



Traverse City Arts Commission Regular Meeting

March 16, 2022

3:30 pm

2nd Floor Committee Room, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted: March 15, 2022

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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, DDA COO Director
(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

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1. CALL TO ORDER, ATTENDANCE, ANNOUNCEMENTS	
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2. CONSENT CALENDAR	
A. Consideration of approving minutes from the February 16, 2022 Arts Commission Meeting (approval recommended) (Burkholder) - PDF	5 - 7
February 16, 2022 Arts Commission Meeting Minutes - PDF	
B. Approval of approving the February 2022 Arts Commission Financials (approval recommended) (Burkholder) - PDF	9
Arts Commission February 2022 Financials - PDF	
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3. OLD BUSINESS	
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C. Budget Amendment Update	25 - 26
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4. NEW BUSINESS	
A. Preliminary 2022/2023 Budget	27 - 29
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5. PUBLIC COMMENT	
A. General	
B. Commissioners	
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6. ADJOURNMENT	



**Minutes of the
Arts Commission for the City of Traverse City
Regular Meeting
Wednesday, February 16, 2022**

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: Commissioner Ashlea Walter, Commissioner Chelsie Niemi, Commissioner Roger Amundsen, Commissioner Mi Stanley, Board Member Caitlin Early, Board Member Steve Nance, and Board Member Joshua Hoisington

The following Commissioners were absent: None

Chairperson Hershey presided at the meeting.

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

(b) **CONSENT CALENDAR**

(1) Consideration of minutes from the Regular Arts Commission meeting of December 16, 2021 (approval recommended)

(2) Consideration of approving the January Financials (approval recommended)

(3)

(c) **OLD BUSINESS**

(1) Budget Update and Budget Amendment Consideration (approval recommended)

- Commissioner Walter noted a desire to clarify in the communication regarding the budget amendment to the City Commission and DDA that the budget amendment is just an amendment for this fiscal year and that there is adequate funding in the current fund balance.

That the Traverse City Arts Commission submit a request to the DDA Board of Directors and the City Commission for a budget amendment of \$12,000 for the 2021/2022 budget.

Moved by Ashlea Walter, Seconded by Caitlin Early

Yes: Ashlea Walter, Chelsie Niemi, Roger Amundsen, Mi Stanley, Caitlin Early, Steve Nance, and Joshua Hoisington

Absent: None

CARRIED. 7-0-0 on a recorded vote

(2) Art Signage Installation Project Update

- Burkholder noted that signs have been installed at the 10th Street Trailhead project and the Petrakovitz sculptures and re-installed at the pedestrian tunnel.
- Commissioner Early noted a desire to discuss options for cheaper/more recyclable signs for rotating exhibits with Image 360. Burkholder noted he would follow up with Image 360.

(3) Banner Request for Proposals

- Commissioners noted a desire to provide a pay-out for each banner of \$100 (for a total of \$3,000) for the entire corridor.
- Commissioners noted a desire to move the project into the early part of the 2022/2023 fiscal year but release the RFP prior to June 1st.
- Commissioners noted a desire to revise the RFP to: (1) include "up to" four banner and nine artists into the RFP; (2) streamline the application requirements to include: Letter of Interest, Images and Resume; (3) streamline the contract requirements regarding copyright (upon approval from the city attorney); (4) include the Arts Selection Panel in the process narrative; and (5) correct a few typo's.
- Commissioners decided that artist recognition will be in digital formats rather than on the banners themselves.

(4) Art on the TART Request for Proposals

- Commissioners noted a desire to revise the RFP to include: (1) clarification that the art submission could be new or existing art; (2) push back the call for artist a couple weeks; and (3) rework the images on the "location" description to demonstrate the project must be set back from the trail (for snow clearing) and that the installation could bleed into the surrounding landscape.
- Mr. Burkholder noted he would revise the RFP and send it to Commissioner Amundson for final approval before releasing it.

(5) Strategic Plan Update

- Burkholder noted a contract will be prepared for the Strategic Plan once the budget amendment is approved.

