



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

July 10, 2024
6:30 PM

The Arts & Culture Commission Meeting will be conducted on **July 10, 2024** at 6:30 p.m. The meeting location is the Council Chambers at City Hall, located at 2400 Margaret St., North St. Paul.

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 May 1, 2024 Meeting Minutes
- B. Approval of June 5, 2024 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. Sub-Committee Updates
- B. 2025 Draft of Project Ideas and Budget Proposals List

VIII. Old Business

IX. Reports from Staff

- A. Events Sign-up
- B. 2024 Budget

X. Reports from Commissioners

XI. Reports from Council Liaison

XII. Adjournment

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



**Arts & Culture Commission
Regular Meeting Minutes
May 1, 2024
6:30 PM**

I. CALL TO ORDER

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

II. ROLL CALL

COMMISSION

Tom Sonnek, Chair – *present*
Carey Nadeau, Vice-Chair – *present*
See Yang, Commissioner – *present*
Amanda Black, Commissioner – *present*
Sharon Clark-Williams, Commissioner – *present*
Laura Strang, Commissioner – *present*
Raquel Soto, Student Commissioner – *present*

STAFF/LIAISONS

Lisa Wong, City Council Liaison – *present*
Mai Xiong, Staff Liaison – *present*
Brandy Howe, Community Development Director

III. ADOPT AGENDA

***Chair Sonnek called for a motion to adopt the May 1, 2024 meeting agenda.
M/See, S/Clark-Williams
Motion carried 6-0.***

IV. APPROVAL OF MINUTES

***Chair Sonnek asked for a motion to approve the April 3, 2024 meeting minutes
M/ Nadeau, S/ Strang
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

Commissioner Yang provided an update on Project Snowy, emphasizing the subcommittee's focus on media promotion and drawing attention to the artists' work in the month of May. Artists have submitted agreements and are now tasked with finalizing their designs for approval, both from their businesses and the Snowy subcommittee.

Commissioner Yang also asked members of the Arts and Culture Commission to sign up for available timeslots to monitor the Snowy paintings, as there are still vacancies to be filled.

Commissioner Black noted that while it's not necessary to cover entire shifts, any contribution of time would be appreciated. Responding to City Councilor Wong's query about monitoring the Snowy paintings, Black clarified that this duty is reserved for commission members due to the need for key access to the Community Center.

Commissioner Yang mentioned the Snowy reveal event is scheduled for June 6.

Commissioner Strang confirmed she would be designing the invitation cards for the occasion.

Commissioner Black sought clarification on the budget allocation for purchasing refreshments and invitations.

Director Howe suggested that the expenses be covered from the subcommittee's overall budget.

Chair Sonnek called for a motion to approve the reallocation of \$500 from the art cart budget to the Snowy budget for refreshments. Additionally, \$200 from the branding and communications budget to be reallocated to the Snowy budget for invitation cards.

***M/ Black, S/ Nadeau
Motion carried 6-0.***

2- Mural Project

Commissioner Nadeau provided an update on behalf of the Mural Project subcommittee, mentioning the need to update their Mural project proposal to align with the structure of the Snowy project proposal.

Director Howe recommended that the Mural Project subcommittee engage in brainstorming, pose questions, and then document the answers as a method to guide the process.

Chair Sonnek discussed the idea of reaching out to businesses in North St. Paul to measure their interest level and then gradually developing the program as necessary. This approach aims to determine the budget allocation for the Mural Project subcommittee based on the number of interested businesses and their preferences. Additionally, Chair Sonnek suggested utilizing the City's newsletter and webpage to facilitate the call for interested businesses.

Ms. Howe mentioned potential questions that may arise from this approach. Additionally, she noted that the City's Communications Coordinator position is currently vacant, creating uncertainty about communication support for the subcommittee. Due to this, Ms. Howe recommended that the subcommittee reach out directly to businesses instead.



City Council Liaison Wong inquired about packaging the Mural Project similarly to the concept of business storefront renovations. This would offer businesses the choice between storefront enhancements or artistic murals, aiming to boost economic development opportunities.

