



MEMORANDUM

TO: Arts and Culture Commission

FROM: Nicole Crutchfield, Planning Director

DATE: July 13, 2021

RE: Arts and Culture Commission Meeting

The next meeting of the Arts and Culture Commission will held on Wednesday, July 21, 2021 at 5:00 p.m. in the Commission Chambers at Fargo City Hall.

ARTS AND CULTURE COMMISSION
Wednesday, July 21, 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 – June 16, 2021 | Action Item |
| 3. Public Comment | |
| 4. Subcommittee Updates and suggested work plan | Discussion |
| 5. New Meeting Time Discussion | Action Item |
| 6. Review of Bylaws | Action Item |
| 7. Staff Update | |
| a. Technical Support - Curating and Outreach | Action Item |
| b. Arts for the Holidays | Action Item |
| c. Kresge Project – Art of Belonging | Discussion |

Next Regularly Scheduled Meeting August 18, 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, June 16, 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, June 16, 2021.

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

Present: Deb Williams, Tracy Jordre, Jon Offutt, Monika Browne-Ecker, Ann Arbor Miller, Brad Bachmeier

Absent: Tracy Walvatne, Denise Kolpack, Joe Williams

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 Jordre. All Members present voted aye and the motion was declared carried.

Item 2: Minutes: Regular Meeting of May 19, 2021

Member Browne-Ecker moved the Minutes of the May 19, 2021 Arts and Culture Commission meeting be approved. Second by Member Offutt. All Members present voted aye and the motion was declared carried.

Item 3: Public Comment

Resident Christopher Coen shared his concerns regarding Agenda Item 6 – Designation of The Arts Partnership as a Local Arts Agency. Chair D. Williams invited Mr. Coen to stay for staff's presentation on this item.

Item 4: Subcommittee Updates and Reports

a. Capacity Building Subcommittee

Member Offutt provided an update regarding the call for artists' process, and shared information about a possible upcoming event this December.

b. Neighborhood Art Grant Subcommittee

Member Arbor Miller reported no updates at this time, and an upcoming meeting is scheduled.

Chair D. Williams noted they will be discussing working with schools and other public entities regarding the process for the utility box wrap program.

c. Development Subcommittee

Member Jordre reported no updates at this time, and an upcoming meeting is scheduled.

Member Browne Ecker added they are looking into historical data and success stories from other communities as a guide to help further their plans along.

Item 5: Election of Chair and Vice-Chair

Chair D. Williams opened up the floor for nominations for Chair and Vice-Chair of the Arts and Culture Commission.

Chair D. Williams nominated Member Jordre to serve as Chair from July 2021 to June 2022. Member Browne-Ecker moved to appoint Member Jordre as Chair of the Arts and Culture Commission. Second by Member Arbor Miller. All Members present voted aye and the motion was declared carried.

Chair D. Williams nominated Member J. Williams to serve as Vice-Chair from July 2021 to June 2022. Member Jordre moved to appoint Member J. Williams as Vice-Chair of the Arts and Culture Commission. Second by Member Offutt. All Members present voted aye and the motion was declared carried.

Item 6: Designation of The Arts Partnership as a Local Arts Agency

Planning Director Nicole Crutchfield presented this item and referred to the information included in the packet. She explained the background on the funding available through federal funds, and the role and requirements of a Local Arts Agency. She stated staff is requesting approval to recommend The Arts Partnership be designated as the Local Arts Agency.

President and CEO Dayna Del Val of The Arts Partnership shared additional details of the request.

Discussion was held regarding the time frame and management of the fiscal responsibilities; the deadline to confirm a Local Arts Agency to be eligible for this funding; and possible long-term plans this opportunity could provide.

Member Bachmeier moved to recommend approval that The Arts Partnership be designated as a Local Arts Agency, making them eligible for ARP (American Rescue Plan) funding and redistribution programs as coordinated with the National Endowment for the Arts and the North Dakota Arts Council. Second by Member Arbor Miller. All Members present voted aye and the motion was declared carried.

