



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

**February 7, 2024
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **February 7, 2024** at 6:30 p.m. The meeting location is the Council Chambers at City Hall, located at 2400 Margaret St., North St. Paul.

The **February 7, 2024** 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
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 from 1/3/24

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. Updates from Sub-Committees
 - 1. Community Craft at Autumn Arts Festival
 - 2. Proposals to Consider for the Autumn Arts Festival
 - 3. Art Night Proposals
 - 4. Paint Night Survey Results
- B. Bylaw Update to Student Commissioner Section

VIII. Old Business

IX. Reports from Staff

- A. 2024 Budget Recap

X. Reports from Commissioners

XI. Reports from Council Liaison

XII. Adjournment

The next regularly scheduled Arts & Culture Commission meeting is March 6th, 2024.



To	Date
Arts and Culture Commissioners	February 7, 2024
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of Minutes from 1/3/24	
Background/Facts	
Recommended Action	
Recommendation is to approve the minutes from 1/3/24.	
Attachments	
1. ACC 01.03.2024 Minutes	
Respectfully submitted, Sara Lang, Arts & Culture Commission Secretary	

City of North Saint Paul
Arts & Culture Commission Meeting Minutes

January 3, 2024

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

Lisa Ritchie, Commissioner

See Yang, Commissioner

Amanda Black, Commissioner

Lisa Wong, Council Member (non-voting)

Staff

Sara Lang, Commission Secretary

III. Adopt Agenda

On motion by Commissioner Nadeau, seconded by Commissioner Black, with all present voting aye (5-0), motion carried to approve the agenda as presented.

IV. Approval of Minutes

A. Approval of the 12/06/23 Meeting Minutes

On motion by Commissioner Nadeau, seconded by Commissioner Ritchie, with all present voting aye (5-0), 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. Election of Officers

Commissioner Yang nominated Commissioner Sonnek for chair. There were no additional nominations.

On motion by Commissioner Yang, seconded by Commissioner Nadeau, 0) with Commissioners Ritchie, Nadeau, Yang and Black voting aye and Commissioner Sonnek abstaining 4-0-1) motion carried to elect Commissioner Sonnek as chair for 2024.

Commissioner Ritchie nominated Commissioner Nadeau for Vice Chair. There were no additional nominations.

On a motion from Commissioner Black, seconded by Commissioner Yang, with all present voting aye (5-0), motion carried to elect Commissioner Nadeau as vice chair for 2024.

B. Results of Arts and Culture Survey

There were four responses to the survey. Those responses essentially requested more of the same from the Arts and Culture Commission. Commissioners discussed opening the survey again next summer and also conducting surveys at live events.

C. Updates from Subcommittees

C - 1 Subcommittee assignments

It was noted that two commissioners have left and have not yet been replaced so some subcommittees may need to be realigned. Commissioners decided to address this as each committee reported.

C – Project Snowy

The subcommittee did not meet during December. Their next focus will be selecting artists. The two remaining members indicated they have done the bulk of the work and are fine without adding members right now. Two artists have submitted applications so far. It was suggested to post in Facebook groups for Minnesota artists and have commission members reach out to artists they know. Commissioners will also reach out to a couple of local businesses that expressed interest in the program.

C – Mural Project

One mural was completed in 2023 at Silver Lake. The subcommittee plans to meet again to see what can be accomplished in 2024 exploring options both on public and private land. This subcommittee still has three members.

C - 3 Utility Box Project

The subcommittee expressed the need for one more member. Chair Sonnek said he was familiar and would serve with the option of appointing one of the new commissioners after they are selected. The next box to be covered will be near the high school so the high school art teachers have been contacted for their input.

Commissioners Yang and Sonnek mentioned other boxes that may be great for 2024 including one at Silver Lake.

C - 4 Art Cart

The subcommittee has no update but is looking for more volunteers beginning in the spring. The plan is to follow the Music in the Park schedule which has been set and will be emailed to the subcommittee by Secretary Lang. Volunteer recruitment will take place after the March commission meeting.

