



Traverse City Arts Commission Regular Meeting

June 21, 2023

3:30 pm

2nd Floor Committee Room, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted: June 16, 2023

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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 May 17, 2023 Arts Commission Meeting Minutes (approval recommended) May 17, 2023 Draft Meeting Minutes - PDF	7 - 9
B. Consideration of Approving the May 25, 2023 Arts Commission Special Meeting Minutes (approval recommended) May 25, 2023 Special Meeting Minutes - PDF	11 - 13
C. Consideration of Approving the May 2023 Arts Commission Financials (approval recommended) Arts Commission May Financials - PDF	15
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4. OLD BUSINESS	
A. Liaison Report Liaison Report Memo (Burkholder) - PDF Suggested Plaque Revisions and Additions - PDF	17 - 19
B. Bryant Park Mural Project Update Bryant Park Mural Memo (Burkholder) - PDF Final Mural Mock-Up - PDF	21 - 25
<hr/>	
5. NEW BUSINESS	
A. New Business Update New Business Memo (Burkholder) - PDF 8th Street Creative District Project Narrative - PDF Arts Commission Project Planning Evaluation Worksheet - PDF Arts Commission 2023/2024 Proposed Budget Arts Commission City Approved Budget - PDF Arts Commission 2023/2024 Work Plan - PDF	27 - 37
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6. PUBLIC COMMENT	
A. General	

B. Commissioners

7. ADJOURNMENT



CITY COMMISSION

GOALS & OBJECTIVES

2022-2023



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
May 17, 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 Neimi, Stanley, Koebert, Early and Hoisington

The following Commissioners were absent: Commissioner Nance

Chairperson Admundsen presided at the meeting.

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

(b) **PUBLIC COMMENT**

(c) **CONSENT CALENDAR**

(1) Consideration of Approving the April 19, 2023 Arts Commission Meeting Minutes (approval recommended)

(2) Consideration of Approving the April 2023 Arts Commission Financials (approval recommended)

Commissioner Neimi noted an error in the Financials

Motion to approve the amended Consent Calendar

Moved by Caitlin Early, Seconded by Roger Amundsen

Yes: Chelsie Niemi, Roger Amundsen, Mi Stanley, Caitlin Early, and Joshua Hoisington

Absent: Linda Koebert

CARRIED. 5-0-1 on a recorded vote

(3)

(d) **OLD BUSINESS**

(1) Liaison Report Memo

- Mr. Burkholder provided a summary of the Liaison Report
- Commissioners agreed to meet on the 25th at 3:30 to review Bryant Park mural proposals
- Commissioners agreed to invite Michelle Hunt (City Parks and Rec) and Gary Howe to the meeting to help evaluate proposals.

(e) **NEW BUSINESS**

(1) New Business Update

- Mr. Burkholder provided a summary of the new business memo
- Commissioner Early provided a summary of the Eighth Street Art Corridor Concept
- Commissioners agreed to have the Eighth Street proposal and evaluation matrix on the agenda for the next meeting.
- Emily Modrall provided an overview of her Anishinaabe sign proposal and Arts Commissioners agreed that they should be considered part of the city's art collection and to work with Parks and Rec for long term maintenance.

(f) **PUBLIC COMMENT**

(1) General

(2) Commissioners

- Commissioner Early noted the need to collaborate with TART, the City and DDA on art placement for the proposed TART Trail extension which is close to 60% completed for design and engineering.
- Commissioner Amundsen noted a follow-up communication from staff on next steps following directives on projects/board responsibilities would be helpful.
- Commissioner Koebert noted graduation cap discussions related to TCAPS.

(g) **ADJOURNMENT**

(1) Motion to Adjourn

Moved by Chelsie Niemi, Seconded by Caitlin Early

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

Absent: None

CARRIED. 6-0-0 on a recorded vote

Roger Amundsen, Chair

Draft



**Minutes of the
Arts Commission for the City of Traverse City
Special Meeting
May 25, 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 Stanley, Neimi, Early, Amundsen and guest Michelle Hunt (Parks and Rec)

The following Commissioners were absent: Commissioner Hoisington, Nance and Koebert

Chairperson Admundsen presided at the meeting.

