

ARTS & CULTURE COMMISSION
Regular Meeting, Tuesday, May 2, 2017

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 2, 2017 at 3:45 pm

Agenda

Call to Order

Public Input

Setting the Agenda

Correspondence

Approve the following minutes: Regular Meeting March 7, 2017
 Work Session Meeting April 4, 2017
 Public Meeting April 4, 2017
 Stakeholder Workshop April 5, 2017

Artist in Residence	Brittany Benson May 15 – August 15, 2017 Sarah Verke August 15 – November 15, 2017 Chelsey Johnson May 2017–May 2018 W/David Dobbs	Commissioner Bendix Commissioner Bendix Commissioner Bendix
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Financials

River Venue Update Up-Dates Attached Notes From LHB

Progress Reports	Utility Boxes Mayors' Award	Commissioner Smith Commissioner Marty
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Old Business	Public Art Plan	Commissioner Bendix
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New Business

Announcements

Set Agenda For Next Meeting: Tuesday, June 6, 2017

Adjourn

**CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
CONFERENCE ROOM 2B – GRAND RAPIDS CITY HALL
REGULAR MEETING, WEDNESDAY, MARCH 7, 2017 – 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 Wednesday, March 7, 2017, at 3:45 pm

CALL OF ROLL: On a Call of Roll, the following members were present: Sonja Merrild, John Connelly, David Marty, Lois Bendix, David Dobbs, Kathy Dodge, and Myrna Peterson

Absent: Karen Walker and Harry Smith

Staff Present: Amy Dettmer and Michele Palkki

Commissioner Merrild called the meeting to order at 3:45 pm.

Welcomed Myrna Peterson, filling the unexpired term of Mr. Braff. Commissioner Peterson introduced herself and gave a brief background of why she wanted to serve on the Arts and Culture Commission. Each Commissioner and staff introduced themselves.

Setting the Agenda Additions: Advertising Proposal – Central School - Bendix
Update MN Arts Advocacy Day - Dodge
Minnesota Orchestra Visit - Dodge

Correspondence: Nothing to add

MINUTES

The minutes of the February 1, 2017 Public Meeting and the Regular Meeting of February 7, 2017 were in the packets for the Commission's review and approval.

APPROVAL OF MINUTES: Public Meeting: February 1, 2017 and the Regular Meeting held on February 7, 2017.

Motion by Commissioner Dodge, second by Commissioner Bendix to approve both the minutes of the Public Meeting held February 1, 2017 and the Regular Meeting held February 7, 2017 as presented. Motion passed by unanimous vote.

FINANCIALS: There has not been anything to report at this time.

RIVER VENUE UPDATE

A discussion was held regarding the sites that have been selected to review; Forest History Center or the KAXE Rotary Tent/Library. One area was selected both up river and down river for the possible location. Veteran's Park was dropped from the list of venues.

LHB has been in contact with the sub group as to when they would come back to meet with the Commission and conduct the second Public Meeting. Ms. Dettmer reported that the workshop and public meeting dates are likely to be April 4 and 5. This may mean that if the public meeting were set for Tuesday, April 4 the Commission would meet first with their regular meeting and then continue with the public meeting from 5:30 – 7:00 pm. The Grand Rapids Area Library will host both meetings.

There was some confusion as to the date when LHB would meet prior to the public meeting. Ms. Dettmer will contact LHB and get the specifics regarding what will take place, who will be involved, etc. and will report to the Commission.

PUBLIC ART PLAN

A draft copy of the City of Grand Rapids Public Art Plan was distributed to the Commission for their comments. Commissioner Bendix reported that she had some changes but welcomed anyone's notes to be included. Once the document is complete a copy will be printed off and delivered to City Administrator Pagel and City Engineer Wegwerth. The document will also be sent to the Commission.

Commissioner Merrild reported it would be good to sit down with both Mr. Pagel and Mr. Wegwerth to discuss the document and when it would be brought before the City Council for their approval. Ms. Dettmer will contact both Mr. Pagel and Mr. Wegwerth to set up meeting to include herself and Commissioner's Merrild, Bendix and Dodge.

PROGRESS REPORTS

Utility Boxes

A discussion was held regarding the art wrap of the utility boxes. Commissioner Merrild had met with Public Utilities Director Julie Kennedy and had hoped to have something for today's Commission meeting.

There is a lot to this process and will likely take some time before we are ready to move forward with actual artwork, however, we will continue to work on the process for the utility box wrapping with Public Utilities. As information is obtained it will be shared with the Commission.

