

MOSCOW ARTS COMMISSION



Christine Gilmore
Chair

~Agenda~

Megan Cherry
Staff Liaison

<https://www.ci.moscow.id.us/452/Moscow-Arts-Commission>

Tuesday, April 13, 2021

5:00 PM

**Council Chambers
206 E. 3rd St.**

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Reading of the Mission Statement

The mission of the Moscow Arts Commission is to enrich the community by celebrating and cultivating the expression of all art forms and culture.

Values:

- Recognize and promote artists' value by creating opportunities for work to be experienced.
- Facilitate and promote the social, educational, and economic value of all art forms and culture in the community.
- Provide leadership and act as a resource in the conversation of all art forms and culture with partner agencies, city leaders, and the community.

2. Approval of Moscow Arts Commission March 9, 2021 Minutes (ACTION ITEM)

PROPOSED ACTION: Approve minutes, amend minutes, or take such other action deemed appropriate.

3. Public Comment and Response to Previous Comments (limited to 10 minutes)

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and address for the record and limit your remarks to three (3) minutes.

4. MAC Onboarding (DISCUSSION)

- Topic: Moscow Poet Laureate Program History

5. Mayor's Arts Awards Selection Panel Membership (DISCUSSION)

Following the updated selection processes utilized during the 2020 Mayor's Arts Awards (MAA), the Events & Programs subcommittee has been working to refine the 2022 MAA Call for Nominations. That document will be brought to the full MAC for discussion and revision as needed, followed by a vote to recommend the document for the Mayor's approval. At this stage of development, the subcommittee requests Commission input on the Selection Panel membership structure. The proposed model is as follows:

Voting members:

- 3 – Moscow Arts Commission Members
- 1 – Arts & Culture Community Representative
- 1 – Past Mayor’s Arts Awards Recipient

Non-voting members:

Arts Department Staff (Selection Panel facilitation)

6. Moscow Poet Laureate 2021-2024 RFQ (ACTION ITEM)

The Arts & Culture Education subcommittee has collaborated to create proposed updates to the RFQ for the next Moscow Poet Laureate. Upon approval, the RFQ is set to be released in April 2021. Updates to the MPL program structure are reflected in the RFQ language, which was last released to the public during the selection period for MPL 2018-2021. Updates include the addition of a formalized selection process and changes to the honorarium, submission requirements, and scope of work required of the selected candidate.

PROPOSED ACTION: Approve the Moscow Poet Laureate RFQ, or take such other action deemed appropriate.

7. Public Art Guidelines (ACTION ITEM)

The Public Art Subcommittee proposes updates to the Public Art Guidelines. The previous document was created in 2011. During the intervening years, MAC and Arts staff have recognized the need for greater clarity in the areas of location prioritization as well as selection processes and criteria for each part of the Public Art collection. Additionally, the City of Moscow Legal Department has provided updates to ensure that the document is in alignment with City code.

PROPOSED ACTION: Recommend approval of the Public Art Guidelines, or take such other action deemed appropriate.

REPORTS

1. Arts & Culture Education (McCleary)
2. Events & Programs (Gilmore)
3. Public Art (Clancy)
4. Third Street Gallery (Johnson)
5. Volunteer Hour Tally
6. Operational Report
 - Artwalk Registration (Christen)
 - Arts Representation Guidelines (Cherry)
 - Arts Opportunities (Cherry)

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.

MOSCOW ARTS COMMISSION



Christine Gilmore
Chair

~Minutes~

Megan Cherry
Staff Liaison

<https://www.ci.moscow.id.us/452/Moscow-Arts-Commission>

Tuesday, March 9, 2021

5:00 PM

**ZOOM/Arts Office
206 E. 3rd St.**

The meeting was called to order at 5:18 p.m.

PRESENT: Christine Gilmore (Chair; Virtual), Katherine Clancy (Vice Chair; Virtual), Donna Woolston (Virtual), Sandra Stoops (Virtual), Cynthia Barnhart (Virtual), Diane Walker (Virtual), Lauren McCleary (Virtual), Robert Caisley (Virtual), Sonja Foard (Virtual), Sue Clark (Virtual), Dave Wilson (Virtual), Aaron Johnson (Virtual)

OTHERS: Sandra Kelly (City Council Member; Virtual)

Staff: Megan Cherry (Arts Program Manager), Britnee Christen (Administrative Specialist)

REGULAR AGENDA

1. Reading of the Mission Statement

The mission of the Moscow Arts Commission is to enrich the community by celebrating and cultivating the expression of all art forms and culture.

Values:

- Recognize and promote artists' value by creating opportunities for work to be experienced.
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- Provide leadership and act as a resource in the conversation of all art forms and culture with partner agencies, city leaders, and the community.

Mission Statement read by Foard.

2. Approval of Moscow Arts Commission February 9, 2021 Minutes (ACTION ITEM)

PROPOSED ACTION: Approve minutes, amend minutes, or take such other action deemed appropriate.

Clancy moved, Caisley seconded to approve the February 9, 2021 Minutes as presented.
Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

3. Public Comment and Response to Previous Comments (limited to 10 minutes)

This meeting is open to the public, but will be held by Zoom in order to respect social distancing protocol. City Hall will be open to the public during the Commission meeting and anyone wanting to attend or speak during the public comment item, should go to the Arts Office on the first floor. The meeting is subject to social distancing protocols as recommended in Governor Little's Stay Healthy Guidelines, so the number of attendees at any one time may be limited, and masks will be required of attendees. If you do not have a mask, a disposable mask will be provided.

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and address for the record and limit your remarks to three (3) minutes.

None offered.

4. MAC Onboarding (DISCUSSION)

- Topic: MAC History (Clancy)

Clancy presented brief history about the creation of the Moscow Arts Commission in October 1978 and the events that were created in the early years of the Commission. These events included Rendezvous in the Park, Young People's Art Festival and the Moscow Farmers Market.

5. Moscow Farmers Market/Community Tabling (DISCUSSION)

Commission members discussed tabling opportunities for summer 2021. Typically, the MAC tables at the Moscow Farmers Market and Art Affair. The group consensus was to request tabling at the Moscow Farmers Market June 12 and September 11. The June tabling would be an opportunity to promote the June 17 Artwalk. The Art Affair event has been cancelled for 2021, so the Commission will consider participation in 2022. There was also discussion around tabling at the Common Tone Music Festival at PCEI in late June. The Commission would like to do more research about this tabling opportunity before deciding.

6. Public Art Guidelines (DISCUSSION)

Cherry stated that the Public Art Guidelines were originally created in 2011 and were due for an update. The Public Art Subcommittee revised language to align with City code and guidelines, and to better represent the direction of the Public Art program.

The Commission discussed whether the guidelines should wait to be approved based upon the fate of Idaho Legislature proposal HB 311. Cherry stated if HB 311 passed the guidelines could be updated based upon the new State requirements. The Public Art Subcommittee also shared the guidelines would be revised on an annual basis, allowing for more regular revision and edits.

Cherry added the guidelines are inclusive of the different parts of the City's collection. The updated guidelines provide a strong foundation for answering questions around public art accession and deaccession processes. Cherry stated there is now clarification of location prioritization as it relates to the Public Art Master Plan (PAMP). The PAMP identifies locations that have been prioritized through the public input process, and this clarification uses these identified locations as a reference for priority.

Discussion ensued regarding the gifting or donation of art. The Commission explored what this meant as it pertained to maintenance and conservation, criteria for accepting or declining artwork, and the potential for an endowment fund for conservation. Cherry stated if the MAC wanted to create criteria for accepting donations, that could be assessed and added into the Public Art Guidelines.

6:01 p.m.- Foard left the meeting.

7. Intermodal Transit Center Sculpture Garden Selection Panel (ACTION ITEM)

The Selection Panel will be comprised of the following:

Voting Members:

2—Intermodal Transit Center Staff Members

- 1—University of Idaho Art + Architecture Faculty Member
- 1—University of Idaho Facilities Staff Member
- 1—Moscow Arts Commission Member

Non-voting Members:

- Arts Program Manager (Selection Panel facilitator)
- City staff members acting in a technical advisory capacity

PROPOSED ACTION: Select individuals to serve on the 2021 ITC Sculpture Garden Selection Panel or take such other action deemed appropriate.

Gilmore volunteered to serve on the selection panel as the MAC member representative.

