

**January 7, 2026  
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **January 7, 2026** 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  
Ashley Perfect, 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 December 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. Election of Chair and Vice-Chair  
B. Sub-Committee Updates

**VIII. Old Business**

**IX. Reports from Staff**

- A. Updated Project Process Document & Calendar
- B. 2026 Budget and Event Calendar

**X. Reports from Commissioners**

**XI. Reports from Council Liaison**

**XII. Adjournment**

**The next regularly scheduled Arts & Culture Commission meeting is February 4th, 2026  
at 6:30 PM**



To	Date
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Arts and Culture Commissioners	January 7, 2026
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**Agenda Placement # IV.A**

Approval of Minutes

**Subject**

Approval of December 3, 2025 Meeting Minutes

**Background/Facts**

**Recommended Action**

**Attachments**

1. ACC Minutes 12-03-2025

Respectfully submitted,  
Jordyn Lehman, Community Development Administrative Assistant



**Arts & Culture Commission  
Regular Meeting Minutes  
December 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 6:32 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 – Absent Unexcused  
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 November 5, 2025 meeting agenda with the amendment to move the 2025 Event Recap and 2026 Proposed events to item A of section 7 of the meeting agenda and move 2026 Project Process Document to item B.

M/Nadeau, S/Soto  
Motion carried 5-0.

**IV. APPROVAL OF MINUTES**

A. Approval of November 5, 2025 Meeting Minutes

Chair Sonnek asked for a motion to approve November 5, 2025 meeting minutes.

M/Nadeau, S/Soto

Motion carried 5-0.

B. Approval of November 17, 2025 Workshop Meeting Minutes

Chair Sonnek asked for a motion to approve November 17, 2025 workshop meeting minutes.

M/Nadeau, S/Black  
Motion carried 5-0.

## **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. 2025 Event Recap and 2026 Proposed Events

Communications and Community Outreach Coordinator, Ave Griemert, presented a recap of 2025 City events and shared upcoming events planned for 2026. Griemert thanked the Commission for their participation in 2025 City events, including events unrelated to Arts & Culture, and highlighted the importance of the Commission's efforts to these events. Griemert touched on the success of the Autumn Arts Festival and Guided Art Night as highlighting areas of improvement. Additionally, she spoke of upcoming events such as the time capsule opening, upcoming Art Nights, and the 2026 Autumn Arts Festival and expectation for the Commission which includes volunteering at least two events per year.

### B. 2026 Project Process Document

Chair Sonnek shared that the project process document before the Commission is a further built out version of what was worked on at the November 17<sup>th</sup> workshop. This document was received by City staff who added their own comments and then reviewed further with staff by Chair Sonnek and Council Liaison Troy Woods. Chair Sonnek reviewed each section of the process document and addressed questions and suggestions from the Commission.

The Commission wanted clarification that in 1.5 and 2.5 feedback is given by City Staff to the Commission via email. Additionally, the Commission suggested moving legal review from 2.2 to be closer to 1.4.

### C. Arts & Culture Commission Bylaws Review

Chair Sonnek asked for a motion to approve the Arts & Culture Commission Bylaws with no additional changes.

M/Soto, S/Clark-Williams  
Motion Carried 5-0

### D. Sub-Committee Updates

#### 1- Murals

Commissioner Black shared artist feedback she has received from Artists who noted that it poses difficulties to muralists to create a full mock-up for a mural project especially when it is not guaranteed they will be picked by the City. Commissioner Black wants the Commission to be aware that this may pose a barrier to some Artists.

#### 2- Utility Boxes

The Commission had no updates for utility boxes.

#### 3- Art Cart

Staff liaison Lehman shared that after inspecting the new Art Cart she felt that the Commission will need more shelving. Public Works Supervisor Randy Miller informed Lehman that adding wood shelves would come with a minimal cost and effort. Lehman plans to schedule a time to meet with Miller to discuss shelving layouts.

Vice-Chair Nadeau proposed potentially hiring artists for Art Cart crafts and activities with the surplus Art Night budget. It was noted that there will be candle making, canvas painting, a cookie decorating, and other activities included in the upcoming Art Nights.

4- Art Night

Nadeau shared that Art Night artists are lined up and ready to have final contracts sent out in 2026.

5- Public Art Project

Vice-Chair Nadeau shared that the Penny Press project will be moved to early 2026 to allow staff to further review the project.

### **VIII. REPORTS FROM STAFF**

Staff liaison Lehman noted that this meeting is Commissioner Black's last meeting and thanked her for her work on the Commission.

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

### **IX. REPORTS FROM COMMISSIONERS**

Vice-Chair Nadeau shared she attended the Pizza Factory taste event and noted Pizza Factory's success.

