



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

**ARTS & CULTURE COMMISSION**  
**Regular Meeting, Tuesday, September 4, 2018**

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 4, 2018 at 3:45 pm.

Agenda

1. Call to Order
2. Public Input
3. Setting the Agenda
4. Correspondence
5. Approve the following minutes: Regular Meeting August 7, 2018  
Worksession, August 29, 2018
6. Financials: Current revenue/expenditure report
7. Artist in Residence
8. Old Business
  - IRRRB Grant – Forecast Public Art
  - Utility Box Wraps - Update
9. New Business
10. Announcements
11. Set Agenda For Next Meeting: Tuesday, October 2, 2018
12. Adjourn



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*CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION*  
*CONFERENCE ROOM 2B – GRAND RAPIDS CITY HALL*  
*REGULAR MEETING, TUESDAY, AUGUST 7, 2018 – 3:45 PM*

**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 7, 2018, at 3:45 pm.

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

**Others Present:** Tom Pagel, Jen Krava

**Public Input:** None.

**Setting the Agenda:** Additions noted include the following:

- Revisit poetry contest under IRRRB grant.

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

**Correspondence:** None.

**Approval of Minutes:** June 5, 2018 Regular Meeting

Noted correction of date to June 26, 2018.

**Motion by Commissioner Kathy Dodge, second by Commissioner Anne-Marie Erickson to approve the minutes of June 26, 2018 with correction. Motion passed by unanimous vote.**

**Financials:** Mr. Pagel noted that the current balance shown does not reflect the agreement addendum with Forecast Public Art, approved by the City Council, authorizing a \$750.00 expenditure to conduct a public forum.

**Artist in Residence:** Nothing to report.

**Old Business:**

- **IRRRB Grants:** Commissioner Dodge notes that the grant does cover awarding first and second place poems chosen in the poetry contest.
- **Utility Box Wraps:** Moving forward with the wrap for a box in the downtown area. Consider planning an official unveiling, perhaps during a First Friday event, to draw public attention and interest.
- **Forecast Public Art:** Jen Krava provided background on Forecast Public Art and a presentation consisting of the definition and examples of public art. After two days spent in Grand Rapids, meeting with commission members, residents and City staff, reoccurring themes for the community included water, nature, trails, science and history. The recommendation is to use one experienced artist to create three sculptures, having a similar theme for each piece and have the murals done by three separate artists. Each will be asked to serve as a mentor to artists chosen from the Making It Public workshop. Ms. Krava would like Commission members to consider three points prior to the next meeting. 1) What are the goals/vision for the sculptures? 2) How can local artists be involved with development of sculptures and murals? 3) What criteria to set for art & artists? A Commission work session will be scheduled for Wednesday, August 29, 2018 at 3:00 PM for review.

**New Business:**

- **Consider a recommendation to award an ADA door opener & approve agreement:** Mr. Pagel reviews applications received and the process used to review each to make a determination. Based on the criteria, it is recommended that the ADA door be awarded to Bender Shoes.

**Motion by Commissioner Dodge, second by Commissioner Peterson to recommend the City Council award the ADA door opener to Bender Shoes and recommend the City Council approve the agreement. Motion passed by unanimous vote.**

- **Springboard for Arts Training in Community Development:** Commissioner Aubid provides background information and notes that she will be attending this training in Lanesboro.
- **Indigenous Peoples Day 2019 Notice:** MacRostie is hosting indigenous invitation.

**Items for next agenda:**

- Old Business:
  - Utility Box Wraps
  - Forecast Public Art

**Motion by Commissioner Dodge, second by Commissioner Peterson to adjourn the meeting at 5:23 PM. Motion passed by unanimous vote.**

Respectfully submitted:

Kimberly Gibeau, City Clerk



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*CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION*

*CONFERENCE ROOM 2B – GRAND RAPIDS CITY HALL*

*WORKSESSION*

**CALL TO ORDER:** Pursuant to due notice and call thereof the Worksession 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 Wednesday, August 29, 2018, at 3:00 pm

**Members Present:** The following members were present: Sonja Merrild, David Marty, Kayla Aubid, John Connelly, Kathy Dodge, Anne-Marie Erickson and Myrna Peterson. Absent: Harry Smith.

