



Our Vision

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

Our Mission

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

Meeting Announcement and Agenda Arts & Culture Commission Regular Meeting City Council Chambers, 315 West 4th Street, Red Wing, MN & Virtually Wednesday, May 21, 2025, at 5:30 PM

This meeting will be held in the City Hall Council Chambers and virtually via Webex at the same time. Members of the public can join this meeting either in person at City Hall or virtually. To join this meeting via Webex, [click this link](#). To join via telephone, please dial (415) 655-0001. Enter access code 2550 782 2956 and password 2025 when prompted.

1. Call to Order

2. Pledge of Allegiance

3. Oath of Office

3.A. Mark Woerpel Oath of Office

4. Roll Call

5. Approval of Agenda

6. Approval of Minutes

6.A. Motion to Approve Minutes.
One motion approves all minutes.

1. March 19, 2025, Regular Meeting Minutes
2. April 16, 2025, Workshop Minutes

7. Public Comment

We now invite anyone to share their thoughts on a topic that is not on the agenda. We welcome all opinions and ideas. We appreciate you stating your name at the lectern, and please remember that personal attacks may be ruled out of order. You will have up to three minutes to comment, and we appreciate your time in coming tonight.

8. Motions & General Business

8.A. Rules for Boards/Commissions.
Every year the City Council sets forth Rules of Order and Procedure for all boards and

commissions. This document outlines how meetings at the City of Red Wing will be conducted. Each commission is asked to review the document annually. The Commission can adopt these rules as is, or can make slight changes to sections 9 and 11. If no changes are desired, the Commission votes to adopt the Rules of Order as is.

1. Motion to Adopt the 2025 Rules of Order and Procedure.

8.B. Finance Report

8.C. Arts & Culture Commission Presence at Sculpture Walk Capstone Event on June 25, 2025.

The kick-off celebration begins at 5 p.m. at the Central Park Bandshell. The Commission will solidify plans for June 25, including any proposed expenditures.

8.D. Website Update Recommendations

9. Communication Items

9.A. Southeastern Minnesota Arts Council (SEMAC) Grant Application Status.

9.B. Arts Microgrant Program - 2025 Campaign Plan

9.C. Commissioner Comments

9.D. Announcements

10. Adjournment

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.

**Red Wing Arts & Culture Commission
Regular Meeting
City Council Chambers
March 19, 2025**

Members Present: Chair Katie Nolan; Commissioners Zamira Mendoza, David Culver, Ashley Bickle, and Mark Granlund

Members Absent: Commissioner Stephanie Rogers (excused absence), Commissioner Emily Guida Foos (excused absence), Commissioner Alyssa Riegelman (excused absence), Commissioner Gary Stone, Commissioner Mike Arturi

Others Present: Cara Kvanbek, Staff Liaison; Teri Swanson, City Clerk

1. Call to Order

The meeting was called to order by Chair Nolan at 5:30 p.m.

2. Pledge of Allegiance

Chair Nolan led the recitation of the Pledge of Allegiance.

3. Roll Call

Roll call was conducted. Chair Nolan and Commissioners Mendoza, Culver, Bickle, and Granlund were in attendance along with Staff Liaison Kvanbek and City Clerk Swanson.

4. Approval of Agenda

Chair Nolan requested a slight change in the order of the discussion items.

5. Oaths of Office

- A. David Culver, Second Term.**
- B. Ashley Bickle, First Term.**
- C. Mark Granlund, First Term.**

City Clerk Swanson administered the Oath of Office for Commissioners Culver, Bickle, and Granlund.

6. Approval of Minutes

- A. Motion to Approve Minutes.**
 - 1) January 15, 2025, Regular Meeting Minutes.**
 - 2) February 19, 2025, Workshop Minutes.**

A motion was made by Chair Nolan, seconded by Commissioner Culver and unanimously carried, to approve the meeting and workshop minutes as drafted. Chair Nolan requested the use of they/them pronouns.

7. Public Comment

Chair Nolan reviewed the public comment procedure. There was no public comment at this time.

8. Motions & General Business

A. Finance Report.

Chair Nolan summarized the Finance Report and reviewed recent revenue and expenses. Chair Nolan described the purposes of the Arts and Culture Commission fund and the Municipal Arts Fund.

B. Motion to Approve Application for a Southeastern Minnesota Arts Council (SEMAC) Grant.

Chair Nolan provided an overview of the Red Wing Sculpture Walk program and discussed the SEMAC grant application. The uses of the grant funding, if approved, were discussed. A capstone reception on June 25, hosted by Red Wing Arts in celebration of the sculpture walk program, was discussed.

Commissioner Mendoza discussed a past SEMAC grant application. Commissioners expressed interest in an ACC table at the capstone event. Commissioner Mendoza commented regarding the benefits of ACC participation in community events.

A motion was made by Commissioner Culver, seconded by Commissioner Mendoza and unanimously carried, to approve a SEMAC grant application to help support the Red Wing Sculpture Walk program.

A motion was made by Chair Nolan, seconded by Commissioner Culver and unanimously carried, to staff a table at the capstone event on June 25.

Jack Rivall reported that Larson's Landing is developing an artist-driven mini golf course and would like to support the arts community. Chair Nolan suggested contacting Red Wing Arts. Mr. Rivall referenced the Larson's Landing website - larsonslanding.org.

C. Motion to Approve \$200.00 from the Municipal Arts Fund for the Assessment of the Remaining Public Art Pieces.

This item was discussed following discussion of Item 8D.

Chair Nolan reported that several sculptures have not yet been evaluated by Max and Gita, including the *Sunflowers* sculpture in front of the Red Wing Public Library and the La Grange Park sculptures.

A motion was made by Chair Nolan to approve a \$200 expense from the Municipal Arts Fund toward the assessment of the remaining public art pieces, as discussed. The motion was seconded by Commissioner Granlund, a vote was conducted, and the motion carried unanimously.

D. Art Maintenance Process.

This item was discussed following discussion of Item 8C.

Chair Nolan provided background information and referenced past ACC discussion of a public art maintenance program. It was noted that Max and Gita have assessed most of the art pieces and have provided recommendations in terms of ongoing maintenance. Chair Nolan discussed a Public Art Maintenance Plan proposal that was drafted by the Public Art Committee.

Chair Nolan reported that volunteer assistance with an annual Spring Cleaning Day has been proposed, with professional evaluation performed on each piece every five years on a rotating basis. Preventative maintenance activities were further clarified, including washing and re-waxing of sculptures as needed. Commissioner Granlund suggested asking artists for their recommendations in terms of maintenance needs. Chair Nolan discussed the creation of a public art inventory document, which will also include the listing of maintenance requirements for future public art acquisitions. The *Maple Seed* sculpture acquisition was discussed.

Commissioner Granlund asked whether there is a public art listing on the ACC website. Chair Nolan referenced the public art inventory on the ACC web page, adding that videos of public art will be incorporated into the website.

Commissioner Mendoza expressed appreciation for the “Help Protect Our Public Art” best practices document. Chair Nolan discussed potential local business assistance with sculpture maintenance. It was noted that the Spring Cleaning Day activity will be further discussed during the April ACC workshop.

A motion was made by Commissioner Culver to approve the Public Art Maintenance Plan as a living internal document. The motion was seconded by Commissioner Mendoza, a vote was conducted, and the motion carried unanimously.

E. Discussion on Contributing to PRIDE and Hispanic Heritage Festival.

This item was discussed following discussion of Item 8C.

Commissioner Mendoza also suggested consideration of a contribution toward the Juneteenth community event. Chair Nolan stated that she will contact the event organizer to get more information.

