



MEMORANDUM

TO: Arts and Culture Commission

FROM: Maegin Elshaug, Planning Coordinator
Maggie Squyer, Assistant Planner

DATE: December 12, 2019

RE: Arts and Culture Commission Meeting

The next meeting of the Arts and Culture Commission will be held on Wednesday, December 18 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, December 18, 2019, 5:00 p.m.
Commission Chambers
AGENDA

- | | |
|---|-------------|
| 1. Approve Order of Agenda | Action Item |
| 2. Approval of Minutes – October 16 | Action Item |
| 3. Performance by Fargo Moorhead Community Theater | |
| 4. Review of Call for Artists: Public Art Projects applications | Action Item |
| 5. Review of Draft Capital Project RFQ | Action Item |
| 6. 2020 Meeting Schedule | |
| 7. Workplan | |
| a. Commissioner Reports | |
| b. Staff Reports | |
| 8. Other Business or Public Comments | |
| a. Next Regularly Scheduled Meeting January 15, 2020 | |

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, October 16, 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, October 16, 2019.

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

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

Absent: Arlette Preston

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

Item 3 presented

Item 1: Order of Agenda

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

Item 2: Minutes: Regular Meeting of August 21, 2019

Member Walvatne moved the Minutes of the August 21, 2019 Arts and Culture Commission meeting be approved. Second by Member Offutt. All Members present voted aye and the motion was declared carried.

Presented before Item 1

Item 3: Performance by Merrill Piepkorn

Senator Merrill Piepkorn performed an original song about Stanley, North Dakota.

Item 4: Creative Placemaking Summit Summary

Chair D. Williams summarized her experience at the Creative Placemaking Summit in Cincinnati, OH, and highlighted the city's Blink Festival. Member Jordre, who also attended the summit, expressed interest in a program that would pair graffiti artists with local artists to create service projects.

Item 5: Capital Project Update

A work group recently met to create a Request for Proposals (RFP) for the Capital Improvement Project. Chair D. Williams explained the goal of the work group is to publish the RFP before the end of the year. Potential locations for the Capital Improvement Project were also discussed at the meeting. The work group will reconvene in November.

Item 6: Introduction to ACC's 2020 Workplan

Chair D. Williams announced a plan for the Arts and Culture Commission members to participate in a moderated work session to create the Commission's 2020 Workplan. Planning and Development Director Nicole Crutchfield clarified that the Arts and Culture Commission would not be creating an entirely new plan, but improving the existing 2019 Workplan.

Item 7: Workplan

Member Offutt met with representatives from Jade Presents to discuss partnering on future events.

Member Kolpak emphasized the importance of collaborating with the Economic Development Group in the future.

Member Odegaard presented an Event Evaluation form and an Art Installation Evaluation form that could be used by Arts and Culture Commission members to track the success of public art projects.

Item 8: Other Business or Public Comments

Planning Coordinator Maegin Elshaug gave the following updates:

- The Public Art Open House held on Friday, October 11 was successful despite poor weather conditions.
- The Forecast Public Art event will be held on Saturday, November 2.
- The Sodbuster Rededication and Fargo Civic Plaza Community Celebration will be held on Friday, October 18.

Ms. Crutchfield encouraged Arts and Culture Commission members to attend the upcoming Main Street Summit in Bismarck. Ms. Crutchfield also presented a broad overview of how the Arts and Culture Commission sits within the Fargo Planning and Development Department structure.

The time at adjournment was 6:02 p.m.

MEMORANDUM

TO: Arts and Culture Commission

FROM: Maegin Elshaug, Planning Coordinator

DATE: December 12, 2019

RE: Meeting Report

Item 4. Review of Call for Artists: Public Art Projects applications

Chair Deb Williams and Member Jordre will present information on the ten applications received from the recent Call for Artists. A subcommittee convened on December 6 to discuss applications and provide the Commission with recommendations. Additional information will be provided to the Arts and Culture Commission prior to or at the meeting.

Item 5. Review of Capital Project Request for Qualifications

Chair Deb Williams will provide an update on the progress of the Capital Project and present information on the draft Request for Qualifications (RFQ). The draft RFQ is attached. If the commission is ready to act, below is a suggested motion. However, if the Commission has comments for incorporation, please do not hesitate to bring them forward.

Suggested Motion: To approve the RFQ and forward to the City Commission for review.

Item 6. 2020 Meeting Schedule

Attached is the Arts and Culture Commission's 2020 meeting schedule.

