



**City of Moorhead
Art & Culture Commission**

**Meeting Agenda September 15, 2015 at 4:00 PM
Hjemkomst Center – Lower Level Gallery**

REMARKS

- | | | |
|----|------------------------------------|-------|
| A. | Call meeting to Order / Roll Call | _____ |
| B. | Agenda Amendments | _____ |
| C. | Approve Minutes | _____ |
| 1. | None | _____ |
| D. | Citizens to be Heard | _____ |
| E. | Reports and Information | _____ |
| 1. | Consider Bylaws | _____ |
| | ▪ Establish Regular Meetings | |
| | ▪ Determine Chair/Vice Chairperson | |
| 2. | Project Updates | |
| | ▪ Utility Box Art Installation | |
| | ▪ Sidewalk Art & Poetry Update | |
| | ▪ Other | |
| F. | Adjourn | _____ |



To: Moorhead Art & Culture Commission
Subject: Consider Bylaws
Date: September 15, 2015
Prepared By: Kim Citrowske, Assistant City Planner

CONSIDER BYLAWS

INFORMATION

Primary goals of this item are to:

1. Establish Regular Scheduled Meeting Time
 - a. Frequency (Monthly, bi-monthly or quarterly)
 - b. Time
 - c. Date
2. Determine Chair/Vice-chair

Attached you will find draft bylaws for review.

NOTE: Here is an inventory of existing Boards and Commission meeting time/dates:

BOARD/COMMISSION	FREQUENCY	DAY	TIME	LOCATION
City Council	Twice a month	2 nd & 4 th Monday	5:30 pm.	Chambers
Public Service Commission	Twice a month	2 nd & 4 th Tuesday	4:30 pm.	Chambers
Council of the Whole	Once a month	3 rd Monday	5:30 pm.	Chambers
Planning Commission	Once a month	1 st Tuesday	5:00 pm.	Chambers
Economic Development Authority	Once a month	4 th Monday	11:45 am.	Chambers
Public Housing Agency Board	Once a month	4 th Tuesday	11:30 am.	Usher's House
Human Relations Commission	Once a month	2 nd Thursday	6:00 pm.	Chambers
Park Advisory Board	Every other month (bi-monthly)	3 rd Tuesday	4:00 pm.	Chambers
Airport Committee	Every 3 months (quarterly)	3 rd Wednesday	4:00 pm.	Airport
Board of Appeals & Equalization	Once a Year		6:30 pm.	Chambers
Charter Commission	As Needed		8:00 am.	Hjemkomst

CITY OF MOORHEAD

ARTS AND CULTURE COMMISSION

BY-LAWS

ADOPTED MONTH 2015

DRAFT

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ARTICLE I: COMMISSION PURPOSE & OBJECTIVE

The Moorhead City Charter states that the City Council may establish boards or commissions to advise the Council with the respect to a municipal function or activity, to investigate a subject of interest to the City or to perform quasi-judicial functions.

The objectives and purposes of the Art and Culture Commission of the City of Moorhead, Minnesota, are those set forth in Ordinance 2015-15, and Amendments and Supplements thereto; and those powers and duties delegated by the Moorhead City Council.

The Moorhead Arts and Culture Commission purpose shall be to advise the Mayor and City Council on the development of arts and cultural activities, projects, organizations and facilities within the City of Moorhead.

The Moorhead Arts and Culture Commission responsibilities include:

- Develop, update and recommend to the Mayor and City Council an Arts and Culture vision, goals and public agenda and strategic plan for arts and culture in Moorhead;
- Provide leadership for completing the comprehensive plan sections regarding civic arts and culture goals and planning, and providing input for plan revisions;
- Plan and advocate funding from individual, corporate, foundation and city funding for arts and cultural activities approved by the City Council; and
- Facilitate collaboration and joint planning among public and private agencies involved with related issues such as economic development, tourism and arts education.

ARTICLE II: MEMBERSHIP

SECTION 1 - CREDENTIALS

The Arts and Culture Commission shall be composed of individuals with expertise in a variety of performing, literary, or visual arts and/or creating and strengthening partnerships among the arts, business, culture and academic community within Moorhead.

