

July 18, 2013
9:00 A.M.
Newport, Oregon

The City of Newport Public Arts Committee met at the above date and time in the City Manager's Conference Room of the Newport City Hall. In attendance were Judy Mayhew, Karen Murphy, Wyma Rogers, and Mary Peterson. Also in attendance was Interim City Manager Ted Smith, and City Recorder/Special Projects Director Peggy Hawker.

CALL TO ORDER

Murphy called the July 18, 2013 meeting of the Public Arts Committee to order at 9:00 A.M.

INTRODUCTIONS

Smith introduced himself and noted that he is attending as many committee meetings as his time permits.

CONCEPT OF FREE DISCUSSION

Rogers noted that this issue relates to people wanting to donate and whether it is free or entails maintenance. It was agreed, later in the meeting, that this matter has been discussed, and until further notice, does not need to appear on upcoming agendas.

APPROVAL OF MINUTES - JUNE 20, 2013

A discussion ensued regarding corrections to the minutes. Some corrections were made at this meeting, and others will be e-mailed to Hawker. MOTION was made by Peterson, seconded by Mayhew, to approve the minutes as corrected. The motion carried unanimously in a voice vote.

SCULPTURE DONATION

It was agreed to table this discussion until Catherine Rickbone is in attendance.

PUBLIC ART INVENTORY UPDATE

A discussion ensued regarding the creation of a public art inventory database. Smith noted that he would talk with the Library staff regarding creating and maintaining the database. The Committee agreed that new public art will be entered into the database, and that the database can be backfilled with existing public art as time permits.

It was suggested that the city department heads be asked to complete an art inventory of their individual department. It was asked whether there should be a line on the form to

indicate the department in which the art is located. It was noted that there is a piece of art at City Hall that is on loan from the PAC.

A discussion ensued regarding changes to the form. The following suggestions were made:

1. In addition to "Location" on the first line of the form; add a space for "City Department."
2. At the end of the form, add spaces for "Inventoried By," and "Date" (the date of the inventory).
3. At the end of the form, add a line to read: "Committee Reviewed and Approved" with a space for the date this occurs.
4. Add a line on the top of the first page of the form to read: "Inventory No."
5. On the line that currently reads "Value," add two boxes, one will read "Purchased" and the other will read "Donated."

A discussion ensued regarding consistency in how the forms are used, and Smith noted that the Library could work on common language for use with the form.

MOTION was made by Rogers, seconded by Peterson, to approve the Public Art Inventory form as revised today. The motion carried unanimously in a voice vote.

MOTION was made by Peterson, seconded by Mayhew, to authorize Hawker to use the form to inventory the art at City Hall. The motion carried unanimously in a voice vote. Hawker agreed to amend the form based on this discussion, and use it to inventory the City Hall art. The completed forms will be reviewed by the Committee at the next meeting.

REQUEST TO COMMITTEE FORM - REVISED

The following suggestions were made relative to the "Request to Public Arts Committee" form:

1. The form be divided into the following categories: Proposal Overview; Details; Installation; and Maintenance.
2. At the end of each category, include the following question: "Describe any proposed assistance sought from the city or other public agencies in connection with the fabrication, development, installation, maintenance, and siting of the artwork?"
3. Question No. Five should read, "Estimated Finished Value."
4. Add to Question No. Ten a line for Telephone Number.
5. Question No. Eight should read: "Provide a location/physical address at which the artwork will be installed."
6. Question Nos. Fourteen and Fifteen should be moved to the beginning of the document under the category of proposal.
7. Add to Question No. Seven, "Who will install the artwork?"
8. Add to Question No. Nine, "Who will be responsible for installation?"
9. Delete Question Twelve.

10. Amend Question Thirteen to be a two-part (A. and B.) question as follows:
 - A. Is the appearance of the artwork intended to change over time?
 - B. Describe how the artwork will be maintained, including the methods and techniques of maintenance, the maintenance plan, the estimated cost of maintenance, and how the maintenance will be financed.
11. Renumber appropriately.

A revised draft will be provided at the next meeting.

PERCENT FOR THE ARTS FORM - REVIEW SECOND DRAFT

It was reported that city's Community Development Department had developed a Percent for the Arts brochure to give to private developers during the building permit application process. It was asked that staff report to Carla Perry that this had occurred as it was the subject of a letter previously written to the Committee.

DEVELOPMENT OF A LIST OF STEPS AND DEADLINE FOR PROPOSED POOL PUBLIC ART

It was noted that this project is premature as the pool bond measure will not be voted upon until November. Mayhew reported that she had communicated with people she had previously worked with regarding a list of steps, and had been advised that it is individual and unique to the community.

A discussion ensued regarding the process that the city utilized in its art acquisition for the City Hall. Hawker was asked to find the "Call for Artists" that was used at that time.

ESTABLISH NEXT AGENDA

It was agreed that the following items be included on the next agenda:

1. Sculpture donation;
2. Review of the completed public art inventory forms for the City Hall art;
3. An update on the public art database;
4. Review of the revised "Request to Public Arts Committee" form.

ESTABLISH NEXT MEETING DATE

The next meeting will be held on August 15, 2013.

ADJOURNMENT

Having no further business, the meeting adjourned at 10:22 A.M.