



ARTS COMMISSION AGENDA

Tuesday, May 17, 2022

6:00 p.m.

City Hall

Conference Room #3

Call to Order

Roll Call

Adopt Agenda

Approval of Minutes of Previous Meeting

1. Approve Minutes from the April 19, 2022 Meeting

Old Business

2. Consider Sweatshirt Order for Arts Commisison

New Business

3. Consider 2023 Budget
4. Consider Signing Up for Summer in the City Meetings
5. Consider 2022 Photo Contest Details
6. Discuss Arts Commission Logo

Other Business

Adjourn



Arts Commission - Regular

1.

Meeting Date: 05/17/2022

Subject: Approve Minutes from the April 19, 2022 Meeting

INTRODUCTION

DISCUSSION

RECOMMENDATION

Attachments

April 19 2022 Arts Com Minutes

COON RAPIDS ARTS COMMISSION MEETING MINUTES FOR 4/19/2022

The 4/19/2022 meeting of the Arts Commission was called to order at 6:00 p.m. by the Chair Mary Ann Kehn at Coon Rapids City Center, Conference Room #3, 11155 Robinson Drive, Coon Rapids MN 55433.

Commissioners Present: Mary Ann Kehn (Chair), Ellen Feuling, William Reichenborn, Donna Carson, Mary Ann Kehn (Chair) Amy Kuechle

Commissioners Not Present: John Kocon

Guests Present:

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 Donna Carson to accept the agenda as written.

Motion by Ellen Feuling to add items of CRHS School Partnership for Winter Concerts, Sweatshirt Orders for Arts Commission, and Fox 9 Ice Cream Event to OTHER BUSINESS.

Seconded by Elaine Stulc.

Motion passed unanimously.

APPROVAL OF MINUTES

APPROVAL OF THE **MARCH 15, 2022** MINUTES

Motion by Ellen Feuling to approve the March 15, 2022 Minutes as written.

Seconded by Donna Carson.

Motion passed unanimously.

OLD BUSINESS

CONTINUE DISCUSSION OF 2022 SUMMER CONCERT SERIES PLANNING

The Arts Commission discussed that the funds requested as a grant from the Community Strength Foundation have been approved for the 2022 Summer Concerts and Sign-Up Sheets were passed around for each Commission Member to sign up for the concerts they are able to work.

CONTINUE DISCUSSION OF PUBLIC ART DISPLAY AT CITY HALL

The Arts Commission continued to discuss the idea of implementing a Public Art Display Program for the City of Coon Rapids. Staff Liaison, Stephanie Lincoln handed out drafts of what a Public Art Display Policy, Guidelines, Agreement, and Request for Artists might look like. Artist selection criteria, display location options, and the program parameters were also discussed.

NEW BUSINESS

ADMINISTERING THE OATH OF OFFICE FOR RETURNING ARTS COMMISSION MEMBER

The Oath of Office was administered to returning Commissioners Elaine Stulc.

OTHER BUSINESS

CRHS SCHOOL PARTNERSHIP FOR WINTER CONCERT

The Arts Commission discussed details of the 2023 Winter Concert Series with regard to the possibility of having the Coon Rapids High School Choir and/or Band perform at one of the Concerts as headline performers. Commission Member Ellen Feuling has been in contact with staff at the Coon Rapids High School and will continue working with them to see if this could be an option.

SWEATSHIRT ORDER FOR ARTS COMMISSION

The Arts Commission would like to explore ordering sweatshirts to wear at events. The t-shirts previously ordered have been a big hit but sometimes the weather calls for a warmer option. Staff Liaison, Stephanie Lincoln, will look into order details.

FOX 9 ICE CREAM EVENT

A representative from Fox 9 contacted City Staff to see if they could attend the August 11 Concert at the Dam and hand out ice cream from their Fox 9 branded Ice Cream Truck. They also could offer free yard games for folks to play. The Arts Commission received this information and welcomed this exciting addition to the concert!

NEXT MEETING

The next meeting of the Arts Commission will be on Tuesday, May 17, 2022, at 6:00 PM at Coon Rapids City Hall, Conference Room #3, 11155 Robinson Dr NW, Coon Rapids, MN, 55433.

