



**PUBLIC ARTS & CULTURE COMMISSION
FEBRUARY 16, 2021
CITY HALL, 240 COLUMBUS AVENUE**

CALL TO ORDER

ROLL CALL

Members: Marsha Carrington, Robin Lloyd, Chris Parthemore, Adam Ramsdell, Brian Stanley, Cable Steinemann, Jordan Sternberg, Martha Wikel, Shawn Daley

Ex-Officio Members: Blake Harris, Michelle Newell, Greg Voltz (staff)

MINUTES

From January 19, 2020

CURRENT BUSINESS²¹

2021 Artist Led Grant Program

Sandusky City Hall Gallery

- Site
- Equipment
- Call for Artists Draft

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

The Chairman called the meeting to order at 5:15PM

Members present: Robin Lloyd, Cable Steinemann, Chris Parthemore, Adam Ramsdell, Jordan Sternberg, Martha Wikel, Marsha Carrington, Brian Stanley (Chairman).

Ex-Officio Members present: Blake Harris, and Greg Voltz

Absent: Michelle Newell

Staff Present: McKenzie Spriggs (Commission Clerk)

All were in attendance via teleconference due to the COVID-19 pandemic, [and the meeting was live-streamed on YouTube.](#)

APPROVAL OF MINUTES

Upon a motion of Chris Parthemore and a second of Robin Lloyd, the minutes of

CURRENT BUSINESS

New & returning appointments

Brian Stanley welcomed back Robin Lloyd and Cable Steinemann, who were reappointed to the commission at the January 11, 2021 city commission meeting. He said Gail Reidy let her term expire to allow someone new to serve. He welcomed and introduced Shawn Daley to the commission and asked if he would like to introduce himself. Robin, Cable and Shawn will be serving on the commission for three years, with terms expiring December 31, 2023.

Shawn Daley said he has loved Sandusky since moving here and has wanted to be a part of this for a long time. He's excited to help raise awareness for the arts.

City Hall art exhibit – discussion

Brian Stanley wanted to bring this discussion back around. He thought this summer might be a good time to launch an exhibit, featuring art agreed upon by this commission, into the lobby in Sandusky City Hall. Numerous members agreed that summer would be ideal.

Greg Voltz requested that Marsha Carrington check out the lighting presently in the lobby.

Marsha Carrington agreed to come look at it and said she has both fluorescent and track lighting at her gallery. Track lighting is typically used for shows and the fluorescents are turned off.

Robin Lloyd said the 2nd week of June would not conflict with Ohio Bike Week (beginning of June)

or Sandusky Pride (last week of June) and it could receive its own attention.

Brian Stanley asked how long a show should last and how many the group should set as a goal.

Robin Lloyd said the art should be up for a year and the committee could reassess in the future. Many agreed, considering the uncertain times ahead with COVID-19.

Marsha Carrington said long term, two a year would be great.

Chris Parthemore said it is always easier to start small and to grow the exhibit.

Cable Steinemann asked how the group is attracting artists.

Greg Voltz said this group has many factors to discuss—for example is it going to be juried? How would the commission like to attract artists? He is happy to draft based on the input this commission has.

Marsha Carrington clarified since she missed the last meeting, that money was not going to be offered as a reward, and instead those dollars were going to be used for infrastructure for the shows—lighting, properly hanging, etc. Greg Voltz said she was correct.

Marsha Carrington mentioned that guest jurors sometimes get paid. A couple individuals from this commission could serve as the jurors.

Robin Lloyd said the facebook group could be a good place to start to find artists. She asked if they'd like to request random pieces or have a theme for the show.

Marsha Carrington said she likes themed. The commission echoed agreement.

Adam Ramsdell said with the pandemic, "Change" would be a great theme and it could mean many different things to different people.

Marsha Carrington agreed and said metamorphosis or change is a great theme.

Cable Steinemann agreed and said it's good because it is not too specific.

Brian Stanley asked if there are restrictions or RFQs that need to be done.

Greg Voltz said he does not believe so but will check into it with the law department. He added there will be restrictions based on the art that can be accepted due to size and framing restrictions.

Robin Lloyd asked how many artists or pieces? She said that number should be dependent on wall space.

