



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

**May 1, 2024
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **May 1, 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 **May 1, 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
Mai Xiong, Commission Secretary

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of Minutes from 4/3/24

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
- B. T-Shirt Order

VIII. Old Business

IX. Reports from Staff

- A. Budget Update for May 2024
- B. Event Planner 2024

X. Reports from Commissioners

XI. Reports from Council Liaison

XII. Adjournment

The next regularly scheduled Arts & Culture Commission meeting is June 5th, 2024.



To	Date
Arts and Culture Commissioners	May 1, 2024
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of Minutes from 4/3/24	
Background/Facts	
Approval of minutes from April 3rd Arts and Culture Commission meeting.	
Recommended Action	
Approve	
Attachments	
1. ACC Minutes 4.3.24	
Respectfully submitted, Sara Lang, Parks & Recreation Commission Secretary	



**Arts & Culture Commission
Regular Meeting Minutes
April 3, 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
See Yang, Commissioner
Amanda Black, Commissioner
Sharon Clark-Williams, Commissioner
Laura Strang, Commissioner
Raquel Soto, Student Commissioner

STAFF/LIAISONS

Lisa Wong, City Council Liaison
Sara Lang, Staff Liaison

III. ADOPT AGENDA

Chair Sonnek called for a motion to adopt the April 3, 2024 meeting agenda.
M/Black, S/Clark-Williams
Motion carried 6-0.

IV. APPROVAL OF MINUTES

A. Approval of February 7, 2024 Meeting Minutes

Chair Sonnek asked for a motion to approve the March 6, 2024 meeting minutes with one small change suggested by Commissioner Nadeau of editing "Ashland Promotions" to "Ashland Productions."
M/Strang, S/Nadeau
Motion carried 6-0.

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

The Project Snowy sub-committee has finalized the selections by the purchasers for their statues. Staff Liaison Lang is working with the artists to complete artist agreements and connect them with the purchasers. Any edits must come back to the Commission by April 28th for final review before painting begins. The Community Center will be used for painting from May 15th through May 28th. Commissioner Black has offered to be the City representative during the weekdays, 10am-5pm. Other Commissioners will need to be available during other times that artists will be there. Staff Liaison Lang will email out times when Commissioners are needed. Commissioner Black is working on creating the designs for the Vomela plaques for the statues.

Only one Snowy has been confirmed that it will be donated to the City, Premier Bank's. This will occur later in the summer. Other businesses so far want to keep their statues on their own property.

2- Mural Project

The mural sub-committee is developing a Request for Proposal (RFP) for City staff to review for murals on private property. The goal of the project is to work with local businesses to create a mural on their property, partially funded by the Arts and Culture Commission. The ACC would help facilitate a call for artists and working with the artists to create a design. The hope is to get the draft of the RFP to the City by the end of the month. Commissioner Clark-Williams is joining the sub-committee. Commissioner Black will work with Commissioner Sonnek to create a Vomela plaque for the mural at Silver Lake.

3- Utility Boxes

There have been no submissions for the student utility box contest with ISD622. Commissioner Yang has been in touch with a contact at ISD622 who is helping to facilitate conversation with North High. The contact has confirmed that the contest has been posted on the school's communication channels and there are continued talks with North High's art teachers for promotion. The sub-committee, along with ISD622, have decided to extend the submission deadline to April 22. Commissioner Sonnek mentioned that North High's spring play opens tomorrow and runs through the weekend and that he can push the contest during the event.

4- Art Cart

Student Commissioner Soto is joining the Art Cart sub-committee. The City is currently advertising for volunteers for the Art Cart events, which include the three Music in the Park dates. Staff Liaison Lang will send Commissioner Black and Student Commissioner Soto the supplies that the Art Cart currently has for planning purposes. The sub-committee can move forward with developing programming and explore the idea of having the Art Cart available for the public, more than just at the City events.

5- Paint Night

Commissioner Nadeau is looking for another member for the sub-committee, especially for 2025 paint nights. 2024 is set with four guest artists (6/17, 7/11, 8/29, 10/24) and Commissioner Nadeau will be at each event at the Commission representative.

6- Autumn Arts Festival

The City's Communications and Event Coordinator is resigning from her position, therefore there will be a small gap in the planning of events and promotion. Staff Liaison Lang will continue working on the event until a new plan is in place. Currently 5 vendors have been accepted and paid, with another 6 or 7 accepted but not paid. Staff Liaison Lang will continue to work with vendors and let the Commission know if any additional help is needed.

VIII. OLD BUSINESS

There was no old business.