ADJOURN

Motion to adjourn by Donna Carson at 6:53 p.m.
Seconded by Ellen Feuling.
Motion passed unanimously.

Respectfully submitted by Stephanie Lincoln, Staff Liaison



Arts Commission - Regular

2.

Meeting Date: 05/17/2022

Subject: Consider Sweatshirt Order for Arts Commisison

INTRODUCTION

At the last meeting, the Arts Commission discussed the idea of exploring ordering sweatshirts to wear at events. After researching pricing and options, Staff Liaison Stephanie Lincoln will share the information gathered.

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

3.

Meeting Date: 05/17/2022

Subject: Consider 2023 Budget

INTRODUCTION

The Arts Commission is asked to receive and consider the attached budget planning documents. The final proposed budget details should be finalized at the May 17, 2022 Arts Commission meeting so that it can be included in the City Council Proposed Budget.

DISCUSSION

RECOMMENDATION

Attachments

Revenue Report through 4-30-2022

2021 Arts Commission Final Year Actual Expenditures - Act 102

2021 Arts Commission Final Year Actual Expenditures - Act 754

2022 Arts Commission Actual Mid Year - Act 102

2022 Arts Commission Actual Mid Year - Act 754

CITY OF COON RAPIDS, MN
FUND 26 - COMMISSIONS AND EVENTS FUND
FUND BALANCE BREAKDOWN AS OF APRIL 30, 2022

	ARTS 754	MISC 754	HISTORICAL COMMISSION 755	TOTAL
12/31/21 Fund Balance	\$ 2,529.80	\$ 1,786.55	\$ 1,943.92	\$6,260.27
Revenues thru 04/30/22 (excluding interest revenue)	918.00			918.00
Expenditures thru 04/30/22	(2,362.10)			(2,362.10)
12/31/22 Fund Balance Before Interest Revenue	1,085.70	1,786.55	1,943.92	4,816.17
Interest Allocation Percentage	32.64%	32.26%	35.10%	100.00%
Interest Revenue*	0.00	0.00	0.00	0.00
12/31/22 Fund Balance	\$ 1,085.70	\$ 1,786.55	\$ 1,943.92	\$ 4,816.17

*Allocation is based on the average fund balance for the activity divided by the average fund balance for the total fund.

Average Total Fund Balance = \$5,538.22

Coon Rapids Arts commission 2021 Budget

Account 10202 (General Fund)

As of December 2021

<u>Code</u>	<u>Description</u>	<u>2021 Set Budget</u>	<u>Actual Expenditures</u>	<u>Notes</u>
6210 Professional Services				
	Winter Concert Cake Cutter Services	\$ 440.00	\$ -	
	Winter Concert Visual Arts	\$ 100.00		
	6210 Subtotal:	\$ 540.00	\$ -	\$ 540.00
6222 Postage				
	Daily Postage Needs	\$ 200.00	\$ 4.72	
	6222 Subtotal:	\$ 200.00	\$ 4.72	\$ 195.28
6230 Travel/Schools/Conferences				
	Winter Concert Cake Cutter Milage	\$ 40.00	\$ -	
	Holiday Lighting Judging Mileage	\$ 25.00	\$ 25.76	
	6230 Subtotal:	\$ 65.00	\$ 25.76	\$ 39.24
6240 Advertising/Printing				
	Waterbill Inserts - Winter Concerts	\$ 450.00	\$ 230.21	
	Waterbill Inserts - Summer Concerts	\$ 450.00	\$ 409.17	
	6240 Subtotal:	\$ 900.00	\$ 639.38	\$ 260.62
6284 Awards				
	Photo Contest	\$ 350.00	\$ 300.00	
	Holiday Lighting Contest	\$ 350.00	\$ 300.00	
	6284 Subtotal:	\$ 700.00	\$ 600.00	\$ 100.00
6285 Licenses and Taxes				
	ASCAP	\$ 250.00	\$ 40.78	
	BMI	\$ 250.00	\$ 219.90	
	6285 Subtotal:	\$ 500.00	\$ 260.68	\$ 239.32
6289 MISC				
	Misellaneous Expenses	\$ 200.00	\$ -	
	6285 Subtotal:	\$ 200.00	\$ -	\$ 200.00
6310 Office Supplies				
	Office Supplies	\$ 200.00	\$ -	
	6370 Subtotal:	\$ 200.00	\$ -	\$ 200.00
6370 Supplies				
	Summer Concerts: Signs, Ice, Water etc	\$ 200.00	\$ 125.65	
	Winter Concert Cake/Coffee/Cider/Plates/Forks etc	\$ 200.00	\$ 144.12	
	Name Tags/Plates		\$ 75.00	
	Chalk Drawing Supplies and Demonstration	\$ 50.00		
	6370 Subtotal:	\$ 450.00	\$ 344.77	\$ 105.23
Total:		\$ 3,355.00	\$ 1,875.31	\$ 1,479.69

