

Traverse City Arts Commission



3:00 PM

Wednesday, November 18, 2015

Located in: The Second Floor Conference Room

Governmental Center

Traverse City, MI 49684

Posted: November 17, 2015

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.

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Traverse City Arts Commission:
c/o Stevie Murray, Administrative Specialist
(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue
Traverse City, MI 49684

AGENDA

1. ROLL CALL
2. Announcements
3. Consideration of approving minutes from the Regular Meeting of October 21, 2015.
4. Consideration of adopting the Arts Commission Bylaws.
5. Consideration of amending and moving meeting time for all future scheduled meetings.
6. Presentation regarding the Coast Guard memorial sculpture. (Stan Simons)
7. Discussion regarding Art Selection Panel member selection process and criteria.
8. Discussion of “next steps” regarding a public charrette and ongoing public communication efforts.
9. Continued discussion regarding Bryan Crough memorial artwork.
10. Public comment.
11. Adjourn

Office of the City Clerk, 400 Boardman Avenue, Traverse City, MI 49684, (231) 922-4480

CITY OF TRAVERSE CITY

Minutes

Traverse City Arts Commission

October 21, 2015

A Regular Meeting for the Traverse City Arts Commission was called to order at the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:17 p.m.

The following were present, constituting a quorum: Mary Gillett, Janice Warren, Deb Lake, Christie Minervini, and Metta Lansdale.

Also present: Rob Bacigalupi, and Stevie Murray.

The following were absent: Patty Pelizzari, Mayor Michael Estes, John Gessner, and Rick Korndorfer

Various announcements were given.

1. First item being, "Consideration of approving minutes from the Regular Meeting of September 16, 2015."

It was moved by Minervini, seconded by Warren, to approve minutes from the Regular Meeting of September 16, 2015.

AIF/MC

2. Next item being, "Discussion regarding the Bryan Crough memorial artwork, as presented by DDA Executive Director, Rob Bacigalupi."

Mr. Bacigalupi began with a discussion of the impending project, the donated funds available and possible design ideas. The Commission will meet with key stakeholders regarding next steps at a future date.

3. Next item being, "Consideration and review of final updates to Master Plan."

It was moved by Minervini, seconded by Lansdale, to approve suggested changes and updates to the revised draft of the Master Plan as presented by Deb Lake.

4. Next item being "Discussion of Master Plan implementation and "next steps"."

General discussion regarding the Master Plan implementation and next steps after City Commission approval of the Master Plan.

5. Next item being "Public comment."

None.

There being no objection, Chair Mary Gillett declared the meeting adjourned at 4:33 p.m.

Stevie Murray, Designated Secretary

Next meeting: November 18, 2015 at 3:00 p.m. in the 2nd Floor Conference Room.

All meetings are held in the 2nd Floor Conference Room of the Governmental Center unless otherwise stated.

TRAVERSE CITY ARTS COMMISSION BYLAWS

TRAVERSE CITY ARTS COMMISSION

(Adopted _____)

PURPOSE:

These Arts Commission Bylaws are adopted pursuant to the Traverse City Code to acquaint the people of Traverse City and persons appearing before the Commission with the operation of the Commission so that matters coming before this body can be handled in an understanding, prompt and efficient manner.

I. AUTHORITY AND JURISDICTION:

The Traverse City Arts Commission derives its authority from City Ordinance Section 299.03.

The Arts Commission has the powers and duties authorized and directed by Chapter 299 of the City's Ordinances. This Chapter also provides for establishing the membership of the Commission, the meetings of the Commission and grants the authority to the Commission to adopt rules and procedures for the conduct of their business.

II. OFFICERS:

- A. A Chairperson, Vice-Chairperson and Secretary shall be elected by majority vote of the members of the Commission every year at the first regular meeting in the month of June.

Such other officers as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.

- B. The Chairperson shall preside at all meetings and shall appoint such committees as may be authorized by the Commission, and be an ex-officio member of such committees.

The Chairperson, subject to these rules, shall decide all points of order or procedure, subject to appeal by a member of the Commission, which shall be determined by a majority of the members of the Commission present. In the event an appeal is taken by any member from the ruling of the presiding officer, the Commissioner desiring to appeal shall state that a claim of appeal is being taken and shall state briefly what in that Commissioner's opinion the ruling should have been. If this appeal is seconded, the recording secretary shall state clearly the question at issue, and then shall call for the vote of the Commission on the question: "Shall the decision of the presiding officer be sustained?" Such decision shall be final and shall be binding on the presiding officer.

