

MEETING NOTICE
ARTS & CULTURE COMMISSION
Tuesday, November 5, 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, November 5, 2013 at 3:15 p.m.

Agenda

1. Call to order
2. Public input
3. Approve minutes of the Special Meeting held on October 22, 2013.
4. Old Business:
 - Artist Update
 - Discussion regarding Request for Proposal (RFP)
5. Set agenda for next regular meeting – Tuesday, December 3
6. Adjourn

CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
REIF CENTER – CONIFER DRIVE, GRAND RAPIDS
SPECIAL MEETING, TUESDAY, OCTOBER 22, 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, October 22, 2013, at 8:00 a.m.

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

Commissioners Absent: Lea Friesen and Ashley Kolka

Staff: Amy Dettmer, Michele Palkki, Tom Pagel

Visitors/Artists: Diamond Knispel. Sheena Morrison arrived at 8:40 am

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 8:05 am.

APPROVAL OF MINUTES: October 22, 2013

Motion by Commissioner Marty, second by commissioner Driscoll to approve the minutes of the regular meeting of October 1, 2013. Motion passed by unanimous vote.

Old Business

Artist Space – Central School

Commissioner Dodge reported that the Memo of Understanding was approved by the Grand Rapids City Council and is ready for signatures. Commissioner Dodge indicated that Rob Mattei from Community Development will determine which space to use and meet the artists.

The following artists have accepted our invitation to be our Artist in Central School. There are potentially 3 artists that would occupy the space in Central School and would arrange their schedules to be sure to have times covered during regular business hours at Central School including First Friday beginning November 1st. Two of the artists were present to answer questions and each gave a brief description of their expertise.

- Diamond Knispel – current artist in residence. She has a strong background with at risk children. She is also involved with Northern Community Radio, and excellent in engaging those around her. Diamond teaches classes at the MacRostie Art Center and at the Northern Lights Charter School, she paints both small and large pieces and also works with clay. Diamond is very outgoing and likes to interact with those around her.

Artist Space Continued

- Sheena Morrison – she is currently a studio assistant and a student. She works in ceramics and pottery and is currently working on a mosaic. Sheena is outgoing and likes to engage with her audience.

The memo of understanding was read allowed by Commissioner Dodge. There were no questions regarding the MOU. Artists' questions were addressed. The studio space will be for a duration of 3 months.

Artists Diamond Knispel and Sheena Morrison signed the Memo of Understanding and will begin to move into the space immediately.

GRACC Culture Plan

Commissioner Dodge distributed a sample request for proposal that Commissioner Marty attained. The sample will help us put together a RFP for the Arts and Culture Commission to send out to potential recipients.

A discussion was held regarding putting together a working group to draft the RFP and then bring back to the Commission at their next regular meeting on Tuesday, November 5, 2013.

The sample will be put into word format by staff and sent to the focus group to help develop a RFP for an Arts and Culture Master Plan for Grand Rapids.

Motion by Commissioner Marty, second by Commissioner Driscoll to put together a working group comprised of Commissioner Dodge, Commissioner Bendix and Commissioner Marty to put together a draft request for proposal to be brought back to the Commission for approval. Motion passed by unanimous vote.

Correspondence

A discussion was held regarding the "Big Chair". Commissioner Dodge will put together a letter thanking all involved to build the new chair. Staff will work on getting a template of the City Letterhead to use for any correspondence from the Commission.

The Grand Rapids Arts will work on marketing regarding the opening of the Artist Studio for First Friday, November 1st.

Next regular meeting is Tuesday, November 5th at 3:15 pm at the Grand Rapids Area Library.

There being no further business, the meeting adjourned at 9:10 am.

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.

Interested firms should contact the _____

Submittal forms can be obtained until _____. The due date for the RFP submittal form is 4:30 p.m. on _____. 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.

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 _____ . 218.326_____.

Request For Proposals
Arts and Culture Commission

1. INTENT

The City of Grand Rapids, recognizing the importance of arts and culture, is requesting proposals from a consultant/firm to develop a ten year strategic Arts and Culture Cultural Plan. The Cultural Plan will define the City's role of arts and culture in accomplishing the City's broader goals. The plan will result in clear set priorities that are supporting through both policy and a commitment of City resources. Policy recommendations must support a diverse constituency, including small and large organizations; unincorporated groups; emerging and experienced artists; all City neighborhoods; and a range of persons of various backgrounds, age, abilities and personal orientations.

II. REQUIRED CONSIDERATIONS

TASK ONE: Inventory Analysis and Assessment of Community Needs

- 1) Meet with the Grand Rapids Arts and Culture Commission as needed to obtain a thorough understanding of the specific needs and establish lines of communication and attend meetings in Grand Rapids to discuss the project as needed. Consultant may utilize electronic meeting options as agreed upon by the Commission and staff.
- 2) Review the status of the project efforts and benchmarks with the client as requested.
- 3) Perform a comprehensive review of the City's existing strategic and Cultural plans, including Parks and Recreation, Public Works, Economic Development Authority, Library Board, Mississippi Planning Committee and Planning Commission. Also, review annual reports and strategic plans of other stakeholders.
- 4) Identify and interview key arts and culture stakeholders regarding their needs, resources and the current and future role of the City's Arts and Culture Commission.
- 5) Identify existing physical and social capital (artists, theaters, galleries, etc.)
- 6) Examine other models for increasing the creative capital of communities.
- 7) Analyze information, produce findings and identify options. Incorporate social and economic justification and sustainable rationale for concepts and recommendations.

TASK TWO: Goal Setting and Plan Development

- 1) Prepare a description of Cultural Plan, including history and proposed scope. Identify, with Arts and Culture Commission four to five key areas of focus and work with staff and stakeholders to conduct additional research on these topics.
- 2) Develop and prioritize goals, objectives, and strategies with the Arts and Culture Commission
- 3) Identify responsibilities for implementing the Cultural Plan and clarify roles of various City departments City Committees and outside agencies including marketing, ongoing funding, evaluation strategies and developing an implementation process that monitors process on strategies and goals.

- 4) Prepare a sufficient cost analysis for proposed Cultural Plan
- 5) Develop an action plan to evaluate, make qualified decisions and implement recommended Arts and Culture feasibility options.
- 6) Present Cultural Plan at an open meeting prior to adoption.

BUDGET

The City of Grand Rapids has allocated \$ _____ for the Arts and Culture Cultural Plan. The City is interested in understanding the full cost of the work described. In light of the budget, the City will provide administrative support from the Arts and Culture Staff. The competitive bid process will determine budget.

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) black and white (copy able) proposals must be received at the City of Grand Rapids Administration Department, 420 N Pokegama Avenue, Grand Rapids MN 55744 no later than _____ EST, _____, 2013. 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: _____
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 _____, 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:

Contact _____
420 North Pokegama Avenue
Grand Rapids MN 55744

Phone: 218-326-7600

Fax: 218-326-7608

Email: _____ -