



**ARTS COMMISSION AGENDA**  
**Tuesday, April 16, 2019**  
**6:00 p.m.**  
**City Hall**  
**Conference Room #3**

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**Call to Order**

**Roll Call**

**Adopt Agenda**

**Approval of Minutes from Previous Meeting**

1. Approve Minutes from the March 19, 2019 Meeting

**Old Business**

2. 2019 Summer Concert Planning - Golf Cart Drivers
3. 2019 Winter Concerts - Recap

**New Business**

4. 2019 Summer in the City Workers Needed
5. New Staff Liaison Transition
6. Potential New Commission Members
7. 2020 Budget Planning

**Other Business**

**Adjourn**



**Arts Commission - Regular**

**1.**

**Meeting Date:** 04/16/2019

**Subject:** Approve Minutes from the March 19, 2019 Meeting

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**INTRODUCTION**

The Arts Commission is asked to review the Minutes from the last Arts Commission Meeting, which was held on March 19, 2019.

**RECOMMENDATION**

Approve Minutes from the March 19, 2019 meeting

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**Attachments**

3-19 Minutes

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## COON RAPIDS ARTS COMMISSION MEETING MINUTES FOR 3/19/2019

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The 3/19/2019 meeting of the Arts Commission was called to order at 5:45 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, Ellen Feuling, Elaine Stulc, Amy Kuechle, William Reichenborn

**Commissioners Not Present:** John Kocon, Jim Ulwelling

**Guests Present:**

**Staff Liaison:** Stephanie Lincoln (Deputy City Clerk)

### ADOPT AGENDA

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Meeting called to order at 5:45 p.m. by Chair Mary Ann Kehn.

Motion by Ellen Feuling to accept the agenda as written.

Seconded by Donna Carson.

Motion passed unanimously.

### APPROVAL OF MINUTES

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#### APPROVAL OF THE JANUARY 15, 2019 MINUTES

Motion by Ellen Feuling to approve the January 15, 2019 Minutes as written.

Seconded by Donna Carson.

Motion passed unanimously.

### OLD BUSINESS

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#### APRIL 2019 WINTER CONCERT PERFORMER CHANGE

The Coon Rapids Arts Commission discussed that the April 11, 2019 performer, Bill Koncar, has cancelled his performance and there is a need to fill that performance date. Mary Ann Kehn has contacted several potential replacement performers with the idea that it should be the same type of music. She has narrowed it down to Mr. Richard Szyplinski.

Motion by Ellen Feuling to approve the hiring Richard Szyplinski to perform at the April 11, 2019 Winter Concert for \$150 instead of Bill Koncar.

Seconded by Amy Kuechle.

Motion passed unanimously.

#### 2019 SUMMER CONCERT PLANNING – STAFF PERSON UPDATE

The Coon Rapids Arts Commission discussed the transition of staff person that works each of the concerts. Nothing has been finalized yet, but the intent to offer one of the Civic Center Hosts and have just one person fill that position throughout the Summer Concert season. More information will come as details are confirmed.

**2019 SUMMER CONCERT PLANNING – GOLF CART AND DRIVERS**

The Coon Rapids Arts Commission discussed that Tim Anderson from Bunker Hills Golf Course has agreed to lend one golf cart for each of the Thursday night concerts. Staff Liaison will contact last year's golf cart drivers to see if they have interest in driving it again this year.

**NEW BUSINESS**

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**LOVE MY PET FAIR – SIDEWALK CHALK ART STATION**

The Coon Rapids Arts Commission discussed that they have been invited to work at the Love My Pet Fair Chalk Art Station at Riverview Park on September 21, 2019 from 10:00 am to 2:00 pm.

**OTHER BUSINESS**

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**CARICATURE ARTIST**

The Arts Commission discussed that they still have \$50 left in the Visual Artist budget line item to use for the April 2019 Winter Concert.

Motion by Amy Kuechle to approve inviting Jonny Borgen to draw caricatures at the April 11, 2019 Winter Concert.

Seconded by Ellen Feuling.

Motion passed unanimously.

**NEXT MEETING**

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The next meeting of the Arts Commission will be on Tuesday, April 16, 2019, at 6:00 PM at Coon Rapids City Hall, Conference Room #3, 11155 Robinson Dr NW, Coon Rapids, MN, 55433.

