



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

**January 4, 2023
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **January 4, 2023** at 6:30 p.m. The meeting location is the Sandberg Room at City Hall, located at 2400 Margaret St., North St. Paul.

The **January 4, 2023** 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
Amanda Black, Commissioner
Carey Nadeau, Commissioner
Stacy Maher, Commissioner
Emily Haeg Nguyen, Commissioner
Lisa Ritchie, Commissioner
See Yang, Commissioner
Lisa Wong, Council Member

Staff
Sara Lang, Commission Secretary

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of 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. Election of Officers
- B. Sub-Committee Creation
- C. Project Snowy-Next Steps
 - C-1. Review Language on Snowy Flyer
- D. Discussion on Activating Projects for 2023
- E. Public Art Code-Something to Explore
- F. Student Commissioner Application

VIII. Old Business

IX. Reports from Staff

X. Reports from Commissioners

XI. Reports from Council Liaison

XII. Adjournment

The next regularly scheduled Arts & Culture Commission meeting is February 1st, 2023.



To	Date
Arts and Culture Commissioners	January 4, 2023
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of Minutes	
Background/Facts	
Recommended Action	
Attachments	

1. 12-07-2022 AC Minutes
- Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary

City of North Saint Paul
Arts & Culture Commission Meeting Minutes

December 7, 2022

6:30 PM

I. Call to Order

Chair Sonnek called the meeting to order at 6:31 PM

II. Roll Call

Tom Sonnek, Chair

Carey Nadeau, Commissioner

Stacy Maher, Commissioner

Emily Haeg Nguyen, Commissioner – absent

See Yang, Commissioner

Lisa Wong, Council Member

Staff

Sara Lang, Commission Secretary

III. Adopt Agenda

On motion by Commissioner Maher, seconded by Commissioner Nadeau, with all present voting aye (4-0), Commissioner Nguyen Absent, motion carried to recommend approval of the agenda.

IV. Approval of Minutes

A. Approval of the 10/05/22 Meeting Minutes – amended

B. Approval of the 11/02/22 Meeting Minutes

On motion by Commissioner Nadeau, seconded by Commissioner Maher, with all present voting aye (4-0), Commissioner Nguyen absent, motion carried to recommend approval of the minutes for both the October 5 and November 2, 2022 meetings.

V. Meeting Open to the Public

Lisa Ritchie addressed the commission with an update on sponsoring a paint party. The Commission would have to put together an RFP for the American Legion on its proposal, but the Legion is open to the idea. At first the commission looked at Casey Lake but ran into an issue with a liquor license. It would not be a problem if it's at the Legion. This would benefit the Legion and would be a fundraiser for the arts commission. Sara Lang, commission secretary, reported

canvasses, paints and brushes have been ordered. Tabletop easels would still be needed. Ms. Lang will purchase those in the 2022 budget. Participants are typically charged a fee. Chair Sonnek suggested making the event low-cost, possibly charging more for non-residents. There was a proposal to have this event quarterly. The commission decided to wait until the January meeting to set details. Commissioner Yang offered to put together a proposal for the January 4, 2022 meeting.

VII. Commission Business, Action Items & Recommendations

A. Project Snowy Update/2023 Projection

The Commission recapped discussion on this project from previous meetings including some changes in terminology ("sponsorship") and the flyer based on city attorney recommendations and the involvement of the business association. Commissioners decided to be ready to approve the flyer at the January meeting and submit it to the city attorney for review before finding buyers for Snowy statues and putting out a call for artists. The commission discussed the possibility of having some of the statues painted during the planned car shows in June and will reach out to Tracy Luther for space to paint. There was a discussion on how many Snowy's can fit in the space and if the artists will have access to the space during their own time, which Chair Sonnek will confirm. A possible timeline would be to accept artist proposals until the end of April and select artists in early May. Purchasers should be able to select their Snowy design/artist. Purchasers will also be able to donate their statue to the city if they choose. Once the Snowy is delivered to its location, it is now the buyer's responsibility if it needs to be moved. Turnaround time for producing Snowy statues is about two weeks. The commission will also assemble a subcommittee for this project at the January meeting and may need to plan a special meeting for the commission.

