



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

**Wednesday, August 16, 2023**

**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  
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Traverse City, MI 49686



# Welcome to the Traverse City Arts Commission meeting!

## Agenda

	Page
<b>1. CALL TO ORDER, ATTENDANCE, ANNOUCEMENTS</b>	
<hr/>	
<b>2. PUBLIC COMMENT</b>	
<hr/>	
<b>3. CONSENT CALENDAR</b>	
A. Consideration of Approving the July 19, 2023 Arts Commission Meeting Minutes (approval recommended) <a href="#">July 19, 2023 Arts Commission Draft Meeting Minutes (PDF)</a>	5 - 7
B. Consideration of Approving the July Arts Commission Financials (approval recommended) <a href="#">TC Arts Commission July 2023 Financials Report (PDF)</a>	9
<hr/>	
<b>4. OLD BUSINESS</b>	
A. Old Business Memo <a href="#">Old Business Memo (Burkholder) - PDF</a> <a href="#">Dr. Graetz Cairns Specs</a> <a href="#">Paint It Forward Application - PDF</a> <a href="#">Proposal Score Sheet</a>	11 - 19
<hr/>	
<b>5. NEW BUSINESS</b>	
A. New Business Memo <a href="#">New Business Memo (Burkholder) - PDF</a> <a href="#">Up North Pride Memo - PDF</a> <a href="#">Arts Commission 5-year Prioritization Sheet (Neimi) - PDF</a>	21 - 28
<hr/>	
<b>6. PUBLIC COMMENT</b>	
A. General	
B. Commissioners	
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<b>7. 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  
July 19, 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 3:45 p.m.

The following Commissioners were in attendance: Commissioners Early, Niemi, Hoisington Nance and Amundsen.

The following Commissioners were absent: Commissioners Stanley and Koebert.

Chairperson Amundsen presided at the meeting.

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

- (1) Motion to amend the meeting agenda to add the Old Business memo and move the New Business Memo and Attachments under New Business

Moved by Caitlin Early, Seconded by Roger Amundsen

**Yes:** Chelsie Niemi, Roger Amundsen, Caitlin Early, and Steve Nance

**Absent:** Mi Stanley, Joshua Hoisington, and Linda Koebert

**CARRIED. 4-0-3 on a recorded vote**

(b) **PUBLIC COMMENT**

(c) **CONSENT CALENDAR**

- (1) Consideration of Approving the June 21, 2023 Arts Commission Meeting Minutes (approval recommended)

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

Commissioners noted the names of Commissioners Amundsen and Niemi were misspelled and that an "e" was missing from the work include under the 2nd bullet in New Business.

Motion to approve the consent calendar, as amended

Moved by Roger Amundsen, Seconded by Caitlin Early

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

**CARRIED. 4-0-3 on a recorded vote**

(3)

Commissioners noted Commissioners Niemi and Amundsen names were misspelled and an "e" was missing from the word include under the 2nd bullet-point of New Business

(d) **OLD BUSINESS**

(1) Old Business Memo (Burkholder) - PDF

1. Mr. Burkholder provided a summary and update of recent projects.
2. Commissioners and staff noted the new banners were placed in the wrong location and did not include the Arts Commission's website address.
3. In regards to the Bryant Park Mural, Commissioners noted:
  - We should be responsible for the application of primer
  - Will need to rent a sprayer for the primer and anti-graffiti
  - Commissioner Nance will inquire an associate about the scaffolding and primer application

(e) **NEW BUSINESS**

(1) New Business Memo

Commissioners discussed the North Boardman Creative District initiative and the proposed placement of the "rock cairns" sculpture at the future trailhead location along the TART Trail adjacent to Railroad Ave. After robust discussion, it was determined that Commissioners Early, Nance and Amundsen (and Mr. Burkholder) would meet in person with Ms. Graetz to discuss her proposal and additional opportunities for art at this location, through a more formal process of solicitation.