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 gave a shout-out to the North St. Paul Drama at North High for their performance of the Little Mermaid.

Student Commissioner Orozco-Garcia had no updates related to City business

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

Council Liaison Troy Woods shared that the resolution to extend three Commissioner's terms passed at the December 2<sup>nd</sup> City Council meeting. Councilmember Woods also expressed gratitude to the Commission for their patience while he learned more about the Commission and his role.

### **XI. ADJOURNMENT**

Chair Sonnek asked for a motion to adjourn the meeting at 7:32 PM.

M/Clark-Williams, S/Soto

Motion carried 5-0.

**The next regularly scheduled Arts and Culture Commission Meeting is Wednesday, January 7, 2026 at 6:30 PM**



To	Date
Arts and Culture Commissioners	January 7, 2026

**Agenda Placement # VII.A**

Commission Business, Action Items & Recommendations

**Subject**

Election of Chair and Vice-Chair

**Background/Facts**

Per Chapter 32, Section 32.08 Organization. At the first regular meeting of the calendar year, the Commission shall elect a Chairperson and a Vice-Chair person from among its appointed members, each for a term of one (1) year. No person shall serve more than three (3) consecutive one-year terms as Chairperson of a particular Commission, unless a challenge is not present, then the existing Chairperson may remain for an additional term.

**Recommended Action**

Staff Recommend that the Arts & Culture Commission conduct the annual election of Chair and Vice-Chair.

**Attachments**

None

Respectfully submitted,  
Jordyn Lehman, Community Development Administrative Assistant



To	Date
Arts and Culture Commissioners	January 7, 2026
<b>Agenda Placement # VII.B</b>	
Commission Business, Action Items & Recommendations	
<b>Subject</b>	
Sub-Committee 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	January 7, 2026

**Agenda Placement # IX.A**

Reports from Staff

**Subject**

Updated Project Process Document & Calendar

**Background/Facts**

Updated project process document with comments made by Commissioners at the Dec. 3rd meeting and further staff edits. Additionally, a corresponding calendar to visualize the process timeline according to City staff's expectations.

**Recommended Action**

**Attachments**

1. Jordyn - Project Process 2026 ACC Comments
2. Project Timeline

Respectfully submitted,  
Jordyn Lehman, Community Development Administrative Assistant

# Arts & Culture Commission

<b>Management Systems</b>	Information Management																		
	Communication Management																		
	Personnel Management																		
	phase purpose	To ensure project ideas are well conceived by the ACC			phase purpose	To ensure city staff are on board with initial idea			phase purpose	To ensure project is fully conceived and approved by city leadership			phase purpose	To execute the project plan			phase purpose		

<i>Work System Name</i>	<b>Project Selection &amp; Development Process</b>
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		1.0 Ideation and Proposal		2.0 Proposal Approvals		3.0 Project Development & Contracting		4.0 Project Implementation		5.0				
<b>Work Types</b>	<b>Need identified</b>	1.1	ACC Sub-committee reviews and develops initial idea	<b>Potentially feasible project agreed to move forward by ACC</b>	2.1	Proposal form taken to appropriate city leaders for review	<b>Go / no-go decision made for project</b>	3.1	Call for artists, if needed	<b>Project is fully approved and ready for creation</b>	4.1	Coordination of site and artist needs	<b>Project is complete</b>	5.1
Public Art (Permanent)	1.2	Have dedicated time in monthly ACC meetings to develop ideas	2.2	Legal review of proposal if deemed necessary by the City Manager	3.2	Artist selection and design proposal	4.2	Project execution by artist(s) and/or ACC commissioners	5.2					
Public Art Activity (Non-permanent)	1.3	Idea agreed by ACC to move forward	2.3	If needed, ACC explores additional needs, details, costs of project based on staff feedback	3.3	Determine site and artist needs then review with staff	4.3	Artist or contractor payment by City staff	5.3					
Performance	1.4	Email with key elements of idea is sent to staff liaison for review	2.4	Go / no-go decision from city leaders (city manager, public works, etc.)	3.4	Staff review and approval of proposed artist design. If not approved refer to 1.1 for further discussion with staff and greater Commission	4.4	Public presentation event, if appropriate	5.4					
Cultural Happenings	1.5	Feedback given by City Staff to the Commission via email.	2.5	Decision communicated to ACC members by staff liaison via email	3.5	If approved, contract drafting by City Staff	4.5		5.5					
	1.6	If denied, refer to 1.1, if approved proceed to 1.7	2.6	If denied refer to 1.1, if approved proceed to 2.7	3.6	Contract draft reviewed by City Manager/Community Development Director	4.6		5.6					
	1.7	Proposal form completed by sub-committee or project lead (includes roles, expectations, costs, etc.)	2.7	Preliminary project planning begins	3.7	Final approval by ACC	4.7		5.7					
	1.8	Proposal form reviewed by full commission for completeness	2.8	If needed, prepare call for artist	3.8	Contract signed by Artist	4.8		5.8					
	1.9	If deemed complete, proposal form submitted to staff for review	2.9	If needed, communicate with third parties regarding project details or location	3.9	Final Approval of contract by City Council	4.9		5.9					

