



## **Traverse City Arts Commission Regular Meeting**

**September 16, 2020**

**3:30 pm**

**The Traverse City Arts Commission will not be held at the Governmental Center. The Traverse City Arts Commission will be conducted remotely via Zoom Webinar at:**

**<https://us02web.zoom.us/j/87218078408>**

**Anyone wishing to give public comment will need to call in and wait in a "virtual waiting room" where their microphones will be muted until they are called upon:**

**Dial: 312-626-6799**

**Meeting ID: 872 1807 8408**

**Participant ID: # (yes, just #)**

**Posted: Monday, September 14, 2020**

The Traverse City Arts Commission recognizes the importance of not bringing people together unnecessarily in an effort to stop the spread of the coronavirus. The Governmental Center has been closed to walk-in traffic and will be closed for Arts Commission meetings for the foreseeable future. Members of the Arts Commission will not be present in the Governmental Center for official Arts Commission Meetings.

The meeting is being conducted remotely to assist in stopping the spread of the coronavirus. Individuals with disabilities may participate in the meeting by calling-in to the number as though they were going to be giving public comment as outlined below. Individual members of the Arts Commission may be contacted via email. Member addresses can be found at: <https://www.traversecitymi.gov/artscommission.asp>

For members of the Arts Commission and key staff, their name and image will appear on screen when they are speaking. For individuals who may wish to give public comment, the method for providing public comment during these remote-participation

meetings is to call the number outlined in the header as well as enter the Meeting ID and Participant ID as outlined in the header.

Callers wishing to give public comment may call in before the meeting starts and wait in a “virtual waiting room.” Going forward, the call-in number and participant ID to give public comment will remain the same; however, the meeting ID will change with each meeting).

These instructions will be included in every official published agenda of the Arts Commission. Those calling in will be able to hear the audio of the Arts Commission meeting, yet their microphone will be muted.

When the Arts Commission accepts public comment, in the order calls were received, the meeting facilitator will identify the caller by the last four digits of their telephone number and ask them if they would like to make a comment. While not required, but so we do not have to go through an unnecessarily long list of callers, we ask, if possible, that those who do not wish to give public comment refrain from calling in and instead listen to the meeting via zoom.

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.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

The Arts Commission for the City of Traverse City is committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with the Arts Commission honor these values.

Arts Commission:  
c/o Harry Burkholder, DDA COO  
(231) 922-2050  
Email: [harry@downtowntc.com](mailto:harry@downtowntc.com)  
Web: [www.downtowntc.com](http://www.downtowntc.com)  
303 East State Traverse City, MI 49684

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## Welcome to the Traverse City Arts Commission meeting!

# Agenda

	Page
<b>1. CALL TO ORDER, ATTENDANCE, ANNOUCEMENTS</b>	
<hr/>	
<b>2. PUBLIC COMMENT</b>	
<hr/>	
<b>3. APPROVAL OF MINUTES FOR FEBRUARY 19, 2020</b>	
A. Meeting Minutes	5 - 6
<a href="#">February 19, 2020 Minutes</a>	
<hr/>	
<b>4. PROJECT UPDATE</b>	
A. Summer Art Installations	7 - 8
<a href="#">Summer Art Installations Memo</a>	
B. Art on the TART	9 -
<a href="#">Art on the TART Memo</a>	14
<a href="#">10th Street Site Plan and Proposal</a>	
<a href="#">Inhabitect Proposal</a>	
<hr/>	
<b>5. FINANCIALS</b>	
A. Review of Financial Statements	15
<a href="#">August Arts Commission Financials</a>	
<hr/>	
<b>6. OLD BUSINESS</b>	
<hr/>	
<b>7. NEW BUSINESS</b>	
A. Board Composition Review	17
<a href="#">Board Composition Sheet</a>	
B. Election of Officers	
C. Mazinaadin Frames	
<hr/>	
<b>8. PUBLIC COMMENT</b>	
A. General	
B. Commissioners	
<hr/>	
<b>9. ADJOURNMENT</b>	