Ms. Crutchfield provided an update regarding recent staff changes. She noted she has reached out to Ms. Del Val and The Arts Partnership to see about their interest in making a proposal to offer technical assistance to staff, for items such as curating art within City Hall, and any upcoming call for artists. Ms. Crutchfield stated this is still in the discussion phase, and the proposal would be brought to the Arts and Culture Capacity Subcommittee, the Arts and Culture Commission, and to the City Commission for final approval.

Upon a question from Member Browne-Ecker about current staff openings, Ms. Crutchfield clarified the open positions will be filled. She also talked about the future and with the help of this Board, to continue seeking technical assistance from area entities for project specific items as they develop.

Item 7: Review Bylaws

Chari D. Williams referred to this item included in the packet.

Discussion was held regarding updating the stated meeting time in the Bylaws, and adding language to address meeting guidelines/requirements to accommodate unforeseen emergencies such as the COVID-19 Pandemic, etc.

Ms. Crutchfield stated staff will work with the City Attorney to make these amendments, and provide a draft at the next meeting for approval.

Item 8: Staff Update

Ms. Crutchfield presented an overview of the staff report included in the packet, providing additional details about each item.

On behalf of Member J. Williams, Ms. Crutchfield shared the following upcoming event: Friday, June 25th, The Northern Plains Art Museum Summer Art Institute will be having a public reception at The Plains Art Museum at 11:30 a.m.

Member Jordre thanked Deb Williams for her leadership as the Chair of the Arts and Culture Commission.

Item 9: Adjourn: Next Regularly Scheduled Meeting is July 21, 2021

The time at adjournment was 5:40 p.m.

MEMORANDUM

TO: Arts and Culture Commission
FROM: Nicole Crutchfield, Planning Director
DATE: July 14, 2021
RE: Meeting Report

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

Item 3. Public Comment – Citizens to be Heard

Chair Jordre 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, a time limit will be placed on this agenda item of three minutes. 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 committee was able to meet during this past month and will report on their findings or topics. Meanwhile, staff would like to propose subcommittees to affirm their focus area with a stated goal in August. In order to help provide some framework to this request, staff took the liberty to propose statements in their draft form based on recent discussions and context. These draft goals are changeable and are offered only as a place to start and to provide suggestions towards connecting to current operations.

Capacity Committee:

Suggested goal: Ensure the **call for artists program** is operationalized with consistency for broader local artist inclusion in either selection of work or creating work. This can be done through:

- 1) Confirming outreach methods to notify artists
- 2) Review rubric of findings/metrics for selection
- 3) Broaden participants and roster in committee reviewers
- 4) Understand barriers for access for award or implementation

Neighborhood Committee:

Suggested goal: Support the creation of a **neighborhood toolkit** to empower artists and neighborhoods to work together for project creation and implementation.

- 1) Find partners
- 2) Combine easy to implement/turn-key projects like sidewalk poetry or box wrap program
- 3) Engage in area infrastructure projects

Development Committee:

Suggested goal: Seek a working understanding of **funding revenues** to sustain a public art program, to include endowment, partnerships, and percent allocation program.

- 1) Partner with private foundations and grant opportunities
- 2) Seek interest and collaboration opportunities with private developers
- 3) Look to infrastructure collaboration opportunities