C - 5 Paint Nights

The first 2024 paint night has been set for Jan. 31 at Casey Lake Park. One survey respondent suggested allowing children at the event. It was noted some people do bring their own wine and that many commission events are kid-friendly and some have appreciated that this is an adult event. Commissioners said if more paint nights can be added some could be adults only and some could include children. The committee is searching for artists to run the paint nights. It was suggested that artists should receive a flat fee for their services. Having a minimum number of attendants with a cancellation policy if there are not enough registrations was discussed. Commissioners Ritchie and Nadeau will reach out to local artists for more information on what they typically require and charge.

C - 6 Arts Festival

A city staff member hired as an event coordinator will take this over so the subcommittee can be dissolved. The commission can give recommendations for the event and volunteering for the event is still highly-encouraged. A date for 2024 has not been set. Some of the dates being considered are Sept. 14 and 28. The commission favored Sept 14. Secretary Lang will continue to be the staff liaison between the Arts and Culture Commission and the City. Commissioners Black and Sonnek will send Secretary Lang their suggestions by the end of January to give to the event coordinator. Some artists have expressed interest in a two-day event and it was considered if the Commission should host a paint along event during the festival.

D. 2024 Events and Budget

The Commission's budget request was approved by the City Council at \$26,000 not including Paint Night and the Arts Festival. The commission had requested \$28,500.

VIII. Old Business

None.

IX. Reports from Staff

Sara Lang said she was excited about plans for the year and invited everyone to attend or watch Commissioner Sonnek's report to the City Council on Jan. 16.

X. Reports from Commissioners

There were no reports from commissioners.

XI. Reports from Council Liaison

Lisa Wong reported the City Council approved the CIP and levy at an 8.5 percent increase and approved the City's fee schedule. The Council discussed the commissions and council liaison assignments. She will continue to be the liaison to the Arts and Culture Commission. Several commissions need additional members. The Council toured the community center and looked at its condition. The Council is looking at whether the building is fixable and useable. The City has received funding from the State and is still waiting to hear about Federal funding.

XII. Adjournment

On motion by Commissioner Yang, seconded by Commissioner Black, with all present voting aye (5-0), motion carried to adjourn.

Chair Sonnek adjourned the Arts & Culture meeting at 7:32 PM

The next regularly scheduled Arts & Culture Commission meeting is Feb. 7, 2024.



To	Date
Arts and Culture Commissioners	February 7, 2024
Agenda Placement # VII.A	
Commission Business, Action Items & Recommendations	
Subject	
1. Community Craft at Autumn Arts Festival	
Background/Facts	
This item is to discuss and approve a community craft that will be featured at the 2024 Autumn Arts Festival.	
Recommended Action	
Attachments	
1. Community Craft Options	
Respectfully submitted, Sara Lang, Arts & Culture Commission Secretary	

Community Crafts for the 2024 Autumn Arts Festival

Each of these projects involves the NSP community creating one part of a whole. We would need to determine a public display location. This could be a city owned building, or possibly another public venue/business would consider sponsoring the project for display in their facility.

Option 1:

Hand heart photograph collage: This project requires very little effort from visitors. A camera should be placed on a tripod with different color construction paper options on a table. Each guest would make a heart with their hands in front of one of those colors. Afterwards photos are collaged into one large image showing the diversity of our community.



Option 2:

Colorful canvas squares: This project requires medium effort/skill from the community. Each person would get the opportunity to paint a canvas square. These would then be assembled for display all together. This project can be modified so that the final art piece becomes an image itself.



Option 3:

Watercolor hexagon mosaic: Similar to the previous project this would ask for attendees to use watercolor paint on a hexagon shape. They would then be compiled later to create the final artwork. This project would still look “complete” even if we do not have enough submissions to cover our final art size.





To

Arts and Culture Commissioners

Date

February 7, 2024

Agenda Placement # VII.A

Commission Business, Action Items & Recommendations

Subject

2. Proposals to Consider for the Autumn Arts Festival

Background/Facts

Communications Coordinator Kari Erpenbach has put together items for discussion in regard to the Autumn Arts Festival. The goal is to consider the budget while deciding which options to recommend.

