



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

## ARTS & CULTURE COMMISSION

Regular Meeting, Tuesday, April 3, 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, April 3, 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 March 13, 2018
6. Financials
7. Artist in Residence
  - Consider approving new artist
    - Jennifer Gorman
    - Kyle Huff
8. Progress Reports
  - PUC & Utility Boxes
  - Forecast Public Art
  - Mayor's Arts Award
9. Old Business
  - Type/Design of Mayor's Arts Award
  - Cleaning supplies for Artist in Residence
  - IRRRB Grant Funds-next steps/grant implementation
10. New Business
  - Fountain restoration & placement – John Bauer
11. Announcements
12. Set Agenda For Next Meeting: Tuesday, May 1, 2018
13. Adjourn



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*CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION*  
*CONFERENCE ROOM 2B – GRAND RAPIDS CITY HALL*  
*REGULAR MEETING, TUESDAY, MARCH 13, 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, March 13, 2018, at 3:45 pm

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

**Staff Present:** Chad Sterle, Amy Dettmer, Kim Gibeau

**Setting the Agenda:**

- Addition to old business: Mayor's Arts Award

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

**Open Meeting Law & Public Expenditures:**

City Attorney Chad Sterle reviewed current laws regarding public meetings and spending of public funds. Commission members were given opportunity to ask questions and clarify duties and responsibilities of a public board appointed by the City Council.

**Amateur Artist Displays:** Ed Zabinski and Lee Johnson are seeking guidance on possible locations for local amateur artists to display their art publicly. Recommendation to seek out authorization to use vacant storefronts in town and contact Grand Rapids Arts or MacRostie Art Center as they may have a better idea of this and could perhaps help with a plan to expand knowledge of various venues.

**Correspondence:** Nothing to report

**Approval of Minutes:** February 6, 2018

**Motion by Commissioner Smith, second by Commissioner Peterson to approve Commission minutes as presented.**

Commissioner Merrild expressed concerns over minutes, noting incorrect/missing information. Requesting to table the minutes until the next meeting to allow staff time to review and make corrections as necessary.

**Motion by Commissioner Marty, second by Commissioner Smith to table the minutes for February 6, 2018 until the next regular meeting. Motion passed by unanimous vote.**

**Financials:** Nothing to report

**Artist in Residence:** Commissioner Dodge presented a draft proposal for a lead artist in residence for consideration. After review, Commission Chair Merrild asks that Attorney Sterle be consulted as to form and content of proposed contract for artist lead and bring back to next meeting for consideration.

**Old Business:**

- Commissioner Merrild will forward the proposal from Forecast Public Art to City Clerk and this will be reviewed by Administrator Pagel and Attorney Sterle.
- Mayor's Arts Award will go to Council Worksession on March 26, 2018.

**New Business:**       None.

**Items for next agenda:**

- Cleaning supplies for Artist in Residence
- Type/design of award for Mayor's Arts Award
- IRRRB grant funds
- Utility boxes

Motion by Commissioner Smith, second by Commissioner Erickson to adjourn the meeting at 5:35 PM.

Respectfully submitted:

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk

# 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](mailto:jenk@forecastpublicart.org)

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

### 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

### 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]

- Forecast will conduct mapping workshops with stakeholder groups and collect data on existing public art. [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]
- 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 43 hours

Total cost for fees for Forecast: \$6,450

### 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

### 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 [7 hours]
- Research artists to invite from Forecast's database and obtain recommendations for artists from other sources [3 hours]
- Finalize RFQ copy, with input from Project Committee members via email, design RFQ and distribute to list of invited candidates [7 hours]
- Collect and sort submission materials; prepare PowerPoint and facilitate ranking by Committee [second meeting] [6 hours]
- Communicate with selected finalists and email rejection notices. Facilitate contracting with finalists to prepare preliminary design concepts for review by the Project Committee [4 hours]
- Schedule Committee interviews with finalists. [1 hour]
- Facilitate interviews with finalists by Committee [third meeting] and complete selection [4 hours]
- Assist with follow up communications and contracting with selected artists or artist teams [5 hours]
- Provide Arts + Culture Commission with a handbook of artist selection process information [4 hours].

