

CITY OF ASHLAND

PUBLIC ART COMMISSION - REGULAR MEETING

September 18, 2020

AGENDA

I. CALL TO ORDER

8:30 a.m. via zoom

II. APPROVAL OF MINUTES

Public Arts Commission regular meeting of February 21, 2020

III. PUBLIC FORUM

- Request from Peter Finkle

IV. LIAISON REPORTS

- Council Liaison
- Parks & Recreation Liaison
- Community Development Liaison

V. PROJECT UPDATES

- Power of Art
 - Power point presentation – Fuhrmark/Jensen
 - Voice-Over RFQ - Fuhrmark
- MAP Phase 1 update– Stallman
 - Medallion designs
- MAP Phase 2
 - RFQ for Hub artwork: calendar dates/sign off by PAC – Friend
 - Plan for release of RFQ – Fuhrmark/Phillips

VI. PAC WORKPLAN

VII. OTHER BUSINESS

- Update on Ashland sign re-location

VIII. ELECTION OF OFFICERS

Pursuant to AMC 2.10.050 “At its first meeting following the appointment or reappointment of members each year, the advisory commission or board shall elect a chair and a vice-chair who shall hold office at the pleasure of the advisory body.”

IX. ADJOURNMENT

Next Meeting: October 16, 2020

ATTACHMENTS:

- Feb. 21, 2020 Commission Minutes
- Voice-Over Artist RFQ
- Hub artwork RFQ
- *Draft* Steps and Calendar for Hub artwork RFQ process

**PUBLIC ARTS COMMISSION
REGULAR MEETING
February 21, 2020
MINUTES - *Draft***

I. CALL TO ORDER:

Chair Sandra Friend called the meeting to order at 8:30 a.m. in the Siskiyou Room, 51 Winburn Way.

Commissioners Present:

Sandra Friend
Thomas Fuhrmark
Richard Newman
Jeff Phillips
Allison Renwick
Stanley Smith
Andy Stallman

Staff Present:

Aaron Anderson, Assistant Planner

APRC Liaison:

Joel Heller (absent)

Council Liaison:

Stephen Jensen

Absent Members:

- Additions to the Agenda under Other Business
 - Review the release of the RFQ for the Hub sculpture – Stallman
 - Commissioner Phillips' website list for RFQ distribution – Friend
 - Mail Chimp – Friend

II. APPROVAL OF MINUTES

- Public Arts Commission regular meeting of November 15, 2019

Commissioner Renwick made a correction to the motion under **Liaison Reports** changing “whom” to “who.”

Commissioner Stallman/Newman m/s to approve the minutes as corrected. Voice Vote: all AYES. Motion passed.

- Public Arts Commission regular meeting of December 20, 2019

Commissioner Stallman/Newman m/s to approve the minutes as presented. Voice Vote: all AYES. Motion passed.

III. PUBLIC FORUM

Jane Kenworthy/Explained she was the business manager of Anima Mundi Productions. She described a three concert series with the final event occurring April 2, 2020. They were asking the Commission to endorse a request to hang a banner over Main Street.

Commissioner Renwick/Smith m/s to endorse the concert series and recommend that a banner advertising the series be placed on Main Street. Voice Vote: all AYES. Motion passed.

IV. LIAISON REPORTS

- Council Liaison - Councilor Jensen

Councilor Jensen explained the Commission would now receive 5% of Transient Occupancy Tax (TOT) funds. Chair Friend spoke to the 2% increase.

- Staff Liaison - Staff Liaison Anderson

Mr. Anderson explained the RFQ was still in the Legal Department for review.

V. NEW PROJECTS PROPOSAL - None

VI. PROJECT UPDATES

- MAP project, Phase 1 - Stallman
 - The initial meeting occurred January 21, 2019 regarding design.
 - The narrative on one of the plaques for Haskin's Garage was revised.
 - Installation was targeted for Fall 2020.

VII. PAC WORKPLAN

- Review and adopt 2020 Workplan – Friend

The Commission reviewed and updated the document. They discussed the legal review of the RFQ for the Hub sculpture. The “The Power of Public Art” presentation would be ready for review in March.

Commissioner Phillips/Smith m/s to approve the 2020 Work Plan as amended. Voice Vote: all AYES. Motion passed.

- Calendar items for 2020 Workplan

The PAC assigned quarterly goals and completion dates to the document. Chair Friend would contact Assistant City Administrator Adam Hanks on attending the April commission meeting.

