



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

**April 19, 2023**

**3:30 pm**

2nd Floor Committee 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](mailto:harry@downtowntc.com)  
Web: [www.downtowntc.com](http://www.downtowntc.com)  
303 E State St. STE C  
Traverse City, MI 49686

# Welcome to the Traverse City Arts Commission Meeting!

## Agenda

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<b>1. CALL TO ORDER, ATTENDANCE, ANNOUCEMENTS</b>	
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<b>2. CONSENT CALENDAR</b>	
A. Consideration of Approving the March 15, 2023 Arts Commission Meeting Minutes (approval recomended) <a href="#">March 15 2023 Meeting Minutes - PDF</a>	5 - 7
B. Consideration of Approving the March 2023 Arts Commission Financials (approval recomended) <a href="#">TC Arts Commission March Financials 2023 - PDF</a>	9
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<b>3. OLD BUSINESS</b>	
A. <a href="#">Liaison Report (Burkholder) - PDF</a> <a href="#">Draft Mural RFP - PDF</a>	11 - 21
B. <a href="#">Strategic Planning Memo Update (Burkholder &amp; Motil) - PDF</a> <a href="#">Arts Commission Strategic Goals 2023 Final Draft</a> <a href="#">Arts Commission Governance Design 2023 Final Draft</a> <a href="#">Arts Commission Project Planning Worksheet DRAFT</a>	23 - 34
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<b>4. NEW BUSINESS</b>	
A. New Business Update <a href="#">New Business Memo (Burkholder) - PDF</a>	35
B. Arts Commission Budget 2023/2024 <a href="#">Budget Memo (Burkholder) - PDF</a> <a href="#">2023 -2024 Draft Budget</a>	37 - 41
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<b>5. PUBLIC COMMENT</b>	
A. General	
B. Commissioners	
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<b>6. ADJOURNMENT</b>	



# CITY COMMISSION

## GOALS & OBJECTIVES

### 2022-2023

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#### **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  
March 17, 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: Early, Hoisington, Koebert, Nance, Niemi and Amundsen

The following Commissioners were absent: Commissioner Stanley

Chairperson Amundsen presided at the meeting.

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

(b) **CONSENT CALENDAR**

- (1) Consideration of Approving the February 15, 2023 Arts Commission Meeting Minutes (approval recommended)
- (2) Consideration of Approving the February 2023 Arts Commission Financials Motion to approve the Consent Calendar

Moved by Caitlin Early, Seconded by Chelsie Niemi

**Yes:** Chelsie Niemi, Roger Amundsen, Caitlin Early, Joshua Hoisington, Steve Nance, and Linda Koebert

**Absent:** Mi Stanley

**CARRIED. 6-0-1 on a recorded vote**

(c) **OLD BUSINESS**

- (1) Liaison Report

Mr. Burkholder noted he was seek guidance from Mr. Petrokovitz on removing the sculpture and paying for a new powder-coat.

Commissioners Amundsen and Early agreed to serve on a sub-committee to organize the timing/administration of the Paint It Forward program.

Commissioners agreed to fund the plaques and release funds for the translation of the new plaque.

Mr. Burkholder provided an update on the banner project and is working to see this to fruition.

**(2) Strategic Planning**

Ms. Motil facilitated a discussion on the strategic plan and made notes for revisions to be presented at the April meeting.

**(d) NEW BUSINESS**

**(1) New Business Update**

Mr. Burkholder noted the Mazzaadin sign should get approved by the City Commission on the 20th.

Mr. Burkholder noted plans continue to move forward for the MISILIC project, with a target of July.

Commissioners Early and Amundsen agreed to spearhead the design of the two-way bump-outs (painting), that will be a group project of the Commission this spring.

Commissioners discussed the details for the Bryant Park Mural, noted the fee should be \$6,000 and it should be completed by the end of the fiscal year.

**(2) Arts Commission Budget Discussion**

Commissioners discussed the remaining needs for this fiscal year and Mr. Burkholder noted he would bring a draft budget for consideration to the April meeting.

