

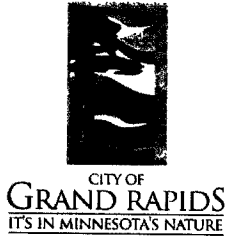


**ARTS & CULTURE COMMISSION  
MEETING AGENDA**

NOTICE IS HEREBY GIVEN, that a regular meeting of the Arts & Culture Commission will be held in Conference Room 2B at City Hall, 420 N Pokegama Avenue, Grand Rapids, Minnesota 55744 on Tuesday, September 10, 2019 at immediately following the Worksession.

**Agenda**

1. Call to Order
2. Public Input
3. Setting the Agenda
4. Correspondence
5. Approve the following minutes: Regular Meeting August 6, 2019
6. Financials: Current revenue/expenditure report
  - Public Utilities Invoice – Utility Box Wrap \$767.50
7. Artist in Residence
  - Consider recommending Council approval of MOU with MacRostie for management of Artist in Residence program.
8. Old Business
  - Status Updates: Art Placement Plan, Mural Project
  - Kiosk
9. New Business
  - Review grant writing proposal – Katie Marshall
  - Sculpture/Mural Signage
10. Announcements
11. Set Agenda For Next Meeting:
12. Adjourn



## ARTS AND CULTURE COMMISSION MINUTES

**CALL TO ORDER:** Pursuant to due notice and call thereof the regular meeting of the Grand Rapids Arts and Culture Commission was held in Conference Room 2B of the Grand Rapids City Hall, 420 N. Pokegama Avenue, Grand Rapids, Minnesota on Tuesday, August 6, 2019 at 3:45 PM.

**Call of Roll:** On a call of roll, the following members were present: Harry Smith, Kathy Dodge, Anne-Marie Erickson, Sonja Merrild, David Marty, Myrna Peterson, Jessie Siiter. Absent: Kayla Aubid and Ed Zabinski.

**Staff Present:** Tom Pagel, Kim Gibeau, Julie Kennedy

### **Setting the Agenda:**

- Addition of Itasca Life Options under new business.
- Addition of Goal Setting under new business.

**Motion by Erickson, second by Smith to approve the agenda as amended. Motion passed by unanimous vote.**

**Correspondence:** None.

### **Approval of Minutes:**

**Motion by Marty, second by Erickson to approve minutes of July 2, 2019 as presented. Motion passed by unanimous vote.**

### **Financials:**

**Motion by Dodge, second by Smith to accept financials as presented. Motion passed by unanimous vote.**

**Artist in Residence:** Draft MOU with MacRostie will be reviewed and considered at the September 10, 2019 meeting.

### **Old Business:**

- **Utility Wraps:** PUC General Manager, Julie Kennedy, discusses success of the pilot project, noting that the boxes will require placement of warning signs that will cover a

portion of the photos. Feedback from the community has been positive. Accessibility to the utility box has not been an issue. Staff will research past minutes to determine the agreement regarding payment for the wrap project.

- Art Placement Plan: Commissioner Merrild will contact Jen Krava, Forecast Public Art, for progress update.
- Itasca Waters – review We Are Waters events: Milligan Studios provided small boats with notes for community members to write what water means to them. Members will follow up status of project with Milligan.
- Mural Project: Final approval needed. Katie Marshall will send most recent draft design.

#### **New Business:**

- Itasca Life Options: Jennifer Gorman provided background on the organization and work with differently abled adults and artists. Would like to collaborate with the Commission on a public art 3-D sculpture designed by participants of Itasca Life Options with funding by a grant, if received. Design of proposed piece is presented, with dimensions of 4 – 5 ' in height by 20' long. Material has yet to be determined. Preference would be to utilize a local differently abled artist if possible. From the City, the group is requesting donation of space for display and in kind donation of base structure and installation. If there ability for cost support or letter of support, it would be much appreciated.

Following discussion by Commission members regarding concept, timeframe and process requirements, it is determined that Itasca Life Options will be advised by City Administrator Pagel that the Commission/City is unable to assist in this project but encourages them to come back to partner in the future with greater lead time.

- Riverfront Trail Discussion: Anna Johnson, Get Fit Itasca, and members of ARDC are present to discuss collaboration with Commission on trail signage, artistic/interpretive pieces, inter-active signage leading a treasure hunt or trivia trail and public art along the riverfront. Different ideas were shared for possible inclusion. There is also a survey online at Get Fit Itasca website for public input. Updates on the project will be brought back periodically to provide information and possible consideration for partnering opportunity.
- Grand Rapids Arts & History Project: Katie Marshall and Lilah Crowe presented concept of a public art map for Grand Rapids. Ideas included online google map, card-style map handout that identifies locations of public art pieces and art entertainment venues, possible video kiosk at each site.

**Motion by Peterson, second by Dodge to sponsor Grand Rapids Arts & History project in the amount of \$1,000. Motion passed by unanimous vote.**

- Review grant writing proposal: This item will be tabled to September 10, 2019 meeting.

- Kiosk: Discussed working with local artists to paint the yellow kiosks around the community.
- Update of economic impact study: The deadline has passed. No further discussion.
- Goal Setting: Discussed re-visiting current goals, removing those that are complete and reorganize with additional goals as identified. Commission will hold a special worksession on Tuesday, September 10, 2019 at 3:45 PM, prior to the regular meeting.

**Items for next agenda:**

- Kiosk
- Goal Setting
- MacRostie Memo of Understanding – Artist in Residence Program
- Grant writing proposal – Katie Marshall, MacRostie
- Mural Project – Status update
- Art Placement Plan – Status update

There being no further business, the meeting adjourned at 5:26 pm.

