

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

WEST CHICAGO CULTURAL ARTS COMMISSION

Thursday, September 5, 2024

West Chicago City Hall – 475 Main Street

7:00 p.m.

AGENDA

1. Call to Order, Roll Call, Establishment of a Quorum
2. Public Participation
3. Approval of Minutes
 - a. Cultural Arts Commission Meeting: September 5, 2024
4. Items for Discussion and Possible Action
 - a. Downtown Mural Program: 2024-2025 Artwork
 - b. Public Art Master Plan: Public Art Project Guidelines
 - c. FY2025 Budget Request
5. Other Business
 - a. Public Art Master Plan: Public Art Survey
 - b. 2024 Loteria Status
 - c. Art Banner Exhibit 2024, 2025, 2026
6. Adjournment

CC: Mayor Ruben Pineda, City Council, Michael Guttman, West Chicago Cultural Arts Commissioners, Media, Daniel Peck



CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

DRAFT CULTURAL ARTS COMMISSION MINUTES

Thursday, September 5, 2024

West Chicago City Hall – 475 Main Street

7:00 p.m.

1. Call to Order, Roll Call, Establishment of a Quorum

Chairman Kuharich called the meeting to order at 7:06 p.m. Roll Call found Commissioners Garcia, Gsedl, Plumlee, Treudt, and Walsh present. Also in attendance was Marketing and Communications Manager Daniel Peck and Alderman Lori Chassee.

2. Public Participation

Giovanni Arellano presented his concept and artwork for the 2024-2025 Downtown Mural Program to the Commission for feedback.

3. Cultural Arts Commission Meeting Minutes of May 2, 2024

Commissioner Walsh made a motion, seconded by Commissioner Garcia, to approve the minutes of August 1, 2024, with requested changes as discussed. Voting Aye: Chairman Kuharich, Commissioners Gsedl, Plumlee, and Treudt. Motion Carried.

4. Items for Discussion and Possible Action

- a) *2024 Art Banner Exhibit People's Choice Award*: Commissioner Gsedl made a motion, seconded by Commissioner Plumlee, to accept the nomination for the People's Choice Award winner of the 2024 Art Banner Exhibit, which received 43 votes.
- b) *Public Art Master Plan: Public Art Survey*: Commissioners directed Manager Peck to proceed with publishing the Public Art Survey, with requested changes as discussed.

5. Other Business

- a) *2025 Art Banner Exhibit*: Commissioners continued discussion about the 2025 Art Banner Exhibit juror.
- b) *2024 Loteria*: Chairman Kuharich provided an update on the status of Loteria 2024.
- c) *Public Art Master Plan: Public Art Project Guidelines Draft II Review*: Chairman Kuharich and Manager Peck presented updates to the Public Art Project Guidelines draft.
- d) *FY2025 Budget Requests*: Commissioners discussed the details of the FY2025 Budget, including the annual Art Banner Exhibit, Loteria, signage and maintenance, a summer art initiative, and Arteculture.

6. Adjournment

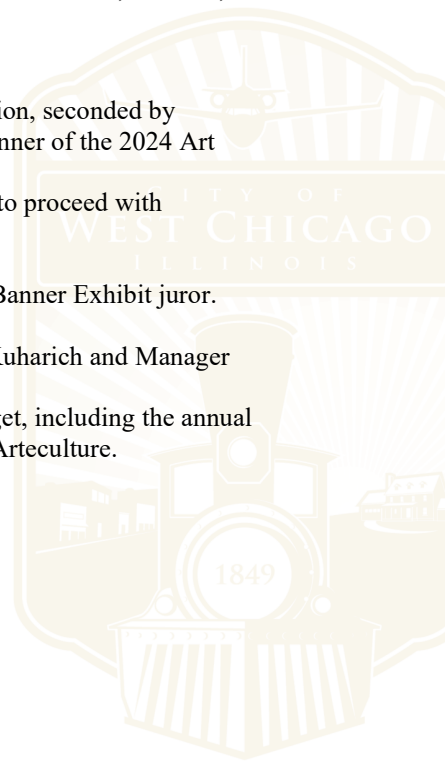
At 8:49 p.m., Chairman Kuharich adjourned the meeting.

