



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

**April 3, 2024
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **April 3, 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 **April 3, 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
Sharon Clark-Williams, Commissioner
Raquel Soto, Student Commissioner
Laura Strang, Commissioner
See Yang, Commissioner
Lisa Wong, Council Member

Staff
Sara Lang, Commission Secretary

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of 3/6/24 Meeting 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. Updates From Sub-Committees

VIII. Old Business

IX. Reports from Staff

A. 2024 Budget Update

B. 2024 Event Update

X. Reports from Commissioners

XI. Reports from Council Liaison

XII. Adjournment

The next regularly scheduled Arts & Culture Commission meeting is May 1st, 2024.



To	Date
Arts and Culture Commissioners	April 3, 2024
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of 3/6/24 Meeting Minutes	
Background/Facts	
Recommended Action	
Attachments	

1. ACC Minutes 3.6.24
- Respectfully submitted,
Sara Lang, Arts & Culture Commission Secretary



**Arts & Culture Commission
Regular Meeting Minutes
March 6, 2024
6:30 PM**

North St. Paul City Hall – Council Chambers
2400 Margaret Street

I. CALL TO ORDER

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

II. ROLL CALL

COMMISSION

Tom Sonnek, Chair
Carey Nadeau, Vice-Chair
Lisa Ritchie, Commissioner
See Yang, Commissioner
Amanda Black, Commissioner
Sharon Clark-Williams, Commissioner
Laura Strang, Commissioner

STAFF/LIAISONS

Lisa Wong, City Council Liaison
Sara Lang, Staff Liaison

III. ADOPT AGENDA

Chair Sonnek called for a motion to adopt the March 6, 2024 meeting agenda.
M/Nadeau, S/Black.
Motion carried 7-0.

IV. APPROVAL OF MINUTES

A. Approval of February 7, 2024 Meeting Minutes

Chair Sonnek asked for a motion to approve the February 7, 2024 meeting minutes.
M/Nadeau, S/Ritchie.
Motion carried 7-0.

B. Approval of February 7, 2024 Special Meeting Minutes

Chair Sonnek asked for a motion to approve the February 7, 2024 meeting minutes.
M/Nadeau, S/Black.
Motion carried 7-0.

V. MEETING OPEN TO THE PUBLIC

There were no public comments.

VI. PUBLIC HEARINGS

There were no public hearings.

VII. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. Updates from Sub-Committees

1- Project Snowy

Commissioner Strang has been added to the sub-committee for Project Snowy. Commissioner Yang recapped the project by noting that artist's submissions have closed with a total of 14 submissions, 11 of which were accepted by the sub-committee. Next steps will be connecting the businesses with the artists. Businesses will be asked to submit their top 3 choices in rank choice. 7 businesses purchased Snowy's, which makes 8 total statues including the one the City owns. Commissioner Black has volunteered to create the design for the vomela/plaque. The City Snowy is back at the manufacturer for repairs. The Star Tribune posted a brief on the project last week. The timeline has shifted a little and the statues on scheduled to be delivered for painting on May 14th. The artists will have 2 weeks to work and then the statues will go back to the manufacturer for clear coating. The sub-committee let the Commission know that they will need volunteers to represent the City during the painting times. The original reveal date was set for June 5th however due to a conflict with North High, it was suggested to move to June 6th at the giant snowman. The day after, Public Works will deliver to final locations. Costs of the Snowy has increased since the original quote. After factoring in the money taken in from the purchases by the businesses and the \$3000 in the Project Snowy line item approved for the ACC, the project is \$2575 over budget.

Chair Sonnek asked for a motion to approve using \$2000 from the mural line items, \$300 from the branding and communication line item and \$275 from the art cart line item to help cover the additional expenses.

M/Black, S/Yang.

Motion carried 7-0.

2- Mural Project

The sub-committee has not yet met, therefore there is no update at this time.

3- Utility Boxes

Commissioners Strang and Clark-Williams have both joined the utility box sub-committee. Since the last meeting, the sub-committee has developed a program and City staff has created a webpage and artist application. Council liaison Wong connected the group with a couple of representatives with ISD622 to talk about the project, specifically about promotion of the project to the students. ISD622 is willing to help and promote. The Commission is offering a \$150 check as a reward for up to two winners of the art contest. There will be a two and a half week window for artist submissions, the subcommittee will select the semi-finalists and it will go to public vote to choose the winners. Commissioner Nadeau expressed concern with the general public voting as it may turn into a popularity contest and proposed reversing the voting process so the public votes to narrow down to semi-finalists and the Commission chooses the winners. A question was asked if the artwork remained anonymous, if that changes anything. Commissioner Clark-Williams believes it puts the children under pressure however the artists would not know the final tallies, therefore they would not know by how much they won or lost. Commissioner Strang notes that the artists would go into the contest knowing it is a competition and also proposed a rank choice method of voting. Next steps include the sub-committee meeting with ISD622 again to see if they

have recommendations for the voting process. The timeline is to have the artwork chosen by mid-May and installation by mid-June.

4- Art Cart

Commissioners Ritchie and Black will meet in March to discuss projects. A request for staff to put out a call for volunteers occurred. Commissioner Ritchie asked for a purchase of baggies for the paint brushes in the art cart.

5- Paint Night

Commissioner Ritchie asked to schedule another paint night with her as the host on April 17th, 2024 at Casey Lake Park. The only change to registration is to change the age requirement from 16+ to 12+. Other paint nights are scheduled by hired artists for later in the year and Commissioners will need to be there as representatives.

