



## CULTURAL AND PUBLIC ART COMMISSION MEETING AGENDA

Thursday, October 24, 2024  
City Hall, Council Commission Chambers

---

1. **Call to Order 6:30** (1 minutes)
2. **Roll Call** (5 minutes)
3. **Approval of Agenda** (5 minutes)
  - a. Motion to Approve Regular Meeting Agenda for October 24, 2024
4. **Presentation** (30 minutes total)
  - a. City Attorney Siobhan Tolar on Cultural and Public Art Resolution and Commission overview
5. **Election of Cultural & Public Arts Commission Chairperson for Year 2024** (20 minutes total)
  - a. *Motion/Second to Nominate Commissioner(s) to serve as Chairperson;* (5 minutes)
  - b. *Motion/Second to close all nominations;* (2 minutes)
  - c. *Conduct Election;* (10 minutes this included any discussion and voting time)
  - d. *Motion/Second to Accept the Results and Election of Chair for Year 2024.* (3 minutes)
6. **Appointment of 2024 Vice-Chair by Cultural & Public Arts Chairperson** (20 minutes total)
  - a. *Motion/Second to Nominate Commissioner(s) to serve as Chairperson;* (5 minutes)
  - b. *Motion/Second to close all nominations;* (2 minutes)
  - c. *Conduct Election;* (10 minutes this included any discussion and voting time)
  - d. *Motion/Second to Accept the Results and Election of Chair for Year 2024.* (3 minutes)
- BREAK** (5 Minutes)
7. **Chairperson's Explanation** (1minutes total)

*The Planning Commission is an advisory body. One of the Commission's functions is to hold public hearings. In the matters concerned in these hearings, the Commission makes recommendations to the City Council. The City Council makes all final decisions in these matters.*
8. **Review Minutes** (15 minutes total)
  - a. August 22, 2024 Minutes (Revision on highlighted areas)
9. **Old Business Discussion** (20 minutes total)
  - a. Term appointment by City Clerk: Random pick selection. For further clarification reach out.
  - b. Two vacancies: At large member and Member Keith Williams resignation. Commissioners are requested to leverage their networks to identify new applicants.
  - c. 2024 Calendar: Commission Meetings are closed in the month of December
  - d. Revise Beautification and Public Art Definition by Commissioners
10. **New Business** (5 minutes)
  - a. 2025 Calendar will be set in January
11. **Adjournment** (2 minutes)

# *Parliamentary Motions Guide*

Based on *Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2<sup>ND</sup>?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
§21 Close meeting	I move to <b>adjourn</b>	No	Yes	No	No	Majority
§20 Take break	I move to <b>recess</b> for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
§18 Make follow agenda	I call for the <b>orders of the day</b>	Yes	No	No	No	None
§17 Lay aside temporarily	I move to <b>lay</b> the question <b>on the table</b>	No	Yes	No	No	Majority
§16 Close debate	I move the <b>previous question</b>	No	Yes	No	No	2/3
§15 <b>Limit or extend debate</b>	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 <b>Postpone to a certain time</b>	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 <b>Refer</b> to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

# *Parliamentary Motions Guide*

Based on *Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition)*

**Incidental Motions** - No order of precedence. Arise incidentally and decided immediately.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2<sup>ND</sup>?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
§23 Enforce rules	<b>Point of order</b>	Yes	No	No	No	None
§24 Submit matter to assembly	<b>I appeal</b> from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to <b>suspend the rules</b> which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	<b>I object to the consideration</b> of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to <b>divide the question</b>	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a <b>division</b>	Yes	No	No	No	None
§33 Parliamentary law question	<b>Parliamentary inquiry</b>	Yes (if urgent)	No	No	No	None
§33 Request information	<b>Request for information</b>	Yes (if urgent)	No	No	No	None

**Motions That Bring a Question Again Before the Assembly** - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to <b>take from the table</b> ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to <b>rescind/ amend something previously adopted...</b>	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to <b>reconsider</b> the vote ...	No	Yes	Varies	No	Majority

## QUICK REFERENCE GUIDE AND RECOMMENDATIONS FOR CHAIRING A COMMISSION MEETING

*Jason Hill, City Attorney*

*March 23, 2023*

### 1. **Role as Chair** – The chair should ensure:

- a. The meeting starts on time, runs smoothly, and decision points are reached in an orderly and timely fashion.
- b. All members are given an equal opportunity to participate.
- c. For hearings, the public is given a fair and equal opportunity to be heard.
- d. All agenda items are covered.
- e. Rules of order are enforced.
- f. Motions are clearly understood before acted on.

### 2. **Recommendations**

#### a. Regular Meetings

- i. These are public meetings the public has a right to attend, but those in attendance may only speak at the designated times and are subject to the established rules so as not to prevent the commission from completing its business.
- ii. The public does not have a right to disrupt a meeting or to filibuster, but there are few limits on what can be said during a public hearing (below).
- iii. Public meetings are deemed a “limited public forum” and First Amendment protections apply – though subject to some limits.
- iv. May result in people saying things that are off-topic or are derogatory to the commission, an applicant or the commission’s members.
- v. People may bring signs, have messages on shirts, hats, etc.
- vi. In short, unless the speaker is being outrageously offensive (repeatedly swearing, threatening, violent, etc.) usually the best approach is to let them speak for the allotted time and then cut them off.
- vii. Though need to be careful to apply the time limit consistently, not just to those perceived as being troublemakers or unreasonable.
- viii. The exception is an applicant, they are allowed to explain their proposal and to answer questions.
- ix. Written materials submitted prior to or at a hearing are made part of the record.

#### b. Public Hearings

- i. Do not let one person or a small group dominate the hearing – ask if anyone else would like to speak before allowing someone to speak for a second time.
- ii. If needed, remind speakers to direct their comments to the chair as opposed to the applicant or staff.
- iii. If a large number of people will likely want to speak to a matter, consider setting a time limit on how long each person may speak (“Because we are likely to have a number of comments, I am going to limit each speaker to three minutes. I may allow a second round of comments if we have time.”).
- iv. Generally, do not attempt to respond to questions, keep notes of the questions asked so they can be addressed after the hearing is closed.