Barnhart moved, Woolston seconded to select Gilmore to serve on the ITC Sculpture Garden Selection Panel as the MAC member representative.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

8. Intermodal Transit Center Sculpture Garden Plinth Re-Assignment (ACTION ITEM)

From 2013 – 2021, the ITC Sculpture Garden has hosted temporary installations of three-dimensional artworks that are installed for up to one year. There are five plinths in that location, each of which are filled following an RFP process and selection by a panel of community members. Each artist is paid an honorarium for the loan of their artwork. This program has traditionally served the UI student artist population. The recent offer of a donation to support the accession of an artwork into the Permanent Collection has prompted a re-envisioning of this program, with the current proposal to re-assign one of the plinths as a permanent location for the artwork to be funded by the donor's contribution. This shift would result in four plinths being available for the annual call to artists.

PROPOSED ACTION: Re-assign one plinth in the ITC Sculpture Garden to support a new work in the Permanent Collection or take such other action deemed appropriate.

Cherry stated the shift from five to four plinths would increase the honorarium for the next round of ITC Sculpture Garden installations. This change would take place in 2022, however, there is a possibility it could happen in 2021 if only four proposals are received for the current ITC Sculpture Garden call for art. Cherry also added she connected with the University of Idaho to make sure this change would not negatively affect the experience of sculpture students.

McCleary moved, Caisley seconded to reassign one plinth in the ITC Sculpture Garden to support a new work in the permanent collection.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

1. Arts & Culture Education (McCleary)

The Arts & Culture Education Subcommittee discussed distribution options for the remaining 10 MACTivities Toolboxes. It was decided the toolboxes would be donated to Family Promise of the Palouse. MACTivities Toolbox #3 is in final editing and formatting phase.

The subcommittee also discussed the Moscow Poet Laureate selection panel make up—including inviting the previous poet laureate, a UI creative writing faculty member, and a high school or youth member. There was also discussion around shifting the timeline to align with the new fiscal

year. The subcommittee also reduced the number of poems required in the application from five to three.

A conversation was held in the subcommittee to discuss balancing the Arts programs' representation of all art forms.

Caisley added that the April Poetry Relay will be April 15. Mike McGriff has been invited to be the host of the evening, there is collaboration with the Vanessa Sielert for the use of her music. The event is being developed in partnership with the UI Theatre Arts Department.

2. Events & Programs (Gilmore)

- **June Artwalk Event Modification Presentation (Christen)**

Christen presented the event modification for the upcoming June Artwalk (see attached presentation). Discussion ensued regarding business requirements as it related to gathering limitation and sanitation protocols. Cherry stated the businesses are required to manage their locations based upon the current guidelines and mandates in place by the State of Idaho and City of Moscow. There was also discussion surrounding the expansion of Artwalk to include events in October-May of each year.

Johnson left the meeting at 6:43 p.m.

Woolston left the meeting at 6:45 p.m.

3. Public Art (Clancy)

The Public Art Subcommittee discussed the public art guidelines in preparation for tonight's discussion with the MAC. It was also reported Palouse Discovery Science Center is looking for possible project support for a project at their facility. The subcommittee also discussed vinyl wrap replacements in 2022. At this time two boxes are up for replacement, and there is potential to add three more boxes. This would make the rotation of replacement approximately five boxes each year.

4. Third Street Gallery (Johnson)

Walker reported the registration deadline for *Silver & Gold* was extended to March 26. The subcommittee also discussed the gallery location for Palouse Plein Air. The group will know by the end of March if the Prichard Art Gallery is available. If it is not available, then the group will discuss options for an alternative location.

Clark left the meeting at 6:48 p.m.

5. Volunteer Hour Tally

Christen will email MAC members for their volunteer hours.

6. Manager's Report (Cherry)

- **Public Art Maintenance Plan**

Cherry updated the MAC on the progress of the Public Art Maintenance Plan. This is a new operations feature in the Arts Department, as there has not been a comprehensive maintenance plan or record-keeping process in place for the public art collection. Cherry stated the primary focus is on the maintenance of the permanent and portable collection pieces. The maintenance plan will be reviewed and updated on an annual basis and the ultimate goal is to identify maintenance needs and create a schedule. As new pieces enter the collection, consideration for maintenance will be considered with the design work. Cherry added this maintenance plan and consideration provide more predictability for the maintenance budget and identifying a more targeted request.

Meeting adjourned at 6:55 p.m.

DRAFT

2022 Vinyl Wrap Locations

Styner & Hwy 95



Mountain View & Hwy 8



Jackson & A St.



6th & Alley

Between Jackson & Main



Jackson & College

CITY OF MOSCOW PUBLIC ART GUIDELINES

I. GENERAL PROVISIONS

A. PURPOSE

The purpose of the Moscow public art program is to provide access to the arts by integrating a wide range of public art into the community, reflecting a diversity of artistic styles, disciplines, and points of view.

B. PROGRAM GOALS

Goals of the public art program include: broadening the role of the artist in the community; increasing awareness of public art's value as well as selection and management processes; prioritizing artist and community member input when identifying public art locations and project parameters; developing project budgets and timelines in accordance with current arts industry standards; maintaining good stewardship of grant and donation monies as well as resources from the 1% for the Arts fund; encouraging early collaboration among artists, architects, engineers, and owners; dispensing public art throughout the City of Moscow; facilitating the inclusion of art in public places 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; providing proper cataloging and maintenance of the public art collection; preserving and relocating artworks displaced through improvement projects; ensuring that public agencies and community representatives participate in the selection of public artworks and their locations; and promoting public dialogue and understanding of public art.

II. MOSCOW ARTS COMMISSION

A. ORGANIZATION OF MAC

The Moscow Arts Commission was established by City Council on October 2, 1978 (by Ordinance No. 1370) and was codified into Moscow City Code Title 3, Chapter 4. Currently, pursuant to Moscow City Code, Title 3, Chapter 4, Section 4-1. the MAC is comprised 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.

B. MOSCOW ARTS COMMISSION ROLE

Pursuant to Moscow City Code, Title 3, Chapter 4, Section 4-3. 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.

MAC advisory responsibilities include the following areas of interest:

1. Moscow public art projects
 - a. Collaborate with the City Arts Program Manager or designee to locate and select public art;
 - b. Make reports regarding the public art selected from time to time as requested by the Mayor and/or the Council; and
 - c. Abide by the requirements contained in Title 5, Chapter 18 of the City Code.
2. Donations of artwork to the public art collection
3. Deaccessioning artwork from the public art collection
4. Developing guidelines for the public art collection

III. PUBLIC ARTS PROJECTS

A. FUNDING OF PUBLIC ARTS PROJECTS

1. Overview of dedication and disbursement of funds
 - a. The public art fund is a dedicated fund of the City.
 - b. Once it is determined that a public improvement project qualifies under Title 5, Chapter 18, the Community Planning and Design department calculates the one percent (1%) for art funds available for such project

- and coordinates with the Finance department to transfer the funds to the public art fund at the end of the fiscal year in which they were generated.
- c. The City, through its Arts Program Manager, contracts with artists and manages payment as appropriate.
2. Expenditure of arts monies in conjunction with Capital Improvement Projects
 - a. Capital Improvement Projects (CIP) that qualify for public art funding shall be subject to the provisions of Title 5, Chapter 18.
 - b. If a CIP is identified by the Arts Department and the MAC as being in alignment with Public Art program goals and timelines, Arts monies collected through the public art fund shall be set aside when the qualifying public improvements project construction budget has been calculated. Funds representing the one percent (1%) dedication for the arts may be incorporated into the project during construction or upon completion of the improvement project. Public art may be an integral part of a structure, attached to a structure or detached from a structure within or outside of it.
 - c. The art component of a qualifying Capital Improvement Project will be allocated from the public art fund as follows:
 - i. No less than seven five percent (75%) shall be allocated toward such public art, including purchase, design, fabrication, and installation.
 - ii. No more than twenty five percent (25%) shall be used for administrative costs, including, but not limited to, costs of selection, maintenance, repair, conservation, and on-going documentation and cataloging of the Public Art Collection (done, in part, to adequately insure all City-owned artwork).

B. EXEMPTIONS FROM PUBLIC ART PROJECT CONSIDERATION

A project considered for funding through the public art fund shall comply with MCC Title 5, Chapter 18. In addition, the following shall not be considered for City public arts projects paid for by the City:

1. Works which are not entirely original (unless the non-original content is used with permission or is part of the public domain and comprises only a small portion of the work).
2. Decorative or functional elements designed by the project architects, landscape architects, interior designers, or their consultants, without the original artist's collaboration.
3. Artfully-designed objects which are mass-produced and of standard design, such as playground equipment, bike racks, or limited edition cast decorations.
4. Directional elements such as signs, maps, color coding, unless designed and/or executed by an artist.
5. Standard architect's, landscape architect's, engineer's, or interior designer's fees, unless such work was approved prior to construction.

