

Administrative Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, March 8, 2021

4:30 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

1. Approval of February 8, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner

2. 1912 Center Auditorium & Staircase Naming Request (ACTION ITEM) – Jen Pfiffner / Jenny Kostroff

Heart of the Arts, Inc. (HAI) is proposing naming the newly remodeled 1912 Center auditorium, “Lecompte Auditorium” honoring Janet Lecompte who donated the initial funds to purchase and begin restoration of the 1912 Center (please see attached proposal). HAI is also proposing naming the newly remodeled 1912 west staircase, “Mark Ford Anderson Staircase” honoring Mark Ford Anderson whose family made significant financial contribution to the renovation of the staircase to the second and third floors of the 1912 Center (please see attached proposal).

PROPOSED ACTIONS: Recommend City Council approval to name the newly remodeled 1912 Center auditorium, “Lecompte Auditorium”, and name the newly remodeled 1912 west staircase, “Mark Ford Anderson Staircase.”

3. City of Moscow Restroom Facility Gender-Neutral Conversion Plan Proposal (ACTION ITEM) – Jen Pfiffner

City staff was directed to develop a plan for conversion of its public restrooms to gender-neutral (GN) facilities. This plan includes restroom facilities in parks and all City-owned buildings. The goal is to have a GN accessible restroom in every building and park. Overall, the City is in pretty good shape. An inventory reveals most City-owned buildings and parks already have GN restrooms, or with minor modifications, can become GN. Modifications for conversion range from simple signage, to change of locking systems. A few restroom facilities in high use areas will experience diminished/inadequate service for the public with a conversion. Costs for conversion vary, but the only significant expenses will occur for the two restroom facilities: 1) the Downtown Restroom and 2) Mountain View Park restroom. These will likely require construction of an additional single user/family room. These could be constructed or modular. Please see the attached memo with plan details, and attached spreadsheet with inventory details.

PROPOSED ACTIONS: Recommend City Council approval of City of Moscow Restroom Facility Gender-Neutral Conversion Plan, or direct staff otherwise.

REPORTS

Public Art Maintenance Plan – Megan Cherry

2021 Sidewalk Cafe Process Update - Gary J. Riedner

Staff Report (if needed)

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

Administrative Committee



Regular Meeting ~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, February 8, 2021

4:30 PM

**Council Chambers
206 E. Third St.**

The meeting was called to order at 3:00 p.m.

PRESENT: Brandy Sullivan, Sandra Kelly, Gina Taruscio

OTHERS: Mayor Bill Lambert, Council Member Art Bettge, Council Member Maureen Laflin, Council Member Anne Zabala (Virtual), Andy Grant (Latah County Parks and Recreation, Virtual), John Wenz (Moscow Area Mountain Bike Association, Virtual)

STAFF: Dwight Curtis, Sarah Banks (Virtual), Sherri Winn (Virtual), Greg Morrison (Virtual), Tyler Palmer (Virtual), Bill Belknap (Virtual), Jen Pfiffner (Virtual), Mia Bautista (Virtual), Renee Tack (Virtual), Laurie Hopkins (Virtual), Taylor Riedner (Virtual)

REGULAR AGENDA

1. Approval of January 11, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or take such other action deemed appropriate.

The minutes were approved as presented.

2. Latah County/MAMBA Proposal for Mountain Bike Path Development in Virgil Phillips Farm Park (ACTION ITEM) - Dwight Curtis

Latah County Parks and Recreation (LCPR) and the Moscow Area Mountain Bike Association (MAMBA) are requesting approval to construct a mountain bike pathway through a section of Phillips Farm Park (please see attached map of path location). This project would be at no cost to the City. The new path will provide an easily accessible, non-motorized, multiuse trail suitable for beginner mountain bikers to gain skill and confidence riding while learning about trail etiquette and responsible trail use, among other valuable benefits. The proposal was reviewed by the Parks and Recreation Commission at their January 28, 2021 Commission meeting and recommended City Council approval of the MAMBA/County proposal. Parks and Recreation staff have also reviewed the proposal and recommend City Council approval.

PROPOSED ACTIONS: Recommend approval for Latah County to construct a mountain bike path as per their submitted plan, in Virgil Phillips Farm Park, or provide staff further direction.

Curtis introduced the item as written above and recalled that Phillips Farm Park is owned by the City but managed by the County. Trail maintenance will be volunteer based with community members. The bike paths proposed would not consist of permanent structures and, should the lease ever cease, could be replaced easily. Currently there are no biking trails at the park and signs can be installed if needed in order to assist with directing traffic. The current lease the City has with Latah County on the Farm will

be ending on September 30, 2022. Should Latah County decide not to run Phillips Farm as a park anymore, there should be a provision that states that the uses will cease at the end of the lease, or the City could go to MAMBA to discuss continuation. With this project, there would be no need to change or increase the current insurance for the City. The Committee recommended approval and that it be placed on the Council regular agenda.

3. Landlord Tenant Utility Billing (ACTION ITEM) – Sarah Banks / Gary J. Riedner

Moscow City Code (MCC) 5-4-4 states that “All water charges shall be the ultimate responsibility of the property owner, provided that a non-property owner or tenant may pay said water charges.” MCC 5-4-10 states that all water charges shall be the responsibility of the owner of the property which receives the water. The City is authorized to receive payment from either the property owner or tenant or agent of the property owner. Although these code sections place responsibility for payment on the property owner, a 1989 Idaho Supreme Court case, *City of Grangeville v. Haskin*, requires that the ordinance is not sufficient authority to place that responsibility on the property owner, but that it requires a contractual arrangement in order to enforce the ordinance. The annual cost to the City for uncollectable utility bills from mostly non-owner occupied (leased and rental properties) is an average of \$10,250. The cost of staff time spent dealing with issues relating to landlord and tenant utility billing, delinquent accounts, utility shut-off, and collection efforts is approximately \$31,000 per year. This loss is spread across all utility customers, including both owner-occupied and non-owner-occupied properties.

The City is in the process of replacing its financial software, which will provide easier and more efficient ways to provide utility billing services. The new program requires that utility customers who pay online, or use auto-pay from their bank accounts, will have to re-establish their utility accounts. At this time staff is requesting the Council to review the current utility billing process and consider requiring customers to execute an agreement which would resolve the current landlord and tenant issues.

PROPOSED ACTIONS: Review current utility billing process and recommended changes, and provide staff further direction.

Riedner introduced the item as written above and explained that landlord tenant relationships include rentals such as business units, single family dwellings, and duplex/triplex units. Multi-family and owner-occupied buildings typically do not cause the same administrative complications that landlord tenant units do. The MCC defines the responsible party for utility bills to a property, however, another step needs to occur in order for a property owner to be ultimately responsible. The concern from previous Council was the frequent mobility of tenants, especially in a university community with students moving in and out. Some landlords do not wish to collect the bill each month, instead, they want the tenant to receive it who can then see that the City has a conservation-type water rate system where the less water used, the lower the bill is. For the tenant to assume responsibility of the bill, arrangements are made through the Finance Department. Billing tenants has generated multiple steps in the billing process and numerous accounts often end up delinquent. When a final bill and past due notice is mailed to both the property owner and the tenant, the account is turned to collections which is then monitored and the balance is written off after 18 months. These additional steps take more time and add more cost to the process. The City’s contract with the collection agency states that any amounts recovered are split 40% to the agency and 60% to the City, which is a typical collection agency rate. Additional statistics of average shut offs and delinquent accounts was shared including a large portion of the City’s bad debt relates to landlord tenant relationships. The process costs stated

above are pre-COVID since the city has not shut off any utilities since March of 2020. If a tenant's water gets shut off and they vacate the property, the issue is with keeping the water turned off when a new tenant comes in and there is a discrepancy of who is paying the bill. The new financial software and resolution would require both owner-occupied and non-owner-occupied residents to re-signup for services through the City and will not cost any more money. A copy of the draft resolution, application, and directive was shared and is located in the meeting packet to be viewed for additional information. Staff will be adding a letter to the next billing cycle to explain the situation to customers. The Committee recommended that this move to the Council regular agenda.

REPORTS

Upcoming Spring Sports Report – Greg Morrison

With Idaho moving into a new Idaho Rebounds stage, Parks and Recreation has implemented new protocols going forward. The curtain between the two courts will be dropped and immediate family members that live in the same household may attend and will be stationed 6ft apart from other families. All attendees including referees, score keepers, players, and spectators, will need to be wearing a mask and will be asked to use hand sanitizer. For those that have a medical condition and cannot wear a mask must provide a medical note. Those that are playing on the court are not required to wear a mask, but they must put one on once they have come off the court and have a chance to catch their breath. There will be rules and regulations posted throughout the gym and parents and guardians will be required to attend the mandatory safety meeting. Sports coordinators will be regulating the guests and attendance. Parks and Recreation is working closely with the Moscow School District to have comparable rules.

ADJOURN

The meeting adjourned at 5:50 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, March 8, 2021



RESPONSIBLE STAFF

Jen Pfiffner, Assistant City Supervisor

ADDITIONAL PRESENTER(S)

Jenny Kostroff Executive Director Heart of the Arts, Inc.

OTHER RESOURCES

AGENDA ITEM TITLE

1912 Center Auditorium & Staircase Naming Request (ACTION ITEM) - Jen Pfiffner / Jenny Kostroff

DESCRIPTION

Heart of the Arts, Inc. (HAI) is proposing naming the newly remodeled 1912 Center auditorium, "Lecompte Auditorium" honoring Janet Lecompte who donated the initial funds to purchase and begin restoration of the 1912 Center (please see attached proposal). HAI is also proposing naming the newly remodeled 1912 west staircase, "Mark Ford Anderson Staircase" honoring Mark Ford Anderson whose family made significant financial contribution to the renovation of the staircase to the second and third floors of the 1912 Center (please see attached proposal).

These proposals were reviewed by the Parks and Recreation Commission at the February 25, 2021 meeting and recommended for City Council approval. Staff's review found no issues requiring denial of the naming proposals.

STAFF RECOMMENDATION

Recommend City Council approval to name the newly remodeled 1912 Center auditorium, "Lecompte Auditorium", and name the newly remodeled 1912 west staircase, "Mark Ford Anderson Staircase."

PROPOSED ACTIONS

Recommend City Council approval to name the newly remodeled 1912 Center auditorium, "Lecompte Auditorium", and name the newly remodeled 1912 west staircase, "Mark Ford Anderson Staircase."

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Lecompte Naming Proposal Final 2-11-21
2. 1912 Staircase Naming Proposal for Mark Ford Anderson 2-8-21

Proposal

To: The Parks and Recreation Commission
1912 Center Development Committee
Moscow City Council

From: Jenny Kostroff, Executive Director of Heart of the Arts, Inc.

Date: February 11, 2021

Re: Naming the 1912 Center's Second Floor Auditorium

This submission is to permanently name the small auditorium, the center room on the north side of the building's the second floor, in honor of Janet Lecompte, the donor of the initial funds to purchase and begin the restoration of the 1912 Center. Janet Lecompte was integral in saving this historic building for the greater Moscow community and with out her financial help, this project might not have happened. Nothing has been named in her honor in the building to date and Heart of the Arts, Inc. wishes to publically acknowledge her important gift to our community. Janet's love of chamber music makes the small auditorium the perfect location for a namesake within the building.

Naming Specifics:

Location: The small auditorium is the center room on the north side of the second floor of the 1912 Center. (Please see the attached floor plan of the Second Floor to clearly identify the location of the space considered in this proposal.)