B. 2022 Budget Update

B - 1 Utility Box Wrapping

Ms. Lang reported that so far the commission has expended \$2,600 out of a \$7,000 budget so there is money available. She contacted the electric department and learned there are six to ten boxes available to wrap. Chair Sonnek said he collected examples of the types of images available for these boxes. The wraps most likely can't be installed until spring due to weather. It was initially hoped to have some of the wraps come out of the 2022 budget. Commissioner Maher suggested entering into a contract for some of the wraps and paying for them out of the 2022 budget and then finalizing designs later. It was noted the design and size could impact the price. Chair Sonnek said he could contact companies who do this kind of work but he was not hopeful of getting this done in the 2022 budget. He

suggested there may also need to be a sub-group on the utility box wraps which can be established at the January 2023 meeting.

B - 2 Peachjar Expenditure

The flyer (to recruit student commission members) was posted by the school district at no charge therefore there is no need to spend money on this.

C. 2023 Objectives Planning

Chair Sonnek identified the following projects for 2023. It was suggested to have a discussion on how to activate each project at the January meeting. It was emphasized that there is a need for subcommittees to work on these projects.

1. Project Snowy
2. Utility Box Wraps
3. Possible Mural Project
4. Paint and Sip
5. Art Cart
6. Fall Frolic-type event only not in the fall

VIII. Old Business

A. Student Representative

The Commission used Peachjar to promote the opportunity to be a student representative to the Arts and Culture Commission. The flyer has also been posted on the City of North St. Paul's social media and newsletter. There have been no applicants. The Commission decided to have Commissioner Maher reach out to the high school art teachers directly.

IX. Reports from Staff

Ms. Lang reported on the new hire in the Community Development department, Chris Cherne. Ms. Lang also noted that the city cannot use the website to solicit donations and all such pages have been removed including the Amazon page for the Arts and Culture Commission and the Park Fund donation request on utility bills. Brandy Howe was introduced to commissioners as the city's new Community Development Director.

X. Reports from Commissioners

None.

XI. Reports from Council Liaison

Council Member Wong reported that the City Council had its Truth in Taxation meeting the previous evening and approved a levy increase allocated to raising staff to pre-pandemic levels, infrastructure and police/fire.

XII. Adjournment

On motion by Commissioner Nadeau, seconded by Commissioner Yang, with all present voting aye (4-0), Commissioner Nguyen absent, motion carried to adjourn the meeting.

Chair Sonnek adjourned the Arts & Culture meeting at 7:58 PM

The next regularly scheduled Arts & Culture Commission meeting is January 4, 2022



To	Date
Arts and Culture Commissioners	January 4, 2023
Agenda Placement # VII.C	
Commission Business, Action Items & Recommendations	
Subject	
C-1. Review Language on Snowy Flyer	
Background/Facts	
Recommended Action	
Attachments	
1. ProjSnowySponsorship v3 12.7.22	
2. ProjSnowy V4	

Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary

PROJECT SNOWY

A Snowy template was unveiled at the 2022 Fall Round up Parade!

Brighten North Saint Paul with specialized Snowy sculptures!

As a member of North St. Paul community, we're excited to offer you this unique opportunity to promote your organization and to support our efforts to bring enjoyable art exhibits to town.



SNOWY
\$5000

Get your own Snowy!

Full control to select the design and artist, name your statue, and keep your statue.

Refer to back page for full benefits

Interested in participating? Connect with us: ProjectSnowyNSP@gmail.com OR (612) 424-1429

Brought to you
in partnership by: **THE NORTH SAINT PAUL BUSINESS ASSOCIATION and
THE NORTH SAINT PAUL ARTS & CULTURE COMMISSION**

The Commission, formed in 2021, reports to the North Saint Paul City Council and serves "to inspire connection and community through the development of public art and cultural expression."