Marsha Carrington said the commission could limit it to one piece by an artist.

Robin Lloyd said artists should submit and then they can decide.

Brian Stanley provided a recap of items to decide upon for the exhibit to take place:

- Space
- Date for event
- Deadline to submit for artists
- Theme

Marsha Carrington asked if pieces can be for sale.

Greg Voltz said he would have to answer that question too with the law department.

Ultimately the group decided they would rather have contact information next to the art, for people to reach out, rather than to sell it there.

Greg Voltz provided a recap of the work he is going to do over the next month, for the next meeting, to prepare for this exhibit:

- Look at the infrastructure to hang
- Outline the theme
- Look into restrictions on the art
- Identify a date to launch based on the committee's feedback
- Create a pamphlet or flyer that has this information that can be used by the committee members for outreach and for social media

Marsha Carrington and Brian Stanley asked if the June date was too aggressive, citing that many artists need months out to create art work. There was a lot of agreement from the committee to push to later in summer. **The final deadlines were to get art from the artists in May 2021, and launch the exhibit in July 2021.**

Brian Stanley asked if any motions were needed. Greg Voltz said let's wait until there is something tangible for the next meeting, and the committee can vote at that time to approve or make modifications.

Grant programs – community engagement

Brian Stanley asked how they would like to engage artists and if mid-summer might be a good time to start engagement.

Robin Lloyd said with the present day pandemic, perhaps the commission takes a wait and see approach.

Brian Stanley said he was thinking virtual engagement is the way to go for now, and in person engagement can come later.

Greg Voltz said he and McKenzie Spriggs could create some social media posts. In those posts he will include his phone number and through conversations, he will try to make it as less bureaucratic as possible of a process.

Robin Lloyd said she will share whatever the city posts.

In regards to timeline, Greg Voltz said he will work to get the workplan in front of the city commission, for their approval. Once that passes, the group can get to work.

Cable asked if there was a place on the website that hosted public art information.

Greg Voltz said the city's art initiative is technically under the Planning/Zoning division on the website, but can easily be accessed at cityofsandusky.com/publicart and these meetings can easily be found on YouTube at www.youtube.com/cityofsanduskyoh.

Downtown Master Plan

Brian Stanley reminded the commission of the downtown master plan being shown to the public via the Planning Commission meeting on January 27, 2021 at 7PM. It can be found on YouTube at www.youtube.com/cityofsanduskyoh.

Greg Voltz said art is regularly mentioned as an initiative of the downtown plan.

Officer Nominations

Upon motion of Cable Steinemann and second of Robin Lloyd, Brian Stanley was nominated to serve as chairman for CY 2021. Brian Stanley accepted. Roll call—Yeas: Robin Lloyd, Cable Steinemann, Chris Parthemore, Adam Ramsdell, Jordan Sternberg, Martha Wikel, Marsha Carrington, Blake Harris, and Greg Voltz; abstain: Brian Stanley.

Upon a motion of Robin Lloyd and a second of Brian Stanley, Cable Steinemann was nominated to serve as vice chair for CY 2021. Cable Steinemann accepted. Roll call: Yeas: Robin Lloyd, Chris Parthemore, Adam Ramsdell, Jordan Sternberg, Martha Wikel, Marsha Carrington, Brian Ramsdell, Blake Harris, and Greg Voltz; abstain: Cable Steinemann.

ADJOURNMENT

At 5:35PM, upon motion of Cable Steinemann and second of Robin Lloyd, the commission voted to adjourn. The Chairman declared the motion passed.

Attest: McKenzie Spriggs, Clerk

Date: 2 / 16 / 21

Brian Stanley, Chairperson

Date: 2 / 16 / 21



Public Art Artist or Artist Group Led Project Grants

PROGRAM YEAR 2021

SUMMARY OF THE PROCESS FOR RECEIVING A GRANT UNDER THE PUBLIC ART ARTIST OR ARTIST GROUP PROGRAM

Please be sure to read the complete guidelines prior to turning in your application.