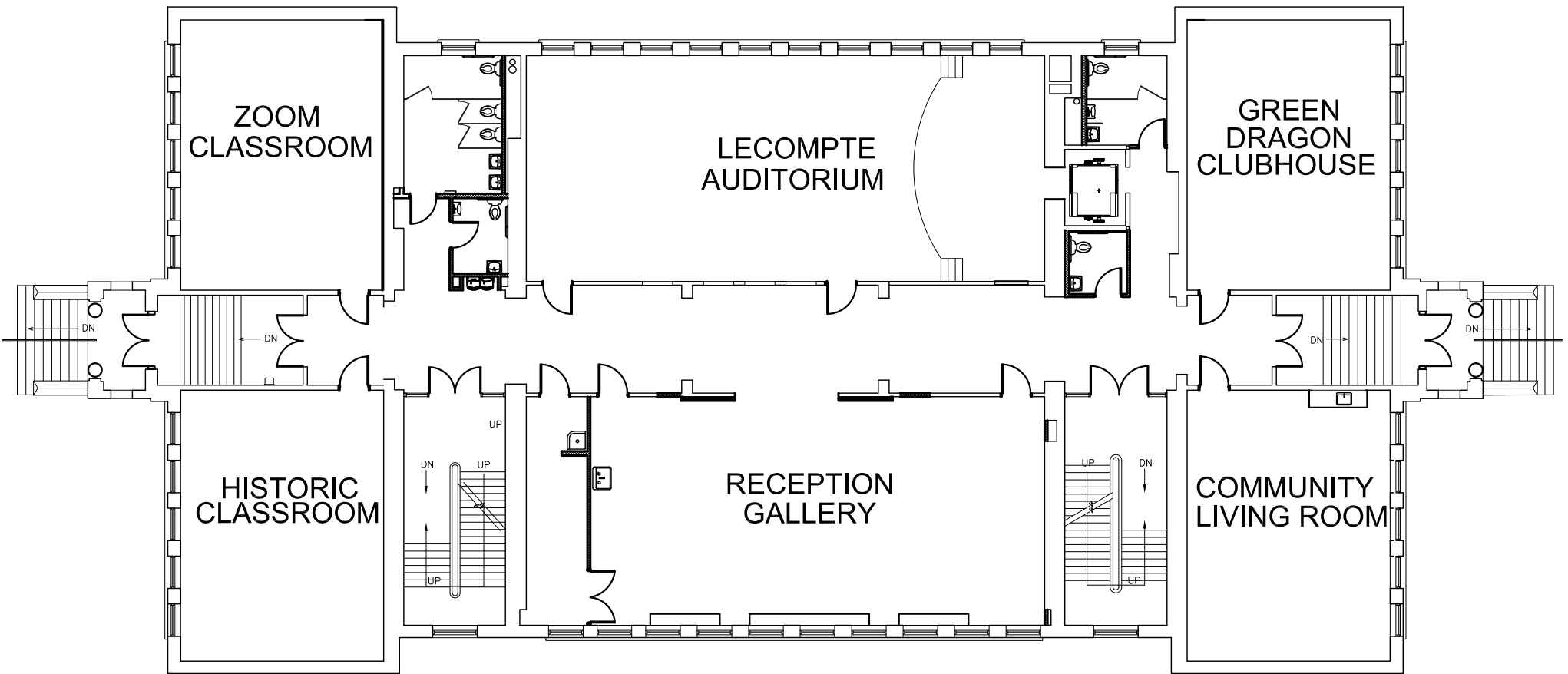
Name: "Lecompte Auditorium" will be the official name for the room for written and verbal reference.

Approval: Janet Lecompte died on February 28, 2010, however Janet approved the use of her name to encourage others to give to the 1912 Center project on December 31, 2000 in a memo of her own writing. A copy of a typed authorization from Janet herself is attached along with a memo from Janet to note the correct spelling of her last name with the smaller c in Lecompte.

Contribution: Janet Lecompte paid for the initial review of the old high school building to determine the soundness of the structure. She donated the money for the City to purchase the building and then retained a project manager to oversee fundraising for the project. She then contributed \$2 million to the initial renovation of the 1912 Center. This donation was able to pay the majority of the cost of the first phase of renovation which developed the Great Room, kitchen, and Plaza for the community, added and elevator and new plumbing and mechanical, paved the east parking lot and seismic retrofitted the whole building. The \$2 million denotes a significant gift to the project and without Janet's dedication to this project we would not have the 1912 Center that we enjoy today.

Signage: Upon approval, the name will be added to the room using the building signage standard. The name will then be added to floor plans and maps of the facility and will be featured on the calendar for the room schedule. A photo of Janet and a plaque that used to be displayed in the east entryway will be moved to the auditorium.

Dedication: A more formal celebration of the second floor project will be held the evening of the first Plaza Concert of the season on Monday, June 28th, 2021. This dedication will be open to the whole community to attend and will follow the ribbon cutting on the Anderson Staircase.



SECOND FLOOR

NOT TO SCALE



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WITHOUT WRITTEN PERMISSION OF ARCHITECT

Janet Lecompte
1606 Pine Cone Road
Moscow ID 83843
(208)882-1129

Duane Letourneau
479 Ridge Road
Moscow ID 83843

5 October 2000

Dear Duane:

Thank you so much for the inscription on the marble plaque in the hall of the 1912 building. It gave me the rare pleasure of spending a few hours in the Latah County Historical Society yesterday, researching J.H. Rich. I began with the cemetery records, but did not run across him there, although his obituary says he was buried in the Moscow cemetery.

Then I found a reference to John H. Rich in a newspaper transcription that my notes don't identify adequately. If you want to do more with the life and death of Professor Rich, I'll get the proper reference to the source. [He died of influenza, a national epidemic that was said to have taken more American lives than World War I]. You can read all about this popular Superintendent of Moscow schools and his death in the article from The Idaho Post, Moscow, Feb. 6, 1920, enclosed.

I tried to pin down his in-laws, the prominent Asbury family of Moscow, but after the death of John Rich, his wife, Nelle V. Asbury, appears no more in the Moscow sources I used. She was listed in the 1910 census as living in Nez Perce county, "division\Culd." whatever that means.

I suppose this is all we need to identify the mysterious J.H. Rich. I'm enclosing a list of newspaper articles in the Daily Star-Mirror of Moscow from 1911-1913 that describe the plans, construction and dedication ceremonies of the new high school, which was known as the Whitworth building. The newspaper is in the UI library, probably buried deep the archives unless it's been microfilmed. Some newspaper reporter or student might like to write a column about this, if there is enough interest to warrant the story of the construction of the building.

So, there was a J.H. Rich and he was quite a guy--I thought that he must have been beloved to have a marble slab in his memory! Thanks for your help.

Dec. 21, 2000, Thursday.

Call from Tom Hudson, who will be out of the 1912 building picture by March. In the meantime he has good news--three big entities are interested in funding the finishing of the 1912 building as far as use--all the tenants would be able to move in, although the building would not be "finished."

The Science people are the most enthusiastic and should be counted on for fund-raising, as should other groups occupying the building. The "finishing" phase could go on as the building itself is being used.

Gary Riedner has opposed the phase plan of finishing and has made life hard for Tom for a year and a half. Now he seems to approve of the phase, but Tom does not want to work with him.

I told him that I would allow him to make known that I was the original benefactor of the building if there is any use that can be made of this disclosure, although I think that I am not well known in the town, and also not willing to put my nose to the grindstone, for I have too much history to write at this time.

Janet Lecompte's extraordinarily generous gift made it possible for the City of Moscow to purchase this building, the former Moscow High School, from the Moscow School District in 1997 and complete the first phase of renovations.

While she spent most of her adult life and raised her family in Colorado Springs, Janet moved to Moscow in 1988 and developed many close friendships and became a major patron of area cultural and environmental organizations. Janet was a published historian of the American West who believed passionately in the preservation of local history and the nurturing of local culture. When this building—used for many years by the Moscow School District for administrative offices and storage--was proposed for demolition, Janet stepped forward to make sure that it be restored for the benefit of the community she loved. Named for the year it was built, the 1912 Center now serves as Moscow's community center, managed by the non-profit Heart of the Arts Inc.

Proposal

To: The Parks and Recreation Commission
1912 Center Development Committee
Moscow City Council

From: Jenny Kostroff, Executive Director of Heart of the Arts, Inc.

Date: February 11, 2021

Re: Naming of the 1912 Center's West Staircase for Mark Ford Anderson

This submission is to permanently name the staircase in west wing of the 1912 Center in honor of Mark Ford Anderson. Mark passed away in December of 2019 and his family was looking for a permanent way to honor him in Moscow. Mark was an artist who worked with many media as well as a musician who loved listening to and playing music. His wife, Nancy Bell came to Heart of the Arts, Inc. with this proposal and Richard and Joyce Anderson, his parents, have made a significant financial contribution to the renovation of the staircase to the second and third floors of the 1912 Center.

Naming Specifics:

Location: This staircase is located in the west hallway of the main floor of the 1912 Center across from the entry to the Arts Workshop. This staircase includes 22 steps to the second floor from the main floor and 28 steps from the second floor to the third floor for a total of 50 steps.

Name: "Mark Ford Anderson Staircase" will be the formal name for the western set of stairs in the building with the name being shortened to the "Anderson Staircase" for informal, verbal references. (By comparison the eastern staircase will be called the "Community Staircase" as sponsorships for the steps have been made by many different members of our community.)

Approval: Mark Ford Anderson is deceased, but his wife Nancy Bell as well as his parents Richard and Joyce Anderson approve the use of his name for this staircase. A copy of a signed letter of approval is attached.

Contribution: Richard Anderson donated \$25,000 to Heart of the Arts, Inc. to be used for the renovation of the western staircase. It has been determined based on the cost of the renovation project that a donation of \$500 per step denotes a significant gift worthy of naming. The Anderson family has donated the cost to renovate all 50 steps in the western staircase in full.

Signage: Upon approval, a plaque will be added to the first floor hallway at the bottom of the stairs using the building signage standard stating "Mark Ford Anderson, 1963-2019 Artist and explorer, he made us laugh and think and wonder." The name will be added to floor plans and maps of the facility. The family has also donated an 11" x 12" painting made by Mark titled 93-16 that becomes permanent property of the 1912 Center and will be displayed along with the plaque and a 5" x 7" photo of Mark.

Dedication: The staircase will be dedicated at a ceremony during intermission of the first Plaza Concert of the 2021 season when we formally invite the community to do a walk through of the newly opened second floor.

August 26, 2020

Heart of the Arts, Inc.
PO Box 8851
Moscow, ID 83843

Dear Heart of the Arts, Inc. & The City of Moscow,

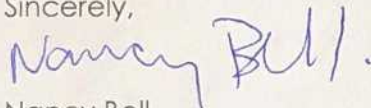
This letter serves to approve the use of Mark Ford Anderson's name on the western staircase at the 1912 Center. The formal name for the staircase should be "The Anderson Staircase." This name should be featured on all signage and on any ground plans or maps of the facility.

The plaque should read as follows:

Mark Ford Anderson
1963 -2019
Artist and explorer
He made us laugh, think and wonder.

In addition the 11" x 12" painting made by Mark titled "93-16" has been donated to Heart of the Arts, Inc. to be featured along side his photo and naming plaque at the base of the staircase. This is a permanent gift and becomes a part of the building in perpetuity.

Sincerely,

A handwritten signature in blue ink that reads "Nancy Bell". The signature is fluid and cursive, with a large initial "N" and a long, sweeping underline.

Nancy Bell
Mark Ford Anderson's Wife

COMMITTEE STAFF REPORT

DATE: Monday, March 8, 2021



RESPONSIBLE STAFF

Jen Pfiffner, Assistant City Supervisor

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

City of Moscow Restroom Facility Gender-Neutral Conversion Plan Proposal (ACTION ITEM) - Jen Pfiffner

DESCRIPTION

The plan recommendations are as follows:

1. Begin the conversion of the restrooms that are easily done this year. The *estimated* costs are about \$3,000.
2. Leave the Downtown and Mountain View Park restrooms as they are *for the time being*.
 - Start process of determining the specifics of an additional restroom and associated costs
 - Add results to Capital Plan schedule and construct as funding allows.
3. City Hall.
 - Convert the restrooms on 2nd floor to GN. With the Council Chambers on that floor, this is likely where the most public benefit would be.
 - Leave the 1st & 3rd floor restrooms as they are.
4. Mann Building. GN restroom is on ground level and will serve the building GN restroom needs
5. Existing Police Station
 - Can go ahead and convert if desired, but Police are moving to new facility later this year.
6. 1912 Center. No changes required.
 - All usable floors are accessible by elevator
 - All floors except ground floor have GN restrooms
7. Haddock Building.
 - Convert 1st floor restrooms to GN.
 - Second Floor will not be generally accessible to the public, though those restrooms are GN.
8. Through Resolution, establish policy that all future restroom construction in City-owned parks and buildings shall include access to GN restrooms.