- c. Commission Discussions
  - i. If needed, remind members to be recognized by the chair before speaking and to direct their comments to the chair as opposed to the applicant or staff.
  - ii. If needed, remind members that the commission needs to remain focused on its role of applying the code to the application before them and making a recommendation to the city council.
  - iii. Broader discussions regarding city policy or regulations not within the existing code should be limited to suggestions or recommendations for future discussion.

### 3. Parliamentary Procedure

- a. The goal should be the orderly conducting of business that reaches decisions reflective of the majority view without getting hung up on rules.
  - i. Do not allow more than one amendment on the table at the same time.
- b. As the presiding officer, you keep things on track and moving toward a decision – trying to find the right balance between allowing a full debate while not allowing things to drag on (e.g., avoid repetitive comments).

<b>Call to Order</b>	<i>"I call this meeting to order"</i>	<b>Open Hearing</b>	<i>"I will now ask for a motion to open the public hearing on this matter" "I have a motion, is there a second" "I have a motion and a second, will the planner please conduct a roll call vote" "The motion passes, the hearing is open"</i>
<b>Roll Call</b>	<i>"Will the planner please do roll call"</i>	<b>Close Hearing</b>	<i>"Hearing no more public comment, is there a motion to close the hearing" "I have a motion, is there a second" "I have a motion and a second, will the planner please conduct a roll call vote" "The motion passes, the hearing is now closed"</i>
<b>Approve Agenda</b>	<i>"Is there a motion to approve the agenda" "I have a motion, is there a second" "I have a motion and a second, will the planner please conduct a roll call vote" "The motion passes, the agenda is approved"</i>	<b>Call for Motion</b>	<i>"Is there a motion on this item" "I have a motion to approve Planning Commission Resolution No. 2020-01 regarding planning commission application No. 2020-01, is there a second" "I have a motion and a second, is there any more discussion" "Hearing no more discussion, will the planner please conduct a roll call vote" "The motion passes"</i>
<b>Approve Minutes</b>	<i>"Is there a motion to approve the minutes" "I have a motion, is there a second" "I have a motion and a second, will the planner please conduct a roll call vote"</i>	<b>Adjournment</b>	<i>"Is there a motion to adjourn" "I have a motion, is there a second" "I have a motion and a second, will the planner please conduct a roll call vote" "The motion passes, we are adjourned"</i>

	<i>"The motion passes, the minutes are approved"</i>		
<b>Planning Items</b>	<i>"We are on item 9.a, planning commission application No. 2020-01, will the planner please present this item"</i>		

Member Graves introduced the following resolution and moved its adoption:

RESOLUTION NO. 2024-47

RESOLUTION ESTABLISHING THE BROOKLYN CENTER CULTURAL AND PUBLIC ARTS COMMISSION AND DEFINING DUTIES AND RESPONSIBILITIES

WHEREAS, the City of Brooklyn Center (“City”), based on its vision, wishes to enhance the beauty and pride of the City and economic vitality through beautification and public art enriching the lives of all residents and visitors to the City; and

WHEREAS, as used in this Resolution, the terms “art,” “beautification,” and “public art” mean any original work of visual art, including, but not limited to, dance, film/video, music, theatre, creative writing, architecture and environmental stewardship efforts, landscape, mosaic, decoration, inscription, stained glass, monument, culinary, calligraphy, photography, graphic art, mixed media, electronic art, drawing, painting, mural, or temporary installations. The term “art” as public space/interest may also include functional elements of capital improvement projects, such as benches, gates, lighting, and landscaping if such elements are designed or from collaboration by a professional artist, architect, landscape architect, community developers or the site owner; and

WHEREAS, all qualified applicants will receive consideration without regard to race, color, creed, marital status, familial status, sex, sexual orientation, religion, national origin, age, disability or veteran status; and

WHEREAS, upon its establishment, the Cultural and Public Arts Commission (“Commission”), with diverse representation, would strive to build a vibrant community where multicultural residents and businesses can see improvements in environments, social infrastructure, the health of the community, and the quality of life through art in public space, art as public space, art in the public interest, art as a platform, and art as an experience; and

WHEREAS, the City Council is authorized by Section 2.02 of the City Charter to create boards, commissions, and committees and assign to them specific duties to serve in an advisory capacity to the City Council with regard to any City function or activity; and

WHEREAS, upon its establishment, the Cultural and Public Arts Commission will guide further planning, advise the City Council on investment, decision-making around opportunities, development, and evaluation of demonstration projects, development of policies, governance practices, and procedures; and

WHEREAS, in pursuit of such goals, the City Council recognizes the need for an evaluation scorecard to measure the impact of projects and a system for decision-making, documentation, and record-keeping.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, as follows:

1. Establishment. The advisory Brooklyn Center Cultural and Public Arts Commission (“Commission”) is hereby established for the City of Brooklyn Center.
2. Scope. The scope of the Commission shall consist of advising the City Council, city staff, and other Brooklyn Center advisory boards or commissions regarding beautification and public art initiatives and matters relevant to the Cultural and Public Arts Commission functions.
3. Purpose. The purpose of the Commission is to guide aesthetic considerations, and promote public art as a mechanism to foster civic pride, community health, diversity, equity, and inclusion and guide further planning and advising the City Council on:
  - Investments;
  - Decision-making around opportunities and resources;
  - Development and evaluation of demonstration projects; and
  - Development of policies, governance practices and procedures.
4. Duties and Responsibilities. In accordance with the findings set forth above, and in fulfillment of its purpose, the duties and responsibilities of the Commission include, but are not limited to, the following:
  - a. Advise and develop further planning while recommending forward thinking public arts, cultural events and festivals where diverse community members can see themselves in the art that’s part of their daily lives, and actively engage in cultural activities for the City Council consideration.
  - b. Identify, with the Beautification and Public Art Master Plan, high-priority areas for art in the City, propose methods of fulfilling these needs and presenting alternative recommendations for actions.
  - c. Assist the City in the adoption of policies and procedures responsive to changing diverse community needs and concerns.
  - d. Assist the City with enhancing an inclusive and cross-cultural environment contributing to well-being and quality of life and proposing initiatives related to the Beautification and Public Art Master Plan’s initiative, projects, activities, and relevant matters.
  - e. Advise the City Council and city staff concerning the receipt of or purchase of public art works to be placed on municipal property.



