

ARTS AND CULTURE COMMISSION
Wednesday, January 19, 2022 | 5:00PM
City Commission Chambers
AGENDA

1. Welcome and Introductions
2. Approve Agenda & Minutes.....Action Item
3. Review of Call for Public Art Projects.....Action Item
4. Review of Communication Plan for Call.....Action Item
5. Review Selection Committee Process.....Action Item
6. Review Project List and Timelines
7. Fargo School District Utility Box Project.....Action Item
8. Review of Bylaws.....Action Item
9. 2022 Communications Plan Draft (lay down item)
10. Subcommittee Reports
 - a. Capacity
 - b. Neighborhood
 - c. Development
11. Staff Report
12. Announcements
13. Adjourn – Next Meeting: March 16, 2022

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, November 17, 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, November 17, 2021.

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

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

Absent: Denise Kolpack

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

Item 2: Minutes: Regular Meeting of October 20, 2021

Member Miller noted two name clarifications. Member Browne-Ecker moved the Minutes of the October 20, 2021 Arts and Culture Commission meeting be approved. Second by Member J. Williams. All Members present voted aye and the motion was declared carried.

Item 3: Public Comment

Resident Christopher Coen shared comments on item 5d regarding conflict of interest.

Item 4: Subcommittee Updates

a. Fargo School District Project (Neighborhood Working Group)

Member D. Williams shared that group continues to work with the Fargo School District on a visual arts project of wrapping utility boxes with local children's art, and will meet with the West Fargo School District for project opportunities.

b. Communication Plan (Development Working Group)

Chair Jordre shared that the group met with Planning and Development Director Nicole Crutchfield and City Commissioner John Strand, where they shared feedback from members of the development community and arts community, as well as communication opportunities.

c. Call for Artists (Capacity Working Group)

Member Bachmeier shared that the group has been reviewing and editing the Call for Artists document, and that they have also been discussing future selection committees.

Item 5: Discussion Items

a. 2021-2022 Introduction for Artists Opportunities, Presentation Included

Rachel Asleson, of Reach Partners Inc., presented on public art project types and upcoming public art opportunities, and work being done to identify needs within existing processes and ways to make art more often, and to be more accessible.

Discussion was held on the importance of culture within arts, future planning of projects, and ways of involving the community.

b. Call for Artist's Timeline

Ms. Crutchfield shared that staff is working on communications to the community about upcoming arts activities. She also asked the Board for their expertise on the timing of arts projects into the new year.

Discussion was held on the amount of project dollars and the impact on the local arts community, timing of the project, communications in planning, and on the overall public art program.

c. 2022 Schedule

Ms. Crutchfield noted a change to meetings every other month. The Board was in favor of the change.

d. Conflict of Interest

City Attorney Erik Johnson provided the Commission with an overview of conflicts of interest and the memo he recently prepared on the topic.

Discussion was held on clarity for situations when Members serve on other local boards that may receive funding from The Arts Partnership, and whether the Board needed to discuss Members being employees of an arts organization.

Item 6: Announcements

Member Offutt shared the Arts for the Holidays event will be held on December 11th, 2021 from 5:00 p.m. to 10:00 p.m. at the Civic Center.

Member Ecker-Browne shared that Theater B opens *Yule B. Jolly* on November 26th, 2021.

Member Offutt shared Dakota Fine Art is having an open house on the evening of November 18th, 2021.

Ms. Crutchfield shared that the Planning Department received the award Community Champion in Ending Homelessness from the FM Coalition To End Homelessness for their work in providing services to aid in ending homelessness and providing quarantine and isolation support in response to the pandemic. The award is a ceramic piece by artist Ken Omundson titled *Muy Guapo*, which will go into the City's collection.

Item 7: Adjourn – Next Meeting: December 15, 2021

Member Offutt moved to adjourn the meeting. Second by Member Browne-Ecker. All Members present voted aye and the motion was declared carried.

The time at adjournment was 6:00 p.m.

MEMORANDUM

TO: Arts and Culture Commission
FROM: Nicole Crutchfield, Planning Director
DATE: January 14, 2022
RE: Review of Call for Public Art Projects Application

Attached is the Final Draft of the Call for Public Art Projects. Staff requests to publish this Call the last week of January with a response due back in March. We are budgeting \$40,000 for public art project allocation. Specific allocations and project selection will come back to the Fargo Arts and Culture Commission as a recommendation from a selection committee, tentatively in April. A Communications Plan for the project will also be introduced to the ACC at the January meeting.

After discussion with our communications team, titling of the program was revised to be more descriptively titled as a Call for Public Art Projects (in lieu of Call for Artists). The final draft was sent to the Capacity Subcommittee and The Arts Partnership for review and revision.

Staff is seeking your support and recommendation to the City Commission to launch the program for 2022. We plan to bring this recommendation to the City Commission on January 24, 2022 for authorization to proceed and to grant authority to the Arts and Culture Commission.

Requested Action: Recommend approval to the City Commission to allocate \$40,000 for the public art project program and to proceed with seeking proposals from the community on behalf of the Fargo Arts and Culture Commission.

DRAFT

City of Fargo 2022 CALL FOR PUBLIC ART PROJECTS Context

Three aspects to this 2022 call make it quite different from previous calls made by the ACC.

This year, the ACC is making a call for *projects* and is inviting the community members propose a project free and accessible to the community - visual or performance-based, permanent or temporary and within the public realm. Also new to the process, the ACC includes culture bearers and traditional artists, community members and even city departments in the invitation. As an optional take on the proposal, the ACC invites people to consider the Madison/Unicorn 2021 Core Neighborhood Plan in development of a project.

