

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

The Arts & Culture Commission Meeting will be conducted on **December 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 November 5, 2025 Meeting Minutes
- B. Approval of November 17, 2025 Workshop 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. 2026 Project Process Document

- B. 2025 Event Recap and 2026 Proposed Events
- C. Arts & Culture Commission Bylaws Review
- D. Sub-Committee Updates

VIII. Old Business

IX. Reports from Staff

- A. 2025 Budget and Proposed 2026 Budget

X. Reports from Commissioners

XI. Reports from Council Liaison

XII. Adjournment

The next regularly scheduled Arts & Culture Commission meeting is January 2026



To	Date
Arts and Culture Commissioners	December 3, 2025

Agenda Placement # IV.A

Approval of Minutes

Subject

Approval of November 5, 2025 Meeting Minutes

Background/Facts

Recommended Action

Attachments

1. ACC Minutes 11-05-2025

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant



**Arts & Culture Commission
Regular Meeting Minutes
November 5, 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 – Absent Excused
Laura Strang, Commissioner – Present
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 November 5, 2025 meeting agenda with the amendment to strike article 7 section B due to the Student Commissioner's absence and its place discuss staggering the current Arts & Culture Commission terms during staff reports.

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

IV. APPROVAL OF MINUTES

A. Approval of October 1, 2025 Meeting Minutes

Chair Sonnek asked for a motion to approve October 1, 2025 meeting minutes with one change to note Commissioner Nadeau's thank you to the NSP Public Works and Fire Department for donating a tour of their facilities for the 622 Education Foundation silent Auction.

M/Strang, 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. Biennial Review of the Arts & Culture Commission Bylaws

According to the Arts & Culture Commission's bylaws the Commission will review their bylaws every two years to determine if the Commission would like to recommend updates to the bylaws or have them remain the same. Chair Sonnek shared with the Commission that Commissioner Clark-Williams is currently working on amendments to the bylaws to clarify and greater emphasize the Commission's cultural promotion. For this reason Chair Sonnek made a motion to table this discussion until the December 3 Arts & Culture meeting. M/Nadeau S/Black 6-0

B. Sub-Committee Updates

1- Penny Press Machine

Vice-Chair Nadeau shared that she has received a quote for a penny press machine and drafted a project proposal for staff to review. The Commission further shared they planned to have 2 permanent designs and 1-2 designs that change yearly. Additionally, the Commission is looking into options to include an adapter for the press so it can process other forms of change such as nickels and dimes. Staff liaison noted that staff have received the proposal form and have started circulating it to the appropriate departments for review.

2- Utility Boxes

Commissioner Strang thanked everyone for getting staff the approvals for the design charge for the Heart Hands Utility Box. Strang and staff liaison noted that the wrapping company has received the designs and approvals to move forwards with a wrap if the weather remains over 60 degrees.

3- Art Cart

Commissioner Black opened the conversation by explaining that the Commission should have received an email that explains that the Commission has an opportunity to use a different City trailer as the Art Cart. Staff liaison Lehman explained that this trailer has experienced little use, is outfitted with racks for tables and chairs, has a ramp on the back for easier loading and unloading, and is overall easier for Public Works to manage. Lehman did note that there was no large double side door that opens the side of the trailer on the new cart. After some discussion the Commission ultimately decided to accept the new trailer the City has offered and decommission the old orange trailer.

4- Art Night

Commissioner Nadeau shared that last month they had the chunky knit blanket class that went well. Nadeau also shared that their sub-committee is planning classes for next year and plan on having new and old artists host.

5- Public Art Project

Commissioner Strang noted that she had gotten in contact with the company to make the branding irons for the snowy stamps and has received confirmation they could make the stamp without the borders. Strang was given the options of 4-inch stamps for \$80 each or 5-inch meeting for \$110. The Commission agreed that a 5-inch stamp would be the best option.

VIII. REPORTS FROM STAFF

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

Staff liaison Lehman at the request of the Commission explained to the Commission that it has come to staff's attention that 5 Arts & Culture Commissioner terms were expiring in 2026. Traditionally when new Commissions are created their terms are staggered, which is what was noted in the ACC bylaws. Unfortunately, the original 5 Commission terms were never staggered. At the direction of the City Manager staff have been instructed to rework Commissioner terms so that the terms are staggered as directed in the bylaws. Staff have sent the proposed reworked terms to Commissioners to review.

IX. REPORTS FROM COMMISSIONERS

Vice-Chair Nadeau had no updates related to City

Commissioner Verma had no updates related to City business.

Commissioner Soto had no updates related to City business.

Commissioner Black had no updates related to City business.

Commissioner Strang had no updates related to City business.

Chair Sonnek noted that the Commission would like to plan a workshop on Monday November 17th at 6:30 to discuss bylaws and planning for 2026 projects.

