

**CITY OF WEST DES MOINES  
PUBLIC ARTS ADVISORY COMMISSION**

**AGENDA**

**5:30 p.m.  
Thursday, October 26, 2023**

**City Hall Council Chambers  
4200 Mills Civic Parkway**

Members of the public wishing to participate telephonically, may do so by calling:  
515-207-8241, Enter Conference ID: 694 126 052 #

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of August 24, 2023 Meeting**
- 4. Old Business**
- 5. New Business**
  - A. Motion – Approval of Recommendation to City Council – FY 24-25 Public Art Fund Budget
  - B. Motion – Approval of 2024 Art on the Campus Selection Committee
  - C. Motion – Establish November/December Meeting Date –
- 6. Committee Reports**
  - A. Events Committee
  - B. Communications Committee
  - C. Exhibition Committee
- 7. Project Work Group Reports**
  - A. Railroad Park Public Art
  - B. Raccoon River Park Playground Public Art
- 8. Staff Reports**
  - A. Arts, Culture, & Enrichment Supervisor
  - B. Superintendent of Recreation
  - C. Director of Parks and Recreation
- 9. Other Matters**
- 10. Receive, File and/or Refer**
  - A. City Council Communications

The City of West Des Moines is pleased to provide accommodations to disabled individuals or groups and encourages their participation in city government. Should special accommodations be required please contact the City Clerk's office at least 48 hours in advance, at 222-3600 to have accommodations provided.

**WEST DES MOINES PUBLIC ARTS ADVISORY COMMISSION PROCEEDINGS**  
**Thursday, August 24, 2023**

The regular meeting of the West Des Moines Public Arts Advisory Commission was called to order on Thursday, August 24, 2023, at 5:32 p.m. by Chair Mathrubutham.

<b>Commission</b>	Mahesh Mathrubutham <i>Chair</i>	Jeff Phillips <i>Secretary</i>	Amenda Tate <i>Vice Chair</i>	Ryan Crane	Virginia Barrette
<b>Present</b>	X			X	X
<b>Commission</b>	Tami Kitner	Courtney Moller			
<b>Present</b>	X- arrived 5:33 pm	X			

<b>Staff</b>	Ryan Penning <i>Director of Parks &amp; Recreation</i>	Laura Murphy <i>Superintendent of Recreation</i>	Allison Ullestad <i>Arts, Culture, and Enrichment Supervisor</i>	Tina Tate <i>Administrative Assistant Parks &amp; Recreation</i>	Marnie Strate <i>Arts, Culture, and Enrichment Coord.</i>	Kevin Trevisyan <i>Council Liaison</i>
<b>Present</b>	X		X	X		

**On Item 1. Approval of Agenda**

Crane moved to approve the agenda as presented. Barrette seconded. Motion carried unanimously.

**On Item 2. Citizen Forum**

American colorist, Kelly Boon, 721 41<sup>st</sup> St, Des Moines, presented a proposal for permanent garden art called *A Cry for a Dream*. This display consists of vibrant paintings that are printed on stone in a medicine wheel design placed in shallow water. This piece would be created to inspire hope and healing. Boon proposed that the Commission consider a location in West Des Moines to install this collection. Ullestad stated that the process for proposing a project is currently being formalized. The Exhibition Committee will review this proposal at their next meeting.

**On Item 3. Approval of Minutes of June 22, 2023 Meeting**

Crane moved to approve the minutes as presented. Kitner seconded. Motion carried unanimously.

**On Item 4. Old Business**

Rachel Buse, 1441 43<sup>rd</sup> St., Des Moines, Ramona Muse Lambert, 729 38<sup>th</sup> St., Des Moines, and Susan Watts, 3020 Thornton Ave., Des Moines provided feedback on Des Moines Art Week that took place during the Valley Junction Farmers Market on June 22, 2023. As the selected artist for this fellowship, Ramona Muse Lambert expressed her appreciation for allowing her to create a public engagement experience of her choice. With the funding provided by the Commission, Muse Lambert designed a 200 sq. ft. drawing disco. Visitors were encouraged to color the illustrated tiles that they would dance on later that evening. The fellowship also included an emerging artist pop-up that provided an opportunity for young artists to sell their art. Buse stated that the main goal is to make art accessible to everyone. Group Creative will approach the Commission when they begin planning Art Week 2024.

