



ARTS COMMISSION AGENDA
Tuesday, October 17, 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 September 19, 2023 Meeting

Old Business

2. Continue 2024 Winter Concert Series Planning
3. Consider Student Members from Anoka-Ramsey Community College

New Business

4. Consider The Arts Commission By-Laws and the Purposed Revisions

Other Business

Adjourn



Arts Commission - Regular

1.

Meeting Date: 10/17/2023

Subject: Approve Minutes from the September 19,2023 Meeting

INTRODUCTION

The Arts Commission is asked to review the minutes from the previous meeting and give approval.

DISCUSSION

RECOMMENDATION

Attachments

9/19/23 Arts Commission Meeting Minutes

COON RAPIDS ARTS COMMISSION MEETING MINUTES FOR 9/19/2023

The 9/19/2023 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), Brian Sandberg, Elaine Stulc, William Reichenborn, Ellen Feuling, Amy Kuechle,

Commissioners Not Present: John Kocon Donna Carson

Guests Present:

Staff Liaison: Stephanie Lincoln

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 Ellen Feuling.

Motion passed unanimously.

APPROVAL OF MINUTES

APPROVAL OF THE AUGUST 15, 2023 MINUTES

Motion by Ellen Feuling to approve the August 15, 2023 Minutes as written.

Seconded by Amy Kuechle.

Motion passed unanimously.

OLD BUSINESS

CONSIDER ARTIST SELECTION FOR THE PUBLIC ART DISPLAY PROGRAM

The Arts Commission reviewed the submitted art application and discussed that it met the parameters of the program.

Motion by Ellen Feuling to approve the submitted art application and invite the artist to display the art piece.

Seconded by Amy Kuechle.

Motion passed unanimously.

CONTINUE 2024 WINTER CONCERT SERIES PLANNING

The Arts Commission discussed the performer line-up and dates for the 2024 Winter Concert Series. General consensus was to table this item until the October 17, 2023 meeting.

NEW BUSINESS

INTRODUCE POTENTIAL NEW ARTS COMMISSION MEMBERS

No potential new Arts Commission Members attend the meeting.

JUDGE THE 2023 PHOTO CONTEST ENTRIES

The Arts Commission judged the 80 photo submissions for the 2023 photo contest. The scoring process resulted in the following awards:

18 Years and Over Category:

1st Place: A53, Rainbow Reflections, Brian Marquis, taken at Crooked Lake Park and Beach

2nd Place: A13, Sunset on Coon Creek, Joel Peterson, taken at Coon Reek on Main Street across from Balfany Sod Farm

Honorable Mention: A19, Bald Eagle Flying Towards Crooked Lake Beach, Joel Friday, taken at Crooked Lake

17 Years and Under Category:

1st Place: Y1, Making a Friend at the Coon Rapids Dam, Jesse Yuqui, taken at Coon Rapids Dam

2nd Place: Y4 Sunset at the Dam, Connor Moncrief, taken at Coon Rapids Dam

Honorable Mention: Y7 Slam Dunk at the Park!, Hudson Tanem, taken at Lions Park

OTHER BUSINESS

CONSIDER STUDENT MEMBERS FROM ANOKA-RAMSEY COMMUNITY COLLEGE

Virginia Acevez, an Anoka Ramsey Community College Advisor, recently reached out and asked if there are opportunities for some of their students to participate in the Arts Commission. The Arts Commission discussed the potential of having students from the Coon Rapids High School, under the Anoka Ramsey Community Post-Secondary Enrollment Options program, get involved with assisting at the Winter Concerts. This item will be further discussed at the next meeting.

NEXT MEETING

The next meeting of the Arts Commission will be on Tuesday, October 17, 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 Amy Kuechle at 7:50 p.m.

Seconded by Ellen Feuling.

Motion passed unanimously.

Respectfully submitted by Stephanie Lincoln, Staff Liaison



Arts Commission - Regular

2.

Meeting Date: 10/17/2023

Subject: Continue 2024 Winter Concert Series Planning

INTRODUCTION

The Arts Commission is asked to continue performer selection for the 2024 Winter Concert Series. At the August meeting, the following performers were selected:

February 8, 8, 2024: The Floras - Country/Gospel

March 14, 2024: Riverside Rockets: 50's Style

The Arts Commission is asked to select a performer for the April 11, 2024 concert

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

3.