Chair Nolan commented that the Arts & Culture Commission has primarily focused on public art to this point and suggested participating in cultural events. The dates of the PRIDE event and the Hispanic Heritage Festival were discussed. It was noted that the City has also contributed toward these events. Involvement in other community events was discussed.

It was suggested to add this topic to an upcoming meeting or workshop agenda for further discussion of the Arts & Culture Commission role in terms of community events. Commissioner Culver suggested further discussion of ACC participation in other cultural events and activities and provided examples. Commissioner Mendoza spoke in support of a proactive approach.

Chair Nolan summarized the April workshop agenda, including presentations by Margaret Pearce and Jessica Zuehlke along with further discussion of the Spring Cleaning Day.

Commissioner Mendoza suggested that the Finance Committee discuss this topic and provide a recommendation during a future ACC meeting. Commissioner Bickle suggested compiling a list of community events and activities.

It was decided to table action regarding this agenda item to the June ACC meeting.

9. Communication Items

A. *Maple Seed Sculpture Update.*

Chair Nolan reported that the *Maple Seed* sculpture has been purchased, noting that the total purchase price was \$3,400. It was noted that the ACC voted to approve an expense up to \$3,000 but did not factor in the commission fee. The potential for the City to acquire Red Wing Sculpture Walk pieces was discussed. Chair Nolan stated that an update will be provided during the next ACC meeting.

Chair Nolan discussed the potential relocation of the *Balance of Power* sculpture and preparations for the new sculptures.

Jack Rivall commented regarding the discussion and expressed appreciation for the work of the Arts & Culture Commission. He stated that, in addition to the mini golf course, Larson's Landing is planning to develop festivals, gatherings, and immersive experiences to celebrate the local arts and culture community. He offered to collaborate on future projects and/or grant opportunities.

B. Commissioner Comments.

Chair Nolan reviewed the current ACC committee structure, roles, and members:

- Public Art Committee: Chair Nolan and Commissioners Stone and Culver
- Finance Committee: Commissioners Mendoza and Guida Foos
- Marketing Committee: Commissioners Rogers and Riegelman

Commissioner Mendoza requested clarification regarding committee expectations in general and specifically relating to the microgrants program.

Chair Nolan provided suggestions for committee work, stating that committee updates could be added to future agendas as a standing discussion item or could be added upon request.

Commissioners recommended flexibility and accountability relating to committee work.

Commissioners Bickle and Granlund were asked to consider joining one of the committees, noting that there would be no quorum issues.

Chair Nolan summarized past ACC discussion of a microgrants program and potential grant funding opportunities. It was suggested to develop an outline of the program, including how grant funding would be utilized along with the criteria and selection process for a microgrants program. Staff Liaison Kvanbek suggested researching successful programs in other communities. Commissioner Mendoza referenced the research that she presented during the December ACC meeting. She stated that she will work on a more detailed program outline, to be presented during an upcoming ACC meeting or workshop.

Commissioner Granlund suggested adding committee updates to workshop agendas.

Commissioner Mendoza further discussed the work of the Finance Committee.

The Arts & Culture Commission five-year plan was referenced as a good resource.

Commissioner Culver inquired regarding discussion of policies and procedures for City boards and commissions. Chair Nolan reported that a primer was presented pertaining to Robert's Rules of Order and noted that an updated policies and procedures document will be presented in the near future.

C. Announcements.

There were no announcements.

10. Adjournment

Chair Nolan adjourned the meeting at 6:54 p.m.

**Red Wing Arts & Culture Commission
Workshop
Community Development Building
April 16, 2025**

Members Present: Chair Katie Nolan; Commissioners Zamira Mendoza, Gary Stone, Alyssa Riegelman, Emily Guida Foos, Stephanie Rogers, Mark Granlund, and Ashley Bickle

Members Absent: Commissioner David Culver

Others Present: Melissa Hill, Staff Liaison; Becky Norton, Council Liaison

1. Roll Call

The workshop was called to order by Chair Nolan at 5:32 p.m. Chair Nolan and Commissioners Rogers, Stone, Bickle, Granlund, and Riegelman were in attendance along with Council Liaison Norton and Staff Liaison Hill. Commissioners Mendoza and Guida Foos attended the workshop remotely. Chair Nolan announced that Commissioner Mike Arturi has resigned from the Arts & Culture Commission due to scheduling issues.

2. Workshop Items

A. Committee Check-Ins.

Chair Nolan referenced past ACC discussion of the committee structure. Current committee membership was discussed.

Executive Committee: Chair Nolan, Commissioners Rogers and Stone.

Finance Committee: Commissioners Mendoza and Guida Foos.

Marketing Committee: Commissioners Riegelman and Rogers.

Public Art Committee: Chair Nolan, Commissioners Stone and Culver.

Committee members provided updates regarding recent committee work and planned activities. Commissioner Mendoza discussed the microgrants program. Future meeting and workshop agenda topics were discussed.

Commissioner Bickle declined to serve on a committee at this time, citing her current schedule and workload. Commissioner Granlund offered to serve on the Finance Committee.

B. Maple Seed Invoice Update.

Chair Nolan clarified the cost of the *Maple Seed* sculpture.

Council Liaison Hill reviewed the next steps, including ongoing discussion of a permanent location for the sculpture. She noted that Red Wing Arts has recommended that the *Balance of Power* sculpture be relocated from its current location to a location in front of Liberty's. The temporary (leased) sculpture locations in the Downtown area were discussed.

C. Presentation by Margaret Pearce on Mississippi Dialogues Project (in Collaboration with PIIC THPO, Lake Pepin Legacy Alliance, and Anderson Center at Tower View).

Commissioner Rogers discussed the Anderson Center's public art residency program and introduced artist Margaret Pearce.

Ms. Pearce provided background information and detailed the vision of the Mississippi Dialogues Project. She reviewed current and potential future sites for panels in other river communities. She discussed the support that is being provided by project partners. She reviewed the purposes of the project to elevate historical and cultural awareness along with expanding public dialogue about the Mississippi River and flood management. She discussed project funding and grant assistance. She reviewed the panel locations in the Red Wing area and discussed the design process and panel materials. She discussed the guidebook and website components of the project. She reviewed the anticipated project schedule.

Chair Nolan asked whether assistance is being requested from the Arts & Culture Commission. Commissioner Rogers discussed the planning process and stated that a PAPA application will be completed soon. She further discussed project funding. She noted that the educational presentation is being provided as a first step in the process. Chair Nolan commented regarding the benefits of the project to the community.

Commissioner Stone asked about maintenance of the panel structures. Commissioner Rogers and Ms. Pearce provided information in this regard, noting that some project details are yet to be finalized.

Council Liaison Norton expressed support for the project and discussed potential dialogue pillar locations. She asked whether a letter of support from the City of Red Wing would be beneficial to accompany grant applications. Ms. Pearce stated that letters of support from the City and/or the Arts & Culture Commission would be welcomed. She further detailed the project development process and shared examples of past projects. Commissioners expressed support for the project.

D. Native Art Legacy Collection Presented by Jessica Zuehlke.

Jessica Zuehlke introduced herself and described the 70-year evolution of her mother's extensive Native American art collection. She discussed how her mother developed relationships with many of the artists.

Ms. Zuehlke discussed the 10-year process of seeking an organization or museum that could accept, maintain, store, and display the entire collection, in order for it to serve and educate others. She stated that the family ultimately made the difficult decision to split up the collection, adding that some of the pieces could potentially be re-acquired. She provided examples of appropriate museum, school curriculum, public art display, or gifting options.