SECTION 2 - NUMBER

The Commission will consist of seven (7) appointed members who are residents of Moorhead:

- Four (4) members will represent each of Moorhead's four wards appointed by the two Council members from the ward they represent,
- Two (2) At-large members appointed by the Mayor, and
- One (1) Mayor or City Council representative appointed by the Mayor.

All members will be selected by appointment and confirmed by the City Council.

SECTION 3 - TERMS

Commissioners are appointed for a three-year term in accordance with City appointment procedures. In addition to an interim appointment, no member may serve for more than two complete, consecutive three-year terms.

SECTION 4 - REMOVAL

Members are subject to removal by the Mayor for nonfeasance or malfeasance in office.

SECTION 5 - ATTENDANCE

If any member fails to attend **three (or other number) consecutive regular** meetings of the Arts and Culture Commission without satisfactory explanation, notice of such failure will be reported to the Mayor and City Council.

SECTION 6 - EXPENSES

Members will serve without salary, but cost of sending notices, preparing and distributing reports and minutes and other clerical expenses will be paid by the City together with extraordinary expenses as are authorized by the City Council.

ARTICLE III: COMMISSION OFFICERS

SECTION 1 - OFFICERS

The Members of the Commission will elect from their members a Chair and Vice-Chair.

The Nomination and election of the Chair and Vice-Chair will take place at the annual meeting or the first meeting of each year of the Moorhead Arts and Culture Commission.

Candidates for office receiving a majority of quorum vote of the Commission will be declared elected and serve a one (1) year term. No member can hold the office of chair or vice-chair for more than two years consecutively.

SECTION 2 - COMMENCEMENT OF OFFICE

The newly elected Chair and Vice-Chair will preside over the Arts and Culture Commission at subsequent regularly scheduled meetings.

SECTION 3 - VACANCIES

Vacancies in either the Chair or Vice-Chair must be filled immediately by the procedures set forth in number 3 listed above.

ARTICLE IV: COMMISSION DUTIES

SECTION 1 - CHAIR

The Chair will have the duties and powers usually attendant upon the office of Chair, and such other duties and powers as may be prescribed by statute or ordinance. The Chair will preside at all meetings of the Arts and Culture Commission, make report(s) as the Chair deems necessary or required of the Chair, and perform such other duties as are incidental to the Chair's office or are required of the Chair by the Members. The Chair will vote on all matters before the Commission.

SECTION 2 - VICE CHAIR

The Vice-Chair will perform the duties of the Chair in the Chair's absence or incapacity and/or because of the resignation of the Chair, until a new Chair is elected.

SECTION 3 - CITY STAFF

City Staff will act as the Secretary of the Arts and Culture Commission keeping minutes and records of all meetings.

ARTICLE V: COMMISSION MEETINGS

SECTION 1 - ANNUAL MEETING

An annual organizational meeting will be held the first quarter of each year, at which election of officers will be conducted and presentation of the yearly work program. The Commission could eliminate the annual meeting and conduct organizational business during the first meeting of each year.

SECTION 2 - REGULAR MEETING

Regularly scheduled meetings of the Arts and Culture Commission will be held on the first Tuesday of each month at 5:00 P.M. in the First Floor Council Chambers of City Hall. A regular or special meeting may be postponed or cancelled by action of the Commission at a duly called meeting or by action of the Chair, upon the condition that the action to postpone or cancel be taken at least twenty-four (24) hours in advance of the meeting.

****Meetings can be monthly, bi-monthly or quarterly.**

SECTION 3 - SPECIAL MEETINGS

Special meetings of the Arts and Culture Commission may be called at the request of the Chair, members of the Commission or by City Staff with approval of the Arts and Culture Commission Chair. Notice of a special meeting of the Arts and Culture Commission will be sent to all members and formal notification requirements accomplished.

SECTION 4 - NOTICE OF MEETINGS

Notice of each regular meeting will be sent to all Arts and Culture Commission members at least two (2) days in advance of such meeting and notice in writing of any special meeting will be sent to all Arts and Culture Commission members at least two (2) days prior to such meeting and will state the date, time, place and purpose of such meeting.

