



**Public Art Commission  
AGENDA**

Council Chambers, Fort Dodge Municipal Building  
819 1st Avenue South, Fort Dodge, Iowa  
**May 7, 2026, 4:00 PM**

**Microsoft Teams meeting**

**Join:** <https://teams.microsoft.com/meet/264860547966975?p=E226mDMtWlp8d3QQyq>

Meeting ID: 264 860 547 966 975

Passcode: M9uC6Du3

- I. Call to Order
- II. Roll Call
- III. Approval of Previous Meeting Minutes
  - a. January 22nd Meeting Minutes (*action item*)
  - b. March 5th Meeting Minutes (*action item*)
  - c. SPECIAL MEETING - April 2nd (*action item*)
- IV. Unfinished Business
  - a. Expo Sculpture Park Progress
    - Messenger
    - Plaques
    - Event
- V. New Business
  - a. New Member Applications: (*action item*)
    - Brandy Maier for Main Street Fort Dodge
    - Eileen Meier for the Blanden

- b. Reappointment of Jennifer Condon (*action item*)
- c. By-Laws Update (*action item*)
- d. Upcoming WIX Subscription Renewal Charge

VI. Comments and questions from the public.

VII. Adjournment

**MINUTES OF THE MEETING OF THE  
FORT DODGE PUBLIC ART COMMISSION  
CITY COUNCIL CHAMBERS  
THURSDAY, JANUARY 22, 2026**

**Call to Order 4:07 p.m.**

**Roll Call**

Brooke Flattery  
Eric Anderson  
Thomas Lechliter  
Deidra Miller-Clay  
Jennifer Condon  
Rochelle Green  
Shelly Bottorff  
Scott Johnson  
Saiya Noborikawa  
Kerrie Kuiper

**Approval of Previous Meeting Minutes**

November 6th, 2025 Meeting Minutes

1st: Jennifer Condon

2nd: Deidra Miller-Clay

**Unfinished Business**

Review Artist Submissions

- We are able to choose five sculptures because five pads are available.

Submissions

1. wooden abstract sculpture
2. flower sculpture made of metal
3. Feather that catches the sunlight
4. Spinning prism.
5. Butterfly
6. Painted Rocks

Out of all the submissions, we selected three sculptures to install at the Expo Park: wooden sculpture, flower sculpture, and feather sculpture.

Motion to approve select the wooden sculpture, the flower sculpture, and the feather sculpture out of the submissions.

1st: Jennifer Condon

2nd: Scott Johnson

**New Business**

Annual Work Plan

We updated the annual work plan by...

- Taking the completion of the Grain Silo.
- Keeping the Mural on the side of the building across the street from the River Edge Discovery Center.

- We decided we need to update the website to showcase the new egal sculpture at the River Edge Discovery Center.
- Moved Review Maintenance needs to on going  
1st: Jennifer Condon  
2nd: Shelly Bottorff

#### By-Laws Review

We discussed secretary position being filed by AI if we are having trouble finding members to fill in the role. Also decided that youth representatives can be secretary, but not move up to vice chair or head chair.

#### Election of Officers

- Discovered that we will eventually need to fill four positions
  - Youth Member
  - Teacher
  - Blanden
  - Main Street
- Chair = Jennifer Condon  
-Vice Chair= Shelly Bottorff  
-Secretary= Saiya Noborikawa
- Table to next meeting  
1st: Scott Johnson  
2nd: Jennifer Condon

#### **Comments and questions from the public.**

Shelly shared with us an opportunity to get a sculpture of Thomas Dambo's famous trolls in Fort Dodge.

- Things she mentioned is a large price range
- There is an increase in tourism where these trolls are located
- The artist uses recycled materials.

Shelly and Matt Cosgrove communicated with each other to brainstorm locations for the troll. They came up with the River Edge Discover Center or the skatepark. She also mentioned that the Rotary is thinking about donating money to put art pieces at the Discover Center.

