



ARTS COMMISSION AGENDA

Monday, April 19, 2021

6:00 p.m.

Coon Rapids City Center, Civic Room A

This is an In Person Arts Commission Meeting

Some Commissioners and the Public May Appear by Zoom Webinar

Join Zoom Webinar at:

<https://us02web.zoom.us/j/89257974617?pwd=Q1liQ1p6SWhUdkZ6NjIwOXpHV0x2Zz09>

Call to Order

Adopt Agenda

Approval of Minutes of Previous Meeting

1. Approve Minutes from the March 15, 2021 Meeting

Old Business

2. Consider Display Board for the Summer in the City Meetings
3. Continue Planning for the 2021 Summer Concert Series
4. Continue Planning for 2021 Photo Contest
5. Continue Planning for the 2021 Holiday Lighting Contest

New Business

6. Discuss Place-Making Project

Other Business

7. Consider May Arts Commission Meeting Details

Adjourn



Arts Commission - Regular

1.

Meeting Date: 04/19/2021

Subject: Approve Minutes from the March 15, 2021 Meeting

INTRODUCTION

DISCUSSION

RECOMMENDATION

Attachments

March 15 Arts Commission Minutes

COON RAPIDS ARTS COMMISSION MEETING MINUTES FOR 3/15/2021

The 3/15/2021 meeting of the Arts Commission was called to order at 6:00 p.m. by the Chair Mary Ann Kehn via Zoom Webinar.

Commissioners Present: Mary Ann Kehn (Chair), Ellen Feuling, John Kocon, Amy Kuechle, William Reichenborn, Elaine Stulc, Anthony Mills

Commissioners Not Present: Donna Carson, George Blindauer

Guests Present: Tracy Youngblom

Staff Liaison: Stephanie Lincoln (Deputy City Clerk)

ADOPT AGENDA

Meeting called to order at 6:00 p.m. by Chair Mary Ann Kehn.

Motion by Ellen Feuling to accept the agenda as written.
Seconded by Elaine Stulc.
Motion passed unanimously.

APPROVAL OF MINUTES

APPROVAL OF THE FEBRUARY 17, 2021 MINUTES

Motion by Ellen Feuling to approve the February 17, 2021 Minutes as written.
Seconded by William Reichenborn.
Motion passed unanimously.

OLD BUSINESS

CONTINUE PLANNING FOR 2021 HOLIDAY LIGHTING CONTEST

The Arts Commission discussed details for the 2021 Holiday Lighting Contest.

Motion by John Kocon to update the contest guidelines of the Still and Motion Categories with language that includes category selection/placement should be comprised of at least 75% of that type of lighting display to be qualified for said category and that judges have the final say in the placement of the category.
Seconded by Amy Kuechle.
Motion passed unanimously.

The Arts Commission also discussed adding an additional category that included a neighborhood aspect and also updating the judging criteria. These items have been tabled for further discussion at the next meeting.

CONTINUE PLANNING FOR 2021 PHOTO CONTEST

The Arts Commission discussed details for the 2021 Photo Contest. Details included: Contest Period and Theme.

Motion by Elaine Stulc to set the theme as "Hometown Pride".
Seconded by Amy Kuechle.
Motion passed unanimously.

Discussion then moved from theme to judging criteria with a request to seek other contest and agency judging forms. This item has been tabled for further discussion at the next meeting.

CONTINUE DISCUSSION OF COMMUNITY STRENGTH FOUNDATION COLLABORATION IDEAS

The Arts Commission discussed ideas of the Holiday Tree Lighting Event and how they could give their support to the Community Strength Foundation (CSF) as CSF moves forward with planning a possible event. This item has been tabled for further discussion.

NEW BUSINESS

ACCEPT INFORMATION ITEM: CHANGE IN PERFORMANCE DATE FOR CODA

The Arts Commission received the informational item: The performer, CODA, that is scheduled to be the April 9th Winter Concert virtual performance contacted staff and asked if they could move the date of recording the performance to March as one of the members would not be available on the scheduled date. They re-scheduled the recording date to Monday, March 15, 2021 but the concert will still be aired on CTN Studios on April 9th.

