

City of Hutchinson – Public Arts Commission

January 18, 2007
4:30 PM, City Center

Regular Meeting Minutes

Members Present: Tom Wirt, Terry Kempfert, Joanne Willmert, Mayor Steve Cook, Dolf Moon, Rebecca Bowers, and LuAnn Drazkowski

Tom Wirt called the meeting to order at 4:35.

Minutes from the November 16, 2006 meeting were approved. MPS Terry/Dolf

Old Business:

- Asked for updates to the **Inventory Spreadsheet**. Cited the recent statue addition by the Hutchinson Fire Department.
- Assignments for **Policy and Procedures**:
 - Reviewed draft of Standards (Terry, Tom). Minor edits contributed. Tom to make the updates and send electronic file to LuAnn
 - Dolf submitted a Policies and Procedures draft. Recognized need for overall Vision/purpose statement. Committee will review and provide input at the February meeting. Dolf to send the electronic file to LuAnn.
 - Funding (Tom/Terry/Steve/LuAnn) – Tom provided research information. Sources include:
 - Grant (State Arts Board, Public Art Review, SMAHC for artist)
 - Valspar program
 - Minnesota Percent for Arts Program
 - Developers % for art collection
 - Hotel/motel tax (if prove it builds tourism)
 - Hutchinson Area Foundation
 - Burich Foundation
 - Liquors Beverage Tax
 - County tax
 - *Online reference* – Project for Public Spaces (www.pps.org)
 - Rotating art in public spaces (LuAnn) – Draft submitted. Will review at the February meeting.
 - Gifting and Transfer of ownership process (Dolf/Rebecca)-Report February
 - Maintenance (Dolf/Rebecca))-Report February
 - Retiring/obsolescence (Dolg/Rebecca) – Report February
 - Public works input/responsibilities (Dolf/Rebecca) –Report February
 - Introduction/history (Tom) – Report February
 - Commission processes (LuAnn/Joanne)

New Business:

- Discussed need to organize all the created documents into a centralized repository that Commission members can access and make updates to. LuAnn to research options and prepare.

- Discussed the Beth Kasal large Philippine wood carving which she asked be displayed. Rebecca will contact Beth to inform her that at this time, we are not able to provide the means to display, but plan to address the capability of displaying suitable private art collections in the future.
- Carry over of other future tasks, include:
 - Draft ordinance for approval
 - Publicity and education
 - Developing a long-term plan that reflects a collaborative input from other entities

Meeting adjourned. MPS Rebecca/Dolf

Next Meeting: Thursday, February 15, 4:30 pm

City of Hutchinson – Public Arts Commission

February 15, 2007
4:30 PM, City Center

Regular Meeting Minutes

Members Present: Tom Wirt, Rebecca Bowers, and LuAnn Drazkowski

Tom Wirt began the meeting to order at 4:35.

Lacked a quorum to approve January Minutes.

Old Business:

- Reviewed the Policy and Procedure materials that were centralized of what have been submitted to date. Identified what informational gaps exist.
- Assignments for **City of Hutchinson Public Arts Policy and Procedures**:
 1. Fiscal Management – where should the funds be kept?
 2. Processes flowed out (LuAnn/Joanne)
 3. Gifting and Transfer of ownership process (Dolf/Rebecca)
 4. Maintenance (Dolf/Rebecca)
 5. Public works input/responsibilities (Dolf/Rebecca)
 6. Introduction/history (Tom)
 7. Branding/name placard standards/guidelines (Dolf/Rebecca)

New Business:

- Developed a timeline with these milestones:
 1. Assemble remaining Policy and Procedure information by March 15
 2. Commission review of Policy and Procedure, with edits by April 19
 3. Finish draft of the Policy and Procedure by May 17
 4. Submit draft to Marc S. in May 17
 5. Receive Mark's feedback/recommendations by July 19
 6. Draft ordinance, publish, hearings
 7. Prepared to present to Council at September 11 meeting
- Future tasks to considered are:
 - Architecture guidelines
 - Publicity, public awareness, and education plan
 - Developing a long-term plan that reflects a collaborative input form other entities
 - City owned Art Center

Next Meeting: Thursday, March 15, 4:30 pm

City of Hutchinson – Public Arts Commission

March 15, 2007
4:30 PM, City Center

Regular Meeting Minutes

Members Present: Tom Wirt, Terry Kempfert, Joanne Wilmert, Mayor Steve Cook, Dolf Moon

Tom Wirt called the meeting to order at 4:35.

Minutes from the February 15, 2007 meeting were approved. MPS Moon/Wilmert

Old Business:

- Asked for updates to the **Inventory Spreadsheet**.
- Updates on **Policy and Procedure Categories**:
 - Rotating Art in public spaces – review draft LuAnn
 - Gifting and Transfer of ownership process- Dolf/Rebecca – **need something “legal” from Marc Sebora**
 - Maintenance – Dolf/Rebecca
 - Retiring/Obsolescence – Dolf/Rebecca
 - Public Works input/responsibilities – Dolf/Rebecca
 - Introduction/history – Tom

We should try to add in remaining parts by April meeting so we can have a “completed” document to review.

New Business:

- Fiscal Management – if we are getting funds from fees, should it be part of the cities budget v/s be managed by a foundation? Start by talking w/ Ken Merrill, Marc Sebora. & foundation. (Moon/Cook)
- Tom presented outline for Section 6 – Processes overview.
- Going forward, the Public Arts Commission will probably meet quarterly and provide a yearly update to the city council.
- Need to create an informational brochure for prospective donors by April (Tom)
- **Turn in all remaining pieces to Tom by the first week in April. Draft to be ready by 4/19 for review.**

Meeting adjourned. MPS Wirt/Wilmert

Next Meeting: Thursday, April 19, 4:30 pm at the city center.

City of Hutchinson – Public Arts Commission

April 19, 2007

4:30 PM, City Center

Regular Meeting Minutes

Members Present: Tom Wirt, Terry Kempfert, Joanne Wilmert, Mayor Steve Cook, Dolf Moon, Rebecca Bowers, LuAnn Draskowski

Tom Wirt called the meeting to order at 4:35.

Minutes from the March 15, 2007 meeting were approved. MPS Dolf/Rebecca

Old Business:

- Reviewed the latest draft of the PAC Policies & Procedure.
- Discussed edits to the document
- Outstanding items from March meeting:
 - Going forward, the Public Arts Commission will probably meet quarterly and provide a yearly update to the city council.
 - Need to create an informational brochure for prospective donors by April (Tom)

New Business:

- Prepare PAC document for submittal and endorsement by Council:
 - Apply edits (LuAnn)
 - Make last revisions and submit to Marc S. for review (Rebecca)
 - Target June 12 Council meeting to present
- Develop a standard form for Project Proposal (Rebecca)
- Make a courtesy presentation to the Council at the May 22 meeting (Tom)

Meeting adjourned. MPS LuAnn/Joanne

Next Meeting: Thursday, May 17, 4:30 pm at the City Center.

City of Hutchinson – Public Arts Commission

June 21, 2007
4:30 PM, City Center

Regular Meeting Minutes

Members Present: Tom Wirt, Joanne Wilmert, Dolf Moon, Rebecca Bowers, LuAnn Drazkowski

Tom Wirt called the meeting to order at 4:50.

Minutes from the April 19, 2007 meeting were approved. MPS Joann/LuAnn

Old Business:

- Tom presented to the Council on May 22
- Request for any updates to the Public Art Inventory Spreadsheet

New Business:

- Mayor Steve Cook, Tom, and LuAnn met June 11 to discuss the transition into the permanent commission function. Notes from the meeting were provided to the Commission in attendance.
- Discussed recruiting for the permanent commission
 - Brainstormed the assorted skill-sets that could comprise the five-member commission. They included: current PAC member(s), architect, Historic Hutchinson rep, professional artist with a global perspective, SWIF rep, and/or a diversity component
 - Current PAC should submit prospective candidates to Mayor Steve Cook
 - An ad may be used to recruit candidates
- Mayor Steve Cook will contact candidate and make commission appointments. This would be followed up by Council ratifying.
- Anticipate a September start up of the permanent PA Commission. Members of the current PAC should be available at the first meeting to provide introduction into the commission intent and recommendations of where to start.
- Tom will contact the Hutchinson Leader for an editorial and article as promotion of the public art subject and the role of the PAC.
- Tom shared an idea to grow Hutchinson as a destination and identity of "Prairie Art" and the impact the future PAC could play with this theme.
- Discussed sources of funding and consultation through FORECAST Public Artworks, and access to States Art Board and McKnight Foundation.
- Dolf commented the permanent PAC should develop a Parkland Dedication percent for arts resolution before the calendar year end.

Meeting adjourned. MPS Joanne/Tom

No further meeting scheduled at this time.

City of Hutchinson – Public Arts Commission

September 20, 2007

4:30 PM, City Center

Regular Meeting Minutes

Members Present: Tom Wirt, Terry Kempfert, Steve Cook, Buzz Burich, Rebecca Bowers, LuAnn Draskowski

Tom Wirt called the meeting to order at 4:40.

