



## ARTS COMMISSION



### AGENDA

**Tuesday January 14, 2025**

**3:30 P.M.**

This meeting includes in-person and virtual participation.

Calapooia Room, City Hall

333 Broadalbin Street SW

<https://us06web.zoom.us/j/83342491623?pwd=0yHgwHlIQxRIOiQGdJ1sF0Z9kCxXGk.1>

**You can also dial in using your phone: +1 253 215 8782 Meeting ID: 833 4249 1623 Passcode: 110223**

Microphones will be muted and webcams will be turned off for presenters and members of the public unless called upon to speak.

If participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off.

If disruption continues, the participant(s) will be removed from the meeting.

1. CALL TO ORDER

2. ROLL CALL

3. BUSINESS FROM THE PUBLIC

*Persons wanting to provide comments may:*

- 1- *Email written comments to [alocia.doyle@albanyoregon.gov](mailto:alocia.doyle@albanyoregon.gov), including your name, before noon on the day before the meeting.*
- 2- *To comment virtually during the meeting, register by emailing [alocia.doyle@albanyoregon.gov](mailto:alocia.doyle@albanyoregon.gov) before noon on the day before the meeting, with your name. The chair will call upon those who have registered to speak.*
- 3- *Appear in person at the meeting and register to speak.*

4. APPROVAL OF DECEMBER 10, 2024, MINUTES [PAGE 2-4]

5. SCHEDULED BUSINESS

a. Discussion Items

- 1) Upcoming Local Art Events-Lohse
- 2) Council Chamber Tapestry Change-Lohse
- 3) Donated Artwork-Lyddane
- 4) Public Art Guidelines-Lyddane

6. BUSINESS FROM THE MEMBERS

7. STAFF UPDATES

8. NEXT MEETING DATE: Tuesday, February 11, 2025

9. ADJOURNMENT

*This meeting is accessible to the public via video connection. If you have a disability that requires accommodation, please notify city staff at least 48 hours in advance of the meeting at: [alocia.doyle@cityofalbany.gov](mailto:alocia.doyle@cityofalbany.gov) or call 541-917-2760. Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the city website.*

[albanyoregon.gov](http://albanyoregon.gov)





**MINUTES**

Tuesday, December 10, 2024

3:30 p.m.

Calapooia Room, City Hall/Hybrid

Approved: Draft

Call to Order:

Keith Lohse called the meeting to order at 3:30 p.m.

Roll Call:

Members present: Keith Lohse, Nolan Streitberger, Leesa Bright, Maddie MacGregor, Carolyn McLeod

Members absent: Amanda Dant (excused)

Staff present: Kim Lyddane, Parks and Recreation Director; Alocia Doyle, Adult Recreation Assistant

Others present: None.

Business from the Public 3:31 p.m.

None.

Approval of October 8, 2024, Minutes 3:32 p.m.

MOTION: McLeod motion to approve with spelling correction. Bright seconded, motion passes 5-0.

Scheduled Business

DISCUSSION ITEMS 3:33 p.m.

a. Upcoming Local Art Events-Lohse  
None brought to the meeting.

b. Public Art Guidelines-Lyddane 3:34 p.m.  
Lyddane provided the first few sections of guidelines for the commission to alter as needed to create their own criteria. After some time spent reading the guidelines, the commission discussed section 2.3 and other concerns. Brief discussion followed.

c. Arts Commission SharePoint- Lyddane 3:45 p.m.

Lyddane let the commission know that a SharePoint was created to better access important meeting materials. Doyle explained how the site worked and how to access it. Brief discussion followed.

- d. Funding 1st Fridays 2025-Lohse 3:51 p.m.  
Lohse asked the commission for ideas on how to fund first Fridays moving forward. Lyddane let them know that they have enough from the grant for two more events. The commission also discussed a schedule change for first Fridays. Brief discussion followed.
- e. Council Chamber Tapestry Change-Lohse 4:11 p.m.  
Lohse informed the commission that the mayor showed interest in replacing the tapestry in council chambers with different artwork. The commission discussed different ideas and funding. Brief discussion followed.
- f. City Hall Plaque Old & New-Lohse 4:22 p.m.  
Lohse found an old plaque and asked for the history behind it. Research will need to be done to find out. Lohse spoke about a possible new plaque to display winners on. Brief discussion followed.

