

**ACME TOWNSHIP PARKS & TRAILS MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**June 15<sup>th</sup>, 2018 8:30 a.m.**

**ROLL CALL:**

<b>Committee:</b>	x	Feringa	x	Heflin	x	Heffner	x	Jenema
	x	Smith	x	Timmins	x	Wentzloff		
<b>Advisory:</b>		Heinert		Kushman				
<b>Staff:</b>	x	Winter						

- A. **PUBLIC COMMENT:** Gordie LaPoint - 6375 Plum Drive - asked about trails in Yuba. Zollinger was there to answer the question.
- B. **APPROVAL OF AGENDA:** Motion to approve the agenda Timmins, 2nd. By Wentzloff motion carries.
- C. **INQUIRY AS TO CONFLICTS OF INTEREST:** none
- D. **CORRESPONDENCE:** none
- E. **ACTION:**
  - 1. Approve Draft Parks & Trails Minutes 05.18.18- **Motion to approve the draft minutes from 5-18-18 Heflin, 2nd. Wentzloff. Motion Carries.**
- F. **OLD BUSINESS:**
  - 1. Bayside Park Updates- Winter gave an update- construction schedule is on track
    - a. Solar Lighting- Winter attended a workshop and gave his feedback. Discussion followed on the benefits of solar lighting and the costs saved by not having to run electrical. Committee agreed that solar was a good option would like to pursue the solar lighting options with warm lighting instead of the cooler brighter lights.
    - b. Playground Grant Update- Winter went over the playground equipment that Jean would be pursuing grants for. Also went over the submission of the 2% grant for \$21,076 for the foot wash/drinking fountain and shade structure.
  - 2. Trail Updates
    - a. Acme Connector Trail – Engineering RFP- Winter gave an update- Meet with Dan Kelley, they now know where the trail will connect on his property. Ready to send out the RFP for the connector trail, Jenema will be taking this issue to the board to discuss. Believes Acme will hold the RFP, but may have TART review the paperwork. It will be up to the Board to ultimately decide. We would like the work done in Sept. so looking to get the RFP out asap. There is \$15,000 from the tribe, \$10,000 from Tart. Heffner asked about the Holiday Inn and if they still want a license, they do. Discussion followed. Discussed the Yuba trails and the trails through Saylor park and Winter green. Heflin gave an update as to where Americorp and the conservancy where. Jake would still like to get to the trails in Yuba this fall. Discussed the Valiquette’s land donation to make the trail in Yuba. Jenema didn’t have much information on it, said that Zollinger held the most knowledge on the topic.
    - b. TVC2CHX Trail – Project Update - Timmins update, Monday 6/18 is the first meeting with the contractors in Elk Rapids. Discussion followed.
  - 3. 2018 Parks & Trails Project Goals- briefly discussed committee members were asked to bring If you are planning to attend and are physically challenged, requiring any special assistance, please notify Cathy Dye, Clerk, within 24 hours of the meeting at 938-1350.

back 3-7 ideas to the July meeting.

Discussed signage- galvanized vs. aluminum. Galvanized still needs some maintenance as it will rust, aluminum does not. Benches come with plaques so none are needed for those. Discussed having the rules and regulations on one sign with a map below it. The signs will be changeable. Feringa will bring back fonts at the July meeting. The poles and frames of the signs, the committee agreed, would be silver. Will reach out to the watershed to see what should be written on the signs from them.

**G. NEW BUSINESS:**

1. Art In The Park- Smith discussed his findings. Jean gave her input; 1) keep it simple 2) use free traveling art 3) Look at ways to have developers contribute to art 4) look at what other Michigan communities are doing  
Discussion followed . Jenema will take it to the board to discuss at the July board meeting.
2. Bayside Park Dedication Ceremony- discussed Christy and Cathy will take the lead. Looking at the Saturday after Labor Day.

**H. PUBLIC COMMENT Heflin asked if the board accepted the park rules and regulations. Jenema said the board passed them with one adjustment**

**ADJOURN: Timmins 2nd. By Wentzloff, Motion to adjourn 10:07 motion carries**





**ACME TOWNSHIP PARKS & TRAILS MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**June 15<sup>th</sup>, 2018 8:30 a.m.**

**ROLL CALL:**

**Committee:**

	Feringa		Heflin		Heffner		Jenema
	Smith		Timmins		Wentzloff		
	Heinert		Kushman				
	Winter						

**Advisory:**

**Staff:**

**A. PUBLIC COMMENT:**

**B. APPROVAL OF AGENDA:**

**C. INQUIRY AS TO CONFLICTS OF INTEREST:**

**D. CORRESPONDENCE:**

**E. ACTION:**

1. Approve Draft Parks & Trails Minutes 05.18.18

**F. OLD BUSINESS:**

1. Bayside Park Updates
  - a. Solar Lighting
  - b. Playground Grant Update
2. Trail Updates
  - a. Acme Connector Trail – Engineering RFP
  - b. TVC2CHX Trail – Project Update
3. Park System Signage
4. 2018 Parks & Trails Project Goals

**G. NEW BUSINESS:**

1. Art In The Park
2. Bayside Park Dedication Ceremony

**H. PUBLIC COMMENT**

**ADJOURN:**

**ACME TOWNSHIP PARKS & TRAILS MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
May 18<sup>th</sup>, 2018 8:30 a.m.**

Called to order at 8:32

**ROLL CALL:**

<b>Committee:</b>	x	Feringa	x	Heflin	x	Heffner	x	Jenema
	x	Smith	x	Timmins	x	Wentzloff		
<b>Advisory:</b>	-	Heinert	-	Kushman				
<b>Staff:</b>	x	Winter						

- A. **PUBLIC COMMENT:** none
- B. **APPROVAL OF AGENDA:** Motion by Feringa, 2nd. By Heflin, to approve the agenda with addition of F)4. grant updates. Motion carries
- C. **INQUIRY AS TO CONFLICTS OF INTEREST:** none
- D. **CORRESPONDENCE:**
- E. **ACTION:**
  - 1. Approve Draft Parks & Trails Minutes 03/16/18- **Motion by Wentzloff,, seconded by Timmins to approve the minutes from 3/16/18. Motion carries**
  - 2. Approve Draft Parks & Trails Minutes 04/20/18- **Motion Wentzloff,seconded by Heflin to approve the minutes from 4/20/18. Motion carries**
- F. **OLD BUSINESS:**
  - 1. **Bayside Park Updates**
    - a. **Construction Schedule** - construction starts after memorial day, the finish date is still scheduled for mid-July.  
Do to the way the bike racks have to be installed a quote was obtained to have Elmers Subcontractor install them. The price was only \$100 over what was quoted. Discussed an old retaining wall on the south end of the north beach pod after all the sand washed out over the winter. Elmers will bring in their equipment and break the wall down and remove the debris as well as a pipe sticking out of the ground. It will cost \$3700 and will come out of the current maintenance budget. Construction contracts are signed and signs are up to inform park users.
    - b. **Landscape Bids-** Traverse outdoor ( who will already be onsite doing the irrigation work) came in as the lower bid. Only 2 bids came in. The bid from Traverse outdoor came in at \$29,000. Bids still need board approval.
  - 2. **Trail Updates**
    - a. **Acme Connector Trail-** Timmins Elk Rapids update. The scope of the design is from Deepwater pt to Williams Rd. in Elk Rapids. The subcommittee reviewed all the bids that came in and will recommend Prine and Newhof to the full committee at their next meeting on Monday, May 21st. The process will start in July and wrap up in December.
    - b. Winter gave an update, the township has the money from the 2%. Jenema has talked to the board. The board will be going out for RFP's to get it done. One missing piece is

where the trail will land on Dan Kelly's property. Kushman and Winter are meeting with him Tuesday. Still work to be done with Feast of Victory. The tribe will then alter their trail plan to make it work with wherever it comes out of Dan's property. Holiday Inn wants more of a license than an easement incase they want future development. Discussed the difference of the easement vs. license and the problems that could arise.

- c. **TVC2CHX Trail**
- d. **Yuba Creek Natural Area-** The committee wants the professionals to identify the best alignment for a trail, if that is through Yuba natural area then the committee will go to the board to ask about changing the management plan. It was found out that the management plan was not based off from the grants used to purchase the property.
  - i. **Management Plan Provisions-**
- 3. **Park System Signage - Feringa -** Had some rough draft designs and concepts. Discussion followed. Amor signs a local company is who Feringa went to. They are providing the township with some free design services, the township is not locked in to any one company at this time. The signs are able to be able to be modified easily in the future. Discussion of materials used followed. The committee discussed matching the signs posts to the other materials used in the park. Steve will bring color boards at a later date for the sign colors.
- 4. **Grant updates-** 2% grant. Jean is requesting committee support for what the township goes after. Kevin gave updated prices. A contingency of 10% was added to the price incase of unforeseen cost. So the new total for the 2% grant is \$21,076 for the UA shower, drinking fountain and shade structure.

**Motion by Feringa, seconded by Wentzloff, that we use Jean's figures plus a 10% contingency to apply for the 2% grant. Motion carried unanimously**

#### G. **NEW BUSINESS:**

- 1. **2018 Parks & Trails Project Goals-** Jenema gave the update of what our goals were in 2015 and where the township stands today. Wants the committee to start looking around the parks for new projects.
- 2. **Sweet Water Evening Garden Club –** Winter- Sweet water garden club came in and purchased a bench. The sweet water garden club would like to install a Sundial in their garden. Discussion followed. Committee has no objections but would like to know placement and style.
- 3. **North Bayside Park Kayak/SUP Vendor Space-** Discussed the pro's and con's about having kayak rental at the south end of bayside. Discussion on phasing in a rental business as well as how to deal with the sensitive beach area. Will need to look at what the building needs to be functional and the rules and regulations that will need to be put in place. Jenema will take the idea to the board.

