



**ARTS & CULTURE COMMISSION**  
**MEETING AGENDA**  
**Tuesday, February 07, 2023**  
**3:45 PM**

CALL TO ORDER:

ROLL CALL:

PUBLIC INPUT: (if anyone wishes to address the Commission)

SETTING THE AGENDA:

CORRESPONDENCE:

APPROVE MINUTES:

- [1.](#) Approve Minutes from January 31, 2023

FINANCIALS:

- [2.](#) Approve the Financials for January 31, 2023

BUSINESS:

3. Welcome New Commission Members
- [4.](#) Review Mayor's Art Award Policy and Score Sheet
5. Riverfest

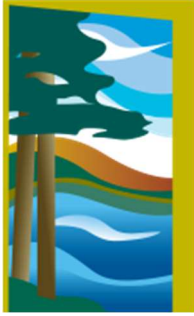
UPDATES:

- [6.](#) Pokegama Band Map
- [7.](#) Review the Final RFP for the Neighborhood Art Project

ANNOUNCEMENTS:

SET AGENDA FOR NEXT MEETING:

ADJOURN:



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

**ARTS & CULTURE COMMISSION**  
**MEETING MINUTES**  
**Tuesday, January 03, 2023**  
**3:45 PM**

**CALL TO ORDER:**

The Arts & Culture Meeting was called to order at 4:05pm.

**ROLL CALL:**

**PRESENT**

Commissioner Ed Zabinski  
 Commissioner Jennifer Gorman  
 Commissioner Kari Hedlund  
 Commissioner Myrna Peterson

City Administrator, Tom Pagel

**ABSENT**

Commissioner Aaron Squadroni

**PUBLIC INPUT:** (if anyone wishes to address the Commission) None.

**SETTING THE AGENDA:**

**Motion made by Commissioner Hedlund, Second by Commissioner Zabinski to add the appointment of officers for the Arts & Culture Commission as an agenda item. All in favor, motion passed.**

**Motion made by Commissioner Zabinski, Second by Commissioner Gorman to nominate Commissioner Hedlund as the Commission Chair. All in favor, motion passed.**

**Motion made by Commissioner Hedlund, Second by Commissioner Zabinski to nominate Commissioner Gorman as the Commission's Vice Chair. All in favor, motion passed.**

**CORRESPONDENCE:** None.

**APPROVE MINUTES:**

1. Approve Minutes from December 6, 2022

**Motion made by Commissioner Gorman and Second by Commissioner Zabinski to approve the December 6, 2022 minutes. All in favor, motion passed.**

## FINANCIALS:

2. Approve the Financials for December 31, 2022

**Motion made by Commissioner Peterson and Second by Commissioner Zabinski to approve the Financials for Dec 31, 2022. All in favor, motion passed.**

## BUSINESS:

3. New Commission Members & Welcome if Approved by City Council

At this time there are a couple of applications for new Commissioners and there would be room for two more. The Commission will have an orientation for the new Commissioners that have been approved by the City Council and visit with them at the next meeting.

4. Review Mayor's Art Award

Discussion regarding time to start to solicit for the Mayor's Art Award. Possibly speak to Emily Carlson regarding a story on the award. This item will be tabled until the next meeting when the updated Mayor's Art Award Policy can be reviewed by the Commission.

5. Riverfest

The discussion focused on the Commission's involvement in this year's Riverfest event. One suggestion was for the Commission to have some type of interactive art for the event attendees. Chalk art was mentioned and it could be made into a contest, possibly judged by the audience and the winners could be given gift cards. This would be not only low cost, but open to all ages and with no pre-registration.

Once it was determined, the chalk art area could be roped off. Another suggestion was that the canvas could be black chalkboard painted plywood which could be re-used from year to year. Approximately ten sheets of plywood and black paint will need to be authorized for purchase for the contest. The Commission should also request assistance from the new staff at KAXE.

## UPDATES:

6. Pokegama Band Map

Commissioner Zabinski will follow through with the Pokegama Band Map and he will bring a report for the next meeting.

7. Review RFP's for Neighborhood Art

City Administrator Tom Pagel handed out the "Call for Artists" Request for Proposals for the Neighborhood Art Project. Commissioner Squadroni, who is not present this evening is requested to add more description to "The Sculpture Project" on page 2.

The Neighborhood Art Project from start to its completion will be approximately a year and a half. The Call for Artists, RFP, will go out in March and we will select about three that we'll give about 5 months for them to give us their design. This will be Phase 1. The challenge for the artists is to highlight what they've done and whether it would be a good fit for the selection criteria. The Commission can have engagement and discussion with them during the selection process.

