



Traverse City Arts Commission Regular Meeting

Wednesday, January 17, 2024

3:30 pm

2nd Floor Committee Room, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684

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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, ANNOUCEMENTS	
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2. PUBLIC COMMENT	
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3. CONSENT CALENDAR	
A. Consideration of approving the November 15, 2023 Arts Commission Meeting Minutes (approval recommended) November 15, 2023 Meeting Minutes (PDF)	3 - 4
B. Consideration of approving the December Arts Commission Financials (approval recommended) Arts Commission December 2023 Financials (PDF)	5
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4. OLD BUSINESS	
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5. NEW BUSINESS	
A. New Business Update Arts Commission 5-Year Prioritization Sheet - PDF Boardman Lake Loop Rotating Art Exhibition Zone Rolling Application - PDF Donated/Gifted Public Art Form - PDF Internal Evaluation Form For Art Donations Gifts - PDF	7 - 21
B. New Business Update New Business Memo (Burkholder) - PDF	23
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6. PUBLIC COMMENT	
A. General	
B. Commissioners	
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7. ADJOURNMENT	



**Minutes of the
Arts Commission for the City of Traverse City
Regular Meeting
November 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 Niemi, Shaw, Early, McMillen, Hoisington and Amundsen

The following Commissioners were absent: Commissioner Stanley

Chairperson Amundsen presided at the meeting.

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

Meeting called to order at 3:35

(b) **PUBLIC COMMENT**

(c) **CONSENT CALENDAR**

(1) Consideration of Approving the October 18, 2023 Arts Commission Meeting Minutes (approval recommended)

(2) Consideration of Approving the October Arts Commission Financials (approval recommended)

Motion to approve the Consent Calendar as presented.

Moved by Chelsie Niemi, Seconded by Caitlin Early

Yes: Chelsie Niemi, Roger Amundsen, Caitlin Early, Joshua Hoisington, and Todd McMillen

Absent: Mi Stanley

CARRIED. 5-0-1 on a recorded vote

(3)

(d) **OLD BUSINESS**

(1) Old Business Memo

- Mr. Burkholder provided a summary of the Old Business Memo.
Commissioners Noted:
 1. Question about protective varnish application on the two murals with the previous Union Street Mural project.
 2. Helpful to review current budget expensed for the remainder of the fiscal year project

(e) **NEW BUSINESS**

(1) New Business Memo

- Mr. Burkholder provided a summary of the New Business Memo.
- Mr. Burkholder noted he would fine-tune the draft policy document and create a application form, ready for review and consideration at the December 20th meeting.
- Commissioners recommended having the signs for each art piece affixed to the singular sign already in place. Also want to post an open enrollment for this exhibit with a review in the spring and fall.

(f) **PUBLIC COMMENT**

(1) General

(2) Commissioners

- Commissioners noted an intent to create a mural festival subcommittee

(g) **ADJOURNMENT**

Motion to adjourn by Commissioner Shaw

Seconded by Commissioner Niemi

Motion Approved by Commissioners Shaw, Niemi, Hoisington, Early, McMillen and Amundsen

GL NUMBER	DESCRIPTION	ACTIVITY FOR					
		2023-24YTD BALANCE	MONTH ENCUMBERED	ENCUMBERED	%	BDGT	
		ENDED BUDGET	12/31/2023	12/31/23	EAR-TO-DATE	BALANCE	USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOUR	15,000.00	0.00	0.00	0.00	15,000.00	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		45,000.00	30,000.00	0.00	0.00	15,000.00	66.67
TOTAL REVENUES		45,000.00	30,000.00	0.00	0.00	15,000.00	66.67
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-801.000	PROFESSIONAL AND CONTRAC'	33,000.00	4,753.35	0.00	11,858.60	16,388.05	50.34
282-282-930.000	REPAIRS AND MAINTENANCE	2,000.00	147.00	0.00	0.00	1,853.00	7.35
Total Dept 282 - PUBLIC ARTS COMMISSION		35,000.00	4,900.35	0.00	11,858.60	18,241.05	47.88
TOTAL EXPENDITURES		35,000.00	4,900.35	0.00	11,858.60	18,241.05	47.88
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		45,000.00	30,000.00	0.00	0.00	15,000.00	66.67
TOTAL EXPENDITURES		35,000.00	4,900.35	0.00	11,858.60	18,241.05	47.88
NET OF REVENUES & EXPENDITURES		10,000.00	25,099.65	0.00	(11,858.60)	(3,241.05)	132.41

