



**CITY OF YPSILANTI
ARTS COMMISSION MEETING
Thursday, June 8, 2023 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

Page

I. CALL TO ORDER

II. ROLL CALL

Commissioner McAtee
Commissioner Seagraves
Commissioner Thompson
Commissioner Wolfe
Commissioner Baxter

III. AGENDA APPROVAL

IV. APPROVAL OF MINUTES

3 - 4 A. [AC Minutes - 3-9-23](#)

V. AUDIENCE PARTICIPATION/COMMISSION RESPONSE

VI. NEW BUSINESS

5 A. Bylaw Update
[Membership update](#)

VII. OLD BUSINESS

7 - 11 A. Poet Laureate Program
[Poet Laureate MOU DRAFT](#)

B. [Artist Survey](#) RFQ

VIII. UPDATES

A. Arts/Events around Ypsilanti

IX. AUDIENCE PARTICIPATION/COMMISSION RESPONSE

X. PROPOSED BUSINESS

A. Election of officers - upcoming

XI. NEXT MEETING DATE

July 13, 2023

XII. ADJOURNMENT



Minutes
CITY OF YPSILANTI
ARTS COMMISSION MEETING
Thursday, February 9, 2023 @ 6:30 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197

I. CALL TO ORDER

II. ROLL CALL

Present: Seagraves, Settles, McAtee, Thompson, Wolfe, Settles

Absent: Settles

Staff: Jekabson

III. AGENDA APPROVAL

*Commissioner Seagraves moved to approve the agenda. Seconded by Commissioner McAtee.
On a voice vote, the motion carried. Yes - 5; No- 0;*

IV. APPROVAL OF MINUTES

*Commissioner McAtee moved, seconded by Commissioner Seagraves to approve
the minutes. On a voice vote, the motion carried. Yes - 5; No- 0;*

V. AUDIENCE PARTICIPATION/COMMISSION RESPONSE -none.

VI. NEW BUSINESS

A. Introduction to Evan Sweet - New City Council Liaison to Arts Commission

City Councilperson Evan Sweet introduced himself and talked about his experience at the Ypsilanti Parks and Recreation Commission, and his experience working in public administration which include public arts admin.

B. 2023 Goals Discussion

The committee revisited goals from the past. They discussed the busking program that has been set aside for a while, and are interested in bringing it back to attention.

The busking ordinance as discussed in 2021/22 would be difficult to program.

The commission would like to explore expanding the busking policy from fixed locations at specific street corners to a district wide policy.

- Identify which districts : DDA District?
- Look at current busking or noise ordinances and see what can be improved or changed.
- Create a marketing campaign that informs the public the why, and the how.

This approach would invite the City to officially declare busking as not an enforcement priority, similar to how the City addressed cannabis use in the past.

The commission discussed partnerships with city facilities. Senior center has art events, how can the commission contribute?

The commission could host a city sponsored arts event series at the Freighthouse.

Look at fundraising options again.

C. 2023 Budget Discussion

Budget for the poet laureate program 2nd year would need to be included in the upcoming budget proposal.

Commission members were asked to bring back budget items to next meeting,

VII. OLD BUSINESS

VIII. UPDATES

A. Poet Laureate Proposal - Scheduled for City Council Feb. 21st

B. Artist Survey - Scheduled for City Council Feb. 21st

Staff invited the commission to come support the items during public comment.

C. Arts/Events around Ypsilanti

Embracing our differences - May 16, Arts Extravaganza at WCC, Staff is expecting EOD to come before the Arts Commission for this years project in the park.

RAC community meetings- unfortunately at the same time tonight as this meeting, but there are two more meetings coming up.

Heartbreakers and Art Makers event at the Freighthouse this weekend.

IX. AUDIENCE PARTICIPATION/COMMISSION RESPONSE - n/a

X. PROPOSED BUSINESS

XI. NEXT MEETING DATE Thursday, March 9, 2023

XII. ADJOURNMENT

Motion to adjourn at 7:47pm by Commissioner Wolfe and supported by Commissioner McAtee. Motion passed - unanimous.

Article I. Ypsilanti Art Commission

Sec. 79-2 - Creation; composition; appointment.

The Ypsilanti Art Commission is created and shall consist of not less than five and not more than nine members, and two non-voting youth members appointed by the mayor, subject to the confirmation of city council.

([Ord. No. 1342](#), § 1, 10-1-2019)

Sec. 79-5. - Membership.