1. Review the guidelines and completely fill out an application – if not completely and correctly filled out, it will delay the processing of the application.
2. For projects be sure to include cost estimates and outside contractor contact information if applicable.
3. Approval by the Arts and Culture Commission will be required.
4. If the project and/or contractor changes subsequent to approval, your grant amount may be reduced or the grant may be rescinded. Please notify the Planning office immediately if the project or contractor changes.
5. Wait for an award letter. Allow up to six (6) weeks for review and processing. If you provide an email address in the application, the award letter will be emailed to you.
6. If the project changes after approval, please notify the Planning office immediately. You may expand the scope and cost of the project, but the grant award will be based on your original estimates and funding will not be increased.
7. Complete the project.
8. Once the project is complete, provide the following to the Department of Planning:
 - a. The final invoice demonstrating that the project is complete and the amount due has been paid in full or, alternatively, the portion owed by the applicant is paid in full, as well as receipts showing proof of purchasing of all materials used within the project.
 - b. The attached form (page 13 of this application) showing proof that permits were obtained and proof that the contractor(s) are registered, if applicable. **Failure to provide this information may delay grant disbursement or lead to revocation of the grant.**
9. The grant check will be paid to the person or entity that is legally titled to the property or directly to the contractor. Allow up to four (4) weeks to receive the grant check.

This grant is available for artist or artist groups to create new public art pieces within the City of Sandusky. Projects must be within public areas and accessible to the public at large.

Section I - GENERAL TERMS:

FUNDING AVAILABILITY: No more than \$10,000 is available for calendar year 2021

ELIGIBILITY REQUIREMENTS: The projects must be located in the municipal boundaries of the City. Staff and/or the Public Arts and Culture Commission has the ability to modify the program if the project is considered catalytic. Project eligibility will be approved by the Staff Liaison to the Public Arts and Culture Commission and final approval will be given by the Public Arts and Culture Commission. **Projects on buildings with outstanding code violations are eligible to apply – but all code violations must be repaired prior to grant disbursement.**

APPROVAL PROCESS: Completed applications will be accepted on a rolling basis throughout the year on a first come – first serve basis. The Planning Department reviews applications first for completeness and to ensure compliance with eligibility criteria. Estimates must be included with applications. All applications will be reviewed and approved by the Public Arts and Culture Commission. Applicant is required to attend Public Arts and Culture Commission meeting where application is being reviewed. All approved applications will receive an award letter. Applicants who submit incomplete applications and/or

applications with compliance issues will be contacted and will have four (4) weeks to rectify all identified issues. If the issues are not rectified within four (4) weeks to the satisfaction of the City, the application will be discarded and the applicant will need to submit a new application. Please allow up to six (6) weeks for application review. Applications for assistance greater than \$10,000 that are approved by the Arts and Culture Commission will require final approval by the Sandusky City Commission (the applicant is required to attend the Commission meeting at which the grant is being considered). Accepted applications must be for the current program year. Once funds for the current program year are exhausted, applicants must wait until a new application and funding are available. **If the project scope and/or contactor changes after the award is issued, the grant amount may be reduced or rescinded.** If you choose to expand the scope or cost of the project, grant funding will not be increased.

FAILURE TO COMPLETE: Applicants will be given a predetermined amount of time to complete projects. If an extension is needed, the applicant must request an extension **PRIOR** to the completion deadline. If an applicant fails to complete a project for which he or she was awarded grant funds, the applicant will not be eligible to apply for grant funds in the next program year – there will be no exceptions to this policy.

WITHDRAWAL OF APPLICATION: If an applicant determines that they cannot complete the project due to an unforeseen reason and wishes to withdraw their application, they may do so within 90 days of the grant award letter.

AVAILABLE FINANCING: This grant funding is intended to cover 100% of a potential project's cost – with the exception of larger scale projects. Grant proceeds are provided directly to the artist or artist group on a reimbursable basis. Applicants have up to 180 days to complete projects after receiving an award letter, subject to adjustment based on the condition of the final project. Grants will generally be disbursed within approximately four (4) weeks following confirmation of all program requirements required for disbursement.