(f) **PUBLIC COMMENT**

(1) General

(2) Commissioners

(g) **ADJOURNMENT**

(1) Motion to adjourn

Moved by Caitlin Early, Seconded by Joshua Hoisington

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

**Absent:** Mi Stanley and Linda Koebert

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

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Roger Amundsen, Chair

Draft





REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY  
 PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR					
		2023-24YTD BALANCE	MONTH ENCUMBERED	ENCUMBERED	%	BDGT	
		ENDED BUDGET	07/31/2023	07/31/23	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	0.00	0.00	0.00	30,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		45,000.00	0.00	0.00	0.00	45,000.00	0.00
TOTAL REVENUES		45,000.00	0.00	0.00	0.00	45,000.00	0.00
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-801.000	PROFESSIONAL AND CONTRAC'	33,000.00	600.00	600.00	9,081.28	23,318.72	29.34
282-282-930.000	REPAIRS AND MAINTENANCE	2,000.00	147.00	147.00	0.00	1,853.00	7.35
Total Dept 282 - PUBLIC ARTS COMMISSION		35,000.00	747.00	747.00	9,081.28	25,171.72	28.08
TOTAL EXPENDITURES		35,000.00	747.00	747.00	9,081.28	25,171.72	28.08
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		45,000.00	0.00	0.00	0.00	45,000.00	0.00
TOTAL EXPENDITURES		35,000.00	747.00	747.00	9,081.28	25,171.72	28.08
NET OF REVENUES & EXPENDITURES		10,000.00	(747.00)	(747.00)	(9,081.28)	19,828.28	98.28



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**To:** Traverse City Arts Commission  
**From:** Harry Burkholder, DDA COO  
**Memo Date:** August 13, 2023  
**Subject:** Old Business

**North Boardman Creative District**

In June, we discussed and agreed to move forward with the proposal/initiative from TART regarding opportunities to collaborate with the Arts Commission on a “North Boardman Creative District”.

In July, we discussed the potential implementation of a project for this initiative – a proposal from Dr. Debra Graetz for a “cairns” sculpture at a key trail junction near Railroad Avenue (see her concept w/dimensions) attached. The Arts Commission spent a great deal of time discussing the origins of this proposal and how the proposal should be considered and evaluated. Based on that discussion, Commissioners Nance and Early and I met agreed to meet with Dr. Graetz to discuss the proposal. We met with Dr. Graetz on August 14<sup>th</sup> and she reiterated her support for the creative district initiative as well as her willingness to support the “cairns” installation. Ms. Graetz also reiterated that she would support any decision and/or direction of the Arts Commission. I’d like to continue our discussion from last month and reach a decision on this proposed project.

**Paint-it-Forward Grant Program**

Information about the grant program is listed on the Arts Commission website and information about the program was released through our press and social media channels in July. Over the last month, I received two inquiries regarding the grant and one application (see attached). I am suggesting that the Arts Commission discuss the Paint It Forward application at their September meeting. I have attached the proposal score sheet to help in the evaluation.

**Bryant Park Mural**

The formal agreement and approval to spend Art Trust Funds on the Mural Project at Bryant Park will be on the Aug. 21<sup>st</sup> City Commission agenda (consent calendar). I have been in regular contact with Ms. Corden and we are looking forward to getting this project started. I have included an additional \$1,000 in the budget incase we need additional funds for costs associated site preparation and signage.



The plan is for the base boulder to be up to 3 feet wide. The height will be 7 to 8 feet. The concrete pad will be up to 4' x 4' and will be below the grass level so that soil and grass can be laid on top of it. The concrete pad will be up to 24 inches deep so it is below frost line. A rebar that is 3/4 inch in diameter will be placed through the first boulder and into the concrete base, rising to the top boulder. The concrete will be managed by Jamie Nowicki, my partner artisan who is a mason. Two or three days after the first boulder and concrete have been installed then the additional boulders will be placed on the rebar with a skid steer. The top stone will be epoxied in place.







**TRAVERSE CITY ARTS COMMISSION "PAINT IT FORWARD" GRANT APPLICATION FORM  
2023**

Please share your concise responses to the questions below. Responses should be no more than three single-spaced pages. If available, you may attach and include photographs or maps to support your application. The application materials do not count toward the three-page limit. Please email your completed application in a Microsoft Word or PDF format to [harry@downtowntc.com](mailto:harry@downtowntc.com) and include "2023 Grant Application" in the subject line.