**Motion by Wenzloff seconded by Timmins with a friendly amendment by Winter; to recommend approval to the board to begin developing a leasing program of non motorized water crafts at Bayside park for the purpose of providing maintenance funds for the park. Motion carries unanimously.**

- 4. **Park Rentals –** Special Events- discussed weddings in the park. The committee unanimously believed that Bayside park should not be rented out for weddings. Rentals should be only at Saylor park. Heffner asked about americorps progress at Yuba. Heflin is going to check in with Jake at the conservancy about it. Smith asked about putting art in our parks- Smith and Winter will look into this and bring back information to the committee. Feringa gave the tribal biologist update of Acme creek, do to the silt it will be a hard restoration project.

#### H. **PUBLIC COMMENT**

**ADJOURN: Motion by Timmins, seconded by Heffner to adjourn.  
Motion carries 10:04**



# Bayside park

# BAYSIDE PARK




DATE: 4-23-18      ACCOUNT EXECUTIVE: MA  
 DRAWING SCALE: 1/2" = 1'      GRAPHICS BY: W. BIALIK  
 FILENAME:    SITE SIGNAGE  
 FILE LOCATION: AMOR N:\ DESIGN \ABSOPURE & PLASTIPAK

PANTONE COLOR MATCHING  
 PMS: AS SHOWN

3M / PSA FILM MATCHING  
 PREMIUM:  
 TRANSLUCENT:  
 PSA:      LAMINATE:

VER  
1

APPROVED:  
 DATE:



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VER  
1

APPROVED:

DATE:

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**WAYFINDING X7**



**7** 24" X 36"  
NTS  
VERTICAL MOUNT  
WITH FRAME  
60" FROM GRADE TO  
CENTER OF SIGN



  
**PARK RULES X2**



**8** 36" X 48"  
NTS  
VERTICAL MOUNT  
WITH FRAME  
60" FROM GRADE TO  
CENTER OF SIGN



**PARK RULES X10**



**9** 6" x 3"  
NTS  
BENCH MOUNT  
TAMPERPROOF FASTENERS  
FRAMELESS



**NOS. 7-9: .090 FIBERGLASS EMBEDDED DIGITAL GRAPHIC PANELS \_ ALUMINUM TUBE POSTS**



DATE: 5-14-18      ACCOUNT EXECUTIVE: KB  
DRAWING SCALE: NO SCALE      GRAPHICS BY: W. BIALIK  
FILENAME: 15521 PARKS LOGO  
FILE LOCATION: AMOR N:\ DESIGN \ACME TOWNSHIP

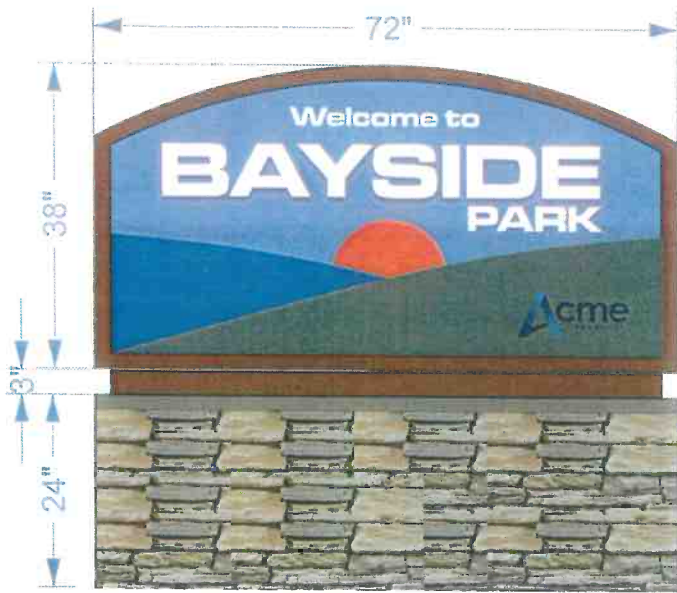
PANTONE COLOR MATCHING  
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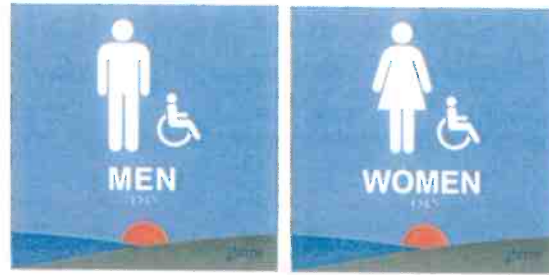




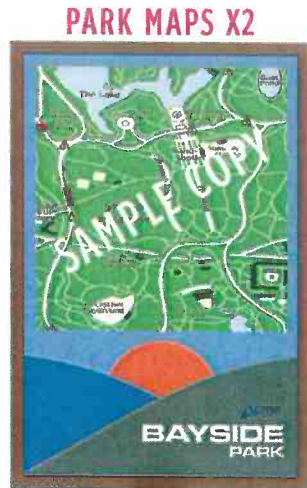
- 1 SINGLE FACE MONUMENT**  
 ALUMINUM CABINET WITH REVEAL  
 ALUMINUM FACES  
 PSA DIGITAL GRAPHIC WITH LAMINATE  
 220-10 WHITE VINYL "WELCOME TO"  
 3/8" FLAT CUT ACRYLIC LETTERS  
 STUD MOUNTED FLUSH  
 "BAYSIDE PARK"



FAUX STONE BASE



- 2 RESTROOM SIGNS**  
 12" X 12"  
 NTS  
 FRAMELESS WALL MOUNTED



- 3 24" X 36"**  
 NTS  
 VERTICAL MOUNT  
 WITH FRAME  
 60" FROM GRADE TO  
 CENTER OF SIGN



- 4 24" X 36" PEDESTAL MOUNT**  
 WITH FRAME - 2 POSTS  
 NTS



- 5 FEATURES SIGNS X10**  
 18" X 24"  
 PEDESTAL MOUNT-  
 2 POSTS  
 WITH FRAME  
 NTS



- 6 GROUND PLAQUES X15**  
 8" X 6"  
 PEDESTAL MOUNTED  
 FRAMELESS (BASEPLATE)  
 NTS



**NOS. 2-6: .090 FIBERGLASS EMBEDDED DIGITAL GRAPHIC PANELS - ALUMINUM TUBE POSTS \ WALL MOUNT WHERE INDICATED**



DATE: 5-14-18      ACCOUNT EXECUTIVE: KB  
 DRAWING SCALE: NO SCALE      GRAPHICS BY: W. BIALIK  
 FILENAME: 15521 PARKS LOGO  
 FILE LOCATION: AMOR N:\ DESIGN \ ACME TOWNSHIP

PANTONE COLOR MATCHING

PMS: AS SHOWN

3M / PSA FILM MATCHING

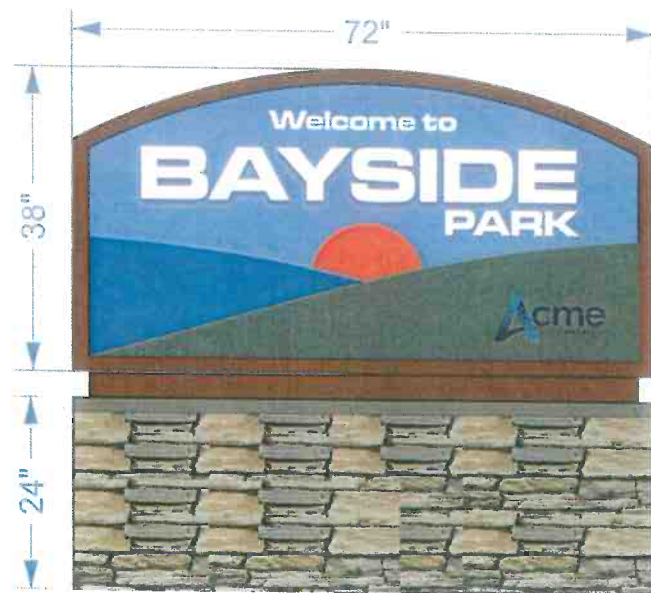
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PANTONE COLOR MATCHING:  
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 PREMIUM:  
 TRANSLUCENT:  
 PSA:      LAMINATE:

VER  
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Manufacturer	Model	Image	Unit Cost	Installation Cost	Lumens	Component Lifetime	Notes	TCLP Price Comparisson
Illumient	Painted metal pole, arm, fixture, smart off grid controller, harness, three years of cloud based monitoring and control and cellular service, 260 watt 60 cell solar panel and mounting, 100ah AGM lead acid battery and 3 year warranty. Lighting plan and analysis is included in the cost of the light.		\$4,000 - \$13,000	\$9,500 installation cost per light based on similar lights installed at Traverse City West End Beach by J. Rank Electric Inc. in 2014. Cost was high because of smaller quantity. Rank is a union shop and had to travel from Mt. Pleasant.	32 watt/ 4160 lumens 42 watt/ 5460 lumens 64 watt/ 8320 lumens	100,000 hrs	Painted metal pole, arm, fixture, smart off grid controller, harness, three years of cloud based monitoring and control and cellular service, 260 watt 60 cell solar panel and mounting, 100ah AGM lead acid battery and 3 year warranty. Lighting plan and analysis is included in the cost of the light.	<b>TCLP Private Area Lighting (PAL) Service - Silver Drive 86 Watt LED</b>  Luminare: \$12.76/month Poll: \$8.53/Month  <b>Garland Street Lights: \$42,000-\$97,000 - 14 poles, lights and strands. Approx \$3,000 - \$7000/ light not including trenching.</b>  <i>*These price comparissons do not include trenching or energy use.</i>
First Light Tech	Solar Bollard PLB 36"		\$875	Estimated \$1,202 based on Elmers per pole cost for concrete foundations at Garland Street.	130 lumens	50,000 hrs		
First Light Tech	Solar Pole Mounted SCL 12'		\$1,725	Estimated \$1,202 based on Elmers per pole cost for concrete foundations at Garland Street.	850-1200 lumens	100,000 hrs		
First Light Tech	Solar Pole Mounted IPL 12'		\$2,025	Estimated \$1,202 based on Elmers per pole cost for concrete foundations at Garland Street.	850-1200 lumens	100,000 hrs		