MISCELLANEOUS: Applicants are permitted in certain instances to perform improvement work; however, in these cases, City grants will be available for materials only, however the Public Arts and Culture Commission has the ability to allow for some portion of the grant to be used towards artist or artist group labor costs. The city reserves the right to deny eligibility of certain project expenses at its sole discretion.

Requests for funding will be denied if applicants have outstanding collections, judgment liens, other court judgments, delinquent taxes, other tax liens, or any delinquent outstanding money owed to the City.

No person shall, on the grounds of race, color, national origin, religion, sexual orientation or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with HDB funds.

Section II – PROJECT EXCLUSIONS:

Each program outlined in Section III may have specific and more restrictive eligibility requirements than those listed in this Section. The project exclusions outlined in this Section generally apply to all applications and projects regardless of the type of financial assistance being requested.

PROJECT EXCLUSIONS: Projects will not be considered for financial assistance through this grant if they involve:

1. Projects that are deemed inappropriate by the Sandusky Public Arts and Culture Commission.
2. Financing to projects in which the applicant has ever or currently owns entirely or in part, real estate that is tax delinquent and not on a payment plan, contains non-registered rental units, or

is in foreclosure. Applicants who have previously forfeited real estate due to foreclosure are eligible after a period of seven (7) years from the date of case closure. Applicants who have previously had real estate in foreclosure may apply if the case was dismissed meaning the claim was satisfied.

3. Financing of projects in which the applicant currently has utility delinquencies including but not limited to water and sewer.
4. Financing of projects in which the applicant currently has rental registration and/or administrative penalty delinquencies or has any outstanding delinquent or defaulted liabilities with the City.

CONTACT

Greg Voltz
Planner
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Email: gvoltz@ci.sandusky.oh.us

Mailing Address:
City of Sandusky / Planning Department
240 Columbus Avenue
Sandusky, Ohio 44870

Section III – FUNDING PROGRAM:

The intent of this program is to aid an artist or artist group in creating new public art pieces within the City of Sandusky. These efforts will enhance and further develop interest and awareness in the visual arts, increase attachment to place, integrate artist work throughout the City of Sandusky, increase property values and spur additional private investment.

ELIGIBLE USES:

- Public Art projects:
 - Murals
 - Sculpture
 - Functional Art
 - Light Installation
 - Multimedia
 - Pop-Up & Temporary Art
 - Interactive Art

EXCLUSIONS:

- Projects that are within a private building
- Projects on private property (excluding murals), unless written documentation is given stating that the artwork will always be visible from the public right of way or else it must be given to the City of Sandusky and relocated.
- Projects on single or two-family residentially zoned property.
 - Unless deemed appropriate by the Arts and Culture Commission and appropriate public outreach and participation is part of the project proposal.

REQUIREMENTS:

- Application must include applicable renderings, sketches, and/or drawings.

- Maintenance Schedule
- Budget
- City assistance for projects can be 100% of eligible project costs or up to \$7,500, subject to change if the Public Arts and Culture Commission deems project to be of large enough scale.
- Eligible projects that cost \$1,000, or less, applicants may apply for the program the following year. This is limited to one time only.
- Applicants must have approval from property owner of project that they agree to project proposal and maintenance of project if the project is on private property.
- **Funds will be disbursed as reimbursement only, unless paying for materials only, or directly to the contractor (if applicable) performing the work. Applicants will be required to show both proof of project completion and, evidence of payment when contractors are not being paid directly by the City. Applicants must pay their portion in full prior to City grant disbursement.**
- **All applications will be reviewed by all applicable departments, and the Chief Building Official and are required to secure all necessary permits prior to commencing work. Further, certain work will require completion by licensed and registered contractors and applicants should contact our Building Division at (419) 627-5940 to determine if these requirements apply. Certain inspections may be required during construction. Please inquire with Building Division while obtaining permits. Proof of permits and contractor registration must be included with the final invoice upon requesting grant disbursement – please use the attached form (page 13).**
- **Any work completed prior to notice of award from the City will be ineligible for this program.**

TYPE OF FUNDING: All projects funded under this program receive grant proceeds.

TERM OF GRANT: Provided directly to third party contractors or on a reimbursable basis to the applicant after the completion of all exterior improvements and evidence of expenses incurred.

