



**CITY OF YPSILANTI  
ARTS COMMISSION MEETING  
Thursday, October 13, 2022 @ 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 Settles  
Commissioner Wolfe

**III. AGENDA APPROVAL**

**IV. APPROVAL OF MINUTES**

**3 - 4** A. [9-8-22 AC Minutes](#)

**V. AUDIENCE PARTICIPATION/COMMISSION RESPONSE**

**VI. NEW BUSINESS**

A. Call for Proposals - Discussion

**VII. OLD BUSINESS**

**5 - 8** A. Arts Commission Information Packet for Artists  
[Arts Commission Packet draft](#)

**VIII. UPDATES**

A. Arts/Events around Ypsilanti

B. Guidelines and Rubric - on City Council agenda for review, October 17th

**IX. AUDIENCE PARTICIPATION/COMMISSION RESPONSE**

**X. PROPOSED BUSINESS**

**XI. NEXT MEETING DATE**

Thursday, November 10th, 2022

**XII. ADJOURNMENT**



**Action Minutes**  
**CITY OF YPSILANTI**  
**ARTS COMMISSION MEETING**  
**Thursday, September 8, 2022 @ 7:00 PM**  
**Council Chambers**  
**One South Huron, Ypsilanti, MI 48197**

**I. CALL TO ORDER (7:05pm)**

**II. ROLL CALL**

**Present:** Seagraves, Thompson (C), Wolfe

**Absent:** Settles, McAtee

**III. AGENDA APPROVAL**

*Commissioner Wolfe moved, seconded by Commissioner Seagraves to approve the agenda. On a voice vote, the motion carried. Yes - 3; No- 0; Absent; - 2 (Settles, McAtee)*

**IV. APPROVAL OF MINUTES**

August 11, 2022 Minutes

*Commissioner Wolfe moved, seconded by Commissioner Seagraves to approve the minutes. On a voice vote, the motion carried. Yes - 3; No- 0; Absent; - 2 (Settles, McAtee)*

**V. AUDIENCE PARTICIPATION/COMMISSION RESPONSE -none.**

**VI. NEW BUSINESS**

**A. Arts Commission Information Packet for Artists**

The commission reviewed the information packet, but decided to continue conversation at the next meeting when Commissioner McAtee is present.

**VII. OLD BUSINESS**

**A. Arts Commission Policies and Guidelines**

Commissioner Wolfe commented that the guidelines are clear and concise. She thanked commissioners Seagraves and McAtee for the work.

*Commissioner Seagraves motioned to approve the Arts Commission Policies and Guidelines with the following amendments:*

*Swap out Appendix B on page 18 of the packet with the rubric document starting on page 21 of the packet.*

*Supported by Commissioner Wolfe.*

*Motion carried. Yes - 3; No- 0; Absent; - 2 (Settles, McAtee)*

**VIII. UPDATES**

**A. Arts/Events around Ypsilanti**

Commissioner Thompson shared information about the Reclaim project at the Ann Arbor Courthouse.

The opening is this coming thursday and the closing is October 10th.

Staff updated the commission about Festival of the Pollinators / First Fridays Ypsilanti and mentioned the upcoming Big Little Fair and DIYpsi.

**IX. AUDIENCE PARTICIPATION/COMMISSION RESPONSE** -none.

**X. PROPOSED BUSINESS**

Commissioners agreed to further discuss the public art packet and call for proposals at the next meeting.

**XI. NEXT MEETING DATE** October 13, 2022

**XII. ADJOURNMENT**

*Commissioner Seagraves moved, seconded by Commissioner Wolfe to adjourn at 8:47pm. On a voice vote, the motion carried. Yes - 3; No- 0; Absent; - 2 (Settles, McAtee)*

**City of Ypsilanti  
Ypsilanti Arts Commission  
Public Art Packet**

<b>Start Here - Who, what, where, and why?</b>	<b>1</b>
<b>How to use this packet</b>	<b>1</b>
What will I actually need to submit?	1
<b>What to expect when I submit my proposal</b>	<b>2</b>
How Ypsi Arts Commission meetings work	2
How will the Commission evaluate my submission?	2
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<b>Moving forward with your project</b>	
Mutual obligations and other fine print	2
The Big Day	2
The Future	2

**I. Start Here - *Who, what, where, and why?***

- WHO: This packet is for artists and art-project organizers of any kind.
- WHAT: Any art project seeking city support or partnership; any art project or installation intended to go on City property; any art project which would require City resources, permits, or other permissions.
- WHERE: Inside the [City of Ypsilanti](#). This usually means City parks, sidewalks, streets, and other public spaces owned and operated by the City of Ypsilanti.
- WHY: The Ypsi Arts Commission is here to encourage public art by making it easier to access City support. This packet will give you everything you need to know about how to submit your proposal, what the Arts Commission is looking for when they review your proposal, and what happens afterward.