#### **Adjournment**

**5:08 p.m.**

**1st: Jennifer Condon**

**2nd: Rochelle Green**

**MINUTES OF THE MEETING OF THE  
FORT DODGE PUBLIC ART COMMISSION  
CITY COUNCIL CHAMBERS  
THURSDAY, MARCH 5, 2026**

**Call to Order**

**Roll Call**

*Present: Jennifer Condon, Deidra Miller Clay, Amy Bruno, Saiya Noborikowa, Staff- Eric Anderson, Thomas Leichter, Brooke Flattery*

**Approval of Previous Meeting Minutes**

January 22nd Meeting Minutes

No Motion made as we did not have a quorum. Aye: . Nay:

**Unfinished Business**

Expo Sculpture Park Update

-Artist Notification

-Draft Artist Agreement

-Event/Other to-dos??

**Artist Agreements & Insurance**

Eric has contacted the selected artists; all have confirmed they are ready to proceed. Amy noted a concern regarding the draft agreement clause stating artists are responsible for the insurance deductible in case of damage. The group discussed this as a potential "check and balance" to ensure artists provide realistic valuations of their work. It was noted that this is standard language in previous agreements provided by Dan, our art consultant. Brooke will finalize the agreement with the attorney insurance and move toward formal signing once insurance approvals are fully processed.

**Signage and Plaques**

The group is moving away from plastic/acrylic covers due to concerns about sun fading and durability. Proposed solution discussed as to possibly using stainless steel metal bases permanently attached to the cement slabs. Group also discussed using high-durability outdoor vinyl stickers.

**Cost:** Approximately \$15 for a 6x6 sticker.

**Durability:** 5-7 years against fading/peeling.

**Benefits:** Cost-effective, easy to update annually, and simple to replace if vandalized.

Group discussed that plaques will include artist/piece information and QR codes linking to artist websites or the organization's page.

**Installation & Ribbon Cutting Event**

The goal is to have sculptures installed before Memorial Day weekend. There was a suggestion to aim for **mid-April** (around April 15th) to establish a consistent annual cycle for future "tear-downs" and "installs."

*Event Planning:*

**Primary Date Option:** Thursday, May 7th (to coincide with the next on-site meeting).

**Secondary Date Option:** Thursday, April 30th.

**Format:** A late-afternoon ribbon cutting (around 4:00 PM) to allow for better attendance.

**Artist Involvement:** The group hopes to have artists present at their respective pieces to mingle with the public, though a formal "artist talk" is not currently planned.

Brooke and Eric to coordinate with artists to see if a synchronized installation date is feasible.

**New Business**

By-Laws Update

Vacancies Update

Reappointment - Jennifer Condon

*Due to no quorum, these items could not be voted on. Group did discuss a special virtual meeting on **April 9th** to touch base before planned Sculpture Park install/unveiling.*

**Comments and questions from the public.****Adjournment**

**MINUTES OF THE MEETING OF THE  
FORT DODGE PUBLIC ART COMISSION  
CITY COUNCIL CHAMBERS  
THURSDAY, APRIL 2, 2026**

**Call to Order**

*Meeting started at 4:00 p.m.*

**Roll Call**

*Shelly Bottorff, Scott Johnson, Deidra Miller Clay, Rochelle Green, Amy Bruno, Jennifer Condon, Brooke Flattery, Thomas Leichliter*

**Unfinished Business**

Expo Sculpture Park Check In Discussion

*The group met to go over updates as it relates to the Sculpture Park Event. The group decided on May 27th at 4 pm to hold the ribbon cutting/unveiling. At the event itself, Jennifer Condon offered to give a brief project summary, possibly aided in part by Astra Ferris. The artists will be invited and if in attendance could speak on their art pieces. Scott was working on the plaques with Eric.*

**New Business**

**Comments and questions from the public.**

**Adjournment**

*Meeting Adjourned at 4:20 p.m.*

# By-laws of the Public Art Commission of the City of Fort Dodge, Iowa

*Adopted by City Council 7/22/2019*

*Amended by Public Art Commission 12/3/2020 & 10/07/2021 & 1/5/2023*

## Article I.

### Introduction

- Section 1.** Chapter 2 of the Fort Dodge Municipal Code establishes the Public Art Commission of the City of Fort Dodge, and authorizes it to adopt by laws for the transaction of business.
- Section 2.** These by-laws have been adopted by the Public Art Commission of the City of Fort Dodge, and all previously adopted by-laws are hereby repealed.
- Section 3.** Pursuant to the Fort Dodge Municipal Code, this Board shall be known as the “Public Art Commission”, hereinafter referred to as “Commission”.
- Section 4.** The purpose of these by-laws is to establish rules and procedures necessary to carry out the purpose and duties of this Commission, as set forth in the Fort Dodge Municipal Code.

