

# CITY OF GIG HARBOR COMMITTEE OUTLINE MINUTES

## City of Gig Harbor Art Commission (Name of Committee, Board, Task Force, Commission)

Date: September 9, 2008      Time: 7:00 p.m.      Location: Engineering/Operations Conf Rm      Scribe: Maureen Whitaker

**Commission Members and Staff Present:** Bob Sullivan, Mike Jones, Carolyn Scott Arnold, Ron Carson, Karen Peck, Dale Strickland, Tracy von Trotha, Pat Rosenthal, David Stubchaer, Public Works Director and Maureen Whitaker, Assistant City Clerk.

**Excused:** Carola Stark

**Approval of the August 12, 2008 meeting minutes as presented. Carson/Strickland – unanimously approved with a correction to Dale Strickland listed as excused.**

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
<b>Other Business:</b>		
Commission Chair Sullivan received some old GHAC files from past Commission Chair Betty Willis. Initial RFP responses from Civic Center Art was noted. Files also included the Rotating Art Program at the City of Puyallup; the Banners that the GHAC funded. There was discussion about deleting this from the mission statement; The Bonney family cormorant donation; and past Grant files		
<b>New Business:</b>		
<p>I. Approval of Bogue RFP – Bob/Tracy</p>	<p>Commissioner von Trotha continued her excellent work on finalizing the RFP. She had a few minor housekeeping questions. She asked if the RFP should be limited to Washington artists only. The collective response was that it should be limited to artists living in the Pacific Northwest, which would provide more local interest.</p>	<p>Commission Chair Sullivan asked that everyone email Tracy their comments, even though the RFP is on Mayor Hunter's desk for review.</p> <p>Honorariums are not available.</p> <p>Ms. von Trotha to route final document to commissioners.</p>
<p>II. Approval of Artists Selection Process document – Bob/Carolyn</p>	<p>There was a brief discussion about the finalization of this document and a few minor housekeeping items were ironed out. Commissioner Carson gave kudos to Ms. Arnold for her great work on this document.</p>	<p><b>MOTION:</b> Motion to accept the second draft with revisions of the Public Art Selection Process document and to forward to the Mayor for approval. Jones/Peck – unanimously approved.</p> <p>Commissioner Arnold to make final revisions.</p>

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<b>Old Business:</b>		
III. Update of Webpage, input: Carola	Carola continued working on the GHAC webpage and would be meeting with Lita Dawn Stanton to provide input on behalf of the GHAC.	
IV. Update of Grant Application, input a. Deadlines b. Auto sum/Maureen	<p>The 2009 grant application will not be available to fill out on line until 2010. There was a discussion and a recommendation by David Stubchaer to put the budget page on Excel. The budget page has caused confusion in the past, and there were some ideas on how to make this more understandable to the applicants. The grant application should be made available sometime in November.</p> <p>The need for a revised and user-friendly final report was briefly discussed.</p> <p>The grant funding/reimbursement cycle was discussed. Currently the way it is set-up, a grant recipient can apply for grant funding from only March to December 1<sup>st</sup>. This limits any events from taking place in the January and February months.</p>	<p>Maureen to check if Grant Recipients holding their events at/on city-owned property would need liability insurance. (answer: YES, per city's insurance carrier, AWC. Organizations can contact AWC to purchase coverage at 800-5762-8981. The cost is broken down by event size and type of event.)</p> <p>Mr. Sullivan was going to look into a better format.</p> <p>Mr. Stubchaer said that he would check with the Finance Director to determine if this funding window could be expanded. He thought that it could and would report back to the group. (answer: YES)</p>
V. Update of Torrens/Isitt Contracts - Bob	<p>Commission Chair Sullivan explained that City Attorney Carol Morris was concerned about paying progress payments to an artist for work completed. She stated that her opinion was based on state law and was concerned that the state auditor may have an issue with it.</p> <p>Mr. Sullivan raised an objection as the contract for the medallion at the Rotary</p>	<p>Mr. Sullivan stated that he would check with Marlette Buchanan, Pierce County Arts Commission Chair to see how they pay their artists.</p> <p>Maureen checked with the state auditor and he saw no issue with paying progress payments after inspecting that the work had been completed. Advanced start-up funds is still being researched.</p>

