

**February 4, 2026
6:30 PM**

The Arts & Culture Commission Meeting will be conducted on **February 4, 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 January 7, 2026 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. Commission Training with City Attorney Jack Brooksbank
B. Review of Commission Expectations with Ken Roberts

C. Sub-Committee Updates

VIII. Old Business

IX. Reports from Staff

A. 2026 Budget & Events Calendar

X. Reports from Commissioners

XI. Reports from Council Liaison

XII. Adjournment

The next regularly scheduled Arts & Culture Commission meeting is March 4, 2026 at 6:30 PM.



To	Date
Arts and Culture Commissioners	February 4, 2026

Agenda Placement # IV.A

Approval of Minutes

Subject

Approval of January 7, 2026 Meeting Minutes

Background/Facts

Recommended Action

Attachments

1. ACC Minutes 01-07-2026

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant



**Arts & Culture Commission
Regular Meeting Minutes
January 7, 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
Ashley Perfect, Commissioner – Present
Sharon Clark-Williams, Commissioner – Present
Laura Strang, Commissioner – Absent Unexcused
Raquel Soto, Commissioner – Absent Excused
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 January 7, 2026 meeting agenda.

M/Nadeau, S/Clark-Williams
Motion carried 4-0.

IV. APPROVAL OF MINUTES

A. Approval of December 3, 2025 Meeting Minutes

Chair Sonnek asked for a motion to approve December 3, 2025 meeting minutes with an additional clarification on who gave an update for the Penny Press and to clarify that during Vice-Chair Nadeau's commissioner update that she was sharing pride for all NSP businesses, not just the Pizza Factory.

M/Perfect, S/Nadeau

Motion carried 4-0.

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. Election of Chair and Vice-Chair

Several Commissioners declined to take the position of chair and nominated Tom Sonnek to continue as Chair of the Arts & Culture Commission.

Commissioner Clark-Williams asked for a motion to nominate Tom Sonnek as the Chair of the Arts & Culture Commission.

M/Nadeau, S/Perfect

Chair Sonnek asked for a motion to nominate Carey Nadeau as the Vice-Chair of the Arts & Culture Commission.

M/Clark-Williams, S/Perfect

B. Sub-Committee Updates

1- Murals

Vice-Chair Nadeau shared she is currently waiting to hear back from the DNR regarding potential art installation along the Gateway Trail.

2- Utility Boxes

Commissioner Clark-Williams shared that she plans on moving forward with two utility boxes for 2026 in addition to the Heart Hands Box at Casey Lake Park.

3- Art Cart

Vice-Chair Nadeau shared discussions between her and Commissioner Soto that they are considering having artist led Art Cart projects at the upcoming music in the park's events. Staff liaison Lehman posed several questions to the Commission regarding the idea and noted that there would still need to be a commissioner present at the Art Cart if a contracted artist is leading an activity. Vice-chair Nadeau recalled in the past that volunteers could run the Art Cart and requested further clarification on the matter.

4- Art Night

Vice-Chair Nadeau noted that Art Nights for the year have been scheduled. Nadeau requested the help of all Commissioners to help staff the Art Nights for 2026.

5- Public Art Project

Staff liaison Lehman shared updates regarding her research for the penny press. Points shared include that a card reader cannot be included with the press, residents will have to provide their own coin, warranty period, and more. The commission determined that they would like to proceed with pressing nickels or dimes instead of pennies. Staff liaison Lehman also noted that final approval of the press should go before City Council due to the unique nature of the project as well as being a good opportunity to platform the Commission's current work.

VIII. REPORTS FROM STAFF

Both the 2025 Event Calendar, Budget Update, the updated Project Process Documents and a corresponding calendar were listed on staff reports.

Council liaison Woods started the discussion regarding recent email exchanges and feedback from the commission regarding the Project Process document and the expected project timelines from staff. Woods explained that from a City Council perspective, the Commission should have preliminary planning completed in the year prior to a project's execution. Woods explains this becomes important for the budgeting process which begins in April and would aid in submitting a more accurate budget proposal. Staff liaison Lehman also noted that this would be highly beneficial to staff to minimize workloads, would give staff the ability to better manage the requests of the commission with their other responsibilities, to reduce pressure to rush projects through to make Council packet deadlines, and for staff to be able to give the Commission reliable output.

Vice-Chair Nadeau noted that in her mind that there was a general idea of what the Commission's output would be year to year perhaps that was not communicated or expressed enough. Chair Sonnek noted that the ACC budget has changed very little over the years other than the dollar amount. Some confusion was expressed as Chair Sonnek feels as though prior budget proposals met the requirements council liaison Woods is requesting. Overall, the commission expressed concerns that they will be unable to pivot on projects if something falls through or needs to be changed.

