



Traverse City Arts Commission Regular Meeting

March 15, 2023

3:30 pm

Training Room, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684

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 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 Harry Burkholder
(231) 922-2050
Email: harry@downtowntc.com
Web: www.downtowntc.com
303 E State St. STE C
Traverse City, MI 49686

Welcome to the Traverse City Arts Commission meeting!

Agenda

	Page
1. CALL TO ORDER, ATTENDANCE, ANNOUNCEMENTS	
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2. CONSENT CALENDAR	
A. Consideration of Approving the February 15, 2023 Arts Commission Meeting Minutes (approval recommended) Draft February15, 2023 Meeting Minutes - PDF	5 - 6
B. Consideration of Approving the February 2023 Arts Commission Financials TC Arts Commission February 2023 Financials - PDF	7
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3. OLD BUSINESS	
A. Liaison Report Liaison Report Memo (Burkholder) - PDF Paint It Forward Draft Application Paint It Forward Draft Financial Report Form - PDF Shull Selections - PDF	9 - 15
B. Strategic Planning Strategic Planning Update Memo (Burkholder & Motil) - PDF Draft FY-2023 Work Plan Aligned with Strategic Goals - PDF Draft TCAC Governance Design and Strategic Goals - PDF	17 - 23
<hr/>	
4. NEW BUSINESS	
A. New Business Update New Business Memo (Burkholder) - PDF MISIL Working Schedule Street Painting Schematics	25 - 35
B. Arts Commission Budget Discussion Budget Memo (Burkholder) - PDF 2023-2023 Budget Sheet One - PDF 2023-2023 Budget Sheet Two	37 - 41
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5. PUBLIC COMMENT	
A. General	

B. Commissioners

6. ADJOURNMENT



CITY COMMISSION

GOALS & OBJECTIVES

2022-2023



HOUSING & HOMELESSNESS

Increase opportunities for more diverse housing through public and private options.



ACCESS & MOBILITY

Invest in multi-modal mobility strategies and existing and future infrastructure so that individuals of all ages, abilities and income have a network of complete, barrier free, safe, year round access to our community's amenities and basic needs.



CONNECTING PEOPLE WITH EACH OTHER AND NATURE

Invest in facilities and amenities in order to create vibrant City spaces that connect all people to nature and to each other.



ECONOMIC DEVELOPMENT

The City will foster economic development by adopting a growth mentality and by conserving and maintaining natural resources. It will work with partners to invest in and maintain amenities that support a wide variety of industries, build the workforce, and attract well-paying jobs with the region's future in mind.



WATER SYSTEMS

Proactively and consistently maintain, conserve, and manage water and water systems to reduce harm to the systems themselves as well as public health and safety.



CLIMATE CHANGE

Address climate within all of our City priorities, goals, policies, and actions.



**Minutes of the
Arts Commission for the City of Traverse City
Regular Meeting
February 15, 2023**

A regular meeting of the Arts Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:30 p.m.

The following Commissioners were in attendance: Commissioners Admundson, Early, Stanley and Koebert

The following Commissioners were absent: Commissioners Nance, Niemi and Hoisington

Chairperson Admondson presided at the meeting.

(a) **CALL TO ORDER, ATTENDANCE, ANNOUCEMENTS**

(b) **CONSENT CALENDAR**

- (1) Consideration of Approving the January 18, 2023 Arts Commission Meeting Minutes (approval recommended)
- (2) Consideration of Approving the February 8, 2023 Rotating Arts Subcommittee Meeting
- (3) Consideration of Approving the January 2023 Arts Commission Financials
Motion to approve the Consent Calendar

Moved by Caitlin Early, Seconded by Roger Amundsen

Yes: Roger Amundsen, Mi Stanley, Caitlin Early, and Linda Koebert

Absent: Chelsie Niemi, Joshua Hoisington, and Steve Nance

CARRIED. 4-0-3 on a recorded vote

(c) **OLD BUSINESS**

(1) Liaison Report

Mr. Burkholder provided a project update summary, noting:

- We received approval on the framework/language for the Paint It Forward program

- Commissioners agreed to use six images from Justin Shull for a small application of the banner project

(2) Strategic Planning

Ms. Motil facilitated a discussion with the Commission

(d) NEW BUSINESS

(1) New Business Update

Mr. Burkholder provided a summary of New Business items, noting:

- Commissioners agreed to spend not to exceed \$583.86 for a sign for the Mazzinaadin prints at the Chamber Room.
- Commissioners agreed to participate with MISILIC for their program.

