



Traverse City Arts Commission

Regular Meeting

3:30 PM

Wednesday, February 19, 2020

Located in: 2nd Floor Committee Room

Governmental Center

Traverse City, MI 49684

Posted: Friday, January 10, 2020

If you are planning to attend the meeting and you have a disability requiring any special assistance at the meeting, please notify the City Clerk, immediately.

The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

The City Commission for the City of Traverse City is committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with the Commission honor these values.

Traverse City Arts Commission:
c/o Colleen Paveglio, DDA Marketing &
Communications Director
(231) 922-2050
Email: colleen@downtowntc.com
Web: www.traversecitymi.gov
400 Boardman Avenue
Traverse City, MI 49684

AGENDA

Any interested person or group may address the Arts Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the Commission on any matter of concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five

minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

1. Call to order, attendance, announcements
2. Opening Public Comment
3. Consideration of approving the minutes of the January 15, 2020 regular meeting and the February 7, 2020 special meeting.
4. Project Update
 - a. Pitch Night
 - b. Up North Pride
 - c. Art on the TART
 - d. Boathouse Project
5. Financials
 - a. Review of Financial Statement
 - b. FY '20-'21 Budget Discussions
6. Old Business
 - a. Committee Review & Update
 - b. Miscellaneous
7. New Business
8. Public Comment
 - a. General
 - b. Commissioners
9. Adjournment



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

Minutes

Regular Meeting
Wednesday, January 15, 2020
Second Floor Committee Room
Governmental Center, 400 Boardman Avenue, Traverse City, Michigan

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

Present: Roger Amundsen, Megan Kelto, Chelsie Niemi, Charlotte Smith, Ashlea Walter

Absent: Debbie Hershey, Matthew Ross

Staff: Colleen Paveglio

2. Welcome Chelsie
3. Opening Public Comment
 - a. Karen Anderson, 507 W. Ninth Street, commented on the Perry Hannah statue
 - b. Danial Walberry, 8200 E. Old Orchard Rd. commented on the Perry Hannah statue
4. Consideration of approving the minutes from the December 18, 2019 meeting.
 - a. **Moved by Kelto, seconded by Amundsen, that the minutes of the December 18, 2019 meeting as presented, be approved.**
AIF/MC
5. Project Update
 - a. Pitch Night
 - i. Project Description reviewed
 - ii. \$750 MCACA minigrant awarded
 - iii. Parks and Recreation Commission: December 5, 2019
 - iv. City Commission: December 16, 2019
 - b. Up North Pride
 - i. Project Description reviewed
 - ii. Smith, Ross
 - c. Art on the TART

- i. Project Description reviewed
 - d. Boathouse Project
 - i. Project complete and has been placed in storage
 - ii. Boathouse project to be installed in May 2020.
6. Financials
 - a. Budget review
 - b. December 2019.
 - i. **Motion by Smith, seconded by Amundsen to approve the financials through November 2019.**
AIF/MC
7. Old Business
 - a. Committee Review & Update
 - i. Several Committees to meet in the winter months
 - ii. A committee review and update to take place at January 2020 meeting
 - iii. Committee Update:
 - i. Pitch Night to meet in January
 - ii. MaGee Lopez Artwork Committee to meet
 - iii. Paveglio met with TART on January 9th. Committee to reconvene once a few items are addressed
 - iv. Cardboard Parade Committee
 - b. Master Plan Committee
 - a. Staff to review with Smith for further discussion with Commission
8. New Business
 - a. 20-21 Prioritization Exercise
 - i. Special meeting dates to be sent to the Commission
 - b. Budget Discussions
 - c. Miscellaneous
 - i. Digital Packet
 - ii. Donate
 - iii. Signage Update
9. Public Comment
 - a. General
 - i. Daniel Walberry, 8200 E. Old Orchard Rd., commented on the Perry Hannah statue
 - b. Commission
 - i. Subcommittee to be developed for signage at the Special Meeting
10. Adjournment. The meeting officially adjourned at 4:55 p.m.

Colleen Pavaglio
DDA Marketing & Communications Director
Designated Secretary



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

Minutes
Special Meeting
Friday, February 7, 2020
Second Floor Committee Room
Governmental Center, 400 Boardman Avenue, Traverse City, Michigan

1. Chairperson Hershey called the meeting to order at 8:38 a.m. roll call and announcements.

Present: Roger Amundsen, Debbie Hershey, Megan Kelto, Chelsie Niemi, Matthew Ross, Charlotte Smith

Absent: Ashlea Walter

Staff: Colleen Paveglio

2. Opening Public Comment
 - a. None at this time
3. Project & Budget Discussion
 - a. The Commission reviewed a number projects and how they related to the City's Capital Improvement Plan and the Arts Commission's Fiscal Year 20-21 budget.
 - b. The Arts Commission will explore the concept and feasibility of a mural exhibition
 - c. Draft budget to be reviewed at the regular February meeting
4. Signage Subcommittee
 - a. Staff to bring information to the regular February meeting
5. Public Comments
 - a. None at this time
6. Adjournment. The meeting officially adjourned at 9:32 a.m.

Colleen Paveglio
DDA Marketing & Communications Director
Designated Secretary



To: Traverse City Arts Commission
From: Colleen Paveglio
Re: February 19, 2020 Arts Commission Meeting
Date: February 14, 2020

AGENDA ITEM 4A - Pitch Night

Pitch Night was published on Facebook on January 22nd. I have scheduled an Art Selection Panel meeting on February 20th to review applications. with the Art Selection Panel to schedule the application review meeting. I will be reaching out to several organizations to help share the application with their networks, place on the website, and push on social media. I intend to get the committee together to go over final details of the event very soon.