**LED Street Lighting Criteria** (Source: LED Street Lighting: A Handbook for Small Communities. Anne Kimber, Jonathan Roberts, Joel Logan, Iowa Association of Municipal Utilities)

**Avoided Yearly Energy Costs for Off-Grid vs. Grid-Tied**

**Suggested Lumens for Other Outdoor Lights**

Wattage x Hours / 1000 x kWh Hour Rate = Yearly Energy Cost

64 watt x 4000 hours /1000 x.09 = \$23.04
42 watt x 4000 hours /1000 x.09 = \$15.12
32 watt x 4000 hours /1000 x.09 = \$11.52
20 watt x 4000 hours /1000 x.09 = \$7.20

- Path lighting: 100-200 lumens
- Step lights: 12-100 lumens
- Flood lights: 700-1300 lumens
- Motion sensor lights: 300-700 lumens
- Pond/pool lights: 200-400 lumens
- Hardscape lights: 50-185 lumens
- Landscape: 50-300 lumens

Main Street Criteria	
Pole top luminaires and intersections	
Width	66 feet
Speed Limit	25 MPH
Pedestrian-Vehicle Conflict	High
Pole Placement	Opposite
Distance Between Poles	70 feet
Fixture Mounting Height	16 feet
Arm Length (Intersection)	8 ft
Pole Setback from Curb	6ft
Pavement Classification	R3
Luminaire Watts: Intersection	210 W
Lumens	15,986
Luminaire Watts: Roadway	86 W
Lumens	4,630
IESNA Light Distribution	Type III
Average Illuminance (fc)	0.9
Avg/Min Illuminance Ratio	4.0

Residential Street Criteria	
Two lane local road	
Width	24 feet
Speed Limit	25 mph
Pedestrian-Vehicle Conflict	Low
Pole Placement	Staggered
Distance Between Poles	130 feet
Fixture Mounting Height	25 feet
Arm Length	4 ft
Pole Setback from Curb	3 ft
Pavement Classification	R3
Luminaire Wattage	53
Lumens	3,913
IESNA Light Distribution	Type II
Average Illuminance (fc)	0.4
Avg/Min Illuminance Ratio	2.0

**Table 2. Collector street model criteria.**

Collector Street Criteria	
Four lane state or county road through town	
Width	52 feet
Speed Limit	30 to 45 mph
Pedestrian-Vehicle Conflict	Medium
Pole Placement	Staggered
Distance Between Poles	140 feet
Fixture Mounting Height	30 feet
Arm Length	6 ft
Pole Setback from Curb	5 ft
Pavement Classification	R3
Luminaire Wattage	210 W
Lumens	15,986
IESNA Light Distribution	Type III
Average Illuminance (fc)	0.92
Avg/Min Illuminance Ratio	1.84

**Table 1. Residential street model criteria.**

Residential Street Criteria	
Two lane local road	
Width	24 feet
Speed Limit	25 mph
Pedestrian-Vehicle Conflict	Low
Pole Placement	Staggered
Distance Between Poles	130 feet
Fixture Mounting Height	25 feet
Arm Length	4 ft
Pole Setback from Curb	3 ft
Pavement Classification	R3
Luminaire Wattage	53
Lumens	3,913
IESNA Light Distribution	Type II
Average Illuminance (fc)	0.4
Avg/Min Illuminance Ratio	2.0

# Traverse City Public Art Ordinance



DECEMBER 8, 2014



# Public Art Committee



- Jean Aukerman
- Rob Bacigalupi
- John DiGiacomo
- Brian Haas
- Gary Howe
- T. Michael Jackson
- Rick Korndorfer
- Colleen Paveglio

# What is Public Art?



“Public Art” is funded artwork or government sponsored artwork created by or with professional artists and legally sited in publicly-accessible venues.

- Sculpture
- Painting
- Architectural
- Design Features
- Mosaics
- Mixed Media
- Digital Art
- Photography



# Why Public Art?



- Public Art improves our quality of life and enhances the general welfare of the City's residents
  - Provides opportunity for visual delight, desirability, community dialogue, and provides educational opportunity
- Advances the interests of the City
  - Aids in the enhancement of property values and promotes economic growth

# Goals of the Public Art Program



- Promote the visual arts in Traverse City
- Include works of art representing a broad variety of media, styles and community interests
- Provide opportunities for artists of all racial, ethnic, and cultural backgrounds, disabilities and other diverse groups
- Enhance the urban environment and public spaces throughout the City
- Pursue opportunities to inform the public regarding public art including public participation in all phases of the public art process
- Document, maintain and conserve works of art in the public art collection, while leaving a legacy of artwork for future generations

# Monument & Public Art Policy



- Allows for the managed placement of monuments, memorials and public pieces of art in Traverse City parks and public spaces.
- Requests for proposed items will first be reviewed by the Parks and Recreation Commission followed by the City Commission



# A Proactive Approach for Public Art



- **Public Art Ordinance**

- Developing a proactive ordinance and setting a process in place to plan for, professionally seek out, and evaluate opportunities for locating commissioned, leased, and donated artwork and monuments within the city limits.
- Creating a stable funding mechanism for public art
- Over 350 cities throughout the United States have successfully developed and implemented Public Art Policies



# Traverse City Arts Commission



- **Seven Member Commission to serve three year terms**
  - City residents or member of the DDA
  - Evidenced interest in Public Art
  - City Commission to appoint four members from public bodies
    - ✦ Parks & Recreation Commission
    - ✦ Downtown Development Authority
    - ✦ Planning Commission
    - ✦ City Commission
  - City Commission to appoint three remaining members from the registered electors of the City
  - City Manager or designee to serve and have full authority to vote

# Arts Commission Responsibilities



- Develop a Public Art Master Plan for the City
- Recommend the purchase of works of Public Art or commission design, creation, execution and/or placement of Public Art
- Responsible for promoting the arts in the community
- Advise the City Commission on matter pertaining to the arts program
- Manage all competitions for commissioned artwork

# Art Selection Panel



- Five member panel appointed by the Arts Commission
  - Three year terms
    - ✦ Be art professionals familiar with the special characteristics of TC
    - ✦ Have a strong background in the visual arts and have been involved in a public art selection process previously
    - ✦ Be free of conflict of interest or the potential for financial gain from either the project or the purchase of that specific work of art by the City
    - ✦ Be willing to sign a conflict of interest statement

# Reliable Funding Mechanism



- Annual Contribution
  - City of Traverse City: \$45,000
  - Downtown Development Authority: \$25,000

## One Percent for Art

Capital Improvement Projects Submitted: Fiscal Year 15'-16'

City	DDA TIF	TCPS	Total
4,399,500.00	2,221,000.00	522,000	7,142,500.00
<b>One Percent for Art</b>			<b>Total Contribution</b>
			\$71,425

# Why Public Funding?



- The arts are an important educational component to foster our community
- Developing a stable sound source of funding for public art will ensure the community access to arts and instill community pride

# Artwork & Monetary Donations



- **Artwork Donations**

- Proposals are evaluation based on the goals of the Public Art program and the Public Art Master Plan

- **Monetary Donations**

- For use in a future public art project
- Arts Commission may choose to appoint non-voting members representing stakeholders to the ASP

# The Process



- Assess the Project
  - Seek authorization from City Commission to expend funds
- Call for Proposals or Artists
- Artist Selection
- The Artist and the Work of Art
- Public Education/Information
- Finalize Contracts and Budget
- Documentation Evaluation

# Millennium Park Chicago

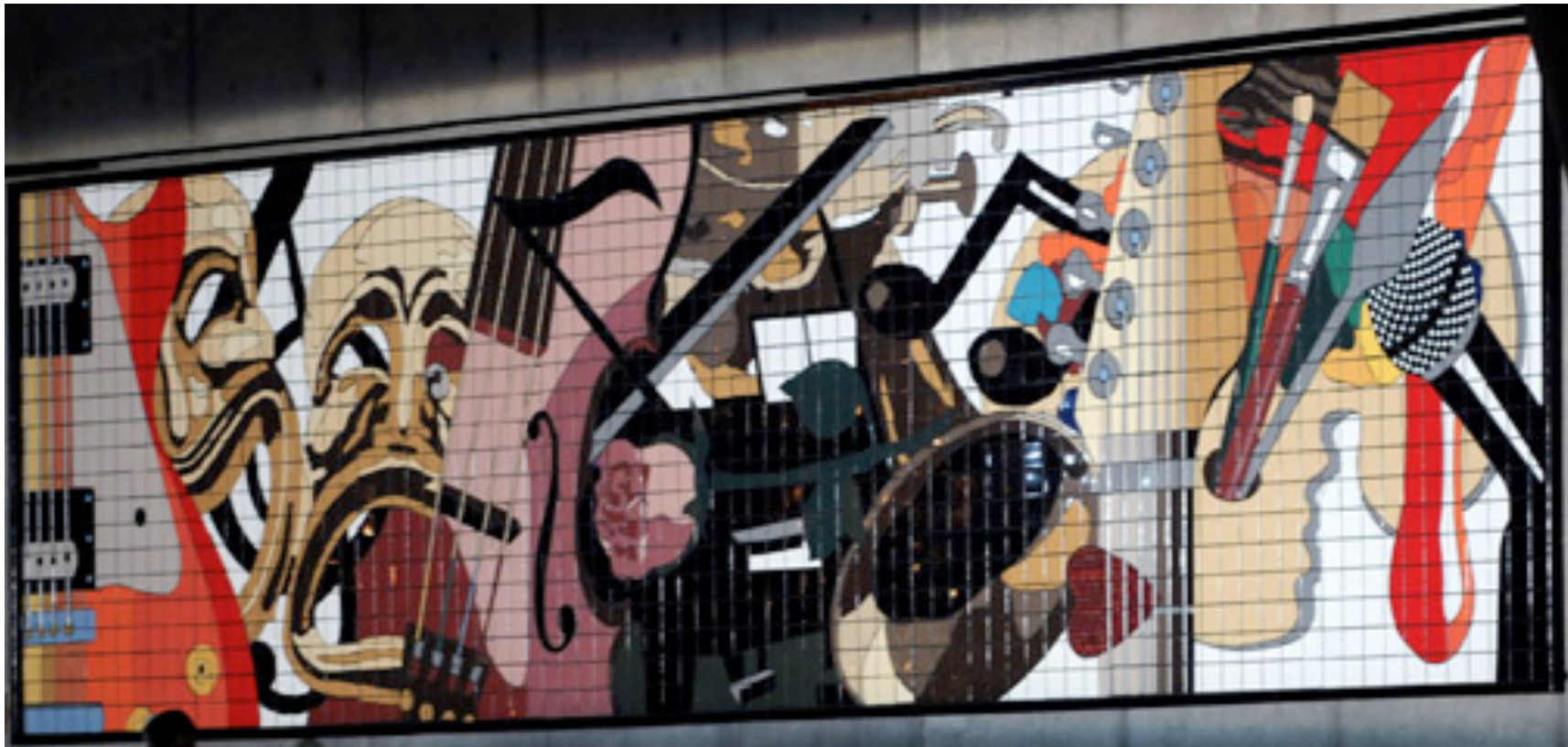




# Temporary Public Art Installation Portugal



# Henderson Nevada





# Interactive Public Art



# Incorporating Public Art into Public Spaces





# Questions & Comments

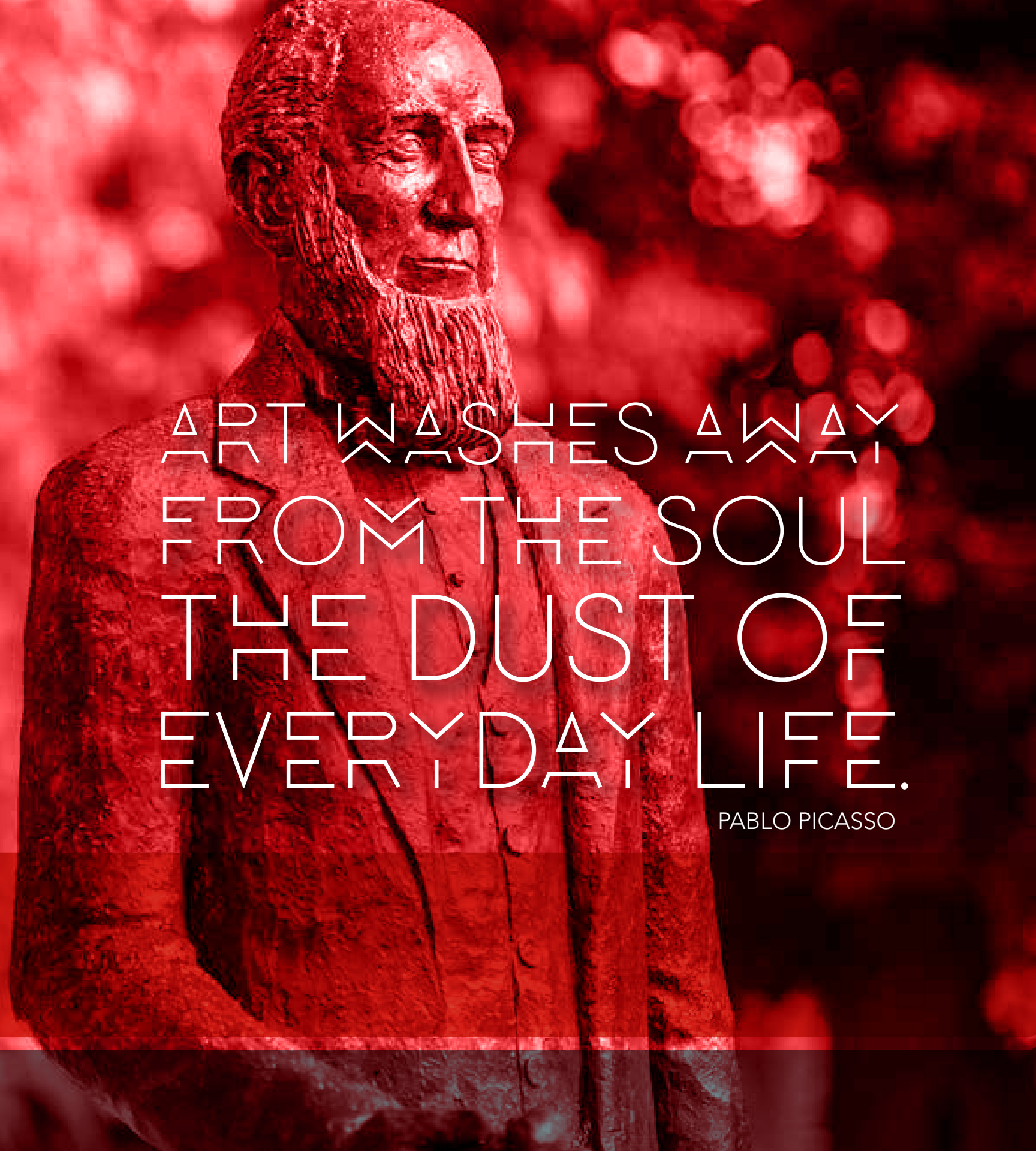






A PUBLIC ART  
PROGRAM MASTER PLAN  
FOR TRAVERSE CITY





ART WASHES AWAY  
FROM THE SOUL  
THE DUST OF  
EVERYDAY LIFE.

PABLO PICASSO





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# STATEMENT OF PURPOSE

**In 2014, the City of Traverse City joined other communities around the United States by embarking on a Public Art Program dedicated to developing and preserving public access to the arts by placing art where the community gathers — in parks, buildings, plazas, and near pedestrian and vehicular paths.**

*The City Commission of Traverse City finds that public art advances the interests of Traverse City and enriches the cultural and aesthetic quality of life in our community by:*

- » Contributing to the general welfare by providing access to cultural resources that engage and inspire the mind and senses by creating high aesthetic expectations.
- » Stimulating community dialogue between people of all ages by challenging familiar experience.
- » Increasing the City's desirability by enlivening the appearance and appeal of public spaces, creating a more culturally-driven urban environment.
- » Aiding in the enhancement of property values and promoting economic growth.

Building on Traverse City's commitment to excellence in the planning and design of civic space, the City Commission establishes the following Master Plan for its Public Art Program. This set of policies is intended to provide the City of Traverse City, City staff, and the community with a clear and consistent framework for selecting, funding, commissioning, installing, maintaining, and decommissioning public art for municipally owned public spaces. It intends to ensure a lasting legacy for future generations through a sustainable Public Art Program.



# WHAT IS PUBLIC ART?

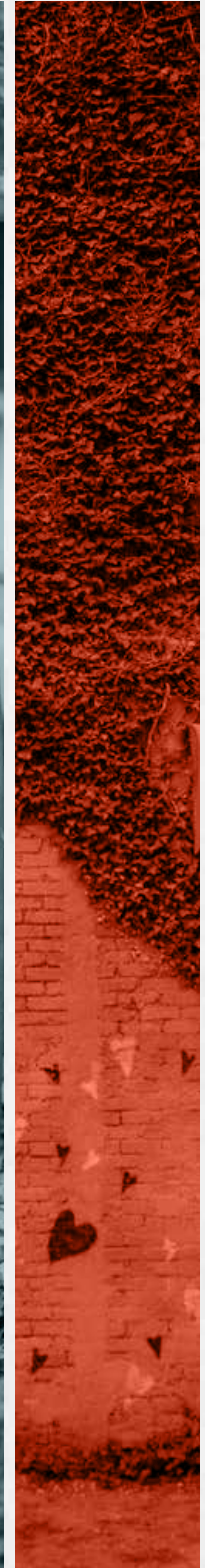
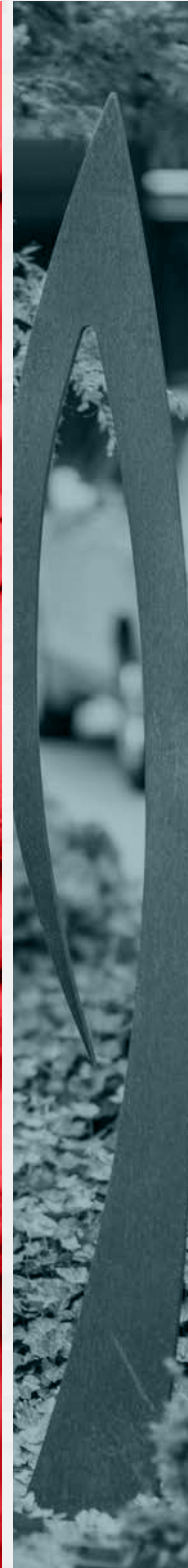
Public art is artwork located in the public realm, regardless of whether it is situated on public or private property, and whether it is acquired through public or private funding. It may be permanent, temporary, or mobile.