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

(1) Meeting called to order at 3:43

(b) **PUBLIC COMMENT**

(1) Public Comment provided by Rick Buckholder

(c) **NEW BUSINESS**

- (1) Bryant Park Mural Project
- (2) Andrew & Sarah McWilson Proposal
- (3) Adam VanHouten Proposal
- (4) Colleen Gleason Shull Proposal
- (5) AJ Davis Proposal
- (6) Chelsea Dennis Proposal
- (7) Chelsea Hart Proposal
- (8) Daniela Sanchez Vegas Proposal
- (9) Graci Rietema Proposal
- (10) Jamie John Proposal
- (11) Jason Tetlac Proposal

- (12) Joe Dulin Didonoto Proposal
- (13) Kassie Woodworth Proposal
- (14) Katherine Corden Proposal
- (15) Kevin Burdick Proposal
- (16) Laura Mettam Proposal
- (17) Melinda Butt Proposal
- (18) Michael Farrerell Proposal
- (19) Michael Pfehhaar Proposal
- (20) Betsy Petersen Proposal
- (21) Rebecca Howe Proposal
- (22) Samuel Turner Proposal
- (23) Sotir Davidhi Proposal
- (24) Sous la Ciel Proposal
- (25) Whitney Bigard Proposal
- (26) William Fischer Proposal
- (27) Juliana Haliti Proposal
- (28) Lola Deleke
- (29) Brooke Brazil
- (30)

Commissioners reviewed and discussed each proposal.

Commissioners agreed to offer Katherine Corden an opportunity to submit a full proposal for another round of consideration.

(d) **PUBLIC COMMENT**

- (1) General
- (2) Commissioners

(e) **ADJOURNMENT**

(1)

Motion to Adjourn
Motion to Adjourn

Moved by Chelsie Niemi, Seconded by Caitlin Early

Yes: Chelsie Niemi, Roger Amundsen, Mi Stanley, and Caitlin Early
Absent: None

CARRIED. 4-0-0 on a recorded vote

Roger Amundsen, Chair

Draft

GL NUMBER	DESCRIPTION	2022-23YTD BALANCE		ACTIVITY FOR		ENCUMBERED BALANCE	% BDGT USED
		UNDEB BUDGET	05/31/2023	05/31/23	YEAR-TO-DATE		
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOUR	5,000.00	0.00	0.00	0.00	5,000.00	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		35,000.00	30,000.00	0.00	0.00	5,000.00	85.71
TOTAL REVENUES		35,000.00	30,000.00	0.00	0.00	5,000.00	85.71
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-801.000	PROFESSIONAL AND CONTRAC'	35,000.00	18,844.00	0.00	21,181.28	(5,025.28)	114.36
282-282-930.000	REPAIRS AND MAINTENANCE	0.00	2,038.67	0.00	0.00	(2,038.67)	100.00
Total Dept 282 - PUBLIC ARTS COMMISSION		35,000.00	20,882.67	0.00	21,181.28	(7,063.95)	120.18
TOTAL EXPENDITURES		35,000.00	20,882.67	0.00	21,181.28	(7,063.95)	120.18
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		35,000.00	30,000.00	0.00	0.00	5,000.00	85.71
TOTAL EXPENDITURES		35,000.00	20,882.67	0.00	21,181.28	(7,063.95)	120.18
NET OF REVENUES & EXPENDITURES		0.00	9,117.33	0.00	(21,181.28)	12,063.95	100.00

To: Traverse City Arts Commission
From: Harry Burkholder, DDA COO
Memo Date: June 13, 2023
Subject: Project Updates

Petrokovitz Exhibit

I was able to connect with Mr. Petrokovitz and he should be removing the vandalized sculpture within the next two weeks. The Arts Commission will fund the repainting of the sculpture.

Anishinaabek & Perry Hannah Plaques

I have contacted Emily Modrall, who is working on her own project related to signage and the Anishinaabek language. I am hoping she can help us get our plaque translated, or provide the appropriate contact. I have attached the proposed modifications and want to get final approval on the changes from the Arts Commission.