STAFF RECOMMENDATION

Recommend City Council approval of City of Moscow Restroom Facility Gender-Neutral Conversion Plan, or direct staff otherwise.

PROPOSED ACTIONS

Recommend City Council approval of City of Moscow Restroom Facility Gender-Neutral Conversion Plan, or direct staff otherwise.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Gender-Neutral Restroom Conversion Plan - Proposal 3-1-21
2. City Restroom Inventory - Dwight 2-1-21



City of Moscow Parks and Recreation

Memo

To: Jen Pfiffner, Deputy City Supervisor

From: Dwight Curtis, Parks and Recreation Director

Date: March 1, 2021

Re: Proposed City of Moscow Restroom Facility Gender-Neutral Conversion Plan

City staff was directed to develop a plan for conversion of its public restrooms to gender-neutral (GN) facilities. This plan includes restroom facilities in parks and all City-owned buildings. The goal is to have a GN accessible restroom in every building and park. Overall, the City is in pretty good shape.

An inventory reveals most City-owned buildings and parks already have GN restrooms, or with minor modifications, can become GN. Modifications for conversion range from simple signage, to change of locking systems. A few restrooms facilities in high use areas will experience diminished/inadequate service for the public with a conversion.

Costs for conversion vary, but the only significant expenses will occur for the two restroom facilities: 1) the Downtown Restroom and 2) Mountain View Park restroom. These will likely require construction of an additional single user/family room. These could be constructed or modular.

The attached spreadsheet provides individual details for each restroom facility and what actions are needed to convert to GN.

Staff recommendations:

1. Begin the conversion of the restrooms that are easily done this year. The *estimated* costs are about \$3,000.
2. Leave the Downtown and Mountain View Park restrooms as they are *for the time being*.
 - a. Start process of determining the specifics of an additional restroom and associated costs
 - b. Add results to Capital Plan schedule and construct as funding allows.
3. City Hall.

- a. Convert the restrooms on 2nd floor to GN. With the Council Chambers on that floor, this is likely where the most public benefit would be.
 - b. Leave the 1st & 3rd floor restrooms as they are.
- 4. Mann Building. GN restroom is on ground level and will serve the building GN restroom needs
- 5. Existing Police Station
 - a. Can go ahead and convert if desired, but Police are moving to new facility later this year.
- 6. 1912 Center. No changes required.
 - a. All usable floors are accessible by elevator
 - b. All floors except ground floor have GN restrooms
- 7. Haddock Building.
 - a. Convert 1st floor restrooms to GN.
 - b. Second Floor will not be generally accessible to the public, though those restrooms are GN.
- 8. Through Resolution, establish policy that all future restroom construction in City-owned parks and buildings shall include access to GN restrooms.

2/2/2021

EST TOTAL: \$2,650.00

2020 City Restroom Inventory
10.06.2020

GN Compliant

Parks

Rotary Park

Lena Whitmore Park

East City Park

Y

Ghormley Park

Downtown Restroom

Mountain View Park

MSDCP

Y

Kiwanis Park

Subtotal Parks:

Portable Restrooms

Anderson Frontier Park (ADA)

Berman Creekside Park (ADA)

West Palouse Properties (ADA)

Dog Park (ADA)

Eggan Youth Center (ADA)

Indian Hills Park (Non ADA)

Itani Park (ADA)

Lola Clyde Park (ADA)

Mountain View (Winter) / Ghormley (Summer) (ADA)

Subtotal Portable Restrooms:

City Buildings

HIRC Lobby West Restroom

HIRC Lobby East Restroom

HIRC Locker Rooms

Eggan Youth Center

City Hall First Floor

City Hall Second Floor

City Hall Third Floor

Annex

Fire Station #1 First Floor

Fire Station #1 Second Floor

Fire Station #2 North Restroom

Fire Station #2 South Restroom

Fire Station #2 Resident Shower Room

Fire Station #3 Lobby West Restroom

Fire Station #3 Lobby East Restroom

Fire Station #3 Engine Bay

Fire Station #3 Resident Rooms (5 Restrooms)

HLAC Outside Family Restroom 1

HLAC Outside Family Restroom 2
HLAC Locker Rooms
ITC
Paul Mann Building Basement
Paul Mann Building First Floor
WRRF
WRRF Trailer
WRRF Dewatering Building
Magyar - Water Administration Building
Water Operations Building
City Shops East Restroom
City Shops West Restroom
Police Department West Restroom
Police Department East Restroom
Police Department Lobby
Haddock Building 1st floor
Haddock Building 2nd floor
New Police Services Facility 1st Floor
New Police Services Facility 2nd Floor

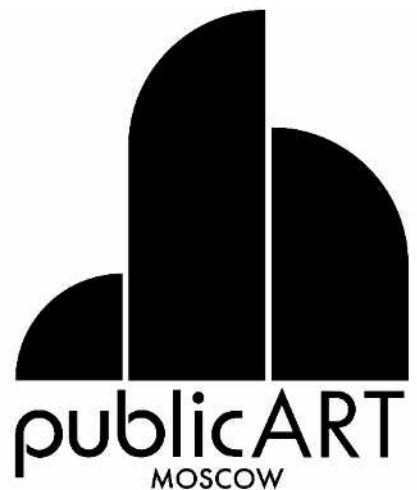
Subtotal City Buildings:

Miscellaneous

1912 Center Ground Floor
1912 Center First Floor
1912 Center Second Floor
Library Lobby
Library Carnegie Section Restroom 1
Library Carnegie Section Restroom 2
Library Basement
Virgil Phillips Farm Restroom 1 (Same Building)
Virgil Phillips Farm Restroom 2 (Same Building)
Animal Shelter
Huggins House Restroom 1
Huggins House Restroom 2

Subtotal Miscellaneous:

Total:



City of Moscow

Public Art Maintenance and Conservation Plan

2021

Moscow Public Art

Public art is at the heart of Moscow's creative culture, and with a 136-piece collection currently including works by local and regional artists, its public spaces reflect the Inland Northwest's tradition of artistic excellence. Artworks range from permanently-installed sculptures and murals to framed pieces in the City's Portable Collection. Artists' designs transform bus shelters into landmarks throughout the community. Temporary artworks include vinyl-wrapped utility boxes as well as sculptures at the Intermodal Transit Center Sculpture Garden on the University of Idaho campus.

The City of Moscow's acquisition of public art began in the 1980s, and is supported by the 1% for the Arts fund along with community partnerships, grants, and the City's General Fund resources. A Public Art Master Plan guides the Moscow Arts Commission, Arts staff, and community members as they incorporate new works into the City's landscape.

Collection Overview

Portable Collection

The City's Portable Collection currently consists of 88 two and three-dimensional artworks. With the earliest accessions completed in the mid-1980s, this collection represents Moscow's early and ongoing efforts toward public art acquisition and display. These artworks are currently exhibited in City office areas.

Permanent Collection

Artworks in the Permanent Collection are intended to last a minimum of 30 years. With a current inventory of 15 installations, including several multi-work series, this collection is a growing asset to the community. These investments are typically acquired using 1% for the Arts funding and can be found in the City's parks, public buildings, and rights-of-way; they are prominent landmarks that have come to define the community as a center for the arts in the region. This collection includes murals and sculptures in parks and at busy intersections, but also features the following artfully-designed objects that serve both an aesthetic and utilitarian purpose:

- Street Fixtures
Manhole covers and tree grates throughout the City were designed by local artists. These features, now too numerous to count, announce Moscow's love of the arts at every corner.
- Bus Shelters
Moscow's bus shelters are at the intersection of form and function. Local artists' work is currently featured in vinyl or etched glass at 10 locations throughout the community.

Temporary Collection

The City's Temporary Collection adds variety and annual opportunities for local artists' engagement with the public art program. The installation of pieces in this collection fall into two categories:

- Vinyl Wraps
This collection transforms traffic signal boxes into artworks at 18 locations throughout the City. Artists are invited to submit designs for consideration each year, and those whose work is selected earn an honorarium in exchange for the use of their artwork.
- Intermodal Transit Center Sculpture Garden
This sculpture garden was established in 2013, coinciding with the construction of the Transit Center on the University of Idaho campus. Each year, artists are invited to submit artwork proposals for installation on one of five plinths in the garden. In 2019, Arts staff implemented an honorarium to compensate the artists for the one-year loan of their work.

Plan Objectives

Maintenance of the public art collection is planned and implemented by City staff, including members of the Arts, Parks, and Facilities departments. The following Public Art Maintenance Plan and related documents are intended to ensure the long-term maintenance and conservation of Moscow's public art investments.

The City of Moscow takes pride in its collection of publicly-owned and displayed works of art and recognizes the importance of these artworks to the cultural and economic wellbeing of the community. The City Arts Department's implementation of this plan will guide City policy and budgetary considerations to ensure effective documentation, preservation, and maintenance of this expanding and aging collection.

Maintenance and Conservation Objectives:

- Integrate longevity and maintenance considerations into artist's planning and City selection processes for artwork;
- Establish a standard for clear and consistent recordkeeping to ensure easy access for all staff members responsible for public art maintenance;
- Inspect the condition of City-owned public artwork on an annual basis;
- Clean and provide other appropriate routine maintenance to public artwork;
- Perform timely conservation of public artwork to avoid greater expenses resulting from neglect;
- Increase public outreach about public art maintenance and conservation efforts; and
- Update this Public Art Maintenance Plan and all related documents annually.

Annual Maintenance & Conservation Practices

Definitions

The following words, terms, and phrases used in this plan will have the meaning indicated below:

Maintenance

Regular routine inspection and care of artwork, such as cleaning and applying protective surface coating. A conservator usually carries out maintenance, though a skilled City employee can be trained by a conservator to carry out routine maintenance.

Conservation

Repairs that are done to return artwork to its original condition and integrity, which may be the result of flaws, neglect, aging, damage, or vandalism. A professional conservator usually carries out such conservation efforts, often with artists or other experts.

Accession/Deaccession

New items added to any collection, such as that of a museum or public art inventory, are called *accessions*. When used as a verb, the word refers to the action of making such an addition.

Conversely, the removal of a work from a collection, whether for aesthetic or structural reasons, is called *deaccessioning*.

Roles & Responsibilities

The City of Moscow Arts Department, under direction from City Council and Administration when appropriate, will have the final authority in decisions regarding maintenance and conservation of the public art collection. When treatment of maintenance is approved, the Arts Department, in combination with its partners, will handle repairs, consulting with a qualified art conservator when necessary. The artist shall be notified of all repairs and may be involved in the conservation of the work. If the artwork is no longer in the warranty period stipulated by the artist contract, any support of conservation projects will be compensated according to a contract based on a reasonable fee. If an artist disagrees with the conservator's condition

assessment or the proposal for conservation efforts based on a concern for structural and aesthetic integrity of the artwork, they may submit a written request for changes to the conservation plan. The Arts Program Manager shall oversee the condition assessment, treatment, maintenance, disposition, and relocation of artwork, working in collaboration with the following partners:

Artists

The artist shall design artwork with maintenance requirements that can realistically be sustained by the City. Artists shall work with the Arts Department and its partners to implement preventative maintenance strategies (e.g. applying anti-graffiti coatings or selecting durable materials) as part of the construction and installation of artwork, as long as those strategies do not interfere with the approved artist's proposal or integrity of the artwork.

Before design approval and prior to final receipt and completion, an art conservator or other qualified City staff such as engineers, concrete experts, landscape architects, maintenance crews, and police, shall review the proposed design for possible flaws in structural design and fabrication.

Public art contracts shall state that artists are responsible for the cost and execution of repairs related to any defects in workmanship or inherent flaws in any artwork they are commissioned to fabricate. Inherent flaws may include any quality within the material or materials incorporated into the artwork which, either alone or in combination, result in the deterioration of the artwork. Artist's plans for public artwork shall be reviewed and approved by certified structural engineers. When an artist is commissioned to fabricate an artwork, this review may be at the artist's expense, as stipulated by the contract associated with the project.