**(e) PUBLIC COMMENT**

**(1) General**

**(2) Commissioners  
Motion to Adjourn**

Moved by Caitlin Early, Seconded by Roger Amundsen

**Yes:** Chelsie Niemi, Roger Amundsen, Caitlin Early, Joshua Hoisington,  
and Linda Koebert

**Absent:** Mi Stanley and Steve Nance

**CARRIED. 5-0-2 on a recorded vote**

(f) **ADJOURNMENT**

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Roger Amundsen

Draft



GL NUMBER	DESCRIPTION	2022-23YTD BALANCE		ACTIVITY FOR		ENCUMBERED BALANCE	% BDGT USED
		UNDEB BUDGET	03/31/2023	MONTH 03/31/23	ENCUMBERED EAR-TO-DATE		
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	0.00	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	0.00	21,181.28	(6,619.95)	118.91
TOTAL EXPENDITURES		35,000.00	20,438.67	0.00	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	0.00	21,181.28	(6,619.95)	118.91
NET OF REVENUES & EXPENDITURES		0.00	9,561.33	0.00	(21,181.28)	11,619.95	100.00



**To:** Traverse City Arts Commission  
**From:** Harry Burkholder, DDA COO  
**Memo Date:** April 12, 2023  
**Subject:** Project Updates

**Petrokovitz Exhibit**

I reached out to Mr. Petrokovitz to discuss the possible removal and powder-coat application to the sculpture that was vandalized and have not heard back from him.

**Park Initiative**

I have included an updated draft RFP for the mural project at Bryant Park. I added an additional \$1,000 to this project to account for materials and any travel and other expenses required for completion. I emailed the draft RFP to the Superintendent of Parks and Recreation – her comments and suggestions are incorporated into the final copy in this packet. Consideration and approval for the release of the RFP will be added to the May 1<sup>st</sup> City Commission meeting. Please note, due to the quick turnaround, we may have to hold a special meeting to approve the artist in May.

**Anishinaabek & Perry Hannah Plaques**

I have reached out to Image 360 to secure a final quote for each plaque and will be working with Commissioner Early to secure translation of the new plaque. Consideration and approval for the release of trust fund dollars for translation will be added to the May 1<sup>st</sup> City Commission meeting.

**Banner Project**

I am working with Britten Banner to replace the current banners and add the banner artwork from Justin Shull. To confirm, we will be adding a thin black band at the bottom of the banner that says Traverse City Arts Commission on the left and the Arts Commission on the left. I believe the best placement for these banners is at the intersection of West Front Street and Maple – three banners on each side of the street.



**Two-Way Bump-Out Project**

Commissioners Early, Hoisington and Amundson will be providing an overview of the designs for the bump-outs at Front and Pine and Front and Boardman, as part of the two-way pilot project.



**March 11, 2023**

**Bidder:**

The City of Traverse City will receive artist qualifications directed to the Traverse City Arts Commission, Downtown Development Authority, 303 East State Street Suite C, Traverse City, Michigan, 49684, until **Thursday, May 18, 2023 at 5:00pm** for the following:

**Bryant Park Mural**

If the specifications are obtained from the Arts Commission's website link at: [www.tcpublicart.org](http://www.tcpublicart.org), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the qualifications being submitted.

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City.

The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must submit the completed online application prior to the above-indicated time and date or the bid will not be accepted. Hard copy bids will be accepted, however online bids are recommended and preferred. Please ensure that all requirements listed in the specifications are met.

If you have any questions, please contact Harry Burkholder, DDA COO, at [harry@downtowntc.com](mailto:harry@downtowntc.com) or (231) 922-2050 before the bid is submitted.

**PLEASE SUBMIT ONLINE BIDS HERE:**

Technical Assistance for Submitting Online  
Harry Burkholder  
[harry@downtowntc.com](mailto:harry@downtowntc.com)  
231.922.2050



**Traverse City Arts Commission**

303 E. State St., Ste C.  
Traverse City, MI 49684  
231.922.2050  
[tcpublicart.org](http://tcpublicart.org)



**PLEASE SUBMIT HARD COPY BIDS TO:**

TC ARTS COMMISSION  
Attn: Harry Burkholder  
303 E. State St., Ste. C  
Traverse City, MI 49684

**Project Intent**

The purpose of this RFP is to select and contract with an artist to create and paint a mural on the restroom building at Bryant Park, in Traverse City.

