



**City of North St. Paul
Arts & Culture Commission
Regular Meeting Agenda**

**December 1, 2021
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **December 1, 2021** at 6:30 p.m. The meeting location is the Sandberg Room at City Hall, located at 2400 Margaret St., North St. Paul.

The **December 1, 2021** Zoom meeting can be accessed at **tinyurl.com/NSPartsandculture** (from a PC, Mac, tablet, iPhone, or Android device) or by phone at 1-929-205-6099, meeting ID 821 4097 2224, password 362656.

The Arts & Culture Commission Zoom meeting will be 'open to the public to listen in but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

Please join the meeting early to test your audio and video settings.

I. Call to Order

II. Roll Call

Tom Sonnek, Chair
Julie Barrett, Commissioner
Carey Nadeau, Commissioner
Stacy Maher, Commissioner
Trudy Ohnsorg, Commissioner
Lisa Wong, Council Member

Staff
Lisa Ritchie, Commission Secretary

III. Adopt Agenda

IV. Approval of Minutes

A. 11/3/2021 Meeting Minutes

V. Meeting Open to the Public

Note: This is a courtesy extended to persons wishing to address the committee who are not on the agenda. A completed public comment form should be presented to the

Arts and Culture Commission Committee Secretary prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.

VI. Public Hearings

VII. Commission Business, Action Items & Recommendations

- A. Review/approve By-Laws
- B. Review/discuss the process for approving projects

VIII. Old Business

- A. Update on Fire & Ice Event

IX. Reports from Staff

X. Reports from Commissioners

XI. Reports from Council Liaison

XII. Adjournment

The next regularly scheduled Arts & Culture Commission meeting is January 19, 2022



City of North St. Paul
Arts & Culture Commission
Regular Meeting Minutes

November 3, 2021

6:30 PM

The Arts & Culture Commission Meeting was conducted on November 3, 2021 at 6:30 p.m. The meeting location was the Sandberg Room at City Hall, located at 2400 Margaret St., North St. Paul.

I. Call to Order

Tom Sonnek called the meeting to order at 6:30PM

- Tom Sonnek, Chair - Here
- Trudy Ohnsorg, Vice Chair - Here
- Julie Barre - Here
- Carey Nadeau - Here
- Stacy Maher - Absent
- Lisa Wong – Here

II. Adopt Agenda

Tom announced he will not be available to attend on December 1st and proposed changed the next meeting date. A motion to adopt the agenda with the following change: Reschedule the December Arts & Culture meeting from December 1st to November 30th and January 5th to January 19th. On motion by Commissioner Carey Nadeau, seconded by Commissioner Trudy Ohnsorg with all present voting aye (4-0). Motion carried to adopt the agenda with the proposed change.

Approval of Minutes

A. October 6, 2021 and October 19, 2021 Meeting Minutes

Carey noted the following changes need to be made on the meeting minutes: October. 6th minutes; Page 3 Line 2 – Change “are” to “art”. October 19th minutes; Section 3 – Change “will” to “with”; Section 10 and Section 12; correct spelling of Trudy Ohnsorg’s name. Motion to approve the October 6th and the October 19th meeting minutes by Commissioner Trudy Ohnsorg and seconded by Commissioner Julie Barrett with all present voting aye (4-0). Motion carried.

III. Meeting Open to the Public

There was not anyone from the public in attendance.

IV. Commission Business, Action Items & Recommendations

A. Smartsheets training

Prior to the meeting, Trudy had incorporated the A3 spreadsheet information into Smartsheets. (Per Wikipedia, Smartsheets is a service offering for collaboration and work management, developed and marketed by Smartsheet Inc. It is used to assign tasks, track projects project progress, manage calendars, share documents, and manage other work using a tabular user interface.) In Trudy's words, Smartsheets is like Microsoft Excel on steroids. Trudy proceeded to present the Smartsheet she had put together, reviewing all of the features and benefits of the software. She incorporated links to various websites/resources into the worksheet to be used as a resource by the commission. She also had created multiple PINTEREST accounts, one for projects and one for places around town. She had done research and saved images of what other cities are doing. The link to the PINTEREST accounts is incorporated into the Smartsheet. The commission was in awe on the work Trudy had done thus far and excited for the collaboration capacity of Smartsheets. Her ideas were vivid with various art projects that could be incorporated into the city. Trudy's spreadsheet contained multiple levels of topics, projects and resources. She also created a second spreadsheet for artists. The Artists Smartsheet would eventually contain artist bio's, portfolios and other information. This resource will offer the commissioners a database to refer to for consideration of upcoming art projects. Trudy will send all commissioners a link and access to the Smartsheets so the commission can add to it. Trudy stated, "it is intuitive and if you know EXCEL, you have 80%" (of the knowledge needed to use Smartsheets). There is only one license needed which Trudy has a subscription to. There is an option to export all information out of Smartsheets so if someone did a data requests on the commission's info, it could be easily done.