Recommended Action

Attachments

1. Autumn Arts Festival Proposals

Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary

Autumn Arts Festival | Saturday, September 14

11:00 a.m. – 6:00 p.m.

Casey Lake Park

Mission:

The Autumn Arts Festival serves to highlight various cultures and artistic expression through entertainment, art, food and activities.

Activities:

- Artisan Market
- Entertainment Stage
 - 11:00-12:00: Rince na Chroi Irish Dance
 - 12:30-1:30: Women's Drum Center
 - 2:00-3:00: Zorongo Flamenco Dance
 - 3:30-4:30: Panhandlers Steel Drums
 - 5:00-6:00: Paul Berry Blues
- Bingo w/art/culture related prizes
 - Pending hosts Knights of Columbus
 - **Arts & Culture make prize recommendations**
 - **Parks & Recreation also make prize recommendations**
- Community art project
 - Arts & Culture Commission
 - Project description/material needs
 - Timeframe
 - Casey Lake Pavilion
 - **Need information/description and material list from Arts & Culture Commission**
- Art Cart activity
 - Art & Culture Commission
 - Project description/material needs
 - Located in park like last year
 - **Need project description and material list from Arts & Culture Commission**
 - **Women's Drum group will host a one hour session on making your own percussion instrument for children**
- Story Walk
 - Ramsey County Library story boards placed throughout the park
 - Ann Wahlstrom will provide a list of possible selections
 - **Commissions to make selection from the following:**
 - Big Dance (you've had this one before)
 - We All Play by Flett
 - Cat's Colors
 - Watercress by Wang (2022 Caldecott Medal)
 - Moo! by David LaRochelle
 - We Laugh Alike by Bernier-Grand (Spanish/English book)

- Saturday - by Oge Mora
- Snow in the Jungle by Hoffmann-Maniayar (Spanish/English book)
- Johnny's Pheasant by Flett
- Education /Community outreach opportunities—interested in developing?
 - Presentation (s)
 - Demonstration(s)
 - Invite local arts groups to set up an information table to promote their programs to our residents
 - **Need feedback/interest level from Arts & Culture Commission**
- Face painting/Balloon art/Children's Entertainment
 - 1 balloon artist for 2 hours \$392 (approximately 50 people served)
 - 2 balloon artists for 2 hours \$764 (approximately 100 people served)
 - 1 face paint artist for 2 hours \$344 (approximately 30 people served)
 - 2 face paint artists for 2 hours \$676 (approximately 60 people served)
 - They recommend charging a fee \$5 | \$10. City would need to provide line manager, money taker
 - 1 strolling clown for 2 hours \$461
 - Family comedy show w/ audience participation \$479
 - 40-45 minutes
 - 1 caricature artist 1 hour \$344 (approximately 12 people served)
 - 2 caricature artists 2 hours \$392 (approximately 24 people served)
 - **Need direction/decision from Arts & Culture Commission**
- Inflatable
 - Obstacle course/art/culture theme
 - **Parks & Recreation Commission make selection**
- Food trucks
 - Ethnically diverse food options
 - Open to recommendations
 - Need to confirm City requirements

Budget:

- \$6,000 for Autumn Arts Festival
- \$1,500 for Food Truck Night—Transfer to cover event inflatable?
- Artisan Market Fees income TBD

Event Expenses:

Rince na Chroi Irish Dance Troupe	\$350
Dance performance w/teaching lesson for youth	
Zorongo Flamenco Dance	\$600
depending on number of dancers available	
Panhandlers Steel Drums	\$600

Women's Drum Center	\$550
Blues Group	\$600
Bingo prizes	TBD
Community Art Project	TBD
Art Cart Activity	TBD
Children's Entertainment	TBD

Pending outreach:

- Mariachi Band
- African Dance Troupe--too expensive--African Village Expo Brooklyn Center—Same date
- Naomi Yang Hmong Cultural Group (interested in working with us in some capacity)
- Twin Cities Chinese Dance Center
- Scandinavian Cloggers

Considerations:

- 15x28 stage \$2,515
- 30x40 tent w/weights \$2,612
- Chairs \$2.60 each \$260
- Mobility scooter and Power Chair rental \$175* pending liability release from City Attorney



To	Date
Arts and Culture Commissioners	February 7, 2024

Agenda Placement # VII.A

Commission Business, Action Items & Recommendations

Subject

3. Art Night Proposals

Background/Facts

The Paint Night sub-committee has reached out to local artists that may be interested in hosting a lead activity, similar to what we already do. This discussion and recommendation is for deciding if one or both of these artists should be brought in and what they should be compensated.

Recommended Action

Staff recommendation is to go with the proposed amounts laid out in the attachment.

Attachments

1. Art Night Proposal

Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary

Art Night Proposal #2

Instructor: Swetha Avula

Date: June 3rd or 10th

Time: 5:30pm-7:30pm

Location: Casey Lake Park

Participants: minimum-4; maximum-15

Age Limitations:

Class Type: Mandala Art on canvas

Instructor Fees:

- 10 or less participants: \$50 flat fee per hour
- 11 or more participants: \$60 flat fee per hour
- \$8 supply fee per participant

Proposed Registration Cut Off Date: 2 weeks prior to event

Promotion: Newsletter, City Social Media Channels, Website

Cancellation Amount: 50%

Supplies Needed:

8x10 Canvas

Acrylic Paint

Cup/Paper Plates/Paper Towels

Paint Brushes

Proposed payment: \$120 without supplies or \$240 with supplies.

Outstanding Questions:

- 1- Who can volunteer to be at the event for assistance, including set up and take down?
- 2- Can someone do an inventory of the art night items in the art cart?

Art Night Proposal #1

Instructor: Jeremy Ross

Date: Thursday through Sunday

Time: 6:30pm-8:30pm

Location: Casey Lake Park

Participants: No minimum; maximum: 20

Age Limitations: 10+

Class Type: 8x10 Canvas <https://www.paintandsipmn.com/painting-library>

Instructor Fees:

- \$100 per hour (\$200 total)

Proposed Registration Cut Off Date: 2 weeks prior to event

Promotion: Newsletter, City Social Media Channels, Website

Cancellation Amount: 50%

Supplies Needed:

- Acrylic paint (colors will be determined by featured painting choice)
- Paper towels
- Brushes (3 sizes: #1 round, ½" flat wash, 1" flat wash)
- Cups (disposable 10 ounce or less works great)
- Canvas (any size will work but I use 16x20")
- Aprons
- Table covers
- Elective: table easel to prop canvas upright while painting. Not needed as canvases can be laid flat on table to paint.

Proposed payment: \$200 but we provide supplies

Outstanding Questions:

- 3- Who can volunteer to be at the event for assistance, including set up and take down?
- 4- Can someone do an inventory of the art night items in the art cart?



To	Date
Arts and Culture Commissioners	February 7, 2024
Agenda Placement # VII.A	
Commission Business, Action Items & Recommendations	
Subject	
4. Paint Night Survey Results	
Background/Facts	
Presenting the results of the survey from the Paint Night on 1.31.24.	
Recommended Action	
Attachments	
1. 2024 Survey Results After 1.31.24	

Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary



City of North St. Paul – Arts and Culture Commission
Survey

What activity did you participate in with the Arts & Culture Commission?

Paint Night 1.31.24 (10)

What worked well, what did you like about that activity?

Step by step instructions; social; clear direction; great ideas to help paint; easy to follow; creative; relaxing; Lisa was great; great instructor; fun group; great encouragement; supplies provided; casual

What didn't work well? What changes would you make?

My talent; nothing (2); an example to look at

How could we improve future Arts & Culture Commission activities for our participants?

Family option on weekend for kids; more art events; more social posts

What other projects, activities or experiences would you like to see from the Arts & Culture Commission?

More craft nights; pottery (2); crochet; jewelry; anything art; plays

What cultural or artistic events or activities would you enjoy or would bring people to North St. Paul?

Food truck; art fair

Are you a resident of North St. Paul?