Name of Entity Applying for Funds Arts for All of Northern Michigan

Type of Entity (non-profit) 501(c)(3)

Name of Contact/Grant Administrator Val McCarthy

Title Executive Director Phone 231-947-1278

Email val@artsforallnmi.org Website artsforallnmi.org

Name of Project Colorful Connections: Celebrating Community Through Art

Total Project Cost \$3,000

Amount Requested from the Arts Commission \$2,000

Total Project Match (25%) 750.00

1. Summarize your project. What problem are you trying to solve with your project? What are your goals? What is the grant paying for? **Please refer to seperate sheets.**
2. What activities are you planning?
3. What is the location of your project?
4. Who are you serving and who are the beneficiaries of your project?
5. Who are the projects leaders and partners? Describe their roles and responsibilities.
6. List the costs and sources of revenue (including your 25% match) for your project.
7. Describe how your project advances public art in the community?
8. Describe how your project aligns with the existing goals and vision of the Arts Commission?

Q: Summarize your project. What problem are you trying to solve with your project? What are your goals? What is the grant paying for?

A: The proposed project, titled "Colorful Connections: Celebrating Community Through Art," aims to create a vibrant and interactive community art mural in Traverse City. The project seeks to address the lack of aesthetically appealing public spaces and the need for a unifying symbol that celebrates the city's diverse culture and history.

**Problem Addressed:**

Traverse City currently lacks visually captivating public spaces that foster a strong sense of community identity and connection. Additionally, there is a need for an inclusive and representative art piece that celebrates the rich diversity and historical significance of the city.

**Goals:**

1. Enhance Public Spaces: The project intends to transform a plain and underutilized public space within Traverse City into an inspiring and visually appealing area that encourages community engagement and pride in the arts.
2. Celebrate Diversity and History: The mural will serve as a representation of Traverse City's diverse cultural heritage and historical narratives, fostering inclusivity and a sense of belonging among residents.
3. Sustainability: To ensure the longevity of the artwork, the project will allocate funds for proper maintenance and preservation.

**Grant Allocation:**

The grant will cover the following expenses: 1. Artist Honorarium and Fees: Compensation for the selected artist(s) for their creative work and community engagement efforts. 2. Art Supplies and Equipment: Funding to procure mural materials, paint, brushes, scaffolding, etc. 3. Unveiling Event: Expenses related to the public unveiling ceremony, including refreshments and event logistics. 4. Maintenance Fund: Allocation to establish a maintenance fund to ensure the mural's long-term preservation and upkeep.

Q: What activities are you planning?

A: **Mural Creation:** The primary activity of the project will be the creation of the mural itself. Collaborating with community participants, the selected artist(s) will execute the mural design in the designated public space. Residents will have the opportunity to engage in the painting process under the guidance of the artist(s), creating a collective effort and fostering a strong sense of community pride.

Q: Where is the location of the project?

A: The exact location will be determined in consultation with the Traverse City Arts Commission and relevant city officials to ensure that the chosen site aligns with the project's objectives and community engagement goals.



Q: Who are you serving and who are the beneficiaries of your project?

A: The community can actively participate in the mural creation process through community workshops and artist-led sessions. By engaging residents in the design and painting of the mural, the project fosters a sense of ownership and pride in the public artwork that will become a symbol of their shared cultural heritage and history.

Q: Who are the projects leaders and partners? Describe their roles and responsibilities.

A: 1.)The Traverse City Arts Commission will be the main governing body overseeing the project's execution. Role: Approving the project proposal and budget and assisting in finding a location. 2.) The selected artist(s) or artist team will design and execute the mural. Creating a comprehensive design for the mural, incorporating the community's input and reflecting the city's diverse culture and history.

Q: List the costs and sources of revenue.

A: Art Supplies and Equipment: The expenses for purchasing high-quality mural materials, paint, brushes, scaffolding, and any other necessary equipment for the mural creation. Unveiling Event: The costs associated with organizing the public unveiling event, including event logistics, refreshments, and promotional materials. Maintenance Fund: Allocating funds to establish a maintenance fund to ensure the mural's long-term preservation and upkeep. Sources of revenue - In-Kind Contributions: Securing in-kind contributions, such as materials or services, from businesses or individuals willing to support the project without direct monetary donations.

