



PUBLIC ART STEERING COMMITTEE

Monday, February 3, 2025 5:00 PM – 6:30 PM

**Wayzata City Hall
600 Rice Street East
Wayzata, MN 55391**

Agenda

1. Roll Call
2. Approve Agenda
3. Introductions
4. Election of Chair and Vice Chair
5. Review Public Art Steering Committee Framework
 - a. Discuss Purpose Statement, Goals, and Objectives
 - b. Discuss 2025 Work Plan
6. Review Current Public Art Policy
7. Discuss Current Public Art and Future Opportunities
8. Determine Meeting Schedule
9. Adjournment

Public Art Steering Committee

September 2024 Framework

Purpose Statement

The purpose of the Public Art Steering Committee is to provide a recommendation to the City Council regarding the creation of a Public Art Committee. The Steering Committee shall conduct research and work on policy development concerning the promotion and implementation of public art throughout Wayzata. The current Public Art Policy notes the public art program purpose to enrich the lives of local citizens and visitors by integrating public art into the City planning, services, design and infrastructure.

Goals/Objectives

- Determine if a standing Public Art Committee should be created based on parameters of Strategic Plan direction on advancing public art in the community
- Establish meeting procedure and appoint a Chair. If a standing Public Art Committee is recommended, create bylaws for that Committee which include:
 - Mission Statement
 - Goals and Objectives
 - Meeting Schedule
 - Membership Terms
 - Officer Duties
 - Meeting Procedures
- Define different forms of public art, and what forms the City should consider for its public spaces
- Identify opportunities to promote and implement public art
- Create a work plan that incorporates ideas to implement public art that corresponds to the budget
- Research and recommend funding options for future public art implementation
- Gauge needed staff support for longstanding Committee

Membership

Membership. Members of the Public Art Steering Committee shall be appointed by the City Council. The Steering Committee will consist of five (5) to seven (7) members based on applications received. Members can include, but are not limited to:

- Wayzata Council Members
- Wayzata residents
- Wayzata business owners
- Wayzata art organizations located in or vested in Wayzata (Blue Water Theatre, Minnetonka Center for the Arts, etc.)

- Artists located in or vested in Wayzata
- Greater Wayzata Area Chamber of Commerce representatives
- Other Wayzata civic organization representatives (Rotary, Lions, etc.)
- Students enrolled in Wayzata schools or the Wayzata School District grades 9 – 12

Staff Liaison. Each meeting shall be attended by an appointed staff liaison. Additional staff members will attend the meetings as necessary.

Terms. Each Steering Committee Member shall be appointed for a term of one (1) year. Any vacancy on the Committee will be filled as soon as practical by an appointment of the City Council, and such appointment will be for the unexpired term of the vacating member.

Absenteeism. If any Public Art Steering Committee member is absent from three (3) regular meetings during a calendar year, City staff may advise the City Council with a recommendation for action, which may include the removal of the Public Art Steering Committee member by the City Council. Public Art Steering Committee members will notify the Chair and staff liaison when an absence is anticipated.

Expenses. Public Art Steering Committee members will serve without compensation except for direct expenses for training will be paid for by the City.

Resignation. A Steering Committee member who wishes to resign must submit a written resignation to the Chair and/or City Clerk who in turn will forward it to the City Council. Such resignation shall be effective upon acceptance by the City Council or such other date as specified in the resignation.

Meetings

Regular Meetings. Meetings will be scheduled based on the availability of the Committee Members appointed. The meetings have the option to be held during the morning, afternoon, or evening of weekdays.

Special Meetings. Special meetings may be called at the discretion of the Chair of the Public Art Steering Committee after consultation with City staff, members of the Public Art Steering Committee, or at the direction of the City Council.

Notice of Meetings. Written notice of all regular and special Public Art Steering Committee meetings, setting forth the time, place and agenda of such meeting will be provided in advance to members of the Public Art Steering Committee and the general public by following the applicable requirements outlined in Minnesota state law.

Agendas. An agenda for each meeting will be prepared by City staff and will be delivered to all members of the Public Art Steering Committee along with supporting information as soon as possible.

Officers

Officers. The officers of the Public Art Steering Committee must be members of the Public Art Steering Committee and shall consist of a Chair and Vice-Chair.

Duties of the Chair. The Chair will preside at all meetings, set the agenda with the staff liaison, appoint Public Art Steering Committee members to sub-committees or representatives as needed, meet with all newly appointed Public Art Steering Committee members, exercise the same voting rights as other Committee members and carry out such other duties as are assigned by the Public Art Steering Committee or by the City Council.

