



## **MEMORANDUM**

**TO:** Arts and Culture Commission

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

**DATE:** June 20, 2018

**RE:** Arts and Culture Commission Meeting

The next meeting of the Arts and Culture Commission will be held on June 20 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.

---

### **ARTS AND CULTURE COMMISSION Wednesday, June 20, 2018 5:00 p.m. City Commission Room AGENDA**

1. Approve Order of Agenda
2. Approval of Minutes – May 16, 2018
3. Welcome New Commissioners
4. Fargo CVB
5. Melissa Rademacher – Fargo DCP President
6. 2018 Budget (#5)
7. Electrical Box Art (#6)
8. Flow Chart for Public Art Projects (#2)
9. City Hall Panels (#1)
  - a. Sub-Committee Members
  - b. Rubric
10. Updates on Previously Approved Projects (#1, #8)
11. Commission Job Descriptions update (#2)
12. Communication Plan (#2)
13. Other Business or Public Comments
  - a. Next Regularly Scheduled Meeting June 20, 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:**

**May 16, 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, March 16, 2018.

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

Present: Arlette Preston, Deb Williams, Michael Olsen, Mark Johnson

Absent: Jon Offutt, Denese Odegaard

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. Johnson. All members present voted aye and the motion was declared carried.

**Item 2: Minutes: Regular Meeting of March 21, 2018**

Mr. Johnson moved the minutes of the March 21, 2018 Arts and Culture Commission meeting be approved. Second by Mr. Olson. All Members present voted aye and the motion was declared carried.

**Item 3: 2018 Budget**

Chair Preston presented that there is approximately \$12,000 in remaining funds, and also noted there are projects that may be forthcoming requesting funding.

**Item 4: Electrical Box Art Proposal**

Assistant Planner Brittany Rakowitz presented that the original RFP was limited to artists from Fargo, however, due to lack of submissions received, the BID opened the RFP to artists from Moorhead and West Fargo, and since received many submissions.

Mr. Olsen and Chair Preston noted they would like to see the Arts and Culture Commission included in recognition of projects they are a part of, and to increase awareness in the community of the Arts and Culture Commission.

Mr. Olsen moved to open the project to artists from Fargo, Moorhead and West Fargo. Second by Ms. Williams. All Members present voted aye and the motion was declared carried.

**Item 5: Policies**

Ms. Rakowitz presented the changes to the Policies document from the most recently distributed version relating to funding public art projects and opening up calls for projects

to a wider audience. Ms. Rakowitz noted that the changes include the requirement to notify the Arts and Culture Commission for a project be opened to a wider area, prior to the commission issuing funds. Ms. Rakowitz noted that a commissioner or member of the public on a sub-committee selecting a project is not eligible to submit a proposal.

Ms. Williams moved to approve the policies presented. Second by Mr. Olsen. All Members present voted aye and the motion was declared carried.

Mr. Olson moved to approve the maintenance plan. Second by Mr. Johnson. All Members present voted aye and the motion was declared carried.

Item 9 presented prior to item 6

**Item 6: Collection Audit Findings**

Ms. Rakowitz presented items that are currently being housed at the three public libraries and noted that staff is formalizing a process to coordinate with the Library on artwork that is being stored there.

**Item 7: Updates on Previously Approved Projects**

Ms. Rakowitz presented the status of the Electrical Box Art project, the Creative Bike racks, and the City Hall Art Panel RFP. Mr. Johnson inquired about updates to the RedBall project.

**Item 8: Commission Job Descriptions update**

Ms. Williams presented a draft of the commission job descriptions and she and Mr. Olson, which is to be used as a guide to the commissioners and helping newly appointed commissioners. Chair Preston suggested commissioners email comments to Ms. Williams.

Presented before item 6

**Item 9: Sub-Committee Participation**

Ms. Williams presented on the proposed sub-committee structure, which would begin with a pool of interested applicants who would be selected based on who might be the most appropriate for a particular project to review and select. Chair Preston asked the sub-committee information be included in the policy document.

**Item 10: Updated Work Plan**

Planning Coordinator Maegin Elshaug presented an updated work plan with changes to the timeline.

**Item 11: *Integrating Artists and City Planning*, The Fargo Project Lessons Learned**

Chair Preston commented on building capacity of the commission and staff by incorporating a small piece of education at meetings.

**Item 12: Communications**

Chair Preston noted that communications coming from the Planning Department may come from administrative staff.

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

Commissioners discussed vacant Commission seats and process to seat new commissioners.

