



MEMORANDUM

TO: Arts and Culture Commission
FROM: Nicole Crutchfield, Planning Director
DATE: June 11, 2021
RE: Arts and Culture Commission Meeting

The next meeting of the Arts and Culture Commission will held on Wednesday, June 16, 2021 at 5:00 p.m. in the Commission Chambers at Fargo City Hall. If you are not able to participate, please contact staff at 701.241.1474 or Planning@FargoND.gov. Thank you.

ARTS AND CULTURE COMMISSION
Wednesday, June 16, 2021, 5:00 p.m.
Commission Chambers

AGENDA

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| 1. Approve or Amend Order of Agenda | Action Item |
| 2. Approve or Amend Minutes – May 19, 2021 | Action Item |
| 3. Public Comment | |
| 4. Subcommittee Updates and Reports | |
| 5. Election of Chair and Vice Chair | Action Item |
| 6. Designation of The Arts Partnership as a Local Arts Agency | Action Item |
| 7. Review Bylaws | Action Item |
| 8. Staff Update | |
| 9: Adjourn: Next Regularly Scheduled Meeting July 21, 2021 | |

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

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.

ARTS AND CULTURE COMMISSION MINUTES

Regular Meeting:

Wednesday, May 19, 2021

The Regular Meeting of the Arts and Culture Commission of the City of Fargo, North Dakota, was held in the Commission Chambers at City Hall at 5:00 p.m., Wednesday, May 19, 2021.

The Arts and Culture Commissioners present or absent were as follows:

Present: Deb Williams, Tracy Jordre, Jon Offutt, Tracy Walvatne, Joe Williams, Ann Arbor Miller, Brad Bachmeier

Absent: Denise Kolpack, Monika Browne-Ecker

Chair D. Williams called the meeting to order and welcomed Members to the meeting.

Item 1: Order of Agenda

Member Offutt moved to approve the Order of Agenda. Second by Member Bachmeier. All Members present voted aye and the motion was declared carried.

Item 2: Minutes: Regular Meeting of April 21, 2021

Member Jordre moved the Minutes of the April 21, 2021 Arts and Culture Commission meeting be approved. Second by Member Bachmeier. All Members present voted aye and the motion was declared carried.

Item 3: Subcommittee Updates and Reports

a. Neighborhood Art Grant

Chair D. Williams re-introduced the Neighborhood Art Grant, which would provide funding for neighborhoods that are interested in participating in the Public Art Beyond Downtown wrap program. Members Bachmeier and Arbor Miller expressed interest in expanding this program to involve local schools. Discussion was held regarding how many grants each neighborhood could receive and how funding would be distributed.

Member Walvatne moved to dedicate \$10,000 for the creation of a neighborhood art grant that would provide funding for neighborhood art projects, such as the Public Art Beyond Downtown program. Second by Member Arbor Miller. All Members present voted aye and the motion was declared carried.

Item 4: Staff Updates

a. Call for Artists grant round discussion

Ms. Crutchfield asked the Capacity Building subcommittee to audit the existing Call for Artists process. Discussion was held regarding current grant round practices, ways to survey previous applicants, and selection committee volunteers.

Item 5: Public Comment

Christopher Cohen asked how members of the public could receive feedback from Arts and Culture Commission members. Ms. Crutchfield stated the Arts and Culture Commission members are volunteers who do not have City of Fargo email addresses.

Item 6: Other Business

a. The next regularly scheduled meeting is June 16, 2021.

The time at adjournment was 5:38 p.m.

MEMORANDUM

TO: Arts and Culture Commission
FROM: Nicole Crutchfield, Planning Director
DATE: June 10, 2021
RE: Meeting Report

For additional explanations and narrative of the June Arts and Culture Commission, please reference below.

Item 3. Public Comment – Citizens to be Heard

Chair Williams will open the floor to public comment. Speakers must state their name and will be limited to two minutes. Comments should not contain profanity or personal attacks. At the chair's discretion, an overall time limit may be placed on this agenda item. If time permits, the chair may choose to call on staff or liaisons to engage in dialog about any of the public comments received.

Item 4. Subcommittee Updates and Reports

Each of the committees are hard at work contemplating additional focus to goals for a 2021 and 2022 work plan.