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	<p>Pavilion was paid by progress payments. Ms. Morris stated that she gave incorrect counsel and the city should not have done this.</p> <p>Many of the commissioners expressed concern, as it is unusual expectation for an artist to have to wait for payment until the project is completed and accepted by the city.</p> <p>Mr. Sullivan gave a brief update on the Torrens contract. He reported that the Torrens are okay with building the salmon piece and receiving payment upon completion. The price of steel has gone up 15%, which will be factored into the contract amount. Mr. Sullivan stated that the sticking point is the copyright requirements. The copyright office typically rejects interactive and cooperative pieces. Torrens won't accept the costs associated with taking it through the process twice, if piece is rejected – very costly. There was discussion about Ben Isitt copyrighting the fish and Torrens copyrighting the structure.</p>	<p>Mr. Stubchaer suggested that the GHAC note her objection to the contract on the council bill. The GHAC can demonstrate that this is unreasonable by providing examples from other jurisdictions. City Council will act as a risk manager in this instance.</p> <p>Mr. Sullivan to obtain written permission from Isitt. Mr. Isitt requested that his name be acknowledged on the plaque.</p>
<p>VI. Update of Judson/Harborview Project: Ron</p>	<p>Mr. Stubchaer stated that at this time the project cost has been reduced from \$2.1M to \$1.2M. He passed out a memorandum from City Administrator Rob Karlinsey that asked the GHAC to consider Public Art that the City's consultant had identified:</p> <ol style="list-style-type: none"> <li>1. Wayfinding Markers</li> <li>2. Tree Grates and Manhole Covers</li> <li>3. Sculpture Element at the Bogue Building (Visitors Info Center).</li> </ol> <p>Mr. Karlinsey asked that the GHAC add this item to their agenda for discussion in</p>	

**Topic / Agenda Item**

**Main Points Discussed**

**Recommendation/Action  
Follow-up (if needed)**

	<p>October and respond by memo to identify GHAC's comments and schedule.</p> <p>Mr. Stubchaer explained in detail each of the suggestions. The wayfinding markers would be placed in the concrete sidewalks. The commissioners discussed the importance of determining ahead of time the size and depth. Styrofoam blocking could be used in the event the art was not ready.</p> <p>Tree grates and manhole covers were discussed and examples were handed out. The commissioners were not very interested in funding tree grates, but would be happy to help select.</p> <p>Mr. Stubchaer reported that the City is involved with the inventorying of the Skansie Netshed and there were some interesting artifacts that could be incorporated into a sculpture, such as an old propeller and a wooden mast. This would be keeping with the maritime theme.</p> <p>Many of the commissioners expressed dissatisfaction and felt that the memo was a mandate of sorts. The commissioners who had attended the Judson Harborview stakeholder meetings with the City's consultant had requested options for public art locations and had never heard of these recommendations, and expressed further disappointment at the choices that were given. Some opinions voiced thought that Items 1 &amp; 3 of Mr. Karlinsey's memo were okay, but not Item 2. The city could handle paying for the tree grates, rather than it be a responsibility of the</p>	<p>Commission Chair Sullivan stated that he would like to be included in future discussions for public art on this project.</p>
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	<p>GHAC.</p> <p>Questions/concerns discussed:</p> <ol style="list-style-type: none"> <li>1. Will the manhole covers be an artist generated piece or purchased from a catalog?</li> <li>2. Will the funds for the covers come from the GHAC budget?</li> <li>3. What is the base price for a manhole cover? Possibly the GHAC would consider paying for the overage.</li> <li>4. The GHAC could put out a call for these things, but what if there is not enough funds?</li> </ol> <p>Mr. Sullivan discussed the commission's current budget balance. Currently there is a total of \$146,500. Current art projects with the Torrens piece and proposed Bogue Viewing Platform piece will total approximately \$58,000, which leaves a balance of \$90,000. Mr. Sullivan said that he would like to keep \$25,000 in reserve.</p>	
<p>VII. Update of the Eddon Boat T-Bird Public Art: Bob/Maureen</p>	<p>Maureen stated that Mark Hoppen had made a presentation to City Council and received an approval to move forward.</p>	<p>Placement and logistics will be worked out with Mayor Hunter and Public Works.</p>

Motion for adjournment: Sullivan/Peck - unanimously approved. 9:50 p.m.

Respectfully submitted,

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Maureen Whitaker