



**PUBLIC NOTICE  
CITY OF YPSILANTI  
ARTS COMMISSION MEETING – VIRTUAL MEETING**

The Ypsilanti Arts Commission will hold A Virtual Meeting on Thursday, September 17, 2020 at 7 p.m. The meeting will be in held in accordance with Governor Whitmer’s Executive Order 2020-154.

The Regular Arts Commission Meeting is being held virtual in order to prevent the spread of COVID 19.

The meeting can be attended through the below link, or through the below toll free numbers.

**September 17, 2020 Arts Commission Regular Meeting Virtual Access Link**

**<https://us02web.zoom.us/j/82396690215>**

When prompted, enter **Meeting ID: 823 9669 0215**

**September 15, 2020 City Council Regular Meeting Toll Free Phone Number Access**

888 475 4499 US Toll-free

877 853 5257 US Toll-free

-When prompted, enter the **Meeting ID: 823 9669 0215**, followed by the #, press # again to be connected

Members of the public will be able to make comment during the designated time for public comment. To address the commision, meeting participates will need to “raise their hand” to indicate they want to speak.

To raise your hand while participating online, click the “Raise Hand” icon at the bottom of the Zoom Screen or press \*9 via phone. After you raise your hand you will be informed when it is your turn to speak, and your microphone will be unmuted at that time. Your microphone will be muted again when you have finished your comments or when your speaking time has expired.

**Instructions for Persons with Disabilities**

Persons with disabilities who need accommodations to effectively participate in the meeting should contact the City Clerk, Andrew Hellenga at [ahellenga@cityofypsilanti.com](mailto:ahellenga@cityofypsilanti.com) by 5:00 p.m. on the day before the meeting to request assistance. Closed Captions will be provided during the meeting.

City Clerk’s Office  
One South Huron Street  
Ypsilanti, Michigan 48197  
(734) 483-1100

Andrew Hellenga  
City Clerk  
Posted: September 15, 2020



**CITY OF YPSILANTI**  
**ARTS COMMISSION MEETING**  
**Thursday, September 17, 2020 @ 7:00 PM**  
**Zoom**  
**One South Huron, Ypsilanti, MI 48197**

Page

**I. CALL TO ORDER**

**II. ROLL CALL**

Commissioner Wolfe  
Commissioner McAtee  
Commissioner Schumann  
Commissioner Goulet  
Commissioner Ventour  
Commissioner Seagraves  
Commissioner Kirkpatrick  
Commissioner Thompson  
Commissioner Settles

**III. AGENDA APPROVAL**

**IV. APPROVAL OF MINUTES**

**3 - 4** A. [ARTS COMMISSION - 20 Aug 2020 - Minutes](#)

**V. AUDIENCE PARTICIPATION/COMMISSION RESPONSE**

**VI. DISCUSSION ITEMS**

- 5 - 9**
- A. Commissioner Bylaws  
[Arts Rules of Procedure and Bylaws - Draft](#)
  - B. Artist + Community Survey Update
    - 1. Artist Thrive Initiative - <https://artiststhrive.org/>
    - 2. Americans for the Arts Research/Survey Services - <https://www.americansforthearts.org/by-program/services-and-training/services-for-your-organization/research-and-survey-services>
    - 3. Peer Survey Models
  - C. Busking Policy to Support Street Art Performances and Locations
    - 1. Arts Council of Greater Kalamazoo Model - <https://www.kalamazooarts.org/busk/>
    - 2. Other Models

- D. Nominations for Speaker Series to Build Awareness/Knowledge/Resources
- E. Community Arts Calendar
- F. Process for Responding to Inquiries on City Public Art Policies/Procedures/Permitting
- G. Commission Communications
  - 1. Website
  - 2. Social Media
  - 3. Media Outreach
  - 4. Community Partner Outreach
- H. Funding Partners + Resources