(2) Arts Commission Website

Mr. Burkholder noted the updates to the website and received confirmation that commissioners would assist with some of the project summary's

(3) Arts Commission 2023-2024 Budget

Commissioners discussed the final components of the 2022/23 budget and discussed funding sources for the 2023/24 budget

(e) PUBLIC COMMENT

(1) General

(2) Commissioners

(f) ADJOURNMENT

(1) Motion to adjourn

Moved by Roger Amundsen, Seconded by Mi Stanley

Yes: Roger Amundsen, Mi Stanley, Caitlin Early, and Linda Koebert

Absent: Chelsie Niemi, Joshua Hoisington, and Steve Nance

CARRIED. 4-0-3 on a recorded vote

Roger Admundson, Chair

03/02/2023 04:22 PM
User: nvanness
DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 02/28/2023

Page: 1/1

		2022-23YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	NDDED BUDGET	02/28/2023	MONTH ENCUMBERED	ENCUMBERED	% BDGT	
				02/28/23	EAR-TO-DATE	BALANCE	USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOUR	5,000.00	0.00	0.00	0.00	5,000.00	0.00
282-000-695.000	TRANSFERS IN	30,000.00	30,000.00	0.00	0.00	0.00	100.00
Total Dept 000 - NON-DEPARTMENTAL		35,000.00	30,000.00	0.00	0.00	5,000.00	85.71
TOTAL REVENUES		35,000.00	30,000.00	0.00	0.00	5,000.00	85.71
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-801.000	PROFESSIONAL AND CONTRAC	35,000.00	18,400.00	2,000.00	21,181.28	(4,581.28)	113.09
282-282-930.000	REPAIRS AND MAINTENANCE	0.00	2,038.67	0.00	0.00	(2,038.67)	100.00
Total Dept 282 - PUBLIC ARTS COMMISSION		35,000.00	20,438.67	2,000.00	21,181.28	(6,619.95)	118.91
TOTAL EXPENDITURES		35,000.00	20,438.67	2,000.00	21,181.28	(6,619.95)	118.91
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		35,000.00	30,000.00	0.00	0.00	5,000.00	85.71
TOTAL EXPENDITURES		35,000.00	20,438.67	2,000.00	21,181.28	(6,619.95)	118.91
NET OF REVENUES & EXPENDITURES		0.00	9,561.33	(2,000.00)	(21,181.28)	11,619.95	100.00

To: Traverse City Arts Commission
From: Harry Burkholder, DDA COO
Memo Date: March 9, 2023
Subject: Project Updates

Petrokovitz Exhibit

I am still working with our staff to remove the graffiti on one of the Petrokovitz sculptures. It appears, after our first removal application, that the paint/coating is bubbling and/or wearing thin in specific areas. I talked with Mr. Petrokovitz about the removal process and subsequent impact to the sculpture and he agreed to proceed with our clean-up effort. He also noted that the sculpture may require a new powder-coat application. He estimated the new powder-coat would cost roughly \$200.

I'd like to get commissioner's feedback on the powder-coat options as well as relative costs.

Paint-it-Forward Grant Program

The final "Paint-it-Forward" grant program materials are attached for your review. Our next step is to discuss and manner and process by which this program will be publicized and facilitated.

Park Initiative

I have included a draft RFP for the mural project at Bryant Park. Based on your feedback, as well as feedback from Parks Department staff, I will secure approval to release the RFP from the City Commission. We are planning for a late May/Early June completion.

Perry Hannah Plaque

As you recall, the Arts Commission approved to move forward with a revised plaque for the Perry Hannah statue as well as a second plaque that better acknowledges the Anishinaabek people/culture. I reached out to Emily Modrall, who is working with the tribe on a cultural signage project about securing assistance to translate the text to Anishinaabe – that is, the plaque would have the text in both an English and Anishinaabe. Follow up conversations with Emily (as well as conversations with Emily and Commissioner Early) noted a desire to fund the translation of the text. I'd like to get commissioner's feedback on allocating not to exceed \$120 to get the translation completed. If so desired, I will need to secure approval to release funding for the two plaques and the translation from the City Commission. I anticipate the new plaques will cost roughly \$1,200 apiece. We will need to work with the Parks Department to determine the best location of the new plaque.

MEMORANDUM

Banner Project

I have reached out to Britten Banner and they remain committed to providing the new banners along West Front. I have touched base with the artist, so our next step will be working to secure Justin's art in a file format that works for Britten, planning the exact location and then establishing the printing and installation timeline. I have attached a copy of the art we selected, including the proposed acknowledgement of the Arts Commission for the banner.



**TRAVERSE CITY ARTS COMMISSION "PAINT IT FORWARD" GRANT APPLICATION FORM
2023**

Please share your concise responses to the questions below. Responses should be no more than three single-spaced pages. If available, you may attach and include photographs or maps to support your application. The application materials do not count toward the three-page limit. Please email your completed application in a Microsoft Word or PDF format to harry@downtowntc.com and include "2022 Grant Application" in the subject line.