X. REPORTS FROM COUNCIL LIAISON

Council Liaison Troy Woods shared that last month the Council attended the annual North St. Paul History Museum meeting and it was noted that there will be an event for a time capsule opening in 2026 and Woods suggested that could be a potential opportunity for the ACC. Councilmember Woods also noted that the City is looking into installing the City logo on the Margaret Street bridge.

XI. ADJOURNMENT

Chair Sonnek asked for a motion to adjourn the meeting at 7:25 PM.

M/Black, S/Strang

Motion carried 6-0.

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



To	Date
Arts and Culture Commissioners	December 3, 2025

Agenda Placement # IV.B

Approval of Minutes

Subject

Approval of November 17, 2025 Workshop Meeting Minutes

Background/Facts

Recommended Action

Attachments

1. ACC Workshop Minutes 11-17-2025

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant



**Arts & Culture Commission
Workshop Meeting Minutes
November 17, 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 – Absent
Sharon Clark-Williams, Commissioner – Present
Laura Strang, Commissioner – Absent
Raquel Soto, Commissioner – Present
Aliza Verma, Commissioner – Present
Yued Orozco-Garcia, Student Commissioner - Present
Troy Woods, Council Liaison – Present

STAFF/LIAISONS

Jordyn Lehman, Staff Liaison - Absent

III. ADOPT AGENDA

Chair Sonnek asked the commissioners if there were any questions about the agenda. No votes were taken.

M/, S/

Motion carried -0.

V. MEETING OPEN TO THE PUBLIC

There were no public comments.

VII. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. 2026 Arts & Culture Projects Discussion

Chair Sonnek led the commissioners in a discussion around which projects are working well, and which projects present some opportunities for improvement or new direction.

Commissioner Verma suggested using a shared folder and collaborative tools, such as SharePoint, to assist in ease of working with each other and City staff.

The discussion focus moved to how the Arts & Culture Commission projects are developed and approved, and suggestions were made by all the commissioners on a better-defined process to ensure projects are more fully conceived and that there is full collaboration and approval by city staff and council,

when needed. The commissioners felt that this process would allow for ongoing development of new ideas throughout the year, while maintaining our core project areas as defined by our sub-committees and budget delineation. These areas include:

- Public Art
- Murals
- Utility Boxes
- Art Cart
- Art Night

There was general agreement by all commissioners present that this approach could help us be more successful with project creation and execution in the year ahead. Chair Sonnek stated that he would document process as discussed and share it with City staff. Chair Sonnek also suggested to Councilmember Woods that the ACC leadership would be happy to present a year-in-review to the Council, if desired.

B. Arts & Culture Commission Bylaws Review and Discussion

Chair Sonnek led a review of the bylaws with the commissioners. Commissioner Soto suggested we develop better on-boarding for new members, relevant to Section 5: Organization. Commissioner Soto stated that her experience was challenging, as she was unsure of her term, the by-laws, and general expectations. The commissioners agreed that this could be improved.

Commissioner Soto also questioned our expectations around community engagement in projects. Commissioner Nadeau explained that the Commission has conducted community surveys and held numerous events for the community, including Art-Nights, Art Cart, Autumn Arts Festival, etc., but we do not have explicit expectations to have the community involved in the development and execution of projects.

Student Commissioner Orozco-Garcia questioned the one-year maximum term for student commissioners, as he is interested in continuing his term. Commissioner Nadeau mentioned that she would bring this to the attention of city staff to see if Student Commissioner Orozco-Garcia's term could be extended.

Commissioner Clark-Williams stated that the language in the bylaws is fairly high-level, and in her experience, this allows for greater flexibility.

The commissioners were otherwise comfortable with the language in the bylaws as stated. Chair Sonnek asked the commissioners to take a closer look at the bylaws prior to December's Arts & Culture Commission meeting, and that we would have a final review at that time.

VIII. REPORTS FROM STAFF

There were no staff present. No reports.

IX. REPORTS FROM COMMISSIONERS

Vice-Chair Nadeau had no updates related to City business

Commissioner Verma had no updates related to City business.



Commissioner Soto had no updates related to City business.

Commissioner Clark-Williams had no updates related to City business

Chair Sonnek had no updates related to City business

X. REPORTS FROM COUNCIL LIAISON

Council Liaison Troy Woods had no additional reports

XI. ADJOURNMENT

The commissioners adjourned the meeting at 8:10 PM. No votes were taken.

M/, S/

Motion carried -0.

