town square. A pop-up concert in a hidden corner of a parking ramp.

Public art instills meaning—a greater sense of identity and an understanding of where we live, work, and visit. It suggests a common memory, and creates memorable experiences, connections, and conscious interactions. Public art humanizes the built environment and makes it relatable.

Through public art, our communities gain cultural, social, and economic value. It helps creative communities thrive on many levels:

#### **ECONOMIC GROWTH AND SUSTAINABILITY**

- By engaging in public art as a tool for growth and sustainability, communities can thrive economically. Public art boosts cultural tourism, creates jobs, and increases revenue of local businesses.
- Arts, culture, and creativity can improve a community’s competitive edge, attract new and visiting populations, and integrate the visions of both community and business leaders.

#### **ATTACHMENT AND CULTURAL IDENTITY**

- Public art directly influences how people see and connect with a place.
- Public art encourages attachment to a location for residents through cultural and historical understanding, and by highlighting what is unique about the places where people live, work, and play.

#### **ARTISTS AS CONTRIBUTORS**

- Providing a public art ecosystem supports artists and other creatives by validating them as important contributors to the community. In most communities, large portions of the public arts budget are redistributed into the local economy through the creation, installation and maintenance of public art.

#### **SOCIAL COHESION AND CULTURAL UNDERSTANDING**

- Public art provides a visual mechanism for understanding other cultures and perspectives, reinforcing social connectivity with others.

#### **PUBLIC HEALTH AND BELONGING**

- Public art has been shown to have clear public health impacts including decreased stress, eliciting awe, developing shared identity, reinforcing self-efficacy, and promoting positive health behaviors.

## **4.0 Public Art Policy**

The Public Art Management Plan is based on the belief that public art enhances and defines a city's image. Art makes public spaces more welcoming, and it creates a deeper interaction with the environment—the places where individuals work, live, shop, and seek recreation.

### **4.1 General Policies and Procedures for the Iowa City Public Art Program**

#### **Role of Public Art Advisory Committee (PAAC)**

The PAAC will be responsible for implementing and following the administrative guidelines for the selection of artwork as outlined in the Plan. These guidelines include:

- Evaluating public art opportunities and needs every five years and updating policies as needed
- Preparing an annual budget of proposed projects for the upcoming funding year
- Maintaining an inventory of art assets including: documents transferring title, artist's contracts, reports, invoices, and other pertinent material.
- Acquiring, commissioning, funding of public art to ensure the collection remains vibrant and relevant to the community.
- Evaluating public art installations on or in public property by entities other than the City
- Removal of public art as necessary
- Siting and displaying works of art
- Evaluating offers of donations of public art or funds
- Ensuring opportunities for input by the general public in art installations and programs
- Providing opportunities for installation of temporary art exhibits
- Pursuing funding options and opportunities as available
- Ensuring public art is available and accessible to all segments of Iowa City's population
- Implementing the annual Poetry in Public program
- Hosting the annual Kidztent at the Iowa City Arts Festival
- Collaborating with community organizations to create opportunities for public art
- Building awareness and promoting understanding about public art and the benefits of public art in general
- Providing an annual report to the City Council and community

## **5.0 Public Art Acquisition and Commissioning Policies and Procedures**

### **Selection Guidelines**

When selecting or commissioning works of art, the PAAC shall ensure that the following factors are considered:

1. Artistic merit: Does the work have strong artistic merit? Criteria include but are not limited to:
  - Strength of the concept, vision, and enduring value of the work
  - Durability and craftsmanship in fabrication
  - Appropriateness of artwork scale to the proposed site
  - Appropriateness of artwork to other aspects of its surroundings
  - Artist's credentials and recognition
  - Potential enrichment of the architectural, historical, geographical and/or cultural context of the site
  - Compatibility includes a consideration of media, as well as integration of the work of art into the design or function of the proposed site. All art forms will be considered.
2. Relationship to the City's existing art collection. How well does the proposed artwork fit with the City's current holdings? Criteria for compatibility include but are not limited to:
  - Does the artwork contribute to the diversity and breadth of the City's collection?
  - Is the artist's work already adequately represented in the City's collection?
  - Does the style or form of the art contribute to balance in the City's collection?
3. Safety and maintainability: Artworks on City property must be structurally sound, durable and resistant to vandalism, weathering, and excessive maintenance/repair costs, and should not pose a threat to the safety of the public.
4. Feasibility: The ability of the artist to successfully complete all aspects of the proposed work.
5. Cost: Whether the price is fair and there are available funds to cover the cost of purchase, transportation, documentation, conservation and storage of the work of art. The cost should be commensurate with the importance of the work to the public art collection.
6. All things being equal, preference will be given to Iowa City/Iowa Artists.

### **Placement Guidelines**

When considering initial installations and/or determining placement of a work of art, the PAAC will address these questions as guidelines:

- If the artwork is site-specific, is the proposed location likely to remain unneeded for other public purposes in the foreseeable future?
- Will the work enhance the site?
- Does the site allow good vantage points for viewing the work?
- Does the site provide safety for the work and the public?

- Can installation at the proposed site be undertaken within budget and on time?
- What maintenance will be required for the art work and any other related costs?
- What benefits - physical, social, and economic - will this installation bring to the community?

### **Title to Artwork**

Title to artwork acquired through the Iowa City Public Art Program shall be in the name of the City. Acquisition of artwork shall be accompanied by an assignment of copyright to the artwork; however, the artist may retain a non-exclusive right to make reproductions of the artwork for professional advertisement and promotional purposes. Unless otherwise agreed, in writing, by the City Manager, no artist or artist's representative shall be deemed to have reserved any rights to the artwork acquired by the City or Agency, or to the continued placement of the artwork in any specific location, notwithstanding the fact that the artwork may have been created as "site-specific." [Need to evaluate how/if this aligns with the Visual Arts Rights Act.](#)

### **Acquisition Procedures**

When selecting or commissioning artwork for the City's public art collection, the PAAC shall use the following procedures:

#### **1. Determine Need**

The PAAC identifies a need to acquire artwork for the public art collection based on one or more of the following factors:

- The Public Art Program has funds provided through the annual budget process that are not required to be used to purchase artwork in connection with the construction of a specific capital project. These funds will be used to create artwork prioritized through the strategic plan process.
- A specific capital project is proposed that requires the purchase of art.
- The City has obtained funds by donation, grant, bequest, or other means, with the stipulation that the money be used for the purchase of art.

#### **2. Determine Selection Method**

The PAAC determines which of the following methods to use for the acquisition of the work of art:

- **Open Competition:** The PAAC will agree by consensus that an open competition is the best way to acquire the artwork. Public announcement is made of the intent to purchase or commission artwork. Any artist (or team of artists) may submit proposals. Selection factors and/or criteria are included in the announcement. The announcement may allow for the submission of models, proposals, or pre-existing works of art. The submissions will be reviewed by the PAAC or a selection panel designated by the PAAC. The decision will be based on the selection factors and/or criteria.

- **Invitational:** The PAAC will agree by consensus that one or more artists (or teams of artists) are particularly well-qualified to provide the artwork. The PAAC or a selection panel designated by the PAAC will create a list of artists and invite them to submit proposals, models, or pre-existing artwork. Selection factors and/or criteria are included in the invitation. If the budget allows, the PAAC may authorize reimbursement of some or all of invitees' expenses incurred in the submission. The submissions will be reviewed by the PAAC or a selection panel designated by the PAAC. The decision will be based on the selection factors and/or criteria.
- **Direct Selection:** The PAAC will agree by consensus that an identified artist (or team of artists) is uniquely qualified to provide the work or works of art. The artist or team is invited to submit a proposal, model, or a pre-existing artwork. Selection factors and/or criteria are included in the invitation. Alternatively, a pre-existing artwork by the artist that meets the selection factors and/or criteria may be acquired directly from the artist or the artist's representative. The submission will be reviewed by the PAAC, and the decision will be based on the selection factors and/or criteria.