- C. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in his or her absence. Should neither the Chairperson, nor the Vice-Chairperson be

present at a meeting, a temporary Chairperson shall be elected by a majority of the members present.

- D. The Secretary shall record the meeting minutes. Administrative staff may act as the recording secretary of the Commission.
- E. In the event that an officer shall leave the Commission before the expiration of his or her term, an individual shall be appointed to the vacancy in the same manner for Arts Commission appointments as defined by City ordinance.
- F. Any member of the Arts Commission that is absent without an acceptable excuse for three (3) consecutive regular meetings, may be removed by the City Commission.

III. MEETINGS:

- A. All Commission meetings shall be open to the public.
- B. The Commission shall schedule regular meetings to be held at least once each month. The regular meetings of the Commission shall be held on the third Wednesday of each month, except when such Wednesday falls on a legal holiday or conflicts with the City Commission meeting schedule.
- C. A special meeting of the Commission may be called by the Chairperson, the Vice-Chairperson in the event the Chairperson is out of town, any three members of the Commission, or the Staff person assigned to assist the Commission. Each member of the Commission must receive at least eighteen (18) hours notice as to the time, place and purpose of the meeting in writing, distributed to them, except that the announcement of a special meeting at a time at which all members are present shall be sufficient notice of such meeting. In the event a request to call a Special Meeting is initiated by a member of the Commission other than the Chairperson, or Vice-Chairperson in the event the Chairperson is out of town, the initiating Commissioner shall submit a written request to the Staff person assigned to assist the Commission requesting the Special Meeting. The request shall contain the item(s) to be considered. The Staff person assigned to assist the Commission shall then forward the request within two business days to the Commission and request if there are two (2) additional Commissioners who would like to call the Special Meeting; and any Commissioner who would like to join in making the request shall respond directly to the Staff person assigned to assist the Commission.
- D. Meeting agendas shall be prepared by the Chairperson with the assistance of Staff if necessary. The Staff engaged to assist the Commission or any member of the Commission may place items on the agenda; items to be placed on the agenda by a member of the Commission shall be submitted at least seven (7) calendar days in

advance of the given meeting, unless for a special meeting called for a specific purpose in accordance with these Bylaws. The agenda shall be sent to the Commission no later than the Friday preceding the regularly scheduled meeting. The Commission shall only consider the items listed on the originally released agenda, unless seven (7) members of the Commission, by affirmative vote, suspend this rule to add an item to the agenda.

- E. A quorum of five (5) members must be present to constitute an official meeting of the Commission.
- F. All regular meetings shall begin at 3:00 p.m.
- G. The conduct of the Arts Commission business shall be governed by the current edition of Robert’s Rules of Order unless otherwise modified by law, ordinance, or these bylaws.

IV. VOTES:

The concurring vote of a majority of members present at a regular or special meeting shall be necessary to pass on any matter referred to them. The adoption of a master plan, or of any such part, amendment, extension or addition shall require the concurring vote of six (6) members of the Commission.

V. CONFLICT OF INTEREST:

Upon disclosure of a conflict of interest the member may recuse themselves from voting on the issue or participating in the making of a decision.

- A. Appearance of Conflict. An appearance of a conflict exists when a reasonable person would believe that because of certain facts an Arts Commissioner's participation in a proceeding would create an appearance of impropriety, partiality, bias or lack of fairness.
- B. Contractual Conflicts of Interest. The conduct of City officials and employees in relation to conflicts of interest involving contracts shall be as established by State law.
- C. Financial Conflict of Interest. An official or employee who has a financial interest, direct or indirect, in any matter to be decided by the Arts Commission, other than with respect to a contract, shall make that interest known and shall refrain from voting upon or otherwise participating in the making of the decision. Violation of this subsection with the knowledge, express or implied, of the person or corporation dealing with the Arts Commission shall render the decision voidable by the City Commission. Any official or employee violating the provisions of this subsection shall be deemed guilty of a misdemeanor, and upon conviction shall forfeit office. A financial conflict of

interest may be waived by the Commission after full disclosure of such conflict to the Commission. Unless otherwise provided by law or ordinance, the remaining members of the Commission in a unanimous vote may rule that the best interests of the City are to be served by removing the prohibition on voting and participating in the matter.

