



Public Art Advisory Board Regular Meeting

Agenda

December 18, 2023 @ 12:00 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/meetings/ and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

-
- 1. Call to Order**
 - 2. Consent Agenda**
 - a. Approve the minutes of the regular meeting on November 20, 2023.
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - a. Stained Glass Art Installation 15 minutes
 - b. Reschedule or Cancel January Board Meeting 10 minutes
 - c. Photographer for Public Art Inventory 10 minutes
 - 5. Non-Action Items**
 - 6. Staff Updates**
 - a. Art Donation Placement Update 15 minutes
 - 7. Board Comments**
 - 8. Adjournment**
 - 9. Upcoming Agenda Items**



Public Art Advisory Board

agenda item

item type

Consent Agenda

meeting date

December 18, 2023

prepared by**approved by****subject**

Approve the minutes of the regular meeting on November 20, 2023.

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

None



Public Art Advisory Board

agenda item

item type

Action Items

meeting date

December 18, 2023

prepared by

Craig O'Neil, Assistant Director of Communications

approved by**subject**

Stained Glass Art Installation

motion | recommendation

Board is asked to review quotes and vote on moving forward with selection.

background

Board liaison was referred to two local companies that perform this specific type of art installation. Quotes are included for review.

strategic objectives**alternatives | other considerations****fiscal impact**

Pricing as shown on quotes included. Total amount of selected quote would be paid from Public Art Advisory Board's budget.

attachments

1. Proposal One - WILLET HAUSER - 10-10-23
2. Propoasl One - AMAZING FRAMES - 11.27.23

Proposal One - Winter Park, FL

New Frame(s)

Client ID 1562104

Studio Consultant: Robert Lennox

Phone: (800) 533-3960 x723

October 10, 2023

City Of Winter Park
1050 West Morse Boulevard
Winter Park, FL (407) 599-3506
coneil@cityofwinterpark.org
Client ID: 1562104

Attn: Craig O'Neill

coneil@cityofwinterpark.org

(407) 599-3506

Studio Consultant: Robert Lennox

Phone: (800) 533-3960 x723

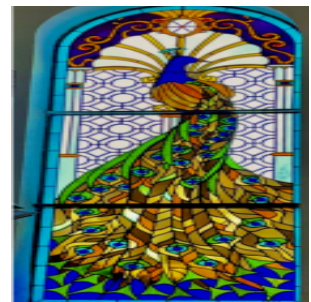
Email: robert.lennox@willethauser.com

Project Total: \$15,194

Itemized services for each window:

1. Window (3.5 ft x 9.5 ft)

- Install the art glass into a light box purchased from Associated Crafts®/ Willet Hauser®.
- Design and fabricate a light box and cabinet to house the specified stained glass window.



Terms and Definitions

Safety and Other Items

Fundraising: At Associated Crafts and Willet Hauser we understand that fundraising and grants can be exciting but overwhelming projects to tackle, so we're here to help! Our fundraising support department offers resources and guidance to help you promote your fundraising campaign to your congregation and surrounding community. We are also here to help you understand the grant application process and point you to the best tools and resources available for nonprofit organizations.

Financing: Associated Crafts®/ Willet Hauser Company, LLC are pleased to offer to finance to our customers. If you are in need of this service, please contact our office at (800) 533-3960. We will provide you with a financing agreement to review and return with your signed proposal and deposit. If financing with us has not been arranged in writing, payments are due per the terms stated in the proposal. Failure to pay as stated will result in an 8% finance charge monthly until the balance has been paid in full.

Stained Glass Replacement Evaluation: Replacement values provided in the proposal is based upon multiple varying factors: e.g. size, design, number of figures, painted surfaces, etc. Willet Hauser recommends that the Client photograph and measure each window and place this information in an area for safekeeping. In the event of a catastrophic occurrence, this documentation will be invaluable to the reconstruction and repair of that window.

Lead Safety: Willet Hauser is a Lead-Safe Certified Firm. We are committed to promoting a safe environment and raising awareness of lead safety. Federal law requires contractors that disturb painted surfaces in homes, child care facilities, and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see your contractor's certification. For more information on lead safety please visit <http://www.epa.gov/lead/>. If lead-safe practices are required there will be an additional charge associated with the additional services required. The additional cost of performing the work with lead-safe practices in place will be based on time and material rate. This will guarantee the lowest possible cost to you for the services provided. If lead-safe practices are already included in your proposal, they will be listed in the itemized work area of the proposal for each window to which it applies. By accepting this proposal you are acknowledging receipt of a copy of the lead hazard information pamphlet "The Lead-Safe Certified Guide to Renovate Right" informing you of the potential risk of the lead hazard exposure from the renovation activity to be performed.

