

**September 3, 2025  
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **September 3, 2025** at 6:30 p.m. The meeting location is the Council Chambers at City Hall, located at 2400 Margaret St., North St. Paul.

You can watch the meeting on our YouTube channel here: <https://tinyurl.com/NSPYouTube>

**I. Call to Order**

**II. Roll Call**

Tom Sonnek, Chair  
Carey Nadeau, Vice-Chair  
Amanda Black, Commissioner  
Sharon Clark-Williams, Commissioner  
Raquel Soto, Commissioner  
Laura Strang, Commissioner  
Aliza Verma, Commissioner  
Yued Orozco-Garcia, Student Commissioner  
Troy Woods, Council Liaison

STAFF

Jordyn Lehman

**III. Adopt Agenda**

**IV. Approval of Minutes**

A. Approval of August 6, 2025 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. Autumn Arts Updates and Role Discussion  
B. Sub-Committee Updates

**VIII. Old Business**

**IX. Reports from Staff**

- A. Project Proposal Form
- B. 2025 Budget & Events Calendar

**X. Reports from Commissioners**

**XI. Reports from Council Liaison**

**XII. Adjournment**

**The next regularly scheduled Arts & Culture Commission meeting is Wednesday, October 1, 2025 at 6:30 PM.**



To	Date
Arts and Culture Commissioners	September 3, 2025

**Agenda Placement # IV.A**

Approval of Minutes

**Subject**

Approval of August 6, 2025 Meeting Minutes

**Background/Facts**

**Recommended Action**

**Attachments**

1. 8.6.2025 Minutes

Respectfully submitted,  
Jordyn Lehman, Community Development Administrative Assistant



**Arts & Culture Commission  
Regular Meeting Minutes  
August 6, 2025  
6:30 PM**

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

**I. CALL TO ORDER**

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

**II. ROLL CALL**

COMMISSION

Tom Sonnek, Chair – Present  
Carey Nadeau, Vice-Chair - Present  
Amanda Black, Commissioner – Present  
Sharon Clark-Williams, Commissioner - Present  
Laura Strang, Commissioner – Present  
Raquel Soto, Commissioner – Present  
Aliza Verma, Commissioner – Absent Excused  
Yued Orozco-Garcia, Student Commissioner – Present  
Troy Woods, Council Liaison - Present

STAFF/LIAISONS

Jordyn Lehman, Staff Liaison - Present

**III. ADOPT AGENDA**

Chair Sonnek called for a motion to adopt the August 6, 2025 meeting agenda.  
M/ Nadeau, S/Strang  
Motion carried 6-0.

**IV. APPROVAL OF MINUTES**

A. Approval of July 2, 2025 Meeting Minutes

Chair Sonnek asked for a motion to approve the July 2, 2025 meeting minutes.  
M/Clark-Williams, 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. Sub-Committee Updates**

#### **1- Mural Project**

Commissioner Clark-Williams shared that they have tentatively picked an artist for the NSP Historical Society mural project. Currently the details of the design and project are being worked on. The Commission anticipates a starting date of no sooner than August 20<sup>th</sup>.

#### **2- Utility Boxes**

Commissioner Strang shared that the heart hands design has changed boxes to a closer location in Casey Lake Park at the beginning of the walking trails. Next steps would be to get the dimensions of the box. Commissioner Strang requested that the sub-committee received guidance on what designs and topics could be put on the box on 17<sup>th</sup> and Sean's Way. Chair Sonnek suggested that the utility box sub-committee creates criteria and guidelines for different utilities boxes, what would be acceptable for certain areas, and to categorize the list of boxes for the City Manager to review. Additionally the sub-committee would like a social media push for the heart hands box once the design is installed.

Staff liaison Lehman shared that the wrapping company has received the designs for the Veteran's Memorial utility box wrap and will be wrapped once the weather is suitable for installation.

#### **3- Art Cart**

Commissioner Soto shared that the next event for the Art Cart is Music in the Park on Thursday August 14<sup>th</sup> and they will be doing canvas paintings.

#### **4- Art Night**

Commissioner Black stated that the next art Night will be water color greeting cards on September 23<sup>rd</sup> with Swetha Avula.

#### **5- Autumn Arts Festival**

Commissioner Black presented to the Commission a spread sheet of roles and tasks that need to be completed for the Autumn Arts Festival. The Commission then discussed points such as commissioner availability, leads for tasks, and other topics relating to the Autumn Arts Festival. The Commission also provided City staff direction on potential volunteer meal vouchers and recommendations for the remainder of the Autumn Arts budget.

