



**Traverse City Arts Commission
Regular Meeting**

3:30 PM

Wednesday, September 18, 2019

Located in: 2nd Floor Committee Room

Governmental Center

Traverse City, MI 49684

Posted: Friday, September 13, 2019

If you are planning to attend the meeting and you have a disability requiring any special assistance at the meeting, please notify the City Clerk, immediately.

The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

Traverse City Arts Commission:
c/o Colleen Paveglio, DDA Marketing &
Communications Director
(231) 922-2050
Email: colleen@downtowntc.com
Web: www.traversecitymi.gov
400 Boardman Avenue
Traverse City, MI 49684

AGENDA

Any interested person or group may address the Arts Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the Commission on any matter of concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

1. Call to order, attendance, announcements
2. Opening Public Comment
3. Consideration of approving the minutes of the August 21, 2019 meeting.
4. Project Update
 - a. Signage
 - b. Clinch Park Tunnel Mural
 - c. Boathouse Project
 - d. Then & Now
 - e. Pitch Night
5. Financials
6. Old Business
 - a. Website Compliance
 - b. Shop Your Community Day
7. New Business
 - a. Committee Update
 - b. Capital Improvement Plan
8. Public Comment
 - a. General
 - b. Commissioners
9. Adjournment



**City of Traverse City
Traverse City Arts Commission
DRAFT**

**Minutes
Regular Meeting**

August 21, 2019

Second Floor Committee Room

Governmental Center, 400 Boardman Avenue, Traverse City, Michigan

1. Chairperson Hershey called the meeting to order at 3:32 p.m., roll call and announcements

- Present:** Roger Amundsen, Debbie Hershey, Megan Kelto, Matthew Ross, Amy Shamroe, Ashlea Walter

- Absent:** Charlotte Smith

- Staff:** Colleen Paveglio

2. Opening Public Comment
 - a. Mike Sullivan, 402 S. Union, commented on a suggestion to honor Tom Shea with a soapbox in a public park.
 - i. Staff to contact Parks & Recreation

3. Welcome New Member Roger Amundsen

4. Consideration of approving the minutes of the July 17, 2019 meeting.
 - a. **Moved by Shamroe, seconded by Walter, that the minutes of the July 17, 2019 meeting as presented, be approved.**

AIF/MC

5. Project Update
 - a. Signage
 - i. Signage templates are near completion
 - ii. Addition of logo

 - b. Clinch Park Tunnel
 - i. **Motion by Shamroe, seconded by Ross, to enter into an agreement with Image360 for a lighting and panel system for the Clinch Park Tunnel in an amount not-to-exceed \$39,000 as provided by the City Commission's action taken November 19, 2018.**

AIF/MC

- ii. Painting quotes are begin sought

- c. Boathouse Project
 - i. Artist Daniel Roache is seeking confirmation from the metal manufacturer on timeline
 - ii. Meeting with artist and donor was arranged

- d. Then & Now
 - i. Camera Shop will be working on photo restoration
 - ii. Installation anticipated for late September/early October

- e. Pitch Night
 - a. MCACA grant applied for in the amount of \$2,500 with matching funds required.
 - b. Location confirmed at Workshop Brewing Co. on November 7th

- 6. Financials
 - a. The annual budget and upcoming projects were reviewed.

- 7. Old Business
 - a. Website Compliance
 - i. Proposal from One Up Web and FlightPath Creative were reviewed.
 - ii. **Motion by Shamroe, seconded by Walter, to enter into an agreement for with FlightPath Creative to provide web development services for ADA compliance in an amount not to exceed \$2,280.**

 - AIF/MC**

 - b. Miscellaneous Items
 - i. Applied to be a part of Shop Your Community Day
 - ii. A meeting with Pride representatives to be scheduled
 - iii. Applied for Pour for More for the 2020 season
 - iv. DTCA Art Project will be shown at at later date

- 8. New Business
 - a. Art Selection Panel Appointment
 - i. **Motion by Shamroe, seconded by Ross, to nominate Amundsen to serve as the Arts Commission representative on the Art Selection Panel.**

 - AIF/MC**

 - b. Committee Review
 - i. Pitch Night: Ross, Kelto
 - ii. Development Committee: Hershey, Walter

- iii. Communications Plan Committee: **Motion by Shamroe, seconded by Amundsen, to appoint the¹ Executive Committee of Hershey, Walter, and Smith to serve on the Communications Plan Committee**
AIF/MC

 - c. TART: **Motion by Shamroe, seconded by Ross, to appoint Walter, Ross, and Shamroe to the TART Committee.**
AIF/MC

 - d. Collaboration Policy Draft: Staff to work with Executive Committee

 - e. Capital Improvement Plan Draft was provided to the Commission
9. Public Comment
- a. General
 - i. None at this time

 - b. Commissioners
 - i. None at this time
10. Adjournment. The meeting officially adjourned at 5:02 p.m.