Chair Nolan commented that the work of the Art & Culture Commission to this point has primarily been focused on outdoor public art. They suggested further discussion of the logistical considerations involved with indoor public art displays or exhibits.

Ms. Zuehlke further described some the art pieces, noting that no sacred pieces are included in the collection.

Commissioner Rogers discussed some of challenges of accepting this type of collection, including preservation of the art pieces and the need for climate-controlled storage.

Ms. Zuehlke commented that, although interest has been expressed by several regional museums, there are capacity issues and other concerns. Commissioner Rogers provided additional suggestions and offered to provide contact information.

Council Liaison Norton referenced potential display spaces in City Hall, the Library, and the Sheldon Theatre.

Chair Nolan suggested further discussion of potential options during a future ACC meeting or workshop.

E. Volunteer Public Art Cleaning Day.

Chair Nolan referenced past discussion of volunteer public art clean-up activities and provided suggestions for organizing this type of activity. The need for supervision by City staff was discussed. Staff Liaison Hill stated her understanding that the ACC could manage and supervise volunteer activities, adding that she will verify this information. The potential timing, duration, and structure of periodic or ongoing cleaning activities were discussed. Staff Liaison Hill suggested performing no work on the temporary sculptures, for liability reasons. The scope of the work and logistical considerations were discussed.

An upcoming Red Wing Shoe employee day of service was discussed. Suggestions for marketing clean-up activities were provided. Council Liaison Norton suggested conducting a pilot event. Commissioners expressed agreement with this suggestion, perhaps in conjunction with the Red Wing Shoe volunteer activity.

Staff Liaison Hill commented that clean-up activities will also provide an opportunity for ACC members to inspect the conditions of the sculptures. The potential to assign maintenance activities to ACC members going forward was discussed. It was noted that appropriate cleaning supplies will be researched.

3. Adjournment

The workshop adjourned at 7:02 p.m.



2025 Rules and Policies for Boards, Commissions, and Committees

Section 1: Authority to Establish Boards, Commissions, and Committees

The City of Red Wing has a variety of bodies that provide important roles within local government. These bodies offer the opportunity for more people to participate in the democratic process and focus on areas important to them. The purpose of the boards, commissions, and committees is to advise the City Council on matters that fall within each group's area of concentration. The following is a list of all appointed bodies within the City of Red Wing government. An addendum to this document provides a summary of the similarities and differences between commissions and committees.

1. *State-Mandated Commission.* Minnesota law dictates that every city organized as a Home Rule City, such as Red Wing, must have a Charter Commission.
 - Charter Commission

2. *Advisory Commissions.* The City Council, through the Charter, has the authority to establish additional advisory commissions as it deems appropriate. Among other roles, these types of commissions advise the Council on specific issues, as requested by the Council. The following bodies are currently established:
 - Arts and Culture Commission
 - Human Rights Commission
 - Sister Cities Commission
 - Sustainability Commission

3. *Advisory Commissions with Additional Decision-Making Authority.* These bodies act as advisory commissions with at least one additional decision-making responsibility.
 - *Advisory Planning Commission:* This body is also the City's Board of Adjustment; it is the decision-making body on zoning variances requested by the public. The City Council is only involved in zoning variance decisions if a member of the public requests an appeal to the Council.

- Heritage Preservation Commission: This is the City’s decision-making body on heritage preservation design reviews for locally designated historic properties. The City Council is only involved in these types of design review decisions if a member of the public requests an appeal to the Council.
4. *Boards of Authority.* The City’s two authority boards were created by a City Council resolution. They have taxing authority and fall under the guidelines of the state’s empowering statutes.
 - Housing and Redevelopment Authority Board (HRA)
 - Port Authority Board
 - a. The HRA and Port Authority can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.
 - b. The HRA and the Port Authority can receive funds on their own behalf without City Council approval.
 5. *T. B. Sheldon Auditorium Board.* The City received the T. B. Sheldon Theatre as an estate gift, and through the terms of the gift, the theater must have a board. This board was created through a City ordinance and is commonly referred to as the “Sheldon Board.”
 - a. The Sheldon Board can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.
 - b. The Sheldon Board can receive funds on its own behalf without City Council approval.
 6. *Library Board.* The Library Board governs the operations of the Library and, therefore, has more authority than other advisory boards and commissions.
 - a. The Library Board may adopt library policies by resolution and has final authority in the library’s material selection and programming.
 - b. The Library Board may, with the consent of the Council, accept any gift, grant, or bequest made or offered for Library purposes.
 - c. Additional details are outlined in the City’s Charter.
 7. *Advisory Committees.* These government bodies meet to recommend policy guidelines to the City Council and serve as a forum for resident input on subjects related to the

committee's area of focus. However, advisory committees have less regulation, authority, and structure than boards and commissions.

- Airport Advisory Committee
- Harbor Advisory Committee

- a. These groups meet only as needed, generally once or twice per year.
- b. A City staff member schedules and convenes the meetings.
- c. Notices, minutes, and recordings are not done, and the committee does not have a Council liaison.
- d. City staff maintains a membership roster on the City's website.

8. Reassignment of Commissions and Committees

- a. The City Council may by ordinance downgrade a regular Advisory Commission (see #2 above) to an Advisory Committee per Charter Section 2.04, which provides that the City Council may by ordinance abolish any commission as it deems necessary for the operation of the City. This is specific to Advisory Commissions that are not mandated by state statute.
- b. The City Council may by ordinance elevate an Advisory Committee (see #7 above) to an Advisory Commission per Charter Section 2.04, which provides that the City Council may by ordinance establish any commission as it deems necessary for the operation of the City. There must be adequate staff capacity and a budget to support this change.

Section 2: Membership

1. Membership Composition: The number of members and the residency of members varies per governmental body. Details are listed below.
 - a. *Advisory Planning Commission, Heritage Preservation Commission, Port Authority, and Sheldon Board.* There are seven members on each of these commissions, and all members must be City of Red Wing residents.
 - b. *Arts and Culture Commission.* This body has a minimum of seven and a maximum of 11 members. Most must be residents of Red Wing; however, up to two members may be residents of Goodhue County or Pierce County.
 - c. *Charter Commission.* The Charter Commission consists of not less than seven and no more than 15 members. All must live within the city limits of Red Wing.

- d. *Human Rights Commission, Sister Cities Commission, and Sustainability Commission.* The Sister Cities Commission has up to 15 members, the Sustainability Commission has seven members, and the Human Rights Commission has seven members. Members of these three commissions must live within the boundaries of the City of Red Wing or the broader boundaries of Independent School District 256. The number of members who live outside Red Wing's limits must not constitute a quorum or more.
- e. *Library Board:* The Library Board has nine members. Most must be residents of the City of Red Wing, except one member may be a nonresident who lives in Goodhue County, if the county financially contributes to the Library.
- f. *Housing and Redevelopment Authority (HRA):* The HRA Board has up to seven members and all must be residents of Red Wing.
- g. *Airport Advisory Committee:* This committee consists of seven members. Four members must be residents of Red Wing. One member must be a resident of Goodhue County who is also either a taxpayer of Red Wing or a hangar lessee. Two members must be residents of Pierce County, with preference given to residents of Isabelle Township or Trenton Township.
- h. *Harbor Advisory Committee:* This committee consists of up to seven members. Most members must be residents of the City of Red Wing, except one member may be a nonresident who owns real property in the city or has a slip at a City-owned marina.

2. Length of Residency

All applicants must have lived in the City of Red Wing for at least six months. If another county or area of residency is required or allowed, the applicant must have lived within those boundaries for at least six months.