Capacity Committee: They are working with staff and possibly with a consultant to review the call for artist operations. Staff and the subcommittee are working on more specifics.

Staff also reached out to the subcommittee for introduction to the final phase of a Kresge Foundation grant as part of The Fargo Project and some next steps related to that to be forthcoming from staff. (This is additional work from the Inclusion grant awarded by Kresge in 2018 which is due in January 2022.)

Lastly staff reached out to this subcommittee for vetting some possibilities for hiring technical assistance for curating art within city hall and future communications and promotional work on behalf of the neighborhood BID/TAP communication advocacy.

Neighborhood Committee: They are working on further defining the goals and strategies for neighborhood partners, such as Fargo School District, to help create original art that could be implemented through a utility box wrap program.

Development Committee: They are working with staff to further define what a public art investment program could look like with private/public partnerships.

***If you would like a staff member to attend the subcommittee meeting, please reach out to Nicole - ncrutchfield@fargond.gov**

For July's board meeting staff is seeking discussion on S.M.A.R.T. goals towards a specific work plan which can then be explored for resource analysis and strategy development, aiming for a draft work plan this Fall.

Item 5. Executive Committee Elections

Chair Williams will open the floor for nominations of Chair and Vice Chair for the term period of July 2021 – June 2022. Once nominations are received, Chair Williams will seek a motion for Chair appointment and separately seek a motion for Vice-Chair appointment.

Recommended Motion: Move to appoint _____ as Chair.

Recommended Motion: Move to appoint _____ as Vice – Chair.

Item 6. Local Arts Agency

Please reference your packet for a letter and exhibits articulating a request from The Arts Partnership regarding designation as a Local Arts Agency. Staff and Dayna Del Val will be present to answer any questions.

Recommended Motion: Recommend that the The Arts Partnership be designated as a Local Arts Agency, making them eligible for ARP funding and redistribution programs as coordinated with the National Endowment for the Arts and the North Dakota Arts Council

Item 7. Review Bylaws

It is recommended that the bylaws be reviewed annually for any changes. Please review the attached and either bring forward any edits at the meeting, or directly to staff. Please either table the item for action at the July meeting if edits are needed, or please accept the current version of the bylaws as presented in the packet.

Recommended Motion: Approve the Bylaws as presented.

Item 9. Staff Updates

This time is made available for any questions for staff or updates to be provided by other departments, such as the Police Liaison officer.

TO: Nicole Crutchfield, the City of Fargo
FROM: Dayna Del Val, president & CEO The Arts Partnership
DATE: June 8, 2021
RE: A proposal to recognize The Arts Partnership as a Local Arts Agency

Hello Ms. Crutchfield and the City of Fargo:

I recently learned of an important designation within the National Endowment for the Arts that would be available to The Arts Partnership with some assistance from the City of Fargo.

Based on National Endowment for the Arts (NEA) funding available due to ARP dollars, and per consultation with both the North Dakota Council for the Arts and the NEA, the local and regional arts community has an opportunity for direct funding with TAP and North Dakota Council for the Arts oversight. The available funding, however, requires that The Arts Partnership be recognized as a Local Arts Agency.

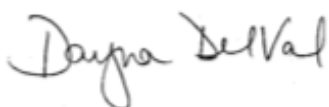
Historically the City of Fargo has had a long business relationship with The Arts Partnership and its predecessor Lake Agassiz Arts Council. However, through formal recognition of a letter from the City of Fargo indicating us to be a Local Arts Agency, we would be able to secure additional significant for distribution across State Region 5, which would allow us to disburse federal funds to area arts and culture nonprofits on behalf of the NEA that otherwise would be turned away.

I also intend to reach out to other local and county jurisdictions for official recognition as a Local Arts Agency as well. For more information about the definition of Local Arts Agency, please see attached background information for more understanding of a Local Arts Agency designation and what that means.

In summary, The Arts Partnership is extremely thankful for the 30+ years of funding we've had from the City. I am seeking the City's recognition of this relationship in writing in order to demonstrate to the NEA and the North Dakota Council of the Arts that the City of Fargo recognizes our organization as an arts service provider and as an arts agency in our metropolitan area and that it works on the City's behalf to provide grantmaking services in our area.