## ANNOUNCEMENTS:

Commissioner Zabinski will not be at the next meeting.

New Commission members may be approved as late as Jan 23<sup>rd</sup> 2023, and may be in attendance.

Commissioner Peterson wanted to reiterate what the Commission's role would be at Riverfest, to promote and assist with the funding of Live and Engaging Art as it will be a Community Art Event.

Also, Commissioner Peterson added that Jim Kaigle won the "GoMarti" Song Contest, who is a local resident.

## SET AGENDA FOR NEXT MEETING:

### BUSINESS:

3. Welcome New Commission Members
4. Review Mayor's Art Award Policy and Scoresheet
5. Riverfest

### UPDATES:

6. Pokegama Band Map
7. Review the Final RFP for the Neighborhood Art

### ADJOURN:

**Motion by Commissioner Gorman and Second by Commissioner Zabinski to adjourn at 4:45pm. All in favor, motion passed.**

Respectfully submitted by Cynthia Lyman

**CITY OF GRAND RAPIDS  
ARTS & CULTURE COMMISSION**

**SCHEDULE OF CHANGES IN REVENUE AND EXPENDITURES  
FOR THE PERIOD ENDING DECEMBER 31, 2023**

*With Comparative Totals for the Period Ending December 31, 2022*

	Actual 12/31/2023	Actual 12/31/2022
<b>Arts &amp; Culture Budgeted Expenditures</b>	\$ 7,500	\$ 7,500
Supplies	-	156
Seminar/Meetings/School	-	-
Mayor's Art Award	-	944
Statue Blessing Ceremony Blanket	-	377
Kootasca Juneteenth Contribution	-	450
Indigenous People's Day	-	1,783
Neighborhood Meeting	-	25
MacRostie Administrative Assistance	-	2,200
goMARTI Song Writing Service	-	100
Jingle+Mingle Night Makers Market	-	297
Operating Transfer to Capital Proj 418	-	-
	<hr/>	<hr/>
Balance Available	<u>7,500</u>	<u>1,168</u>

## The Mayor's Arts Award

The *Mayor's Arts Award* will be granted annually to a Grand Rapids area business, organization, or individual(s) that supports and promotes local arts organizations, programs or individual artists through funding and/or advocacy in the Grand Rapids area.

### Eligibility Guidelines:

- Businesses, organizations, or individuals may be nominated or may nominate themselves by sending a letter of nomination to the Grand Rapids Arts and Culture Commission, 420 N. Pokegama Avenue, Grand Rapids MN55744 as described below.
- Businesses, organizations, or individuals must be located in, or a resident of, the City of Grand Rapids or adjacent townships.
- The Grand Rapids Arts and Culture Commission will identify a winning nomination, or more than one nomination if the Commission deems fit, and forward its recommendation(s) to the City Council for its consideration at a City Council Meeting.
- Winners will be personally notified prior to the award ceremony.
- Telephone nominations will not be accepted.
- Questions concerning this award may be directed to the City Clerk.

### Timeline and Selection:

- A press release calling for nominations will be advertised by January 1<sup>st</sup> of every calendar year. Notice of the same will be advertised in the *Grand Rapids Herald Review*, or other designated legal publication, at least twice prior to the nominations deadline. The notice will also be posted on the City's website and physically placed upon the public notice board at City Hall during the same timeframe.
- Deadline for nominations is February 1<sup>st</sup> of every year.

- Letters of nomination will be provided to the Grand Rapids Arts and Culture Commission in February and selection made at a subsequent meeting.
- Letters of nomination will be carried forward for a period of one year.
- The Grand Rapids Arts and Culture Commission will identify a winning nomination, or more than one nomination if the Committee deems fit, and forward its recommendation to the City Council for its consideration.
- The award will be presented at an event selected by the Arts and Culture Commission.
- The award will consist of an item of art produced by an area artist that highlights the Mayor's appreciation of the efforts of a business, organization, or individual(s) to promote the arts in the City of Grand Rapids.

Adopted by the City Council of the City of Grand Rapids, Minnesota, this 11th day of October, 2021.