3. Confirmation of Residency

- a. Administration staff will confirm the residency of each applicant through one of the following means:
 - Goodhue County Public Property Tax Records
 - Utility billing
 - State ID
 - Affidavit signed by a Red Wing resident that includes the address of the individual signing the affidavit, the applicant's address, and the affiant's sworn statement that the applicant has lived in Red Wing for at least six months.

- b. If City staff are unable to confirm an applicant's residency through these methods, staff may look at additional factors as noted in Chapter 2, Section 2.08, Subd. 4 of the City Code. That includes but is not limited to other evidence that demonstrates the individual lives within the city limits. The applicant has the burden to provide proof of residency to staff.

4. Advisory Members

- a. Boards or commissions may have adult and/or student advisory members. Advisory members will be appointed by the Mayor and confirmed by the City Council to serve terms consistent with the board or commission they are appointed to.
- b. Advisory student appointees will serve an annual term that begins June 1 and ends May 31.
- c. Advisory members are non-voting members, are not counted for purposes of a quorum, and may live outside the city limits.

5. Ex-Officio Member

- a. The Council Administrator serves as an ex-officio member on all boards, commissions, and authorities and, as such, is not counted for the purpose of determining a quorum and does not have the right to vote.

6. Membership Lists

- a. City Administration staff will maintain membership lists for all boards and commissions and make them available on the City's website. These lists will also contain appointment and reappointment dates, term expiration dates, and the appointing government body, if applicable.

Section 3: Simultaneous Membership

1. Board and commission members can only serve on a single board or commission at a time, with the exception of the Charter Commission. Charter Commission members can simultaneously serve on one additional City board or commission.
2. Advisory committee members may serve on one board or commission at the same time they serve on an advisory committee. This is because advisory committees have much less regulation, authority, and structure (see page 2 and addendum).

Section 4: Terms

1. Length of Terms: Most boards and commission terms are three years, expiring on December 31. Members can serve two consecutive terms. Exceptions to that rule are listed below.
 - a. Charter Commission terms are four years, per state law. Members may serve up to two consecutive terms.
 - b. Housing and Redevelopment Authority terms are five years, as established by state law. Members may serve up to two consecutive terms.
 - c. Sheldon Board terms are five years, per city ordinance. Members may serve up to three consecutive terms.
 - d. Advisory student appointee terms are one year, from June 1 through May 31. Students may serve up to five terms.
2. Appointment to One's Own Term: If a person is appointed to their own term in the first half of the year (January 1 through June 30), that constitutes the first year of the member's first term. If a person is appointed to their own term in the second half of the year (July 1 through December 31), that constitutes a partial term, and the first year of their first full term starts January 1 of the upcoming year. The phrase "own term" means when a person is appointed to an open seat and is not finishing the unexpired term of a previous member.
3. Appointment to Fill Another Member's Vacancy: Sometimes a person is appointed to fill a previous member's unexpired term. This may happen, for example, when a member resigns or steps down early for any reason or is removed, or whose seat is declared vacant by a lack of residency. When this happens, if the new member is appointed in the first half of the unexpired term, that also constitutes the new member's first term. If the new member is appointed in the second half of the unexpired term, that term is considered a partial term. When that partial term is completed, the new member may be appointed to their own first term in the same manner as an initial appointment.
4. When a member has reached the maximum number of consecutive terms allowed, the member must come off the board or commission and not serve in any capacity on that body for at least 12 months. After 12 months, previous members can be appointed again to the same body and serve the permitted number of consecutive terms.
5. If a board or commission member chooses to serve on a different board or commission at the completion of their term, there is no waiting period.

6. Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. After a one-year hiatus, a person may hold either position again for a maximum of two consecutive years.

Section 5: Member Applications and Appointments

1. Applications

- a. Persons interested in serving on a board, commission, or committee must complete an application. Digital applications and printable applications are available on the City's website at www.redwingmn.gov. Digital applications can be submitted online. Completed paper applications can be mailed or delivered to City Hall. Hard copies can be made available upon request.
- b. Applications will be forwarded to the Mayor or responsible party for consideration and will be kept on file for one year. After one year, interested applicants must reapply.

2. Appointments

- a. Per City Charter, the Mayor recommends people to be appointed to boards and commissions. The City Council then approves or denies those recommendations, based on a majority vote.
- b. Exceptions to this rule are the Charter Commission and the Port Authority.
 - i. Charter Commission: Per Minnesota Statute Section 410.05, Subdivision 3, the City Council can recommend to the Chief Judge of the First Judicial District the appointment of up to seven members, and the Charter Commission can recommend to the judge the appointment of up to eight members.
 - ii. Port Authority: Per Minnesota Statutes, Section 469.050, subd. 3 and subd. 4, and the Port Authority Enabling Resolution, five members are residents recommended by the Mayor and approved or denied by the City Council. Two members are City Council members who are appointed by City Council resolution.
- c. It is recommended that the Mayor contact each individual who applies for a board or commission.
- d. When a member completes their first term and would like to continue with a second term, that member may be appointed in the same manner as the initial appointment.

- e. If a board or commission member is seeking reappointment but will not be recommended by the Mayor for a second term, the Mayor must either notify that person or direct City staff to notify the person.

Section 6: Subcommittees of a Board or Commission

1. Any board or commission may form subcommittees that can meet outside of regular meetings, as long as the subcommittees are less than a quorum of members.
2. Subcommittees have a limited scope of study and cannot make decisions on behalf of the board or commission.
3. Subcommittees can meet and communicate freely. Subcommittees do not need to notice their meetings, record their meetings, or keep minutes.
4. Subcommittees will provide verbal reports on their activities during the next regular board or commission meeting.
5. Subcommittees may include community members who are not members of the board or commission.
6. Staff liaisons may schedule, attend, or follow up on subcommittee meetings, but they are not required or expected to. The involvement of staff liaisons in subcommittee work is based on the specific board/commission's practices and situation. Staff liaisons and/or their supervisors, not the body, make the decisions regarding involvement with subcommittees.

Section 7: Board and Commission Orientation and Training

1. In the first month of appointment, new members will receive the following:
 - Orientation Materials
 - Current Roster of Members
 - Board and Commission Rules of Order and Procedures
 - Rules & Policies for Boards, Commissions, and Committees
2. Each year the City will provide board and commission training for all members on pertinent public laws and/or policies, procedures, or issues.
3. The City will determine the training contents and how and when the training will take place.

Section 8: Annual Organizational Work

1. At the first regular meeting each year, every board and commission will do the following:
 - a. *Swear In New and Renewing Members.* The Mayor will swear in new and renewing members. In the Mayor's absence, the Council liaison will do this. In the Mayor's and Council liaison's absence, a City staff member who is a notary public may swear in members. Certificates, once signed, will be filed with the City Clerk. It is also an option for the Mayor to swear in new or renewing members at City Hall sometime before a meeting, especially if the Mayor or the member to be sworn in will not be attending the meeting.
 - b. *Elect a Chairperson and Vice Chairperson.* Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. Boards and commissions may also choose to elect or appoint additional positions, such as a pro tem, secretary, or subcommittee chair.
 - c. *Review the Annual Budget,* if applicable.
2. After the City Council adopts its Rules and Policies for Boards, Commissions, and Committees, each board/commission will review and follow them.
 - a. Boards and commissions may make small modifications to the Order of Business and the Public Comment sections by a majority vote of the board/commission members. Council must approve the changes before they can be implemented.
 - b. The Library Board and Sheldon Board can make small modifications to the document with a majority vote of their board members and do not need Council approval.