**VII. AUDIENCE PARTICIPATION/COMMISSION RESPONSE**

**VIII. PROPOSED BUSINESS**

**IX. NEXT MEETING DATE**

**X. ADJOURNMENT**



# DRAFT MINUTES

## ARTS COMMISSION Meeting

7:00 PM - Thursday, August 20, 2020  
Council Chambers

The ARTS COMMISSION of the City of Ypsilanti was called to order on Thursday, August 20, 2020, at 7:00 PM, in the Council Chambers, with the following members present:

### I CALL TO ORDER

The meeting was called to order at 7:02pm

### II ROLL CALL

PRESENT: Commissioner Wolfe (7:10 PM), Commissioner Schumann, Commissioner Goulet, Commissioner Ventour, Commissioner Seagraves, Commissioner Kirkpatrick, Commissioner Thompson, Commissioner Settles

ABSENT: Commissioner McAtee

### III AGENDA APPROVAL

The agenda was approved as submitted

### IV APPROVAL OF MINUTES

a) Approving the minutes of June 25, 2020

Commissioner Schumann moved, seconded by Commissioner Thompson

Approved: Yes - 8; No - 0; Absent - 1 (McAtee)

### V AUDIENCE PARTICIPATION/COMMISSION RESPONSE

### VI DISCUSSION ITEMS

- a) American's for the Arts COVID-19's Impact on the Arts Survey & Realities for Ypsilanti's Creative Community
- b) Community-Based Survey + Goal Setting + Action Plans
  - Maximizing Short-term Successes + Long-term Strategic Framework
  - Documenting the Presence/Contributions/Impacts of Ypsilanti's Creative Community + What They Need to Thrive Here
  - Engaging our Broader Community in Building Awareness and Sharing Input
  - Learning from Peer Practices, Models, Experiences
- c) Funding Partners/Resources
- d) Arts Commission Outreach/Communications - Guidance & Opportunities

e) Guidance on Commission Support of Member Organization Programs/Initiatives

f) Commission Bylaws

**VII AUDIENCE PARTICIPATION/COMMISSION RESPONSE**

**VIII PROPOSED BUSINESS**

**IX NEXT MEETING DATE**

a) Thursday, September 17, 2020 at 7:00 pm

**X ADJOURNMENT**

**The meeting adjourned at 8:38 pm**



**THE RULES OF PROCEDURE AND BYLAWS**

**OF**

**THE ARTS COMMISSION**

**OF**

**THE CITY OF YPSILANTI, MICHIGAN**

As adopted,

ARTS COMMISSION RULES OF PROCEDURE AND BYLAWS

**ARTICLE I – Name**

The name of the Commission shall be the Arts Commission of The City of Ypsilanti, hereinafter referred to as "Commission."

**ARTICLE II – Objectives**

The state of Michigan has recognized, through the enactment of The Faxon-McNamee Art in Public Places Act (MCL 18.71 et. seq.), the importance of promoting art in government spaces and facilities. City council has determined that the creation and presence of public art will advance the interests of the City, aid in enhancement of property values, improve the aesthetic quality of public spaces and structures, provide cultural and recreational opportunities, contribute to the local heritage, stimulate economic activity and promote the general welfare of the community. City council recognizes the responsibility of government to foster the development of culture and the arts. It is therefore declared to be municipal policy to promote public art.

The YAC shall promote art in the City of Ypsilanti and promote the City policy of Pride, Diversity and Heritage. To educate the public why the arts, culture and creative industries are important to the City of Ypsilanti and to cultivate a community culture and environment that embraces and nurtures artistic and creative assets. To promote and further diversity, equity and inclusion of all of Ypsilanti in the arts.

**ARTICLE III – Membership**

Section 1. 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:

- Persons who, insofar as possible, have experience and/or an interest in the placement, creation, or design of public art.

Section 2. All members of YAC, including members of its subcommittees, shall serve without compensation.

Section 3. All voting members of YAC shall be appointed for a three-year term. In order to ensure that approximately one third of the voting members' appointments expire each year, initial appointments shall be one third of members for a one-year term, One third of members for a two-year term, and one third of members for a three-year term.