We do not believe this request jeopardizes any existing programs or future programs that the City has or future granting or program partnership that the City intends in the community either through The Arts Partnership or independently. Please reach out with any questions or concerns.

Sincerely,



Dayna Del Val

Americans for the Arts defines a local arts agency (LAA) as a community organization or local government agency that supports cultural organizations, provides services to artists or arts organizations, and/or presents arts programming to the public. LAA's endeavor to make the arts part of the daily fabric of community living.

Each LAA is unique to the community that it serves and each change as fast as its community changes. However, all seek to serve the diverse art forms in their community and make them accessible to every community member.

Simply put, a LAA is a nonprofit or government entity that is created to meet the cultural needs of a community and to foster an environment in which artists and arts organizations can flourish. A LAA represents all of the arts disciplines and frequently acts as a central clearinghouse for the cultural scene of a community. A LAA may provide services, coordinate, present and run programs, fundraise, administer and distribute grants, educate, stimulate, and nurture the cultural life of the community.

LAA's can serve populations of all sizes, and are located in urban, rural and suburban areas. They can focus on one activity or dozens of activities, based on the needs and desires of the community. LAA's can represent a single jurisdiction, such as a city, town or county, or multiple jurisdictions, such as a metropolitan or tri-state area. Or, they may represent smaller areas, such as a neighborhood within a city or county.

Other combinations are also possible: several larger cities in the United States have two LAA's. In such instances, the agencies usually have a separate focus but work cooperatively with each other. LAA's also work with many other entities within a community, such as libraries, schools, businesses, tourism offices, and governmental divisions concerned with such functions as city planning, public art, parks and recreation. LAA's often assume the lead role in coordinating community-wide networks and activities and promote a strong sense of civic pride.

Because it represents the community as a whole, a LAA is nonpartisan. Its supporters reflect the diversity of the population it serves--people of all ages, ethnic and racial backgrounds and "special interest" groups, such as people with disabilities and older individuals. There are an estimated 3,000 LAA's in the United States, each of which is helping to enrich the lives of its constituency.

In a broad sense, LAA's serve as a unified voice for the arts community and as a vehicle for educating the general public about the value and significance of the arts. LAA's place special emphasis on the important role the arts play in the economic vitality of communities; a healthy cultural "scene" and a healthy economy frequently go hand-in-hand!

LAA activities commonly fall into three areas: programming, services and grantsmanship. Most LAA's combine and carry out activities in all three areas and also engage in some advocacy work. LAA's can provide tangible services such as printed arts calendars, central ticket offices, insurance and group purchasing/equipment loan plans, cultural libraries, employment referral services, directories and newsletters, administrative management services and training opportunities. They can produce and

operate programs such as festivals, exhibitions, “art in public places” projects, touring programs, and educational programming in the schools and elsewhere. Many LAA’s also do fundraising (grantsmanship), which can involve administering united arts fundraising campaigns, obtaining grants and offering fellowships to artists. Still other LAA’s operate cultural facilities and integrate involvement with community-wide planning, urban design and redevelopment into their programming or services.

For more information on Local Arts Agencies, please contact the Arizona Commission on the Arts at:

Arizona Commission on the Arts

Kristen Pierce, Organizational Services Coordinator

(602) 771-6517

kpierce@azarts.gov

The **Arizona Commission on the Arts** is an agency of the State of Arizona which supports access to quality arts and arts education opportunities for all Arizonans; the development and retention of statewide jobs in the nonprofit arts, culture and education sectors; and increased economic impact in local communities through arts-based partnerships that develop tax and small business revenue.

We imagine an Arizona where everyone can participate in and experience the arts.

For more information, contact us at (602) 771-6501 or email info@azarts.gov or visit www.azarts.gov. To request this or any other publication in an alternate format, contact the Arts Commission offices. *An equal employment opportunity agency.*

Local Arts Agencies: The Basics

What Are They?