- f. Make recommendations to the City Council in the acquisition of a public art collection in order to expand the opportunity for residents to experience art in public places and to enhance the City's unique built and natural environments.
  - g. Make recommendations on ways to integrate arts and culture into community life.
  - h. The Commission is to perform in a positive, professional and collaborative manner to gather information and provide constructive feedback and suggestions to the City on City programs and initiatives referred to the Commission.
5. Composition. The Commission shall be composed of a Chairperson and six (6) members, all of whom shall be appointed by the City Council and serve as outlined herein. Members of the Commission shall be residents of the City while serving on the Commission, shall have been residents or have a strong connection to the City for at least one year prior to their appointment, and shall represent a broad range of interests in the beautification and public art functions. A quorum of at least four (4) Commission members shall be required to conduct the business of the Commission.
- a. The Commission may have up to four affiliate-members who shall be non-voting, strongly connected to the City and a subject expert.
6. Method of Selection. Members of the Commission shall be appointed by the Mayor with the consent of the City Council.
7. Initial Appointment. The Commission under this Resolution shall become effective April April 22, 2024, or shortly after, and shall consist of seven members appointed for staggered two-year terms.
8. Term of Office. The terms of office shall be staggered two-year terms, except that any person appointed to fill a vacancy occurring prior to the expiration of the term for which their predecessor was appointed shall be appointed only for the remainder of such term. Upon expiration of their term of office, a member shall continue to serve until their successor is appointed and shall have qualified. Terms of office for members of the Commission shall expire on December 31 of respective calendar years.

In the event an appointed Commissioner suffers from an extended illness, disability, or other activity preventing proper fulfillment of duties, responsibilities, rules, and regulations of the Commission, the Commission member may be temporarily replaced during the temporary leave by an interim Commission member appointed by the Mayor with the consent of the City Council.

9. Resignations-Removal from Office-Vacancies. Commission members may resign voluntarily or may be removed from office by the Mayor with the consent of the City

Council. Three consecutive unexcused absences from the duly called Commission meetings or unexcused absences from a majority of duly called Commission meetings within one calendar year shall constitute automatic resignation from office. May be suspended or removed for violation of the City's Respectful Workplace policy (Section 3.2 – Personnel Policy Handbook/Conduct and Ethics/Respectful Workplace). The City Council liaison shall inform the Mayor and the City Council of such automatic resignations. Vacancies in the Commission shall be filled by Mayoral appointment with the consent of the City Council.

The procedure for filling Commission vacancies is as follows:

- a. Notices of vacancies shall be posted for 30 days before any official City Council action is taken;
  - b. Vacancies shall be announced in the City's official newspaper;
  - c. Notices of vacancies shall be sent to all members of standing advisory commissions;
  - d. Applications for Commission members must be obtained in the City Clerk's office and must be submitted in writing to the City Clerk;
  - e. The City Clerk shall forward copies of the applications to the Mayor and City Council;
  - f. The Mayor shall identify and include the nominee's application form in the City Council agenda materials for the City Council meeting at which the nominee is presented;
  - g. The City Council, by majority vote, may approve an appointment at the City Council meeting at which the nominee is presented.
10. Chairperson. The Commission's Chairperson shall be elected by a majority vote of the Commission membership. The election shall be conducted at the Commission's first meeting and at the first regular meeting of each calendar year, or, in the case of a vacancy, within two regularly scheduled meetings from the time a vacancy of the Chairperson occurs. The Chairperson may be removed by a majority vote of the Commission membership. The Chairperson shall assure fulfillment of the following responsibilities in addition to those otherwise described herein:
- a. Preside over meetings of the Commission;
  - b. Appear, or appoint a representative to appear, as necessary, before City advisory commissions and the City Council to present the viewpoint of the Commission in matters pertaining to the Commission's function as it relates to business under consideration by said commissions or City Council;

- c. Review all official minutes of the City Council and other advisory commissions for the purpose of informing the Commission of matters relevant to the Commission's function; and
  - d. Serve as a liaison with other governmental and volunteer units on matters relating to the Commission's function.
11. Vice Chairperson. A Vice Chairperson shall be appointed annually by the Chairperson from the members of the Commission. The Vice Chairperson shall perform such duties as may be assigned by the Chairperson and shall assume the responsibilities of the Chairperson in their absence.
12. Representation Requirements. Due regard shall be given by the Mayor and City Council in appointing Commission members which will take into consideration geographical distribution within the City, as described in paragraph 20 below, and the representative nature of the Commission in terms of gender, religion, ethnic, racial, age, handicapped, employee, and employer groups.
13. Conflict of Interest. No Commission member shall take part in the consideration of any matter wherein their interest might reasonably be expected to affect their impartiality.
14. Compensation. Commission members shall serve without compensation.
15. Bylaws, Rules and Procedures. The Commission shall adopt such bylaws, rules and procedures not inconsistent with these provisions as may be necessary for the proper execution and conduct of business. Bylaws adopted by the Commission shall become effective upon approval and consent of the City Council.
16. Meetings. The initial meeting of the Commission shall be convened at the call of staff liaison. Thereafter, regular meetings shall be held with the date and time to be determined by the Commission. Special meetings may be called by the Chairperson. Thereafter, regular meetings shall be held with the date and time to be determined by the Commission. Special meetings may be called by the Chairperson
17. Ex Officio Members. The Mayor, or the member of the City Council appointed by the Mayor, shall serve as an ex officio member of the Commission, privileged to speak on any matter but without a vote, and shall provide a liaison between the Commission and the City Council.
18. Staff. The City Manager shall assign a staff to serve as staff liaison to the Commission. The staff member assigned shall perform such clerical and research duties on behalf of the Commission as may be assigned by the Chairperson or the City Manager.

19. Identified Areas of Improvement. In addition to the areas of the City identified in Exhibit A, attached hereto and incorporated herein by reference, the City Council has identified the following areas of opportunity in the City for beautification and public art:

- Opportunity Site;
- Transit Center;
- Vacant parking lots;
- The Library;
- City parks and lakes;
- City trails;
- Centennial Park; and
- Areas around the Mississippi River;
- City or Public facilities.

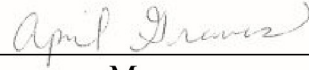
20. Neighborhoods.