## Article II.

### Purpose

- Section 1.** The Commission is established to serve in advisory capacity and to make recommendations to the City Council on the following matters:
- I. The primary purposes of the Commission shall be to place, maintain, enhance, share, and celebrate public art that consists of permanent or semi-

permanent pieces of art staged in public spaces, throughout Fort Dodge and its 2-mile jurisdiction. Further, the Public Art Commission shall plan and oversee public art projects and initiatives that further the City's vision.

- II. The Commission shall prepare a written and oral report to the City Council no later than September of each year, reporting on the prior Fiscal Year's activities and expenditures.
- III. The Commission shall prepare and submit an annual action plan to the City Council at the same time as a part of their written and oral report describing its goals and plans that reflect the vision and/or strategies of the City's adopted plans for the coming year.

## Article III

### Membership

**Section 1. Membership** on the Commission will be in accordance with Chapter 2 of the Fort Dodge Municipal Code, and as follows.

- I. The Commission shall be comprised of nine (9) voting members, and ~~at least~~up to six (6+) non-voting members all having a background or interest in art, culture, or other area deemed necessary by the Commission.
- II. **Voting Members** shall consist of a minimum of six (6) members that are citizens of the City of Fort Dodge or represent organizations located within the City of Fort Dodge, and no more than three (3) members may be citizens of surrounding Webster County and/or represent organizations located within surrounding Webster County. Members shall represent the following Organizations:
  - a. Ann Smeltzer Charitable Trust
  - b. Blanden Art Museum
  - c. Catherine Vincent Deardorf Charitable Foundation
  - d. Fort Dodge Community Foundation
  - e. Fort Dodge Fine Arts Association
  - f. Greater Fort Dodge Image Committee
  - g. Iowa Central Community College
  - h. Main Street Fort Dodge
  - i. General (will determine based on needs)
- III. **Non-voting Members shall represent the following groups or organizations:**
  - a. Fort Dodge City Council (one member)
  - b. Webster County Board of Supervisors (one member)
  - c. Fort Dodge Convention and Visitors Bureau (one member)
  - d. Youth (~~three or more~~up to three members)

- IV. **All Members**, whether voting or non-voting, are appointed in the following manner:
- a. Initial members will be appointed by the Mayor, with the approval of the City Council for staggered five year terms: three members for five years, two members for four years, two members for three years, and two members for two years; and non-voting members for five years;
  - b. All future members shall serve five year terms, except youth, who should serve one year terms;
  - c. Vacancies will be filled by the affirmative vote of the majority of the remaining voting Commission Members.

**Section 2. Resignation** of any member of the Commission shall be made in writing to the Chair of the Commission, which shall be forwarded immediately to the full Commission, and shall be effective immediately upon receipt.

**Section 3. Vacancy** of any Commission seat shall be filled in accordance with Section 1 of these by-laws. The five-year term shall begin from the date of appointment.

**Section 4. City Staff Liaisons.** Staff Liaisons from the Blanden Memorial Museum and the City's Planning Department provide the following support and assistance to the Commission. Additional duties are subject to approval by the City Manager based on budget and available resources:

- I. Ensure the agenda is prepared and distributed on schedule.
- II. Post notice of meetings per Iowa Open Meetings Act (Iowa Code, Chapter 21) (City Hall and City website), and in any additional places designation by the Commission.
- III. Ensure that minutes are taken by the Secretary, posted, and archived.
- IV. Ensure that actions and activities of the Commission are consistent with policies and procedures of the City.
- V. Assist the Commission with action planning and project management.
- VI. Offer insights about City organization, policies, and efforts.
- VII. Notify the Commission of events, meetings, or circumstances when the Liaison is asked to speak on behalf of the Commission.
- VIII. Update the Commission's presence on the City and/or Public Art website.
- IX. Act as the point person for contact with other City Liaisons, Departments, or Boards and Commissions, unless otherwise delegated.
- X. Facilitate communication among members in compliance with Iowa Open Meetings Act (Iowa Code, Chapter 21).
- XI. Assist the Chair during the meeting.