#### ACTION ITEMS

- 1) City Hall Gallery Artists- Approval of New Submissions 4:30 p.m.  
Brief discussion followed and a motion was made.  
MOTION: McLeod motioned to approve artists. Streitberger seconded, and it passed 5-0.

#### Business from the Commission 4:33 p.m.

Bright informed the commission that the coast has a similar two-month set-up for artists, and it was working well out there. Streitberger told the commission about funding for artwork near roads. McLeod told the commission it was an honor to work with them and thanks them for the opportunity. Brief discussion followed.

#### Staff Updates

Lyddane had three notes to tell the commission. The first was informing the commission that Buck resigned, the second was that they still have the grant, and the third was a presentation opportunity. Brief discussion followed.

#### Next Meeting Date

The next regularly scheduled meeting is on Tuesday, January 14, 2025.

#### Adjournment

Hearing no further business, Keith Lohse adjourned the meeting at 4:45 p.m.

Respectfully submitted,

Alocia Doyle,  
Adult Recreation Assistant

Reviewed by,

Kim Lyddane,  
Director

\*Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing [cityclerk@albanyoregon.gov](mailto:cityclerk@albanyoregon.gov).

## 1. INTRODUCTION & PURPOSE

The Albany Arts Commission was created by Albany City Council in January 1997 after the new City Hall was constructed. The Commission believes that art enriches the physical, economic, social and cultural well-being of the community. The Commission was created to:

- Manage the City Hall Arts Master Plan
  - Oversee rotating and changing exhibits
  - Raise funds for the purchase of additional artworks
  - Select or reject artwork offered to the City through donations or purchase
  - Maintain a permanent exhibit at City Hall
  - Catalog the public art collection in City Hall, the Albany Public Library, Carnegie Library, and at outdoor locations.
  - Provide guidance to the City Council on public art in Albany
- Provide guidance to the City Council on public art in Albany
- Carry-out other art opportunities as approved by City Council

The Commission provides opportunities to increase awareness, appreciation, knowledge and education of public art by developing a sense of place, community pride and identity through the creation of new works. Public art provides an opportunity for artists to reach creative solutions to aesthetic opportunities.

The art collection of Albany is held in trust for the public. It seeks to engage people and capture the essence, diversity and personality of the City of Albany. The art collection complements the City's mission of providing quality public services for a better Albany community. The guidelines contained in this document define how the collection shall be developed and maintained, as well as how the City shall proceed with its public art initiatives.

## 2. MAINTENANCE OF THE PUBLIC ART COLLECTION

### 2.1 Cataloguing the Collection

The Albany Arts Commission as established by Resolution 3740 in 1997 and amended by City Council in 2023 with Resolution 7203, shall ensure that there is a current listing of all holdings in the City of Albany Public Art Collection, including all pertinent information such as title, artist, medium, accession date, placement and other information. In addition, the Albany Arts Commission shall, where appropriate, create catalogs describing the collection and make them available to the public.

### 2.2 Periodic Review

The Albany Arts Commission shall annually review all holdings in the art collection. During this review, the commission shall inventory the collection, examine the condition of each piece to determine any restoration or preservation needs, and examine the display or storage conditions of each piece. The review periodically estimates the value of each piece for insurance coverage and the City's fixed asset inventory. In addition, the Albany Arts Commission shall update the current listing of all holdings in the art collection catalogue.

### 2.3 Maintenance of Collection

The Albany Arts Commission shall be responsible for ~~recommending the performance of all~~ repairs, cleaning, labeling, etc. that may be necessary to maintain the public art collection. ~~Should repairs to art in the collection be necessary, the committee shall coordinate the repair with City staff, professional services, and/or volunteers based on consultation with the artist and/or the maintenance plan on record. If the repair can be addressed by current City staff and resources, it should be addressed as quickly as possible. Should the repairs or activities require contractors or financial resources over \$200, the City staff liaison will discuss with City Leadership to determine financial resources, priority, and possible next steps. Should repairs to art in the collection be necessary, the committee shall coordinate the repair with professional services, volunteers or City staff, based on consultation with the artist and/or the maintenance plan on record.~~

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City departments shall notify ~~the~~ appropriate City staff ~~and~~ commission representative immediately if a work of art is either damaged or stolen, or if the participating department plans to move the art to another location or in any way disrupt the work of art.