ACCEPT INFORMATION ITEM: 2021 SUMMER IN THE CITY EVENT DETAILS

The Arts Commission received the informational item: The 2021 Summer in the City Meetings are tentatively being planned as COVID restrictions allow. The Arts Commission discussed the idea of having a projector or photo display at these events outlining what the Arts Commission does.

OTHER BUSINESS

SAWYER'S DREAM

Commissioner Elaine Stulc encouraged all commissioners to look at the email that was sent out on February 21, 2021 with information about a performing group named Sawyer's Dream. She also recommended that everyone listen to the audio clip that was provided in the email and suggested that they may be a potential performer for either the Winter or Summer Concert Series.

APRIL ARTS COMMISSION MEETING

Because there is only one Zoom License and City Council will be using that license for their April 20, 2021 meeting, the Arts Commission cannot use the license on their regularly scheduled meeting date.

Motion by Amy Kuechle to move the April Arts Commission meeting to Monday, April 19, 2021 at 6:00 p.m. and hold the meeting in-person with a Zoom Link option for those that cannot make the meeting.

Seconded by John Kocon.

Motion passed unanimously.

NEXT MEETING

The next meeting of the Arts Commission will be on Monday, April 19, 2021, at 6:00 PM in-person and by Zoom.

ADJOURN

Motion to adjourn by Ellen Feuling at 6:51 p.m.

Seconded by Amy Kuechle.

Motion passed unanimously.

Respectfully submitted by Stephanie Lincoln, Staff Liaison



Arts Commission - Regular

2.

Meeting Date: 04/19/2021

Subject: Consider Display Board for the Summer in the City Meetings

INTRODUCTION

Per the discussion at the March 15, 2021 Arts Commission Meeting, a display board was created by the City's Communication Department to be used at the up-coming Summer in the City Meetings. The Arts Commission is asked to view the display board and make suggestions.

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

3.

Meeting Date: 04/19/2021

Subject: Continue Planning for the 2021 Summer Concert Series

INTRODUCTION

The Arts Commission is asked to continue planning for the 2021 Summer Concert Series.

Details to discuss:

- Program Flyers
- Backup Bands
- Golf Carts
- Staff Person
- Boy Scouts & Lions Food Service

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

4.

Meeting Date: 04/19/2021

Subject: Continue Planning for 2021 Photo Contest

INTRODUCTION

The Arts Commission is asked to continue planning for the 2021 Photo Contest. Details to consider are:

Who is Eligible?

Age Groups?

What Photos Qualify: Photos taken only in Coon Rapids, and what date/time frame they were taken?

Judging Criteria changes?

Please see the attached 2019 Photo Contest Entry Form, Guidelines, and Judging Form

Please see the attached example of the 4-H Photo Judging Form for an example.

DISCUSSION

RECOMMENDATION

Attachments

2019 Photo Contest Entry Form

2019 Photo Contest Guidelines

2019 Photo Contest Judging Form

4H Photo Contest Judging Form - Example



2019 Coon Rapids Photography Contest Entry Form

June 1, 2019 - September 13, 2019

PHOTO CONTEST THEME: Black & White Photography

Name:		
Mailing Address:		
City:	State:	ZIP:
Phone:	E-mail:	
Location where photo was taken (must be within the city of Coon Rapids):		
Approximate date when photograph was taken:		
Photo title/caption:		
Camera model and Film type (if applicable):		
AGE CATEGORY: _____ 17 yrs of age or under _____ 18 yrs of age or over		CREATIVE THEME: ☒ Black & White Photography

I certify that I am the one who took this photograph and I am not a professional. I understand that upon submission, this photograph and all of the copy and trademark rights associated with the photograph, become the property of the City of Coon Rapids. I hereby grant permission to the City of Coon Rapids to use this photograph at its discretion with no compensation or credit to me or to any of the subjects in the photograph. When the photograph is of identifiable people in a non-public place, I have obtained the permission of those in the photograph to submit this photograph for use by the City of Coon Rapids.