3- Utility Boxes

Commissioner Yang reported that the Art Contest for Utility Boxes closed on April 22, with just one student artist submitting a design. In response to Chair Sonnek's inquiry about the project's completion schedule, Commissioner Yang assured that it would be completed on time.

Commissioner Strang shared that she and Commissioner Clark-Williams looked through old photos from the North St. Paul Museum. They searched for pictures that would capture the essence of the city.

Chair Sonnek inquired if those photos would be used to wrap the two utility boxes downtown, to which Commissioner Clark-Williams affirmed.

4- Art Cart

Commissioner Black outlined upcoming events that would feature various activities provided by the Art Cart. These activities include creating paper plate cars with the options of a coloring page or a sheet of paper for cutting at the Car Show, rock painting for the first Music in the Park event, and trash art for the second Music in the Park event. Commissioner Black expressed her intention to request donations specifically for the trash art activity. This would involve leaving all art supplies out of the Art Cart for kids to use. Additionally, she suggested donations for items such as boxes, popsicle sticks, and glue.

Regarding volunteers, Commissioner Black responded to Chair Sonnek's question and mentioned that Staff Liaison Lang had a list of churches seeking volunteer opportunities. She would reach out to them after receiving the list.

Commissioner Black expressed a desire to allocate \$100 for additional art supplies for the Art Cart. However, Chair Sonnek clarified that funds have already been allocated for this purpose, so no action from the Arts and Culture Commission would be necessary.

5- Paint Night

Commissioner Nadeau instructed Staff Liaison Xiong to ask the Paint Along artist if she could accommodate more participants or teach an additional class, because all of the Paint Night events are fully booked, with a waitlist in place.

6- Autumn Arts Festival

Commissioner Black stated that she would follow up on the community craft supplies and the Art Cart activities for the Autumn Arts Festival. However, she is uncertain whether the event layout from the previous year can be used again this year due to potential changes in the number of artists.

VIII. OLD BUSINESS

There were no old businesses reported.



IX. REPORTS FROM STAFF

A. T-Shirt Order

Staff Liaison Xiong provided an update on the t-shirt order from Graphic Traffic. Chair Sonnek directed Ms. Xiong to only purchase shirts for the Commission members who still need one, unless there is a required number of shirts that need to be ordered.

B. Budget Update for May 2024

Staff Liaison Xiong mentioned the remaining balance for the Communications and Branding Budget.

Commissioner Black mentioned about a possible project idea for next year, a free little art gallery located inside the Community Center.

X. REPORTS FROM COMMISSIONERS

Chair Sonnek thanked all of the Commission members for their hard work and reported that he would not be at the next meeting on June 5, 2024, due to his son's graduation ceremony being held on the same day.

Commissioner Yang wished everyone a happy American Asian Pacific Islander month.

Commissioner Strang wished Staff Liaison Lang a happy birthday.

XI. REPORTS FROM COUNCIL LIAISON

Council Liaison Wong addressed recent discussions regarding the Community Center in City Council Workshops, emphasizing the value of public input. She illustrated the importance of community engagement with an example from a recent conference, citing a Wisconsin town's social media initiative featuring painted dragon sculptures.

Furthermore, Council Liaison Wong provided updates on various city initiatives that would be happening in the City of North St Paul during the month of May. She concluded by expressing gratitude to Community Development Director Howe for her support and service to the city.

XII. ADJOURNMENT

Chair Sonnek asked for a motion to adjourn the meeting at 7:37 PM.

M/Yang, S/Black

Motion carried 6-0.

The next regularly scheduled Arts and Culture Commission Meeting is Wednesday, June 5, 2024 at 6:30 PM.



**Arts & Culture Commission
Regular Meeting Minutes
June 5, 2024
6:30 PM**

I. CALL TO ORDER

Vice-Chair Nadeau called the meeting to order at 6:30 PM.

II. ROLL CALL

COMMISSION

*Tom Sonnek, Chair – Absence Excused
Carey Nadeau, Vice-Chair - Present
See Yang, Commissioner - Present
Amanda Black, Commissioner - Present
Sharon Clark-Williams, Commissioner - Present
Laura Strang, Commissioner - Present
Raquel Soto, Student Commissioner - Present*

STAFF/LIAISONS

*Lisa Wong, City Council Liaison - Present
Mai Xiong, Staff Liaison - Present*

III. ADOPT AGENDA

***Vice-Chair Nadeau called for a motion to adopt the June 5, 2024 meeting agenda.
M/See, S/Clark-Williams
Motion carried 5-0.***

IV. APPROVAL OF MINUTES

There were no minutes to approve.

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

Project Snowy

Commissioner Black thanked everyone involved in the planning, preparation, and snowy watch process of the Snowy Project. She mentioned her interview with One Minute Tours, a social media influencer from TikTok and Instagram, aimed at promoting Project Snowy. Commissioner Black then provided a recap of the Snowy Reveal event scheduled for June 6th, which will include food and beverages. The Art Cart will be present, offering Snowy-themed activities for children, along with a map detailing the locations of all Snowys throughout the City.

Commissioner Strang noted the availability of additional invitation cards for the Snowy Reveal event and encouraged the Commission to distribute them to anyone they would like.

Commissioner Yang extended an invitation to the public to support the Snowy artists and local businesses. Council Liaison Wong invited the Commission for a tour inside the Snowman just before the Snowy Reveal event.

Mural Project

The Mural Project sub-committee discussed the challenges of meeting and not receiving responses from local businesses. They extended a welcome to local businesses to reach out if they are interested in having a mural outside of their premises.

Council Liaison Wong mentioned the possibility of integrating the Mural Wall project with the Economic Development Authority's Façade Improvement Program as one of its components, in the absence of interest.

Utility Box Wrap Project

The Utility Box Wrap Project sub-committee reported that the winner of the Student Utility Box Art Competition has been selected and notified. They anticipate completing the North High School utility box wrap between mid to late July. Additionally, the sub-committee is working on a heart-shaped hand design and plans to photograph hands at the Car Show event on June 14.

Art Cart

The Commissioners noted that the Art Cart will be present at the Snowy Reveal Event on June 6 and at the Car Show on June 14. Additionally, they discussed the necessity of having at least two volunteers to supervise the Art Cart, especially during the Music in the Park events. They also agreed to issue a call for volunteers following the conclusion of the Snowy Project.

Paint Along Night Events

Vice-Chair Nadeau shared that the Paint Night Along events are scheduled for June 17th, one for July 11th, and another recently scheduled for July 22nd due to popular demand.

Autumn Arts Festival

There were no reports made about Autumn Arts Festival.

B. Peach Jar Platform

Vice-Chair Nadeau shared that she had been using the Peach Jar, an app that the school district uses to help distribute digital flyers to students and parents about programs and events, to help promote the Arts and Culture Commission's projects such as the Utility Box Wrap project. She would like to continue to use this app in the future to reach out to targeted audiences.

Vice-Chair Nadeau called for a motion to spend up to \$200 for the use of the Peach Jar app for communication purposes.

M/Black, S/Strang

Motion carried 5-0.

VIII. OLD BUSINESS

There were no old business reports made.

IX. REPORTS FROM STAFF

A. New City Staff Updates

Staff Liaison Xiong shared that the City recently hired Ava Griemert as the new Communications and Community Outreach Coordinator and Riley Grams as the new Community Development Director.

B. Budget Update for June 2024

Staff Liaison Xiong provided an overview of the remaining budget in June after the budget reallocation from May's meeting and after making purchases for the Snowy Reveal event.

C. Budget and Project Proposals for 2025

Vice-Chair Nadeau suggested that the Commission start thinking about project ideas and the budget for 2025, and bring them to the next meeting in July. Staff Liaison Xiong mentioned that City staff are unable to use platforms other than those currently approved by the City. She requested that the Commission email all ideas to her so she could compile a list for the July meeting.

The Commission asked for clarification on budget spending and whether a motion was needed for all purchases.

Staff Liaison Xiong recommended that the Commission make a motion for spending if there was no prior discussion or approval at the time of the initial budget allocation for the sub-committees.

X. REPORTS FROM COMMISSIONERS

Vice-Chair Nadeau shared that she recently attended an event highlighting the emotional impact of women sharing their life stories through embroidery.