The artist shall recommend annual and cyclical maintenance practices specific to the unique needs of the artwork. The artist's specifications may be taken into account in maintaining artwork along with applicable conservation standards. Whenever possible, the artist shall be notified of all repairs and may be involved in conducting treatments and maintenance.

City of Moscow Arts Staff

The City Arts Department staff is responsible for stewardship of public funds and the art collection as it manages selection, accession, maintenance, conservation, and, when merited, relocation or deaccession of artworks. Along with this responsibility, Arts staff will complete annual updates to this Public Art Maintenance & Conservation Plan and all related records. Updates to this plan may include:

- Changes to the City's public art maintenance objectives
- Adjustments to assessment or record-keeping practices
- Shifts to Arts staffing levels or areas of expertise

Information gathered as part of annual assessments of the inventory will be presented as the basis of annual Arts budget requests. When budget requests associated with public art maintenance and conservation are approved by Council, Arts staff is responsible for overseeing the implementation of those projects. While budget requests for public art maintenance in the past have been based on a standardized amount of \$4000 per year, the goal going forward is to tailor budget requests to the identified maintenance and conservation needs at hand.

The City's FY21 budget includes two Arts Department employees:

- Arts Program Manager 1.0 FTE
- Administrative Specialist .5 FTE

Staff capacity for maintenance is not simply a matter of FTEs, but is also a matter of building subject matter expertise appropriate to all tasks at hand. In the instance of skill gaps related to art conservation or maintenance, Arts staff shall seek appropriate research, professional development opportunities, or the consultation of an art conservation expert in order to support proper care of the Public Art collections.

Arts staff has not, up to this point, built a comprehensive maintenance program into the department's annual calendar. The initiation of this practice in FY21 will undoubtedly reveal unanticipated obstacles and opportunities. Should staffing levels or expertise remain a program sustainability concern at the end of FY21, issues will be presented as they arise.

Conservation Experts

The Arts Program Manager shall engage the services of art conservators, City staff, and other professionals familiar with art materials and fabrication methods as needed. Any recommendations made by such individuals will consider the artist's intent as well as inspections and evaluations conducted at the artwork installation site.

Site owners, site managers, and other partners

The City of Moscow Arts Department may work with all appropriate representatives and partners to implement maintenance and conservation policies; regular planning activities are expected to include the following:

- Parks & Recreation Department
- Public Works Department
- City Administration

Contractual agreements for treatment and maintenance shall be developed for artwork on the property of the City, as well as other governmental agencies or private business. These agreements shall seek to ensure the integrity of the artwork. They shall also be consistent with the policies and procedures of each partner and shall stipulate the roles of each respective party in staffing and funding maintenance for the life span of the artwork. When a partner department or organization is responsible for maintenance of an artwork in the City's collection, it shall provide maintenance protocols in writing upon the Arts Program Manager's request.

Property owners shall be responsible for keeping the area surrounding the artwork clean and groomed. They shall also be responsible for protecting the artwork from maintenance equipment such as mowers and plows. All partners are required to report incidents of damage to artwork as well as requests for cleaning and conservation to the Arts Program Manager.

Collection Maintenance & Conservation

Arts staff generates updated checklists annually to facilitate maintenance, repair, and assessment of each piece currently in the following collections:

- Vinyl Wraps
- Bus Shelters
- Permanent Collection

These checklists, built as Excel spreadsheets, act as a to-do list and, when complete, as a record of each year's maintenance efforts. Comprehensive inventories for each collection list every piece including those that have been deaccessioned, but the annual maintenance checklists only contain those works that are currently in each collection. The checklists contain maintenance recommendations, anticipated repair needs, and other prompts designed to keep the City's artworks in their best condition. Due to the unique needs of each type of artwork in the collection, maintenance and conservation practices are tailored to the individual

needs of each collection. Any information gathered in the field using the checklists will be recorded in digital files.

Portable Collection

Maintenance on this collection is currently undertaken on an as-needed basis. The Arts Strategic Plan identifies the handling of this collection as an area of growth, so future updates to this Maintenance & Conservation Plan will articulate improved practices for physical artwork handling, display standards, and assignment of works to staff members or locations. The intent during the 2021 condition assessment cycle is to ascertain the location of each work in the collection and update the collection's inventory accordingly.

Permanent Collection

Annual and cyclical maintenance recommendations for each piece in the Permanent Collection are located in the Public Art Fact Sheet associated with each artwork. This information has been provided by the artist, per the project contract, since the 2018 addition of *Pollination* and *Inspiration* to the collection. Updates and additions to these maintenance recommendations are made by City staff or art conservation contractors as needed.

Each Permanent Collection artwork is assessed annually with the guidance of the Condition Assessment Form. This document prompts staff to evaluate, at a minimum, the condition of the following points:

- Surface Condition
- Structural Condition
- Plaques
- Utilities
- Safety
- Surrounding Environment

The form also prompts staff to rate the overall condition of the work and to write recommendations for repairs. These recommendations will be evaluated by Arts staff, put out to bid as needed, and incorporated into the following fiscal year's Repair & Maintenance budget request.

Bus Shelter Collection

Bus shelters throughout the community are owned and maintained by the City, and the Arts Department has commissioned artwork installations for many of these structures with guidance from the MAC. While these installations are, in some cases, made with materials that are vulnerable to environmental degradation, they are considered more permanent fixtures in the community than the works in the Temporary Collection. Some of the designs are etched into the glass of the bus shelter walls, and others (primarily the more recent installations) are made with vinyl. At present, maintenance on the bus shelters is performed by Parks & Recreation staff, and consists of:

Bus Shelter Maintenance	Garbage pick-up and inspection for damage (twice weekly)	Blow out leaves and remove debris, spot clean surfaces	Pressure wash all surfaces with water truck
Winter	X		
Spring	X	X	
Summer	X	X	X
Fall	X	X	X

Temporary Collection

Maintenance on this collection is performed on an as-needed basis. Adaptations to this approach may be recommended in the next update to this plan, but at present, maintaining items in the ITC Sculpture Garden and Vinyl Wrap collections is not high priority for staff time and attention. This prioritization does not indicate a lack of interest in these artworks, but simply recognizes the rapid rate of turnover in each collection as well as the general sturdiness of materials with which the artworks are made.

The vinyl wraps are part of the annual condition assessment checklist, but there is no regular cleaning protocol in place for these pieces. The installer recommends washing the vinyl surface as needed with mild detergent. Graffiti or other adhesives that cannot be removed with detergent may be removed with a product such as Goo Gone.

Inspections of the pieces in the ITC Sculpture Garden are completed on an informal basis by Arts staff and UI Art + Architecture faculty partners who regularly frequent the area.

Accession & Maintenance Records

Recordkeeping Practices

The Moscow Arts Department's recordkeeping practices have evolved over the course of the Public Art collection's 20 years of development to date. The lack of standardized records management has resulted in detailed and organized records for some works in the collection, and an absence of any records for other pieces. Establishing a sustainable system for the care of the Public Art collection includes the creation of a standardized digital and print filing method designed to fit the specific needs of each collection.

Conservation efforts are needed in this area as well; staff will work to create order in existing files as well as researching information about those artworks for which no records exist. This will take time, but the effort is necessary. In addition to backtracking into the file organization for older projects, annual maintenance of this recordkeeping system is essential to the health of the collection as a whole. With regular and diligent attention, the Public Art records system will contribute to operational efficiency for current and future Arts staff members.

The following describes standard documents and handling methods currently in use:

Artist Contracts

The most commonly used contracts in the Public Art program are:

Image Use Agreements	Vinyl Wrap and Bus Shelter Collections
Art Loan Agreements	ITC Sculpture Garden
Art Purchase Agreements	Permanent and Portable Collections

The language for these agreements is created by the Legal Department after consultation with Arts staff. Agreements for accessions into the Permanent Collection typically require the Mayor's signature, while those involving temporary installations and/or lower honorarium amounts are often signed by the Arts Program Manager.

All contracts are scanned and stored in the Arts Contracts folder in the M:Drive. Storage in this location is essential, as it aligns with the Legal Department's access in the case of a public records request. The paper copy is stored in the Arts Department files, and in the case of artist contracts for the Permanent Collection. Contracts made for Temporary Collection acquisitions will be stored in the paper files until such point that shredding is scheduled and approved according to the City Clerk's standard processes.

Fixed Asset Forms & Numbers

Fixed asset forms are completed at the time of accession for items of greater than \$5000 in value. For the purposes of Arts Department operations, this almost exclusively applies to investments in the Permanent Collection. The process begins with the submission of the form along with the contract or other payment information to the Finance Department, which will issue an asset identification number. This process ensures the protection of the artwork under the City's insurance coverage.

Previous to 2019, it was common practice to request asset identification numbers for accessions into all collections regardless the object's value or permanence in the collection. While this practice has been discontinued in favor of alignment with standard Finance operations, evidence of these fixed asset numbers is still present in the Arts M:Drive and paper files.

Project Folders

Project folders for all Public Art collections contain working documents that pertain to the research, selection process, and installation of artworks in each collection. These documents may include:

- Project budget research
- RFP/RFQ documents
- MAC and Council presentation materials
- Artist submission materials
- Selection panel notes and materials
- Selected artist design and engineering documents
- Photos of artworks during fabrication and installation

In the case of Permanent Collection records, materials such as those listed above should be stored in both digital and print form. For the Temporary and Portable collections, files other than printed contracts are, for the most part, stored only in digital format.

Photo Documentation

Digital photo files for each collection are stored in the main body of the associated collection's folder on the Arts M:Drive. While in-progress, installation, and other supporting photos are typically found in the Project Folders, professional photos of the finished artworks are stored at the top level within each collection's folder. This storage method ensures easy access to the best quality images of each artwork. In general, photo files are named using the following as a general guideline:

InstallationDate_LastName, FirstName_ArtworkTitle_Location

e.g. 1928_Mouse, Mickey_Portrait of Minnie_Walt Disney Studios

Inventories

Each collection folder contains an inventory of all artworks in that particular group. Following a major overhaul in 2020, the inventories serve as the primary at-a-glance reference for Arts staff as they tend to each part of the Public Art collection. These documents may include the following information as applicable:

- Artwork Image Thumbnail
- Artwork Title
- Location
- Artist Name
- Honorarium
- Asset Identification or City Acquisition #
- Accession/Deaccession Date

Accession, Maintenance, & Repair Folders

Folders bearing this title were created in 2020, primarily in the Permanent Collection files. Their utility is still being understood, as staff has yet to complete a full maintenance and assessment

cycle. Once that process has been explored during 2021 operations, staff will consider the following:

- Should these folders be stored with all other records for a specific project (e.g. *The Homecoming* or *Helio-Terra*) or in a separate PA Maintenance folder containing all such records for the entire collection?
- Is it valuable to store the component parts of the Public Art Fact Sheets (described below) along with other project-specific repair files, such as contractor proposals, photos to accompany condition assessment, and other related repair records?

Public Art Fact Sheets

The Public Art Fact Sheet is a comprehensive, living record of accession and maintenance information for each artwork in the City's Permanent Public Art Collection. Each piece in the collection is described individually in its own Public Art Fact Sheet, and public art investments comprised of two or more dissimilar components will be described separately. Examples of this situation include *Inspiration* and *Pollination* by Melissa Cole, each of which were made using vastly different techniques and materials. While the two works were added to the collection at the same time, the technical specifications and care required for each are so different that they require separate sets of records. Following the 2021 maintenance cycle, Arts staff should consider the following questions:

- Should the Public Art Fact Sheets be stored in the individual project folders or in a separate PA Maintenance folder containing all such records for the Permanent Collection?
- Is it wise to print backups of all maintenance, repair, and assessment documents annually, to be stored in the permanent Arts office files?

The Public Art Fact Sheet contains four major components:

Accession Record

The Accession Record provides a selection process and budget overview, project timeline, and a listing of elected, appointed, and staff team members who worked to bring the project to fruition. It also contains contact and biographical information about the artist as well as the artist statement provided at the time of installation. This portion of the Public Art Fact Sheet is completed by Arts staff and is updated only when new information about the artist becomes available.

