



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

**November 17, 2025
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **November 17, 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. 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.

V. Commission Business, Action Items & Recommendations

- A. 2026 Arts & Culture Projects Discussion
- B. Arts & Culture Commission Bylaws Review and Discussion

VI. Reports from Staff

VII. Reports from Commissioners

VIII. Reports from Council Liaison

IX. Adjournment

The next regularly scheduled Arts & Culture Commission meeting is



To	Date
Arts and Culture Commissioners	November 17, 2025

Agenda Placement # V.A
Commission Business, Action Items & Recommendations

Subject
2026 Arts & Culture Projects Discussion

Background/Facts

Recommended Action

Attachments

1. ACC Budget Proposal for 2026

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant

Item	Description	Funding Request	New or Ongoing	Justification
1	Utility Box Wraps - Phase 4	7000	Ongoing	Highly popular and relatively low-cost way to add visual interest to public spaces. Looking to expand community engagement and possibly pay artists to paint directly on boxes. Other images may be more costly for copyright.
2	Art Cart Supplies	500	Ongoing	The Art Cart brings art directly to the people, especially children. We would like to increase funding to improve the quality of the programming, including better supplies and possibly payments to artists to lead sessions with children.
3	Mural Project	12500	Ongoing	For multiple potential murals, including support for murals on private businesses.
4	Public Art	5000	Ongoing	Art projects that would be visible and/or accessible to all residents, including art installations in public spaces, and arts & culture-related activities.
5	Branding & Communications	1000	Ongoing	To increase visibility via photography, event signage, swag, calendar of events, etc.
Total Budget Request		26000		



To	Date
Arts and Culture Commissioners	November 17, 2025

Agenda Placement # V.B

Commission Business, Action Items & Recommendations

Subject

Arts & Culture Commission Bylaws Review and Discussion

Background/Facts

Recommended Action

Attachments

1. ACC Bylaws Word-Student Updates

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant



NORTH
ST. PAUL

City of North Saint Paul **Arts and Culture Commission**

BYLAWS

Approved by the Arts and Culture Commission: November 2, 2022
Approved by City Council:

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Reference: These bylaws are intended to align with the North Saint Paul Code of Ordinances.
https://codelibrary.amlegal.com/codes/northstpaul/latest/northsaintpaul_mn/0-0-0-3

SECTION 1: NAME AND PURPOSE

- A. *Name*: The name of this organization shall be the North Saint Paul Arts and Culture Commission.
- B. *Purpose*: The purpose of the Commission is to inspire connection and community through the development of public art and cultural expression. The Arts and Culture Commission is established to stimulate and encourage the creation, performance, and appreciation of art and culture in the city and advise the City Council on arts-related matters and promote the positive economic impact the arts has in the community.

SECTION 2: MEMBERSHIP

- A. *Membership*. The Arts and Culture Commission shall consist of seven members to be appointed or removed by the Mayor with the approval of the City Council.
- B. *Regular members*. Regular members of the Commission shall be adult residents or business owners located within the North St. Paul City limits. Members who discontinue legal residency in the city shall automatically be deemed to have resigned from office as of the date of such discontinuance.
- C. *Student members*. Student members shall be residents located within the North St. Paul City limits and enrolled in secondary or postsecondary school. Student members shall be non-voting.
- D. *Ex-officio*. The Commission may, in its discretion, appoint other persons to serve on the Commission in a non-voting capacity.

SECTION 3: APPOINTMENT AND TERMS

- A. *Appointment*. Regular members of the Commission shall be appointed by the Mayor with the approval of the City Council.
- B. *Student members*. Student members, if any, shall be appointed by majority vote of the Commission and shall serve terms of membership not to exceed a rolling one year per term even if their status as a student changes
- C. *Terms*. Commission member appointees shall serve staggered terms of membership not to exceed three years per term, except as noted below. Terms shall, commence upon Council appointment. If a term expires and the appointee has not been reappointed or a successor has not been appointed the appointee shall continue to serve until such appointment or reappointment occurs.
- D. *Staggered terms*. Terms of membership shall be staggered so that no more than one-half of the terms of the Commission expire in any particular year.
- E. *Resignation and removal*. Members may resign voluntarily by letter or email to the City Clerk or be removed by majority vote of the Council or pursuant to Membership or Attendance Requirements.
- F. *Vacancies*. Vacancies in membership shall be filled by the Mayor with the approval of the City Council for the balance of the unexpired term.