B. Review inter-governmental share-outs

Carey stated she had watched the presentations the Arts & Rec commissioners presented to the other commissions and had taken notes that she will add to Smartsheets. Tom asked the commissioners for their thoughts and impressions about what came out of the meetings. Lisa Wong stated she got a lot of positive feedback. The finance director was amazed by the energy of the commission and the willingness of the commissions to work together. Tom indicated the EDA was particularly supportive. Carey mentioned the Parks & Rec commission were ping-ponging ideas off of each other for ways they could help. She was interested in a comment made by the EDA of possibly adding a line item to permits as a potential income for the Arts & Culture Commission just as is done for the Parks & Rec Commission for the Parks Dedication Funds. Tom confirmed and added it would need to be approved by council. Lisa Ritchie brought up that the Parks & Rec Commission stated they would like to fund staffing for the North St. Paul Art Wagon, but noted there is a lot that would need to happen internally to get it up and running again. The commission agreed. Tom added

nothing would be happening until Spring 2022 at the earliest and we should stay on track with the agenda and not get too far ahead or off track. It's important to set the foundation of the council first and build from there on individual projects. Trudy stated she appreciated the feedback she received from one of the commissions, letting her know it will take time to establish the Arts & Culture commission. Recognizing they may not get a whole lot done in a few months. Small gains matter and baby steps are okay.

C. Review and update Direction A3

Tom suggested using the Smartsheet to update the information. The commission updated the spreadsheet to current status for multiple items. Tom stated there is homework to be done for "Sustainable Funding Sources" Trudy stated, she is on the MN Humanities Center Board which had a meeting on Friday, October 29th. During the meeting, Trudy learned they had received a "boat load" (possibly \$1.5M) of legacy funding and are now looking for good places to give some money. Trudy has an upcoming meeting scheduled to meet with Casey Damaris, Director of Strategic Partnerships. They are going to discuss how they can partner with the Arts & Culture Commission. Trudy is hoping to develop a long-term partnership as they are right in our area. There is a huge new project being sponsored by the Landon Foundation related to how Arts & Culture can be used as a tool to promote economic development all over the state. There will be a meeting in December and Trudy is hoping to attend. Trudy researched who they had previously given money to. It was given to Maplewood and other surrounding areas. Trudy has another connection with a person who has experience connecting artists with funding at an organization called Creative Capital. She has lots of contacts there, she is currently at the Bush Foundation as a program officer and she is in charge Eco System Grants, which are intended to inspire and support creative problem solving. Trudy talked to her in general about the North St. Paul Arts & Culture Commission. Trudy thinks the connection there would be Culture rather than art. Tom stated we have progress for our Sustainable Funding and Smartsheets was updated to reflect this.

Tom stated the commission is making good progress. Adding the next focus should be is: "What does the selection process look like?" and then "What does project management look like?" There will be a process for everything. Ideation phase, selection phase, a formal approval phase and then there is a development phase. Trudy suggested dividing and concur on some of that. Trudy would like to bring in other people to help and create work groups. As long as there are not more than 2 commissioners, it is a work group and wouldn't violate any commission ordinances.

Tom will create a mock flow chart for process and procedure as an example. Each project will be different so some projects will hit all of the (if this, then that) points and some may not. This mock flow chart can be an actual process the commission will follow that is visible, visual and can be presented to anyone. The commission can they start talking about what they want to do. Ensuring funding is something that has to happen. He suggested identifying projects to do and then try to match the funding to the projects. Lisa asked if the commission needs to have the processes and procedures in place before considering projects? Tom suggested assuming they are going to do "x" and build the process around that. The best way to match a process is to watch a process and write down what happened. The commission agreed they should try doing something and map it as they go.

D. Prioritize next steps of the commission formation

The commission decided pick projects they would like to do and build the infrastructure.

