



ARTS & CULTURE COMMISSION

Regular Meeting, Tuesday, May 1, 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, May 1, 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 April 3, 2018
6. Financials: Current revenue/expenditure report
7. Artist in Residence
 - Review updated MOU and consider forwarding to City Council for approval.
 - Discuss development of Lead Artist in Resident policy & process.
8. Progress Reports
9. Old Business
 - Review proposal from Forecast Public Art and consider forwarding to City Council for approval.
10. New Business
11. Announcements
12. Set Agenda For Next Meeting: Tuesday, May 1, 2018
13. Adjourn



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

CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
CONFERENCE ROOM 2B – GRAND RAPIDS CITY HALL
REGULAR MEETING, TUESDAY, APRIL 3, 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, April 3, 2018, at 3:45 pm.

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

Staff Present: Amy Dettmer, Kim Gibeau

Setting the Agenda:

- Addition to New Business: Pop up Park

Motion by Commissioner Dodge, second by Commissioner Dobbs to approve the agenda as amended. Motion passed by unanimous vote.

Correspondence: Commissioner Merrild sent an email advising the Lion's Club that the lion statue they wish to donate and have installed on Central School grounds is not in line with the current plan but will continue to seek an appropriate location.

Approval of Minutes: March 13, 2018 Regular Meeting

In the March meeting, questions were raised regarding the accuracy of the February 6, 2018 minutes, therefore the approval of those minutes was tabled. Clerk Gibeau advised that the minutes for February 6, 2018 still need to be reviewed for corrections.

Motion by Commissioner Dodge, second by Commissioner Dobbs to approve the minutes of March 13, 2018 as presented. Motion passed by unanimous vote.

Financials: Nothing to report.

Artist in Residence: Commissioner Dodge discusses applications from Jennifer Gorman and Kyle Huff. Also requesting some amendments to the Memorandum of Understanding between the City and the Commission. As this will need to be reviewed by the Attorney Sterle and approved by the City Council, any tenant approval today will be under the current M.O.U. as presented.

Motion by Commissioner Connelly, second by Commissioner Marty to approve Jennifer Gorman and Kyle Huff as Artists in Residence effective immediately through May 15, 2018. Motion passed by unanimous vote.

Progress Reports:

- Commissioner Smith met with Barb at Silvertip Graphics regarding artistic wraps for utility boxes. She has received information from Commissioner Connelly but needs direction moving forward. It is currently understood that PUC will cover the expense for this project but this will need to be confirmed.
- Commissioner Merrild met with City staff to discuss process for moving forward regarding the Forecast Public Art proposal. After careful review, Merrild will work with contractor to make necessary revisions, reducing scope of work and cost of plan. It is also recommended that the Commission seek other sources of funding to assist with the cost.

Old Business:

- **Type/Design of Mayor's Arts Award:** Commissioner Marty is recommending commissioning an artist, preferably local, for an original work of art each year, to be placed on an engraved stand/platform or similar form of identifying as the annual Mayor's Arts Award. Annual expense should be fixed at a not to exceed amount.

Motion by Commissioner Connelly, second by Commissioner Dodge to recommend awarding Timberlake Lodge the 2018 Mayor's Arts Award, purchase an original work of art, with engraving or other significant identifying script, for a not to exceed \$300.00 annual expense, including expenses in excess of the actual award, i.e. engraving, stand, mount, etc. and forward to City Council for approval. Motion passed by unanimous vote.

- **Cleaning supplies for Artist in Residence:** Commissioner Dodge would like to purchase cleaning equipment including mop, bucket and shopvac for use by the artists in residence to maintain the space. Residents will be required to purchase their own cleaning supplies. Filthy Clean will not be contracted to clean the space as previously decided.

Motion by Commissioner Dodge, second by Commissioner Smith to purchase a shopvac, mop and bucket for the space utilized by the Artists in Residence, with a cost not to exceed \$150.00. Motion passed by unanimous vote.

NEW BUSINESS

Fountain restoration & placement:


- John Bauer, with the Grand Rapids Arts Board, advises the Commission that there is an interest in restoring the old fountain that was on the lawn of the Blandin Paper Company. The Blandin Foundation currently has this piece in storage and is willing to donate for the purpose of restoration and seeing it placed in a permanent location in the City. Mr. Bauer states this is a piece of Grand Rapids history and should be displayed if possible. The Commission will keep the fountain on the radar for possible future use in the art placement plan for the city.