Banner Project

I am still working with Britten Banner to replace the current banners and add the banner artwork from Justin Shull. I hope that we will be ready to install banners by early June.

Two-Way Bump-Out Project

The paint has arrived. We need to schedule a day to paint the street. I'm hoping everyone will bring their calendars, so we can schedule this activity.

Paint-it-Forward Grant Program

We plan to roll out the program for the next fiscal year, starting on July 1st.

Perry Hannah Suggested Modifications

Existing Plaque

In July of 1851, at just 26 years of age, Perry Hannah, President of Chicago's Hannah, Lay & Company, sailed into ~~the~~ Grand Traverse Bay ~~wilderness~~, for the ~~very~~ first time in search of timber to support his company's lumber needs during America's gilded age.

For the sum of \$4,500, Mr. Hannah purchased slightly more than 200 acres of heavily forested bay shore property that straddled what is now known as the Boardman ~~river~~ River and extended to Boardman ~~lake~~-Lake. This was the ~~raw~~-beginnings of a ~~future~~great change.

Mr. Hannah came for the timber and remained for the rest of his life, serving as the city's first mayor and one term in the state legislature while constantly ~~working to adjust altering~~ the local economy to keep it alive. For more than 50 years he ~~was respected by~~ his employees and business ~~associates[?], and their lives and building-helping~~ to build a great community ~~while and~~ leaving extraordinary gifts of architecture and public land for the enjoyment of future generations. ~~Virtually everything we see, touch, feel and sense about Traverse City today can be traced directly back to founding father Perry Hannah. Much of Traverse City's current form can be traced to Perry Hannah's vision.~~ His most readily recognized gift is his retirement home, located just a few steps west at 305 ~~west sixth street~~ West Sixth Street, a valued ~~memory asset~~ that speaks clearly to his legacy.

New Plaque

The land Hannah claimed for the construction of Traverse City had long been part of Kitchi Wiikwedong, the homeland of Odawa and Ojibway Anishinaabek. Made to conform to new definitions of property ownership and rights, the local Anishinaabek were increasingly forced with each federal treaty to change or abandon traditional ways of life and sacred practices and places, including those along the Ottaway (later Boardman) River and throughout the area that quickly became Traverse City. Nonetheless, according to English-language histories, the Anishinaabek were accommodating and generous, contributing to the success and prosperity of the very industries, town, and people, including Perry Hannah himself, so radically altering their lives and home.

To: Traverse City Arts Commission
From: Harry Burkholder, DDA COO
Memo Date: June 13, 2023
Subject: Bryant Park Mural Project

As you recall, after a robust discussion, we agreed to ask Katherine Corden to provide a final proposal for the Bryant Park Mural. Katherine's final images (and mock up) is attached.