IX. REPORTS FROM COMMISSIONERS

Vice-Chair Nadeau had no updates related to City business.

Commissioner Clark-Williams had no updates related to City business.

Commissioner Perfect introduced herself to the Commission and noted her enthusiasm to work with the Commission.

Chair Sonnek had no updates related to City business.

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

X. REPORTS FROM COUNCIL LIAISON

Council Liaison Troy Woods shared updates from the most recent City Council meeting, updates to the NSP Car Show, and water chlorination.

XI. ADJOURNMENT

Chair Sonnek asked for a motion to adjourn the meeting at 7:38 PM.

M/Clark-Williams, S/Perfect

Motion carried 4-0.

The next regularly scheduled Arts and Culture Commission Meeting is Wednesday, February 4, 2026 at 6:30 PM



To	Date
Arts and Culture Commissioners	February 4, 2026

Agenda Placement # VII.A

Commission Business, Action Items & Recommendations

Subject

Commission Training with City Attorney Jack Brooksbank

Background/Facts

City attorney Jack Brooksbank will provide training to the Arts & Culture Commission

Recommended Action

Attachments

- 1. DOCS-#238345-v1-
TRAINING_MATERIALS_NSP_OML_DPA_COI_GIFT_LAW_MANAGER_ROLE_R
ULES_OF_ORDER_2026

Respectfully submitted,
Jordyn Lehman, Community Development Administrative Assistant



Campbell Knutson

TRAINING MATERIALS

for

Open Meeting Law

Data Practices

Conflicts of Interest

Gift Law

Role of City Manager

Rules of Order

for

City of North St. Paul

February 2026

I. OPEN MEETING LAW

A. OPEN MEETINGS. Pursuant to Minnesota Statutes § 13D.01 - .07, almost all meetings of public bodies must be open to the public. A meeting exists when a quorum is together to:

1. Make a decision concerning city business; or
2. Discuss city business; or
3. Obtain information on city business.

Be wary of serial communications: do not use the “reply all” function in emails. If a discussion occurs on social media, then that discussion must be open for participation by the public.

A “public body” that is subject to the open meeting law is more board than just the city council. It includes any board, commission, council, or department that conducts public business, or any committee, subcommittee, board, department, or commission constituting part of an entity subject to the law.

B. OTHER ELECTRONIC COMMUNICATION. Serial communication occurs when one member consults another, who consults another, and so forth. This is not permitted under the Open Meeting Law. One of the main goals of the Open Meeting Law is to ensure that deliberations take place in a public setting.

1. It is not advisable to substantively discuss City matters via text message even with one other member. Text messaging and/or other electronic communication to other members during a meeting about City matters is also not permitted. Be careful about engaging in discussions on your personal devices. Discussions about city matters are generally public data, subject to mandatory retention periods and accessible to the public upon request. Deliberations and discussions must occur in a public forum.
2. Similarly, a quorum of members having a discussion about public business on social media, such as in the comment section of a private Facebook page, could constitute a meeting in violation of the Open Meeting Law. Minn. Stat. §13D.065.

C. NOTICE REQUIREMENTS. The City Council must give the following notices:

1. A schedule of the regular meetings shall be kept on file at the Council’s primary offices. Regularly scheduled meetings on your adopted meeting schedule require no additional notice.
2. Special meetings require mailed & posted or published notice at least three days before the day of the meeting.
3. Emergency meetings - as soon as reasonably practicable.

D. CLOSED MEETINGS. Notice of the meeting is required stating why the meeting will be closed and the subject of the meeting. The meeting is still recorded. Closed meetings are allowed in limited circumstances:

1. Labor negotiations.
2. Pending litigation.
3. Preliminary consideration of charges against an employee.
4. Evaluation of a person subject to its authority.
5. To determine the asking price of property being sold.
6. To review confidential appraisal data.
7. To develop counteroffers for the purchase or sale of property.
8. To discuss active investigative data.
9. If it would identify victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors.

E. PENALTIES. If a court finds that an individual intentionally violated this open meeting law, penalties include:

1. Individual fine of \$300.00 per occurrence for an intentional violation, which may not be paid by the City.
2. Three intentional violations in three separate actions can result in removal from office.
3. Additional costs and attorney's fees may be imposed up to \$13,000.00. The City may pay this amount.

II. DATA PRACTICES

A. DATA. The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public. The Data Practices Act obligates all levels of state and local government besides the legislature and the courts to preserve created data and respond to data requests.

1. “Government data” means all data collected, created, received, maintained or disseminated by state or local government, regardless of its physical form, storage media, or conditions of use. Data includes: paper documents, emails, CDs, videotapes, and computer files.
2. Government data is determined by who is creating it and for what purpose—it does not depend on where it is created or stored. Using a personal email address, or personal cell phone, to discuss official business creates government data that is subject to all of the regulations of government data, and is searchable and must be disclosed to the public upon request.