**Section 5. Attendance Requirements.** It shall be the duty of each member to attend all regular and special meetings of the Commission and to attend each Sub-committee meeting to which a member is appointed. Members are allowed to attend meetings via phone or video conferencing. Members of the Commission shall attend at least two-thirds (2/3) of all regularly scheduled meetings within any twelve-(12) month period. Three consecutive absences are grounds for removal, unless excused by the Commission one week in advance of the meeting. If any members do not attend the sub prescribed number of meetings, such absences

shall constitute grounds for the Commission to recommend said member be replaced. Attendance of all members shall be entered on the minutes.

## Article IV

### Officers

**Section 1. Officer Terms.** The Commission shall elect members to serve as Chairperson, Vice-Chairperson, and Secretary. Annual elections of the aforementioned Officers shall be conducted during the Commission's regularly scheduled meeting in November. Elected Officers shall serve in their respective positions for one calendar year, with terms beginning January 1.

Officers shall generally advance to the next highest-ranking position each successive year until their term as Chairperson has expired, at which point the former Chairperson shall return to the role of a Non-Officer Commission Member. The standard rotation of Officer positions shall follow this order:

Non-Officer Commission Member → Secretary → Vice-Chairperson → Chairperson → Non-Officer Commission Member.

Youth Representatives, if appointed to the Commission, shall be eligible to serve only in the role of Secretary and shall not serve as Chairperson or Vice-Chairperson. In addition, the Commission may, at its discretion, fulfill the duties of the Secretary using an approved artificial intelligence or digital notetaking tool in place of a designated Commission member.

~~**Section 1. — Officer Terms.** The Commission shall elect members to serve as Chairperson, Vice-Chairperson, and Secretary. Annual elections of the aforementioned Officers shall be conducted during the Commission's regularly scheduled meeting in November. Elected Officers shall serve in their respective positions for one calendar year, with terms beginning January 1. Said elected Officers shall serve in the next highest-ranking position each successive year until their term in the position of Chairperson has expired, at which point the former Chairperson assumes the role of a Non-Officer Commission Member. The aforementioned rotation of Officer positions shall adhere to the following order: Non-Officer Commission Member → Secretary → Vice-Chairperson → Chairperson → Non-Officer Commission Member.~~

**Section 2. Officer Duties.** The duties of the Chairperson, Vice Chairperson, and Secretary shall be as follows:

- I. The **Chairperson** shall preside at meetings; communicate with the City Council and public, as necessary; call special meetings; establish Sub-committees; sign minutes, resolutions, and other official documents adopted or approved by the Commission; and see that all actions of the Commission are properly taken and carried out.
- II. The **Vice Chairperson** shall assist in the business affairs of the Commission as called upon by the Chairperson. In the absence of the Chairperson, the Vice-Chairperson will assume the duties of the Chairperson.

- III. The **Secretary** shall keep an accurate record of all business conducted at meetings, assist in preparation of the annual report, write correspondence on the Commission's behalf, and maintain the Commission's files in collaboration with the City Staff Liaison. If the Commission elects to utilize an artificial intelligence or digital notetaking tool, the Secretary's responsibilities may be fulfilled through the review, verification, and approval of records produced by such tool.

**Section 3. Vacancies of Officers.** A vacancy in an officer position shall be filled by election at the next regular or special meeting of the Commission from among the Commissioners. Until such election, the Vice-Chair shall serve as acting Chair, if the Chair position is vacant. All officers elected to fill a vacant officer position shall serve until the next officer election.