(d) **NEW BUSINESS**

(1) Pride Celebration Proposal - Nick Viox

- Commissioners agreed that the Arts Commission would pass along a note of support but would not be making any directives toward a location or making a financial contribution.
- The Arts Commission also agreed it would help UpNorth pride with any digital promotion.

(e) **PUBLIC COMMENT**

(1) General

(2) Commissioners

- Burkholder noted an agreement between the city and library should be forthcoming to display several of the framed Mazinaadin pictures.
- Commissioners noted a desire to discuss the want/need for subcommittees at the March meeting with an understanding committee work will likely be discussed more deeply under the Strategic Planning Process.
- Burkholder noted a desire the budget at the March meeting and a desire to discuss the possibility of a "partnership" grant the Arts Commission would allocate each year with dedicated funds.
- Burkholder noted that Mr. Petrakovitz declined an invitation for a ribbon-cutting ceremony.

(f) **ADJOURNMENT**

(1)

Roger Amundson

GL NUMBER	DESCRIPTION	2021-22YTD BALANCE		ACTIVITY FOR		ENCUMBERED BALANCE	% BDGT USED
		UNDEDED BUDGET	02/28/2022	MONTH 02/28/22	ENCUMBERED EAR-TO-DATE		
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
282-000-675.000	CONTRIBUTIONS-PRIVATE SOU	0.00	1,500.00	0.00	0.00	(1,500.00)	100.00
282-000-695.000	TRANSFERS IN	30,000.00	30,000.00	0.00	0.00	0.00	100.00
282-000-699.000	PRIOR YEARS' SURPLUS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		50,000.00	31,500.00	0.00	0.00	18,500.00	63.00
TOTAL REVENUES		50,000.00	31,500.00	0.00	0.00	18,500.00	63.00
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00
282-282-801.000	PROFESSIONAL AND CONTRAC'	15,000.00	23,705.59	921.18	14,395.78	(23,101.37)	254.01
282-282-930.000	REPAIRS AND MAINTENANCE	4,500.00	0.00	0.00	0.00	4,500.00	0.00
282-282-970.000	CAPITAL OUTLAY	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-282-970.000-22-7	CAPITAL OUTLAY	15,000.00	11,595.78	2,095.05	0.00	3,404.22	77.31
Total Dept 282 - PUBLIC ARTS COMMISSION		50,000.00	35,301.37	3,016.23	14,395.78	302.85	99.39
TOTAL EXPENDITURES		50,000.00	35,301.37	3,016.23	14,395.78	302.85	99.39
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		50,000.00	31,500.00	0.00	0.00	18,500.00	63.00
TOTAL EXPENDITURES		50,000.00	35,301.37	3,016.23	14,395.78	302.85	99.39
NET OF REVENUES & EXPENDITURES		0.00	(3,801.37)	(3,016.23)	(14,395.78)	18,197.15	100.00

To: Traverse City Arts Commission
From: Harry Burkholder, DDA COO
Memo Date: March 14,, 2022
Subject: 16th Street ART on the Tart

The RFP for the 16th Street *ART on the Tart* installation has been released. The call for artists has been shared with TART and the Northwest Michigan Arts and Culture Network and posted on the Arts Commission and DDA social media channels. In addition, story's about the RFP and project were included in the Record Eagle and segments on 9&10 news and 7&4 news.

The deadline for proposals is April 8th.



MEMORANDUM

To: Traverse City Arts Commission
From: Harry Burkholder, DDA COO
Memo Date: March 15, 2022
Subject: Banners RFP – West Front Street

Based on the discussion from our February Arts Commission meeting, I have updated the Draft RFP for your review and consideration (see attached).

In addition, due to our decision to allocate \$3,000 for artist fee's, I will need to bring this RFP before the City Commission for consideration and approval.



[DATE]

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 – **April 21 2022** , no later than 4:00 PM for the following:

If the specifications are obtained from the Arts Commission's website link at: 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 one sealed hard copy and one digital copy of the bid to the DDA's office prior to the above indicated time and date or the bid will not be excepted.

