



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

**December 7, 2022
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **December 7, 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 **December 7, 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-Ammended
- B. Approval of 11/2/22 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. Project Snowy Update/2023 Projection
- B. 2022 Budget Update
 - B-1. Utility Box Wrapping
 - B-2. Peach Jar Expenditure
- C. 2023 Objectives Planning

VIII. Old Business

- A. Student Commissioners Update

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 4th, 2023



To

Arts and Culture Commissioners

Date

December 7, 2022

Agenda Placement # IV.A

Approval of Minutes

Subject

Approval of 10/5/22 Meeting Minutes-Ammended

Background/Facts

Recommended Action

Attachments

1. Art & Culture Meeting Minutes.10.5.22

Respectfully submitted,
Sara Lang



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

October 5, 2022
6:30 PM

I. Call to Order

II. Roll Call

Tom Sonnek, Chair-Excused
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

VI. Public Hearings

Compas presented their program. They offer educational programs for students, open to junior high and high school students. They currently focus on the East Metro. They are open to visual, sound and digital arts and hope to reach schools that do not have big arts programs. The ACC can help by spreading the word through connections and community. Next show is march 2023.

VII. Commission Business, Action Items & Recommendations

A. Fall Festival

A - 1 Fall Festival - Art Cart Activity

In need of volunteers. Tom will be onsite, See and Emily will be present. Lisa will be doing face painting on location. The art cart event will be rock painting.

A - 2 Vendors Discussion

23 vendors are expected to be present. They begin arriving at 12pm.

B. Project Snowey Update

VII. B - 1 Statues in Right of Way

B - 2 Sponsorship Discussion

September 28th there was a meeting that included Terry Furlong, Dan Winek, Kari Erpenbach and the city attorney, Soren. Soren was concerned with ACC soliciting to the public. They preferred the ACC works with a third party, like the Business Association. The

board approved to partner with ACC on helping to communicate with businesses. From the flyer, the word "sponsor" was removed and a picture from the parade was added. There was feedback about the sponsorship cost including payment plan options, what a 4 month plan looks like and how to make it more equitable for businesses are smaller.

Needs include continuing a conversation with the Business Association so they can solicit businesses. Bring Snowy to the December Business Association meeting. Stacy suggested putting Snowy on display now and putting a QR code on the statue and create a web page with info on Snowy. Stacy will talk with Kari on how to do this and talk with Lisa about creating a QR code. Lisa Wong will find out where they can put Snowy and Lisa Ritchie will find out how they transport Snowy. Stay will talk to Tom on budget amount and what \$5000 encompasses. See and Emily will talk to Kari about setting up a webpage to promote Snowies.

Questioned if partial Snowies could be auctioned by the Business Association and can they take payment and release the city of the liability. Need to create a memorandum between the Business Association and the ACC. The Business Association wants more information on the flyer including timeline of project.

VIII. Old Business

- A. Recreate Project Snowey Timeline
- B. Additional Commissioners Discussion - Next Steps

To add commissioners we need to change the bylaws. The next action step is to ask the city manager if he will allow 7 members and if yes, start process.

Moving forward with student members. Application with parent approval, options include a media or essay submission to explain why they want to be in the commission. Must be clear that the applicant must be a North St. Paul resident. We would post at North, Tartan and home school. Will ask for a letter of recommendation and be clear about commitment and expectations. Emily will put together a draft and present at next meeting.

- C. Vehicle Stickers
- D. Compass - Internship

IX. Reports from Staff

Lisa Ritchie is leaving for another opportunity on 10/25. The position is already posted and a new person will take over as the commission secretary.

Lisa Ritchie is still working on the paint and sip event, Lisa can still volunteer. Looking to host at Casey Lake Park.

X. Reports from Commissioners

Tom is talking to Ky the artist and potentially waiting until Spring to continue due to lack of availability. Wants to talk another time about murals for other places and get into specific planning and how to use grants for this project.

Stacy said the cost of the Legion mural wrap will cost \$22,000, similar in size to what Luv's wants.

Carey spoke about art as my weapon which needs grant money to support. Also needs money to support artists and events.

Coordinate with food shelf for empty bowls project. Stacy suggested partnerships with restaurants.

Lisa mentioned that Famous Dave's and Cowboy Jacks food will be at the Woodbury shelf on 10/20 from 12-8pm.