Public art is art with the social purpose of creating rich landscapes that reflect our history, embrace and honor cultural differences, inject a sense of play that makes passers-by smile involuntarily, create a sense of civic pride, and ignite our creativity.

Public art often welcomes people to town, marks a town center, or provides shade and resting space in parks. Some public art is sited in high traffic areas, especially places frequented by pedestrians. Other common sites include major public buildings, parks, neighborhood communities, schools, senior centers, libraries, police and fire stations, and town centers where people walk and gather. It can also be infused into architectural elements of both new and existing buildings.

## COMMON TYPES OF PUBLIC ART INCLUDE:

- » Murals (painted, sculpture, mosaic)
- » Functional (paving patterns, benches, lighting, kiosks, railings, manhole covers, dumpsters, painted utility boxes)
- » Interactive (kid friendly, climbable)
- » Environmental (recycled materials, alternative energy, found objects)
- » Temporary (rotating art on loan)
- » Water (fountains, ponds, trickle walls)
- » Kinetic (mobiles, magnetic, large-scale sculptures)
- » Technological (webcams, video screens, digital displays)
- » Landscape (flower beds, gardens)





# WHY PUBLIC ART?



**Art surprises, delights, slows us down, sparks debate, and energizes us. Public art is an essential component of a thriving community because:**

- » Public art enhances public spaces and creates destinations in a community where people walk, ride, play, and gather. It both reflects and creates our community. Well-designed and attractive artwork that is strategically located throughout the City encourages people to fully appreciate and utilize public spaces.
- » Public art creates an opportunity for the expression of the diversity and the unique character of a group or area.
- » Public art can advance overall design initiatives or priorities in a community by delineating neighborhoods and beautifying traditionally unremarkable aspects of public works infrastructure.
- » Public art can have historic and educational value by commemorating events, honoring individuals, or identifying historic locations.
- » Public art can serve as a forum for supporting local and regional artists.
- » Public art contributes to the rich texture of the fabric that is the story of our time, our place, and our lives.
- » The public art we leave behind is our gift to those who come after us.

It is the stated intent of the Traverse City Arts Commission to encourage the continued development of public art in order to stimulate the vitality and economy of the City, and to work towards making Traverse City an arts leader in the State of Michigan. Thus, it is the goal of the Traverse City Arts Commission to spend designated funds on quality works of art and art projects that advance public understanding of visual art, support arts and culture, and enhance the aesthetic quality of public places.

## GUIDING PRINCIPLES & GOALS

The activities and decision-making of the City of Traverse City's Public Art Program will be guided by the following principles and goals:

**INCLUSIVITY** Actively seek ideas and participation from all segments of the community, encouraging dialogue and working in partnership with artists, architects, engineers, designers, planners, local businesses, creative professionals, and arts organizations.

**DIVERSITY** Provide opportunities for artists of all racial, ethnic, and cultural backgrounds, disabilities, and other diverse groups.

**GEOGRAPHY** Work collaboratively to provide arts experiences in all parts of Traverse City, prioritizing places where the greatest number of people gather, responsive to Traverse City's established community planning and urban design strategies.

**AESTHETIC EXCELLENCE** Strive for artistic excellence in artwork and art experiences that enhance the urban environment and public spaces throughout the City.

**PLACEMAKING** Support public art that is a force for expressing and evoking connections among people and places that are meaningful to community and civic life by creating places within community spaces and prioritizing highly visible locations that are accessible to everyone.

**INNOVATION** Explore new approaches to public arts activities to engage citizens of all ages, and include works of art representing a broad variety of media, styles, and community interests.

**FEASIBILITY** Prioritize projects that have a high likelihood of success, including those with adequate time and funding necessary to complete the project, ensure site control, and garner support from partners and the community.

**EDUCATION** Promote understanding and recognition of public art as one of our great civic resources, and educate the community about the creation, mission, and benefits of public art for enhancing the quality of life and the economic vitality of our community.

**DEVELOPMENT** Explore all funding options and seek diverse, reliable, and stable funding for public art.

**PLANNING** Encourage consideration of artistic components for new projects and developments under consideration by the City, from new community facilities to major private projects to public-private endeavors.

**PRESERVATION** Administer, document, maintain, and conserve works of art in the public art collection.





# TRAVERSE CITY ARTS COMMISSION

**THE TRAVERSE CITY ARTS COMMISSION** develops and oversees the Public Art Master Plan. Its initial adoption and subsequent revisions are recommended to and approved by the City Commission. Every five years, the Arts Commission shall assess the Master Plan's consistency with the City Master Plan and the Parks and Recreation five-year plan.

The Traverse City Arts Commission is responsible for the administration and overall management of the City of Traverse City's Public Art Program, implementation of calls for proposals and artists, identification of and contracting with artists, supervision of art fabrication and installation, signage, public art dedications, program fundraising, documentation of artwork in the Public Art Program, and education and awareness efforts.

Arts Commission members consist of five community members appointed by the City Commission, plus one representative from each of four groups: the City Commission, the Parks and Recreation Commission, the Planning Commission, and the Downtown Development Authority. Members serve three-year terms.



# ART SELECTION PANEL

**The Art Selection Panel is a five-member panel appointed by the Traverse City Arts Commission. The panel solicits proposals for specific projects, evaluates proposals based on the goals and regulations of the Public Art Program, and makes recommendations to the Arts Commission.**

*Art Selection Panel members must:*

- » Be familiar with the unique character of Traverse City.
- » Have a strong background in the visual arts or arts projects.
- » Be free of conflict of interest or the potential for financial gain from either the project or the purchase of specific artwork by the City.
- » Sign a conflict of interest statement.

The Art Selection Panel will make objective judgments on proposals submitted to the Traverse City Arts Commission, based on the critical success and professional accomplishments of the artists under consideration, with the goal of finding the best possible match between site, community, and artist.

The panel will have a strong working knowledge of public art, including aesthetic concerns, community involvement, compatibility issues, funding and contracts, documentation, placement, landscaping, cost for maintenance, and site concerns. The members may consult with landscape architects or other project design professionals as needed. Art Selection Panel members serve three-year terms.

In cases where there are multiple stakeholders, the Arts Commission may choose to appoint additional non-voting members representing stakeholders to the Art Selection Panel. These non-voting advisors may include design or technical professionals, developers, planners, urban designers, or historians.

# COMMUNITY PARTNERSHIP

The Traverse City Arts Commission will actively seek community input during the ongoing development and maintenance of the Public Art Program.

The commission will encourage connections with local, regional, and national organizations that work for the benefit of art. The commission will assist community organizations that provide leadership on arts-related matters in making public art a major component of the City's life.

Citizens, artists, business, and community groups of Traverse City will be invited to attend roundtable discussions, engage in one-on-one conversations, attend commission meetings, fill out surveys, and participate in charrettes. Incorporating this critical guidance and creativity will help to ensure that our community's master plan remains uniquely Traverse City's as it matures and adapts to an arts landscape that is constantly in flux.





# PUBLIC ARTS COMMISSION PROCESS

The phases on the following pages outline the process for carrying out a commissioned public art project. The Arts Commission will engage the public at various stages of the process.

## PHASE ONE:

### PROJECT ASSESSMENT & SELECTION



At the earliest stage, the Traverse City Arts Commission discusses the feasibility of proposed public art projects. The following criteria are the minimum on which selections shall be based. Other criteria may be established as dictated by a project's particular requirements; any additional criteria shall be outlined in written instructions.

*The project should:*

- » Enhance and enliven the selected public space.
- » Reflect the spirit and character of the community.
- » Be innovative in design.
- » Be engineered for safety and technical feasibility.
- » Be mindful of the importance of pedestrian scale to the community of Traverse City.
- » Take into account any liability issues that may arise from the artwork.
- » Be durable relative to the elements, theft, and vandalism, with consideration given to short and long-term maintenance.



## SITE CONSIDERATIONS

- » Accurately fall within desired time frame.
- » Meet budget and available funds, including the cost of the public art, installation costs, signage, maintenance, and all other associated costs.
- » Be compatible in terms of scale, form, content, and design with respect to its immediate and general, social, and physical environment.
- » Be acceptable in terms of durability, maintenance, public access, appropriateness, safety, and security.
- » Serve the goals of the Public Art Program Master Plan and the needs of the community.
- » Complement the City's existing public art inventory, adding diversity of theme, material, and style.

Stakeholders may be consulted during Phase One discussions.

The Arts Commission is committed to making difficult decisions about potentially controversial public art.

- » If the project begins with a chosen site, what medium would be best suited for the space?
- » If the project begins with a particular work of art, what site is currently available for placement and is a feasible, viable location for public art?
- » Will the entire community have sufficient access to the art once it is placed, and will its placement enhance the Public Art Program as a whole?
- » Will the artwork integrate well with its surroundings?
- » What timelines and other site factors that may affect placement need to be considered?
- » What stakeholders will be actively involved in the project?
- » What difficulties or resistance are likely to be met?

Once the Traverse City Arts Commission has considered the above, it may choose to formally pursue the project by a majority vote of the commission. If the commission is unable to achieve a majority vote of its members for a project, it may continue with the discussion to resolve issues of concern.



# PHASE TWO:

## PROJECT DEFINITION & CALL FOR PROPOSALS/ARTISTS

Once a project has been selected, the Arts Commission will take the following steps to initiate the project.

### 1 CITY COMMISSION & CITY STAFF APPROVAL

The Arts Commission will seek approval of project concept, location, and preliminary budget from the appropriate City staff. The Traverse City Arts Commission will then seek authorization from the City Commission for expending funds and initiating the Request for Proposal (RFP) or Request for Qualifications (RFQ) process.