- a. Neighborhood Advisory Committees: Commission members shall be assigned by the Chairperson as liaisons to neighborhood advisory committees of the Commission. It will then be the responsibility of each neighborhood advisory committee of the Commission to review cultural art matters and present the neighborhood opinions and concerns on cultural art programs directly affecting that neighborhood.
- b. Neighborhoods Described (See also Exhibit B attached hereto and incorporated herein by reference).
  - i. Southeast Neighborhood: The Southeast neighborhood shall be bordered on the south by the south city limits; on the east by the Mississippi River; on the north by FAI-94; and on the west by Shingle Creek.
  - ii. Northeast Neighborhood: The Northeast neighborhood shall be bordered on the south by FAI-94; on the east by the Mississippi River; on the north by the north city limits; and on the west by Shingle Creek.
  - iii. Northwest Neighborhood: The Northwest neighborhood shall be bordered on the south by FAI-94; on the east by Shingle Creek; on the north by the north city limits; and on the west by the west city limits.
  - iv. West Central Neighborhood: The West Central neighborhood shall be bordered on the south by County Road 10; on the east by Brooklyn Boulevard; on the north by FAI-94; and on the west by the west city limits.

- v. Central Neighborhood: The Central neighborhood shall be bordered on the south by County Road 10; on the east by Shingle Creek; on the north by FAI-94; and on the west by Brooklyn Boulevard.
- vi. Southwest Neighborhood: The Southwest neighborhood shall be bordered on the south by the south city limits; on the east by Shingle Creek; on the north by County Road 10; and on the west by the west city limits.

April 8, 2024

Date



Mayor

ATTEST:   
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member Butler and upon vote being taken thereon, the following voted in favor thereof: Butler, Graves, Jerzak, Kragness and the following voted against the same: none whereupon said resolution was declared duly passed and adopted.

## EXHIBIT A

### Other Areas of the City identified by the City Council

**BROOKLYN CENTER**  
AT THE CENTER

6301 Shingle Creek Parkway  
Brooklyn Center, MN 55430

*"The City is hosting an inclusive, equitable, people-powered beautification program focused on improving health, wellbeing and thoughtful design throughout the city".*

The City of Brooklyn Center is initiating a Cultural and Public Arts Commission. The goal of this commission includes:

- Support of economic activity
- Highlights history and diversity
- Engage and supports artists
- Enrich the aesthetic quality life
- Generates dialogue and community engagement
- Increases public awareness of and education about public art
- Humanizes space

Email [artsandevents@ci.brooklyn-center.mn.us](mailto:artsandevents@ci.brooklyn-center.mn.us) or call 763-569-3400 for more information.

**Freeway Boulevard**  
• Enhancements to streetscape due to high pass-through traffic  
• Brooklyns Building facade improvements

**Brooklyn Center High School**  
• Fence treatment along Humboldt  
• Farm to school garden enhancements  
• Shed  
• Food-related art  
• Artist in residence

**Brooklyn Boulevard**  
• History-themed art (2D and 3D)  
• Visually enhance pocket park planned at 63rd

**Sidewalk & Median on Xerxes**  
Plantings and safe crossings with enhancements

**West Side of Highway 100 Visual Enhancements**  
• Series of flagpoles  
• Changing fabric art (or select banner art)

**Chipotle**  
Mural on back side of building

**Transit Center**  
Undergoing remodeling with art component

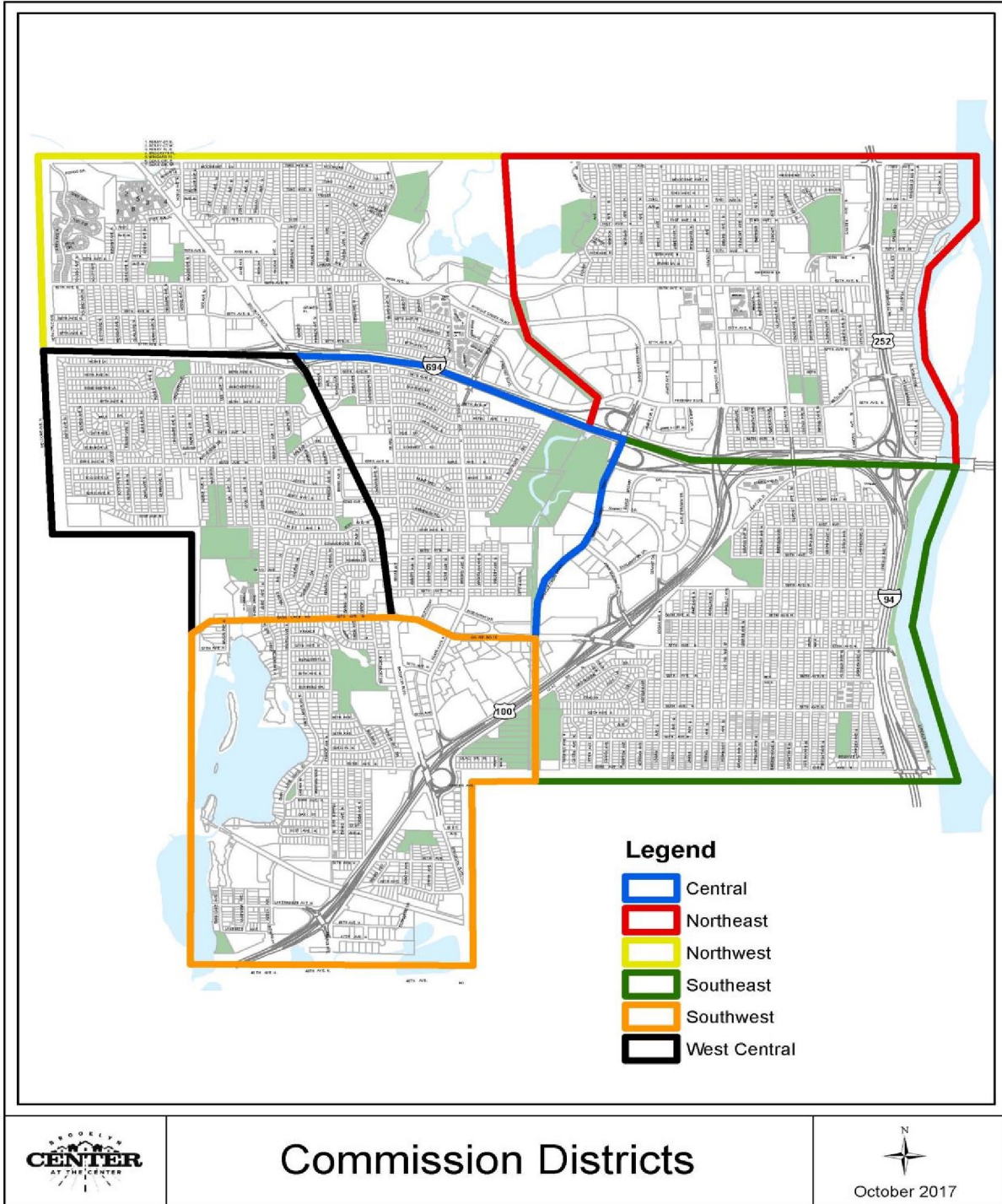
**Boss Lake Road**  
Nature-themed art and plantings, carved boulders, etc

