



## **MEMORANDUM**

**TO:** Arts and Culture Commission

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

**DATE:** August 15, 2018

**RE:** Arts and Culture Commission Meeting

The next meeting of the Arts and Culture Commission will be held on August 15 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](mailto:planning@FargoND.gov). Thank you.

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**ARTS AND CULTURE COMMISSION**  
**Wednesday, August 15, 2018 5:00 p.m.**  
**City Commission Room**  
**AGENDA**

1. Approve Order of Agenda
2. Approval of Minutes – June 20, 2018 and July 18, 2018
3. A Love Letter to the City
4. Communication Plan (#5)
5. Job Description
6. Other Business or Public Comments
  - a. Next Regularly Scheduled Meeting September 19, 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](http://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](http://www.FargoND.gov/artsandculture).

## **ARTS AND CULTURE COMMISSION MINUTES**

**Regular Meeting:**

**Wednesday:**

**June 20, 2018:**

The Regular Meeting of the Arts and Culture Commission of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 4:00 o'clock p.m., Wednesday, June 20, 2018.

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

Present: Arlette Preston, Deb Williams, Michael Olsen, Jon Offutt, Tracy Walvatne, Denise Kolpack, Joe Williams

Absent: Denese Odegaard, Mark Johnson

Chair Preston called the meeting to order and welcomed Members to the meeting.

**Item 1: Order of Agenda**

Mr. Olsen moved to approve the order of agenda. Second by Mr. Offutt. All members present voted aye and the motion was declared carried.

**Item 2: Minutes: Regular Meeting of May 16, 2018**

Mr. Olsen moved the minutes of the May 16, 2018 Arts and Culture Commission meeting be approved with the correction of spelling for his last name. Second by Ms. Williams. All Members present voted aye and the motion was declared carried.

**Item 3: Welcome New Commissioners**

Chair Preston announces that there are three new members on the commission; Tracy Walvatne, Denise Kolpack and Joe Williams. The members of the commission introduce themselves.

**Item 4: Fargo CVB**

Charli Johnson and Andi Thorsen of the Fargo Convention of Visitors Bureau would like to help to fund permanent public art throughout Fargo, West Fargo and Moorhead. Public art enhances the visitor experience as well as the resident's experience. Chair Preston mentions that the commission still has all of its capital funds and suggests that the commission works with the CVB to help decide on a project. The CVB does not want to manage the project but they do want to be involved. The city is not able to be the project manager either. The commission and the CVB will have a brainstorming session to figure out a project.

**Item 5: Melissa Rademacher – Fargo DCP President**

Ms. Rademacher with the Fargo DCP states how the DCP has changed since she has become president. The street fair is a way to incorporate local artists and makers. McKayla Rude is the events coordinator for the street fair and also works with the DCP. Ms. Rude

states that the local block will have one large tent that will house approximately 10 local makers with smaller booths for a discounted rate.

**Item 6: 2018 Budget**

Assistant Planner Kylie Bagley presents on the 2018 budget and notes that the updated numbers reflect the purchase of the Fargo Project lessons learned book for the commissioners.

**Item 7: Electrical Box Art**

Ms. Bagley informs the commission on the finalists that were selected for the electrical box art wraps. The image titled Lake Sakakawea was removed from the selected images since the artist was not from the Fargo-Moorhead area. Ms. Bagley reminds the commission that they need to vote on the appropriateness of the images, since they will be on government property.

Mr. Offutt moved to approve the images selected for the electrical box wraps. Second by Ms. Koplack. All members present voted aye and the motion was declared carried.

**Item 8: Flow Chart for Public Art Projects**

Assistant Planner Brittany Rakowitz introduces the flow chart for public art funding. Chair Preston speaks to the importance of the flow chart.

**Item 9: City Hall Panels**

Ms. Rakowitz informs the commission that there were 16 submissions from the City Hall Panels. The advisory committee will review the submissions based on the scoring rubric. Mr. Offutt likes how The Arts Partnership rates projects by a 10-4-1. Ms. Rakowitz states that we can change the ratings to match that of The Arts Partnership. Mr. Olsen believes that the questions on the scoring rubric are excellent.

**Item 10: Updates on Previously Approved Projects**

Ms. Rakowitz informs the commission that the bike racks are complete and there will be a welcoming on Sunday at 1pm at Streets Alive.

**Item 11: Commission Job Descriptions Update**

Ms. Williams informs the commission of the second draft of the job description. The changes that were made in the draft need to be updated in the policies as well. Mr. Olsen recommends that everyone take a second look at the job description and make edits.