1. Freedom Rock
2. Snowman Statues
3. Fire & Ice Art Exhibit
4. Car show/Art booth to promote the art projects
5. Craft Wagon
6. Luv Mural
7. Schifshy's Silos
8. Object Transformation (dumpsters/sewer grates etc.)
9. Art Alley (Seppela Blvd)
10. Parking Lot
11. Sidewalk Poetry
12. Small (micro) Murals

There was discussion on the whether or not the dumpster art would even be an option as the dumpsters are owned by Tennis. We would need to check with them if we choose to do this project.

Lisa Ritchie stated the Fire & Ice event happens early in January so the commission should decide what they want to do. Trudy stated Minnesota Ice is a company we could get blocks of ice from to do ice sculptures. The commission decided on an art exhibit in the Hause building which will be hosted during FIRE & ICE.

E. Review "Freedom Rock" request form Veteran's Park Committee

Tom indicated Terry Furlong had sent him a text regarding the Freedom Rock. Other than that, he doesn't have a lot of information to share on this topic. Lisa Ritchie asked Tom to forward the information and she will get more information.

Item F added to the agenda prior to adopting it. Tom indicated he would not be available for upcoming meetings. See **Item II. Adopt Agenda** for changes to meeting schedule. Trudy stated she will be in North Carolina and will be attending via Zoom.

VI. Reports from Staff

At the EDA & Planning Commission joint meeting, Don Jensen mentioned Leon Lillie would be a good contact for funding as he is on the Legacy committee. He would be a great resource for our kick-off project. Tom stated he had reached out to him prior to the start of the Arts & Culture Commission and will touch base with him again.

VII. Reports from Commissioners

Homework: Read by-laws, bring ideas for FIRE & ICE, change meetings, Carey will talk to high school to engage artists for the exhibit. Tom will draft a process map for review.

Lisa Wong stated there is \$7500 proposed for the Arts & Culture 2022 budget.

Carey stated she had gone to the ghost tour on Grand Ave. prior to coming to the meeting. It made her think of Trudy's house and it would be really cool if we had a podcast ghost tour that people could download and listen to from the Arts & Culture Commission about all of the freaky things in North St. Paul. Trudy likes the idea of a

podcast with signs around town with QR codes and you can click on it to get the podcast.

Lisa Wong stated it would be good to have an item added to the permits for Arts & Culture escrow fees like the Parks & Rec does. As well as additional personal donations.

Lisa Wong added interviews will happen next week for the new city manager.

Trudy stated there maybe should be an update email to go out to people who would support the commission and we could do a tea in the spring to with our special friends that could support. Tom stated Premier Bank donated a lot to the city and that may be a potential. The original founder has passed away but we could possible work with his kids.

Adjournment

Tom entertained a motion to adjourn. Julie moved it and Carey seconded the motion with all present voting aye (4-0) Meeting adjourned at 8:15PM.

DRAFT BYLAWS
City of North Saint Paul Arts and Culture Commission



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Reference: These bylaws are intended to align with the North Saint Paul Code of Ordinances.
https://codelibrary.amlegal.com/codes/northstpaul/latest/northsaintpaul_mn/0-0-0-3

DRAFT BYLAWS
City of North Saint Paul Arts and Culture Commission

SECTION 1: NAME AND PURPOSE

- A. *Name*: The name of this organization shall be the North Saint Paul Arts and Culture Commission.
- B. *Purpose*: The purpose of the Commission is to inspire connection and community through the development of public art and cultural expression. The Arts and Culture Commission is established to stimulate and encourage the creation, performance, and appreciation of art and culture in the city and advise the City Council on arts-related matters and promote the positive economic impact the arts has in the community.

SECTION 2: MEMBERSHIP

- A. *Membership*. The Arts and Culture Commission shall consist of five members to be appointed or removed by the Mayor with the approval of the City Council.
- B. *Regular members*. Regular members of the Commission shall be adult residents or business owners located within the North St. Paul City limits unless otherwise expressly stated by ordinance. Members who discontinue legal residency in the city shall automatically be deemed to have resigned from office as of the date of such discontinuance.
- C. *Student members*. Student members shall be residents located within the North St. Paul City limits and enrolled full-time in secondary school. Student members shall be non-voting.
- D. *Ex-officio*. The Commission may, in its discretion, appoint other persons to serve on the Commission in a non-voting capacity.