Respectfully submitted:

Kimberly Gibeau, City Clerk

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Memorandum of Understanding  
between  
~~The Grand Rapids Arts and Culture Commission~~ City of Grand Rapids  
And  
~~The City of Grand Rapids~~ MacRostie Art Center

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The City of Grand Rapids (City) on behalf of the Grand Rapids Arts and Culture Commission (GRACC) has established an Artist in Residence program housed on the third floor of Old Central School. The mission of the program is to provide space to support artists' development and provide an opportunity for the public to engage with artists. The City of Grand Rapids (City) values the contribution of the arts in our community and furthermore sees value in the increased activity an Artist in Residence program will bring to Old Central School and the merchants located there.

The MacRostie Art Center (MAC) is an advocate for the arts and the local expert in all things arts center of arts programming in the Grand Rapids community, and MAC areis connected to the networks of visual artists across the state and region and is willing to manage the Artist in Residence program at Old Central School.

The parties commit themselves to building mutual confidence and trust, and through this Memorandum of Understanding (MoU) provide detailed areas of agreement that will guide them in accomplishment of the stated objectives.

To this end, the GRACC and City have agreed on the following:

**1. Grant of Use/Location**

- 1.1. The City, through an agreement with the Grand Rapids Economic Development Agency, will grant the use of a space on the third floor in Old Central School (space), the location of which will be approved by the City's appointed representative.
  - 1.1.1. The City may cancel this MoU at the City's sole discretion at any time.
- 1.2. The space will be provided by the City without compensation for use by a Guest Artist(s) ~~recommended to GRACC~~ selected by MacRostie Art Center.
- 1.3. The space may be used by up to three Guest Artists at a time, provided each of the Guest Artists have read and agree to abide by the terms of this MoU, and the occupancy is in compliance with all Federal, State and Local laws and ordinances.
- 1.4. The space will be provided for six month terms, and can be extended for one additional term upon re-application by the artist. After two terms are served, the artist must refrain from re-applying for a year.
- 1.5. One key for the space will be provided to the Guest Artist(s). All keys will be returned to MacRostie Art Center at the conclusion of their stay.

- 1.6. All day public parking is available for the use of the Guest Artist(s) within two blocks of Old Central School. Parking spaces on the grounds of Old Central School will be reserved for tenants and customers.
- 1.7. If the City finds a paying tenant for the space, or for some other reason the City needs to cancel this MoU, the City will provide written notice to GRACC MAC and the Guest Artist(s) 14 days in advance of when the space must be vacated and returned to its prior condition.
  - 1.7.1. If the property of the guest artist(s) is not removed within the notice period, the City may remove any abandoned property at the sole expense of the Guest Artist(s).
  - 1.7.2. If vacation of the space is needed to facilitate occupancy by a paying tenant, other space may be made available to the Guest Artist, if vacant space is available at the time.

## 2. **Expectations of the Guest Artist(s)**

- 2.1. MacRostie Art Center will assist the GRACC and the City in ensuring that:
  - 2.1.1. The Guest Artist(s) act as regular tenants by being considerate and refraining from the production of noises and offensive odors that would negatively impact the use and enjoyment of Old Central School by regular tenants and customers.
  - 2.1.2. The Guest Artist(s) use the space during the regular operating hours of Old Central School to provide opportunities for public engagement with the artist and their work. Guest Artist(s) are welcome to utilize the space outside of regular operating hours.
  - 2.1.2.1.3. The Guest Artist(s) provide at least one public event or activity during the course of their residency, such as an exhibition, performance, workshop, demonstration, or other type of community engagement.
- 2.2. Guest Artist(s) will not make any alterations to the space or cause any damage to the space. If any damage or alteration is caused by the Guest Artist(s), the City will cause necessary repairs to be made at the sole expense of the Guest Artist(s).
- 2.3. The Guest Artist(s) shall insure their own personal property on the premises as they see fit. All personal property placed upon or in the Old Central School premises or common areas or external grounds shall be at the risk of Guest Artist(s) or the owner of the personal property and the City and Old Central School shall not be liable to Guest Artist or any other party for any damage, destruction or loss of said personal property arising from any cause whatsoever.

## 3. **Authorized Agents**

- 3.1. The City and GRACC shall appoint authorized agents for the purpose of administration and facilitation of this MoU. The City and GRACC are notified of the authorized agents of each are as follows:

3.1.1. City Agent:  
~~Rob Matte~~ Tom Pagel  
~~Community Development Director~~ City Administrator  
420 North Pokegama Avenue  
Grand Rapids, Minnesota 55744  
218.326.7622  
~~rmattel@ci.grand-rapids.mn.us~~tpagel@ci.grand-rapids.mn.us

Field Code Changed

3.1.2. GRACC-MAC Agent:  
Katie Marshall  
MacRostie Art Center Executive Director  
405 NW 1<sup>st</sup> Avenue  
Grand Rapids, MN 55744  
218.326.2697  
[katie@macrostieartcenter.org](mailto:katie@macrostieartcenter.org)

City and GRACC will not undertake any action inconsistent with the letter or spirit of this Memorandum of Understanding.

City of Grand Rapids

Grand Rapids Arts and  
Culture MacRostie Art Center  
Commission

\_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

\_\_\_\_\_ Date: \_\_\_\_\_  
Chair Director

I, as the undersigned Guest Artist approved by the GRACC, have read and understand the terms of this MoU and agree to abide the spirit and expectations of such.

\_\_\_\_\_  
Guest Artist (signature) \_\_\_\_\_ Date:

\_\_\_\_\_  
Guest Artist (printed name)