



MEMORANDUM

TO: Arts and Culture Commission

FROM: Kylie Bagley, Assistant Planner
Brittany Rakowitz, Assistant Planner

DATE: July 18, 2018

RE: Arts and Culture Commission Meeting

The next meeting of the Arts and Culture Commission will be held on July 18 at 5:00 p.m. in the City Commission Room, City Hall. If you are not able to attend, please contact staff at 701.241.1474 or planning@FargoND.gov. Thank you.

ARTS AND CULTURE COMMISSION Wednesday, July 18, 2018 5:00 p.m. City Commission Room AGENDA

1. Approve Order of Agenda
2. Approval of Minutes – June 20, 2018
3. Presentation by Buzz Lab
4. Master Plan Review
 - a. Budget
5. Communication Plan
6. Update on Previously Approved Projects
7. ACC Accomplishments
8. Artistic Screen Project
9. Curating
10. Other Business or Public Comments
 - a. Next Regularly Scheduled Meeting August 15, 2018

Arts and Culture Commission meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on www.FargoND.gov/streaming. They are rebroadcast each Saturday at 4:00 p.m.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Office at 701.241.1474 or TDD at 701.241.8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo Web site at www.FargoND.gov/artsandculture.

MEMORANDUM

TO: Arts and Culture Commission

FROM: Kylie Bagley and Brittany Rakowitz

DATE: July, 18, 2018

RE: Meeting Report

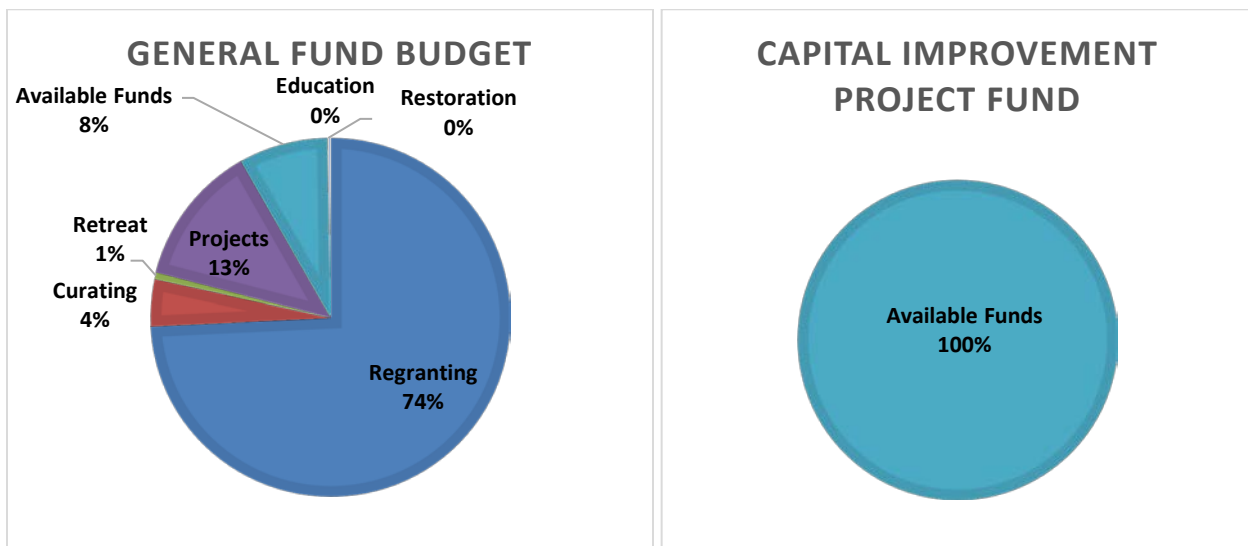
Below is a monthly report corresponding to the agenda items for the July 18 meeting.

Item 4) 2018 Budget

The Arts and Culture Commission received \$150,000 from our general fund for the 2018 year. This \$150,000 is to be spent within the 2018 fiscal year. The table below shows what has currently been spent or allocated.

Description of Services	Amount Spent/Allocated
Regranting for The Arts Partnership	\$112,000.00
Purchasing Char Marie Flood's artwork for our permanent collection	\$175.00
Retreat	\$982.97
Payment for curating services (5)	\$6,250.00
RedBall Project	\$15,000.00
Hayes Restoration	\$250.00
Electrical Boxes	\$4206.69
Fargo Project Lessons Learned Books	\$108.00
Total Spent	\$138,972.66
Available Funds	\$11,027.34

In addition to the \$150,000, the Arts and Culture Commission also received \$85,000 in a Capital Improvement Project Fund, which does not need to be spent in the 2018 fiscal year.



Item 6) Update on Previously Approved Projects

The Public Art Advisory Panel met on June 26th to review the artwork submissions for the City Hall Art Panel Project. Of the submissions, five were selected for further review.

Item 7) ACC Tracking by City Staff

The documents outlines the administrative and technical components generated, and the projects oversaw by City Staff on behalf of the Arts and Culture Commission within the last 9 months.