Signature of photographer

Date

Signature of parent or guardian if less than 18 years of age

Date

Submit electronically to:

slincoln@coonrapidsmn.gov

or

Coon Rapids City Hall
ATTN: Coon Rapids Photo Contest
11155 Robinson Drive
Coon Rapids, MN 55433



2019 Coon Rapids Photography Contest Guidelines

June 1, 2019 - September 13, 2019

PHOTO CONTEST THEME: Black & White Photography

Who is eligible to participate?

- All members of the public may enter
- Amateur photographers only
- **NOT ELIGIBLE:** Coon Rapids employees and family, Arts Commission members and family, contest sponsors

How to enter:

Electronic Submissions

- Submit electronically to:

WEBSITE: Upload at coonrapidsmn.gov
FACEBOOK: Send a message to **City of Coon Rapids, MN - Local Government**
TWITTER: **@coonrapidsgov**
#CR2019photocontest
- Digital images should be shot with the highest resolution possible (minimum 2 megapixel camera)
- Acceptable formats: BMP, GIF, JPG, PDF, TIFF

Physical Submissions

- Submit either by mail or in person to:

Coon Rapids City Hall
ATTN: Coon Rapids Photo Contest
11155 Robinson Drive
Coon Rapids, MN 55433
- Physical photographs should be no smaller than 3 1/2" x 5" and no larger than 8" x 10" and be printed on photo paper

A complete entry form must accompany the photograph submitted. Only entry forms with complete, accurate, and legible information will be considered.

Photographs must be received no later than 4:30 PM on Friday, September 13, 2019.

Photograph guidelines:

- Photographs should be only black and white
- Photographs must follow the theme designation of Black & White
- Photographs must not previously be published or entered in other contests
- Photographs must be taken within the city limits of Coon Rapids, MN in 2016 or later
- Photographs from all seasons are encouraged
- **NOT ACCEPTED:** slides, photocopies, framed/mounted/matted prints

Judging:

- Entries will be reviewed by the Coon Rapids Arts Commission in September.
- Photographs will be judged on the basis of creativity, photographic quality, and how an image expresses the participant's creative ideas.
- Winners will be judged in each age category. The two age categories include: 17 years and under and 18 years and over. There will be a prize given for the 1st and 2nd places in each age bracket. The winner will receive an award of appreciation along with a monetary award. Prizes for each category are:

1st Place — \$100

2nd Place — \$50
- All decisions are final, and judges reserve the right to disqualify any entrant. Prizes may not be awarded if no acceptable entries are received.

Rules and Regulations

- Limit one (1) entry per person per contest.
- Photographs with obscene content will not be considered.
- Manipulation of digital images should be limited to the kinds of manipulation that can be done with traditional printing techniques, such as changing saturation and contrast, burning-in and dodging, eliminating dust spots, etc. Images in which content has been altered (elements eliminated, added, re-arranged, photoshopped, etc) will not be accepted.
- It is the responsibility of the photographer to obtain permission rights if photographing individuals.
- Photographs/images become the property of the City of Coon Rapids once they have been submitted. No photographs/images will be returned.
- The City is not responsible for lost or misdirected entries.
- It is the responsibility of the participant to submit the entry image(s) in the appropriate age category.
- Winners in each category will have their photographs published on the City website, on CTN cable TV, and in the city newsletter, the Coon Rapids Connection.
- Winning entries may be used for promotional and advertising efforts in City communications.

Name of Photo: _____

Rating Scale:

Criteria	very low	low	average	above average	excellent
Originality	1	2	3	4	5
Technical Excellence	1	2	3	4	5
Composition	1	2	3	4	5
Overall Impact	1	2	3	4	5
Artist Merit	1	2	3	4	5

Total Points: _____

Comments:

Criteria established using similar criteria set forth by the National Wildlife Federation



4-H Photography Contest Score Sheet

Name: _____ Age: _____ County: _____

Category: ☐ 4-H in Action ☐ Nature's Beauty ☐ Humor

Title: _____

Judges: Evaluate the following components by placing number of points earned (0-5) beside each criteria in the points column. Add points for an overall total. Judges scores will need to be averaged and discussed to arrive at a combined (average) score for each participant to determine ribbon color.