**Arts Commission 5-Year Project Prioritization
December 20, 2023**

FY 2024

- Summer West Front St. Banners **Completed**
- Fall Potential Sculpture Gift on 8th/NoBo Creative District
- Winter Selection Rotating Art Exhibit Selection
- Park Project **½ Completed**
- Spring/Summer Pilot Traffic Calming/Street Painting Project in 8th/NoBo Creative District
- Spring/Summer Bike Racks Along 8th/NoBo Creative District
- TART/Bayfront Trail Extension (Glow Stones)
- TART/Bayfront Trail Extension Bench Commission release
- Permanent Traffic Calming/Street Painting Project in 8th/NoBo Creative District

FY 2025

- Fall Mural Festival
- TART/Bayfront Trail Extension (Glow Stones)
- Park Project
- Additional 8th/NoBo Creative District Sculpture
- FishPass Art Installation
- Water-Water Treatment Plant Mural
- Rotary Square Art Installation
- Riverwalk Art Installation
- Permanent Traffic Calming/Street Painting Project in 8th/NoBo Creative District
- Light and Music Installation

FY 2026

- Additional 8th/NoBo Creative District Sculpture
- Park Project
- Replace West Front Street Banners
- Rotating Art Exhibit Selection
- TART/Bayfront Trail Extension Art Installation
- FishPass Art Installation
- GTACS Mural
- Rotary Square Art Installation
- Riverwalk Art Installation

FY 2027

- Fall Mural Festival Location, TBD
- Park Project

- TART/Bayfront Trail Extension Art Installation
- FishPass Art Installation
- Water-Water Treatment Plant Mural
- Rotary Square Art Installation
- Riverwalk Art Installation
- Open Space Art Installation
- GTACS Mural

FY 2028

- Park Project
- Replace Banners
- Rotating Art Exhibit Selection
- TART/Bayfront Trail Extension Art Installation
- FishPass Art Installation
- Rotary Square Art Installation
- Riverwalk Art Installation
- Traverse City Symphony Collaboration



**Boardman Lake Loop
Rotating Art Exhibit Zone Rolling Request for Qualifications**

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, on a rolling basis for the Boardman Lake Loop Rotating Art Exhibit Zone. Given the rotating nature (every two years) of the Boardman Lake Loop Rotating Art Exhibit Zone, this rolling Request for Qualifications is intended to secure artists in advance of the two-year exhibition. To that end, submissions will be reviewed at the October and April meeting of the Arts Commission.

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 one sealed hard copy and one digital copy of the bid to the DDA's office prior to the meeting review months noted above.

If you have any questions, please contact Harry Burkholder, Downtown Development Authority Chief Operations Officer & Arts Commission Liaison, at harry@downtowntc.com or (231) 922-2050 before the bid is submitted.

PLEASE SUBMIT HARD COPY & DIGITAL COPY PROPOSALS TO:

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

Traverse City Arts Commission

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

Project Intent

The purpose of this RFQ is to secure and select an artist(s) to create, fabricate and install public art along the Boardman Lake Loop Trail, at the city's rotating art exhibit zone for a period of 2-years. The art installation will serve to enhance the experience of the trail user as well compliment and add interest to a busy trail node. In addition, the art installation will serve to advance public art in Traverse City and help enrich the cultural and aesthetic quality of life in Traverse City.

Project Background & History



The Boardman Lake Loop Trail is a 4-mile non-motorized pathway that wraps around Boardman Lake, just south of Downtown Traverse City. Over the last several years, the Arts Commission, in partnership with TART Trails, Inc. (the regional non-profit organization who worked to help build and support the Boardman Lake Trail) has worked to install art along the trail, including at the trailheads of 10th and 16th Streets (note: TART Trails has worked independently of the Arts Commission to install art at other locations along the trail). In addition, the Arts Commission has worked to commission and install three different art installations at the rotating art exhibit zone.