6- Autumn Arts Festival

Staff Liaison Lang presented the updates to the Autumn Arts Festival as well as recommendations needed that were submitted by the City's Communications Coordinator Kari Erpenbach. A request by the Commission to dress up the stage and block off the side facing the lake was noted. There were no recommendations for bingo prizes. The art cart activity will be stamp making. Recommendations by the Commission for education/community outreach booths included Compas, Rotary Club, Springboard for Arts, Ashland Promotions and Metro Transit. It was asked by the Commission if the face painters and balloon artists could be outside rather than inside and Staff Liaison Lang will follow-up. A discussion and vote surrounding the community art project was needed. The group had previously seen the proposed ideas in last meetings packet. Costs for option 1 was \$70, option 2 was \$101 and option 3 was \$141 with volunteers needed for each option. Amanda volunteered to put together the final pieces after the festival and Council Liaison Wong and Staff Liaison Lang will work with the City Manager to find a place for them to hang. After discussion on how many canvases should be purchased, a vote for recommendation was made. The final recommendation is to purchase enough for 2 boards, totaling 192 mini canvases. This will come from the Event Budget. Commissioner Black will send Staff Liaison Lang the supplies needed.

VIII. OLD BUSINESS

There was no old business.

IX. REPORTS FROM STAFF

A. 2024 Budget Recap

Staff Liaison Lang reported that the only change to the budget was to the paint night line item, which comes from the event budget.

B. 2024 Event Calendar for ACC

Staff Liaison Lang presented the calendars with the events for the Commission in 2024 and mentioned that Commissioners will need to volunteer for each event. Two events to add include the April 17th paint night and the June 6th Snowy reveal.

IX. REPORTS FROM COMMISSIONERS



No reports from Commissioners.

IX. REPORTS FROM COUNCIL LIAISON

Council Liaison Wong requested that the Arts and Culture Commission start thinking about a campaign for turtle safety on Holloway Ave as many turtles are killed by vehicles there each year. The City Council approved the updates to the Arts and Culture Commission bylaws at their last meeting. It was mentioned that the City Council had a special retreat to speak about the Community Center, EDA, code enforcement, Capital Improvement Plan and implementation plan of the Park plan. There will be another special meeting on March 14th at 4pm to speak about the Community Center.

IX. ADJOURNMENT

Chair Sonnek asked for a motion to adjourn the meeting at 7:55 PM.
M/Clark-Williams, S/Strang.
Motion carried 7-0.

The next regularly scheduled Arts and Culture Commission Meeting is Wednesday, April 3, 2024 at 6:30 PM.



To	Date
Arts and Culture Commissioners	April 3, 2024
Agenda Placement # IX.A	
Reports from Staff	
Subject	
2024 Budget Update	
Background/Facts	
This item is to recap the 2024 Arts and Culture Commission budget and spending thus far.	
Recommended Action	
N/A	
Attachments	
1. 2024 Budget Report April 2024	
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												
Baggies				\$12.18								
Reallocated to Snowy			\$275									
Current Total			\$1,725.00	\$1,712.82								
PROJECT SNOWY \$3000												
Drop Cloths				\$23.48								
Reallocated to Snowy			\$2,575									
Current Total			\$5,575.00	\$5,551.52								
UTILITY BOX WRAPS \$7000												
Current Total												
MURALS \$12000												
Reallocated to Snowy			\$2,000									
Current Total			\$10,000.00									
BRANDING AND COMMUNICATION \$2000												
Reallocated to Snowy			\$300									
Current Total			\$1,700.00									
Overall Total \$26000												
Current Total												

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
PAINT NIGHT \$2500												
Paint Night with Swetha Avula						\$240						
Paint Night with Jeremy Ross							\$320					
Paint Night with Jeremy Ross								\$320				
Paint Night with Swetha Avula										\$240		
Current Total	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,260	\$1,940	\$1,620	\$1,620	\$1,380		



To	Date
Arts and Culture Commissioners	April 3, 2024
Agenda Placement # IX.B	
Reports from Staff	
Subject	
2024 Event Update	
Background/Facts	
Information on 2024 events involving the Arts and Culture Commission.	
Recommended Action	
N/A	
Attachments	
1. Event Schedule Planner 2024	
Respectfully submitted, Sara Lang, Arts & Culture Commission Secretary	

EVENT SCHEDULE PLANNER 2024

EVENT	DATE	TIME	LOCATION	COMMISSIONERS
SNOWY REVEAL	June 6 th	TBD	SNOWMAN ON MARGARET	
CITY NIGHT AT CAR SHOW	June 14 th	4:30 PM-8 PM	7 TH AND CHARLES	
PAINT ALONG WITH SWETHA	June 17 th	6:30 PM-8:30 PM	CASEY LAKE PAVILION	Carey
MUSIC IN THE PARK #1	June 20 th	7 PM-8:30 PM	CASEY LAKE PARK	
PAINT ALONG WITH JEREMY	July 11 th	6:30 PM-8:30 PM	CASEY LAKE PAVILION	Carey
MUSIC IN THE PARK #2	July 18 th	7 PM-8:30 PM	CASEY LAKE PARK	
MUSIC IN THE PARK #3	August 15 th	6 PM-7:30 PM	CASEY LAKE PARK	
PAINT ALONG WITH JEREMY	August 29 th	6:30 PM-8:30 PM	CASEY LAKE PAVILION	Carey
AUTUMN ARTS FESTIVAL	September 14 th	11 AM-6 PM	CASEY LAKE PARK	
PARADE	September 19 th	6 PM-8:30 PM	7 TH AVE	
PAINT ALONG WITH SWETHA	October 24 th	6:30 PM-8:30 PM	CASEY LAKE PAVILION	Carey

MARCH							APRIL							MAY							JUNE							JULY							AUGUST							
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