Detailed Artwork Report

This document records all as-built information about the artwork installation, including all weights, dimensions, product specifications, and contractor information. The artist's contract will require the completion of this report prior to the release of the final payment. This form is to be completed by the artist and/or arts staff at the time of accession into the collection. In the case of pieces added to the collection prior to the 2018 adoption of the form's use, Arts staff will complete as much information as possible. Other than this instance, the form is not updated unless new information comes to light or the artwork's components change substantially due to conservation efforts.

Maintenance & Repair Notes

This area of the Public Art Fact Sheet contains an ongoing maintenance and repair notes as well as a record of any related communications. This provides all Arts staff access to the most current information about the status of works in the collection. Not only does this increase transparency and the potential for teamwork, but it also ensures the sustainability of the program as staff members join or depart the City team.

Condition Assessment Forms

Each year, Arts staff and/or contracted Public Art consultants will complete Condition Assessment Forms for each piece in the Permanent Collection. These forms are to be completed based on observations made at the artwork's location, and photographic documentation of any repair needs is also required at the time of the site visit. Assessments are completed in the field and then added to the Public Art Fact Sheet for the corresponding art piece.

Recommendations

- Monitor Arts staff capacity and professional development needs related to sustainable Public Art collection growth and maintenance.
- Use a record of annual condition assessments to create targeted budget requests in support of maintenance and conservation efforts.
- Engage the services of a professional art conservator to identify maintenance and repair practices for any artworks in the collection that lack such advice from the artist.
- Establish a database of contractors whose skills and interest align with the maintenance and conservation needs of the collection.
- Build annual Arts Program Calendar to include all maintenance plan processes, including updates to the plan. All updates should be complete by the end of each calendar year.
- Update and standardize file storage methods for all maintenance records after the first full round of condition assessments, maintenance, and repair projects in 2021.

Appendices

Appendix A: City Code Title 5, Chapter 18 Public Art

Appendix B: City Code Title 3, Chapter 4 Arts Commission

Appendix C: SAMPLE Public Art Fact Sheet (Melissa Cole *Pollination*)

Appendix D: 2021 Condition Assessment Form

Appendix E: 2021 Maintenance, Repair, & Assessment Checklist

Appendix F: 2021 Portable Collection Inventory

Chapter 18

PUBLIC ART

- Sec. 18-1:** Purpose
Sec. 18-2: Capital Improvement Project Defined
Sec. 18-3: General Requirements for Art
Sec. 18-4: Administrative Responsibilities
Sec. 18-5: Source of Funds

Sec. 18-1. Purpose.

It is the purpose of this Ordinance and the policy of the City through the dedication of one percent (1%) of the total cost of all funded Capital Improvement Projects, as defined herein, to facilitate the inclusion of art in public places related to such Capital Improvement Projects when appropriate, in order to beautify public areas, to enhance the quality of life for Moscow citizens, to attract tourism, and to provide incentives to businesses to locate within the City, thus expanding Moscow's economic base.

(Ord. 2004-30, 06/21/2004)

Sec. 18-2. Capital Improvement Project Defined.

- A. 1. For purposes of this Chapter and except as otherwise provided for in this Section, "Capital Improvement Project" shall mean every capital municipal construction or improvement project or portion thereof, paid for wholly or in part by the City where the total cost of such project is reasonably anticipated to be in excess of twenty five thousand dollars (\$25,000). A Capital Improvement Project shall include construction, renovation or remodel of any public park, public building or structure, street or road, or public parking facility whether developed by the City or developed privately and leased back to the City.
2. Where a Capital Improvement Project is funded in whole or in part by State and/or Federal monies, only the

portion of the Capital Improvement Project which permits expenditure of such monies for the arts shall be used to calculate the one percent (1%) dedication for the arts. Where a Capital Improvement Project is funded in whole or in part by State and/or Federal monies and the State or Federal monies do not allow for expenditure of such monies for the arts, only the portion of the City's required financial contribution to such Capital Improvement Project shall be used to calculate the one percent (1%) dedication for the arts and such one percent (1%) shall be in addition to the City's minimum required contribution to such Capital Improvement Project.

- B. Capital Improvement Project shall not include:
1. Maintenance of public improvements such as streets, sidewalks, curbs, alleys or right-of-way improvements;
 2. Subsurface public utility improvements such as storm and sanitary sewers, waterlines, fire hydrants, and other appurtenances;
 3. The portion of a Capital Improvement Project funded by State and/or Federal monies which prohibit expenditure of such monies for the arts;
 4. A Capital Improvement Project undertaken before the effective date of this Ordinance; or
 5. A Local Improvement District.
- (Ord. 2004-30, 06/21/2004)

Sec. 18-3. General Requirements for Art.

- A. Public art may be an integral part of a structure, attached to a structure or detached from a structure within or outside of it. Public art may also be located on any publicly owned property.
- B. Any public art chosen shall be located in a public place with public visibility and impact, and further shall comply with any addition to any guidelines

established by Council upon recommendation of the Moscow Arts Commission.

- C. Nothing contained herein shall preclude funding City public art by matching monies, donations, or other means.

(Ord. 2004-30, 06/21/2004)

public art, including purchase, design, fabrication and installation.

2. No more than twenty-five percent (25%) shall be used for administrative costs, including, but not limited to, costs of selection, maintenance, repair and conservation.

(Ord. 2004-30, 06/21/2004)

Sec. 18-4. Administrative Responsibilities.

- A. The City designates its Arts Director or designee, in cooperation with the Moscow Arts Commission, to be responsible for the location and selection of all public art in the City. The Arts Director shall make recommendations for and shall advise other City departments regarding the maintenance, repair, or other conservation of public art.
- B. Public art selected shall be consistent with the City's Comprehensive Plan, zoning and subdivision ordinances, and land uses contemplated therein.
- C. The Moscow Arts Commission shall make reports regarding the public art selected for the Capital Improvement Project from time to time as requested by the Mayor and/or the Council.

(Ord. 2004-30, 06/21/2004)

Sec. 18-5. Source of Funds.

- A. From each funded Capital Improvement Project, the City shall set aside an amount equal to one percent (1%) of such Capital Improvement Project's construction budget for purchase and installation of public art regardless of whether the Capital Improvement Project is completed. Calculation of the construction budget of a Capital Improvement Project shall be done in the same manner as is done to determine the costs of building permit fees in a construction project.
- B. Of the one percent (1%) set aside from every Capital Improvement Project allocated to the public art account:
1. No less than seventy-five percent (75%) shall be allocated toward such

Chapter 4

ARTS COMMISSION

Sec. 4-1:	Commission Established
Sec. 4-2:	Organization
Sec. 4-3:	Duties
Sec. 4-4:	Reports

Sec. 4-1. Commission Established.

There is hereby established an Arts Commission. The word "Commission" when used herein shall mean the Arts Commission. This Commission shall consist of not more than twelve (12) voting members, serving without pay. A non-voting member of this Commission shall not be considered in determining the number required for a quorum or whether a quorum is present. Members of the Commission shall be appointed by the Mayor, with the advice of and subject to the approval of the Council. This Commission of not more than twelve (12) members shall also consist of not more than three (3) Latah County residents who do not reside within City Limits. One (1) ex-officio member thereof shall be a member of the Council, who shall not vote and to serve a term of one year. The other members thereof may be appointed at large. Except as otherwise specifically provided herein, the term of office of the Commission members shall be four (4) years, or until their successors are appointed and qualified, except that the members of such Commission first appointed shall be appointed such that the terms of four (4) members shall expire annually thereafter. The members shall hold office at the pleasure of the Mayor. The Mayor may revoke their appointment at any time and for any reasons deemed sufficient by the Mayor, with the advice of and subject to the approval of the Council. Vacancies in such Commission, occurring otherwise than by expiration of term, shall be filled by the Mayor with the advice and subject to the approval of the Council, for the unexpired term. Where possible, this

Commission shall include at least one (1) student enrolled at least three quarters (3/4) time in a post secondary educational program, who shall serve a one (1) year term, which term may be renewed. At least one (1) student enrolled in high school or an equivalent educational program shall serve as a non-voting member of this Commission for a one (1) year term, which term may be renewed. This Commission shall also include at least one (1) Latah County resident who does not reside within City limits who shall serve as a non-voting member of this commission for a four (4) year term.

(Ord. 2008-23, 10/20/2008)

Sec. 4-2. Organization.

The members of the Commission shall meet and organize by electing one of their members chairperson and such other officers as may be necessary, every one year, on the first regularly scheduled meeting after January 1. The Commission shall adopt rules and regulations for the proper conduct of the Arts Commission. Said rules and regulations are subject to the approval by the Mayor and Council. Robert's Rules of Order shall prevail at all regularly scheduled meetings.

Sec. 4-3. Duties.

The Arts Commission shall represent the City's interest in art matters; act as a spokesperson for art matters in the City and keep the Mayor and Council informed on all such matters; coordinate arts organizations and arts activities in the City; provide information and assistance for arts organizations, artists and anyone interested in cultural advancement of the community; develop cooperation between existing organizations in the City with schools and regional, State and national art organizations; search for sources of private, local, State and Federal funds and grants available to promote the arts in the City and surrounding communities; offer advice and assistance in aesthetic matters of the City regarding community planning or in any

other artistic activities as may be referred to it by the City; and encourage and aid programs for the cultural enrichment of the Moscow and surrounding communities.

Sec. 4-4. Reports.

The Arts Commission shall make reports from time to time as requested by the Mayor and/or the Council.
(Ord. 99-39, 12/20/99)

PUBLIC ART FACT SHEET

Pollination

by Melissa Cole

Last Update: 12/1/2020

ACCESSION RECORDS

About the Artwork

Title

Pollination

Location

Latah County Library District Moscow Branch

Accession

2018

Media

Steel and enamel

Fabrication Process

Melissa worked with Brian McMillian of Rocket Engineering to engineer the design for Pollination. The sculpture was shaped, welded, enameled, and then installed with a concrete footing.

Budget

\$30,000

\$6,194 from an Idaho Commission on the Arts Grant

\$10,000 from the City of Moscow 1% for public art fund

\$3,010 from Library Entrance Funds

\$848 from Library Waterwise Project Funds

\$3,000 from Library Moscow Gifts & Memorials Funds

\$1,948 from LCLD Gifts & Memorials Funds

\$5,000 from Library Foundation and Friends of the Moscow Library

*Combined with *Inspiration*

Project Team and Process

Selection Panelists

- Chris Sokol, Latah County Library Director
- Jim Boland, City Council Member
- Bruce Haglund, University of Idaho Landscape Architecture Professor
- Lauren McCleary, Moscow Arts Commission Member
- Katherine Clancy, Moscow Arts Commission Member

Moscow Arts Commission

- Lauren McCleary
- Christine Gilmore
- Cindy Barnhart
- Katherine Clancy
- Diane Walker
- Linnea Sheneman
- Caitlin Caldwell
- Donna Woolston

- Matthew Harden

Mayor & City Council

- Bill Lambert, Mayor
- Kathryn Bonzo
- Gina Taruscio
- Art Bettge
- Brandy Sullivan
- Anne Zabala
- Jim Boland

Arts Dept. Staff

- Kathleen Burns, Arts Director
- DJ Scallorn, Arts Assistant

Selection Process

A selection panel consisting of five voting members was formed to consider proposals for this location. Following an application and public comment period, the selection panel recommended the design by Melissa Cole. This recommendation was accepted by the Moscow Arts Commission and forwarded to City Council. City Council approved the artwork for installation.