SECTION 3: APPOINTMENT AND TERMS

- A. *Appointment*. Regular members of the Commission shall be appointed by the Mayor with the approval of the City Council.
- B. *Student members*. Student members, if any, shall be appointed by majority vote of the Commission and shall serve terms of membership not to exceed one year per term.
- C. *Terms*. Commission member appointees shall serve staggered terms of membership not to exceed three years per term, except as noted below, commencing **when the appointee is approved by the City Council**. Upon expiration of a term, the appointee shall continue until reappointed, or a successor is appointed.
- D. *Staggered terms*. Terms of membership shall be staggered so that no more than one-half of the terms of the Commission expire in any particular year.
- E. *Resignation and removal*. Members may resign voluntarily by letter or email to the City Clerk or be removed by majority vote of the Council or pursuant to Membership or Attendance Requirements.
- F. *Vacancies*. Vacancies in membership shall be filled by the Mayor with the approval of the City Council for the balance of the unexpired term.

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City of North Saint Paul Arts and Culture Commission

SECTION 4: COMMITTEES AND SUBCOMMITTEES

- A. *Establishment.* A board or commission may, with specific approval of the Commission, establish committees, subcommittees, or working groups that include members of the Commission and additional persons as requested by the Commission.
- B. *Scope.* A committee, subcommittee, or working group may not engage in activities, functions, or duties outside the scope of authority granted to the Commission.

SECTION 5: ORGANIZATION.

- A. *Election and Term Limit.* At the first regular meeting of the calendar year, the Commission shall elect a Chairperson and a Vice-Chairperson from among its appointed members, each for a term of one year. No person shall serve more than three consecutive one-year terms as Chairperson of the Commission, unless a challenge is not present. Then, the existing Chairperson may remain for an additional term.
- B. *Chairperson:* The Chairperson shall preside at Commission meetings. The Chairperson shall supervise the carrying out of the policies approved by the Commission. The Chairperson shall have general executive powers, as well as the specific powers conferred by these Bylaws. The Chairperson serves as ex-officio Director of all committees and sub-committees.
- C. *Vice-Chairperson:* In the event of the Chairperson's absence or incapacity, or upon request, the Vice-Chairperson shall perform the duties of the Chairperson.
- D. *City staff.* At the direction of the City Council, city staff may act as staff for the Commission. The city staff may provide the Commissions with information, memorandums, perform secretarial duties, and may be responsible for the keeping of records.

SECTION 6: TIME, LOCATION AND CONDUCT OF MEETINGS.

- A. *Regular meetings.* All Commission meetings are open meetings subject to the Minnesota Open Meeting Law and shall be held at a fixed time and on a fixed date as shall be determined by the Commission. The City Clerk shall give notice of all Commission meetings and locations as required for meetings of public bodies.
- B. *Public comment.* All board and commission meetings shall include scheduled time for public comment.
- C. *Quorum.* A simple majority of voting members, appointed and serving, shall constitute a quorum for any regular or special meeting. If a quorum is not established or maintained during the course of a meeting, no votes on board or commission business may be taken except a motion to adjourn or recess.
- D. *Special meetings.* The Commission Chairperson, or in the case of the Chairperson's absence, the Vice-Chairperson, may call a special meeting. A special meeting may also be directed by the City Council or Mayor.

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City of North Saint Paul Arts and Culture Commission

E. *Written action.* The Chairperson may request action be taken in writing without calling a meeting. In such instances, the Chairperson shall state in writing what action will be taken and the need for the action and shall deliver the written action to the Commission. A Commissioner's vote shall be in writing (*by email, U.S. mail or facsimile*) and returned to the Chairperson or a designee. The result of the vote shall be promptly communicated and recorded in the minutes of the next meeting.

SECTION 7: SCOPE AND DUTIES.

- A. *Scope.* The Commission is established by the City Council and shall be advisory to the Council and shall have the responsibility to:
1. Investigate matters within the scope of the Commission or as specifically directed by the Council.
 2. Communicate the viewpoint or advice of the Commission to the City Council.
 3. At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, on the basis of such hearings, evidence and investigations, make decisions and recommendations to the Council.
 4. *Annual report.* The Commission shall prepare a report to the City Council by the second Council meeting of each year outlining the actions and activities during the preceding year.
- B. *Duties.* The Arts and Culture Commission shall have the following duties:
1. To make recommendations on all requests for art installments on city property and conduct public meetings as directed by City Council or city policy;
 2. To give due regard to the city's Comprehensive Plan;
 3. To foster the development of the arts and culture in the city;
 4. To advise city administration and the City Council with respect to arts and culture-related matters;
 5. To stimulate participation in and appreciation of the arts by city residents;
 6. To act as an advocate for the arts before private and public agencies;
 7. To determine methods of selection of artists and works of art;
 8. To evaluate and recommend artists eligible for funding by the city, if any funding is available;
 9. To evaluate and recommend works of art for approved locations for funding by the city;
 10. To recommend locations for the performing arts;
 11. To assist the city in raising funds from public and private sources for the funding of arts projects in the city.

