

## ARTS & CULTURE COMMISSION MEETING AGENDA

NOTICE IS HEREBY GIVEN, that a regular meeting of the Arts & Culture Commission will be held in Conference Room 2A at City Hall, 420 N Pokegama Avenue, Grand Rapids, Minnesota 55744 on Tuesday, March 10, 2020 at 3:45 PM.

### Agenda

1. Call to Order
2. Public Input
3. Setting the Agenda
4. Correspondence
  - Letter from Sydney Sjodin – Mural Project suggestion
5. Approve minutes: February 4, 2020 Regular meetings.
6. Financials: Current revenue/expenditure report
7. Artist in Residence
8. Old Business
  - Update on Northbank mural project – Commissioner Aubid
  - Poetry Contest – See attached
  - Public Forum for Public Art Project
  - Update for Mayor's Arts Award process moving forward
  - 2020 Art RFQ Update
9. New Business
  - New member packet development
  - Open Meeting Law – Chad Sterle, Attorney
  - City Email
10. Announcements
11. Set Agenda For Next Meeting:
12. Adjourn

29284 Pine Ridge Rd  
Grand Rapids, MN 55744  
January 21, 2020

City Administrator Tom Pagel  
City Hall 420 North Pokegama Avenue  
Grand Rapids, MN 55744

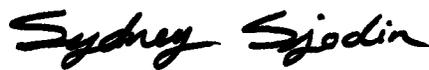
Dear Mr. Pagel:

My name is Sydney Sjodin, and I'm a 14 year old student at Robert J Elkington Middle School. I'm writing to you today, in hopes of creating a new mural somewhere in Grand Rapids. The murals that currently decorate the outer walls around Grand Rapids are indeed eye catching and show a lot about native culture. Yet as I've looked at the art work, I've noticed that there wasn't really anything representing other cultures of Grand Rapids.

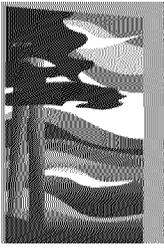
I truly believe it would be great if a mural was made representing the town of Grand Rapids and our history. Since there is such a variation of ethnicity in Grand Rapids, it may be favorable to do a mural of early settlers of Rapids, or perhaps things or traditions in our town that are symbolic to current day citizens.

So if it is possible, I hope that this could be a potential project for you. I believe that if made, this mural would give Grand Rapids citizens just one more reason to love their town. Thank you for taking the time to read this, and I look forward to your response.

Sincerely,

A handwritten signature in black ink that reads "Sydney Sjodin". The signature is written in a cursive, slightly slanted style.

Sydney Sjodin



February 19, 2020

Ms. Sydney Sjodin  
29284 Pine Ridge Road  
Grand Rapids, MN 55744

Re: Your letter dated January 21, 2020

Dear Sydney;

Thank you so much for your letter suggesting murals that contain early settlers of Rapids or traditions in our town that are symbolic to current day citizens. I have passed on your valuable correspondence to the Arts and Culture Commission.

The Arts and Culture Commission is the responsible city body in charge developing public art. I have enclosed a summary of their five-year art placement plan for your reference. You can also find the full document and many supporting documents at: <https://cityofgrandrapidsmn.com/your-government/boards-and-commissions/arts-and-culture-commission/80-arts-culture-articles/696-arts-and-culture-guiding-documents>

I would also encourage you to attend the Arts & Culture Commission meetings. They are typically held on the first Tuesday of each month, at 3:45 pm, at City Hall.

If you have other suggestions, please contact me by email at [tpagel@ci.grand-rapids.mn.us](mailto:tpagel@ci.grand-rapids.mn.us) or call at 218.326.7626.

Regards,

Tom Pagel  
City Administrator



## 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 2A of the Grand Rapids City Hall, 420 N. Pokegama Avenue, Grand Rapids, Minnesota on Tuesday, February 4, 2020 at 3:45 PM.

**Call of Roll:** On a call of roll, the following members were present: Anne-Marie Erickson, Jessie Siiter, Gail Otteson, Tom Sippola, Kayla Aubid, Kari Hedlund, Myrna Peterson (via Skype). Absent: David Marty, Ed Zabinski

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

**Public:** None.

**Setting the Agenda:**

Administrator Pagel requests addition of Poetry Contest under Old Business.

**Motion by Otteson, second by Aubid to approve the agenda as amended. Motion passed by unanimous vote.**

**Correspondence:** None.

**Approval of Minutes:**

Noted correction of second for approval of minutes to reflect second made by Marty, not Smith. Spelling correction to artist name: Jon Thunder.

**Motion by Hedlund, second by Siiter to approve the minutes for January 14, 2020 as amended. Motion passed by unanimous vote.**

**Financials:** Reviewed and accepted financials as presented.

**Artist in Residence:** Will publish next call for artist applications after 1<sup>st</sup> Friday. Would like to have a copy of the agreement with MacRostie for program management provided in the next agenda packet.

**Old Business:**

Discuss Northbank mural project, Grant discussion and Kiosk:

Still working on these items. Tom Pagel will follow up with Katie Marshall and need to set meeting to speak with Rick Nyberg regarding the mural project for the Northbank building.

Mayor's Arts Award: Nominations received included: Pam Dowell, Project Free Care; Grand Itasca Clinic & Hospital; KAXE Northern Community Radio; Sam & Katie Miltich; and Janna Salmela. Following discussion of various attributes of each nominee and the qualifications under the award criteria, nominees are individually ranked by each Commission member. Results of ranking showed KAXE Northern Community Radio to have the highest score. The award will be presented at the annual Chamber Dinner in April 2020. Commissioners Aubid and Hedlund will present.