**Brooklyn Center Elementary School**  
Exterior and interior murals

**North Mississippi Regional Park**  
• Entrance enhancements  
• Art along trails  
• Wayfinding  
• Interpretive  
• Seating  
• Other

# EXHIBIT B

## Map of Neighborhoods



Commission Districts



MINUTES OF THE PROCEEDINGS OF THE  
CULTURAL AND PUBLIC ARTS COMMISSION  
OF THE CITY OF BROOKLYN CENTER IN THE COUNTY OF  
HENNEPIN AND THE STATE OF MINNESOTA

THURSDAY, AUGUST 22, 2024

**1. CALL TO ORDER**

The Cultural and Public Arts Commission was called to order by Raquel Diaz Goutierez, Staff Liaison and Artist-in-Residence at 6:30 p.m.

**2. ROLL CALL**

**MEMBERS PRESENT:** Gail Ebert, Jaclyn Frost, Kari Kelly, Nahid Khan (virtual), Sabra Love, Keith William.

**MEMBERS AT LARGE / AFFILIATES PRESENT:** Cyd Haynes.

**MEMBERS ABSENT:** Isabella Bridges (unexcused),.

**MEMBERS AT LARGE / AFFILIATES ABSENT:** Denise Butler (excused) and CieJay Hanson (unexcused).

**OTHERS PRESENT:** Director LaToya Turk.

**Liaison Raquel Diaz Goutierez** informed the Commission that the Commissioners at Large / Affiliates are non-residents serving as non-voting members, but their insight is extremely valuable.

She stated that the approved Cultural and Public Arts Resolution stated that three consecutive unexcused absences from meetings within one calendar year shall constitute automatic resignation from the office. She asked members to let her know if they were unable to attend.

**Member Sabra Love** stated that she cannot attend in person in October and November, but would like to attend via Zoom. RDG stated that she would provide the link to attend virtually when members need to.

**Acknowledgment:** *We acknowledge this meeting is taking place throughout the ancestral homelands of indigenous people. Let's take a moment to honor the central grounds that we have collectively gathered upon and support the resilience and strength that all Indigenous people have shown worldwide.*

**3. ADOPTION OF AGENDA**

**Liaison Goutierez** stated that once officers are elected, the Chair will be directing the agenda. Until then, she will be leading the meeting.



- a. The Chair would ask the Commission members if they approve the agenda and how it is presented
- b. A Commission member would then make the motion
- c. Another commissioner would second the motion, which would give the Commission the opportunity to discuss the agenda.

After discussion, the Commission will vote in favor by saying “aye”, those opposed would say “nay”, and the Chair will announce whether the agenda is adopted or not, and then we would move on to the next item of the agenda.

#### 4. COMMISSIONER INTRODUCTIONS

**Liaison Goutierez** thanked commissioners for attending and for their commitment to seeing this Commission established. She stated that the purpose of the first meeting is to get to know each other and learn how each member's skills can work best together to implement beautifying Brooklyn Center. She asked that members state their name, background, and if they would like to include pronouns or a fun fact, any particular interests that they have or expertise that they hope to contribute to the Commission.

##### **Introductions:**

**Liaison Goutierez:** I am a contemporary mixed media painter. I was born in Panama. For many years I considered home to be New Orleans where I met my husband and attended Loyola University. I had three children there, but I’ve lived in Minnesota for the last 23 years. I have served in various leadership roles in public and private sectors as well as nonprofits.

I’m a part-time staff here in the city and I have aimed to uplift the cultural expression of the community and engage the community through the arts, and through co-creating with them. I’ve collaborated in partnership with the (City’s) Office of Prevention Health and Safety and helped grow some of the Community Engagement initiative and programming. I have also assisted (the City’s Department of) Public Works to revitalize the Adopt-a-Park Program. I have limited capacity as a part-time staff (member), but moving forward I will be focusing more on the Cultural (and Public) Arts Commission.

**Member Gail Ebert:** I have lived in Brooklyn Center all my life, seen a lot of changes, and raised our four kids and four of the seven grandkids (while) I have lived in Brooklyn Center.

I am committed to the City. I am on the Charter Commission, and the Park and Recreation Commission. I volunteered throughout our community in many areas. I did daycare at my home for 35 years and now I am an IHS person for the last 30 years.

**Member Sabra Love:** I’ve only lived in Brooklyn Center for two years, but my dad was the window dresser at JC Penney (at the former Brookdale shopping mall), so I have a lot of really great memories of the area.

My background is in marketing PR events, and freelance. I'm heavily involved with theater, and have worked on film music. I have put together shows at First Avenue (performance venue). As a breast cancer survivor, and while I was going through chemotherapy, I put together many breast cancer benefits with a lot of different performers. I am also a prior performer. My fiancé and I worked many years at the Renaissance Festival; he still does, and now he is one of the punch bowl hosts.

I'm very heavily invested in arts and community, but not because I'm one myself but because I know how to promote them and I know how to put things together so they make a good visual. I'm excited to be here.

**Member Jaelyn Frost:** You can call me Jackie. I've been a resident for 10 years. I've lived in the Twin Lake neighborhood, which is so beautiful and we're so proud. Brooklyn Center was where we bought our first home and we've been here ever since. My first job was at Dayton's at Brookdale.

Professionally, I run a sales team at a tech company, but my heart is (as a) musician. I have been in many bands and am still active in a band. Now that I'm older, I do help manage some younger bands and help with promotion, and I'm really active on social media. I like to write, and I help others with their storyboards.