Item 9) Curating

The Robert Schlomann and Dan Koeck exhibits within City Hall closed on July 16, 2018. Installation of Jon Solinger's exhibit, Working Land, will be installed on July 19th in the walk way. This will be a six-week exhibit extending to August 31st.

ACC Tracking by City Staff- Administrative/ Technical

September 2017- Present



Completed Projects

Canoe Parade
Madison Brick Sculpture
Creative Bike Racks
Utility Box Wraps
City Hall Art Panel
City Hall Curated Exhibits- 5
Hayes Restoration- Ongoing
RedBall

Project Possibilities- no proposals submitted to initiate ACC discussion.

Carlson Library Rotunda Art Piece
Public Health Building Exhibit
Library Restorations
Lions Club- Commemorating the Centennial celebration. *May be advisory-lions will solely fund.
Porchfest
Fargo Historic Image Collection (39) - reframing, matting restoration/ exhibit materials
CVB
Fargo Youth Initiative
Creative Plains Project- exhibit
TAP collaboration
Façade- Kilbourne collaboration
Curating New City Hall

Development

Logo
Twitter @FargoACC

- Content Generation
- Social Content Calendar

Webpage- www.FargoArtsandCulture.com

- Content, documents

Advisory Panel/ Sub-Committee

- Description of role
- Scoring Rubric

Outreach Email List

Processes for funding applicants
Process for the acquisition of fine art
Process for documenting City owned art collection
Process for facilitating public art through City channels

Documentation

Collection Management Tracker (149)

Digital Artwork Files- Paperless

Collection Audit

- Condition Report
- Restoration recommendations
- Insurance
- Appraisal- TBD

Creative Capital Sponsorship Form

Memorandum of Understanding

Project Agreement/ Letter of Agreement- Curating/ Project Management

Collection Maintenance and Archival Care Guide- entirety

Maintenance Agreement- developed per project

Public Art Policy Guide- entirety

Sample Call for Artist

Public Art Project- Status Report

RFP's/ Call for Artists

License and Use Agreement- Artist

Bill of Sale- Artwork Acquisitions

Visual Art Donation Application/ Receipt

Accession/ Deaccession Document

Loan Agreement and Insurance Provision

Monthly Management Report

Public/ Private Funding Flow Chart

Art Release Waive

Creative Capital Sponsorship

Checklist

Please take into consideration the following. Items pertaining to the project should be included within the project proposal submitted along with the Creative Capital Sponsorship Form.

- ☒ PDF images included with the project proposal.
- ☒ Durability of project: What is the lifespan of the artwork? Is the artwork susceptible to vandalism? Who will provide maintenance and care? What is the expected cost of maintenance and care?
- ☒ Have considerations been made on the impact the project may have on neighbors, neighborhood associations, and businesses.
- ☒ Insurance: Will the project need to have insurance coverage?
- ☐ Does the project need a structural engineer and stamped drawings? How will the project be secured to the site? Will the project need to have soil excavated, filled or have concrete footings poured? Are these structural items budgeted?
- ☐ Lighting: Will the project have a light feature? Have electrical and engineering permits been budgeted and secured?
- ☐ Is there drainage for projects that include a water feature?
- ☒ Projects located outdoors that are exposed to precipitation and environmental conditions unique to this region are created with materials that will hinder deterioration.
- ☐ Is the intended placement for the project on the Right of Way (ROW)? Is the project manager aware of the ROW ordinance and working with the City?
- ☒ Is this project a collaboration? If so, please detail the entities involvement and their role.
- ☒ Budget: Please outline the approximate budget of the project, including any artist fees, materials, fabrication, and installation costs.
- ☒ Funding: Please provide written confirmation from the entities providing additional sponsorship or donations. Include the contributed dollar amount, the budgeted item(s) the funds will covering and role these entities will have in the project.
- ☐ Permitting and Authorization: Has the project manager contacted the entities impacted by this project?

- | | |
|--|-----------------------------------|
| • Neighborhood Association | • Downtown Association |
| • City departments- (Engineering, Planning and Development, Parking, etc.) | • Utilities |
| • Commissions | • Parks District |
| • Fargo Police Department | • Fargo Fire Department |
| • Historic Preservation | • Department of Transportation |
| | • State and Federal Jurisdictions |
| | • Etc. |

Creative Capital Sponsorship

The Arts and Culture Commission (ACC) is committed to increasing The City of Fargo's creative capital. The ACC works to expand and facilitate arts development, provide opportunities for local and emerging artists and promote the creative capacity of The City of Fargo.

Applicants are encouraged to apply for funds that will benefit impact driven projects, reflect the vision of the ACC and grow the creative landscape of Fargo.

Please complete the following application for consideration.