Section 9: Order of Business

1. The order of business for all regular board/commission meetings shall be as follows, unless the Council directs otherwise:
 - a. Call to Order
 - b. Roll Call
 - c. Pledge of Allegiance (optional)
 - d. Statement of Intent (optional)
 - e. Mission Statement (optional)
 - f. Approval of Agenda
 - g. Approval of Minutes of Preceding Meetings/Workshops
 - h. Public Comment

- i. Motions and General Business
 - j. Board/Commissioner Comments (optional)
 - k. Adjournment
2. Four items in the Rules of Order are optional, and each board or commission has the choice to include or not include those in their Order of Business for the year. Related to the Statement of Intent and the Mission Statement, members can choose to include one or both as a written part of the agenda and/or as a statement read by the Board Chair or the entire commission, or decline any inclusion.

Section 10: Rules of Parliamentary Procedure

1. The rules of parliamentary procedure comprised in the newest revision of Robert's Rules of Order shall govern the board/commission in all cases in which they are applicable, and to the extent they are not inconsistent with these rules, the Charter, the ordinances of the City, or the laws of the State of Minnesota.
2. The staff liaison or his/her designee shall function as Parliamentarian to advise the presiding officer on matters of Parliamentary law.
3. The Chair, Vice Chair, and staff shall occupy their respective seats in the Chambers while the board/commission is in session.
4. The Chair, or in his/her absence, the Vice Chair, shall call the meeting to order at the noticed meeting time. In the case of the absence of the Chair and Vice Chair, the Pro Tem (if there is one) or the member with the most tenure in office shall do the same. The names of those present, absent, and excused shall be recorded, as well as arrival and departure times for the members arriving late or leaving early.
5. The board/commission presiding officer may debate from the chair and shall not be deprived of any rights or privileges of a board/commission member by reason of acting as presiding officer.
6. The Council Administrator's ex-officio, non-voting membership on all boards and commissions shall not count for purposes of determining a quorum, majority, or exceptional majority vote requirements.

Section 11: Public Comment

1. Public comment and active involvement of residents in government is encouraged through in-person communication, phone, and email. The board/commission will dedicate time during each regular meeting to hear from people.

- a. The Public Comment period will take place near the beginning of the meeting for people to speak to the board/commission on items on the agenda and items not on the agenda.
- b. Each person is allowed two segments of time to speak to the board/commission. Each segment has a maximum of three minutes and can relate to one or more topics of the person's choosing. If a person uses their second three-minute segment, it must be about topics that are separate from the first segment. If a person wishes to speak twice, they must either sign up or raise their hand (in person or virtually) two times.
- c. A person may not give either of their three-minute allotments of time to another person.
- d. Every person desiring to speak shall first be recognized by the Chair. No one is allowed to make comments from the audience when the person making comments has not been recognized by the Chair. The Chair shall preserve order and decorum and decide all questions of order, subject to appeal to the board/commission.
- e. Speakers may not make allegations, charges, or complaints against any City employee. If a person wishes to make an allegation or to file a charge or complaint against an employee, the person should do so with the Council Administrator in writing or in a private meeting, or with the individual designated in City policy to receive the allegation, charge, or complaint. Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.
- f. No person shall be allowed to delay or interrupt the proceedings or refuse to obey the orders and rules of the board/commission.
- g. When a special meeting is scheduled, the Chair will decide whether public comment will be added to the agenda.
- h. For details on public comment during workshops, see Section 17 of this document.

Section 12: Meeting Materials

1. The board/commission chair and staff liaison will establish the board/commission agenda.
2. The board/commission will not amend the agenda once the agenda is approved by a majority vote at the meeting. However, the board/commission Chair may vary the order of business or business items to facilitate special orders or the efficient use of meeting time.

3. The staff liaison shall include all appropriate materials in the meeting packet according to the order of business on the agenda. All reports, communications, resolutions, or other materials to come before the board/commission shall be provided to the staff liaison at least five business days prior to each regular meeting.
4. At least 72 hours prior to the meeting, the staff liaison shall furnish a copy of the regular meeting agenda and all supporting materials to each board/commission member electronically (or if requested, in paper form). Failure to accomplish any of these tasks shall not invalidate the meeting.
5. The staff liaison shall have a paper copy of the agenda and supporting materials and make them available for public inspection. All items required to be posted for public notice shall be done on a notice board located in City Hall.
6. Board and commission members may be issued electronic devices for agenda preparation/distribution efficiency. It will be up to the City to determine which boards and commissions are issued devices. Distribution will depend on the size of the agenda and materials, the frequency of meetings, and the budget.

Section 13: Quorum

1. A quorum of voting members (a majority) must be present to hold a regular or special meeting. If a quorum of members is not present at the designated start time, the chair will cancel the meeting.
 - a. Staff liaisons may choose to email members a week in advance to see if a quorum will be available on the scheduled meeting date. If it is clear that a quorum will not be in attendance on that date, the meeting may be canceled ahead of time.
2. Workshops do not require a quorum of members.

Section 14: Time Limits, Attendance, and Absences

1. All meetings and workshops of boards, commissions, and committees should be kept to a maximum of two hours. This is to respect the time commitment of the members. Members are expected to be on time and stay for the duration of the meeting, as long as that falls within the two-hour limit.
2. Board and commission members are expected to attend the majority of regular and special meetings and workshops. However, it is understood that unavoidable conflicts occur, especially with boards and commissions that are very active and/or have a significant workload, which may require special meetings.

3. Board and commission members who have unavoidable absences shall contact the staff liaison to request an excused absence. Excused absences will be granted to all members who contact the staff liaison before the meeting.
4. The staff liaison will keep an attendance roster and monitor absences. The staff liaison will contact members who miss three consecutive unexcused meetings and/or miss 50% of regularly scheduled meetings and workshops in 12 months (whether those absences are excused or not).
5. If attendance issues persist, a board or commission member may be removed by a two-thirds vote of the City Council.

Section 15: Locations for Meetings and Events

1. All regular and special board and commission meetings will take place in the City Council Chambers.
2. Boards and commissions may use City facilities for educational purposes at no cost. To do so, the board or commission should reserve the facility through their staff liaison. A board or commission may reserve City facilities for advocacy purposes only upon prior City Council approval.

Section 16: Notices, Minutes & Recordings

1. Notices, Minutes, and Accessibility
 - a. All meetings and workshops must allow access to the public, either virtually or in person.
 - b. Notice of all meetings and workshops must be posted 72 hours in advance of the meeting.
 - c. Minutes of each meeting and workshop must be prepared and made available to the public.
2. Recordings
 - a. All regular and special board and commission meetings will be video recorded. The meetings will be broadcast live on Channel 6 (the local government access channel) and streamed live on the City's website. Recordings of past meetings will also be rebroadcast on Channel 6 and may be viewed on the City's website.

- b. Board and commission meeting recordings are available for two years. City Council meeting recordings are available for five years.
- c. All board and commission workshops will be audio recorded and made available to the public.
- d. If a board or commission meeting in which action is to be taken is moved off-site, the meeting shall be audio recorded, unless approved by the City Council or if it is physically impossible or impractical to do so.

Section 17: Workshops

1. Boards and commissions may meet in a workshop session as an alternative to a regular or special meeting when no action is requested.
2. Voting cannot take place at workshops. In all cases, topics discussed at workshops will advance to a formal board/commission meeting if action is being considered.
3. The workshop format is generally more informal. Workshops can be held at alternate sites. All workshops will be audio-recorded, and recordings will be made available to the public. Minutes will also be kept and made available to the public.
4. Workshops require public notice and are open to the public.
5. Public comments will not be heard at workshops. Instead, the public is encouraged to attend or listen to the workshop audio online and make comments to the board/commission via email, phone call, a mailed letter, an in-person meeting, or by attending a board/commission meeting and speaking during that public comment period.
6. Public comments may be allowed at a specific board/commission workshop at the direction of the Chair.
7. If a public comment period is held at a workshop, it will be taken at the end, and all comments must be pertinent to the workshop topics.

