



West Fargo Public Art Advisory Committee
Agenda
Wednesday, October 19, 2022 5:30 pm
Meeting Location: Zoom

1. Call to Order

Action Items

2. Approve Order of Agenda
3. Approval of Minutes – August 17, 2022

Discussion Items

4. Update on West Fargo Events Public Parking Garage Proposal – Malachi Petersen, City Planner
5. Update on State Placemaking Grant - Malachi Petersen, City Planner
6. Discuss current bylaws / suggestions for updating bylaws – Malachi Petersen, City Planner
7. Non-Agenda Items
8. Adjourn



Public Art Advisory Committee Meeting Minutes
Wednesday, August 17, 2022
Zoom (Virtual) Meeting 5:30 p.m.

The West Fargo Public Art Advisory Committee met on Wednesday, August 17, 2022 at 5:30 p.m. Those present were committee members Adam Montgomery, Jodee DeVaney, Lisa Dullum, and Jessica Matson-Fluto. Also present was City Planner Malachi Petersen and City Planning & Zoning Department Director Aaron Nelson. Committee members Jay Thomas and Lauren Kensok were not present.

Adam Montgomery motioned for the order of the agenda to be approved. Jessica Matson-Fluto seconded. Order of the agenda was approved.

Jessica Matson-Fluto motioned for the minutes for the July 20, 2022 meeting to be approved. Jodee DeVaney seconded. Minutes were approved.

City Planner Malachi Petersen gave a brief recap of the proposal for public art on the The Lights Parking Garage. The PAAC had previously asked for a more detailed concept plan for the proposal from West Fargo Events. Committee members reviewed and discussed the new concept plans for the art. Adam Montgomery moved to recommend approval of the art to the City Commission. Jessica Matson-Fluto seconded. Motion to recommend approval was passed unanimously.

City Planning & Zoning Director Aaron Nelson introduced himself and told committee members he was open to questions regarding the role and responsibility of the Public Art Advisory Committee. Adam Montgomery asked about the bylaws of the committee and how much advice / input the City Commission would like from the PAAC. Aaron Nelson discussed how the PAAC was originally started and how West Fargo 2.0, the City's Comprehensive Plan, discussed the need for a larger arts strategy in West Fargo. Adam Montgomery asked the potential for more art projects in West Fargo and the potential for meeting more regularly. Aaron Nelson spoke about the potential for a public art master plan, the potential for a placemaking plan, and the possibility of needing input from the PAAC regarding these plans. Discussion came to a close.

Meeting was then adjourned.

MEMORANDUM

TO: West Fargo Public Art Advisory Committee

FROM: Malachi Petersen, City Planner

DATE: October 14, 2022

SUBJECT: Discussion of Committee Bylaws

Based on previous discussions at past committee meetings and on changes made to the committee this year, staff would like to facilitate a discussion on potentially updating the committee bylaws. Staff would specifically like to call attention to the following:

1. The fact that the committee bylaws were never formally approved by the City Commission even though the Committee voted to approve the bylaws in 2020.
2. The current bylaws call for ex-officio members representing the West Fargo Park District, the West Fargo School District, and the Arts Partnership to serve on the Committee. Historically the committee has only ever had representation from the Park District.
3. The current bylaws state that there should be a total of 5 voting members, however a sixth member was appointed by the City Commission President earlier this year.

**PUBLIC ART ADVISORY COMMITTEE
BY-LAWS
CITY OF WEST FARGO**

I. NAME

The Public Art Advisory Committee for the City of West Fargo, North Dakota, hereinafter referred to as the "Committee," does hereby adopt these by-laws that shall govern its internal operations.

II. PURPOSE

Pursuant to direction given by the West Fargo City Commission at their May 18, 2020 meeting, the purpose of this Committee is to review and recommend public art installations and performances on public property to the City Commission. The Committee will also assist city staff in identifying ordinances or procedures that can be streamlined or enhanced to better promote public art within city limits. Additionally, the Committee will seek ways to engage the West Fargo community to improve the quality of life for the city's residents through the promotion of public art.

III. MEMBERSHIP

The Public Art Advisory Committee shall be composed of those individuals who have been duly appointed thereto by the Board of the City Commissioners.

The Chairperson shall generally preside and conduct all Committee meetings, and with the advice and consent of other members, may appoint sub-committees from Committee 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 the Committee Chairperson and the position of Vice Chairperson shall be deemed vacant and the Committee may elect from its own members a successor Vice Chairperson to fill this vacancy.

The Committee shall consist of five (5) voting members and two (2) ex-officio non-voting members to be appointed for three (3) year terms by the City Commission President and subject to confirmation by the City Commission. Terms for committee members will be staggered so that there are at least three (3) voting members who have been on the committee at least one (1) year when two new members are appointed. The voting members of the Committee shall be residents of the City of West Fargo. One (1) ex-officio member shall be a representative from the West Fargo Parks District and one (1) ex-officio member shall be a representative from the Arts Partnership. Vacancies shall be filled in the same manner as other appointments to the Committee. All members of the Public Art Advisory Committee shall serve without compensation.

IV. MEETINGS

Quorum – A quorum shall consist of the majority of the existing and qualified members of the Committee.

Annual Meeting – At the regular annual meeting on the third Wednesday of January of each year, the Board shall elect a chairperson and Vice-Chairperson for the ensuing year.

Regular Meetings – The Committee shall meet at a time of their choosing which will be decided at the first meeting of each new calendar year. 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 Committee members may from time to time call special meetings of the Committee with not less than twenty-four (24) hours notice to Committee members.

Meeting Location- All regular meetings of the Board 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 the 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 Committee 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 the Committee members.

Records - The Committee shall keep a record of its resolutions, transactions, findings, and determinations; and, such record shall be a public record.

V. VOTING

All Committee 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 Committee shall be clearly expressed orally or in writing when voting is in process.

The Committee member declaring a conflict of interest concerning a matter before the Committee shall declare such not vote nor participate in the discussion concerning the matter. The Committee member declaring the conflict may remove oneself from the table and participate in the discussion as a member of the public.

All matters presented for Committee consideration requiring affirmative action shall be decided by the majority vote of those present at the meeting.

VI. ETHICS / CONDUCT

The Committee follows the ethics, conduct, and gift policy of the City of West Fargo on board, commissions, and committees.

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.

VIII. CONTROL OF LAW

The procedures and operations of the Committee shall be governed by applicable ordinances of the City of West 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.

IX. 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 Committee 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 Committee members.



Lisa Dullum
Chairperson, West Fargo Public Art Committee