Points to Consider	Points	Judges' Comments
I. PHOTO STORY (20 points)		
A. Did the photographer introduce self and provide the title of photo? (5 pts)		
B. Did he/she describe the photo's subject, action, setting? (5 pts)		
C. Did he/she talk about the methods used to capture the image? (5 pts)		
D. Did the photographer tell the "story" behind the photo in such a manner that you felt part of the photo? (5pts)		
II. CREATIVITY (15 points)		
A. Photo uses the subject to deliver a message in a creative way (5pts)		
B. Photo/subject captures the attention of the viewer (5pts)		
C. Creative use of camera (5pts)		
III. LIGHTING (10 points)		
A. Exposure (not underexposed or washed out, or overexposed with dark images and lack of detail) (5pts)		
B. Brightness (Image and details stand out clearly) (5pts)		
IV. FOCUS (15 points)		
A. Camera held steady (5pts)		
B. Appropriate part of image in sharp focus and defined (5pts)		
C. The focus is appropriate to the theme or mood of the photo (5pts)		
V. COMPOSITION/ARRANGEMENT (15 points)		
A. Has a definite subject (5pts)		
B. Pleasing selection and arrangement of subjects within picture area (5pts)		
C. Perspective enhances the image (5pts)		
VI. RELEVANCY TO CATEGORY TOPIC (10 points)		
A. Does the photo illustrate the category in which it is entered (5pts)		
B. Does the picture's title reflect the category in which it is entered (5pts)		
VII. POISE/PRESENCE (15 points)		
A. Does the photographer have self-assurance, yet a pleasant manner? (5pts)		
B. Does the photographer make eye contact? (5pts)		
C. Is the photographer presentable in appearance? (5pts)		
Total Points		

Final Rating: (circle appropriate one)

Blue (90-100)

Red (75-89)

White (74 or below)

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VT/0514/4H-292NP



Arts Commission - Regular

5.

Meeting Date: 04/19/2021

Subject: Continue Planning for the 2021 Holiday Lighting Contest

INTRODUCTION

The Arts Commission is asked to continue planning the 2021 Holiday Lighting Contest. Details to consider are:

Categories: Keep the two categories from past contests, add additional category?

Past Winner allowed to enter again?

Judging criteria changes?

See attached 2020 Entry Form and Judging Form

See attached Snow Sculpture Judging Sheet from the Snowflake Days Contest as an example

DISCUSSION

RECOMMENDATION

Attachments

Snow Sculpture Contest Judging Form

2020 Holiday Lighting Contest Entry Form

2020 Holiday Lighting Contest Judging Form



2021

Snow Sculpture Contest Judging Form

Judge's Name: _____

Judging will be based on the following criteria:	Possible Points	Judge's Score
WORKMANSHIP		
Originality (1-10 Points Awarded)	10	
Quality of Work (1-10 Points Awarded)	10	
➤ Excellent workmanship and construction, shows much effort ➤ Good workmanship and construction ➤ Good to fair workmanship and construction, shows effort, but could have been better ➤ Snow sculpture poorly designed and constructed ➤ Sloppy workmanship, hurriedly constructed		
DESIGN / THEME		
Originality (1-10 Points Awarded)	10	
➤ Unusual materials, well used, shows imagination and ingenuity ➤ Materials used show thought and imagination ➤ Materials adequately portray theme ➤ Fair to poor use of constructional materials, float theme not well portrayed		
GENERAL EFFECT (1-20 Points Awarded)	20	
➤ Judge's personal selection as best of contest ➤ Super sculpture ranks in the top three sculptures ➤ Excellent overall appearance, a real crowd pleaser ➤ Good overall appearance ➤ Overall appearance is fair to poor		
TOTAL POSSIBLE POINTS	50	

Prizes:

1st place: \$200

2nd place: \$150

3rd place: \$100

Sponsored by the Coon Rapids Snowflake Days Committee, Coon Rapids Community Strength Foundation and the City of Coon Rapids

Light up COON RAPIDS

2020 HOLIDAY LIGHTING CONTEST

BROUGHT TO YOU BY THE COON RAPIDS ARTS COMMISSION

The Coon Rapids Arts Commission encourages all Coon Rapids residents to help in lighting up the city and share in the magic of the holidays.