Why a call for Projects vs a call for Artists?

ACC doesn't have a project defined and wants to invite the community to imagine possible projects. Generally, a Call for Artists is used to seek artists to participate in a specific or defined project.

Why include individuals or collaborative teams of residents, business owners, community organizers, artists, and culture bearers, community-based organizations and City of Fargo departments?

The ACC appreciates that everyone is creative and can contribute to culture, thus ideas for possibilities can come from anywhere, including traditional artists, culture bearers, and folk artists. By including, rather than excluding people, the ACC hopes to invite more collaborations.

Why include the Madison/Unicorn 2021 Core Neighborhood Plan?

Connecting the CFP with the core nationhood plans highlights the local issues and opportunities and encourages the community to shape their solutions.

City of Fargo

CALL FOR PUBLIC ART PROJECTS

About the Arts & Culture Commission

Arts and Culture Commission Vision The City of Fargo envisions a livable community where integrating public art into City initiatives, neighborhood revitalization efforts and private developments is a norm; where every citizen, worker and visitor in Fargo has the opportunity to freely experience quality art and creative expression as part of their daily lives.

Arts and Culture Commission Mission Implement the Public Art Master Plan, ensure the City's ongoing commitment to encourage and support the growth of diverse, high-quality and meaningful public art throughout the City of Fargo.

For additional context, find 10 program goals and guiding principles within the City of Fargo Public Art Master Plan ([PAMP](#)) [pages 11 to 13](#) or 22 to 25 as printed, the results of a community [survey](#), and additional information at www.FargoArtsandCulture.com.

GENERAL APPLICATION INFORMATION

The Arts and Culture Commission (ACC) is committed to increasing the City of Fargo's access to the creation of public art and works to facilitate arts development, provide opportunities for local and emerging artists and promote and increase capacity of arts, both visual and performance-based, permanent and temporary, in the public realm.

2022 Call for Public Art Projects Purpose

The purpose for the Call for Public Art Projects is to produce public art city-wide for the City of Fargo. It is an opportunity to describe a project that uses arts and culture strategies to improve city infrastructure, build social cohesion and advance community cultural life. The ACC seeks artist involvement in projects that enhance the community, neighborhood or site. Projects are encouraged to build community support, including the community's arts and cultural influences.

SPECIAL FOCUS (OPTIONAL): While applications will be considered for projects city-wide, the ACC reviewing subcommittee will make special consideration of projects that include some aspect from the findings of the [2021 Madison/Unicorn Core Neighborhood Plan](#). It is up to the applicant to identify how they envision making connections and meaning of this special focus.

Who Can Apply

Applicants must be 18 years of age or older and may be individuals or collaborative teams of residents, business owners, community organizers, artists, and culture bearers, community-based organizations and City of Fargo departments. Applicant must reside, work or be a student within the Fargo area.

2022 Available Funding

In 2022, the ACC has \$45,000 in \$5,000 - \$15,000 increments to allocate toward successful applications. It is highly unlikely any one application will receive \$45,000. *Projects focused on the Madison/Unicorn Neighborhood may have additional funding opportunities.*

How to Submit

City of Fargo

CALL FOR PUBLIC ART PROJECTS

Complete the application questions, adhering to character limits and include any supporting attachments. Submit applications to Planning@FargoND.Gov or drop a printed copy (one-sided, no staples) to the Planning Department on the 2nd floor of City Hall.

Questions

Please email questions to the Fargo Planning Department at Planning@FargoND.Gov or call 701-241-1474.

2022 Call for Public Art Projects Timeline

| | |
|---|-------------------|
| Application opens | January 2022 |
| Question & Answer Informational Session/s..... | Month Day Year |
| Application period closes..... | February 25, 2022 |
| Review process | 6-10 weeks |
| Approved project implementation and completion..... | December 2022 |

Review Process

- Selection Committee reviews all Call for Public Art Projects applications
- Committee makes initial selections
- Select applicants are invited to present to the selection committee
- Selection Committee makes recommendations to the Arts and Culture Commission
- Selection Committee and applicant seek additional approvals pending scope of work

Please Note

- A submitted application is not an agreement for funding for the project.
- Applicants are expected to lead project processes, develop and implement the project, and work independently.
- Should funds be received, the Arts and Culture Commission must be listed as a sponsor on all print or digital publications communicating or publicizing the project.
- In the event funds are committed and the project is deemed incomplete, funds must be returned to the Arts and Culture Commission.

City of Fargo

CALL FOR PUBLIC ART PROJECTS

Successful Application

Successful applicants focus their project within Fargo city limits. The ACC or selection committee will use the following Review Criteria to evaluate applications:

| Review Criteria | |
|--|--|
| Overview | Applicant's process or project expresses creativity, innovation & originality. Proposal describes the source of inspiration and how the artwork, event or performance is uniquely "Fargo." Special Focus (Optional): Special consideration for projects that include some aspect from the findings of the 2021 Madison/Unicorn Core Neighborhood Plan . Applicant identifies how they make connections and meaning of this special focus. |
| Public Art | The artwork, event or performance encourages public participation or function, or complements, enhances or modifies a public space. Considers style, scale, material, form, durability and public safety and liability. Considers structural and surface integrity, permanence and protection as appropriate. |
| Outcomes | Applicant identifies outcomes which may be physical, social, emotional, relational for one or many people and identifies the stakeholders who may have influence, be affected, or have an interest in the project. Conveys a clear and appropriate message or meaning for public display or performance. Does not contain advertisement for commercial, political, or established organizations. Does not encourage, promote, support, or passively allow racism, discrimination, stereotypes or cultural appropriation. |
| Communication | Outlines any necessary plan/s for communications necessary to invite or gain awareness about the project; identifies communication channels like press releases, social media, posters, paid advertising or public relations activities, etc. |
| Budget | Outlines the total income and expenses including materials, permits, labor, marketing, etc. to produce or fabricate the artifact; includes stipends or payment for the work rendered by artists, organizers or culture bearers, etc. |
| Timeline | Outlines the project's key milestone activities and dates including project kick-off and completion. |
| Experience, Fabrication or Production | Applicant demonstrates their or the team's capability to lead, curate or implement projects and especially innovative arts, cultural and creative projects. Demonstrates the ability to meet the specific criteria established in the proposal. Includes maintenance plan, insurance considerations, material choices. |
| Artistic or Cultural Practice and Integrity | Applicant honors relationships to a cultural community; Observes protocols, practices and traditions; Actively opposes discrimination, stereotypes, and cultural appropriation; Demonstrates quality of craftsmanship and mastery of skills and techniques; Considers principles of art and design. |

City of Fargo

CALL FOR PUBLIC ART PROJECTS

Definitions

Even in art it's very difficult to avoid jargon, so the following list of definitions may help decipher what the reviewers are asking of applicants.

| | |
|---|---|
| Artist | Anyone with a creative practice of any discipline or form, of any experience or background ¹ |
| Community Artist | Artists who regularly work with community use a number of terms to describe themselves, including: artist organizer, community artist, cultural worker, culture bearer, social practice artist, civic practice artist, participatory artist, socially engaged artist, etc. ² |
| Culture Bearer or Traditional Artist | Culture bearers practice intergenerational lifeways and living, evolving cultural art practices that educate, exchange, and share in order to preserve life tradition and knowledge. Art forms and cultural traditions can include: healers, storytellers (oral and written), dancers (ancestral to hip hop), makers (instruments, print, textiles, mixed media), language, drummers, etc. ³ |
| Project | The resulting art which may be sculptural, visual or performance based, lasting or temporary. |
| Public Art | Public Art is art in public spaces; it may interpret the history of the place, its people, or addresses a social or environmental issue. It may be temporary or permanent. Public art can include murals, sculpture, memorials, integrated architectural or landscape architectural work, community art, digital new media and even performances and festivals. ⁴ |

¹ Springboard for the Arts [Handbook for Artists Working in Community](#) pg 12

² Springboard for the Arts [Handbook for Artists Working in Community](#) pg 13

³ McKnight Foundation

⁴ Americans for the Arts

City of Fargo

CALL FOR PUBLIC ART PROJECTS

Project Considerations

The following are items to consider as you plan and write the Call for Public Art Projects application. This section is intended to be a guide and is not all inclusive of all aspects related to a project.

Stakeholders

- Impact: Consider the impact (potentially positive or negative) the project may have on neighbors.
- Permissions: If the location is on private property, what permissions are needed?

Location/s

- Public and right-of-way: what ordinances and requirements pertain to the right-of-way.

Approvals

- 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.?
- Potential approvals needed: Neighborhood Associations, City Departments (Engineering, Planning and Development, etc.), Fargo Police and Fire Departments, Fargo Park District, Department of Transportation, State and Federal Jurisdictions, Utility Providers, ND One Call

Site Conditions & Public Safety

- 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.
- 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.

Production/Installation

- 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?

Durability

- Durability: What is the lifespan of the project; is the project susceptible to vandalism?

Maintenance

- Insurance: Does the project need insurance coverage?
- 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?

City of Fargo

CALL FOR PUBLIC ART PROJECTS

Sample Budget

Sample Budget

| | |
|------------------------------------|----------------|
| Income | |
| City of Fargo | \$5,000 |
| Source | \$4,000 |
| Total Income | \$9,000 |
| Expenses | |
| Artist Fees | \$3,000 |
| Materials | \$2,000 |
| Labor | \$1,000 |
| Permits | \$0 |
| Marketing: Social, Posters, Photos | \$500 |
| Installation | \$2,500 |
| Total Expenses | \$9,000 |

City of Fargo

CALL FOR PUBLIC ART PROJECTS

APPLICATION

Project Information

| |
|---------------|
| |
| Project Title |

| | |
|------------------|-----------------|
| | |
| Amount Requested | Submission Date |

Applicant Contact Information

| | |
|--|---------------------------------|
| | |
| Applicant (Individual or Organization) | Legal Structure, if applicable: |

| | | | |
|-------------------------|---------|-------|-------|
| | | () | |
| Contact First Last Name | Address | Phone | Email |

APPLICATION QUESTIONS

Project Overview (up to 300 words) *Describe the project, the source of inspiration and how the artwork, event or performance is uniquely “Fargo”. (Optional): Describe what, if any, connection to the Madison/Unicorn Core Neighborhood Plan.*

Purpose Statement (up to 150 words) *Describe the purpose of the artwork, event or performance.*

Public Art (up to 200 words) *Describe how the artwork, event or performance encourages public participation or function, or complements, enhances or modifies a public space.*

Outcomes (up to 300 words) *Identify the stakeholders who have interest in the project. Describe any anticipated outcomes; consider the physical, social, emotional, relational outcomes.*

Communication (up to 250 words) *Outline a plan for communications necessary to invite or gain awareness about the project. For example, the timing and frequency of press releases, social media, posters, paid advertising, or public relations activities, etc.*

Timeline (up to 150 words) *Outline key milestone activities and dates including project kick-off and completion.*

