



ARTS COMMISSION AGENDA

Tuesday, May 16, 2023

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 18,2023 Meeting

Old Business

2. Consider 2024 Winter Concert Series Planning and Possible Changes

New Business

3. Consider 2024 Budget
4. Consider 2023 Photo Contest Details
5. Review the Event Coordinator Job Description

Other Business

Adjourn



Arts Commission - Regular

1.

Meeting Date: 05/16/2023

Subject: Approve Minutes from the April 18,2023 Meeting

INTRODUCTION

The Arts Commission is asked to review the attached minutes and note any changes that may need to be made.

DISCUSSION

RECOMMENDATION

Attachments

April 18, 2023 Arts Commission Minutes

COON RAPIDS ARTS COMMISSION MEETING MINUTES FOR 4/18/2023

The 4/18/2023 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), Donna Carson, Elaine Stulc, William Reichenborn, Ellen Feuling, Brian Sandberg, Amy Kuechle, John Kocon

Commissioners Not Present:

Guests Present:

Staff Liaison: Joan Lenzmeier – Acting Staff Liaison

ADOPT AGENDA

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

Motion by Elaine Stulc to accept the agenda as written.
Seconded by Donna Carson.
Motion passed unanimously.

APPROVAL OF MINUTES

APPROVAL OF THE **MARCH 21, 2023** MINUTES

Motion by Ellen Feuling to approve the January 17, 2023 Minutes as written.
Seconded by Amy Kuechle.
Motion passed unanimously.

OLD BUSINESS

ADMINISTER OATHS OF OFFICE TO RETURNING ARTS COMMISSION MEMBERS

Oaths of Office were administered to returning Commissioners Amy Kuechle, Donna Carson, and William Reichenborn.

CONSIDER NEXT STEPS IN THE ROLL OUT OF THE PUBLIC ARTS DISPLAY PROGRAM

The Arts Commission discussed the next phase of the Public Art Display Program roll out. Ideas for additional organizations, communities, and schools to contact included alternative schools Palladin and Northwest Passage, the Anoka-Ramsey Community College Art Department, and Community Ed programs. Commissioner Feuling offered to create a mailing list of local art organizations, communities and schools and email the information to Staff Liaison Stephanie Lincoln.

CONSIDER RECAP OF 2023 WINTER CONCERT SERIES

The Arts Commission discussed the 2023 Winter Concert Series. Ideas for the 2024 Winter Concert Series included having the Elvis concert with Snowflake Days. There was consensus for three or four concerts with one being 50s/60s, one variety, and one country music. Chair Kehn volunteered to speak with Diane about the possibility of having a concert with Snowflake Days.

NEW BUSINESS

CONSIDER SIGNING UP FOR SUMMER IN THE CITY MEETINGS

Commissioners signed up for shifts at the three Summer in the City Meetings.

OTHER BUSINESS

CONSIDER DISCUSSION TOPICS FOR NEXT ARTS COMMISSION MEETING

The Arts Commission was asked to determine topics they wanted to discuss at the May 16, 2023 Arts Commission Meeting. The topic that will be discussed is: the theme for the Photo Contest.

NEXT MEETING

The next meeting of the Arts Commission will be on Tuesday, May 16, 2023, 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 6:41 p.m.

Seconded by Amy Kuechle.

Motion passed unanimously.

Respectfully submitted by Joan Lenzmeier, Acting Staff Liaison



Arts Commission - Regular

2.

Meeting Date: 05/16/2023

Subject: Consider 2024 Winter Concert Series Planning and Possible Changes

INTRODUCTION

With Winter Concert attendance decreasing each year, the Arts Commission is asked to consider making changes. Some ideas that have been proposed are:

Decreasing the number of concerts offered
Partnering with the Snowflake Days for the February Concert

It is also noted that the seating capacity for the February 2024 Concert will be decreased because of Civic Room C being used for a voting location. The seating capacity for using just Civic Room A and B is 160.