Enter the 2020 Holiday Lighting Contest online or with this form:

- 1) Fill out an entry form online at www.coonrapidsmn.gov
- 2) Fill out this paper entry form below and email it to mail@coonrapidsmn.gov or mail it to
City of Coon Rapids, 11155 Robinson Drive, Coon Rapids, MN 55433

ALL ENTRIES MUST BE RECEIVED BY NOON FRIDAY, DECEMBER 4, 2019.

Entries will be judged during the time period of December 10-13 from 5:30 p.m. – 10 p.m.
Judging is based on overall impact, visual appeal, uniqueness, variety, safety and tidiness.

Winners are selected by the Arts Commissioners & all decisions are final.

Winners will be announced on CTN Channels 15 & 16, posted on the Coon Rapids website, in the City Newsletter and through social media.

Prizes awarded

Still - Property – 1st Place: \$100 • 2nd Place: \$50

Motion - Property – 1st Place: \$100 • 2nd Place: \$50

ENTRY FORM

(Please select which category you are entering)

- ☐ **Still - Property** • Non-moving light display on a house, yard, fence, tree or any combination listed.
- ☐ **Motion - Property** • Moving light display on a house, yard, fence, tree or any combination listed.

All Information is required for registration. Please fill out the form completely. You may only enter 1 category.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Evening Phone #: _____

I certify that I am the owner/renter, or that I am related to the owner/renter of the above listed location. I understand that upon submission, the photographs taken during judging of the holiday decorations and all of the copy & trademark rights associated with the photographs, become the property of the City of Coon Rapids. I hereby grant permission to the City of Coon Rapids to use these photographs at its discretion for publicity and public relations with no compensation or credit to me or to any of the subjects in the photograph. I also grant permission to publish my address on promotional materials including the City website so the public can be invited to view the lighting displays in the city after all submissions are received. I understand this may mean more traffic by my home and/or the public driving by to view my lighting display due to the promotion. Coon Rapids, MN addresses only.

Entrant Signature: _____ Date: _____

Signature of Parent or Guardian (if under 18 years of age): _____ Date: _____



2020 Coon Rapids Holiday Lighting Contest

Judging Period: December 10-13, 2020

Contest Judging Sheet

Entry Address:	
Category:	
Rating (1 – 10; 10 being the highest) *Judging based on overall impact, visual appeal, uniqueness, variety, safety, and tidiness	
Visual Appeal: (circle one)	1 2 3 4 5 6 7 8 9 10
Uniqueness: (circle one)	1 2 3 4 5 6 7 8 9 10
Variety: (circle one)	1 2 3 4 5 6 7 8 9 10
Tidiness: (circle one)	1 2 3 4 5 6 7 8 9 10
Safety: (circle one)	1 2 3 4 5 6 7 8 9 10
Overall Impact: (circle one)	1 2 3 4 5 6 7 8 9 10
Total Score:	
Notes/Special Considerations:	



Arts Commission - Regular

6.

Meeting Date: 04/19/2021

Subject: Discuss Place-Making Project

From: Grant Fernelius, Community Development Director

INTRODUCTION

Representatives from the St. Paul Area Association of Realtors (SPAAR) have approached the City about an opportunity to do a place-making project in Coon Rapids. City staff would like to review the concept with the Arts Commission for feedback before presenting a formal proposal to the City Council.

DISCUSSION

Last December, City staff was contacted by representatives from SPAAR about a new initiative they are launching this year to expand homeownership opportunities in the region. As described by SPAAR, the plan is to partner with up to three participating communities in their service area to promote a wide range of educational outreach and community-building activities. Coon Rapids is one of the communities SPAAR selected due to our relationship with the organization.