Q: Describe how your project advances public art in the community?

A: This proposal significantly advances public art in the community of Traverse City by creating a transformative and inclusive public art mural that enriches the cultural and aesthetic landscape of the city. The project's approach and outcomes demonstrate several key ways in which it advances public art: 1. Engaging the Community: The project actively involves the local community in creating. Through community workshops and artist-led sessions, residents, schools, and community organizations become integral to the artistic vision. This engagement fosters a strong sense of ownership and connection to the artwork, encouraging a deeper appreciation for public art and its role in enriching the community's identity. 2. Celebrating Diversity and History: The mural design reflects the diverse cultural heritage and historical narratives of Traverse City. By incorporating elements representing various cultures and traditions, the project celebrates the community's multiculturalism, fostering inclusivity and promoting pride among all residents. 3. Creating a Landmark: The mural, once completed, will become a prominent landmark within the city. Public art can attract attention, encourage dialogue, and serve as a gathering point for residents and visitors. The mural's visibility will encourage people to interact with the artwork and appreciate the value of public art as an essential aspect of city life. 4. Promoting Artists and Creatives: The project supports and uplifts the local artistic community by collaborating with local artists and providing them with a platform to showcase their talent. This recognition reinforces public art's importance in supporting and promoting artists' contributions to the city's cultural landscape.

5. Inspiring Future Projects: The success of "Colorful Connections" sets a precedent for future public art projects in Traverse City. By demonstrating the positive impact of community engagement and cultural representation, the project inspires future endeavors that enhance public spaces and enrich the lives of residents through art.

Q: Describe how your project aligns with the existing goals and vision of the Arts Commission?

A: The "Colorful Connections: Celebrating Community Through Art" project fully aligns with the existing goals and vision of the Traverse City Arts Commission. By creating an inclusive, representative, and visually captivating public art mural that celebrates the city's cultural heritage and community identity, the project exemplifies the commission's commitment to enriching the cultural and aesthetic quality of life in Traverse City through accessible and engaging public art installations.

Bryant Park Mural Project			Artist	
Score 1 - 5 5 = Highest Score	Professional Qualifications	Past Involvement with Similar Projects	Demonstrates an Understanding of the Site	Artwork Concept
Total Score:				
Notes:				



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

**UpNorth Pride**

We received a memo (see attached) from Nick Viox and UpNorth Pride for a potential collaboration for an upcoming Up North Pride Sign Making Party. Nick will be on hand (through Zoom) for our meeting to discuss the potential collaboration.

**Five-Year Rolling List of Capital Improvement Projects**

I have included the working “five-year rolling list of capital improvement projects” that Commissioner Niemi put together for our July meeting. I’d like to have a robust discussion on the proposed projects and timeline.

**Additional Inquiries**

I received a call from TACS regarding interest in a mural installation on their building at Hull Park.



# Memorandum

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To: Traverse City Arts Commission  
From: Nick Viox  
Re: Up North Pride Sign Making Partnership  
Date: July 28, 2023

I am writing on behalf of Up North Pride, an organization dedicated to promoting and celebrating diversity, inclusion, and equality in the Traverse City community. As part of our ongoing efforts to engage the community in artistic and educational events, we are excited to bring back one of our longest lasting events: the Up North Pride Sign Making Party.

## **2023 Event Details:**

Event Name: Up North Pride Sign Making Party  
Date: Sep 27, 2023  
Time: 6pm - 9pm  
Venue: The Little Fleet

Event Name: Visibility Rally  
Date: September 30, 2023  
Time: 4pm - 4:30pm  
Venue: F&M Park

The Sign Making Party provides an opportunity for community members to come together and create vibrant and visually appealing signs, banners, and posters to celebrate the LGBTQ+ community and demonstrate our collective support for equality and diversity. We believe that art can be a powerful tool for social change, and by involving the community in the creation of these visuals, we aim to foster a sense of unity and inclusivity.

## **Partnership Request:**

We would be honored to collaborate with the Traverse City Arts Commission for this event, specifically to facilitate the screen press activity during the Sign Making Party. Your expertise in the arts and experience with various creative techniques would be invaluable in guiding participants through the screen printing process, ensuring high-quality and visually impactful results.

