

MEETING NOTICE
ARTS & CULTURE COMMISSION
Tuesday, May 6, 2014

NOTICE IS HEREBY GIVEN, that a regular meeting of the Arts & Culture Commission will be held in the Conference Room 2B at City Hall, 420 N Pokegama Avenue, Grand Rapids, Minnesota 55744 on Tuesday, May 6, 2014 at 3:15 p.m.

Agenda

1. Call to order
2. Public input
3. Correspondence
4. Approve minutes of the Regular Meeting held on April 1, 2014
5. Old Business: Metris Arts Consultants Funding Update
Conference Call with Metris
6. New Business:
7. Set agenda for next regular meeting – Tuesday, June 3, 2014
8. Adjourn

CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
CONFERENCE ROOM 2B- GRAND RAPIDS CITY HALL
REGULAR MEETING, TUESDAY, APRIL 1, 2014 – 1:20 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 1, 2014, at 1:20 pm

CALL OF ROLL: On a Call of Roll, the following members were present: Kathy Dodge, Todd Driscoll, Lois Bendix, Ashley Kolka, and David Marty.

Commissioners absent: Karen Walker

Staff Present: Amy Dettmer and Michele Palkki

The following items were added to the agenda: Fairgrounds Roundabout Discussion, Artists for Central School and Central School Artist Guide.

Commissioner Brian Carlson arrived at 1:30 pm

Crystal Lake Roundabout

Commissioner Marty reported that he had met with Julie Kennedy regarding the new roundabout that will be by the fairgrounds. Julie would like to work with the Commission later regarding this. Money would need to be secured before any action takes place.

Central School Artists

Commissioner Bendix reported that she has received two new artist's applications and would like the Commission to accept them. Rebecca Gramdorf has applied for May 15 – August 15 and Emily Lynch has applied for August 15 to November 15.

Motion by Commissioner Marty, second by Commissioner Bendix to accept the above named artists for the period listed. Motion passed by unanimous vote.

A discussion was held regarding residents of Grand Rapids vs outside communities. The Commission reported that local artists should receive preference.

APPROVAL OF MINUTES – March 4, 2014

Motion by Commissioner Driscoll, second by Commissioner Kolka to approve the minutes of the Regular Meeting of March 4, 2014. Motion passed by unanimous vote.

Central School Artist Guide

Commissioner Dodge reported that the Grand Rapids Arts have come up with a working document that gives the artists a guide for their stay in Central School. It was determined that this document is to be signed by the artist and kept on file.

Commissioner Sonja Merrild arrived at 2:00 pm

Interview Candidates – Introductions were made with each consulting group.

**Creative Community Builders with Tom Borrup and Peter Musty
Metris Arts Consulting with Anne Gadwa Nicodemus**

The Commission presented the following consultant interview questions. Each question was followed up by consultant's response.

1. Public engagement process is critical to the Commission and other civic leaders in Grand Rapids. You have outlined several suggested steps for public engagement in your proposal. Please tell us more about your underlying rationale and why this process works well.
2. How will this process help Grand Rapids learn new information and go beyond what we already know? Please share examples of your work with other similar communities.
3. Working with the Commission would presumably happen alongside your other projects. How does this work fit the schedule of the individuals you have assigned to this project? Will they be able to devote the necessary time on the ground?
4. The Commission asked for a creation of a 10-year plan. What are your suggestions for phasing the plan, given its long timeline?
5. Please share examples of obstacles encountered in past similar projects and how they were overcome.
6. Many plans are made in the public realm and citizens often criticize public leaders for planning and not executing – i.e. the plan sits on a shelf. How will our engagement with you and the specific plan design ensure the plan is executable?
7. How do cultural plans traditionally mesh with a city's comprehensive plan?
8. What do you see as the differences between rural and urban arts?
9. What do you find unique about our area that could be defined as regional flavor?
10. Do we have wiggle room with the timeline you proposed?

11. In addition to what you shared with us in your proposal, what else should the Commission know about your and your team's approach and work? Why would your team be best suited to carry out this work?

Each group was thanked for traveling to Grand Rapids and that a decision would be made within a week to let the consultants know the decision made by the Commission.

Commissioner Carissa Grosland arrived at 3:30 pm

A discussion was held regarding the two consultants.

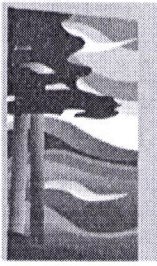
RECOMMENDATION OF METRIS CONSULTING

Motion by Commissioner Bendix, second by Commissioner Marty to make the recommendation to the City Council to hire Metris Arts Consulting for the Arts and Culture Plan for Grand Rapids. Motion passed by unanimous vote.

There being no further business, the meeting adjourned at 5:25 pm

Respectfully submitted by Michele Palkki

The next regular meeting of the Grand Rapids Arts Commission will be Tuesday, May 6, 2014 beginning at 3:15 pm at the Grand Rapids City Hall, Conference Room 2B.



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

ARTS AND CULTURE COMMISSION

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

**Request for Proposals
Arts and Culture Plan
For the City of Grand Rapids
Arts and Culture Commission**

The City of Grand Rapids is seeking requests for proposals from firms for an Arts and Culture Plan.