#### **6- Public Art Project**

The Public Art sub-committee attended National Night Out to give out pre-ordered Snowies and to host a decorating station. Vice-Chair Nadeau proposed that the Take Home Snowies be offered on an ongoing basis while budget allows. Staff liaison Lehman noted that the Snowies are still available to purchase but are no longer purchasable through the City's park website but may be purchased and picked up in person at City Hall. Commissioner Strang suggested that moving forwards it may be a good idea for the Commission to participate in NNO yearly with Fire Department approval.

Regarding the concrete stamps, Commissioner Strang updated the Commission that next steps for the project is to send the final details to Councilmember Woods.

### **B. 2026 Project Planning Discussion**

Staff liaison Lehman requested that the Commission begin to think about and plan for 2026 Arts & Culture Commission projects. Lehman provided the proposed 2026 budget for the ACC and a list of potential questions to think about regarding 2026 projects.

## **VIII. REPORTS FROM STAFF**

Both the 2025 Event Calendar and Budget Update were listed on staff reports.



## **IX. REPORTS FROM COMMISSIONERS**

Commissioner Clark-Williams had no updates.

Vice-Chair Nadeau had no updates.

Commissioner Verma had no updates.

Commissioner Strang noted she was excited to see the new fire engine

Commissioner Soto had no updates.

Commissioner Black had no updates.

Chair Sonnek shared an email from Ava Griemert regarding a community partnership opportunity for senior education programs.

Student commissioner had no updates.

## **X. REPORTS FROM COUNCIL LIAISON**

Council Liaison Troy Woods shared details from the prior council meeting and information on the digital security breach at the City.

## **XI. ADJOURNMENT**

Chair Sonnek asked for a motion to adjourn the meeting at 8:00 PM.

M/Soto, S/Black

Motion carried 6-0.

**The next regularly scheduled Arts and Culture Commission Meeting is Wednesday, September 3, 2025 at 6:30 PM.**



To	Date
Arts and Culture Commissioners	September 3, 2025
<b>Agenda Placement # VII.A</b>	
Commission Business, Action Items & Recommendations	
<b>Subject</b>	
Autumn Arts Updates and Role Discussion	
<b>Background/Facts</b>	
<b>Recommended Action</b>	
<b>Attachments</b>	
None	

Respectfully submitted,  
Jordyn Lehman, Community Development Administrative Assistant



To	Date
Arts and Culture Commissioners	September 3, 2025
<b>Agenda Placement # VII.B</b>	
Commission Business, Action Items & Recommendations	
<b>Subject</b>	
Sub-Comittee Updates	
<b>Background/Facts</b>	
<b>Recommended Action</b>	
<b>Attachments</b>	
None	

Respectfully submitted,  
Jordyn Lehman, Community Development Administrative Assistant



To	Date
Arts and Culture Commissioners	September 3, 2025

**Agenda Placement # IX.A**

Reports from Staff

**Subject**

Project Proposal Form

**Background/Facts**

Attached is my draft of a project proposal form reviewed by Sara and Ken. The intent is that this form would be filled to the best of the ACC's ability for every new project you are interested in, then reviewed by staff, and returned to the Commission with staff approval or comments. The goal is to provide improved clarity for both staff and commissioners during the initial project stages and for staff to have as much information as possible and as early as possible to review.

**Recommended Action**

**Attachments**

1. Project Proposal Form (003)

Respectfully submitted,  
Jordyn Lehman, Community Development Administrative Assistant

# NORTH SAINT PAUL ARTS COMMISSION

## (Project Name) Proposal

\_\_\_\_\_ (Proposer)

\_\_\_\_\_ (Date)

### **Project Overview/Description**

*Please provide a general introduction to the project such as purpose, goals, and what the project will entail/look like.*

### **Art Topic**

*If applicable, please provide a theme/subject the art will be representing.*

### **Art Location**

*Please provide the proposed location for the art and the reasons why this is an appropriate location.*

*Please answer the supporting questions below:*

Is the project intended to blend in its surroundings or stand out?

Will the art be installed/displayed on public or private property?

What are the approximate dimensions/size of the project, if known?

**Budget Considerations**

*Provide an estimated cost breakdown for the project. If not already answered in the Project Overview/Description, provide a justification for the budget request.*

**Timeline**

*Provide a general timeline for the project. If exact dates are not available, please provide general timeframes such as “shooting for a project start to completion of between June to the end of August”. If known, provide specific dates that the Commission or other parties would ideally like to have the project done by (ex. NNO, Vet’s 10 year anniversary, etc).*

General Timeline:

RFP creation deadline (if applicable):

RFP release date (if applicable):

Selection of finalist’s date (if applicable):

Anticipated City Council meeting date for contract approval (if applicable):

Anticipated City Council meeting date for check approval (if applicable):

Project start date: \_\_\_\_\_

Project end date: \_\_\_\_\_

**Special Considerations:**

*Please list any potential special considerations or equipment that will be needed to complete this project.*