VIII. OTHER BUSINESS

- Review the release of the RFQ for the Hub sculpture – Stallman
- Commissioner Phillips' website list for RFQ distribution – Friend
- Mail Chimp – Friend

The three items listed above under **OTHER BUSINESS** were moved to the next meeting in March.

IX. ADJOURNMENT

The meeting adjourned at 10:31 a.m.

Calendar

next meeting – March 20, 2020

Aaron Anderson

From: walkashland@ashlandhome.net
Sent: Monday, September 07, 2020 10:31 PM
To: Planning Commission - Public Testimony
Subject: Advisory Commission Hearing Testimony

[EXTERNAL SENDER]

To the Public Arts Commission members:

I am writing to see if I can cooperate with you to help the Public Arts Commission make progress toward your current Goal 3: "Expand the awareness of public art."

Before I get into that, I want to thank you for contributing to a stronger community by bringing your caring, enthusiasm and commitment to the Public Arts Commission. I have been on five city committees and commissions since I moved here, so I can appreciate the work you do - and the rewards you hopefully receive.

Brief background about me: I moved to Ashland in 1991. I started writing about Ashland in 2018 at my blog/website (WalkAshland.com) and for the Ashland Tidings.

I am reaching out to you because I decided this summer to write an article about every piece of public art in Ashland. I have counted 25 artworks in the City of Ashland public art collection. Is this correct?

As I was reading your current (2019-2021) Goals and Strategies, I was struck by your Goal 3: "Expand the awareness of public art." Since I will be writing an article about every piece of public art in both the Ashland Tidings and at my blog/website, I hope you will brainstorm with me ways we can work together to take steps towards realizing Goal 3.

You can see how comprehensive my public art articles are by viewing this one about Cheryl Garcia's "Elevation" sculpture: <https://walkashland.com/2020/08/28/elevation-art-on-ashlands-bandersnatch-trail/>

Let me know how you think we can best collaborate, or at least discuss how to collaborate.

Sincerely yours,
Peter Finkle

Peter Finkle
Phone: 541-778-1299
Email: walkashland@ashlandhome.net
Read about Ashland (and subscribe to posts) at
<https://walkashland.com>

Memo

TO: Commission Staff Liaisons
FROM: Adam Hanks, Interim City Administrator
DATE: June 29, 2020
RE: Electronic Meeting Protocols During Pendency of the COVID-19 Pandemic

As we begin holding Commission meetings online, below are instructions to be shared with Commissioners to help keep meetings on track without interruptions.

Using Zoom:

- When the agenda is released, a Zoom link for the meeting will be emailed to Commission members.
- Before the meeting time starts, you will login with the link or meeting ID and password. Once logged in you will wait in the waiting room until accepted in by the host. Please make sure you are logged in before the meeting to help prevent any late starts, as quorum requirements still apply.
- A staff person will be designated as the host and the Chair will be the moderator.

Participation:

- The moderator will run the meeting and call on individuals to speak.
- The host's job will be to help the moderator keep track of those interested in speaking. The host will also unmute participants when it is their turn to speak. When a participant is finished speaking, the participant will be placed back on mute to avoid any interruptions and background noise. Interruptions cause video and audio delays that can negatively affect participants and viewers.
- Video participation is encouraged to help with the flow of the meeting. If a Commissioner is unable to use video because of technology reasons, an exception can be made by the Chair, who – with consent of the majority of voting commission members present—may amend the following rules on speaking and voting for the duration of the then-current meeting.
- A member who would like to speak should physically raise their hand so it can be seen on video by the other participants.
- If there is a presentation, members should hold their questions and comments until the end to avoid interruptions of the presentation.
- All conversation must happen through the video and audio format. Members may not use the chat function for communication – in order to maintain compliance with Public Meetings Law. However, the host may use the chat function to share a document link that is already a part of the public record.
- Roll call voting or physical hand raising will be used to count those in favor of and those opposed to a proposed action. The Chair will need to call for anyone abstaining for voting first followed by those in favor and those opposed. Those who choose to abstain from voting will be called upon to state their reasons.

General Meeting Reminders:

- Meeting agendas will be sent out by staff a week before a scheduled meeting.
- Any public forum testimony is to be submitted in writing by members of the public by 10 AM the day before the scheduled meeting. This will be listed on the agenda and sent to members via email the day before the meeting.



- Because of the new public forum format, adhering to the noticed meeting agenda is important to ensure all participants (Commissioners, staff, and the general public) are up-to-date on what will occur at the meeting.
- There is often a learning curve when conducting and participating in online meetings, but starting and ending the meetings on time is still expected. Even if you are familiar with online meetings, please give yourself and others time to account for adjustment in the meeting format and delays in technology that might occur.

Please follow these instructions to ensure that the electronic meetings run as smoothly as possible.

DRAFT

Call for Voice-Over Actor

CITY OF ASHLAND REQUEST FOR QUALIFICATIONS FOR A PUBLIC ART PROJECT

The City of Ashland (hereinafter the *City*) is seeking qualifications from Voice-Over actors to record a narrative to a power-point presentation entitled the Power of Public Art (hereinafter the *Project*).

SECTION 1. PROJECT OVERVIEW

The City of Ashland, by and through its Public Arts Commission, seeks to commission a Voice-Over actor to record a descriptive narrative to be synched with a 75-slide power-point enabling a stand-alone presentation.

SECTION 2. ELIGIBILITY

This competition is open to all individuals with voice-over recording experience in Southern Oregon.

SECTION 3: ARTIST SELECTION PROCESS

The Commission will review all applications, selecting finalists who will be invited to record a work sample of the *Project* narrative.

- Finalists will receive a 15-slide power point and the written narrative that describes each slide.
- Finalists will prepare a voice-over recording [audio file] of the narrative.
- The audio file will need to be synched to the animated slides in a file format that is supported by PowerPoint (.wav, .mp3., .wma, .midi, .aiff)
- The Commission will award to the winning applicant based on narrative style, pacing, clarity and natural articulation as evidenced in the work sample.

SECTION 4. HOW TO APPLY

Individuals interested in this project must prepare and submit the following:

- **Letter of interest.** A letter outlining your interest in the *Project*. The letter must include address, cell phone, and email.
- **Resume.** A current resume describing experience that would qualify for work as a Voice-Over actor.
- **Fee:** Project fee to record narration to the 75-slide project power point in the file format described above.

All applications must be submitted electronically in digital format as a single PDF attachment to an email.

- **The deadline for online submittal is xxx . Incomplete, late, hand-delivered or mailed submission will not be accepted.**
- **Email submission to: aaron.anderson@ashland.or.us**

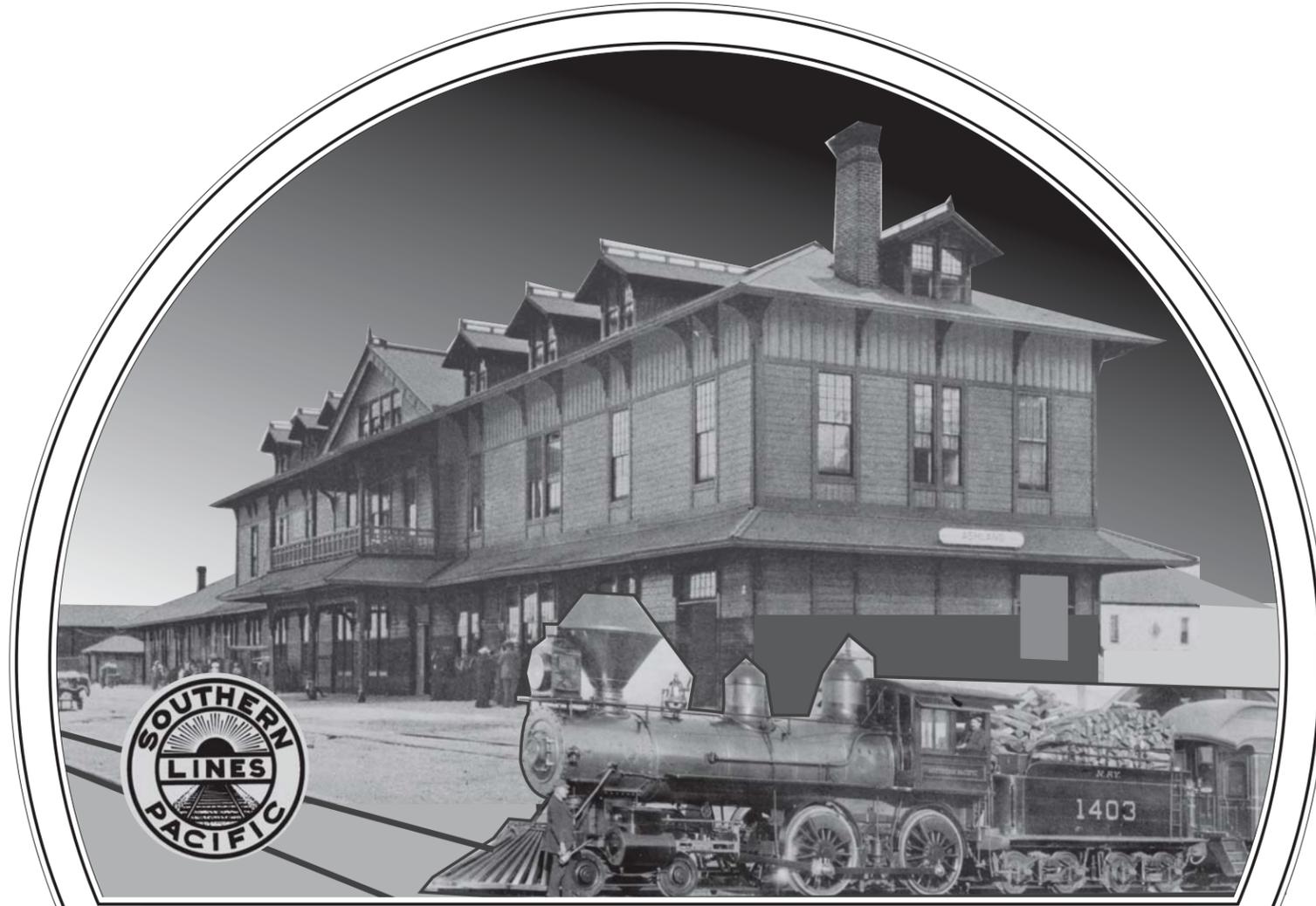
For further information, contact the City's Project Manager, Aaron Anderson at 541.552.2052 or by email at aaron.anderson@ashland.or.us.

Voice-over Artist selection is anticipated to result in the award of a contract for professional services.

The City of Ashland Public Arts Commission reserves the right to revise this RFQ by addendum and is bound only by what is expressly stated in the RFQ and any authorized written addenda thereto. Addenda will be posted on the City of Ashland website. It shall be the artist's responsibility to check the website. Beyond formal notification, the City will not enter into any correspondence regarding their decision.

The City of Ashland reserves the right to cancel this procurement or reject any and all submissions in accordance with ORS279B.100.

Bill Molnar, Community Development Director



ASHLAND TRAIN STATION AND ROUNDHOUSE

Completion of the railroad in 1887 transformed Ashland. No longer an isolated community, Ashland had a population boom. Local agriculture, industry and cultural activities all expanded. The roundhouse was Southern Pacific railroad's maintenance and repair hub for Southern Oregon. All the new railroad employees stimulated the creation of homes and business in the new Railroad District.

ASHLAND.OR.US/HISTORIC

SCALE: 0.75" = 1"

ALL ELEMENTS OF MEDALLION
RENDERED IN LAYERED, FLAT RELIEF

GENERAL NOTES:

PROJECT SPECS
24" CAST BRONZE MEDALLION
FOR IN-GROUND INSTALLATION

NO:	REVISION/ISSUE	DATE


**MASTERWORK
PLAQUES**
 591 WARBURTON AVENUE #482
 HASTINGS ON HUDSON, NY 10706-1530
 TEL (718) 283-4109
 INFO@MASTERWORKPLAQUES.COM

CUSTOMER:
CITY OF ASHLAND, OR

JOB NAME:

MAP MEDALLIONS

DWG NAME:
MAP CONCEPT DRAWINGS

DATE: 08/13/2020	DWG NO: 1
JOB NO:	DRAWN BY: OT



COMBINATION OF
PHOTO-RENDERED RELIEF
AND FLAT RELIEF

FOURTH STREET FIRE STATION

This 1908 building was the second fire station in Ashland, built to serve the bustling new Railroad District. For the first five years, each time there was a fire, the firemen had to borrow horses from the stable next door to pull the fire wagon. The building also held a jail space, and you can still see the original jail cell window on the alley side of the building. The old gas pump was installed in 1920, a few years after Ashland bought its first gasoline powered fire truck. From 1935 to 1976 the building was Archie Haskins' garage.