*Dale Christy*

Dale Christy (Oct 12, 2021 17:59 CDT)

Dale Christy, Mayor

Attest:

*Kim Gibeau*

Kim Gibeau, City Clerk

Criteria	Grand Itasca	Mary Jo Jess	Ken Clifton	Stained Glass w/Class	Lea Friesen	Kathy Dodge
Supports and promotes Local Arts Organizations, etc. (Up to 5 pts.)	0	0	0	0	0	0
Community Advocacy/Outreach (Up to 5 pts.)	0	0	0	0	0	0
Would elevate awareness of nominee (Up to 5 pts.)	0	0	0	0	0	0
Total	0	0	0	0	0	0

**Previous Winners**

Grand Rapids State Bank  
Mike & Mary Ives  
Brewed Awakenings  
KAXE  
Miltich/Marshall



**From:** Ed Zabinski <[edwardmzabinski@gmail.com](mailto:edwardmzabinski@gmail.com)>  
**Sent:** Saturday, January 28, 2023 10:14 AM  
**To:** Kari Hedlund <[kehedlund@gmail.com](mailto:kehedlund@gmail.com)>  
**Cc:** Tom Pagel <[tpagel@grandrapidsmn.gov](mailto:tpagel@grandrapidsmn.gov)>  
**Subject:** Update on Mississippi River interpretive project

Good morning, Kari. I won't be available for next week's Arts and Culture Commission meeting, but I have visited with Karen Noyce about how the Commission might be helpful with the cultural map project she described at the December meeting.

1. Brainstorm options for conceptualizing the products that could be derived from the map and information you're assembling
2. Identify which of those options might be useful in telling the map's "story"
3. Assembling the right team to help
4. Recruiting Native people to assist with the work
5. Recruit artists and exhibit designer(s)
6. Identify and pursue funding sources
7. Prepare curriculum to tell the map's "story" in classrooms

Karen also asked that the Commission appoint a subcommittee to work with her on the project.

Thank you.

**Ed Zabinski**  
**unTapped, LLC**  
PO Box 320  
Grand Rapids, MN 55744  
(218) 259-6227



## **GRAND RAPIDS, MN**

**CALL FOR ARTISTS**  
 NW Grand Rapids Social  
 Cohesion Sculpture  
 Art Opportunity

## **Request for Qualifications**

### **About Grand Rapids**

Grand Rapids is a unique blend of small town hospitality and character with big City conveniences and opportunities. Grand Rapids offers an excellent quality of life to residents of the region with outstanding educational opportunities, excellent medical care, exceptional cultural, natural, and recreational amenities, and an unequaled sense of community spirit. Grand Rapids provides residents safe, friendly, affordable housing and inclusive neighborhoods that retain and enhance nature in the City. Residents and visitors can move around the City with equal ease by car, bicycle, or walking. Grand Rapids welcomes and supports a diverse mix of thriving businesses and industries that provide quality jobs, promising careers, and economic vitality. Grand Rapids is a welcoming gateway to Minnesota's Northwoods tourism.

Grand Rapids, MN, population 10,869 (U.S. Census Bureau 2010), is located in Northeastern Minnesota on the banks of the Mississippi River and is the Itasca County seat. It's situated in the midst of numerous lakes and forests. A small City known for, logging, regional services, the arts, and its Native American and settler cultures — Grand Rapids is a place of many narratives. Grand Rapids is predominately white (96.5%), with Native American (3.1%), Latino (1.2%), Black (1.1%), and Asian (.9%) racial and ethnic minorities (U.S. Census Bureau 2010). Fifteen miles west of Grand Rapids lies the eastern edge of the Leech Lake Band of Ojibwe Reservation; Native Americans are the largest racial/ethnic minority in Itasca County (4.9%).

The City's name hails from its 3.5-mile stretch of rapids now hidden by a reservoir created by a hydroelectric dam. The hydropower generated by the rapids attracted UPM Blandin's predecessor in 1902. The Mississippi also provided an optimal means of shipping logs to southern population centers. Whereas much of the northeastern Minnesota's "Iron Range" region historically focused on mining, Grand Rapids emerged as a logging town.

## **Grand Rapids Arts and Culture Commission**

The City Council established the Arts and Culture Commission in 2013. It currently functions as a volunteer commission, reporting to the City Council, with nine members and a City staff liaison. Commissioners are selected by the Council and serve a three-year term. The Grand Rapids Arts and Culture Commission envisions a community inspired by the power of its abundant arts and culture. They believe:

- the arts pave the way to a welcoming environment for all regardless of age, race, ethnic origin, gender or sexual orientation
- arts and culture combined with recreational opportunities define Grand Rapids as a regional creative destination for relocation, shopping, tourism and entertainment
- the arts contribute to health and well-being by creating aesthetically pleasing places to walk, bicycle, hike and play
- engagement in the arts helps vulnerable populations build confidence, cope with stress and aid with healing
- carefully planned and artistic street design contributes to a vibrant downtown and accommodates all modes of transportation, helping to make movement accessible to all
- the beauty of the natural environment of the Mississippi River, lakes and forests is a defining and valued characteristic of our community
- accessible, quality arts educational opportunities, cradle through career and on through retirement, are essential to the development of a creative community
- communities with robust arts and culture are more prosperous and attract large and small businesses, reward entrepreneurship, and provide meaningful careers to residents