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

3.

Meeting Date: 05/16/2023

Subject: Consider 2024 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 16, 2024 Arts Commission Meeting so that it can be included in the City Council Proposed Budget.

DISCUSSION

RECOMMENDATION

Attachments

2023 Arts Commission Final Year Set Budget - Acct 102

2023 Arts Commission Final Set Budget - Acct 102

4-30-23 Revenue Report

Coon Rapids Arts Commission 2023 Budget

Account 10202 (General Fund)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2023 Set Budget</u>	<u>NOTES</u>
6210 Professional Services			
	Winter Concert Cake Cutter Services	\$ 100.00	
	6210 Subtotal:	\$ 100.00	
6222 Postage			
	Daily Postage Needs	\$ 100.00	
	6222 Subtotal:	\$ 100.00	
6230 Travel/Schools/Conferences			
	Winter Concert Cake Cutter Milage	\$ 40.00	
	Holiday Lighting Contest Milage	\$ 60.00	
	6230 Subtotal:	\$ 100.00	
6240 Advertising/Printing			
	Waterbill Inserts - Winter Concerts	\$ 500.00	
	Waterbill Inserts - Summer Concerts	\$ 500.00	
	6240 Subtotal:	\$ 1,000.00	
6284 Awards			
	Photo Contest	\$ 350.00	
	Holiday Lighting Contest	\$ 350.00	
	6284 Subtotal:	\$ 700.00	
6285 Licenses and Taxes			
	ASCAP	\$ 250.00	
	BMI	\$ 250.00	
	SESAC	\$ 350.00	
	6285 Subtotal:	\$ 850.00	
6289 MISC			
	Misellaneous Expenses	\$ 200.00	
	6310 Subtotal:	\$ 200.00	
6310 Office Supplies			
	Name Tags / Badges / Office Supplies	\$ 200.00	
	6310 Subtotal:	\$ 200.00	
6370 Supplies			
	Summer Concerts: Signs, Ice, Water etc	\$ 200.00	
	Winter Concert		
	Cake/Coffee/Cider/Plates/Forks etc	\$ 400.00	
	Copier Charges	\$ 125.00	
	6370 Subtotal:	\$ 725.00	

Total: \$ 3,775.00

Coon Rapids Arts commission 2023 Budget
Account 75400 (Revenue Fund)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>EXPENDITURE</u>	<u>REVENUE</u>	<u>Notes</u>
4650	<i>Contributions</i>			
	Community Strength Foundation		\$ 12,000.00	
	Fund Raising			
	4650 Subtotal:	\$ -	\$ 12,000.00	
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	\$ 3,000.00		
	Summer Concert Performers	\$ 10,000.00		
	6210 Subtotal:	\$ 13,000.00	\$ -	
6282	<i>Rent</i>			
	Biff's Bathrooms	\$ -		
	Tent / Chairs			
	6210 Subtotal:	\$ -	\$ -	
	Total:	\$ 13,000.00	\$ 13,500.00	

CITY OF COON RAPIDS, MN
FUND 26000 - COMMISSIONS AND EVENTS FUND
FUND BALANCE BREAKDOWN AS OF APRIL 30, 2023

	ARTS 754	MISC 754	HISTORICAL COMMISSION 755	TOTAL
12/31/22 Fund Balance	\$ 1,182.82	\$ 1,626.71	\$ 1,774.16	\$4,583.69
Revenues thru 04/30/23 (excluding interest)	2,347.00			2,347.00
Expenditures thru 04/30/23	(2,308.61)	(6.00)		(2,314.61)
04/30/23 Fund Balance Before Interest	1,221.21	1,620.71	1,774.16	4,616.08
Interest Allocation Percentage	26.13%	35.30%	38.57%	100.00%
Interest Revenue*	6.20	8.37	9.14	23.71
04/30/23 Fund Balance	\$ 1,227.41	\$ 1,629.08	\$ 1,783.30	\$ 4,639.79

*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 = \$4,599.89

Interest to Allocate = \$23.71



Arts Commission - Regular

4.