SECTION 4: COMMITTEES AND SUBCOMMITTEES

- A. *Establishment.* The Commission may establish committees, subcommittees, or working groups. Such entities shall include members of the Commission and additional persons as requested by the Commission.
- B. *Scope.* A committee, subcommittee, or working group may not engage in activities, functions, or duties outside the scope of authority granted to the Commission.

SECTION 5: ORGANIZATION.

- A. *Election and Term Limit.* At the first regular meeting of the calendar year, the Commission shall elect a Chairperson and a Vice-Chairperson from among its appointed members, each for a term of one year. No person shall serve more than three consecutive one-year terms as Chairperson of the Commission, unless a challenge is not present. Then, the existing Chairperson may remain for an additional term.
- B. *Chairperson:* The Chairperson shall preside at Commission meetings. The Chairperson shall ensure the delivery of the Commission's advice to the City Council. The Chairperson must also supervise the actions of the Commission as authorized by the Council. The Chairperson serves as ex-officio Director of all Commission committees and sub-committees.
- C. *Vice-Chairperson:* In the event of the Chairperson's absence or incapacity, or upon request, the Vice-Chairperson shall perform the duties of the Chairperson.
- D. *City staff.* At the direction of the City Council, city staff may act as staff for the Commission. The city staff may provide the Commissions with information, memorandums, perform secretarial duties, and are responsible for the keeping of records.

SECTION 6: TIME, LOCATION AND CONDUCT OF MEETINGS.

- A. *Regular meetings.* All Commission meetings are open meetings subject to the Minnesota Open Meeting Law and shall be held at a fixed time and on a fixed date as shall be determined by the Commission. The City Clerk shall give notice of all Commission meetings and locations as required for meetings of public bodies.
- B. *Public comment.* All board and commission meetings shall include scheduled time for public comment.
- C. *Quorum.* A simple majority of voting members, appointed and serving, shall constitute a quorum for any regular or special meeting. If a quorum is not established or maintained during the course of a meeting, no votes on board or commission business may be taken except a motion to adjourn or recess.
- D. *Special meetings.* The Commission Chairperson, or in the case of the Chairperson's absence, the Vice-Chairperson, may call a special meeting. A special meeting may also be directed by the City Council or Mayor.

SECTION 7: SCOPE AND DUTIES.

- A. *Scope.* The Commission is established by the City Council and shall be advisory to the Council and shall have the responsibility to:
1. Investigate matters within the scope of the Commission or as specifically directed by the Council.
 2. Communicate the viewpoint or advice of the Commission to the City Council.
 3. At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, on the basis of such hearings, evidence and investigations, make decisions and recommendations to the Council.
 4. *Annual report.* The Commission shall prepare a report to the City Council by the second Council meeting of each year outlining the actions and activities during the preceding year.
- B. *Duties.* The Arts and Culture Commission shall have the following duties:
1. To make recommendations on all requests for art installments on city property and conduct public meetings as directed by City Council or city policy;
 2. To give due regard to the city's Comprehensive Plan;
 3. To foster the development of the arts and culture in the city;
 4. To advise city administration and the City Council with respect to arts and culture-related matters;
 5. To stimulate participation in and appreciation of the arts by city residents;
 6. To act as an advocate for the arts before private and public agencies;
 7. To determine methods of selection of artists and works of art;
 8. To evaluate and recommend artists eligible for funding by the city, if any funding is available;
 9. To evaluate and recommend works of art for approved locations for funding by the city;
 10. To recommend locations for the performing arts;
 11. To assist the city in raising funds from public and private sources for the funding of arts projects in the city.

SECTION 8: PROCEEDINGS.