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



To **Date**

Arts and Culture Commissioners December 3, 2025

Agenda Placement # VII.A

Commission Business, Action Items & Recommendations

Subject

2026 Project Process Document

Background/Facts

Recommended Action

Attachments

None

Respectfully submitted,



To	Date
Arts and Culture Commissioners	December 3, 2025

Agenda Placement # VII.B

Commission Business, Action Items & Recommendations

Subject

2025 Event Recap and 2026 Proposed Events

Background/Facts

Ava Griemert, the City's Communications and Event Coordinator, will present the Commission with a recap of events from 2025 and the proposal of events for 2026.

Recommended Action

Attachments

1. 2026 Events - Parks and Arts

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant

2026 Event Schedule - Parks & Arts (Updated 11/10/25)

COMMISSION

EVENT	DATE	TIME	LOCATION	DESCRIPTION	ASSIGNED
Fire & Ice Outdoor Skate	Friday, Feb 6th	5 PM - 9 PM	Casey Lake	Ice skating & bonfire night with hot chocolate.	Parks
Guided Art Nights (8 total)	TBD	6:30 PM - 8:30 PM	Casey Lake Building	Local artist leads guided art nights at the Casey Lake building.	Arts & Culture
Parks Clean-Up Day	Saturday, May 16th	10 AM - 12:30 PM	Various Parks	The Parks Commission leads a clean-up day at our parks.	Parks
Music In The Park (#1) - Kids Band	Thursday, May 21	5 PM - 6 PM	Hause Park	Kids band playing at Hause Park.	A&C And Parks
Big Truck Night (Sponsor Car Show)	Friday, June 12th	4:30 - 8 PM	7th Ave	PW vehicles are on display for climbing and exploration. Car show dash plaques, city info booth.	City Staff + Arts & Culture
Exercise in the Park (#1)	Wednesday, June	5 PM - 6 PM	Hause Park	Workout instructor with sound equipment. Summer workout series.	Parks
Time Capsule Opening & USA Semiquincentennial ~ 250	Thursday, June 25th	6 PM - 8:30 PM	Scout Museum	Displaying the time capsule contents, an adult music band playing, and a throwback theme.	City Staff & Historical
Exercise in the Park (#2)	Wednesday, July	7:00 AM - 8 AM	Silver Lake	Morning yoga on the sand. Summer workout series.	Parks
Exercise in the Park (#3)	Wednesday, July	6 PM - 7 PM	Hause Park	Workout instructor with sound equipment. Summer workout series.	Parks
Music In The Park (#2) - Steel Drums	Thursday, July	5 PM - 6:30 PM	Silver Lake	Steel Drum Band playing at Silver Lake - Beach party theme.	A&C And Parks
National Night Out	Tuesday, Aug 4th	5 PM - 7 PM	City Hall	City council visits local block parties. Fire and PD host an open house.	Fire / PD and Council

EVENT	DATE	TIME	LOCATION	DESCRIPTION	COMMISSION ASSIGNED
Movie in the Park - Kids	Thursday, Aug 13th	8 PM - 9:30 PM	Hause Park	Summer outdoor movie night - Children's movie	Parks
Movie in the Park - Adult	Friday, Aug 14th	8:30 PM - 10:15 PM	Hause Park	Summer outdoor movie night - PG 13	Parks
Exercise in the Park (#4)	Wednesday, Aug	5 PM - 6 PM	Hause Park	Workout instructor with sound equipment. Summer workout series.	Parks
Autumn Arts Festival	Saturday, Sept 12th	10 AM - 5 PM	Casey Lake	Local Art Vendors, bouncy house, food trucks, performers, facepainting, etc.	Arts & Culture
Fall Roundup Parade	Thursday, Sept 17th (TBD)	6 PM - 8 PM	7th Ave	Decorating two trucks, candy handouts.	Run by the BA. City Staff, PW & Council
Food Shelf Give-Back Day	Saturday, Oct	10 AM - 12 PM	Food Shelf	Community work day at the food shelf and pizza party.	City Staff
Holly Jolly Night	Friday, Dec 4th	6 PM - 9:30 PM	Casey Lake	Holiday community event with Bonfire, Carol Sing, and Movie Night.	Parks



To **Date**

Arts and Culture Commissioners December 3, 2025

Agenda Placement # VII.C

Commission Business, Action Items & Recommendations

Subject

Arts & Culture Commission Bylaws Review

Background/Facts

Recommended Action

Attachments

None

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant



To	Date
Arts and Culture Commissioners	December 3, 2025
Agenda Placement # VII.D	
Commission Business, Action Items & Recommendations	
Subject	
Sub-Committee Updates	
Background/Facts	
Recommended Action	
Attachments	
None	

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant



To	Date
Arts and Culture Commissioners	December 3, 2025

Agenda Placement # IX.A

Reports from Staff

Subject

2025 Budget and Proposed 2026 Budget

Background/Facts

Recommended Action

Attachments

1. 2025 Budget Tracker
2. ACC Budget Proposal for 2026

Respectfully submitted,

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

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		