



ARTS COMMISSION AGENDA

Tuesday, June 21, 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 May 17, 2022 Meeting

Old Business

New Business

2. Accept Community Strength Foundation Donations for 2022 Summer Concerts
3. Start Planning 2022 Holiday Lighting Contest Details

Other Business

Adjourn



Arts Commission - Regular

1.

Meeting Date: 06/21/2022

Subject: Approve Minutes from the May 17, 2022 Meeting

INTRODUCTION

DISCUSSION

RECOMMENDATION

Attachments

May 2022 Arts Com Minutes

COON RAPIDS ARTS COMMISSION MEETING MINUTES FOR 5/17/2022

The 5/17/2022 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, Elaine Stulc 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 Ellen Feuling to accept the agenda as written.
Seconded by Donna Carson.
Motion passed unanimously.

APPROVAL OF MINUTES

APPROVAL OF THE APRIL 19, 2022 MINUTES

Motion by Ellen Feuling to approve the April 19, 2022 Minutes as with correction of adding Elaine Stulc to those present at the April meeting.
Seconded by Donna Carson.
Motion passed unanimously.

OLD BUSINESS

CONSIDER SWEATSHIRT ORDER FOR ARTS COMMISSION

The Arts Commission discussed the details of ordering sweatshirts from Amazon and having Keith Murschel (Public Works Employee) screen print full color City logos and the words Arts Commission on each.

Motion by Donna Carson to order the navy zip up hooded sweatshirts from Amazon for \$14.99 each and have Keith Murschel screen print full color City logo and words "Arts Commission" in white on each for \$12.00 each. Each Arts Commissioner will be responsible for purchasing the sweatshirts and printing.
Seconded by Donna Carson.
Motion passed unanimously.

NEW BUSINESS

CONSIDER 2023 BUDGET

The Arts Commission received expenditure and revenue reports for 2020, 2021, and 2022 as of April 30, 20120 in preparation of setting the 2023 Budget.

Motion by Ellen Feuling to approve the budget for account 75400 (Fine Arts Revenue): \$12,000 with anticipated revenue from winter concert ticket sales of \$1,500 and a grant request from Community Strength Foundation to cover the remaining balance after using the fund balance of \$1,085.70 reported as of 4/30/22. Motion also includes approval of the budget for account 10202 (General Fund): \$3,775.
Seconded by Amy Kuechle.
Motion passed unanimously.

CONSIDER SIGNING UP FOR SUMMER IN THE CITY MEETINGS

The Arts Commission discussed that the Arts Commission has been invited to participate in having a table at each of the three Summer in the City Meetings to promote the Arts Commission and recruit new members. A sign-up sheet was passed around and Commission members were able to sign up for the meeting of their choice. They discussed that it would be nice to have candy at the table this year and also thought it would be nice to have the information sheet available to hand out.

CONSIDER 2022 PHOTO CONTEST DETAILS

The Arts Commission discussed the dates to hold the photo contest, prize limits, and if there should be a theme for this year's contest.

Motion by Donna Carson to hold the photo contest from June 1st to September 15, 2022, to name the theme this year as "Together Again", to retain the two contest categories as 18 years and older and 17 years and younger, as well as maintain the prize limits at \$100 for 1st Place and \$50 for 2nd Place in both Categories.
Seconded by Amy Kuechle.
Motion passed unanimously.

DISCUSS ARTS COMMISSION LOGO

The Arts Commission discussed the logo that has been used for many years by the Arts Commission. There isn't a clear idea of when it was first created or first used, but all agreed that it is outdated and should be retired. In keeping with the City of Coon Rapids branding initiative, it was recommended by the Communications Department that the Arts Commission just use the City of Coon Rapids logo from this point forward.

OTHER BUSINESS

NONE

NEXT MEETING

The next meeting of the Arts Commission will be on Tuesday, June 21, 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 Ellen Feuling at 7:08 p.m.
Seconded by Elaine Stulc.
Motion passed unanimously.

Respectfully submitted by Stephanie Lincoln, Staff Liaison



Arts Commission - Regular

2.

Meeting Date: 06/21/2022

Subject: Accept Community Strength Foundation Donations for 2022 Summer Concerts

INTRODUCTION

The Arts Commission has requested grant funding in the amount of \$9,350 to pay for the 2022 Summer Concerts. The grant has been approved and now the Arts Commission is asked to formally accept these funds.

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

3.

Meeting Date: 06/21/2022

Subject: Start Planning 2022 Holiday Lighting Contest Details

INTRODUCTION

The Arts Commission is asked to discuss the 2022 Holiday Lighting Contest details. Talking points should be:

- Entry Period
- Judging Dates
- Categories
- Judging Criteria

Attached are the 2021 documents to look over for reference.

DISCUSSION

RECOMMENDATION

Attachments

2021 Holiday Entry Form

2021 Judging Sheet

Light up COON RAPIDS

2021 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 2021 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 3, 2021.

Entries will be judged during the time period of December 9-12 from 5:30 p.m. – 10 p.m.

Judging is based on overall impact, visual appeal, creativity, and variety.

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. (75% of total light display is non-moving)
- ☐ **Motion - Property** • Moving light display on a house, yard, fence, tree or any combination listed. (75% of total light display is moving)

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 or 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: _____



2021 Coon Rapids Holiday Lighting Contest

Judging Period: December 9-12, 2021

Contest Judging Sheet

Entry Address:	
Category:	Still - Property

Criteria	Possible Points	Judge's Score
Visual Appeal: (1-10 Points Awarded)	10	
Uniqueness: (1-10 Points Awarded)	10	
Variety: (1-10 Points Awarded)	10	
Overall Impact: (1-20 Points Awarded)	20	
Total Score:	50	
Notes/Special Considerations:		