C. IDENTIFICATION OF PUBLIC ART PROJECTS

1. Artwork Site Selection

In selecting a site for public art, the Arts Program Manager and MAC should consider whether:

- a. The site is publicly accessible at reasonable times, allowing for contemplation and interaction between the public and the work of art;
- b. The site is on public property or property managed or controlled by the City;
- c. The site suggests art opportunities that would extend the breadth, vitality, and quality of Moscow's public art program;
- d. The art is likely to enhance the cultural experience of the space and contribute to the visual interest of the area;
- e. The site falls within the prominent paths of circulation (e.g., an entry point, transit corridor, or plaza area), or is near a place of congregation (e.g., park, transportation center, entertainment or retail center) in order to reach a significant portion of the population;
- f. The site meets the conditions necessary to receive public art funding or grant funding; and
- g. The site has been identified and prioritized in the most recently-updated Public Art Master Plan.

2. Public Art Master Plan

- a. The Public Art Master Plan (PAMP) outlines the following:
 - i. Program scope, vision, and alignment with MAC mission.
 - ii. Intersection of Arts, Parks, and Community Development goals.
 - iii. Project location prioritization identified by means of public input surveys.
- b. PAMP updates shall be completed at least once every two (2) years and shall take into consideration the following:
 - i. Adjustments to long-range program vision.
 - ii. Public art project or location proposals presented by the public or City staff.
 - iii. Project and location prioritization adjustments made with input from the public and direction from City Council.
- c. During the time between PAMP updates, public art locations already identified in the PAMP will have priority over newly-identified potential locations. When new potential project locations or concepts are presented, whether by community members or by city departments, the Arts Program Manager and the MAC shall consider their viability pursuant to these Public Art Guidelines.

3. Public Art Integration into Capital Improvement Projects

In the planning stages of a potential project, the project lead proposing or responsible for public works project or improvement will notify the Arts Program Manager of a qualifying improvement project to be considered for the one percent (1%) for the arts assessment. The Arts Program Manager (with advice from the MAC, when appropriate) should determine whether art should

be considered as part of the proposed CIP project or whether it should be added to future art project(s).

After identifying an improvement project that qualifies for the one percent (1%) funding, the project lead and the Finance Director shall calculate the one percent (1%) of the total project cost and notify the Arts Program Manager of that estimate. The Arts Program Manager will work with the project lead to explore possibilities for a public art project to be affiliated with the CIP. If an art project is not deemed a suitable fit given the CIP scope, location, or timing, the one percent (1%) funds will be transferred into the future art(s) project fund for future use.

Where a public art project will be affiliated with the improvement project, the Arts Program Manager will meet with the respective department head and will attend pre-construction meetings as necessary. The Arts Program Manager will work with the CIP project lead and will provide the scope, location, and budget for the public art project with advice from the MAC and approval from City Council.

The Arts Program Manager or designee will conduct a survey of comparable public art projects and recommend a budget based on current market standards. The Arts Program Manager or designee will work with the CIP project lead to coordinate any necessary work with the architect, landscape architect, engineer, or others to review the following, as appropriate:

1. Allocated art budget
2. Design and construction schedule
3. Appropriate sites and project goals for artwork
4. Other items specific to the project

The Arts Program Manager and City staff will prepare and issue a Request for Qualifications (RFQ) for the arts project affiliated with the improvement project with input from the MAC and following approval of the Art Project concept by the Council. 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.

The Arts Program Manager, in consultation with MAC, may decide that funds from a specific improvement project are in excess, insufficient, or that the site is inappropriate for public art.

4. Public Art Project Development

Once a Public Art location has been identified, the Arts Program Manager shall coordinate the following process:

- a. Develop the project description, site details, and identify suitable art forms and media (considering goals and sites already determined by the participating department and the MAC, when applicable).
- b. Determine a method for selecting an artist, which may include:
 - (1) Open competition (RFP or RFQ) in which artists apply according to the requirements and limitations established by the Selection Panel, MAC, or City;
 - (2) Invitation of one (1) or more artists to submit proposals;
 - (3) Direct purchase of a completed work of art that is selected from submitted applications or other methods deemed appropriate for the project; or
 - (4) Alternate process designed to meet the City's objective for the project.
- c. Present RFQ or RFP drafts with budget recommendation to City Council
- d. Publish RFQ or RFP documents using methods agreed upon for the project.
- e. Recommend members for an ad hoc Selection Panel to be appointed by the Mayor.

IV. PERMANENT COLLECTION SELECTION METHODS

A. SELECTION PANEL APPOINTMENTS.

The Arts Program Manager will coordinate recommendation of selection panelists to the Mayor and Council. MAC will consider the guidelines hereinbelow, requests by individuals, and staff recommendations. Selection Panel members shall serve at the appointment of the Mayor.

Selection Panels will be comprised of at least the following:

1. Voting members:
 - a. Participating department representative or designee (1)
 - b. Moscow Council member or designee (1)
 - c. MAC members (2)
 - d. Community representative, preferably from project impact area (1)
 - e. Artist not involved with the respective Capital Improvement project
2. Non-voting members:
 - a. Arts Program Manager (Selection Panel facilitator)
 - b. Project architect, landscape architect, interior designer, or engineer
 - c. City staff members acting in a technical advisory capacity

Length of term. Each Selection Panel member serves through the completion of one (1) public art project.

B. CONFLICT OF INTEREST

1. No artist sitting on a Selection Panel may submit a proposal for the project for which the Selection Panel was formed.
2. MAC members shall declare a conflict of interest if a project comes before the Selection Panel from which he/she or the household or business could

financially benefit. MAC members shall also declare a conflict of interest if a person with whom he/she shares a household or whom he/she professionally represents has a matter to be considered by Selection Panel. Such person shall recuse themselves from any participation in any process for the project the Selection Panel is considering.

3. No member of the project's architect or landscape architect, interior designer, or engineering firm may apply for a public art project being designed by that firm.

C. SELECTION PANEL PROCEDURES AND RESPONSIBILITIES

1. Moscow Arts Program Manager will hold an orientation for each Selection Panel. The orientation may include a presentation of works currently in the public art collection, review of program guidelines, orientation to the specific project; and/or a review of any goals already established by the participating department and the Moscow Arts Program Manager and MAC.
2. Review all submissions pertaining to the public art project using the published criteria.
3. Approve all recommendations by a majority vote of the full Selection Panel.
4. The Selection Panel will make recommendations on finalists and their work to the Arts Program Manager. MAC members on the Selection Panel will report the Panel's recommendation to the Commission during a regular meeting, after which the MAC will vote to recommend an action on the project to City Council.
5. The Arts Program Manager will then generate a project report to present to the Mayor and Council for final approval.
6. The City reserves the option of making no recommendation from submitted applications and may require reopening of the competition or may propose other methods of selection, if no proposal is accepted.
7. The Selection Panel must always adhere to the requirements of Moscow City Code Title 5, Chapter 18.

D. ARTIST / ARTWORK SELECTION CRITERIA

Criteria to be used when considering retention of an artist or acquisition of artwork by either purchase or commission may include, but not be limited to, the following:

1. Artist Qualifications
Artists for design teams should ideally have the ability to think conceptually, the ability to communicate and be flexible, experience working with design professionals and integrating artistic concepts into construction documents, the ability to work with architectural drawings, and prior experience with collaborative group work situations and public art projects of a similar scale.
2. Conceptual Quality and Originality
 - a. The artist presents a compelling concept.
 - b. The proposed design is original to the presenting artist.

- c. The design is unique (i.e. edition of one), rather than a mass-produced item.
3. Form
- a. The proposed design reveals mastery of formal craftsmanship.
 - b. The scale of the proposed design is appropriate to the site.
 - c. The colors used, if any, are chosen with an awareness of local educational institutions as well as their athletic rivals.
 - d. The proposal aligns with the design parameters in the project description and does not present a hazard to public safety.
 - e. The proposed artwork is made with materials suitable for the location (i.e. designed with materials impervious to environmental degradation).
 - f. The proposed artwork is designed for resistance to theft or vandalism.
4. Content and Context
- a. The content of the proposed design aligns with the project description.
 - b. The content of the proposed design is relevant to the City of Moscow's values, culture, and people.
 - c. The proposed design reflects the architectural, historical, geographical, geological, and socio-cultural context of the site.
 - d. The proposed design serves to activate or enhance the intended location.
 - e. The proposed design has the potential to expand the formal and conceptual range of the Public Art collection.
 - f. The artwork's subject matter and content is appropriate for public exhibition and does not contain advertising, religious references, sexual content, negative imagery, or convey political partisanship.
5. Budget and Production Schedule
- a. The budget is clear, complete, and within the stated fiscal parameters for the public art project.
 - b. The production schedule supports the proposal's feasibility and denotes installation according to the project timeline.
6. Description of Anticipated Maintenance Needs
- a. Maintenance needs for the artwork are described clearly and realistically.
 - b. Maintenance needs for the artwork are not excessive in terms of labor or material investment.
7. Community Engagement
- a. The artist's proposal for community engagement aligns with the project's goals and requirements.
 - b. The artist's proposal for community engagement has the potential to reach a broad audience in the community.
 - c. The artist's proposal for community engagement has the potential to foster understanding of one or more of the following:
 - i. The goals of public art and its benefits to a community
 - ii. Moscow's civic identity as it relates to the artwork's content or context
 - iii. Formal art-making skills or conceptual strategies