VI. PROCEDURE:

- A. All inquiries, applications or matters requiring official action by the Commission shall be submitted in writing at the offices of the City Manager or the Staff person assigned to assist the Commission. This must be done at least seven (7) days prior to the meeting of the Commission at which consideration is requested.

- B. All proceedings, decisions and resolutions of the Commission shall be initiated by motion. The vote upon motions and resolutions may be recorded by roll-call vote. All members, including the Chairperson, shall vote on each motion unless they have stated there is a conflict of interest, or the appearance of a conflict of interest, as defined in these bylaws.

- C. In the event a petitioner requests that his or her item be tabled, after it has been published, noticed and scheduled, the public hearing may be held to allow interested citizens an opportunity to speak to the request, then tabled to a specific future meeting and scheduled in sequence on the agenda.

- D. Whenever there is an administrative decision to be made by the Commission, members of the Commission shall avoid ex parte contact. An administrative decision is when there is an applicant for a decision to be made by the Arts Commission, such as selection of an artist or a piece of public art pursuant to City Ordinance, Chapter 299. Ex parte contact is contact with the prospective artist or source of the art outside of an Arts Commission meeting when there is a pending administrative decision, regardless of means, such as a telephone conversation, email, or in-person conversation. In the event such contact is made, the member of the Commission shall submit a document to the staff member assigned to the Commission outlining the nature of the contact, what was said, and the staff assigned shall provide the document to the members of the Commission and include the document in the next meeting packet, and feature it on the agenda as a “report.”

VIII. PUBLIC COMMENT AT REGULAR MEETINGS. The Arts Commission welcomes public comment and has prescribed the following to facilitate the conduct of public business.

- A. Public Comment during Agenda Items. Any interested person wishing to address the Arts Commission regarding an agenda item may do so during discussion of an agenda item prior to action recognized by the presiding officer or upon request of any Commissioner. All persons are requested to identify themselves and their address and

direct their comments to the Commission. The comment of any member of the public or any special interest group may be limited in time to five minutes except as provided in subsection (D). As part of its deliberation, the Arts Commission may clarify, answer questions and ask questions as a result of public comment.

- B. Public Comment during the designated Public Comment Section - General. Any interested person wishing to address the Arts Commission regarding other matters may do so under the designated Public Comment section. All persons are requested identify themselves and their address and direct their comments to the Commission. The comment of any member of the public or any special interest group may be limited in time to five minutes except as provided in subsection (D). Questions posed may be answered at the meeting or may be referred to staff for response at a later time.
- C. Public Comment during the designated Public Comment Section - Arts Commissioners. Arts Commissioners interested in making a public comment may do so under the designated Public Comment section. Further, Arts Commissioners may briefly respond for clarification purposes as a result of public comment.
- D. Order and Duration of any Public Comment. The presiding officer shall control the order and duration of any public comment subject to appeal. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. Items not appearing on the agenda will not be acted upon by the Arts Commission except in accordance with these rules.

IX. AMENDMENTS:

- A. These bylaws may be amended or modified provided that such amendment or modification is presented in writing at a meeting, and that favorable action is taken thereon at a subsequent meeting.
- B. Six (6) members of the Commission by due motion and recorded vote may suspend or vary the application of these rules to a particular application, case, problem or proceeding pending before the Commission.

I hereby certify that the above document was adopted by the Traverse City Arts Commission at their _____ meeting.

Stevie Murray, Designated Secretary

Bryan Crough Memorial Artwork
Commissioning a New Work of Public Art for Downtown Traverse City

Request for Qualifications

December 31, 2015

Project Intent:

The Traverse City Arts Commission is seeking to commission a new work of art to be placed in downtown Traverse City in honor and recognition of the late DDA Executive Director Bryan Crough. Bryan served our community with passion and flair for over 30 years. The memorial art will reflect Bryan's life, spirit, and passion for downtown Traverse City.