The time at adjournment was 5:33 p.m.

## **MEMORANDUM**

**TO:** Arts and Culture Commission

**FROM:** Kylie Bagley and Brittany Rakowitz

**DATE:** June 20, 2018

**RE:** Meeting Report

---

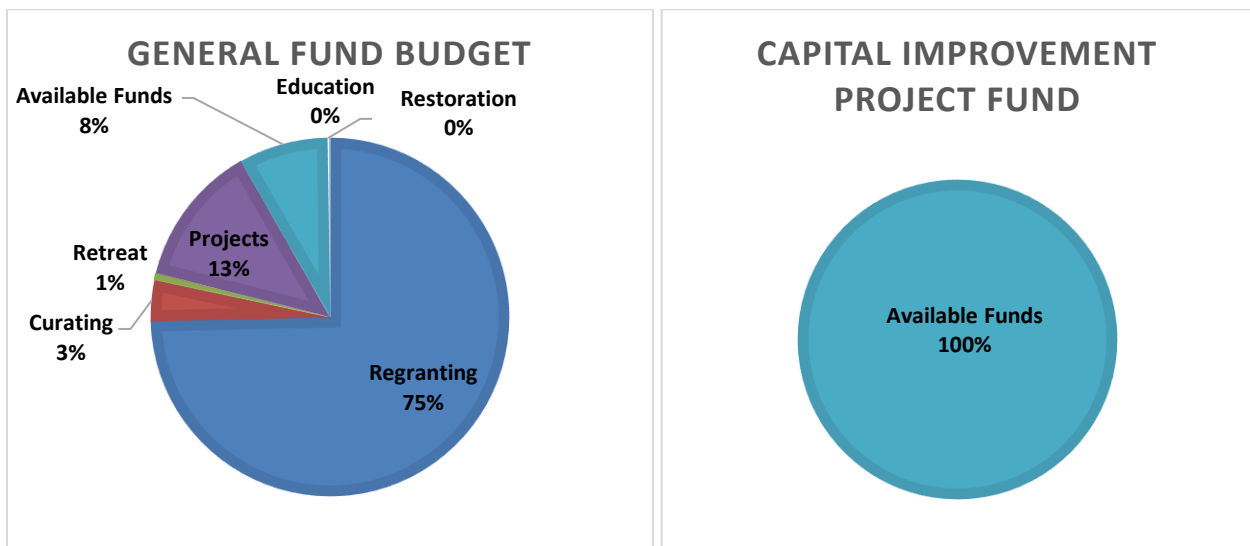
Below is a monthly report corresponding to the agenda items for the June 20 meeting.

### **Item 6) 2018 Budget**

The Arts and Culture Commission received \$150,000 from our general fund for the 2018 year. This \$150,000 is to be spent within the 2018 fiscal year. The table below shows what has currently been spent or allocated.

Description of Services	Amount Spent/Allocated
Regranting for The Arts Partnership	\$112,000.00
Purchasing Char Marie Flood's artwork for our permanent collection	\$175.00
Retreat	\$982.97
Payment for curating services	\$5,250.00
RedBall Project	\$15,000.00
Haze Restoration	\$250.00
Electrical Boxes	\$4206.69
Fargo Project Lessons Learned Books	\$108.00
<b>Total Spent</b>	<b>\$137,972.66</b>
<b>Available Funds</b>	<b>\$12,027.34</b>

In addition to the \$150,000, the Arts and Culture Commission also received \$85,000 in a Capital Improvement Project Fund, which does not need to be spent in the 2018 fiscal year.



**Item 7) Electrical Box Art**

The subcommittee appointed by the BID and DCP have selected the enclosed images. They will be installed on the seven city owned electrical boxes pending ACC's approval of the appropriateness for public art displayed on government infrastructure.

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

The enclosed flow charts represent the process recipients can expect when applying for funding from the ACC for a public art project. There are two process, funding for public art on private property and funding for public art on public property.

**Item 9) City Hall Panels**

The subcommittee will be evaluating the submitted artwork on the week of June 25. If approved, the enclosed rubric, will be utilized by the subcommittee in evaluating the submitted artwork.

**Item 10) Update on Previously Approved Projects**

The Creative Bike Racks have been installed in front of Silver Linings ice cream shop. Enclosed is the Public Art Status Report. At Streets Alive, June 24, there will be a welcoming of the Creative Bike Racks to the downtown neighborhood.