<b>Leadership Rail</b>	<b>To create collaborative, well-conceived, and fully developed arts and cultural projects for the City of North St. Paul</b>
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# Project Development Timeline (Done the Year Prior to Project Execution)

JANUARY							FEBRUARY							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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19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
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JULY BUDGET PROPOSALS							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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							31																			30															

# Project Execution (Done the Year the Project Will be Completed)

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
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To	Date
Arts and Culture Commissioners	January 7, 2026

**Agenda Placement # IX.B**  
Reports from Staff

**Subject**  
2026 Budget and Event Calendar

**Background/Facts**

**Recommended Action**

**Attachments**

1. 2026 Budget Tracker
2. Event Schedule Planner 2026

Respectfully submitted,  
Jordyn Lehman, Community Development Administrative Assistant

### Budget Report

BUDGET		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
\$500	<b>ART CART</b>												
	Current Total	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
\$7,000	<b>UTILITY BOX WRAPS</b>												
	Heart Hands Utility Box Wrap/Design						\$3,150.00						
	Current Total	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$3,850.00	\$3,850.00	\$3,850.00	\$3,850.00	\$3,850.00	\$3,850.00	\$3,850.00
\$12,500	<b>MURALS</b>												
	Current Total	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00
\$1,000	<b>BRANDING AND COMMUNICATION</b>												
	Current Total	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
\$5,000	<b>PUBLIC ART</b>												
	Penny Press		\$6,374.53										
	Snowy Concrete Stamp												
	Current Total	\$5,000.00	-\$1,374.53	-\$1,374.53	-\$1,374.53	-\$1,374.53	-\$1,374.53	-\$1,374.53	-\$1,374.53	-\$1,374.53	-\$1,374.53	-\$1,374.53	-\$1,374.53
\$4,000	<b>ART NIGHT</b>												
	Mandala on Mugs 2/5/2026		\$270.00										
	Paint on Canvas 3/19/2026			\$200.00									
	Cookie Decorating 4/16/2026				\$750.00								
	Candle Making 5/7/2026					\$600.00							
	Snowman Pillow 10/15/2025									\$900.00			
	Fall Themed Craft 11/19/2025												\$250.00
	Current Total	\$4,000.00	\$3,730.00	\$3,530.00	\$2,780.00	\$2,180.00	\$2,180.00	\$2,180.00	\$2,180.00	\$2,180.00	\$1,280.00	\$1,280.00	\$1,030.00

# EVENT SCHEDULE PLANNER 2025

EVENT	DATE	TIME	LOCATION	COMMISSIONERS
ART NIGHT (SWETHA)	February 5th	6-8:00 PM	CASEY LAKE BUILDING	
ART NIGHT (LISA RITCHIE)	March 19 <sup>th</sup>	6:30-8:30 PM	CASEY LAKE BUILDING	
ART NIGHT (FRENCHIE)	April 16 <sup>th</sup>	6-8:00 PM	CASEY LAKE BUILDING	
ART NIGHT (HEIDI)	May 7 <sup>th</sup>	6-8:00 PM	CASEY LAKE BUILDING	
MUSIC IN THE PARK # 1 (KIDS)	May 21 <sup>st</sup>	5:00 PM-6 PM	HAUSE PARK	
BIG TRUCK NIGHT	June 12 <sup>th</sup>	4300 PM-8:00 PM	7 <sup>TH</sup> AVE	
TIME CAPSULE OPENING	June 25 <sup>th</sup>	6:00 PM-8:30 PM	SCOUT MUSEUM	
MUSIC IN THE PARK #2	July	5:00 PM-6:30 PM	CASEY LAKE	
AUTUMN ARTS FESTIVAL	September 12 <sup>th</sup>	10 AM -5:00 PM	CASEY LAKE	
FALL ROUND-UP PARADE	September 17 <sup>th</sup>	6-8:00 PM	7 <sup>TH</sup> AVE	
ART NIGHT (JEREMY)	October 15 <sup>th</sup>	6-8:30 PM	CASEY LAKE BUILDING	
ART NIGHT (FOHRENKAMM)	November 19 <sup>th</sup>	6:30-8:30 PM	CASEY LAKE BUILDING	

JANUARY							FEBURARY							MARCH							APRIL							MAY							JUNE							
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