



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

**September 6, 2023
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **September 6, 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 **September 6, 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 8/2/23
- B. Approval of Minutes from Joint Meeting from 8/23/23

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. Certificate Presentation for Public Art
 - 1. Placement of Snake Rock Discussion
- B. Updates from Sub-Committees
- C. Culture in ACC Projects

VIII. Old Business

IX. Reports from Staff

- A. Parade Updates

X. Reports from Commissioners

XI. Reports from Council Liaison

XII. Adjournment

The next regularly scheduled Arts & Culture Commission meeting is October 4th, 2023.



To	Date
Arts and Culture Commissioners	September 6, 2023
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of Minutes from 8/2/23	
Background/Facts	
Recommended Action	
Attachments	

1. ACC 08.02.2023

Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary

City of North Saint Paul
Arts & Culture Commission Meeting Minutes

August 2, 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

Lisa Ritchie, Commissioner

Emily Haeg Nguyen, Commissioner

See Yang, Commissioner

Amanda Black, Commissioner

Cecelia Goracki, Student Commissioner (non-voting)

Lisa Wong, Council Member (non-voting)

Staff

Sara Lang, Commission Secretary

III. Adopt Agenda

On motion by Commissioner Nadeau, seconded by Commissioner Ritchie, with all present voting aye (7-0), motion carried to approve the agenda as presented.

IV. Approval of Minutes

A. Approval of the 07/12/23 Meeting Minutes

On motion by Commissioner Ritchie, seconded by Commissioner Haeg Nguyen, with all present voting aye (7-0), motion carried to approve the minutes as presented.

V. Meeting Open to the Public

There was no public input.

VI. Public Hearings

There were no public hearings

VII. Commission Business, Action Items & Recommendations

A. Updates from Sub-committees

A - 1 Project Snowy

Commissioner Yang said the City was divided into three sections and the Commission was divided into three groups to visit businesses in the City. Each group reported it was nearly finished contacting the businesses assigned. Commissioners said one of the benefits of this approach was making more connections with businesses and spreading awareness of the Commission. A couple of businesses have contacted the City about the project and there is a need to do some additional follow-up including phone calls. The subcommittee will work next on artist outreach.

A - 2 Mural Project

Chair Sonnek reported they had met with the artist that was selected for the mural. The mural process will begin Aug. 14, weather permitting. The public will be invited to stop by while he is working Aug. 17 and 21 from 8 a.m. to between 3 and 4 pm to meet the artist and see the work in progress. Public Works has cut back the shrubs and will power wash and prime before painting begins. Press releases on the event are planned with the City Communications Coordinator. The original plan was to engage the community with a birdhouse painting event during the Autumn Arts Festival but many of the unpainted wooden houses found so far are prohibitively expensive. Commissioners agreed to check into other sources for birdhouses. Chair Sonnek indicated one source that the group considered reasonable. They noted it would be important to make it clear that participants would receive instruction from the mural artist and the completed birdhouses will be placed in City parks rather than taken home. Secretary Lang will confirm with Public Works that hanging them in the parks will be acceptable. There are paints and brushes available in the art cart. The artist would like to use colors that compliment the mural.

A - 3 Utility Box Project

Commissioner Yang reported there is still about \$1,500 left in the budget for this year. Wrapping two more boxes would cost about \$1,200 and the hope is that they will be completed by early October. The vendor will need the art by the end of August so the subcommittee is looking at possible art right now. There are two boxes near 2nd Street and 7th Avenue that could be next. The next step would be to plan phase II. One idea is using QR codes to give more information about the art selected and the cultures involved if applicable. The subcommittee is exploring the option of grants for future projects and using original artists and paintings. Another thought is having artists paint directly on the utility boxes rather than the vinyl wrap.

A - 4 Art Cart

Commissioner Ritchie reported the last Art Cart event was on July 20. There was one volunteer. The activity was supposed to be rock painting but since the rocks did not come in time the group did community art on canvasses. She recommended the canvasses be displayed for a few weeks soon at City Hall during regular business hours. Secretary Lang will ask for permission to display. There were about 50 participants. The next Art Carts will be set for Aug 17 at Music in the Park and at the Arts Festival Sept 16. The Festival activity will be Snowy coloring sheets. The Commission decided to print 100 sheets.