Meeting Date: 10/17/2023

Subject: Consider Student Members from Anoka-Ramsey Community College

INTRODUCTION

Virginia Acevez, an Anoka Ramsey Community College Advisor, recently reached out and asked if there are opportunities for some of their students to participate in the Arts Commission. At the last Arts Commission meeting, discussion revolved around having students from the Coon Rapids High School, under the Anoka Ramsey Community Post-Secondary Enrollment Options program, get involved with assisting at the Winter Concerts. The Arts Commission is asked to continue this discussion.

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

4.

Meeting Date: 10/17/2023

Subject: Consider The Arts Commission By-Laws and the Purposed Revisions

INTRODUCTION

The Arts Commission By-Laws haven't been amended since April 17, 1990. In a recent meeting, it was proposed to look at the current By-Laws and make some updates.

Attached are the proposed revisions submitted by Commission Member Ellen Feuling and Chair Mary Ann Kehn.

The Arts Commission is asked to review all documents and come to the meeting prepared to discuss the revisions.

DISCUSSION

RECOMMENDATION

Attachments

Purposed Arts Commission Bylaws

City Charter and Code Information for Commissions

City of Coon Rapids Arts Commission Bylaws

Amended October 2023

1. Name
 - a. The name of the Commission shall be the Coon Rapids Arts Commission with members **approved** by the City Council.
2. Purpose
 - a. The purpose of the Arts Commission is to **provide opportunities for various art experiences to the local community and beyond.**
3. Objectives
 - a. **To seek an awareness of artistic needs**
 - b. **To explore various art experiences**
 - c. To bring together resources in providing **artistic** opportunities for the community
 - d. To develop a recommended plan in carrying out the goals and objectives of the Commission
 - e. To recommend a financial budget for carrying out approved projects
4. Membership
 - a. **Membership on the Commission is a volunteer position**
 - b. The Commission shall be composed of **up to 15 commissioners from** the community, **approved** by the City Council
 - c. Membership **terms are for three years**
5. Membership Expectations
 - a. **A Commissioner is expected to attend monthly meetings and volunteer for programs and activities**
 - b. **If unable to attend a meeting, a commissioner is expected to notify the Commission liaison**
 - c. **If unable to attend program, a commissioner is expected to email all other members and find a replacement**
 - d. **Any Commissioner not meeting these expectations without just cause may be asked to resign or may be voted off the commission**
6. Meetings
 - a. The regular meetings will be held once a month to carry out the order of business.
 - b. Commissioners will receive written notification of meetings, including an agenda **and supporting information**, prior to the date set for the meeting
 - c. Special meetings may be subject to the call of the chairperson and a notification of such meetings would be **given** 48 hours by telephone or **email**
 - d. Meetings will be conducted by "Robert's Rule of Order, Revised".
 - e. The business year shall be from January 1st through December 31st
7. Quorum
 - a. A quorum shall consist of **50% of the commissioners**
8. Officers
 - a. The officers shall be elected by the commissioners and shall consist of the following:
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary **(City Liaison)**
 - iv. Treasurer

9. Committee Structure

- a. The Commission chairperson shall, at any time, appoint a special sub-committee from the commissioners to conclude other forms of business, such as a budget request or short and long range planning

10. Finances

- a. Financial responsibilities are to be assumed according to the budget outline for the calendar year, as recommended by the Arts Commission and approved by the City Council.

11. Amendments

- a. These bylaws may be adopted, amended, revised or appealed by a 2/3 vote of Commissioners at any meeting, providing that due notice is given of such proposals
- b. Amendments and changes in bylaws must be approved by the City Council.

Red – 1st revision

Blue-2nd revision

1-202 - Boards and Commissions.

There shall be no separate administrative board of health, library board, park board, or any other administrative board or commission, except for the administration of a function jointly with another political subdivision. The Council shall itself be and perform the duties and exercise the powers of such boards and commissions. The Council may, however, establish boards or commissions to advise the Council with respect to any municipal function or activity to investigate any subject of interest to the City or to perform quasi-judicial functions.

CHAPTER 3-200 - ADVISORY COMMISSIONS AND BOARD OF ADJUSTMENT AND APPEALS

3-201 - Appointments, Vacancies and Continuation.

All appointments to advisory commissions, committees, and the Board of Adjustment and Appeals shall be such as to maintain any required proportional representation and shall be approved by a majority vote of the City Council. The term of each member shall be for three years and shall terminate on December 31 of the third year or until a successor has been appointed and qualified. When vacancies occur in a position, an appointment shall be made in like manner for the remainder of the unexpired term. Each of the members serving at the time of the adoption of this Code shall serve out his or her term. All commissions, committees, and the Board of Adjustment and Appeals, established by prior ordinances, are hereby continued.