**ADJOURN**

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Motion to adjourn by Donna Carson at 6:23 p.m.

Seconded by Ellen Feuling.

Motion passed unanimously.

Respectfully submitted by  
Stephanie Lincoln, Staff Liaison



**Arts Commission - Regular**

2.

**Meeting Date:** 04/16/2019

**Subject:** 2019 Summer Concert Planning - Golf Cart Drivers

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**INTRODUCTION**

Staff contacted last year's golf cart drivers and both are interested in driving again for this season. Mr. Vernon Waldner and Mr. Gordy Chapin will be splitting the dates of performances shown below.

Golf Cart 1	Date of Performance	Artists Name
Vernon Waldner	June 6, 2019	The Mooners
Gordy Chapin	June 13, 2019	Dirty Shorts Brass Band
Gordy Chapin	June 20, 2019	Everett Smithson Band
Vernon Waldner	June 27, 2019	The Red Letter Band
Gordy Chapin	July 11, 2019	Minnesota Blue
Gordy Chapin	July 18, 2019	Backyard Band
Vernon Waldner	July 25, 2019	Kenny & Rick
Gordy Chapin	August 1, 2019	Vinnie Rose
Vernon Waldner	August 8, 2019	The Revolution 5

**RECOMMENDATION**

No action is required of the Commission. This is just for informational purposes only.

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**Arts Commission - Regular**

**3.**

**Meeting Date:** 04/16/2019

**Subject:** 2019 Winter Concerts - Recap

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**INTRODUCTION**

Now that the Winter Concerts are over, the Arts Commission is asked to discuss the four Winter Concerts and determine what went well and what could change for next year. Things to consider:

Performers

Dessert

Cake Cutters

Number of concerts

Type of concerts

**RECOMMENDATION**

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**Arts Commission - Regular**

4.

**Meeting Date:** 04/16/2019

**Subject:** 2019 Summer in the City Workers Needed

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**INTRODUCTION**

Kristin DeGrande, Coon Rapids Housing Programs Coordinator, has asked if the Arts Commission wishes to participate in the Summer in the City Neighborhood Meetings again this year. They are asking for two people to work at the Arts Commission Table for each meeting. Each of the meetings are from 6:30 - 8:00 pm. If you are interested, Dates and locations are listed below:

June 11: Parkside Park, 700 99th Ave

June 25: Riverwind Park, 11747 Crocus St

July 23: Crooked Lake Park, 13180 Crooked Lake Blvd

July 30: Moor Park, 10921 Magnolia St

**RECOMMENDATION**

Arts Commission is asked to consider working at one or more of the Summer in the City Neighborhood Meeting.

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**Arts Commission - Regular**

**5.**

**Meeting Date:** 04/16/2019

**Subject:** New Staff Liaison Transition

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**INTRODUCTION**

Over the next couple of months, Lori Anderson will be transitioning into the position of Arts Commission Staff Liaison. She and her Supervisor, Ryan Gunderson, will be introduced at this meeting as a way for the Commission to get to know them both.

**RECOMMENDATION**

The Arts Commission is asked to welcome both Ryan Gunderson and Lori Anderson to the meeting.

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**Arts Commission - Regular**

**6.**

**Meeting Date:** 04/16/2019

**Subject:** Potential New Commission Members

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**INTRODUCTION**

Staff have received two applications for new Arts Commission members. Janelle Frechette and Eleanor Thomas have expressed interest and have both been invited to attend the next two meetings to see if they are interested in becoming members.

**RECOMMENDATION**

The Arts Commission is asked to welcome both Eleanor Thomas and Janelle Frechette as potential new members.

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**Arts Commission - Regular**

7.

**Meeting Date:** 04/16/2019

**Subject:** 2020 Budget Planning

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**INTRODUCTION**

The Arts Commission is asked to consider the attached budget planning documents. The final proposed budget details should be finalized at the May 21, 2019 Arts Commission Meeting so that it can be included in the Council Proposed Budget.

**RECOMMENDATION**

The Arts Commission is asked to start thinking about the 2020 Programming Budget, with the goal of having a finalized budget in May, 2019.