**Project Background & History**

This past year, the Traverse City Arts Commission dedicated funding to incorporate art into city parks. After several discussions with the Traverse City Parks and Recreation Department, the Arts Commission agreed to commission a mural for the restroom building at Bryant Park. The mural will compliment additional improvements to the restroom facility.

**Project Details**

The scope of this project is to install a colorful mural on the restroom building at Bryant Park. The mural will serve to enhance the appearance of the building, draw additional attention to the park, enrich the cultural and aesthetic quality of Traverse City and contribute to our sense of place.

**Location**

Bryant Park is located on the east side of Traverse City, residing at the convergence of Peninsula Drive and Garfield Avenue. Bryant Park has direct access to Grand Traverse Bay and features a large lawn area and playground equipment. The restroom facility sits in the middle of the park.



**Traverse City Arts Commission**

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Traverse City, MI 49684  
231.922.2050  
tcpublicart.org

**Mural Dimensions**

The restroom building is a 33'-9" by 24'-10" rectangle brick building, with a large window on the west and east side of the building. The mural should encompass the west, east and south side of the building. However, the Arts Commission would consider mural elements on the north side of the building. The windows could be incorporated into the mural design, but shall remain in their current condition.



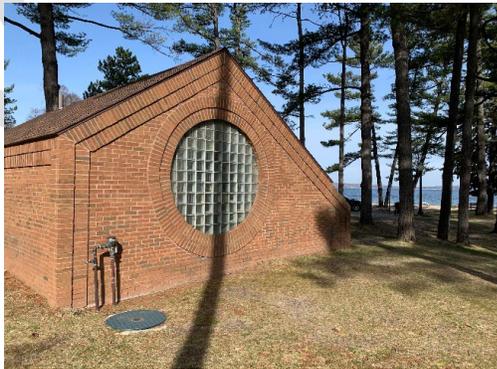
**South View**



**North View**



**West View**



**East View**





### **Contract Requirements**

The finalist shall enter into a contract with the City of Traverse City upon acceptance of a proposal. Michigan law shall apply to the contract and agreement between artist and the City of Traverse City.

Title to and ownership of the artwork passes to the City of Traverse City upon written acceptance of and payment for the work.

Copyright belongs to and remains with the artist. The artist retains all rights under the Copyright Act of 1976 (17 USC Section 101) as the sole author of the work for the duration of the copyright. The duration of copyright in the United States is currently the life of the author plus seventy (70) years.

The City of Traverse City retains the right to reproduce the artwork in any and all forms, and will include credit to the artist and notice of copyright on all reproductions.

The Arts Commission recognizes some changes may occur during the process of creating the finished artwork. If, in the reasonable judgment and opinion of the Commission, the final artwork is materially different from the concept presented and accepted during the selection process, the Commission reserves the right to request revisions to, or recreation of the art. It is the responsibility of the artist to discuss with the Traverse City Arts Commission any changes during the creative process that could be considered materially different.

The City of Traverse City requires that the selected artist carry Liability Insurance in the amount of \$1,000,000 (one million dollars) per incident during the production of the artwork, with an endorsement naming the City of Traverse City as additional insured.

### **Eligibility**

The project is open to all qualified artists aged 18 and over. Teams of artists may also apply.

### **Selection Process**

The project will follow the process described in the Public Art Program Master Plan for Traverse City, available at [tcpublicart.org](http://tcpublicart.org). However, the artist and final art will be selected by the Arts Commission. The Arts Selection Panel will not be a part of the selection process.

The Arts Commission reserves the right to reopen a search if the right finalist/project is not found.



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231.922.2050  
[tcpublicart.org](http://tcpublicart.org)



### **Budget**

The artist will receive \$6,000 in compensation, with art supplies to be paid for by the Arts Commission as well. Travel, meals and other expenses no more than \$500 will be paid for any artist selected outside the five counties around Traverse City (Grand Traverse, Leelanau, Antrim, Benzie, Kalkaska) upon receiving receipts. The total budget will not exceed \$7,000 which includes funds from the Public Art Trust Fund. The total budget includes all expenses for the project including artist materials and fee, travel expenses and artist reimbursables, structural investigation or engineering if needed, permits, installation, sign plaque, and any events or artist forums.