Grand Rapids Arts and Culture

March 7, 2017

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Mayor's Arts Award

The Mayor's Arts Award will be presented at the annual chamber dinner on April 20, 2017. Commissioner Dodge provided a picture of the award that will be presented this year. The local artist is Collin Clough with casting done by Anne and Ron Radecki. This award is being donated to the Grand Rapids Arts and Culture Commission to present to the winner.

Commissioner Merrild reported that Two Rivers Video would like to put together a short documentary video of how this award came to be and would be used for the next year's award. The commission may be asked if they would make a contribution towards this video.

Commissioner Dodge reported that we would need to determine what wording would be placed on the 1" x 2" plaque. This will be done by Ideal Impressions, Commissioner Dodge will make sure the invoice is sent to ap@ci.grand-rapids.mn.us for payment. The Commission already made the motion for the expenditure at the last meeting so nothing more needs to be done.

2017 Mayor's Arts Award / Grand Rapids State Bank

Artist in Residence

Commissioner Dodge would like someone else to step up to oversee the Artist in Residence Program. This program is under the discretion of the Arts and Culture Commission and would involve working with the Central School Tenants and communicate back to the Commission periodically. Commissioner Dodge and Bendix will work on the wording of the memo of understanding as the key situation is now through Tom Schmoll who oversees the building. Keys no longer will be picked up at the City.

Artist's Loft – Art Class

Commissioner Dodge reported that she had been approached as to using the Artist's Loft for a painting class once a week. A discussion was held regarding what the Commission sees as this area is being used for anything other than the Artist in Residence Program.

The Commission believed that allowing this would take away from the design of why the Artist's Loft was made for. The Commission did not see this as a place for a class and would recommend that this group seek other areas, such as MacRostie Art Center.

OLD BUSINESS:

Art in Schools

Commissioner Dobbs reported that they have met with all four principals on ideas to bring art in the schools and all are very receptive. Commissioner Dobbs reported that a grant has been submitted through MacRostie to provide Art in School District #318 for 25 weeks of instruction. This program will be provided to all 4th grade students' at all four elementary Schools, Forest Lake, Murphy, Southwest and Cohasset. Two artists have been secured, those being Leah Friesen and Aaron Squadroni. Commissioner Dobbs will keep the Commission updated.

Grand Rapids Arts and Culture

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NEW BUSINESS

Art Place Grant

Commissioner Dodge reported that City Council approved the Arts and Culture Commission to apply for the Art Place Grant. As part of the grant process a video was required to submit with the application. A short video was played for the Commission.

Those who participated in some way for the video were Dan Connelly, Commissioner Dobbs, City Councilor Tasha Connelly and students Micah Laine, Ava Jackson, Sam Connelly and Sam Abbott.

Arts Advocacy Day Update

Commissioner Dodge reported there were over 1,000 attendee's from all over Minnesota for this event. People from around the state spoke including Commissioner's Dodge and Marty. This was a great day for Minnesota.

Advertising Proposal – Central School

Commissioner Dodge handed out a proposal on advertising for Central School. This was sent to Community Development Director Rob Mattei. This was just for information.

Minnesota Orchestra

Commissioner Dodge reported that the Minnesota Orchestra will be coming to Grand Rapids May 18 and 19. They will have a performance at the Reif Center and possibly do something for the public as well which creates experience around the City of Grand Rapids.

ANNOUNCEMENTS

Rural Arts and Culture Summit will be held in Morris Minnesota on June 6, 7 and 8.

There being no further business, the meeting adjourned at 5:15 pm

Respectfully submitted by Michele Palkki, Administrative Assistant

Michele Palkki

Next Regular Meeting

Reminder, the next regular meeting of the Grand Rapids Arts and Culture Commission will be held on Tuesday, April 4, 2017 beginning at 3:45 pm. Location yet to be determined.



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

Outdoor Performance Venue Study

Grand Rapids Arts and Culture Commission

**CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
GRAND RAPIDS AREA LIBRARY, GRAND RAPIDS MN 55744**

WORK SESSION, TUESDAY, APRIL 4, 2017 – 12:00 PM

The City of Grand Rapids and the Grand Rapids Arts and Culture Commission conducted a work session in place of their regular meeting on April 4, 2017 at the Grand Rapids Area Library. The purpose of this meeting is to continue to formulate the feasibility and need for a new or expanded outdoor entertainment venue.