Name of Entity Applying for Funds _____

Type of Entity (non-profit) _____

Name of Contact/Grant Administrator _____

Title _____ Phone _____

Email _____ Website _____

Name of Project _____

Total Project Cost _____

Amount Requested from the Arts Commission _____

Total Project Match (25%) _____

1. Summarize your project. What problem are you trying to solve with your project? What are your goals? What is the grant paying for?
2. What activities are you planning?
3. What is the location of your project?
4. Who are you serving and who are the beneficiaries of your project?
5. Who are the projects leaders and partners? Describe their roles and responsibilities.
6. List the costs and sources of revenue (including your 25% match) for your project.
7. Describe how your project advances public art in the community?
8. Describe how your project aligns with the existing goals and vision of the Arts Commission?

**TRAVERSE CITY ARTS COMMISSION "PAINT IT FORWARD" GRANT APPLICATION
FINANCIAL AND FINAL REPORT FORM**

Grantee _____

Project Name _____

Street/Mailing Address _____

Project Manager _____ Title _____ Report Date _____

Amount of Grant Award _____ Date Awarded _____

Match Provided _____

I, _____, certify that the information presented in this financial and final report is accurate and meets the requirements outlined in the Paint It Forward Grant Agreement for this project.

Signature _____ Date _____

Expenses Reimbursement Request

Item	Amount	Notes
Total		

Please include only invoices/receipts for which reimbursement is requested. As a reminder, the Arts Commission will only provide reimbursement for funds consistent with the Grantee's tax status, the mission of the Arts Commission and are consistent with the grant agreement. These funds cannot be used for political or advocacy activities.

Final Report

Please describe the project in enough detail that someone unfamiliar with the project will understand, including any fact or figures (e.g., brochures printed, people reached, size of installation) and how this has or will benefit the community. Please include anything learned including any challenges and how they were overcome.

Include a copy of any materials or reports associated with the project. Please include 1-3 photos that capture the project as an attachment with the Report Form.

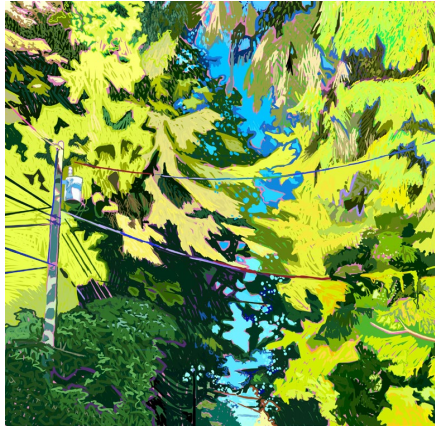
You may type this form or a separate document may be attached. Large reports and photo attachments can just directly emailed to harry@downtowntc.com. Please make sure to note the attachments are part of the grant report.

Submission

Please submit a copy of this form to "Care of the Traverse City Arts Commission" via email at harry@downtowntc.com or mail to 303 E. State Street, Traverse City, MI 49684 within 30 days of project completion. The Arts Commission will review the materials and mail a check to the grantee at the address listed above within 30 days of receipt if all the conditions of the grant have been met. Any questions should be addressed to Harry Burkholder at harry@downtowntc.com or 232-922-2050



Traverse City Arts Commission





MEMORANDUM

To: Traverse City Arts Commission
From: Megan Motil & Harry Burkholder, DDA COO
Memo Date: March 9, 2023
Subject: Strategic Plan Update

Megan will be attending our meeting to facilitate a discussion on draft items related to our Governance and Strategic Goals and 2023 Work Plan (w/aligned strategic goals) – both attached.

We ask that each Commissioner take some time to review the attachment and be prepared to discuss at our meeting. Please feel free to reach out to Megan or myself should you have any questions.

