



**Traverse City Arts Commission
Regular Meeting**

3:30 PM

Wednesday, December 18, 2019

Located in: 2nd Floor Committee Room

Governmental Center

Traverse City, MI 49684

Posted: Friday, December 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.

The City 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 Commission honor these values.

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 November 20, 2019 meeting.
4. Project Update
 - a. Boathouse Project
 - b. Pitch Night
 - c. UpNorth Pride
 - d. Art on the TART
5. Financials
6. Old Business
 - a. Committee Update
7. New Business
 - a. 20-21 Project
 - b. Miscellaneous
8. Public Comment
 - a. General
 - b. Commissioners
9. Adjournment



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

Minutes

Regular Meeting
Wednesday, November 20, 2019
Second Floor Committee Room
Governmental Center, 400 Boardman Avenue, Traverse City, Michigan

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

Present: Roger Amundsen, Debbie Hershey, Matthew Ross, Charlotte Smith, Ashlea Walter

Absent: Megan Kelto

Staff: Colleen Paveglio

Congrats Roger Amundsen on the birth of his child and to Ashlea Walter on being elected to City Commission

2. Opening Public Comment
 - a. Justin David Brink, 924 Peninsula Drive, Hagerty Creative Director, thanked the Commission for their work and commented on his non-profit and public art projects. Paveglio to schedule meeting
3. Consideration of approving the minutes from the October 16, 2019 meeting.
 - a. **Moved by Walter, seconded by Ross, that the minutes of the October 16, 2019 meeting as presented, be approved.**
AIF/MC
4. Project Update
 - a. Clinch Park Tunnel Mural
 - i. Working group of Amundsen and Smith to discuss opportunity for the original art
 - ii. Signage has been installed
 - b. Boathouse Project
 - i. Boathouse project to be installed in May 2020.
 - ii. Artwork complete and preparing storage
 - c. Then & Now

- i. Ribbon cutting on October 22, 2019
 - ii. Program expansion not planned at this time
- d. Pitch Night
 - i. Project Description reviewed
 - ii. \$750 MCACA minigrant awarded
 - iii. Parks and Recreation Commission: December 5, 2019
 - iv. City Commission: December 16, 2019
- 5. Financials
 - a. Budget review
 - b. Financials statements from July - October 2019 were included for review
 - c. Funding discussions to begin for ask to DDA and City Commission in early 2020 to prepare for budget
- 6. Old Business
 - a. Website Compliance
 - i. ADA compliance review and work completed
 - ii. Report provided in packet
 - b. TART
 - i. TART Committee met in early November to begin discussion regarding projects at 16th and/or 10th St. trailheads
 - ii. Boardman Loop expected to be completed in 2020
 - iii. **Motion by Amundsen, seconded by Walter that the Traverse City Arts Commission and TART Trails collaborate on the Art on the TART initiative and approve a not-to-exceed amount of \$10,000 from the Public Art Trust Fund, with \$20,000 from TART Trails and additional funds from private sources. AIF/MC**
 - iv. Funding Ideas
 - a. Giving Tuesday: Facebook “donate button” is restricted to 501 c 3’s
 - b. Donate on website: Need to go to City Commission due to absorption of fees
 - c. Public Spaces Community Spaces
 - c. Shop Your Community Day
 - i. November 9, 2019
 - ii. Arts Commission will receive an over \$880 donation
 - d. Pride
 - i. Collaboration for UpNorth Pride
 - ii. **Motion by Walter, seconded by Amundsen that the Traverse City Arts Commission and UpNorth Pride collaboration for June 2020, be approved, with project costs not to exceed \$8,000, with \$3,000 from the Public Arts Trust Fund**

and \$5,000 from UpNorth Pride and that the proposal be presented to the City Commission for conceptual project and funding approval once confirmed.
AIF/MC

- iii. Amundsen to join committee and staff to schedule meeting
- 7. New Business
 - a. Committee Update
 - i. Master Plan Committee to be scheduled
- 8. Public Comment
 - a. Sally Weaver, 2884 Wild Juniper Trail, commented on the Clinch Park Tunnel
- 9. Adjournment. The meeting officially adjourned at 4:44 p.m.

