

NOTICE OF MEETING  
REGULAR MEETING AGENDA

1. CALL TO ORDER, 3:30 P.M.
2. AGENDA APPROVAL
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA
4. APPROVAL OF THE MINUTES
  - A. Meeting Minutes for June 28, 2018    **page 3**
5. PENDING BUSINESS
6. NEW BUSINESS
  - A. Memorandum from Deputy City Clerk re: Request for Executive Session Pursuant to AS §44.62.310(C)(2 &3), Matters, Which By Law, Municipal Charter, or Ordinances are Required to be Confidential. (Review and Evaluation of Submitted Proposals)  
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7. INFORMATIONAL MATERIALS
8. COMMENTS OF THE AUDIENCE
9. COMMENTS OF THE STAFF
10. COMMENTS OF THE COMMITTEE
10. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR \_\_\_\_\_, 2018 AT \_\_\_\_\_ P.M. All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



Session 18-02, a Regular Meeting of the Art Selection Committee was called to order by Chair Matt Steffy at 3:02 p.m. on June 28, 2018 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMITTEE MEMBERS STEFFY, LOWNEY, SHARP, HAWKINS, MEYER AND SCHMUTZLER

STAFF: DEPUTY CITY CLERK KRAUSE

#### APPROVAL OF THE AGENDA

Chair Steffy requested a motion to approve the agenda.

LOWNEY/SCHMUTZLER MOVED TO APPROVE THE AGENDA

There was no discussion

VOTE. NON OBJECTION. UNANIMOUS CONSENT

Motion carried.

#### PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

#### APPROVAL OF MINUTES

A. Minutes of the Regular Meeting on May 15, 2018

Chair Steffy called for a motion to approve the minutes.

LOWNEY/HAWKINS MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### PENDING BUSINESS

#### NEW BUSINESS

A. Memorandum from Deputy City Clerk re: Request for Executive Session Pursuant to AS §44.62.310(C)(2 &3), Matters, Which By Law, Municipal Charter, or Ordinances are Required to be Confidential. (Review and Evaluation of Submitted Proposals)

Chair Steffy read the memorandum into the record and requested a motion to approve the request.

LOWNEY/SHARP MOVED TO APPROVE THE REQUEST TO ADJOURN TO EXECUTIVE SESSION.

There was no discussion.

VOTE. YES. SHARP, SCHMUTZLER, LOWNEY, HAWKINS, MEYER, STEFFY

Motion carried.

Chair Steffy requested a motion to adjourn to executive session.

LOWNEY/SCHMUTZLER MOVED TO ADJOURN TO EXECUTIVE SESSION.

There was no discussion.

VOTE. YES. MEYER, SHARP, HAWKINS, SCHMUTZLER, LOWNEY, STEFFY

Motion carried.

The Committee adjourned to executive session at 3:08 p.m. Chair Steffy called the meeting back to order at 3:58 p.m.

SCHMUTZLER/LOWNEY MOVED TO RECOMMEND THAT THE REQUEST FOR PROPOSAL FOR THE 1% FOR ART FOR THE FIRE HALL RENOVATION PROJECT SCOPE OF WORK BE AMENDED AND REISSUED AS DISCUSSED.

There was a brief discussion that the scope of work was to include the Homer Volunteer Fire Department Mission Statement and that it was a desire that submittals received reflected the mission and consideration for placement of artwork in the pocket park on the western corner of the property was favored by Fire Department personnel and volunteers. It was noted that the item will be advertised in local art related places around town.

VOTE. YES. MEYER, LOWNEY, STEFFY, SCHMUTZLER, SHARP, HAWKINS.

Motion carried.

SHARP/LOWNEY MOVED TO FORWARD THE SELECTION COMMITTEE'S 1% FOR ART RECOMMENDATION TO COUNCIL FOR THE RAMP TWO RESTROOM REPLACEMENT PROJECT

There was a brief discussion on the project and awarding process.

LOWNEY/MEYER MOVED THAT THE COMMITTEE WORK WITH THE ARTIST ON THE LOCATION AND DETAILS OF THE INSTALLATION OF THE ARTWORK.

There was further discussion on identification or placard for the artwork.

VOTE. (Amendment) NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VOTE. (Main) YES. LOWNEY, STEFFY, SHARP, SCHMUTZLER, MEYER, HAWKINS

Motion carried.

#### INFORMATIONAL ITEMS

#### COMMENTS OF THE AUDIENCE

#### COMMENTS OF THE CITY STAFF

Deputy City Clerk Krause requested a next meeting date.

The committee decided to allow the longest period to allow a better response and agreed to advertise the revised request for proposal as soon as edited and have a due date of Thursday, September 6, 2018 at 4:30 p.m. The Committee will meet on Thursday, September 13, 2018 at 3:30 p.m.

#### COMMENTS OF THE COMMITTEE

#### ADJOURN

There being no further business to come before the Committee the meeting adjourned at 4:10 p.m. The next regular meeting is scheduled for THURSDAY, SEPTEMBER 13, 2018 AT 3:30 P.M. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_





## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

### Memorandum

TO: ART SELECTION COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: SEPTEMBER 14, 2018

SUBJECT: REQUEST FOR EXECUTIVE SESSION PURSUANT TO AS §44.62.310(C)(2 &3),  
MATTERS, WHICH BY LAW, MUNICIPAL CHARTER, OR ORDINANCES ARE  
REQUIRED TO BE CONFIDENTIAL. (REVIEW AND EVALUATION OF SUBMITTED  
PROPOSALS)

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Pursuant to the City of Homer Procurement Policy and Procedures Manual and City of Homer Code Title 3.16 Procurements Section 3.16.110 Competitive Sealed Proposals – Negotiated Procurement, Paragraph D. Proposals, tabulations and evaluations thereof shall be open to public inspection only after the contract award.

#### Recommendation:

Move to Approve the Request for Executive Session and adjourn immediately to conduct in Council Chambers.





# Proposal Evaluation Form 1% for the Arts Ramp 2 Restroom Project

## Fire Hall Renovation Project

Criteria for the Selection of Artwork

Name of Reviewer: \_\_\_\_\_

Date Review Submitted: \_\_\_\_\_

### Evaluation Scale

None. Not addressed or response of no value	5
Fair. Limited applicability	10
Good. Somme applicability	15
Very Good. Substantial Applicability	20
Excellent. Total applicability	50

Criteria for the Evaluation of Submitted Proposals may include, but will not be limited to:

	proposer name	proposer name	proposer name	proposer name
Was the required Number of Copies Submitted?				
Was the Proposal received on the day and time as specified?				
Was a Letter of Transmittal Included?				
Did the Proposal contain a Narrative with a maximum limit of 6 pages				
Concept of the Proposal				
Proposer interest or willingness in collaboration or working within a team approach.				
Proposers experience or interest in working in the public realm?				
Ability of the Proposer to meet time deadlines and schedules				
Quality of previous work of the proposer.				
Is designed and constructed by persons experienced in the production of such artwork and recognized by critics and by his or her peers as one who produces works of art.				
Aesthetically enhances the public space or built environment to which it relates or otherwise interacts with its surrounding environment				
Adds to the local identity and profile in the context of the City of Homer				
Is specifically designed for its site and is commensurate in scale with its surroundings?				
Is a suitable addition to the public space proposed				
Is durable (where applicable) and reasonable to maintain in terms of time and expense?				
Does the artwork need lighting? Or other additional fixtures? Have they been included in the proposal?				
Is a permanent fixed asset to the property				