### **3. Determine Selection Panel**

The PAAC generally acts as the selection panel for artwork. If the PAAC determines that additional artistic, design, installation, or other specific expertise is needed, the committee may designate an expanded selection panel to participate in the selection process. An expanded selection panel will be comprised of one or more members of the PAAC as well as one or more additional people who have the expertise needed to evaluate a specific purchase.

### **4. Evaluation and Recommendation**

Using the selection factors and/or criteria, the PAAC or expanded selection panel will evaluate artwork for acquisition/commission, and, where appropriate, narrow the acquisition/commission to selected artists or artworks. An expanded selection panel will make a recommendation to the full PAAC.

### **5. Selection**

The PAAC will make the final selection by majority vote of a quorum. The PAAC has the option to reject all submissions, and to reopen the selection process using the same or a different selection method and the same or different selection criteria.

### **6. Contract Required**

If the artwork is commissioned, a contract approved by the City Attorney is required between the City and the artist or team of artists.

## **Acquisition**

Acquisition can be by purchase, by donation or gift, or a combination.

## **Review and Approval of Changes**

If artwork is commissioned, the PAAC will review and approve any subsequent changes in concept or media that are proposed during the execution phase of the contract. If an expanded selection panel was used to choose the artwork, the PAAC has the option of including the expanded selection panel in the review and approval.

## **5.2 Public Art Policy and Procedures for Accepting Permanent and Temporary Art Donations**

Private individuals and agencies can offer artwork as donations or loans to the City of Iowa City or desire to display art owned by those individuals or agencies on public property. Similarly, individuals or groups may also wish to propose a public art project that would be temporarily or permanently installed on City property. These gifts and exhibitions are an important part of the City's growing art collection and presence in the public realm. The Iowa City Public Art Program has established policies and procedures for any unsolicited donations, loans, or exhibition proposals in order to:

- Maintain the quality of the public art collection
- Ensure that artworks are sited to the most suitable locations
- Establish that there will be funds to protect, maintain, preserve, and conserve works of art on public property
- Evaluate works for quality, safety, durability, and maintainability

The Public Art Advisory Committee (PAAC) is responsible for reviewing all gifts, loans, and public art exhibitions proposed by individuals, organizations, and neighborhood and community groups.

## **Definitions**

### **Artwork Donations/Gifts/Loans:**

- Unrestricted Donation/Gift – The donation of a work of art to the City without any restrictions placed on where it is sited.
- Restricted Donation/Gift – The donation of a site-specific work of art to the City.
- Loan – The loan of a work of art to the City, with or without restrictions placed on where it is sited.

### **Exhibitions/Artwork:**

- Temporary Exhibition/Artwork – A proposed exhibition or work of public art installed temporarily on City property. Proposals may be site-specific or not.
- Permanent Exhibition/Artwork – A proposed exhibition or work of public art installed permanently on City property. Proposals may be site-specific or not.
- Exhibition of Privately-Owned Art on Public Property – A proposed exhibition of art not owned by the City but located outside the business or building of the art owner on City property.

**Monetary Gift:** Cash donations contributed to the Public Art Fund.



## Review Guidelines

PAAC will review each donation, loan, and exhibition proposal on the basis of the criteria established below. Even works in a previously juried exhibition will be subjected to these criteria. Individuals or groups will be required to submit the relevant application and supporting materials when proposing a donation, loan, artwork or exhibition in order to ensure that all criteria are addressed.