Respectfully submitted,

Daniel Peck

Marketing and Communications Manager

City of West Chicago



WEST CHICAGO CULTURAL ARTS COMMISSION

AGENDA ITEM SUMMARY

ITEM: 4.a

TITLE: Downtown Mural Program: 2024-2025 Artwork

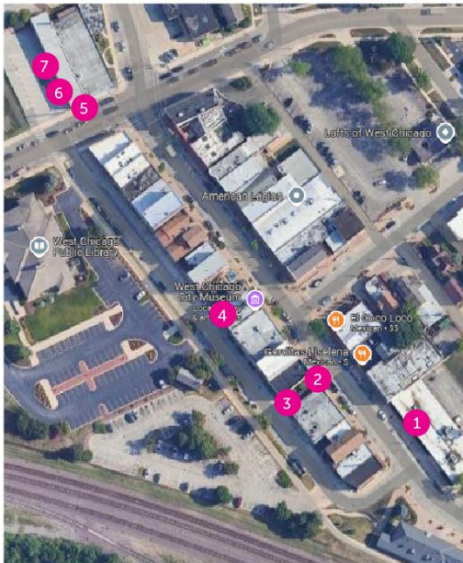
DATE: October 3, 2024

ITEM SUMMARY:

On Monday, September 5, artist Giovanni Arellano presented his Illinois Prairie Path theme concept for a new mural program in downtown West Chicago. The program features digitally printed murals installed in 8'x12' aluminum frames at seven locations, including the West Chicago City Museum, Gallery 200, and the AT&T building. Giovanni plans to share his final designs for each mural and will seek a positive recommendation from the Cultural Arts Commission to present the project to the Public Affairs Committee at their next meeting.

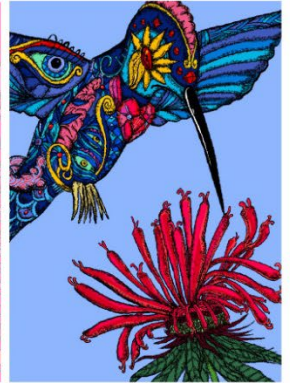
MOTION PROPOSED:

- To recommend the installation of the Downtown Mural Program with Giovanni Arellano's artwork to the Public Affairs Committee and approval by the City Council.



1. Illinois Prairie Path
2. Monarch Butterfly & Coneflower
3. Humming Bird & Bee Balm
4. Cardinal & Sunflower

5. Dragonfly & Milkweed
6. Invasive Species (Feral Cat; Wild Parsnip)
7. Endangered Species (Rust Patched Bumble Bee; Purple Prairie Leaf Clover)



**WEST CHICAGO CULTURAL ARTS COMMISSION
AGENDA ITEM SUMMARY**

ITEM: 4.b

TITLE: Public Art Master Plan: Public Art Project Guidelines

DATE: October 3, 2024

ITEM SUMMARY:

As part of the Cultural Arts Commission's efforts to create a Public Arts Master Plan, Commissioners have worked through several drafts outlining guidelines for public art projects that will serve as the foundation for soliciting and contracting artists for public art projects within the City. The Cultural Arts Commission will have the opportunity to discuss any final changes before the draft document is submitted for review and consideration by the Public Affairs Committee at their next meeting to showcase the Commission's process with the overall Master Plan document.

MOTION PROPOSED:

- To present the Public Art Project Guidelines to the Public Affairs Committee for feedback and recommendation for approval by the City Council.

City of West Chicago Public Art Guidelines

Draft: October 1, 2024

1. Overview

The City of West Chicago Public Art Guidelines provide general guidance for the submission and approval of new public art installations within the City's corporate limits that are proposed for locations on property owned by the City, financed wholly or partially with City funds, or installed as part of one of the City's Public Arts Programs. These guidelines are not intended to provide guidance for public art placed on private property and public art funded entirely with private funds.

For the purpose of these guidelines, public art is defined as art that is clearly visible to the public. For example, including but not limited to: paintings, murals, sculptures, film, dance, writing, photography, theatre, etc.

Public art projects are administered by the City Administrator's Office with creative guidance for the selection of artwork coming from the City's Cultural Arts Commission. All public art administered through the City are to be part of the City's public art collection curated by the City's Cultural Arts Commission.

2. Criteria

2.1 Acceptable Applicants

- a) Individual artists or groups of artists.
- b) Curators selecting artist(s) for a project.
- c) Students enrolled in an art program.
- d) Neighborhood associations, community groups, citizen-based groups/organizations, corporations, partnerships, non-profit corporations, non-profit organizations, and public bodies.

2.2 Considerations

Applications may be subject to various considerations, including, but not limited to:

- a) Overall proposed aesthetics and design.
- b) Originality of the proposed concept.
- c) Appropriateness of scale relative to the proposed location(s).
- d) Correlation with public art program themes (e.g., Annual Art Banner Exhibit theme).
- e) Context as it relates to the site, community, or neighborhood.
- f) Support from property owners and the community.
- g) Feasibility and ability to complete the proposed public art, including projecting a realistic budget, securing funding, and agreement between property owner and artist.
- h) Compatibility with City Code, including regulations for signs, graffiti, and nuisances.