Duties of the Vice-Chair. The Vice-Chair will act in the absence or inability to act of the Chair and in such instances, the Vice-Chair will have the powers and functions of the Chair.

Meeting Procedures

Meetings and Open Meeting Law. In accordance with the Minnesota Open Meeting Law (Minnesota Statute Chapter 13D), all official meetings of the Public Art Steering Committee shall be open to the general public. A quorum shall be required to conduct a meeting of the Public Art Steering Committee. A majority or greater of the members of the Public Art Steering Committee will constitute a quorum to conduct a meeting. Informal gatherings and communications such as site visits and conference telephone calls, therefore, may constitute an official meeting. The Public Art Steering Committee may exclude the public from its meeting only in certain very limited cases identified in the Open Meeting Law.

Conflict of Interest. Whenever a Public Art Steering Committee member has a direct and/or financial interest in an application or matter before the Public Art Steering Committee, that member must declare the nature of such interest, abstain from all discussion related to the application or matter, and not vote on the application or matter, as provided in the Code of Conduct, adopted in 2022.

Agenda. The order of business at regular meetings generally shall be as follows:

- A. Call to Order
- B. Roll Call of Members
- C. Approval of the Minutes of the Previous Meeting
- D. Public Forum
- E. Old/New Business
- F. Projects Update
- G. Announcement of Upcoming Meeting Date(s)
- H. Adjournment

Minutes. The minutes of the Public Art Steering Committee's meetings represent the official record of the Committee's deliberations and actions. As such, they record the Public Art Steering

Committee's vote on actions and the reasons for the vote. The minutes also communicate background on the Public Art Steering Committee's recommendations to the City Council, provide perspective on issues, and provide a historical record of Committee proceedings.

Rules of Procedure. All meetings of the Public Art Steering Committee shall be conducted in accordance with the following Minnesota Mayors Association Rules of Order for City Councils.



Public Art Policy 2015 -2016

**City of Wayzata
Public Art Policy 2015-2016**

Purpose and Intent.

The purpose of this Public Art Policy is to foster the city's Comprehensive Plan goal of addressing the community's desire to increase the city's public arts programs and policies. The intent of the Public Art Policy is to develop processes, policies and procedures that will:

1. Guide the city's approach to Public Art in new development or redevelopment;
2. Provide a mechanism for the inclusion of Public Art throughout the city;
3. Encourage the creation and enhancement of public spaces;
4. Enrich the city's public environment for its residents, business community, and visitors by providing a world class guest experience;
5. Insure that stakeholders in the community are given a forum share their perspectives, input, experience, and knowledge; and
6. Provide Public Art with the highest quality of aesthetic experience that has a "Home Town" feel and celebrates the proud history of the lake.

Public Art

Public Art is defined as works of craft or art in any medium that have been reviewed against adopted and standardized criteria, approved, and formally accepted for ownership by the city for installation in public locations, in or on publicly owned buildings, on publicly owned land, or in or on other locations leased or provided to the city through donation, easement or other means for a period of not less than five years duration. Public Art includes sculpture, murals, fountains, statues and any other form of two or three dimensional work in any medium appropriate for the location otherwise meeting the approval criteria. All art, sculpture or other works owned by the city acquired through any means or process and located in or on publicly owned or controlled buildings or land at the adoption of this policy are, by definition, Public Art as herein defined.

All proposed Public Art must comply with applicable statutes such as the Uniform Municipal Contracting Law, environmental laws, and disability/accessibility laws. In addition, all proposed Public Art must meet the following guidelines before being considered:

1. The selected artist shall enter into a Personal Services contract with the city for the creation of the Public Art that shall include but not be limited to the following:
 - a. The Public Art is made of quality materials.
 - b. The Public Art is free of defects.
 - c. The Public Art is an original product of the artist's own creative efforts and do not infringe on any third party's copyrights or other intellectual property rights.
 - d. The complete work for the Public Art will be done in a timely and professional manner.
 - e. Public Art that is purchased, commissioned or accepted as a donation Public Art shall be the property of the city.