Local arts agencies can be categorized in the following four ways:

- * Community Arts Agencies/Councils
- * Arts Centers
- * Cultural Arts Commissions
- * Arts Components of other private Nonprofit Organizations

The four categories suggest that there is a great deal of diversity among local arts agencies. A Community Programs Development Task Force at the National Endowment developed the following definition of local arts agencies several years ago for the Arts (NEA):

"A public or private not-for-profit organization or agency, whose primary purpose is to provide a support system and network to develop, deliver and sustain arts activities in the community. Its primary function is to provide some or all of the following services: support of individual artists, promotion of arts activities, grantsmaking, space provision and central administration services for arts organizations. A local arts agency often serves as a forum for citizen's opinion and acts as an advocate for public and private support of the arts. In addition, a local arts agency may sponsor programs in cooperation with local and neighborhood organizations, or on its own as a catalyst for audience development and new programming."

What Do They Do?

The scope and variety of services and programs that local arts agencies provide gives some understanding of the usefulness and value these agencies have in the communities they serve.

The local arts agency as coordinator -- cultural clearinghouse for arts events; host monthly meetings of arts managers for information exchange; maintain master list of space available for performances and exhibits; sponsor national and local arts tours for children and adults; cultural exchanges with other communities.

The local arts agency as publisher -- calendars of arts events; newsletters; newspaper columns; workshop literature; exhibit catalogues; children's newspapers; directories of smaller arts organizations and/or local individual artists.

The local arts agency as provider of services -- workshops; administrative/office assistance for smaller groups; maintain master mailing lists of artists and organizations; publicity; community speakers bureau; survey the community and members to determine the community's support for cultural programs and services; community box office as a central location for tickets; provide arts classes; library for arts reference materials; provide technical assistance to emerging arts groups; administer grant/funding programs.

The local arts agency as presenter -- sponsor performances during festivals; facilitate arts in education activities and partnerships with local schools; produce annual performing arts series.

The local arts agency as broker -- connect performing arts groups with potential sponsors; bring together individual artists and presenters, donors, and buyers; introduce arts organizations and funding sources to each other; enlighten civic groups about the effective use of funds and the employment of artists.

The local arts agency as advocate -- provide a unified source of information for local news media; conduct united fund drives; participate in or lead a civic effort to restore or beautify; encourage local government to adopt 1% for art legislation; distribute timely information about local, state and national arts legislation; encourage local governmental units to provide funding and services to artists and art organizations.

The local arts agency as producer -- of an arts festival; of visual arts and crafts exhibitions; of radio and TV programs; of PSA's (public service announcements) for artists and member organizations; of local and national arts competitions; of theatre, music and dance productions.

A local arts agency may do any combination of these projects. This, of course, depends on the size and resources of the agency, as well as the needs of the community and agency members. One of the most valuable services a local arts agency can provide; however, is consistently encouraging the finest expression of the arts regardless of the arts discipline. One person does not usually have all of this appreciation, and so it is important to include individuals from various backgrounds and socioeconomic levels on the local arts agency board and committees and to consult with them regularly.

How Are They Established?

The formation of a local arts agency can follow a relatively simple and logical process.

1. A few interested citizens hold a public meeting to present the idea of forming a local arts agency. The meeting should be well publicized. A broad cross-section of the community must be invited, and should include: individual artists, representatives from other arts agencies and social service organizations, teachers, school administrators, businessmen, civic leaders, elected officials, lawyers and other professionals. Remember to include citizens from diverse socioeconomic and ethnic backgrounds, as well as people with disabilities. It is possible to request technical assistance for a speaker or facilitator to attend this meeting by contacting the Community Development Coordinator at the Ohio Arts Council.
2. At this meeting, an ad hoc steering committee can be formed to conduct a community assessment of the citizens, other arts agencies, schools, churches, recreation departments and civic groups. This assessment can be designed in a variety of formats. However, it is important to use a variety of methods to reach as many diverse people and organizations in your community as possible. Some ideas include: 1) a questionnaire that is published in the local newspaper asking readers to identify arts activities or projects they would like to see offered in the community; and which activities they would support; 2) community conversations in a variety of venues, like PTA and Lions Club meetings, 3) a random mail survey; or 4) a random digit dial phone survey. Remember, it is important to be as inclusive as possible. Whichever methods you choose the results of the data gathering process should be tabulated and synthesized with a report to be presented during a second

public meeting. Be sure to thank people for their participation and demonstrate to them that you value their input.