B. CLASSIFICATION. To balance the need for transparency with the need to protect individual rights, state and federal law provide for classifications to limit access for private or confidential data.

1. Requests for data can come from the subject of the data (such as an employee) or a member of the public. Responses to data requests depend on how the data is classified.

C. THE LIFE CYCLE OF A REQUEST.

1. A person submits a data request to the Responsible Authority in the City. If the request is for private information, the City may ask for proof of identity. It is impermissible to request for a member of the public’s identity when fulfilling a request for public data.
2. If the request is from the member of the public, the City must respond within a “reasonable amount of time.”
3. If the request is from the data subject, meaning the data is about the requesting individual, then the City is required to respond within ten business days.
4. The City staff then retrieves the data responsive to the request, if there is any.
5. Then the City review the data and determines if there is a justification to deny access to some or all of the data. If responsive data is withheld the City must inform the requestor and cite to the specific law that allows the redaction.
6. The City provides access to the data and collects copy costs, if requested.

III. CONFLICTS OF INTEREST

- A. CONTRACTS.** Under Minn. Stat. §471.87, with limited exceptions, a public official may not have a personal financial interest in a sale, lease, or contract with the City. This law applies to all public officers who are "authorized to take part in any manner in making any sale, lease, or contract in official capacity." Exceptions and special approval procedure may be available in a given fact situation. Simply abstaining from voting is not enough. Violation of this prohibition is a crime.
- B. NON-CONTRACTS.** The general rule is that any official who has a personal financial interest in a non-contract action is disqualified from participating in the action. Courts evaluate certain factors to determine when a conflict requires disqualification. These include:
- the nature of the decision being made
 - the nature of the financial interest
 - the number of interested officials
 - the need, if any, for the interested official to make the decision
 - other means available, if any, such as an opportunity for review of the decision, that serves to insure that the officials will not act arbitrarily to further their selfish interests.
- C. BEST PRACTICE.** If you have an actual or potential financial interest in a decision to be made, disclose the conflict, abstain from voting, and do not participate in the discussion. If you have any concerns, discuss them with the city attorney. Avoid even the appearance of a conflict.
- D. ABSTAINING.** Abstaining means to refrain from a vote. In this case, a member of a body would be present at the meeting but would not partake in discussion or voting of the issue before the body.

IV. GIFT LAWS

A. Pursuant to Minn. Stat. § 471.895, “An interested person may not give a gift or request another to give a gift to a local official. A local official may not accept a gift from an interested person.”

- “Local Official” means an elected or appointed official of a city.
- “Interested Person” means a person who has a direct financial interest in a decision that a local official is authorized to make.
- “Gift” means money, real or personal property, a service or loan, forgiving a debt or a promise of future employment without the giver being paid equal value.

Exceptions include:

- campaign contributions
- plaques or mementos recognizing service
- trinket or memento of insignificant value
- food if you appear to make a speech
- gifts given because of your membership in a group, a majority of whose members are not local officials
- gifts by a member of your family

When the City receives a gift/donation, it must be accepted by a two-thirds vote of the City Council. Minn. Stat. § 465.03. Gifts must be accepted by the City Council itself, and cannot be accepted by commissions or departments (although donations may be subject to conditions from the donor, such as being earmarked for a specific purpose).

V. **ROLE OF THE CITY MANAGER**

The City charter establishes North St. Paul as a council-manager system where the council exercises legislative power and determines policy, and the manager is responsible to the council for the proper administration of city affairs. The manager's powers and duties are set by Chapter 6 of the City Charter. Although some city manager actions are subject to council approval, the city council generally may not direct the city manager to take any particular course of action.

- A. **Appointment and Removal.** The City Manager is the chief administrative officer of the city, and is appointed by the city council "solely on the basis of training, experience and executive and administrative qualifications."
- B. **Oversight and Review.** The council must periodically review the manager's performance.
- C. **Control of City Administration.** The manager is responsible for city administration, including the appointment, direction, and removal of all other city officers and employees, except that appointment or removal of the city attorney is subject to the approval of the council. The manager directs the departments and divisions of the city and ensures that the laws and ordinances of the city are enforced.
- D. **Departments.** The city manager creates and organizes all city departments, divisions, and other units of the city administration subject to the approval of the council.
- E. **Purchases and Contracts.** The manager is responsible for all city purchases and contracts. Expenditure of more than \$20,000 still requires prior council approval.

VI. RULES OF ORDER

A. Robert's Rules. Except where other procedures are specified in statute or ordinance, the City Council does business using Robert's Rules of Order.