2019 – 2021, Robert Sestok



2021 – 2024, David Petrakovitz



2024 – 2026,



Rotating Art Exhibit Zone Location

The rotating art exhibit zone is located just south of the Riverine Apartment Complex and at the bottom of the hill from the 10th Street Trailhead.



Project Details

The Arts Commission dedicates \$4,000 toward the installation of art at rotating art exhibit zone (note: this includes four separate art installations at this location). There are no parameters or theme limitations for this art installation. Creativity is key. However, the art exhibit zone does include a 5'x5' concrete pad from which the art installation should be fixed. Artists may submit a new art creation or a previously fabricated art creation for consideration. Any new art installation must be installed no later than May 30th to begin the two-year exhibit.

Contract Requirements

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

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.

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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 Arts Commission, the final artwork is materially different than 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.

If three dimensional, the piece must be installed in a workmanlike manner with sufficient anchoring to the concrete pads to prevent it from being removed, tipped, broken, or overturned. The artwork and installation will be completed so that the artwork does not create any known risk to the public. The commission will review the artist's proposed installation plans and may make recommendations to modify them to address safety and maintenance concerns of the City of Traverse City.

The City of Traverse City and the Arts Commission reserve the right to relocate the artwork to a comparable site at the direction of the City Commission, should future City projects necessitate a change.

The City of Traverse City requires that the selected artist carry Liability Insurance in the amount of \$2,000,000 (two million dollars) per incident during the production of the artwork, with an endorsement naming the City of Traverse City as additional insured.

The artist and the City of Traverse City shall and hereby agree to defend, indemnify, and hold harmless each other against any liability that arises out of the other Party's negligent or willful behavior.

Artists will be disqualified if they owe taxes to the City of Traverse City.

Eligibility

The project is open to all qualified artists age 18 and over. Teams of artists are welcome to apply.

Selection Process

The artist and final art will be selected by the Arts Commission.

The art selection process will include the following:

- Each selected artist will be required to conduct a site-visit to the project location.
- The Arts Commission Liaison shall review the submission, completes an artist phone interview and speaks with references provided by the artist as needed.
- Arts Commission approves the artist and art installation and sends it on to the City Commission.
- City Commission approves the expenditure of Art Trust Fund dollars to secure the art instalation.

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Budget

The total budget is \$4,000 (Four-Thousand Dollars) which includes all artist expenses for project completion including artist fees, materials, fabrication costs to develop the original art, documentation, transportation and shipping, and travel. Also included in the total project budget are expenses for structural investigation or engineering if needed, permits and installation. The artist should consider the total cost (including installation) of their project when determining the scope, size and type of art submitted.

Maintenance

The Arts Commission will work with the selected artist to identify specific maintenance requirements for the artwork. A maintenance plan will need to be submitted by the artist and should consider seasonal cleaning of the work.

How to Apply

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

Required materials include:

1. Letter of interest – one page only explaining interest in the project under the title Boardman Lake Loop Art Exhibit Zone Rolling Request for Proposals.
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. Images – examples of representative work history in the past five years, not exceeding 16 high resolution images, 3 videos, and 1 audio, with emphasis on recent work.
4. Image annotation – artwork title, date, medium, size, location as appropriate, and the commission budget for the work, if applicable.
5. References – list of three professional references with knowledge of the artist's work and working methods. This list must include complete addresses and phone numbers for the reference.
6. Optional – artists may submit up to three items of support materials (i.e., reviews, articles about their work etc.)

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7. A Maintenance Plan for the duration of the exhibit.

Contact Person

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

DRAFT

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Artist - Please complete and return

REQUEST FOR QUALIFICATIONS SUMMARY

TITLE: Boardman Lake Loop – Rotating Art Exhibit Zone
DUE DATE: Rolling Application

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;
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

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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.

