



MEMORANDUM

TO: Arts and Culture Commission
FROM: Maegin Elshaug, Planning Coordinator
DATE: August 15, 2019
RE: Arts and Culture Commission Meeting

The next meeting of the Arts and Culture Commission will be held on August 21 at 5:00 p.m. in the Commission Chambers, 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, August 21, 2019 5:00 p.m.
Commission Chambers
AGENDA

1. Approve Order of Agenda Action Item
2. Approval of Minutes – June 19 Action Item
3. Performance by Gasper School of Dance
4. Restructured Proposal for Fall Grant Round Call To Artists: Public Art Projects Action Item
5. Public Art Survey Results
6. Workplan
 - a. Commissioner reports
 - b. Staff reports
7. 2020 Budget updates
8. 2019 ACC Budget update
9. Creative Placemaking Leadership Summit
10. Other Business or Public Comments
 - a. Next Regularly Scheduled Meeting September 18, 2019

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.

ARTS AND CULTURE COMMISSION MINUTES

Regular Meeting:

Wednesday, June 19, 2019

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 19, 2019.

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

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

Absent: None

Also Present: City Commissioner John Strand

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

Item 1: Order of Agenda

Chair Preston added Grant Round Process redesign as an item on the agenda. Member Kolpack moved to approve the Order of Agenda. Second by Member Offutt. All Members present voted aye and the motion was declared carried.

Item 2: Minutes: Regular Meeting of May 15, 2019

Member Jordre moved the Minutes of the May 15, 2019 Arts and Culture Commission meeting be approved. Second by Member D. Williams. All Members present voted aye and the motion was declared carried.

Item 3: Performance by Theater B

Pam Strait of Theater B performed a dramatic reading from the company's Reader's Theater piece.

Item 4: Election of Chair and Vice Chair

Chair Preston announced that after two years as the Arts and Culture Commission Chair, she would be stepping down and opening the floor for nominations of a new Chair. Member Walvatne nominated Member D. Williams. Member Kolpack moved to elect Member D. Williams as Chair of the Arts and Culture Commission. Second by Member Jordre. All Members present voted aye and the motion was declared carried.

Member Preston opened the floor for nominations for Vice Chair. Member Walvatne nominated Member Jordre. Member D. Williams moved to elect Member Jordre as Vice Chair of the Arts and Culture Commission. Second by Member Johnson. All Members present voted aye and the motion was declared carried.

Item 5: Work Plan

Chair Preston introduced the idea of a monthly evaluation of the Work Plan. Member D. Williams asked each Member to provide an update of their work since the previous meeting. Member Jordre and Member Johnson reported that they were waiting to hear back from developers about what obstacles prevent developers from interacting with the Arts and Culture Commission. Member Walvatne requested a breakdown of how the Arts and Culture Commission funding was used in previous years. Member J. Williams is contacting individuals to build a strategy on how to grow awareness of the Arts in Fargo. Chair Preston encouraged Members to reach out to volunteers and community partners.

Planning Director Nicole Crutchfield gave a report on her experience at the American's for the Arts Conference in the Twin Cities. Ms. Crutchfield also provided an update on the first phase of the Civic Plaza. Phase one of the Civic Plaza is operating on a tight schedule due to the required placement of Sodbuster by fall of 2019. Ms. Crutchfield also informed Members that the Planning Department requested \$30,000 be set aside for the implementation of public art along Main Avenue.

Chair Preston requested an update on the public art survey. Planning Coordinator Maegin Elshaug reported that the survey has received close to 500 responses.

Item 6: Grant Round Process Redesign

Chair Preston commented on problems with the spring application process for the Creative Capital Sponsorship. Member D. Williams suggested the following changes to improve the process:

- Rename the program to provide more clarity for applicants
- Modify application process to make better use of artist's time
- Narrow the scope of projects submitted to the Arts and Culture Commission

Member D. Williams is hopeful a redesign of the grant process will be approved by the Arts and Culture Commission in August. Member Walvatne commented on the importance of making changes in response to public feedback. Member J. Williams requested the application be made more accessible online.