The application deadlines on February 18th. As of today, we do not have applicants. However, I have had a couple reach out to me and expressed that they would be submitting an application. We were awarded an additional \$250 from MCACA, so the total grant amount is \$1,000. A majority of the dollars will be used toward the printing materials for the event and marketing the event.

I also met with Look.Wonder.Discover to review the art activity that they will be hosting.

As you may recall, the Pitch Night art installation will be in the south west quadrant of Lot B. The event will take place on March 5th at Workshop Brewing.

AGENDA ITEM 4B - Up North Pride

The Up North Pride project budget and concept was approved by City Commission on February 4th. I will be scheduling a committee meeting soon to go over final details, set timelines, etc.

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

AGENDA ITEM 4C - Art on the TART

I continue to community with TART regarding the 10th St and 16th St trailheads. They are working with a landscape architect to estimate the cost of landscaping items. Once a conceptual plan is in place, I will review with the Planning Department prior to the agreement being drawn up between the City and the Landbank Authority. At that time, the Committee can get back together and start developing a detailed plan on how to incorporate art.

As you may recall, the Arts Commission approved, at their November 2019 meeting, an allocation of \$10,000 from the Public Art Trust Fund for the Art on the TART project with a donation from TART in the amount of \$20,000. Once a comprehensive plan is confirmed, the conceptual project will come back to the Arts Commission for review and then presented to the City Commission for conceptual project and funding approval.

AGENDA ITEM 4D - Boathouse Sculpture

I met with the donor on February 11th and we are tentatively looking at the date of May 29, 2020. I am in the process of coordinating with the artist and Traverse Area Community Sailing before confirming the date.

AGENDA ITEM 5 - Financials

I have enclosed the working budget as we move through projects and the annual budget. Also enclosed are financials statements from January 2020.

I am in the process of obtaining some more information for the 2020-2021 budget. I will distribute a draft at the meeting.

Also, as previously discussed, I am performing an exercise to track TIF 97 dollars. I have a few more items to obtain, but hoping to have the exercise completed for the meeting.

AGENDA ITEM 6A - Committee Review

An update has been provided in this memo on the TART, Up North Pride, Pitch Night, and Master Plan Committees. In March I intend to have the Tunnel Mural Committee and Cardboard Parade Committee meet as well.

The Master Plan is required to have a review every five years. The Committee began meeting in December 2019 and we intend to schedule on-going meetings for a number of months. We will be reviewing the start of a Collaboration Policy at our meeting on February 19th.

AGENDA ITEM 6B - Miscellaneous

Digital Packets

The City of Traverse City has moved to a digital system to publish meeting packets. The City Commission, DDA, and Planning Commission have moved over to this system. I had intended to move the Arts Commission to the system in January and then February, but I do want to discuss the feasibility of the Commission accessing the packet digitally prior to moving over to the system.

Donate on Website

I have provided language to the City Treasurer for review regarding the Donate button on the website. As previously discussed, the Arts Commission will have to go before the City Commission in order to have a donate option on the website due to credit card fees.

Signage

I will have a verbal update on signage items at the meeting.

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/20	YTD BALANCE 01/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	35,000.00	0.00	836.35	0.00	34,163.65	2.39
282-000-695.000	TRANSFERS IN	30,000.00	0.00	0.00	0.00	30,000.00	0.00
282-000-699.000	PRIOR YEARS' SURPLUS	32,900.00	0.00	0.00	0.00	32,900.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		112,900.00	0.00	836.35	0.00	112,063.65	0.74
TOTAL REVENUES		112,900.00	0.00	836.35	0.00	112,063.65	0.74
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	2,200.00	0.00	0.00	0.00	2,200.00	0.00
282-282-801.000	PROFESSIONAL AND CONTRACTUAL	35,700.00	0.00	8,934.61	3,910.73	22,854.66	35.98
282-282-970.000	CAPITAL OUTLAY	75,000.00	0.00	53,679.14	0.00	21,320.86	71.57
282-282-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 282 - PUBLIC ARTS COMMISSION		112,900.00	0.00	62,613.75	3,910.73	46,375.52	58.92
TOTAL EXPENDITURES		112,900.00	0.00	62,613.75	3,910.73	46,375.52	58.92
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		112,900.00	0.00	836.35	0.00	112,063.65	0.74
TOTAL EXPENDITURES		112,900.00	0.00	62,613.75	3,910.73	46,375.52	58.92
NET OF REVENUES & EXPENDITURES		0.00	0.00	(61,777.40)	(3,910.73)	65,688.13	100.00

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

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

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

REVENUE	Budget FY 19-20
DDA Contribution	\$ 15,000
City of Traverse City Contribution	\$ 30,000
DTCA	\$ 760
SYC DAY	\$ 830
MCACA	\$ 1,000
UNP	\$ 5,000
TOTAL	<u>\$ 52,590</u>
EXPENSE	
Office Supplies	\$ 2,200
DDA Admin	\$ 15,000
Professional Services	\$ 5,000
Boathouse	\$ 25,000
Then & Now	\$ 1,441
Clinch Tunnel	\$ 48,055
UNP	\$ 8,000
Pitch Night	\$ 2,500
TOTAL	<u>\$ 107,196</u>
PROFIT (LOSS)	<u>\$ (54,606)</u>
FUND BALANCE (approximate based on FY end 18/19)	<u>\$ 125,713</u>
TOTAL	\$ 71,107
MAINTENANCE	<u>\$ 15,000</u>
TART DOLLARS (includes \$10,000 Public Art Trust Fund portion)	\$ 30,000
END BALANCE	\$ 26,107

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