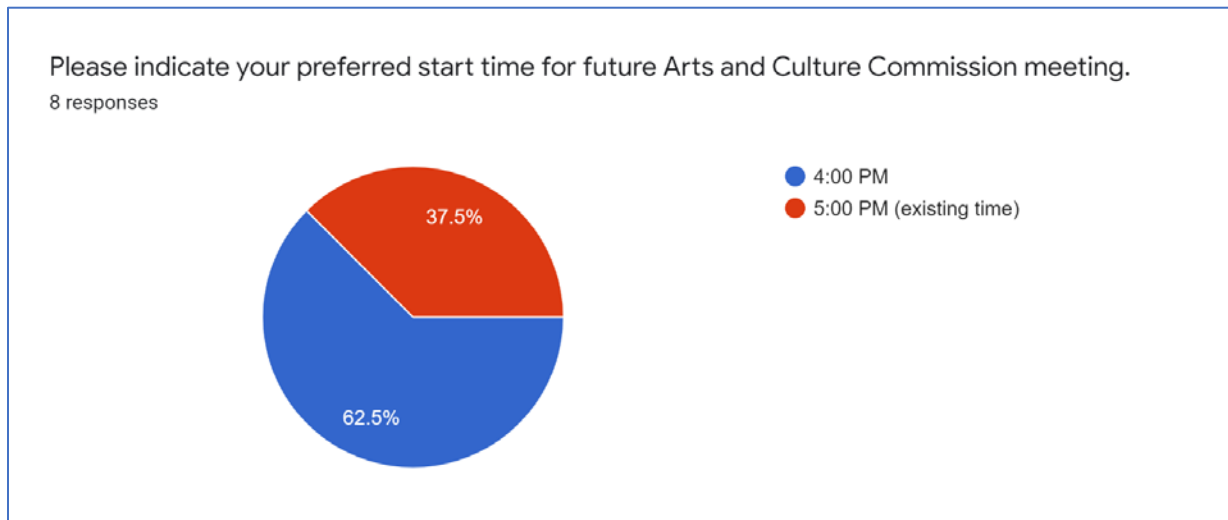
***If you would like a staff member to attend your next subcommittee meeting, please reach out to Nicole - ncrutchfield@fargond.gov**

For July and August'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. New Meeting Time

At the June ACC meeting, discussion occurred to discuss whether or not the board could meet the third Wednesday at 4:00 PM instead of 5:00 PM. A poll was sent out to the board, with results as follows:

- 4 of 9 members, plus the City Commission liaison, said 4:00 PM is preferred
- 1 of 9 members said either time is preferred
- 3 of 9 members said 5:00 PM is preferred
- 1 member did not respond



Staff recommendation is to maintain the time at 5:00 PM based on consistency with the rest of the city calendar. However, we would be supportive of a 4:00 PM start if the board supports the change through a motion and action at the July meeting. If the board votes on a new time, we would suggest not starting the new time until October or later in the year in order to verify logistics.

Item 6. Review of Bylaws

Please reference the draft by laws for consideration of action at the July meeting, assuming action on Item 5 has been considered and can be adapted within the bylaws if changes need

to be adjusted for the meeting time of day. Staff did not edit the bylaws to include emergencies as in these cases the City would follow the protocols as established by City policies. In general, the least precision in the by-laws as possible is recommended to leave room for flexibility.

Recommended Motion: Approve the Bylaws as presented.

Item 7. Staff Updates

Staff is seeking action or guidance on three upcoming activities that will set staff's work plan for the rest of 2021 in regards to Arts and Culture Commission.

Item A: Technical Support: Staff is seeking a proposal from The Arts Partnership to provide assistance to consult on three tasks.

Task 1: Promote and connect with the Neighborhood Coalition in order to advance and promote the Box Wrap program in city neighborhoods. This will ensure neighborhood leaders learn about the program that DCP/TAP are leading, in which the ACC previously supported. This program would be coordinated with the Planning Department, Engineering Department, the Community Development Committee, and the Communications Department as part of their neighborhood outreach work.

Task 2: Incorporate other city buildings, primarily city hall, in the ArtWORKS program. This program rotates curated exhibits in several buildings in the metro area. City staff believe it will be advantageous to include public buildings in this program. Hector Airport is already included in this program. This work would be coordinated through the City's Building and Grounds Department.

Task 3: Work with the Capacity Subcommittee to review and audit and facilitate the 2021 call for artists program. Updates to findings and any changes to the program will be reported to the ACC at the monthly board meeting.

Staff seeks this support to provide staff assistance and support due to the temporary reduction of staff. As experts and knowledge of the arts community, along with the promotional and media access The Arts Partnership offers, we believe this will allow the existing and new programs to continue to advance while we are temporarily down staff members.

These three tasks will be included in a master services agreement. The contracting and procurement procedures of the City of Fargo will require sole source approval and City Commission approval. Staff will aim to get the contract at the July 26th Finance Committee meeting for review and the August 9th City Commission meeting for final authority.