Section 18: Planning

1. In the first quarter of the year, each board and commission will update their revolving five-year work plan and highlight their upcoming year's priorities. These highlighted items will act as the board or commission's annual work plan.

2. In the first quarter of the year, members will also discuss any anticipated funding desired for the following year. Educational opportunities such as conferences, programs, or training are permissible budget items. After a majority of members adopt the five-year plan, the staff liaison will forward those budget requests to the City Council for consideration in its next annual budget.
3. In the last quarter of the year, boards and commissions will consider possible changes and additions to their five-year work plan and discuss priorities for the following year. This updated plan will be voted on by the board or commission early in the new year.

Section 19: Communication Outside of Meetings and Workshops

1. All boards and commissions will follow the Open Meeting Law related to communication outside of meetings and workshops.
2. Red Wing's advisory committees are not subject to the state's Open Meeting Law because these bodies cannot make decisions on behalf of the City or City Council, and the meetings do not consist of a quorum or more of elected leaders.
3. Below are requirements for Red Wing's board and commissions.
 - a. *Gatherings*: Most gatherings of board or commission members outside of a meeting or workshop must be less than a quorum unless noticed accordingly. However, chance gatherings and social gatherings are permitted. Please note that even at a chance or social gathering, though, a quorum of members may not discuss or receive information on official board or commission business.
 - b. *Serial Communications*: Serial communications are prohibited. Serial communications are defined as communication between members that initially goes to less than a quorum of members, but when all participants of that communication are considered, it has reached a majority. Examples are an email conversation that eventually spreads to a quorum of members, or a verbal conversation that travels from one member to another member to another until that conversation reaches more than a quorum.
 - c. *All-Email Communications*: A voting board or commission member may not send emails or other communication to all of the other members. The only person who can email an entire board or commission is the staff liaison. This is to ensure that members, either advertently or inadvertently, are not discussing or making decisions in private instead of in front of the public. When a member wants to communicate with all other members, the person should email the staff liaison,

who can then email the entire body, at regular periods between meetings (for example, once a week, when necessary).

Section 20: Virtual Meetings and Attendance

1. Boards and commissions must abide by the Open Meeting Law related to virtual meetings, just as the City Council does.
2. Members of these bodies can attend and participate in meetings virtually, as long as all conditions are followed as outlined in Minnesota Statute 13D.02 or 13D.021. Members who wish to attend virtually should consult with their staff liaison, who can help ensure compliance with the requirements.

Section 21: Gifts and Payments for Services

1. Gifts
 - a. Members should not accept gifts from the public, with the exception of the Sister Cities Commission. The Sister Cities Commission and its members can accept gifts from Red Wing's sister cities or their delegates.
2. Payment for Services
 - a. Advisory board and commission members will receive no compensation for service to the City.
 - b. Authority boards can determine compensation without City Council authorization. Port Authority members and HRA members are paid a set amount for every meeting they attend. This amount is set by state statute.

Section 22: Role of the Staff Liaison

1. The Council Administrator appoints a staff liaison to each board and commission.
 - a. Some staff liaison jobs are tied to and within the scope of a City staff position. In these cases, the liaison duties are part of that staff member's job description. For example, the Library Director serves as the staff liaison to the Library Board, and the HRA Director serves as the staff liaison to the HRA.
 - b. Other staff liaisons take on a board or commission as an extra duty outside of their regular job responsibilities. In these cases, the staff liaisons are expected to spend 10 hours per month on board and commission duties. These liaisons will be paid an annual amount, as agreed upon in the annual budget, and payments will be

distributed monthly. Board and commission members should be mindful of this 10-hour per month time constraint and utilize staff liaison time accordingly.

2. Each staff liaison will be provided with a job description. The general duties and guidelines of a staff liaison are listed below.
 - a. Attend all of the assigned board or commission meetings. If that is not possible on occasion, the liaison must find a staff replacement to attend the meeting.
 - b. Provide notes to the assigned minute-taker so minutes may be kept. This includes a record of attendance, time of the meeting, vote tallies, budget items, areas for follow-up, and other important information, as needed.
 - c. File approved minutes electronically in Laserfiche.
 - d. Work with the chair of the board or commission to create the agenda for the monthly meeting and/or workshop.
 - e. Distribute the agenda and minutes at least three days (72 hours) prior to the board or commission meeting.
 - f. Provide support and information to the body but do not participate in the debate of issues or vote on any issues.
 - i. When the staff liaison position is tied to a specific City staff position, such as the Advisory Planning Commission, Heritage Preservation Commission, Library Board, HRA, Sheldon, and others, the staff liaison may share insights and/or recommendations with members, based on that position's expertise and knowledge.
 - g. Get the board or commission's action items to the City Council Agenda Committee in a timely manner. The Agenda Committee decides if and when the action item will go on a City Council agenda. The staff liaison will also communicate back to the members the status of the action item.
 - h. Write City Council staff reports related to the commission's action items that come before the Council.
 - i. Process all financial transactions, including reimbursements and payment authorizations.
 - i. The staff liaison is authorized to make payments for goods and services delivered or performed, following a majority vote of the board/commission.

A regular report on fiscal status, if appropriate, will be made to the board/commission.

- j. Inform the Administration staff of all regular meetings, special meetings, and workshops. Every effort will be made not to schedule meetings that conflict with other City meetings or other board and commission meetings.
 - k. Work with the Administration staff to ensure that all meeting notices are posted and distributed a minimum of 72 hours before the start of the meeting.
 - l. Ensure the City website has the most updated information related to the membership roster, and other information as needed.
3. All work projects anticipated by the board or commission must be approved by the staff liaison's supervisor.

Section 23: Role of the Council Liaison

- 1. The Council President will appoint Council members to serve as liaisons to all boards and commissions. Council members are not voting members of boards and commissions, with the exception of the Port Authority.
- 2. The appointments will occur at the first meeting of the regular City Council meeting following the organizational meeting. The appointments can be changed by the Council President.
- 3. Council liaisons are expected to follow the guidelines listed below.
 - a. Council liaisons are expected to sit at the table of the board or commission.
 - b. Council liaisons are expected to be a resource for board and commission members during their meetings, participate in the discussion, and offer suggestions on how to work effectively with the City Council.
 - c. Council liaisons should not steer board or commission decisions in a specific direction or predict which way the Council will vote on decisions affecting the board's or commission's work.
 - d. Council liaisons are expected to relay issues to the City Council during the "Board and Commission Communication" portion of the Council meeting, based on their discretion or at the request of the staff liaison or board or commission chair.

Section 24: Providing Education

1. Each board and commission may educate the public on issues that fall within their mission statement.
2. Boards and commissions may use City funds for the purpose of educating the public, if funds are available in the board or commission's budget.
3. When educating the public, boards and commissions must present the information as a neutral educator and refrain from endorsing or promoting a certain viewpoint.
4. Boards and commissions cannot use City funds to advocate a position on any issue without City Council approval.

Section 25: Use of City-Based Logos and Media

1. City Logos: Boards and Commissions may not create or use unique logos without obtaining a majority vote of the board or commission and authorization from the City Council. Members must speak to their staff liaison and consult the City of Red Wing Logo Guide to comply with the requirements.
2. City Social Media Accounts: Most boards and commissions are not allowed to create any social media accounts.
 - a. If a board or commission wishes to share information publicly on a social media site, the staff liaison or chair can contact the City's Communication Coordinator to share information on the City's social media platforms.
 - b. Exceptions: The Sister Cities staff liaison maintains a Sister Cities social media site, and City staff of the Public Library and Sheldon Theatre also maintain their own social media accounts, which the pertinent boards can utilize through their staff liaisons.