Budget (up to 150 words) *Outline the total income and expenses including materials, permits, labor, marketing, etc. to produce or fabricate.*

Experience (up to 400 words) *Describe or list your experience leading or curating and implementing projects and how the specific criteria established will be met.*

Artistic or Cultural Practice and Integrity (up to 300 words) *Describe your art or cultural practice.*

Supporting Attachments *List the supporting images or links to media files.*

MEMORANDUM

TO: Arts and Culture Commission
FROM: Nicole Crutchfield, Planning Director
DATE: January 14, 2022
RE: Review Communication Plan for Call

In working with Reach Partners, a Communication Plan for the Call for Public Art Projects has been created. The plan includes outlining of key strategies, key message topics, and tactics. Additionally, staff continues to coordinate with the Communications Department to best leverage the City's existing communication channels for the most robust outreach. We are seeking ACC's review of the Plan.

Recommended Motion: Approve the Communication Plan for Call for Public Art Projects.

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City of Fargo 2022 CALL FOR PUBLIC ART PROJECTS Communication Plan

Communication Plan Outline

Project: ACC's 2022 Call for Public Art Projects

Key Strategies

- Expand the invitation to artists to include culture bearers, traditional artists, organizers, artists, culture-bearers, traditional artists, organizers, associations, coalitions, non-profits organizations, individuals, businesses, city departments.
- Urge city departments and agencies to imagine possible projects city-wide and especially encourage applications benefiting 2021 Madison/Unicorn Park Core Neighborhood Plan.
- Encourage those working and living within the Madison/Unicorn Park Neighborhood to imagine a project to benefit their neighborhood and apply for funding.

Key Message Topics

- Application details: opens Jan 10, closes Date Feb 25, where to find it, funding amounts available: \$5,000-15,000 total \$40,000 (additional funds may be available for Mad/Unicorn neighborhood projects), Questions? Email Planning@FargoND.Gov.
- Why focus to Core Neighborhood Plan?
- Expand the application to artists, culture-bearers, traditional artists, organizers, associations, coalitions, non-profits organizations, individuals, businesses, city departments.
- What is Public Art, culture, infuse the act of invitation, open and shake up traditional way of looking at art, that people feel included, cultural lifeways
- Aspect/s of the review criteria
- ACC boilerplate statement

Tactics

Website

- ACC pages: Host the 2022 Call for Public Art Projects instructions, application form and downloadable PDFs
- Bid Doc: Links and downloadable application PDF

Traditional

- Press Releases
- Direct Email (Contacts, FMVA, NDSU, MSUM, compare with TAP)
- Direct reach to HPR
- Possible advertising (HPR, Forum, FB, Next Door, MPR, Prairie Public)
- Water bill notifications flyer (email, snail mail)

Social Media Tactics

- CoF Facebook, Twitter, Instagram, Next Door posts
- Linked-In – feature mid-level city staff

Community Partners Tactics

- The Arts Partnership – newsletter, social media, website
- Plains Art Museum, Rourke, FMVA, Red River Watercolor Society – social media, newsletter
- ACC member outreach to their networks and circles of influence
- Madison/Unicorn Park: CNP participants, businesses, churches, Park District, Madison Elementary

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City of Fargo
2022 CALL FOR PUBLIC ART PROJECTS
Communication Plan

- Draft sample recruitment emails, newsletter blurb, community calendars
- Direct requests to the Park District, Fargo Public Schools, West Fargo Public Schools

City Department Partners

- Cabinet
- Mayor messages/announcements
- Commissions, committees, and boards
- E-board announcements
- Direct Email

MEMORANDUM

TO: Arts and Culture Commission
FROM: Nicole Crutchfield, Planning Director
DATE: January 14, 2022
RE: Review Selection Committee Process

In years past, as part of selection processes, the City of Fargo received names of artists and community members to be on a roster for reviewing art submittals against the metrics itemized within the published solicitation. Based on availability and project timeline, members from the roster were selected for committee participation. Two members from the Arts and Culture Commission also participated on the committee.

Attached is a list of the current roster and process that occurred at the time of solicitation. As we proceed with projects for 2022, the Capacity Subcommittee is recommending a volunteer from the Arts and Culture Commission to participate in the selection process of the Public Art Projects 2022 Call along with the Chair or Vice-Chair. In addition, the subcommittee suggests each board member issue names and contact information to Maegin Elshaug at the Planning Department by February 11th for consideration to be added to the roster.

For the 2022 Call for Public Art Projects selection committee, staff will reach out to the names and contacts of the existing roster as well as names issued forward by the board members to seek their availability and interest to participate in this year's Call for Public Art Projects.

Once individuals and availability are confirmed, staff will work with the individuals to set up a rubric and process for selection of final projects that aligns with the Call. Staff seeks the availability to coordinate with Capacity Subcommittee for advisory to staff as we implement this year's selection process.

Requested Motion #1: Approve the process for seeking selection committee members; and

Requested Motion #2: Nominate or call for a volunteer from the existing board to participate in the selection committee; and

Requested Motion #3: Authorize staff and the Capacity Subcommittee to continue to work together to implement the Request for Public Art Projects 2022 Call.