Suggested motion:

Approve staff seeking sole source contract with The Arts Partnership, subject to the Finance Committee and City Commission final approval.

Item B: Arts for the Holidays

Commissioner Strand and Mayor Mahoney reached out to Jon Offutt as part of FMVA to research and investigate if the arts community can create interest in the use of the Civic Center space and if an event at the Civic Center will be mutually beneficial to the arts community as they recover from the impacts of the pandemic. Attached in this packet, please

find a letter from Jon Offutt seeking the ACC's support of the Arts for the Holidays event. Staff supports this recommendation, and affirms the budget request can be supported in the allocations of Arts and Social Service Funds.

Suggested motion:

Approve the City of Fargo's partnership with FMVA and Civic Center for collaboration on Arts for the Holidays on December 11th.

Item C: Kresge Project – The Fargo Project Phase 2: The Art of Belonging and building the scaffolding for Creative Placemaking and community driven arts

Staff have been working with several foundations over the past 10 years on the implementation and advancement of the principles of The Fargo Project. Staff received the second phase of the grant from Kresge Foundation 4 years ago. This grant was for operationalizing The Fargo Project with other city initiatives including collaboration with other city departments as we connect arts in neighborhoods through partnerships with the Engineering Department, Parks District, Police Department and Public Health. The focus of this work is inclusion and community belonging with artists and community defining and exploring this concept through demonstrations.

In 2020 the project took a hiatus, however our project manager and team are forming to re-engage in this last phase of work. Our first mission on this phase of work is seeking interest and exploring resource opportunities within the grant constraints by getting an extension from the Kresge Foundation.

Staff will provide a brief presentation, with more discussion slated for August. Meanwhile, the action of general support will affirm that the ACC is understanding the components of the project and is supportive of this mission. Staff will also be seeking interest from Arts and Culture Commissioners who would like to serve as a representative on the project team as we further define the parameters and structure of the project implementation.

Reference Materials will be provided at the meeting as well as emailed following the meeting.

**ARTS AND CULTURE COMMISSION
BYLAWS
CITY OF FARGO
(ADOPTED JULY 21, 2021)**

I. NAME

The Arts and Culture Commission for the City of Fargo, North Dakota, hereinafter referred to as the "Commission," does hereby adopt these bylaws 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 Bylaws 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 Bylaws 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 Bylaws may be made inoperative regarding any particular subject matter by the affirmative vote of a majority of Commission members.

Tracy Jordre
Chairperson, Arts and Culture Commission

A red bow with black outlines is positioned above the word "Arts".

Arts FOR THE Holidays

Hello Arts and Culture Commission,

To assist area artists and arts organizations that have been impacted by Covid-19, the city of Fargo has proposed an event in the Fargo Civic Auditorium. I am writing today to seek your support for *Arts for the Holidays* on Saturday, December 11.

After meeting with Mayor Mahoney and other representatives of the city, I assembled a consortium of individuals representing The Red River Watercolor Society (RRWS), Fargo Moorhead Visual Artists (FMVA), and The Arts Partnership (TAP) to begin development of the event. The FMVA was chosen as the lead organization and the fiscal agent of the event because of its capacity to produce and run such an endeavor.

Arts for the Holidays will welcome all. Individual artists can apply for booth space on the main floor to sell their work, and arts organizations will be situated around the perimeter of the facility selling tickets and soliciting donations. We are working on scheduling performances for the stage. Dozens of artists and arts organizations have already shown interest in participating.

The city offered use of the auditorium at no cost. Rob Sobilik, the manager of the Fargodome and the Civic Center, asked that the event pay for the use of the building and that the funds be requested from the City Commission. The projected cost of renting the Civic Center is \$6,319. A request of \$10,000 will be made to the City Commission to cover this cost and to provide some marketing for the event. All the labor to produce and run this event will be provided by volunteers from TAP, RRWS, and the FMVA.