**New Business**

**On Item 5A. Motion – Approval of Call for Artists – 2024 Art on the Campus Exhibit**

Ullestad stated that there were no substantial changes to the 2024 Art on the Campus Call for Artists. Penning informed the Commission that the budget for 2024 Art on the Campus is \$24,500 which includes the \$2,000 stipend for 12 artists as well as the \$500 People’s Choice Award.

Kitner moved to approve the Call for Artists for the 2024 Art on the Campus Exhibit as presented. Moller seconded. Motion carried unanimously.

**On Item 5B. Motion – Approval of 2023 Art on the Campus People’s Choice Award Selection Panel**

Ullestad described how the selection process now implements a panel of jurors instead of just using a public vote. The panel includes a local arts professional, a college or high school student, and the City Council Liaison for the Public Arts Advisory Commission. The public will also provide their vote in an online survey. The People’s Choice Award winner will be featured in WDM magazine.

Moller moved to approve the 2023 Art on the Campus People’s Choice Award Selection Panel as presented. Crane seconded. Motion carried unanimously.

**On Item 5C. Motion – Approval of 2023 WDMurals Best in Show Award Selection Panel**

Ullestad provided an overview of the four voting members that includes the online survey completed by the public, a local arts professional, a high school or college art student, and a Parks and Recreation Advisory Board member. Ullestad recommended that the Commission consider increasing the award in future years to \$500 instead of the \$300 that is currently given for Best in Show.

Crane moved to approve the 2023 WDMurals Best in Show Award Selection Panel as presented. Kitner seconded. Motion carried unanimously.

**On Item 5D. Motion – Approval of Final Proposal – Railroad Park Public Art Project**

Ullestad stated that the contract with Daniel Perry was approved in June. The Work Group met with the artist on-site and determined that the only recommended change was adding more color to the piece. The budget as well as specific materials, textures, and colors were included in the final proposal. Steve Frevert, Historic Valley Junction Foundation Director, has requested that the unveiling event coincide with the Valley Junction Gallery Night held on October 13<sup>th</sup>. Ullestad stated that this would be set as a goal but may not fit within the project timeline. If more time is needed, the unveiling could occur during another event such as Jingle in the Junction.

Moller moved to approve the final proposal of the Railroad Park Public Art Project as presented. Kitner seconded. Motion carried unanimously.

**Committee Reports**

**On Item 6A. Events Committee**

The Events Committee will meet to discuss the unveiling event for the Raccoon River Park Sensory Wall. Penning stated that the playground will be completed around the end of September. The deadline for the artwork is set for the middle of October.

**On Item 6B. Communications Committee**

No Report.

**On Item 6C. Exhibition Committee**

Ullestad stated that the purchase of an Art on the Campus piece was discussed during the last meeting. Penning informed the Commission that the Executive Committee reviewed the Proposal for

a Project form. This will formalize the process of selecting projects that are brought to the Commission. Project ideas will be stored and reviewed when funding is available. Ullestad stated that the Proposal for a Project form is set up through Survey Monkey form. Staff would follow up on any proposals received.

**Project Work Group Reports**

**On Item 7A. Raccoon River Park Playground Public Art**

No Report.

**On Item 7B. Railroad Park Restrooms Public Art**

No Report.

**On Item 7C. DART Bus Shelter Public Art**

No Report.

**Staff Reports**

**On Item 8A. Arts, Culture & Enrichment Supervisor**

No Report.

**On Item 8B. Superintendent of Recreation**

No Report.