### **Timeline**

All dates but the Artists Qualifications Deadline are subject to change:

**May 1<sup>st</sup>:** Project comes to City Commission for approval and permitting

**May 2<sup>nd</sup>:** Formal invite email goes out and RFP opens

**May 18<sup>th</sup>:** RFP Closes

**May 25<sup>th</sup>:** Arts Commission approves art (with concurrence from the Parks and Recreation Commission) – Special Meeting

**June:** Surfaces prepped Installation of pieces occur with coordination between the artists and Arts Commission and Park staff

**June:** Ribbon cutting, media outreach, signage installed

### **Maintenance**

The Arts Commission will work with the selected artists to identify specific maintenance requirements for the artwork, but recommendations for maintenance should be included in the artists proposal. The maintenance plan will need to consider seasonal cleaning of the work. All maintenance on the artwork will be paid for with funds from the Public Arts Trust Fund.

### **How to Apply**

Artists who wish to be considered for this project must prepare and submit the following materials online or in hard copy form. Information on where to apply and submit can be found on the first page of this RFP packet.



**Traverse City Arts Commission**

303 E. State St., Ste C.  
Traverse City, MI 49684  
231.922.2050  
tcppublicart.org



Required materials include:

1. Letter of interest– one page only explaining interest in the project and statement of the artists interpretation of the theme. Please be specific as possible with concept and your implementation plan.
2. Current resume – detailing past or current commissions and public installations of work - (if a team application, include resumes of all members), and including artist name, gallery representation (if any), address, phone, and email.
3. Digital portfolio or website of the artist.
4. References – list of three professional references with knowledge of the artist’s work and working methods.
5. Optional – artists may submit up to three items of support materials (i.e. reviews, articles about their work etc.)

Contact Person

TRAVERSE CITY ARTS COMMISSION  
Harry Burkholder, COO, Traverse City DDA  
harry@downtowntc.com  
231-922-2050



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**Traverse City Arts Commission**

303 E. State St., Ste C.  
Traverse City, MI 49684  
231.922.2050  
tcpublicart.org



Artist - Please complete and return

**REQUEST FOR PROPOSALS SUMMARY**

TITLE: Bryant Park Mural  
(Hard Copy): 5PM EST by May 11, 2023  
(Online): 5PM EST by May 11, 2023

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

1. conviction of a criminal offense incident to the application for or performance of a contract;



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2. conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
3. conviction under state or federal antitrust statutes;
4. attempting to influence a public employee to breach ethical conduct standards; or
5. conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:
  - a. The Natural Resources and Environmental Protection Act.
  - b. A persistent and knowing violation of the Michigan Consumer Protection Act.
  - c. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
  - d. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
  - e. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
6. the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.



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Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by: \_\_\_\_\_