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 _____

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City, State, Zip _____

Sole proprietorship/partnership/corporation _____

If corporation, state of corporation _____

DRAFT

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Traverse City Arts Commission
Artwork Donation & Gift Request Form



Groups or individuals may request that the Traverse City Arts Commission consider placement of donated works of art to initiate a new public art project. All decisions to accept public art pieces shall be made by the City Commission following written recommendation by the Arts Commission. Anyone wishing to donate existing artwork or a newly commissioned piece of artwork, must complete this *Artwork Donation and Gift Request Form* for review by the Traverse City Arts Commission. Some requested items listed below may be submitted in the form of an attachment.

Name of Group or Individual Making the Request:

Date:

Phone:

Email:

Description of the work and materials included in the artwork:

Image of Artwork or Concept:

A site plan indicating the proposed location for the artwork, if a specific location is suggested:

Installation details (temporary or permanent):

Recommended Maintenance Plan:

Sources of funding, if any, for installation and maintenance:

All other criteria and stipulations regarding artwork donations and gifts can be found in the Public Art Master Plan, which can be reviewed on the Traverse City Arts Commission website: <https://tcpublicart.org/>
All Donation and Gift Public Art Forms should be submitted to the Arts Commission Liaison, via email at harry@downtowntc.com. The Arts Commission reserves the right to accept or reject any and all donations.

Traverse City Arts Commission
Artwork Donation & Gifts
Internal Evaluation Form



Groups or individuals may request that the Traverse City Arts Commission consider placement of donated works of art to initiate a new public art project. All decisions to accept public art pieces shall be made by the City Commission following written recommendation by the Arts Commission. Anyone wishing to donate existing artwork or a newly commissioned piece of artwork, must complete an *Artwork Donation and Gift Request Form* for review by the Traverse City Arts Commission.

The purpose of this internal form is to help guide, support, and evaluate donated or gifted art. The form is intended to be used by Arts Commission staff, commissioners, and/or invited community members to evaluate the donated/gifted art on its merits and whether it is in alignment with the Commission's strategic goals and the Traverse City Arts Commission Master Plan. The Arts Commission is under no obligation to move forward with a proposed project.

For Staff and Commissioner Completion

Please rate the proposed donation/gift on a scale of 1 to 5, with 5 being the highest score.

- Highly visible and/or likely to be seen or impact a relatively high number of people _____
- Consistent with the Public Art Program Criteria listed in the Master Plan, including:
 - Relevance to the Public Art Program Master Plan _____
 - Relevance to the City's natural or built environment, cultural heritage and/or history _____
 - Quality of Art _____
 - Suitability of the artwork for display on public spaces _____
 - Authenticity of the artwork _____
 - Condition of the artwork _____
 - City's ability to maintain and conserve the artwork _____
 - Ethical and legal considerations regarding ownership _____
- In a place in the city that is currently underserved by public art? (Use Arts Commission reference map to see current public art locations.) _____
- Integrated with public infrastructure (e.g., bridge, street, trail, park, public building) _____
- Using diverse materials and/or formats _____
- Featuring a diverse artist(s) and/or a distinctive point of view _____
- Helping to advance a relationship with a public art partner _____
- Professional Qualifications _____
- Past Involvement with Similar Projects _____

Total Score _____

Date:
Art Commissioner Name:

Submitted Artwork Donation and Gift Request Form Is Attached

To: Traverse City Arts Commission
From: Harry Burkholder, DDA COO
Memo Date: January 11, 2023
Subject: New Business

Mural Festival – North Boardman Creative District

An invitation to resume conversations with interested stakeholders regarding a future Mural Festival was extended and a meeting was held on January 10th. Joining us for the conversation were representatives from TC Tourism, Traverse Connect and the Northwest Michigan Arts and Culture Network. We had a very positive conversation and there is collective interest from all the stakeholders that a September 2025 Mural Festival along the 8th Street Corridor (part of the North Boardman Creative District). Our first steps include creating a case-narrative for the festival, developing a budget and confirming sites. Our goal for the festival is to secure a minimum of five artists/murals. This item will be a reoccurring item on your agenda.

Art In the Park Concepts

I had a preliminary conversation with the City's Park and Recreation Superintendent regarding potential art in the park applications and she mentioned interest in painting small murals on utility boxes (which are located in most parks).