**Staff Present:** Tom Pagel, Amy Dettmer, Tasha Connelly

The Commission met with Jen Krava, representing Forecast Public Art, to review processes and recommendations for moving forward with the public art project. The following is a short summary of items discussed.

1. Defined and recommended the request for qualifications (RFQ) in lieu of a request for proposals.
  - ❖ RFQ for sculptures will be for one (1) artist and three sculptures with a water theme to tie each piece together. An open call RFQ for Minnesota will be issued and will include the following criteria: a) location; b) past experience; c) connection to artwork theme; and d) willingness to work with early career artists in a mentoring role. Funds in the amount of \$29,000 have been designated for all three sculptures and the size of each piece will be determined in part by art placement. Locations identified are Historical Central School grounds, intersection of NW 5<sup>th</sup> Street and Highway 38 near ride share and the corner area near Pizza Works. These locations may be subject to change.
  - ❖ Prior to moving forward with permanent murals being painted directly on privately owned building, authority to use public funds for this purpose must be determined. If not allowable, murals must be removable. After review of available funds and the desired mural type, size and location, Commissioner Dodge will contact private building owners to confirm authorization to have murals created and placed on their property. Commissioner Merrild will contact IRRR regarding the grant funds awarded, asking authorization to utilize the \$15,000 specified for three (3) murals to commission one (1) very large mural instead, in hopes of the piece having a greater visibility and impact. If authorized, one artist will be asked to create a large scale mural on the side of the Nyberg Building and Lea Friesen will be contacted about the possibility of commissioning her to expand on her existing mural on the Northbank Professional Building. Funding for this piece would come from remaining Arts & Culture annual budget, and other funds if available. Mural themes will be flora and fauna.
  - ❖ Commission states that RFQs should include a line item noting an interest in artists of diverse backgrounds.
  - ❖ Reviewed timeline of project with proposed installation of at least one sculpture by October 2019.
  - ❖ Commission will present project overview and request for qualifications at a worksession on September 24<sup>th</sup> or October 8<sup>th</sup>, to be determined by RFQ readiness.

There being no further business, the meeting adjourned at 5:24 PM.

Respectfully submitted:

Kimberly Gibeau, City Clerk

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

**SCHEDULE OF CHANGES IN REVENUE AND EXPENDITURES  
FOR THE PERIOD ENDING AUGUST 31, 2018**

*With Comparative Totals for the Period Ending December 31, 2017*

	Actual 8/31/2018	Actual 12/31/2017
<b>Arts &amp; Culture Budgeted Expenditures</b>	\$ 5,000	\$ 5,000
Supplies	112	1,817
Seminar/Meetings/School	-	-
Video	-	-
Mayor's Art Award	250	-
Facility Rent	-	-
Riverfront Feasibility Study	-	1,000
	<u>4,638</u>	<u>2,183</u>
Balance Available	<u>4,638</u>	<u>2,183</u>

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**Arts & Culture Riverfront Feasibility Study  
Grants/Donations**

Blandin Foundation	\$ -	\$ 8,568
Reif Center	-	1,000
Grand Rapids Arts	-	250
KAXE	-	250
MacRostie Art Center	-	250
Arts & Culture Commission	-	1,000
Neighborhood Economic Development Fund	-	27,184
Total Revenue	-	38,502

**Expenses**

Riverfront Feasibility Study	-	(38,502)
Balance Available	<u>-</u>	<u>0</u>



**ESTIMATE #18318**

**8/6/2018**

**Prepared For:**

Harry Smith

**Prepared By:**

Barb Cleveland  
 Silvertip Graphics Signs & Designs Inc.  
 902 NE 4th Street  
 Grand Rapids, MN 55744