Work Plan Activities	KEY	To do (planned)	In Progress/ On time	In Progress / Delayed	Stalled/ Obstacle	Completed		
Governance and Oversight	Role Acronyms: R = Responsible, A = Authority, S = Support, I = Informed, C = Consulted	July- Sept 2023	Oct- Dec 2023	Jan- Mar 2024	April- June 2024	2025	2026	2027
Create and adopt a Strategic Goals.	Commission (A, R)							
Create and adopt an annual work plan that aligns with a proposed budget and with available non-financial resources including staff capacity. Submit the budget to City Commission for consideration of approval.	Commission (A, R)							
Structure regular Arts Commission agendas and meetings to ensure a focus on strategy, decision-making and action, rather than brainstorming and staff reports.	Commission (A, R)							
Delegate work tasks and some decisions to staff and ad hoc committees in alignment with the Commission's goals and priorities.	Commission (A, R)							
Develop an information sheet to assist with Arts Commission service recruitment. Clarify Commission's governance role, time commitment, helpful skills/competencies. Develop a list of interview questions to assist City Commissioners with their role/authority in selecting and appointing Commissioners.	Commission (A, R)							
Develop criteria to assist with project feasibility and prioritization, including related to pro-active Commission-initiated projects and the consideration of acceptance of donated art or participation in projects led by others.	Commission (A, R)							
Prioritize, schedule, and sequence a five year rolling list of capital projects.	Commission (A, R)							
Pursue a change to the City's ordinance to remove the Art Selection Panel as a standing committee; recommend ordinance changes that enable the Arts Commission to create an art selection ad hoc committee(s), as needed, for special projects and initiatives.	Commission (A, R)							
Annually self-assess the Commissions outcomes and impacts based on its annual goals and work plan.	Commission (A, R)							
Update the Public Art Master Plan.	Commission (A), Staff (R)							
Public Art Programs and Capital Projects	Role Acronyms: R = Responsible, A = Authority, S = Support, I = Informed, C = Consulted	July- Sept 2023	Oct- Dec 2023	Jan- Mar 2024	April- June 2024	2025	2026	2027
Create and install a new mural at Bryant Park in partnership with the City's Parks and Recreation Department.	Staff (R), Commission (A, C)							
Plan and host a city-wide mural festival.	Staff (R), Commission (A, C)							
Complete and install West Front Street banners downtown.	Staff (R), Commission (A, C)							
Manage installation of the Rotating Art exhibit along the TART Trail.	Staff (R), Commission (A, C)							
Manage the Rotating Exhibit at the Clinch Park Tunnel. (ongoing, no action anticipated in 2023/24)	Staff (R), Commission (A, C)							
Manage pop-up art projects.	Staff (R), Commission (A, C)							
Public Art Asset and Collection Maintenance	Role Acronyms: R = Responsible, A = Authority, S = Support, I = Informed, C = Consulted	July- Sept 2023	Oct- Dec 2023	Jan- Mar 2024	April- June 2024	2025	2026	2027
Create and install new signage that is more inclusive at Hannah Park.	Staff (R), Commission (A, C)							
Manage Paint-It-Forward mini grant process.	Staff (R), Commission (A, C)							
Review entire public art collection and classify pieces as Temporary, Rotating, or Permanent.	Staff (R), Commission (A, C)							
Dedicate a portion of funds annually for the long-term maintenance of the arts collection.	Staff (R), Commission (A, C)							
Develop a comprehensive Asset Management and Condition and Care Plan for the public art collection that includes roles, processes and systems, and the resources required for care.	Staff (R), Commission (A, C)							
Communication and Community Engagement	Role Acronyms: R = Responsible, A = Authority, S = Support, I = Informed, C = Consulted	July- Sept 2023	Oct- Dec 2023	Jan- Mar 2024	April- June 2024	2025	2026	2027
Manage public calls for art entries and communication with artists.	Commission (A, C)							
Communicate and coordinate with other City departments and appointed bodies.	Commission (A, R), Staff (S, C, I)							
Review and prioritize website content upgrades.	Staff (R), Commission (A, C)							
Develop new and updated content, and update the website and manage social media posts.	Staff (R), Commission (A, C)							
Fundraising	Role Acronyms: R = Responsible, A = Authority, S = Support, I = Informed, C = Consulted	July- Sept 2023	Oct- Dec 2023	Jan- Mar 2024	April- June 2024	2025	2026	2027
Write and administer grants for Commission-approved projects, programs, activities, and events.	Commission (A, C)							
Manage collaborative fundraising efforts and relationships with 501(c3) nonprofit partners related to Commission-approved projects, programs, activities, and events.	Staff (R), Commission (A, C)							

Traverse City Arts Commission

Governance Design and Strategic Goals

Governance Design

Purpose	The Traverse City Arts Commission is responsible for the administration and overall management of the City of Traverse City's Public Art Program. The Commission develops and oversees the management of the public art collection , including permanent works, rotating exhibitions, and temporary exhibits. It advises the City Commission on matters pertaining to public art, including the review and acceptance of donations of art, and the placement of public art. It supports, promotes, and connects the community to public art by developing programming and by hosting and supporting community events featuring public art.
Operating Model	This Commission consists of seven members who are registered electors of the City or members of the Downtown Development Authority Board of Directors and will have evidenced interest in the advancement of Public Art in the City. Four members are appointed by the City Commission from the following public bodies of the City: one from the Downtown Development Authority Board of Directors and one from the City Commission. Four members are appointed by the City Commission from the registered electors of the City. All appointments from the Downtown Development Authority Board of Directors and City Commission are for 3-year terms or for the length of their terms on their respective public bodies, whichever is shorter. The Commission meets once a month and meetings are open to the public.
Coordination and Communication	<p>The Arts Commission's staff is responsible for communicating and coordinating with City staff and departments related to public art planning, design, installation, programs, services, and maintenance related to capital projects or public infrastructure improvements.</p> <p>Art Commissioners may serve as appointed liaisons to attend the public meetings of other elected and appointed City bodies in order to listen and share information about specific Arts Commission projects or efforts that intersect with those bodies' purpose, goals, and work. Appointments will be made by the Arts Commission on an annual basis.</p> <p>Arts Commission staff will be responsible for leading and managing all public communication and community engagement activities, including through print, web, and social media channels. Arts Commission staff will be responsible for coordinating communication tasks and activities with the City Clerk's office and appropriate City communications staff.</p>