Meeting Date: 05/16/2023

Subject: Consider 2023 Photo Contest Details

INTRODUCTION

The Arts Commission is asked to finalize details for the 2023 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

2022 Photo Contest Entry Form

2022 Photo Contest Guidelines



2022 Coon Rapids Photography Contest Entry Form

June 1, 2022 - September 15, 2022

PHOTO CONTEST THEME: Together Again

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		☒ Together Again
☐ 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



2022 Coon Rapids Photography Contest Guidelines

June 1, 2022 - September 15, 2022

PHOTO CONTEST THEME: Together Again

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 Thursday, September 15, 2022.

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.



Arts Commission - Regular

5.

Meeting Date: 05/16/2023

Subject: Review the Event Coordinator Job Description

INTRODUCTION

The Arts Commission has requested to review the Event Coordinator Job Description. It is attached for review.

DISCUSSION

RECOMMENDATION

Attachments

Event Coordinator Job Description

EVENT COORDINATOR DUTIES

Winter:

- Attach skirt to stage
- Ensure when arriving that the performer is ok, introduce self and offer any assistance if needed
- Set up AV equipment if needed
- Gather kitchen/food items from Arts Commission storage closet and bring to kitchen area to help kitchen staff prepare dessert and coffee
- Gather cash box, tickets, and programs from Arts Commission storage closet and deliver to commissioners selling tickets
- Set up ticket sales table - tickets, money, programs
- Give Commission Chair (Mary Ann) the check to pay the performers. A copy of Performance Agreement is also attached if needed. All of these documents are with the cash box in the Arts Commission storage area
- Set up Coon Rapids Arts Commission signs
- Set up comment box
- Assist kitchen staff prior to concert
- Unlock the doors for public to enter.
- Assist with any other set up - tables, lighting, etc. if needed
- Dim the lights before concert begins and turn lights back on during dessert break and when the concert is over.
- Continually walk around the concert room during concert to make sure everything is running smoothly
- Assist kitchen staff during concert - distributing desserts
- Sell tickets to public if commissioners need assistance
- Assist rest of Arts Commission members where needed
- Take down ticket table, clean up programs, and collect comment cards and pens, store food items when concert is over in Arts Commission storage closet
- Secure cash box back in Arts Commission storage closet

EVENT COORDINATOR DUTIES

Summer:

Day of Concert (prior to concert):

- Pick up performance agreement and check from City Hall before 4:30 pm.
- Purchase ice and bring to concert for bottled water. (keep receipt for reimbursement)

At Concert Site:

- Golf Cart Duties
 - Get the golf cart out of the secure storage area. The storage area is a fenced in area attached to the Visitor Center (in the back, turn right just after the main entrance station gate house.)
 - The key for the golf cart should be under the seat.
 - Meet the scheduled golf cart driver in front of the Visitor Center and hand off key and cart.
 - Set the sandwich board sign out for golf cart rides to and from the parking lot to the concert site. The sign is located in the closet behind the restrooms.
- Put bottled water on ice for performers and commissioners
- Ensure when arriving that the performer is ok, introduce self and offer any assistance if needed
- Set up AV equipment if needed
- Set up performer needs (water, beverages, etc.)
- Work with TV crew to assist in any issues with performers to set up for recording
- Distribute programs to public
- Assist public with seating and other needs
- Work with Anoka County Parks to ensure parking and facilities operate smoothly
- Clean up grounds after the concert
- Liaison for Boy Scouts and Lions to help out where needed
- Liaison for Police and Fire Departments to help out where needed
- Walk grounds during concert to make sure everything is run smoothly, reporting any disturbances to park rangers or police.
- Secure the sandwich board sign after concert
- Securely store golf cart at end of night in storage area, making sure to place the keys back under the seat.