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

**Minutes**  
Regular Meeting  
Wednesday, February 19, 2020  
Second Floor Committee Room  
Governmental Center, 400 Boardman Avenue, Traverse City, Michigan

1. Co-Chairperson Walter called the meeting to order at 3:35 p.m. roll call and announcements.

**Present:** Roger Amundsen, Debbie Hershey, Megan Kelto (arrived @ 3:55 p.m.), Chelsie Niemi, Matthew Ross, Charlotte Smith, Ashlea Walter

**Absent:** N/A

**Staff:** Colleen Paveglio

2. Opening Public Comment
  - a. None at this time
3. Consideration of approving the minutes from the regular meeting of January 15, 2020 and the special meeting of February 7, 2020.
  - a. **Moved by Walter, seconded by Amundsen, that the minutes of the December 18, 2019 meeting as amendend, be approved.**  
**AIF/MC**
4. Project Update
  - a. Pitch Night
    - i. Application published on January 22nd - Extension of deadline until February 24th
    - ii. Art Selection Panel Meeting on February 20th.
    - iii. \$1,000 MCACA minigrant awarded
    - iv. Pitch Night: March 5th at Workshop Brewing
    - v. Committee to meet after the Arts Commission February 19th meeting
  - b. Up North Pride
    - i. Project budget and concept approved at the February 4th City Commission meeting
    - ii. Committee with Paveglio, Smith, Amundesen, and Pride Representative, Nick Viox to meet soon to discuss project deadlines

- c. Art on the TART
  - i. TART is working with a local landscaper architect on some design items for the 10th Street Trailhead.
  - ii. Committee meeting to move forward after details have been confirmed
- d. Boathouse Project
  - i. Paveglio met with donor
  - ii. Targeting Friday, May 29th for ribbon cutting and dedication ceremony.
    - i. Paveglio coordinating with TACS and artist
  - iii. Signage to be reviewed at the March meeting
- 5. Financials
  - a. Budget review
    - i. The commission reviewed FY 19-20, TIF 97 allocations to the Public Art Trust Fund, and review of draft FY 20-21 budget
    - ii. FY 20-21 draft budget to be presented at March meeting for approval
  - b. January 2019 financials included in packet
- 6. Old Business
  - a. Committee Review & Update
    - i. Masterplan Committee reviewed a Collaboration Policy that will be presented at the March meeting for review and approval
  - b. Miscellaneous
    - i. Digital Packets: Targeting the march meeting to move the packet to the City's program icompass
    - ii. Donate on Website update provided in packet
    - iii. Signage: language to be reviewed at March meeting
- 7. New Business
  - a. None at this time
- 8. Public Comment
  - a. General
    - i. None at this time
  - b. Commission
    - i. None at this time
- 9. Adjournment. The meeting officially adjourned at 4:36 p.m.

Colleen Paveglio  
DDA Marketing & Communications Director  
Designated Secretary



The City of Traverse City

## MEMORANDUM

**To:** Arts Commission

**From:** Harry Burkholder, DDA COO  
Katy MacCain, Community Development Director

**For Meeting Date:** September 16, 2020

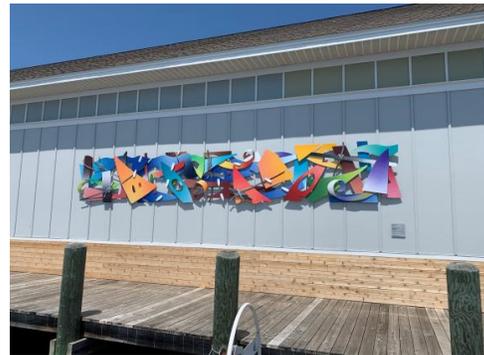
**Memo Date:** September 13, 2020

**SUBJECT:** Summer Art Installations

As you are aware, a number of art projects slated for the summer of 2020 were completed.