- iv. Professional experiences and/or practices in the arts field

V. TEMPORARY PUBLIC ART COLLECTIONS

A. TEMPORARY COLLECTION OVERVIEW

1. The City of Moscow currently maintains two temporary collections: the Vinyl Wrapped Traffic-Control Boxes and the Intermodal Transit Center (ITC) Sculpture Garden.
2. Costs associated with the Temporary Collection are paid for using the General Ledger code dedicated to Community Public Art. Arts staff may, at the direction of City Council, seek grant or sponsorship funding to offset General Fund support of these collections.
3. Temporary works of art commissioned will be documented with appropriate media either by the artist(s) or the City.
4. Where a work of art will be placed on a site not directly owned and/or controlled by the City, the placement terms and conditions shall be specifically approved of by City Council.
5. Artist eligibility, selection methods, and criteria for assessment will be tailored to fit the needs of each component of the Temporary Collection.

B. VINYL WRAP COLLECTION

1. Artist Eligibility

Eligibility for participation in this program is limited to artists 18 years of age or older who live in Latah County, Nez Perce County, Asotin County, Whitman County, Nez Perce or Coeur d'Alene tribal members. Artists are eligible regardless of race, color, religion, national origin, gender, age, marital or familial status, physical or mental disability, sexual orientation, and gender expression or identity. Artist teams are eligible to apply, including teams of artists from multiple disciplines. Selection panelists and their immediate family members are not eligible for participation. No artist sitting on a Selection Panel may submit a proposal for the project for which the Selection Panel was formed.

2. Selection Panel

A. Selection Panel Formation. The Arts Program Manager and Public Art Subcommittee will recommend selection panelists to the MAC. The MAC will create the Selection Panel by a majority vote during a regular Commission meeting. The Selection Panel will be comprised of the following:

1. Voting members:

- a. Moscow Arts Commission Member (1)
- b. Local Business Representatives (2)
- c. Technical Consultant (1)
- d. City Staff Member (1)

2. Non-voting members:

- a. Arts Program Manager (Selection Panel facilitator)
- b. City staff members acting in a technical advisory capacity

- B. Length of Term. Each Selection Panel member serves through the review and selection of one (1) round of annual submissions for the project at hand.

3. Selection Criteria

- a. Conceptual Quality and Originality
 - 1. The artist presents a compelling concept.
 - 2. The proposed design is original to the presenting artist.
- b. Form
 - 1. The proposed design reveals mastery of formal craftsmanship.
 - 2. The colors used, if any, are chosen with an awareness of local educational institutions as well as their athletic rivals.
 - 3. The design files are prepared according to stated parameters and are scaled to fit the specific locations stated in the RFP.
- c. Content and Context
 - 1. The artwork's subject matter and content is appropriate for public exhibition and does not contain advertising, religious references, sexual content, negative imagery, or convey political partisanship.
 - 2. The content of the proposed design is relevant to the City of Moscow's values, culture, and people.
 - 3. The proposed design reflects the architectural, historical, geographical, geological, and socio-cultural context of the site.
 - 4. The proposed design serves to visually activate or enhance the location.

C. INTERMODAL TRANSIT CENTER SCULPTURE GARDEN

1. Artist Eligibility

Eligibility for participation in this program is limited to artists 18 years of age or older who live in Latah County, Nez Perce County, Asotin County, Whitman County, Nez Perce or Coeur d'Alene tribal members. Artists are eligible regardless of race, color, religion, national origin, gender, age, marital or familial status, physical or mental disability, sexual orientation, and gender expression or identity. Artist teams are eligible to apply, including teams of artists from multiple disciplines. Selection panelists and their immediate family members are not eligible for participation. No artist sitting on a Selection Panel may submit a proposal for the project for which the Selection Panel was formed.

2. Selection Panel

A. Selection Panel Formation. The Arts Program Manager and Public Art Subcommittee will recommend selection panelists to the MAC. The MAC will create the Selection Panel by a majority vote during a regular Commission meeting. The Selection Panel will be comprised of the following:

- 1. Voting members:
 - a. Intermodal Transit Center Staff Member (1)
 - b. UI Art + Architecture Faculty or Graduate Student (1)
 - c. UI Facilities Staff Member (1)

- d. Moscow Arts Commission Member (1)
- e. Member of Artist Community (1)

2. Non-voting members:

- a. Arts Program Manager (Selection Panel facilitator)
- b. City staff members acting in a technical advisory capacity

B. Length of Term. Each Selection Panel member serves through the review and selection of one (1) round of annual submissions for the project at hand.

3. Selection Criteria

a. Conceptual Quality and Originality

- 1. The artist presents a compelling concept.
- 2. The proposed design is original to the presenting artist.

b. Form

- 1. The proposed design reveals mastery of formal craftsmanship.
- 2. The colors used provide visual variety in contrast with the muted hues of the Sculpture Garden landscaping and are chosen with an awareness of local educational institutions as well as their athletic rivals.
- 3. The proposal aligns with the design parameters in the project description and does not present a hazard to public safety.
- 4. The proposed artwork is made with materials suitable for the location (i.e. designed with materials impervious to environmental degradation).
- 5. The proposed artwork is designed for resistance to theft or vandalism.

c. Content and Context

- 1. The artwork's subject matter and content is appropriate for public exhibition and does not contain advertising, religious references, sexual content, negative imagery, or convey political partisanship.
- 2. The content of the proposed design is relevant to the City of Moscow's values, culture, and people.
- 3. The proposed design serves to visually activate or enhance the location.

VI. PORTABLE COLLECTION

- A. Two and three-dimensional works of art that are not site-specific are part of the Portable Collection.
- B. This collection is distinct and separate from the items in sculpture-on-loan programs such as the ITC Sculpture Garden.
- C. Items in the Portable Collection are installed in City facilities at the discretion of the Arts Program Manager upon consideration of the following criteria:
 - a. Requests from City departments and staff members.
 - b. Ideal conditions for preserving the artwork's condition.
 - c. The potential for the artwork to have a positive impact on the staff and members of the public who frequent the proposed location.
- D. Accessions into this collection are made at the discretion of the Arts Program Manager, with advice from members of the MAC when appropriate. Annual additions may come from the following:

- a. Artwalk and Moscow Farmers Market Poster Art Competitions
 - b. Palouse Plein Air
 - c. Artworks exhibited at the Third Street Gallery or other local venues that fit the collection's needs and the current fiscal year's budget.
- E. Portable Collection accessions, maintenance, and display needs (e.g. framing, pedestals, and vitrines) are managed and funded through the Arts Department budget.

VII. OTHER CONSIDERATIONS

A. MAINTENANCE AND MANAGEMENT OF PUBLIC ART

It is the responsibility of the Arts Program Manager to manage and coordinate the maintenance of all works of art in the City's public art collection.

1. All commissioned artists will be required to complete a conservation record form that provides information on materials, fabrication methods, installation details, and recommended maintenance.
2. The Arts Program Manager will maintain a computer database inventory and a catalog of relevant documents for artworks owned by the City.
3. City will facilitate routine cleaning and maintenance of artworks based on recommendation by a professional art conservator or based upon information provided by the artist on the conservation record form.
4. A professional art conservator or person(s) trained by a conservator may be consulted or hired to provide maintenance and conservation work for the City's public art collection.
5. Participating departments should notify the Arts Program Manager immediately if an artwork is either damaged or stolen or if the participating department plans to move the artwork or in any way alter its location or use.
6. The City shall maintain adequate insurance coverage for its public art collection.

B. DONATIONS OF ARTWORK

1. Donation of artworks to the City's Public Art Collection
 - a. Works of art are occasionally offered as donations to the City of Moscow. The Arts Program Manager (in consultation with MAC) is responsible for reviewing and evaluating the suitability of a proposed artwork and recommending to the City Council whether or not to accept it as a gift, and/or allow it to be installed on city property. If accepted by the City Council, the maintenance of a gift of art is the responsibility of the City (unless otherwise specified). When considering a gift, the Arts Program Manager may recommend that the Council require that the donor establish a maintenance endowment to ensure an adequate quality of care for the artwork.