Section 4. Recognizing that art has no geographical boundaries, one member of the YAC shall be a non-resident of the City. Consistent with City Code sec. 2.111, all other members of YAC shall be residents of the City of Ypsilanti, unless an exception is granted by a resolution of City Council with an affirmative vote of at least 5 members.

Section 5. Any vacancy on YAC occurring in the middle of a term shall be filled for the remainder of the term in the same manner as for full-term appointments.

Section 6. Members are expected to attend regularly scheduled meetings and to notify the Chair and the City Clerk in advance if they expect to be tardy or absent. If a member misses more than three (3) regularly scheduled meetings in a twelve (12) month period, the Chair shall notify the Mayor and may recommend removal of the member.

ARTS COMMISSION RULES OF PROCEDURE AND BYLAWS

Section 7. A member of YAC may be removed by City Council for cause following notice and a hearing.

**ARTICLE IV – Officers, and Their Duties**

- Section 1. The officers of the Commission shall be a Chairperson and a Vice-Chairperson. Such other officers, sub-committees, etc. as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.
- Section 2. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.
- Section 3. The Chairperson and the City Planner shall sign all legal documents for the Commission.
- Section 4. The Commission may designate a person who is not a member of the Commission to serve as Recording Secretary. The Recording Secretary shall prepare draft minutes for review by the Commission and shall perform such other duties as may be ordered by the Commission.
- Section 5. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in June each year, and the election shall be immediately thereafter.
- Section 6. A candidate receiving a majority vote of the entire Commission shall be declared elected and shall serve a term of one year or until their successor shall take the office.
- Section 7. Vacancies in office shall be filled immediately by regular election procedures.
- Section 8. The officers shall be members of the Commission.

**ARTICLE V – Meetings**

- Section 1. All regular and special meetings, hearings, and records shall be open to the public. Meetings shall be conducted under the Open Meetings Act of the State of Michigan.
- Section 2. The Commission shall hold a minimum of four regular meetings per year.
- Section 3. A special meeting of the Commission may be called by the Chairperson, or the Vice-Chairperson in the event the Chairperson is unavailable, or any three (3) members of the Commission. Each member of the Commission must receive at least two days' notice as to the time, place and purpose of the meeting.
- Section 4. All inquiries, applications, or matters requiring official action by the Commission shall be submitted in writing, be properly drafted on official forms necessary, and contain all relevant information regarding the matter upon which the Commission is requested to act. Further, any petitioners may withdraw a petition at any time by filing a written notice of withdrawal with the City Planner.
- Section 5. The normal order of business at meetings shall be as follows:
1. Call to order
  2. Roll call
  3. Approval of minutes



ARTS COMMISSION RULES OF PROCEDURE AND BYLAWS

4. Audience participation
5. Discussion Items
6. Audience Participation
7. Adjournment

- Section 6. A quorum shall consist of a majority of the current Arts Commissioners, but no less than four (4) members.
- Section 7. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.
- Section 8. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amending of plans, policy statements or recommendations to the Council.
- Section 9. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote. An abstention may only be made in the case of a conflict of interest; it is otherwise the duty of all Commissioners present to participate in the vote.
- Section 10. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended. The City Staff Member shall act as parliamentarian during Arts Commission meetings.
- Section 11. The Staff and other officials of the City may participate in the Commission's discussion, but shall not vote, introduce motions, be counted towards quorum, or initiate any other parliamentary action.

**ARTICLE VI – Committees**

- Section 1. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- Section 2. The Commission Chair may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to be able to use individuals who are knowledgeable or expert in a particular issue before the Commission or to better represent various interest groups.
- Section 3. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- Section 4. The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.

**ARTICLE IX – Commission Absences**

- Section 1. In order to maintain maximum participation of all appointed Commission members at all regularly scheduled meetings, the following attendance guide and Commissioner replacement policy for "excused" or "unexcused" absences should be implemented:

