

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.