### 2 BRIEFING SESSION

After receiving approval, the commission will meet with stakeholders who will be involved in the project. It shall arrange at least one discussion session with all the key project stakeholders including, but not limited to, a project manager, the director of the site facility, neighboring property owners, any involved private sector developers, and the artist and design project architect, if known. *The following topic areas, and others as deemed necessary, shall be discussed:*

- » Design objectives for the project.
- » Relationship of public art to the project design objectives.
- » Identification of the local stakeholders in context to the site.
- » Relationship of the public art project to the design project architect objectives, if selected.
- » Any functional requirements or special site limitations associated with the capital improvement project or private development project.
- » Public Art Program goals, selection processes, and implementation procedures.
- » General guidelines for determination of the selection process (open competition, limited competition, or invitational competition).
- » Cooperative nature of the Public Art Program, with artist participation encouraged from initial planning phase forward.
- » Available budget for public art project.
- » Long-term maintenance, liability, and code requirement concerns.



### 3 DEFINING THE PROJECT

The commission will collect the information received during the briefing session and use it to establish the selection criteria that will be included in the Request for Proposal (RFP) or Request for Qualifications (RFQ).

The selection criteria could include originality of artwork, artist credentials, relevance of artwork theme, sustainability, and maintenance. Criteria can be changed or modified depending on the needs of the RFP/RFQ. The creation of selection criteria will set up an agreed-upon expectation as to what basis the RFP/RFQ should be judged upon. *The RFP/RFQ should include:*

- » Project goals
- » Site details
- » Budget
- » Project scope and specifics (type and theme of project, style or nature of placement, temporary or permanent installation)
- » Approaches to artwork
- » Maintenance considerations
- » Contract requirements including ownership to remain with the City of Traverse City



### METHOD OF ARTIST SOLICITATION

*Artists will be solicited using one of the following methods:*

**OPEN COMPETITION** Artists are asked to submit evidence of their past work. Any artist may submit credentials and/or proposals, subject to any limitations established by the commission. Calls for entries for open competitions will be sufficiently detailed to permit artists to determine whether their work is appropriate to the project under consideration.

**LIMITED COMPETITION** A limited number of artists shall be invited to submit credentials and/or proposals for a specific project, based on their past work and exhibited abilities to meet situations posed by particular project requirements or based on other non-aesthetic Public Art Program goals.

**INVITATIONAL COMPETITION** A very small number of artists (usually between three and five) are invited to submit credentials and/or proposals for a specific project. Invited artists shall be selected directly by the Art Selection Panel through an initial image review process. Artists shall be included in the image review process based on their ability to meet criteria presented by the given project.

Upon agreement on the RFP/RFQ, the Traverse City Arts Commission will distribute it to the appropriate artists. In the case of Open Competition, it will be distributed locally, throughout Michigan, and nationally, so that the best possible pool of candidates can be assembled.

Applicants may be asked to provide examples of work (2D or 3D), a resume, a statement of interest in the project, an artist's statement, references, and a budget. Artists are free to include other materials as they wish.

The Traverse City Arts Commission staff liaison catalogs all artists and/or proposals.



# PHASE THREE. PHASE THREE. ARTIST SELECTION

The Art Selection Panel is called upon by the Traverse City Arts Commission to review the proposals and other artist materials. It may choose to interview artists and gather additional information on the proposals, including revisions to artwork.

Selecting an artist to either create discrete public artworks or to participate in design collaborations is the most important decision of the public art process. Special care must be taken in the implementation of all facets of the artist selection process in order to ensure the implementation of the best public art project possible. *Specifically, the goals of the selection process are:*

- » To further the guiding principles and goals of the Public Art Program for Traverse City.
- » To select an artist or artists whose existing public artworks or past collaborative efforts have maintained a level of quality and integrity.
- » To consider the type of public art project applicable to the situation posed by the particular project and to select an artist or artists who can best respond to that type of project.

- » To select an artist or artists who will best respond to the distinctive characteristics of the site and the community it serves.
- » To select an artist or artists who can work successfully as members of an overall project design team.
- » To ensure that the selection process represents and considers the interests of all parties concerned, including the public, the arts community, and the site facility and stakeholders.

After deliberating on the proposals, the Art Selection Panel will make a recommendation to the Traverse City Arts Commission. The Art Selection Panel may choose to recommend one artist and/or proposal or a set of finalists. The Arts Commission may recommend that the finalists be displayed to the public for community feedback.







# PHASE FOUR:

## CONTRACT WITH ARTIST

**Once the Art Selection Panel has made its recommendation to the Traverse City Arts Commission, the commission reviews the recommendation and votes to accept or reject. If a recommendation is approved by the Traverse City Arts Commission, the artist is notified that she/he is a finalist in the competition.**

The Traverse City Arts Commission may arrange a site visit for the artist so that she/he may learn about the project in more detail, its location and specific features, budget and any architectural/engineering information that is pertinent. In addition, the Traverse City Arts Commission may choose to have the artist meet with community members, stakeholders, and the City staff involved in the project.

Following approval of a public artwork's acquisition, the artist will enter into a written Agreement for Commission of Public Art or an Agreement for Purchase of Public Art Work, as appropriate, with the Traverse City Arts Commission. The dollar amount of the contract is subject to the funds approved by the City Commission, which will include all funds allocated to the project: artist fees, fabrication and installation costs, and any other expenses.

The contract is completed under the supervision of the City Manager and the City Attorney. It will be a standard contract for services and transfers ownership of the art to the City at the time of installation. The contract should ensure that the art becomes the full property of the City, with no rights remaining with the artist, and should also provide for the removal of the art at such time that this is deemed necessary. The contract may also protect the City from the artist duplicating the exact work for sale to others.



*The agreement will address the artist's obligations, which will include, but not be limited to:*

- » Scope of services
- » Materials
- » Timelines
- » Installation
- » Maintenance
- » Warranty, copyright, and ownership by City
- » Compensation and payment, including payments to subcontractors
- » Title
- » Assignments of royalty rights
- » Risk of loss
- » Insurance
- » Repair or alteration

Where appropriate, specific clauses covering structural design, review, and revisions to proposed work as well as execution, construction, installation, and post-installation of artwork will also be included.



# PHASE FIVE:

## COMPLETION & INSTALLATION

The Traverse City Arts Commission and its staff liaison work together with the artist to bring the project to completion, and to promote the work with media coverage. Commissioners may enhance their understanding of the work as it is fabricated by visiting the artist's studio, exchanging photographs, or inviting the artist to update the commission at a meeting. Other City staff, community members, and professionals related to the project may also collaborate to complete the project. This process may take a number of months, depending on the complexity of the art, the extent of fabrication, and the time needed to install the art.

Once the art is installed, the City may hold a dedication ceremony to formally introduce the art and the artist to the community. City Commission members, the City Manager, and the Arts Commission will work together to ensure that the dedication event is open to the public and appropriate to the art and its location. The art and artist will be identified with an appropriate plaque on the installation site.





# FUNDING

**Public art will be funded by a sustainable and diverse blend of private and public sources. Funding for the Public Art Program may come from artwork and monetary donations in accordance with this Master Plan.**

The Public Art Ordinance provides that the City Commission shall annually appropriate funds from the general fund to the Public Arts Trust starting in fiscal year 2015/16 to be used in accordance with this Master Plan.

It also provides that the Downtown Development Authority shall annually appropriate funds to the Public Arts Trust starting in fiscal year 2015/16 to be used in accordance with this Master Plan. Downtown District Funds collected in the Public Arts Trust will be expended consistent with Chapter 299 of Traverse City's Codified Ordinances.

To supplement these sources, the Traverse City Arts Commission is tasked with advocacy in maximizing available funding and seeking philanthropic support, grant opportunities, and partnerships as part of its activity.

- » The Traverse City Arts Commission will complete and submit grant proposals in support of the Public Art Program to local, state, and national funders, with the approval of the City Commission.
- » The City of Traverse City is encouraged to show support for public art by seeking philanthropic support.
- » Some of the most successful public art projects are those that are well integrated into private developments from the early planning stages. Private development projects in Traverse City should be encouraged to include public art in new projects.
- » Memorial funds and gifts by corporations, foundations, and private individuals will be pursued by the Traverse City Arts Commission.
- » Donor recognition will be incorporated into each project plan.



# DONATIONS



This parking deck is dedicated in memory of:

**Larry Cole Hardy**  
1928 - 2002

A lifelong resident of Traverse City,  
Larry devoted over 40 years to public service.  
During this time, he served as Mayor of  
Traverse City three times and on the Traverse  
City City Commission, Grand Traverse County  
Board of Commissioners, Board of Public  
Works, Grand Traverse Commons  
Redevelopment Board, Central Neighborhood  
Association, Traverse City Light and Power  
Board, and Downtown Development Authority.

Larry was devoted to his family and his  
community, raising his four children here  
while also carrying on his century-old family  
business, Arms and Cole, Inc.

Larry stood as a symbol for inspiration and  
aspiration to our community and for ourselves.

Honor · Humility · Integrity  
Courage · Compassion.

**Groups or individuals may request that the Traverse City Arts Commission consider the placement of a donated work of art or funds to initiate a new public art project. The Arts Commission reserves the right to accept or reject any and all donations.**

## ARTWORK DONATIONS

All decisions to accept public art pieces shall be made by the City Commission, following written recommendation by the Arts Commission. Anyone wishing to donate existing artwork, or a newly commissioned piece of artwork, should submit a written proposal for review by the Traverse City Arts Commission. *Gift proposals should include:*

- 1 Description of the work, and materials included in the artwork.
- 2 The actual artwork, or images of the artwork.
- 3 A site plan indicating the proposed location for the artwork, if a specific location is suggested.
- 4 Installation details (temporary or permanent).
- 5 Recommended maintenance plan.
- 6 Source of funding, if any, for installation and maintenance.