Selection Committee Process attachment

| | |
|----|----------------------|
| 1 | Zac Echola |
| 2 | Dwight Mickelson |
| 3 | Eloise Breikjern |
| 4 | Kimble Bromley |
| 5 | Zhimin Guan |
| 6 | Merrill Piepkorn |
| 7 | Heather Zinger |
| 8 | Sandy Thompson |
| 9 | Andi Thoreson |
| 10 | Mark Weiler |
| 11 | Lynn Fundingsland |
| 12 | Karis Thompson |
| 13 | Sean Coffman |
| 14 | Jess Jung |
| 15 | Matt Mastrud |
| 16 | Camille Brandy |
| 17 | Cyndee Engberg |
| 18 | Rooth Varland |
| 19 | Bernie Erikson |

The Fargo Arts and Culture Commission (ACC) is seeking participants to join the public art sub-committee roster. Participants of the roster are selected for a sub-committee for each City initiated public art project. The sub-committee will be asked to engage in constructive discussions pertaining to the public art projects Call for Artist or Request for Proposals and artwork submissions.

Participants of the sub-committee may be a member of the Fargo community, neighborhoods, citizen with visual arts and/or design expertise or interest, citizen with arts and humanities expertise or interest, architects, landscape architects, urban designers, graphic designers, arts professionals, a member of a Commission, educators, and citizens interested in engaging in public art initiatives.

- Four to seven (4-7) participants of the sub-committee roster are selected for each public art project to review artwork submissions.
- The selected sub-committee is only active for the duration of the public art projects artwork discussion and selection process.
- A new group of four-seven participants are selected for each new public art project.
- Participants will be asked to review artwork submission for a public art project no more than twice.
- Expected time commitment per year is two-four (2-4) hours.

The City of Fargo and the Arts and Culture Commission will be solidifying a sub-committee to review artwork submissions for the new City Hall art panel project soon. If you are interested in joining, please respond to The City of Fargo- Planning and Development Department.

If responding through email, please include "[Join the ACC Sub-Committee Roster](#)" in the subject line.

Note: If you have submitted artwork for the City Hall Art Panel Project you may be added to the sub-committee roster, but you will not be selected to the sub-committee for this project.

MEMORANDUM

TO: Arts and Culture Commission

FROM: Nicole Crutchfield, Planning Director

DATE: January 14, 2022

RE: Review Project List and Timelines

2022 will be a busy year for public art in the City of Fargo. Below includes the list of projects we anticipate occurring throughout this year.

Projects:

- City Hall Exhibit through ArtWORKS program
 - January – December – exhibit currently open
- Call for Public Art Projects
 - January – April - open call and selection of projects
 - April – end of year – project implementation
- City Hall Panels
 - February – May – open call and selection
 - Summer – installation
- Public Art Capital Project (Outsource Consultant)
 - March – open call
 - June – shortlist and interviews
 - August – final project review and selection
- Fargo School District Utility Box Wraps
 - Winter – Spring – approval of art, selection of locations
 - Summer – installation
- City of Fargo Utility Box Wraps
 - Ongoing project
- Bus Wrap Project
 - February – Coordinate with Transit Department
 - June – open call

MEMORANDUM

TO: Arts and Culture Commission

FROM: Maegin Elshaug, Planning Coordinator

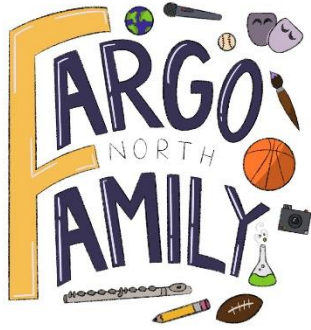
DATE: January 14, 2022

RE: Fargo School District Utility Box Project

The Neighborhood Subcommittee and staff has worked with Sharon Eide, Visual Arts Curriculum Facilitator for the Fargo School District. Sharon worked with faculty and students who created art to wrap utility boxes, which are attached to the packet. Staff will bring forward additional information about the project process, including creation of the art, at a future date. Additionally, Planning staff will work closely with the Engineering Department on implementation of the wraps.

