

**ARTS AND CULTURE COMMISSION  
MINUTES**

**Regular Meeting:**

**Wednesday:**

**July 15, 2015:**

The Regular Meeting of the Arts and Culture Commission of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 4:00 o'clock p.m., Wednesday, July 15, 2015.

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

Present: Arlette Preston, Cassandra Maland, David Bertolini, Deb Williams,  
Michael Olsen

Absent: Chelsea Thorson, Colleen Sheehy, Dayna Del Val, Jessica Jung

Also Present: Maria Olson, Nicole Crutchfield

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

**Item 1: Minutes: Regular Meeting of June 17, 2015**

Mr. Olsen moved the minutes of the June 17, 2015 Arts and Culture Commission meeting be approved. Second by Ms. Maland. All Members present voted aye and the motion was declared carried.

**Item 2: Public Art Master Plan RFP**

Assistant Planner Maria Olson presented to the Board a draft Request for Proposals (RFP) for Consulting Services for a Public Art Master Plan. She went over various parts within the RFP including the purpose; background; scope of work and budget; role of City staff and the Arts and Culture Commission; budget requirements; evaluation review criteria; submission requirements; and the consultant selection process.

Discussion ensued among Members regarding 1) the addition of a proposed project to the scope of work, to be included as an addendum and 2) edits to the evaluation review criteria weighted percentages. Members agreed to decrease the "qualifications and experience" criterion from 30% to 25% and increase the "budget proposal" criterion from 15% to 20%.

Mr. Olsen moved approval be recommended to the City Commission of the proposed RFP for Consulting Services for a Public Art Master Plan with the proposed edits, which include the addendum. Second by Ms. Williams. All Members present voted aye and the motion was declared carried.

**Item 3: Fargo Flag Update**

Ms. Olson gave an update on the proposed Fargo flag project, noting the Mayor and City Commissioners were in favor of the project idea. She stated this item will require City Commission approval and discussion regarding copyrights will be held later.

**Item 4: Public Comment/Announcements**

No public comments/announcements were heard.

**Item 5: Adjournment**

Ms. Preston moved the meeting be adjourned. Second by Ms. Williams. All Members present voted aye and the motion was declared carried.

The time at adjournment was 4:25 p.m.