2.3 Ineligible Projects

- a) Public art on private property funded entirely with private funds.
- b) Public art on single-family residences.
- c) Public art on property that is not clearly visible or accessible to the public.

3. Funding

3.1 Program Budget

The Program's funding is subject to review during the City's annual fiscal year budget process and must be approved by the City Council.

3.2 Availability of Funding

Funding for the Program depends on the availability of funds, the number of applicants, and the applicant's prior history of receiving funding, with the intent to prioritize applicants who have not yet been awarded any funds from the Program.

3.3 Matching Funds

Applicants are required to provide a minimum investment of a 1:1 match (cash, volunteer time, in-kind contributions, or other grant money) for any award of City funds. Eligible expenses include artist fees, assistant fees, supplies, rental equipment, liability insurance, space rental, transportation, technical software or equipment, installation costs, etc.

Ineligible expenses include operating costs for organizations, purchase of equipment, and administrative costs unrelated to the public art project.

4. Application, Review, & Approval

4.1 Application

A completed Public Art Project Application, including the following items, must be submitted to the City Administrator's Office at least five months before the proposed public art completion date. The application will be accessible as an online form on the City's website.

Letter of Intent

The Letter of Intent should provide a general description of the proposed artwork, how the project correlates with the community, and why it should be considered for the Program.

Program Application

The Program Application will request the following information:

- a) Proposed location of the public art project and materials to be used. A material list should be included for more complex projects.
- b) A general sketch or mockup of the proposed project. A technical drawing may be requested for more complex projects.
- c) Proposed budget as outlined in Section 3.3.
- d) Previous work samples.
- e) Biography and/or resume for the artist(s) involved in the design.
- f) Letter(s) of support from the community or community partners.
- g) Written approval from the property owner for the project, including approval of all installation specifications.

Applicant Budget

As part of the application, applicants must submit a budget that indicates donated time and materials in addition to cash expenditures.

For budgeting purposes, the artist(s) may either charge a flat fee or charge by the hour or square foot (sf) for labor, supplies, materials, and other costs. Other budget considerations may include:

- a) Design time: Compensation for time devoted to designing and making adjustments to proposed project as part of the review process identified in Section 4.2.
- b) Intricacy of design: Costs associated with more complex public art projects that may require an unusually high amount of detail.
- c) Materials: Any physical materials used to create the public art project, including the proposed usage of more durable materials.
- d) Software or Technical Equipment: Specialized software subscription costs or specialized technical equipment (e.g. projectors, 3D printer, etc.), lighting, speakers, costumes, etc.
- e) Equipment: Equipment such as scaffoldings, lifts, movable stairs, ladders, etc. that is not donated or paid for by a third party, may be part of the cash expenses.

All proposed budget expenses must be reviewed and approved by the City.

Acknowledgement of Matching Funds, Proprietary Rights, Certificate of Insurance, and City Code Compliance Agreement

Applicants must sign an acknowledgment form stating they will meet the matching funds requirement, comply with all applicable municipal codes, waive proprietary rights to the completed work, and acknowledge that they may be required by the City and/or property owner to provide a Certificate of Insurance upon issuance of a contract.

4.2 Review Process

Cultural Arts Commission Consultation

Anyone may voluntarily address the Cultural Arts Commission to discuss preliminary ideas and to request assistance with a project prior to submitting a Public Arts Project application.

Staff Review

Staff in the City Administrator's Office, primarily the Marketing and Communications Manager, will be responsible for initially reviewing the application to ensure it meets the City's general requirements. The Marketing and Communications Manager will also serve as the primary contact for the applicant throughout the project.

If the application and proposed project meet the requirements, the applicant will be requested to submit the following design proposal items:

- a) One color rendering of the proposed concept.

- b) One photo of the proposed location showing the overall building.
- c) One rendering of the proposed concept transposed on the photo of the proposed location.

Cultural Arts Commission Review

Following the staff review, the application and design proposal items will be provided to the Cultural Arts Commission for review prior to a meeting appearance by the artist(s). The applicant will be required to attend a Commission meeting to present and discuss their proposed project and solicit feedback from the Commission.

Commissioners will be able to ask questions in addition to evaluating if the proposed project meets the guidelines of the Program, translates well with the community and the City's Public Arts Master Plan, and is community-appropriate for all ages.

At the conclusion of the presentation, the Commission may provide a final advisory recommendation to the Public Affairs Commission on how the project should proceed. The Commission may also request revisions before issuing a positive recommendation to the Public Affairs Committee.

Public Affairs Committee Review

The Public Affairs Committee will be provided with the application, design proposal items, and any proposed recommendations from the Cultural Arts Commission on how the applicant and proposed project should proceed. The Committee will have the superseding authority to proceed with recommending the project for City Council approval, requesting changes to the project, or denying the project to proceed.