- f. The Public Art shall remain accessible to public viewing for as long as the city owns the Public Art.
 - g. The City retains the right to transfer Public Art from one city-owned site to another, as it deems necessary, to place the Public Art in storage, in another facility, or to make a temporary loan to another agency or organization.
 - h. Absolute ownership and control of the Public Art must pass to the city, including all drawings, proposals, sketches, and other conceptualizations of the Public Art. All intellectual property rights, including patents, copyrights and moral rights, must be assigned to the city. The applicant artist or donor shall waive all intellectual property rights, including moral rights, to the Public Art.
2. The city retains the right to deaccession of Public Art if it no longer desires to retain it as a component of the public art program.
 3. Donations will not be accepted where a condition of donations requires permanent exhibition.
 4. The city is discouraged from accepting donations of Public Art when funds for the on-going maintenance and repair of the gift are not included and when as a condition of the gift the city is required to pay for the installation, framing, and restoration.
 5. In any city initiated Public Art project, the city shall take into account the on-going maintenance and repair anticipated throughout the lifespan of the project in its operating and maintenance budgets.
 6. Artist or provider may request a specific site. However, each placement will be evaluated based upon suitability of the Public Art for the site. The Public Art Selection Committee will make a recommendation to the City Council concerning an appropriate site the Public Art.
 7. In the judgment of the majority of the Public Art Selection Committee and the City Council, the Public Art must be appropriate for display to the general public.
 8. If the proposal accepted by the city is a concept design for Public Art then the final product must match the approved concept design.

Process for Selection

Public Art may be acquired through limited competition, open competition, artist invitation, or direct purchase. The process for evaluating proposals is as follows:

1. Proposals for placement of Public Art must be made in writing to the city.
2. Public comment period announced whereby the city can obtain feedback from the community.
3. Evaluation by an advisory Public Art Selection Committee selected by the City Council on project by project basis.
4. Public Art Selection Committee shall make an advisory recommendation regarding the proposed Public Art to the City Council based upon the public comment and the Public Art Selection Committees' perspectives, input, experience, and knowledge.
5. Action by the City Council.

Public Review and Comment Period

Each Public Art proposal will be announced to the public at a regular City Council meeting and then made available for public review and comment for a minimum of thirty (30) days after the Public Art Selection Committee's recommendation has been submitted to the City Council.

Required Information for Public Art Proposal

The written Public Art proposal submitted to the city must include the following:

1. A photo or drawing of the Public Art.
2. Appraised value of the Public Art.
3. Description of materials used to create Public Art, including materials needed to display/secure the Public Art.
4. Dimensions of Public Art including appropriate base materials needed at the public site.
5. Description, including materials, dimensions, wording and location, of interpretive signage for the Public Art.
6. Statement regarding relationship to proposed site including aesthetic, cultural, or historic ties.
7. Statement of probable lifespan of the Public Art and annual maintenance needed to maintain Public Art integrity.
8. Statement as to whether the Public Art is unique or duplicates other work by the same artist.

Composition of the Public Art Selection Committee

The Public Art Selection Committee is not a standing committee of the city and each Public Art Selection Committee will be appointed on a project by project basis by the City Council. Each Public Art Selection Committee will consist of a minimum of seven (7) members. The seven (7) members shall be as follows:

1. One (1) interested member of the community-at-large.
2. One (1) City Council member.
3. One (1) representative of the City's Parks and Trails Board.
4. One (1) representative of the City's Heritage Preservation Board.
5. One (1) representative of the City's Public Works Department.
6. One (1) member of the architect or design team, or of the non-public site owner, if applicable. If no architect, design team member, or non-public site owner is involved, an interested member of the community-at-large will be appointed.
7. One (1) arts professional, if available. A qualified member and/or staff member of the Minnesota State Arts Board or Metropolitan Regional Arts Council, or Minnetonka Center for the Arts may serve in this capacity. Appointments will specifically exclude dealers, agents or representatives of artists applying or working before or with the panel.
8. Wayzata Historical Society Liaison: When the site under consideration is located within or near a locally or nationally designated historic property (or upon any individually designated city of listed property, the City Council will request the appointment of one (1) liaison from the Wayzata Historical Society to serve on the Public Art Selection Committee. The liaison shall be appointed by the Wayzata Historical Society Board.