## **The Sculpture Project**

The Arts and Culture Commission project will consist of one sculpture located at Legion Park at the SW corner of the intersection of Hwy 38 and Legion Lane/14<sup>th</sup> Street NW. [see following pages for location maps]. The Grand Rapids Arts and Culture Commission is looking for artwork that expresses the history, culture, and/or unique attributes of the Northwest neighborhood in Grand Rapids, Minnesota. Artists are encouraged to consider the Legion Park site as well as the larger context of the Northwest neighborhood when developing proposals. A wide range of media will be considered as long as the final artwork is safe and durable.

While it is not required that the artwork be collaborative in any way, the committee will give more weight to applicants that include an element of community involvement in their proposal. This could include school outreach, neighborhood participation, or other local engagement in one or more phases of the project. Applicants are encouraged to consider opportunities for collaboration in the idea/design phase, the fabrication/assembly phase, and the installation phase.

The goal is to give people living in the northwest neighborhood a sense of ownership of the completed artwork by providing opportunities to participate in its creation. The Arts and Culture Commission is looking for proposals that bring people together around public art. Specifically public art that represents the northwest neighborhood and provides a landmark to connect people living there.

## Request for Qualifications (RFQ)

Artists are hereby invited to submit qualifications to be considered to participate in the design phase for the public art opportunities described below.

The Arts and Culture Commission will review eligible applications and select a group of up to three finalists/finalist teams to invite to Grand Rapids for an in-person interview. Each artist/team will receive a stipend of \$750 to cover fees associated with design and travel to in-person interviews. Further information will be provided to the finalists.

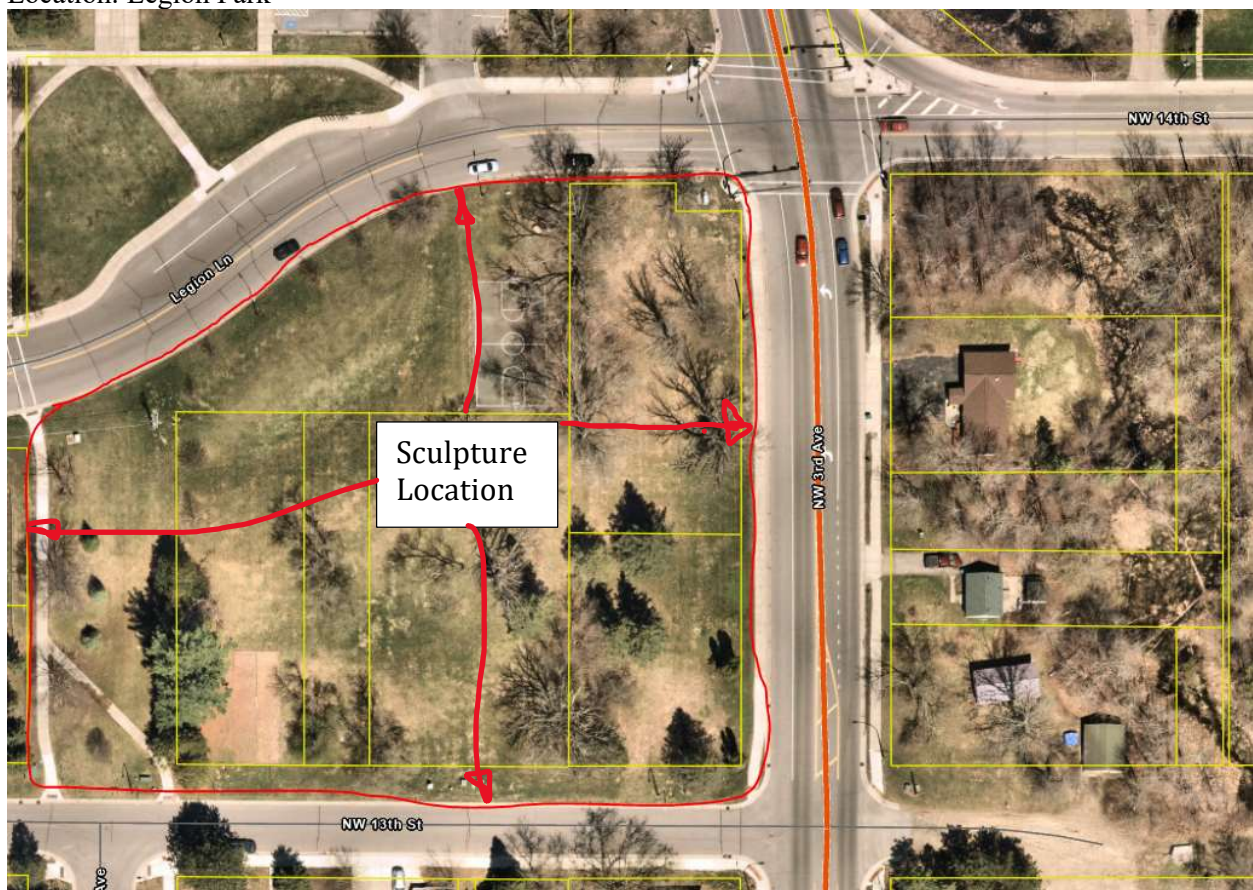
Upon completion of an in-person interview, one artist/artist team will be commissioned to develop, fabricate, and install the permanent artwork. The City will cover the expense of site/base preparation for the sculpture. Additional requirements will be outlined in instructions to finalists. Please see the following timeline for further details.