Phone: Fax:  
 Alt. Phone:  
 E-Mail: harpey2@msn.com

Phone: 218-326-6917 Fax:  
 Alt. Phone:  
 E-Mail: info@silvertipgraphics.com

**Description:**

Electric Box wrap

**Estimated time for production:** 7 working days

Quantity	Description	Each	Total	Taxable
4	4.00 ft x 6.50 ft 3651 White Vinyl (54") Top laminated with Oracal ORAGuard 210 Gloss	165.00	\$660.00	
4	Wrap Installation (Hours)	125.00	\$500.00	
3	Wrap Design (Hours)	125.00	\$375.00	
1	Purchase of panoramic photos to be determined. Licence fees may be extra	0.00	\$0.00	
Subtotal			\$1,535.00	
<b>Total</b>			<b>\$1,535.00</b>	

**Terms:**

This estimate good for 30 days. 50% deposit due on signing, 50% due on delivery. Visa/MC accepted.

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms of the agreement.

Signed by	Date	Amt. Paid Today
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Upon signing this agreement, Customer agrees to pay 100% of the above quoted price. Final payment of the balance, if any, will be due immediately upon delivery/installation. This contract specifies the entire agreement of the parties.

Hereby Silvertip Graphics Signs and Designs, Inc. shall be referred to as Silvertip Graphics.

Any changes or alterations or additions to the above proposed specifications shall be made in writing pursuant to the execution of an Addendum to this contract, signed by both parties. Customer understands that it is the responsibility of the Customer to obtain prior approval from Customer's landlord for any work attached to or affecting any interest in the landlord's real or personal property.

Customer hereby holds Silvertip Graphics and its successors ad assigns harmless from any penalty, liability or damages monetary or otherwise that is imposed upon Customer by Landlord if by entering into this contract Customer has violated its lease with Landlord.

If Silvertip Graphics is required to remove said work from the premises of the Customer at the Landlord's request, Customer shall be responsible for payment for cost of same. If Customer makes any changes to the above specifications at the Landlord's direction or otherwise after the work begins, Customer will be charged accordingly for any additional materials and labor. Customer hereby acknowledges and understands that once work has begun this contract may not be cancelled and payment in full will be due to Silvertip Graphics immediately. Customer hereby acknowledges, releases and holds harmless Silvertip Graphics and it



**ESTIMATE #18318**

**8/6/2018**

successors and assigns from any errors in proofreading. Customer is solely responsible for reading and correcting any errors whatsoever in any proofs provided in connection with this project, prior to Silvertip Graphics beginning work on the project. If any errors are discovered after the work begins, Customer will be charged for any resulting additional materials and labor. In the event that the work is completed by Silvertip Graphics but Customer refuses to take delivery/installation, Customer agrees to pay the balance in full to Silvertip Graphics immediately. In the event that the work is completed by Silvertip Graphics, but delivery/installation cannot be completed within fifteen (15) days of completion due to no fault of Silvertip Graphics, Customer agrees to pay the balance in full to Silvertip Graphics within five (5) days from the date Silvertip Graphics is notified delivery/installation cannot be completed as scheduled. If Customer has still not taken delivery/installation after thirty (30) days of completion, Silvertip Graphics reserves the right to dispose of the product at its sole discretion.

Any accounts not paid in full within the timeframe specified above shall incur interest at the rate 10% per annum on the unpaid balance. Silvertip Graphics reserves the right to enter the Customer's premises and remove its work should Customer fail to pay. Any additional costs incurred by Silvertip Graphics for removal shall be imposed upon the Customer. Customer shall be responsible for any and all legal fees and costs incurred by Silvertip Graphics and its successors and assignees to recover any unpaid balances due under this contract.

After commencement of your order (the point at which materials are ordered, assembled and work has begun), your order is nonrefundable and/or cancelable. The customer is Solely Responsible for Proofreading. Therefore, you must review and sign a proof prior to our commencement of your order. By signing your proof, you approve of its content and release the Vendor to commence our work.

By signing above, Customer hereby agrees and accepts the above prices, specifications and conditions to the proposed project and authorizes Silvertip Graphics to begin work as outlined.