- b. The Arts Program Manager and MAC is responsible for review of all proposed gifts of art to the City, including donations by individuals, neighborhoods, community groups, and international organizations. Such donated artwork may be placed temporarily on City property without being offered to the City as a gift, provided that the donor obtains the appropriate approvals and/or revocable permits (if any) for placement of the works and the donor and City enter into an agreement for the donation. The donor agrees to maintain the art throughout the life of the work. The City reserves the right to decline offers of donated public art gifts, whether permanent or temporary.
2. Donation of works of art to City's Portable Collection
 - a. Donor contacts appropriate City staff to discuss the potential gift, providing photos or the actual artwork.
 - b. Arts Program Manager presents consideration of the gift to the MAC. If presented in graphic form, the MAC reserves the right to postpone any decision until the actual artwork is reviewed.
 - c. Arts Program Manager (in consultation with MAC and as approved of by City Council) accepts or declines the gift. If accepted, the donor is acknowledged (if requested).
 - d. Funds for maintenance are agreed upon by the donor and Arts Program Manager and deposited by the donor into a public art maintenance fund.
3. Donation of commissioned works of art
 - a. Donor contacts Arts Program Manager and appropriate City staff for a meeting to discuss idea for commission as well as to plan for artist selection and location of art following completion of the artwork. All processes for artist and site selection shall be in alignment with those described in these Public Art Guidelines.
 - b. Arts Program Manager (in consultation with MAC) accepts or declines the idea and/or the selection process.
 - c. If City accepts the concept of the donated commissioned artwork, the Arts Program Manager presents the donation proposal to the MAC and City Council which may approve, reject, or provide further direction for the proposal. If the donated commission is accepted, a plan for its placement and maintenance is developed in conjunction with the donor and formalized in an agreement including agreed-upon value of the donation, maintenance, and donor recognition.
 - d. A donor agreement is executed upon Council approval.

C. RELOCATING SITE-SPECIFIC WORKS OF ART

1. While it is the intent that site-specific works will remain in the site for which they were created, the City reserves the right to relocate a piece of public art.
2. No site-specific artwork may be moved without the recommendation of MAC and the Arts Program Manager and specific Council action. The MAC may consider recommending relocating a site-specific artwork for one (1) or more of the following reasons:

- a. The condition or security of the artwork can no longer be reasonably guaranteed at its current site;
 - b. The artwork has become a hazard to public safety in its current site and condition; or
 - c. The site has changed so that the artwork is no longer compatible with the site.
3. Once the MAC and Arts Program Manager have determined that an artwork meets one (1) or more of the above criteria, the following process shall be followed:
- a. The Arts Program Manager makes a good faith attempt to discuss relocation of the art work with the artist or his/her representative, if available.
 - b. If the artist agrees to the proposed relocation, the recommendation will be considered by appropriate City staff, and the City Supervisor or designee, then presented to Council for approval.
 - c. If the artist does not agree to the proposed relocation, the artist or representative may request that his/her name not be used as the author of the artwork when relocated.

D. DEACCESSION

In the event a work of art may need to be considered for removal, sale, trade, or gifting (deaccessioning), the Arts Program Manager (and MAC) shall present the request to City Council. The Arts Program Manager or her designee shall state in the request that the artwork is of no further use to the City; the recommendation of whether the artwork should be removed, sold, traded or gifted; the reasoning for the recommendation; and how the recommendation will provide for maximum value with attendant benefits to the citizens of Moscow (I.C. 67-5722, 5732A). Proceeds of a sale shall cover the expenses of the sale with any net revenues deposited into the general account of the City of Moscow.

Book Chauffeur Visit

The branch library book mobile kicked up
yard driveway dust and gravel under
its gray wheels. Mid-morning, June
sun matched our lifted spirit. Tumbling
out of the clapboard house like school-dismissed
children, we slammed the blackened screen

door, raced across gray-painted porch, cement
walkway, through mowed grass. The book chauffeur
smiled us into the rusty-red and cream bus. I stood
tall—a walking doll—inside this dollhouse shelved
with library stacks, volumes, their closed-paper smell

strong. We finger-tip-touched books, held
our heads sideways reading spines by sun-rayed light.
My sister found Green Poodles—the green book
she would read five times. I found my blue books,
Jefferson and Adams biographies, learned
how their minds stood at enmity almost a lifetime

until age slowed their hot blood with parchment and quill.
When Adams knew he was dying—he whispered,
“Thomas Jefferson still survives.”

They died hours apart resting in the knowledge
that the other lived. Some book lessons are never teacher
taught. What stories, what truths summer readers take
with them—moving memories—from moving libraries.

Susan Hodgins
Moscow Poet Laureate
2018-2021



But Officer, We Have No Rooster

Moscow, Idaho, City Code, Title 10, Chapter 04.1.iii: It shall be unlawful for a person to keep or maintain male fowl within city limits....

None of the hens ever crowed.

On a morning, the black and brown banty

pullet ventured out early from the hen yard—
stood before the dining room wall window,

a singular sight, raised her chestnut breast—
tip-toed, filling air sacs, flapping wings,

held outspread—and drew us from breakfast
outside. Her rooster rendition resonated

for three trials, songful syllables; then,
she broke—like a vinyl record moving,

dragging the final errrrs with silences
like a turn table's dusty needle lifted.

She wouldn't stop—and we imagined
her baying like a hound at a red moon

wishing neighbors found her chorus Pentecostal—
warning of the apocalypse preachers preached

while the flock in the hen yard preened,
their heads vanished into plume.

Susan Hodgins
Moscow Poet Laureate
2018-2021



First Flight

The day I was born
my father chose my name
from a Time magazine in the hospital
waiting room. My namesake was a daredevil
woman who, outfitted in parachutes recycled from old silks,
flung herself from the wings of airplanes into the mouths of rain forests.

Poet: Tiffany Midge
Moscow Poet Laureate (2015-2018)



Origin Story

My great-aunt penned verse
Exalting the beauty of the Great Plains.
I only know her from a book of her poems
And a newspaper article she was featured in.
She'd grown up on a homestead
And gone blind as a child. But memory
is a primal and articulate device:
her poems are awash in colors.

Poet: Tiffany Midge
Moscow Poet Laureate (2015-2018)



Moscow Poet Laureate 2021 – 2024

Request for Qualifications



The City of Moscow and the Moscow Arts Commission seek a published poet to serve a 3-year term as a Moscow Poet Laureate (MPL). This position expands literacy and community awareness, honors the many writers in our community, and builds upon the correlation between civic life and creativity of local artists. This call for poetry artists is open to published poets 18 years of age or older who live in Moscow, Idaho and have a record of community involvement and/or teaching. The MPL term runs from October 1 – September 30 of each year. The annual honorarium for the Moscow Poet Laureate is \$1000 and is paid at the beginning of each service year.

Program Description

The Moscow Poet Laureate Program increases awareness of the role that poetry and literature play in the community and creates a record of Moscow's distinctive character. Not only does the program support the work of excellent poets in the community, but it also invests the public spaces of the city with the beauty of language. Along with offering readings and workshops, the Poet Laureate writes poems for the City that are reflective of local landscapes, social situations, or important events.

The Moscow Poet Laureate program began in 2015, inspired by the vision of the Moscow Arts Commission and University of Idaho English Professor Alexandra Teague. Since that time, two poets have offered their literary expertise to this City of Moscow program; Tiffany Midge served from 2015-2018, followed by Susan Hodgin's 2018-2021 term.

During their term, the poet laureate will be commissioned to:

- Write at least two (2) poems per year that speak in some sense to the distinctive experience of Moscow, Idaho. These works will be published in local publications and/or presented at public occasions.
- Give a minimum of two (2) local readings per year:
 - One (1) at the annual April Poetry Relay, which connects and promotes members of the literary community during National Poetry Month
 - One (1) at another Arts Department function such as the Mayor's Arts Awards, Entertainment in the Park, Artwalk, or public art dedication (to be determined by Moscow Poet Laureate and Arts Program Manager with advice from MAC)
- Work to raise the visibility of poetry and other literary arts within the community through outreach, education, and other programs. Included offerings must include at least one (1) public poetry workshop per year which may be targeted to a particular age of students or adults within the community.

Submission Requirements

- Letter of interest (limited to one page) that includes an explanation of connections to Moscow, Idaho, and specific ideas for outreach activities/programs that could be implemented in the community.
- Sample of 3 poems (with publication credits listed, if applicable).
- A resume that includes a complete list of publications and qualifications.
- A video (or a web link to a video) depicting the applicant reading a sample of their work.

Selection Process

A selection panel comprised of Moscow Arts Commission members, City of Moscow staff, writers, and community members will review each applicant's materials.