Lisa mentioned exploreMN most memorable murals posting and ACC can aim to get on their

list.

XI. -Reports from Council Liaison

XII. Adjournment

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

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North St. Paul Arts & Culture Commission Regular Meeting Agenda



To

Arts and Culture Commissioners

Date

December 7, 2022

Agenda Placement # IV.B

Approval of Minutes

Subject

Approval of 11/2/22 Meeting Minutes

Background/Facts

Recommended Action

Attachments

1. November 2nd 2022 ACC Minutes

Respectfully submitted,
Sara Lang

**Arts & Culture Commission
Meeting Minutes 11/2/2022**

I. Call to Order

Tom called the meeting to order at 6:33pm.

II. Roll Call

Tom Sonnek, Chair

Carey Nadeau, Commissioner

Stacy Maher, Commissioner

Emily Haeg Nguyen, Commissioner *Attending via Zoom*

See Yang, Commissioner

Lisa Wong, Council Member

Staff

Sara Lang, Commission Secretary

III. Adopt Agenda

Carey made a motion to adopt the agenda. Stacy seconded the motion. All voting present voted AYE. Motion passed.

IV. Approval of Minutes

Discussion was has about the minutes from 10/5 and that there were not much available due to Lisa leaving and no audio from the recorded version. A motion was made to update the meeting minutes using See's notes and table them for next meeting. Stacy made a motion to table the minutes. Carey seconded the motion. All voting present voted AYE. Motion passed.

V. Meeting Open to the Public

Emily Haeg-Nguyen attended the meeting via Zoom.

VI. Commission Business, Action Items & Recommendations

A. Project Snowy Update

A - 1 Business Association Presentation

Tom stated that a meeting on 10/25 occurred between Lisa Wong, Soren (city attorney), Dan Winek, Terry Furlong, 2 members of the Business Association and himself. Soren presented a memorandum that recapped the limitations on soliciting businesses and liquor at city events. Tom indicated that the overall message was that the city can have businesses purchase into the Snowy program however the city cannot solicit for payment or call it a sponsorship. Lisa agreed with that recap. Tom proposed only having one program available for \$5000 to purchase the Snowy and the city would coordinate the delivery and post about the business on the website and social media. Stacy agreed that

removing the \$2500 option would allow for less complications. Tom also suggested that businesses could have the option to donate the Snowy back to the city and a plaque could be made with their business information. See asked if the ACC will still be offering the same benefits that were initially proposed and Tom said yes. Stacy asked how involved the Business Association will be in the sales packet and Tom suggested little to no involvement. The goal is to have artist selection by April 2023 and the manufacturer needs 6 weeks to produce the Snowy. Stacy asked if the manufacturer provides a weatherproof seal and Tom said no that is the responsibility of the artist.

Next steps:

***Drafting a new flyer with the one purchase option, taking out any verbiage surrounding sponsorship or solicitation. Once a new proposal is complete, a version will be sent to Soren.

***Drafting what the role of the Business Association will be.

***Develop deadlines for 2023 at December meeting.

B. Paint & Sip Event

Tom mentioned that in the memorandum giving by Soren, the city cannot host events with alcohol provided by the city or suggested by the city. There are both legal and insurance liabilities. Tom said that Soren mentioned that if the city has a vendor with a caterer's license, and is also selling food, they can sell alcohol on city property. Sara mentioned that Lisa Ritchie is still working with the American Legion on hosting this event and will be reporting back next month.

C. Debrief on the Fall Frolic and Autumn Arts Festival

Tom began by stating that it went well but was very cold. 20 vendors participated along with various performances. Tom suggested that the layout needs to be changed if this event occurs again.

C - 1 Payment for Indian Dance Group

Tom mentioned that the group asked for payment even though it was previously discussed that there was no payment. Tom agreed to pay them \$150 however the group countered with \$200. The ACC agreed to pay \$200 and Tom will send the invoice to Sara for processing.

D. 2022 Budget Plans

Dan Winek previously advised Sara that there was still money in the budget. Carey presented the list of purchases made by the group recently by the ACC that Lisa Ritchie kept. Stacy suggested buying supplies for futures events including canvases (16x20), easels, paints, brushes and water cups. The ACC members agreed. Another suggestion was using money towards utility box wraps. Tom suggested starting with one box as a sample of what can be done in coming years. A proposed idea was working with Roddy's and using the utility box out front of their location. Roddy's can provide suggestions and would be a good sample of what can be done for others.