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

PLEASE SUBMIT HARD COPY & DIGITAL COPY BIDS 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
tcpublicart.org



Project Intent

The purpose of this RFQ is to select up to nine local artists to design a thirty (30) digital images that will be placed on pole banners along West Front Street. The banners will serve to enhance the experience, aesthetic and sense-of-place of West Front Street. The theme of the banners is "fresh perspectives of downtown". Submissions should reflect different perspectives of Downtown Traverse City.

Project Background & History

The banners along West Front Street were installed as part of a comprehensive streetscaping project in 2015. The design and color scheme for all 30 banners was universal. The banners are planned to be replaced in 2022. In cooperation with Britten Banner, the Arts Commission is using this opportunity to bring color and art into this highly visual streetscaping element. To be clear, the Arts Commission is excited for this banners to serve as "art", rather than the promotional/celebratory banners that are utilized in other parts of downtown.

Project Details

The Traverse City Arts Commission is working with Britton Banner to install 30 new banners in nine different "sets" along West Front Street. The Arts Commission is seeking up to four (4) unique banner designs from up to nine local artists under the theme of "a fresh perspectives of downtown". Submissions should reflect different perspectives of Downtown Traverse City. Any type of painting (e.g., abstract, impressionism, etc.) photography and/or graphic art may be submitted. Final designs must be compatible with fabrication processes established by Britten Banner Inc., who will be printing and installing the banners. Banner sets include:

- Set One: 2 single-banners (south side) Front Street and Division
- Set Two: 3 single-banners (north side) Front Street and Maple
- Set Three: 3 single-banners (south side) Front Street and Maple
- Set Four: 2 double-banners (north side) Front Street (in front of the firehouse)
- Set Five: 2 double-banners (south side) Front Street (in front of the GT Pie Company)
- Set Six: 2 double-banners (north side) Front Street (in front of the Fogarellis)
- Set Seven: 2 double-banners (south side) Front Street (in front of Walter and Hemmings)
- Set Eight: 3 single-banners (north side) Front Street and Wadsworth
- Set Nine: 3 single-banners (south side) Front Street and Hall Street

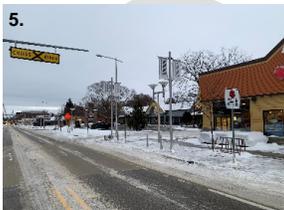
All banners are two-sided. The size of each banner is 24" x 48". Given the arrangement (or "set") of banners along the corridor, some artists will have four banners printed, some will have three banners printed and some will have two banners printed. We ask that each artist submit four different designs. The Arts Selection Panel and Arts Commission will select the best designs (from the designs submitted), for those areas along the corridor with the corresponding number of banners. The Arts Commission will also select the location(s) of each banner along the corridor. The Arts Commission has dedicated \$3,000 for this project and has committed to pay each artist \$100 per banner.



Location

The project area is located along West Front Street, between Hall Street and Division. A map and images of the project area (sets) are included below.

Project Area Map & Pictures





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 the 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 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.

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 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.

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Traverse City Arts Commission

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



Eligibility

The project is open to all qualified artists age 18 and over living or working in Traverse City.

Selection Process

The project will follow the process and guide described in the Public Art Program Master Plan for Traverse City, available at traversecitymi.gov/artscommission.asp. The artist and final art will be selected by the Art Selection Panel and a recommendation will be made to the Arts Commission for final consideration.

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

The call for entry process will include the following:

- The Art Selection Panel reviews artists submittals and qualifications and develops a preferred-list of artists.
- The selected artist(s) are invited to develop and submit up to four concepts for the project area.
- The Art Selection Panel selects the final artists and makes a recommendation to the Arts Commission.
- Arts Commission approves the artist and the design.