Pop-up Park:

- Discussed the pop-up park previously displayed in the Kremer's parking lot. This will not be reconstructed for 2018. Pop-up display stands are in storage and it is recommended that they be made available for lending for community use. Members will contact City staff to determine number of stands available and where they are currently being stored.

Motion by Commissioner Smith, second by Commissioner Connelly to adjourn the meeting at 5:15 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 MARCH 31, 2018**

With Comparative Totals for the Period Ending December 31, 2017

	Actual 3/31/2018	Actual 12/31/2017
Arts & Culture Budgeted Expenditures	\$ 5,000	\$ 5,000
Supplies	112	1,817
Seminar/Meetings/School	-	-
Video	-	-
2018 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>

**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	-	<u>38,502</u>

Expenses

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

Memorandum of Understanding
between
The Grand Rapids Arts and Culture Commission
And
The City of Grand Rapids

The Grand Rapids Arts and Culture Commission (GRACC) have proposed the establishment of an Artist in Residence program to be housed on the third floor of Historic Central School. 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 Historic Central School and the merchants located there.

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 will grant the use of a space on the third floor in Historic Central School, 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 by Grand Rapids Arts.
- 1.3. The space may be used by up to four 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 an agreed upon time, and can be extended if approved by appointed representative of GRACC.
- 1.5. One key for the space will be provided to the Guest Artist(s). All keys will be returned to the City 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 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. The GRACC will assist 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 Historic Central School by regular tenants and customers.
 - 2.1.2. The Guest Artist(s) use the space during the regular operating hours of Historic Central School.
- 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 Historic 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 Historic 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 Mattei
Community Development Director
420 North Pokegama Avenue
Grand Rapids, Minnesota 55744
218.326.7622
rmattei@ci.grand-rapids.mn.us
 - 3.1.2. GRACC Agent:
GRACC Chair
420 North Pokegama Avenue
Grand Rapids, Minnesota 55744

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
Commission

_____ Date: _____
Mayor

_____ Date: _____
Chair

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)

Address

City, State, Zip

Telephone

Artists in Residence Check in List

The third is made available without charge to the Grand Rapids Arts & Culture Commission. Artists are **not allowed to make any changes to the space, including painting**. If you have concerns, please contact your Arts & Culture representative. You do not have a key to the building so will have to enter during normal business hours.

- Use only north door for entrance and exit. If leaving after hours, always make sure door is locked. Push it shut and then pull on the door.
- Do not park in Central School lot except when loading/unloading supplies. You can park in public lot across from fire hall behind Carnegie Business Center. The school parking lot is for customers. Don't irritate the paying tenants.
- Keep "Artist is in/out" sign current. Change as you enter/leave the building.
- Garbage must be put out in the hallway. Artists are responsible for keeping the attic clean.
- Fuse box and turning on/off large lights were explained.
- Turning lights on and off inside the loft was explained.
- The heating/cooling system was explained. DO NOT turn the cooling system down. No space heaters.
- Always take your key with you. The attic door locks automatically behind you. If you are the only one there, you are out of luck if you get locked out. The only bathroom is on the basement level.
- Do not give your key to anyone!
- Try to utilize current hangers for display of art work.
- Be welcoming to visitors. Try to create a positive experience for all. That does not mean you need to allow them to waste your time. If you are ready to get back to work, you can kindly explain that – or take a bathroom break!
- Be a good tenant. You and your fellow artists applied to have a place and time to work on your art. Don't be afraid to say you need to get to work if conversations with other artists are going on too long. We are all adults!
- If you are the last one out, turn out all the lights. If it is after closing time, be sure the north door is locked behind you. DOUBLE CHECK!
- Keys must be turned in at the end of your residency. Clean your space before leaving.
- You agree to work with others to staff the space for your committed hours. You are expected to be in the loft from 4 to 7 p.m. on First Fridays. If you know you cannot be there in advance, please notify the GRACC representative as soon as possible.
- The stage in the middle of the loft is off limits to anyone for art or display. You may display your art on the stage if it is on the edge and can be reached from the floor but you may not walk on the stage to set up or display your art. This is a strict requirement of the City of Grand Rapids.