3. As a result of this assessment of the community's desires and needs, an interim board of directors should be elected, goals of the local arts agency formulated and a structure for accomplishing the goals designed. This involves determining which local arts agency structure is best for your local circumstances (i.e., a private, nonprofit agency; a department of the municipal government whose board is appointed by the mayor or city manager; a private nonprofit agency which is designated to receive and disburse public funds; a cultural component of a nonprofit agency which is formed for other purposes).
4. The charge of the interim board of directors will be to call a meeting, elect the first officers, write and adopt by-laws, and write and file the articles of incorporation.

How Do You Measure a Local Arts Agency's Success?

Whether an agency is operated solely by volunteers or has a professional staff, it is imperative that planning takes place early. There are many different ways to plan, but there are some basic components that must be present in your planning process. Evaluation strategies need to be developed in the early stages of planning. Designing a plan from the desired outcomes may be an effective method.

1. **Needs Assessment (Environmental Scan)** – This is the process of researching and outlining the conditions and situations that exist in the lives of your constituents and your professional field. This information should be related to the purposes and goals of your organization. It should be supported by evidence drawn from personal experience, from statistics provided by authoritative sources and from testimony by persons knowledgeable about the situation. The information should be current. This is the information on which an organization bases its arts services and programs.
2. **Define Organizational Values** – What does your organization believe in or value? What are the values that drive your work? Why are you starting this organization? Values are hard to identify and even harder to talk about. But, by talking about the values and identifying the stated values within the organization, we develop a better understanding of what we should be doing and how we should be doing it.
3. **Vision Statement** – This is a statement defines where your organization and community is going in the future. Ask your planning committee, “What do we want our community to look like in 5 or 10 years as a result of our efforts. If we are successful, what will have changed in this community as a result of our work?”
4. **Mission Statement** – What is the organization going to do? How will you achieve your vision, while honoring your values? The development of your mission statement is the most valuable time will spend. Simply put, it defines how you are going to get where it is you intend to go. A clear and succinct mission statement will help you design activities to will help the organization achieve success. A good mission statement says a lot with an economy of words.
5. **Program Goals** – Goal setting is the process of determining the most important needs and deciding which of those needs you can fill within the context of your values, vision and mission. Goals are generally measurable and describe the "outcome" of your activities rather than the activities

themselves. Information obtained from the environmental scan will be helpful during this phase of planning.

6. **Strategies** – Or, also known as activities, procedures or methods. This part of the planning process outlines the steps to be taken to achieve your organizational goals. Strategies should be clearly written include the following points:
 - Who will benefit? What is the public good?
 - Who is responsible for doing the work?, human resource needs
 - Timeline for completing the strategy
 - Connections to budget and financial needs
 - Quantitative and qualitative ways to measure the success. How will you know when a strategy has been completed? What worked, what didn't and why? What changes will you make in the future?

4. **Evaluation** -- there are two aspects of an evaluation:
 - a. **Program evaluation** - The program evaluation forces an organization to examine the clarity of its objectives, the ease with which they can be measured and the possibility of their being achieved. This part of the evaluation needs to be considered at the beginning and throughout the planning process.

 - b. **Process evaluation** - A process evaluation may suggest the redirection of your efforts as you study the different elements of the method you have chosen. This may also allow you to target resources more strategically as you examine the costs and benefits of the methods.

A thorough evaluation covers both program and process, and uses a combination of quantitative and qualitative measures to gauge success. Components should include, but are not limited to: surveys, comment cards, journal entries, meeting notes and minutes, ticket sales, attendance figures, etc.

**ARTS AND CULTURE COMMISSION
BY-LAWS
CITY OF FARGO
(ADOPTED April 15, 2015)**

I. NAME

The Arts and Culture Commission for the City of Fargo, North Dakota, hereinafter referred to as the "Commission," does hereby adopt these by-laws that shall govern its internal operations.

II. PURPOSE

Pursuant to Ordinance No. 4948 (2014), the purpose of this Commission is to ensure that public art continues to be a valuable part of Fargo; to provide a process of review and recommendation to the city commission of the commissioning and placement of public art by the city; and to ensure that city owned public art is properly displayed and maintained in a manner that it is accessible to the general public. The commission may fulfill this purpose by means of the Power and Duties outlined within the aforementioned ordinance.