Next steps:

*** Sara will identify how many utility boxes are throughout the city

****Tom will connect with Brian Frandle the city manager, about selecting a location and other recommendations.*

****Tom will look into vendors and costs.*

****Members of the ACC will brainstorm design options.*

****Sara will research and purchase painting supplies as noted above.*

E. Begin 2023 Objectives Planning

Tom suggested moving forward with the Snowy project, continuing with wrapping utility boxes and exploring options for murals and applying for grants to fund them. See asked about partnering with Compas and Carey read the recap from last meeting. Tom suggested coming to next meeting with ideas.

VII. Old Business

A. Additional Commissioners Discussion-Next Steps

Sara stated that there have been applications and that the next steps are interviews. Tom mentioned that the interviews are conducting with the Mayor, Lisa Wong and himself. Emily mentioned the idea of school age commissioners and that a flyer was drafted. Carey shared the flyer and stated she made it into a Google Doc. It was made clear that the position must be a North St. Paul resident and that it is a one year commitment. Carey mentioned that the ACC is proposing two student commissioner.

Next steps:

****Carey will send the flyer to Sara and Sara will send to the group.*

****Upon approval, Carey and Emily will distribute flyers to North and Tartan.*

A - 1 Review Bylaws

Carey mentioned that these bylaws have been voted on and the group agreed that it is accepted.

Next steps:

****Sara finalizes edits.*

VIII. Reports from Staff

None.

IX. Reports from Commissioners

Emily stated she plans to attend December meeting but will not be present for January meeting and February and March will be decided at a later date.

X. Reports from Council Liaison

Lisa reported that the 2023 budget has been set for the ACC however there are some adjustments elsewhere. Lisa mentioned the Lillie building project being approved and that the investigation from the 11/1 city incident is still ongoing. Lisa mentioned that she and Tim are working on the community center project. Lisa is also working with the city for a city wide tour after the new personnel begin.

XI. Adjournment

See made a motion to adjourn the meeting and Stacy seconded. Meeting was adjourned at 8:10pm.



To

Arts and Culture Commissioners

Date

December 7, 2022

Agenda Placement # VII.B

Commission Business, Action Items & Recommendations

Subject

B-1. Utility Box Wrapping

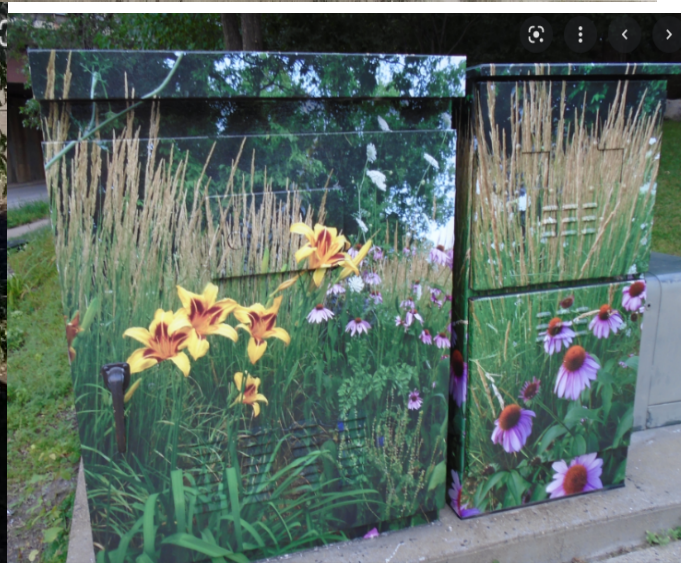
Background/Facts

Recommended Action

Attachments

1. Utility Boxes

Respectfully submitted,
Sara Lang



Nature themes.

- Any photograph could be used but may require licensing or permission.
- Many options.
- Colorful, but more innocuous. Don't make a statement. Meant more as camouflage.



Historical themes.

- Could work with Historical Society.
- Photos may or may not require permission, licensing.
- Cool, but not colorful.



Artistic Themes.

- Can be very colorful.
- May require artist participation, fees.
- May be best to have community input.

BMS Signs & Printing: 612-545-6636 stpaulsigncompany.com

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