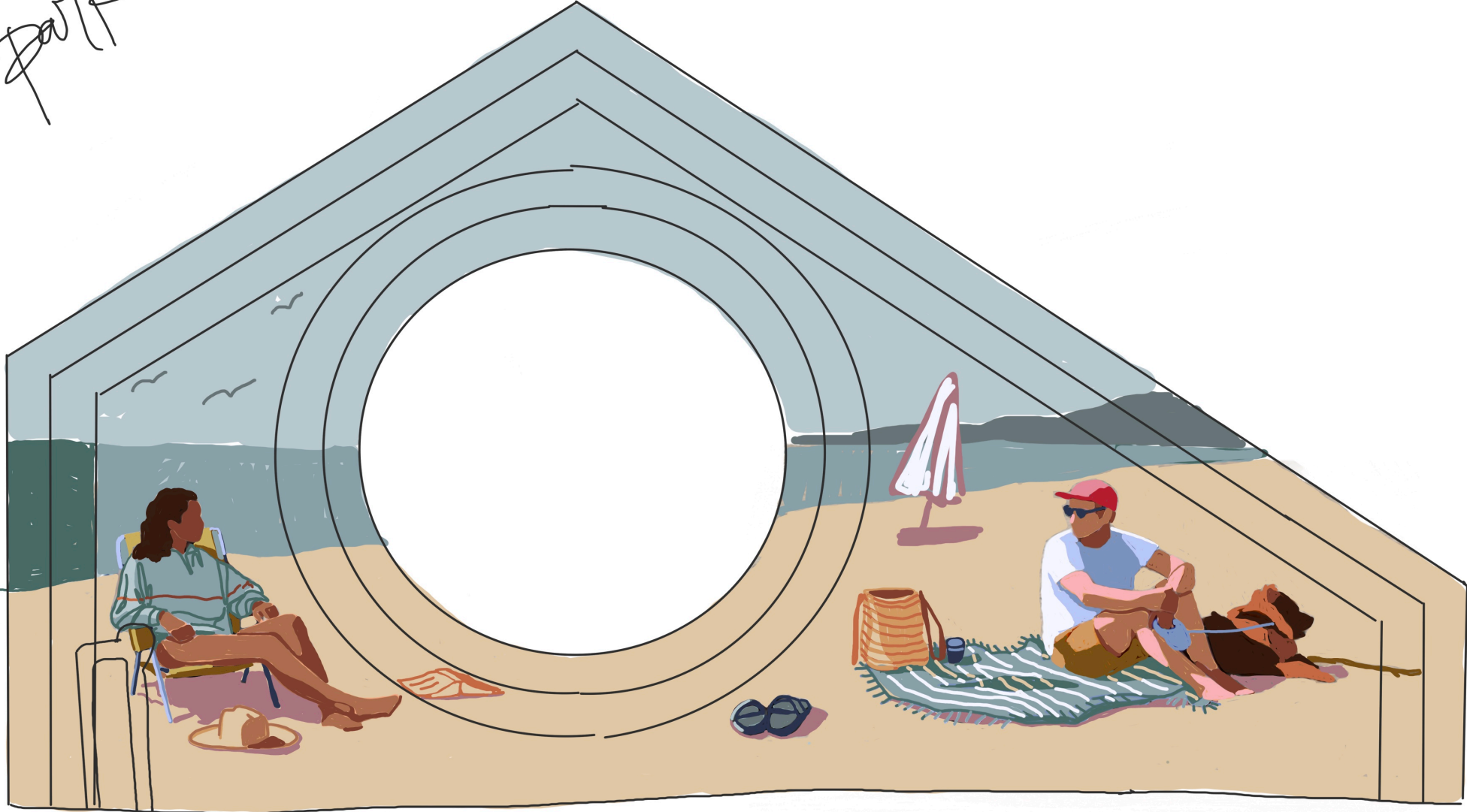
A "thank-you/rejection" email was sent to every other applicant.



Lot view



Park view



To: Traverse City Arts Commission
From: Harry Burkholder, DDA COO
Memo Date: June 13, 2023
Subject: New Business

Eighth Street Art Corridor

Last month, we received a proposal from TART Trails regarding interest in collaborating with the Arts Commission to create the “Eighth Street Creative District”. The proposal comes on the heels of the now completed Boardman Lake Loop and the positive community feedback from the art installations along the trail. The proposal (see attachment) proposes to make the Eighth Street district a priority to continue placemaking through public art.

I’d like to discuss the possibility and/or interest of this proposed initiative at our meeting. To that end, I have attached the feasibility worksheet from our Strategic Planning effort to help you (and us) evaluate this proposed initiative. Please be sure to fill out the worksheet prior to the meeting.

MACC – Mural Festival

I submitted a \$20,000 grant request to the Michigan Arts and Culture Counsel on behalf of the Arts Commission for the Mural Festival.

Arts Commission Budget

The Arts Commission budget was approved by the City Commission at their June 5th meeting (see the first attachment). As you recall, our proposed budget included \$15,000 from the Downtown Development Authority, \$30,000 which has traditionally been the Art Commissions allocation and \$15,000 from our fund balance. The proposed \$15,000 from our fund balance will need to come in the form of a budget amendment – perhaps once we receive word about the MACC grant. I have attached our proposed budget spreadsheet for reference.

TART Trail Extension – Placement of Art Features

As you recall, at our last meeting, Commissioner Early and I noted that design and engineering for the TART Trail extension was at 60% completion. We also discussed the need to identify preferred locations for art along the new trail. I’d like to identify those preferred locations and other possible art opportunities at our meeting.