[Revised 10/17/00, Ordinance 1711]

Employees of the City of Coon Rapids shall be entitled to serve on any commission, committee, or the Board of Adjustment and Appeals except, however, that the employee shall not serve on any committee for which his or her supervisor is the staff liaison.

[Revised 10/17/00, Ordinance 1711]

3-202 - Organizational Structure.

The chair of each commission, committee, and the Board of Adjustment and Appeals shall be designated by the City Council from among the members of each such body. The chair shall be responsible for presiding at the meetings and shall be entitled to an equal vote with other members. Each such body shall elect such other officers as may be deemed necessary and adopt its own rules of procedure, which rules shall conform to the provisions of the City Code and resolutions adopted by the City Council.

[Revised 10/17/00, Ordinance 1711]

3-203 - Meetings.

At its annual organizational meeting, the commission, board, or committee shall designate the time and place of its regular meetings, which shall be not less than quarterly. Special meetings may be called by the chair or by any two members of the commission, board, or committee by the giving of written notice to all members of the commission, board, or committee 48 hours prior to the time of the meeting. All meetings shall be open to the public and shall be held at the City Hall or other public or semipublic

facility. The City Council reserves the right to adopt, by resolution, additional rules for the operation of commissions, boards, and committees.

3-204 - Annual Work Program.

Each commission, board, or committee shall prepare an annual work program which shall be submitted to the City Council for approval on or before February 1 of each year. Any major deviation from the approved work program during the year shall be approved in advance by the Council.

3-205 - Election Issues.

No commission, board, or committee shall advocate any position on an issue in any election without prior approval of the City Council.

3-206 - Compensation.

Members of commissions, boards, and committees shall not be entitled to compensation for serving in such capacity except as follows:

- (1) Members may be reimbursed for out of pocket expenses that directly relate to their position except for any expenses associated with members' attendance at regular or special meetings of the commission, boards or committees.
- (2) Notwithstanding paragraph (1), the City may provide meals for members who are required to meet over a normal meal time.
- (3) Not more frequently than once per calendar year the City may sponsor a recognition event that members and one guest each may attend at City expense.

[Revised 11/6/02, Ordinance 1788]

3-207 - Staff Liaison.

The City Manager shall assign an employee to each commission or board to serve as liaison to the staff.

3-208 - Board of Adjustment and Appeals.

- (1) Composition. The Board of Adjustment and Appeals shall be composed of five members.

[Revised 10/17/00, Ordinance 1711]

- (2) Functions. The functions of the Board shall be as follows:

- (a) To conduct hearings and deny or grant variances from the terms of the zoning and

building codes and ordinances.

- (b) To consider and decide appeals from decisions made by the Building Official.
- (c) To consider and decide appeals from decisions made by the Zoning Administrator.
- (d) For the purpose of such decision, to interpret, construe, and decide meanings of the zoning and building codes; but the Board shall not determine the validity of any such provision of the code.
- (e) To perform such other duties as may be prescribed in this Code or by Minnesota Statutes.

3-209 - Reserved.

Editor's note— Ord. No. 2273 adopted Nov. 15, 2022, repealed § 3-209, which pertained to the capital improvement committee is deleted in its entirety and derived from the original Code of 1982.

3-210 - Reserved.

Editor's note— Ord. No. 2273 adopted Nov. 15, 2022, repealed § 3-210, which pertained to the economic development commission and derived from Ord. 1464 adopted Sept. 28, 1993.

3-211 - Arts Commission.

- (1) Composition. The Arts Commission shall be composed of 15 members interested in the development of the arts. They need not be residents of Coon Rapids.
- (2) Purpose. The Arts Commission was created by the Coon Rapids City Council in 1974 to foster the development of the arts, to advise the City Council on arts related matters, and to stimulate participation in and appreciation of the arts by all area residents.
- (3) Functions. The functions of the Arts Commission shall be as follows:
 - (a) Promote and support local artistic events and activities.
 - (b) Identify cultural needs in the community.
 - (c) Support new cultural organizations by co-sponsoring events. Encourage them to continue their efforts independently.
 - (d) Develop a plan and financial budget to carry out the goals.
 - (e) Coordination of other programs as directed by the City Council.

[Revised 6/22/93, Ordinance 1453]

3-212 - Historical Commission.