The following Commissioners were present: John Connelly, Harry Smith, Lois Bendix, David Dobbs, David Marty, Myrna Peterson, Karen Walker and Kathy Dodge

Absent: Sonja Merrild

Staff Present: Amy Dettmer, Michele Palkki

LHB: Heidi Bringman, Stuart Shrimpton, Lacy Shelby, Bruce Jacobsen

Heidi briefly reported on what the Commission and LHB had completed toward the study to date. Remembering the guiding principles that include Community ideas and voices, Mississippi River experience, financial feasible, environmentally sustainable space and promote economic development. The Veteran's Memorial site has been pulled from the table at this time, there seemed to be not a lot of backing for this site. The two sites used for the final study will be the Forest History Center and Northern Community Radio.

- **Briefing:** Discussion from survey outcomes, review key themes and priorities of the community.
- **Listening:** Design priorities, programming/partnerships, realistic goal setting, and operational must haves.
- **Design Direction Discussion:** Identify and prioritize key design parameters, review design palette, including structure, amenities and other features.

Currently we have mapped out two possible locations: Forest History Center and Northern Community Radio Site (Library)

- **Survey:** There were 44 responses. What do we want to see happen. Some examples were Concerts, outdoor events, meetings, theater, dance, festivals, and performances. Information from the surveys followed the same as from the public meeting held on February 1, 2017.

- ✓ Who could run the venue? Some examples: Reif, KAXE, City, Library, ICC, Blandin Foundation, Unknown; can it sustain being only a seasonal venue?
- ✓ Wants: WIFI, concessions, restrooms, alcohol, and place for children.
- ✓ How will this compliment other areas?
- ✓ How will this affect the new brewpub, hotel, coming to the area?
- ✓ The Public Meeting held later this afternoon will consist of the following:
 - Events planning: May through October
 - Partnerships: pros and cons
 - Staging: medium vs large.
 - Top 5 amenities for the venue

Operational Requirements: This was an exercise that determined what is most desired for this venue including must have, desired/optional, not needed

➤ **Facilities:**

- ✓ Bathrooms – Must have, desired to have flush vs portable, hook up to existing utilities
- ✓ Site Furnishings - Must have/desired to have trash receptacles and signage
- ✓ Venue Seating - Must have 50 to 100 (site dependent)
- ✓ Concessions – Nothing decided
- ✓ Stage/Performance System – Must have with electrical and lighting, more to be determined

➤ **Security/Maintenance:**

- ✓ Site Security/Lighting – Must have, pathway and parking lighting
- ✓ Facility Security – To be determined
- ✓ Site Maintenance Plan – Grounds maintenance (lawn mowing, trash service, etc.)

➤ **Management:**

- ✓ Reservation/programming (Daily operations) – Must have, seasonal part time
- ✓ Legacy, Capital Improvements & Finance Committee – Must have volunteer based. Arts and Culture Commission and/or partially paid designated position.

Takeaways for Forest History Center vs Northern Community Radio Site

- Forest History: Steep slopes, more mature canopy, flexibility good, is this too big a venue, ownership
- Northern Community Radio: Knowledge of soil, high water concerns, close to downtown, possible hook up to existing utilities

Ownership and/or Public – Private – Friend/Group Conservancy

✓ **Public Owned:**

Positives: City owned, operated by Public Works Director and/or the Park and Recreation Department. More stable, would have public support.

Negatives: Political, quality of use, flexibility

✓ **Private Owned:**

Positives: More Drive, layers, more to offer, motivation for finances, not political, efficiency, greater ownership.

Negatives: Higher risk of investment, what is the bailout, flexibility of space limits

Some examples: Reif Center, Library, Grand Rapids Arts, Northern Community/KAXE, ICC, Blandin Foundation, MacRostie. Would need contingency plan for long-term commitment.

✓ **Friend/Group Conservancy**

Positives: Self-selected, small membership, volunteer-very active

Negatives: Long-term commitment

➤ **Site Matrix:**

Forest History Center: Positives (16), Negatives (6), Neutral (10)
Northern Community Radio: Positives (14), Negatives (8), Neutral (5)

Work Session ended at 3:15 pm

Respectfully submitted by Michele Palkki, Administrative Assistant

Michele Palkki



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

Outdoor Performance Venue Study

Grand Rapids Arts and Culture Commission

**CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
GRAND RAPIDS AREA LIBRARY, GRAND RAPIDS MN 55744
PUBLIC MEETING #2, TUESDAY, APRIL 4, 2017 – 5:30 PM**

The City of Grand Rapids and the Grand Rapids Arts and Culture Commission continue to formulate the feasibility and need for a new or expanded outdoor entertainment venue. This is the second public meeting and will complete this part of the study.

The following Commissioners were present: Sonja Merrild, John Connelly, Harry Smith, David Dobbs, David Marty, Myrna Peterson, Karen Walker and Kathy Dodge

Absent: Lois Bendix

Staff Present: Amy Dettmer, Michele Palkki

LHB: Heidi Bringman: Stuart Shrimpton, Lacy Shelby, Bruce Jacobsen

There were eight individuals from the public in attendance.