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**Attachments**

2019 Arts Commission Actual Mid Year 754 Act

2019 Arts Commission Actual Mid Year 102 Acct

Historical Arts Commission Concert Expenses

Revenue Report as of 3-31-19

2018 Arts Commission Final Year Actual Expenditures - Act 754

2018 Arts Commission Final Year Actual Expenditures - Act 102

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**Coon Rapids Arts commission 2019 Budget  
Account 75400 (Revenue Fund)  
Actual As of March 31, 2019**

<u>Code</u>	<u>Description</u>	<u>2019 Set Expenditures Budget (Planned Budget)</u>	<u>Actual Expenditures</u>	<u>2019 Set Revenue Budget (Planned Budget)</u>	<u>Actual Revenue</u>	<u>Notes</u>
<b>4650</b>	<b>Contributions</b>					
	Community Strength Foundation			\$ 7,000.00		
	Fund Raising				\$ -	
	<b>4650 Subtotal:</b>	\$ -	\$ -	\$ 7,000.00	\$ -	
<b>4687</b>	<b>Fine Arts Misc Revenue</b>					
	Winter Concert Ticket Sales			\$ 1,500.00	\$ 1,215.00	
	<b>4687 Subtotal:</b>	\$ -	\$ -	\$ 1,500.00	\$ 1,215.00	
<b>6210</b>	<b>Professional Services</b>					
	Winter Concert Performers	\$ 3,000.00	\$ 1,750.00			
	Summer Concert Performers	\$ 9,000.00				
	<b>6210 Subtotal:</b>	\$ 12,000.00	\$ 1,750.00	\$ -	\$ -	
<b>6282</b>	<b>Rent</b>					
	Biff's Bathrooms	\$ -	\$ -			
	Tent / Chairs	\$ -				
	<b>6282 Subtotal:</b>	\$ -	\$ -	\$ -	\$ -	
	<b>Total:</b>	\$ 12,000.00	\$ 1,750.00	\$ 8,500.00	\$ 1,215.00	\$ 535.00

Total Revenue for 2019

**Coon Rapids Arts commission 2019 Budget  
Account 10202 (General Fund)  
Actual As of March 31, 2019**

<u>Code</u>	<u>Description</u>	<u>2019 Set Budget</u>	<u>Actual Expenditures</u>	<u>Notes</u>
<b>6210 Professional Services</b>				
	Winter Concert Cake Cutter Services	\$ 350.00	\$ 276.25	
	Winter Concert Visual Arts	\$ 100.00	\$ 50.00	
	<b>6210 Subtotal:</b>	<b>\$ 450.00</b>	<b>\$ 326.25</b>	
<b>6222 Postage</b>				
	Daily Postage Needs	\$ 125.00	\$ 11.38	
	<b>6222 Subtotal:</b>	<b>\$ 125.00</b>	<b>\$ 11.38</b>	
<b>6230 Travel/Schools/Conferences</b>				
	Winter Concert Cake Cutter Milage	\$ 40.00	\$ 18.56	
	Holiday Lighting Contest Milage	\$ 25.00		
	<b>6230 Subtotal:</b>	<b>\$ 65.00</b>	<b>\$ 18.56</b>	
<b>6240 Advertising/Printing</b>				
	Waterbill Inserts - Winter Concerts	\$ 450.00	\$ 366.41	
	Waterbill Inserts - Summer Concerts	\$ 450.00	\$ 277.00	
	<b>6240 Subtotal:</b>	<b>\$ 900.00</b>	<b>\$ 643.41</b>	
<b>6284 Awards</b>				
	Photo Contest	\$ 300.00		
	Holiday Lighting Contest	\$ 300.00		
	<b>6284 Subtotal:</b>	<b>\$ 600.00</b>	<b>\$ -</b>	
<b>6285 Licenses and Taxes</b>				
	ASCAP	\$ 250.00	\$ 237.33	
	BMI	\$ 225.00		
	<b>6285 Subtotal:</b>	<b>\$ 475.00</b>	<b>\$ 237.33</b>	
<b>6370 Supplies</b>				
	Summer Concerts: Signs, Ice, Water etc	\$ 325.00		
	Winter Concert Cake/Coffee/Cider/Plates/Forks etc	\$ 325.00	\$ 118.93	
	Copier Chargebacks	\$ 125.00		
	Chalk Drawing Supplies and Demonstration	\$ 100.00		
	<b>6370 Subtotal:</b>	<b>\$ 875.00</b>	<b>\$ 118.93</b>	
	<b>Total:</b>	<b>\$ 3,490.00</b>	<b>\$ 1,355.86</b>	