Voting members:

- 2 – Moscow Arts Commission Members
- 1 – Member of Literary Community
- 1 – Former Moscow Poet Laureate
- 1 – Youth Community Member

Non-voting members:

Arts Staff (Selection Panel facilitation)

Following the selection panel's deliberation and recommendation, a MAC vote is required to confirm the selection of the MPL candidate.

Selection Timeline (subject to change)

April - July 2021	Submission Period
August 2021	Selection Panel Deliberation & Recommendation
September 2021	Moscow Arts Commission vote to finalize selection
October 2021	MPL term begins upon completion of contract and first honorarium payment

CITY OF MOSCOW PUBLIC ART GUIDELINES

I. GENERAL PROVISIONS

A. PURPOSE

The purpose of the Moscow public art program is to provide access to the arts by integrating a wide range of public art into the community, reflecting a diversity of artistic styles, disciplines, and points of view.

B. PROGRAM GOALS

Goals of the public art program include: broadening the role of the artist in the community; increasing awareness of public art's value as well as selection and management processes; prioritizing artist and community member input when identifying public art locations and project parameters; developing project budgets and timelines in accordance with current arts industry standards; maintaining good stewardship of grant and donation monies as well as resources from the 1% for the Arts fund; encouraging early collaboration among artists, architects, engineers, and owners; dispensing public art throughout the City of Moscow; facilitating the inclusion of art in public places 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; providing proper cataloging and maintenance of the public art collection; preserving and relocating artworks displaced through improvement projects; ensuring that public agencies and community representatives participate in the selection of public artworks and their locations; and promoting public dialogue and understanding of public art.

II. MOSCOW ARTS COMMISSION

A. ORGANIZATION OF MAC

The Moscow Arts Commission was established by City Council on October 2, 1978 (by Ordinance No. 1370) and was codified into Moscow City Code Title 3, Chapter 4. Currently, pursuant to Moscow City Code, Title 3, Chapter 4, Section 4-1. the MAC is comprised 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.

B. MOSCOW ARTS COMMISSION ROLE

Pursuant to Moscow City Code, Title 3, Chapter 4, Section 4-3. 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.

MAC advisory responsibilities include the following areas of interest:

1. Moscow public art projects
 - a. Collaborate with the City Arts Program Manager or designee to locate and select public art;
 - b. Make reports regarding the public art selected from time to time as requested by the Mayor and/or the Council; and
 - c. Abide by the requirements contained in Title 5, Chapter 18 of the City Code.
2. Donations of artwork to the public art collection
3. Deaccessioning artwork from the public art collection
4. Developing guidelines for the public art collection

III. PUBLIC ARTS PROJECTS

A. FUNDING OF PUBLIC ARTS PROJECTS

1. Overview of dedication and disbursement of funds
 - a. The public art fund is a dedicated fund of the City.
 - b. Once it is determined that a public improvement project qualifies under Title 5, Chapter 18, the Community Planning and Design department calculates the one percent (1%) for art funds available for such project

- and coordinates with the Finance department to transfer the funds to the public art fund at the end of the fiscal year in which they were generated.
- c. The City, through its Arts Program Manager, contracts with artists and manages payment as appropriate.
2. Expenditure of arts monies in conjunction with Capital Improvement Projects
 - a. Capital Improvement Projects (CIP) that qualify for public art funding shall be subject to the provisions of Title 5, Chapter 18.
 - b. If a CIP is identified by the Arts Department and the MAC as being in alignment with Public Art program goals and timelines, Arts monies collected through the public art fund shall be set aside when the qualifying public improvements project construction budget has been calculated. Funds representing the one percent (1%) dedication for the arts may be incorporated into the project during construction or upon completion of the improvement project. Public art may be an integral part of a structure, attached to a structure or detached from a structure within or outside of it.
 - c. The art component of a qualifying Capital Improvement Project will be allocated from the public art fund as follows:
 - i. No less than seven five percent (75%) shall be allocated toward such public art, including purchase, design, fabrication, and installation.
 - ii. No more than twenty five percent (25%) shall be used for administrative costs, including, but not limited to, costs of selection, maintenance, repair, conservation, and on-going documentation and cataloging of the Public Art Collection (done, in part, to adequately insure all City-owned artwork).

B. EXEMPTIONS FROM PUBLIC ART PROJECT CONSIDERATION

A project considered for funding through the public art fund shall comply with MCC Title 5, Chapter 18. In addition, the following shall not be considered for City public arts projects paid for by the City:

1. Works which are not entirely original (unless the non-original content is used with permission or is part of the public domain and comprises only a small portion of the work).
2. Decorative or functional elements designed by the project architects, landscape architects, interior designers, or their consultants, without the original artist's collaboration.
3. Artfully-designed objects which are mass-produced and of standard design, such as playground equipment, bike racks, or limited edition cast decorations.
4. Directional elements such as signs, maps, color coding, unless designed and/or executed by an artist.
5. Standard architect's, landscape architect's, engineer's, or interior designer's fees, unless such work was approved prior to construction.

C. IDENTIFICATION OF PUBLIC ART PROJECTS

1. Artwork Site Selection

In selecting a site for public art, the Arts Program Manager and MAC should consider whether:

- a. The site is publicly accessible at reasonable times, allowing for contemplation and interaction between the public and the work of art;
- b. The site is on public property or property managed or controlled by the City;
- c. The site suggests art opportunities that would extend the breadth, vitality, and quality of Moscow's public art program;
- d. The art is likely to enhance the cultural experience of the space and contribute to the visual interest of the area;
- e. The site falls within the prominent paths of circulation (e.g., an entry point, transit corridor, or plaza area), or is near a place of congregation (e.g., park, transportation center, entertainment or retail center) in order to reach a significant portion of the population;
- f. The site meets the conditions necessary to receive public art funding or grant funding; and
- g. The site has been identified and prioritized in the most recently-updated Public Art Master Plan.

2. Public Art Master Plan

- a. The Public Art Master Plan (PAMP) outlines the following:
 - i. Program scope, vision, and alignment with MAC mission.
 - ii. Intersection of Arts, Parks, and Community Development goals.
 - iii. Project location prioritization identified by means of public input surveys.
- b. PAMP updates shall be completed at least once every two (2) years and shall take into consideration the following:
 - i. Adjustments to long-range program vision.
 - ii. Public art project or location proposals presented by the public or City staff.
 - iii. Project and location prioritization adjustments made with input from the public and direction from City Council.
- c. During the time between PAMP updates, public art locations already identified in the PAMP will have priority over newly-identified potential locations. When new potential project locations or concepts are presented, whether by community members or by city departments, the Arts Program Manager and the MAC shall consider their viability pursuant to these Public Art Guidelines.

3. Public Art Integration into Capital Improvement Projects

In the planning stages of a potential project, the project lead proposing or responsible for public works project or improvement will notify the Arts Program Manager of a qualifying improvement project to be considered for the one percent (1%) for the arts assessment. The Arts Program Manager (with advice from the MAC, when appropriate) should determine whether art should

be considered as part of the proposed CIP project or whether it should be added to future art project(s).

After identifying an improvement project that qualifies for the one percent (1%) funding, the project lead and the Finance Director shall calculate the one percent (1%) of the total project cost and notify the Arts Program Manager of that estimate. The Arts Program Manager will work with the project lead to explore possibilities for a public art project to be affiliated with the CIP. If an art project is not deemed a suitable fit given the CIP scope, location, or timing, the one percent (1%) funds will be transferred into the future art(s) project fund for future use.

Where a public art project will be affiliated with the improvement project, the Arts Program Manager will meet with the respective department head and will attend pre-construction meetings as necessary. The Arts Program Manager will work with the CIP project lead and will provide the scope, location, and budget for the public art project with advice from the MAC and approval from City Council.

The Arts Program Manager or designee will conduct a survey of comparable public art projects and recommend a budget based on current market standards. The Arts Program Manager or designee will work with the CIP project lead to coordinate any necessary work with the architect, landscape architect, engineer, or others to review the following, as appropriate:

1. Allocated art budget
2. Design and construction schedule
3. Appropriate sites and project goals for artwork
4. Other items specific to the project

The Arts Program Manager and City staff will prepare and issue a Request for Qualifications (RFQ) for the arts project affiliated with the improvement project with input from the MAC and following approval of the Art Project concept by the Council. 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.

The Arts Program Manager, in consultation with MAC, may decide that funds from a specific improvement project are in excess, insufficient, or that the site is inappropriate for public art.

