



ARTS COMMISSION AGENDA
Tuesday, November 21, 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 October 17, 2023 Meeting

Old Business

2. Continue 2024 Summer Concert Series Planning
3. Reminder of the Change in Date for December Arts Commission Meeting
4. Consider The Arts Commission By-Laws and the Proposed Revisions

New Business

5. Receive Current Financial Report
6. Consider the 2024 Arts Commission Annual Work Plan
7. Consider 2023 Holiday Lighting Contest Judge Sub-Committee
8. Consider Artist Selection for the Public Art Display Program - January through March Period

Other Business

Adjourn



Arts Commission - Regular

1.

Meeting Date: 11/21/2023

Subject: Approve Minutes from the October 17,2023 Meeting

INTRODUCTION

The Arts Commission is asked to review the attached Minutes of the previous meeting and make necessary changes and/or give approval.

DISCUSSION

RECOMMENDATION

Attachments

10-17-23 Minutes

COON RAPIDS ARTS COMMISSION MEETING MINUTES FOR 10/17/2023

The 10/17/2023 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, Donna Carson,

Commissioners Not Present: John Kocon Amy Kuechle

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 SEPTEMBER 19, 2023 MINUTES

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

Seconded by William Reichenborn.

Motion passed unanimously.

OLD BUSINESS

CONTINUE 2024 WINTER CONCERT SERIES PLANNING

The Arts Commission discussed the performer line-up and dates for the 2024 Winter Concert Series. The final performer selection included the following:

1. Trigger Happy – Country (\$650)

Motion by Ellen Feuling to have Trigger Happy play the April 11, 2024 Winter Concert.

Seconded by Elaine Stulc.

Motion passed unanimously.

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 four 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 next step will be to contact Ms. Acevez and let her know that there is an opportunity to assist with Winter Concerts.

NEW BUSINESS

CONSIDER THE ARTS COMMISSION BY-LAWS AND THE PURPOSED REVISIONS

The Arts Commission reviewed the purposed By-Laws along with the City Charter, City Code, and a recent Resolution outlining expectation of City Council regarding Commissions, Boards, and Committees. They discussed that at the next meeting, they will have more revisions to look at.

OTHER BUSINESS

CONSIDER SETTING THE 2024 SUMMER CONCERT SERIES DATES

The Arts Commission discussed the dates for the 2024 Summer Concerts.

Motion by Donna Carson to set the 2024 Summer Concert Series Dates as follows: June 6, 13, 20, 27. July 11, 18, 25. August 1, 8.

Seconded by Elaine Stulc.

Motion passed unanimously.

STATUS UPDATE ON THE NEW PUBLIC ART DISPLAY PROGRAM

Staff Liaison, Stephanie Lincoln, gave an update to the Public Art Display Program. The Commission was informed that the first round of Art has been displayed and was invited to visit the display area after the meeting. The Commission was also informed that there are two other display applications from artists for the up-coming year of rotations. Finally, the Commission was informed that Chair Mary Ann Kehn was interviewed about the new program by CTN and the segment will air this Friday.

NEXT MEETING

The next meeting of the Arts Commission will be on Tuesday November 21, 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 6:50 p.m.

Seconded by Elaine Stulc.

Motion passed unanimously.

Respectfully submitted by Stephanie Lincoln, Staff Liaison



Arts Commission - Regular

2.

Meeting Date: 11/21/2023

Subject: Continue 2024 Summer Concert Series Planning

INTRODUCTION

The Arts Commission is asked to continue planning for the 2024 Summer Concert Series. In previous meetings, the following dates have been established:

June 6, 13, 20, 27

July 11, 18, 25

August 1, 8

Artist selection for each date is the next step in the planning process.

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

3.

Meeting Date: 11/21/2023

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

INTRODUCTION

In a previous meeting, the Arts Commission decided to move their regularly scheduled December meeting from December 19, 2023 to December 12, 2023.

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

4.

Meeting Date: 11/21/2023

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

INTRODUCTION

The Arts Commission By-Laws haven't been amended since April 17, 1990. In recent meetings, the Arts Commission has discussed making updates that would incorporate rules and requirements that are inline with City Code and Resolution 23-13. The attached draft is the proposed By-Laws with the desired changes. The Arts Commission is asked to review.

