

**ARTWalk 2: Project Design Team**  
**P.I.N. 4754.18**  
**Weekly Meeting Memo**  
**February 12, 2010**

BA: Bergmann Associates | SWC: Studio William Cochran | AW: ARTWalk Organization | COR: City of Rochester

*Attendees:*

<i>Sue Steele</i>	<i>Teresa Cochran</i>
<i>Mark Johns</i>	<i>William Cochran</i>
<i>Paul Way (via phone)</i>	<i>Marianne Kroon</i>
	<i>Anne lovely</i>
	<i>Doug Rice</i>

**1. Action Items / Deliverables / Next Steps**

**BA:**

- prepare costs for city
- prepare list of proprietary items for the city
- review public participation plan
- Coordinate with RMSC
- Coordinate on Artist panels
- coordinate with AW on circle sidewalks
- prepare plans, specs and estimate for Feb 19
- prepare maintenance responsibilities bullet list for Village Gate, VSW, and RMSC for Paul. Needed to prepare contracts.
- send SHPO submissions for review by City and State
- design coordination with various stakeholders/property owners.

**SWC:**

- continue coordination with artists

**AW:**

- stipend costs for art calls
- write art calls

**CITY:**

- Artists need contracts from the city
- review and respond to budget/funding concern

**2. General Comments:**

**1. General Comments**

1. Upcoming Deadlines: ALL DESIGN COMPLETE Feb 15 – PSE to City March 1



2. Funding – Paul would like to continue to show everything in the drawings. When the final decision on funding is made, we will add ‘NIC’ to drawings or alternate notes. This will to preserve the design work done to date.
  - Mark concerned with the Ribbon Wall Area, because it will require a new design entirely.
    - Paul will need to review the costs prepared by Bergmann to make any decisions.
3. Status of Agreements with property owners
  1. Gary stern, ATM properties – moving along
  2. RMSC – need to know who is responsible for what on the sculpture installation
  3. VSW – Paul needs more information to write agreements
  4. Cliff Garten – needs to know who is responsible for what in the construction and installation of the works.
4. Final payments to all of the artists by Fall 2011

## **2. Maintenance and Ownership of ART**

1. City and AW need to discuss.

## **3. Design Review**

1. Kiosks
  - BA to proceed with kiosks, colors and information to be determined by larger stakeholder group after drawings are bid.
2. Banners at MAG
  - BA has developed costs, Mark Bayer to coordinate location with MAG
3. Banners at RMSC
  - BA to Coordinate with RMSC
4. Custom Signs – ART Calls
  - AW to write Call
5. MAG PLAZA entry Wall and Piers
  - MBA has supplied design and costs.
  - BA reviewing
6. MAG Plaza lighting
  - Received concept from MBA, BA to design.
  - City to work on agreement with MAG
7. Artistic Designed Sidewalk Treatments
  - AW to revise calls
  - BA to provide needed info after drawings out to bid
8. RMSC Educational Signs
  - BA to coordinate with RMSC



9. Story Caching
    - Plan provided to team for review and comment
    - All locations need to be in the ROW.
    - Paul Kramer's building needs a release form to attach to building
    - What type of agreement does the City need from participants?
    - Each site will hold an extra box in case of damage, City is slated to install.
    - Responsibilities of property owners to Paul to execute agreements with participants.
    - Who will be the lead to run the program? Need to assign participant to take responsibility.
  10. Mosaic Light Poles.
    - Need both letter of interest and call for BA review
    - Need schedule from AW
    - AW to coordinate with McKenzie and Teresa
  11. Crosswalk Design
    - City approved Streetprint XD
    - BA to select pattern and color
  12. Suspended light at Village Gate
    - Jury reviewed design on Wed.
    - Coordination continues
  13. VSW – Plaza
    - Coordination occurring with Artist
  14. RMSC – Plaza
    - Need to send LL plaza redesign and begin coordination
  15. Fossil Walk
    - Need to coordinate further with RMSC
  16. Display Panels at Anderson Artist
    - Details developed, will send to team when complete.
  17. Fence Repair and Removal
    - BA coordinating with Mark Bayer on SHPO coordination
    - Mark Bayer sent drawings and letter, BA to review and send to Steve before sending to SHPO.
  18. SHPO Submission
    - Include Artist locations and concepts
    - East Avenue design should go as well.
- 4. AW Calls**
1. Calls will be released after drawings are complete
  2. BA to review timeline – Artist on board by June 1010, Install by Summer/Fall 2011
    - Some art will be installed before then
  3. OWNERSHIP AND MAINTENANCE



- City will own the Art and the Art will not be part of the museum
- AW to rewrite calls to switch ownership to City.
- 4. AW responsible for Calls listed:
  - (6) Benches
  - (1) Bike Rack
  - (1) Bus Shelter
  - (x) Artistic Sign Posts – has not been drafted
  - (1) Sculpture at Towers
  - (x) Sidewalk Art – has not been drafted
  - (2) Temp Art
  - (1) Painted Utility Boxes
- 5. AW needs parameters from BA on sidewalk art and others, but can begin writing shell.
- 6. AW to provide jury process and composition for BA
- 7. AW to provide stipend amounts and number of stipends to BA for City
  - Paul needs claim vouchers for each stipend for each artist submitted in timely fashion – lead time associated with payments.
- 8. Paul would like to know how to address contracts with artists for smaller pieces.
  - Can do individual short form contracts

**5. Project Budget and Funding – Robach Grant**

- 9. no update

**6. Website Review**

- 10. Need content from ARTWalk for pages that are incomplete.

**7. Cost/Maintenance Chart**

- 11. Cost Maintenance chart is to be updated as design progresses.

**3. Upcoming Project Meetings and Deadlines (due within next 4 weeks +/-)**

Date	Item Due	Responsibility
Feb 19	PSE In House	BA
<b>March 1</b>	<b>PSE to City and State</b>	<b>BA</b>

**4. Upcoming Meeting(s)**

*None until March 2010*

**5. Project Budget Status / Scope Changes / Additional Services**

none



CC (via email): Mark Johns, Bergmann Associates  
William Cochran, Studio William Cochran  
Teresa Cochran, Studio William Cochran  
Marianne Kroon, Studio William Cochran  
Anne Lovely, Rochester ARTWalk  
Doug Rice, Rochester ARTWalk