4. Public Art Project Development

Once a Public Art location has been identified, the Arts Program Manager shall coordinate the following process:

- a. Develop the project description, site details, and identify suitable art forms and media (considering goals and sites already determined by the participating department and the MAC, when applicable).
- b. Determine a method for selecting an artist, which may include:
 - i. Open competition (RFP or RFQ) in which artists apply according to the requirements and limitations established by the Selection Panel, MAC, or City;
 - ii. Invitation of one (1) or more artists to submit proposals;
 - iii. Direct purchase of a completed work of art that is selected from submitted applications or other methods deemed appropriate for the project; or
 - iv. Alternate process designed to meet the City's objective for the project.
- c. Present RFQ or RFP drafts with budget recommendation to City Council
- d. Publish RFQ or RFP documents using methods agreed upon for the project.
- e. Recommend members for an ad hoc Selection Panel to be appointed by the Mayor.

IV. PERMANENT COLLECTION SELECTION METHODS

A. SELECTION PANEL APPOINTMENTS.

The Arts Program Manager will coordinate recommendation of selection panelists to the Mayor and Council. MAC will consider the guidelines hereinbelow, requests by individuals, and staff recommendations. Selection Panel members shall serve at the appointment of the Mayor.

Selection Panels will be comprised of at least the following:

1. Voting members:
 - a. Participating department representative or designee (1)
 - b. Moscow Council member or designee (1)
 - c. MAC members (2)
 - d. Community representative, preferably from project impact area (1)
 - e. Artist not involved with the respective Capital Improvement project
2. Non-voting members:
 - a. Arts Program Manager (Selection Panel facilitator)
 - b. Project architect, landscape architect, interior designer, or engineer
 - c. City staff members acting in a technical advisory capacity

Length of term. Each Selection Panel member serves through the completion of one (1) public art project.

B. CONFLICT OF INTEREST

1. No artist sitting on a Selection Panel may submit a proposal for the project for which the Selection Panel was formed.
2. MAC members shall declare a conflict of interest if a project comes before the Selection Panel from which he/she or the household or business could

financially benefit. MAC members shall also declare a conflict of interest if a person with whom he/she shares a household or whom he/she professionally represents has a matter to be considered by Selection Panel. Such person shall recuse themselves from any participation in any process for the project the Selection Panel is considering.

3. No member of the project's architect or landscape architect, interior designer, or engineering firm may apply for a public art project being designed by that firm.

C. SELECTION PANEL PROCEDURES AND RESPONSIBILITIES

1. Moscow Arts Program Manager will hold an orientation for each Selection Panel. The orientation may include a presentation of works currently in the public art collection, review of program guidelines, orientation to the specific project; and/or a review of any goals already established by the participating department and the Moscow Arts Program Manager and MAC.
2. Review all submissions pertaining to the public art project using the published criteria.
3. Approve all recommendations by a majority vote of the full Selection Panel.
4. The Selection Panel will make recommendations on finalists and their work to the Arts Program Manager. MAC members on the Selection Panel will report the Panel's recommendation to the Commission during a regular meeting, after which the MAC will vote to recommend an action on the project to City Council.
5. The Arts Program Manager will then generate a project report to present to the Mayor and Council for final approval.
6. The City reserves the option of making no recommendation from submitted applications and may require reopening of the competition or may propose other methods of selection, if no proposal is accepted.
7. The Selection Panel must always adhere to the requirements of Moscow City Code Title 5, Chapter 18.

D. ARTIST / ARTWORK SELECTION CRITERIA

Criteria to be used when considering retention of an artist or acquisition of artwork by either purchase or commission may include, but not be limited to, the following:

1. Artist Qualifications
Artists for design teams should ideally have the ability to think conceptually, the ability to communicate and be flexible, experience working with design professionals and integrating artistic concepts into construction documents, the ability to work with architectural drawings, and prior experience with collaborative group work situations and public art projects of a similar scale.
2. Conceptual Quality and Originality
 - a. The artist presents a compelling concept.
 - b. The proposed design is original to the presenting artist.

- c. The design is unique (i.e. edition of one), rather than a mass-produced item.
3. Form
- a. The proposed design reveals mastery of formal craftsmanship.
 - b. The scale of the proposed design is appropriate to the site.
 - c. The colors used, if any, are chosen with an awareness of local educational institutions as well as their athletic rivals.
 - d. The proposal aligns with the design parameters in the project description and does not present a hazard to public safety.
 - e. The proposed artwork is made with materials suitable for the location (i.e. designed with materials impervious to environmental degradation).
 - f. The proposed artwork is designed for resistance to theft or vandalism.
4. Content and Context
- a. The content of the proposed design aligns with the project description.
 - b. The content of the proposed design is relevant to the City of Moscow's values, culture, and people.
 - c. The proposed design reflects the architectural, historical, geographical, geological, and socio-cultural context of the site.
 - d. The proposed design serves to activate or enhance the intended location.
 - e. The proposed design has the potential to expand the formal and conceptual range of the Public Art collection.
 - f. The artwork's subject matter and content is appropriate for public exhibition and does not contain advertising, religious references, sexual content, negative imagery, or convey political partisanship.
5. Budget and Production Schedule
- a. The budget is clear, complete, and within the stated fiscal parameters for the public art project.
 - b. The production schedule supports the proposal's feasibility and denotes installation according to the project timeline.
6. Description of Anticipated Maintenance Needs
- a. Maintenance needs for the artwork are described clearly and realistically.
 - b. Maintenance needs for the artwork are not excessive in terms of labor or material investment.
7. Community Engagement
- a. The artist's proposal for community engagement aligns with the project's goals and requirements.
 - b. The artist's proposal for community engagement has the potential to reach a broad audience in the community.
 - c. The artist's proposal for community engagement has the potential to foster understanding of one or more of the following:
 - i. The goals of public art and its benefits to a community
 - ii. Moscow's civic identity as it relates to the artwork's content or context
 - iii. Formal art-making skills or conceptual strategies

- iv. Professional experiences and/or practices in the arts field

V. TEMPORARY PUBLIC ART COLLECTIONS

A. TEMPORARY COLLECTION OVERVIEW

1. The City of Moscow currently maintains two temporary collections: the Vinyl Wrapped Traffic-Control Boxes and the Intermodal Transit Center (ITC) Sculpture Garden.
2. Costs associated with the Temporary Collection are paid for using the General Ledger code dedicated to Community Public Art. Arts staff may, at the direction of City Council, seek grant or sponsorship funding to offset General Fund support of these collections.
3. Temporary works of art commissioned will be documented with appropriate media either by the artist(s) or the City.
4. Where a work of art will be placed on a site not directly owned and/or controlled by the City, the placement terms and conditions shall be specifically approved of by City Council.
5. Artist eligibility, selection methods, and criteria for assessment will be tailored to fit the needs of each component of the Temporary Collection.

B. VINYL WRAP COLLECTION

1. Artist Eligibility

Eligibility for participation in this program is limited to artists 18 years of age or older who live in Latah County, Nez Perce County, Asotin County, Whitman County, Nez Perce or Coeur d'Alene tribal members. Artists are eligible regardless of race, color, religion, national origin, gender, age, marital or familial status, physical or mental disability, sexual orientation, and gender expression or identity. Artist teams are eligible to apply, including teams of artists from multiple disciplines. Selection panelists and their immediate family members are not eligible for participation. No artist sitting on a Selection Panel may submit a proposal for the project for which the Selection Panel was formed.

2. Selection Panel

A. Selection Panel Formation. The Arts Program Manager and Public Art Subcommittee will recommend selection panelists to the MAC. The MAC will create the Selection Panel by a majority vote during a regular Commission meeting. The Selection Panel will be comprised of the following:

1. Voting members:

- a. Moscow Arts Commission Member (1)
- b. Local Business Representatives (2)
- c. Technical Consultant (1)
- d. City Staff Member (1)

2. Non-voting members:

- a. Arts Program Manager (Selection Panel facilitator)
- b. City staff members acting in a technical advisory capacity

- B. Length of Term. Each Selection Panel member serves through the review and selection of one (1) round of annual submissions for the project at hand.

3. Selection Criteria

- a. Conceptual Quality and Originality
 - 1. The artist presents a compelling concept.
 - 2. The proposed design is original to the presenting artist.
- b. Form
 - 1. The proposed design reveals mastery of formal craftsmanship.
 - 2. The colors used, if any, are chosen with an awareness of local educational institutions as well as their athletic rivals.
 - 3. The design files are prepared according to stated parameters and are scaled to fit the specific locations stated in the RFP.
- c. Content and Context
 - 1. The artwork's subject matter and content is appropriate for public exhibition and does not contain advertising, religious references, sexual content, negative imagery, or convey political partisanship.
 - 2. The content of the proposed design is relevant to the City of Moscow's values, culture, and people.
 - 3. The proposed design reflects the architectural, historical, geographical, geological, and socio-cultural context of the site.
 - 4. The proposed design serves to visually activate or enhance the location.