Project Timeline

August 10, 2017	Call to Artist released
August 24, 2017	Application workshop
September 18, 2017	Questions and Clarification
October 9, 2017	Applications due
October 16-28, 2017	Public Comment
December 15, 2017	Finalists selected
December 2017-May 2018	Artwork fabrication
June 8, 2018	Installation
June 15, 2018	Ribbon cutting

About the Artist

Artist Contact Information

Name: Melissa Cole
 Phone: 509-496-1029
 Email: sirenagraphics@hotmail.com
 Website: melissacoledesigns.com

Artist Statement

I am extremely impressed with Moscow Public Library's mission to function as a community gathering center, a place where people can be inspired, create art, enjoy social activities, and have access to myriad opportunities through the internet. As a former biologist, I was also pleased to learn of your desire to conserve water and protect pollinators through native

landscaping. These two factors sparked my design concept titled Inspiration and Pollination, which draws from Thomas Edison's quote "Genius is 1% inspiration and 99% perspiration" -or hard work like pollination! For many people libraries are a form of sustenance just like the wheat from the rolling hills of the Palouse, which gives us our bread. Pollen and nectar from the library's flowers help ensure the survival of bees and other pollinators. As they continue to return to the flowers, we return to the library in search of inspiration, mental nourishment and community interaction. We absorb these experiences and go back out into the world with new knowledge to share with others... a beautiful form of cross-pollination.

Artist Biographies

"Over the last fifteen years I've been delighted to discover that with the most mundane ingredients- acrylic, canvas, concrete, glass, metal, clay and wood- I can form something that seemingly vibrates with its own raw energy. I relish the moments when my artwork makes people stop their mad hurtle through life to pause, breathe and enjoy an experience. Because of my past adventures as a naturalist guide and my marriage to a marine photographer, I've been lucky enough to snorkel with salmon, stroke baby gray whales and swim with tiger sharks. It is from these amazing encounters that I derive much of the inspiration for my vividly colored, textured and patterned mixed media paintings and mosaic sculptures. I am also influenced by a childhood spent in India, extensive travels abroad, and by my background in zoology. Unfortunately, in my travels I have also witnessed the rapid destruction of the environment. Because of this, I feel it is incredibly important to bring touches of the natural realm to urban settings. These serve as reminders to people within a glass and concrete landscape, and help them reconnect with nature. Although I could portray the sometimes-stark reality of environmental degradation, I would like my artwork to be an escape for both viewer and artist. While rivers are dammed, oceans are often polluted, and plastic blows through deserts, in my paintings fish glide through clear water and rabbits leap unspoiled territory. My artworks are dreams, which are filled with emotion, desire, energy and joy. They are a touch of what I wish for this earth. Working in the Dominican Republic as a Peace Corps volunteer after I completed my science degree shaped my artistic career. I was fortunate enough to work in a village of artisans, and basket weavers. This experience of creating artwork within a community showed me what a powerful force art has on people. It breaks down cross-cultural, linguistic, and socioeconomic barriers. Whenever possible, I use this knowledge in my large installations and public works. I am passionate about involving the public in the art process through my community-built public works of art, which instill a sense of pride and ownership. I thrive on demystifying art and in watching people of all ages and experiences find the confidence within themselves to create and share their life stories with others."

Cited from: <http://www.melissacoledesigns.com/about> on 6/23/2020

DETAILED ARTWORK REPORT

(Fill-in form. Scroll by using the arrow and tab keys. Do not use the 'enter' key to move to the next field.)

Artist: Melissa Cole

Accession #: 3135

Title of work: *Pollination*

Birthdate: 01/22/1967

Form Prepared By (if other than artist): Megan Cherry (recreated from artist notes on 11/02/2020)

Nationality: American

Date of Completed Installation: 5/31/201

Artist Ethnicity: Asian Indian/Caucasian

1. Artwork Summary

- Sculpture (3D Work)
- Site Specific
- Permanently Installed
- Exterior

Material/Composition of Artwork

- Concrete/Cement
- Metal
- Other: Glass enamel

Method of Display for Artwork

- Ground Level: embedded in concrete at ground level

2. Dimensions/Weight

Overall/Spatial Dimensions of artwork: Height: 3 ft

Width: 3 ft

Depth: 3ft

Approximate Weight of the entire artwork: 100lbs

How many individual components comprise the artwork? 2

Individual/Dissimilar Component Information

1. Steel Structure: Height: 48 inches./ Width: 30 inches./Depth: 36 inches/ Wt: 100 lbs
2. Glass Enamel: Height: 30 inches./ Width: 30 inches./Depth: 12 inches/ Wt: unknown

3. Artwork Detail (Materials/Composition of Artwork/Fabrication Techniques)

Provide proper and common names of all materials and components. Include alloy numbers, brand names, manufacturer name and contact information, supplier name and contact information, and any information that can be used to distinguish the material from other similar products.

1. Mild and stainless steel, acquired from Brad McDonald of 13 Crows Art LLC
2. Enamel Layer #1: Ferro black ground coat (ferro.com)
3. Enamel Layer #2: Ferro white ground coat RM60, enameled in kiln at 1400
4. Enamel Layer #3: Goldenrod yellow and Flame red (Thompson enamels 769 and 771), enameled in kiln at 1350
5. Powdercoat: three layers of clear powdercoat set at 300 degrees

3D – Sculpture/Integrated Works

- A. Materials and fabrication techniques used in each component of artwork. For each component entry include materials, manufacturer and/or supplier information, fabrication techniques, and fabricator information.

- B. Components that received colorants¹, sealants, or protective coatings. Provide detailed information about the type and application of these coatings, including chemical composition. Attach Material Safety Data Sheets (MSDS) and manufacturer's instructions for each product.

1. Brad McDonald, 13 Crows Art LLC 206-799-8116 fabricator and installer of Pollination
see material information above

- C. Describe the location and delivery of power and/or water supplies to or near the artwork that are utilized for the artwork. Provide detailed information about underground conduit, electrical panels and breakers, or connections to a power source.

N/A

- D. Describe any mechanical components, their placement, and their intended use as they pertain to the artwork.

N/A

- E. Describe any technological components, their placement, and their intended use as they pertain to the artwork.

N/A

- F. As technological components age, they often require replacement or to be upgraded. Does the City of Moscow have permission to replace or upgrade technological components that will produce the same result should an exact replacement be unavailable? (The artwork may be subject to deaccession if the City of Moscow is restricted from upgrading the technological components when the original components no longer work properly.)

No artist response provided

Identify which component(s) is not to be replaced or upgraded.

Identify any aesthetic or conceptual issues the City of Moscow should consider for replacement components.

- G. List any software, video, sound, light (as part of the artwork), and/or digital media that is specific to the artwork, its location, and describe the relationship to the artwork's concept (i.e. musical compositions, specially designed software, light/color transitions with specific intervals of time and color choice).

N/A

- H. Provide detailed information describing software installation, rebooting, configuration, scheduling, passwords, and/or any relevant instructions for maintaining or repairing software that is relevant to the artwork. If the information is provided on a separate sheet, please indicate that an attachment of software instructions has been provided with this document.

N/A

- I. List any digital media (e.g. digital files for porcelain enamel, cut-files for CNC machinery) used to create or produce the artwork. Identify artwork components and the type, size, and quality (e.g. dots per inch or pixels) of the digital media files that correspond.

N/A

- J. Are there landscape elements that are considered part of the artwork?

No

List the names of specific plants, rocks, or natural objects that are considered part of the artwork and describe the aesthetic and/or conceptual factors that determined their use. Also include information regarding the long term intent of the landscape components. (Attach a site map with specific locations of these landscape elements.)

N/A

¹ 'Colorants' can include paints, primers, colored waxes, patina chemicals, dyes, pigments, and oxides.

- K. As the work ages, landscape elements can alter drastically and compromise the integrity of other components of the artwork, or possibly even the entire site. Conversely, some landscape components may not develop as intended. Should any landscape component become so altered or underdeveloped, does the City of Moscow have permission to reduce or replace the component to alleviate or protect other portions of the artwork and/or the host site? _____

No artist response provided

Identify any aesthetic or conceptual issues the City of Moscow should consider for reduction or replacement of landscape components.

1. Text

- L. List all vendors, contractors, or persons that had a significant role in the creation, construction, and fabrication of the artwork that have not been identified in this section. Include contact information.

Brad McDonald, 13 Crows Art LLC 206-799-8116 fabricator and installer of Pollination

As-Built Information (Artwork Detail)

(Press the F1 key for help text and additional instructions on how to add lines when more fields are required.)

- A. Is the artwork design, materials, fabrication, or location different from the final proposal?

No

If yes, please describe which portions of the final proposal are different than the completed artwork.

N/A

4. Installation/Foundation

(Press the F1 key for help text and additional instructions on how to add lines when more fields are required.)

- A. Is the artwork permanently installed? Yes

- B. Can the artwork be deinstalled without being damaged? No

- C. Explain the process of deinstallation that would allow for the least amount of damage to the artwork.

No artist response provided

- D. Describe the footing, support structure, mounting, or suspension system for the artwork. Include material type, trade name, composition, hardware specifics, vendor, etc.

No artist response provided

- E. List the dimensions of the footing, support structure, etc.

1. Concrete footing: Height: 1'-8" / Width: 1'-8" / Depth: 3'-6" inches

- F. Are there elements of the footing, support structure, or mounting system that are considered part of the artwork?

No

- G. List the components or portions of the footing, support structure, or mounting system that are considered part of the artwork.

N/A

- H. List all vendors, contractors, or persons that had a significant role in the installation of the artwork that have not been identified in this section. Include contact information.

1. Engineering Reliant Engineering, Pullman, WA 509-334-5745

2. Fabrication and Installation Brad McDonald, 13 Crows Art LLC 206-799-8116

As-Built Information (Installations/Foundation)

(Press the F1 key for help text and additional instructions on how to add lines when more fields are required.)

- A. Is the completed artwork installation, footing, support structure, or mounting system different from the final proposal?

No

If yes, please describe which portions of the final proposal are different than the completed artwork. If the engineering requirements have been revised, please include original sets of all stamped engineering revisions.

An engineering report for installation of the steel sculpture has been submitted.

5. Conservation/Maintenance

(Press the F1 key for help text and additional instructions on how to add lines when more fields are required.)

- A. Were additional replacement components provided to the City of Moscow or the partner agency for future maintenance and conservation purposes? Include backup software, technology, sound media, etc.

No

List the additional components, material of components, dimension, quantity, and to whom they were provided. If provided to the partner agency, also include the person's name, title, and contact information.

N/A

- B. Was a mold or dye custom produced for any component of this artwork? N/A

Will the artist provide the City of Moscow with the molds/dyes and consent to allow pieces to be produced from the molds/dyes for the sole purpose of replacing missing or broken components of the artwork?

N/A

Will the molds/dyes remain in the artist's possession after the warranty period? N/A

- C. Provide recommendations for annual (routine) maintenance for each material type that comprises the artwork. Include information about any specialized tools or equipment required to perform maintenance.

1. No artist response provided

- D. Provide recommendations for specialized (cyclical) maintenance for each material type that comprises the artwork. Include information about any specialized tools or equipment required to perform maintenance.

No artist response provided

- E. Describe what may be acceptable in form, surface, texture, coloration as related to the natural aging, public exposure, or use of each material.

1. No artist response provided

- F. Describe conceptual elements of the artwork that need to be considered for future conservation, restoration, or re-siting efforts (e.g. position related to solstice shadow, facing magnetic North)

1. No artist response provided

6. Documents Checklist

Supplemental documentation is required for specific portions of this report. Below is a convenient checklist that will indicate which information is provided by the artist or representative working on the artist's behalf.

(check all that apply)

- ☐ A manual or booklet has been created to serve as a supplement to this Detailed Artwork Report.
- ☒ MSDS (Material Safety Data Sheets), manufacturer's technical information and instructions for all colorants, sealants, and protective coating systems (with exception to powder coating and porcelain enamel).
- ☐ Schematics, drawings, and/or instructions detailing the process of dismantling or deinstalling the artwork.
- ☐ Site plan detailing the specific location of all components, including landscape components, that are considered part of the artwork.
- ☐ Manufacturers' instruction manuals for all 'off-the-shelf' mechanical and technological components.

- ☐ Backup copies of software and digital media files used in the creation of artwork components, as part of the artwork technology, and/or as the artwork itself.
- ☒ Photographic documentation of installation, during and after the process.

Submit the Detailed Artwork Report and enclose all material relevant to each checked section to your project manager as part of the final project documentation.

