

INDIAN SHORES

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Arts Council Ad Hoc Committee Meeting Minutes - Tuesday, January 23, 2018

The Arts Council Ad Hoc Committee convened at 10:01 a.m. Those present were: Councilor Smith, Marcie Smith, Starlyn Fikkert, Town Engineer Bob Brotherton, Betsy Schoepf, Alice Lawrence and Maya Feliciano.

Also present: Town Administrator Bonnie Dhonau and Administrative Specialist Darlyn Stockfish.

1. Approval of Agenda

Bonnie Dhonau suggested adding 4.1 Reaching Out to Other Artists to this January 23, 2018, agenda.

Motion by **Marcie Smith** and **seconded** by **Maya Feliciano** to approve the January 23, 2018, agenda with the addition of 4.1 Reaching Out to Other Artists. **Motion carried 7-0.**

2. Public Comments on any Agenda item

There were no comments.

3. **Bob Brotherton** suggested, in relation to Ms. Musser's (CaFÉ representative) comments, that we add a Town attorney approved contract detailing legal and contractual items in the bid package as Exhibit F.

Bonnie Dhonau said that a final contract would be between us and who the Committee voted on as the bid winner and would be subject to negotiations.

Patrick C. Soranno
Mayor

Diantha Schear
Vice Mayor

Mike Hackerson
Councilor

Michael (Mike) Petruccelli
Councilor

William F. (Bill) Smith
Councilor

Bonnie Dhonau
Town Administrator

Terry E. Hughes
Chief of Police

Susan L. Scrogam
Director of Finance
and Personnel

Stephanie V. Waters, CMC
Town Clerk

Gregory Yantorno
Building Official

Regina Kardash, Esq.
Town Attorney

Bob Brotherton recommended that we ask Town Attorney Regina Kardash and/or Attorney David Jackson about whether we should have a contract.

Marcie Smith relayed that she thought our Bid was extremely comprehensive compared to what others have. As example, see the February 23 Call to Artists for the Tampa Water Street \$600,000 public art project for their outdoor plaza.

Starlyn Fikkert thought that Musser's comments in the minutes were captured accurately.

Discussion ensued by the Committee on Bob Brotherton's suggestion of adding a contract to the Bid package.

Alice Lawrence mentioned that under Agenda Item #8 that the date should be Tuesday, January 23, 2018 (instead of 2017).

Councilor Smith mentioned that in these minutes it mentions that the honorarium would be set by the Committee but does not include an amount. Discussion on the honorarium amount will be addressed later in this meeting (refer to 4.1 Reaching Out to Artists).

Motion by **Starlyn Fikkert** and **seconded** by **Maya Feliciano** to approve the November 28, 2017, minutes with the change of the year of the next meeting date to 2018. **Motion carried 7-0.**

4 Update on Status of CaFÉ

Bonnie Dhonau reported that we should include a timeline. We currently have an executed contract with CaFÉ' and have paid them their fee. In addition, although we have an agreement with Pinellas County to just submit proposed construction plans, in the abundance of caution she submitted the entire package to Pinellas County's Paul Cozzie asking that they review and send it to their attorney for review. Paul Cozzie appreciated us sending it over to them and their attorney has approved it.

Bonnie Dhonau said in reference to the final Call to Artists draft sent out--under Project Resources it says "www (website) to be determined for each Exhibit. Instead of having each link a very long address, what Bonnie proposes is to make the landing page say, "Project resources can be located at www. . ." and give them one weblink that then leads them to one page with every resource and its link listed.

Maya Feliciano asked that if we need to include a contract, it would be Exhibit F and Bonnie concurred.

Bonnie Dhonau reiterated that the Project Resources and the Timeline will need to be modified before we post the Call to Artists on CaFÉ. She will be the Administrator on the CaFÉ Call to Artists launch.

Bob Brotherton asked if the contract was for one year.

Maya Feliciano wanted clarification on whether it was one year from the date of signed contract or the date of launch?

Bonnie Dhonau clarified that it was one year from the date of the contract.

Bob Brotherton asked how long we have to spend the money?

Marcie Smith relayed that we could renew the agreement if needed.

Bonnie Dhonau responded that it should not take a year to select an artist team and the other committee members agreed.

4.1 Reaching Out to Other Artists

Maya Feliciano suggested we reach out to universities and other art institutions as a good source to find other artists and/or links and resources to artists.

Bonnie Dhonau mentioned that earlier we had talked about advertising on the *Americans For the Arts* website at a cost of \$75.00 annually.

The Committee discussed that in addition to posting the Call to Artists on our website and on CaFÉ and that they would get it out to as many other artists with special preference to regional artists.

Bonnie Dhonau confirmed that she would draft a letter with all the pertinent information and links that the Committee could then use to send out to their artist contacts.

Councilor Smith reminded that we make sure that SignStar was one of our contacts.

Bob Brotherton brought up the confusion on the \$1,000 honorarium referred to in the Call to Artists. There had been conflicting discussions on the amount at past meetings.

Marcie Smith reported that a motion was made, seconded and carried in the October 31, 2017, meeting to make the honorarium \$2,000. The

Committee concurred that the Call to Artists should list the honorarium at \$2,000.

Councilor Smith said that the \$2,000 was the honorarium amount that Town Council approved in the December 2017 meeting.

Bob Brotherton talked about the definition of Artist Team under Artist Eligibility. The Artist Team should include the Artist(s), Engineer, General Contractor and Subcontractors.

Bob Brotherton talked about other potential changes to the Call to Artists layout and adding an Exhibit F as a contract to define the submittal process.

Marcie Smith reiterated that the Design Criteria should stay separate from the Submittal Process and that we should simplify and avoid duplication of material.