### 2.4 Maintenance Instructions

When the City purchases, displays, or creates a new work of art, the artist shall be required to submit a maintenance plan and instructions to be kept on file by City staff. These instructions shall outline cleaning methods and materials for the artwork as well as a timeline and plan for regular maintenance of the work. The instructions shall be kept on file with the Albany Arts Commission and City staff.

### 2.5 Placement of Works of Art

While it is the intent that site specific works will remain in the site for which they were created, a piece may be moved if circumstances dictate. A reasonable effort shall be made to notify the artist in advance of the move.

## 3. ACQUISITION OF ARTWORK

### 3.1 Background

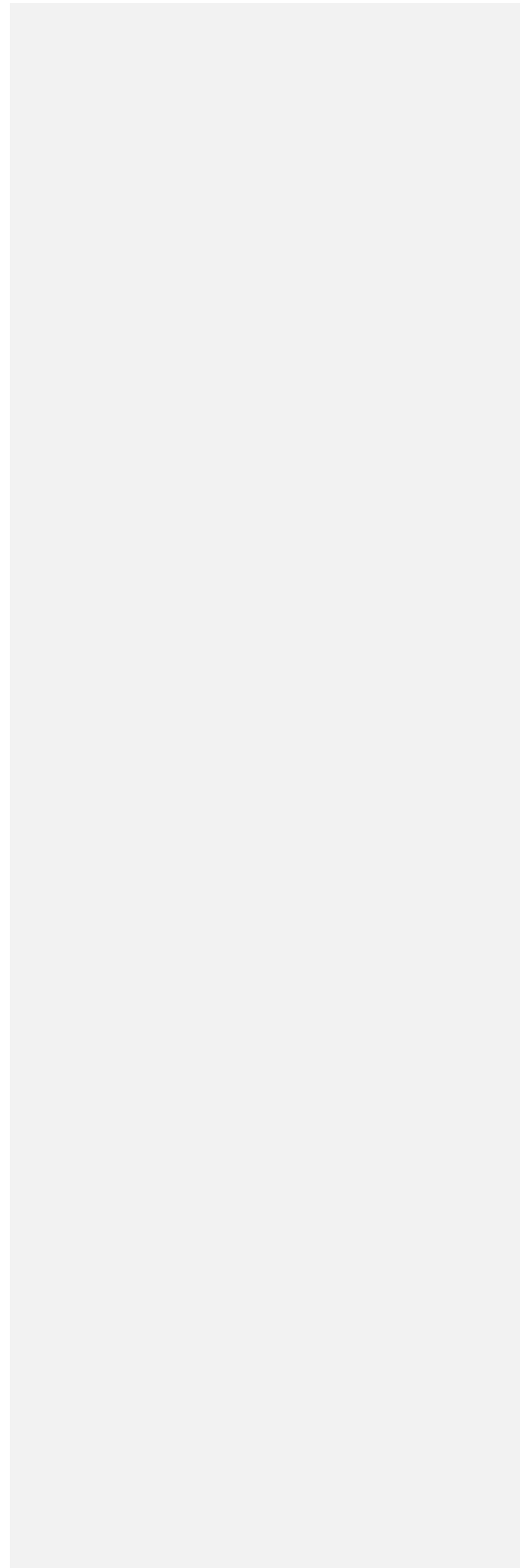
The City public art collection includes works that were in the City's possession prior to 2054, works purchased with City's percent for Art funds, and gifts of art to the City. Artworks are acquired by the City of Albany through a thorough review process based on their innate quality and value to the collection as a whole.

The Albany Arts Commission shall have the responsibility for developing the City's art collection.

### 3.2 Art Selection Criteria

The value of every work of art is in the eye, ear and soul of each individual viewing it. A single work of art can foster a wide range of responses in the population viewing it. Because of this, art selection is, in part, a subjective process. Members of the Albany Arts Commission must, at all times, remember that they represent the public. The members of the commissions are selected

because they possess expertise in the arts and humanities. They should understand the issues and strive to maintain a balance in their selection of art works-



The following sections define criteria, both mandatory and desired, to be considered during the accession process.

