

**October 1, 2025
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **October 1, 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 September 3, 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 Feedback Discussion
B. Sub-Committee Updates

VIII. Old Business

IX. Reports from Staff

- A. Mural/Utility Boxes Project Proposal Forms
- 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, November 5, 2025 at 6:30 PM.



To	Date
Arts and Culture Commissioners	October 1, 2025

Agenda Placement # IV.A

Approval of Minutes

Subject

Approval of September 3, 2025 Meeting Minutes

Background/Facts

Recommended Action

Attachments

1. 9.3.2025 Minutes

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant



**Arts & Culture Commission
Regular Meeting Minutes
September 3, 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 – Absent Unexcused
Raquel Soto, Commissioner – Present
Aliza Verma, Commissioner – Present
Yued Orozco-Garcia, Student Commissioner – Absent Excused
Troy Woods, Council Liaison - Present

STAFF/LIAISONS

Jordyn Lehman, Staff Liaison - Present

III. ADOPT AGENDA

Chair Sonnek called for a motion to adopt the September 3, 2025 meeting agenda.
M/Nadeau, S/Soto
Motion carried 6-0.

IV. APPROVAL OF MINUTES

A. Approval of August 6, 2025 Meeting Minutes

Chair Sonnek asked for a motion to approve the August 6, 2025 meeting minutes.
M/Clark-Williams, S/Verma
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. Autumn Arts Updates and Role Discussion

Staff liaison Lehman presented to the Commission a list of updates and requests from the City's Communications Coordinator Ava Griemert regarding the upcoming Autumn Arts Festival. Included in this update was the layout change from the grass to the parking lot, volunteer assignments, volunteer delegation, and details for the Community Craft project.

B. Sub-Committee Updates

1- Mural Project

Chair Sonnek shared that the NSP Historical Society mural is currently on hold but the Commission is hopeful that they can continue the project next year. Commissioner Clark-Williams noted that there was no further movement on a mural and that the Commission is still open to creating another work of art before the snow flies.

2- Utility Boxes

Staff liaison received approval from the Commission on the \$3,000 estimate for the Heart Hands utility box design at Casey Lake Park. The Commissioner approved the decision 6-0 M/Nadeau S/Verma. Commissioner Clark-Williams shared that the Veteran's Memorial utility box had been wrapped the day before the park's 15th anniversary celebration and that the design has received positive responses from the veteran's community.

3- Art Cart

Commissioner Soto shared that the Art Cart will be at the Autumn Arts Festival on September 13th and they will be making fall themed beaded corn cobs. Commissioner Soto additionally requested sandbags for the Art Cart tent.

4- Art Night

Commissioner Nadeau shared that the next Art Night will be Water Color Bookmarks on September 23rd.

5- Taste of North St. Paul

Commissioner Verma shared that they are still waiting to hear a final decision from the City attorney on if the Taste of North St. Paul idea is viable. The Commission discussed if this idea was too similar to the Park Passport initiative by the Parks & Recreation Commission but ultimately decided the programs offered different experiences.

6- Public Art Project

Staff liaison Lehman reported that there are approximately 60 Take Home Snowies remaining out of 200.

VIII. REPORTS FROM STAFF

Staff liaison Lehman presented the project proposal form that was created with the goal of providing more clarity for the Commission and staff for upcoming projects. Lehman noted she would like project proposal forms for all 2026 projects submitted to staff by December 8th so they may be reviewed by staff for feedback and then by the Commission by the January 2026 meeting. The Commission requested looking into making these proposals living documents that will be updated as the project progresses.

Additionally Lehman informed the Commission that the invoice for the Snowy Trading Cards in 2024 had not been paid and would have to come out of the 2025 budget. The Commission recommended the funds be taken from the branding and communications and the Art Cart line items.

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 Soto had no updates.

Commissioner Black shared that she is participating as a vendor in three upcoming art events in the Twin Cities metro area.

Chair Sonnek shared a reminder for the Autumn Arts Festival on September 13th from 11 a.m. – 6 p.m.

X. REPORTS FROM COUNCIL LIAISON

Council Liaison Troy Woods shared updates from the prior Council meeting which included discussion about budgets the Community Center grant.

XI. ADJOURNMENT

Chair Sonnek asked for a motion to adjourn the meeting at 7:24 PM.

M/Black, S/Verma

Motion carried 6-0.

The next regularly scheduled Arts and Culture Commission Meeting is Wednesday, October 1, 2025 at 6:30 PM.



To	Date
Arts and Culture Commissioners	October 1, 2025
Agenda Placement # VII.A	
Commission Business, Action Items & Recommendations	
Subject	
Autumn Arts Feedback Discussion	
Background/Facts	
Recommended Action	
Attachments	
None	

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant



To	Date
Arts and Culture Commissioners	October 1, 2025
Agenda Placement # VII.B	
Commission Business, Action Items & Recommendations	
Subject	
Sub-Comittee Updates	
Background/Facts	
Recommended Action	
Attachments	
None	

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant



To	Date
Arts and Culture Commissioners	October 1, 2025

Agenda Placement # IX.A

Reports from Staff

Subject

Mural/Utility Boxes Project Proposal Forms

Background/Facts

Recommended Action

Attachments

1. Project Proposal Form Utility Boxes
2. Project Proposal Form Murals

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant

NORTH SAINT PAUL ARTS COMMISSION

(Utility Box Project Name) Proposal

_____ (Proposer)

_____ (Date)

Utility Box Overview/Description

Please provide a general introduction to the project such as purpose, goals and what the project will entail/look like. Additionally, please note if the box design will require a contract for an artist and if the box will be wrapped or painted on directly.