Colleen Pavegio
DDA Marketing & Communications Director
Designated Secretary



To: Traverse City Arts Commission
From: Colleen Paveglio, DDA Marketing & Communications Director
Re: September 18, 2019 Arts Commission Meeting
Date: September 13, 2019

AGENDA ITEM 4A - Signage

Signage for the Sestok sculptures and Boardman Lake Art Trail Rotating Exhibit are being fabricated currently. Thanks again to Commissioner Smith for working on signage templates. As a reminder we will also be adding "Public Art" to three of TART's wayfinding signs in the area. I will send notification when they are installed.

I am working with TART on identifying signage in the Clinch Park area to add "Public Art" as well. Once the locations are confirmed and okayed with TART, I will work with Image360 to add.

AGENDA ITEM 4B - Clinch Park Tunnel

Artist Bobby Magee Lopez has submitted images. I have met with one member from the GTB and will be meeting with Cindy Winslow next week to narrow the images down to nineteen.

At the August meeting we reviewed the proposal from Image360 for the panel and lighting system. Backlighting will require the panel system to sit six inches from the tunnel wall. Therefore, adjustments are being worked on to provide perimeter lighting instead of back lighting options to keep the panels closer to 1.5" from the tunnel wall. We are also looking over option for the overhead lighting. Due to the changes, the cost will be lower and the contract should reflect this. Therefore I am proposing the following.

Motion to rescind the August motion by Shamroe, seconded by Ross, to enter into an agreement with Image360 for a lighting and panel system for the Clinch Park Tunnel in an amount not-to-exceed \$39,000 as provided by the City Commission's action taken November 19, 2018.

Motion to enter into an agreement with Image360 for a panel system for the Clinch Park Tunnel in an amount not-to-exceed \$12,000 as provided by the City Commission's action taken November 19, 2018.

Motion to enter into an agreement with Image360 for a lighting system for the Clinch Park Tunnel in an amount not-to-exceed \$20,000 as provided by the City Commission's action taken November 19, 2018.

The reason for the two separate motions will move the process along and allow for the fabrication of panels to begin immediately as we continue to investigate lighting.

Additional updates on this project include; MDOT has been contacted and will not be requiring a permit. I also received the three required quotes per the City purchasing policy for painting and

vendor will be selected based on price and availability. Painting is expected to take place in late September or early October.

The project is anticipated for completion in late October. I will be working with Cindy Winslow from the Eyaawing Museum and Cultural Center on a date for the ribbon cutting and celebration.

AGENDA ITEM 4C - Boathouse Project

Artist Daniel Roache was unable to have the metal cut for the project until November. Therefore, his anticipated completion is by December 31, 2019. I spoke with the donor about completion and their preferred installation date. The timeline placed in the contact is as follows.

Completion of Work: December 31, 2019

Installation: No later than May 31, 2020

AGENDA ITEM 4D - Then & Now

The images are being restored with the Camera Shop and expected completion date is Friday, September 13. Fred Anderson has provided the descriptions and I am working on formatting to the preferred file type for Britten. Manufacturing should take about two weeks. I will provide a proof to a few willing Commissioners prior to manufacturing. The DDA maintenance staff will provide install for this project. I am anticipating the second week of October for completion and would suggest a small ribbon cutting to celebrate.

AGENDA ITEM 4E - Pitch Night

Pitch Night was anticipated for November 7, 2019. However, I am unable to have this item on the City Commission agenda until October 7, 2019. I will also have the item placed on the Parks & Recreation agenda for October 3, 2019. I am recommending we move the date to Thursday, November 14, 2019.

MCACA sent an email stating they are unable to provide notice at this time for the minigrant program due to the uncertainty of the State of Michigan's budget. I am moving forward with the anticipation that we will not receive any grant funding. **Therefore, I would recommend that the Traverse City Arts Commission approve an amount not to exceed \$2,500 for Pitch Night.**

Event Updates:

Workshop Brewing Company

Public Art Location: Near the Farmers Market (see attached)

AGENDA ITEM 5 - Financials

I have enclosed the budget that we are working off of as we move through projects. Once the fiscal year is closed with the City, I will begin receiving monthly financial statements.

AGENDA ITEM 6A - Website

A Service Order has issued to FlightPath Creative to work on the tcpublicart.org for ADA compliance.