SECTION 8: PROCEEDINGS.

- A. *Order of business:* At any regular meeting of the Commission, the following shall be the normal order of business:
1. Call to order

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2. Roll call
3. Adopt agenda
4. Approval of minutes
5. Meeting open to the public
6. Commission business, action items, and recommendations
7. Reports from Commissioners
8. Reports from Staff
9. Adjournment

SECTION 9: MEETING MINUTES.

- A. *Official record.* Approved minutes of the Commission proceedings shall be public record; the city shall retain a copy of the official minutes of each Commission meeting in accordance with applicable state law.
- B. *Recording.* Each Commission shall have meeting minutes prepared and recorded. Minutes so recorded shall be reviewed and approved by the Commission and a copy forwarded to the City Clerk. The manager may make available city staff members to record and prepare minutes of Commission meetings.
- C. *Distributed to City Council.* Official minutes of each Commission meeting shall be distributed to the Council prior to the first regular Council meeting after approval of the minutes by the Commission.

SECTION 10: ATTENDANCE REQUIREMENTS.

- A. *Purpose.* To assist the Commission in fulfilling its purposes and duties and to ensure that it is not prevented from doing so by the repeated absence of its members, the Commission hereby establishes an attendance policy for members the Commission.
- B. *Attendance.* Duly appointed members of the Commission shall be required to attend no less than half the official meetings of the Commission held within a **six-month period** unless specifically excused by the Chair of the commission and said excused absences noted in the minutes. Failure to attend no less than half of the official meetings within a **six-month** period without excuse of the Chairperson, shall be considered as formal notice of resignation from said board or commission. In addition, failure to attend **three** consecutive regular meetings without excuse of the Chairperson, shall be considered as formal notice of resignation from the Commission.
- C. *Telecommunications.* **A Commissioner may participate in a Commission or Committee meeting without being physically present at the meeting.**
- D. *Exceptions.* The requirements of this subsection shall not apply to attendance at special meetings, or of meetings of committees or subcommittees, established by the Commission.
- E. *Annual review.* The Commission shall conduct an annual review of the attendance of members of the Commission.

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- F. *Vacancies*. The successor to any member of the Commission who has been removed pursuant to this subsection shall be appointed pursuant to the Commission's Appointment and Terms.

SECTION 11: CONTINUING EDUCATION.

- A. *Education*. Members of the Commission shall be required to complete various continuing education courses, lectures, webinars or seminars as outlined by City Council or city staff on an annual basis.
- B. *Ethics*. Commissioners will be provided a copy of the City Code of Ethics and will be required to read this and abide by these rules.

SECTION 12: COMPENSATION.

- A. *Volunteer*. Members of the Commission shall serve on a strictly non-compensated volunteer basis.

SECTION 13: EXPENDITURES.

- A. *Authorization*. No expenditures by a Commission or Commissioner shall be made unless and until authorized for the purpose by the City Council.

SECTION 14: CONFLICT OF INTEREST.

- A. *Standard of behavior*. The standard of behavior is that all Commissioners, student members, and Committee or Workgroup members will scrupulously avoid conflicts of interest between the interests of the Commission and the City Council on one hand; and their personal, professional, and business interests on the other hand. This includes avoiding potential and actual conflicts of interest as well as perceptions of conflicts of interest. At election, and then on an annual basis and as circumstances warrant, Commissioners will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. A conflict of interest is defined as an interest in a transaction or decision where a Commissioner, the Commissioner's family and/or significant other, employer, or close associates will receive a benefit or gain. This policy is meant to supplement good judgement, and Commissioners are asked to respect its spirit as well as its wording.

SECTION 15: INDEMNIFICATION AND INSURANCE.

- A. *Indemnification*. To the full extent permitted by any applicable law, the City Council will indemnify each person made or threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding, by reason of the former or present capacity of the person as a Commissioner of this Commission.
- B. The City Council may, to the extent permitted by any applicable law, purchase and maintain insurance on behalf of any person who was a Commissioner of this

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Commission against any liability asserted against such person and incurred by such person in their capacity as Commissioner.

SECTION 16: BYLAWS REVIEW

A. The Commission shall review the Bylaws every two years.