PROJECT SNOWY

Benefits for
Program Participants

SNOWY
\$5000

This purchase provides you with:

- The opportunity to have input on your Snowy's design
- Your name and/or logo permanently affixed to the statues' base
- Ownership of the statue
- Statue placement at your location

The North St. Paul Business Association and the City of North St. Paul and the Arts & Culture Commission will recognize this level of support through the following ways:

- Your name, logo and link to your website displayed on the Project Snowy web page at northstpaul.org
- Your business tagged on the City's social media channels acknowledging your support
- Identified in the City's press releases about the project
- Featured in the City's e-news
- Featured in City's channels when the statue is delivered
- Recognized at a City Council meeting
- Potential for other news and publicity opportunities

All program participants will be featured on the City's website and promoted during select community events in 2023 which could include the Fall Round Up Parade, Holiday Hop and other City events.

Interested? Questions? Connect with us:
ProjectSnowyNSP@gmail.com OR (612) 424-1429

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The Commission, formed in 2021, reports to the North Saint Paul City Council and serves "to inspire connection and community through the development of public art and cultural expression."



PROJECT SNOWY

Brightening North Saint Paul with
personalized Snowy sculptures

As a member of the North St. Paul community, we invite you to join this unique opportunity to promote your organization and to support the efforts of making enjoyable art exhibits available around town.

GET A SNOWY! \$5,000

By being part of this project,
you will:

- Show your city spirit
- Support the art community
- Contribute to the cityscape with art



SNOWY PROJECT BENEFITS

- Selection and input on Snowy's exterior design & artist
- Your name/logo permanently affixed to the statue's base
- Ownership of the statue
- Statue placement at your location or donate it to the city for placement on city land

The North Saint Paul Business Association and the City of North Saint Paul will recognize this level of support through the following ways:

- Your name, logo and link to your website displayed on the Project Snowy webpage at northstpaul.org
- Your business tagged on the City's social media channels acknowledging your support
- Identified in the City's press releases about the project
- Featured in the City's e-news
- Featured in City's channels when the statue is delivered
- Recognized at a City Council meeting
- Potential for other news and publicity opportunities

Questions or interested in in the project? Connect with us!
ProjectSnowyNSP@gmail.com OR (612) 424-1429

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**THE NORTH SAINT PAUL BUSINESS ASSOCIATION AND
THE NORTH SAINT PAUL ARTS & CULTURE COMMISSION**

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To	Date
Arts and Culture Commissioners	January 4, 2023
Agenda Placement # VII.D	
Commission Business, Action Items & Recommendations	
Subject	
Discussion on Activating Projects for 2023	
Background/Facts	
Recommended Action	
Attachments	

1. Sip & Paint Event - Google Docs

Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary

Sip and Paint Event Planning Notes

Purpose:

Provide an Arts & Culture Commission appropriate event that is open and available for the North Saint Paul community to participate in, while encouraging connection and community through the development of public art and cultural expression.

Vision of Success:

Having a sold-out event with 100% participation where participants come away with their own painting to take home and raving about how enjoyable and engaging the experience was.

Barriers:

An appropriate location to host
Something to sip? Munch on?

Customers:

Residents of North Saint Paul, 18+? 21+?
Non-residents - with an upcharge??

Scope:

Launching sip and paint events in-person on location with North Saint Paul for 30+ people with a review/modifications being made to timing and needs after the first session.

Equity Considerations:

- First come first serve - don't open sign-ups until 1 week after to allow diff people to see opportunity first so there's awareness on when sign ups open to allow diff ppl to sign up
- time/day of week availability - i.e. daytime, most people working
- Accessible location and accommodations - wheelchair, handrails, space to maneuver, dexterity, parking, stairs, etc.

Other Thoughts:

- Collected funds, where/what would it be funneled to, what purpose?
- Find different artists or use the same art teacher for each event?
- Would biz or orgs want to "sponsor" or contribute in-kind to each event?
- Host event at different locations to support different biz/orgs?
- Frequency of events going forward? Planning paintings and events in advance - people can pick the art they want to paint
- Start with 30, try increasing open spots to 40 - to see capacity that event can handle?