**Item 12: Communication Plan**

Char Preston would like to move forward with the communication plan and asks Ms. Koplack to take a look at it.

**Item 13: Other Business or Public Comment**

Dayna Del Val with The Arts Partnership recaps the State of the Arts for the commission and appreciates the Arts and Culture Commissions contribution to The Arts Partnership.

The time at adjournment was 5:45 p.m.

## **ARTS AND CULTURE COMMISSION MINUTES**

**Regular Meeting:**

**Wednesday:**

**July 18, 2018:**

The Regular Meeting of the Arts and Culture Commission of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 4:00 o'clock p.m., Wednesday, July 18, 2018.

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

Present: Arlette Preston, Deb Williams, Jon Offutt, Tracy Walvatne, Denise Kolpack, Joe Williams, Mark Johnson

Absent: Denese Odegaard, Michael Olsen

Chair Preston called the meeting to order and welcomed Members to the meeting.

**Item 1: Order of Agenda**

Denise moved to approve the order of agenda. Second by Jon. All Members present voted aye and the motion was declared carried.

**Item 2: Minutes: Regular Meeting of June 20, 2018**

The packet was not included in this packet. It will be included in the August packet.

**Item 3: Presentation by Buzz Lab**

Netha Cloeter, from the plains art Museum presents on the Buzz Lab with her three interns. The Buzz Lab started as part of the pollinator garden which was a way to bring garden spaces into the downtown urban environment. The planting was done by youth and community members. The buzz lab program started in 2014. Buzz lab is student led and project based. The youth creates either public art projects or community based projects. The goal of buzz lab is to be informative on the bees and educate others. Integrates art and science and the community members. Buzz lab is a paid internship program for youths ages 11-18.

[www.plainsartbuzzlab.com](http://www.plainsartbuzzlab.com)

**Item 4: Master Plan Review - Budget**

Nicole Crutchfield, Planning Director, gives an update on the 2019 budget process. The ask for 2019 is the same as last year, \$150,000. The budget should not stifle new projects or creativity that the Commission may have during the 2019 year. With the Commission being new, the City Commissioners set aside \$85,000 for a capital budget amount, which

came out of the Public Art Master Plan. In roughly two weeks the Mayors first draft of the budget will come forward following with final adoption.

Ms. Crutchfield states in the past the commission has funded the curating in the city hall, RFPs for public projects, projects that have come forward from the public. Ms. Crutchfield states that she and Chair Preston would like to have a working session to go over the budget for 2019

Mr. Offutt asks when the fiscal year ends, Ms. Crutchfield states that it ends in December and follows the calendar year. Ms. Walvante wants to know if we need to reapply for the capital project funds each year. Ms. Crutchfield states that this process is yet to be defined but the commission would need to reapply to the city commission. Chair Preston reminds the commissioners that they should use the master plan to help guide the budget. The brainstorming for how to spend the capital fund will be moved back another month.

Ms. Crutchfield states that the regranting program with The Arts Partnership has a long standing relationship with the City of Fargo. The City gives funds to The Arts Partnership who then regrant smaller amounts of money to local artists and nonprofits.

#### **Item 5: Communication Plan**

Chair Preston states that the communication plan is on the agenda in order to keep it in the forefront of the commission. Ms. Kolpac will be looking over the communication plan since her background is in communication. Shortly the commissioners will take their message to the editorial board and media as well as other city boards and commissions as well as the public.

#### **Item 6: Update on Previously Approved Projects**

Ms. Rakowitz states that the utility box wraps which were brought forward by the BID along the Broadway corridor will be coming forward in the next few weeks. A wrap has already been placed along Broadway and 6<sup>th</sup> St N.

#### **Item 7: ACC Accomplishments**

Ms. Rakowitz states that the document provided over the last year shows what the commission has accomplished over the last year as well as any media development and documentation that staff has accomplished on behalf of the commission.

Mr. Johnson states that the creative bike racks has been a very well received project and was wondering if there could be a description clarifying what the project is, who was involved. Ms. Elshaug, Planning Coordinator, states that the welder will be doing a final paint coat and then an anti-graffiti coat will be added. In order get a sign in front of the bikes this would need to be approved through city processes. Staff will pursue the signage with other city departments and the artists.

**Item 8: Artistic Screen Project**

Ms. Rakowitz states that Mark Johnson with the Kilbourne group has brought forward a project that will fulfill the commissions goals of encouraging public art citywide, cultivating partnerships and working with developers on projects.