Arts and Culture Commission Chair Merrild gave a brief introduction for tonight's meeting and what has been accomplished so far.

This part of the meeting will be organized into a "round-robin" style with modules for interactive participation. Participants broke into two groups to participate in event programming and planning, partnership pros and cons, design exercises and finally indicate the top five amenities for the venue.

Table 1 – Programming and planning, events calendar, positives/negatives for the two sites.

This group came up with the following schedule of events that are currently taking place, but not limited to.

- Annual events: Opening Fishing, Judy Garland Wizard of Oz Festival, Rotary Gavel, 4th of July, Art Fair, Northern Cruisers Swap Meet/Car Show, Crazy Days, National Night Out, Tall Timber Days, Itasca County Fair, Blues Festival, Green Cheese Picnic, Oktoberfest.

- The following take place during the summer, multiple times, at various locations: Community Education Programs, Park and Recreation Programs, First Friday, Church Events, 4 H Competition, Shakespeare in the Park, Grand Rapids Farmers Market, Get Fit Open Streets, Tuesday Summer Concerts, Old Car Cruise Night

The second phase for this group was to score the amenities and structures. The design of the structure that would either cover just the stage and/or the audience will depend on the type of design element chosen. LHB will put something together regarding this and will be part of their proposal.

Session ended at 7:20 pm ***Michele Palkki***

Respectfully submitted by Michele Palkki, Administrative Assistant

The last part of LHB visit was a Stakeholder Workplace meeting.

April 5, 2017 - Library Community Room / 9:03 am

LHB Team-Heidi Bringman, Stuart Shrimpton, Bruce Jacobsen, Lacy Shelby

Community Stakeholders- Jeff Johns, Katie Marshall, Bud Stone, Penny Holcomb, Maggie Montgomery, Sarah Bignall, Megan Christianson;

City Staff- Amy Dettmer, Tom Pagel, Jeff Davies, Dale Anderson

Arts and Culture Commissioners: Kathy Dodge, John Connelly, Lois Bendix, Harry Smith, Myrna Peterson arrived 9:20 a.m., David Marty arrived 9:40 am, Karen Walker 10:00-10:30 a.m.

LHB started with an overview from the previous days meetings with the Commission and public where there was a discussion about the site evaluation matrix, event calendar, management/partner models and design elements ensued.

Jeff Johns suggested at the FHC a hybrid management model would be preferable. Jeff indicated the location of the venue would be on Blandin/Forest History Center property so some sort of land switch with the city may have to happen. The Historical Society is a 501-c3 organization, not a state agency. A proposal would have to be brought to the Historical Society about the venue.

Tom Pagel mentioned the City does not want to be in charge of programming the venue. The City would help with getting funding for the facility, but does not want to program it. Maintenance by the city would be difficult.

Participants broke into two groups to do a right size activity for Northern Community Radio. Placed parking, bathrooms, concessions stage on a map in area around NCR. A large group discussion about the Forest History Center took place.

Meeting adjourned at 11:30 am – Amy Dettmer Recorder

Michele Palkki

From: Lois Bendix <loisbendix263@gmail.com>
Sent: Thursday, April 13, 2017 10:00 AM
To: Sonja Merrild; Michele Palkki; Kathy Dodge
Subject: Fwd: Artist in Residence Application [#21]

This applicant was approved by Grand Rapids Arts. She has requested the period of May 15th through August 15th. Annie Humphrey will be leaving May 15th. Please put this on the next GRAAC agenda. Thanks.

Lois Bendix
loisbendix263@gmail.com


This is a day the Lord has made, let us rejoice and be glad in it.

----- Forwarded message -----

From: **Grand Rapids Arts** <no-reply@wufoo.com>
Date: Thu, Apr 6, 2017 at 10:46 AM
Subject: Artist in Residence Application [#21]
To: loisbendix263@gmail.com

Artist in Residence Application

#21

Name *	Brittany Benson
Address	 407 Alice Street PO Box 33 Hill City , Minnesota 55748 United States
Phone Number *	(218) 398-0513
Email	brittanybenson96@gmail.com
Website	
Genre and description of art: *	Exploratory Illustration and Fine arts. Most of my work is still finding itself, as I work to produce a variety of different styles with various different mediums. My focus during these months are to develop skills and studies in anatomy, explore new subject matter through paints and to explore various illustration styles and uses for the art.
I wish to apply for an artist residency in Central	May 15 to August 15, 2016

School. I would like to apply for the following time periods. (Check any that will work for you.) *

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.