**II. How to use this packet**

**A. Everything you need for a successful submission**

This packet was put together to make sure you have everything you need for a successful proposal submission. In here, you'll find suggestions for what to include in your presentation, all the criteria the Arts Commission will use to evaluate your submission, and what to expect after you make your proposal.

Regardless, you should start by checking out the [Special Events and Reservations](#) page and the [Permit Center](#) to see if anything there meets your needs. There are easy application forms if you're just looking to rent a City facility or need a sound permit, even if it's for an artsy event.

B. What will I actually need to submit?

Bottom line? Your pitch is your submission. **Come tell us what you want to do.** You should expect that your proposal will be made in person before the Arts Commission (though accommodations like a remote presentation over Zoom may be available). You're encouraged to bring printouts or visual aids for the Commissioners, which could include photos, sketches, maps, diagrams, slide decks, scale models, posterboards or anything similar to **help the Commission understand your vision.** We're going to ask questions back, and the more your project asks of the city, the more questions we're likely to ask in return.

C. How will my submission be evaluated?

The Arts Commission uses a standard rubric to evaluate public art proposals. It's based on national standards for public art, equitable opportunity, and community impact (Appendix B).

The Arts Commission evaluation rubric awards points for various qualities in a proposal. It does not prefer any kind or medium of art- beyond the basics of the [Public Art Policy](#), your proposal will be evaluated on criteria assessing the overall thoroughness of your plan; how it advances or supports the pride, diversity, and/or heritage of Ypsilanti; and the educational and/or cultural values driving its creation.

The Commission wants to see that you've put time and effort into planning your project, that you have a clear vision for the project's entire lifecycle, and that you've thought about potential obstacles and how to overcome them. The more thorough your proposal is and the better it addresses these topics, the better.

### III. What to expect when I submit my proposal

#### A. How Ypsi Arts Commission meetings work

The Ypsilanti Arts Commission usually meets on the second Thursday of every month to discuss current business, consider new proposals, and generally advance and promote the arts in Ypsilanti. As a City commission, it meets in City Hall and has a meeting agenda prepared by the City Clerk. All previous agendas are posted [here](#).

If your proposal is ready for the Arts Commission to consider, you should email the [City Clerk](#) and ask to be added to agenda for the next Commission meeting.

## B. How will the Commission evaluate my submission?

Each submission is evaluated on its own merits according to a standard rubric. The criteria are based in national standards and support the local City values of Pride, Diversity, and Heritage. A full copy of the evaluation rubric is in [Appendix B].

The Commissioners will each evaluate the proposal individually, assigning scores for each section based on various metrics in the rubric. If the average across the Commissioners for any section of the rubric is less than [50%] of the available points, the Commission will suggest that additional attention be given to that section of the proposal and invite you to resubmit your proposal once those concerns are addressed.

## C. What happens next?

***If your proposal passes*** the rubric and the Commissioners have no additional concerns or suggestions, they may resolve to recommend your proposal to either the City Council or City Manager, as appropriate, for funding or other consideration. Depending on the Council's agenda, it may be between 1 and 4 weeks before they can consider the recommendation resolution.

The Arts Commission does not control any funding and cannot guarantee that City Council or the City Manager will either approve a recommended project or fully fund an approved project. Your point of contact and any official agreements will likely be with whichever department your project works with most closely (such as City Parks, the Library, or DPW, for example).

***If your proposal does not pass*** the rubric or the Commissioners do have additional concerns or suggestions, you will be invited to return with an updated proposal. The Arts Commission does not expect to reject proposals outright- we will always offer suggestions on how to succeed.

#### IV. Appendix A

- A. Definitions [from *McAtee* document]
- B. Arts Commission Guidelines [from *Seagraves* document]
- C. Evaluation Checklist and Rubric [from *McAtee* document]
- D. Sample Agenda [from City of Ypsi website]