ASHLAND.OR.US/HISTORIC

SCALE: 0.75" = 1"

GENERAL NOTES:

PROJECT SPECS
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CUSTOMER:
CITY OF ASHLAND, OR

JOB NAME:

MAP MEDALLIONS

DWG NAME:
MAP CONCEPT DRAWINGS

DATE: 08/13/2020	DWG NO: 3
JOB NO:	DRAWN BY: OT

**REQUEST FOR QUALIFICATIONS
FOR A
SITE-SPECIFIC PUBLIC ART INSTALLATION**

PROJECT NO: 2020-01

PROJECT TYPE: Site-Specific Public Art Installation

**SUBMISSIONS DUE: November 9, 2020, not later than 5:00
PM PST**

**SUBMIT SUBMISSIONS: by email to:
aaron.anderson@ashland.or.us**

CITY PROJECT MANAGER: Aaron Anderson



**CITY OF
ASHLAND**

**COMMUNITY DEVELOPMENT DEPARTMENT
20 EAST MAIN STREET
ASHLAND, OREGON 97520**



ADVERTISEMENT

CALL FOR ARTISTS

CITY OF ASHLAND REQUEST FOR QUALIFICATIONS FOR A SITE-SPECIFIC PUBLIC ART INSTALLATION

The City of Ashland (hereinafter the *City*) is seeking qualifications from professional artists or artist-led teams to design, fabricate/have fabricated and install contemporary free-standing, site-specific artwork (hereinafter the *Project*) within Ashland's Historic Railroad District.

The selection process includes two phases: Phase 1, Submission of Qualifications and Artist Selection; Phase 2, Commissioning of Artwork.

SECTION 1. PROJECT OVERVIEW:

The City of Ashland, by and through its Public Arts Commission, seeks to commission an artist/artist-led team to design, fabricate, deliver and install contemporary, free-standing, site-specific artwork to serve as a focal point anchoring numerous historic sites located within the City's Historic Railroad District. This artwork will represent the second phase of multi-phase project entitled "Marking Ashland Places" or "the MAP project" which is intended to provide a connection to the history of Ashland on today's landscape.

A full description of the multi-phase MAP Project is attached as Addendum A.

SECTION 2. ARTIST ELIGIBILITY:

All professional artists/artist-led teams with reviewable portfolios and that meet the following criteria are eligible to present qualifications for this *Project*:

- 2.1 Artists/artist-led teams must have experience working within the public process in public settings as well as the proven ability to fabricate their own work or to work with fabricators and installers;
- 2.2 The artwork for this *Project* must be original, demonstrate artistic excellence, and be designed with consideration to public safety and security; and
- 2.3 Artists/artist-led teams will be required to provide evidence of appropriate general liability insurance covering bodily injury, death, and property damage, and evidence of workers compensation insurance.

SECTION 3. PROJECT INTENT:

The artist or artist-led team chosen as a result of this qualification process, will work with City staff and the City's Public Arts Commission to design, fabricate, deliver, and install permanent

site-specific artwork for an outdoor installation. Such artwork shall be provided within the established budget and project timeline.

This site-specific artwork should:

- 3.1 be designed to be sited within a flat (or possibly lightly mounded), un-landscaped oval area which is approximately 33' wide x 23' deep;
- 3.2 not exceed 23' in width, 13' in depth, and should be between 9'-13' high;
- 3.3 be visually stimulating, perhaps whimsical and colorful, and responsive to the site in terms of scale, material, and form;
- 3.4 reflect the historic significance of the Ashland Railroad District; and
- 3.5 be vandal resistant, safely displayed and secured, and require minimal conservation and maintenance.

SECTION 4. SELECTION PROCESS:

4.1 **Phase I:** Selection of Artist/Artist-led Team

4.1.1 The Public Arts Commission will review only timely and **complete** submissions utilizing the criteria set forth below, selecting three (3) artists/artist-led teams (hereinafter *Finalists*).

Artist Selection Criteria

- Professional qualifications
- Proven artistic merit and excellence of prior relevant work
- Placemaking experience with original artistic vision
- Experience fabricating/contracting with fabricator and installing permanent artwork suitable for the outdoor environment
- Experience working in a collaborative process in a public setting
- Proven project management experience working within a contract and communicating in a timely, consistent manner.
- **References provided as part of this application will be contacted.**

4.1.2 Each *Finalist* will be awarded a contract for \$1,500 (fifteen hundred dollars) to develop a conceptual design for the *Project* which shall include digital drawings in sufficient detail to communicate the artist's concept, preliminary specifications for the artwork related to colors, materials, size, maintenance requirements, and a narrative describing the intent of the conceptual design.

4.1.3 Following selection, an informational conference call with each selected *Finalist*, City staff and the City's Public Arts Commission will be scheduled.