IX. REPORTS FROM STAFF

A. 2024 Budget Recap

Staff Liaison Lang noted the updates to the budget including the reallocation of funds for Project Snowy from last month and the purchase of baggies and drop cloths.

B. 2024 Event Calendar for ACC

Staff Liaison Lang noted the removal of April's paint along on the calendar and mentioned the need for volunteers by Commissioners at each event.

C. Staff Liaison Lang

Staff Liaison Lang announced that she will be moving to be the Staff Liaison for the Park and Recreation Commission. She will continue to work on Project Snowy and assist the new Staff Liaison on seeing current projects through.

IX. REPORTS FROM COMMISSIONERS

Commissioner Clark-Williams noted that she and Commissioner Strang will be meeting at the North St. Paul History Museum to look at photos for the utility box wrapping project outside of Roddy's.

Commissioner Nadeau announced that former Student Commissioner Goracki was voted to be President of the State's Student Council.

Commissioner Sonnek mentioned that North High's play, *She Kills Monsters*, opens tomorrow and is also on Friday and Saturday at 7pm.

Commissioner Black noted that she will be joining the Culture sub-committee towards the end of the year to begin work.

Commissioner Strang said she had her first two sub-committee meetings and has really enjoyed it so far.

No other Commissioner reports were mentioned.

IX. REPORTS FROM COUNCIL LIAISON

Council Liaison Wong mentioned the new lead line check which is a federal mandate to identify lead piping in homes. Residents can schedule Public Works to come to their home or identify on their own and self-report. The EDA has positions open and is staying as a full EDA for now. The City Council has approved seeking bids for the 11th Ave sidewalk from Ariel to McKnight. The Community Center discussion has continued. DEED and Ramsey County Library have come to speak on the Community Center. Public comment is now allowed at workshops surrounding the Community Center. There are a number of staffing changes at City Hall.



IX. ADJOURNMENT

Chair Sonnek asked for a motion to adjourn the meeting at 7:32 PM.

M/Yang, S/Clark-Williams

Motion carried 6-0.

The next regularly scheduled Arts and Culture Commission Meeting is Wednesday, May 1, 2024 at 6:30 PM.



To	Date
Arts and Culture Commissioners	May 1, 2024
Agenda Placement # VII.B	
Commission Business, Action Items & Recommendations	
Subject	
T-Shirt Order	
Background/Facts	
Options for t-shirt order for new Commissioners. The Commission is asked to vote on the purchase of new t-shirts.	
Recommended Action	
Approve the purchase of new t-shirts.	
Attachments	
1. T-Shirt Order	

Respectfully submitted,
Sara Lang, Parks & Recreation Commission Secretary

Sara Lang

From: Darcy Sperle <darcy@graffictraffic.com>
Sent: Friday, April 19, 2024 4:29 PM
To: Graff Traffic Sales; Sara Lang
Subject: Re: T-Shirts

Follow Up Flag: Follow up
Flag Status: Completed

Caution: This email originated outside our organization; please use caution.

Hi Sara,

I looked up the previous order. Looks like you ordered 12 tees last time.

We used the Gildan Heavy Cotton tees.

Looks like your need 15 tees this time. We can definitely help there.

Pricing will remain the same as last year. \$22 each for the S-XL \$24 for the XXL and \$25 for the 3XL.

Let me know if you have any questions.



From: Graff Traffic Sales <sales@graffictraffic.com>
Date: Friday, April 19, 2024 at 4:16 PM
To: Darcy Sperle <darcy@graffictraffic.com>
Subject: FW: T-Shirts



To	Date
Arts and Culture Commissioners	May 1, 2024
Agenda Placement # IX.A	
Reports from Staff	
Subject	
Budget Update for May 2024	
Background/Facts	
Updates to 2024 budget	
Recommended Action	
Attachments	
1. 2024 Budget Report May 2024	
Respectfully submitted, Sara Lang, Parks & Recreation Commission Secretary	

Budget Report

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
ART CART \$2000												
Baggies				\$14.62								
Reallocated to Snowy			\$275									
Current Total			\$1,725.00	\$1,710.38								
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	May 1, 2024
Agenda Placement # IX.B	
Reports from Staff	
Subject	
Event Planner 2024	
Background/Facts	
Updated event planner for the ACC in 2024.	
Recommended Action	
N/A	
Attachments	
1. Event Schedule Planner 2024	

Respectfully submitted,
Sara Lang, Parks & Recreation Commission Secretary

EVENT SCHEDULE PLANNER 2024

EVENT	DATE	TIME	LOCATION	COMMISSIONERS
SNOWY PAINTING	May 15-May 28	TBD	COMMUNITY CENTER	TBD
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

MAY							JUNE							JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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