Item 7: Other Business or Public Comments

There were no public comments made at this meeting.

7a. Next Regularly Scheduled Meeting July 17, 2019

The time at adjournment was 5:37 p.m.

MEMORANDUM

TO: Arts and Culture Commission

FROM: Maegin Elshaug, Planning Coordinator

DATE: August 15, 2019

RE: Meeting Report

Item 4. Restructured Proposal for Fall Grant Round Call To Artists: Public Art Projects (Action Item)

Chair Deb Williams will present updates to the Fall Grant Round Call for Artists. An updated document is in the packet. Commissioners should be prepared to discuss the process and document at the meeting.

Item 5. Public Art Survey Results

Commissioner Preston will present a summary of the results of the recent Public Art Survey.

Item 6. Workplan

Commissioners and staff will provide updates to the workplan.

Item 7. 2020 Budget Updates

Staff will present information on the proposed 2020 City of Fargo Budget, including the five themes of: A Safe City for Everyone; The Regional Leader; Nationally Recognized Service Excellence; Community Engagement; and Smart Growth.

Item 8. 2019 ACC Budget Update

Attached is the quarterly budget report.

Item 9. Creative Placemaking Leadership Summit

There is a Creative Placemaking Leadership Summit for the Midwest taking place in Cincinnati, OH on October 10-12. Themes of the conference include: Health; Placekeeping; Diversity, Equity and Inclusion; and Climate Change. Additional information can be found at <https://www.cpcommunities.org/midwest>. Please let staff know if you are interested in attending the summit by August 23.



CALL TO ARTISTS: PUBLIC ART PROJECTS INFORMATION

The Arts and Culture Commission (ACC) is committed to increasing the City of Fargo's access to the creation of public art. The ACC works to facilitate arts development, provide opportunities for local and emerging artists and promote and increase capacity of arts in the public realm. Applicants are encouraged to apply for funds that will reflect the vision of the ACC, and grow the creative landscape of Fargo.

First time applicants are invited to attend a public art question and answer information session prior to submitting a proposal. The information session is scheduled for October TBD, with additional information forthcoming. For additional resources, please review the City of Fargo Public Art Master Plan at www.FargoArts&Culture.com.

Artists of all disciplines and skill levels are encouraged to apply, as well as public and private organizations. Proposals should be at an implementable project level. If proposal is at a conceptual level, potential applicants are encouraged to attend the question and answer information session to determine if the application timing is right.

Purpose

The ACC seeks artist involvement in projects that enhance they community, neighborhood or the site where they are located. Indication of how the projects includes artists should be described in the application. Projects are encouraged to build community support, including the community's arts and cultural influences within the works. Investigative processes should integrate public safety, cost effectiveness and sustainability. The ACC seeks to recognize creativity and encourage creative achievements, respect Artist's creative rights, and acknowledge those who are interested in contributing a higher standard of artistic expression. Applications are open to the public; however, funding may only be applied to projects that are within Fargo city limits.

Application Timeline

City processes can take 4-6 weeks or longer before a project is reviewed. Please make allowances for this process when planning your project. Artists will be invited to present their applications to the selection committee. Selection committee recommendations to the ACC will be reviewed at their next regular meeting after review, which are scheduled the third Wednesday of each month. Depending on scope of work, projects may need additional approvals.

PROJECT CONSIDERATIONS

The following are items to consider as you plan your project. Items pertaining to the project should be included with the proposal. This section is intended to be a guide and is not all inclusive of all aspects related to a project.

Location

- Private Property (see first page of Call to Artists: Public Art Projects Application for owner approval section)
- Public and right-of-way
 - Be aware there are ordinances and requirements that pertain to the right-of-way.

