



CITY OF PHILOMATH

Downtown Streetscape Project

Public Arts Committee

October 7, 2021

MEETING MINUTES

A. ROLL CALL

Meeting attendees were present via Zoom internet platform due to the COVID-19 pandemic. Members of the public were offered the opportunity to comment via Zoom and the meeting was live-streamed on the City's public Facebook page.

Present:

Ruth Causey
Sallie Deuel
Janel Lajoie
Jen Edwards
Shar Fagersten
Nancy Froehlich
Christopher McMorran

Not Present:

Zina Allen
Matthew Thomas

Staff Members Present:

Chris Workman
Chelsea Starner

B. BUSINESS

1. Introductions and Background

Assistant to the City Manager Chelsea Starner opened the meeting and asked for member introductions. Ms. Starner gave a brief explanation of the project background and the need to send out a request for proposals (RFP) for a designer for the sidewalk inlay designs. City Manager Chris Workman further explained the process and the need to complete the artist selection and design process as swiftly as possible to stay within the timeframe of the overall project.

2. Elect Committee Chair

Postponed due to member absences/access issues.

3. Selection Process for Sidewalk Inlay Design

Member Causey asked if all the designs would be the same or different. Ms. Starner began a PowerPoint to discuss the topic and noted they could be different. Mr. Workman provided further discussion about the background of the Downtown Streetscape project. Member Lajoie asked how many total inlays there would be noted that the theme of the inlays should consider the overall art decisions for the project. Ms. Starner said there would be about 12 inlays and discussed other design considerations noted in the PowerPoint.

The Committee began discussing design options. Member Causey said it would be good to leave space for writing about the place the inlay was located. Member McMorran brought forward an idea for a "wood cookie" edge. Member Lajoie said the project should be looked at

through an equity lens. Member Edwards agreed and noted looking at the past, present and future should be considered. Member Fagersten shared the idea of progression in time or time periods of growth.

Ms. Starnier asked for additional ideas for the subject of the designs. Member Froehlich noted that the user should be considered and that the designs will be located at intersections where people pause so the designs may be able to contain more than simple graphics.

Overall, the Committee liked the general compass look with text around the inner edge and images in the center. Preference was for designs that are interesting but not too busy. The general subjects discussed were past, present, and future of Philomath including those of indigenous peoples. Members favored specific subjects such as indigenous people, learning, timber, landscape, and wildlife. The Committee decided to ask staff to move forward with an RFP draft to be presented at the next meeting.

C. ADJOURNMENT

Meeting adjourned at 7:05 p.m., next meeting scheduled for October 28, 2021.



CITY OF PHILOMATH
Downtown Streetscape Project
Public Arts Committee
October 28, 2021

MEETING MINUTES

A. ROLL CALL

Meeting attendees were present via Zoom internet platform due to the COVID-19 pandemic. Members of the public were offered the opportunity to comment via Zoom and the meeting was live-streamed on the City's public Facebook page.

Present:

Ruth Causey
Sallie Deuel
Janel Lajoie
Jen Edwards
Shar Fagersten
Nancy Froehlich
Christopher McMorran
Peggy Yoder

Not Present:

Zina Allen

Staff Members Present:

Chris Workman
Chelsea Starner

B. MINUTES

Minutes from the October 7, 2021 meeting were approved with correction of one minor capitalization error.

C. BUSINESS

1. Elect Committee Chair

Ms. Starner called for volunteers for the Committee Chair position; Member McMorran volunteered. Ms. Starner called for additional volunteers, none signified. Ms. Starner called for a vote and Member McMorran was unanimously approved at the Committee Chair.

2. Selection Process for Sidewalk Inlay Design

Ms. Starner opened the Scope of Work attachment for the sidewalk inlay design services request for proposals (RFP). Member Yoder shared some thoughts based off the information gathering at the October 7 meeting which she was not able to attend. Member Yoder said the "wood cookie" idea was good as it was a reflection of a tree related theme. An idea was shared to have historical information on the inlays that corresponds to the buildings they are located adjacent to. Historical fundraisers were also shared as a subject idea. Member Yoder also said the idea of having some concrete show through would make the inlays more resilient and less slippery.

Member Yoder added that the way the library was built by volunteers might be a highlight for an inlay if one was located near the facility. Chair McMorran asked if highlighting of the community might be done by installing historical markers as a future project.

Ms. Starner asked for feedback on the Scope of Work draft. Member Causey asked for the total times designs would repeat to be clarified. An idea to include links to websites about Philomath including the City's website and the Benton County Historical Society for people not familiar with Philomath, was presented. Ms. Starner noted she would add these to the RFP. Member Causey also noted the adding some further information for vendors such as the "city of volunteers" and the Philomath Frolic. Ms. Starner said she would add further information about Philomath to the RFP.

Member Froehlich mentioned the other projects the Committee would be discussing. It was noted that honoring people on the ground might not be the best location for that subject; that adding to the kiosk might be a good place for this. The wildlife of Philomath was presented as an alternate idea. Member Lajoie agreed with Member Froehlich's ideas. The idea was suggested to consider the longevity of the subject matter because of the permanence of the sidewalk inlays. Using the kiosk for subjects that might change in the future, was brought up.