The standard amount to be used for the award is \$300 per year. Mr. Pagel will make contact with Commissioner Marty to advise of award recipient and request he begin the process of commissioning/purchasing the award for presentation at the Chamber Dinner.

Also noted is the need to develop a process for the award. Details for criteria, selection process, etc. can be clarified and updated prior to the next award cycle.

**Motion by Otteson, second by Siiter to name KAXE Northern Community Radio as the recipient of the 2020 Mayor's Arts Award. Motion passed by unanimous vote.**

Poetry Contest:

Mr. Pagel made contact with Michael Goldberg, who will work with Commission members to develop a complete concept for a poetry contest, with a winner to have their writing engraved in the sidewalk. Commissioner Erickson and Administrator Pagel will work with Mr. Goldberg.

Discuss organizing public forum on Public Art:

Commissioner Aubid does not recommend hosting the forum during the Art Fair, but suggests during a First Friday event. Mr. Pagel will submit date options to Jen Krava, Forecast Public Art, to determine her availability. April, May or June are good options. Once date options are received, they will be brought to the Downtown Business Association for coordination.

**Items for next agenda:**

**Old Business**

- Northbank mural project, Grant discussion & Kiosk – Katie Marshall, MacRostie
- Poetry Contest
- Public Forum
- Update for arts award process moving forward.

**New Business**

- New Member Packet development
- Chad – Open Meeting Law

There being no further business, the meeting adjourned at 5:33 pm.

Respectfully submitted:

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk

**CITY OF GRAND RAPIDS  
ARTS & CULTURE COMMISSION**

**SCHEDULE OF CHANGES IN REVENUE AND EXPENDITURES  
FOR THE PERIOD ENDING FEBRUARY 29, 2020**

*With Comparative Totals for the Period Ending December 31, 2019*

	<u>Actual 2/29/2020</u>	<u>Actual 12/31/2019</u>
<b>Arts &amp; Culture Budgeted Expenditures</b>	\$ 7,500	\$ 5,000
Supplies	-	160
Seminar/Meetings/School	-	-
Mayor's Art Award	189	308
Facility Rent	-	-
Utility Box Wraps	-	768
Art Mapping Project	-	1,000
Operating Transfer to Capital Proj 418	-	1,550
	<u>7,311</u>	<u>1,214</u>
Balance Available	<u><u>7,311</u></u>	<u><u>1,214</u></u>

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Memorandum of Understanding  
between  
The City of Grand Rapids  
And  
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 a center of arts programming in the Grand Rapids community. MAC is 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) 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 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.
  - 2.1.3. 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 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:  
Tom Pagel  
City Administrator  
420 North Pokegama Avenue  
Grand Rapids, Minnesota 55744  
218.326.7622  
[tpagel@ci.grand-rapids.mn.us](mailto:tpagel@ci.grand-rapids.mn.us)

3.1.2. 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

MacRostie Art Center

 Date: 9-25-19  
Mayor

 Date: 9-26-2019  
Director

**From:** Michael Goldberg <[goldberg@actionmedia.org](mailto:goldberg@actionmedia.org)>

**Sent:** Wednesday, February 26, 2020 5:49 PM

**To:** Tom Pagel <[tpagel@ci.grand-rapids.mn.us](mailto:tpagel@ci.grand-rapids.mn.us)>; Anne Marie Erickson <[rcainann@icloud.com](mailto:rcainann@icloud.com)>

**Subject:** Poetry Contest

Here's a summary of what we talked about. If the Commission wants me to coordinate, I'd be happy to do so, for a fee of \$2,000.

Please let me know if I should clarify or expand anything in the attached, or if you want me to make other changes.

Thanks!

Michael Goldberg

612.805.4045

## Grand Rapids Poetry Contest 2020

### “Poets on Public Art”

Open call for poems inspired by artworks on public display in Grand Rapids.

Purpose: Support the literary arts, draw attention to the wealth of visual arts in Grand Rapids, and demonstrate the vitality of local artists inspiring each other (and inspiring the rest of us.)

Timed to coincide with the Macroctie Art Center’s Juried Show of works submitted by the public, reinforcing the message that the arts are open to everyone.

The poem awarded First Prize will be engraved in cement sidewalk or put on plaque beside the art work (if it’s in permanent outdoor display). At Judges’ discretion, there will be additional Awards for Excellence, also to be displayed as plaques at, or prints near, the artwork.

Work plan:

March-May. Compile existing lists of locations of local artworks, expanded to include all private businesses and institutions displaying works of local artists. Commission make (largely budget-driven) decisions about how this list will be distributed. Produce the list.

April

Recruit 3-person jury, (would suggest inviting someone from the College, Steve Downing or Heidi Holtan from KAXE, and Britta Arendt from Herald Review).

Establish contest rules and procedures (including maximum word length), in consultation with Commission subcommittee and jurors.

May-June

Set September date for public reading at Macroctie.

Set publicity schedule through September for print, broadcast and online promotion of the contest and related events. For contest announcement, promotion will include cross-promotion with Macroctie, through their monthly artists newsletter and their public artist invitation for their Juried Show (exhibited the month of August).

July – August

Promote call for poems, deadline end of August.

September:

Selection of winners. Public reading, Northern Community Radio broadcasts, and newspaper publication.

October:

Plan for permanent displays

Project evaluation, for decisions about future events.