*

Created
22 Mar 2017
11:03:45 AM PUBLIC

205.172.21.143
IP Address

Michele Palkki

From: Lois Bendix <loisbendix263@gmail.com>
Sent: Thursday, April 13, 2017 9:58 AM
To: Sonja Merrild; Michele Palkki; Kathy Dodge
Subject: Fwd: Artist in Residence Application [#20]

This applicant was approved by Grand Rapids Arts. She has requested the period of August 15 to November 15th. Please but on the next GRAAC agenda.

Lois Bendix
loisbendix263@gmail.com

This is a day the Lord has made, let us rejoice and be glad in it.

----- Forwarded message -----

From: **Grand Rapids Arts** <no-reply@wufoo.com>
Date: Thu, Apr 6, 2017 at 10:45 AM
Subject: Artist in Residence Application [#20]
To: loisbendix263@gmail.com

Artist in Residence Application

#20

Name * Sarah Verke

Address 
31270 Clearwater Road
Grand Rapids, MN 55744
United States

Phone Number [\(218\) 259-9735](tel:(218)259-9735)

*

Email underthepines@msn.com

Website <http://www.instagram.com/naturallymn>

Genre and description of art: *

I sketch and create my own embroidered designs using digitizing software. Sometimes I use a sketch of my own, and sometimes I use a photograph to create the embroidered design. I then stitch out the designs on either reclaimed fabric, or the hemp fabric that I use to make my buckwheat pillows. I have been putting my embroidered designs on pillows, zipper pouches, sachets, and I've also created a hemp cloth doll with an embroidered face. I have included the link to my

Instagram page above, where I have numerous pictures of my embroidered designs. I also have a website where you can see my pillows. That site is: www.naturallymn.com. I would use the time in the artists loft to create new embroidered designs, as well as to pursue new ways to display these designs. At this time, I am inquiring to see if this is even a possibility for me to do this, both based on my art, and what availability you have. I work a part time job, but the hours are flexible so I could work with the other artists to be present in the loft. My first preference for time in the artists loft would be August 15 – November 15, 2017. My second preference would be February 15 – May 15, 2018.

Thank you for your consideration,

Sarah

I wish to apply February 15 to May 15, 2016
for an artist August 15 to November 15, 2016
residency in
Central School. I
would like to
apply for the
following time
periods. (Check
any that will
work for you.) *

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

*

Created

21 Mar 2017

9:07:22 AM PUBLIC

156.98.167.157

IP Address

Michele Palkki

From: Lois Bendix <loisbendix263@gmail.com>
Sent: Wednesday, April 26, 2017 11:46 AM
To: Michele Palkki; Sonja Merrild
Subject: Fwd: FW: Artist in Residence Application [#22]

Here's another app for artist in residence. She will be sharing the space in David Dobbs during the rest of spring and summer season if she is approved.


Lois Bendix
loisbendix263@gmail.com

This is a day the Lord has made, let us rejoice and be glad in it.

----- Forwarded message -----
From: <grandrapidsarts@gmail.com>
Date: Mon, Apr 24, 2017 at 12:12 PM
Subject: FW: Artist in Residence Application [#22]
To: Lois Bendix <loisbendix263@gmail.com>

Sent from [Mail](#) for Windows 10

From: [Wufoo](#)
Sent: Sunday, April 23, 2017 3:00 PM
To: grandrapidsarts@gmail.com
Subject: Artist in Residence Application [#22]

Name *	chelsey jo johnson
Address	 28838 Oak Bend Dr Grand Rapids, MN 55744 United States
Phone Number *	(218) 256-9813

Email chelsey@macrostieartcenter.org

Website <https://chelseyjojohnson.carbonmade.com/>

Genre and description of art: * Visual art of mixed mediums & design, mainly, but also a curation of found objects and furniture that I've repurposed to create a creative space for myself that I hope others find inspiring, too. Additionally, I'd like to explore projection art and large sculptural insulations, zines, and there may be some involuntary/impromptu performing arts. :)

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.) *

- May 15 to August 15, 2017
- August 15 to November 15, 2017
- November 15, 2017 – February 15, 2018
- 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.