Governance and Oversight Activities

I have included the “work plan activities” spread-sheet from our Strategic Planning Process as a reminder of the tasks that we are work to implement moving forward. I’d like to begin to discuss item #7 under Governance and Oversight “prioritize, schedule, and sequence a five-year rolling list of capital projects”.

EXECUTIVE SUMMARY

The 8th Street Creative District project aims to contribute to the vitality of the Grand Traverse region through artful placemaking opportunities that build on the community's cultural resources. The designation of a Creative District will elevate community values, stimulate community dialogue between people of all ages and abilities, inspire the mind and senses by creating an unexpected aesthetic experience, and enliven the appearance and appeal of this well-traveled community. People of all ages will gather as they enjoy this creative district, the businesses and establishments among it, and their contribution to the rich texture of the fabric that is the story of our time, our place, and our lives.

PROJECT PARTNERS

- City of Traverse City
- Commongrounds
- North Boardman Lake District
- TART Trails, Inc.
- Traverse City Arts Commission

ORGANIZATIONAL OVERVIEW

TART Trails and the Traverse City Arts Commission, in cooperation with the City of Traverse City, strategically place art installations around the Boardman Lake Loop, both within and outside of the City limits. It is a priority of both the Traverse City Arts Commission and TART Trails to connect outdoor recreation with the arts, while supporting Michigan-based artists. There are currently seven art installations on view between Oryana 10th Street and Medalie Park.

Following the opening of the Boardman Lake Loop and the overwhelmingly positive community feedback from the art installations facilitated by TART Trails and the Traverse City Arts Commission, project partners have identified the 8th Street district as a priority to continue placemaking through public art. The results of the North Boardman Lake District Healthy 8th Street study further identify the need for a creative district to aid in placemaking, pedestrian accessibility, and visual signals of community goals and values.

PROJECT TIMELINE

- March - December 2023: Project Planning, Fundraising efforts
- Spring 2023: Franklin Street Pilot Project
- Summer 2023: Stakeholder engagement
- Fall 2023: Cairn installation
- January 2024: Artist contracts finalized
- Spring 2024 - Spring 2025: Installations continue
- Summer 2025: Creative District celebration

Project partners will plan continued programming to highlight art installations and which support local and regional creatives. As well, continued community engagement and stakeholder surveys will take place to assess the project and future opportunities.

TENTATIVELY PLANNED DELIVERABLES

A final list of deliverables will be determined following additional stakeholder engagement. Based on current articles of engagement, a list below is a tentative proposed summary of installations.

- Sculptural elements marking the entrance to the 8th Street district including on 8th Street at Lake Avenue, 8th Street and Woodmere, and the confluence of Franklin Street and the Boardman Lake Loop
- Cairn Sculpture at Railroad and 8th Street
- Four mural installations, locations TBD
- Art installations that aid in ease of multi-modal transportation, locations TBD
 - Franklin Street Pilot Project Summer 2023
- Sculptural bike racks placed incrementally along the 8th Street cycle track

For more information or questions about this project proposal please contact:

Caitlin Early
Campaign & Development Officer, Art on the TART Project Manager
TART Trails, Inc.
caitlin@traversetrails.org
Office: 231-941-4300

Traverse City Arts Commission

Project Planning and Feasibility Exploration Worksheet Template *Intended For TCAC Staff Use*

The purpose of this worksheet is to help guide, support, and empower project planning and partnerships undertaken by the Traverse City Arts Commission. The worksheet is intended to be used by Arts Commission staff, commissioners, and/or community members to plan for new projects in alignment with the Commission's strategic goals and capacity. Project decisions will be made by the Arts Commission in alignment with the roles and processes outlined in the Traverse City Arts Commission's Governance Design. The Arts Commission is under no obligation to move forward with a proposed project. Projects that are not supported by the community, and/or projects where necessary resources are not secured or available to support the desired outcomes and impacts may be considered unsuitable for Arts Commission action. The Arts Commission recognizes and understands that people in the community are always welcome to take action to support public art outside of the City Arts Commission public art process, too.

