



## ARTS AND CULTURAL AFFAIRS COMMISSION MINUTES

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**DATE:** Tuesday, February 26, 2019

**TIME:** 3:30 p.m.

**LOCATION:** Five Flags Center, Orpheum Room – 405 Main St, Dubuque, IA

### **Regular Meeting**

Commissioners Present: Mary Armstrong, Ali Levasseur, Paula Neuhaus, David Schmitz, Sue Riedel

Commissioners Excused: Tyler Daugherty, Gina Siegert

Staff Present: Jill Connors

The meeting was called to order by Schmitz at 3:32 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Minutes of several past meetings will need to be reviewed at next month's meeting. Commission will assist in providing December 2018 minutes and staff will compile all for review and approval.

### **Art on the River**

Armstrong reported on AOTR committee meeting, with a recommendation to hire Karin Wolf as a consultant to put out a regional call (250 miles) to include local artists. Applications will be sent to City staff who will forward to Wolf. She will select 10 pieces plus 3 alternates based on the chosen theme, then send to commission for final review and selection. (Theme proposed this year – the idea of "Movement of River", to be reworded for branding.)

Proposed scope for the consultant: Put out call, initial selection of pieces, negotiate artist stipend amounts within the full budget.

Staff will draft contracts and administer, as well as handle event logistics.

This is a juried event, with a consultant who will put out the call to her own networks as well as those selected by us (including locally). This approach provides the independent lens of an outside person, with a local final approval. The inclusion of local artists in the call meets the goal of being inclusive. Discussion on whether to provide extra consideration for local artists. Consensus was no, that it's best to make sure local talent is contacted through the call, but that this is a competitive event, so we don't treat local submissions differently than other submissions.

The AOTR committee recommended working toward a 3-day event in conjunction with Taste of Dubuque and the Lighted Boat Parade. Staff and committee will meet with Travel Dubuque and the City Leisure Services department before getting together with Port of Dubuque group.

### **Commissioner Terms**

Current ordinance stipulates that 3 commissioner terms end one year, then none the following, and 4 terms end the subsequent year under the current ordinance requirements. Discussion on whether the commission terms should be staggered more with a 2-2-3 setup instead of 3-0-4. This would provide better retention of institutional knowledge in any given year.

Discussion of current commissioners' interest in applying for another term. Any term renewal requires a new application. In the past, some incumbents have not been reinstated by Council. Of the commissioners whose terms are complete June 30, 2019, Levasseur and Riedel plan to apply again, Armstrong and Schmitz will cycle off. They can still be on committees and working groups.

Motion by Levasseur, second by Armstrong, to recommend to city council that ordinance change to have the 2-2-3 term renewal arrangement. Motion carries unanimously.

### **Master Plan Working Group Updates**

Accessibility and Engagement – will be a meeting soon, working on that schedule. Idea is to have monthly meetings to discuss/solve problems and other outreach style events (MFC, etc.).

Public Art – working on survey/benchmark of other communities that have historic building stock. Americans for the Arts have a database. Noticing that only bigger cities have an arts office housed with the City, not the smaller communities (cities the size of Dubuque tend to have private organizations that run the arts scene). Next meeting is the second Thursday of March. Currently hosted at the Art Museum. Trying to address separate issues at different meetings - such as site selection, art in public facilities - issue by issue.

Next Task Force meeting is in April.

### **Grants – Operating and Special Projects**

Workshops went well. Answers to questions that arose during the workshops were sent to all attendees. Staff will identify jurors from agreed-upon organizations, and require that

they provide feedback so that organizations understand why they scored what they did. Iowa Arts Council was identified as a resource to find jurors.

Preference to have all outside jurors, one each of visual and performing arts, and one DEI-trained – 3 total. City Finance staff will review the organizations' financials, so no need for that skills set on the jury.

Recommendation to have the jurors record their comments individually in Excel, upload to a shared folder, then have a conference call to discuss and provide any edits to their scores. Use GoToMeeting so we can see the screen and work together to finalize scores. Send this excel to commission (with recommended funding scenarios – preferably 3 to choose from, that have been reviewed by Finance staff for reasonableness) before the meeting where final selection is deliberated and announced (funding schemes are PDFs by that point, no live editing on Excel).

If a grant application is disqualified, those applications should not be brought to the jurors for consideration. Those organizations should be contacted earlier by staff of the disqualification. Hard deadline, based on what is submitted. Staff will make sure there is language on the online form next to the submit button indicating that submission is FINAL. Any questions on the grant need to be addressed to staff before hitting Submit.

Meeting adjourned 4:53 p.m.

**Next meeting:** Tuesday, March 26, 2019

Respectfully submitted:  
Jill Connors  
Economic Development Director

These minutes were passed and approved on March 22, 2019.



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David Schmitz, Chair