Member Fagersten noted coming to more focused subjects prior to working with the designer may help. Ms. Starner said the Committee should work toward having more solidified ideas by the time they begin working with the chosen designer.

Chair McMorran asked what the budget is for the design work. Ms. Starner said she would try to get that information. Member Yoder asked how vendors will know about the RFP. Ms. Starner noted that the RFP would be posted on the City's website, shared on Facebook, and sent to some metal manufacturers and design firms in the general area. She encouraged the Committee to forward the final RFP to any vendors they think may be interested.

Member Froehlich asked if staff could add more specific information about what the Committee is looking for. Ms. Starner said she would adjust the RFP with more information. Member Lajoie asked if more specific Philomath history points could be shared. Member Causey said the City's webpage on Philomath history has a lot of information.

Member Fagersten asked if more than four designs could be presented. Ms. Starner said the vendor will be asked to present several rough draft concepts then the Committee will select four to move forward with. Ms. Starner said staff could consider asking for more final designs and that an additional hourly rate will be included in proposals in case additional work is needed.

Member Yoder shared the idea to come to a consensus about ideas by voting. Ms. Starner said this is what the Committee will need to do in near future meetings in order to start working with the selected vendor.

Ms. Starner noted for Member Causey that there would be an item on the November 8 City Council meeting relating to approval for staff to move forward with the Committee's suggested vendor after the RFP review process.

D. ADJOURNMENT

Meeting adjourned at 6:30 p.m., next meeting scheduled for November 16, 2021 at 5:30 p.m.

Respectfully Submitted by Chelsea Starner, Assistant to the City Manager



CITY OF PHILOMATH
Downtown Streetscape Project
Public Arts Committee
November 16, 2021

MEETING MINUTES

A. ROLL CALL

Meeting attendees were present via Zoom internet platform due to the COVID-19 pandemic. Members of the public were offered the opportunity to comment via Zoom and the meeting was live-streamed on the City's public Facebook page.

Present:

Christopher McMorran (Chair)
Ruth Causey
Sallie Deuel
Janel Lajoie
Shar Fagersten
Nancy Froehlich
Peggy Yoder

Not Present:

Zina Allen
Jen Edwards

Staff Members Present:

Chelsea Starner

B. MINUTES

Approval of minutes from the October 28, 2021 meeting was tabled until the next meeting by unanimous vote due to Committee not having document available prior to the meeting.

C. BUSINESS

1. Sidewalk Inlay Design Services Proposal Review & Vendor Selection

Ms. Starner discussed the proposal received from a vendor. She said although the proposal was complete the overall cost was substantially higher than estimated. She suggested re-working the request for proposals to include design and manufacturing of the inlays, or working with the vendor to see if the cost can be brought down.

Member Yoder asked if Western Art Gallery was contacted for a proposal. Ms. Starner said no but she will contact them with future opportunities.

Chair McMorran screen shared a request for proposals (RFP) draft for similar services from the City of Ashland, that Ms. Starner had emailed to the committee prior to the meeting. Member Causey asked for clarification about the specifications included in the submitted proposal cost. Ms. Starner reviewed the City's scope of work that was included in the RFP. Ms. Starner presented options for moving forward: direct staff to work with the vendor to see if the cost can be brought down or rework the RFP to include a design/build option for the inlays. She noted for the sake of the short timeline this could be the best option.

Member Froehlich offered support for the idea of a design/build option, as well as utilizing tribal designs in the inlays. Member Causey asked how many designers were contacted. Ms. Starnier said she emailed the RFP to about eight companies as well as to groups for sharing, and posted it on the website.

Member Yoder asked if the Committee is open to the idea of a more general, non-Philomath specific design, which could save on costs. Chair McMorrin said his preference was to have something Philomath specific. Member Lajoie stated support of the native American patterns and Philomath specific designs. The idea of a QR code was also discussed.

Member Fagersten mentioned the idea of not having a completely solid metal inlay, with some concrete coming through, which could save on metal costs and could offer some options for design.

The Committee discussed the options of going back to the vendor to see if the cost could be negotiated down or reworking the RFP for a design/build option. Member Deuel joined the meeting at 6:01 p.m. Member Yoder asked if the Committee wants to stay local or accept proposals from out of state options as well. Chair McMorrin preferred allowing in state and out of state submittals. Member Causey preferred a more local option if the services could be provided but because of the permanence of the inlays, would not want to exclude qualified vendors who may not be local.

Chair McMorrin made a motion: Ask Chelsea to go back to the firm that we currently have a proposal from and see if she can negotiate the price down or work with them to see if something can be more workable, and if she isn't able to negotiate the price down she reworks the RFP to be a design/build RFP and sends that back out. No second, motion failed.

Chair McMorrin called for motions. Member Causey made a motion: That Chelsea revise the RFP to go to design/build. Member LaJoie seconded. Motion passed unanimously.