1. Artistic Merit: Does the artwork have strong artistic merit? Criteria include, but are not limited to:
  - Durability and craftsmanship in fabrication
  - Relationship of artwork to other works in the City's art collection as a whole
  - Appropriateness of artwork scale to the proposed site
  - Appropriateness of artwork to other aspects of its surroundings, and artist's credentials and recognition
2. Site: What type of site is proposed for the artwork? Siting criteria include, but are not limited to:
  - Written evidence that location of artwork on the proposed site has been approved by the City department that oversees that site.
  - If an artwork is designated in a neighborhood plan, is the proposed artwork consistent with the plan recommendations?
  - If the artwork is proposed for a site of regional significance (e.g. a regional park, an arterial route, a major civic building), does its scale and aesthetic quality merit a prominent location?
3. Relationship to the City's Collection as a Whole: Is the proposed gift compatible with the City's public art collection? Criteria for compatibility include but are not limited to:
  - Does the artwork contribute to the diversity and breadth of the City's collection?
  - Is the artist's work already adequately represented in the City's collection?
4. Safety, Maintainability and Feasibility: Artworks on City property must be structurally sound, durable and resistant to vandalism, weathering, and excessive maintenance/repair costs and should not pose a threat to the safety of the public. Applicant must provide the following information for PAAC review:
  - Adjacent/surrounding site conditions, if applicable
  - Dimensions
  - Materials
  - Colors
  - Power, plumbing, or other utility requirements
  - Construction/installation method
  - Documentation ensuring the fabricator is qualified to install the work and carries adequate insurance to meet City standards.
  - Evidence the art will not pose a threat to public safety.

The PAAC may require additional support materials such as text describing artwork and specifications, structural and engineering drawings, models or presentation drawings.

## **Maintenance**

Iowa City Public Art Program maintains records of all works on City property and oversees their maintenance. However, funds to maintain artworks in the City's collection are limited. Therefore, donors may be required to sign a maintenance agreement or establish a maintenance endowment to ensure that artworks can be cared for adequately. Typically, a maintenance fund consists of 10% of the value of the work.

## **Procedures**

1. Proposed donations, loans, and exhibitions should first be referred to the Iowa City Public Art Coordinator. Staff will then assist individuals in identifying the appropriate application that must be submitted for review. Any questions regarding the application should be referred to the staff of the Iowa City Public Art Program.
2. Completed applications and supporting materials, including images, a maquette, or rendering of artwork(s), should be submitted to the Iowa City Public Art Program staff for review.
3. The PAAC will review applications and supporting materials according to the criteria outlined above and determine whether they will recommend to accept or reject the proposal. PAAC may attach conditions to its recommendations.
4. If a specific site is recommended for placement of the donated or loaned work or exhibition of private art on public property, the PAAC will review the proposed site and seek approval from the City department that oversees the site. If a site has not been proposed, PAAC will work with the applicant to identify an appropriate location for the work of art or exhibition.
5. If PAAC chooses to accept a proposal, the Iowa City Public Art Program staff will work with individuals or groups on contracts, timelines, and installation of artwork(s).
6. If the work or exhibition has yet to be fabricated, PAAC must be informed of the creation process through progress updates and scheduled studio visits.
7. If the PAAC approves the exhibition of private art on public property, the owner of the private art must execute an agreement with the City whereby, among other things, the owner assumes liability for personal or property damage arising from the exhibition of that private art on public property.

## **Monetary Gifts**

Donors may contribute monetary gifts to the Public Art Fund. These funds can go to the general fund for maintenance of the collection or towards the acquisition of a work of art at the discretion of the PAAC. If the donor proposes a specific project or commission, the above procedures must be followed.

## **6.0 Policy and Procedures for Siting and Displaying Works of Art**

### **Policies**

1. To ensure public enjoyment of the artwork in the City's public art collection, the PAAC will assure that artwork shall be placed in, on, or about any municipal building or other municipally owned, leased, or rented property. These locations for public art will be accessible to the general public as well as to persons with special needs.
2. The PAAC will develop an artwork site plan that identifies and prioritizes locations on City property for placement of public art.
3. The artwork site plan shall address permanent locations, as well as provide for the planned movement of appropriate works of art to various locations in the City.
4. The artwork site plan shall be updated every three years.
5. No work of art in the City collection may be moved without the written approval of the PAAC.