Resources:

- Location
 - Tech needs? Can people see/hear
- Materials and supplies

- Canvas
- Easels
- Cups
- Paint colors
- Paper plates
- A painting to copy - copyrights?
- Aprons - reusable? Need to wash
- Table coverings - butcher block paper? plastic?
- Paper towels, clean up supplies (wipes, garbage bags, other?)
- Music - music system - playlist
- Drinks/Food
 - Location offers for purchase vs we provide our own? Different price point for different options?
- People
 - painter/teacher
 - Support person with set up, paint dispensing, clean up
- Tables for set up, chairs in case needed?
- Wash station for paintbrushes

Timeline (and see time chart below) :

- Location reservation
 - Food/drinks consideration
 - Size, how many can fit - move around
 - Table availability, size, set up, layout
 - Parking, accessibility, bathrooms
 - Date/time determination - weeknights?
- Pick out a painting
 - Pick out painting in advance (include when marketing event)
- Market for sign-ups
 - Determine event cost
 - Pre-advertise, and then advertise again when registration opens (equity)
 - Who can participate: age (18+/21+)? resident?
 - Where? Social media?
 - What to expect: painting that will be done, what to bring, what to wear, where it'll be, how long,
- Sign up period
 - Set up sign-up system / payment system
 - Limit number of participants (30 to start? Depends on location)
- Get all supplies
 - food/drinks
 - Painting supplies
 - Clean up supplies
 - Hosting supplies - music, fun stuff, ACC posters/banner?

Launching First Paint Event (timeline may be shorter with future events)

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8
Decision to DO IT!	X							
Loc & Date Reserve	X	X						
Pick Painting	X	X						
Advertise/Market			X	X	X	(X)	(X)	
Sign Up Period				X	X	X	X	
Purchase supplies/Prep				X	X	X	X	
Conduct Event							X	(X)
Example	Jan 4	Jan 11	Jan 18	Jan 25	Feb 1	Feb 8	Feb 15	Feb 22

Paint & Sip Event Flow Example

Time	Item	Details
5:00pm	Paint crew arrives & sets up	Food/drinks? Tables, mess cloths, apron Easels, canvas, paint brushes, water cups Registration table (do name tags?) Music / ambience / other tech needs - testing
6:00pm	People start arriving	Invite people to arrive early to mingle Check-in Pick a station, get their items Get drinks *set up person goes around passes out paint on plate
6:30pm	Start Painting	Start painting
7:30pm	Finish painting	Take group pictures Get quick verbal feedback Allow more mingling Have people help clean up, wash paint brushes, throw away garbage
8:15pm	Close up	Paint set up crew does final close out of space Throw away mess cloths Pack up all supplies, materials Put space back, if needed
8:30pm	Done	Leave



To	Date
Arts and Culture Commissioners	January 4, 2023
Agenda Placement # VII.E	
Commission Business, Action Items & Recommendations	
Subject	
Public Art Code-Something to Explore	
Background/Facts	
Recommended Action	
Attachments	

1. Philadelphia Code-Public Art

Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary

Philadelphia Code

(10) Public Art.

Each application for a zoning permit must include public art meeting the requirements of this section, which is intended to allow for the broadest definition of public art and encourage imaginative interpretation of media.

(a) On-Site Public Art.

Public art may include, but need not be limited to the following, separately or in combination:

- (.1) Sculpture;
- (.2) Murals or paintings;
- (.3) Earthworks, waterworks, fiber works, functional elements, furnishings, neon, glass mosaics, photography, prints, or calligraphy, in any combination of forms of media including sound, film, holographic, and video systems; hybrids of any media and new genres; and
- (.4) Lighting in any combination or form.

(b) Location.

Public art must be located within the building, upon the building, or within public spaces on the site. Public art may be provided within the public sidewalk, if authorization, by ordinance, is obtained.

(c) Approval Criteria.

The proposed public art must be approved by the Art Commission and must include a long-term maintenance plan for the public art. The Art Commission may, upon request, assist in the selection of an artist or artists for the project or the selection of an arts coordinator for the project.

(d) Elements Not Qualified as Public Art.

- (.1) Decorative, ornamental, or functional elements of the building or public space that are not designed by an artist and created specifically for the site and landscaped area or other furnishings or elements required by this Zoning Code, may not be counted toward meeting public art requirements, unless the Art Commission determines such elements comply with the intent of the public art requirement.
- (.2) Items, functions, and events that are basically commercial in nature, such as commercial art galleries or exhibits of items for sale, will not satisfy requirements of this section of the code.