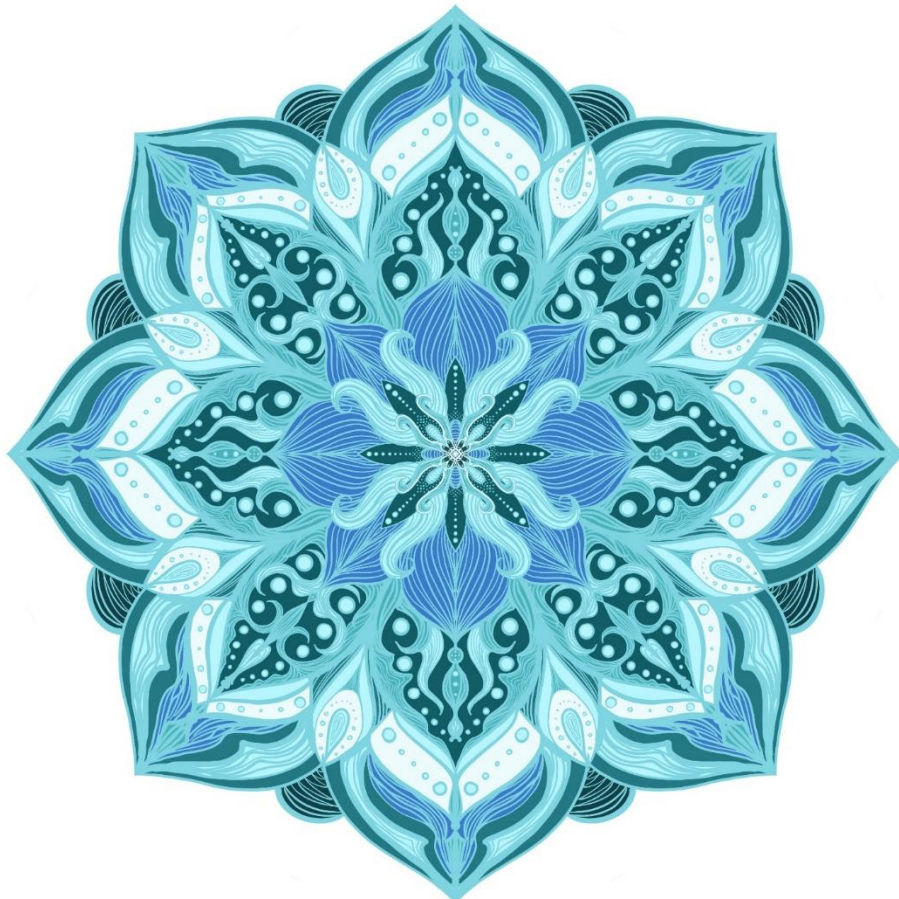
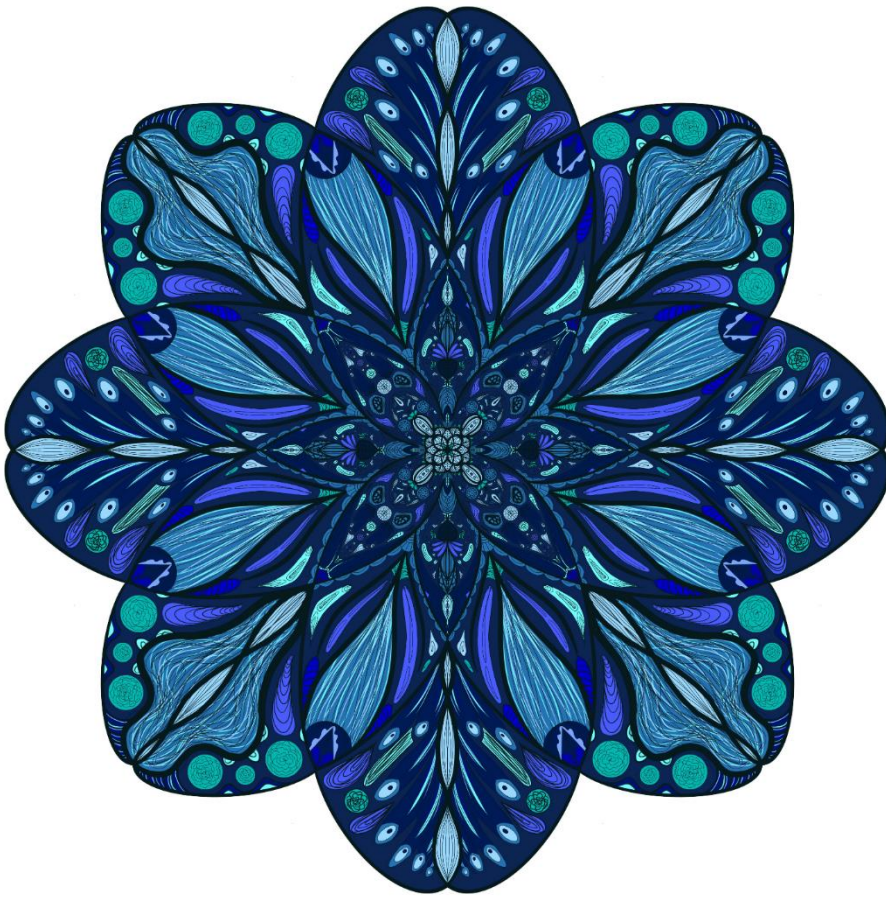
In early summer of 2021, the City Commission gave their approval to expand the wrap utility boxes beyond downtown and allow the wraps throughout the City. With the work of the Downtown Community Partnership, the Business Improvement District and the Arts Partnership, the Arts and Culture Commission and City Commission approved the catalog of art to be located on City infrastructure. Similarly, the artwork of the students within the Fargo School District will need to be approved prior to installation.

Recommended Motion: To recommend approval of the art to the City Commission. Authorize the city staff to execute the wrap program on neighborhood utility boxes.



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MEMORANDUM

TO: Arts and Culture Commission

FROM: Maegin Elshaug, Planning Coordinator

DATE: January 14, 2022

RE: Review of Bylaws

With the support of the Arts and Culture Commission members at the November 17, 2021 regular meeting, the Commission will begin meeting bi-monthly, or, every other month, beginning in January 2022. With this change, the Commission is asked to review the bylaws and amend as necessary. Attached are the drafted changes, which include the new meeting schedule and change of the annual meeting to a scheduled meeting time, as well as correction of the meeting time.

In addition to reviewing the bylaws with these changes, staff recommends that all boards review their bylaws annually as a good governance practice. It is also a good opportunity for members to consider and confirm their personal capacities to meet these expectations and responsibilities.

The Commission may take time to review the bylaws, however, the Commission may be ready to act.

Recommended Motion: To approve bylaws as presented.

**ARTS AND CULTURE COMMISSION
BY-LAWS
CITY OF FARGO
(ADOPTED [date])**

I. NAME

The Arts and Culture Commission for the City of Fargo, North Dakota, hereinafter referred to as the "Commission," does hereby adopt these by-laws 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~~ July 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~~every ~~other~~ month at 45:00 o'clock p.m., beginning in January. 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 By-Laws 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 By-Laws 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 By-Laws 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

MEMORANDUM

TO: Arts and Culture Commission
FROM: Nicole Crutchfield, Planning Director
DATE: January 14, 2022
RE: 2022 Communications Plan Draft

Reach Partners has been working with staff to update the Communications Plan that was created several years ago. In 2018, several Commission members, including members Denise Kolpack, Joe Williams, Deb Williams and previous member Arlette Preston, created a Communications Plan for the Arts and Culture Commission, using the Public Art Master Plan, and that years' workplan and strategy documents. The draft plan was reviewed by the Commission several times, however, the Communications Plan was never fully "off the ground".