### **Procedures**

Evaluation of the location should include the impact of a public art installation on the current environment or properties and usage of the space. The site or location priorities shall be based on specific criteria that include, but are not limited to:

1. Maximum visibility and public benefit. The location must also be accessible to persons with special needs
2. Public safety
3. Integration with formal City plans
4. Integration and coordination with proposed or potential private sector projects
5. Permanence or ease of relocation, if appropriate
6. Consideration of the possibility of future public or private development plans or potential changes to the built environment or the natural environment.
7. Compatibility with the type, scale, and scope of potential public projects
8. Security
9. Protection from improper or unnecessary physical contact
10. Protection from heat, air conditioning, direct sunlight, water or other potentially harmful elements, unless the work is designed for such exposure
11. Ease of maintenance of artwork
12. Avoidance of interfering with vehicular or pedestrian sight lines or traffic patterns
13. Avoidance of interference with City operational functions (i.e., lawn mowing, irrigation, snow removal, etc.)
14. Locations for public art should create a secure, supportive setting for the artwork and not be filled with other visual distractions, activities or movement that would compete with the artwork
15. The activities or usage of the site do not diminish or interfere with the enjoyment of the artwork as intended

## **6.2 Site Selection Guiding Principles and General Site Selection Criteria**

Public art will be placed in suitable locations broadly dispersed throughout the City of Iowa City. Installation of artworks will give meaning and enjoyment to these public spaces by:

1. Creating a sense of place
2. Generating neighborhood and community identity
3. Creating a spot for people to gather
4. Enhancing the environment
5. Transforming the landscape for greater enjoyment
6. Providing public access to this creative expression

### **A. General Site Selection Criteria for Public Art**

The intent is to select sites for public art that will ensure that the artwork will be seen to its best advantage and that it will be available to the public.

1. Consider visibility and accessibility by the general public. The location must also be accessible to persons with disabilities.
2. Locations for public art should create a supportive setting for the artwork and not be filled with other visual distractions, activities or movement that would compete with the artwork.
3. Artwork placed at this location should not endanger public safety or interfere with pedestrian or vehicular sight lines or traffic flow.
4. Evaluation of the location should include the impact of a public art installation on the current environment or properties and usage of the space.
5. Ensure the activities or usage of the site do not diminish or interfere with the enjoyment of the artwork as intended.
6. The possibility of future development plans or potential changes to the built environment or the natural environment should also be considered.
7. Placement of the artwork should not interfere with routine maintenance, landscaping maintenance or snow removal.

## **6.3 Site Selection Procedures, Strategies and Recommendations**

1: Identify and prioritize sites in parks and recreation areas, City facilities and other public spaces for which artwork can be acquired by commission, direct purchase or temporary loan to enhance these environments for our community and visitors.

Strategy: Survey, analyze, and rank the options for placement of public artwork. Possible locations for public art could include but are not limited to:

- Parks and open space areas

- Trails
- Public buildings to which the public has access both interior and exterior sites
- Traffic circles and medians
- Bridges and overpasses
- Sidewalks near benches that are functional and decorative
- Street corners or other public spaces

Recommendation: Review site inventory annually and reprioritize these options as conditions change or as resources become available.

2: Identify and prioritize gateways and commercial centers for public art that can highlight areas or serve as landmarks to emphasize Iowa City as a unique and vibrant community

Strategy: Survey, analyze, and rank options for placement of public artwork in primary gateways.

Recommendation:

- The gateways associated with I-80 and Hwys 1 and 6 offer significant opportunities to herald Iowa City as a vital community. Wayfinding and safety should be the priorities in these dynamic traffic areas. Artwork should be located in places that are easily viewed and accessible by the public. Both the pace of traffic and spaces available in these areas do not encourage placement of public artworks.
- The gateways on Melrose, Rochester, Scott Blvd and others would be desirable locations for more prominent signage welcoming people to Iowa City.

3: To incorporate public art in areas of new development in Iowa City to make these places livable and appealing.

Strategy: Cultivate relationships and form partnerships to secure support and potential funding for public art projects in existing community commercial centers and those planned for future development.