(e) Cost.

Public art as required in this section must be provided at an individual or combined minimum cost in accordance with the following:

- (.1) For development on a lot, with construction costs of twenty million dollars (\$20,000,000) or less, an amount equal to one percent (1%) of the construction costs;

(.2) For development on a lot, with construction costs of up to forty million dollars (\$40,000,000), one percent (1%) of the first twenty million dollars (\$20,000,000) of construction costs and one-half of one percent (0.5%) of the construction costs in excess of twenty million dollars (\$20,000,000) but less than forty million dollars (\$40,000,000); and

(.3) For construction costs greater than forty million dollars (\$40,000,000), one percent (1%) for the first twenty million dollars (\$20,000,000) of construction costs, one-half of one percent (0.5%) of the amount of construction costs in excess of twenty million dollars (\$20,000,000) but less than forty million dollars (\$40,000,000) and one-fourth of one percent (0.25%) of any construction costs in excess of forty million dollars (\$40,000,000).

(f) **Exceptions.**

Public Art will not be required under this section for interior alterations in existing structures if the alterations apply directly to retail establishments or eating and drinking establishments not accessory to a licensed gaming facility.



To	Date
Arts and Culture Commissioners	January 4, 2023
Agenda Placement # VII.F	
Commission Business, Action Items & Recommendations	
Subject	
Student Commissioner Application	
Background/Facts	
Recommended Action	
Attachments	
1. Art_and_Culture_commission_Tue_Jan_3_2023_at_14-34-29	
2. Cece_G_Letter_of_Recommendation_Tue_Jan_3_2023_at_14-26-39	
Respectfully submitted, Sara Lang, Arts & Culture Commission Secretary	

Art and Culture Commision

I would love to be a part of the North St. Paul Art and Culture Commission because I believe it is a really good opportunity and will be a fun experience. Volunteering and working with others as well as learning about and creating art are all things I am very interested in and would love doing more of. I am a tenth grader at North St. Paul High school and I am a part of the student council, newspaper and two sports teams. I have been dancing for thirteen years and I love that it allows me to create art through movement and music as well as allowing me to connect with a lot of different people. My dance studio focuses on uplifting others, mentoring, and outreach performances that allow us to share our art and creativity with others as well as express ourselves. I also play softball and tennis but I enjoy all sports especially when they are outside because I love nature and being active while also experiencing the city. When I am not at school or doing a sport I love reading and learning new things about people, culture, language and the world around me. Some of my goals are to learn new things everyday, learn more about people and how to help those who need it, and be a kind and uplifting person to everyone. I have lived in North St. Paul my whole life and I enjoy the connected feel of the city and I absolutely love the small town feel of our downtown area and the amiable feel of the neighborhoods. I would love to be a part of the commission because it will allow me to connect with the city and its people more as well as helping me to learn more about how art and culture can help a city to be more connected and improve economically. In closing, I would love to be part of the North St. Paul Art and culture commission so I can grow as an artist, be more active in my community, and observe how art can make a difference in people's everyday lives.



North High School

2416 E. 11th Avenue, North St. Paul, MN 55109

www.isd622.org/north

651-748-6000



To Whom it May Concern,

Cecelia Goracki is a student of mine who has recently applied for the North St. Paul Arts & Culture Commission. As part of her application, she has requested a letter of reference, which I am happy to provide.

Cecelia is a very responsible, thus, dependable student. She is consistent in her daily activities and demonstrates a strong work ethic in completing tasks assigned. Her completed work is always thorough and attention is always given to details involved. As a science student in particular, she is analytical, curious, and intelligent. She is also a gifted communicator, able to express her thoughts in clear and concise ways.

In addition to being a super student, Cecilia (Cece) is also a warm and friendly young person. She is outgoing, talkative, and has a positive attitude in general which always makes her a welcome addition to any group she is a part of. With her friendly personality and interesting insights, Cece is a sociable and bright young person.

Please consider Cece for her application to your program. I hope the information above highlights the qualities that she has which can add to the commission. Please feel free to contact me if you have any questions.

Kindly,

Courtney Johnson

Science Teacher,
North High School
ext. 6154