Utility Box Topic

If applicable, please provide a theme/subject the utility box design will be representing (ex. NSP, patriotism, nature, cultural diversity, etc).

Utility Box Location

Please provide the proposed location for the utility box project and the reasons why this is an appropriate location. Does the box have rust or require repairs? Is the box available for a design? (Staff can forward interested boxes to PW and Electric for review)

Please answer the supporting questions below:

Is the utility box design intended to blend in its surroundings or stand out?

Will the utility box design be installed/displayed in a residential area, commercial, city park, etc?

What are the approximate dimensions/size of the utility box, 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:

NORTH SAINT PAUL ARTS COMMISSION

(Mural Project Name) Proposal

_____ (Proposer)

_____ (Date)

Mural Overview/Description

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

Mural Topic

If applicable, please provide a theme/subject the mural will be representing (ex. NSP, patriotism, nature, cultural diversity, etc.).

Project Location

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

Please answer the supporting questions below:

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

Will the mural be installed/displayed on public or private property? What kind of location will the project be in? Residential, commercial, downtown, parks, etc?

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

Community Engagement

Will community engagement be included in this project? What will the community engagement look like? Will City involvement be needed?

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 mural. 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 mural.

Proposed/Anticipated Project Roles:

Staff:

Commission:

Muralist:

Third Party (If applicable):

Questions for Staff:



To	Date
Arts and Culture Commissioners	October 1, 2025

Agenda Placement # IX.B
Reports from Staff

Subject
2025 Budget & Events Calendar

Background/Facts

Recommended Action

Attachments

1. 2025 Budget Tracker
2. Event Schedule Planner 2025

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant

Budget Report

BUDGET	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
\$1,000 ART CART												
Fall Beads/Pipe cleaners - 8/27								\$42.30				
Bead Storage - 8/27								\$12.55				
Snowy Trading Cards Invoice									\$531.93			
Current Total	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$945.15	\$413.22	\$413.22	\$413.22	\$413.22
\$7,000 UTILITY BOX WRAPS												
Veteran's Memorial Box Design - 7/15							\$600.00					
Veteran's Memorial Wrap Install - 8/15								\$1,065.00				
Current Total	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$6,400.00	\$5,335.00	\$5,335.00	\$5,335.00	\$5,335.00	\$5,335.00
\$12,000 MURALS												
Current Total	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
\$1,000 BRANDING AND COMMUNICATION												
Orange Snowy Card Envelopes				\$16.98								
Snowy Trading Cards Invoice									\$983.02			
Current Total	\$1,000.00	\$1,000.00	\$1,000.00	\$983.02	\$983.02	\$983.02	\$983.02	\$983.02	\$0.00	\$0.00	\$0.00	\$0.00
\$5,000 PUBLIC ART												
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					
Current Total	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$3,922.77	\$3,922.77	\$3,922.77	\$3,922.77	\$3,922.77	\$3,922.77
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
\$2,500 ART NIGHT												
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	
Current Total	\$2,500.00	\$2,500.00	\$2,500.00	\$2,230.00	\$1,780.00	\$1,540.00	\$1,540.00	\$1,540.00	\$1,300.00	\$250.00	\$10.00	\$10.00

EVENT SCHEDULE PLANNER 2025

EVENT	DATE	TIME	LOCATION	COMMISSIONERS
ART NIGHT (SWETHA)	April 17 th	6-8:00 PM	CASEY LAKE BUILDING	Nadeau, Verma
ART NIGHT (HEIDI)	May 15 th	6-8:00 PM	CASEY LAKE BUILDING	Nadeau, Verma
ART NIGHT (SWETHA)	June 12 th	6-8:00 PM	CASEY LAKE BUILDING	Black
BIG TRUCK NIGHT	June 13 th	4:30 PM-8 PM	7 TH AVE	All Commissioners
MUSIC IN THE PARKS #1	June 26 th	5:00 PM-6:00 PM	HAUSE PARK	Art Cart
MUSIC IN THE PARK #2	July 17 th	5:00 PM-6:30 PM	SILVER LAKE	Art Cart
NATIONAL NIGHT OUT	August 5 th	5:00-7:00 PM	CITY HALL	Nadeau, Strang, Soto
MUSIC IN THE PARK #3	August 14 th	6:00 PM-7:30 PM	CASEY LAKE	Art Cart
AUTUMN ARTS FESTIVAL	September 13 th	11 AM -6:00 PM	CASEY LAKE	All Commissioners
FALL ROUND-UP PARADE	September 18 th	5:30 PM-7:30 PM	7 TH AVE	All Commissioners
ART NIGHT (SWETHA)	September 23 rd	6-8:00 PM	CASEY LAKE BUILDING	Nadeau
ART NIGHT (JEREMY)	October 16 th	6-9:00 PM	CASEY LAKE BUILDING	Black
ART NIGHT (SWETHA)	November 20 th	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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