Mr. Johnson presents the artistic screen project. The Kilbourne Group would work with a fabricator and do a call for artist for what the screen would look like. The art would need to meet the City's Land Development Code as well as Kilbourne Group's ideals. This would be a functional project that would be able to withstand the elements as well as an artistic element. As part of the project the neighbors would also like to be involved in the project which would expand the screen onto their property.

Ms. Williams asks who would be selecting the art. Mr. Johnson states the fabricators, himself, another member from Kilbourne as well as someone from The Arts Partnerships for their expertise. Mr. Offutt states that the timeline is very aggressive and feels that this is not enough time for the arts community. Mr. Johnson states that the deadline was put in place to meet the opening of the business that will be coming in. Ms. Kolpak asks if there is consideration for long term maintenance to which Mr. Johnson states that Kilbourne will be maintaining the screen long term.

Mr. Strand wants to know what the process was with receiving this application and if there is a process for the public and developers to come forward with ideas. Ms. Rakowitz states that there is a form on the website which allows the community to come forward with ideas. Ms. Crutchfield states that in the past the commission has sent out RFPs for public art but that did not happen in the 2018 year.

Ms. Walvatne asks Mr. Offutt how long a call for artist should go out for, Mr. Offutt states a month would be ideal.

Mr. Johnson recuses from voting.

Ms. Walvatne moved to approve the project with the condition that the project manager consider a longer time for the call to artists. Second by Mr. Offutt. All Members present voted aye and the motion was declared carried.

**Item 9: Curating**

Ms. Rakowitz introduces that there will be a new artist, Jon Solinger, in the City Hall Skyway. This will be at very little cost.

**Item 10: Other Business or Public Comment**

There is a laydown item that was forgotten to be conveyed when the order of the agenda was approved. Ms. Rakowitz presents the city hall panel artwork final two artists. The mayor narrowed down the 16 artist to two and asks that the commission decide how to

create a final artist. The commission can vote the finalist, have the mayor decide or send it to the public.

Mr. Offutt would say no to opening up to the public he would like to see an artist pick the images. Ms. Crutchfield states that a RFP went out to the public stating that the mayor would pick the finalist. The RFP had a concept of past, present and future.

Mr. Johnson would like to see the images be decided on sooner than later due to the opening of the new city hall. He agrees with Mr. Offutt to not have it open to the public. In the interest of time the commissioners decide to narrow down the city hall panels to one proposal to bring forward to the Mayor. The commission discusses.

Ms. Offutt moved to recommend the folk art panel to the mayor's office. Second by Ms. Williams. All Members present voted aye and the motion was declared carried.

The time at adjournment was 6:22 p.m.



## Commissioner Job Description

The Fargo Arts and Culture Commission is the voice of the public regarding public art and culture. The Commission is to ensure that public art, which includes visual and performance art, continues to be a valuable part of Fargo; encourages the display of public art by citizens, developers, property owners, architects and builders; provides a review and recommendations to the City Commission for the commissioning and placement of public art owned by the City; ensure existing public art is properly displayed, maintained and accessible to the general public.

Attributes expected in an Arts and Culture Commissioner include:

- A genuine interest in improving Fargo with public art.
- Values the opportunity that public art brings to tourism, economic development, community engagement and creative agencies.
- Is able to review budget and distribution of public money.
- Be open to creative partnerships for creation and maintenance of public art throughout the city.
- Review and understand documents including but not limited to Public Art Policy guide, Public Art Master Plan, Collection and Maintenance Guide and Arts and Culture Commission Work Plan.
- Willingness to commit the time needed to fulfil commissioner duties.

Duties Include:

- Regularly attend scheduled meetings of the Arts & Culture Commission.
- Facilitate management of new public art commissions or works of art gifted to the City
- Oversee the management of available funds and engage in active pursuit of public art grants and other relevant funding opportunities.
- Report to the city commission annually the status of donations, monies received and expended, and the purpose of all expenditures.
- Guide the development and implementation of a public master plan and maintaining said master plan.
- Identify opportunities for public art within current and future capital improvement projects.
- Oversee the management of a public art collection.
- Promote public art through education.
- Work with City administration to employ qualified city staff to support the activities of the Commission
- Make recommendations to the board of city commissioners for any additional ordinances or administrative procedures required to implement the stated purpose and intent of this section.
- Manage the acceptance of gifts or grants that may be appropriate towards the fulfillment of the purpose and intent of the Arts and Culture Commission.
- Develop a maintenance plan for public art and incorporate those costs into the budget, as needed.
- Advocate for public art in the private sector.
- Work with City Commission, City Administration and other staff to ensure adequate staff and financial resources to accomplish the Arts and Culture Commission mission and implement the Public Art Master Plan.