Member Causey made a motion: Given reservations about complications interfacing design and build firms, given time constraints and other potential issues, I move that we notify the firm that we contacted that we are going out to design/build firms. Chair McMorrin restated that the motion is to say no thank you to the current firm. Member Causey said yes, with conditions. Ms. Starnier asked for clarification; the motion is to say no thank you to what the firm but to write the RFP in way that a design firm could work with a metal working company as a sub-contractor.

Chair McMorrin asked if there was a second to the motion. Member Yoder seconded. Motion passed unanimously.

2. Vote on Subjects and General Design

Ms. Starnier presented to results from a survey Committee members completed. Member Yoder asked if the Committee overall wanted the word "Philomath" in the design. Ms. Starnier reviewed the survey results for question 1. Member Causey if viewers would know what a "wood cookie" was if they saw it in the design. Ms. Starnier said the outer edge may have to be perfectly round but that the bark edge could be inlaid to show the design. She said she is not sure how detailed the metal design can be to show the rings and splits of a round of wood. Member LaJoie showed a wood cookie example. Chair McMorrin said the idea of the weave and wood cookie look combined might be able to be done. Member Lajoie stated approval for the combined idea.

Ms. Starnier suggested she send out an updated survey to the Committee to gather more results. She said she would put in the tribal weave/wood cookie combo idea as an edge option. Member Yoder asked to separate "community events" and "important history" options. Member

Froehlich asked if the option of patterns could be included, like leaf veins or tribal weave. Ms. Starner signified she would send the updated survey to the Committee.

D. ADJOURNMENT

Meeting adjourned at 6:51 p.m., next meeting scheduled for November 30, 2021 at 5:30 p.m.

Respectfully Submitted by Chelsea Starner, Assistant to the City Manager



CITY OF PHILOMATH
Downtown Streetscape Project
Public Arts Committee
November 30, 2021

MEETING MINUTES

A. ROLL CALL

Meeting attendees were present via Zoom internet platform due to the COVID-19 pandemic. Members of the public were offered the opportunity to comment via Zoom and the meeting was live-streamed on the City's public Facebook page.

Present:

Christopher McMorran (Chair)
Ruth Causey
Sallie Deuel
Jen Edwards (joined at 6:10 p.m.)
Janel Lajoie
Shar Fagersten
Nancy Froehlich
Peggy Yoder

Not Present:

Zina Allen

Staff Members Present:

Chelsea Starner

B. MINUTES

Approval of minutes from the October 28, 2021 and November 16, 2021 meetings. Member Yoder moved to accept minutes with minor grammatical error correction on the October 28, 2021 minutes. Member Lajoie seconded. Minutes were unanimously approved.

C. BUSINESS

1. Sidewalk Inlay RFP Update

Ms. Starner gave an update about the request for proposal (RFP) process. She said the RFP would be published the following day with some updated information she received from the landscape architect. She said it was written so a design firm could work with a metal manufacturer or a metal manufacturer with in-house design services could submit a proposal directly. She further explained the timing and specifics of the process.

Member Lajoie suggested metal workers associations as a potential place to share the RFP information, then asked about reaching out to the local horseshoe artist. Ms. Starner stated she had reached out to the artist about another potential project but that this project will need a company who can pour metal. Ms. Starner said she had researched some places to send the RFP out to. Chair McMorran mentioned wanting to keep the horseshoe artist in mind for the future plinth artwork.

2. Finalize Subjects and Look of Sidewalk Inlays

Ms. Starner reviewed the most recent survey which was completed by members. The first question related to the look of the edge. Member Froehlich said there is some difficulty with visualizing the look of the edge and reviewed several ideas which have been discussed at previous meetings. Member Froehlich said the idea of a pattern on the edge may not show as intended. Ms. Starner said the previously discussed idea about having text on the inlays is not out as an option. She noted the Committee has made some significant movement in deciding on a general look and theme.

Ms. Starner noted that in discussing the option of adding more than 12 inlays to the project, the landscape architect firm noted a lack of additional locations that would not significantly impact utility lines. She said they offered a suggestion to add an inlay to the future 14th Street project.

Member Causey suggested to contact the mayor for assistance with designs or subjects for the inlays as related to indigenous culture.

The Committee discussed the results of the second survey question related to themes. Member Fagersten noted that the inlays do not have to fulfill all the ideas for the project, that there will be the art plinths and the kiosks.

Member Yoder made a motion to advise Ms. Starner to move forward with the top 5 choices from the survey. Member Duel seconded and discussion ensued. Motion did not carry.

Chair McMorran asked for another motion or a recommendation from staff. Ms. Starner said she would like to know if the Committee would like her to move forward with relaying the general themes of indigenous culture, natural landscapes, local forests (including wildlife, plants and flowers), in the RFP, and that the pattern discussion could be had later with a chosen proposer. She asked for a raise of hands and the Committee indicated unanimous support.

D. ADJOURNMENT

Meeting adjourned at 6:53 p.m., next meeting scheduled for January 3, 2022 at 5:30 p.m.

Respectfully Submitted by Chelsea Starner, Assistant to the City Manager