Signature \_\_\_\_\_

Name and Title (Print) \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

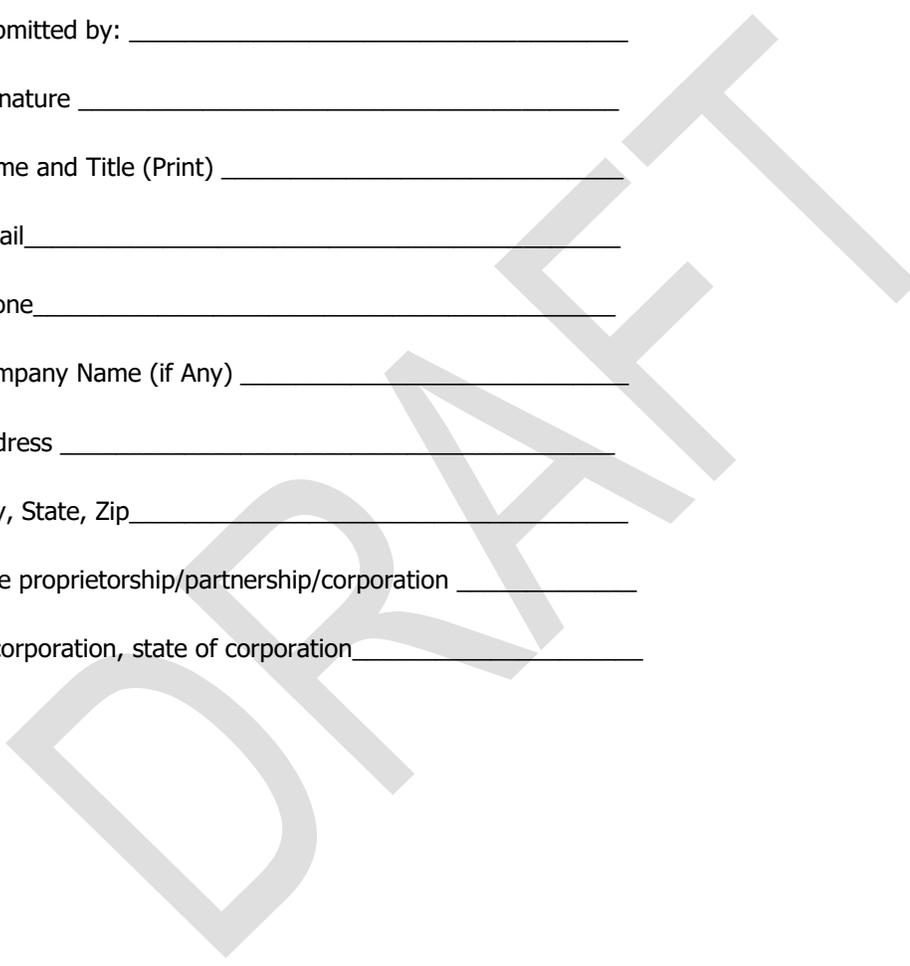
Company Name (if Any) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Sole proprietorship/partnership/corporation \_\_\_\_\_

If corporation, state of corporation \_\_\_\_\_



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**MEMORANDUM**

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**To:** Traverse City Arts Commission  
**From:** Megan Motil & Harry Burkholder, DDA COO  
**Memo Date:** April 12, 2023  
**Subject:** Strategic Plan Update

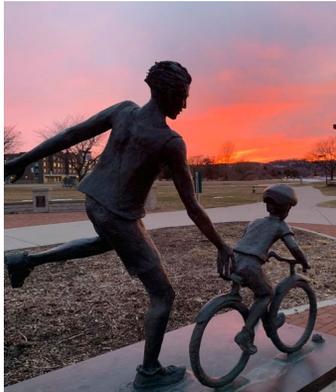
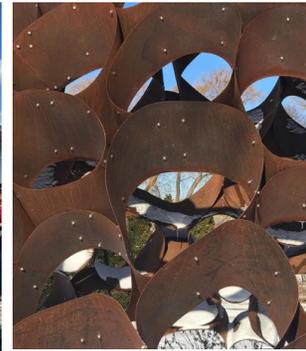
Megan will be attending our meeting to facilitate a discussion on items related to our Governance and Strategic Goals and 2023 Work Plan (w/aligned strategic goals) – all three are attached.

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.



# TRAVERSE CITY ARTS COMMISSION

## STRATEGIC GOALS, 2023-2027



## GOVERNANCE AND OPERATIONAL GOALS

We will 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.

We will fully integrate a value for diversity, equity, inclusion, and belonging into our work by adopting and using policies and procedures to guide our actions and investments.

We will work closely with other City Commissions and departments so public art may be integrated into public infrastructure projects and considered during the site plan review process.

We will sustain financial support for operations through an annual City general fund budget allocation.

We will adopt an annual work plan that can be realistically accomplished with the financial and non-financial resources available to the Commission.

## PROGRAMMATIC GOALS

Our strategic goals for the City’s public art projects, programs, and collection are to prioritize, integrate, diversify, and steward.

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### 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.

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### 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.

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#### 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 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 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 explore different revenue models, including more collaborative grants or fundraising campaigns for projects, programs, or specific locations through partnerships, so the Arts Commission can leverage limited public resources for a greater benefit and impact.

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#### STEWARD

- We will administer, monitor, conserve, and maintain our current public art collection.
- We will coordinate with 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.



# TRAVERSE CITY ARTS COMMISSION

## GOVERNANCE DESIGN

The purpose of this document is to share the governance and operating model, decision-making processes, and roles and expectations of the Traverse City Arts Commission.

### COMMISSION 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. Three 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.