The above items have been reviewed with me.

Artist Signature _____ Date _____

Contacts: Kathy Dodge 218-256-8928 Dan Root 218-910-7085

4/26/2018

FORECAST

Grand Rapids Arts + Culture Commission Scope of Services

Date: March 29, 2018

To: Sonja Merrild, Chair, Grand Rapids Arts & Culture Commission

Contact Name: Jen Krava, Consulting Services Associate, Forecast Public Art

Mailing Address: 2300 Myrtle #160, St. Paul, MN 55114

Telephone: 651-641-1128 x111

Email: jenk@forecastpublicart.org

List of Forecast tasks, estimated hours, estimated fees [not necessarily in this sequence]:

For 2018:

1. Assessment and Analysis of Existing Plans + Documents

- Forecast will examine Arts + Culture Roadmap, Art Adoption Plan, Art Placement Plan, and IRRR Grant Proposal. Forecast assumes these plans and studies will be provided by the Client in hard copy, digital or web link.

Total number of hours for Forecast: Not to exceed 10 hours

Total cost for fees for Forecast: \$1500

2. Locational Analysis, Mapping Activities + Art Integration Plan

- Forecast will tour the city, photograph sites, corridors, entries and other potential opportunity zones as part of a citywide locational analysis, including planned public and private developments and improvements. Forecast will consider all forms of public art and the conditions necessary for their implementation [dance, light, sound, events + festivals, sculpture, placemaking, etc.]. This will inform strategies to integrate art into spaces, infrastructure, and existing or future situations. [4 hours]

- From the data collected, Forecast will create a map document to be used as a planning and development tool, and work with the City to expand upon the current GIS mapping system. [5 hours]
- Based upon all of this information, Forecast will provide recommendations for artwork themes and philosophies that are grounded in the unique identity of Grand Rapids and the City's 10-year plan. This will include interviews with the Arts + Culture Commission members, site visits, and two focus groups. [15 hours]

Total number of hours for Forecast: Not to exceed 24 hours

Total cost for fees for Forecast: \$3600

3. RFQ + Artist Selection Facilitation

- Forecast will establish Grand Rapids' first RFQ and selection process to accomplish the tasks included in the IRRR grant. This will include:
 - Facilitate a meeting of the Arts + Culture Commission to finalize art strategy, RFQ criteria, and overall project calendar [first meeting]. Arts + Culture Commission will be responsible for creating a Project Committee, which will be tasked with the selection of artists/artwork, and reporting to the Arts + Culture Commission about the status of the project. [3 hours, including prep time]
 - Draft project description and RFQ copy [5 hours]

Total number of hours for Forecast: Not to exceed 8 hours

Total cost for fees for Forecast: \$1200

- The following tasks will be completed by the Grand Rapids Arts + Culture Commission, with assistance from Forecast as needed.
 - Research artists to invite from Forecast's database and obtain recommendations for artists from other sources
 - Finalize RFQ copy, with input from Project Committee members via email, design RFQ and distribute to list of invited candidates
 - Collect and sort submission materials; prepare PowerPoint and facilitate ranking by Committee [second meeting]

- Communicate with selected finalists and email rejection notices. Facilitate contracting with finalists to prepare preliminary design concepts for review by the Project Committee
- Schedule Committee interviews with finalists
- Facilitate interviews with finalists by Committee [third meeting] and complete selection
- Assist with follow up communications and contracting with selected artists or artist teams

Total number of hours for Forecast: Not to exceed 10 hours

Total cost for fees for Forecast: \$1500

4. Public Forum

- In partnership with the Arts + Culture Commission, Forecast will host a Public Forum to discuss the many possibilities of public art in Grand Rapids, the role and responsibility of the Arts + Culture Commission, and upcoming projects. This could be held in combination with public mapping workshops. This can be aligned with the RFQ process [see #3 above], and could act as a joint information session about the RFQ and the goals of the Arts + Culture Commission.