III. MEMBERSHIP

The Commission shall be composed of those individuals who have been duly appointed by the Mayor and subject to ratification and approval by the Board of City Commissioners.

The Chairperson shall generally preside and conduct all Commission meetings, and with the advice and consent of other members, may appoint sub-committees from Commission members to perform specific duties.

The Vice Chairperson - In the event of the absence, disability, resignation or conflict of interest of the Chairperson, the Vice-Chairperson shall exercise all the powers and duties of said Chairperson, performing this function, the Vice Chairperson shall automatically become Commission Chairperson and the position of Vice Chairperson shall be deemed vacant and the Commission may elect from its own members a successor Vice Chairperson to fill this vacancy at its next meeting.

The Commission shall consist of nine (9) members to be appointed for three (3) year terms. Appointments shall be limited to a maximum of three (3) full terms. Terms which are less than three (3) years in length shall not be considered full terms for the intent of determining maximum allowed terms. Vacancies shall be filled in the same manner as other appointments to the Commission. All members of the Commission shall serve without compensation.

IV. MEETINGS

Quorum - A quorum shall consist of the majority of the existing and qualified members of the Commission.

Annual Meeting - At the regular annual meeting on the third Wednesday of June of each year, the Commission shall elect a Chairperson and Vice-Chairperson for the ensuing year.

Regular Meetings - The Commission shall meet on the third Wednesday of each month at 4:00 o'clock p.m. If the regular meeting date falls on a holiday when the City governing offices are generally closed, the meeting will be held on the regular meeting day and time of the succeeding week.

Special Meetings - The Chair or three Commissioners may from time to time call special meetings of the Commission with not less than twenty-four hours notice to Commission members.

Meeting Location - All regular meetings of the Commission shall be held in the City Commission Room unless otherwise published or distributed in the public notice for the public hearing.

Order of Business - The items of business to be considered at any regular or special meeting shall be specified on the notice of such meetings, which shall be the meeting agenda and which shall be transmitted to each member not later than five days immediately preceding the meeting date. Items of business at any meeting will be considered by the Commission in the order in which they appear on the meeting agenda and, except in the cases of emergency or mistake, no items shall be added thereto after said written agenda is transmitted to Commission members.

Records - The Commission shall keep a record of its resolutions, transactions, findings, and determinations; and, such record shall be a public record.

V. VOTING

All Commission members, including the Chairperson and Vice-Chairperson, shall be entitled to one equal vote at any meeting. There shall be no voting by proxy. Dissenting votes or abstentions on any matter presented to the Commission shall be clearly expressed orally or in writing when voting is in process.

The Commissioner declaring a conflict of interest concerning a matter before the Commission shall declare such a conflict at the time the matter is introduced for consideration and shall not vote nor participate in the discussion concerning the matter. The Commissioner declaring the conflict may remove oneself from the table and participate in the discussion as a member of the public.

All matters presented for Commission consideration requiring affirmative action shall be decided by the majority vote of those present at the meeting.

VI. ETHICS/CONDUCT

The Commission follows the ethics, conduct, and gift policy of the City of Fargo on boards and commissions and the Federal Grants Ethics policy of the City of Fargo boards and commissions.

VII. OTHER PROCEDURES

All operating procedures not specifically provided for herein shall generally be governed by "Robert's Rules of Order" which is hereby incorporated for purposes of reference. In the

event any provision of "Robert's Rules of Order" are inconsistent herewith, these By-Laws shall govern.

IX. CONTROL OF LAW

The procedures and operations of the Commission shall be governed by applicable ordinances of the City of Fargo, North Dakota, law of the State of North Dakota, and applicable laws of the United States of America; and any provisions herein inconsistent or in conflict with such laws or ordinances shall be deemed void.

X. AMENDMENT AND REPEAL

Except when in conflict with state statutes, these By-Laws may be amended or repealed from time to time by the affirmative vote of a majority of the appointed Commission members at a regular or special meeting. Said By-Laws may be made inoperative regarding any particular subject matter by the affirmative vote of a majority of Commission members.