The due date for the RFP submittal form is 4:30 pm CST on February 28, 2014. RFP's must be in sealed envelopes clearly identifying the RFP title. No fax or electronic RFP's will be accepted. Location of the opening will be at the Grand Rapids City Hall, 420 North Pokegama Avenue, Grand Rapids MN 55744.

The proposals will be distributed to the Commission March 4, 2014.

Mail Proposals to: City of Grand Rapids
 Attn: Tom Pagel, City Administrator
 420 North Pokegama Avenue
 Grand Rapids MN 55744

After review of the submittals, the City may or may not conduct interviews prior to Council consideration of the RFP submittals. Any questions related to the submittal form should be directed to Amy Dettmer, Staff Liaison, at 218.326.8826.

INTENT

Grand Rapids, population 10,869 (2010 Census), is located on the banks of the Mississippi River and is the seat of Itasca County in northeastern Minnesota. Situated among 1,000 lakes, it is also the economic and cultural center for thousands who live just beyond the city's borders. The city is home to many nonprofit arts organizations including two choruses, a symphony orchestra, student dance and strings programs, several galleries, a community theater, a community radio and television station and a major performing arts center. Itasca Community College, UPM Blandin Paper, Grand Itasca Clinic & Hospital, School District 318 and Blandin Foundation are major employers that make a significant impact on the community. Fifteen miles west lies the edge of the Leech Lake Band of Ojibwa Reservation.

The City is requesting proposals from a consultant/firm to develop a ten year strategic Arts and Culture Plan. The plan will give direction to the City in setting policy and allotting resources in matters pertaining to municipal arts and culture. The plan must recognize the role diversity plays in a creative economy by highlighting the importance of people of various backgrounds, ages, abilities and personal orientations.

REQUIRED CONSIDERATIONS

Phase One: Inventory Analysis and Assessment of Community Needs

- I. Meet with the Grand Rapids Arts and Culture Commission to establish a timeline, schedule of meetings and effective lines of communication.
- II. Perform a comprehensive review of the City's existing strategic and cultural plans, including but not limited to the following:
 - A. Parks and Recreation
 - B. Public Works/Engineering
 - C. Economic Development Authority
 - D. Library Board
 - E. Mississippi Planning Committee
 - F. Planning Commission
- III. Interview other arts and culture stakeholders to determine their needs and resources, including but not limited to the following:
 - A. MacRostie Art Center
 - B. Reif Arts Council
 - C. Itasca Orchestra and Strings Program
 - D. Grand Rapids Players
 - E. Showboat
 - F. Itasca Choral Society
 - G. Grand Rapids Area Male Chorus
 - H. Creativity Tank
 - I. Grand Rapids Arts
 - J. Grand Rapids Area Library
- IV. Interview other stakeholders to determine how arts and culture impact them, including but not limited to the following:
 - A. Visit Grand Rapids
 - B. Community Marketing Task Force
 - C. Itasca Economic Development Corporation
 - D. Itasca Networks for Youth

- E. Itasca County Park and Recreation Commission
- F. Independent School District #318 Community Education

- Inventory existing arts spaces, venues and public art.
- VI. Present cultural plan models from other communities.
- VII. Analyze information, produce findings and identify options.

Phase Two: Goal Setting and Plan Development

- I. Develop and prioritize goals, objectives, and strategies with the Arts and Culture Commission.
- II. Identify with the Arts and Culture Commission four to five key areas of focus.
- III. Develop an action plan identifying responsibilities for implementing the plan in the following areas:
 - A. Marketing the plan to the community
 - B. Private and public funding for implementation
 - C. Assessing outcomes
 - D. Monitoring strategies and goals
- IV. Clarify roles of City commissions and committees and staff.
- V. Prepare a sufficient cost analysis for proposed Cultural Plan.
- VI. Present the Cultural Plan at a minimum of 3 open meetings in Grand Rapids prior to adoption.

Receipt of Information

Proposal must include consultant qualifications, how work will be performed, statement of costs and 3 references. Proposals must be received at the City of Grand Rapids Administration Department, 420 N Pokegama Avenue, Grand Rapids MN 55744 no later than 4:30 pm CST, February 28, 2014. The City of Grand Rapids reserves the right to reject proposals that come in after the deadline. Proposal is to be in sealed envelopes, clearly marked with the title "City of Grand Rapids Arts and Culture Cultural Plan" and addressed to:

City of Grand Rapids
Attn: Tom Pagel, City Administrator
420 N Pokegama Avenue
Grand Rapids MN 55744

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written notice received at any time prior to award. Proposal may be withdrawn in person by an officer or by a representative of the firm, if the representative signs a receipt for the proposals prior to award.

Transmission by fax or email will not be accepted.

QUESTIONS CONCERNING THE RFP

Please direct all comments and questions to Amy Dettmer, Staff Liaison, Arts and Culture Commission.
Phone: 218-326-8826
Fax: 218-326-7644
Email: arts@cityofgrandrapidsmn.com