



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

**June 7, 2023
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **June 7, 2023** at 6:30 p.m. The meeting location is the Council Chambers at City Hall, located at 2400 Margaret St., North St. Paul.

The **June 7, 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
Carey Nadeau, Vice-Chair
Amanda Black, Commissioner
Stacy Maher, Commissioner
Emily Haeg Nguyen, Commissioner
Lisa Ritchie, Commissioner
See Yang, Commissioner
Cecelia Goracki, Student Commissioner
Lisa Wong, Council Member

Staff
Sara Lang, Commission Secretary

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of Minutes from 5/3/23

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 Updates by Sub-Committees
- B. 2024 Budget Discussion

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 July 5th, 2023.



To	Date
Arts and Culture Commissioners	June 7, 2023
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of Minutes from 5/3/23	
Background/Facts	
Recommended Action	
Attachments	

1. ACC 05.03.2023 Minutes
- Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary

City of North Saint Paul
Arts & Culture Commission Meeting Minutes

May 3, 2023

6:30 PM

I. Call to Order

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

II. Roll Call

Tom Sonnek, Chair

Carey Nadeau, Vice Chair

Stacy Maher, Commissioner (excused at 7:25 p.m.)

Lisa Ritchie, Commissioner

Emily Haeg Nguyen, Commissioner (absent)

See Yang, Commissioner

Amanda Black, Commissioner (excused absent)

Cecelia Goracki, Student Commissioner (excused absent)

Lisa Wong, Council Member

Staff

Brandy Howe, Community Development Director

III. Adopt Agenda

On motion by Commissioner Maher, seconded by Commissioner Yang, with all present voting aye (5-0), motion carried to adopt the agenda taking VIIB 2024 Budget Planning before VIIA.

IV. Approval of Minutes

A. Approval of the 04/05/23 Meeting Minutes

On motion by Vice Chair Nadeau, seconded by Commissioner Maher, with all present voting aye (5-0), motion carried to approve the April 5, 2023 minutes as presented.

V. Meeting Open to the Public

There was no public input.

VI. Public Hearings

None

VII. Commission Business, Action Items & Recommendations

B. 2024 Budget Discussion

Ms. Howe said City is in the process of developing a new CIP (Capital Improvement Plan). In addition to how the City will expend public funds for infrastructure projects, it will include proposals for various events and activities including commission projects. The commission should think about future projects in an annual plan including what the commission intends to accomplish in 2024 and what it expects it to cost. The CIP is a 2024 through 2033 plan but the commission can think about it as an annual plan. Sara Lang will provide more details. Events would not be a CIP item but public art could be.

The Commission decided to have a more robust discussion at the June meeting. Ms. Howe will get some answers from the Finance Director on expectations for a budget.

A. Project Updates by Subcommittee

A - 1 Project Snowy

Commissioner Yang said the subcommittee has been learning a lot including that for businesses that want to put a Snowy in the downtown area would be allowed to do so between Nov. 1 and March 31. After that they would have to move the Snowy statue. They were able to arrange to have the statues painted at the Public Works facility. Public Works is also willing to pour the concrete base for City-owned statues and the subcommittee is talking to the department about being able to transport and deliver finished statutes. The subcommittee is still looking at transportation from the vendor to Public Works and wants to hold the total cost at \$5,000 for anyone who has committed to the purchase at a certain point with the possibility of the cost going up later. The \$5,000 would cover the statue, the artist stipend, and the base and possibly transportation depending on cost. They are working on the agreements and making plans to meet with the City Council to talk about the budget, although most of the costs will be borne by the statue purchasers. The timeline is still spring 2024.

A - 2 Mural Project

Vice Chair Nadeau said comments received during the voting on utility box designs led them to select the first mural location as the Beach Bathroom House at Silver Lake. Commissioner Ritchie has been in contact with a muralist that would work within the budget. The building was just renovated and was slated for painting.

The Commission discussed artist selection and opening a request for proposals. Ms. Howe reported the Parks Commission is excited about the mural but wants to have discussions about the mural design and sight lines.