Arts Commission Concerts Expenses as of March31, 2019

Year	Community Strength Foundation Contribution to Concerts	Winter Ticket Sales Revenue	Winter Concert Expenditures (includes performers, advertising, cake cutters, supplies, etc)	Summer Concert Expenditures (includes performers, rental of chairs, advertising, banner, etc)	Total Concert Expenditures	Total Concert Revenue	Total Amount City Funded
2012	\$ 6,950.00	\$ 2,412.00	\$ 3,087.94	\$ 8,293.45	\$ 11,381.39	\$ 9,362.00	\$ 2,019.39
2013	\$ 7,375.00	\$ 2,347.00	\$ 2,473.20	\$ 8,252.92	\$ 10,726.12	\$ 9,722.00	\$ 1,004.12
2014	\$ 8,500.00	\$ 2,121.00	\$ 2,955.29	\$ 9,282.37	\$ 12,237.66	\$ 10,621.00	\$ 1,616.66
2015	\$ 3,500.00	\$ 3,569.00	\$ 3,262.54	\$ 8,935.99	\$ 12,198.53	\$ 7,069.00	\$ 5,129.53
2016	\$ -	\$ 4,204.00	2873.35	9081.55	\$ 11,954.90	\$ 4,204.00	\$ 7,750.90
2017	\$ 6,250.00	\$ 3,472.00	\$ 3,230.49	\$ 6,566.36	\$ 9,796.85	\$ 9,722.00	\$ 74.85
2018	\$ 6,480.00	\$ 2,115.00	\$ 2,863.31	\$ 7,034.92	\$ 9,898.23	\$ 8,595.00	\$ 1,303.23
2019	\$ -	\$ 1,215.00	\$ 2,580.15		\$ 2,580.15	\$ 1,215.00	\$ 1,365.15

Company Acct: 10000 & Business Acct: 10202 / Company Acct: 754000 & Business Acct: 75400

**CITY OF COON RAPIDS, MN  
 FUND 26 - COMMISSIONS AND EVENTS FUND  
 FUND BALANCE BREAKDOWN AS OF MARCH 31, 2019**

	<b>ARTS 754</b>	<b>MISC 754</b>	<b>HISTORICAL COMMISSION 755</b>	<b>TOTAL</b>
12/31/18 Fund Balance	\$ 8,033.55	\$ 1,720.26	\$ 1,911.13	\$11,664.94
Revenues thru 3/31/19 (excluding interest revenue)	1,215.00			1,215.00
Expenditures thru 3/31/19	(1,604.80)			(1,604.80)
3/31/19 Fund Balance Before Interest Revenue	7,643.75	1,720.26	1,911.13	11,275.14
Interest Allocation Percentage	68.34%	15.00%	16.66%	100.00%
Interest Revenue*	0.00	0.00	0.00	0.00
<b>3/31/19 Fund Balance</b>	<b><u><u>\$ 7,643.75</u></u></b>	<b><u><u>\$ 1,720.26</u></u></b>	<b><u><u>\$ 1,911.13</u></u></b>	<b><u><u>\$ 11,275.14</u></u></b>