### **Hull Park**

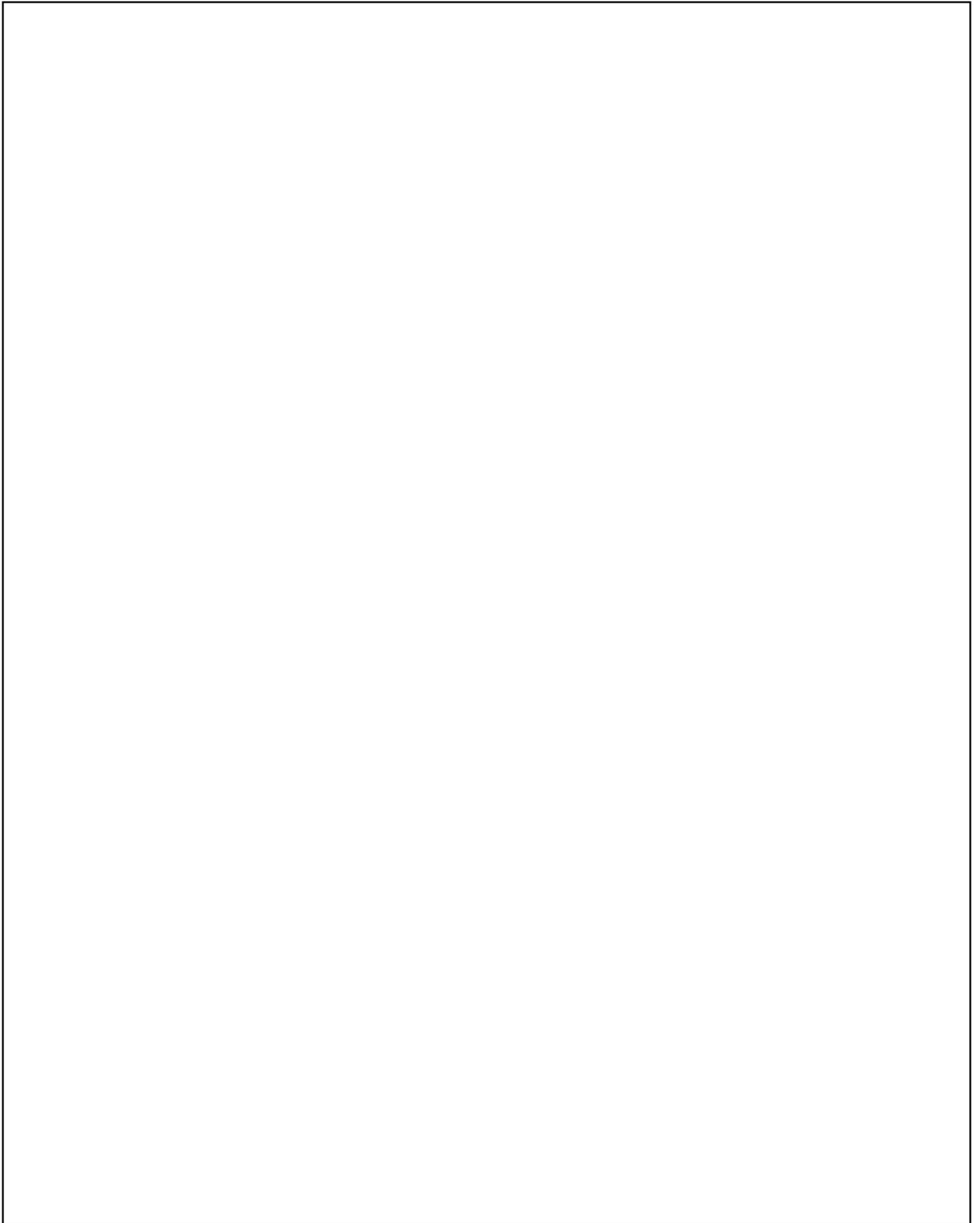
On July 17<sup>th</sup> we held a ribbon-cutting for the sculptural mural “Pertaining to Wind and Water” on the TACS Boat House at Hull Park. The large and colorful sculpture mural was designed by Daniel Roache and was funded directly by Denise Bowman to honor the memory of her late brother.