Reach Partners has brushed off the Communications Plan to align with the current work and messaging of the Commission, since the work of the Commission has focused over the years, in part due to the work of the subcommittees. Additionally, we've had further coordination with the Communications Department, who have advanced the City's overall communication strategies and channels.

A final draft is in process and we anticipate providing the draft to the Commission at the January 19th meeting. Staff will be seeking review and comment of the draft at the March 16, 2022 Arts and Culture Commission meeting. Commission members can contact Planning staff with any comments at any time ahead of the meeting.

MEMORANDUM

TO: Arts and Culture Commission

FROM: Nicole Crutchfield, Planning Director
Maegin Elshaug, Planning Coordinator

DATE: January 14, 2022

RE: January Staff Report

City Hall Panel Call for Artists

Staff continues to work with our Communications and Administration Department on the City Hall panels. The draft document will be shared with the Capacity group for review and revision. We are hoping to release the RFP in February, with review by the ACC in the Spring and installation in the Summer. A draft of the original RFP that corresponds with the current city hall panels is included in the packet as reference and background.

Curating City Hall

Staff continues to work with The Arts Partnership to curating within City Hall as part of their ArtWORKS program. The first installation was January 13th, of the works by Emily Brooks titled *Places*. Associated press and community programming will be conducted throughout the quarter. Attached is Emily's biography and information on the exhibit.

Places

Recent Works by Emily Brooks

The works in this collection by Fargo artist Emily Brooks were inspired by her recent travels. Merging travel photography with fine art, she creates digital art that enhances the expression of place and time. The viewer will find the painterly images both familiar and not – an acknowledgement of the resonance of travel experiences. For example, a Hawaiian sunset may remind us of a sunset over the frozen North Dakota prairie – and vice versa. Travel opens the mind – and the eye – to new experiences and sights and provides sustenance for the soul long after we're returned home.

EMILY BROOKS

Emily Brooks is an artist, writer and small business owner residing in Fargo, ND. She has been the sole proprietor of her creative business, Taea Made, since 2012, and co-owner of Fargo Pinball since 2015. Brooks specializes in large-scale mural painting, digital artwork, creative machine embroidery and upcycling. Brooks was a contributing author to Amazon best seller *The Parenting Odyssey: Trials, Treasures, and Triumphs of Parenting in a Pandemic*.

Brooks is involved with several organizations that support families in her community and the nation. She is President of the North Dakota Chapter of American Mothers Inc., for which she also serves nationally as Golden Rule Grant Chair on the Board of Directors and delegate for the United Nations Commission on the Status of Women. Additionally, she is a member of the Pride of Dakota network, a committee member for several local non-profit fundraisers and a member of her local PTO, among other affiliations.

As the 2021 Mrs. North Dakota International, Brooks represented her state on a world stage. In 2018, she was honored with the title of North Dakota Mother of the Year by American Mothers Inc.

She is a frequent guest on local television and has been a featured speaker and panel moderator at Pinball Expo. She also has been featured in a range of local publications such as Area Woman Magazine, The Forum Newspaper, Fargo Monthly, and Midwest Nest. Her family's world travels have fueled monthly travel articles for Creek Living Magazine.

Brooks received her degree in Communication from the University of North Dakota, Grand Forks, where she met her husband Bill. They have two children.

Request for Proposal

New City Hall Exterior Art Panels



The City of Fargo and the Arts and Culture Commission encourages local artist to participate in the opportunity to enhance the City's quality of life and integrate public art into public spaces. Public art expresses a community's values, enhances our shared environment, and transforms spaces into meaningful places.

About the Space

City Hall houses the administration offices of Fargo's municipal government and is an innovative and efficient addition to the City's skyline.

The selected artworks will be installed on the east, southeast, and southwest sides of the building's exterior. Each of the three sides feature four artwork panels totaling twelve panels. The panels will be individually incased in LED lighting. Exterior panel measurements: 17'3" H X 6'0" W (See rendering on page 3)

This is a temporary installation lasting approximately 1-3 years.

Criteria

Theme- *Fargo: Past, Present and Future.*

The three exterior walls, each featuring four art panels, will reflect Fargo's past, present, and future. The following provides background on Fargo and inspiration for artwork submission. Originality and creativity is a plus.

Past

- Transportation: Red River Steamboats, Northern Pacific Rail Line, Gateway to the West
- Manufacturing
- Agriculture

Present

- Iconic Fargo: Preserving architecture, history, and retaining the City's character
- Emphasis on the arts and creativity
- Education: NDSU leading research university
- Inclusion

Future

- Technology
- Forward thinking
- Vibrant and innovative City

Art Selection Guidelines

- Subject matter and medium is open; however, the theme must be adhered.
- Artwork found to be offensive or to be cultural misappropriated will not be considered.
- Submitted artwork does not promote or advertise a particular group, business, or political message.
- The artwork must be capable of being sized to the scale of the panel measurements listed without losing the visual integrity or quality. Artwork may be quadriptych (divided) across four panels on a single side. ***See page 3 for panel specifications.**
- High-resolution 300dpi formats will be accepted- .jpeg, .pdf, .tif, .eps.