## **Our Contribution:**

To show our commitment to this partnership, Up North Pride is prepared to take on the following responsibilities:

- **Material Costs:** We will cover all expenses related to art supplies and materials needed for the Sign Making Party and the Visibility Rally.
- **Volunteers:** Up North Pride will provide a dedicated team of volunteers to assist during the event and support participants throughout the creative process.
- **Storage of Supplies:** Before and after the event, Up North Pride will take care of storing the art supplies to ensure their safekeeping.

**Your Contribution:**

We kindly request the Traverse City Arts Commission to support this event by assisting with the following:

- **Set Up and Tear Down:** Your assistance with setting up the event space, including arranging tables, chairs, and art stations, and helping with tear-down after the event would be immensely appreciated.
- **Additional Input:** We welcome any creative ideas or suggestions you may have to enhance the Sign Making Party and make it a memorable experience for all participants.
- **If interested, the Arts Commission can purchase the trailer (\$300) for these supplies to make transport through town and the march, much easier:**



**Visibility Rally Sign Making:**

Additionally, we would like to extend the invitation to the Traverse City Arts Commission to participate in sign making during the Visibility Rally, scheduled for the Saturday of Pride Week. This rally aims to increase LGBTQ+ visibility and celebrate our diverse community. Your active involvement in this event would further reinforce the message of unity and acceptance.

We understand the importance of your time and resources, and we assure you that Up North Pride will handle all necessary logistics, including securing the venue, providing art supplies, and



promoting the events. We seek your support in facilitating the screen press activity during the Sign Making Party and your presence at the Visibility Rally.

Thank you for considering our request, and we eagerly await the opportunity to collaborate with the Traverse City Arts Commission for these exciting events. If you require any further information or have any questions, please feel free to reach out to us at [programming@upnorthpride.com](mailto:programming@upnorthpride.com)



Proposed  
Arts Commission 5-Year Prioritization

FY 2024

- Summer West Front St. Banners
- Fall Mural Festival Union St. & Downtown Area
- Fall Potential Sculpture Gift on 8th/NoBo Creative District
- Winter Selection Rotating Art Exhibit Selection
- Small Park Project
- Spring/Summer Pilot Traffic Calming/Street Painting Project in 8th/NoBo Creative District
- Spring/Summer Bike Racks Along 8th/NoBo Creative District

FY 2025

- Fall Mural Festival 8th/NoBo Creative District
- TART/Bayfront Trail Project Glowing Asphalt
- Small Park Project
- Additional 8th/NoBo Creative District Sculpture

FY 2026

- Fall Mural Festival Location TBD (Old State Hospital, NMC & East Front St., etc.)
- Additional 8th/NoBo Creative District Sculpture
- Small Park Project
- Permanent Traffic Calming/Street Painting Project in 8th/NoBo Creative District
- Replace Banners
- Rotating Art Exhibit Selection
- TART/Bayfront Trail Project Bike Clinch Park

FY 2027

- Fall Mural Festival Location TBD (Old State Hospital, NMC & East Front St., etc.)
- Small Park Project
- TART/Bayfront Trail Project Open Space Installation

FY 2028

- Fall Mural Festival Location TBD (Old State Hospital, NMC & East Front St., etc.)
- Small Park Project
- Replace Banners
- Rotating Art Exhibit Selection
- TART/Bayfront Trail Project Racks/Other Functional Sculptural Element

### Project Recommendations

- One small park project per year in coordination with Parks & Rec
- Having a regular call for the rotating art exhibit so we can pick rotating exhibits bi-annually (proposals reviewed twice a year making decisions on a yearly or multi-year basis based on proposals)
- Outlining our 5 year Mural Project Locations
- Replacing the banners or doing other banner locations every other year with a regular call similar to rotating art exhibit
- Breaking down 8th/NoBo Creative District and TART/Bayfront Trail Projects and slotting them into each FY based on construction timelines
- Less Projects for FY 27 with consideration of Large Open Space Project
- Breaking down objectives for long-term projects to consider staff time/capacity/approval processes, etc.