*



Virus-free. www.avast.com

Michele Palkki

From: Heidi Bringman <Heidi.Bringman@lhbcorp.com>
Sent: Sunday, April 23, 2017 12:20 PM
To: John Connelly; Sonja Merrild; Kathy Dodge (kdarts99@gmail.com); Harry Smith; Amy Dettmer; Michele Palkki
Cc: Lacy Shelby; Stuart Shrimpton; Jon Commers; Bruce Jacobson
Subject: Grand Rapids 2-Day Workshop Meeting Summary
Attachments: 160187 20160421 Two-Day Workshop Meeting Summary for Working Group_Final.pdf

Hello working group,

Hope this finds you well. Attached, please find a meeting summary from our 2-Day Workshop held earlier this month. We had a wonderful time working with you, and were also very pleased at the content of information that was generated from the community and stakeholders over the 2-day period. Thank you for hosting & accommodating our requests, getting the word out, and especially for your participation during each of the sessions.

We are now in the final steps of preparing a draft study for Commission review. We would like to clarify the requirements and the calendar cycle that this document needs to go through with regard to City approval. (Perhaps this is best answered by Amy or Michele). With the assumption that the City will need an official document and project budget to move forward with bonding requests in early June, we have put together the following timeline. Please provide input on whether this will be acceptable or if we need to modify accordingly:

Final Draft to Commission : Due Friday, May 5th, 2017

Commission Review & 2 week Public Notice/Comment Period : Ends Friday, May 19th, 2017

Final Feasibility Study to City for Commission (or Council) Approval: Due Friday, June 2nd, 2017

Please Note: These are in 2-week interval time periods. We are uncertain if you have to post a 2-week public comment period or not. We also are uncertain if the document needs to go in front of City Council or any other Commissions (i.e. Planning) before final approval. If comments generated from the Public Notice & Arts Commissions are minimal, we would likely not need a full 2-week period to incorporate final revisions, thus the final document could be delivered earlier in the last week of May.

Lastly, a request for Sonja...

We think it would be a really nice touch to include a letter from the Chair as a foreword to the study. Therefore, Sonja, would you be willing to write a few paragraphs about what this project means to you and/or on behalf of the Arts & Culture Commission? You could also briefly touch on how this project has evolved over the years or in recent months, similar to how you've been queueing things up so nicely for us in the public meeting introductions. If you are willing, we would be happy to send you a template to get you started.

That's it in a nutshell. We are eager to share our findings with you so that you can continue on in your outdoor venue journey!

Please let me know if you have any questions in the meantime.

Heidi Bringman, PLA*, LEED BD+C, CWD
Senior Landscape Architect | Wetland Specialist
21 West Superior Street, Suite 500, Duluth, MN 55802
Direct 218.279.2429 | Cell 218.310.3084
LHBCorp.com



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DRIVEN DESIGN.
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City of Grand Rapids
Outdoor Performance Venue Feasibility Study
Two -Day Work Session
Meeting Notes
April 4th and 5th, 2017
Grand Rapids Area Library

Phase 2: Imagine Possibilities

Day 1 (Large Community Room)

Attendees:

Heidi Bringman (LHB)
Bruce Jacobson (LHB)
Stuart Shrimpton (LHB)
Lacy Shelby (LHB)
Michelle Palkki (City)
Amy Dettmer (City)
David Marty (Commission)
David Dobbs (Commission)
Lois Bendix (Commission)
Myrna Peterson (Commission)
John Connelly (Commission)
Harry Smith (Commission)
Karen Walker (Commission)
Kathy Dodge (Commission)

Commission Briefing (12-1pm)

LHB presented a briefing to the Commission members which included reviewing the guiding principles, planning documents, review of comparable venues, updated project schedule. LHB asked participants what relevant economic development opportunities exist that would complement efforts around the outdoor performance venue investigation. Participants shared information regarding the new Fairfield Inn Hotel development programmed just north of KAXE Radio. LHB shared initial information on the Brewpub development in the old theatre, and the plans to renovate to accommodate indoor performances.

LHB staff provided an overview of features that will be included in the feasibility study including an outline of operations, maintenance and cost implications, partnership and programming goals and opportunities. LHB invited the Commission to imagine what could be possible beyond the standard programming of an outdoor venue.

LHB shared online survey outcomes including key perspectives on potential partnerships, programming priorities and desired amenities. Findings from the survey included shared enthusiasm for a range of programming activities. Additional survey results clarified perspectives the community shared on evidence of a successful venue and identified potential entities that are best suited to run the venue.

21 West Superior Street, Suite 500		Duluth, MN 55802		218.727.8446
701 Washington Avenue North, Suite 200		Minneapolis, MN 55401		612.338.2029
200 Third Avenue Northeast, Suite 100		Cambridge, MN 55008		763.689.4042
63 East Second Street, Suite 150		Superior, WI 54880		715.392.2902

LHB ended the briefing with a preview of the Open House activities. The Public Open House is organized in a “round-robin” style with modules for interactive participation. Participants will be asked to break into two groups to participate in programming, partnership and design exercises. There will be two rounds of 25 minutes each for participants to engage with the various topics.

