

**Traverse City Arts Commission
Regular Meeting**



3:30 – 5:00 PM

Wednesday, January 18, 2017

Located in: 2nd Floor Conference Room

Governmental Center

Traverse City, MI 49684

Posted: Wednesday, January 11, 2017

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 Katie Zeits, Deputy City Clerk
(231) 922-4480
Email: tcclerk@traversecitymi.gov
Web: www.traversecitymi.gov
400 Boardman Avenue
Traverse City, MI 49684

AGENDA

1. Call to order, attendance, announcements
2. Consideration of approving minutes from the Special Meeting of December 14, 2016.
3. Updates:
 - a. Budget
 - b. Others updates as needed
4. Planning Discussion:
 - a. Priorities and Timeline Discussion - based on key points from previous meeting
 - b. Other
5. Other Arts Commission business/discussion, if needed
 - a. Consideration of allocation request from the City and the DDA for Fiscal Year 2017/2018.
 - b. Bryan Crough memorial and birthday celebration.
6. Public Comment

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

CITY OF TRAVERSE CITY

Minutes Traverse City Arts Commission Special Meeting December 14, 2016

A Regular Meeting for the Traverse City Arts Commission was called to order in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 8:32 A.M.

The following were present, constituting a quorum: Mary Gillett, Christie Minervini, Jason Dake, Linda Koebert, Deb Lake, Matt Ross, Amy Shamroe, and Jackie Shinnars.

Also present: Benjamin Marentette, and Katy McBenge

The following were absent: Debbie Hershey

1. Various announcements and updates were given.
2. First item being, "Consideration of approving minutes from the Regular Meeting of November 16, 2016."
 - a. It was moved by Lake, seconded by Shamroe, to amend the motion from the November 16, 2016 meeting to read:

"that the concept design be sent back for further development, with assistance from members of the Arts Commission, to move forward to a final defining phase in preparation to present to the City Commission."

It was moved by Shamroe, seconded by Minervini to approve the amended minutes from the Regular Meeting of November 16, 2016.

AIF/MC (Hershey absent)

3. Next item being, "Updates."
 - a. Discussion regarding the process for approving the Coast Guard Monument

There was a motion by Lake, seconded by Shinnars, to move forward with the Coast Guard Monument project. Below is the motion passed:

"the Traverse City Arts Commission refers the proposed donation from the Traverse City Coast Guard City Committee for a proposed monument at Mini Park, to the Traverse City Art Selection Panel for it to make a recommendation to the Arts Commission utilizing the criteria for review within the *Artwork Donations* section of the Public Art Master Plan; and that the Traverse City Arts Commission submits the proposed donation for a Coast

Guard Monument in Mini Park to City staff for its review and comment as to the conceptual project;
and further that should no substantive issues be raised which require Arts Commission review, the Arts Commission submits the proposed donation to the Parks and Recreation Commission for its review and input as outlined in the Public Art ordinance, which shall be forwarded by the City Clerk's Office to the City Commission, provided that the Arts Commission shall reconvene to consider this matter if the Parks and Recreation Commission raises concerns that require further consideration by the Arts Commission; and finally, that if no substantial concerns are raised by City staff or the Parks and Recreation Commission, that the Arts Commission submits the proposed donation for a Coast Guard monument in Mini Park to the City Commission for its acceptance."

- b. Other updates as needed:
 - i. Shinnars gave an update regarding Devin Depauw, with Northwestern Michigan College, who can assist with the design of the Coast Guard Memorial.
- 4. Public Comment:
 - a. Dan Baker, Traverse City Coast Guard City Committee
- 5. Next item being, "Planning Discussion."
 - a. Vision and Master Plan
 - b. Priorities Discussion
 - i. Alignment with other projects and opportunities, current and/or future
 - ii. Short term, long term goals
 - iii. Key Locations
 - iv. Funding
 - c. Process Discussion
 - d. Other
- 6. Other Arts Commission business/discussion, if needed.
 - a. It was moved by Minervini, seconded by Koebert, to cancel the next regular meeting scheduled for December 21, 2016.

AIF/MC (Hershey absent)

- 7. Next item being, "Public Comment."

None

There being no objection, Chair Mary Gillett declared the meeting adjourned at 10:20 AM.

Katelynne McBenge, Designated Secretary

| Revenue Budgeted | | |
|-------------------------------|--------|---------------|
| Monetary Contributions | | 50,000 |
| City Contribution | 25,000 | |
| DDA Contribution | 25,000 | |
| Corporate Gifts | 0 | |
| In-Kind Contributions | | 0 |
| Grants | | 0 |
| Total Revenue | | 50,000 |

| Commission Expenses Budgeted | | |
|--|-------|---------------|
| Supplies & Materials | | 2,500 |
| Supplies | 500 | |
| Printing | 2,000 | |
| Contractual Services | | |
| Professional Fees\Contractual Services | 5,000 | 7,500 |
| Plan Development & Consultation | 1,000 | |
| Facilities Rental (Events) | 500 | |
| Advertising | 500 | |
| Postage | 500 | |
| Art Projects | | 40,000 |
| Total Expenses | | 50,000 |

| | |
|--------------------------------|--------|
| Total Budgeted Revenue | 50,000 |
| Total Budgeted Expenses | 50,000 |
| Surplus / (Deficit) | 0 |

| | |
|-----------------------------------|---------------------|
| Running Total Revenue | \$ 84,380.00 |
| Running Total Expenses | \$ 18,750.44 |
| Running Surplus/ (Deficit) | \$ 65,629.56 |