DISCUSSION

RECOMMENDATION

Attachments

Proposed By Laws

1. Name
 - a. The name of the Commission shall be the Coon Rapids Arts Commission with members appointed by the City Council.
2. Purpose
 - a. The Arts Commission was created by the Coon Rapids City Council in 1974 to
 - i. foster the development of the arts,
 - ii. to advise the City Council on arts related matters,
 - iii. to stimulate participation in and appreciation of the arts by all area residents.(Ordinance 1453)
3. Function
 - 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 and encourage them to continue their efforts independently.
 - d. Develop a plan and financial budget to carry out goals.
 - e. Coordination of other programs as directed by the City Council.
(City Code 3-211, Ordinance 1453)
4. Membership
 - a. Membership on the Commission is a volunteer position
 - b. The Commission shall be composed of up to 15 members interested in the development of the arts. They need not be residents of Coon Rapids.(3-221Ordinance 1453)
 - c. Membership terms are for three years
5. Membership Expectations
 - a. A Commissioner shall notify the Commission chairperson, Staff Liaison, or the City Clerk's office of any intended absence at a Commission meeting prior to the meeting
 - b. A Commissioner who has volunteered for an event and is unable to attend is expected to find a replacement
 - c. A Commissioner who is absent from three consecutive meetings or who is absent from four or more meetings in any calendar year from their Commission, shall be considered to have constructively resigned unless an exception has been recommended by the Chair of the Commission and approved by the City Manager, and that person's term shall be filled as set forth in the City's Code
 - d. Should a vacancy exist on a Commission, applications will be accepted, reviewed by the Staff Liaison, interviewed by the Commission and a recommendation for appointment made to Council by the Staff Liaison
 - e. A Commissioner shall not vote on an application nor take part in any business if the Commissioner has any legal interest or relationship with an outside organization in which the City is having business dealings with and such interest or relationship might impair the ability of the Commissioner to act in the best interest of the City
 - f. Acceptance of anything other than a nominal gift that is related to City business by a Commissioner is prohibited
 - g. Commissioners shall treat applicants, staff, consultants, other commissioners, councilmembers and the general public in a respectful manner; and
 - h. Any Commissioner may be removed from office by the City Council by a simple majority vote.
(Resolution No. 23-13)

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 called by the chair or any two members of the commission by the giving of written notice to all members of the commission 48 hours prior to the time of the meeting**
- d. Meetings will be conducted by “Robert’s Rule of Order, Revised”.
- e. **All meeting shall be open to the public and shall be held at the City Hall or other public or semipublic Facility. (City Code 3-203)**

7. Quorum

- a. A quorum shall consist **of a majority of existing Commission members** ~~2/3 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

Black – verbage from the former approved Bylaws

Red – 1st revision

Blue-2nd revision

Green – 3rd revision in accordance with Chapter 3-200 and resolution No. 23-13

Purple – suggested by Staff



Arts Commission - Regular

5.

Meeting Date: 11/21/2023

Subject: Receive Current Financial Report

INTRODUCTION

The Arts Commission is asked to review the Financial Report for the month ending October, 2023.

DISCUSSION

RECOMMENDATION

Attachments

Financial Report

CITY OF COON RAPIDS, MN
FUND 26000 - COMMISSIONS AND EVENTS FUND
FUND BALANCE BREAKDOWN AS OF OCTOBER 31, 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 10/31/23 (excluding interest)	13,547.00			13,547.00
Expenditures thru 10/31/23	(13,661.09)	(6.00)		(13,667.09)
09/30/23 Fund Balance Before Interest	1,068.73	1,620.71	1,774.16	4,463.60
Interest Allocation Percentage	24.89%	35.89%	39.22%	100.00%
Interest Revenue*	15.90	22.94	25.06	63.90
10/31/23 Fund Balance	\$ 1,084.63	\$ 1,643.65	\$ 1,799.22	\$ 4,527.50

*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 = \$4,523.65

Interest to Allocate = \$63.90



Arts Commission - Regular

6.

Meeting Date: 11/21/2023

Subject: Consider the 2024 Arts Commission Annual Work Plan

INTRODUCTION

The Arts Commission is asked to consider the proposed 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 2024 purposed plan for the Arts Commission to review.

DISCUSSION

RECOMMENDATION

Attachments

2024 Events Calendar and Work Plan

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
- Ensure bands are booked for summer concerts and all Performance Agreements have been sent out
- Miscellaneous
- Administer Oath of Office for new and returning Commissioners
- Contests
- Determine/confirm annual contests
 - Photo
 - Holiday Lighting

February

- Performing Arts Series: Winter Concerts
- Commissioners attend and work February Concert
- Public Art Display Program:
- Consider Entries for the Public Art Display term of April- June.

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
- Public Art Display Program:
- Consider Entries for the Public Art Display term of July - September.

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
- Public Art Display Program:
- Consider Entries for the Public Art Display term of October - December.
- 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
- Public Art Display Program:
- Consider Entries for the Public Art Display term of January - March.
- 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

7.

Meeting Date: 11/21/2023

Subject: Consider 2023 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: December 1, 2023

Judging dates: December 7-10, 2023 from 5:30 pm to 10:00 pm

DISCUSSION

RECOMMENDATION



Arts Commission - Regular

8.

Meeting Date: 11/21/2023

Subject: Consider Artist Selection for the Public Art Display Program - January through March Period

INTRODUCTION

The Arts Commission is asked to review the submitted art for the January - March display period and decide if it would fit the parameters of the program.

Artwork Criteria

- Must be a local or regional artist.
- Artwork must not be offensive or condescending towards any race, religion, sex or sexual orientation.
- Artwork must not be used to promote or oppose political views.
- Artwork must not be exclusively religious in nature.
- Art may be either a single piece or multiple pieces, framed or textile, provided the art may be displayed in the designated display case *dimensions 21 feet long x 6 feet high x 20 inches deep)
- 3-D art will also be displayed in the display case (enclosed and secured)

DISCUSSION

RECOMMENDATION