**Member at Large / Affiliate: Cyd Haynes:** I've been a theater director for 30 years or so. I'm also a writer (and) screenwriter. I was also the chair of the Minneapolis Arts Commission in the '90s for many years and we set out the plan for all of that artwork you see downtown and along Nicollet Mall.

Fun fact: Gail took care of my two youngest children when they were little.

**Member Kari Kelly:** I have lived in Brooklyn Center for three years. I lived in Minneapolis for a long time and I bought my first home and when I found the house I have now, I just knew it was my house. I love my neighborhood - I love the City.

I'm originally from northern Minnesota in International Falls. I have a theater background and spent many moments in my life auditioning in the Minneapolis area. I was doing shows, and I was a member of Theater and Unbound, which is a women's theater company, but unfortunately, they are no longer running since the COVID pandemic. I haven't performed in quite some time, but I have an appreciation for all things arts, whether it be spoken word, theater, music, visual arts, or poetry. I just think it's a wonderful vehicle to drive connection and education and cohesion and I'm just really excited to use that part of my passion for the community.

Professionally, I've worked for a medical device company, and I've been in marketing and marketing communications, but I'm actually shifting. I'm in graduate school as well. I am into learning and development training work and with leadership coaching. I'm doing a hybrid program at Northwestern (University) in Illinois, so I'll be taking two classes in the fall, but I know there will be time for this. I'm super excited to get to know everybody and just to be a part in this group and help the community.

**Member Keith Williams:** I've been in Brooklyn Center since 1992. I'm a professor of art, history, and art education at Concordia University (St. Paul). I am the Church Choir Director and Hand Bell Director at the (Cross of) Glory Lutheran (Church) on Brooklyn Boulevard.

I played Dixieland Clarinet and Soprano Sax and a local Dixieland band. I have been the president of an international arts organization, the National Council on Education for the Ceramic Arts. I helped put together a 6,000-person conference of ceramic artists and educators here in the Twin Cities back in 2019; we had 160 ceramic shows throughout the area at that time.

(20:28 – 24:38 – **Member Nahid Khan** – *attended virtually; no audio on recording.*)

**Liaison Goutierez** stated that she would like to engage in a team-building exercise to help (Commission) members get to know each other and reiterate the importance of creating a healthy, innovative, creative team. She asked members to imagine or reflect on the best team they have ever been part of, as a positive life experience. She stated that it doesn't matter what kind of team experience it was or how old you were, or if it was work-related, or volunteering. She asked them to reflect on the qualities which made it successful, with successful outcomes. After a few minutes, the group will take turns sharing their thoughts.

She stated that as we share our reflections on the quality that contributed to our most successful team experiences, we will lay the groundwork for developing our Commission's operating roles as it will also be a guiding factor as well as evaluating and understanding the diverse qualities of each member's identities, so we can collectively shape our approach and integrate our strengths. She noted that the Commission's goal is to foster a collaborative environment because we know that if there's communication, trust, and mutual respect and working together in this manner will build a solid foundation for us.

*Commission members began the exercise.*

**Member Williams** stated that he has been in several successful teams over the years and some that were not so successful. The things included on his list were:

- leadership that led through listening, and that was active, genuine listening;
  - asking for more information, as opposed to, follow me, kind of ego-driven;
  - recognizing we're smarter together than we are alone;
  - that there was humor and finding joy in the whole process, we always seem to get more done when people are making jokes around it, as long as we're still making progress;
  - that there is creative problem solving with a sense of moving towards a goal or some goals, and ability to maintain as well as to create.
  - One of the boards he was on included 16 art professors and everybody was creative and had an idea of what they wanted to do, so managing that sense of maintenance plus creativity;
- and then, finally,
- efficiently run meetings. That is the only reason that I became president: I was able to herd the cats because I know parliamentary procedure.

I'm not known in the clay community for my artwork, but I'm known as a really good administrator. So, running meetings efficiently but also with respect, making sure that people are heard. But then, you know, there comes a time in meetings when everything has been said, but not everybody has had a chance to say it. And so moving people along so that we can keep on going. Those are the things I've looked at and find important for success.

**Member Kelly:** I've had a few different roles and I've been on a number of teams. I'm currently pursuing a Master of Science and in my graduate program I'm learning about organizational change, so there's a lot of organizational development and teaming and all those sorts of things. So, I'm getting some academic team experience and I think combining all of those things, I've seen the most success on teams when we've had clear communication where we are coming in with curiosity.

I think an environment where you may need some more information by asking questions is okay, as long as you are questioning the idea or challenging the idea, rather than the person. Eventually I think we'll get to a point where we understand how we all give and receive information. Like myself, I'm a bit of a reflector, so sometimes I may not jump in right away, but sometimes I will, so sometimes I like to take a little bit of time just to reflect on the idea, but just understand where everybody's at and trying to give space for that. Healthy dialogue and conflict are not a bad thing. I think that is how we come to make decisions and find answers is part of how we grow and change.

I'm also a big reflector, so as we do things and go along check in with people throughout the process and after, asking how we are feeling, how we get there, type of questions. I think keeping the idea of shared leadership where we might have a chair, but we're all here bringing our strengths and learning and growing together so we all have something to contribute and we want and bring all the voices to the table.

**Member at Large / Affiliate Haynes:** The three main things that came to mind which made it successful were that we were called together because of our abilities and there was a real trust amongst us so we had the ability to create something from nothing. We had an opening date and a blank slate at the beginning. Everyone trusted everyone else's abilities and we all had the bravery to throw on our faces on opening night.

Also, it was very clear from the beginning that it was an experiment and that there really wasn't any judgment involved. We had very caring leadership that was also willing to be wrong, but they also set off really clear expectations along the way.

**Member Frost:** I thought of one experience when you said that right away, which was a really fun experience for me and a great team. We worked at a nonprofit and we had a common goal and it was really simple. People would come in and we would make food, but because we were passionate about what we were doing, it felt very important, so people were excited. We each had our role, and with that role, we each had ownership of it. With ownership comes accountability to the team, and from that point on, it was a routine similar to a playbook. Although we can divert from the playbook if needed; it's there for guidance and a common framework.