For Staff Completion

Is the proposed public art project, program, or effort:

- Highly visible and/or likely to be seen or impact a relatively high number of people?
- 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)?
- Helping to advance a relationship with a public art partner?

Project Name:

Project Location and Description:

Project Beneficiaries/Who is Impacted Most by Project:

Project Duration (Length of Time City Commitment is Required):

Project Leader:

Other Team Members and their Roles, Qualifications/Experience, and Capacity:

Outcomes and Impacts to City and Community (Short and Long-term):

Measurements of Success:

Work Plan Summary

Activities and Tasks	Person(s) Responsible	Timeline/Deadline

Budget

Budget Items	Estimated Costs	Anticipated Funding Sources

Fiduciary Identified (if not the Traverse City Arts Commission):

Fiduciary Role Authorized By (Partner Name and Signature):

Date:

Public Arts Commission Fund		2023-2024	
Fund 282			
Revenues			
Dept. 000 - Non-Departmental			
282-000-664.000	Interest & Dividend Earnings	\$	-
282-000-674.000	Contributions (Public Sources)	\$	15,000.00
282-000-675.000	Contributions (Private Sources)	\$	-
282-000-677.000	Reimbursements	\$	30,000.00
282-000-695.000	Transfers In		
282-000-699.000	Prior Years Surplus	\$	15,000.00
	Total Revenues	\$	60,000.00
Expenditures			
Dept. 282 - Public Arts Commission			
282-282-727.000	Office Supplies & Marketing	\$	1,000.00
282-282-801.000	Professional and Contractual		
	TART Rotating Art	\$	4,000.00
	Mural Festival	\$	20,000.00
	Paint It Forward	\$	2,500.00
	Parks Program	\$	10,000.00
	Master Plan Update	\$	2,000.00
282-282-900.000	Printing and Publishing	\$	500.00
282-282-930.000	Repairs and Maintenance	\$	5,000.00
282-282-970.000	Capital Outlay		
	TART Extension	\$	15,000.00
282-282-988.000	Unallocated Funds		
	Total Expenditures	\$	60,000.00
End Fund Balance		\$	143,346.44



Legend

Professional and Contractual Expenditures: Labor, Temporary Exhibits, Art on Loan
 Capital Outlay: Art we own in perpetuity

**City of Traverse City, Michigan
SPECIAL REVENUE FUND
PUBLIC ARTS COMMISSION FUND
For the Budget Year 2023-24**

	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Projected	FY 23/24 Requested
REVENUES				
Contributions-Public	\$ 15,000	\$ 5,000	\$ 5,000	\$ 15,000
Contributions-Private	1,500	-	-	-
TOTAL REVENUES	16,500	5,000	5,000	15,000
EXPENDITURES				
Office Supplies	-	-	-	-
Professional and Contractual	23,700	35,000	18,400	33,000
Repair and Maintenance	-	-	2,000	2,000
Capital Outlay	11,600	-	-	-
TOTAL EXPENDITURES	35,300	35,000	20,400	35,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(18,800)	(30,000)	(15,400)	(20,000)
OTHER FINANCING SOURCES				
Transfer In - General Fund	30,000	30,000	30,000	30,000
NET CHANGE IN FUND BALANCE	11,200	-	14,600	10,000
Beginning Fund Balance	120,600	131,800	131,800	146,400
Ending Fund Balance	\$ 131,800	\$ 131,800	\$ 146,400	\$ 156,400

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 .