Item 7a. Commissioner Reports

Chair Deb Williams will provide information regarding a recent request from Colleen Sheehy of Public Art Saint Paul. See attachment for information.

City of Fargo

[name of public art project]

Public Art Commission Opportunity

Request for Qualifications

Call Statement

The City of Fargo Arts and Culture Commission (ACC) is currently accepting qualifications for a light installation piece along a gateway, common place, or passage in Fargo, North Dakota. This public art opportunity is for an artist or team of artists to design, fabricate, and install public art with an emphasis on light elements that is integrated into the public infrastructure, with a specific focus of co-creation with the Fargo community. The ACC is committed to integrating art in public spaces, supporting local artists, and bringing quality art and creative expression to the Fargo Community.

Summary

Project Goal: To provide a light installation that is integrated into public infrastructure and designed with a focus on co-creation with the Fargo community.

Location: Fargo, North Dakota

Funding: A competitive stipend and supply budget will be awarded to the successful applicant.

Submission Deadline: [Date and Time]

Anticipated Timeline: Completion of installation by [Date]

About Fargo

With a population of 122,359, Fargo is the most populous city in North Dakota and is the core city of the Fargo-Moorhead, ND-MN Metropolitan Statistical Area, which contains an overall population of 241,356. The City of Fargo serves as a regional economic hub for the Upper Midwest with a robust and diverse economy having specific strengths in the medical, agricultural, education, entrepreneurial, and retail industries. The community has continually been recognized among the best places in the country to live, work, attend school, and conduct business. For more information, visit www.FargoND.Gov.

Arts and Culture Commission

In 2015, the City established its first Arts and Culture Commission (ACC), an outgrowth of the City's in-depth Go2030 comprehensive planning effort adopted in 2012. The Arts and Culture Commission makes recommendations to the Fargo City Commission regarding public art investments by the City and encourages participation in public art by all citizens, developers and property owners. Since its inception, a major goal of the ACC was to develop a master plan for the City's growing public art program. The Arts and Culture Commission is

committed to increasing the City of Fargo's access to the creation of public art, and works to expand and facilitate arts development, provide opportunities for local and emerging artists and promote the creative capacity of Fargo.

Public Art Master Plan

Fargo's Public Art Master Plan was approved in 2016, and was designed as an actionable tool that provides a road map for the City Commission, the ACC, City departments, program staff, artists, community stakeholders, and others interested in helping grow the future of Fargo. The plan establishes priority goals and objectives and clarifies the ACC's role with both City-generated art and community generated art.

Fargo's public art plan recognizes the importance of balancing the leadership of City-initiated projects with nurturing grassroots efforts developed by individuals, neighborhood groups, local businesses and others seeking to enhance the public realm. The ACC annually supports City-generated public art, including: public art planning, policy development, and program management; visual art displays in City buildings featuring local artists; commissioning of artworks for public spaces in the city; and granting funds to artists for independently-developed projects. The ACC also responds as needed to community-generated art, requests and proposals from private groups, city agencies and others.

Five themes are identified within the plan to identify what public art should aspire to address in the community. The themes include:

- The City on the Great Plains
- Embrace Water and Seasonality
- Water Appreciation
- Celebrate the River
- Nurture Emerging Cultural Diversity

Public Art Program

The mission of Fargo's Public Art Program is to implement the Public Art Master Plan, ensuring the City's ongoing commitment to encouraging and supporting the growth of diverse, high-quality and meaningful public art throughout the City of Fargo. The master plan includes 10 goals:

- Continue developing current projects
- Build the capacity of the ACC and the effectiveness of the Public Art Program
- Provide adequate care and maintenance for City-owned public art
- Establish a clear and easily accessible process for artists and the private sector
- Identify and secure permanent funding and support systems for public art
- Ensure that public art is citywide
- Pursue artistic excellence
- Cultivate partnerships
- Establish incentives for developers
- Focus on site of opportunities as outlined in the plan

The master plan articulates that it is critical to honor this commitment through the lens of the following guiding principles:

- Citywide and regional mindfulness
- Equity, Fairness and Transparency
- Cultural Diversity: people of color, new immigrants and indigenous peoples
- Education and Lifelong Learning

About This Opportunity

After the completion of the Public Art Master Plan, funds were set aside to implement the plan through a public art project. A committee was formed to determine a process for the project. One of the first efforts was to engage the community through one-on-one interviews and a public art survey to seek input to guide public art projects.

Based on the results of the public art survey (provided in a link below), the committee determined this first project would be a light installation project that is integrated with public infrastructure. A concept developed with the possibility to expand on the type of infrastructure throughout the City would be of interest. This project will require collaboration and coordination across several fields—art, design, engineering, construction — with style and function being equally important.