### 3.2.1 Required Conditions

All pieces of art selected for inclusion in the collection of the City of Albany must meet all of the following criteria:

1. Clear Title: The Artwork must be able to be transferred to the City of Albany with clear title. Purchased art shall be by a formal bill of sale from the owner(s) or artist(s). Contributed art must be accompanied by an appropriate deed of gift and documented appraised value based on previous sales.
2. Restrictions: Artwork accessioned by the City of Albany must not have attendant restrictions. The City will endeavor to acknowledge artists and donors in the display of artwork to the extent possible under the discretion of the committee.
3. Reflects Public Aesthetics: While recognizing the First Amendment freedom of artists to express themselves in any way they choose, the City of Albany reserves the right to not select pieces or projects which the Commission deems to not represent the values of the community. This does not mean a piece should be rejected simply because it might be controversial. One of the purposes of art is to show people a new way of looking at their environment, to share an artist's sometimes iconoclastic vision. Art can legitimately be intrusive, abrasive or unpopular. Failure to recognize this purpose for art can lead to an art collection that is simply "pretty" or "nice" without being ennobling or educational.
4. Original Works and Authentication: Only original works of art shall be accessioned for the collection. Fakes, unauthorized copies or reproductions are not acceptable. In cases where the authenticity of a piece could be reasonably questioned, it must be authenticated before accession. Art objects which are mass produced and of standard design are not allowed, however original prints, photographs, or cast sculptures may be purchased. Limited editions of no more than 25, signed by the artists, may be considered on a limited basis.
5. Suitability: All art pieces must be suitable for display in a public setting. Sculpture must be able to be secured to prevent accidents. Pieces executed in fragile media must be able to be protected while displayed.
6. Maintenance and Security: The City of Albany can only accept artwork that the Albany Arts Commission and the City staff believe can, within the financial confines of the foreseeable future, be adequately and safely displayed, maintained and reasonably secured.



### 3.2.2 Desired Attributes

The criteria listed below describe the desired attributes of all art in the collection. Selected pieces should meet most, if not all, of these attributes to a high degree.

1. Artistic Excellence: Art selected for the collection should represent the skill and competence of the originator(s), and should be an example of artistic excellence. Accepted works of art shall be of exceptional quality and enduring value as judged by the Albany Arts Commission. The definition of artistic excellence changes over time, but the collection should always be representative of the best examples available.
2. Variety of Media, Styles and Techniques: Within the guidelines above for suitability of form for a public setting, art selected for the collection should broaden the range of media and techniques represented in the collection.
3. Represents Artists of Varying Acclaim: Some art collections strive for excellence by selecting only works from recognized 'name' artists. The collection of the City of Albany should strive to represent works from a wide range of artists of varied public status. Art should be chosen solely on the basis of intrinsic merit. A piece from a well-known artist should not be presumed to have more artistic merit than a piece from a relatively unknown artist.
4. Value: Because an aspect of the value of an art piece is the response of each individual to that art, value is difficult to assign. However, the price of any proposed piece of art should represent a responsible investment for the City collection. All art pieces may be authenticated by an art consulting or appraisal firm to authenticate value at the discretion of the Albany Arts Commission. This action is recommended when a piece of art has a price of more than \$10,000.
5. Selected for Specific Site: Major art pieces should be selected as part of a process that takes into account the formal display site for the piece. This should be considered in terms of how well the piece fits an intended space and the environment. This not only requires consideration of the size and environmental harmony of a piece, but also how well it fits into the land use patterns of the area in which it will be placed.

### **3.3 Methods of Accession**

There are several ways that a work of art may be accessioned. The selection criteria listed in Section 3.2 apply to all works, regardless of the particular accession method used to bring a piece to the City collection.

When funds become available to accession art, the Albany Arts Commission may use one of several processes: open competition, artist invitation and direct purchase. In addition, artwork may be added to the collection through a direct contribution of art or funds to purchase or commission a work of art. The choice of accession method shall be determined by the Albany Arts Commission.

### 3.3.1 Open Competition

In open competition, any artist is invited to submit pieces or delineated proposals for consideration. A “Call to Artists” is advertised within a designated region (local, regional, national, international, etc.) inviting all artists within the region to submit a proposal. The competition may be held for a single piece, a single site, or a number of site or pieces. The Albany Arts Commission evaluates the contender and selects the piece or proposal that best fits the criteria and the needs of the site(s).