### Budget: \$50,000

The budget the sculpture is \$50,000. More information about the sites will be made available to the selected artist[s].

## Site Information

Location: Legion Park



## Selection Criteria

Phase 1: Selection of artist/designers will be based on the following criteria:

- Quality of introductory letter.
- Quality of work samples.
- Ability of artist/team to successfully complete projects based on resume and prior work experience.

Phase 2: Design concepts must meet the following criteria:

- Design concepts are engaging, interactive in some way, and evoke curiosity of passers-by either through color, movement, material, whimsicality, or other considerations.
- Artworks should take into consideration all seasons in MN, and should be safe and low maintenance.
- Artworks convey artistic excellence and innovation.

Additional considerations:

- Art should be welcoming, accessible and appropriate to the site.
- Artists should address how they would work with the Arts and Culture Commission to engage the community in some way.

## Eligibility

- Applicant must provide evidence of producing at least two commissioned public art projects of a similar scale and budget within the past ten years.

*We are committed to a policy of providing opportunities to people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, veteran status, or physical ability.*

## Selection Process Overview

The Arts and Culture Commission will review applications and select up to three artists or teams to participate in the design phase. Each artist/team will be paid a stipend of \$750 to prepare design concepts. Deliverables include graphic depictions of the proposed artwork and a brief narrative description. Artists/teams will have approximately **seven weeks** to prepare preliminary concepts, including the presentations to the Arts and Culture Commission.

## Schedule

- February 14, 2023 – RFQ announced
- March 21, 2023 – Deadline for RFQ submission; all required materials must be received by 4PM CST.
- April 4, 2023 – Committee review and selection of 3 finalists
- April 10, 2023 – City Council approves contracts with selected artists/teams for preliminary designs
- June 6, 2023 – Preliminary design concepts presented to Arts + Culture Commission
- July 10, 2023 – City Council approves final contract with selected artist or team. Commence design development.
- August of 2023: Based on approval of final design, artist/team commences with fabrication
- May/June of 2024: projects installed/project completion

## Required Submission Materials (in digital format only)

Please provide the following text in 12-point font, in a single PDF document:

- Contact information for lead artist and, if applicable, all team members



- Three references (contact information only) for recently completed projects
- One-page letter describing interest in project and approach to design; please include statement addressing eligibility criteria
- One-page listing of each work sample; please provide a brief description and budget for each work sample
- One-page biographical information or resume; if you have multiple team members, please keep biographical information for each team member to one page
- Work sample: Up to 10 digital images of your recent and relevant projects. Individuals and teams are limited to 10 images maximum. Save all images as standard JPEG and label each with applicant's full name and number in sequence corresponding with list of work samples.

**NOTE: Do not submit a proposal for artworks at this time.**

Please submit all RFQ materials via email to: [tpagel@ci.grand-rapids.mn.us](mailto:tpagel@ci.grand-rapids.mn.us). All materials must be received by **4 p.m., CST, Tuesday, March 21, 2023**. No RFQs will be accepted after this time. If you need clarification or further information, contact Tom Pagel, City Administrator at: [tpagel@grandrapidsmn.gov](mailto:tpagel@grandrapidsmn.gov) or 218.326.7626