**Member Love:** I thought of projects that give a delegated responsibility. Everybody has their tasks and they have ownership of those tasks, where we are communicating, and people are utilizing their best qualities. Where we can discuss what each person thinks they are most valuable and effective, then coming together as a group to discuss which tasks people will do. Everybody's involved, everybody benefits.

I also prefer a roundtable discussion where everybody at the table (has) equity and everybody's voice at the table is just as important. I feel diversity is really important. I feel it is very important to have many different walks of life and color palettes to ensure we are creating a safe environment. I think that's really important to have accountability in the arts community and to make sure there are safety protocols in place to protect everyone involved.

**Member Ebert:** Over the years, I have worked with worship teams, dance teams and churches over 20 years. Also worked with different clients for positive outcomes so that they can have a good life even though they might be in a wheelchair or they might not be verbal. I've also worked with wonderful parents to raise wonderful kids.

I think some of the things that help is if you have a clear and common goal that everyone's working towards. We might come at it from different sides, but ultimately, we are all satisfied with the outcome. A pleasant atmosphere is always helpful. I feel that when you understand the leadership's part, as well as the other players, it's a lot easier to understand where they're coming from and accept that. And then as a team, you work towards the ultimate goal that you prefer. Also, I know with worship teams and the dance teams we always had to practice so that we would have the best outcome for the performance to be able to reflect on what we did right and what we can do better.

**Member Khan:** *Attending virtually; no audio on recording.*

**Liaison Goutierez** stated that she appreciates everything that everyone has shared and feels that there are a lot of commonalities. She is excited to have this group work together and believes they all have the attitude of knowing and believing that the group is doing what is best for the City and community. She believes that the group is capable of doing a great job and will be able to think creatively and innovatively together. We all want Brooklyn Center to be a place where people can come and enjoy the arts and just bring that increase (in) opportunities for the City to engage with community.

## 5. COMMISSION STRUCTURE OVERVIEW

**Liaison Goutierez** stated that in the packet is (a printout of) the presentation that was presented to the City Council and asked if the members could review and ask any questions they may have.

**Member Love** asked if there was any room for expansion on this Commission.

**Liaison Goutierez** stated that there are 10 members and, unfortunately, the application submittal period has closed. She noted that the Mayor and Council appointed the members.

**Member Love** stated that she is concerned with the equity of the members as the City of Brooklyn Center has a population that consists of 60% residents being non-white. With the project being focused on bringing arts and culture to Brooklyn Center, she feels it is very important to have a diverse audience.

**Director Turk** introduced herself and thanked the members for their participation thus far. She stated that as the Commission gets up and moving, they can make any recommendations to the City Council, which will make decisions based on the recommendations.

She stated that the Commission appointments were posted on the web site where interested parties were able to apply and the Mayor made the final decision as to who was appointed. She stated that for this particular Commission, there was a list of questions outside of what they normally use in an attempt to attract a more diverse group, then promoted it by using QR codes, community engagement strategies, and in spaces where there were people in the artist world. She stated they tried to do it a little differently but would love the continued shared input into expansion and making the Commission more inviting, inclusive, and accessible.

**Liaison Goutierez** stated that for the past two years, she has been doing outreach at different events to discuss the Commission and how community members can apply. She stated that as the Commission moves further into the process, they can discuss amending the current Resolution. She also noted that the meetings are open to anyone who would like to attend.

**Member Love** stated that the hope is to be mindful of diversification and to invite others to the table.

**Director Turk** stated that she will connect with the City Clerk to address the questions on how members were selected.

She also discussed commissioners sharing meeting information and inviting others whom they believe may hold interest in attending. She stated that the Commission does not need to ask the (City) Council for permission to invite guests

The first meeting is more casual so the members would have the ability to learn more about each other and noted this is why the typical protocol of Roberts Rules of Order is not being followed. She stated that the first order of business would be to elect the Chair and Vice Chair, then they will have the ability to submit agenda items to those elected.

**Liaison Goutierez** reiterated the attempts made to diversify the membership. She stated that she values the current members' time and expertise and is looking forward to the work that they will be doing as a group.

She provided (a paper copy of) the presentation which was provided to the City Council.

**Director Turk** stated that **Member Khan** had questions relating to the definitions included, in terms of cultural art, public art, and beautification. She read some of the documents and noticed some explanations, but would like more of a definition of cultural art, and art.

**Liaison Goutierez** stated the cultural and public art (name) as noted in the title of the Commission, was developed by the City Attorney. She noted that if the Commission wanted to change the name, it can be discussed and presented to the City Council at a later date.

**Member Williams** stated that he thinks it is important to understand what is meant by 'new business' and also asked if there is an effective communication device, such as a Google Doc where members can have a conversation over the course of the next month rather than waiting a month for the next meeting.

**Director Turk** noted that we cannot do closed meetings. The Commission must be mindful of quorum when having discussions outside of meetings. She stated that the City's technology capacity is not conducive to Google Docs. She noted there are timeframes required for notifying the public and members of the Commission that must be adhered to. City Clerk advised me that there is a three-day notice required for quorum, so anytime that you have four or more commissioners together, you need to make a public notice that there may be a quorum and invite the public to attend as well. Two commissioners can speak together but those commissioners cannot talk to other commissioners about it, to avoid quorum violation.

**Member Frost** asked a clarifying question about the Beautification and Public Art definitions. If the definitions for internal or external communication as we try to level set on what those mean for us to get business done indicate its urgency.

**Director Turk** responded that it will be important to clarify the definitions moving forward to understand what is being presented to validate the definition

**Member at Large / Affiliate Haynes** noted that there are some previously listed definitions in the Master Plan.

**Member Kelly** asked if there is more information or documents such as structure and process for the Commission as she is new to this process and wants to learn the structure of meetings.

**Liaison Goutierez** noted that in the packet, there are some cheat sheets.

**Director Turk** noted that **Member Ebert** has had some prior experience in Brooklyn Center Commissions which is a resource (that this) Commission can use. She also noted that this is a learning curve for most, so we can help guide each other as we learn the process. She invited commissioners to attend other Commission meetings to familiarize with the structure implemented at meetings.

**Member Ebert** stated that the City Clerk can provide copies of Robert's Rule of Order.

**Member Frost** asked if it would be beneficial to plan to address these issues under New Business for the sake of addressing at next meeting.