Colleen Paveglio
DDA Marketing & Communications Director
Designated Secretary



To: Traverse City Arts Commission
From: Colleen Paveglio
Re: December 13, 2019 Arts Commission Meeting
Date: December 18, 2019

AGENDA ITEM 4A - Boathouse Sculpture

The Boathouse Sculpture is complete and has been placed in storage with the City. I will be meeting with the donor this winter to discuss installation and a date for a ribbon cutting in May 2020.

AGENDA ITEM 4B - Pitch Night

As you may recall, the preferred location for the Pitch Night art installation is in the south west quadrant of Lot B, which is parkland. Therefore, I went before the Parks and Recreation Commission on December 5, 2019 and received approval. The concept and budget will go before City Commission on Monday, December 16, 2019.

I have included the project detail for Pitch Night again for your review. As a reminder, we were awarded a \$750 MCACA grant for the project, which will be incorporated into the \$2,500 budget the Arts Commission committed to the project. I anticipate applications to be published in January 2020 pending City Commission approval.

AGENDA ITEM 4C - Up North Pride

I have included the project detail for the Up North Pride collaboration for your review. The committee of Charlotte Smith, Robert Amundsen, Programming Director, Nick Viox, and me, met in early December to work on details for the event. We are looking forward to community participation and engagement on this project.

A meeting has been scheduled with the DPS Director, City Engineering Department, Parks Superintendent, and Streets Superintendent to review the street painting project in early January. The project will be on the Parks and Recreation Commission agenda on January 2, 2020 and City Commission will follow.

As a reminder, the Commission approved, at the November 2019 meeting, \$3,000 from the Public Art Trust Fund with a donation of \$5,000 from Up North Pride.

AGENDA ITEM 4D - Art on the TART

As previously discussed, we will begin to work with TART this winter on a project along the Boardman Loop, which is anticipated to be completed in 2020. The Arts Commission's TART Committee met in November and I recently met with TART, Oryana, and a landscape architect to discuss the 10th St. Trailhead area. I plan to get the larger group together in January to nail down the details so work can begin on the project.

As you may recall, the Arts Commission approved, at their November 2019 meeting, an allocation of \$10,000 from the Public Art Trust Fund for the Art on the TART project with a donation from TART in the amount of \$20,000. The focus of the work is intended to be on four areas; ecology, economy, history, and education.

Once a comprehensive plan is confirmed, the conceptual project will come back to the Arts Commission for approval and then presented to the City Commission for conceptual project and funding approval.

AGENDA ITEM 5 - Financials

I have enclosed the working budget as we move through projects and the annual budget. Also enclosed are financials statements from November 2019.

AGENDA ITEM 6A - Committee Update

Master Plan Committee: December 18, 2019

TART Committee: Meeting to be scheduled in January

Pitch Night Committee: Meeting to be schedule in January

UpNorth Pride Committee: Ongoing

Cardboard Parade: Meeting to be scheduled in January

AGENDA ITEM 7A - 2020-2021 Project

While we are working on several projects for the upcoming season and Art on the TART into the new fiscal year, there has been discussion about the Arts Commission developing a project on its own for the 2020-2021 fiscal year. I have included the working document that was created based on the prioritization exercise that the Commission did in early 2019. I would like to review the document with the Commission at the meeting and begin to discuss interest in the various projects. At our January meeting, I intend to begin budget discussions which can guide us on moving forward.

AGENDA ITEM 7B - Miscellaneous

Digital Packets

The City of Traverse City has moved to a digital system to publish meeting packets. The City Commission, DDA, and Planning Commission have moved over to this system and I intend to move the Arts Commission over to the system for the January meeting. Please note that you will receive an email adding you to the "icompass" system. Please accept so you will receive the packet.

Donate on Website

As previously discussed, the Arts Commission will have to go before the City Commission in order to have a donate option on the website due to credit card fees. I intend on preparing the item to be placed on a City Commission agenda for January.

2020 Pitch Night

Project Name	2020 Pitch Night
Location	Lot B/Farmers Market
Type of Public Art	2-Dimensional or 3-Dimensional
TCAC Program Category	Temporary Exhibit

Project Background

Enriching lives through public art and increasing our quality of life in the Grand Traverse Region through public art programs is a goal of the Traverse City Arts Commission. Targeting a vast audience through a vibrant and engaging event, while working with local artists, will further strengthen the commitment the Arts Commission has made to supporting the arts and in turn grow support and excitement for the arts in the region.