Buckaroo @ Moulin Rouge



Cyclic Nature



Lake Sakakawea



Dreamcatcher



Poppie Canvas



Wandering Spirit

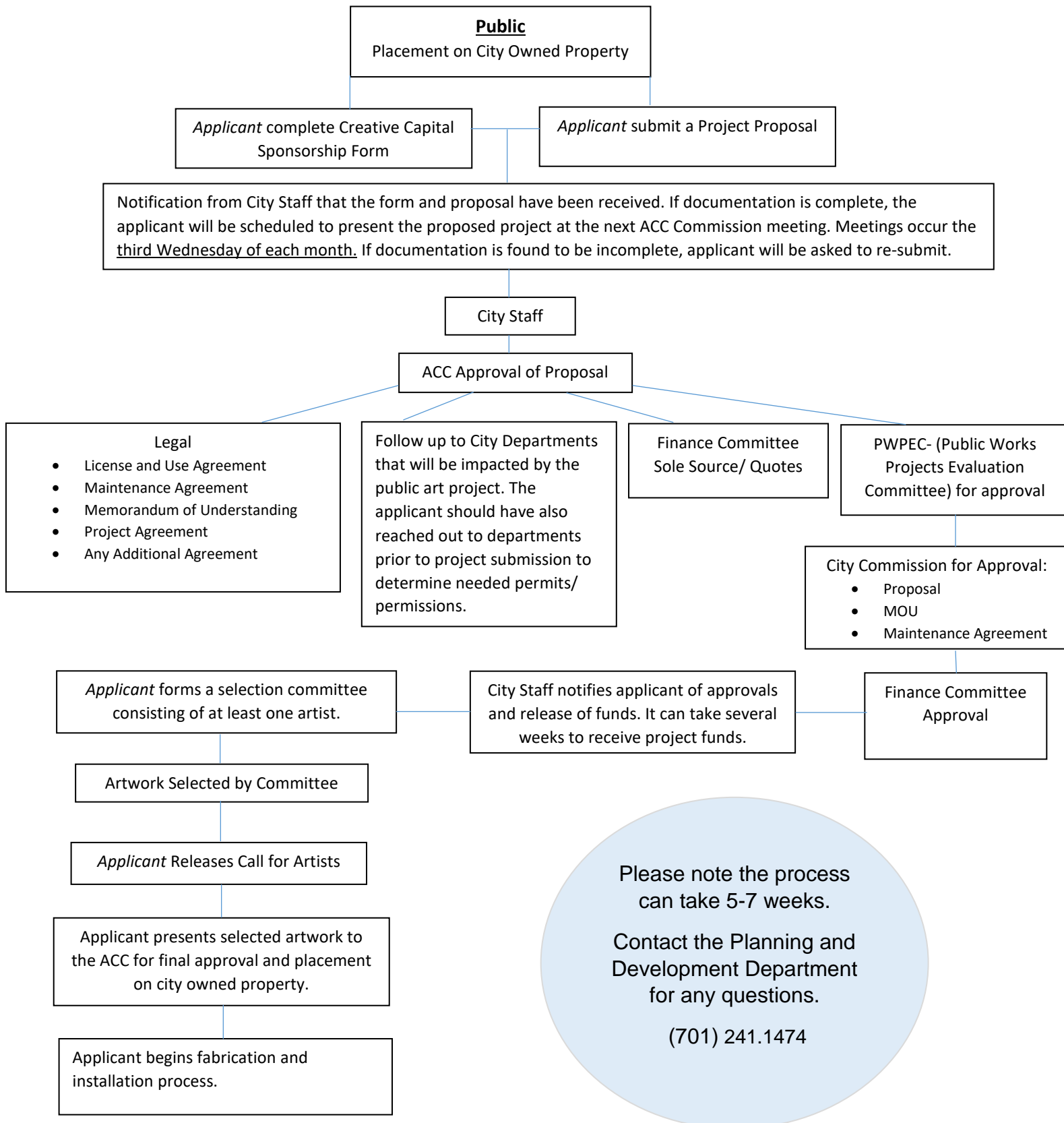


North Dakota Could Collage

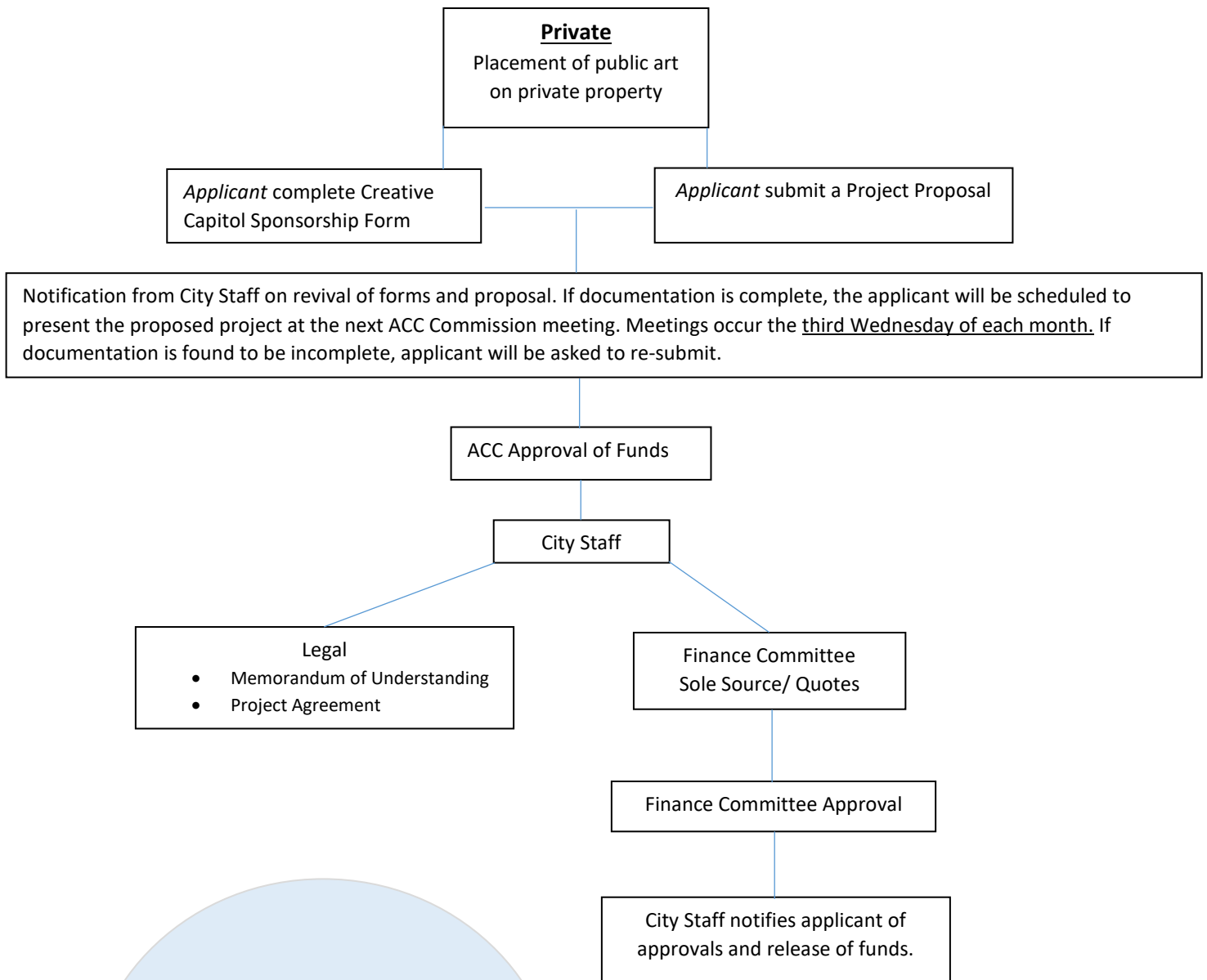




## Public Art Project Funding: Public and Private Processes



## Public Art Project Funding: Public and Private Processes



Please note the process  
can take 4-6 weeks.

Contact the Planning and  
Development Department  
for any questions.

(701) 241.1474

**Criteria Reference**

The overall character of the work should align with the following considerations:

1. *Aesthetic Quality*: Objective, based solely on personal taste and the emotional response one has from observing the artwork. Aesthetic quality is often determined by conducting an *aesthetic evaluation* of the object and observing the structural qualities: tone, shape, color, line, form, and texture.
2. *Quality and Elements of Design*: The artwork must complement, enhance or modify a public space. Look for style, scale, material, form, durability and safety, as well as, the Principles of Art and Design: balance, contrast, emphasis, movement, pattern, rhythm, unity/variety, and space. Additionally, the Artist experience and artisanship can be taken into consideration.
3. *External Factors*: The artwork encourages public participation and functions within the public space. Could the artwork negatively affect the public space? Could the artwork be perceived as offensive, cultural misappropriated, or promote or advertise a particular group, business, organization or political message.
4. *Fabrication*: The artist possesses the ability to meet the specific criteria established in the RFP. Failure to produce the approved artwork established in the RFP will lead to the artist forfeiting the monies allotted for the commissioned work.
5. *Cultural Geography*: If relevant, does the Artwork take into account the cultural values, history, traditions, diversities, and identities of the region. Does the Artwork contribute to building a sense of place within the cultural landscape of the City of Fargo?
6. *Public Art Master Plan*- The work aligns with ideas and themes outlined within the Fargo Public Art Master Plan.
7. *Content*-The message the Artwork is conveying is clear and appropriate for public display and does not contain advertisement for any commercial, political, or other established organizations.
8. *Public Liability*: Artworks that have the potential to create a public safety issue or hold the City of Fargo liable should be excluded until the artist can resolve the issue.
9. *Maintenance*: Consideration given to structural and surface integrity, permanence and protection of the artwork against theft, vandalism, weathering, and excessive maintenance and repair costs. Attention paid to the materials used for public art intended for outdoor placement and the maintenance costs over the lifespan of the artwork.

**Scoring Rubric**

Artist: \_\_\_\_\_ Medium: \_\_\_\_\_

Title: \_\_\_\_\_ Project: \_\_\_\_\_

Criteria	Description	Pts. (1-5)	Notes
<i>Aesthetic Quality</i>	Conduct an <i>aesthetic evaluation</i> - observe the structural qualities tone, shape, color, line, form, and texture. What does it make you think or feel.		
<i>Elements of Design</i>	Does the artwork enhance the public space? Observe the style, scale, material, form, durability and safety. Principles of Art and Design: balance, contrast, emphasis, movement, pattern, rhythm, unity/variety, and space.		
<i>External Factors</i>	Could the artwork negatively affect public perception? How could it positively affect public perception?		
<i>Fabrication</i>	The artist possesses the ability to meet the fabrication criteria outlined in the RFP.		
<i>Cultural Geography</i>	Does the Artwork contribute to building a sense of place within the cultural landscape of the City of Fargo? Cultural values, history, traditions, diversities, and identities of the region.		
<i>Public Art Master Plan -or- Specific Public Art Project</i>	The work aligns with ideas and themes outlined within the Public Art Master Plan. -OR- Project specific theme		
<i>Content/ Artwork Narrative</i>	The subject matter/ messaging is clear and appropriate for public display.		
<i>Eligibility</i>	Artist must reside, work, or be a student within the Fargo area. Submissions will be accepted from established or emerging artist and students enrolled in an arts program at an academic level.		
<i>Creativity/ Innovative Thinking/ Originality</i>	Artist submitted artwork that was displayed originality, creativity, and innovative thinking.		
<i>Maintenance</i>	Materials tolerate exposure to the elements. Reasonable maintenance cost over the artworks lifespan. A maintenance plan was provided, if necessary		
<b><u>Total Score</u></b> Max. 50 Pts.			

**Excellent: 5 pts.**

Strongly demonstrates and with clarity the goals and objectives of the project.

**Average: 2-4 pts.**

Moderately demonstrates the goals and objectives of the project.

**Needs Improvement: 0-1pt.**

The goals and objectives of the project were not effectively demonstrated.

**ADDITIONAL COMMENTS:**

Project No: 2018-1

# Public Art Project- Status Report

## Project Overview

### Project Name

Creative Bike Rack

### Location

Broadway- under Skyway

### Artist

Betty Homme (welder)/  
Jeff Knight (artist)

### Approved by ACC

July 2014

### Project Completion

June 2018

### Prepared by (City Staff)

Brittany Rakowitz

A functional art feature that brings awareness and inclusion to the deaf community. The bike rack spells F-A-R-G-O in American sign language.

## Snapshot of Project

Activity	% Complete	Issues	Date
Fabrication complete	50%	Prepping the installation location	
Existing bike rack removed and underground lines located		Complete	Oct. 6 <sup>th</sup> 2018
Installation		Betty will no longer be doing the installation. Engineering will be obtaining 3 quotes for installation.	June 2018
Installation/ Welding	100%	Weather Restrictions- Jeremy Gordon	June, 2018

## Budget Overview

ACC Contribution	Total Cost of Project	Notes
0	\$3000.00	Paid through the Social Service Fund (Mayor's Office) Per August 2014 City Commission Memorandum- Dan Mahli