**On Item 8C. Director of Parks and Recreation**

Penning stated that Laura Murphy, Superintendent of Recreation, will return to the office on August 31<sup>st</sup>. Illumifest, fall festival of light, is scheduled for Saturday, September 23, at the West Des Moines City Campus. Friends of the Parks and Recreation will be hosting the Inaugural Pickleball Tournament on Sunday, October 1<sup>st</sup>. The Raccoon River Park Playground Ribbon Cutting is tentatively scheduled for the middle of October.

**On Item 9. Other Matters**

Barrette discussed the need for an art festival in West Des Moines. This would create an opportunity for emerging artists to learn the fiscal responsibility of selling art. Any revenue generated from the event could be put towards scholarships for artists. Councilmember McKinney, who sits on the Board of Directors for the Des Moines Art Festival, suggested meeting with the Commission to discuss potential partnerships. Ullestad stated that location, dates, and budget will need to be addressed in future meetings if the Commission agrees to pursue this type of event.

**Receive, File and/or Refer**

**On Item 10A. City Council Communications**

Kitner moved to adjourn the meeting. Crane seconded. Motion carried unanimously. The meeting adjourned at 6:53 p.m.

Respectfully submitted,

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Christina Tate  
Administrative Assistant

ATTEST:

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Mahesh Mathrubutham  
Public Arts Advisory Commission Chair

**CITY OF WEST DES MOINES  
PUBLIC ARTS ADVISORY COMMISSION**

DATE: October 26, 2023

**ITEM:** Motion – Approval of Recommendation to City Council - FY 24/25 Budget Request

**FINANCIAL IMPACT:** Total expenses of \$216,000 from the Public Art Fund.

**SYNOPSIS:** The Commission is asked to review and approve a budget request for FY 24/25. This request will be included in the Parks and Recreation Department’s overall operating budget. A recommended budget is attached. Several items of note include:

**Expense Variances**

- **Maintenance/Repairs:**
  - \$18,500 is allocated to comply with City Code which requires 10% of the value of the permanent art collection be set aside in a separate maintenance fund
- **Supplies/Programs:**
  - \$23,000 – an increase of \$2,700 from last fiscal year.
  -
- **Equipment (Works of Art):**
  - \$10,000 allocated in case an Art on the Campus piece of artwork would want to be purchased
  - \$50,000 for Commissioned Work of Art #5 was removed from FY23/24 and added to FY24/25 for a total of \$100,000
  - \$12,000 reallocated from FY23/24 to FY24/25 for Dart Bus Shelter Public Art
  - \$10,000 is allocated for consulting for Commissioned Work of Art #6

**Revenue Opportunities**

- **Hotel/Motel Fund Increase:**
  - \$150,000 was approved starting in FY23/24 so that will continue in FY24/25

**BACKGROUND:**

**OUTSTANDING ISSUES** (if any): None

**RECOMMENDATION:** That the Commission approves the recommendation to City Council to approve the FY 24/25 budget request.

**Lead Staff Member:** Ryan Penning, Director of Parks and Recreation

**STAFF REVIEWS**

Department Director	<u>Ryan Penning, Director of Parks and Recreation</u>
Appropriations/Finance	
Legal	
Agenda Acceptance	

**PUBLICATION(S)** (if applicable)

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	PAAC Executive		
Date Reviewed	10/18/23		
Recommendation	YES		