Thank you for supporting this community endeavor,

Jon Offutt

MEMORANDUM

TO: Fargo Arts and Culture Commission

FROM: Nicole Crutchfield, Planning Director

DATE: July 21, 2021

RE: DEPARTMENT Staff Report

This memo summarizes issues, concerns, or staff action related to the work of the Arts and Culture Commission since the last meeting or on behalf of the City of Fargo that may be of interest to the board. During the meeting, the Chair may open for discussion or questions concerning these items.

1. Southwest Area Growth Plan Update

The Planning Department oversees the development and land consumption within and beyond city limits. In July the Planning Commission approved a growth plan update for southwest area of the City to include the boundaries of 52nd Ave to the north, 110th Ave to the south, Sheyenne River to the west and Interstate to the North. The City of Fargo Planning, Engineering and Utility departments are actively working on advancing smart growth initiatives.

2. Redevelopments

The City of Fargo Planning Staff are talking to large scale developers on how they create place based activity centers for live, work, play. These areas can be seen along Veterans Boulevard corridor, the future Kmart redevelopment site, and the Parks District Anderson field complex, now owned by EPIC development. When you hear or see areas such as The Lights in West Fargo, you can see the typology and concepts developers are working on or conceiving. Many of these developers understand the importance of art in placemaking and incorporating within their developments.

3. City of Fargo 2022 Budget Process

Tenatively scheduled, the Mayor's budget presentation for 2022's preliminary budget, is scheduled for noon July 26th at the City Commission Chambers.

4. Lion's Club Spirit of Sandbagger

The sculpture is being created and there is an estimated installation and ribbon cutting date for mid to late August. The Operations Manual and the City of Fargo – Lions Club legal agreements are in process of being finalized.

5. Local COVID-19 Response

Planning staff continues to administer funding for several Covid-19 activities, including:

- Rental assistance program operated by SENDCAA and Presentation Partners in Housing. To get connected to program, call 2-1-1.
- High Plains Fair Housing Eviction Prevention program
- Family HealthCare Mobile Homeless Health Services
- Extra shelter beds for quarantine/isolation, social distancing, and overflow at the Gladys Ray Shelter Engagement Center, Churches United, and New Life Center

Fargo Cass Public Health is conducting walk-in COVID-19 vaccine clinics each Tuesday from noon – 6 pm at its main location of 1240 25th Street South, Fargo. Both Pfizer and Johnson & Johnson vaccine will be available. While these are walk-in clinics, appointments are encouraged to streamline the registration process. Specific clinic information, including links to make an appointment, are available at: <https://fargond.gov/city-government/departments/fargo-cass-public-health/coronavirus-disease-2019-covid-19/covid-19-vaccine>. As of June 8, Fargo Cass Public Health has administered 163,185 doses of COVID-19 vaccine. Residents are strongly encouraged to get the COVID-19 vaccine to protect themselves, family and friends.

6. Federal Housing and Urban Development Programs

On June 28, the City Commission approved the 2021 Action Plan for the City's Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) programming. The plan is available at <https://fargond.gov/city-government/departments/planning-development/plans-studies>.

7. Discrimination Complaint Process Survey for Organizations

The City through the Human Relations Commission have launched their discrimination complaint process survey, directed to any local organizations that may receive or make referrals for discrimination-related complaints and/or offer recourse services directly. Organizations who fit this description are asked to complete the survey by July 30, found here: <https://www.surveymonkey.com/r/2V7GXB7>.

8. Juneteenth Freedom Celebration

The City of Fargo successfully hosted a booth at Faith4Hope's first annual Juneteenth Freedom Celebration, which had over 2,000 people in attendance.

9. Pride in the Park

The City of Fargo will provide a sponsorship of \$1,500 for this year's FM Pride celebration, 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. ACC 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.

10. Bias Crime Ordinance

On June 28, the City Commission voted 3-2 to adopt ordinances pertaining to hate crimes relating to criminal mischief, harassment, and simple assault, a.k.a. ordinances relating to public safety, morals, and welfare. Proposed penalty for violation of these three ordinances is a Class B misdemeanor. These ordinances are effective immediately.

11. Mid-America Steel Demolition

The Mid-America Steel demolition is being managed by the Planning Department. Bids have been let, and the demolition will begin this by end of July.