- A. *Order of business:* At any regular meeting of the Commission, the following shall be the normal order of business:
1. Call to order
 2. Roll call
 3. Adopt agenda
 4. Approval of minutes
 5. Meeting open to the public
 6. Commission business, action items, and recommendations
 7. Reports from Commissioners
 8. Reports from Staff
 9. Adjournment

SECTION 9: MEETING MINUTES.

- A. *Official record.* Approved minutes of the Commission proceedings shall be public record; the city shall retain a copy of the official minutes of each Commission meeting in accordance with applicable state law.
- B. *Recording.* Each Commission shall have meeting minutes prepared and recorded. Minutes so recorded shall be reviewed and approved by the Commission and a copy forwarded to the City Clerk. The manager may make available city staff members to record and prepare minutes of Commission meetings.
- C. *Distributed to City Council.* Official minutes of each Commission meeting shall be distributed to the Council prior to the first regular Council meeting after approval of the minutes by the Commission.

SECTION 10: ATTENDANCE REQUIREMENTS.

- A. *Purpose.* To assist the Commission in fulfilling its purposes and duties and to ensure that it is not prevented from doing so by the repeated absence of its members, the Commission hereby establishes an attendance policy for members the Commission.
- B. *Attendance.* Duly appointed members of the Commission shall be required to attend no less than half the regularly scheduled meetings of the Commission held within a six-month period unless specifically excused by the Chairperson. All excused absences must be noted in the minutes. Failure to attend no less than half of the official meetings within a six-month period without excuse of the Chairperson, shall be considered as formal notice of resignation from the Commission. In addition, failure to attend three consecutive regularly scheduled meetings without excuse of the Chairperson, shall be considered as formal notice of resignation from the Commission.
- C. *Exceptions.* The attendance requirements of this subsection shall not apply to attendance at special meetings, or of meetings of committees or subcommittees, established by the Commission.
- D. *Telecommunications.* A Commissioner may participate in a Commission or Committee meeting without being physically present at the meeting if the conditions of Minn. Stat. §§13D.02 or 13D.021 are met.
- E. *Annual review.* The Commission shall conduct an annual review of the attendance of members of the Commission.
- F. *Vacancies.* The successor to any member of the Commission who has been removed pursuant to this subsection shall be appointed pursuant to the Commission's Appointment and Terms.

SECTION 11: CONTINUING EDUCATION.

- A. *Education.* Members of the Commission shall be required to complete various continuing education courses, lectures, webinars or seminars as outlined by City Council or city staff on an annual basis.
- B. *Ethics.* Commissioners will be provided a copy of the City Code of Ethics and will be required to read this and abide by these rules.

SECTION 12: COMPENSATION.

- A. *Volunteer.* Members of the Commission shall serve on a strictly non-compensated volunteer basis.

SECTION 13: EXPENDITURES.

- A. *Authorization.* No expenditures by a Commission or Commissioner shall be made unless and until authorized by the City Council.

SECTION 14: CONFLICT OF INTEREST.

- A. *Standard of behavior.* The standard of behavior is that all Commissioners, student members, and committee, sub-committee, or workgroup members will scrupulously avoid conflicts of interest between the interests of the Commission and the City Council on one hand; and their personal, professional, and business interests on the other hand. This includes avoiding potential and actual conflicts of interest. It is recommended that commissioners avoid even the appearance of impropriety and refrain from participating in decisions where there is a question that a conflict is present. At appointment, and then on an annual basis and as circumstances warrant, Commissioners will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. A conflict of interest is defined as an interest in a transaction or decision where a Commissioner, the Commissioner's family and/or significant other, employer, or close associates will receive a benefit or gain. This policy is meant to supplement good judgment, and Commission members are asked to respect its spirit as well as its wording.

SECTION 15: INDEMNIFIATION AND INSURANCE.

- A. The City Council may, to the extent permitted by any applicable law, purchase and maintain insurance on behalf of any person who was a Commissioner of this Commission against any liability asserted against such person and incurred by such person in their capacity as Commissioner.

SECTION 16: BYLAWS REVIEW

- A. The Commission shall review the Bylaws every two years.