# Public Arts Advisory Commission Budget

DRAFT

10/17/2023

	Balance (6/30/23)	FY 23-24	FY 24-25 (Planned)
<b>Expenses</b>			
<b>Maintenance/Repairs</b>		\$ 102,720.00	\$ 18,500.00
<b>Training/Travel/Memberships</b>		\$ 3,000.00	\$ 3,000.00
<b>Supplies/Programs</b>			
Art on the Campus Artist Fees		\$ 24,500.00	\$ 24,500.00
Promotions/Outreach		\$ 2,000.00	\$ 2,000.00
Public Art Audio Tour		\$ 3,000.00	\$ 3,000.00
WDMurals Artist Fees/Underpass Wall Prep		\$ 20,300.00	\$ 23,000.00
Unexpected Opportunities		\$ 10,000.00	\$ 10,000.00
		\$ 59,800.00	\$ 62,500.00
<b>Equipment (Works of Art)</b>			
Art on the Campus Purchase			\$ 10,000.00
Raccoon River Park Playground Sensory Wall - Consulting		\$ -	\$ -
Raccoon River Park Playground Sensory Wall		\$ 75,000.00	\$ -
Commissioned Work of Art #5 - Consulting		\$ 20,000.00	
Commissioned Work of Art #5			\$ 100,000.00
Railroad Park Public Art Project		\$ 50,000.00	\$ -
DART Bus Shelter Public Art			\$ 12,000.00
Commissioned Work of Art #6 - Consulting			\$ 10,000.00
		\$ 145,000.00	\$ 132,000.00
<b>Total Budgeted Expenses</b>		\$ (310,520.00)	\$ (216,000.00)
<b>Revenue</b>			
Hotel/Motel Tax		\$ 150,000.00	\$ 150,000.00
Interest		\$ 1,000.00	
Donation			
BRAVO Grant		\$ 29,000.00	
<b>Total Budgeted Revenue</b>		\$ 180,000.00	\$ 150,000.00
<b>Public Art Fund Balance (at end of FY)</b>	\$ 323,889.00	\$ 193,369.00	\$ 127,369.00
	FY 23	FY 24	FY 25
	Actual	Projected	Projected

Maintenance Repairs: 10% of total permanent collection. Will only use as necessary. We used \$4,000 in FY23 for repairs of Frequency.

**CITY OF WEST DES MOINES  
PUBLIC ARTS ADVISORY COMMISSION**

**DATE:** October 26, 2023

**ITEM:** Motion – Approval of 2024 Art on the Campus Selection Committee

**FINANCIAL IMPACT:** None

**SYNOPSIS:** A Selection Committee comprised of citizens and commission members needs to be established to review artist submissions for the 2024 Art on the Campus exhibit. Staff and the Exhibition Committee recommend a 5-person committee including the following individuals:

- Courtney Moller (Commissioner / Year 1)
- Jeff Phillips (Commissioner / Year 2)
- Suzanne Allen (Citizen / Year 2)
- Shirley Houghtaling (Citizen / Year 3)
- David Basler (Citizen / Year 3)

**BACKGROUND:** Staff recommends members of the Selection Committee be limited to serving a 3-year term on this annual work group.

**OUTSTANDING ISSUES** (if any): None

**RECOMMENDATION:** Staff and the Exhibition Committee recommend approval of the proposed Selection Committee.

**Lead Staff Member:** Allison Ullestad, Arts, Culture and Enrichment Supervisor

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks and Recreation
Appropriations/Finance	
Legal	
Agenda Acceptance	

**PUBLICATION(S)** (if applicable)

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	Executive
Date Reviewed	10/19/23
Recommendation	<b>Yes</b>



**CITY OF WEST DES MOINES  
PUBLIC ARTS ADVISORY COMMISSION**

**DATE:** October 26, 2023

**ITEM:** Motion – Establish November/December Meeting Date

**FINANCIAL IMPACT:** None

**SYNOPSIS:** Since the November Commission meeting falls on Thanksgiving, and the December meeting falls on December 21, which is close to the holidays, staff recommends that one meeting be held on Thursday, November 30, or December 14 at 5:30 pm.

**BACKGROUND:**

**OUTSTANDING ISSUES** (if any): None

**RECOMMENDATION:** That the Commission move the November meeting to either November 30 or December 14 and cancel the December 21 meeting.

**Lead Staff Member:** Allison Ullestad, Arts, Culture, and Enrichment Supervisor

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks & Recreation
Appropriations/Finance	
Legal	
Agenda Acceptance	

**PUBLICATION(S)** (if applicable)

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee			
Date Reviewed			
Recommendation			