Yes (5); No (4)

What is your age? Please circle one.

Under 18	46-55 (2)
18-30 (1)	56-65 (1)
31-45 (3)	65+ (3)

What are the ages of the children in your household? Please circle one.

I have no children (3)	12-18 (1)
0-2 (2)	Other (1)
3-5	
6-12	



To	Date
Arts and Culture Commissioners	February 7, 2024

Agenda Placement # VII.B

Commission Business, Action Items & Recommendations

Subject

Bylaw Update to Student Commissioner Section

Background/Facts

Current language in the ACC bylaws states that student commissioners must be "enrolled full time in secondary school." The bylaws also state that student commissioners "shall serve terms of membership not to exceed one year per term." The discussion is to consider and recommend changes to the bylaws that would include postsecondary students and changing the term to a rolling year.

Recommended Action

Staff recommends changing bylaws to state that student commissioners must be "enrolled full time in secondary or postsecondary school." Staff also recommends changing the bylaws to state that student commissioners "shall serve terms of membership not to exceed one rolling year per term."

Attachments

1. ACC Bylaws Word-Student Updates

Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary



City of North Saint Paul **Arts and Culture Commission**

BYLAWS

Approved by the Arts and Culture Commission: November 2, 2022
Approved by City Council:

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Reference: These bylaws are intended to align with the North Saint Paul Code of Ordinances.
https://codelibrary.amlegal.com/codes/northstpaul/latest/northsaintpaul_mn/0-0-0-3

SECTION 1: NAME AND PURPOSE

- A. *Name*: The name of this organization shall be the North Saint Paul Arts and Culture Commission.
- B. *Purpose*: The purpose of the Commission is to inspire connection and community through the development of public art and cultural expression. The Arts and Culture Commission is established to stimulate and encourage the creation, performance, and appreciation of art and culture in the city and advise the City Council on arts-related matters and promote the positive economic impact the arts has in the community.

SECTION 2: MEMBERSHIP

- A. *Membership*. The Arts and Culture Commission shall consist of seven members to be appointed or removed by the Mayor with the approval of the City Council.
- B. *Regular members*. Regular members of the Commission shall be adult residents or business owners located within the North St. Paul City limits. Members who discontinue legal residency in the city shall automatically be deemed to have resigned from office as of the date of such discontinuance.
- C. *Student members*. Student members shall be residents located within the North St. Paul City limits and enrolled full time in secondary or postsecondary school. ~~enrolled full-time in secondary school~~. Student members shall be non-voting.
- D. *Ex-officio*. The Commission may, in its discretion, appoint other persons to serve on the Commission in a non-voting capacity.

SECTION 3: APPOINTMENT AND TERMS

- A. *Appointment*. Regular members of the Commission shall be appointed by the Mayor with the approval of the City Council.
- B. *Student members*. Student members, if any, shall be appointed by majority vote of the Commission and shall serve terms of membership not to exceed a rolling one year per term.
- C. *Terms*. Commission member appointees shall serve staggered terms of membership not to exceed three years per term, except as noted below. Terms shall, commence upon Council appointment. If a term expires and the appointee has not been reappointed or a successor has not been appointed the appointee shall continue to serve until such appointment or reappointment occurs.
- D. *Staggered terms*. Terms of membership shall be staggered so that no more than one-half of the terms of the Commission expire in any particular year.
- E. *Resignation and removal*. Members may resign voluntarily by letter or email to the City Clerk or be removed by majority vote of the Council or pursuant to Membership or Attendance Requirements.
- F. *Vacancies*. Vacancies in membership shall be filled by the Mayor with the approval of the City Council for the balance of the unexpired term.

SECTION 4: COMMITTEES AND SUBCOMMITTEES

- A. *Establishment.* The Commission may establish committees, subcommittees, or working groups. Such entities shall include members of the Commission and additional persons as requested by the Commission.
- B. *Scope.* A committee, subcommittee, or working group may not engage in activities, functions, or duties outside the scope of authority granted to the Commission.

SECTION 5: ORGANIZATION.