C. INTERMODAL TRANSIT CENTER SCULPTURE GARDEN

1. Artist Eligibility

Eligibility for participation in this program is limited to artists 18 years of age or older who live in Latah County, Nez Perce County, Asotin County, Whitman County, Nez Perce or Coeur d'Alene tribal members. Artists are eligible regardless of race, color, religion, national origin, gender, age, marital or familial status, physical or mental disability, sexual orientation, and gender expression or identity. Artist teams are eligible to apply, including teams of artists from multiple disciplines. Selection panelists and their immediate family members are not eligible for participation. No artist sitting on a Selection Panel may submit a proposal for the project for which the Selection Panel was formed.

2. Selection Panel

- A. Selection Panel Formation. The Arts Program Manager and Public Art Subcommittee will recommend selection panelists to the MAC. The MAC will create the Selection Panel by a majority vote during a regular Commission meeting. The Selection Panel will be comprised of the following:
 - 1. Voting members:
 - a. Intermodal Transit Center Staff Member (1)
 - b. UI Art + Architecture Faculty or Graduate Student (1)
 - c. UI Facilities Staff Member (1)

- d. Moscow Arts Commission Member (1)
 - e. Member of Artist Community (1)
2. Non-voting members:
- a. Arts Program Manager (Selection Panel facilitator)
 - b. City staff members acting in a technical advisory capacity
- B. Length of Term. Each Selection Panel member serves through the review and selection of one (1) round of annual submissions for the project at hand.

3. Selection Criteria

a. Conceptual Quality and Originality

- 1. The artist presents a compelling concept.
- 2. The proposed design is original to the presenting artist.

b. Form

- 1. The proposed design reveals mastery of formal craftsmanship.
- 2. The colors used provide visual variety in contrast with the muted hues of the Sculpture Garden landscaping and are chosen with an awareness of local educational institutions as well as their athletic rivals.
- 3. The proposal aligns with the design parameters in the project description and does not present a hazard to public safety.
- 4. The proposed artwork is made with materials suitable for the location (i.e. designed with materials impervious to environmental degradation).
- 5. The proposed artwork is designed for resistance to theft or vandalism.

c. Content and Context

- 1. The artwork's subject matter and content is appropriate for public exhibition and does not contain advertising, religious references, sexual content, negative imagery, or convey political partisanship.
- 2. The content of the proposed design is relevant to the City of Moscow's values, culture, and people.
- 3. The proposed design serves to visually activate or enhance the location.

VI. PORTABLE COLLECTION

- A. Two and three-dimensional works of art that are not site-specific are part of the Portable Collection.
- B. This collection is distinct and separate from the items in sculpture-on-loan programs such as the ITC Sculpture Garden.
- C. Items in the Portable Collection are installed in City facilities at the discretion of the Arts Program Manager upon consideration of the following criteria:
 - a. Requests from City departments and staff members.
 - b. Ideal conditions for preserving the artwork's condition.
 - c. The potential for the artwork to have a positive impact on the staff and members of the public who frequent the proposed location.
- D. Accessions into this collection are made at the discretion of the Arts Program Manager, with advice from members of the MAC when appropriate. Annual additions may come from the following:

- a. Artwalk and Moscow Farmers Market Poster Art Competitions
 - b. Palouse Plein Air
 - c. Artworks exhibited at the Third Street Gallery or other local venues that fit the collection's needs and the current fiscal year's budget.
- E. Portable Collection accessions, maintenance, and display needs (e.g. framing, pedestals, and vitrines) are managed and funded through the Arts Department budget.

VII. OTHER CONSIDERATIONS

A. MAINTENANCE AND MANAGEMENT OF PUBLIC ART

It is the responsibility of the Arts Program Manager to manage and coordinate the maintenance of all works of art in the City's public art collection.

1. All commissioned artists will be required to complete a conservation record form that provides information on materials, fabrication methods, installation details, and recommended maintenance.
2. The Arts Program Manager will maintain a computer database inventory and a catalog of relevant documents for artworks owned by the City.
3. City will facilitate routine cleaning and maintenance of artworks based on recommendation by a professional art conservator or based upon information provided by the artist on the conservation record form.
4. A professional art conservator or person(s) trained by a conservator may be consulted or hired to provide maintenance and conservation work for the City's public art collection.
5. Participating departments should notify the Arts Program Manager immediately if an artwork is either damaged or stolen or if the participating department plans to move the artwork or in any way alter its location or use.
6. The City shall maintain adequate insurance coverage for its public art collection.

B. DONATIONS OF ARTWORK

1. Donation of artworks to the City's Public Art Collection
 - a. Works of art are occasionally offered as donations to the City of Moscow. The Arts Program Manager (in consultation with MAC) is responsible for reviewing and evaluating the suitability of a proposed artwork and recommending to the City Council whether or not to accept it as a gift, and/or allow it to be installed on city property. If accepted by the City Council, the maintenance of a gift of art is the responsibility of the City (unless otherwise specified). When considering a gift, the Arts Program Manager may recommend that the Council require that the donor establish a maintenance endowment to ensure an adequate quality of care for the artwork.

- b. The Arts Program Manager and MAC is responsible for review of all proposed gifts of art to the City, including donations by individuals, neighborhoods, community groups, and international organizations. Such donated artwork may be placed temporarily on City property without being offered to the City as a gift, provided that the donor obtains the appropriate approvals and/or revocable permits (if any) for placement of the works and the donor and City enter into an agreement for the donation. The donor agrees to maintain the art throughout the life of the work. The City reserves the right to decline offers of donated public art gifts, whether permanent or temporary.
 - 2. Donation of works of art to City's Portable Collection
 - a. Donor contacts appropriate City staff to discuss the potential gift, providing photos or the actual artwork.
 - b. Arts Program Manager presents consideration of the gift to the MAC. If presented in graphic form, the MAC reserves the right to postpone any decision until the actual artwork is reviewed.
 - c. Arts Program Manager (in consultation with MAC and as approved of by City Council) accepts or declines the gift. If accepted, the donor is acknowledged (if requested).
 - d. Funds for maintenance are agreed upon by the donor and Arts Program Manager and deposited by the donor into a public art maintenance fund.
 - 3. Donation of commissioned works of art
 - a. Donor contacts Arts Program Manager and appropriate City staff for a meeting to discuss idea for commission as well as to plan for artist selection and location of art following completion of the artwork. All processes for artist and site selection shall be in alignment with those described in these Public Art Guidelines.
 - b. Arts Program Manager (in consultation with MAC) accepts or declines the idea and/or the selection process.
 - c. If City accepts the concept of the donated commissioned artwork, the Arts Program Manager presents the donation proposal to the MAC and City Council which may approve, reject, or provide further direction for the proposal. If the donated commission is accepted, a plan for its placement and maintenance is developed in conjunction with the donor and formalized in an agreement including agreed-upon value of the donation, maintenance, and donor recognition.
 - d. A donor agreement is executed upon Council approval.
- C. RELOCATING SITE-SPECIFIC WORKS OF ART
 - 1. While it is the intent that site-specific works will remain in the site for which they were created, the City reserves the right to relocate a piece of public art.
 - 2. No site-specific artwork may be moved without the recommendation of MAC and the Arts Program Manager and specific Council action. The MAC may consider recommending relocating a site-specific artwork for one (1) or more of the following reasons:

- a. The condition or security of the artwork can no longer be reasonably guaranteed at its current site;
 - b. The artwork has become a hazard to public safety in its current site and condition; or
 - c. The site has changed so that the artwork is no longer compatible with the site.
- 3. Once the MAC and Arts Program Manager have determined that an artwork meets one (1) or more of the above criteria, the following process shall be followed:
 - a. The Arts Program Manager makes a good faith attempt to discuss relocation of the art work with the artist or his/her representative, if available.
 - b. If the artist agrees to the proposed relocation, the recommendation will be considered by appropriate City staff, and the City Supervisor or designee, then presented to Council for approval.
 - c. If the artist does not agree to the proposed relocation, the artist or representative may request that his/her name not be used as the author of the artwork when relocated.

D. DEACCESSION

In the event a work of art may need to be considered for removal, sale, trade, or gifting (deaccessioning), the Arts Program Manager (and MAC) shall present the request to City Council. The Arts Program Manager or her designee shall state in the request that the artwork is of no further use to the City; the recommendation of whether the artwork should be removed, sold, traded or gifted; the reasoning for the recommendation; and how the recommendation will provide for maximum value with attendant benefits to the citizens of Moscow (I.C. 67-5722, 5732A). Proceeds of a sale shall cover the expenses of the sale with any net revenues deposited into the general account of the City of Moscow.