Engaging with the area artists is a top priority for the Traverse City Arts Commission. Seeking the talent that lies within our backyard and growing relationships through our public art programs will only strengthen support for the arts regionally and truly emit an authentic public art program unlike any other.

Project Description

The Traverse City Arts Commission intends to launch Pitch Night, a one-night event that's purpose is to engage and inform artists and the community about public art through a fun, dynamic, fast paced, democratic event wherein one artist will be selected and funded for an art installation in Traverse City. Pitch Night is slated for Thursday, March 5, 2020 at Workshop Brewing Co. in Downtown Traverse City. The venue will accommodate a large amount of attendees and provide a delightful setting for an artful evening. Arts and crafts will be provided for the youth. Pitch Night will be free and open to the public.

Artist Selection

Artists from Antrim, Benzie, Grand Traverse, and Leelanau Counties are invited to submit proposals for a 2-dimensional or 3-dimensional art installation. Once the application process closes, the Traverse City Arts Commission's Art Selection Panel will select five artists to present their ideas at Pitch Night.

Each of the five selected artists will have up to five minutes to "pitch" their idea with five slides. The panel of judges and a live audience will have the opportunity to ask questions of artists.

following the presentations. The audience will then participate in rounds of live voting to award an artist \$1,000 to realize their proposal in the selected location.

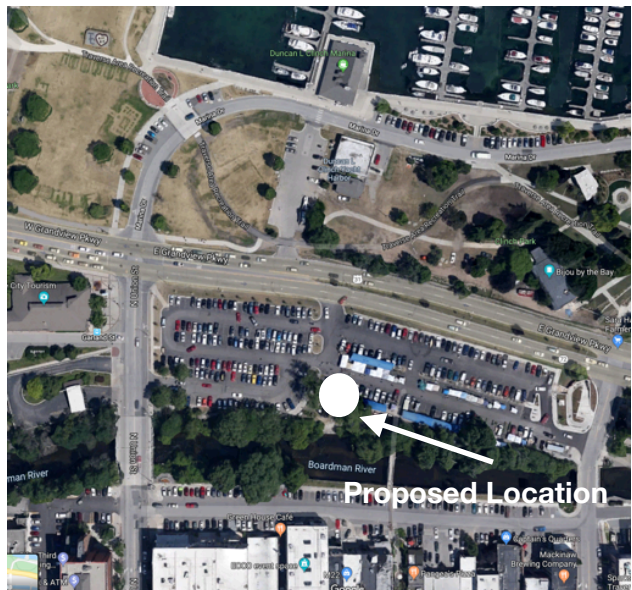
Art Location

Lot B/Farmers Market

The proposed location offers a variety of options for public art submissions, with the potential use of the concrete pad and/or the west wall of the “birdhouse” structure.

The installation is slated for Spring 2020 and to be on display for a minimum of one month or a longer defined period of time that will be determined based on the art submission and Arts Commission direction.

Lot B is parkland and the Parks and Recreation Commission approved the project in concept at their December 5, 2019 meeting.



Budget

The estimated project budget is \$2,500 with \$750 from a Michigan Council for Arts & Cultural Affairs grant and \$1,750 from the Public Art Trust Fund. The selected artist would be provided \$1,000 to produce and install their art submission. Additional expenses for the project would be marketing and promotional materials.

Timeline

Following is a tentative schedule:

December 5, 2019	Parks & Recreation Commission
December 16, 2019	Farmers Market Advisory Board
December 16, 2019	City Commission
December 18, 2019	Lower Boardman River Leadership Team
January 21 - February 18, 2020	Application
February 2020	Art Selection Panel Meeting
February 2020	Finalists Notified
March 5, 2020	Pitch Night
April/May 2020	Art Installed



2020 Up North Pride

Project Name	2020 Up North Pride
Location	Downtown Traverse City: Various Locations
Type of Public Art	2-Dimensional or 3-Dimensional
TCAC Program Category	Temporary Exhibit

Project Background

Enriching lives through public art and increasing our quality of life in the Grand Traverse Region through public art programs is a goal of the Traverse City Arts Commission. Since 2017, the Arts Commission has collaborated with Up North Pride on a public art exhibition during June Pride Month.