4.2 Selection of Artist for Design Commission

An independent *Selection Panel* will review the conceptual design submissions of all three *Finalists* based on the criteria set forth in the Project Intent and recommend one (1) artist/artist-led team (hereinafter the "*Selected Artist*") for a commission to complete the *Project*. The recommendation of the *Selection Panel* will be approved by the Ashland City Council.

4.3 Phase II: Commission of Artwork

The *Selected Artist* will be awarded \$25,000 (twenty-five thousand dollars) which shall cover all costs for all remaining elements of the *Project*: detailed design and installation documents including final specifications for colors and materials, artwork fabrication, insurance, delivery, installation and an allowance for one revision.

SECTION 5. INTRUCTIONS FOR SUBMISSIONS:

Artists interested in this *Project* must prepare and submit the following:

- **Letter of interest.** A letter outlining your interest and qualifications for this *Project*. The letter must include business address, business phone, and email address. (1-page maximum)
- **Artist Statement.** A written description of your body of work. (1-page maximum)
- **Professional Resume.** A current resume with emphasis on public art projects completed during the past 5-10 years. If submitting as a team, include project resumes of team members, highlighting projects in which you collaborated as a team.
- **Professional References.** A list of three (3) references of individuals with whom you have worked on public art projects with contact information (name, title, organization, email address and phone), the name and location of the project and a brief description of the reference's involvement with the project.
- **Images.** A maximum of ten (10) digital images in JPEG format of original relevant completed artwork. Include an annotated image list with a description of each image (media, size, title, location, date of completion and budget).
- **All submissions must be submitted electronically in digital format as a single PDF attachment to an email.** Applicants are encouraged to apply early to reduce risk of technical difficulties
- **The deadline for online submittal of qualifications is 2020. Incomplete, late, hand-delivered, or mailed submissions will not be accepted.**
- **Email submission to:** aaron.anderson@ashland.or.us

SECTION 6. PROJECT SCHEDULE:

xxx	Deadline for artists/artist teams to submit qualifications
xxx	Selection of <i>Finalists</i> /notification to all applicants
xxx	Conceptual design submissions due from <i>Finalists</i>
xxx	Notification to <i>Selected Artist</i>
xxx	Approval of <i>Selected Artist</i> /design concept by City Council
xxx	PAC review and approval of final design documents
xxx	Review of artwork at 80% and 100% completion and prior to shipping
xxx	Installation of artwork

SECTION 7. ADDENDA:

- A. Complete description of MAP Project
- B. Site photos and information about the site
- C. Contract/City of Ashland Personal Services Agreement

For further information, contact the City's Project Manager, Aaron Anderson at: 541-552-2052 or by email at: aaron.anderson@ashland.or.us.

Artist selection is anticipated to result in the award of a contract for professional services in a form substantially similar to the one provided in this solicitation document.

The City of Ashland Public Arts Commission reserves the right to revise this RFQ by addendum and is bound only by what is expressly stated in this RFQ and any authorized written addenda thereto. Addenda will be post on the City of Ashland website. It shall be the artist's responsibility to check the website. Beyond formal notification, the City will not enter into any correspondence regarding their decision.

The City of Ashland reserves the right to cancel this procurement or reject any and all submissions in accordance with ORS279B.100.

Bill Molnar, Community Development Director
First date of solicitation: November 9, 2020

***draft* Calendar for Hub Sculpture Process**

<u>date</u>		<u>who</u>	<u>action</u>
11/9/20		PAC	Call for Artists RFQ issued
12/7/20	4 wks.	Applicants	Qualification submittals due
1/4/21	4 wks.	PAC	Selection of <i>Finalists</i> /Notification to all Applicants
<i>TBD</i>		PAC	Pre-contract informational conversation with <i>Finalists</i>
1/15/21	9 days	City	Preliminary Design Contract issued to <i>Finalists</i> to create <i>Design Concepts</i>
3/1/21	6 wks	<i>Finalists</i>	<i>Design Concept</i> submittals due
3/1- 3/12/21	10 days	<i>Selection Panel</i>	Review <i>Design Concepts</i> from <i>Finalists</i> / recommend <i>Selected Artist/Design Concept</i>
3/16/21		City Council	Approval of the <i>Selected Artist/Design Concept</i>
March		City	Contract awarded to <i>Selected Artist</i>
April		PAC	Review and approval of final design documents/ Conference call with <i>Selected Artist</i> , if required
TBD		PAC	Review of artwork at 80% and 100% project completion prior to shipping
TBD			Installation