Recommendation: Each of the future community commercial centers appears to present excellent opportunities for incorporating public art to heighten the image and value of the project and increase its income-producing potential. Public art can help create an identity for the City and help define the character of a mixed-use development.

- Prioritize these projects according to the potential for public art, the timeline, and the availability of funding sources.
- Develop a collaborative process with City departments and development interests to identify and track progress on these efforts to advocate for public art to enhance these developments, as appropriate.
- Initiate collaborative dialogue with commercial interests about the potential and the benefits as well as the responsibilities associated with public art at these sites. Explore

the possibility of financial participation in the cost of the public art and secure that support, if feasible. For example, supporting the arts through private development can be a way for the developer to give back to the community. Involve the collaborators in the process for selecting the artwork.

- Negotiate agreements for the ongoing expenses of insurance and maintenance of publicly funded artwork on private property, in advance.

4: Seek and implement additional opportunities for art to enhance and define the City's image through temporary displays in civic facilities and/or sculpture-on-loan projects.

Strategy: Inventory possible locations for temporary exhibitions. Develop procedures, a timeline, and a budget for selecting artwork for temporary display at these locations. Solicit proposals and conduct a selection process consistent with the guidelines and criteria for public art.

Strategy: Explore sculpture-on-loan options for prominent locations, particularly in new developments, to highlight the arts and attract attention to these areas. Work with local businesses to sponsor annual installations of sculpture on their properties. Promote through such avenues as social media and "People's Choice" awards.

Recommendation: The PAAC may organize temporary exhibitions of public art or display art-on-loan for a specified period of time. Guidelines for these exhibitions will be consistent with the criteria for public art set forth in this Plan.

**Do not review - need lots of work on this section**

## **7.0 Documentation, Maintenance and Conservation of Public Art**

### **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.

## **8.0 Deaccession/Relocation**

After due consideration, the PAAC may recommend, and the City Council may authorize, the removal of work from the City's 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.



## **9.0 Funding of Public Art**

### **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 presents a dedication proposal to the Public Art Advisory Committee or the City Council. The proposal may pertain to either an existing or a proposed art installation. All proposals must include:

--documentation of the individual's contribution to the culture of Iowa City --  
endorsements for the dedication from other groups or individuals

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.

**Do not review**

## **10.0 Administration**

### **10.1 Role of Public Art Advisory Committee**

- *Commission Involvement: The Cultural Commission will be responsible for implementing and following the administrative guidelines for the selection of artwork as outlined in the Plan. These include:*

#### **1. Public Art Acquisition Committees**

*Process for the removal of public art*

#### **2. Siting and Displaying Works of Art**

*Process for the removal of public art*

#### **3. Deaccession of Works of Art**

*Process for the removal of public art*

#### **4. Roles of City Council and City Agencies**

*The Plan outlines the respective responsibilities of the City Council, the Cultural Commission and City staff. The City Council always has the opportunity to review all municipal public art projects on request.*

- *Funding: A Public Art Fund has been set up to receive revenue from a percentage of private and public site development fees. Funding also includes donations and other funds as directed by City Council (See Section 9, Funding of Public Art).*

*The Public Art Management Plan is based on the belief that public art enhances and defines a city's image. Art makes public spaces more welcoming and it creates a deeper interaction with the environment—the places where individuals work, live, shop, and seek recreation.*

- 10.2 Policies, Procedures and Criteria Related to the Allocation of Annual Funding for Public Art
- 10.3 Policies, Procedures and Criteria for selection of projects and public art
- 10.4 Monthly schedule for regularly occurring programs/projects/activities/events
- 10.5 Existing Public Art Programs
  - A. Community Initiated Public Art
  - B. Neighborhood Art Program
  - C. Program for Recognition of Art in non-public spaces
  - D. Public Art Matching Grant program
  - E. Performance Art Grant program
  - F. Temporary Art Installation Program and Policy