A - 3 Utility Box Project

The contest was conducted with about 200 responses and two designs were selected for wrapping the first two utility boxes. Another design for the boxes outside of Roddy's is planned using historical photos. Due to budget constraints the first two designs used stock images but it is hoped future boxes will have original art. Planned installation is either June 1 or 2.

A - 4 Art Cart

Commissioner Ritchie reported they now have two volunteers for each art cart event. Planned dates are June 9, the City Night at the Car Show; June 15, July 20 and August 17 at Music in the Parks at Casey Lake; and the Fall Art Festival in September.

The Commission agreed to continue to post the call for volunteers.

A - 4 Paint and Sip

Commissioner Ritchie asked to postpone the May event to June for more time to prepare. She will reach out to Sara Lang to schedule a date in June. The price will stay the same at \$10 and it will continue to be an adult event.

A - 5 Autumn Arts Festival

Chair Sonnek reported Commissioner Black has been working a lot on this event. The commission discussed the participation fee schedule and asked Ms. Howe to find out additional information from the City staff. The current vendor fees will need to be reviewed, and discussed with legal. The fees may need to be presented to City Council for approval. Last year was the first event and the hope is to double participation. Having an actual stage for performers, possibly with a tent, has also been discussed, but may not work in the budget.

VIII. Old Business

None

IX. Reports from Staff

Ms. Howe did not have a report.

X. Reports from Commissioners

Vice Chair Nadeau reported The Arts Commission is set up with a log-in to apply for grants from the St. Paul Minneapolis Foundations and other Foundations in time for the June application deadlines.

XI. Reports from Council Liaison

Council Member Wong said she had nothing related to the Arts and Culture Commission. The City Council has approved a new Ethiopian restaurant in the City

which will be opening soon. Several partners are interested in the programming piece for the Community Center. The City is waiting to hear the outcome of a request for a \$2 million federal grant for the Community Center. The Center will also be the City's new polling place.

XII. Adjournment

On motion by Commissioner Ritche, seconded by Vice Chair Nadeau, with all present voting aye (4-0), motion carried to adjourn.

Chair Sonnek adjourned the Arts & Culture meeting at 7:53 PM

The next regularly scheduled Arts & Culture Commission meeting is June 7, 2023



To	Date
Arts and Culture Commissioners	June 7, 2023
Agenda Placement # VII.A	
Commission Business, Action Items & Recommendations	
Subject	
Project Updates by Sub-Committees	
Background/Facts	
Recommended Action	
Attachments	