### **The Birdhouse**

On August 6<sup>th</sup> we held the ribbon-cutting for Em Randall’s mural on the side of the birdhouse (next to Lot T near the Farmer’s Market). Miss Randall was the winner of the Pitch Night contest in the early part of this year.







The City of Traverse City

## MEMORANDUM

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**To:** Arts Commission

**From:** Harry Burkholder, DDA COO  
Katy MacCain, Community Development Director

**For Meeting Date:** September 16, 2020

**Memo Date:** September 13, 2020

**SUBJECT:** Art on the TART

As you may recall, at your November 2019 meeting, the Arts Commission allocated \$10,000 from the Public Art Trust Fund to install several art pieces at strategic locations along the Boardman Loop Trail - part of TART's "Art on the TART" program. The remainder of the costs for the associated landscaping are to be incurred by TART.

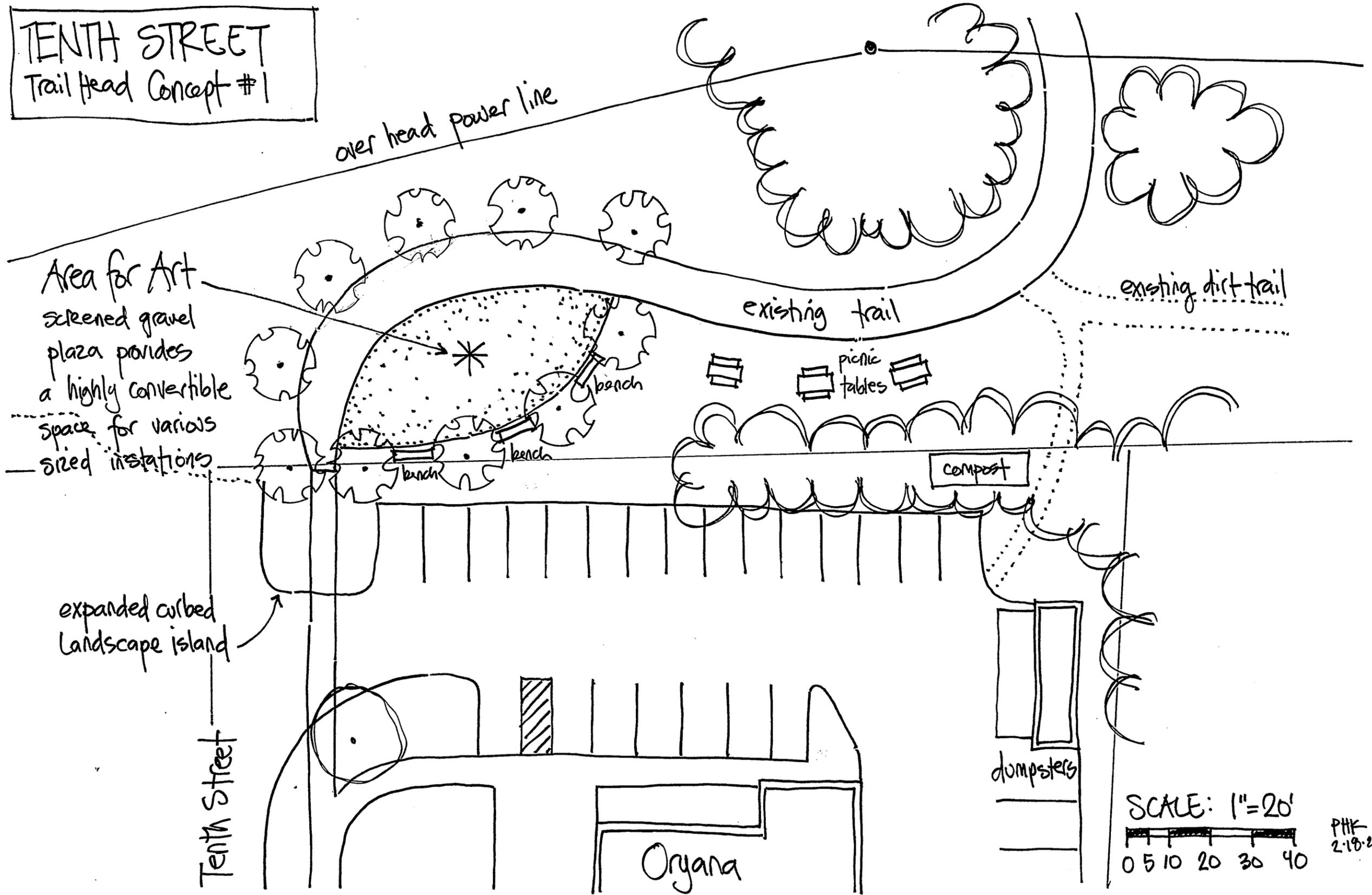
The first location is slated for the 10<sup>th</sup> Street Trailhead, just behind Oryana. Although the art piece has not yet been selected, TART (and Oryana) is eager to embark on some significant landscaping improvements.

