



ARTS COMMISSION AGENDA
Tuesday, November 15, 2022
6:00 p.m.
City Hall
Conference Room #3

Call to Order

Adopt Agenda

Approval of Minutes of Previous Meeting

1. Approve Minutes from the October 18, 2022 Meeting

Old Business

2. Continue Discussion of 2023 Summer Concert Series Planning
3. Reminder of the Change in date for December Arts Commission Meeting

New Business

4. Consider January 17, 2023 Meeting Location
5. Consider the 2023 Arts Commission Annual Work Plan
6. Consider 2022 Holiday Lighting Contest Judge Sub-Committee
7. Consider Commission Terms Expiring in December 2022

Other Business

Adjourn



Arts Commission - Regular

1.

Meeting Date: 11/15/2022

Subject: Approve Minutes form the October 18, 2022 Meeting

INTRODUCTION

The Arts Commission is asked to review the attached minutes from the previous meeting and approve.

DISCUSSION

RECOMMENDATION

Attachments

Oct 18 2022 Arts Com Minutes

COON RAPIDS ARTS COMMISSION MEETING MINUTES FOR 10/18/2022

The 10/18/2022 meeting of the Arts Commission was called to order at 5:30 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), Donna Carson, Brian Sandberg, Elaine Stulc, John Kocon, Ellen Feuling

Commissioners Not Present: Amy Kuechle, William Reichenborn

Guests Present:

Staff Liaison: Stephanie Lincoln

ADOPT AGENDA

Meeting called to order at 5:40 p.m. by Chair Mary Ann Kehn.

Motion by Donna Carson to accept the agenda as written.

Seconded by Ellen Feuling.

Motion passed unanimously.

APPROVAL OF MINUTES

APPROVAL OF THE **SEPTEMBER 20, 2022** MINUTES

Motion by Elaine Stulc to approve the September 20, 2022 Minutes as written.

Seconded by Donna Carson.

Motion passed unanimously.

OLD BUSINESS

CONTINUE DISCUSSION OF 2023 WINTER CONCERT SERIES PLANNING

The Arts Commission discussed the performer line-up for the 2023 Winter Concert Series. The Mooners were originally approved for the April 13, 2023 Winter Concert but they are unable to perform that night. The following performer was agreed upon to replace the Mooners:

1. The Backyard Band – Variety (\$600)

Motion by Elaine Stulc to have The Backyard Band play the April 13, 2023 Winter Concert.

Seconded by Ellen Feuling.

Motion passed unanimously.

Also discussed was the cake ordering and cake cutting process for the 2023 Winter Concert Series. Arts Commissioner, Ellen Feuling, has agreed to order the cake each month, pick up the necessary additional food items at Costco while picking up the cakes, and carry out cake cutting duties for each concert. Thank you so much Ellen!

CONTINUE DISCUSSION OF 2023 SUMMER CONCERT SERIES PLANNING

The Arts Commission discussed the performer line-up for the 2023 Summer Concert Series. The following performers were agreed upon:

1. The Revolution 5 – Beatles Tribute (\$2,250)

Motion by Ellen Feuling to have The Revolution 5 play the August 3, 2023 Summer Concert.

Seconded by Elaine Stulc.

Motion passed unanimously.

2. The High 48's – Blue Grass (\$1,500)

Motion by Ellen Feuling to have The High 48's play the July 13, 2023 Summer Concert.

Seconded by Donna Carson.

Motion passed unanimously.

NEW BUSINESS

ADMINISTER OATH OF OFFICE TO BRIAN SANDBERG

The Oath of Office was administered to the newest Arts Commissioner, Brian Sandberg.

RECEIVE CURRENT FINANCIAL REPORT

The Arts Commission received the most current financial report and discussed the amount of money that should be requested as a grant from the Community Strength Foundation to cover expenses for hire the performers of the 2023 Winter Concert Series.

Motion by Donna Carson to request \$1,000 in grant funds from the Community Strength Foundation.

Seconded by Ellen Feuling.

Motion passed unanimously.

OTHER BUSINESS

CONSIDER INVITING THE WINNERS OF THE HOLIDAY LIGHTING CONTEST AND PHOTO CONTEST TO A CITY COUNCIL MEETING TO PRESENT AWARDS

The Arts Commission discussed it might be nice to invite the winners of the Holiday Lighting Contest to a City Council meeting so that the awards can be presented by Council. Staff Liaison, Stephanie Lincoln, will look into the possibility and report back to the Commission.

Motion by Donna Carson to recommend Brian Sandberg to City Council for a seat on the Arts Commission.

Seconded by Ellen Feuling.

Motion passed unanimously.

POTLUCK FOR OCTOBER 18 2022 MEETING

The Commissioners enjoyed a "walking tacos" potluck during the meeting.

NEXT MEETING

The next meeting of the Arts Commission will be on Tuesday, November 15, 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 6:50 p.m.

Seconded by Ellen Feuling.

Motion passed unanimously.

Respectfully submitted by Stephanie Lincoln, Staff Liaison



Arts Commission - Regular

2.

Meeting Date: 11/15/2022

Subject: Continue Discussion of 2023 Summer Concert Series Planning

INTRODUCTION

The Arts Commission is asked to continue to discuss the performer line-up for the 2023 Summer Concerts.

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

3.