The Albany Arts Commission may decide that no entry fits the criteria or is suitable. For competitions held to populate several sites, this means that one or more sites may go unfilled. The Albany Arts Commission may choose to leave the site unfilled, and add that site to the list of potential future accessions.

### 3.3.2 Direct Purchase

The Albany Arts Commission may choose to purchase a piece of existing art, from a gallery or dealer, from a private individual or from the artist directly. Such purchases shall conform to the criteria in Section 3.2.

### 3.3.3 Artist Invitation

The Albany Arts Commission may choose to invite one or more artists to submit proposals to create a project for a specific site(s). The Commission should work closely with the selected artist from the beginning of the project, making clear the criteria in the policy. The artist should be asked to submit proposal sketches or models for approval before beginning the final work, with opportunities to periodically view the work during different stages of completion to insure the criteria are being met.

Criteria for when invitations will be sent will be based on the needs for the project and its specific site.

### 3.3.4 Donations

At times civic-minded citizens may wish to contribute to the public art process. They may do so by directly contributing funds to purchase a work of art, commissioning a work of art and then donating it to the City, and directly contribute to the public art process. *See Section 6. Donations and Memorials* for a more detailed explanation of how donations are reviewed and accepted.

## **3.4 Process for Accessioning Artwork**

The Albany Arts Commission, in meeting the Goals of the City of Albany, shall oversee the development of goals and process for the selection, placement and maintenance of works of art.

The Albany Arts Commission shall confirm the available budget, identify the site for the work(s) of art, identify the goals of the project, and if appropriate, form a selection committee to choose the artist and/or artwork, and determine the most appropriate accession method in each circumstance,

depending upon the project funding source.

In initiating any public art project, the Albany Arts Commission shall:

1. Confirm the total project budget available for purchase of services and/or artwork, including installation costs.
2. Identify a site for the final location of art. If the Commission is considering a site in the public right-of-way, all appropriate departments must be consulted before the site is finalized. Likewise if any elements of a project fall under the jurisdiction of another department, that department must be consulted early in the selection process.
3. Identify the goals of the art project.
4. Determine which acquisition method, according to *Section 3.3, Methods of Accession*, is most appropriate based upon the project goals.
5. Establish a selection process that addresses the project. The committee shall keep in mind the City's goals of maintaining artistic integrity and encouraging public involvement, as needed, in each selection process.
6. Select an artist and/or art purchase / commission through a majority vote.

### **3.5 Artist Selection Criteria**

Artists will be selected on the basis of their qualifications as demonstrated by past work, appropriateness of the proposal to the particular project, and its probability of successful completion as determined by the Albany Arts Commission. In selecting artists and works of art, the Albany Arts Commission shall select those artists and works of art of the highest aesthetic quality, and those that fulfill the purpose of the City's art selection criteria as set forth in Section 3.2. In all cases, consideration will be given to materials, construction, durability (long or short term, depending on the intended life of the piece), maintenance, public access and safety.

The Albany Arts Commission may utilize an invitation process in lieu of open competition in order to simplify the selection process. Criteria for when invitations will be sent will be based on the needs for the project and its specific site.

### **3.6 Artist Contracts**

The City shall enter into a contractual agreement any time an artist is hired to perform services for the City. The contract should define the scope of work for artist services and payment procedure for the purchase or commissioning of a work of art. The contract shall require the artist to do, but is not limited to, the following:

1. Produce a work of art for a guaranteed maximum cost, including all installation costs.
2. Maintain public liability and property damage insurance as well as workers compensation insurance. If the artist does not routinely carry this insurance in the amount specified by the contract, proof of purchase of coverage for insurance should be included in the total proposal.
3. Submit the following items before final payment is authorized:
  - a. Submit a completed catalogue form that describes the work of art (materials, size, weight, artist biography, address, current contact information and alternative contact information)
  - b. Digital photos, video and/or audio of the process of the works creation and documentation of aspects of the project
  - c. A public art conservation and maintenance program giving detailed instructions for cleaning and maintaining the artwork. This report will include, but not be limited to, frequency of cleaning, method and materials used, and any other recommendations for maintaining artwork. Report shall also provide detailed description of all materials and processes used to fabricate art, and names and addresses of materials suppliers, fabrication and installation process of artwork.