Timeline

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

- | | |
|----------------------|--|
| • April 20, 2022 | Call for entry approved by Arts Commission. |
| • April 21, 2022 | Call opens. |
| • May 20, 2022 | Call closes and artists qualifications due. |
| • May 24, 2022 | Art Selection Panel review artists qualifications and selects finalists. |
| • June 9, 2022 | Finalists submit concept art. |
| • June 13, 2022 | Art Selection Panel selects artists. |
| • June 15, 2022 | Artist and artwork considered by Arts Commission. |
| • July 2022 | Artists work with Britten Banner to fabricate art. |
| • July – August 2022 | Banners hung and artist fees are allocated. |





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 RFO packet.

Required materials include:

1. Letter of interest – one page only explaining interest in the project
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. 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.
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231.922.2050
tcppublicart.org



Artist - Please complete and return

REQUEST FOR QUALIFICATIONS SUMMARY

TITLE: West Front Street Banners
DUE DATE: April 21, 2022

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





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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Traverse City Arts Commission

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



City, State, Zip _____

Sole proprietorship/partnership/corporation _____

If corporation, state of corporation _____

DRAFT



To: Traverse City Arts Commission
From: Harry Burkholder, DDA COO
Memo Date: March 14, 2022
Subject: Budget Amendment Consideration

As you recall, last month, the Arts Commission approved a budget amendment of \$12,000 for the 2021/2022 Fiscal Year.

The budget amendment was approved by the DDA at their February 18th Meeting and will be on the March 21st or April 4th City Commission Agenda. The approval of the budget amendment will be needed prior to entering into a contract with Ms. Motil for the Strategic Plan.



MEMORANDUM

To: Traverse City Arts Commission
From: Harry Burkholder, DDA COO
Memo Date: March 15, 2022
SUBJECT: Preliminary 2022/2023 Budget

Attached is a preliminary-draft budget for the 2022/2023 fiscal year. We will need to discuss what additional revenue we expect this year, what expenses we expect to incur this year and what projects we hope to complete. This budget (and future budgets moving forward) will depend largely on the results of our strategic planning effort.

Preliminary Projected Expenditures

Contractual (\$6,000)

I am proposing that we indicate that \$6,000 will be allocated for the completion of the Strategic Plan. The full amount of the Strategic Plan (\$12,000) will be covered with funds from fiscal year 2021/2022 – which we are asking the City Commission for a Budget Amendment

Capital Projects (\$23,000)

Capital Projects Include:

- East Front Street Banner Installation (\$3,000)
- Mural Demonstration Project (\$20,000)

Communications (\$2,000)

These expenses are to cover the costs of signage, public outreach (as needed), call for entry, memberships and website hosting

Operations/Maintenance (\$8,000)

Annual maintenance contribution (\$5,000)
(New) "Paint-it-Forward" Mini-Grant Program (\$3,000)

The proposed budget will be discussed by Department Heads on March 24th.

2022-23 ANNUAL BUDGET SUMMARY

Traverse City Arts Commission



DRAFT Budget March 16, 2022

Revisions:

FY Year: July 1, 2022 to June 30, 2022

	FY 22-23
	Requested Budget
REVENUES	
City of Traverse City General Fund	30,000.00
Downtown Development Authority (DDA) - TIF 97	15,000.00
Grants	5,000.00
Donations	0.00
Total Revenue	50,000.00
EXPENDITURES	
<i>Contractual Services</i>	6,000.00 Strategic Plan
<i>Capital Projects</i>	23,000.00 East Front Banner Program (\$3,000), Mural Project (\$20,000)
<i>Communications</i>	2,000.00 Website/Domain Hosting, Call for Entry, Memberships, Public Engagement, Sign ID
<i>Operations & Maintenance</i>	8,000.00 Maintenance (\$5,000), Paint-it-Forward Mini Grant (\$3,000)
<i>Professional Development & Training</i>	0.00
<i>Miscellaneous</i>	0.00
TOTAL EXPENDITURES	\$39,000.00
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	11,000.00
PROJECTED BEGINNING FUND BALANCE	116,785.00
ENDING FUND BALANCE	127,785.00