**Do not review any of these programs - lots of updating necessary.**

## **Community Initiated Public Art Program**

### **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:

- oVerification that the artwork will be located on public property and be publicly accessible.
- oAbility of the artist/applicant to complete the project within the proposed timeframe and budget.
- oCommitment of proposed partners involved in the project. Application should include a clear explanation of the responsibilities of each entity involved in the project.
- oAbility/willingness of the artist/applicant to work with the PAAC / City staff.
- oAbility of the applicant to provide funding (if proposed).
- oVerification that the completed and installed artwork will become the property of the Iowa City Public Art program.
- oArtwork 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:			

<b>TOTALS</b>	\$	\$	\$

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: \_\_\_\_\_

## **11.0 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:

- Ø How the neighborhood intends to solicit input from the entire neighborhood.
- Ø An estimated schedule of the process.
- Ø Who will be the chief neighborhood contact person for the project
- Ø 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?

## **12.0 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 artworks to be recognized may exhibit any or 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.

If adding anything to outline procedures and guidelines for Performance and Non-visual Art programming, could add that here as 13.0, etc.

Add info on Public Art Matching Grant program

Add info on Performance Art Program

Renumber from here on if above additions are ok

10.0 Administration

PAAC Bylaws?

## **Review please**

### **11.0 Conflict of Interest**

#### **11.1 Policy for Conflict of Interest**

In order to ensure that the public art selection process conducted by the Public Art Advisory Committee (PAAC) is and is perceived to be open, accessible, and fair, it will implement the following policy with respect to conflicts of interest:

- 1) No artist sitting on the Iowa City Public Art Advisory Committee, or member of their household, may compete during their tenure for public art commissions/purchases over which the PAAC has approval authority or administrative responsibility.
- 2) No member of a selection committee or task force, or of their household, may compete for public art projects for which the PAAC has approval authority. Individual artists who serve on the Commission or its committees may participate in and/or receive benefit from projects in the City if they do not participate in the review and decision-making process on such projects.
- 3) No member of a project architect's or landscape architect's firm may apply for a public art project being designed by that firm.
- 4) No artist sitting on a Selection Panel may compete for a commission/purchase for which the panel was formed. PAAC members must declare a conflict of interest if a project comes before the panel with which they are involved.
- 5) PAAC members must also declare a conflict of interest if a person with whom they share a household or whom they professionally represent has a matter before the commission.
- 6) Any Selection Panel member who is an artist representative or person sharing a household with an artist must declare conflict of interest in the event that an artist that he/she represents or shares a household with is being considered for a commission/purchase.

7) If a conflict of interest exists, the commission member or selection panel member will leave the discussions and abstain from voting.

8) A member of the PAAC or its committees may not participate in deliberation and recommendation on any application with respect to which the member feels he/she cannot bring an unbiased judgment, even if not otherwise required to do so by this policy.

## 12.0 Ordinances and Resolutions

### 12.1 Ordinance Establishing the Iowa City Public Art Advisory Committee

## Appendices

## **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)~~nine (9) members, ~~five (5)~~seven (7) of whom shall be appointed by the City Council. Of the ~~seven (7)~~five (5) appointees, at least ~~two (2)~~three (3) shall be art or design professionals. ~~The remaining two (2)~~Two (2) members shall be ex officio and shall be one (1) staff representative from each of the Departments of Public Works and Parks & Recreation. 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 filled by the appropriate agency 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,~~ Neighborhood and Development Services Director 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 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 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 serviced by public

transportation and 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 of (but not less than three) 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~~location of public art and the type of art to be used in a specific project.

Section 3. To review proposals funded with other than Pubic Art Program funds for both permanent and temporary art installations on/in City owned property.

Section ~~34~~. To commission artists or to purchase art works, as appropriate.

Section 45. To accept or reject gifts and loans of art.

Section 6. To provide and oversee funding to local artist to host art exhibits or experiences in Iowa City.

Section 57. To develop policies and procedures for the maintenance and disposition of public art.

Section 68. To determine and oversee expenditures of the Public Art Program budget.

Section 79. To develop a Public Art Plan for the City of Iowa City.

Section 810. 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 make 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 in consultation with the Committee.

#### 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 ~~five~~ our (5) 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.