All donations must be unencumbered; no work of art will be accepted if the donor requires the City to locate the work of art in a specific location in perpetuity.

The City does not establish or set the value of donated artwork. Receipt for donated goods (artwork) will be provided but no value will be assigned. If the donor furnishes the City with an appraisal or receipt of sale for the artwork, it will be attached to a "Letter of Donation" furnished to the donor by the City. In all other cases, no value will be stated. It is the responsibility of the donor to declare a specific value and necessary substantiation of value for tax purposes, in consultation with accounting and/or legal advisors.

Ideally, donated work will include a financial donation for the maintenance and conservation/restoration of the work being donated, the amount of which will be negotiated as part of an acceptance agreement.

*Following an initial review by the Arts Commission, the artwork will be reviewed by the Art Selection Panel. Artwork being considered for donation to the City's*

public art collection will be evaluated based on the goals of the Public Art Program and by criteria that includes, but is not limited to:

- » Relevance to the Public Art Program Master Plan.
- » Relevance to the City of Traverse City's natural or built environment, cultural heritage, and/or history.
- » Quality of the piece of art.
- » Suitability of the artwork for display in a public space.
- » Authenticity of the artwork.
- » Condition of the artwork.
- » City's ability to maintain and conserve the artwork.
- » Ethical and legal considerations regarding ownership.

After evaluating the proposal, the Art Selection Panel will make its recommendation to the Traverse City Arts Commission, which will in turn notify the City Commission. If the City Commission votes to accept the gift, a deed of gift will be signed. Appropriate promotion and recognition will be agreed upon with the donor for accepted gifts. If the artwork is declined, the donor will be formally notified. The notification will include the reason for the decision, and an invitation to meet with an Arts Commission representative, if the donor wishes to do so.

If a proposal for a newly commissioned piece of artwork is accepted, the full spectrum of Public Art Master Plan criteria will be followed with consideration to site, safety, and all other matters. The donor or the donor's selected artist will follow the process for implementing a piece of public art as detailed in the Master Plan. The donor will deposit full project fees with the City to be drawn on by the artist to ensure uninterrupted completion of the artwork. These funds will also include any monies required for plaques and/or other promotional material needed for commissioning.

## MONETARY DONATIONS

Philanthropic support is an important resource in the development and sustainability of public art in Traverse City. Prospective donations can be made through gifts of cash, stock/bonds, bequests, and planned giving instruments. All financial donations will be restricted for use in supporting the Public Art Program as directed by the Arts Commission and approved by the City Commission. They should also be considered unrestricted, provided that they remain within this scope, so that they may be utilized as needed and directed by the Arts Commission

and Traverse City City Commission in the support and maintenance of public art in Traverse City. Acceptance of prospective donations with restrictions may be considered by the Arts Commission and City Commission on an individual basis, but only after a thorough review indicates that donor stipulations can be fulfilled.

All donor funds will be handled in accordance with generally accepted accounting procedures and philanthropic best practices, including those defined by IRS Publication 526: Charitable Contributions, the Donor Bill of Rights, Independent Sector's Principles of Good Governance and Ethical Practice (Responsible Fundraising), the AFP Code of Ethical Principles and Standards, and the State of Michigan Attorney General. All monetary donations will be received and documented by the City of Traverse City without risk of redirection of funds for other purposes. Donors will be provided with timely documentation in accordance with Internal Revenue Service requirements.

A financial donor may propose to contribute monetary gifts designated for use in a future public art project. If the donor proposes a specific project or commission, a written proposal must be submitted to the Traverse City Arts Commission for review and approval. *Proposals should include:*

- 1 Description of the project or commission.
- 2 A site location suggestion, if applicable.
- 3 Installation and maintenance details, if available.
- 4 Project or commission budget.

If the Traverse City Arts Commission approves of the proposed donation, the commission will solicit proposals for the specified project. The Art Selection Panel will evaluate the proposals based on the goals of the Public Art Program and make a recommendation to the Traverse City Arts Commission, which will in turn make a recommendation to the City Commission.



# COLLECTION OVERSIGHT

## ART ON LOAN

The City may secure on a temporary basis works of public art for display in public spaces, which may or may not be owned by the City. *All artworks to be displayed in public spaces as part of the Public Art Program will be evaluated by the Traverse City Arts Commission against the following criteria:*

- » Relevance to the Public Art Policy Master Plan.
- » Quality of the piece of artwork.
- » Suitability of the artwork for display in a public space.
- » Condition of the artwork.
- » City's ability to safely display and conserve the work.
- » Degree of fit with existing mandates or programs in public exhibition spaces.

All agreements related to art on loan shall be completed under the supervision of the City Manager and the City Attorney.

## REMOVAL OF PUBLIC ART FROM THE CITY'S COLLECTION

The City of Traverse City reserves the right to modify its public art collection. While removal is discouraged, circumstances may warrant review. Art shall be retained in the collection as long as it retains its physical integrity, identity, and authenticity, and as long as the Arts Commission can properly preserve and care for the work. Removal will be undertaken only in extreme circumstances, and primarily when the condition of the artwork makes conservation impossible for technical or financial reasons. Removal will only occur after thoughtful consideration and a comprehensive assessment has been completed.

*Artwork may be removed from Traverse City's public art collection by vote of the City Commission, following review and written recommendation by the Traverse City Arts Commission to the City Commission, if:*

- » The artwork's physical or structural condition poses a threat to public safety.
- » The artwork requires excessive maintenance, has faulty design or workmanship, and repair or remedy is impractical or unfeasible.
- » The artwork has been damaged and repair or remedy is impractical or unfeasible.

- » The condition or security of the artwork cannot be reasonably guaranteed.
- » The artwork is no longer relevant to the City's public art inventory or Master Plan.
- » The artwork is discovered to have been stolen, or was offered to the City using fraudulent means.
- » Significant changes in the use, character, or design of the site have occurred which affect the integrity of the artwork.
- » Significant, adverse public reaction has continued unabated over an extended period of time.
- » The artwork is subject to contractual donor restrictions that can no longer be met.

In the event that the City Commission votes in favor of removal of artwork from the collection, the manner of disposition shall be in the best interest of the Traverse City Arts Commission, the public it serves, the public trust it represents in owning the collections, and the scholarly and cultural communities it represents. *Disposal is to follow these guidelines:*

- » Priority shall be given to placing the removed item through gift, exchange, or sale in another tax-exempt public institution where the artwork may serve the purpose for which it was acquired initially by the City of Traverse City. Attention shall be given to Internal Revenue Service rules and regulations regarding exchange or resale of items donated to the City for tax advantage.
- » Proceeds from the sale of collections are to be used consistently with the Public Arts Program Master Plan, and in no event shall they be used for anything other than acquisition or direct care of collections. Collections shall not be removed in order to provide financial support for Arts Commission operations or facilities maintenance.
- » When items are severely damaged, in an irreparable state, or of no value, disposition may involve physical disposal.
- » An adequate record of the conditions and circumstances under which donations are removed from the collection and disposed of shall be made and retained as part of the commission's records.

In the event of accidental loss, theft, or vandalism, the Arts Commission retains the right to determine whether replacement or removal of the artwork is appropriate.





# ADDITIONAL ACTIVITIES



## EDUCATION PROGRAM & PUBLIC RELATIONS

A Public Art Program is only as successful as the support it receives from the community. The Arts Commission should maintain a vibrant, ongoing educational program that provides ample opportunities for community discussion, and analysis and debate about the significant topics involved with public art. It must also provide for the informational needs of the community as projects are developed. Education and communication with the community is a crucial part of the commission's responsibilities and ongoing annual activities.



## MASTER PLAN EVALUATION

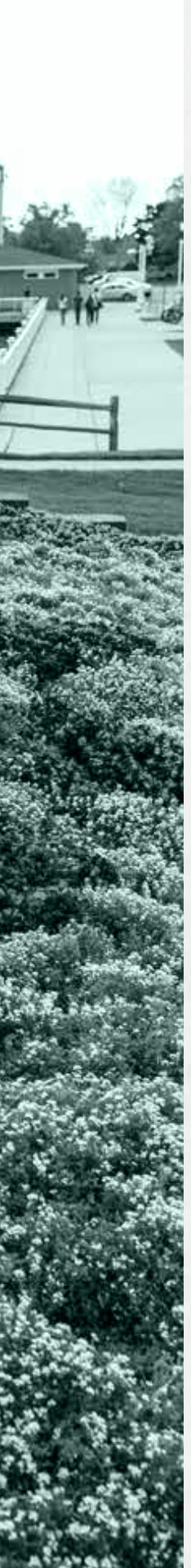
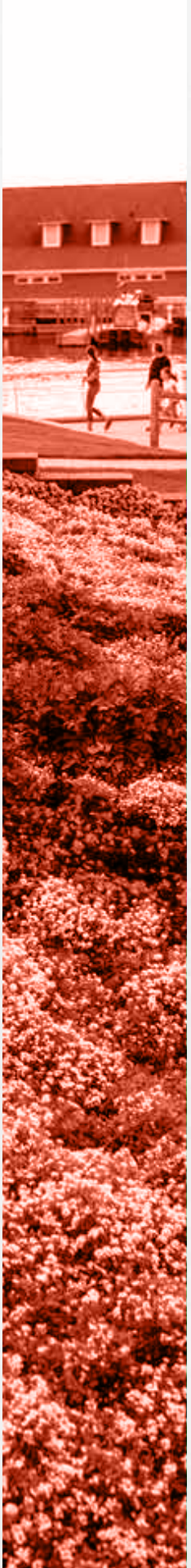
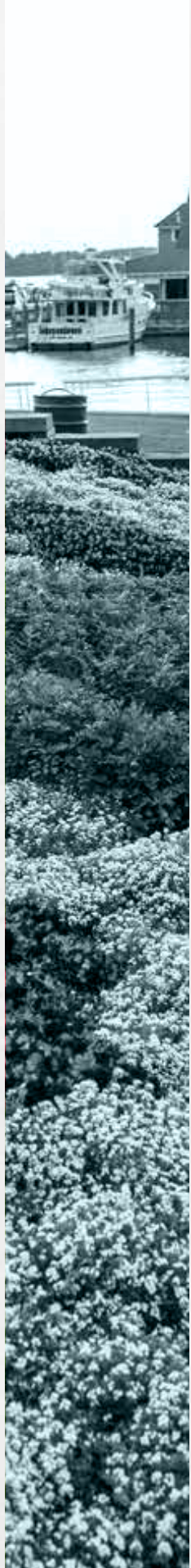
The Traverse City Arts Commission will periodically review the Public Art Guidelines and Public Art Master Plan to determine how they can be improved to better meet the community's needs and interests, and the goals of the Public Art Program, especially immediately following selection of new members to the commission or new works of art to the collection.