The Arts Commission wants to inspire residents and visitors with a provocative work of art that Bryan would love. He was a knowledgeable art collector, and we are looking for a thoughtful centerpiece work that honors his serious love of art; something beyond a conventional bronze statue (Traverse City is already home to several such works). It should integrate well with the site while retaining its own integrity as a work of art. Sculptures created with commercial molds, patterns, kits, or copies are ineligible. It must have a sense of movement and dynamism that reflects the active, energetic community leader that Bryan was. It should be interactive, and make those who view it think, "Wow!" We need a work that is durable and can stand up to the elements of Northern Michigan. It needs to be produced and maintained within our current \$50,000 budget, and by our installation deadline of December 1, 2016.

Submitted qualifications will be judged by the Art Commission-appointed Art Selection Panel. The panel will select finalists who will produce maquettes and make formal presentations to the panel. The panel will then make a recommendation on artist and artwork to the Traverse City Arts Commission. After the Arts Commission approves artist and work, they will oversee completion of the project.

Project Vision:

To commission a sculpture that will be unveiled in a public ceremony scheduled for December 1, 2016. The sculpture will celebrate the spirit of Bryan Crough, be a destination and a landmark in Traverse City, and live, in perpetuity, in downtown Traverse City, the community that Bryan embraced, served, and transformed.

The memorial art will reflect the remarkable spirit of a great community leader:

- Bryan was a consensus builder, a facilitator, a mediator, and a shepherd. He moved Traverse City forward by seeking out people on opposite sides of issues, listening to them, and bringing them together with his wit and his stories.
- He was a bit unconventional, but far from radical. He saw value in tradition and the old ways, and had a dynamic vision for the vibrant, healthy, livable downtown that he helped to shape and create.
- Bryan was dynamic, always moving. He could not be confined.
- He was theatrical. He had great flair. He sang, he danced, and he had deep roots in community theater.
- Bryan was social and fun. He worked hard and played hard.
- Service and volunteerism were central to who Bryan was as a citizen and a leader.
- He had a sincere enthusiasm for Traverse City and civic life, tempered by a healthy irreverence.
- He was always ready to jump in for the community, emceeding events and championing causes, giving his all without counting the personal costs.

- Bryan was a guy in a suit. But a few seconds after meeting him, he was able to communicate with charm and sheer force of personality that he wasn't in any way constrained by that suit.

About Bryan Crough:

Bryan Joseph Crough hailed from Salina, Kansas, where he played bassoon in the high school orchestra and enjoyed playing the piano. He graduated from Marymount College in a class of 52 students with a bachelor's degree in English.

Bryan moved to Traverse City in 1980. After a stint with the U.S. Census Bureau, he began a career in the arts as executive director of the Arts Council and the Old Town Playhouse. He was a turnaround expert, solving the problems of the Playhouse and putting the nonprofit community theater on firm financial and organizational footing. Meanwhile, he sang, danced, directed, and acted, including his triumph in directing "Steel Magnolias" on the main stage.

In 1985, at age 34, Bryan was elected to the Traverse City Commission and after three years was appointed mayor. In 1990, while serving on the commission and furthering its role as a model for good city government, Bryan was recruited for the position of executive director of the newly merged Downtown Development Authority and Downtown Traverse City Association.

In his 23 years leading the DDA, Bryan fought tirelessly for a better downtown, focusing on downtown development, volunteerism, and historic preservation. He steered downtown through a period of economic setbacks that included the near-bankruptcy of the landmark Park Place Hotel in the late 1980s and early 1990s. His vision, keen intellect, commitment to collaboration, and incredible sense of humor helped bring downtown back to life, making it the thriving community center it is today -- and the envy of every downtown.

He recruited small business owners, nurtured redevelopment of contaminated brownfield properties into new residential and commercial buildings, and championed the revitalization of Traverse City's historic buildings. There is not a

Traverse City landmark or institution that did not benefit from Bryan's passion, commitment, intelligence, wit, and irreverence. He was instrumental in the success of the City Opera House, State Theatre, History Center, downtown's parking decks, a renewed and renovated Clinch Park, Friday Night Live, and the warehouse district.

Bryan was stricken at age 59 by a sudden, major heart attack. He died on Sunday, June 16, 2013. His impact on Traverse City as a leader, coach, cheerleader, visionary, teacher, and friend is legend.

Project Budget:

In 2014, the Traverse City Downtown Development Authority (DDA) raised \$25,000 in private funds to match a \$25,000 gift from Rotary Charities of Traverse City for creation and installation of the Bryan Crough memorial artwork.