In July, the City Commission approved the issuance of a service order to INHABITECT to manage the installation of landscaping at the 10<sup>th</sup> Street Trailhead. TART is working with INHABITECT to manage the design and installation of the landscaping, for an estimated cost of \$14,985.00. Again, these costs are to be incurred by TART. A preliminary site plan and INHABITECT's proposal is attached. However, TART and INHABITECT continue to refine the site plan.

The Arts Commission will need to initiate a process to determine the art installation for the 10<sup>th</sup> Street Trailhead.



# TENTH STREET Trail Head Concept #1



Area for Art  
screened gravel  
plaza provides  
a highly convertible  
space for various  
sized installations

expanded curbed  
landscape island

Tenth Street

over head power line

existing trail

existing dirt trail

bench

picnic  
tables

compost

dumpsters

Oryana

SCALE: 1"=20'  
0 5 10 20 30 40

PHK  
2.18.20

TENTH STREET  
Trail Head Concept #2

over head power line

Area for Art  
in a landscaped  
island in the trail

existing trail

existing dirt trail

picnic tables

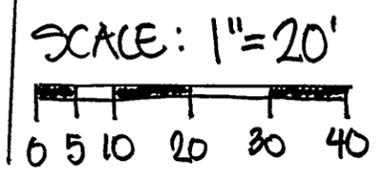
compost

expanded  
curbed  
landscape island

Tenth Street

dumpsters

Oyana



PHK  
2-18-20



July 1<sup>st</sup>, 2020

To: Caitlin Early – TART Trails

**Subject: 10<sup>th</sup> Street Trailhead Concept**

Caitlin –

This proposal is in response to your request to provide a proposal to manage the design, detailing and installation of the 10<sup>th</sup> Street Trailhead located at Oryana in Traverse City, MI. Inhabitect is capable of designing and building this entire project and hope this is agreeable to the TART Trail organization and other team members.

Design and Planning:

The first step of this process would be to refine the concept for this space that was provided by another professional. She has done a great job of showing the desired look for the space. This would greatly reduce the hours required to get this project fully drawn and detailed.

If Inhabitect were ultimately hired for this project we would provide a set of scaled drawings. This will outline our plant selections as well as detail how things will be put together, planted, etc.

Below are the maximum hours required to put this plan together. We will not exceed this amount unless approved in writing by the client.

***Junior Designer/Drafter: 30 hrs @ \$65.00/hour***

***Senior Designer: 8 hrs @ \$95.00/hour***

***Administrative: 5 hrs @ \$50.00/hour***

**Maximum cost: \$2,985.00**

Installation Budget:

Below is a rough preliminary budget for the installation of the conceptual plan that was provided. This pricing will need to be refined once the design is finalized and the client makes exactly material choices.