Section 26: Code of Conduct

Board and commission members shall respect and follow the Code of Conduct, Section 2.15 of the City Code.

Section 27: Private Use of Social Media

The City of Red Wing respects the rights of its board and commission members to use, post on, publish, and maintain personal websites, blogs, and social media websites and accounts. The City also expects members to adhere to the following guidelines:

1. Board, commission, and committee members should act in a sensible manner regarding the content and comments they post, publish, disclose, or share on websites, the internet, and social media, especially when it references or relates to the City or its employees, operations, or property.
2. Members are personally responsible for the content they publish in a personal capacity on the internet or any form of social media platform. Members are strongly discouraged from identifying their role or affiliation with the City when responding to or commenting on websites, blogs, or social media posts with their personal opinions or views.
3. When a member's online or social media posts, comments, content, or profile identifies them as a City volunteer, or a person could reasonably expect that someone can identify them as a City volunteer, the member is strongly encouraged to do the following:
 - a. State or imply that they are not speaking for, or on behalf of, the City of Red Wing or are authorized to do so, or give the impression that the views expressed are those of the City of Red Wing.
 - b. Refrain from publishing material or comments as a board or commission member that are false, misleading, harassing in nature, or may cause injury to another person, organization, association, or the City's reputation.

Section 28: Legal Counsel

1. The City Attorney will be the legal counsel to each board and commission unless specifically authorized by the City Council to seek outside legal aid.
2. Per state statute, the Charter Commission can elect to spend up to the greater of .07 percent of the City's current certified general property tax levy, or the Charter Commission can elect to spend up to the limits stated in state statute to employ an attorney and other personnel to assist in amending or revising the City Charter.
3. The HRA, Port Authority, and Sheldon Board can elect to have a separate attorney.

---end---



2025 STAFF REPORT

To: Board and Commission Members
From: Michelle Leise, Community Engagement Facilitator

Title – 2025 Rules and Policies for Boards, Commissions, and Committees

Purpose – The purpose of this item is to review the Rules and Policies and vote on two segments of the document: Section 9 - Order of Business and Section 11 - Public Comment.

Recommended Action – Review the full document. Then discuss Section 9 and Section 11 and, if desired, vote on any small changes the group chooses to make in these two areas.

Attachments –

--2025 Rules and Policies for Boards, Commissions, and Committees

Background –

The purpose of the Rules and Policies document is to set the guidelines and parameters for how boards, commissions, and committees work in the City of Red Wing. This document is used by board/commission members, staff members, Staff Liaisons, and Council Liaisons. In the past, the Rules of Order document and Policies document have been separate but somewhat repetitive. In 2025, staff combined the two documents into one. This saves time and makes the work of staff and the boards and commissions more efficient.

A clean copy of the Council-approved document is attached to this report. Below is a summary list of the changes made from last year.

Summary of Changes Made From Last Year:

Changed:

- The Advisory Planning Commission (APC) and Heritage Preservation Commission (HPC) are now in their own category because they have more decision-making responsibilities than the advisory commissions. The APC decides on zoning variances and the HPC decides on historic preservation design reviews without needing approval from the Council. See Section 1.
- In Section 2, the number of members in the Sustainability Commission and the Human Rights Commission decreased to seven. This number is more aligned with the membership of other government bodies and will allow the commissions to rebuild and refocus their efforts.
- Section 8 outlines what document the boards/commissions must receive each year. This

- changed from two documents to one because the Rules and Policies are now combined.
- All boards and commissions will abide by the Open Meeting Law to make our practices more consistent. Advisory committees, however, are not subject to the Open Meeting Law because these bodies are less formal. See Section 19.
- **Section 11 summarizes changes in the public comment segment** of a meeting. Council voted on these changes for its own 2025 Rules of Order to include two 3-minute times (not one) for an attendee to speak to the body. **If a board or commission changes this section for their own board/commission, they can vote on that, and the staff liaison will bring that change to the Council for approval.** (The Library and Sheldon do not require Council approval.)

Changed for More Clarity:

- In Section 4, the timing of term appointments now clarifies the differences between when a new member is appointed to their own term, versus when they are appointed to fill another member's vacancy.
- **Section 9, which lists a meeting's Order of Business, includes four items that are optional. Each board or commission will vote on which items they wish to include in their own Order of Business for regular meetings. Council does not need to approve this.**
- Virtual meeting responsibilities are clarified and made more consistent in Section 20.
- The staff liaison's responsibilities are better defined in Section 6 and Section 22.

Added:

- A portion was added under Section 1, #8 to explain how a commission gets changed to a committee, and how a committee gets reinstated as a commission.
- An addendum has been added that clarifies the differences and similarities between commissions and committees.

Discussion –

Boards and commissions must abide by the Rules and Policies that the City Council sets. However, there are two areas where board or commission members may make minor modifications: Section 9, which is the Order of Business and Section 11, which outlines the rules for Public Comment.

Each board/commission will discuss the Order of Business and vote on what they want to include. Most of the items in Section 9 are mandated; four items are optional. Those choices do not require any Council approval.

The board/commission may also discuss Section 11, Public Comment, and decide if they want to keep the guidelines the Council set for itself or change them to fit their own government body. Last year, the Council allowed one time for up to three minutes for people to share their thoughts. This year, the Council expanded that to two times, for up to three minutes each time, on separate topics. Each board and commission can keep that or choose another option that works for them. With the exception of the Library Board and Sheldon Board, all changes to the Public Comment section will come to the Council for approval.

Council may change the Rules and Policies at any time. Usually, however, the Council reviews the document annually in late fall, and the Council votes to approve the document each January.

Financial Plan and Impact – No financial impact at this time.

Alternatives –

- Approve the document as written.
- Approve the document with small modifications made to Sections 9 and 11.
- Table the document and request more information.

Recommended Action – Review the full document. Then discuss Section 9 and Section 11 and vote on any small changes the body decides to make in these two areas.

May 2025

| MUNICIPAL ARTS FUND | | | | |
|---------------------|------------|-------------|--------------|---|
| Date | Deposit | Credit | Balance | Note |
| 5/31/24 | | | \$62,400.00 | Initial balance |
| 5/31/24 | | \$8,400.00 | \$54,000.00 | Sculpture Walk 2nd Installment |
| 8/21/24 | | \$5,450.00 | \$48,550.00 | 2024 public art maintenance - final contract cost |
| 2024 | | \$250.00 | \$48,300.00 | Pay Max & Gita for quote |
| 2024 | | \$3,000.00 | \$45,300.00 | Red Wing Entry sign - voted to send to city council 9/18/24 |
| 2/13/25 | \$6,350.00 | | \$51,650.00 | From Percent for the Arts 2024 qualifying projects |
| 5/5/25 | | \$12,000.00 | \$39,650.00 | Sculpture Walk 2025 - voted to send to city council on 11/20/24 |
| 2026 | | \$12,000.00 | \$27,650.00 | Sculpture Walk 2026 (ESTIMATE) |
| 2027 | | \$12,000.00 | \$15,650.00 | Sculpture Walk 2027 (ESTIMATE) |
| 2028 | | \$12,000.00 | \$3,650.00 | Sculpture Walk 2028 (ESTIMATE) |
| 2029 | | \$12,000.00 | -\$8,350.00 | Sculpture Walk 2029 (ESTIMATE) |
| 2030 | | \$12,000.00 | -\$20,350.00 | Sculpture Walk 2030 (ESTIMATE) |