Coon Rapids Arts commission 2021 Actual Expneditures
Account 75400 (Revenue Fund)
As of December 2021

Code	Description	<u>2021 Set</u> <u>Ependitures</u> <u>Budget (Planned</u> <u>Budget)</u>	<u>Actual</u> <u>Expenditures</u>	<u>2021 Set Revenue</u> <u>Budget (Planned</u> <u>Budget)</u>	<u>Actual Revenue</u>	<u>Notes</u>
4650	<i>Contributions</i>					
	Community Strength Foundation			\$ 9,200.00	\$ 8,750.00	
	Fund Raising					
	4650 Subtotal:	\$ -	\$ -	\$ 9,200.00	\$ 8,750.00	
4687	<i>Fine Arts Misc Revenue</i>					
	Winter Concert Ticket Sales			\$ 1,500.00	\$ -	
	4687 Subtotal:	\$ -	\$ -	\$ 1,500.00	\$ -	
6210	<i>Professional Services</i>					
	Winter Concert Performers	\$ 3,600.00	\$ 2,100.00			
	Summer Concert Performers	\$ 9,200.00	\$ 8,750.00			
	6210 Subtotal:	\$ 12,800.00	\$ 10,850.00	\$ -	\$ -	
	Total:	\$ 12,800.00	\$ 10,850.00	\$ 10,700.00	\$ 8,750.00	\$ 2,100.00

Coon Rapids Arts commission 2022 Budget
Account 10202 (General Fund)
Actual As of April 30, 2022

<u>Code</u>	<u>Description</u>	<u>2022 Set Budget</u>	<u>Actual</u> <u>Expenditures</u>	<u>Notes</u>
6210 Professional Services				
	Winter Concert Cake Cutter Services	\$ 350.00	\$ -	
	Winter Concert Visual Arts	\$ 100.00	\$ -	
	6210 Subtotal:	\$ 450.00	\$ -	
6222 Postage				
	Daily Postage Needs	\$ 125.00	\$ 33.10	
	6222 Subtotal:	\$ 125.00	\$ 33.10	
6230 Travel/Schools/Conferences				
	Winter Concert Cake Cutter Milage	\$ 40.00	\$ -	
	Holiday Lighting Contest Milage	\$ 25.00		
	6230 Subtotal:	\$ 65.00	\$ -	
6240 Advertising/Printing				
	Waterbill Inserts - Winter Concerts	\$ 450.00	\$ 442.89	
	Waterbill Inserts - Summer Concerts	\$ 450.00	\$ 505.31	
	6240 Subtotal:	\$ 900.00	\$ 948.20	
6284 Awards				
	Photo Contest	\$ 300.00		
	Holiday Lighting Contest	\$ 300.00		
	6284 Subtotal:	\$ 600.00	\$ -	
6285 Licenses and Taxes				
	ASCAP	\$ 250.00	\$ 156.00	
	BMI	\$ 225.00		
	SESAC	\$ -	\$ 333.80	
	6285 Subtotal:	\$ 475.00	\$ 156.00	
6370 Supplies				
	Summer Concerts: Signs, Ice, Water etc	\$ 325.00		
	Winter Concert			
	Cake/Coffee/Cider/Plates/Forks etc	\$ 325.00	\$ 270.60	
	Copier Chargebacks	\$ 125.00		
	Chalk Drawing Supplies and Demonstration	\$ 100.00		
	6370 Subtotal:	\$ 875.00	\$ 270.60	
	Total:	\$ 3,490.00	\$ 1,407.90	

