

MEETING NOTICE
ARTS & CULTURE COMMISSION
Tuesday, December 3, 2013

NOTICE IS HEREBY GIVEN, that a regular meeting of the Arts & Culture Commission will be held in the Riverview Room at the Grand Rapids Area Public Library, 140 Northeast 2nd Street, Grand Rapids, Minnesota 55744 on Tuesday, December 3, 2013 at 3:15 p.m.

Agenda

1. Call to order
2. Public input
3. Approve minutes of the Regular Meeting held on November 5, 2013
4. Old Business:
 - Artist Update
 - Discussion regarding Request for Proposal (RFP)
5. New Business:
 - Building permits and public art
6. Set agenda for next regular meeting – Tuesday, January 7, 2014
7. Adjourn

CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
RIVERVIEW ROOM – GRAND RAPIDS AREA LIBRARY
REGULAR MEETING, TUESDAY, NOVEMBER 5, 2013 – 8:00 AM

CALL TO ORDER: Pursuant to due notice and call thereof a special meeting of the Grand Rapids Arts and Culture Commission was held Reif Center, Conifer Drive, Grand Rapids, Minnesota, on Tuesday, November 5, 2013, at 3:30 pm

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

Commissioners Absent: Lea Friesen, Carissa Grosland, David Marty

Staff: Amy Dettmer, Michele Palkki

Visitors/Artists: None

CALL TO ORDER: Pursuant to due notice and call thereof, the regular meeting of the Grand Rapids Arts and Culture Commission was called to order by Chairperson Dodge at 3:20 pm.

Added to New Business: Resignation of Leah Friesen

APPROVAL OF MINUTES: October 22, 2013

Motion by Commissioner Driscoll, second by Commissioner Bendix to approve the minutes of the Special Meeting of October 22, 2013. Motion passed by unanimous vote.

Old Business

Artist Update

Commissioner Dodge reported that there will not be a 3rd Artist at Central School. The individual that was recommended had not followed through with contacting Commissioner Dodge or City Staff. It was determined to leave the artist space as is with two individuals.

Commissioner Dodge reported that First Friday went well and there was a determined amount of energy in the building. It was also reported that the two artists that share the room at Central School are working well together.

Commissioner Dodge reported that she will contact Nathan from the Grand Rapids Newspaper to do an article for the paper announcing the artists at Central School. Commissioner Dodge will meet with the artists prior to an article being submitted.

GRACC Culture Plan

Commissioner Dodge reported that the preliminary Request for Proposal was sent to each member to review and discuss.

The RFP was read through and changes were suggested. City Staff will help put final changes together along with the Commission's suggestions for the next regular meeting December 3.

New Business

Commissioner Dodge reported that Commissioner Friesen had contacted her and indicated that she would be resigning from the Commission due to scheduling conflicts.

Staff indicated that the process for filling this position. The City requires something in writing indicating their decision. At that time, the City Council will accept the resignation and begin the process of filling the vacancy.

Next regular meeting is Tuesday, December 3 at 3:15 pm at the Grand Rapids Area Library.

There being no further business, the meeting adjourned at 4:45 pm.

Respectfully submitted by Michele Palkki



**Request for Proposals
Arts and Culture Cultural 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 Cultural Plan.

Submittal forms can be obtained until January 3, 2014.

The due date for the RFP submittal form is 4:30 pm CST on January 31, 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 opened and distributed to the Commission February 3, 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

The City of Grand Rapids is requesting proposals from a consultant/firm to develop a ten year strategic Arts and Cultural Plan. The plan will give direction to the City in setting policy and allotting resources in matters pertaining to the arts and culture of the region. 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
 - 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
- IV. Interview other stakeholders to determine their needs and resources, 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
- V. Inventory existing arts spaces and venues.
- VI. Present cultural plan models from other communities.
- VII. Analyze information, produce findings, identify options and make recommendations.

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
 - B. Funding
 - C. Evaluation
 - D. Monitoring strategies and goals
- IV. Clarify roles of City commissions and committees.
- 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.

III RECEIPT OF INFORMATION

Interested parties are invited to this RFP by submitting a response to the City of Grand Rapids

To be considered by the City of Grand Rapids, six (6) (copy able along with a CD containing a PDF of Proposal).

Proposals must be received at the City of Grand Rapids Administration Department, 420 N Pokegama Avenue, Grand Rapids MN 55744 no later than 4:00 pm CST, January 31, 2014. Proposals are to be in sealed envelopes, clearly identifying the proposals title "City of Grand Rapids Arts and Culture Cultural Plan" and are addressed to:

City of Grand Rapids
Attn: Tom Pagel, City Administrator
RFP # _____
Arts and Culture Cultural Plan
420 N Pokegama Avenue, Grand Rapids MN 55744

LATE PROPOSALS

Any proposals received by the City of Grand Rapids after the exact date specified above will not be considered.

WITHDRAWL OF PROPOSALS

Proposals may be withdrawn by written notice received at any time prior to award. Proposals 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. The City of Grand Rapids reserves the right to reject any and all proposals.

IV QUESTIONS CONCERNING THE RFP

Please direct all comments and questions to Amy Dettmer, Staff Liaison, Arts and Culture Commission. All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed, emailed, or faxed as follows:

Amy Dettmer
420 North Pokegama Avenue
Grand Rapids MN 55744
Phone: 218-326-8826
Fax: 218-326-7644
Email: adettmer@ci.grand-rapids.mn.us or adettmer@arrowhead.lib.mn.us