



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

**November 2, 2022
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **November 2, 2022** at 6:30 p.m. The meeting location is the Sandberg Room at City Hall, located at 2400 Margaret St., North St. Paul.

The **November 2, 2022** 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.

Participants accessing the meeting by phone please use the following meeting ID:
87921831549

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
Carey Nadeau, Commissioner
Stacy Maher, Commissioner
Emily Haeg Nguyen, Commissioner
See Yang, Commissioner
Lisa Wong, Council Member

Staff
Sara Lang, Commission Secretary

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of 10/5/22 Meeting Minutes

V. Meeting Open to the Public

This Open Forum is an opportunity for persons to address the Arts & Culture Commission on items not on the agenda. A completed public comment form should be

presented to the staff liaison prior to the meeting. Comments will be limited to 3 minutes per person. While the Commission may ask clarifying questions of the speaker, no formal action by the Commission or discussion will be held on these items.

VI. Commission Business, Action Items & Recommendations

- A. Project Snowey Update
 - A - 1 Business Association Presentation
- B. Paint & Sip Event
- C. Debrief on the Fall Frolic and Autumn Arts Festival
 - C - 1 Payment for Indian Dance Group
- D. 2022 Budget Plans
- E. Begin 2023 Objectives Planning

VII. Old Business

- A. Additional Commissioners Discussion-Next Steps
 - A - 1 Review Bylaws

VIII. Reports from Staff

IX. Reports from Commissioners

X. Reports from Council Liaison

XI. Adjournment

The next regularly scheduled Arts & Culture Commission meeting is December 7, 2022



To

Arts and Culture Commissioners

Date

November 2, 2022

Agenda Placement # IV.A

Approval of Minutes

Subject

Approval of 10/5/22 Meeting Minutes

Background/Facts

Please see the attached meeting minutes from the 10/5/2022 meeting

Recommended Action

Attachments

1. Art & Culture Meeting Minutes.10.5.22

Respectfully submitted,
Lisa Ritchie, Administrative Assistant

**October 5, 2022
6:30 PM**

I. Call to Order

II. Roll Call

Tom Sonnek, Chair
Carey Nadeau, Commissioner
Stacy Maher, Commissioner
Emily Haeg Nguyen, Commissioner
See Yang, Commissioner
Lisa Wong, Council Member

Staff
Lisa Ritchie, Commission Secretary

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of the 9/7/22 Meeting Minutes

V. Meeting Open to the Public

This Open Forum is an opportunity for persons to address the Arts & Culture Commission on items not on the agenda. A completed public comment form should be

presented to the staff liaison prior to the meeting. Comments will be limited to 3 minutes per person. While the Commission may ask clarifying questions of the speaker, no formal action by the Commission or discussion will be held on these items.

VI. Public Hearings

VII. Commission Business, Action Items & Recommendations

- A. Fall Festival
 - VII. A - 1 Fall Festival - Art Cart Activity
 - VII. A - 2 Vendors Discussion
- B. Project Snowey Update
 - VII. B - 1 Statues in Right of Way
 - VII. B - 2 Sponsorship Discussion

VIII. Old Business

- A. Recreate Project Snowey Timeline
- B. Additional Commissioners Discussion - Next Steps
- C. Vehicle Stickers
- D. Compass - Internship

IX. Reports from Staff

X. Reports from Commissioners

XI. Reports from Council Liaison

XII. Adjournment

The next regularly scheduled Arts & Culture Commission meeting is November 2, 2022



To

Arts and Culture Commissioners

Date

November 2, 2022

Agenda Placement # VII.A

Old Business

Subject

A - 1 Review Bylaws

Background/Facts

Recommended Action

Attachments

1. DOCS-#218993-v2-Bylaws-NSP-ArtsCultureCommission_DRAFT (002)
2. DOCS-#223773-v1-
ORDINANCE_AMENDING_THE_COMPOSITION_OF_THE_ARTS_AND_CULTURE_COMMISSION

Respectfully submitted,
Sara Lang

DRAFT BYLAWS

City of North Saint Paul Arts and Culture Commission



City of North Saint Paul
Arts and Culture Commission

DRAFT
BYLAWS

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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. Terms shall, commence upon Council appointment. when the appointee is approved by the City Council. If a term expires and the appointee has not been reappointed or a successor has not been appointed the appointee shall continue to serve until such appointment or reappointment occurs. 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.