Total number of hours for Forecast: Not to exceed 5 hours [including prep time]

Total cost for fees for Forecast: \$750

5. Making It Public Training

Forecast will create a special, one day workshop for Grand Rapids area artists, based upon our 1 ½ day Making It Public training. Details about Making It Public:

Making It Public is a 1 ½ day intensive workshop for artists of any form, medium, or genre with an interest in turning their private practice public. This workshop gives artists from the Grand Rapids area comprehensive training and support to unpack the public art process, ideation, and implementation. It focuses on individual artistic and creative processes, and gets participants thinking about how their practice is situated within the larger field of public art.

This workshop helps to foster local artist careers, and makes connections between artists and public art opportunities, creating an arts ecosystem in Grand Rapids that is competitive on a national level.

This workshop covers:

- How to budget for a project and pay yourself as an artist
- Local funding opportunities for artists, public art projects, research, and fellowships
- Examples of project implementation
- Best practices for collaboration, contracting, and community engagement
- Site/location analysis, possible partnerships, and team formulation
- Local and global case studies in public art, placemaking, and community engaged design to draw inspiration for projects and broaden the definition of public art

Participants will leave the workshop with a better understanding of their own work, the field of public art, and the many players involved in a public art project.

A key component to the workshop is the funding of several small, temporary, low cost public art projects by participants of the workshop. Forecast will work with the Arts + Culture Commission to determine appropriate RFQ for the participants to apply to. The Commission will then look through applications, select and fund a few projects to be implemented in Grand Rapids. These projects are a very low-risk way to allow artists to become familiar with the art installation and implementation processes. They also provide temporary projects that can be included in the Commission's public art collection.

Cost for the workshop: \$4,000 [flat fee]

Cost to fund participant projects: \$2,000

Total cost for workshop and project funding: \$6,000

For Future Consideration:

6. Art Integration Plan Reference Manual

Forecast will draft an Art Integration Plan as a useful reference manual outlining the process for conducting locational analyses, conditions conducive to various forms of public artworks, and a map that can be enriched over time. The Plan is designed to

evolve with the City, and will provide the Arts + Culture Commission the tools needed to conduct locational analysis activities in the future. [15 hours for creation of the manual content]

Total number of hours for Forecast: Not to exceed 15 hours

Total cost for fees for Forecast: \$2250

7. 3 – 5 – 7 Year Plan

- Forecast will recommend short- and long-term implementation strategies related to the Art Integration Plan and its philosophies.

Total number of hours for Forecast: Not to exceed 15 hours

Total cost for fees for Forecast: \$2250

Additional Notes:

- Travel expenses [mileage, hotel, food] are not included in these amounts and would be an additional cost. Travel costs will be approximately \$200/round-trip, approximately \$80/night for hotel. One trip can include multiple activities to minimize travel costs.
- The Arts + Culture Commission should determine the need for, and manage directly, the following additional considerations:
 - Translation/interpreter services
 - Marketing for workshops/public forum/mapping workshops
 - Space for workshop/public forum/mapping workshops/focus groups/etc.
 - Hospitality
 - Documentation

2018 Arts & Culture Programming

ART PLACEMENT PLAN - FORECAST ART

Description	Total Cost	Other Funding		City Funds
		Sources	Sources	
Assessment and Analysis	1,500	0	0	1,500
Location Analysis	3,600	0	0	3,600
3-5-7 Year Plan	1,200	0	0	1,200
RFQ = Artist Selection	1,500	0	0	1,500
Public Forum	750	0	0	750
Make It - Public Training	6,000	0	0	6,000
Art Integration	2,250	0	0	2,250
3-5-7 Year Plan	2,250	0	0	2,250
Travel Expenses	2,000	0	0	2,000
Subtotal	\$21,050	\$0	\$0	\$21,050

IRRRB GRANT PROJECT (Grant Expires 12-31-18)

Description	Total Cost	IRRRB Grant	Other Funding	
			Sources	City Funds
3 Building Murals	15,000	7,500	0	7,500
3 Sculptures	29,000	14,500	0	14,500
3 Handicap doors	7,500	3,750	0	3,750
2 Sidewalk Poetry Panels	3,600	1,800	0	1,800
30 Banners	1,900	950	0	950
Subtotal	\$57,000	\$28,500	\$0	\$28,500

Total Both Projects Available City Funds Surplus/(Shortfall) \$78,050 \$28,500 \$0 \$49,550

\$54,000 City will advance 2018 project funds estimated at \$27,000

\$4,450 Remaining for 2019 projects