- **Job name or project address must be listed on all paid receipts/invoices. Please inform your contractor or specify the address when purchasing materials for eligible projects.**
- **If purchasing materials for an eligible project, please purchase materials separate from personal items.**

APPLICATION TO FOLLOW ON THE NEXT PAGE

Funding Being Applied for: (Please check only one)

- 100% of eligible project costs or up to \$7,500.00
- Project in excess of \$7,500.00
- Project under \$7,500.00 with third party funder matching
- Project over \$7,500.00 with third party funder matching

Applicant Contact Information: Check if applicant currently resides within the City of Sandusky

(Applicant Name)

(Authorized Representative Name – if different than Applicant Name)

(Personal Home Address)

(Permanent Parcel Number – Obtained from the Auditor’s web site)

(City, State, Zip)

(Phone Number)

(Email)

(Social Security Number *will remain confidential)

(Fax Number – if applicable)

Project Information (if different than Applicant Contact Information):

(Property Address)

(Permanent Parcel Number – Obtained from the Auditor’s web site)

Type of Property: Single-Family Duplex Tri-Plex

Mixed-Use Other _____

Occupancy of Property: Occupied Vacant

Listed on the National Register of Historic Places or in a Historic District: Yes No

Owner has given written approval (attach letter showing written approval): Yes No

To your knowledge, does the property where the project is proposed have ANY of the following:

- (1) Delinquent real estate taxes: Yes No
- (2) Delinquent rental registration (if applicable): Yes No
- (3) Delinquent utility payments: Yes No
- (4) Delinquent administrative fees with City: Yes No
- (5) Open code violations: Yes No
- (6) A property currently in foreclosure: Yes No
- (7) A property formerly in foreclosure: Yes No
- (8) A property demolished by the City: Yes No

If any answers to the above list of questions were "YES" – please explain and provide the address of the property in question: _____

Project Description:

Please provide a brief description of the entire project to be undertaken for which City assistance is being sought. Please detail the project to be completed and anticipated timeline for completion.

Contractor Information (N/A if artist will do all work – *Otherwise Required):

(Company Name)
Name)

(Personal Contact

(Company Address)

(City, State, Zip)

(Phone)

(E-Mail)

Will you be completing the art work yourself?

YES

NO

****Please keep all materials receipts for final disbursement. No labor charges will be included unless otherwise approved by the Arts and Culture Commission.**

Project Source & Use Of Funds (*Required):

A. Total project cost for the applicable project:

Total Project Cost _____

B. Request from grant program:

C. Applicant Responsibility (difference between A and B):

If third party is partially funding _____

D. Do you anticipate paying for the project 100% to the contractor? YES NO
(This is to determine if the city will draft the check to the property owner or contractor)

Attachments (Initial Application):

The following should be submitted with your Application:

- Third Party Cost Estimates (if using a contractor)
- Cost Estimates or Project Budget
- Renderings, design details, drawings. (Arts and Culture Commission May Require More)
- Letter with written permission by property owner that they are fully aware of proposed project and are giving permission for project to occur on their property.

Attachments (Required Prior to Disbursement):

- Evidence of Cost Incurred (Subst. Redevelopment, Ext. Repairs, Landscaping)
- Evidence of Contractor Registration/Permits** – to be submitted on attached form (page 13) by **applicant** (if applicable)
- Photos and documentation of completed work

Projects require both an initial inspection by City staff prior to work beginning and a final inspection to ensure completion of work prior to disbursement of grant proceeds.

Submission Acknowledgment

The undersigned certifies that he/she is authorized to complete, sign and submit this application on behalf of the applicant/owner. Further, the undersigned certifies that the information contained in this application has been reviewed by him/her and that all information, including exhibits, are, to the best of his/her knowledge, complete and accurate and presents fairly the condition of the applicant and project accurately. Intentionally falsifying information in this document constitutes a criminal offense. .