- (1) Composition. The Commission shall consist of nine members of whom at least one member of

the Commission shall be a member of the Anoka County Historical Society, if available.

(2) Functions. The functions of the Commission shall be as follows:

- (a) To act as an advisory board to the City Council in matters relating to the preservation of buildings, lands, areas, or districts which possess historical or architectural significance and which will promote the educational, cultural, and general welfare of the City of Coon Rapids.
- (b) To recommend to the City Council the acquisition and maintenance of buildings, lands, areas, or districts which the Commission has determined to be of historical or architectural value.
- (c) To recommend to the City Council members, places, or events which are recognized as being of historical significance to the City.
- (d) To recommend to the Council means of recognizing and recording such persons, places, or events; to plan activities which shall from time to time recognize the history of the City.
- (e) To plan and coordinate all City activities relating to the 1976 Bicentennial Celebration.
- (f) Such other programs and activities as the Council may refer to the Commission.

3-213 - Human Rights Commission.

[Repealed 2/6/07, Ordinance 1941]

3-214 - Human Services Commission.

[Repealed 04/10/90, Ordinance 1330]

3-215 - Parks and Recreation Commission.

(1) Composition. The Parks and Recreation Commission shall be composed of seven members.

[Revised 10/17/95, Ordinance 1545][Revised 12/20/05, Ordinance 1913]

(2) Functions. The functions of the Parks and Recreation Commission shall be as follows:

- (a) To prepare and maintain a comprehensive plan for the development of parks and recreation within the City.
- (b) To conduct hearings and make recommendations to the City Council in regard to proposed changes of ordinances relating to parks and recreation in furtherance of the Comprehensive Plan and regulations therefor.

[Revised 12/20/05, Ordinance 1913]

- (c) To study and make recommendations to the City Council in regard to programs and

practices of the Parks and Recreation Department concerning the utilization of facilities, and coordination of long-range park and recreation plans with the County, the Metropolitan Council, and the State of Minnesota, and in regard to licensing and concession operations.

- (d) To study and make recommendations to the City Council in regard to the development of guidelines to ensure proper coordination of public recreational programs and park use; community school programs, programs such as those offered by other public agencies such as the Anoka-Ramsey Community College and the Anoka-Hennepin Independent School District; and with all private organizations offering park and recreational programs.

3-216 - Planning Commission.

- (1) Composition. The Planning Commission shall be composed of seven members.
- (2) Functions. The functions of the Planning Commission shall be as follows:
 - (a) To prepare and maintain a comprehensive plan for the development of the City.
 - (b) To conduct hearings and make recommendations to the City Council in regard to proposed changes in zoning classifications and in regard to proposed special use permits.
 - (c) To study and make recommendations to the City Council in regard to amendments to the zoning code.
 - (d) To study and make recommendations to the City Council in regard to means to carry out the Comprehensive Plan and regulations therefore.
 - (e) To assume such other and further duties as may from time to time be directed by the City Council.

3-217 - Reserved.

Editor's note— Ord. No. 2273 adopted Nov. 15, 2022, repealed § 3-217, which pertained to the safety commission and derived from Ord. 1839 adopted June 1, 2004.

3-218 - Cable Communications Commission.

[Repealed 11/6/96, Ordinance 1579]

3-219 - Reserved.

Editor's note— Ord. No. 2273 adopted Nov. 15, 2022, repealed § 3-219, which pertained to the housing and community development citizens advisory commission and derived from Ord. No. 1403 adopted Feb. 25, 1992 and Ord. No. 1482 adopted Feb. 22, 1994.

3-220 - Sustainability Commission.

- (1) Composition. The Commission shall consist of up to nine members.
- (2) Functions. The functions of the Sustainability Commission shall be as follows:
 - (a) To study and evaluate sustainable practices that can be implemented successfully in the City of Coon Rapids.
 - (b) To study and evaluate sustainable green living practices designed to reduce a resident's carbon footprint and enhance residential neighborhoods.
 - (c) To promote sustainable residential living practices to the community as a whole.
 - (d) To recommend to the City Council the implementation of City projects that enhance the sustainability of Coon Rapids neighborhoods.
 - (e) To promote sustainable business practices to the Coon Rapids business community as a whole.
 - (f) To recommend to the City Council the implementation of green business projects and the use of City resources to support sustainable business projects.
- (3) Meetings. The Commission shall hold its meetings and function pursuant to this Chapter.

[Revised 6/16/09, Ordinance 2014]

(Ord. No. 2261, 2-15-22)