



**ARTS & CULTURE COMMISSION**  
**Work Session, Tuesday, April 4, 2017**

**NOTICE IS HEREBY GIVEN, that a regular meeting of the Arts & Culture Commission will be held in the Community Room at the Grand Rapids Area Library, 140 NE 2<sup>nd</sup> Street, Grand Rapids, Minnesota 55744 on Tuesday, April 4, 2017 beginning at 12:00 noon. Times are approximate.**

**12:00 pm      Presentations, Survey Outcomes, Goal Setting**

**1:00 pm      Design, Programming, Partnership**

**2:00 pm      Identify and Prioritize Parameters, Review Design Palette including structure, amenities and other features.**

**Adjourn**



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

## **Outdoor Performance Venue Study**

*Grand Rapids Arts and Culture Commission*

Grand Rapids Area Library  
Public Meeting #2  
April 4, 2017

The City of Grand Rapids and the Grand Rapids Arts and Culture Commission are evaluating the feasibility and need for a new or expanded outdoor entertainment venue. Times are approximate.

### AGENDA

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5:30 p.m.      Public Meeting  
7:00 p.m.      Adjourn

NOTICE

NOTICE IS HEREBY GIVEN THAT, the Arts and Culture Commission may be present at the River Venue Stakeholder Meeting on Wednesday, April 5 at 9:00 am.

**There may be a quorum of the Arts and Culture Commission present.**

City of Grand Rapids  
Administration Department



## 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 \_\_\_\_\_

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*



## **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 continues to formulate the feasibility and need for a new or expanded outdoor entertainment venue. This is the second public meeting and will end 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

**Present:** Lois Bendix

**Staff Present:** Amy Dettmer, Michele Palkki

**LHB:** Heidi Bringman, Stuart Shrimpton, Lacy Shelby, Bruce \_\_\_\_\_

There were eight individuals from the public in attendance.

Arts and Culture Commissioner 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, 4<sup>th</sup> 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 Community Education Programs, Park and Recreation Programs, First Friday, Church Events, 4 H Competition, Shakespeare in the Park, Grand Raids 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 regrading this and will be part of their proposal.

Session ended at 7:20 pm

Respectfully submitted by Michele Palkki, Administrative Assistant

***Michele Palkki***

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

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

Meeting participants: 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 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 king, 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





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DRIVEN DESIGN.**  
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**City of Grand Rapids  
Outdoor Performance Venue Feasibility Study  
Two -Day Work Session  
Agenda  
April 4<sup>th</sup> and 5<sup>th</sup> 2017  
Grand Rapids Area Library**

**Phase 2: Imagine Possibilities**

**Purpose**

A two-day exploration of two site options. The goal is to build on the work of Phase 1, including the community input from the first public meeting and the Commissions' guiding principles.

**Day 1** (Large Community Room)

**Commission Briefing (12-1pm)**

Presentation, discussion on survey outcomes, Review key themes and priorities of the community

**Listening Session (1-2pm)**

Design priorities, programming and partnership, realistic goal setting, operational must-haves

**Design Direction Discussion (2-3pm)**

Identify and prioritize key design parameters, review design palette, including structure, amenities and other features

**Break (3-5pm)**

**Public Open House (5:30-7pm)**

The Public Open House will be organized in a "round-robin" style with modules for interactive participation. Participants will be asked to break into three 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.

**Day 2** (Riverview Room)

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

Small group exploration of design direction. Strategic thinking and review of Public Open House outcomes on operations and maintenance models and partnerships. Participation in design exercise "Right-Size"- exploring site capacity and venue placement at two sites. Discussion of next steps. Presentation of preliminary framework of study outcomes.

c: LHB File 160187-304, attendees

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

# GRAND RAPIDS OUTDOOR VENUE

## Operational Requirements 2017

### \*operations

The organizing and controlling of the fundamental business activity of providing goods and services to customers.

FACILITIES PROGRAM			
Description	Must Have	Desired/Optional	Not Needed
<b>Bathrooms:</b> \$ = Portable Toilets (via rental service) \$\$ = Vault Toilets (seasonal, no utilities, minimal maintenance) \$\$\$ = Flush Toilets (utilities + maintenance)			
<b>Site Furnishings:</b> \$ = Minimal (trash receptacles only) \$\$ = Moderate (trash receptacles, benches, bike racks, picnic tables, signage)			
<b>Venue Seating:</b> \$ = Lawn Seating \$\$ = Designated Seating (amphitheater-style benches, seatwall)			
<b>Designated Parking:</b> \$ = < 50 spaces, relies on existing/on-street parking for overflow \$\$ = Accomodations for 50-100 spaces \$\$\$ = Accomodations > 100 spaces			
<b>Concessions:</b> None \$ = Flexible outdoor space with concrete pad for vendors, electrical hook-up) \$\$\$ = Roofed/permanent space with kitchen amenities &/or utilities			
<b>Stage &amp; Performance System:</b> \$ = Simple stage with no sound/lighting system \$\$ = Stage with electrical hook-ups only, no lighting \$\$\$ = Stage with built-in acoustical, lighting and electrical system			

SECURITY/MAINTENANCE			
Description	Must Have	Desired/Optional	Not Needed
<b>Site Security/Lighting:</b> None \$ = Parking Lot lighting only \$\$ = Parking & pathway lighting, gated access			
<b>Facility Security:</b> None \$ = Manual lock system for stage area (anti-theft/vandalism control) \$\$ = Alarm systems for stage and bathroom facilities, patrolled			
<b>Site Maintenance Plan:</b> \$ = Grounds maintenance only (lawn mowing, trash service, snow removal) \$\$ = Grounds & Venue maintenance (general upkeep of venue, assist with set-up/clean-up) \$\$\$ = Full service maintenance (grounds, venue, bathroom/concessions)			

MANAGEMENT			
Description	Must Have	Desired/Optional	Not Needed
<b>Reservation/Programming Personnel (Daily Operations)</b> \$ = Seasonal part-time staff (May - Oct) \$\$ = Seasonal full-time staff (May - Oct) \$\$\$ = Year-round, full-time staff			
<b>Legacy, Capitol Improvements, &amp; Finance Committee (Long-Term Operations)</b> \$ = Volunteer-based/Arts & Culture Commission \$\$ = Partially paid/designated position \$\$\$ = Director-type management role			

# GRAND RAPIDS OUTDOOR VENUE

## Operational Requirements 2017

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<b>Site Furnishings:</b> \$ = Minimal (trash receptacles only) \$\$ = Moderate (trash receptacles, benches, bike racks, picnic tables, signage)	✓	Phased	
<b>Venue Seating:</b> \$ = Lawn Seating \$\$ = Designated Seating (amphitheater-style benches, seatwall)	✓	Both	
<b>Designated Parking:</b> \$ = < 50 spaces, relies on existing/on-street parking for overflow \$\$ = Accommodations for 50-100 spaces \$\$\$ = Accommodations > 100 spaces	✓ 50-100	Site Dependent	
<b>Concessions:</b> None \$ = Flexible outdoor space with concrete pad for vendors, electrical hook-up) \$\$\$ = Roofed/permanent space with kitchen amenities &/or utilities	?		
<b>Stage &amp; Performance System:</b> \$ = Simple stage with no sound/lighting system \$\$ = Stage with electrical hook-ups only, no lighting \$\$\$ = Stage with built-in acoustical, lighting and electrical system	✓	TBD	

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<b>Legacy, Capitol Improvements, &amp; Finance Committee (Long-Term Operations)</b> \$ = Volunteer-based/Arts & Culture Commission \$\$ = Partially paid/designated position \$\$\$ = Director-type management role	✓		