The project must be designed to fit the context of the site, with a table of locations below of the themes of Gateways, Places and Passages. See additional information below.

The light installation piece must be co-created with the community, and engage the community while simultaneously respecting the history and culture of Fargo and the Upper Midwest. Functionally, the piece must be durable, as it will be installed in a high-traffic location that is exposed to extremes of weather and other stresses, and is expected to function over a 20-year lifespan.

Attached is a list of project considerations, which is intended to be a guide and not all inclusive of all aspects related to a project.

Possible Site Locations

Below are several locations identified with the themes of Gateways, Places and Passages. These locations were identified as possibilities as they target high traffic areas and are signs of welcoming to our community as over thousands of people interact with these locations a day. The artist might find other locations that also meet their needs. The artist is to select the final location with approval from the City of Fargo.

Gateways

- Broadway and Main Avenue intersection
- 2nd Street and Main Avenue intersection
- 2nd Street North Underpass (just north of Main Avenue)
- Pedestrian Bridge over Interstate 94
- Interstate exit/entry ramps
- Hector International Airport

Places

- Roosevelt Park
- Island Park
- Block 9 Plaza (Downtown Fargo)

- Civic Plaza (Downtown Fargo)
- Fargo-Moorhead Convention and Visitors Bureau Center
- West Acre's Mall
- Wet side of floodwalls
- Development in South Fargo

Passages

- Shared use paths and bridges
- Downtown underpasses
- Downtown bridges
- Skyway system (Downtown)
- Underpass near West Acres (Interstate 29)

Selection Process Overview

Artists' submissions will be pre-screened to ensure all applicants meet eligibility requirements. A selection committee will select a group of up to three finalists/finalist teams to invite to Fargo for an interview (phase 1). The selection committee may elect to conduct short phone interviews with select artists in order to further evaluate proposals prior to selecting finalists. Finalists will be offered a \$1,500 stipend to travel for an interview. The committee's recommendations will be forwarded to the City Commission for final action. Upon approval, one artist/artist team will be commissioned to develop, fabricate, and install a permanent artwork. Please see the following timeline for further details.

As part of the capacity-building focus of the ACC's mission, the artist or artist team selected will be asked to mentor an emerging artist from the local community throughout the design and construction process. Depending on the artist or artist team's location, these may be a mix of virtual and in-person interactions. The City of Fargo sees this aspect of the project as vital to developing our local artist community and providing opportunities for aspiring, young artists.

Eligibility

- Must have completed two commissioned outdoor public works of \$75,000 or more
- Must have an understanding of light/lighting systems
- Must have a history of projects that include light/lighting systems
- Must have a history of working with communities and/or neighborhoods
- Must be able to come to Fargo for an interview

Selection Criteria

Phase 1: Selection of finalists will be based on the following criteria:

- Quality of letter of interest
- Quality of work samples
- Demonstration of inspiration and/or knowledge of Fargo community
- Ability of artist(s) to complete project based on bio and prior work experiences
- Ability and willingness to include a local artist (if applicant not local) for capacity building

Phase 2: Selection of proposal by finalist(s) will be based on the following criteria:

- Community engagement and co-creation process (please address this criteria in letter of interest)
- Respect for the history and culture of Fargo
- Showcases light as a major component of the piece
- Interactive and engaging
- Distinctive and attractive in daylight and at night
- Ability of piece to be designed within the context of the site
- Must be low maintenance and durable, and able to withstand extreme weather conditions
- Fabrication method that minimizes maintenance and allows repair/replacement of components as required

Submissions

Artists are to submit an electronic version of the proposal to the City via the following URL: [\[insert URL\]](#). Submittals must be submitted by [\[date and time\]](#). Proposals received later than the time and date specified will not be considered. Proposals must provide the following:

- Contact information for lead artists and all team members
- One-page letter describing interest in project and approach to design; please include statement addressing eligibility criteria and community engagement
- Three references [contact information only] for recently completed projects
- One-page biographical information or resume. If you have multiple team members, please keep biographical information for each team member to one paragraph.
- One-page document listing each work sample. Please provide a brief description and budget for each
- Work samples: up to 10 digital images of your recent projects. Save all images as standard JPEG files and label each with applicant's name and number in sequence with list of work samples.

Schedule

The City reserves the right to modify the timeline if necessary.