\*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 = \$11,470.04

**Coon Rapids Arts commission 2018 Actual Expenditures  
Account 75400 (Revenue Fund)  
As of December 2018**

<u>Code</u>	<u>Description</u>	<u>2018 Set Expenditures Budget (Planned Budget)</u>	<u>Actual Expenditures</u>	<u>2018 Set Revenue Budget (Planned Budget)</u>	<u>Actual Revenue</u>	<u>Notes</u>
<b>4650</b>	<b>Contributions</b>					
	Community Strength Foundation			\$ 12,000.00	\$ 10,297.00	\$6480 for concerts, \$3,817 for Snowflakes
	Fund Raising					
	<b>4650 Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000.00</b>	<b>\$ 10,297.00</b>	
<b>4687</b>	<b>Fine Arts Misc Revenue</b>					
	Winter Concert Ticket Sales			\$ 1,500.00	\$ 2,115.00	
	<b>4687 Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ 2,115.00</b>	
<b>6210</b>	<b>Professional Services</b>					
	Winter Concert Performers	\$ 3,600.00	\$ 2,050.00			
	Summer Concert Performers	\$ 9,200.00	\$ 6,480.00			
	<b>6210 Subtotal:</b>	<b>\$ 12,800.00</b>	<b>\$ 8,530.00</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>6282</b>	<b>Rent</b>					
	Biff's Bathrooms	\$ 350.00	\$ -			
	Tent / Chairs	0	\$ -			
	<b>6282 Subtotal:</b>	<b>\$ 350.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>Total:</b>	<b>\$ 13,150.00</b>	<b>\$ 8,530.00</b>	<b>\$ 13,500.00</b>	<b>\$ 12,412.00</b>	<b>\$ (3,882.00)</b>
	<b>Total Revenue for 2018</b>		<b>\$ 1,477.79</b>			

**Coon Rapids Arts commission 2018 Budget**

**Account 10202 (General Fund)**

**As of December 2018**

<u>Code</u>	<u>Description</u>	<u>2018 Set Budget</u>	<u>Actual Expenditures</u>	<u>Notes</u>
<b>6210 Professional Services</b>				
	Winter Concert Cake Cutter Services	\$ 350.00	\$ 324.50	
	Winter Concert Visual Arts	\$ 100.00		
	Summer Concert Golf Cart Drivers		\$ 90.00	
	<b>6210 Subtotal:</b>	<b>\$ 450.00</b>	<b>\$ 414.50</b>	<b>\$ 35.50</b>
<b>6222 Postage</b>				
	Daily Postage Needs	\$ 125.00	\$ 51.59	
	<b>6222 Subtotal:</b>	<b>\$ 125.00</b>	<b>\$ 51.59</b>	<b>\$ 73.41</b>
<b>6230 Travel/Schools/Conferences</b>				
	Winter Concert Cake Cutter Milage	\$ 40.00	\$ 34.24	
	Holiday Lighting Judging Mileage	\$ 25.00	\$ 21.26	
	<b>6230 Subtotal:</b>	<b>\$ 65.00</b>	<b>\$ 55.50</b>	<b>\$ 9.50</b>
<b>6240 Advertising/Printing</b>				
	Waterbill Inserts - Winter Concerts	\$ 450.00	\$ 230.21	
	Waterbill Inserts - Summer Concerts	\$ 450.00	\$ 409.17	
		\$ -		
	<b>6240 Subtotal:</b>	<b>\$ 900.00</b>	<b>\$ 639.38</b>	<b>\$ 260.62</b>
<b>6284 Awards</b>				
	Photo Contest	\$ 300.00	\$ 300.00	
	Holiday Lighting Contest	\$ 300.00	\$ 300.00	
	<b>6284 Subtotal:</b>	<b>\$ 600.00</b>	<b>\$ 600.00</b>	<b>\$ -</b>
<b>6285 Licenses and Taxes</b>				
	ASCAP	\$ 250.00	\$ 231.33	
	BMI	\$ 225.00	\$ 208.20	
	<b>6285 Subtotal:</b>	<b>\$ 475.00</b>	<b>\$ 439.53</b>	<b>\$ 35.47</b>
<b>6370 Supplies</b>				
	Summer Concerts: Signs, Ice, Water etc	\$ 325.00	\$ 55.75	
	Winter Concert Cake/Coffee/Cider/Plates/Forks etc	\$ 325.00	\$ 224.36	
	Name Tags/Plates	\$ -	\$ 75.00	
	Copier Chargebacks	\$ 125.00	\$ 102.31	
	Chalk Drawing Supplies and Demonstration	\$ 100.00		
	Snowflakes	\$ -	\$ 3,817.00	
	<b>6370 Subtotal:</b>	<b>\$ 875.00</b>	<b>\$ 4,274.42</b>	<b>\$ (3,399.42)</b>
	<b>Total:</b>	<b>\$ 3,490.00</b>	<b>\$ 6,474.92</b>	<b>\$ (2,984.92)</b>