Decision-Making and Resourcing	<p>The Arts Commission's operational authority and decision-making processes are governed by City-approved bylaws. The Arts Commission's annual operating budget is allocated and approved by the City Commission.</p> <p>Arts Commission staff are responsible for creating and recommending an annual work plan that aligns with the Commission's strategic goals and with the financial and non-financial resources available for programs and capital projects. The Arts Commission approves the work plan, including decisions about programs to pursue, projects to implement, and art to accept via donation. The Commission may also create ad hoc committees and delegate responsibility for specific activities tied to its purpose and work such as sponsorships, event management, art selection, or other tasks.</p> <p>To supplement its City-approved funding allocation, the Commission, at its discretion as a body, may choose to apply for public or private grants, and/or seek to collaborate with other entities to secure donations to support specific public art programs, projects, or events. Staff will be responsible for writing and administering public and private grants. The Commission may also choose to work with a 501c3 nonprofit partner(s) to secure or blend resources, including philanthropic gifts, to advance and implement its public art goals. These partnerships will be reviewed by the City Clerk's office and approved by the Arts Commission, and governed by an Agreement outlining roles, responsibilities, financial management and reporting practices, and resource flows.</p> <p>The City Manager has the authority to direct, oversee, and manage the manner in which the Arts Commission is staffed and the way those staff are supervised. The Arts Commission's annual staffing capacity will be defined by a scope of services that will be reviewed and approved annually by the City Clerk. The scope will include staff roles, responsibilities, and duties related to the administration of the Arts Commission's meetings; planning, managing, and implementing capital projects; managing programs and services; partnership coordination; internal and external communication; and grant writing and administration.</p>
Participation	Through its planning processes, the Arts Commission will assess opportunities to coordinate and collaborate with artists, organizations, institutional partners, and local businesses and galleries to create, display, and promote public art and deliver public art programs and services.
Reflection, Assessment, and Learning	The Arts Commission will conduct an annual self-assessment of its own performance relative to its strategic goals and annual work plan. This assessment will help inform the Commission's annual goal setting and work plan and budget development process.

Strategic Goals

Drafted December 2022

Governance & Operational Goals and Desired Outcomes

- Focus on work guided by our mission, vision, priorities, and procedures, and create and maintain clarity regarding roles and responsibilities so that we make decisions efficiently and effectively in alignment with the Arts Commission's purpose. Conduct productive meetings and execute our work in a timely manner so that we can increase community members' experiences and engagement with public art. Update our program and project management approach and tools so that we can operate efficiently and effectively. Annually assess and evaluate the outcomes and impacts of activities and projects and use this information and plan and budget for the coming year.
- Fully integrate a value for diversity, equity, inclusion, and belonging into our work by adopting policies and procedures to guide our actions and investments.
- Work closely with other City Commissions and departments so that public art may be integrated into public infrastructure projects and considered during the site plan review process.
- Sustain financial support for operations through an annual City general fund budget allocation.

Program & Activity Goals and Desired Outcomes

- **Prioritize:** We will prioritize and evaluate our work in a measured and focused way. We will install high visible art and create high impact pop-up projects and event experiences to engage and benefit a greater number of community members across the entire City.
- **Integrate:** We will integrate art into people's everyday experiences by investing in processes and projects that are aligned with other City infrastructure development and maintenance efforts (e.g., bridges, sidewalks, lighting, parks, streets, trails, public buildings, etc.). We will build and manage relationships partners to increase the amount of art in public spaces.
- **Diversify:** We will diversify the types of art people are experiencing in public spaces relative to size and scale, materials used, and themes. We will work with and curate a collection of public art from diverse artists. We will celebrate the community's history and diversity through public art. We will work collaboratively to provide arts experiences in all parts of Traverse City, prioritizing places where the greatest number of people gather, while being responsive to Traverse City's established community plans and urban design strategies. We will expand the amount of art in public spaces outside of the downtown core. We will explore different revenue models, including more collaborative grants or fundraising campaigns for projects, programs, or specific locations through partnerships, so that the Arts Commission can leverage limited public resources for a greater benefit and impact.
- **Steward:** We will administer, monitor, conserve, and maintain our current public art collection. We will coordinate the City's Asset Management and Public Services Departments to create plans and maintain the spaces around public art pieces. We will create consistent signage for public art. We will publicize the City's public art collection.