[Month Day]	RFQ announced
[Month Day]	Questions due
[Month Day]	Question responses posted
[Month Day]	Proposals due
[Month Day]	Committee review and selection of finalists
[Month Day]	Finalist interviews; finalists must present in person
[Month Day]	Contract to City Commission for approval
[Month Day]	Artist/artist team presents design proposal to Committee; design development commences; once approved, fabrication/installation commences.
[Month Day]	Project completion

Communications

This Request for Qualifications (RFQ) is available to download at the City's website <http://fargond.gov/work/bids-rfqs-rfps>. Any addendum made to this Request for Qualifications will be posted on the same website used for downloading the RFQ.

All questions related to this RFQ must be submitted by email to Planning@FargoND.Gov. The question period shall expire as defined with in the Schedule section of the RFQ. Responses to questions will be posted on the same webpage as this RFQ (<http://fargond.gov/work/bids-rfqs-rfps>). Questions received after the deadline for questions will not be answered.

If further clarification or information is needed, contact the Fargo Planning Department at Planning@FargoND.Gov.

For technical issues, dial (701) 241-1437 for assistance. Office hours are 7:45 a.m. to 4:30 p.m. Central Time, Monday through Friday, excluding holidays.

More Resources

Fargo Arts and Culture information:

www.FargoArtsandCulture.com

Public Art Master Plan and other documents:

<http://fargond.gov/city-government/departments/planning-development/arts-culture/public-art-documents>

Public Art Survey Results:

<http://fargond.gov/city-government/departments/planning-development/arts-culture/public-art-survey-results>

Fargo Arts and Culture Commission:

<http://fargond.gov/city-government/boards-commissions/arts-culture-commission>

Project Considerations

The following are items to consider as a project is planned. It is intended to be a guide and is not all inclusive of all aspects related to a project.

Location

- Private Property
- 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, Public Works, Planning and Development, etc.)
- Fargo Police and Fire Departments
- The Fargo Park District
- North Dakota 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;
- Weather: Consider the unique weather of our area, such as temperature, humidity, wind, precipitation and other environmental conditions.
- Red 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;
- Professional Designer: Does the project require a professional, such as structural engineer or other;
- 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?

MEMORANDUM

TO: ALL DEPARTMENTS

FROM: ALBERT GIBSON, PLANNING AND DEVELOPMENT DEPARTMENT

DATE: NOVEMBER 13, 2019

SUBJECT: 2020 ARTS AND CULTURE COMMISSION MEETING SCHEDULE

Listed below are the Arts and Culture Commission meeting dates for the calendar year 2020.

2020 Meeting Schedule

Arts and Culture Commission Meetings	
	January 15
	February 19
	March 18
	April 15
	May 20
	June 17
	July 15
	August 19
	September 16
	October 21
	November 18
	December 16
Arts and Culture Commission meetings will be held the 3rd Wednesday of each month at 5:00 p.m. in the Commission Chambers at City Hall.	

Maegin Elshaug

From: Deb Williams
Sent: Tuesday, November 26, 2019 9:34 AM
To: Maegin Elshaug; Tracy Jordre
Subject: Fwd: Hello--public art program possibility

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an outside source. Do not click links or open attachments unless you know they are safe.

Hi

This came from Colleen the other day. Can we please put it on the next exec agenda?

Thanks and have a great Thanksgiving!

----- Forwarded message -----

From: Colleen Sheehy
Date: Mon, Nov 25, 2019, 12:10 PM
Subject: Hello--public art program possibility

Hi Deb Williams!

I hope you're doing well as the Thanksgiving holiday approaches!

I'm writing to follow up on our conversations earlier this fall about the possibility of my doing a talk/workshop on Sidewalk Poetry as an approach to public art that Fargo/Moorhead might like to consider in various forms.

I have talked with staff at the Plains Art Museum about holding the program there, and one date that would work well is Thursday, April 9th.

Would this be amenable to the Arts and Culture Commission? Would you cosponsor and help to get the word out to potential audiences?

There would be no charge for me to do this program.

Let me know your thoughts on this. If we move forward with this, I need to get program info to the Museum for their winter/spring newsletter, which is in production now.

Thanks, Deb!
I hope we can work this out!

All the best, Colleen

Colleen Sheehy

President & Executive Director

(Pronouns: She/Her/Hers)

Public Art Saint Paul

381 Wabasha St. N.

Saint Paul, MN 55102

651-290-0921

www.publicartstpaul.org

Public Art Saint Paul makes St. Paul a better city by placing artists in leading roles to shape public spaces, improve city systems, and deepen civic engagement.

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<http://publicartstpaul.org/membership/>