## DECISION-MAKING AND RESOURCING

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.

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.

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, and will work with the City's grant-writing staff as needed. 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.

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.

## COMMUNICATION AND COORDINATION

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.

Art Commissioners may 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, as well as advocate as Commissioners for public art projects that may be discussed on another Commission's agenda. Expectations and volunteer commitments will be made by the Arts Commission on an annual basis.

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.

## 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.



# Traverse City Arts Commission

## Project Planning and Feasibility Exploration Worksheet Template *Intended For TCAC Staff Use*

The purpose of this worksheet is to help guide, support, and empower project planning and partnerships undertaken by the Traverse City Arts Commission. The worksheet is intended to be used by Arts Commission staff to plan for new projects in alignment with the Commission's strategic goals and capacity. Project decisions will be made by the Arts Commission in alignment with the roles and processes outlined in the Traverse City Arts Commission's Governance Design. The Arts Commission is under no obligation to move forward with a proposed project. Projects that are not supported by the community, and projects where necessary resources are not secured or available to support the desired outcomes and impacts may be considered unsuitable for Arts Commission action. The Arts Commission recognizes and understands that people in the community are always welcome to take action to support public art outside of the City Arts Commission public art process, too.

### **For Staff Completion**

Is the proposed public art project, program, or effort:

- Highly visible and/or likely to be seen or impact a relatively high number of people?
- In a place in the City that is currently underserved by public art?
- Integrated with public infrastructure (e.g., bridge, street, trail, park, public building)?
- Using diverse materials and/or formats?
- Featuring a diverse artist(s)?
- Helping to advance a relationship with a public art partner?

<b>Project Name:</b>
<b>Project Location and Description:</b>
<b>Project Beneficiaries/Who is Impacted Most by Project:</b>
<b>Project Duration (Length of Time City Commitment is Required):</b>
<b>Project Leader:</b>

<b>Other Team Members and their Roles, Qualifications/Experience, and Capacity:</b>
<b>Outcomes and Impacts to City and Community (Short and Long-term):</b>
<b>Measurements of Success:</b>

**Work Plan Summary**

<b>Activities and Tasks</b>	<b>Person(s) Responsible</b>	<b>Timeline/Deadline</b>

**Budget**

<b>Budget Items</b>	<b>Estimated Costs</b>	<b>Anticipated Funding Sources</b>

**Fiduciary Identified (if not the Traverse City Arts Commission):**

**Fiduciary Role Authorized By (Partner Name and Signature):**

**Date:**

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**To:** Traverse City Arts Commission  
**From:** Harry Burkholder, DDA COO  
**Memo Date:** April 12, 2023  
**Subject:** New Business

**Mazzinaadin Signage**

The City Commission approved to allocate public art trust funds for the Mazzinaadin sign (to accompany the framed pictures) in the lobby of the Chamber Room. The sign should be completed and installed soon.

**Teicher Graffiti Tag**

The Lois Tiecher sculpture was recently tagged with stickers. Our staff was able to remove them without issue.

**Michigan Statewide Independent Living Center Council (MISILIC) Proposal**

We are still working with MISILIC and their project partners to help promote and host the working Art Day celebration. I am working with the Grand Traverse County Parks Director to find a space at the civic center to host the event and also hang the piece on the concession/storage building near the baseball fields. This effort will compliment additional Independent Living activities at the civic center directed through the county. I will be at the GT County Parks and Recreation Commission meeting on April 13<sup>th</sup> to get permission to hang the piece at the civic center.



**To:** Traverse City Arts Commission  
**From:** Harry Burkholder, DDA COO  
**Memo Date:** April 12, 2023  
**Subject:** 2023-2024 Budget

I am working on the 2023/2024 budget, and look forward to a robust discussion about priorities and projects for next year. The budget includes projects and initiatives that were identified in the Work Plan developed through our strategic planning process and well as other Arts Commission discussions.

**Budget Process and Timeline**

April 19<sup>th</sup> Arts Commission reviews draft budget and make formal recommendation  
May City Commission reviews budget  
June City Commission approves budget

**Overview of Budget**

The primary focus for the coming year will be a handful of art installations, the mural festival, our mini-grant program, our collaboration with Parks and Recreation and moving forward activities listed in the work plan.

