



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

November 30, 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 6:32PM

II. Roll Call

Tom Sonnek, Chair - Here
Trudy Ohnsorg, Vice Chair - Here
Julie Barre - Here
Carey Nadeau - Here
Stacy Maher - Here
Lisa Wong, Council Liaison – Here
Lisa Ritchie, Commission Secretary - Here

III. Adopt Agenda

A motion was made to adopt the agenda by Trudy Ohnsorg, and seconded by Stacy Maher, with all present voting aye (5-0). Motion carried to adopt the November 30, 2021 Agenda.

IV. Approval of Minutes

A. November 3, 2021 Meeting Minutes

Carey Nadeau recommended the following changes:
IV.C: Blandin Foundation instead of Landon Fdn
Same section: "divide and conquer" vs. "divide and concur"
Same section: "The commission can then" vs. "The commission can they"
4D Tschifsky's is misspelled

A motion to approve the November 3, 2021 meeting minutes with proposed changes was made by Trudy Ohnsorg, and seconded by Julie Barrett, with all present voting aye (5-0). Motion carried to approve the November 3, 2021 meeting minutes with proposed changes.

V. Meeting Open to the Public

Representatives from the Vet's Park committee (Dan Fisher and Mayor Terry Furlong) were in attendance to discuss a potential upcoming project (Freedom Rock) for the Arts & Culture Commission. Per Dan, the committee is at a point now where they are ready to enhance it. They would like to bring something honorable and memorable to the city of North St. Paul. A "Freedom Rock" is one way to do that. The Freedom Rock is one of 8 items on their agenda to get started on in 2022.

Terry stated the committee is looking for the Arts & Culture Commission to be the driving force behind the Freedom Rock. The idea coming from the committee but the Arts & Culture Commission can look into grants and other possible funding.

Tom Sonnek asked for clarification on whether the Arts Commission will pick up and run with it or if the Vet's Park committee will come up with the design and then we collaborate.

It was determined the Vet's Park committee will come up with the plan. Dan indicated they would need help obtaining Legacy funding for the project. The Arts & Council would provide feedback on the design.

Terry indicated the Freedom Rock will need to be protected from the elements in some way. Possibly by an open-air canopy.

Per Dan, a structural engineer would need to be consulted for design.

Trudy Ohnsorg stated that it makes sense to her that the Vet's Park committee owns it and the Arts commission can provide expertise and help with the integration so it doesn't look like it is completely separate from the city. We can create some sense of continuity.

Dan stated they truly own it and have a contract with the city that outlines the responsibilities of each party.

Tom stated the Arts & Culture commission is currently working on procedures for implementing projects. It will define a process for each project and get the appropriate other parties (including other North St. Paul departments) involved as needed. The Arts & Culture commission has a lot of very talented members who can help but city staff will also be needed to execute the projects.

There was discussion around the Arts & Culture Commission members attending a Vet's Park Committee meeting when they discuss the Freedom Rock. Dan Fisher will let us know when that will be.

VI. Commission Business, Action Items & Recommendations

- A. Review/approve By-Laws – City attorney's feedback is still pending. Per Trudy, most of what is stated in the proposed By-Laws has been copied and pasted from the city of North St. Paul's ordinances, however, she took the liberty to make a few changes that are highlighted in yellow. Reference: Bylaws-NSP-Arts&CultureCommission DRAFT (included in minutes). The commission reviewed Trudy's proposed draft as a group and provided their input. Trudy saved the final draft as an attachment in the Commission's spreadsheet.

<https://app.smartsheet.com/sheets/hcw8VFGwfWgv8mc62qQQMjpVrg3PcmhXxPP4q3V1?view=grid>

Three items were inquired on that need to be researched. Lisa Ritchie will look into these.

1 – There was question as to whether or not the city has a Code of Ethics.

2 – There was also discussion on attending commission meetings remotely and what the ordinance is around this.

3 – Indemnification & Insurance needed?

It was decided the commission will vote to adopt the By-Laws after reviewing the document received back from the city attorney.

B. Review/discuss the process for approving projects

The commission worked on and creating a spreadsheet to define the process.

File: NSP ACC Project Process

<https://app.smartsheet.com/sheets/hcw8VFGwfWgv8mc62qQQMjpVrg3PcmhXxPP4q3V1?view=grid>

VII. Reports from Staff

None

VIII. Reports from Commissioners

Trudy stated Tom and her met with and had a great conversation with Casey (from Humanities) who is a potential partner and possible resource for funding. The information been added to the ACC spreadsheet_Funding_2.1.4

Trudy also mentioned that she had attended the Cadillac Convert event that was sponsored in part by the City of North St. Paul. She had the opportunity to meet the new Police Chief, Phil.

Carey stated the MetroRegional Arts Council has a grant opportunity in the amount of \$15,000 available. The application deadline is March 2022.

IX. Reports from council Liaison

Lisa Wong had three topics to announce:

1. The new city manager has been selected and is scheduled to begin working on January 3rd
2. Lisa also mentioned the recent annual Fire Coloring Contest
3. Collaboration with the Art & Culture Commission was included in the Guiding Principals for the Redevelopment Master Plan Review

X. Adjournment

Tom entertained a motion to adjourn. Carey moved it and Trudy seconded the motion with all present voting aye (5-0) Meeting adjourned at 8:55 PM.



City of North Saint Paul
Arts and Culture Commission

DRAFT
BYLAWS

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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

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.

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.
- 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
 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.
- 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 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.