To: Traverse City Arts Commission
From: Harry Burkholder, DDA COO
Memo Date: March 10, 2023
Subject: New Business

Mazzinaadin Signage

Approval to utilize Art Trust Funds for the Mazzinaadin sign (to accompany the framed pictures) should be on the March 20th City Commission agenda (consent calendar).

Michigan Statewide Independent Living Center Council (MISILIC) Proposal

Commissioner Niemi and I participated in a call with MISILIC and their project partners to discuss their proposed project to showcase the talents of artists in the disability community in Traverse City. I have attached their working Art Day celebration schedule for review and discussion.

Two-Way Circulation Pilot Project Painting

As you recall, the Arts Commission agreed to take on efforts to paint the intersection bump-outs for the two-way circulation pilot project. I have attached the bump-out dimensions, but we need to get organized on the design and likely day for implementation.

Bryant Park Mural

As you recall, we are planning to implement a mural exhibition at Bryant Park. I will provide the draft RFP for the mural project at your meeting. A copy has also been sent to the Park Department.

Traverse City ADA Inclusive Art Day Celebration

July 2023

Proposal Deck

Deliverable		Notes	Notes from Meetings	Budget
Date/ Time	Traverse City Cherry Festival - 7/1-8 Traverse City Film Festival 7/26 - 7/31	Proposed Timeline: APRIL 1 through MAY 15 - Call for Entries Open MAY 15 / 5 pm - Deadline for Entries MAY 16 through JUNE 15 - Judging JUNE 16 - Gallery Entries and Large-Scale Piece Entry Selected and Notified JULY 1 - 31st (Disability Pride Month) - Gallery Show Open to Public at Common Grounds Coop JULY 22 or JULY 29 - Community Large Scale Piece Executed OPTIONAL JULY 26 - Community Large Scale Piece Dedicated to City and closing celebration event at Recreation Day on Wednesday, July 26, 2023, from 1:00 to 4:00 p.m. at the Grand Traverse County Civic Center (TBD). City itself will provide final space to live for the large-scale piece		\$1000 to the winner for materials and prize money?? Potential Prize for best in show (gallery) - gallery pieces up for sale??

Location		<p>Gallery Exhibition - Common Grounds Co-op</p> <p>Large Scale Piece Execution - Location TBD from Arts Commission and Parks Department (prefer somewhere within walking distance of Coop)</p> <p>City itself will provide final space to live for the large-scale piece</p>		
Call for Entries		<p>April 1 - LARGE SCALE</p> <p><u>Call for Entries: Traverse City Inclusive Art Exhibit Celebrating Disability Pride Month</u></p> <p>Introduction Traverse City, in partnership with Michigan Statewide Independent Living Council, the Traverse City Arts Commission, Common Ground Co-Op and Disability Network Northern Michigan, is seeking proposals for a community art project in recognition of the 33rd anniversary of the Americans with Disabilities Act and Disability Pride Month 2023.</p> <p>Traverse City is a growing municipality of 15,000 people located in northern lower Michigan. It is a major hub for arts and culture and a booming tourist destination, especially during the summer months. Traverse City's municipal leaders and Art Commission are committed to providing more art and cultural opportunities for people living in the region. Recent efforts have included the addition of sculptures to the Falling Waters Trail, an exhibition of artist-designed banners along West Front Street, the Union Mural</p>		

