



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

Minutes

Regular Meeting

September 18, 2019

Second Floor Committee Room

Governmental Center, 400 Boardman Avenue, Traverse City, Michigan

1. Chairperson Hershey called the meeting to order at 3:32 p.m., roll call and announcements.

Amendment of Agenda to add Dan Zielinski, Great Lakes Fisheries Commission as item 4, and discussion on Cardboard Parade under New Business.

Present: Roger Amundsen, Debbie Hershey, Megan Kelto, Matthew Ross, Amy Shamroe, Charlotte Smith, Ashlea Walter

Absent: N/A

Staff: Colleen Paveglio

2. Opening Public Comment
 - a. None at this time
3. Consideration of approving the minutes of the August 21, 2019 meeting.
 - a. **Moved by Shamroe, seconded by Kelto, that the minutes of the August 21, 2019 meeting as presented, be approved.**

AIF/MC

4. Great Lakes Fisheries Commission
 - a. Dan Zielinski, reviewed artistic elements that will be incorporated in the FishPass project and inquired about local artists for bronze casting of native fish species.
5. Project Update
 - a. Signage
 - i. Signage templates have been completed with the addition of logo
 - ii. Service order under way to move forward with Sestok and Boardman Lake Trail signage
 - b. Clinch Park Tunnel

- a. **Motion by Walter, seconded by Shamroe to rescind the August motion by Shamroe, seconded by Ross, to enter into an agreement with Image360 for a lighting and panel system for the Clinch Park Tunnel in an amount not-to-exceed \$39,000 as provided by the City Commission's action taken November 19, 2018. AIF/MC**
 - b. **Motion by Walter, seconded by Shamroe enter into an agreement with Image360 for a panel system for the Clinch Park Tunnel in an amount not-to-exceed \$12,000 as provided by the City Commission's action taken November 19, 2018. AIF/MC**
 - c. **Motion by Walter, seconded by Shamroe to enter into an agreement with Image360 for a lighting system for the Clinch Park Tunnel in an amount not-to-exceed \$20,000 as provided by the City Commission's action taken November 19, 2018. AIF/MC**
 - d. Painting quotes are were sought as per the City's purchasing policy and is anticipated to take place in late September/early October
 - e. Targeting a late October date for completion
- c. Boathouse Project
 - a. Artist Daniel Roache notified staff of a delay and a new timeline has been determined
 - b. Staff has notified the donor and mutually agreed on the following
 - c. Completion of Work: December 31, 2019, Installation: By May 31, 2020
 - d. Then & Now
 - a. Camera Shop is working on photo restoration and files will then be send to Britten for manufacturing
 - b. Installation anticipated for mid October
 - e. Pitch Night
 - a. MCACA grant notice has been delayed due to State budget negotiations
 - b. Targeting November 14, 2019 at Workshop Brewing Co.
 - c. **Motion by Shamroe, seconded by Ross, that the Traverse City Arts Commission approve an amount not to exceed \$2,500 for Pitch Night. AIF/MC**
 - d. Staff to schedule meeting with committee to discuss details further
- 6. Financials
 - a. A projected budget for FY 19'-20' was provided in the packet.
 - 7. Old Business
 - a. Website Compliance
 - i. A service order has been requested for FlightPath and work will begin in October
 - b. Shop Your Community Day

- i. Arts Commission has been accepted as a participating non-profit for Shop Your Community its Day on Saturday, November 9, 2019.
8. New Business
- a. Committee Update
 - i. Master Plan Committee: Executive Committee
 - i. Staff to send a doodle to schedule meeting after completion of fall projects
 - ii. Fund development to be discussed at the meeting
 - ii. Holiday Lights Committee
 - i. Previous committee regarding a light installation in collaboration with the Downtown Traverse City Association at Enspire.
 - ii. Staff to discuss further with DTCA and report back at the October meeting
 - b. Capital Improvement Plan
 - i. The six year outlook was provided in packet
 - c. Cardboard Parade
 - a. No discussion at this time
9. Public Comment
- a. General
 - i. None at this time
 - b. Commissioners
 - i. None at this time
10. Adjournment. The meeting officially adjourned at 4:58 p.m.

Colleen Paveglio
DDA Marketing & Communications Director
Designated Secretary