DRAFT BYLAWS
City of North Saint Paul Arts and Culture Commission

SECTION 4: COMMITTEES AND SUBCOMMITTEES

- A. *Establishment.* ~~The Commission may establish committees, subcommittees, or working groups. Such entities shall~~ 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 ensure the delivery of the Commission's advice to the City Council. The Chairperson must also supervise the actions of the Commission as authorized by the Council 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 Commission 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 are 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.

DRAFT BYLAWS

City of North Saint Paul Arts and Culture Commission

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.

Commented [LK1]: This is not an option under Open Meeting Law.

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.

Commented [SM2]: Will there really be investigations? Is that the correct word?

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.

DRAFT BYLAWS

City of North Saint Paul Arts and Culture Commission

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-regularly scheduled~~ meetings of the Commission held within a ~~six-month period~~ unless specifically excused by the Chairperson. ~~of the commission and All said~~ excused absences ~~must be~~ 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~~the Commission. In addition, failure to attend ~~three~~ consecutive regularly ~~scheduled~~ meetings without excuse of the Chairperson, shall be considered as formal notice of resignation from the Commission.
- C. *Exceptions.* The attendance requirements of this subsection shall not apply to attendance at special meetings, or of meetings of committees or subcommittees, established by the Commission.

Commented [LK3]: Six-month is a fine window of time, but you ask the commission to review attendance on an annual basis. It would be better to do one or the other.

DRAFT BYLAWS
City of North Saint Paul Arts and Culture Commission

C.D. Telecommunications. A Commissioner may participate in a Commission or Committee meeting without being physically present at the meeting if the conditions of Minn. Stat. §§13D.02 or 13D.021 are met.

~~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.

Commented [SM4]: What is envisioned here?

Commented [LK5]: I do not know. But I imagine the Chair would occasionally send out an email with some materials for reading.

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 cCommittee, sub-committee, or wWorkgroup 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. It is recommended that commissioners avoid even the appearance of impropriety and refrain from participating in decisions where there is a question that a conflict is present as well as perceptions of conflicts of interest. At electionappointment, 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 judgment, and Commission membersers are asked to respect its spirit as well as its wording.

Commented [SM6]: I have seen this standard before. Perception can be subjective.

Commented [LK7]: I pulled new language from other policies in our system. Thoughts?

DRAFT BYLAWS
City of North Saint Paul Arts and Culture Commission

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.

CITY OF NORTH ST. PAUL

ORDINANCE NO. 2022-xxx

**AN ORDINANCE AMENDING THE NORTH ST. PAUL CITY CODE AS IT RELATES
TO COMPOSITION OF THE ARTS AND CULTURE COMMISSION**

The City Council of the City of North St. Paul does hereby ordain as follows:

SECTION 1. Section 32.77 of the North St. Paul City Code is amended by adding the underlined language and removing the ~~strike through~~ language as follows:

The Arts and Culture Commission shall consist of ~~five~~seven members to be appointed or removed by the Mayor with the approval of the City Council.

SECTION 2. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED by the City Council of the City of North St. Paul this ____ day of _____, 2022.

Motion by Council Member

Second by Council Member

Voting: Aye: Council Member
 Council Member
 Council Member
 Council Member
 Mayor

Nay:
Abstain:
Absent:

Terrence J. Furlong, Mayor

Attest: _____
Brian Frandle, Interim City Manager