Stakeholder Coordination

- Neighborhood Associations, including the Downtown Neighborhood Association
- City Departments (Engineering, Planning and Development, etc.)
- Fargo Police and Fire Departments
- The Fargo Park District
- Department of Transportation
- State and Federal Jurisdictions
- Utility Providers

Site Conditions

- Impact: Consider the impact the project may have on neighbors.
- Lighting: Consider location of electricity; if electrical permit is required; include all associated costs.
- Water: Consider location of available water and feasibility of getting water to project; consider the impact of storm and rain water on the project.
- Maintenance: What is the maintenance for the project; who will maintain it and how will it be maintained; what is the expected cost of maintenance; are those costs included in the project budget?
- Weather: Consider the unique weather of our area, such as temperature, humidity, wind, precipitation and other environmental conditions.
- River/Storm Basins: Consider the unique water conditions of our area, such as river flooding and basins.
- Durability: What is the lifespan of the project; is the project susceptible to vandalism?

Logistics

- Does the project need to be secured to the site or ground; are soil excavation or footings needed; are those costs included in the budget?
- Professional Designer: Does the project require a professional, such as structural engineer or other; are those costs included in the budget?
- Permits: Does the project require any permits from the City of Fargo, such as building, electrical, plumbing, erosion control, allowances in the right-of-way, etc.?
- Insurance: Will the project need insurance coverage?



CALL TO ARTISTS: PUBLIC ART PROJECTS APPLICATION

Applicants are expected to lead project processes, develop and implement project, and work independently.

Project Information

Project Name: _____
Organization Name: _____
Legal Structure of Organization, if applicable: _____
Amount Requested: _____
Date Submitted: _____

Applicant Contact Information:

Name: _____
Address: _____
Phone: _____
Email: _____

Property Owner: I authorize the applicant to speak for me in matters regarding this application. Any agreement made by the applicant regarding this proposal will be binding upon me. I authorize City of Fargo staff to enter the property for the purpose of observing and taking photographs of the project area for presentation and for inspections to insure consistency of project proposal. Owner agrees work will be performed exactly as approved or they will apply for revisions prior to work commencing.

Owner Name: _____

Owner Signature: _____ Date: _____



Description of Project and Project Goals

Project Proposal Narrative: (500 words)

Project purpose or inspiration: (250 words)

List any collaborators or partners:

What is the Value to the Fargo Community?



How will the project be marketed or advertised?

Funds Requested:

Project Budget (include other funds if appropriate for total project budget):

Anticipated timeline:

Additional Items

- Include resume, curriculum vitae, or bio with application.
- Images, videos or website links that convey the project are encouraged.
- In the event that the ACC commits funds, the Commission must be listed as a sponsor on all publications, including social media.
- In the event funds are committed and the project is not completed, funds must be returned to the ACC.
- The application is not an agreement of funding for the project.
- For questions, contact the City of Fargo Planning Department at Planning@FargoND.Gov.

Anticipated Application and Review Timeline:

- September TBD: Release of Application Notice
- October TBD: City of Fargo Public Art Question and Answer Information Session
- November TBD Applications Due by 12:00 Noon
- Week of December 2: Selection Committee Review with Optional Artist Presentations
- December 18: ACC Meeting; Anticipated Decision Reconciliation
- Mid-January 2020: Initiate collaborative timeline development with artist

www.FargoArts&Culture.com

Arts and Culture Commission Funding Allocation 2019

	<u>2019 Allocation</u>	<u>Amount Paid/Pending</u>	<u>Remaining Budget</u>
Re-Granting	\$ 102,000.00	\$ 102,000.00	\$ -
Public Art Projects	\$ 30,000.00	\$ 6,915.00	\$ 23,085.00
City Hall Curating Program	\$ 8,000.00	\$ -	\$ 8,000.00
City Buildings Curating Program	\$ -	\$ -	\$ -
Artwork Acquisitions	\$ -	\$ -	\$ -
Maintenance Care	\$ 1,000.00	\$ -	\$ 1,000.00
Restorations	\$ -	\$ -	\$ -
Administrative	\$ 9,000.00	\$ 6,700.00	\$ 2,300.00
Total	\$ 150,000.00	\$ 115,615.00	\$ 34,385.00

Updated 7/2/2019