Organization Name:	<u>Kilbourne Group</u>
Project:	<u>Artistic Dumpster Screen Project</u>
Amount Requested:	<u>\$2000.00</u>
Submittal Date:	<u>July 18th, 2018</u>

Contact Information

Contact Name:	<u>Mark Johnson</u>
Address:	<u>210 Broadway, Suite 300</u>
Phone:	<u>701.237.2279</u>
Email:	<u>mark@kilbournegroup.com</u>
Legal structure of organization, if applicable.	<u></u>

The Lowman Block at 406-414 Broadway N consists of 3 individual buildings, built in 1920, 1900, and 1968. They are currently home to retailers, Stabo, Boots & Heels, Unglued, Yeobo Sweets, C. Lizzy's, Insomnia Cookies, and future restaurant Drunken Noodle. In addition, 15 apartments are located on the upper floors of the buildings. The current tenant mix requires a fresh look at services like trash and recycling. A new cluster of dumpsters (trash, cardboard & food grease) will be placed nearer to the street, where there is more space and trucks have quicker and less disruptive access. The initial thought was to enclose the area with a typical and economical chain link fence with privacy slats. As the proposals were received, there was a desire to think a little harder about what kinds of opportunities this area presented. The Artistic Dumpster Screen idea was hatched. In a simple shift of mindset, it was determined that this project could achieve multiple positive results.

- 1) Screen the dumpsters and other items from street view (the primary goal).
- 2) Creatively problem solve a solution to a typical recurring need (all businesses and residents produce trash).
- 3) Create an opportunity for a local artist(s).
- 4) Create an opportunity for a local small business (builder).
- 5) Involve private property owners with public art and set an example for other property owners.
- 6) Produce another example of public art in the City of Fargo.

The project intends to collaborate with the neighboring property owner, Zandbroz. Initial approval has been received from Zandbroz to extend the enclosure onto their property. Zandbroz owners share in the desire to create a new experience and to achieve the same functional results. The vision of the project is to create a dumpster screen that is constructed of metal. The form of the screen will be linear with approximately 16' on the Lowman Block property and 6' on the Zandbroz property. The height will be approximately 5' tall. The Land Development Code dictates some requirements for this type of structure. This involves 50% opacity of the screen if taller than 3'. The process will involve partnering with local metal fabricator, P2 Industries. P2 has a strong track record in fabricating architectural elements with metals. A selected artist will partner with P2 to bring their artistic vision for the screen to fruition. P2's fabrication capability will allow them to create the artist's intent for the screen. The artist for the screen will be selected through a process similar to the recent utility box wrap project. There will be a call for artists created and shared regionally. The selected artist will receive a stipend.

Creative Capital Sponsorship

Description of Project/ Goal

What is the Value to the Community of Fargo?

The value with this project is to take an element that many buildings in the area already have, and elevate it to the next level. A dumpster screen is typically constructed of wood fencing or chain link fencing. Both products are serviceable and acceptable for the intended use. Over time, these products quickly lose their newness and are often left to decay. The screen will be constructed of materials and finishes that will withstand the weather, and durability will be strongly considered for the final product.

How will the project be marketed/ advertised?

This project will be marketed to the local and regional arts communities. The Arts Partnership would be a good resource and they will be contacted to help distribute the call for artists. Kilbourne Group will utilize its social media channels as well.

Budget: How will the funds be distributed?

Funds received from the Arts and Culture Commission would go towards overall project costs. Project costs include: structural supports for the screen, the screen itself, secondary barrier between dumpsters and parking spaces, and artist stipend. Kilbourne Group will pay all vendors involved in the project.

How will success be measured?

Success for this project will be defined by the satisfaction of all parties involved. The ACC, both property owners, the fabricator and the artist should all be proud of the outcome. If this measure is achieved, the neighbors and passersby will gain the benefit of new art in the neighborhood.

Timeline

Mid-July 2018 – ACC Application process
Late-July 2018 – Call for artists and artist selection
August 2018 – Planning and fabrication of the screen
September 2018 – Installation

- A project proposal must accompany the application.
- Images, illustrations, or 3D renderings must be submitted that accurately depict the project seeking funding. In the event that the ACC commits funds, the Commission must be listed as a sponsor in all publications, including social media.
- This form is an application and is not an agreement of funding for the listed project.
- In the event that funds are committed and the project is not completed by the established deadline, funds must be returned to the ACC.
- In the event that funds are committed, applicant(s) must adhere to the terms of the CCS form and the Project Proposal in which the ACC has agreed to. If for any reason the applicant(s) must alter the terms, prior to administering changes, the City Staff point of contact and the ACC must have notification. Any changes to the agreed upon terms without notification may lead to the ACC forfeiting funding for the project.

Artistic Dumpster Screen Project

Organization: DFI AM, LLC c/o Kilbourne Group LLC

Project: Artistic Dumpster Screen

Amount Req: \$2,000

Submittal Date: 7/10/2018

Contact Name: Mark Johnson / Kilbourne Group

210 Broadway, Suite 300

701-237-2279

mark@kilbournegroup.com

Description of Project / Goal

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Budget

- Expenses:
 - Subgrade structure: \$1,800
 - Screen Wall: \$3,450
 - Secondary parking separation \$500
 - Artist Stipend: \$250
 - TOTAL: \$6,000
- Funding
 - Kilbourne Group: \$3,500
 - Zandbroz: \$500
 - ACC Sponsorship: \$2,000

Added Details

- Project will be located on private property
- Project will be insured to the value of the improvements

ARTISTIC DUMPSTER SCREEN
PROJECT LOCATION



Examples



Examples