Coon Rapids Arts commission 2022 Budget
Account 75400 (Revenue Fund)
Actual As of April 30, 2022

<u>Code</u>	<u>Description</u>	<u>2022 Set Expenditures</u> <u>Budget (Planned</u> <u>Budget)</u>	<u>Actual</u> <u>Expenditures</u>	<u>2022 Set Revenue</u> <u>Budget (Planned</u> <u>Budget)</u>	<u>Actual Revenue</u>	<u>Notes</u>
4650	<i>Contributions</i>					
	Community Strength Foundation			\$ 10,000.00		
	Fund Raising				\$ -	
	4650 Subtotal:	\$ -	\$ -	\$ 10,000.00	\$ -	
4687	<i>Fine Arts Misc Revenue</i>					
	Winter Concert Ticket Sales			\$ 1,500.00	\$ 1,200.00	
	4687 Subtotal:	\$ -	\$ -	\$ 1,500.00	\$ 1,200.00	
6210	<i>Professional Services</i>					
	Winter Concert Performers	\$ 3,000.00	\$ 2,200.00			
	Summer Concert Performers	\$ 10,000.00	\$ 9,350.00			
	6210 Subtotal:	\$ 13,000.00	\$ 11,550.00	\$ -	\$ -	
6282	<i>Rent</i>					
	Biff's Bathrooms	\$ -	\$ -			
	Tent / Chairs	\$ -				
	6210 Subtotal:	\$ -	\$ -	\$ -	\$ -	
	Total:	\$ 13,000.00	\$ 11,550.00	\$ 11,500.00	\$ 1,200.00	\$ 10,350.00



Arts Commission - Regular

4.

Meeting Date: 05/17/2022

Subject: Consider Signing Up for Summer in the City Meetings

INTRODUCTION

Summer in the City Meetings have been Scheduled. The Arts Commission is asked to work at the Arts Commission Information table for each of the three meetings. They are asking for two people to work each of the meetings. If you are interested please sign up on the sheets that will be passed around the meeting tonight.

The Meetings are scheduled for:

June 14, 6:30 p.m. – Summer in the City at Al Flynn Park (1351 100th Lane)

June 28, 6:30 p.m. – Summer in the City at Rockslide Park (11200 Swallow Street)

July 12, 6:30 p.m. – Summer in the City at Crooked Lake Park (13180 Crooked Lake Boulevard)

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

5.

Meeting Date: 05/17/2022

Subject: Consider 2022 Photo Contest Details

INTRODUCTION

The Arts Commission is asked to finalize details for the 2022 Photo Contest. Details to consider are:

Who is eligible?

Age Groups?

Theme?

Contest Time Frame?

Attached are the Guidelines and Entry Form from last year.

DISCUSSION

RECOMMENDATION

Attachments

2021 Photo Contest Guidelines

2021 Photo Contest Entry Form



2021 Coon Rapids Photography Contest Guidelines

June 1, 2021 - September 15, 2021

PHOTO CONTEST THEME: Hometown Pride

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**
#CR2021photocontest
- 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 Wednesday, September 15, 2021.

Photograph guidelines:

- Photographs must follow the theme designation of Hometown Pride
- Photographs must not previously be published or entered in other contests
- Photographs must be taken within the city limits of Coon Rapids, MN in 2018 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 may 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.



2021 Coon Rapids Photography Contest Entry Form

June 1, 2021 - September 15, 2021

PHOTO CONTEST THEME: Hometown Pride

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:		CREATIVE THEME:
☐ 17 yrs of age or under		☒ Hometown Pride
☐ 18 yrs of age or over		

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



Arts Commission - Regular

6.

Meeting Date: 05/17/2022

Subject: Discuss Arts Commission Logo

INTRODUCTION

The current Arts Commission Logo is out-dated and there has been a request to discuss it.

DISCUSSION

RECOMMENDATION