Access: This proposal includes safe access by scaffolding that is unobstructed and under 40ft or by a lift that is 60 ft or under. In the rare cases where there are special circumstances such as a lift over 60 ft, scaffolding over obstacles of 40 ft, special permitting, or traffic control, these extra costs will be passed on to the church at cost with no markup. If additional access requirements are needed, we will notify the client of the additional costs involved to perform the work and ensure that the changes are agreed to in writing prior to incurring the additional costs. Failure to agree to the additional costs may result in delaying or canceling the project on that basis due to Willet Hauser's inability to complete the work in a safe and legally compliant manner.

Installation:

Associated Crafts®/ Willet Hauser® will install the new art glass window(s) into new frames. Windows are typically

installed dry and not sealed as these frames are specifically designed for stained glass and the exterior protective covering will provide all the weatherproofing needed. A dry fit will allow future service to be much easier.

Light box construction:

Associated Crafts®/ Willet Hauser® craftsmen will create a new custom light box, this box will be constructed out of oak finishing boards or paint grade wood depending on the aesthetics of the building environment. Associated Crafts®/ Willet Hauser® will finish the box with Minwax stain (Client's color choice) and 3 coats of semi-gloss urethane or two coats of Sherwin Williams Duration paint. Associated Crafts®/ Willet Hauser® will custom design the light box to house the specified stained glass panel or panels as well as 1/8" diffuser acrylic. This diffuser is important to achieve proper lighting of the stained glass window. Associated Crafts®/ Willet Hauser® WILL PROVIDE THE LIGHTING, HOWEVER WE ARE NOT ELECTRICAL CONTRACTORS. THE CONNECTION OF THE LIGHTING WILL HAVE TO BE COMPLETED BY OTHER.

Scheduling and Work Area:

WORK AREA: The work area will be cleaned at the end of each day. Our craftsmen will show respect to the client functions, i.e.: funerals, weddings, etc. by curtailing work during this period. With sufficient notice, simple scaffolding will be removed over the weekends. Our craftsmen generally work Monday through Saturday. Uninterrupted access to the worksite is appreciated. If access is impeded by the customer it may result in additional charges for the additional cost created to Willet Hauser. It is helpful if we can be allowed the use of a storage area in the client's building to secure supplies.

SCHEDULING: Our very specialized service requires a unique set of skills which means there are a limited number of technicians available who meet our standards. We are extremely blessed to be in high demand because of the quality of service we provide. Typically we book 5-6 months out with onsite repair and work on a first-come, first-served basis. Once the signed proposal and deposit have been received, we will send you an acknowledgment letter and a color selection form to sign. After the color form documents have been received, the office will send you a scheduling letter notifying you of tentative start date. Exact start times cannot be guaranteed due to weather and other unforeseen delays that are out of our control. Please note that the 5-6 month time table does not start until after we receive your completed color selection form back. Once a project manager is assigned to your job, they will contact you approximately 10 days prior to inform you that you are next in line. They will again contact you approximately 3 days prior to set up an arrival date and time. We thank you in advance for understanding that quality service with your art requires extraordinary attention to detail which takes time. Please know that our company is dedicated to the complete satisfaction of each and every customer. We are committed to creating and preserving historic treasures.

Our Guarantee:

We endeavor to employ only the finest stained glass craftsmen at Willet Hauser. Each project manager is experienced and will respect the process of perpetuating your stained glass legacy. An inspection with a client representative will be scheduled by the Willet Hauser on-site project manager prior to the completion of the project. An explanation of the completed work will be provided along with an opportunity to answer any questions. Any interested individuals are invited to participate in this inspection.

Willet Hauser guarantees this project against defective workmanship for a period of 10 years. We do not guarantee a



Proposal One - Winter Park, FL

New Frame(s)

Client ID 1562104

Studio Consultant: Robert Lennox

Phone: (800) 533-3960 x723

project to be weatherproof without the installation of a new protective covering from Willet Hauser. Willet Hauser will return to the Client's location to correct any problems if that unlikely situation should occur. Upon completion of the project, the customer is required to sign a completion report. If the customer does not sign the completion report, all guarantees/warranties are null and void.