Minutes from the June 21, 2007 meeting were approved. MPS Terry/Buzz

Old Business:

- Request for any updates to the Public Art Inventory Spreadsheet. Comments included:
 - Add the Citizen's Bank to the architecture list (built in 1890's)
 - Add the Firemans stature to the statue list
 - Action item: Cross reference the list with Historic Hutch's brochure. Rebecca will acquire, review, and send additions to Tom.

New Business:

- Permanent Public Art Commission (PAC) representatives are: Tom Wirt, Terry Kempfert, Joanne Wilmert, Buzz Burich, and Jim Haugen.
- Election of officers:
 - Nomination for Chair – Tom Wirt. MSP Terry/Buzz.
 - Nomination for Vice Chair - Jim Haugen. MSP Terry/Buzz
 - Nomination for Secretary – Terry Kempfert. MSP Buzz/Tom
 - Decision to combine the office role of Secretary and Treasurer. MSP Buzz/Tom
- Tom shared information about preliminary discussions involving Southwest Initiative Foundation (SWIF) to add public art to the headquarters in Hutchinson.
 - Southwest Minnesota Arts & Humanities Council (SMAHC) volunteered to facilitate resources for the effort.
 - The process should consider setting up a regional task force, encouraging regional artist, a review panel, and means to generate seed money for the effort.
 - SWIF offered Marc Vaillancourt to facilitate the money development (not dependent on funds from the City).
 - Consider a way to tie in communities throughout the region in this art opportunity.
 - PAC needs to take a leadership role with this opportunity. Table until next meeting to determine involvement.
- Hutchinson Center for the Arts organization concept was discussed.
 - Purpose is to be the catalyst for collaborating the various art entities for the advantages of efficiency of scale and sharing resources
 - Bill Corby has volunteered to moderate the effort
 - Will call on the various art entity Board of Directors for an informational meeting about the organization in the October or November timeframe.

- Legal work underway to make the organization 501c3. Is already registered with the State.
- PAC needs to be involved with this organization and to help bring about a facility for the arts in Hutchinson.
- Discussed other PAC opportunities in Hutchinson. They included:
 - Development of the Crow River as a key focal point. Rebecca commented about results from studies that supports this idea.
 - Art on the North wall of the former dry cleaning building South of the river as it is highly visible from the City's main roadways; Hwy 15 and 7.
- Suggest PAC develop a Parkland Dedication percent for arts resolution before the calendar year end. A proposal needs to be developed that identifies sources of funding (City seed money, grants, etc.).
- Discussed re-establishing when PAC should routinely meet. Buzz suggested the Thursday, following the second Tuesday of the month, at 4:30. Tom will follow up to reserve the room accordingly.

Meeting adjourned.

Next Meeting: Thursday, October 11. Agenda to include: quick review of the PAC Policies and Procedures for the benefit of the new members, SWIF art project representation, and Parkland Dedication funds proposal.

City of Hutchinson – Public Arts Commission

November 21, 2007
4:40 PM, City Center

Regular Meeting Minutes DRAFT

Members Present: Tom Wirt, Steve Cook, Buzz Burich, Rebecca Bowers, Dolf Moon, Jim Haugen

Tom Wirt called the meeting to order at 4:40.

Minutes from the September 20, 2007 meeting were approved. MSP Terry/Buzz

Old Business:

- Request for any updates to the Public Art Inventory Spreadsheet. Comments included:
 - Indicate Public and Private status
 - Cupola is from City hall
 - Add Hutchinson Brothers Statue, 101 Park Place, CB Fountain
 - Add Art in the hospital and the Art Gallery at Ridgewater which was built with percent for the arts money.
 - Distribute revised list to all members.
- We need to start figuring out how to generate funds for maintenance of existing and new projects.
- For architecture, we should look at programs to build awareness of Hutchinson's architectural heritage leading to standards for design. Work with Historic Hutch on this.
- Parkland Dedication Fund...Hutch currently assesses \$235 per unit for parkland dedication. As examples, Glencoe charges \$1200 and the National Average is \$2000. Buzz and Dolf to follow up and prepare so we can make a recommendation to the City Council.
- Brief update on the Hutchinson Center for the Arts. Meetings with boards ongoing. Goal is to have these done in February and the larger meeting in April.
- After some discussion, it was decided that we should focus specifically on art based projects for now.
- Teams were set up:
 - Maintenance Policy recommendation: Dolf, Jim and Joey.
 - SWIF Project: Tom, Terry and Rebecca
 - Parkland dedication recommendation
 - Publicity

New Business: None

Meeting adjourned.

Next Meeting: Thursday, December 13th 4:30
(This was later cancelled until - January 10th 4:30 City Center)