AGENDA ITEM 6B - Shop Your Community Day

We have been accepted into Shop Your Community Day. This a great opportunity to receive funds. I will highlight the opportunity on the website and will begin a social media push. If you are able, please check out our page and post begin and consider sharing. Also, please consider shopping on Shop Your Community Day on November 8th and supporting the Arts Commission.

AGENDA ITEM 7A - Committee Update

At the August meeting, we updated several of the the committees. I made the edits in the google doc, but have also enclosed in the packet for your review.

Pride Meeting

I have sent an email to schedule a meeting with Pride to discuss the 2020 project.

AGENDA ITEM 7B - Capital Improvement Plan

I included the draft CIP in the August packet, but time was short to review. I wanted to quickly go over and made any necessary edits. As a reminder this is a living document and subject to change as we move forward.

**Proposed Location
Pitch Night Winner Installation**



REVENUE		Budget FY 19-20
DDA Contribution		\$ 15,000
City of Traverse City Contribution		\$ 30,000
DTCA		\$ 760
SYC DAY		\$ 100
UNP		\$ 5,000
	TOTAL	<u>\$ 50,860</u>
EXPENSE		
Office Supplies		\$ 2,200
DDA Admin		\$ 15,000
Professional Services		\$ 5,000
Boathouse		\$ 25,000
Then & Now		\$ 1,520
Clinch Tunnel		\$ 47,655
UNP		\$ 8,500
Pitch Night		\$ 2,500
	TOTAL	<u>\$ 107,375</u>
PROFIT (LOSS)		<u>\$ (56,515)</u>
FUND BALANCE (approximate based on FY end 18/19)		<u>\$ 126,000</u>
	TOTAL	\$ 69,485
MAINTENANCE		\$ 15,000
TART DOLLARS (includes \$10,000 Public Art Trust Fund portion)		<u>\$ 30,000</u>
	END BALANCE	\$ 24,485

Recommendation for the Traverse City Arts Commission to set aside \$15,000 for a maintenance program

TART Trail Public Art Plan

Begin meeting again to discuss a project likely to be placed at the trailhead near 10th Street.

- 1 Amy Shamroe TCAC
- 2 Matt Ross TCAC
- 3 Julie Clark TART Trails
- 4 Brian Beauchamp TART Trails
- 5 Ashlea Walter TCAC
- 6 Colleen Paveglio DDA/TCAC

Up North Pride (UNP) Week Annual Event

The UNP Week Working Group will begin planning for the 2020 project.

- 1 Amy Shamroe TCAC
- 2 Charlotte smith TCAC
- 3 Nick Viox UNP
- 4 Johnny Cameron UNP
- 5 Chairperson TCAC
- 6 Colleen Paveglio DDA/TCAC

Hickory Hills Recreation Area: To be discussed at a later date

The Hickory Hills working group has met once with members of Preserve Hickory. The outcome of the meeting was to move forward with looking at short-term opportunities and then develop a longer term concept plan that can be used to get public input. While I believe Hickory has a lot of potential for future public art I would recommend the Arts Commission consider our current work load and possibly placing a hold on this working group.

- 1 Charlotte Smith TCAC
- 2 Matt Ross TCAC
- 3 Laura Ness Preserve Hickory
- 4 Maureen Madion Preserve Hickory
- 5 Chairperson TCAC
- 6 Colleen Paveglio DDA/TCAC

Holiday Lights: To be discussed at a later date

A working group will be meeting to determine how to move forward with the DDA Light Parade and/or other holiday lights.

- 1
- 2
- 3 Colleen Paveglio DDA/TCAC

Master Plan Updates: To be discussed at a later date

Prepare master plan updates

- 1
- 2
- 3
- 4 Colleen Paveglio DDA/TCAC

Community Engagement & Outreach: To be discussed at a later date

Develop an annual strategy for community engagement considering public input for developing a 5-year strategic plan, annual goal setting, and fundraising opportunities.

- 1
- 2
- 3
- 4 Colleen Paveglio DDA/TCAC

Communications Plan

Develop and prepare a draft communications plan that will lay the groundwork for defining roles of the commission, director, and city staff as well as provide clear process for releases projects to the media and public.

- 1 Debbie Hershey TCAC
- 2 Ashlea Walter TCAC
- 3 Charlotte Smith TCAC
- 4 Colleen Paveglio DDA/TCAC

Development Committee

- 1 Ashlea Walter TCAC
- 2 Debbie Hershey TCAC
- 4 Colleen Paveglio DDA/TCAC

Pitch Night

- 1 Matthew Ross TCAC
- 2 Megan Kelto TCAC
- 4 Colleen Paveglio DDA/TCAC