A - 4 Paint and Sip

Commissioner Ritchie said the next Paint and Sip has been scheduled for Aug 22 and it is being promoted on the website, on social media and in the newsletter.

A - 5 Autumn Arts Festival

Commissioner Black reported there are 26 vendors signed up for 24 booths. Live performers are falling into place. There will be a band again this year, which is MT Pockets. The Commissioners decided to have birdhouse painting from 11 to 1 before the first live performance begins, if that works for the mural artist. There will also be food trucks. The event is shifting more to the other side of the park and playground. The parking lot will be available for parking. There will be a fire truck on display. It is being promoted on the City website and emails, as well as Instagram and Facebook. There will be yard signs the week of the event and a large banner for the park itself.

B. Culture in ACC Projects

Commissioners discussed earmarking funds from the community engagement portion of the budget to get some guidance from outside consultants to determine what to do to bring in a culture lens or to work with the commission and the community. The subcommittee of Commissioners Yang and Nadeau formed at the last meeting was asked to study that idea.

C. Finalize ACC Budget

The Commission reviewed the proposed budget in the packet going line by line. It was decided to raise the request for the Utility Box Wrap project from \$5,000 to \$7,000. The request for Project Snowy auxiliary costs was raised from \$2,500 to \$3,000. The request for Art Cart supplies was doubled from \$1,000 to \$2,000. The Communications and Promotions budget was requested to be raised from \$1,000 to \$2,000 for needs such as hiring photographers for events and signage and other promotions. The Mural Project request is at \$10,000. A proposal was made to earmark funds in the \$2,500 community engagement line item to engage consultants help develop relationships and incorporate ideas from North St. Paul's diverse communities. The Events budget includes the Art Festival at \$6,000 and Paint and Sip at \$2,000, possibly raising the request to \$2,500. The total budget request will be \$28,500.

VIII. Old Business

The Commission discussed participation in the community parade on Sept 14. It was agreed to come to the September meeting with ideas. Secretary Lang will work on ordering swag for the event, with money up to \$235 approved.

IX. Reports from Staff

Commission Secretary Sara Lang reported on a joint meeting with the Arts and Culture and Park and Recreation Commission planned for Aug. 23 from 6 to 6:30 pm.

X. Reports from Commissioners

Commissioner Nadeau mentioned she saw on Facebook a little girl from North St. Paul that started a rock snake where people could add painted rocks to grow the snake. The Commission will reach out to the family to have them come to the next ACC meeting and present rocks and a certificate. She suggested recognizing her at an ACC meeting. Also, a neighbor mentioned the South St. Paul Arts committee was having an art lending library.

Commissioner Maher commended Commissioner Nadeau for the work she does advancing projects and writing grants.

Chair Sonnek said Council works sessions are moving back to the Sandberg Room and he hopes the ACC can do the same.

Commissioner Yang suggested having a place on the City website where the commission could post its "wins". She would also like a follow-up promoting Project Snowy. Commissioner Black asked if it could be in the next newsletter.

XI. Reports from Council Liaison

Councilmember Wong reported on National Night Out gatherings she attended the night before and a couple of development proposals for 17th Ave. and Delaware for six single family homes on the 2.5 acres. She said firearm locks are available at City Hall and there will be a shredding event Aug 10 at Casey Lake. The City Council is currently in budget discussions and will certify the maximum levy in September. The proposed levy would be a 5.6 percent increase. A raise for volunteer fire fighters and a second code enforcement position is proposed as well as a police K-9 and assistance for the Capital Improvement Plan.

XII. Adjournment

On motion by Commissioner Maher, seconded by Commissioner Black, with all present voting aye (7-0), motion carried to adjourn.