Commissioner Yang noted that she recently visited Mahar, a newly opened Asian Market.

Commissioner Black expressed her excitement for the launch of the Snowy Project.

Commissioner Strang thanked Commissioner Black for her long, rigorous hours she put into the Snowy watch.

XI. REPORTS FROM COUNCIL LIAISON

Council Liaison Wong reported that a shooting at Casey Lake Park over the Memorial Day weekend resulted in four injuries, with no fatalities. The incident is currently being investigated by the BCA.

She also discussed the 2023 city audit, noting one State Statute violation that has been addressed with the relevant personnel.

In addition, Ms. Wong provided an update on staff changes, mentioning the new Community Development Director, Riley Grams, who brings expertise in city planning and public administration.

Ms. Wong concluded with a brief update on the Community Center, highlighting its financial implications.

XII. ADJOURNMENT

***Vice-Chair Nadeau asked for a motion to adjourn the meeting at 7:18 PM. M/Black, S/Yang
Motion carried 5-0.***

The next regularly scheduled Arts and Culture Commission Meeting is Wednesday, July 10, 2024 at 6:30 PM.

Project and Budget Ideas (Draft) - 2025

#	<u>Project</u>	<u>Estimated Budget</u>
1	Cookie Making Class	
2	Veterans rock at Veteran's Park	
3	Little Art Gallery	
4	Community Build Along Project	

Notes

mycustombakes.com/frostedbyfrenchy

similar to the Little Free Library boxes but instead of sharing books, people can share art!

EVENT SCHEDULE PLANNER 2024

EVENT	DATE	TIME	LOCATION	COMMISSIONERS
SNOWY PAINTING	May 15-May 28	TBD	COMMUNITY CENTER	TBD
SNOWY REVEAL	June 6 th	5:30 PM	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	
PAINT ALONG WITH SWETHA	July 22 nd	6:30 PM 8:30 PM	CASEY LAKE PAVILION	
MUSIC IN THE PARK #3	August 15 th	6 PM-7:30 PM	CASEY LAKE PAVILION	
PAINT ALONG WITH JEREMY	August 29 th	6:30 PM-8:30 PM	CASEY LAKE PARK	
AUTUMN ARTS FESTIVAL	September 14 th	11 AM-6 PM	7 TH AVE	
PARADE	September 19 th	6 PM-8:30 PM	CASEY LAKE PAVILION	Carey
PAINT ALONG WITH SWETHA	October 24 th	6:30 PM-8:30 PM	CASEY LAKE PAVILION	

MAY							JUNE							JULY							AUGUST							SEPTEMBER										
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Budget Report

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
ART CART \$2000												
Baggies				\$14.62								
Reallocated to Snowy			\$275									
Paper Plates					\$11.30							
Tissue Paper Squares					\$7.49							
White Construction Paper					\$4.79							
Black Construction Paper					\$4.49							
Reallocated to Snowy					\$500.00							
Current Total			\$1,725.00	\$1,710.38	\$1,182.31							
PROJECT SNOWY \$3000												
Drop Cloths				\$23.48								
Reallocated to Snowy			\$2,575									
Clear Coating					\$3,200							
Transportation					\$250							
Banner					\$165							
Vomela					\$241.58							
Reallocated to Snowy					\$500.00							
Reallocated to Snowy					\$200.00							
Invitation Cards					\$77.33							
Snowy Reveal Event Supplies & Refreshments						\$ 278.56						
Current Total			\$5,575.00	\$5,551.52	\$2,317.61	\$2,039.05						
UTILITY BOX WRAPS \$7000												
Current Total						\$ 7,000.00						
MURALS \$12000												
Reallocated to Snowy			\$2,000									
Current Total			\$10,000.00									
BRANDING AND COMMUNICATION \$2000												
Reallocated to Snowy			\$300									
Reallocated to Snowy					\$ 200.00							
Current Total			\$1,700.00		\$1,500.00							

Budget Report

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		
Paint Night with Swetha Avula							\$240					
Current Total	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,260	\$1,700	\$1,380	\$1,380	\$1,140		