Stated in the Arts Commission's Master Plan are that activities and decision making of the City of Traverse City's Public Art Program will be guided by several principles and goals, to name a few: **Inclusivity** by seeking ideas and engagement from all segments of the community, **Diversity** by providing opportunities for racial, ethnic and cultural backgrounds, disabilities, and other diverse groups, and **Innovation** by exploring new approaches to public arts activities to engage citizens of all ages, and include works of arts representing a broad variety of media, styles, and community interests. Creating an impact with an emphasis on the arts will further strengthen our community as safe and inclusive.

Project Description

The Traverse City Arts Commission will collaborate with Up North Pride during Pride Month in June 2020 on a temporary public art exhibition in Downtown Traverse City.

Strolling Exhibition: 9 locations, each assigned a color of rainbow, will be strategically placed along the route of the Up North Pride Visibility March. Artists would be assigned a color of the rainbow. Anticipated installation would be June 19-21, 2020. The 9 installations would be removed at the end of Pride Week.

Pride By Number: A "paint-by-number" community mural project on Union Street between Grandview Parkway and E. Front Street will serve as an opportunity to bring out the creative side of the community through an interactive installation that will have high visibility and build community pride. Anticipated installation would be May 31, 2020. Standard road striping paint would be used for the mural and would fade over time.



Artist Selection










Strolling Exhibition: Artists will be invited to apply and submit proposals for a 2-dimensional or 3-dimensional art installations for one or more of the selected exhibition locations. Once the application process closes, the Traverse City Arts Commission's Art Selection Panel will select the artists and assign each to a color of the rainbow.

Pride By Number: The Arts Commission will work to design the mural on Union Street and prep the area prior to the community paint out.

Art Location

The Art locations will serve as a walking exhibition and following the UpNorth Pride Visibility March route. Private Property in the public realm and public property will host temporary exhibitions that will be coordinated by a color of in the rainbow.

The proposed locations offer a variety of options for public art submissions.

	F&M Park
	500 Block E. Front: Wellington Plaza
	400 Block E. Front: Pump House
	300 Block E. Front: Private Property
	200 Block E. Front: Private Property
	100 Block E. Front: Jay Smith Walkway
	Garland Street: Private Property
	Hall Street: Private Property
	Union Street: Front to Grandview Parkway



Budget

The estimated project budget is \$8,000 with a \$5,000 donation from UpNorth Pride and \$3,000 from the Public Art Trust Fund.

Timeline

Following is a tentative schedule:

January 2, 2020	Parks & Recreation Commission
January 2020	City Commission
February -March, 2020	Application
March 2020	Art Selection Panel Meeting
March 2020	Finalists Notified
May 31, 2020	Union Street Installation
June 19-21, 2020	Rainbow Art Exhibition Installed

City of Traverse City, Michigan
SPECIAL REVENUE FUND
PUBLIC ARTS COMMISSION FUND
For the Budget Year 2019-20

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Requested
REVENUES					
Contributions-Public	\$ 25,680	\$ 25,000	\$ 15,000	\$ -	\$ 15,000
Contributions-Private	26,800	2,000	-	64,500	35,000
TOTAL REVENUES	52,480	27,000	15,000	64,500	50,000
EXPENDITURES					
Office Supplies	-	-	-	-	2,200
Professional and Contractual	3,792	12,171	-	17,000	35,700
Capital Outlay	50,000	-	30,000	3,000	75,000
TOTAL EXPENDITURES	53,792	12,171	30,000	20,000	112,900
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(1,312)	14,829	(15,000)	44,500	(62,900)
OTHER FINANCING SOURCES					
Transfer In - General Fund	10,000	20,000	30,000	30,000	30,000
NET CHANGE IN FUND BALANCE	8,688	34,829	15,000	74,500	(32,900)
Beginning Fund Balance	21,075	29,763	64,592	64,592	139,092
Ending Fund Balance	\$ 29,763	\$ 64,592	\$ 79,592	\$ 139,092	\$ 106,192

This fund is used to account for amounts from which expenditures may be made for the acquisition, commission, exhibition, and maintenance of works of art.