Terms:

To accept this proposal, please sign one copy and mail it to the home office along with the required deposit. Retain one copy for your reference and file. Once your proposal and deposit have been received, we will send you a letter of receipt along with some additional information to be completed. Please make all checks payable to Willet Hauser Company LLC. Please mail the deposit check and signed a proposal to 1685 Wilkie Dr, Winona, MN 55987. All proposals are subject to a price change 45 days after the date that appears on the proposal.

PAYMENT TERMS ARE DEPENDENT ON THE SCOPE OF WORK. REPAIR & COVERING PROJECTS: For projects where the scope of work is predominantly performed ON-SITE the terms are:

~~34% deposit with the signed proposal~~

The remaining balance due upon completion of the work. The final payment should be given to the on-site project manager (by check payable to Willet Hauser Company LLC) upon completion of the work. If terms are not met, late fees and interest may apply.

STUDIO RESTORATION & NEW WINDOW PROJECTS: For projects where the scope of work is predominantly performed in the STUDIO such as historic restoration (releading), reconditioning, or new windows: Our payment terms are as follows: each window will be invoiced as it reaches a completion stage in the studio. A deposit of 20% of the total price of the project shall be made at the time of acceptance of the proposal. Progress billing is as follows: ******PLEASE NOTE THAT THESE TERMS ARE FOR RESTORATION AND NEW WINDOW PROJECTS ONLY. REPAIR & COVERING WORK CONDUCTED ONSITE TERMS ARE STATED ABOVE.******* ;

20% - Deposit on the total proposal price (due upon acceptance of the proposal)

10% - New windows-Rendering approval. Restoration-Documentation & Rubbings completed per window.

10% - New window-Glass selection and patterning completed. Restoration-disassembled and cleaned for each window.

15% - New window-Glass is cut for each window. Restoration-glass repair and replacement for each window.

25% - New window-Painting completed for each window. Restoration-glazing stage of production for each window.

15% - Final studio completion for each window.

5% - Upon reinstallation and/or completion of the project.

The final payment of each window's total price shall be due upon completion of the installation of the windows. Final



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payment should be given to the project manager (by check payable to Willet Hauser Company LLC) upon completion of the work. If terms are not met, late fees and interest may apply.

Cost:

All costs are in US Currency. The cost for the services as described above is: Fifteen Thousand, One Hundred and Ninety-Four Dollars (\$15,194) .

~~Any State, City and County permits, taxes and/or traffic control are not included and must be added to the above figure at the time those amounts are determined and paid consistent with the above. If there is a requirement for prevailing wages this will also be an additional cost.~~

Acceptance:

To accept this proposal, please sign one copy and mail it to the home office along with the required deposit. Retain one copy for your reference and file. Once your proposal and deposit have been received, we will send you a letter of receipt along with some additional information to be completed. Please make all checks payable to Willet Hauser Company, LLC. Please mail the deposit check and signed the proposal to 1685 Wilkie Dr, Winona, MN 55987.

This Proposal is valid for 45 days.

Cancellations: Cancellations automatically forfeit the entire deposit and the client is responsible for any additional company costs (including but not limited to materials and wages.)

Indemnification: Client shall fully indemnify, hold harmless and defend Willet Hauser and its directors, officers, employees, agents, stockholders, and Affiliates from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney's fees and costs), whether or not involving a third party claim, which arises out of or relates to any act or omission of Willet Hauser.

Limitation of Liability. WILLET HAUSER SHALL NOT BE LIABLE TO THE OTHER FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, PUNITIVE, OR INDIRECT DAMAGES ARISING FROM OR RELATING TO ANY BREACH OF THIS AGREEMENT, REGARDLESS OF ANY NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING THE FOREGOING, NOTHING IN THIS PARAGRAPH IS INTENDED TO LIMIT OR RESTRICT THE INDEMNIFICATION RIGHTS OR OBLIGATIONS OF ANY PARTY UNDER THE OTHER PROVISIONS OF THIS AGREEMENT.

Attorney's Fees: The prevailing party shall have the right to collect from the other party its costs and disbursements, including reasonable attorneys' fees incurred in enforcing any provision of this Agreement.

Venue and Choice of Law: The laws of the State of Minnesota will govern any dispute arising from or relating to this Agreement. The parties submit to the exclusive jurisdiction of the state of Minnesota and federal courts for or in Winona County, Minnesota, and agree that any legal action or proceeding relating to this Agreement must be brought in those courts.