Chair Sonnek adjourned the Arts & Culture meeting at 8:10 PM

The next regularly scheduled Arts & Culture Commission meeting is Sept. 6, 2023



To	Date
Arts and Culture Commissioners	September 6, 2023
Agenda Placement # IV.B	
Approval of Minutes	
Subject	
Approval of Minutes from Joint Meeting from 8/23/23	
Background/Facts	
Recommended Action	
Attachments	

1. ACC-PRC 08.23.2023 Minutes Final
- Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary

City of North Saint Paul
Arts & Culture Commission Meeting Minutes

August 23, 2023

6:00 PM

I. Call to Order

Chair Grachek called the meeting to order at 6:00 PM

II. Roll Call

Arts and Culture Commission

Tom Sonnek, Chair –present

Carey Nadeau, Vice Chair -present

Stacy Maher, Commissioner- present

Lisa Ritchie, Commissioner -present

Emily Haeg Nguyen, Commissioner (excused absent)

See Yang, Commissioner -present

Amanda Black, Commissioner -present

Cecelia Goracki, Student Commissioner (non-voting) (absent)

Lisa Wong, Council Member (non-voting)-present

Parks and Recreation Commission

Lloyd Grachek, Chair -present

Laura Greenlee-Carp, Vice-Chair -present

Arthur Alvarez Commissioner (absent)

Joe Frahm Commissioner (absent)

Ingrid Koller - Commissioner- present

Sue Springborn - Commissioner- present

Sarah Zahradka - Commissioner- present

Cassidy Schweer, Council Member (non-voting) present

Staff

Sara Lang, Staff Liaison for Arts & Culture Commission

Jill Officer, Staff Liaison for Parks & Recreation Commission

III. Adopt Agenda

On motion by Commissioner Zahradka, seconded by Chair Sonnek, with all present voting aye (11-0), motion carried to approve the agenda as presented.

IV. Commission Business, Action Items & Recommendations

A. Event Management Discussion

Staff Liaison Officer began by providing reasoning for the meeting and the shift in duties. The meeting is being held to discuss the new process of event planning and execution with City Staff member Kari Erpenbach. Reasoning for the switch to Kari being the City Event Coordinator include having one singular person as the point person for the planning as well as recognizing that the Commissioners are volunteers and have time, purchasing and other limitations. The goal is to continue to have the Commissions be the recommending body for the events however, the execution will now move to City Staff. Staff noted the City would work with the commissions for event ideas, utilize the talents within the commissions and appreciate any volunteering they could provide at the events.

A - 1 Recommendations with Rationale

Kari Erpenbach spoke regarding her role within the City including event planning. Budget limitations were discussed including restrictions on expenditures from public funding, no opportunity for fundraising and approvals from City Council. Kari stressed the importance of the Commissioners recommendations as they are North St. Paul residents that have connections and resources. Chair Sonnek asked whether any purchases made for this year's Autumn Arts Festival were against purchasing policy. Kari responded by saying that she thinks the 2023 spending has been in line.

City event recommendations for the 2024 year have already been submitted to Council due to the timeline of the fiscal year. Council Liaison Cassidy Schweer mentioned that it might be helpful for Commissioners to present event ideas to the Council for budget recommendations. Community Development Director Brandy Howe added that the workshops that will be discussing these budgets will be happening within the next few weeks but was unsure of a firm date. From the discussion between Council Liaison's Schweer and Wong, May would be a good time to present budget ideas for the following year's budget.

A - 2 Timelines for Recommendations and Feedback

Staff Liaison Sara Lang stressed that recommendations from the Commissions will still be requested and mentioned that there will be a timeline proposed. Commissioner Greenlee-Karp asked if we can provide the Commissions with a template for providing recommendations and a calendar of expectations. This new procedure would begin

January 2024 for the 2025 budget year. Direction was given for Staff Liaison's Officer and Lang to provide a template and calendar. Event Coordinator Kari Erpenbach ended by saying that any questions or concerns can be directed to City Staff anytime via email, phone or even at Commission meetings.

IX. Reports from Staff

None.

XII. Adjournment

On motion by Commissioner Sonnek, seconded by Commissioner Maher, with all present voting aye (11-0), motion carried to adjourn.

Chair Grachek adjourned the meeting at 6:32 PM

There is no set date for a future joint meeting at this time.