| 2016/2017 Budgeted Revenue | Projected Totals | Running Total | Difference |
|-----------------------------------|---------------------|---------------------|---------------------|
| Monetary Contributions | | | |
| City Contribution | \$ 25,000.00 | \$ 20,000.00 | \$ (5,000.00) |
| DDA Contribution | \$ 25,000.00 | \$ 13,700.00 | \$ (11,300.00) |
| Corporate Gifts | \$ - | \$ - | \$ - |
| Cash Contributions - Other | \$ - | \$ 25,680.00 | \$ 25,680.00 |
| Grants | \$ - | \$ 25,000.00 | \$ 25,000.00 |
| Total Revenue | \$ 50,000.00 | \$ 84,380.00 | \$ 34,380.00 |

| Expenses | Budgeted Totals | Running Total | Budget Remaining |
|--|------------------------|----------------------|-------------------------|
| Supplies & Materials | | | |
| Supplies | \$ 500.00 | \$ 190.94 | \$ 309.06 |
| Printing | \$ 2,000.00 | \$ 534.50 | \$ 1,465.50 |
| Contractual Services | | | |
| Professional Fees\Contractual Services | \$ 5,000.00 | \$ 2,025.00 | \$ 2,975.00 |
| Plan Development & Consultation | \$ 1,000.00 | \$ - | \$ 1,000.00 |
| Facilities Rental (Events) | \$ 500.00 | \$ - | \$ 500.00 |
| Advertising | \$ 500.00 | \$ - | \$ 500.00 |
| Postage | \$ 500.00 | \$ - | \$ 500.00 |
| Art Projects | \$ 40,000.00 | \$ 16,000.00 | \$ 24,000.00 |
| Total Expenses | \$ 50,000.00 | \$ 18,750.44 | \$ 30,940.50 |

E_Art Projects

| Project | Project Description | Amount Invoiced |
|-----------------------|--|------------------------|
| Bryan Crough Memorial | Maquette by Howard Kalish | \$ 487.25 |
| Bryan Crough Memorial | Maquette by Susan Wink | \$ 500.00 |
| Bryan Crough Memorial | Cost for Katie Zeits to mail back Howard Kalish's maquette | \$ 12.75 |
| Bryan Crough Memorial | Payment upon contract execution | \$ 15,000.00 |

Note: For Bryan Crough Memorial, contractual Schedule of Payments is as follows:

| | | |
|---------------------------------|--------------|-------------------------------|
| Upon Contract Execution | \$ 15,000.00 | Submitted for payment 1/12/17 |
| Upon final design approval | \$ 20,000.00 | |
| Upon completion of sculpture | \$ 10,000.00 | |
| Upon completion of installation | \$ 5,000.00 | |

\$ 16,000.00 **Total**

Memorandum

The City of Traverse City



TO: Traverse City Arts Commission

COPY: Benjamin C. Marentette, City Clerk
File

FROM: Katelynne McBenge, Administrative Specialist

DATE: January 10, 2017

SUBJECT: Arts Commission Financial Documents

City Clerk, Benjamin Marentette, will be attending our upcoming meeting on Jan. 18, 2017, to help continue the prioritization discussion, specifically establish some timelines, and to help delegate sponsors/leads for each item. This discussion will be based on the points brought up in the previous planning meeting. I have attached the notes from that meeting for you to reference during the discussion.

Please feel free to contact me if you should have any additional questions.

Thank you.

Traverse City Arts Commission: Planning Discussion Notes

Special Meeting held December 14, 2016

The following were present: Mary Gillett, Christie Minervini, Jason Dake, Linda Koebert, Deb Lake, Matt Ross, Amy Shamroe, and Jackie Shinnors.

Also present: Benjamin Marentette, and Katy McBenge

Absent: Debbie Hershey

Short Term:

What:

- Regularly engage the public
- Temporary Installations (including edgy projects)
- Inventory existing public art
- Strategically obtaining and allocating funding
- Creating clear processes (specifically with the City Planning Department)
- Projects for 8th Street
- “Living” Art – Music, theater, movies, poetry etc.

How:

- Travelling Installations
- Meeting and collaborating with other institutions/cities (specifically the Grand Traverse Band)
- Describing existing Public Art (in collaboration with app or other program)
- Temporary murals
- Marketing to the public (face-to-face)
- Investigating public art best practices and examples

Long Term:

What:

- Maintenance/Legacy funding
- Stable funding plan (funds from the City and other entities)
- Art installations in all parks – specifically outlying locations
- Appendix B in the Master Plan – define the priorities
- Collaborate with private property owners
- Architecture (tying in with City Planning projects)

How:

- Fundraising – annual public event (trademark/branding)
- Staffing

Public Engagement

To be discussed.

Memorandum

The City of Traverse City



TO: Traverse City Arts Commission

COPY: Benjamin C. Marentette, City Clerk
File

FROM: Katelynne McBenge, Administrative Specialist

DATE: January 10, 2017

SUBJECT: Arts Commission Allocation Request for FY 2017/2018

In Fiscal Year 2016/2017, the City has contributed \$20,000, and the DDA has contributed \$13,700 to the Arts Commission. As was brought up during the Planning meeting on Dec. 14, 2016, it would benefit the Arts Commission to come up with a clear plan and allocation request to present to the City Commission and the DDA Board of Directors for Fiscal Year 2017/2018 with the goal of increasing funding as we move forward.

Please feel free to contact me if you should have any additional questions.

Thank you.