Listening Session (1-2pm)

The purpose of the listening session was to dig deeper into design priorities including identifying operational must-haves and exploring different partnership models and roles.

The first exercise, LHB requested the group to identify the most important features using an operational requirements matrix developed to prioritize key features and facilities as part of the outdoor venue. The Commission reviewed three categories of operational requirements; Facilities Program, Security/Maintenance, & Management. Within the categories, the Commission discussed the level of service provided for key areas or program elements.

- Facilities Program
 - Restrooms
 - Site Furnishings
 - Venue Seating
 - Designated Parking
 - Concessions
 - Stage & Performance System
- Security/Maintenance
 - Site Security/Lighting
 - Facility Security
 - Site Maintenance Plan
- Management
 - Reservation/Programming Personnel (Daily Operations)
 - Legacy, Capital Improvements & Finance Committee (Long-term Operations)

The second exercise began with challenging the Commission to respond to the question, “What does it take to run a venue?” The purpose was to exercise their understanding of the scope of requirements for the operation and management of an outdoor venue. This exercise would lead into the principle purpose of the exercise to identify and explore the benefits and drawbacks of different management models.

The group assembled a list of the following for operational considerations:

- Finances
- Booking
- Sales of Tickets
- Maintenance
- Marketing
- Traffic Management and Circulation
- Permits
- Concession Coordination
- Technology Operation
- Sanitation/Clean-up
- Ongoing Programming/Annual programming
- Public Safety and Security
- Volunteer Coordination

LHB presented three management models to the Commission for discussion. The purpose was to gain consensus from the group on what model would make sense for the long-term viability and ongoing operation of an outdoor performance venue. A fourth emerged through conversation, privately-owned public space. Below are the outcomes from the conversation:

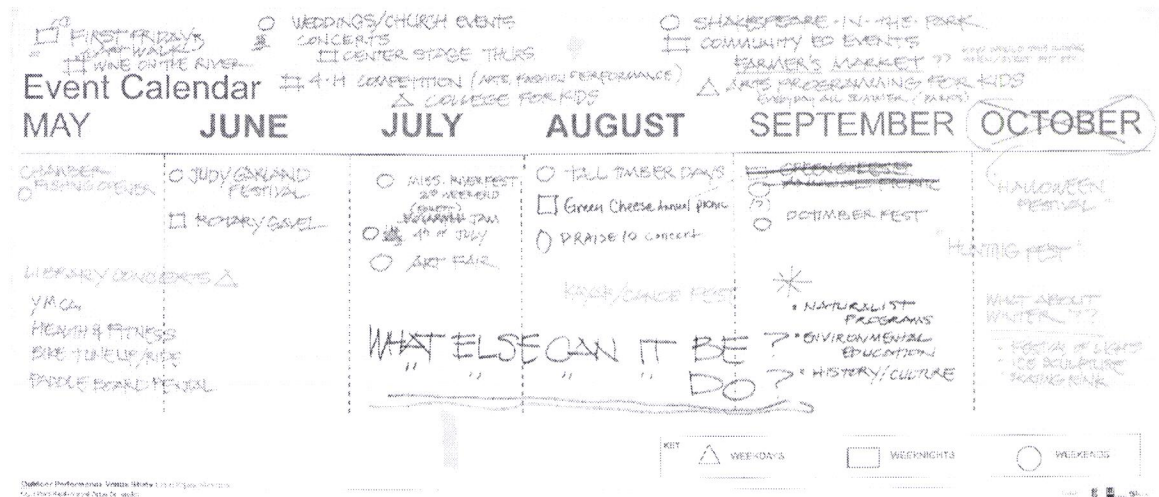
Public Open House (5:30-7pm)

The Public Open House was kicked off by Sonja Merrild, Commission member and Chair who introduced the Outdoor Performance Venue Feasibility Study connecting it to broader city initiatives and goals. Sonja shared the 2015 Arts and Culture Roadmap priorities which highlight the need for more venues in Grand Rapids. LHB then introduced the evening activities, organized in a “round-robin” style with modules for interactive participation. Participants were asked to break into two stations to participate in exercises examining programming goals and site amenity priorities. Below is a summary of each of the group exercises and their outcomes.

Station 1- Heidi Bringman and Bruce Jacobson- Partnership Modeling, Events Planning & Programming

The purpose of Station 1 was to examine each site’s benefits and drawbacks based on several site characteristics.