The undersigned is responsible for any tax consequences that arise as a result of award, if any, and should consult a tax professional for additional information. The undersigned understands that information submitted to the City of Sandusky as part of this application is considered a public record. The undersigned also agrees to display signage showing City support on their near their artwork for up to three (3) months. The undersigned also agrees to have his or her artwork photographed for marketing purposes. The undersigned understands that additional information may be required to finalize the approval process, and that, if the project is funded, **Public Art Artist or Artist Group Grant funds cannot pay for expenditures made before grant approval and notice of award. The undersigned also understands that the submission of the application for financial assistance does not automatically constitute approval.**

By: _____
(Print or type name and title)

(Signature) (Date)

By checking this box, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in this document. Please contact the Department of Planning with any questions.

CONTACT

Greg Voltz
Planner
Phone: 419-627-5973
Email: gvoltz@ci.sandusky.oh.us

Mailing Address:
City of Sandusky / Planning Department
240 Columbus Avenue
Sandusky, Ohio 44870



Call for Artists

City Hall Art Gallery Program

Deadline:

Sponsored by the City of Sandusky Public Arts and Culture Commission

The City of Sandusky Public Arts and Culture Commission encourages artistic expression and fosters a greater appreciation for art in our community. Artists are invited to submit applications to exhibit two-dimensional work in the City of Sandusky City Hall first floor hallways. Applications may be submitted individually or as a group; preference will be given to Sandusky residents but the call is open to all Erie County residents.

Application Process

- Artists interested in participating must complete an Art Exhibition Application and submit electronic copies of their work.
- All entries must be original paintings, photographs or other two-dimensional works created by the exhibiting applicants.
- Submissions will be evaluated by the Public Arts and Culture Commission using the established selection criteria (see below)
- The Commission may select to exhibit all, some or none of the pieces submitted by applicants.
- Artists will be notified by May 15, 2021 if their work is accepted for exhibit.
- The City reserves the right to invite artists who do not apply, and to not select an artist through this application process.

Selection Criteria

- Nature of work – work that shows a generally acceptable level of technical and creative expertise.
- Appropriateness of work – The subject matter of the work must be appropriate for all audiences given that City Hall is a public facility.
- Additional consideration for City of Sandusky residents – Additional evaluation points will be assessed for City of Sandusky artist in order to recognize their contributions to the local community.

Exhibition Guidelines

- Exhibitions will be scheduled for approximately 12 months, but the City reserves the right to shorten the duration or cancel the exhibit.
- All art must be framed and ready to hang with screw eyes and braided wire. Clips and saw-tooth hangers are incompatible with proposed hanging system.
- Individual pieces may be a maximum of 1,800 square inches and a minimum of 320 square inches.
- Individual pieces should have a maximum weight of no more than 15 lbs.
- Exhibiting artist must sign and submit a Release of Liability form.
- The City reserves the right to photograph and reproduce any work for promotional purposes.

- The City is not responsible for loss or damage that may occur from any cause.
- Artwork may not be sold during the exhibit period.
- Accepted works shall not be removed from the exhibit prior to release date and time.
- Upon the end of the exhibit period, artists must pick up their art within ten (10) business days of the conclusion of the exhibition.

Timeline

April X, 2020 Call for Artists Distributed

May x, 2020 Application Deadline

May x, 2020 Finalists Chosen

May x, 2020 Finalists notified

June x, 2020 Finalists works displayed

Application materials are available below.

For further information, please contact Greg Voltz gvoltz@ci.sandusky.oh.us or 419 627 5973

City Hall Art Gallery Program

Deadline:

Sponsored by the City of Sandusky Public Arts and Culture Commission

Art Exhibitor Application

Thank you for your interest in exhibiting at the City of Sandusky City Hall Art Gallery. Please complete the following application and return it along with high quality images of your proposed artwork(s) by 3 p.m. May X, 2020.

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Please submit, along with this application, a maximum of 5 images in digital formation on USB drive, or via email (gvoltz@ci.sandusky.oh.us) with a maximum of 5 JPEG images (min 500x500 pixels). USB drives become the property of the City of Sandusky and will not be returned.

List of Images Submitted

#	Title	Size (HxW)	Medium
1			
2			
3			
4			
5			

Please provide a brief artist statement introducing yourself and your artwork including what inspires you to make art, your choice of media and how you use materials to communicate your ideas. Include any information not readily conveyed by your images (details, techniques, unique characteristics, prior exhibits, etc).