City Council Approval

Based on the submitted documentation and recommendations from City staff, the Cultural Arts Commission, and the Public Affairs Committee, the City Council will review the proposed project and may approve it to proceed accordingly.

4.3 Project Agreement

If the project is approved, a contract outlining the terms of the project and the payment schedule may be provided to the applicant. The template contract agreement for the Program is available in Appendix 7.2.

If the City receives the signed agreement from the applicant, and relevant property owner(s), processing of payment(s) may begin. The awarded amount of funding is typically divided into two payments, including an initial deposit refundable to the City upon breach of the agreement, with the final payment made following the completion of the public art project and receipt of the final report identified in Section 5.2.

The project must begin within one year of being awarded funding. If the project's proposed timeline has been changed, then the

applicant will be required to provide City staff with an updated timeline.

If the project is unable to begin within one year of award, approval may be rescinded, and another application may be submitted for approval.

5. Project Management

5.1 Monitoring

City staff will be solely tasked with monitoring the project from commencement to completion and maintaining consistent communication with the artist(s) and property owner. Any deviations from the project timeline or project agreement will be addressed by City staff and necessary updates will be provided to the City Council.

5.2 Final Report

Applicants are required to notify the City of the completion of their project(s) by submitting a final report within 45 days of completion. The report must summarize the completed project and detail the use of City funds, including documentation of estimated hours spent on the project. Copies of invoices, receipts, and checks are required documentation for the final report. If a refundable deposit was provided at the beginning of the Project, it may be refunded to the applicant upon a satisfactorily completed report.

6. Public Art Maintenance

With all projects being conducted on a case-by-case basis, unless agreed upon in writing by both the City and the property owner, the

property owner is responsible for maintaining, repairing, or otherwise ensuring the public art remains in a condition acceptable to the City and complies with the Code of Ordinances.

Maintenance for projects will be determined on a case-by-case basis. To ensure art requiring maintenance is repaired in an appropriate manner, artists are to discuss a general maintenance plan upon being accepted for a project.

If the property owner fails to fulfill these obligations, the City may enter the property after providing ten days' written notice to maintain, repair, or remove the public art piece as necessary.

The property owner will be liable for all costs incurred by the City for repairs, maintenance, or removal due to the failure to upkeep the public art piece in good condition.

This agreement would remain effective as long as the piece is installed.

7. Intellectual Property

To ensure the protection of artists' intellectual property, it is essential to approach each project on a case-by-case basis. Given the unique scope and requirements of each initiative, contract agreements should clearly outline the rights of the artist while safeguarding the interests of all stakeholders.

**WEST CHICAGO CULTURAL ARTS COMMISSION
AGENDA ITEM SUMMARY**

ITEM: 4.c

TITLE: FY2025 Budget Request

DATE: October 3, 2024

ITEM SUMMARY:

The Cultural Arts Commission is seeking funding for its upcoming initiatives to be included in the FY2025 Budget. Based on discussions and annual initiatives, the following proposed budget request of \$5,750 is presented for review and consideration by the Commission.

- **2025 Art Banner Exhibit - \$2,500**
Funds will be used for the production of 26 street pole banners (30"x60") at a total cost of \$2,288 (\$88 per print). Additional funds are included for potential reprints as needed.
- **2025 Loteria - \$800**
This allocation covers the following expenses: printing 38 window decals (16"x22") at a total of \$608 (\$16 per print), purchasing two \$25 gift cards for artists to create four new pieces, \$100 for participant giveaways, and \$35 for mailing costs.
- **Summer Art Series: Hokusai 2025 - \$1,250**
Funds will support the creation of a temporary public art initiative during the summer, coinciding with the upcoming Hokusai exhibit at the McAninch Arts Center. This initiative will align with previous projects, such as Haiku 2022 and The Monarch Effect.
- **Public Art Signage & Maintenance - \$500**
Funds will be allocated for materials to apply a sacrificial coat to the mural "Alebrijes: Creatures of a Dream World" to protect it from graffiti, as well as to produce new signs for City-commissioned public art.
- **Gallery 200: Artist-In-Residence Program Contribution - \$500**
These funds will support a partnership with People Made Visible for the artist-in-residence program at Gallery 200.
- **Arteculture Sponsorship - \$200**
This allocation will go toward the City's sponsorship of the annual Arteculture event held at Kindred Coffee in May, primarily for purchasing refreshments for a reception hosted by the Cultural Arts Commission.

MOTION PROPOSED:

- To present the FY2025 Budget Request to the Public Affairs Committee for feedback and recommendation for approval by the City Council.