## Article V

### Sub-committees

**Section 1. Sub-committees.** The Commission will establish Sub-committees consisting of Commission members and volunteers, as necessary. A Commissioner will be Chairperson for any Sub-committees formed. The Sub-Committees will carry out duties as designated by the Commission. Regular reports regarding Sub-committee activities will be made to the Commission.

## Article VI

### Meetings

**Section 1. Meetings.** The Commission will meet every other month - on the first Thursday of the month beginning in January, at 4:00 p.m. in the Council Chambers of Fort Dodge City Hall, 819 1st Avenue South, Fort Dodge, Iowa 50501.

**Section 2. Special Meetings.** Following at least 24 hours notice to all members of the Commission, and compliance with other requirements of the Iowa Open Meetings Act (Iowa Code, Chapter 21), additional meetings or special meetings shall be held (a) upon the call of the Chairperson; (b) upon request of at least three (3) of the Commission members, or (c) upon request of the City Council. The Chairperson of the Commission shall fix the date, place and time of the special meeting.

**Section 3. Notice.** The Commission will post notice of meetings per Iowa Open Meetings Act (Iowa Code, Chapter 21) (City Hall and City website), and in any additional places designated by the Commission. All Commission meetings shall be open to the public as required by the Iowa Open Meetings Act (Iowa Code, Chapter 21).

- Section 4. Agenda.** The Chairperson or designated representative, together with the City Staff Liaisons, shall prepare an agenda for all regular Commission meetings. Agendas are sent to Commission Members, as well as City Council and the Media (by request) at least three days prior to the regular meetings.
- Section 5. Order of Business.** The order of business at any regular or special meeting of the members of the Commission shall be:
1. Call to order;
  2. Roll call;
  3. Certification of compliance with Iowa Open Meetings law;
  4. Reading and approval of any unapproved minutes;
  5. Reports of officers and committees;
  6. Unfinished business;
  7. New business;
  8. Adjournment.
- Section 6. Quorum.** A simple majority of the voting Commission shall constitute a quorum for transaction of business.
- Section 7. Voting.** The concurring vote of a majority of the quorum shall be necessary for any formal action by the Commission. Voting shall be by voice vote and there shall be a vote by roll for each vote taken. The Chairperson shall vote on each matter but shall always vote last. The vote of each Commission member shall be recorded.
- Section 8. Conflict of Interest.** A member of the Commission who has a direct or indirect interest in any matter that is on the Commission agenda, shall publicly state the nature of such interest, and shall excuse himself/herself from the table, and shall not participate in the discussion on such matter nor vote on such matter as a Commission member. A conflict of interest should be liberally construed as that which may advance the personal or private interests, whether financial or not, of not only a Commissioner, but also spouses, business associates, clients or customers.
- Section 9. Parliamentary Procedure.** Robert's Rules shall govern Commission meetings, but where questions of Parliamentary Procedure are not covered in the By-Laws, a ruling by the Commission Chairperson shall prevail.
- Section 10. Public Participation.** All actions of the Commission shall comply with the Iowa Open Meetings Law (Iowa Code, Chapter 21). All citizen comments to the staff and/or Commission members, written or verbal, relating to formally referred agenda items shall be presented to the Commission upon its consideration of such agenda item. The public shall be allowed to participate in the discussion of the agenda item by commenting at the appropriate time during the discussion.
- Section 11. Minutes.** The minutes shall be approved at the next regular meeting by formal action of the Commission. The minutes shall then become part of the permanent records of the Commission. The unapproved minutes shall be prepared and

distributed to the City Council and the Commission members within ten (10) working days after any regular or special meeting by the Secretary.

**Section 12. Open Records.** All letters, petitions, documents and other materials submitted to and/or generated by the Commission are public records open to public viewing at the Fort Dodge City Hall as provided in Iowa code Chapter 22. A charge may be levied by the City for copies of such materials.

## Article VII

### Amendments to By-laws

**Section 1. Amendments.** By-laws can be repealed or amended by majority vote of the Commissioners at any regular meeting of the Commission or at any special meeting called for such purpose at which a quorum is present.