		<p>Pilot Project, and a strolling exhibition in celebration of LGBTQ+ Pride Week in 2020.</p> <p>Project Execution Site and Final Art Location: To Be Determined</p> <p>Project Guidelines: The submission should propose a Large Scale Piece that is 8' X 4' in scale and provide detailed information about HOW the artist envisions the execution of the piece by the community at large. For example, other similar projects have had members of the community produce a small canvas that will become part of the larger piece, used paint-by-number to allow residents to paint a section of a mural, or requested that participants write down experiences or quotations to be displayed in the exhibit.</p> <p>In addition to the proposed piece(s), artists should include a brief biography describing their ties to Michigan and/or Traverse City, their interest in or connection to the disability community, and their experience with art, including education or formal training, relevant awards or accolades, past public exhibits, and at least two samples of previous work. Please ensure your name and contact information on each page or component of your submission.</p> <p>Vision for Project: The proposed large-scale piece should be a positive and accessible project that can be created or assembled by any member of the public regardless of ability. Pieces should be relevant to Disability Pride Month and/or the Americans with Disabilities Act anniversary, family friendly / appropriate for many ages, and aligned with Traverse City' commitment to diversity, equity, and inclusion.</p> <p>Selection Process: Initial proposals will be reviewed and selected by a jury consisting of representatives of the Traverse City Arts Commission, the Michigan Statewide Independent Living Council,</p>		
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		<p>and Disability Network Northern Michigan. The top 3 finalists will be invited to meet on site and interviewed by representatives of the board. **Depending on budgets from Arts Commission - may be able to do multiple pieces**</p> <p>Project Budget: \$1000 will be allocated to purchase materials for the large-scale piece. A primed 8 x 4 particle board and large-scale easel will be provided.</p> <p>Submission Requirements:</p> <ul style="list-style-type: none"> • <i>Electronic Submission:</i> Acceptable file types include (.jpg, .pdf, or png) for digital submissions. Please send digital submissions to misilc1904@gmail.com <p>OR</p> <ul style="list-style-type: none"> • <i>Hard Copy Submission:</i> Flash drives or printed proposals are acceptable for hard copy submissions. Please mail or hand deliver to (Arts Commission Contact information). <p>Submission Due: All submissions are due by 5pm on May 15, 2023.</p> <p>April 1 - GALLERY EXHIBITION <u>Request for Proposals: Traverse City Inclusive Art Exhibit Celebrating Disability Pride Month</u></p> <p>Introduction Traverse City, in partnership with Michigan Statewide Independent Living Council, the Traverse City Arts Commission, Common Ground Co-Op and Disability Network Northern Michigan, is seeking proposals for a community art project in recognition of the</p>		
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		<p>33rd anniversary of the Americans with Disabilities Act and Disability Pride Month 2023.</p> <p>Traverse City is a growing municipality of 15,000 people located in northern lower Michigan. It is a major hub for arts and culture and a booming tourist destination, especially during the summer months. Traverse City's municipal leaders and Art Commission are committed to providing more art and cultural opportunities for people living in the region. Recent efforts have included the addition of sculptures to the Falling Waters Trail, an exhibition of artist-designed banners along West Front Street, the Union Mural Pilot Project, and a strolling exhibition in celebration of LGBTQ+ Pride Week in 2020.</p> <p>Gallery Location: Commonground Co-Op</p> <p>Guidelines: Artists with disabilities are invited to submit original artwork for inclusion in the July 1 - July 31 Art Exhibit celebrating Disability Pride Month. Artwork can include framed and ready-to-hang 2D and 3D pieces - Specifications GO HERE.</p> <p>Artists should include a brief biography describing their ties to Michigan and/or Traverse City, their interest in or connection to the disability community, and their experience with art, including education or formal training, relevant awards or accolades, and any past public exhibits. Please ensure your name and contact information on each page or component of your submission.</p> <p>Vision for Project: Individual artist works can be of any medium and available for temporary display within an interior gallery space. Pieces should be relevant to Disability Pride Month and/or the Americans with Disabilities Act anniversary, family friendly / appropriate for many ages, and aligned with Traverse City' commitment to diversity, equity, and inclusion.</p>		
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		<p>Selection Process: Artwork submitted will be reviewed and selected by a jury consisting of representatives of the Traverse City Arts Commission, the Michigan Statewide Independent Living Council, Common Ground Co-op, and Disability Network Northern Michigan.</p> <p>Prizes: Awards will be given for Best in Show and Viewers Choice and all artwork can be displayed for sale if the artist so desires.</p> <p>Submission Requirements:</p> <ul style="list-style-type: none"> • <i>Electronic Submission:</i> Acceptable file types include (.jpg, .pdf, and png) for digital submissions. Please send digital submissions to misilc1904@gmail.com • <i>In-Person Submission:</i> For all in-person submissions please mail to (PERSON / ADDRESS). or hand deliver to (PERSON / ADDRESS). For any work of art submitted via shipment the artist must provide insurance. <p>Create a form with what it is they're dropping off.</p> <ul style="list-style-type: none"> • <i>Ship Entries By May 15th To:</i> (PERSON / ADDRESS). For any work of art submitted via shipment the artist must provide insurance and a return shipping label. Or drop entries off at (PERSON/ADDRESS) 		
Judging Criteria		Proposed:		

		<p>Based on the artwork submitted, they will be judged based on the following elements of artistic expression:</p> <ol style="list-style-type: none"> 1. Interpretation and the clarity of the theme to the viewer. 2. Creativity and originality of the depicted theme. 3. Quality of artistic composition and overall design based on the theme. 4. Overall impression of the art. What is the effect of the artwork in general and as a whole? Overall, does the artwork stand on its own as a complete and outstanding work of art? 5. Can it be executed in a timely manner and include the community as a whole to help bring it to life? 		
Partners/ Vendors				
PR		<ul style="list-style-type: none"> • Posts on SILC Social + Email List • News media Press Release (Collab with Traverse City) • Will send to their list as well • City communications director • <u>CAFE</u> (call for entry) • SILC can share the graphics and info with partners to disperse 		