David Bertolini

Chairperson, Arts and Culture Commission

MEMORANDUM

TO: Arts and Culture Commission
FROM: Nicole Crutchfield, Planning Director
DATE: June 11, 2021
RE: Staff Report

This agenda item is an effort to summarize and memorialize issues, concerns, or staff action related to the work of the Planning Department since the last meeting. During the meeting, the Chair may open for discussion or questions concerning these items.

1. Federal Housing and Urban Development Programs

The City of Fargo has prepared a draft version of the 2021 Action Plan for the City's Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME). The draft plan outlines the proposed use of U.S. Housing and Urban Development (HUD) funds and is available for public review. The public comment period runs from May 27 through June 25, 2021. All citizens are welcome to submit comments at any time during the public comment period, or at the public hearing scheduled for the June 14, 2021 Fargo City Commission meeting. Following final City Commission consideration of the 2021 Action Plan on Monday, June 28, 2021, a recommendation regarding these actions will be forwarded to HUD for its consideration and approval. The public notice is attached below, and the draft action plan is available online at <https://fargond.gov/city-government/departments/planning-development/plans-studies>.

2. Core Neighborhood Plan and Land Development Code Diagnostic

The [Core Neighborhood Plan \(CNP\)](#) and the [Land Development Code \(LDC\) Diagnostic](#) were approved at the City Commission meeting on May 17, 2021. Following the adoption of the CNP, Planning and Development staff will develop and refine an implementation strategy. Top neighborhood issues were identified as homes in need of updates, rental housing conditions, safety and compatibility of new developments in core neighborhoods. Next steps for the Land Development Code include developing an RFP for a comprehensive update to the code. Staff intends to utilize the information in the LDC Diagnostic work plan to form the department work plan and specifically work with the Core Neighborhoods Master Plan and prioritize long range planning needs. For specific information about these activities, please contact Aaron Nelson at the Planning Department or visit the department's website to find the materials.

3. City of Fargo Director of Diversity, Equity, and Inclusion

Dr. Terry Hogan has been recommended to serve as Fargo's first Director of Diversity, Equity and Inclusion. The City of Fargo's Director of Diversity, Equity and Inclusion (DEI) Selection Committee recently completed the final component of its selection process for the City's DEI Director, which generated a total of 62 applicants. The process culminated with interviews and presentations with the top five candidates. Following the assessment, the selection committee approved the list of candidates ranked by compiled interview and presentation scores to be utilized in extending a conditional offer to the top candidate. The Fargo City Commission approved a contract with Dr. Terry Hogan at its regularly-scheduled meeting on June 1. With the Commission approval, a full offer of employment will be extended to Dr. Hogan with a scheduled start date of July 6, 2021. To learn more about Dr. Hogan and the DEI Selection Committee, please visit <https://bit.ly/2RIkOkJ>.

4. Juneteenth Freedom Celebration

The City of Fargo will provide sponsorship to support performers and activities by hosting a booth at this year's Juneteenth Freedom Celebration event hosted by Faith4Hope. The event will be from noon-7pm on Saturday, June 19 at Lindenwood Park. Arts and Culture Commission members are invited to volunteer to staff the booth alongside other City departments and commissions. Contact Catlyn to indicate your interest and availability, CChristie@FargoND.gov. For members who want to engage with community member we welcome your involvement on this day.

5. Pride in the Park

The City of Fargo will provide a sponsorship of \$1,500, which includes an advertisement in the Pride Guide, logo on volunteer and Pride 5K t-shirts, and a table at Pride in the Park. The Pride in the Park event will be August 14 from 11am-4pm at Island Park. HRC commission members are invited to run the booth alongside other City departments and commissions. Contact Catlyn to indicate your interest and availability, CChristie@FargoND.gov. It is a great way to demonstrate unity and connect with community members.

6. Bias Crime Ordinance

On June 1, City Commissioners voted to continue pursuing a bias crime ordinance, a.k.a. Ordinances Relates to Public Safety, Morals, and Welfare. The proposed ordinance would escalate charges for bias hate crimes to Class B misdemeanors.

7. Lions Club Spirit of the Sandbagger public art project

Staff from the Engineering Department, Communications Department, Planning Department and City Attorney are coordinating details about operations, maintenance, lighting, and installation logistics. Installation and dedication is planned for later this summer and early fall. Staff received an update that the art is in the process of being crafted in the metal studio.