- A. *Election and Term Limit.* At the first regular meeting of the calendar year, the Commission shall elect a Chairperson and a Vice-Chairperson from among its appointed members, each for a term of one year. No person shall serve more than three consecutive one-year terms as Chairperson of the Commission, unless a challenge is not present. Then, the existing Chairperson may remain for an additional term.
- B. *Chairperson:* The Chairperson shall preside at Commission meetings. The Chairperson shall ensure the delivery of the Commission's advice to the City Council. The Chairperson must also supervise the actions of the Commission as authorized by the Council. The Chairperson serves as ex-officio Director of all Commission committees and sub-committees.
- C. *Vice-Chairperson:* In the event of the Chairperson's absence or incapacity, or upon request, the Vice-Chairperson shall perform the duties of the Chairperson.
- D. *City staff.* At the direction of the City Council, city staff may act as staff for the Commission. The city staff may provide the Commissions with information, memorandums, perform secretarial duties, and are responsible for the keeping of records.

SECTION 6: TIME, LOCATION AND CONDUCT OF MEETINGS.

- A. *Regular meetings.* All Commission meetings are open meetings subject to the Minnesota Open Meeting Law and shall be held at a fixed time and on a fixed date as shall be determined by the Commission. The City Clerk shall give notice of all Commission meetings and locations as required for meetings of public bodies.
- B. *Public comment.* All board and commission meetings shall include scheduled time for public comment.
- C. *Quorum.* A simple majority of voting members, appointed and serving, shall constitute a quorum for any regular or special meeting. If a quorum is not established or maintained during the course of a meeting, no votes on board or commission business may be taken except a motion to adjourn or recess.
- D. *Special meetings.* The Commission Chairperson, or in the case of the Chairperson's absence, the Vice-Chairperson, may call a special meeting. A special meeting may also be directed by the City Council or Mayor.

SECTION 7: SCOPE AND DUTIES.

- A. *Scope.* The Commission is established by the City Council and shall be advisory to the Council and shall have the responsibility to:
1. Investigate matters within the scope of the Commission or as specifically directed by the Council.
 2. Communicate the viewpoint or advice of the Commission to the City Council.
 3. At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, on the basis of such hearings, evidence and investigations, make decisions and recommendations to the Council.
 4. *Annual report.* The Commission shall prepare a report to the City Council by the second Council meeting of each year outlining the actions and activities during the preceding year.
- B. *Duties.* The Arts and Culture Commission shall have the following duties:
1. To make recommendations on all requests for art installments on city property and conduct public meetings as directed by City Council or city policy;
 2. To give due regard to the city's Comprehensive Plan;
 3. To foster the development of the arts and culture in the city;
 4. To advise city administration and the City Council with respect to arts and culture-related matters;
 5. To stimulate participation in and appreciation of the arts by city residents;
 6. To act as an advocate for the arts before private and public agencies;
 7. To determine methods of selection of artists and works of art;
 8. To evaluate and recommend artists eligible for funding by the city, if any funding is available;
 9. To evaluate and recommend works of art for approved locations for funding by the city;
 10. To recommend locations for the performing arts;
 11. To assist the city in raising funds from public and private sources for the funding of arts projects in the city.

SECTION 8: PROCEEDINGS.

- A. *Order of business:* At any regular meeting of the Commission, the following shall be the normal order of business:
1. Call to order
 2. Roll call
 3. Adopt agenda
 4. Approval of minutes
 5. Meeting open to the public
 6. Commission business, action items, and recommendations
 7. Reports from Commissioners
 8. Reports from Staff
 9. Adjournment

SECTION 9: MEETING MINUTES.

- A. *Official record.* Approved minutes of the Commission proceedings shall be public record; the city shall retain a copy of the official minutes of each Commission meeting in accordance with applicable state law.
- B. *Recording.* Each Commission shall have meeting minutes prepared and recorded. Minutes so recorded shall be reviewed and approved by the Commission and a copy forwarded to the City Clerk. The manager may make available city staff members to record and prepare minutes of Commission meetings.
- C. *Distributed to City Council.* Official minutes of each Commission meeting shall be distributed to the Council prior to the first regular Council meeting after approval of the minutes by the Commission.