Our budget should include \$15,000 from the Downtown Development Authority and I am recommending \$45,000 from the Public Arts Trust Fund – this includes \$30,000 which has been the Art Commissions allocation the last several years and \$15,000 from our fund balance. Therefore, the total budget for the up-coming fiscal year would be \$60,000. As a reminder, our fiscal year runs from July 1<sup>st</sup> 2023 through June 30<sup>th</sup> 2024.

**Public Art Projects**

A. TART Trail – Rotating Art Exhibition

The contract for the four Petrakovitz sculptures along the TART Trail is scheduled to expire on April 30<sup>th</sup> of 2024. We will need to facilitate a call for artists and facilitate another rotating exhibition for this location.

B. Mural Festival

It is our intention to host a mural festival in the fall of 2024. A significant portion of the budget will need to be allocated to this project. I am recommending that we set aside a large allocation of funding for the 2024 festival, with a portion of funds allocated this coming fiscal year for organizing and planning needs.

C. TART Trail Expansion

As we discussed at a previous meeting, the City of Traverse City, in cooperation with the DDA and TART Trails, is working through design and engineering services for an expansion and extension of the TART Trail, between West End Beach and Peninsula Drive. Among other considerations, the trail would be re-routed and expanded (widened between 12- 16 feet) in certain areas along the current corridor. The conceptual plan also calls for some type of art installation at various (or specific) points along the trail. The installation could include a sculpture, interesting lighting and even translucent pavement.

**Arts Commission Initiatives**

A. Paint-It-Forward Program

The Arts Commission is prepared to implement this program in the up-coming year. The Program is designed to provide small amounts of funding to local organizations providing public art in Traverse City.

B. Parks Program

The Arts Commission is prepared to carry over this initiative into the new fiscal year. The Program will be working with the Parks and Recreation Commission to incorporate art into the city's parks system.

C. Long-Term Maintenance Program

The Arts Commission is prepared to set aside funding (as a special line-item) for maintenance and improvements to its current art inventory.

**Administrative Activities**

A. Update the Public Art Program Master Plan

The Public Art Program Master Plan will need to be updated to reflect some of the decisions points reflected in the strategic planning process. In addition, we need to update other elements of the plan, including our description of our arts collection.

B. Office Supplies and Marketing

These costs cover expenses related to staff time devoted to projects, the updating the website, social media and other materials needed to implement and facilitate the Public Art Program. Funding may also be used to market our art collection and/or new art in other venues.

C. Printing and Publishing

These costs will primarily cover the cost of printing the Master Plan and any other printing of materials needed.



Public Arts Commission Fund		2023-2024	
Fund 282			
<b>Revenues</b>			
Dept. 000 - Non-Departmental			
282-000-664.000	Interest & Dividend Earnings	\$	-
282-000-674.000	Contributions (Public Sources)	\$	15,000.00
282-000-675.000	Contributions (Private Sources)	\$	-
282-000-677.000	Reimbursements	\$	30,000.00
282-000-695.000	Transfers In		
282-000-699.000	Prior Years Surplus	\$	15,000.00
	<b>Total Revenues</b>	<b>\$</b>	<b>60,000.00</b>
<b>Expenditures</b>			
Dept. 282 - Public Arts Commission			
282-282-727.000	Office Supplies & Marketing	\$	1,000.00
282-282-801.000	Professional and Contractual		
	TART Rotating Art	\$	4,000.00
	Mural Festival	\$	20,000.00
	Paint It Forward	\$	2,500.00
	Parks Program	\$	10,000.00
	Master Plan Update	\$	2,000.00
282-282-900.000	Printing and Publishing	\$	500.00
282-282-930.000	Repairs and Maintenance	\$	5,000.00
282-282-970.000	Capital Outlay		
	TART Extension	\$	15,000.00
282-282-988.000	Unallocated Funds		
	<b>Total Expenditures</b>	<b>\$</b>	<b>60,000.00</b>
<b>End Fund Balance</b>		<b>\$</b>	<b>143,346.44</b>



**Legend**

Professional and Contractual Expenditures: Labor, Temporary Exhibits, Art on Loan  
 Capital Outlay: Art we own in perpetuity