This includes the following scopes of work (this may change based on design):

- Site Prep/Grubbing
- Landscape plantings (Large trees and perennials)
- Stone Mulch and aluminum edging
- Bench construction and placement
- Mobilization, Machine time and Misc tools

**Estimated cost: \$12,000.00**

PO Box 66 - Traverse City, MI - 49685 - Tel: (231) 943-1434



I hope that this proposal is helpful and I look forward to hearing from you about this opportunity. Please let me know if you have any questions. If you would like to move forward Inhabitect can get started within a 10 business days of approval.

Authorized Signature:

A handwritten signature in black ink, appearing to be "M. A. [unclear]".

Date: 7/1/2020

**Acceptance of Proposal:**

*The pricing outlined are satisfactory and are hereby accepted. Inhabitect, LLC is authorized to do the design work as specified and will receive a 50% deposit check prior to the start of work so that the appropriate design expense can be covered.*

*The installation cost will be finalized once the design is complete. Inhabitect, LLC will be given the first right of refusal to also provide the installation of this site. This install cost will be finalized once the design is complete.*

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization/Title: \_\_\_\_\_

PO Box 66 - Traverse City, MI - 49685 - Tel: (231) 943-1434

09/09/2020 04:00 PM  
 User: nvanness  
 DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY  
 PERIOD ENDING 08/31/2020

Page: 1/1

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-664.000	INTEREST & DIVIDEND EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
282-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	30,000.00	0.00	0.00	0.00	30,000.00	0.00
282-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	10,500.00	0.00	0.00	0.00	10,500.00	0.00
282-000-677.000	REIMBURSEMENTS	0.00	0.00	14,895.00	0.00	(14,895.00)	100.00
282-000-695.000	TRANSFERS IN	35,000.00	0.00	0.00	0.00	35,000.00	0.00
282-000-699.000	PRIOR YEARS' SURPLUS	37,700.00	0.00	0.00	0.00	37,700.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		113,200.00	0.00	14,895.00	0.00	98,305.00	13.16
TOTAL REVENUES		113,200.00	0.00	14,895.00	0.00	98,305.00	13.16
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	2,200.00	0.00	0.00	0.00	2,200.00	0.00
282-282-801.000	PROFESSIONAL AND CONTRACTUAL	19,000.00	0.00	0.00	14,895.00	4,105.00	78.39
282-282-930.000	REPAIRS AND MAINTENANCE	20,000.00	0.00	0.00	0.00	20,000.00	0.00
282-282-970.000	CAPITAL OUTLAY	72,000.00	0.00	0.00	0.00	72,000.00	0.00
282-282-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 282 - PUBLIC ARTS COMMISSION		113,200.00	0.00	0.00	14,895.00	98,305.00	13.16
TOTAL EXPENDITURES		113,200.00	0.00	0.00	14,895.00	98,305.00	13.16
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		113,200.00	0.00	14,895.00	0.00	98,305.00	13.16
TOTAL EXPENDITURES		113,200.00	0.00	0.00	14,895.00	98,305.00	13.16
NET OF REVENUES & EXPENDITURES		0.00	0.00	14,895.00	(14,895.00)	0.00	0.00





## Traverse City Arts Commission

<b>Name</b>	<b>Initial Apt. Date</b>	<b>Termination Date</b>
Ashlea Walter (Commissioner Rep)	11/11/19	11/09/20
Debbie Hersey (DDA Rep/Chair)	10/03/16	09/15/20
Megan Kelto	06/18/18	05/18/21
Chelsie Niemi	12/16/19	05/18/21
Roger Amundsen	08/05/19	04/04/22
Charlotte Smith (Co Vice-Chair)	06/18/18	05/18/21
Mathew Ross (City Manager Designee)	07/23/18	05/18/21

Staff Liaison: Harry Burkholder, COO  
922-2050  
[harry@downtowntc.com](mailto:harry@downtowntc.com)

Katy McCain, Community Development Director  
922-2050  
[katy@downtowntc.com](mailto:katy@downtowntc.com)

All appointments from the Downtown Development Authority Board and the City Commission are for 3-year terms or the length of their terms on their respective public bodies, whichever is shorter. All other appointments are for 3-year terms.