## PUBLIC ART COLLECTION DOCUMENTATION

The Traverse City Arts Commission will be responsible for documenting the City of Traverse City's public art. This will include art placed through the Public Art Program and other art that is either donated to the City for public display or is otherwise owned by the City. This documentation will include a file on each work with basic information including date, acquisition process, artist, and photographs. It may also include a public art brochure, video tape, and other records of the City's artwork.







# MAINTENANCE

The City of Traverse City will maintain all permanent works of art within the public art inventory, in accordance with the approved maintenance plan and/or conservation plan required for each piece and documented by the Arts Commission. Development of the maintenance plan and/or conservation plan is the responsibility of the artist and must be submitted with the proposal at the time it is being reviewed and considered through the Public Art Program. The plans will include, but not be limited to, a maintenance dossier, shop drawings, manufacturers' lists, key contacts including the artist, maintenance and/or conservation specifications and budgets. The City will be responsible for the care and maintenance of the artwork, in accordance with the approved maintenance plan. City staff or its designate will monitor the existing inventory for maintenance requirements. The appropriate City department will undertake an inspection of the artwork according to a predetermined schedule. The City may choose to retain a qualified professional to undertake the inspection, if deemed necessary.

# STORAGE

The City will ensure appropriate short-term and long-term storage, as needed, for all works within its public art inventory. This does not include new works being created by an artist.

# INSURANCE

All permanent, temporary, or mobile public art works owned by the City through purchase, commission, and/or donation are the property of the City and are insured under the City's insurance policy. City staff shall ensure that all necessary insurance is in place for installation and maintenance of public art.



# APPENDIX A:

## EXISTING PUBLIC ART IN TRAVERSE CITY

Thanks to the efforts of the City of Traverse City, staff members, businesses, and individual citizens, prior to adoption of the Master Plan, Traverse City was home to public art that included these works, among others.



"Duet"  
Bob Purvis  
Denno Museum Center Collection†



"Equilibrium"  
Hanna Stibel  
Denno Museum Center Collection†



"However"  
Clement Meadmore  
Denno Museum Center Collection†



"Structurist Sculpture #5"  
David Barr  
Denno Museum Center Collection†



"River Guardian"  
Dewey Blocksma  
Boardman River, Downtown TC\*



"Time to Let Go"  
Verna Bartnick  
Open Space\*



"Perry Hannah, Traverse City's  
Founding Father" - Verna Bartnick  
Hannah Park\*



"Unnamed"  
Bob Purvis  
Larry C. Hardy Parking Deck\*



"Larry C. Hardy Memorial"  
Verna Bartnick  
Larry C. Hardy Parking Deck\*



Community Mural  
Charles Murphy (original art)  
Ace Hardware



"Safety Last!"  
Still Film Image Featuring Harold Lloyd  
State Theatre



Annual Floral Display  
Friendly Garden Club  
Open Space Park\*



Charles Murphy  
Rotating Banner  
Downtown Traverse City



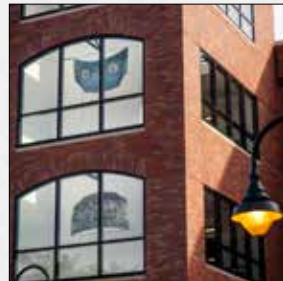
"Benchmark"  
Blackbird Arts Community Project  
Downtown Traverse City



"A Space Time Continuum"  
Calvin Boulter  
Downtown Traverse City



Downtown Heart Wall  
Artist Unknown  
Downtown Traverse City



Car Hoods by Irene Cotter, Del Michel,  
Rufus Snoddy, Royce Dean, Charlie  
Murphy. Larry C. Hardy Parking Deck\*



Untitled Graffiti 2  
Artist Unknown  
Grand Traverse Commons



"Circle of Life, Wind Machine"  
Dewey Blocksma  
Boardman River, Downtown TC\*



Children's Turtles  
Artist Unknown  
Clinch Park\*



Solar System  
David Kirby  
Hull Park



Fairy House  
Artist Unknown  
Downtown Traverse City



Mtskheta Georgia Monument  
Artist Unknown  
Downtown Traverse City



Grand Traverse Children's Garden  
Artist Unknown  
Traverse Area District Library\*

\*Public art and monuments on City property  
and/or owned by City

†Collection of the Dennon Museum Center,  
Northwestern Michigan College

» Full list of public art in Traverse City will be  
available on our website at [traversecitymi.gov/  
artscommission.asp](http://traversecitymi.gov/artscommission.asp).



# APPENDIX B:

## PRIORITIES FOR PUBLIC ART

**The Public Art Program plans to identify priority areas — and types of artwork — that should be commissioned in Traverse City, so that the commission’s efforts and resources can be directed. A prioritized list of potential sites will be developed through community discussions about what media, programming, locations, and strategies would have the most impact. Working with the public, artists, architects, engineers, designers, planners, local businesses, and arts organizations to identify general areas of focus will provide both strong direction and necessary flexibility.**

*Priority locations for public art will emphasize:*

- » Potential impact for placemaking, storytelling, and site enhancement visibility.
- » Ability to leverage committed municipal capital investment.
- » Recognition of the right of all citizens and all neighborhoods to have access to public art.
- » Acknowledgment of gathering points and City centers as appropriate sites for public art.
- » Incorporation of different types of sites — parks, transportation corridors, municipal buildings.
- » Public art can make low-traffic sites more appealing, too.

Immediately following adoption of the Public Art Program Master Plan, the Traverse City Arts Commission will convene a public forum to seek input on:

- » What are the community expectations and desires for public art?
- » Where should public art be located?
- » What types of public art are of interest to the community?
- » How can additional sources of funding be found for public art?

*Sites to be considered:*

- » Gateways
- » Parks
- » Neighborhoods
- » Civic buildings
- » Downtown
- » Art walks
- » Passive spaces
- » Public infrastructure (bridges, parking decks)



All proposed public art projects must respect the primary function of streets and sidewalks, which exist to enable the safe and orderly passage of pedestrians and vehicles. Streets also function as utility corridors, so access must be maintained for present and future services above and below ground. The City of Traverse City Director of Public Services is responsible for making decisions regarding the placement of public art on public streets and rights-of-way.

Final site approval is made by the City Commission upon recommendation by the Traverse City Arts Commission.

# APPENDIX C: PUBLIC ARTS COMMISSION PROCESS



# APPENDIX D:

## ACKNOWLEDGEMENTS



### MEMBERS OF THE FIRST TRAVERSE CITY ARTS COMMISSION

- » **Mary Bevans Gillett**, *Chair*
- » **Metta Lansdale**, *Vice-Chair*
- » **John Gessner**, *Secretary, Parks & Recreation Commission Representative*
- » **Mayor Michael Estes**, *City Commission Representative*
- » **Rick Korndorfer**, *Downtown Development Authority Representative*
- » **Deb Lake**, *Commissioner*
- » **Christie Minervini**, *Commissioner*
- » **Patty Pelizzari**, *Commissioner*
- » **Jan Warren**, *Planning Commission Representative*

The Traverse City Arts Commission acknowledges the dedication and vision of **Bryan Crough**, whose inimitable genius helped pave the way for public art in Traverse City.

Special thanks to City of Traverse City staff:

- » **Benjamin Marentette**, *City Clerk*
- » **Stephanie Murray**, *Administrative Specialist, City Clerk's Office*
- » **Lauren Tribble-Laucht**, *City Attorney*

The Commission acknowledges and thanks **Colleen Paveglio**, *DDA Marketing Director*, for her significant role in the research, development, and production of the Public Art Policy.

Master Plan photography, graphic design, and production by:

- » **Michael Poehlman**, *photography*
- » **Gabriel Augustine**, *graphic design*

Photographs of the collection of the Dennon Museum Center, Northwestern Michigan College, are courtesy of the Dennon Museum Center.



A high-angle, red-tinted photograph of a man in a dark suit and hat hanging from the hands of a large clock face on a building. The clock is positioned in the upper left quadrant. The man's body is suspended vertically, with his arms and legs spread out. Below him, a city street is visible, filled with vintage cars and pedestrians. A vertical sign on a building in the background reads "MAJESTIC". The overall scene is surreal and dramatic.

A WORK OF ART  
IS ABOVE ALL AN  
ADVENTURE OF THE MIND.

EUGENE IONESCU





**TRAVERSE CITY ARTS COMMISSION**

[traversecitymi.gov/artscommission.asp](http://traversecitymi.gov/artscommission.asp)

[tcarts@traversecitymi.gov](mailto:tcarts@traversecitymi.gov)

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