B. Motions. All formal council actions must be by motion.

1. The language to make a motion must be similar to, "I move to _____."
2. Motions must be seconded, and the council may consider only one motion at a time.
3. Once a motion is duly made and seconded, the Mayor shall state the question before the council and open the matter for debate.
 - a. The maker of the motion shall be permitted to speak first.
 - b. Everyone who wishes to speak on the motion must be allowed to do so before any member may speak a second time.

C. Secondary Motions. While the council considers a motion, members may make secondary motions. Secondary motions do not require a second.

1. Motion to amend the original motion. A motion may be amended only twice before it must be withdrawn and resubmitted,
2. Motion to take a brief recess of no more than 20 minutes,
3. Motion to withdraw the motion by the motion's maker,
4. Motion to divide a complex question,
5. Motion to defer consideration to a later date,
6. Motion to refer an issue to committee,
7. Motion to limit debate,
8. Motion for an immediate vote on the issue, or
9. Motion for a call to order.

Secondary motions do not require a second, and must be resolved before returning to the original motion. Motions for an immediate vote and motions for a call to order are the only motions that may be made interrupting the current speaker. A motion for an immediate vote may only be made after 20 minutes of debate or after every member has been permitted to speak at least once.

D. Other Motions. Other specific motions include:

1. Motion to adjourn. Motions to adjourn are made by the Mayor or presiding member, are not subject to debate, and do not require a second or a vote.
2. Motion to go into closed session. Must be made pursuant to the Minnesota Open Meeting Law, using language similar to, "I move to close the meeting in order to

consider _____ pursuant to _____ of the Minnesota Open Meeting Law.”

3. Motion to leave a closed session. “I move to open the meeting.”
4. Motion to revive an issue. Made to request consideration of an issue tabled, deferred, or referred to committee at a *prior* meeting.
5. Motion to reconsider. Made to request reconsideration of an issue voted upon previously at the *same* meeting. May only be made by a member on the prevailing side of the prior vote.
6. Motion to rescind or repeal. Made to repeal an action taken at a prior meeting.



To	Date
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Arts and Culture Commissioners	February 4, 2026
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Agenda Placement # VII.B

Commission Business, Action Items & Recommendations

Subject

Review of Commission Expectations with Ken Roberts

Background/Facts

Recommended Action

Attachments

None

Respectfully submitted,



To	Date
Arts and Culture Commissioners	February 4, 2026
Agenda Placement # VII.C	
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	February 4, 2026

Agenda Placement # IX.A
Reports from Staff

Subject
2026 Budget & Events 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	ART CART												
	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	UTILITY BOX WRAPS												
	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	MURALS												
	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	BRANDING AND COMMUNICATION												
	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	PUBLIC ART												
	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	ART NIGHT												
	Mandala on Mugs 2/5/2026		\$270.00										
	Paint on Canvas 3/19/2026			\$157.03									
	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	\$3,572.97	\$2,822.97	\$2,222.97	\$2,222.97	\$2,222.97	\$2,222.97	\$2,222.97	\$1,322.97	\$1,322.97	\$1,072.97

EVENT SCHEDULE PLANNER 2026

EVENT	DATE	TIME	LOCATION	COMMISSIONERS
ART NIGHT (SWETHA)	February 5th	6-8:00 PM	CASEY LAKE BUILDING	Nadeau/Perfect
ART NIGHT (LISA RITCHIE)	March 19 th	6:30-8:30 PM	CASEY LAKE BUILDING	Nadeau
ART NIGHT (FRENCHIE)	April 16 th	6-8:00 PM	CASEY LAKE BUILDING	
ART NIGHT (HEIDI)	May 7 th	6-8:00 PM	CASEY LAKE BUILDING	Sonnek
MUSIC IN THE PARK # 1 (KIDS)	May 22 nd	4:30-5:30 PM	HAUSE PARK	
TIME CAPSULE OPENING	June 25 th	6:00-8:30 PM	SCOUT MUSEUM	
MUSIC IN THE PARK #2	July 9 th	5:00-6:30 PM	CASEY LAKE	
BIG TRUCK NIGHT	July 10 th	4:30-8:00 PM	7 TH AVE	
AUTUMN ARTS FESTIVAL	September 12 th	10 AM-5:00 PM	CASEY LAKE	
FALL ROUND-UP PARADE	September 17 th	6-8:00 PM	7 TH AVE	
ART NIGHT (JEREMY)	October 15 th	6-8:30 PM	CASEY LAKE BUILDING	
ART NIGHT (FOHRENKAMM)	November 19 th	6:30-8:30 PM	CASEY LAKE BUILDING	

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
			1	2	3	4						1							1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
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													30	31																											
JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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
		1	2	3	4	5						1	2	1	2	3	4	5	6				1	2	3	4						1	1	2	3	4	5	6			
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
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27	28	29	30	31	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31										
							31																			30															