Work Plan Activities	KEY	To do (planned)	In Progress/ On time	In Progress / Delayed	Stalled/ Obstacle	Completed		
Governance and Oversight	Role Acronyms: R = Responsible, A = Authority, S = Support, I = Informed, C = Consulted	July- Sept 2023	Oct- Dec 2023	Jan- Mar 2024	April- June 2024	2025	2026	2027
Create and adopt a Strategic Goals.	Commission (A, R)							
Create and adopt an annual work plan that aligns with a proposed budget and with available non-financial resources including staff capacity. Submit the budget to City Commission for consideration of approval.	Commission (A, R)							
Structure regular Arts Commission agendas and meetings to ensure a focus on strategy, decision-making and action, rather than brainstorming and staff reports.	Commission (A, R)							
Delegate work tasks and some decisions to staff and ad hoc committees in alignment with the Commission's goals and priorities.	Commission (A, R)							
Develop an information sheet to assist with Arts Commission service recruitment. Clarify Commission's governance role, time commitment, helpful skills/competencies. Develop a list of interview questions to assist City Commissioners with their role/authority in selecting and appointing Commissioners.	Commission (A, R)							
Develop criteria to assist with project feasibility and prioritization, including related to pro-active Commission-initiated projects and the consideration of acceptance of donated art or participation in projects led by others.	Commission (A, R)							
Prioritize, schedule, and sequence a five year rolling list of capital projects.	Commission (A, R)							
Pursue a change to the City's ordinance to remove the Art Selection Panel as a standing committee; recommend ordinance changes that enable the Arts Commission to create an art selection ad hoc committee(s), as needed, for special projects and initiatives.	Commission (A, R)							
Annually self-assess the Commissions outcomes and impacts based on its annual goals and work plan.	Commission (A, R)							
Update the Public Art Master Plan.	Commission (A), Staff (R)							
Public Art Programs and Capital Projects	Role Acronyms: R = Responsible, A = Authority, S = Support, I = Informed, C = Consulted	July- Sept 2023	Oct- Dec 2023	Jan- Mar 2024	April- June 2024	2025	2026	2027
Create and install a new mural at Bryant Park in partnership with the City's Parks and Recreation Department.	Staff (R), Commission (A, C, I)							
Plan and host a city-wide mural festival.	Staff (R), Commission (A, C, I)							
Complete and install West Front Street banners downtown.	Staff (R), Commission (A, C, I)							
Manage installation of the Rotating Art exhibit along the TART Trail.	Staff (R), Commission (A, C, I)							
Manage the Rotating Exhibit at the Clinch Park Tunnel. (ongoing, no action anticipated in 2023/24)	Staff (R), Commission (A, C, I)							
Manage pop-up art projects.	Staff (R), Commission (A, C, I)							
Public Art Asset and Collection Maintenance	Role Acronyms: R = Responsible, A = Authority, S = Support, I = Informed, C = Consulted	July- Sept 2023	Oct- Dec 2023	Jan- Mar 2024	April- June 2024	2025	2026	2027
Create and install new signage that is more inclusive at Hannah Park.	Staff (R), Commission (A, C, I)							
Manage Paint-It-Forward mini grant process.	Staff (R), Commission (A, C, I)							
Review entire public art collection and classify pieces as Temporary, Rotating, or Permanent.	Staff (R), Commission (A, C, I)							
Dedicate a portion of funds annually for the long-term maintenance of the arts collection.	Staff (R), Commission (A, C, I)							
Develop a comprehensive Asset Management and Condition and Care Plan for the public art collection that includes roles, processes and systems, and the resources required for care.	Staff (R), Commission (A, C, I)							
Communication and Community Engagement	Role Acronyms: R = Responsible, A = Authority, S = Support, I = Informed, C = Consulted	July- Sept 2023	Oct- Dec 2023	Jan- Mar 2024	April- June 2024	2025	2026	2027
Manage public calls for art entries and communication with artists.	Staff (R), Commission (A, C, I)							
Communicate and coordinate with other City departments and appointed bodies.	Commission (A, R), Staff (S, C, I)							
Review and prioritize website content upgrades.	Staff (R), Commission (A, C, I)							
Develop new and updated content, and update the website and manage social media posts.	Staff (R), Commission (A, C, I)							
Fundraising	Role Acronyms: R = Responsible, A = Authority, S = Support, I = Informed, C = Consulted	July- Sept 2023	Oct- Dec 2023	Jan- Mar 2024	April- June 2024	2025	2026	2027
Write and administer grants for Commission-approved projects, programs, activities, and events.	Staff (R), Commission (A, C, I)							
Manage collaborative fundraising efforts and relationships with 501c3 nonprofit partners related to Commission-approved projects, programs, activities, and events.	Staff (R), Commission (A, C, I)							