SECTION 5 – MN DATA PRACTICES ACT

Meetings of the Art and Culture Commission will be recorded and are subject to open meeting requirements. All documents produced by the Art and Culture Commission are public pursuant to the Minnesota Data Practices Act.

ARTICLE VI: PRE-MEETING PROCEDURES

SECTION 1 - AGENDA

The agenda for each meeting of the Arts and Culture Commission will be developed by the Planning Office. For all matters to be considered by the Arts and Culture Commission, all pertinent information must be received by the Planning Department at least two (2) weeks prior to the Commission meeting at which action may be taken.

SECTION 2 - REFERENCE TO COMMISSION

The Planning Staff may refer any matter to the Arts and Culture Commission for discussion before placing such matter on the agenda for action.

SECTION 3 - WITHDRAWAL

If a petitioner or applicant desires to withdraw a matter from the agenda, such request must be submitted to the City Planning office in writing, and if any public hearing has been scheduled and published, any person(s) appearing at the noticed hearing on said petition or application will be entitled to be heard at said hearing.

ARTICLE VII: MEETING PROCEDURE

SECTION 1 - RULES OF ORDER

Unless otherwise specifically designated, Roberts Rules of Order, as most recently revised, will govern meeting procedure.

SECTION 2 - QUORUM

A simple majority of the members present constitutes a quorum to transact business of the Art and Culture Commission.

SECTION 3 - ROLL CALL VOTE

Voting on business items may be done by roll call vote at the request of the Chair and be kept as part of the meeting minutes. The Chair must cast the final vote on any roll call vote.

SECTION 4 - ATTENDANCE

All meetings of the Arts and Culture Commission are open to the public.

SECTION 5 - CONFLICT OF INTEREST

Whenever a Commission member has a direct or financial interest in an application or petition before the Commission, such member must declare such interest and abstain from voting.

SECTION 6 - SUSPENSION OF RULES

The Arts and Culture Commission may temporarily suspend its rules by a majority of quorum.

SECTION 7 - AGENDA

Order of business at regular meetings will be generally as follows:

AGENDA

1. Call to Order/Roll Call
2. Agenda Amendments
3. Approve Minutes
4. Citizens to be Heard
5. Reports/Information
6. Adjourn

SECTION 9 - DISPENSATION

A motion must be made and voted upon in order to dispense with any items on the agenda.

No binding or final action will be taken on any agenda matter except by majority of quorum.

SECTION 10 - TABLING

A tabling motion if passed has the effect of holding the matter and subsequent action until the next regularly scheduled meeting or as otherwise specified.

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ARTICLE VIII: AMENDMENT OF BY-LAWS

SECTION 1 - AMENDMENT PROCEDURE

These by-laws and rules of procedure may be amended at any meeting of the Arts and Culture Commission, by the majority of quorum. Said proposed amendments will be sent to each of the Arts and Culture Commission members at least two (2) days prior to said meeting.

ARTICLE IX: EFFECTIVE DATE

SECTION 1 - DATE

These by-laws will take effect this day of 2015 for the established for the Moorhead Arts and Culture Commission.

Adopted this day of 2015.

APPROVED BY:

Name
Chair
Moorhead Arts and Culture Commission

ATTEST:

Name
Vice-Chair
Moorhead Arts and Culture Commission



To: Moorhead Art & Culture Commission
Subject: Project Updates
Date: September 15, 2015
Prepared By: Kim Citrowske, Assistant City Planner

PROJECT UPDATES

UTILITY BOX ART INSTALLATION

Aerosol Artist, Micah Leitel will be installing an original work of art on a utility box in Uptown Moorhead near the Moorhead Center Mall South Plaza (intersection of Center Ave. and 5th Street) on Saturday, September 26, 2015 from 1-4 pm.

The Rourke Art Museum is also hosting events throughout the day regarding aerosol art.

SIDEWALK ART & POETRY UPDATE

Due to unanticipatedly high construction bids for the Main Avenue and CIMS roadway project, the roadway construction project and therefore the Sidewalk Art & Poetry Project have been postponed to the 2016 construction season.

View the project at: www.cityofmoorhead.com/art

OTHER

It is anticipated that at the next meeting the Commission will discuss Work Plan which may include development of an art policy, art & culture master plan and discussion of other goals.