**Proposed/Anticipated Project Roles:**

Staff:

Commission:

Third Party (If applicable):

**Questions for Staff:**

### Budget Report

BUDGET	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>\$1,000 ART CART</b>												
<b>Current Total</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>\$7,000 UTILITY BOX WRAPS</b>												
Veteran's Memorial Box Design - 7/15							\$600.00					
Veteran's Memorial Wrap Install - 8/15								\$1,065.00				
<b>Current Total</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$6,400.00</b>	<b>\$5,335.00</b>	<b>\$5,335.00</b>	<b>\$5,335.00</b>	<b>\$5,335.00</b>	<b>\$5,335.00</b>
<b>\$12,000 MURALS</b>												
<b>Current Total</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>
<b>\$1,000 BRANDING AND COMMUNICATION</b>												
Orange Snowy Card Envelopes				\$16.98								
<b>Current Total</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$983.02</b>	<b>\$983.02</b>	<b>\$983.02</b>	<b>\$983.02</b>	<b>\$983.02</b>	<b>\$983.02</b>	<b>\$983.02</b>	<b>\$983.02</b>	<b>\$983.02</b>
<b>\$5,000 PUBLIC ART</b>												
Take Home Snowy Artist Agreement - 7/15							\$1,000.00					
White Acrylic Latex Paint - 7/10							\$26.13					
Wood Glue - 7/10							\$7.41					
Polyurethane Spray - 7/10							\$9.97					
Canvas Drop Cloths - 7/10							\$23.74					
Foam Paint Brushes - 7/10							\$9.98					
<b>Current Total</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$3,922.77</b>	<b>\$3,922.77</b>	<b>\$3,922.77</b>	<b>\$3,922.77</b>	<b>\$3,922.77</b>	<b>\$3,922.77</b>
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>\$2,500 ART NIGHT</b>												
Terracotta Pot Painting with Swetha - 4/17				\$270.00								
Candle Making with Heidi - 5/15					\$450.00							
Watercolor Bookmarks with Swetha - 6/12						\$240.00						
Watercolor Greeting Cards with Swetha - 9/23								\$240.00				
Hand Knit Chunky Blanket with Jeremy - 10/16										\$1,050.00		
Mandala on Coasters with Swetha - 11/20											\$240.00	
<b>Current Total</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,230.00</b>	<b>\$1,780.00</b>	<b>\$1,540.00</b>	<b>\$1,540.00</b>	<b>\$1,540.00</b>	<b>\$1,300.00</b>	<b>\$250.00</b>	<b>\$10.00</b>	<b>\$10.00</b>

# EVENT SCHEDULE PLANNER 2025

EVENT	DATE	TIME	LOCATION	COMMISSIONERS
TASTE OF NORTH ST PAUL	TBD	TBD	TBD	
ART NIGHT (SWETHA)	April 17 <sup>th</sup>	6-8:00 PM	CASEY LAKE BUILDING	Nadeau, Verma
ART NIGHT (HEIDI)	May 15 <sup>th</sup>	6-8:00 PM	CASEY LAKE BUILDING	Nadeau, Verma
ART NIGHT (SWETHA)	June 12 <sup>th</sup>	6-8:00 PM	CASEY LAKE BUILDING	Black
BIG TRUCK NIGHT	June 13 <sup>th</sup>	4:30 PM-8 PM	7 <sup>TH</sup> AVE	All Commissioners
MUSIC IN THE PARKS #1	June 26 <sup>th</sup>	5:00 PM-6:00 PM	HAUSE PARK	Art Cart
MUSIC IN THE PARK #2	July 17 <sup>th</sup>	5:00 PM-6:30 PM	SILVER LAKE	Art Cart
NATIONAL NIGHT OUT	August 5 <sup>th</sup>	5:00-7:00 PM	CITY HALL	Nadeau, Strang, Soto
MUSIC IN THE PARK #3	August 14 <sup>th</sup>	6:00 PM-7:30 PM	CASEY LAKE	Art Cart
AUTUMN ARTS FESTIVAL	September 13 <sup>th</sup>	11 AM -6:00 PM	CASEY LAKE	All Commissioners
ART NIGHT (SWETHA)	September 23 <sup>rd</sup>	6-8:00 PM	CASEY LAKE BUILDING	Nadeau
ART NIGHT (JEREMY)	October 16 <sup>th</sup>	6-9:00 PM	CASEY LAKE BUILDING	Black
ART NIGHT (SWETHA)	November 20 <sup>th</sup>	6-8:00 PM	CASEY LAKE BUILDING	Nadeau

JANUARY							FEBURARY							MARCH							APRIL							MAY							JUNE													
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	S	M	T	W	T	F	S							
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