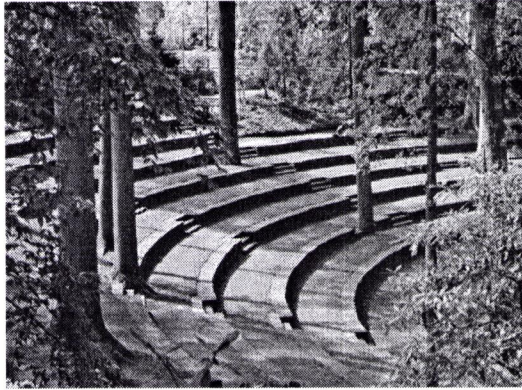
The second activity at Station 1 was to develop a calendar of events. Utilizing a large format print, pictured below. LHB staff solicited input on events that could be hosted at an outdoor performance venue. The group provided both existing annual happenings as well as imagined or future planned events. Key considerations discussed by the groups included factoring in the seasonal restrictions of an outdoor venue, the venue’s scale, the size of the events and site’s capacity, the need for parking and other considerations. Events ranged from public large scale festivals to small religious ceremonies.



Station 2- Stuart Shrimpton and Lacy Shelby- Performance Venue & Site Amenity Exploration

Station 2 functioned to provide an overview of a range of architectural features, finishes and canopy types. LHB provided the group with visual aids demonstrating stage scales and comparisons against local stages in Grand Rapids. A second activity challenged the group to prioritize amenities and desired features at an outdoor performance venue using a selection of 36 different images formatted as small cards.

Below were the most commonly selected images from the groups:



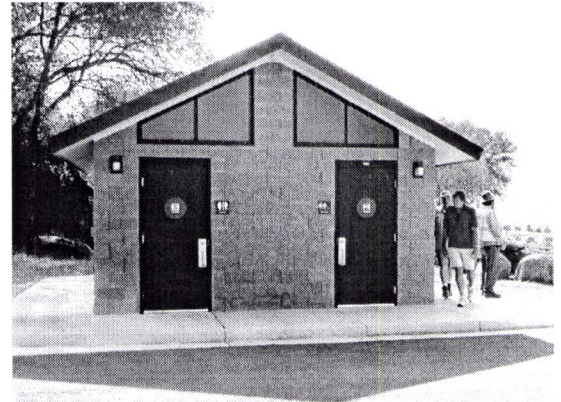
4 of 6 groups selected this image.



3 of 6 groups selected this image.



3 of 6 groups selected this image.



4 of 6 groups selected this image.

Day 2 (Large Community Room)

Attendees:

Heidi Bringman (LHB)
Bruce Jacobson (LHB)
Stuart Shrimpton (LHB)
Lacy Shelby (LHB)
Michelle Palkki (City)
Amy Dettmer (City)
Jeff Davies (City)
Dale Anderson (City)
Tom Pagel (City)
Jeff Johns (FHC)
Katie Marshall (MacRostie)
Penny Holcomb (KAXE)
Sarah Bignall (KAXE)
Maggie Montgomery (KAXE)
Bud Stone (GRACC)
Megan Christianson (Visit Grand Rapids)
David Marty (Reif/Commission)
Lois Bendix (Commission)
John Connelly (Commission)
Harry Smith (Commission)
Kathy Dodge (Commission)
Myrna Peterson (Commission)

Commission and Invited Stakeholder Workshop (9-11:30am)

Day 2 of the Workshop was focused on a strategic and detailed review of desires and outcomes from both the community engagement activities and the Phase 1 outcomes. This included a review of findings from the operations and maintenance models and partnerships, reactions and feedback on the programming and venue design. Revealing was the desire of the community to host not only art and cultural events at the venue, but also host smaller municipal, personal, educational, and community based activities at an outdoor venue. The partnership model discussion revealed a desire to identify an existing partner or entity to support the venue, and that creation of a new entity for just the outdoor venue is not strongly desired. The final phase of the workshop was to explore with the Commission and invited stakeholders the actual siting of features on both sites. The exercise, “Right-Size,” explored site capacity and venue placement at both the Forest History Center and Northern Community Radio sites. The exercise challenged the groups to balance priorities, understand site constraints and benefits, and work collaboratively to identify desired alignment of Commission, City, and potential partner goals.



Broader Workshop Findings:

- Reif has access, resources, existing infrastructure and equipment that could potentially be tapped, would require additional conversation
- Strong desire to ensure a self-sustaining model
- Some concern for ongoing management and decision-making
- City confirmed their position that they are not in the business of programming sites, but could be a conduit for financing
- What about boat access?
- How does the site relate to a broader connectivity, both to venue activities, but also to other city networks.