Meeting Minutes  
Visual Arts Commission  
Thursday, March 13, 2014  
4:00 – 6:00 pm

Cedar Rapids City Hall – Blairs Ferry Conference Room  
101 First Street SE, Cedar Rapids IA 52401

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Present</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Kern, Chairman</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mel Andringa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arbe Bareis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marilee Fowler</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ann Knierim</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Andi Londquist</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lynn Ocken</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bill Stamats</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lisa Lindley</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Also in Attendance: Seth Gunnerson, Kirsty Sanchez, Councilwoman Ann Poe, Kathy Good, Sue Gilbert and Dakota Black

The Meeting was called to order at 4:06 PM by Chairman Kern

1. Approval of Meeting Minutes, February 13, 2014
A Motion was made by Fowler, seconded by Bareis, to approve the minutes of the February 13 meeting with unanimous approval.

2. Prospective Art Donation
Kathy Good, a resident of Cedar Rapids, came to discuss a prospective donation of art to the City. Mrs. Good is interested in commissioning a work of art as a memorial, and was wishing to discuss City requirements and potential locations with the Commission.

Feedback from the commission included:
- Ensuring that the work is durable and resilient to the climate
- Ensuring that the work is low maintenance
- Works in the collection, especially those displayed outside should be resistant to vandalism

The Commission also discussed the appropriateness of memorials within the collection. While the Commissioners appreciate that donations may be made to the City in memory of an individual, they felt it was important that any work accepted into the City’s collection should function as a stand-alone work of art, and not specifically as a memorial to an individual.
3. **Committee Reports**
   a. **Marketing**
      Sue Gilbert and Dakota Black from Kirkwood Community College were on hand to discuss a school project to develop marketing material for the Visual Arts Commission.

      The VAC provided feedback on a scope for the brochure, and felt it was important that any material should promote both in the City’s collection and other public art or destinations throughout the city.

   b. **Art Not on Display**
      Staff provided an update on pieces in the collection not currently on display.

      Staff had contacted Hilton about a location for Landwave and was awaiting a response.

      Requests for art had been made from Staff at the City Services Building and from Park Cedar Rapids.

      Staff has received quotes for the reframing of various pieces in the collection, and will return with a recommendation at the next VAC meeting.

   c. **Collections Management**
      Staff provided a memo on the collections management position which is attached to these minutes.

4. **Project Updates**
   No further project updates were given.

5. **Announcements / Items for Next Meeting**

6. **Adjournment**

   *Next Meeting: April 10, 2014*
Memorandum

To: Cedar Rapids Visual Arts Commission
From: Seth Gunnerson, Planner
Subject: Scope of Services for Collections Manager Position
Date: 3/14/2014

Staff was asked to review the scope of work developed by the Collections Management Subcommittee in order to provide comments and recommendations on next steps.

The scope the committee came up with was:

- Catalog & photograph all new art pieces
- Inspect condition of art work annually
- Provide written annual report on art work conditions to the Visual Arts Commission
- Assist with any bids of restoration work as needed
- Assist with photography work being posted on City of Cedar Rapids website
- Review insurance for the City’s art collection

Below is a summary of staff’s comments on the proposed scope of work, and recommendations for the development of a RFQ and contract.

Proposed Scope

Catalog & photograph all new art pieces
Staff’s suggestion is that photography may be best handled separately.

Inspect condition of art work annually
Staff recommends refining this to require an initial survey of all artwork, and then develop a rotation for future years. For example, newer pieces and indoor pieces may not require a detailed annual inspection. Staff recommends a detailed scope spelling out which pieces are to be inspected when.

Provide written annual report on art work conditions to the Visual Arts Commission
Staff’s recommendation is to require a report within a specified date of contract award and then annually during that month.
Assist with any bids of restoration work as needed
Staff believes this is appropriate. Staff believes that it would be best to develop a contract with a rate for additional work, as assigned. Help with bid requests and other work sporadic in nature would fall under this category.

Assist with photography work being posted on City of Cedar Rapids website
We believe this can be handled at the staff level without incurring additional costs. If work is needed from the collections manager this can be covered under the “other duties as assigned” clause.

Review insurance for the City’s art collection
Periodic appraisal of the art is one of the key components of the contract. The actual insurance policy would be covered by the City’s Risk Manager. The scope of the Collections Manager should be to update the value of the collection periodically.

Recommendations
Staff recommends the following:

Process
The City can solicit professional services through either a RFQ (Request for Qualifications) or a RFQ (Request for Proposals). A request for Qualifications allows the City to develop a contract after selecting a qualified firm. The process would be similar to how the City solicited artists for the Convention Center and Amphitheatre. Issuing an RFP would require the city to develop a detailed contract before hand and select the most qualified bidder on that particular contract. Because staff believes there would be a desire to develop the contract in conjunction with the selected firm, the RFQ process would be the best route.

Length of Contract
The City’s Purchasing Division recommends an initial one year contract with up to 4 one-year options to renew. The City would have the ability to cancel the contract and solicit new proposals at any time.

Contract Structure
Staff recommends developing a detailed scope for the contract that spells out expectations of the selected firm.

1.) Initial Report – Should include a cost to develop a detailed initial report which will serve as the basis for all future work by the collections manager. The report should include updated appraisal of selected art pieces, survey of existing conditions, and recommendations for maintenance needs.
2.) Annual Reporting requirements – Detailed scope for work to be completed annually under a set fee.

3.) Cost for additional work – Develop a fee structure to pay for cost associated with additional work, as requested by the City. This would likely be a per-hour fee with additional material expenses covered.

Next Steps
The next step would be to develop a more detailed scope and work with the Purchasing Division to issue an RFQ.