(a) The YAC shall consist of not less than five nor more than nine voting members, and two non-voting youth members nominated by the mayor and approved by city council. The city manager or her designee shall be a nonvoting ex-officio member of YAC. Appointments of the voting members shall be made from candidates who have the following expertise or affiliation: (1) Persons who, insofar as possible, have experience and/or an interest in the placement, creation, or design of public art. ([Ord. No. 1342](#), § 1, 10-1-2019)

Recommended motion:

Motion that the Arts Commission recommend the following updates in the City of Ypsilanti Code of Ordinances:

1. Sec. 79-2 - Creation; composition; appointment.

“The Ypsilanti Art Commission is created and shall consist of not less than **five three** and not more than nine members, and two non-voting youth members appointed by the mayor, subject to the confirmation of city council.”

2. Sec. 79-5. (a) - Membership.

“The YAC shall consist of not less than **five three** nor more than nine voting members, and two non-voting youth members nominated by the mayor and approved by city council. The city manager or her designee shall be a nonvoting ex-officio member of YAC. Appointments of the voting members shall be made from candidates who have the following expertise or affiliation: (1) Persons who, insofar as possible, have experience and/or an interest in the placement, creation, or design of public art.”



For: Ciatta Tucker, Program Coordinator - City of Ypsilanti Youth Poet Laureate Program

From: Elize Jakobson, City of Ypsilanti Arts Commission Liaison

Subject: Ypsilanti Youth Poet Laureate Program Memorandum of Understanding

Background: Memorandum of Understanding between Ciatta Tucker and the City of Ypsilanti regarding contracting with Ciatta Tucker for the City of Ypsilanti Youth Poet Laureate Program.

The City of Ypsilanti Youth Poet Laureate Program Timeline & Tasks approved by the City of Ypsilanti City Council in March 2023

2023

- May-August:
 - Meet with National Youth Poet Laureate network leaders
 - Create marketing plan
 - Secure community partners (e.g. libraries, bookstores, schools, etc)
 - Prepare promotional materials (flyers, press release, etc)
 - Secure judges
 - Determine criteria and create application (google form or some other accessible platform)
- September-November:
 - Application goes live with deadline plant mid December
 - Promote Poet Laureate program through social media, flyering, emails to community partners and schools, school visits, media coverage, etc
 - Provide an application workshop where interested teens can come learn more and get support in applying
- December:
 - Make sure deadline for applications is no later than the end of the school semester so teens get everything submitted before winter break

2024

- January-February
 - Judges read through applications, have meetings to discuss and vote on 1 Laureate and 4 additional finalists (these numbers are flexible)
 - Announce winner and finalists by end of February
- March-May

- Make promo materials for commencement ceremony (flyer, press release, social media posts)
- Plan and host commencement ceremony (public event with poetry reading where Laureate and finalists are honored) in April or May
- Laureate is honored by Mayor at Ypsi City Council Meeting
- Program coordinator meets with Poet Laureate to review role and map out their social justice project
- Laureate receives first \$500 payment (cash prize for winning)

May 2024-May 2025: term of Poet Laureate

- Program Coordinator meets with Poet Laureate monthly to provide support with project, plan out various readings and performance opportunities
- Program Coordinator creates social media content to promote Laureate
- Laureate receives \$500 when they launch their social justice project
- Program Coordinator begins planning for 2024-2025 competition
- September 2024- Laureate enters national competition

Budget for 2023-2024

Programming

- \$500 entrance fee for National Youth Poet Laureate program through [Urban Word](#)
- \$500 to the winner as prize
- \$500 for the Poet Laureate to use for a local social justice project they'll implement during their year long term
- \$200 for food and promotion materials for commencement ceremony
- Total: \$1,700

Staffing

- Program Coordinator ($\$20/\text{hour} \times 5 \text{ hours/week} = 20 \text{ hours/month} = \$400/\text{month} \times 12 \text{ months} = \$4,800/\text{year}$)
- Judges (volunteers) = \$0
- Total for year 1: \$4,800

YEARLY TOTAL [May 2023-2024]: \$6,500

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF YPSILANTI AND CIATTA TUCKER FOR USE OF SERVICES PROVIDED BY CIATTA TUCKER

This agreement is entered into on this ___ day of May 2023, by the City of Ypsilanti, located at 1 South Huron Street, Ypsilanti, MI 48197 (hereinafter “COY”) and Ciatta Tucker, Program Coordinator of the City of Ypsilanti Youth Poet Laureate Program located at [546 Terrace Lane, Ypsilanti, MI 48198] (hereinafter “CT”).