Limitations: This proposal is priced for the work and terms described within. If the client wishes to amend the terms and conditions, it is subject to additional charges. This proposal will control the specifications for the work performed.



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Insurance: Until completion of the project, Willet Hauser will maintain Workers Compensation, Public Liability, and Property Damage Insurance for the work stated in this proposal. This does not preclude the customer from having their own insurance coverage. Willet Hauser agrees to do all of the work listed above in a good and workmanlike manner, furnishing all labor and materials for the indicated sum, which is due and payable as outlined in the terms above. The contract is valid when executed for Willet Hauser, by a Company Officer. Upon completion of the project, the customer will sign a completion report. If the customer does not sign the completion report, all warranties are null and void.

THE UNDERSIGNED AND/OR THE BOARD HAVE READ AND UNDERSTAND THIS CONTRACT. BY SIGNING THEY ACCEPT THIS CONTRACT AS WRITTEN. THEY UNDERSTAND THAT THIS CONTRACT ALONG WITH ANY WRITTEN AND SIGNED ADDENDA CONSTITUTES THE ENTIRE AGREEMENT. VERBAL PROMISES, DISCUSSIONS, OR ADDITIONS NOT PUT INTO THE PROPOSALS OR INTO WRITTEN ADDENDA WILL NOT BE PART OF THE AGREEMENT. CHARGES FOR ANY ADDITIONAL WORK WILL BE COMPUTED AT THE PREVAILING RATES.

Accepted for Client by:

Studio Representative:

Accepted for Willet Hauser by:



Public Art Advisory Board

agenda item

item type

Action Items

meeting date

December 18, 2023

prepared by

Craig O'Neil, Assistant Director of Communications

approved by**subject**

Reschedule or Cancel January Board Meeting

motion | recommendation

The board is asked to vote on whether to cancel or reschedule their regularly scheduled January meeting which falls on Martin Luther King, Jr. Day, and city offices are closed.

background**strategic objectives****alternatives | other considerations****fiscal impact**

N/A

attachments

None



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approved by**subject**

Photographer for Public Art Inventory

motion | recommendation

Board is asked to vote on whether or not to hire Phil Eschbach as photographer.

background

The Board is moving forward with an online inventory of the city's public art collection. As part of this project, each art piece will need to be freshly photographed in its current location.

strategic objectives**alternatives | other considerations****fiscal impact**

\$150 / hour or \$1,000 per day, depending on how long it will take to photograph each piece. Three days of work will cost \$3,000. Funding will come from the PAAB budget.

attachments

1. Photography by Phil Eschbach QUOTE

PHILIP ESCHBACH

PHOTOGRAPHER

2022 ST. GEORGE AVE.

WINTER PARK, FL 32789

PH. - FAX (407) 247-4896

E-MAIL: ESCHBACHPHOTO@EARTHLINK.NET

WEB SITE: WWW.ESCHBACHPHOTO.COM

ARCHITECTURAL
INTERIOR

AERIAL
TRAVEL

12/6/23

CITY OF WINTER PARK

PROPOSAL/ESTIMATE FOR PHOTOGRAPHY OF CITY ART

I charge by the hour or day at \$150/hr or \$1000/day. So it would depend on how long it takes to get it all done. I would guess certainly more than a day but probably less than a week.

I would need a list of all art to be photographed and where located in order to give a more accurate cost.

Phil Eschbach



Public Art Advisory Board

agenda item

item type

Staff Updates

meeting date

December 18, 2023

prepared by

Craig O'Neil, Assistant Director of Communications

approved by**subject**

Art Donation Placement Update

motion | recommendation**background**

Winter Park residents Roman and Michelle Cornell have graciously offered to donate their "Tree of Life" sculpture to the city. Various board members and Communications Department staff visited the Cornell residence to see the sculpture in person. In conjunction, city staff has been investigating the possibility of installing the artwork at several city facilities including the Events Center, Library, Community Center and Public Safety Facility. However, due to the size of the sculpture as well as various facility use logistics throughout the year, the artwork is unable to be installed in these locations. Although the city is extremely grateful for this kind and generous offer from the Cornell family, the city must decline the artwork donation since there is not a place large enough to install the art.

strategic objectives**alternatives | other considerations****fiscal impact**

N/A

attachments

None