Total number of hours for Forecast: Not to exceed 44 hours

Total cost for fees for Forecast: \$6600

## 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.

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

Total cost for fees for Forecast: \$750

## Making It Public Training

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/locational 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: \$8,000 [flat fee]

Cost to fund participant projects: \$2,000

Total cost for workshop and project funding: \$10,000

## 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



**Name \***

Jennifer Gorman

**Address**



26629 Eagle View Drive

Bovey, MN 55709

United States

**Phone Number \***

(540) 809-9

**Email**

dayeseyee@gmail.com

**Genre and description of art: \***

Abstract acrylic painting, and found object sculpture

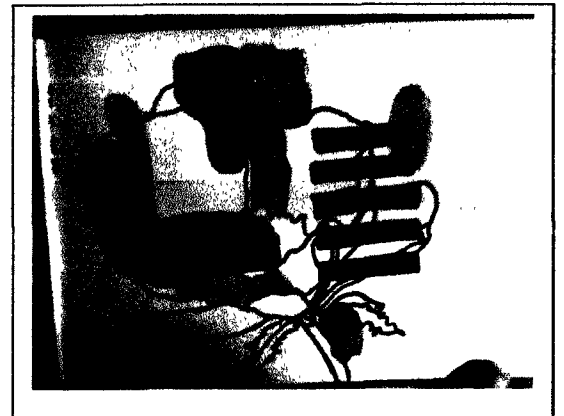
**I wish to apply for an artist residency in Central School. I would like to apply for the following time periods. (Check any that will work for you.) \***

- February 15 to May 15, 2018

**I acknowledge that I will be housed with 1 or 2 other artists. I have reviewed the Memorandum of Understanding. I can have art on display and also produce art in the space. I can also hold classes or demonstrations. I agree to work with the other artists so our space is staffed during the Central School hours, which are 9:00 AM to 5:00 PM, Monday through Friday. Saturday hours are encouraged.**

- I acknowledge this statement and wish to submit my application.

\*





2018 Arts & Culture Programming

**ART PLACEMENT PLAN - FORECAST ART**

Description	Total Cost	Other Funding Sources	Other Funding Sources	City Funds
Assessment and Analysis	1,500	0	0	1,500
Location Analysis	6,450	0	0	6,450
3-5-7 Year Plan	2,250	0	0	2,250
RFQ = Artist Selection	6,600	0	0	6,600
Public Forum	0	0	0	0
Make It - Public Training	0	0	0	0
Travel Expenses	2,000	0	0	2,000
<b>Subtotal</b>	<b>\$18,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,800</b>

**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
<b>Subtotal</b>	<b>\$57,000</b>	<b>\$28,500</b>	<b>\$0</b>	<b>\$28,500</b>

Total Both Projects \$75,800 \$28,500 \$0 \$47,300  
 Available City Funds \$54,000 City will advance 2018 project funds estimated at \$27,000  
 Surplus/(Shortfall) \$6,700 Remaining for 2019 projects

Name \*

Kyle Huff

Address



9 Steinhart Circle  
Grand Rapids, MN 55744  
United States

Phone Number \*

(218) 999-7314

Email

[KHAbstracts@gmail.com](mailto:KHAbstracts@gmail.com)

Genre and description of art: \*

I enjoy painting Abstract paintings, using acrylic paints.

**I wish to apply for an artist residency in Central School. I would like to apply for the following time periods. (Check any that will work for you.) \***

February 15 to May 15, 2018

**I acknowledge that I will be housed with 1 or 2 other artists. I have reviewed the Memorandum of Understanding. I can have art on display and also produce art in the space. I can also hold classes or demonstrations. I agree to work with the other artists so our space is staffed during the Central School hours, which are 9:00 AM to 5:00 PM, Monday through Friday. Saturday hours are encouraged.**

I acknowledge this statement and wish to submit my application.

\*

Thank you for your reply.

I am Kyle, have attached some pictures of my work.

A little more about me, I am a local artist. I live in the LaPrairie Area of Grand Rapids. I have some special needs that require me to be assisted by Lutheran Social Service Of MN. I have always enjoyed painting and over the past few years, I have developed my paintings a little more. I have shown some of my paintings at MacRostie Art Center. I do abstract paintings using acrylics. Some are with a resist, some using a pallet knife, some are fluid paintings, it all depends on what my vision is for the day. I would be glad to come an meet with you if it would help with you consideration of my application.

Thank you