WHEREAS, The City of Ypsilanti desires to cultivate a community culture and environment that embraces and nurtures artistic and creative assets; and

WHEREAS, The City of Ypsilanti desires to promote and further diversity, equity and inclusion of all of Ypsilanti in the arts; and

WHEREAS, Youth voice and community engagement are vital for empowering young people to effect positive change in their community and beyond; and

WHEREAS; The City of Ypsilanti Youth Poet Laureate Program requires a minimum budget of \$6,500 for staffing and programming.

WHEREAS, on March 7, 2023, City Council enthusiastically approved the Youth Poet Laureate program as presented and;

WHEREAS, they have recognized Ciatta Tucker’s work, passion, and expertise in Washtenaw County’s Spoken Word Community and in Youth Poet Laureate programming; and recommend Ciatta Tucker to implement the inaugural Youth Poet Laureate program as outlined in the proposal between May 2023 and 2025

NOW, THEREFORE, in consideration of the foregoing and in consideration of the agreements of the Parties hereto, COY and CT mutually agree as follows:

2023 Memorandum of Understanding

CIATTA TUCKER and the YOUTH POET LAUREATE PROGRAM

&

THE CITY OF YPSILANTI

As the organizer for Youth Poet Laureate Program (YPLP), Ciatta Tucker (CT) is wholly responsible for the following:

FUNDING

1. CT will continue to fundraise outside this agreement to further enhance its ability to provide infrastructure, marketing and support for the future of YPLP. *CT or a representative of YPLP shall seek City Sponsorship through the Arts Commission in early 2024 for the May 2024-May 2025 YPLP season.*

OPERATIONS

1. Recruiting volunteers and performers, managing artist and business venue relations; mentorship and incubation for events.
2. Enforcing Public Use Policies and Regulations, including applicable local, state, & federal laws
3. Ensure temporary signage is removed and public spaces are returned to their pre-event state.
4. Follow the timeline, programing budget, and staffing budget of the YPLP as approved by the City of Ypsilanti City Council.
5. CT shall provide updates about YPLP, the Poet Laureate winner, and their related projects at the monthly City of Ypsilanti Arts Commission meetings or send timely updates to the City of Ypsilanti Arts Commission Staff Liaison if unable to attend.
6. The City of Ypsilanti Mayor, or the Chair of the City of Ypsilanti Arts Commission shall fill two judges' seats for the selection of a youth poet laureate.
7. CT, YPLP shall work with the City of Ypsilanti Arts Commission to establish criteria to be used for the selection of a youth poet laureate. In addition to other criteria established, the poet laureate must be a resident of the City of Ypsilanti, active in the poetry community, and willing and able to promote poetry in the City of Ypsilanti throughout their term.

MARKETING AND EVALUATION

1. Developing and leading marketing strategy, including promotion of the programming offered during the contract period. Program marketing including flyers, logos, social media posts to be shared with the

City of Ypsilanti Arts Commission Staff Liaison or the Communications Manager for City Newsletter and Social media.

2. City of Ypsilanti logo and name shall be featured on marketing materials for all programming offered by the YPLP.

3. Performing all program evaluation, including collection of data, surveys in order to report back to the City of Ypsilanti Arts Commission, City Council, staff, stakeholders, and community members on the state and impact of the program.

COMMUNITY RELATIONS

1. Apply for relevant permits from the City of Ypsilanti (if applicable).

2. YPLP winner to be willing and able to promote poetry in the City of Ypsilanti throughout their term.

3. Plan and host commencement ceremony in April or May 2024.

Under this agreement, the City of Ypsilanti (COY), will:

1. Provide \$6,500 for the inaugural program.

2. Support the program through regular social media and newsletter updates.

3. Offer use of the Ypsilanti Freighthouse (100 Market Pl.) at no cost under the Public Events Policy for the Official YPLP Commencement ceremony in April or May 2024, and any YPLP event that is free and open to the public.

4. The Youth Poet Laureate shall be honored by the Mayor at the City of Ypsilanti City Council Meeting following the announcement of the winner.

This agreement is valid between the signing of this document and May 2024.

City of Ypsilanti

City Manager, Frances McMullan _____ **Dated:**

City of Ypsilanti

Arts Commission Liaison, Elize Jekabson _____ **Dated:**

City of Ypsilanti Youth Poet Laureate Program

Program Coordinator, Ciatta Tucker _____ **Dated:**