As a result of this partnership, SPAAR approached City staff about a new pilot initiative to offer additional financial and educational resources through the National Association of Realtors (NAR). One of the ideas SPAAR presented was a place-making project. Staff has identified Port Riverwalk as a potential priority and is interested in specific ideas. The City has been working with a developer to build townhomes, as well as reconstruct portions of Coon Rapids Blvd. between Egret and Avocet Street.

The City is also seeking funds for a new pedestrian bridge. Previously, the City did incorporate place-making elements into the streetscape around the clay hole, former city hall and historic bridge near the park. Among the current ideas is to incorporate additional public art or similar amenities that might help identify this area as a gateway into the community.

RECOMMENDATION

Representatives from SPAAR have been invited to make a short presentation to the Arts Commission on their new initiative. Staff is seeking feedback on interest in a place-making project and what elements might be worth consideration.

Attachments

Coon Rapids Key Communities Program Information Sheet

Key Communities Program: Coon Rapids

Overview

This document is a specific outline of opportunities that may be implemented as a part of the Key Communities Program. We would love for this document to spur discussion between SPAAR & Coon Rapids about how best to tailor this Key Communities Program to the City of Coon Rapids. Visit realtorparty.realtor for details on all grants, program, and educational opportunities.

Program #1-Placemaking Grant Opportunities

[Placemaking](#) is a way to make your community a better place to live by transforming unused and underused sites and “eyesores” into welcoming destinations accessible to everyone in a community

Pocket Park: Pocket parks are small parks that are available for the public. They are usually created on a vacant building lot or small pieces of land. They provide an area for a place to sit, greenery, and playgrounds.



Commission a Mural: Murals have the ability to enhance a city. Coon Rapids could receive funding for a local artist to paint a mural on the side of a building that has volunteered. This would help to beautify the area and highlight the community and its residents.



Community Garden: Community gardens create a safe space for community members to come together and develop the natural beauty of a city. Coon Rapids could receive funding to start a community garden in a public location.



Help from City Staff

- Media outreach
- Assist with approval from City Government (if needed)
- Community connections

Program #2-Education Opportunities

Fair Housing Panel/Declaration: Fair housing is becoming an increasingly more relevant issue in the Twin Cities Metro area. REALTORS® recognize the significance of fair housing and there are many educational opportunities available. Coon Rapids has the opportunity to host Fair Housing experts to discuss the importance of Fair Housing. In addition, Coon Rapids can show its support for equal opportunity in housing by displaying this declaration of following fair housing laws and your commitment to provide professional service with the [REALTOR® Fair Housing Declaration](#).

Smart Growth Seminar: Smart Growth grants support activities related to land-use and transportation-related activities. The goal is to support development that is related to the [10 Smart Growth Principles](#). Coon Rapids could receive a grant to host a speaker, class, summit, event, etc.

Housing Opportunity Class: Housing opportunity grants support activities that create or improve systems, programs, and policies that expand access to housing that is affordable. The grant could fund a class or forum on specific housing related issues. More grants are available for open house events, community housing fairs, bus tours, etc.

Help from City Staff

- Promotion
- Logistics
- Assist with approval from City Government (if needed)
- Community connections

Programs #3-City Program

SPAAR's City Program is a great opportunity to promote Coon Rapids to REALTORS® and build a relationship between REALTORS® and the community. SPAAR and Coon Rapids can work together on a refined event plan.

Help from City Staff

- Promotion
- Logistics and planning

Program #4-Local Polling Program

The Local Growth Polling program conducts polling on growth-related issues in their areas. The program performs a survey on the opinions of concerning growth. The survey, generally of 400 registered voters living in the defined area, can be used as a powerful tool to focus the opinions of your community.

Help from City Staff

- Promotion
- Logistics
- Community connections
- Assist with approval from City Government (if needed)



Arts Commission - Regular

7.

Meeting Date: 04/19/2021

Subject: Consider May Arts Commission Meeting Details

INTRODUCTION

Due to COVID 19 restrictions and comfort level, the Arts Commission is asked to discuss the details of the next Arts Commission Meeting to be held in May.

1. In-person with Zoom Meeting option
2. Full Zoom Meeting
3. Date
4. Time

DISCUSSION

RECOMMENDATION