REVENUE		Budget FY 19-20
DDA Contribution		\$ 15,000
City of Traverse City Contribution		\$ 30,000
DTCA		\$ 760
SYC DAY		\$ 830
MCACA		\$ 750
UNP		\$ 5,000
	TOTAL	<u>\$ 52,340</u>
EXPENSE		
Office Supplies		\$ 2,200
DDA Admin		\$ 15,000
Professional Services		\$ 5,000
Boathouse		\$ 25,000
Then & Now		\$ 1,441
Clinch Tunnel		\$ 48,055
UNP		\$ 8,000
Pitch Night		\$ 2,500
	TOTAL	<u>\$ 107,196</u>
	PROFIT (LOSS)	<u>\$ (54,856)</u>
	FUND BALANCE (approximate based on FY end 18/19)	<u>\$ 126,000</u>
	TOTAL	<u>\$ 71,144</u>
	MAINTENANCE	<u>\$ 15,000</u>
	TART DOLLARS (includes \$10,000 Public Art Trust Fund portion)	<u>\$ 30,000</u>
	END BALANCE	<u>\$ 26,144</u>

Recommendation for the Traverse City
Arts Commission to set aside \$15,000
for a maintnance program and dedicate
5%-10% of project budget moving
forward

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR		YTD BALANCE 11/30/2019	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
			MONTH 11/30/19					
Fund 282 - PUBLIC ARTS COMMISSION FUND								
Revenues								
Dept 000 - NON-DEPARTMENTAL								
282-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	15,000.00	0.00		0.00	0.00	15,000.00	0.00
282-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	35,000.00	836.35		836.35	0.00	34,163.65	2.39
282-000-695.000	TRANSFERS IN	30,000.00	0.00		0.00	0.00	30,000.00	0.00
282-000-699.000	PRIOR YEARS' SURPLUS	32,900.00	0.00		0.00	0.00	32,900.00	0.00
Total Dept 000 - NON-DEPARTMENTAL								
		112,900.00	836.35		836.35	0.00	112,063.65	0.74
TOTAL REVENUES								
		112,900.00	836.35		836.35	0.00	112,063.65	0.74
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	35,700.00	3,185.73		8,648.73	3,910.73	23,140.54	35.18
282-282-970.000	CAPITAL OUTLAY	75,000.00	238.00		41,038.00	0.00	33,962.00	54.72
282-282-988.000	UNALLOCATED FUNDS	0.00	0.00		0.00	0.00	0.00	0.00
Total Dept 282 - PUBLIC ARTS COMMISSION								
		112,900.00	3,423.73		49,686.73	3,910.73	59,302.54	47.47
TOTAL EXPENDITURES								
		112,900.00	3,423.73		49,686.73	3,910.73	59,302.54	47.47
Fund 282 - PUBLIC ARTS COMMISSION FUND:								
TOTAL REVENUES								
		112,900.00	836.35		836.35	0.00	112,063.65	0.74
TOTAL EXPENDITURES								
		112,900.00	3,423.73		49,686.73	3,910.73	59,302.54	47.47
NET OF REVENUES & EXPENDITURES								
		0.00	(2,587.38)		(48,850.38)	(3,910.73)	52,761.11	100.00

TRAVERSE CITY ARTS COMMISSION
SIX YEAR CAPITAL IMPROVEMENT PLAN
Budget Year 2019-2020 by Fund

Traverse City Arts Commission																		
Public Art Trust Fund																		
	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Funding Sum	Other Funds	Project Cost	Scorecard Number								
Boathouse Sculpture	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	\$15,000	\$25,000	in progress								
Bridge Art	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	\$40,000		\$40,000	22								
Boardman Lake Art Trail Overall Plan	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000	\$25,000	\$50,000	22								
Boardman Lake Art Trail Rotating Exhibition	\$0	\$0	\$8,000	\$0	\$0	\$0	\$8,000	\$0	\$8,000	20								
Clinch Park Tunnel	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000	in progress								
Eighth Street	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000	\$10,000	\$30,000	25								
Fish Pass	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$10,000	20								
Hickory Hills	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000	\$10,000	\$20,000	18								
Mural Exhibition	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$10,000	16								
TART Project	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$30,000	\$40,000	28								
Total	\$20,000	\$15,000	\$28,000	\$25,000	\$30,000	\$30,000	\$148,000	\$95,000	\$243,000									