Request for Proposal

New City Hall Exterior Art Panels



- Artwork must be able to transfer onto a vinyl wrap
- Artist must provide a paragraph narrative for the artwork submitted.
 - How does the artwork enhance the aesthetic value of the New City Hall and The City of Fargo?
 - How does the artwork reflect the theme?
 - What is the significance of the subject matter?

Eligibility

Artist must reside, work, or be a student within the Fargo area. If a sufficient response is not received, regional artists will be considered.

Submissions will be accepted from established or emerging artist and students enrolled in an arts program at an academic level.

Selection Process

A sub-committee will review all artwork submissions. Artwork that meets the criteria and art selection guidelines will be forwarded to the Arts and Culture Commission. The Mayor of The City of Fargo will make the final selection on artwork chosen for display.

Artist(s) will be contacted once the final selections are made. Monetary compensation will be provided to selected artist(s) upon completion of an art release and artist contract. The City of Fargo and the Arts and Culture Commission is under no obligation to award a commission for artwork based on the design proposal submitted for consideration.

Budget

The maximum budget for this project, inclusive of all cost for artists and layout consultation, excluding fabrication and installation, is twenty-four thousand (\$24,000) dollars for all commissions selected for the project. The twelve-(12) artwork panels are individually valued at two thousand (\$2,000) dollars.

DEADLINE

Friday, June 15th, 2018 (11:59pm)

Submission

Artwork narrative and high-resolution images must be submitted to The City of Fargo Planning and Development Department at planning@Fargond.gov. Please direct questions to the Planning and Development at (701) 241-1474- Reference: City Hall Art Panels.

Submissions must solely be of your own thought and design and do not infringe upon copyright or the intellectual rights of others.

The artist will retain the copyright of the selected artwork. The City of Fargo will be granted the right to use the art for documentation in any media form, postings, display, reproduction, including, but not limited to, promotion, documentary or any commercial or non-commercial purpose.

You have read and agree with the terms and hereby absolve The City of Fargo or its representatives from any claim or loss, either past, present, or future, in association with the Request for Proposal (RFP). The terms of the RFP are binding on the artist, the artist's successors, assigns, representatives or administrators.

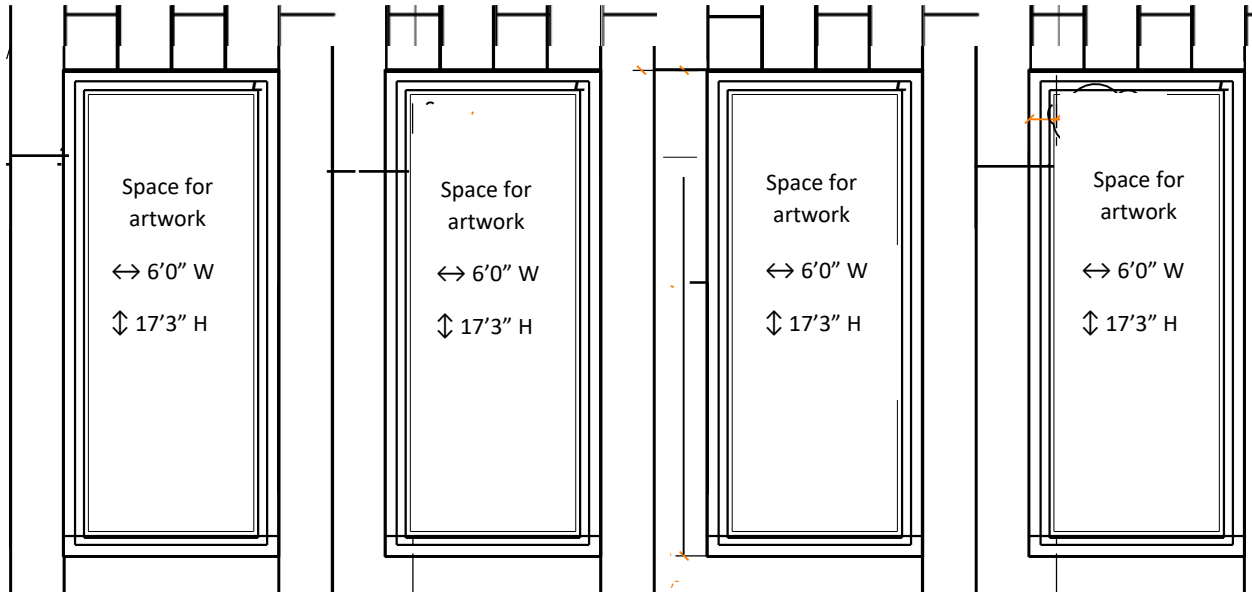
Request for Proposal

New City Hall Exterior Art Panels



Panel Specifications

The artwork panels are visible from 1st Ave. N and 2nd St. N. - Downtown Fargo.
Three exterior walls featuring four artwork panels. This rendering represents one side.



Artist may submit artwork in a portrait or landscape format.

Portrait: Artwork must be able to be enlarged to meet the panel measurements without losing visual integrity or quality. Artwork must be transferrable to vinyl.

- Artist may submit between one to twelve artworks.
- Artist may submit one set of four images to represent one side/ theme.
- Artist may submit three sets of four images representing the entire theme of *Fargo: Past, Present, and Future*.

Landscape: Artwork must be able to be enlarged to meet the panel measurements without losing visual integrity or quality. Artwork must be transferrable to vinyl.

- Artist may submit one image representing one theme that will be quadriptych (divided) across four panels on a single wall.
- Artist may submit up to three images representing the theme of *Fargo: Past, Present, and Future* that will be quadriptych (divided) across four panels on each of the three sides.