MAINTENANCE & CONSERVATION NOTES

9/10/2019 – Pollination Spot Re-touch Complete

Melissa traveled to Moscow from Spokane to repair cracked finish with automotive paint. Upon inspection, both artist and Arts staff recognized the potential for the piece to need a completely new coating at some point in the future. Melissa noted that the original enamel coating was not ideal for the heavier gauge steel that makes up the components of the sculpture. It was agreed that Arts staff would monitor the piece to see if and when further repair might be needed.

8/14/2019 – Phone Call with Megan Cherry and Melissa Cole

Melissa has made plans with Brad to remove the clear powder coat on the piece using a chemical called B17. At this point, the artists are not sure if the B17 will damage the enamel underneath. If the enamel finish is damaged, Melissa plans to replace the enamel with auto paint that is color and clear coat in one. In the event that she has to replace the color, she will provide the color names and products used for the Moscow Arts files

Brad will come down to apply the B17 on his own, and Melissa will come at a later date to inspect and assess whether the piece needs to be repainted. Melissa will alert Megan as to the dates of those visits so that appropriate City and Library staff can be informed about the work.

April-May 2019 Repair Needs Identified on Pollination

Chris Sokol from the Moscow Public Library alerted Arts staff that the clear finish on the piece was flaking. Arts staff photographed the damage and sent the photos to the artist. Melissa worked with Brad McDonald, the artist who did the original clear coat, to plan for the repair. Brad came to Moscow to repair the finish, but only touched up the spots that were already peeling. Upon inspection after the repair, City Arts staff found that there were areas of the clear coat that had not yet cracked, but had certainly delaminated from the enamel surface underneath. After an exchange of emails about the topic, the artist and Arts staff agreed to approach a full re-finish of the piece in July or August.

CONDITION ASSESSMENT FORMS

Date: 11/02/2020

Name of Reviewer & Affiliation: Megan Cherry, City of Moscow Arts Department

Artwork Title: Pollination

Artist: Melissa Cole

Location: Moscow Public Library

Media: Ferrous and stainless steel, Enamel, Powdercoat, Automotive Paint

Surface Condition

Paint or Surface Coating: Original enamel and powder coat finish is continuing to crack and flake. Automotive paint applied during a touchup in 2019 has worn off in places.

Structural Condition

No issues

Plaques

N/A

Utilities (Lighting)

N/A

Utilities (Plumbing)

No plumbing at site

Safety

No issues

Surrounding Environment

No issues

Other Observations- no notes provided

Reviewer Recommendations

The spot re-touch completed in 2019 has not had lasting effectiveness, so a complete finish replacement is recommended at this time. High quality automotive paint is preferred, particularly because of the cracking and flaking issues of the glass enamel and powder coat. The original finish will need to be fully removed in order to avoid the continuation of the finish failure. The artist will be consulted about preferred process and products, and will advise on whether to de-install the artwork to complete the finish replacement.

Rating of Overall Condition: 1 (poor) 2 (fair) 3 (good) 4 (excellent)

Utilities (Plumbing)

☐ **No Plumbing at Site**

- ☐ Leaks_____
- ☐ Standing Water Quality_____
- ☐ Mold/Scum_____
- ☐ Other_____
- ☐ No Issues

Safety

☐ **No Issues**

- ☐ Tripping Hazards_____
- ☐ Surfaces_____
- ☐ Attractive Nuisance_____
- ☐ Sharp Edges/Objects_____
- ☐ Loose Objects_____
- ☐ Adequate Lighting_____
- ☐ Child Hazards_____
- ☐ Other_____

Surrounding Environment

☐ **No Issues**

- ☐ Hiding Spots_____
- ☐ Landscape Maintenance _____
- ☐ Surrounding Maintenance (2-D)_____
- ☐ Debris_____
- ☐ Neighboring Walls & Other Surfaces_____
- ☐ Other_____

Other Observations

Reviewer Recommendations

Rating of Overall Condition: **1 (poor)** **2 (fair)** **3 (good)** **4 (excellent)**

Name of Reviewer:

Date:

Affiliation:

Artwork Image	Title	Artist Name	Media	Purchased	Donated	Purchase Price or Donation Value	Donated By	City Acquisition #	Accession Date	Deaccession Date	Display Location	Department Name and/or Staff Member	Last Location Confirmation Date
	<i>Ceramic Sculpture</i>	Tsurusaki, Haru	Ceramic Sculpture	x		\$ 120.00		3009	2004		City Hall 3rd Floor	Administration	
	<i>Hummingbird Watercolor</i>	Walters, Terri	Watercolor	x		\$ 120.00		3021	2003		City Hall 3rd Floor	Administration	
	<i>Mayor Nancy Chaney</i>	Mousseau, Judith	Pastel		x	\$ 150.00	Mayor Nancy Chaney	3052	2012		City Hall 3rd Floor	Administration	
	<i>Twilight on the River</i>	Griffith, Bonnie	Oil	x		\$ 30.00		3090	2015		City Hall 3rd Floor	Administration	
	<i>Moscow City Hall</i>	McIver, Martha	Encaustic	x		\$ 30.00		3072	2013		City Hall Third Floor	Administration	
	<i>View From Sand Road</i>	Bowman, Nancy	Pastel	x		\$ 125.00		3060	2013		City Hall 3rd Floor	Administration	
	<i>Wooden Decoy</i>	Werner, Frank	Wooden Decoy		x	\$ 735.00	Samuel Butterfield	3008	2004		City Hall 3rd Floor	Administration Gary Riedner	
	<i>Moscow City Hall</i>	Knouff-Burk, Kelly	Watercolor	x		\$ 100.00		3119	2019		City Hall 3rd Floor	Administration Laurie Hopkins	

	<i>Ichabod</i>	Clancy, Katherine	Watercolor	x		\$ 250.00		3029	2009		City Hall 3rd Floor	Administration Laurie Hopkins	
	<i>Purple Prickly Pear Cactus</i>	Pace, Diana	Print	x		\$ 30.00		3026	1997		City Hall 3rd Floor	Administration Taylor Riedner	
	<i>Calf Roper edition 12 of 24</i>	Crawford, Ralph	Bronze	x		\$ 950.00		3086	2015		City Hall 3rd Floor	Administration Gary Riedner	
	<i>Moscow Centennial Fanfare</i>	Billingsley, William (Bill)	Sheet Music					3116	1990		City Hall 3rd Floor	Arts Department Britnee Christen	
	<i>Evening at Idler's Rest</i>	Antkowiak, Meg	Gouache	x		\$ 75.00					City Hall 3rd Floor	Arts Department Britnee Christen	
	<i>Ginger Jar</i>	Walters, Terri	Ceramic Jar	x		\$ 36.00		3022	2004		City Hall First Floor	Arts Department Megan Cherry	
	<i>Porcelain Jar</i>	Guy, Carolyn	Porcelain Jar	x		\$ 38.40		3006	2004		City Hall 1st Floor	Arts Department Megan Cherry	
	<i>Pollatch Valley</i>	Shear, Jared	Oil	x		\$ 375.00		3035	2010		City Hall 1st Floor	Arts Department Megan Cherry	

	Purple Palouse Morning	Botkin, Diana Moses	Oil	x		\$ 125.00		3024	2010		City Hall 1st Floor	Arts Department Megan Cherry	
	Spring Green	Johnson, Aaron	Oil	x		\$ 150.00		3058	2013		City Hall 1st Floor	Arts Department Megan Cherry	
	Easter Lilies	Dickison, Forrest	Oil on Linen	x		\$ 500.00		3092	2016		Magyar Building	Water Department Nichole Baker	
	Starburst	Rhodes, Kevin	Enamel on Canvas	x		\$ 600.00		3121	2019		City Hall 3rd Floor	Legal Department Mia Bautista	
	Mid-day at Roast Coffee	Lakin, Kyla	Acrylic on Canvas	x		\$ 120.00		3087	2015			Community Development	
	Red Delicious	Blair, Bill	Watercolor	x		\$ 232.00		3005	2005			Community Development	
	Blazing West	Wilson, David	Acrylic on Panel	x		\$ 219.30		3115	2019			Community Development Justin Goodwin	
	Creation	Nickels, Clara	Photograph	x		\$ 500.00		3117	2019		City Hall 3rd Floor	Community Events Amanda Argona	

	Scout Christmas	Ringwood, Lauryn	Acrylic	x		\$ 30.00		3083	2014		City Hall 3rd Floor	Community Events Amanda Argona	
	City Hall in the Snow	McIver, Martha	Watercolor	x		\$ 200.00		3030	2010		City Hall 3rd Floor	Culture, Recreation, & Employee Services Jen Plifflner	
	Historic First Methodist Church, Moscow, ID	Macy, Sharon	Watercolor	x		\$ 195.00		3113	2018		City Hall 3rd Floor	Culture, Recreation, & Employee Services Jen Plifflner	
	Untitled	McIver, Martha	Watercolor					3031	2009		City Hall 3rd Floor	Culture, Recreation, & Employee Services Jen Plifflner	
	Garden Studebaker	Sewell, Andy	Oil	x		\$ 495.00		3059	2013			Engineering	
	Pea Mill	Garfield, Tom	Watercolor	x		\$ 500.00		3034	2010			Engineering	
	Poplar	McPherson, Rob	Oil	x		\$ 400.00		3098	2016			Engineering	
	Untitled	Wallace, Linda	Print					3039	1987			Engineering	

	<i>Palouse Impression</i>	Aldis, Dana	Oil	x		\$ 200.00		3047	2011			Engineering Carey Edwards	
	<i>Untitled</i>	Wood, Jeanne	Large Ceramic Vase			\$ 600.00		3012	2003		City Hall 1st Floor	Finance Department	
	<i>Boxed Tulips</i>	Fitzgerald, Betty Jo	Altered Monotype with Collage	x		\$ 400.00		3036	2009		3rd Street Annex	Grants Department Alisa Anderson	
	<i>Butte with a View</i>	Garfield, Tom	Watercolor & Pastel	x		\$ 500.00		3075	2014		Eggan Youth Center	Information Systems	
	<i>Farmers Market Sunflowers</i>	Kappler, Carla	Watercolor		x	\$ 250.00	Deena Heath	3073	2014		Eggan Youth Center	Information Systems	
	<i>Outlaw</i>	Wilson, David	Acrylic on Panel	x		\$ 219.30		3114	2019		Eggan Youth Center	Information Systems Chris Caylor	
	<i>Afternoon Clouds</i>	Johnson, Aaron	Oil	x		\$ 200.00		3057	2013		City Hall 3rd Floor	Legal Department	
	<i>Evening, Southern Pahsimeroi</i>	Pezeshki, Chuck	Photograph					3044			City Hall 3rd Floor	Legal Department	

	<i>Eastern Blue Jay</i>	Brown, Jan Gordon	Watercolor	x		\$ 30.00		3071	2013		City Hall 3rd Floor	Legal Department	
	<i>The Pond</i>	Barr, A.	Watercolor					3042			City Hall 3rd Floor	Legal Department	
	<i>Nairobi</i>	Law, Ryan	Charcoal	x		\$ 775.00		3112	2018		City Hall 3rd Floor	Legal Department Mia Bautista	
	<i>Elk Medicine</i>	Flett, George	Ledger Art	x		\$ 1,200.00		3028	2010		City Hall 2nd Floor	Mayor's Office	
	<i>Portrait Mayor Bill Lambert</i>	Stinson, Henry	Oil	x		\$ 1,000.00		3096	2016		City Hall 2nd Floor	Mayor's Office	
	<i>The Gypsy Life</i>	Passemar, Antonin	Oil	x		\$ 300.00		3053	2012			Paul Mann Building	
	<i>Wooden Bowl</i>	Schweitzer, Dave	Wooden Bowl	x		\$ 132.00		3007	2004			Police Department	
	<i>Wooden Vessel</i>	Carpenter, Ben	Wooden Vessel	x		\$ 380.00		3003	2004			Police Department	