1. ACC WIP 2023 2.0
- Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary

Work Improvement A3												
Improvement Area		Owner(s)	Tom Sonnek, Sarah Lang		Plan Date	01/08/23		Last Updated Date	04/05/23		Timeline - Year(s): 2023	
North St. Paul Arts & Culture Commission		Key Initiatives			Planned Steps							
Plan Purpose												
To develop forms of artistic and cultural expression in North St. Paul												
Current State Headlines												
1	The ACC had a fairly successful year in 2022, including the creation and programming of the Art Cart and the partnership with Parks on the Fall Frolic.	Develop Gantt chart for plan to launch in 2024										
2	Membership changes: 2 original ACC commissioners left to ACC, we have a new commission secretary, and we've increased our commissioner total to seven	Finalize cost										
3	Timing, supplier issues, and funding concerns affected Project Snowy, pushing it to 2023 - though we did get one Snowy made in 2022!	\$1,000 artist										
4	LUV Ice Cream mural project was hampered by cost and artist availability. We are learning about limitations with working with private businesses	\$3,750 statue and base										
5	We have learned a lot about funding, legal requirements	\$400 clear coat										
6	Expanded our reach through collaboration with the Business Association, and made connections with other commissions	\$100 packaging										
7	Learned through commission meeting visits from Veterand group, Rotary, and Compas	\$50 vomela										
8	Ended year strong with budget: made strategic purchases (built up Art Cart supplies) and returned remaining budge to City	How might the city participate (EDA, etc.)?										
9	Had a lot of fun!											
Future State Goals												
1	A more visible presence of art in North St. Paul public spaces	C Murals Team: Carey, Tom, Lisa R.										
2	Established pipelines for grants and funding	Consider small public mural project										
3	Broad involvement in ACC activities: student commisioners, volunteers, Arts champions	EDA match?										
4	Routine programming of arts & culture activites for residents	ACC participation										
5	Leveraging sub-committees to make monthly meetings more efficient											
6	More public engagement at meetings and in projects											
7	Increased brand recognition/awareness of the ACC											
8	Cultural diversity in our work that is reflective of our residents											
9												
Team Members												
Stacy Maher See Yang Emily Haeg Amanda Black Lisa Ritchie Carey Nadeau Tom Sonnek Lisa Wong Commission Secretary Sara Lang Council Liaison		B Utility Boxes Team: See, Emily, Lisa W., Stacy Aiming for June 2 to have them done Community voting on images 4 boxes in Round one 2 for community involvement 2 outside Roddy's Round 2: outside HS - student involvement										
		D Art Cart Team: Lisa R., Amanda										
		E Paint & Sip Team: Lisa R., Carey Consider budgeting for teachers in 2024										
		F Arts Festival w/Parks & Rec Team: Amanda, Tom <i>Performer Options</i> Inspiration Performing Arts Center (CeCe dance) Fusion Drumline NHS Indiginous Roots Native American drum/dance Ceramics Demo										
		G Student Members Team:										
		1 Build Buyer Group										
		2 Execute Call for Artists										
		3 Define Artist Selection, Completion Timeline										
		4 Define Business Association involvement										
		5 Write up purchase agreement										
		6 Define Programming										
		a Walking map/location map										
		7 Delivery: May/June 2024										
		8 Review with City Council										
		1 Define Scope										
		a. Public murals										
		b. Private murals										
		2 Write Project Plan										
		3 Build Funding Sources										
		a MRAC grant application										
		b 3M Foundation										
		c Mardag Foundation										
		d RF Bigelow Foundation										
		e Capital Improvement Plan										
		4 Execute Call for Artists										
		5 Define Artist Selection, Completion Timeline										
		1 Define Scope										
		200+ people voted, still working with Roddy's on historical pics										
		2 Select & Gain Approval of Sites										
		3 Define Artist Selection, Completion Timeline										
		On track for early June installation. FTCC vendor.										
		4										
		1 Schedule Dates & Venues										
		a. June 9 - City Night at the Car Show Rock painting										
		b. Music in the Parks June 15, July 20, August 17 Sept. 16										
		2 Find Volunteers										
		One committed to all 4, Continue to post on City newsletter										
		3 Develop Programming										
		a. Toilet paper rolls!										
		1 Schedule Dates & Venues										
		a. March 23, Sometime in June										
		b. Casey, Roddy's (connect with Kelly)										
		2 Find Volunteers										
		3 Develop Programming - who leads the event? Need artists.										
		4 Promotion - FB Live, Facebook										
		1 Define Scope/Plan with Parks										
		2 Schedule Date & Location										
		a. September 16, 11:00 - 6 or 7, Casey Park										
		3 Develop Programming										
		4 Consider performer stipend										



To	Date
Arts and Culture Commissioners	June 7, 2023
Agenda Placement # VII.B	
Commission Business, Action Items & Recommendations	
Subject	
2024 Budget Discussion	
Background/Facts	
Recommended Action	
Attachments	

1. Copy of ACC Budget Proposals
- Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary

Arts & Culture Commission Budget Proposal: 2024

Item	Description	Funding Request	New or Ongoing	Justification
1	Utility Box Wraps - Phase 2	\$4,000.00	Ongoing	Highly popular and relatively low-cost way to add visual interest to public spaces. To cover ancillary costs (delivery fees, signage)
2	Project Snowy	\$1,000.00	Ongoing	
3	Art Cart Supplies	\$500.00	Ongoing	
4	Branding & Communications	\$500.00	Ongoing	
5	Autumn Arts Festival		Ongoing	
6				
7				
Total Budget Request		\$6,000.00		