Duties and Responsibility of the Public Art Selection Committee

In all cases, a Public Art Selection Committee decision is an advisory recommendation, with final authority remaining with the City Council. The Public Art Selection Committee shall work within parameters established by the City Council including overall budget, site constraints, and program goals. The Public Art Selection Committee's duties may include the following:

1. Based on the established budget, develop a realistic project scope, and determine if the budget is sufficient to warrant advertising for artists locally, regionally or nationally.
2. Drafting, printing and distributing a Request for Proposal (RFP) plus any specific instructions relative to the chosen site. The RFP will provide a clear statement of project goals, a copy of the site plan, if applicable, and any other materials or considerations related to the project review.
3. Advertise for RFP using normal distribution methods, providing adequate time for artist response.
4. Review, evaluate, and discuss credentials, proposals and/or materials submitted by the artists.
5. Via majority vote, recommend the award of the commission or decide to further investigate any chosen finalists.
6. If further investigation of finalists is decided, draft a list of information and/or additional materials required. Conclude investigation as rapidly as possible, convene for further discussion and, via majority vote, recommend the award of the commission.
7. Inform the City Council in writing of the Public Art Selection Committee's advisory recommendation and cite reasons for their decision. If the Public Art Selection Committee cannot reach an agreement on an advisory recommendation, the matter will be referred to the City Council.
8. The Public Art Selection Committee retains the right to make no advisory recommendation if, in its opinion, there is insufficient merit among the submissions. If this occurs, the City Council will determine whether to recommend that the Public Art project be abandoned, begin a new selection process, or take some other course of action.

Criteria for Review

The Public Art Selection Committee will make a recommendation based upon the following criteria:

1. The proposed Public Art should be compared with the artists' best work and the best works in the city's collection. The acquisition should strengthen, rather than dilute the city's collection.
2. If the Public Art is to be erected outdoors, the physical condition of the Public Art should be considered in terms of durability in an outdoor setting. Any requirements for immediate or future conservation should be noted.
3. The Public Art must add interest and meaning to the public location in which it is placed.
4. The Public Art must be compatible in scale, material, form and content with its surrounding and form an overall relationship with the public location. Public Art must conform to any existing Master Plan for the site.

5. The Public Art must have social, cultural, historical and physical context to both the public location, both existing and planned.
6. The Public Art must have a “Home Town” feel and celebrate the proud history of the lake.
7. The city’s overall collection shall strive for diversity in style, scale, media, and artists.
8. Public Art whose message is exclusively religious in nature will not be accepted.
9. Public Art whose message is exclusively political in nature will only be considered if the political message is of a historical context.

Deaccessioning Public Art

Deaccession is a procedure for the removal and disposal of Public Art from city ownership. The city shall remove and dispose of Public Art in its collection when it finds such action to be in the best interest of the public based upon the following:

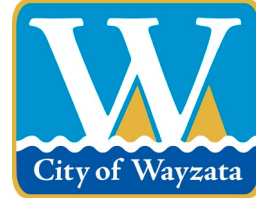
1. As a means of improving the quality of the city’s Public Art collection
 - a. The Public Art has no relevance to the collection or serves no exhibition function.
 - b. The Public Art has a duplicate in the collection.
 - c. The Public Art no longer meets the current standards for Public Arts.
2. Due to concerns for public safety when a Public Art becomes a hazard or a public liability.
3. The Public Art is in a seriously deteriorated condition.
4. Removal should not be based on current fashion or taste. Attention should be paid to maintaining a Public Art collection which forms a continuum of the city’s “Home Town” feel.

Recommendations for removal shall be made to the City Council who will then make a recommendation based upon the public benefit of the action to the City Council for final approval.

Each request for removal will be announced to the public a regular City Council meeting and then made available for public review and comment for a minimum of thirty (30) days before action is taken by the City Council.

Once approval for removal is granted, the Public shall be disposed of in accordance with Minnesota Statutes Chapter 471.

City of Wayzata 2025 Meeting Calendar



| January 2025 | | | | | | |
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| February 2025 | | | | | | |
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| June 2025 | | | | | | |
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| September 2025 | | | | | | |
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| October 2025 | | | | | | |
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| December 2025 | | | | | | |
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- Energy & Environment 5:30 PM
- Planning Commission - 6:30 PM
- City Council - 7:00 PM
Local Board of Appeal & Equalization - April 17th
- Charter Commission - 9:00 AM
- Lake Minnetonka
Conservation District (LMCD)
- Heritage Preservation
Board (HPB) - 11:30 AM
- Housing & Redevelopment
Authority (HRA) - 7:30 AM
- Parks & Trails Board - 6:00 PM
- Night to Unite
- Holiday Observed
City Offices Closed
- Election
Precinct Caucuses - no statewide caucus in 2025

Meeting dates and times are subject to change. Dates can be confirmed by calling City Hall.

Revised
1/14/2025