The \$50,000 budget for the project will include, but is not limited to, all expenses for project completion, site preparation, artist fees, materials, fabrication costs, documentation, transportation, installation, and travel.

Site Details:

The sculpture will be installed and remain outside and uncovered in perpetuity (unless the sculpture is removed through the procedure described in the Public Art Program Master Plan for Traverse City). Therefore, it must be sufficiently durable to withstand exposure to Northern Michigan weather conditions.

The sculpture will be open to the public and will not be protected by a barricade, fence, or enclosure, nor patrolled by staff or personnel.

A plaque will be placed near the Bryan Crough memorial artwork, bearing a likeness of Bryan and a description of his importance to Traverse City. Rotary Charities will cover the costs of the creation and installation of this plaque, outside of the project budget.

Placement of the memorial artwork is still under discussion at the time of this drafting. Three locations are being considered:

Clinch Park, location TBD. One site discussed is the triangle of grass to the east of the sidewalk, just north of the pedestrian tunnel that runs underneath Grandview Parkway. However, a memorial tree exists in this location.



Lay Park, either along Union Street in the location shown below for public art, or in the center of the park.



Entrance to Downtown. In the grassy area on East Front just past the West Bay Beach Resort, as you enter downtown.

Future Relocation to Civic Square: The City of Traverse City has identified a downtown civic square for future planning. The Arts Commission will seriously consider moving the Bryan Crough memorial sculpture from its original site to the Traverse City Civic Square, should this project, so important to Bryan, become a reality in the future.

Maintenance Considerations:

The Arts Commission seeks a sculpture with affordable maintenance costs. Maintenance considerations are to be detailed in maquette proposals. Maintenance costs should be covered by the project budget for a period of years

and include a plan for covering costs when the budgeted funds expire, or the maintenance costs should be addressed by stakeholders.

Contract Requirements:

The finalist shall enter into a contract with the City of Traverse City upon acceptance of proposal. Michigan law shall apply to the contract and agreement between 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 sculpture. If, in the reasonable judgment and opinion of the commission, the finished sculpture 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 sculpture. 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 sculpture must be installed in a workmanlike manner with sufficient anchoring to prevent the sculpture from being removed, tipped, broken, or overturned. The sculpture and installation will be completed so that the artwork does not create any known risk to the public. The commission will review the

artist's proposed installation plans and to modify them to address safety concerns of the City of Traverse City.

The City of Traverse City requires that the selected artist carry Liability Insurance in the amount of \$2,000,000 (two million dollars) per incident during the production of the artwork.

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.

Working Calendar:

All dates but the application deadline are subject to change:

December 3, 2015

Stakeholder meeting

January 19, 2015

Recommendations and Request for Qualifications presented to City Commission

January 21, 2015

Request for Qualifications issued

February 29, 2016

Deadline for applications

March 7, 2016 (week of)

Phone interviews and selection of finalists

March 14, 2016

Informational site review session for finalists

April 8, 2016

Deadline for maquette proposals from finalists

April 11, 2016 (week of)

Review of maquette proposals and Art Selection Panel determination

April 20, 2016

Arts Commission determination

December 1, 2016

Bryan Crough memorial sculpture dedication ceremony

The Arts Commission will, by February 22, 2016, appoint the five-member Art Selection Panelists who will serve three year terms, and also appoint special members of the Art Selection Panel for the Bryan Crough Memorial Project.

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

Eligibility:

The project is open to all qualified artists age 18 and over. Teams of artists are welcome to apply.

Selection Process:

The Bryan Crough memorial artwork will be selected following the policies and procedures described in the Public Art Program Master Plan for Traverse City, available at traversecitymi.gov/artscommission.asp.

How to Apply:

Artists who wish to be considered for this project must prepare and submit the following materials online using the form linked to our website at traversecitymi.gov/artscommission.asp.

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 20 high resolution images total images, with emphasis on recent work.

4. **Image annotation** – artwork title, date, medium, size, location as appropriate, and the commission budget for the work, if applicable.
5. **References** – list of three professional references with knowledge of the artist’s work and working methods. This list must include complete addresses and phone numbers for the reference.
6. **Optional** – artists may submit up to three items of support materials (i.e reviews, articles about their work etc.)

For more information:

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