	<i>International Rust</i>	Rohn, Karen	Photograph	x		\$ 78.00		3122	2013			Streets Department	
	<i>Copper Band Reflector</i>	Ellingson, Larry	Multi Media	x		\$ 65.00		3056	2013			Streets Department	
	<i>Untitled</i>	Davis, Jed	Print					3041	1987			Streets Department	
	<i>Untitled</i>	Ellingson, Larry	Mixed Media	x		\$ 500.00		3074	2014			Streets Department	
	<i>She Who Calls the Sun Down</i>	Wallace, Linda	Acrylic on Paper	x		\$ 300.00		3013	2000		Street Shop	Tyler Palmer	
	<i>County Line</i>	Tremaine, Pat	Watercolor	x		\$ 195.00		3120	2019		unknown	unknown	
	<i>Creek Side Light</i>	Dickison, Forrest	Oil	x		\$ 200.00		3080	2014		unknown	unknown	
	<i>Patriotic Flag</i>	Artist Unknown	Quilt					3023			unknown	unknown	

	<i>Rainy Day Market</i>	Kappler, Carla	Watercolor	x		\$ 250.00		3032	1999		unknown	unknown	
	<i>The Dining Room</i>	Burt, Debra J.	Acrylic		x		Deena Heath		2020		unknown	unknown	
	<i>Grassy Map</i>	Schulte, Steve	Acrylic	x		\$ 150.00		3091	2015			Water Department	
	<i>Night Shifters</i>	McCleary, Lauren	Papercut	x		\$ 500.00		3085	2015			Water Department	
	<i>Viking Pot</i>	Wood, Jeanne	Ceramic Pot	x		\$ 60.00		3011	2004			Water Department	
	<i>Standing Proud</i>	Sauer, Tobias	Oil on Linen Panel	x		\$ 500.00		3099	2017		Magyar Building	Water Department Nichole Baker	
	<i>Latah County Grain Growers Inc</i>	McIver, Martha	Watercolor	x		\$ 80.00		3025	2010		Magyar Building	Water Department Jenifer Rossini	
	<i>Winter Market</i>	Segota, Susan	Acrylic	x		\$ 150.00		3104	2018			Water Division Tyler Palmer	

	<i>Dance of the Rosehips</i>	Wilson, Helen Grainger	Watercolor	x		\$ 600.00		3010	2003		3rd Street Annex		
	<i>Dancing at the Farmers Market</i>	Segota, Susan	Oil	x		\$ 500.00		3050	2012		3rd Street Annex		
	<i>Moscow's Changing Seasons</i>	Warnick, Carl	Pencil					3033	1987		3rd Street Annex		
	<i>Otter Family</i>	Shreiner, Ilsa	Watercolor					3043	2009		3rd Street Annex		
	<i>Palouse Winter, 2</i>	Voxman, Bill	B&W Photograph	x		\$ 95.00		3054	2012		3rd Street Annex		
	<i>Untitled</i>	Westerlund, Arnold	Mixed Media	x		\$ 75.00		3002	1998		3rd Street Annex		
	<i>Voices in the Midst</i>	Westerlund, Arnold	Mixed Media	x		\$ 75.00		3001	1998		3rd Street Annex		
	<i>Joy, Suture, Lesson, and There</i>	Vieth, Ellen	Oil on Masonite Panels	x		\$ 500.00	N/A	3027	2008		3rd Street Annex Break Room		

	Moscow Farmers Market Through the Rain	Grafton, Kelsey	Oil	x		\$ 295.00	N/A				Arts Office (1st Floor) Waiting to be framed		
	Boat Ride	Kirkwood, Mary	Oil		x	\$ 680.00	Mary Kirkwood Estate	3014	2001		City Hall 1st Floor		
	Untitled	Anderson, Chris	Painted Clock					3046	2002		City Hall 3rd Floor Alcove		
	Untitled	Simpson, Jo	Print					3037	1987		Finance Department		
	The Barn	Amell, James (Pete)	Pastel	x		\$ 500.00		3045	2011		Paul Mann Building		
	Untitled	Dunn, Alf	Print					3038	1987		Paul Mann Building		
	Hill and Stream	Sock, Margaret	Watercolor					3040	1985	2017	REMOVED FROM COLLECTION		
	Friendship Walk	Blair, Bill	Watercolor	x		\$ 416.00	N/A	3004	2005		Street Shop		

		<i>Sidewalk Closed</i>	McGranaghan, David	Oil	x		\$ 75.00	N/A	3049	2010		Street Shop		
		<i>1983 Portrait of Keith Washburn</i>	Kirkwood, Mary	Oil		x	\$ 690.00	Mary Kirkwood Estate	3016	2001		University of Idaho		
		<i>Abstract, blue and green (1949)</i>	Kirkwood, Mary	Oil		x	\$ 400.00	Mary Kirkwood Estate	3020	2001		University of Idaho		
		<i>Family Portrait</i>	Kirkwood, Mary	Oil		x	\$ 700.00	Mary Kirkwood Estate	3015	2001		University of Idaho		
		<i>Portrait of Brenda Kirkwood (1984)</i>	Kirkwood, Mary	Oil		x	\$ 600.00	Mary Kirkwood Estate	3018	2001		University of Idaho		
		<i>Portrait of Robert Kerr (1949)</i>	Kirkwood, Mary	Oil		x	\$ 700.00	Mary Kirkwood Estate	3019	2001		University of Idaho		
		<i>Self Portrait of Mary Kirkwood</i>	Kirkwood, Mary	Oil		x	\$ 1,000.00	Mary Kirkwood Estate	3017	2001		University of Idaho		
		<i>Market Study No. 1</i>	Wagner, Erica	Digital Photograph	x		\$ 500.00	N/A	3103	2018		Water Reclamation & Reuse Facility		

\$ 25,046.00 Total Portable
Collection value

	Running	Govedare, David	COR-TEN Steel	HIRC Roundabout						
	Yoga	Govedare, David	COR-TEN Steel	HIRC Entrance						
	Swimming	Govedare, David	COR-TEN Steel	HIRC Entrance						
	Aerobics	Govedare, David	COR-TEN Steel	HIRC Entrance						
	Agility	Govedare, David	Steel and Basalt	HIRC Exterior Entrance						
	Strength	Govedare, David	Steel and Basalt	HIRC Lobby						

		Balance	Govedare, David	Steel and Basalt	HIRC Lobby						
		Focus	Govedare, David	Steel and Basalt	HIRC Lobby						
		Speed	Govedare, David	Steel and Basalt	HIRC Lobby						
		The Volunteer	Pepper, Miles	Steel	Fire Station #3						
		Weathervane	Pepper, Miles	Steel	Fire Station #3						
		Bike	Ealy, Nathaniel	Steel	East City Park						

	Children at Play	Ealy, Nethaniel	Steel	East City Park						
	Children at Play	Ealy, Nethaniel	Steel	East City Park						
	Children at Play	Ealy, Nethaniel	Steel	East City Park						
	Children at Play	Ealy, Nethaniel	Steel	East City Park						
	Children at Play	Ealy, Nethaniel	Steel	East City Park						
	Lock Onto Something Great	Julye, Isaak	Basalt and Copper	Water Department						

	<i>Helio-Terra</i>	Horner, Robert	Rammed Earth and Concrete	Wren Welcome Garden							
	<i>MPD Badge</i>	Rugged Cut Custom Metal Works	Steel	Moscow Police Department							
	<i>Untitled</i>	LeVier, Kristin	Steel	College Street							
	<i>Untitled</i>	Siegel, Gail	Steel	City Streets							
	<i>Inspiration</i>	Cole, Melissa	Glass Tile Mosaic and Concrete	Latah County Library District Moscow Branch	•Mosaic mural can be power washed or sponged	•Clean all surfaces. While the artist recommends a pressure washer, that approach may produce unfavorable results for the surrounding landscaping. It may also accelerate the flaking of latex paint. Instead, clean all surfaces with a tile sponge and water. •Scrape any loose latex paint, prime, and repair finish. Silicone topcoat may be a challenge to the new paint bonding if attempting a spot re-touch. If this is the case, a full re-paint of the mural sections is recommended, with a high-bond exterior primer as an initial layer [original installation was completed with paint+primer in one]. •Peel or cut any loose silicone sealant at the top of the mosaic, replace with high-grad exterior silicone sealant that completely fills the gap between the mosaic panel pieces and the wall. •Monitor the cracking grout on the top section of the mosaic until next year.					

	Pollination	Cole, Melissa	Steel and Enamel	Latah County Library District Moscow Branch		The spot re-touch completed in 2019 has not had lasting effectiveness, so a complete finish replacement is recommended at this time. High quality automotive paint is preferred, particularly because of the cracking and flaking issues of the glass enamel and powder coat. The original finish will need to be fully removed in order to avoid the continuation of the finish failure. The artist will be consulted about preferred process and products, and will advise on whether to de-install the artwork to complete the finish replacement.					
	The Homecoming	Corio, Jennifer and Frei, Dave	Aluminum, COR-TEN Steel Poles, Stainless Steel Round Stock, Powder Coating, Automotive Enamel	C & Main Street Couplet	•Aluminum Powder Coated-Hills / Wash annually with non-solvent, non-abrasive detergent, wax with high-quality automotive carnauba wax. Apply wax material and remove immediately with soft cloth. •Wire and Flying Birds/ Wash annually with non-solvent, non-abrasive detergent. Clean any corrosion on stainless steel with Scotchbrite pads. •Do not pressure wash any components of this artwork.						

Bus Shelter Asset	Location	Title	Artist Name	Media	Annual/Cyclical Maintenance Needs	Annual Conditions Assessment		
	University of Idaho Campus 6th & Deakin Avenue	Palouse Winds	Stephens, Dan	Etched Glass	ALL BUS SHELTERS: Parks Crew (Calvin Macy) completes the following: <u>Winter:</u> Garbage and damage check 2x per week <u>Spring:</u> Garbage and damage check 2x per week Blow out & spot cleaning <u>Summer/Fall:</u> Garbage and damage check 2x per week Blow out & spot cleaning Pressure washing with water truck	Is there any damage to the glass? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the structure? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		

Vinyl Wrap Asset	Location	Title	Artist Name	Annual/Cyclical Maintenance Needs	Annual Conditions Assessment	Maintenance Complete Update to Photo/Documentation or Condition	
	S Blaine & Hwy 8	Palouse Hikers	Popova, Inna	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	Palouse River Drive & US 95	Untitled	Beiser, Mike	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	Warbonnet & Hwy 8	Cherry Blossoms and Rainier Cherries	Eastman, Rachael	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	Perimeter & Hwy 8	Heron in Moonlight and Spring Valley Reservoir	Law, Ryan and Midge, Tiffany	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	6th & Alley Between Jackson & Main	Unraveled	Wisocki, Leslie	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	Jackson & College	Toy Box	Gibler, Marisa	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	Wren Welcome Garden S Jackson & Hwy 8	Glorious Day on the Palouse Hills	Meyer, Alison	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	Water Reclamation & Reuse Facility 2221 Pullman Road	Untitled	Chiaromonte, Dominic	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	6th & Jackson	Amanita muscaria	Pickard, Justin	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	3rd & Jackson	Spring Flowers in Mason Jars	Ewert, Julene	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		

	3rd & Washington	Grounding Hills	Ewert, Julene	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	6th & Washington	Traffic Jam	Mitten, Danielle	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	3rd & Main	Plant Meditation	Pickard, Justin	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	6th & Main	I like coffee, I like tea.	Rockwood, Melissa	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	D & US 95	Penstock	Larkin, John	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	Line & Hwy 8	Whoosh	Power, Emily	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	Moscow Public Library 110 S Jefferson	Constellation Harbor	Ewert, Julene	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		
	Sweet & US 95	Small Town Neon	Nance, Joey	ALL VINYL WRAPS: The vinyl surface may be cleaned annually using mild dish detergent and water. The vinyl has an anti-graffiti coating that facilitates the removal of any marks and/or adhesives that are applied to the surface. ANTICIPATED MAINTENANCE ON THIS WRAP:	Is there any damage to the vinyl? ☐ yes ☐ no Does the design need to be updated? ☐ yes ☐ no What is the condition of the vinyl? ☐ good ☐ fair ☐ poor What is the condition of the electrical box? ☐ good ☐ fair ☐ poor Are there safety concerns? If so, please list: Are repairs needed? If so, please list:		