

# MOSCOW ARTS COMMISSION



## Public Art Subcommittee

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### Commission Members

Katherine Clancy (chair)  
Donna Woolston

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### Staff

Megan Cherry  
Arts Program Manager  
Britnee Christen  
Administrative Specialist

### Annual Projects

- ITC Sculpture Garden
- Vinyl Wraps

### 1% Public Art Plan Priorities (per 2015 Public Art Master Plan)

- Downtown Streetscape
- Jackson and 6th
- South City Entry - Hwy 95
- Berman Creekside Park
- 1912 Center
- East City Park
- Paradise Path
- Friendship Square

### Project locations for consideration in the next PAMP Update

- Moscow Police Station
- Third Street Bridge
- Hwy 8 Underpass
- Blackbird Station
- Moscow City Hall

## Public Art Subcommittee

**4<sup>th</sup> Tuesday of the Month**

**September 28, 2021**

**4:00 p.m.**

**Mayor's Conference Room**

- Operational Updates
  - Becker Memorial RFP
  - Melissa Cole repairs at Moscow Public Library
- PA Master Plan
  - Updates to Location Prioritization
  - Updated Timeline
  - Maintenance Section (attached)
- Upcoming Meetings and Events
  - PA Regular Meeting: Tuesday, October 26, 2021

**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.**

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

## Maintenance & Conservation Plan

### Objectives

The Arts Department created a Public Art Maintenance Plan in 2021 to ensure the long-term maintenance and conservation of Moscow's public art investments. The City of Moscow takes pride in its collection of publicly-owned and displayed works of art and recognizes the importance of these artworks to the cultural and economic wellbeing of the community. Maintenance of the public art collection is planned and implemented by City staff, including members of the Arts, Parks, and Facilities departments. The plan outlines the following maintenance and conservation objectives:

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

### Guidelines

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.

- A. All commissioned artists will be required to complete a conservation record form that provides information on materials, fabrication methods, installation details, and recommended maintenance.
- B. The Arts Program Manager will maintain a computer database inventory and a catalog of relevant documents for artworks owned by the City.
- C. 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.
- D. 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.
- E. 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.
- F. The City shall maintain adequate insurance coverage for its public art collection.

### Definitions

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

#### **Maintenance**

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

#### **Conservation**

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

#### ***Accession/Deaccession***

New items added to any collection, such as that of a museum or public art inventory, are called *accessions*. When used as a verb, the word refers to the action of making such an addition. Conversely, the removal of a work from a collection, whether for aesthetic or structural reasons, is called *deaccessioning*.

#### **Roles & Responsibilities**

The City of Moscow Arts Department, under direction from City Council and Administration when appropriate, will have the final authority in decisions regarding maintenance and conservation of the public art collection. When treatment of maintenance is approved, the Arts Department, in combination with its partners, will handle repairs, consulting with a qualified art conservator when necessary. The artist shall be notified of all repairs and may be involved in the conservation of the work. If the artwork is no longer in the warranty period stipulated by the artist contract, any support of conservation projects will be compensated according to a contract based on a reasonable fee. If an artist disagrees with the conservator's condition assessment or the proposal for conservation efforts based on a concern for structural and aesthetic integrity of the artwork, they may submit a written request for changes to the conservation plan. The Arts Program Manager shall oversee the condition assessment, treatment, maintenance, disposition, and relocation of artwork, working in collaboration with the following partners:

#### ***Artists***

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

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

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

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

#### ***City of Moscow Arts Staff***

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

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

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

The City's FY22 budget includes two Arts Department employees:

- Arts Program Manager 1.0 FTE
- Administrative Specialist 1.0 FTE

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

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

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### ***Conservation Experts***

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

### ***Site owners, site managers, and other partners***

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

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

Contractual agreements for treatment and maintenance shall be developed for artwork on the property of the City, as well as other governmental agencies or private business. These agreements shall seek to ensure the integrity of the artwork. They shall also be consistent with the policies and procedures of each partner and shall stipulate the roles of each respective party in staffing and

funding maintenance for the life span of the artwork. When a partner department or organization is responsible for maintenance of an artwork in the City's collection, it shall provide maintenance protocols in writing upon the Arts Program Manager's request.

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

### Collection Maintenance & Conservation

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

- Vinyl Wraps
- Bus Shelters
- Permanent Collection

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

#### **Portable Collection**

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

#### **Permanent Collection**

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

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

- Surface Condition
- Structural Condition
- Plaques
- Utilities
- Safety

- Surrounding Environment

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

### **Bus Shelter Collection**

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

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

### **Temporary Collection**

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

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

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

### Relocation & Deaccession

#### **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. 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;

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- 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.

2. 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 representative of artist, 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 the artist's name not be used as the author of the artwork when relocated.

#### **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 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.

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#### **Records Maintenance**

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

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

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

#### **Artist Contracts**

The most commonly used contracts in the Public Art Program are the following:

##### **Contract Type**

Image Use Agreements

##### **Commonly Usage**

Vinyl Wrap and Bus Shelter Collections

Art Loan Agreements  
Art Purchase Agreements

ITC Sculpture Garden  
Permanent and Portable Collections

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

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

### **Fixed Asset Forms & Numbers**

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

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

### **Project Folders**

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

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

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

### **Photo Documentation**

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



InstallationDate\_LastName, FirstName\_ArtworkTitle\_Location  
e.g. 1928\_Mouse, Mickey\_Portrait of Minnie\_Walt Disney Studios

### **Inventories**

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

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

### **Accession, Maintenance, & Repair Folders**

Folders bearing this title were created in 2020, primarily in the Permanent Collection files. Their utility is still being understood, as staff has yet to complete a full maintenance and assessment cycle. Once that process has been explored during 2021 operations, staff will consider the following:

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

### Public Art Fact Sheets

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

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

The Public Art Fact Sheet contains four major components:

### **Accession Record**

The Accession Record provides a selection process and budget overview, project timeline, and a listing of elected, appointed, and staff team members who worked to bring the project to fruition. It

also contains contact and biographical information about the artist as well as the artist statement provided at the time of installation. This portion of the Public Art Fact Sheet is completed by Arts staff and is updated only when new information about the artist becomes available.

***Detailed Artwork Report***

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

***Maintenance & Repair Notes***

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

***Condition Assessment Forms***

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