Bonnie Dhonau stated that she thought that the specific Call to Artist sections were in a template format on CaFÉ to be filled out. It is not attached as a pdf so moving items around is not relevant at this point. Also, we have approval from Pinellas County as it stands, so she recommends it stays as is.

Bob Brotherton informed that under Public Records the word "production" should be changed to "reproduction."

Bob Brotherton inquired whether there was a way to post questions and addendums on the CaFÉ system for ease of response.

Bonnie Dhonau said she will look to see how that is doable using the CaFÉ structure. She further reported that we have the CaFÉ subscription but she has not set up the users yet. She will have an Administrator's training and then the Committee will have training so they can go and view as an evaluator. The training is to be scheduled as soon as we are ready to go forward.

Bob Brotherton suggested it go to Town Attorney Regina Kardash for review to see if we need a contract included.

Discussion ensued about the pros and cons of a contract to accompany the Call to Artists as Exhibit F.

Motion by **Bob Brotherton** to include a draft contract Exhibit F in the Call to Artists. There was no second. **Motion failed.**

5. Discussion of Project Timeline

Councilor Smith asked about approximate timeline in getting this up and running in CaFÉ

Bonnie Dhonau responded that it could be loaded into the CaFÉ structure soon and including training we could be ready in about 30 days. We could probably launch by March 1, 2018.

Bonnie Dhonau left the meeting at this time due to another commitment.

Councilor Smith put together a rough schedule to put some parameters around the timeline. He incorporated the milestones listed in the Call to Artists with his estimates of times between various items. See below:

Café ready for artists and Committee review	2/27/2018	
		30
Deadline to submit questions	3/29/2018	
		15
Answers to question	4/13/2018	
		15
Deadline for submission:	4/28/2018	
		30
Review of submissions by the Arts Council:	5/28/2018	
		15
Notification to Finalists & Applicants & Contract Draft ready	6/12/2018	
		30
Finalist presentations to the Arts Council:	7/12/2018	
		15
Recommendation of the Arts Council to Town Council:	7/27/2018	
		15
Review by Pinellas County	8/11/2018	
		15
Artist under contract:	8/26/2018	
		270
Project completion and installation	5/23/2019	

Maya Feliciano commented that it looked like we were giving a total of 60 days for the artists to get their submittals in and this looked to be a good timeline.

Maya Feliciano asked if they independently go through submittals and rank them or do we meet as a Council and rank them together.

Marcie Smith replied that CaFÉ won't let artists submit without including everything required. She read from the November 28, 2017 minutes that "the Committee said the members would individually review the submissions, and then come together at a public meeting to discuss their individual top choices and narrow down the list as a group."

The Committee continued discussion on timeline and days allotted for a total of nine months to get the projected completed.

Marcie Smith reiterated each of us would have our own login and we will get the appropriate training.

Bob Brotherton suggested that we add the word "Addendums" to the Deadline to Submit Questions."

Bob Brotherton mentioned that he could be working on a contract now and then the artist's name could be added in when we finalize our selection.

Motion by **Maya Feliciano** and **seconded** by **Alice Lawrence** to have Bob Brotherton and Regina Kardash begin drafting a contract for the proposed Gulf Boulevard Beautification Monument to be ready in time for final selection of the Artist Team (June 14, 2018). **Motion carried 7-0.**

Councilor Smith reminded that the dates could be somewhat flexible.

Maya Feliciano mentioned that we may have to have another Council meeting depending on the questions that come in.

Starlyn Fikkert replied that Bonnie would probably be able to answer most of the questions and would know what to take forward to Council.

6. Consideration of "Go Live" date for Call to Artists and Proposed Project Schedule

Motion by **Marcie Smith** and **seconded** by **Alice Lawrence** that the proposed timeline be incorporated into plans for the project with flexibility as needed. **Motion carried 7-0.**

7. Discussion of Project Management for Construction

Bob Brotherton reminded the Committee that he has a lot of project construction experience with a good example being the Indian Shores Sign Project that turned out beautifully.

This project is a little different because we have design and construction under one project. The contract that he and Regina would work out will have to address that and come back to this Committee.

He mentioned that typically he would prepare a proposal to the Town with a cost estimate. If the Committee wants him to do it, he will put together a proposal and tie it into the contract. He would submit it to Bonnie and the Committee for review.

Motion by **Marcie Smith** and **seconded** by **Starlyn Fikkert** to have Bob Brotherton develop a proposal for managing the construction aspects of monument project under his existing contract. **Motion carried 6-0.** Bob Brotherton excused himself from the vote.

8. Open Discussion

Alice Lawrence mentioned that the new beach access signs are beautiful and the Committee agreed.

Councilor Smith reiterated that it would be great if the Committee would reach out to its artist contacts when the Call to Artists goes live. He suggests that we submit the contact names to Bonnie so we know who all is contacted.

9. Set Time and Date for Next Meeting

Councilor Smith proposed that we meet March 6 at 10:00 a.m. as there are no other milestones until that time.

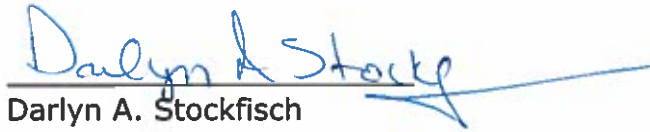
Maya Feliciano suggested Tuesday, February 27, 10:00 am., as she would still be in town and able to attend in person.

Marcie Smith asked what we had for discussion at the next meeting.

Bob Brotherton mentioned that Bonnie could present what she is going to put on CaFÉ. He said he would may have some contract items ready for this agenda as well.

Councilor Smith added we should go over the list of possible artists. Tuesday, February 27, 2018 at 10:00 a.m. is the next meeting.

Meeting adjourned at 11:58 a.m.



Darlyn A. Stockfisch
Administrative Specialist