SECTION 10: ATTENDANCE REQUIREMENTS.

- A. *Purpose.* To assist the Commission in fulfilling its purposes and duties and to ensure that it is not prevented from doing so by the repeated absence of its members, the Commission hereby establishes an attendance policy for members the Commission.
- B. *Attendance.* Duly appointed members of the Commission shall be required to attend no less than half the regularly scheduled meetings of the Commission held within a six-month period unless specifically excused by the Chairperson. All excused absences must be noted in the minutes. Failure to attend no less than half of the official meetings within a six-month period without excuse of the Chairperson, shall be considered as formal notice of resignation from the Commission. In addition, failure to attend three consecutive regularly scheduled meetings without excuse of the Chairperson, shall be considered as formal notice of resignation from the Commission.
- C. *Exceptions.* The attendance requirements of this subsection shall not apply to attendance at special meetings, or of meetings of committees or subcommittees, established by the Commission.
- D. *Telecommunications.* A Commissioner may participate in a Commission or Committee meeting without being physically present at the meeting if the conditions of Minn. Stat. §§13D.02 or 13D.021 are met.
- E. *Annual review.* The Commission shall conduct an annual review of the attendance of members of the Commission.
- F. *Vacancies.* The successor to any member of the Commission who has been removed pursuant to this subsection shall be appointed pursuant to the Commission's Appointment and Terms.

SECTION 11: CONTINUING EDUCATION.

- A. *Education.* Members of the Commission shall be required to complete various continuing education courses, lectures, webinars or seminars as outlined by City Council or city staff on an annual basis.
- B. *Ethics.* Commissioners will be provided a copy of the City Code of Ethics and will be required to read this and abide by these rules.

SECTION 12: COMPENSATION.

- A. *Volunteer.* Members of the Commission shall serve on a strictly non-compensated volunteer basis.

SECTION 13: EXPENDITURES.

- A. *Authorization.* No expenditures by a Commission or Commissioner shall be made unless and until authorized by the City Council.

SECTION 14: CONFLICT OF INTEREST.

- A. *Standard of behavior.* The standard of behavior is that all Commissioners, student members, and committee, sub-committee, or workgroup members will scrupulously avoid conflicts of interest between the interests of the Commission and the City Council on one hand; and their personal, professional, and business interests on the other hand. This includes avoiding potential and actual conflicts of interest. It is recommended that commissioners avoid even the appearance of impropriety and refrain from participating in decisions where there is a question that a conflict is present. At appointment, and then on an annual basis and as circumstances warrant, Commissioners will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. A conflict of interest is defined as an interest in a transaction or decision where a Commissioner, the Commissioner's family and/or significant other, employer, or close associates will receive a benefit or gain. This policy is meant to supplement good judgment, and Commission members are asked to respect its spirit as well as its wording.

SECTION 15: INDEMNIFICATION AND INSURANCE.

- A. The City Council may, to the extent permitted by any applicable law, purchase and maintain insurance on behalf of any person who was a Commissioner of this Commission against any liability asserted against such person and incurred by such person in their capacity as Commissioner.

SECTION 16: BYLAWS REVIEW

- A. The Commission shall review the Bylaws every two years.



To	Date
Arts and Culture Commissioners	February 7, 2024
Agenda Placement # IX.A	
Reports from Staff	
Subject	
2024 Budget Recap	
Background/Facts	
This is to provide a recap of the Arts and Culture current budget.	
Recommended Action	
Attachments	
1. 2024 Budget Report 2.7.24	
Respectfully submitted, Sara Lang, Arts & Culture Commission Secretary	

Budget Report

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
ART CART \$2000												
Current Total												
PROJECT SNOWY \$3000												
Current Total												
UTILITY BOX WRAPS \$7000												
Current Total												
MURALS \$12000												
<u>Current Total</u>												
BRANDING AND COMMUNICATION \$2000												
Current Total												
Overall Total \$26000												
Current Total												
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
PAINT NIGHT \$2500												
Current Total												