



ARTS COMMISSION AGENDA

Tuesday, June 20, 2023

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 May 16, 2023 Meeting

Old Business

2. Consider Recap of the first Summer in the City Meeting

New Business

3. Start Planning for 2024 Winter Concert Series

Other Business

Adjourn



Arts Commission - Regular

1.

Meeting Date: 06/20/2023

Subject: Approve Minutes from the May 16, 2023 Meeting

INTRODUCTION

DISCUSSION

RECOMMENDATION

Attachments

May 16 2023 Arts Com Minutes

COON RAPIDS ARTS COMMISSION MEETING MINUTES FOR 5/16/2023

The 5/16/2023 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

Commissioners Not Present: John Kocon

Guests Present:

Staff Liaison: Stephanie Lincoln

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.
Seconded by Elaine Stulc.
Motion passed unanimously.

APPROVAL OF MINUTES

APPROVAL OF THE **APRIL 18, 2023** MINUTES

Motion by Ellen Feuling to approve the April 18, 2023 Minutes as written.
Seconded by Amy Kuechle.
Motion passed unanimously.

OLD BUSINESS

CONSIDER THE 2024 WINTER CONCERT PLANNING AND POSSIBLE CHANGES

With Winter Concert attendance decreasing each year, the Arts Commission discussed the options to change the current format. Taking the survey results into consideration, the Commission has decided to eliminate the January concert. Discussion also revolved around the idea of collaborating with the Snow Days Board to incorporate a concert as part of the Snow Days event line-up.

Motion by Ellen Feuling to eliminate the January concert and collaborate with the Snow Days Board for the February concert.
Seconded by Donna Carson.
Motion passed unanimously.

NEW BUSINESS

CONSIDER 2024 BUDGET

The Arts Commission received expenditure and revenue reports for 2023 as of April 30, 2023 in preparation of setting the 2024 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 \$1,227.41 reported as of 4/30/23. Motion also includes approval of the budget for account 10202 (General Fund): \$3,775.
Seconded by Elaine Stulc.

Motion passed unanimously.

CONSIDER 2023 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 Elaine Stulc to hold the photo contest from June 1st to September 15, 2023, to name the theme this year as "Highlights of Coon Rapids' Parks", 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.

REVIEW THE EVENT COORDINATOR JOB DESCRIPTION

The Arts Commission reviewed the current job description for the Event Coordinator as Naykade will only be able to work the first two concerts of the Summer Concert series and there will be a new staff person taking over. Toccara will be shadowing Naykade for the first two concerts and then taking over the duties of the Event Coordinator. The job duties have changed now that the golf cart tasks are no longer needed. Those items were removed to reflect current job duties.

OTHER BUSINESS

None

NEXT MEETING

The next meeting of the Arts Commission will be on Tuesday, June 20, 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 6:30 p.m.

Seconded by Amy Kuechle.

Motion passed unanimously.

Respectfully submitted by Stephanie Lincoln, Staff Liaison



Arts Commission - Regular

2.

Meeting Date: 06/20/2023

Subject: Consider Recap of the first Summer in the City Meeting

INTRODUCTION

The Arts Commission is asked to recap the events of the first Summer in the City Meeting. What worked at the booth, what could be improved, etc.

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

3.

Meeting Date: 06/20/2023

Subject: Start Planning for 2024 Winter Concert Series

INTRODUCTION

The Arts Commission is asked to begin selection of artists to perform at the three winter concerts planned for 2024.

DISCUSSION

RECOMMENDATION