Meeting Date: 11/15/2022

Subject: Reminder of the Change in date for December Arts Commission Meeting

INTRODUCTION

DISCUSSION

In a previous meeting, the Arts Commission decided to move their regularly scheduled December meeting from December 20, 2022 to December 13, 2022.

RECOMMENDATION



Arts Commission - Regular

4.

Meeting Date: 11/15/2022

Subject: Consider January 17, 2023 Meeting Location

INTRODUCTION

The Arts Commission is asked to discuss where to have the January meeting as they usually meet at a restaurant for its January meeting.

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

5.

Meeting Date: 11/15/2022

Subject: Consider the 2023 Arts Commission Annual Work Plan

INTRODUCTION

The Arts Commission is asked to consider the purposed Annual Work Plan (Event Calendar). City Code 3-204 requires that each commission submit an Annual Work Plan to City Council by February 1st of each year. Attached is the 2023 purposed plan for the Arts Commission to review.

DISCUSSION

RECOMMENDATION

Attachments

2023 Events Calendar

Arts Commission Events Calendar



January

- Performing Arts Series: Winter Concerts
- Commissioners attend and work January Concert
- Performing Arts Series: Thursday Nites LIVE! at the Dam
- Insure bands are booked for summer concerts and all Performance Agreements have been sent out
- Miscellaneous
- Administer Oath of Office for new and returning Commissioners
 - Update Arts Commission Annual Work Program (Events Calendar) and submit it to City Clerk for submission to City Council before February 1st.
- Contests
- Determine/confirm annual contests
 - Photo
 - Holiday Lighting

February

- Performing Arts Series: Winter Concerts
- Commissioners attend and work February Concert

March

- Performing Arts Series: Winter Concerts
- Commissioners attend and work March Concert

April

- Performing Arts Series: Winter Concerts
- Commissioners attend and work April Concert
 - Evaluate previous concert series
- Performing Arts Series: Thursday Nites LIVE! at the Dam
- Confirm concessions for summer concerts
 - Notify Anoka County Parks staff of summer concert lineup
 - Draft Memo to City Council with announcement of summer concert lineup
- Budget
- Set budget for the following year
 - Request grant from Community Strength Foundation for the concerts for the following year

May

- Performing Arts Series: Thursday Nites LIVE! at the Dam
- Confirm commissioner roles and responsibilities for concerts
 - Submit check requests to Finance Dept for Performers
- Photo Contest
- Confirm photo contest details

June

- Performing Arts Series: Thursday Nites LIVE! at the Dam
- Commissioners attend and work at the concerts
- Photo Contest
- Roll out photo contest
- Miscellaneous
- Commissioners attend Summer in the City Meetings

July

- Performing Arts Series: Thursday Nites LIVE! at the Dam
- Commissioners attend and work at the concerts
- Miscellaneous
- Commissioners attend Summer in the City Meetings
- NO REGULAR ARTS COMMISSION MEETING IN JULY

August

- Performing Arts Series: Thursday Nites LIVE! at the Dam
- Commissioners attend and work at the concerts
- Performing Arts Series: Thursday Nites LIVE! at the Dam
- Evaluate previous concert series
 - Send thank-you notes
 - Begin to look at performers for 2023 summer concerts
- Miscellaneous
- Commissioners attend Summer in the City Meetings

September

- Performing Arts Series: Winter Concerts
Continue planning performers for 2023 winter concert and finalize details
- Photo Contest
- Judging and notification
- Holiday Lighting Contest
- Confirm details
- Miscellaneous
- Commissioners attend Love My Pet Fair and assist with the Chalk Contest

October

- Performing Arts Series: Thursday Nites LIVE! at the Dam
- Determine performers for 2023 summer concerts

November

- Performing Arts Series: Thursday Nites LIVE! at the Dam
- Determine performers for 2023 summer concerts
- Holiday Lighting Contest
- Roll out contest
 - Determine commissioner roles and responsibilities
- Performing Arts Series: Winter Concerts
Begin selling tickets for the 2023 winter concerts
- Miscellaneous
- Update Arts Commission Annual Work Program (Events Calendar) and submit it to City Clerk for submission to City Council by December.

December

- Holiday Lighting Contest
- Judging and notification
- Performing Arts Series: Winter Concerts
- Submit check requests to Finance Dept for Performers
 - Submit check request to Finance Dept for petty cash
 - Verify cake cutters are available
 - Order supplies
- Miscellaneous
- Vote for next year's officers
- CELEBRATION!**



Arts Commission - Regular

6.

Meeting Date: 11/15/2022

Subject: Consider 2022 Holiday Lighting Contest Judge Sub-Committee

INTRODUCTION

The Arts Commission is asked to form a Holiday Lighting Contest subcommittee to judge the entries. The subcommittee should be no more than four Arts Commissioners. Once the subcommittee has been selected, they should agree upon a date, time, and location to meet.

Deadline of Entries: Noon on December 2, 2022

Judging dates: December 8-11, 2022 from 5:30 pm to 10:00 pm

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

7.

Meeting Date: 11/15/2022

Subject: Consider Commission Terms Expiring in December 2022

INTRODUCTION

The following Arts Commissioners three year term will expire at the end of 2022:

Donna Carson
Amy Kuechle
William Reichenborn

These Commissioners are asked to consider if they would like to serve on the Arts Commission for an additional term.

DISCUSSION

RECOMMENDATION