		<ul style="list-style-type: none"> • Other? • Terri and Kristin's connections to artists • NW Michigan Arts Council • Arts for All 		

Traverse City Arts Commission

Two-Way Circulation Pilot
Bump-out Painting Opportunity

Pine and Front Street Intersection



Boardman and Front Street Intersection



To: Traverse City Arts Commission
From: Harry Burkholder, DDA COO
Memo Date: February 10, 2023
Subject: 2023-2024 Budget

I wanted to continue the conversation regarding the 2023/2024 Budget. I have attached two spreadsheets. The first spreadsheet is our budget with remaining (anticipated) expenses. You'll see, if we implement the remaining project/expenses, we would need to ask for a budget amendment of around \$3,200. The second spreadsheet is a blank budget spreadsheet with our expected revenue (minus any grants or other donations/allocations.)

July 1, 2022 - June 30, 2023 Arts Commission Budget

Anticipated Expenditures	Contractor/Vendor/Artist	Description	Total Expense	Actual Expenses	Paid	Remaining Expenses
Contractual Services						
Strategic Plan	Megan Motil (Parallel Solutions)	Consulting	\$ 6,000.00	\$ 12,100.00	\$ -	
<i>Total</i>			\$ 6,000.00	\$ 12,100.00	\$ -	\$ 12,100.00
Capital Projects						
West Front Banners			\$ 3,000.00			
Mural Project			\$ 15,000.00			
Pop-Up Projects			\$ 5,000.00			
Park Instalation			\$ 10,000.00			
TART Rotating Exhibit	Petrakovitz		\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	
Tiecher Sculpture				\$ 16,400.00	\$ 16,400.00	
<i>Total</i>			\$ 36,000.00		\$ 18,400.00	
Operations & Maintenance						
General Maintenance	Image 360		\$ 5,000.00		\$ 2,038.67	
Paint-It-Forward Mini Grant			\$ 3,000.00			
<i>Total</i>			\$ 8,000.00		\$ 2,038.67	

Anticipated Revenues

General Fund		\$ 30,000.00
DDA		\$ 15,000.00
Grants		\$ 5,000.00
Fund Balance	\$116,785 - Anticipated Fund Balance	\$ 3,000.00
<i>Total Anticipated Budget</i>		\$ 53,000.00

Actual Revenues

General Fund		\$ 30,000.00
DDA		\$ 5,000.00
Grants		\$ -
<i>Total Actual Budget</i>		\$ 35,000.00

Beginning Fund Balance	\$ 131,785.11
End Fund Balance	\$ 131,785.11

Expenses To Date	\$ 20,438.67
Known Remaining Expenses	\$ 12,100.00
<i>Total</i>	\$ 32,538.67
Remaing Funds for this Fiscal Year	\$ 2,461.33

YTD Fund B. \$ 143,346.44

Remaining Anticipated Expenses	
Hannah Plaque 1	\$ 1,200.00
Hannah Plaque 2	\$ 1,200.00
Translation	\$ 120.00
Mazzanadin Sign	\$ 433.00
Sunset Park Mural	\$ 1,000.00
Mural Sign	\$ 433.00
MISILC Sign	\$ 433.00
Petrakovitz Powder Coating	\$ 200.00
Banner	\$ 600.00
Street Painting Materials	\$ 120.00
Total	\$ 5,739.00

Fund 282 Public Arts Commission Fund		2023 - 2024
Revenues		
Dept. 000 - Non-Departmental		
282-000-664.000	Interest & Dividend Earnings	\$ -
282-000-674.000	Contributions (Public Sources)	\$ 10,000.00
282-000-675.000	Contributions (Private Sources)	\$ -
282-000-677.000	Reimbursements	\$ -
282-000-695.000	Transfers In	\$ 30,000.00
282-000-699.000	Prior Years Surplus	
Total Revenues		\$ 40,000.00
Expenditures		
Dept. 282 - Public Arts Commission		
282-282-727.000	Office Supplies	
282-282-801.000	Professional and Contractual	
282-282-900.000	Printing and Publishing	
282-282-930.000	Repairs and Maintenance	
282-282-970.000	Capital Outlay	
282-282-988.000	Unallocated Funds	
Total Expenditures		\$0.00
End Fund Balance		\$ 143,346.44

Legend

Professional and Contractual Expenditures: labor, temporary exhibits, art on loan
Capital Outlay: art we own in perpetuity