**Liaison Goutierez** stated there is an extensive comprehensive Master Plan that will be worked on as a group. She stated that going forward, it is important to establish the Commission, and

then look at the definitions so we are all comfortable with what it is and how it is defined, as well as work on funding opportunities that are for government, and work on the narrative that fits within the scope of what the Commission is trying to do. She noted it would be good to have Community Development meet with the Commission and discuss the Opportunity Site. She stated that most of what she has done has been community-driven, and it is important to continue to look at what the community wants and needs.

**Member Love** stated that she has a knack for putting together large functions and has a great resource for no-cost items and help, and getting people to do stuff for free. She stated that she thinks it would be great to utilize the emerging artist market that Minnesota has: the largest amount of money dedicated (for) the arts in the nation.

**Director Turk** noted that it will be important to discuss these types of resources once the Commission begins discussing new business, and that it will be important to lay out the capacity of the City when discussing the fiscal portion as well as staffing and our needs. We will have to discuss sustainable funding as well as maintaining funding. These are things that we want to make sure that we keep on the forefront as we're thinking about agenda items moving forward around arts and beautification.

**Member Ebert** asked if the City is open to surveys, similar to what was done for the Parks and Recreation Commission. She believes this is a good way to tap into what the community wants.

**Director Turk** stated that the only concern would be that mailers only go to homeowners. Brooklyn Center has a large rental population. She noted that community engagement often uses additional methods to get information out. We also translate all of our material.

**Member Love** asked if members are allowed to visit group homes and rentals as a representative of the Cultural and (Public) Arts Commission, as well as post on social media to get word of a survey out.

**Director Turk** responded that it would come from the direction of your Chair on how you support initiatives and how things such as marketing, QR codes, and publication will be handled. She noted that the City has ways to support the Commission once this is discussed and decided. She also noted that the Commission should lean on the City Communications Department for guidance and guidelines for social media use. She also informed the Commission that the city has other means of communication that go to community partners which can be utilized.

**Liaison Goutierez** agreed that the commission should utilize Communications. She stated moving forward it is important that we create a solid structure and shared goals and we understand the definition of our job; perhaps it will take the next three months to ensure we are setting ourselves to win. Nonetheless, I am most excited that we are all passionate about this community and understand the importance of the benefits arts provides to all.

**Member Khan** asked if the Commission can discuss making the City's website and City communications channels such as social media more artistic.



**Director Turk** reiterated that the City has a Communications team, with a new Communications Manager who has been working on updating the social media and web site. She noted that if (Commission) members had any insight or feedback, to please bring it forward and it can be recommended to the Communications team.

## 6. EXPLANATION OF OFFICERS

**Liaison Goutierez** stated that there are seven voting members and three non-voting members appointed. The reason they are non-voting is because they are not residents, but very active in the community. She stated that the Chair and Vice Chair are crucial to guiding the Commission and activities, ensuring effective operation, and fostering a collaborative environment.

She stated that there will be goals and responsibilities set through the leadership roles and that the vote for the Chair and Vice Chair will be done at the next meeting. The meetings will be conducted to the implementation of Robert's Rule of Order; a quorum is the number of members required to be present to call a meeting to order; and noted that it is very important for members to let her know if they are unable to attend.

She asked members if they would prefer to meet at 6 or 6:30 p.m. moving forward. (Commission) members agreed to continue meeting at 6:30 p.m. She asked members if they are comfortable meeting once a month as they get the Commission established, and then reevaluate at a later date.

She noted that the explanation of officers, the roles and responsibilities, as we know, the Chair and the Vice Chair will effectively lead the Cultural (and Public) Arts Commission and ensure that work is impactful, organized, and aligned with its mission. She also stated that if the Commission would like, the City Attorney can attend and do a short presentation to discuss the Resolution as there might be things they want to amend moving forward.

**Member Khan** via chat asked what the responsibilities be of the Chair and the Vice Chair.

**Director Turk** responded that there are notes in the packet that discuss the responsibilities, and when City Attorney (Siobhan) Tolar is present, she can dive a little deeper for the commissioners.

**Member Williams** stated that oftentimes, there's a vote taken as to who the group wants and then it is officially appointed by the Chair. It's just a process. I'm assuming by way of clarification, when it said provide leadership that the Chair would develop and run the agenda at each meeting. I believe this will be the most active part of the Chair's position in the beginning.

**Director Turk** added that the Chair and the Staff Liaison have a close working relationship so that timelines can be met, agendas can be created and distributed, to schedule guests, and provide direction on behalf of the City.

**Liaison Goutierez** reminded (Commission) members that they will also have the ability to add items to the agenda at the meeting prior to approving the agenda.

**Member at Large / Affiliate Cyd Haynes** stated that they feel comfortable with everything that's laid out here and wondered if members were interested in the election of the Chair to get things moving.

**Member Khan** noted that she would like to understand more about the responsibilities and people before voting.

**Liaison Goutierez** noted that there are also two people not present, so it would be a good idea to wait.

**Member Khan** asked how it was determined for the staggering terms.

**Liaison Goutierez** responded that with it being a staggered two-year term they are staggered so not all members are up for re-assignment at the same time.

*Discussion ensued on the hope for diversity within the Commission moving forward.*

**Director Turk** stated that there may be other ways to gather and gain insight from the various communities that there isn't representation from. She noted there are neighborhood meetings, block captains, and schools. These are important areas to gain input from.

*Discussion on meeting schedule.*

**Liaison Goutierez** stated that the typical schedule would be the fourth Thursday of each month. She asked the Commission if they had proposals for future agenda items.

**Member Love** stated that the next action item that should be addressed early is the proposal to expand the size and the diversity of the Commission.

**Member Ebert** asked to set the schedule.

**Liaison Goutierez** noted that the expansion of the Commission would fall to the City Council for approval. It may not be something that can be addressed quickly, but it certainly will be addressed as the Commission moves forward.

## 7. NEW BUSINESS:

### a. Set Meeting Schedule

**Director Turk** displayed the calendar through the end of the year and the following meetings were set for 6:30 p.m. on September 19, October 24 and November 21.

### b. Commission Communications

**Liaison Goutierez** noted that she will be the person to communicate with the Commission moving forward.

## **8. ADJOURNMENT**

Meeting adjourned at 8:26 p.m.