Arts & Culture Commission Fund Balance

| | | | | |
|------------|------------|---------|------------|---|
| 11/15/2024 | \$7,145.00 | | \$9,645.00 | Funds asked to be encumbered from 2023 |
| 2024 | | \$50.00 | \$9,595.00 | Business cards - voted on 11/20/2024 |
| 1/1/2025 | | 5995 | \$3,600.00 | Remaining funds from last year -- encumbered |
| 1/1/2025 | \$2,500.00 | | \$6,100.00 | 2025 budget amount |
| 3/10/25 | | 3400 | \$2,700.00 | Purchase of Maple Seed sculpture - voted 11/20/2024 |



ACC Arts Microgrant Program

Campaign Plan

05.12.2025

Prepared by:

Zamira Mendoza

Arts & Culture Commission

City of Red Wing, Minnesota

Overview

The City of Red Wing's Arts & Culture Commission will launch an arts microgrant program aimed at supporting local artists in their creative endeavors. This microgrants program will provide financial assistance for projects that contribute to the city's cultural vitality, support local artists and expand opportunities for community engagement via the arts.

- **Purpose:** Provide financial resources for local artists to engage the community with artistic programming, support a sustainable creative economy in Red Wing and expand opportunities for community development via arts and cultural programs.
- **Alignment:** This microgrant program aligns with the Arts & Culture Commission (ACC) Strategic 5 Year Plan and the Red Wing 2040 Community Plan, specifically [Chapter 10](#) (Arts & Culture).
- **ACC Vision:** *"Red Wing thrives as a creative, regional arts and culture hub where everyone can participate."*

Goals & Objectives

Goal: Develop and operate an Arts Microgrant Program with a goal of encouraging local artists to apply for funding that will support creative initiatives and enhance the city's cultural and artistic landscape.

Objectives:

1. **Provide financial support** to local artists for projects that are innovative, culturally significant, or community-focused.
2. **Encourage diversity and inclusivity** within the arts community of Red Wing.
3. **Strengthen the city's arts and culture scene** by fostering collaboration among local artists and between artists and the community.
4. **Create opportunities for public art** or other artistic initiatives that enhance the city's cultural identity.

Planning & Development

Establish Grant Committee: Form a committee within the ACC to manage the funding aspects of the program.

Research Funding Opportunities & Develop Sources:

- Explore private and public funding opportunities.
- Consider online platforms, crowdsourcing, and fundraising events.

- Research ethically sourced financial support from donors, organizations and foundations.
- *Note: The Municipal Arts Fund cannot be used for micro-grants.*

Plan and Develop Program:

- Align with City of Red Wing goals.
- Define program structure, eligibility criteria, and grant amounts.
- Determine the frequency of grant cycles.

Create Application, Selection Process, Reporting Standards & Marketing:

- Develop all necessary materials.

Obtain Approval from City Council:

- Secure approval for the program and funding applications.

Program Components

Project Concept: Support a sustainable creative economy, offer financial resources for artists and expand community development via the arts.

Creativity & Innovation: Move beyond traditional frameworks, explore diverse partnerships and include community members / artists as key stakeholders.

Cultural & Ethical Considerations: Center inclusivity and promote equitable practices in the selection process.

Sustainability: Identify how the program can be sustainable long-term and include support of Goal 10.B (activating indoor / outdoor spaces) in the Red Wing 2040 Plan.

Implementation Plan / Timeline

Phase 1 (December 2024 - March 2025): Research and Design the Program, Align with Strategic Planning Goals, Identify Funding Opportunities, & Obtain City Council Approval.

Phase 2 (January 2025 - July 2025): Apply to Funding Opportunities, Develop Application, Selection Process, Develop Reporting Standards & Marketing Materials.

Phase 3 (July 2025 - December 2025): Obtain Final Approval from City Council & Launch Arts Microgrant Program to the Public.

Comparable, Community Art Initiatives

Grand Rapids, Minnesota: Arts & Culture Commission with an annual budget and various programs, such as a *Sculpture (RFQ) Call for Artists, Pavement & Public Infrastructure Art Program* and an *Art Adoption & Acquisition Plan*.

St. Louis Park, Minnesota: Community Partnerships with an *Arts & Culture Grant Program, Friends of the Arts, Public Art, Sidewalk Poetry Program* and the *Utility Box Wrap Program*.

Lake Oswego, Oregon: Nonprofit & City Partnership with an Arts Council and various programs- such as the *Gallery Without Walls, People's Choice Award, Chronicle Invitation Exhibition, Docent Led Tours, Follow Your Art!, Public Art Committee, Holiday Markets, Arts-in-Education* and the *Neighborhood Public Art Program*.

Duluth, Minnesota: Public Arts Commission that supports artistic projects contributing to the cultural vibrancy of Duluth. Offers a *Utility Box Wrap Artwork Program* and a *Public Art / Placemaking Application*. The [Duluth / Superior Area Community Foundation](#) in the area offers microgrants to artists via a dedicated fund. In addition, the [Arrowhead Regional Arts Council](#) also offers funding of up to \$5,000 for public art activities.

Northfield, Minnesota: Arts & Culture Commission with an annual budget and various programs- such as *Art in Public Places, Art Tour Map, Living Treasure Award, Northfield Public Library Art Collection, Public Art Water Treatment Plant, Young Sculptor's Project, Sidewalk Poetry* and *Dear Northfield*.

Sioux Falls, South Dakota: Arts Commission with an annual budget and various programs- including the Visual Arts Committee, City-owned Art Map, Local Arts Event Calendar, and partnerships with the following organizations: Sioux Falls Arts Council, South Dakota Arts Council and Arts South Dakota. [SFAC has an Artist Microgrants Program available here.](#)

Winona, Minnesota: Arts & Culture Commission with an annual budget and various programs- the *Creative Winona Commission, Public Art Collection, Winona Poetry Walk* and the *Winona Municipal Band*. In 2020, the [Winona Fine Arts Commission \(WFAC\)](#) launched a micro-grants program for artists.

Potential Funding Sources

- **Private Donations:** Engage local businesses and community members to donate to the fund through a matching campaign.
- **Organizational and Foundation Grants:** Apply for regional and state-level grant programs (such as via the Southeastern Minnesota Arts Council and/or Minnesota

State Arts Board) and apply to federal grant programs (such as through the National Endowment for the Arts) that are available for community-driven arts projects.

- **Fundraising Events:** Host a series of community events to raise additional funds for the grant program (such as a gala or an art auction).
- **Crowdsourcing:** Provide a platform for community members and supporters to directly contribute small donations to fund the microgrants program for artists.
- **Corporate Sponsorships:** Seek sponsorships from local businesses to contribute to the grant pool in exchange for recognition.
- **City Budget:** Make a motion to allocate a portion of the City of Red Wing's budget for arts and culture programming to fund the arts microgrants program.

Sample Application

The application for the microgrant program will include the following sections:

- **Applicant Information:**
 - Name
 - Address
 - Contact Information
 - Artistic Background (brief bio, artistic discipline)
- **Project Description:**
 - Title of the project
 - Artistic concept and goals
 - How the project contributes to the local community or culture
 - Anticipated timeline for completion
 - Expected outcomes and benefits to the community
- **Budget Proposal:**
 - Detailed breakdown of how the grant funds will be spent (materials, artist compensation, production costs, etc.)
- **Grant Amount Requested:**
 - A clear request for the amount of funding required (typically under \$1,000).
- **Supporting Materials:**
 - Portfolio (samples of previous work)
 - Letters of support (optional but encouraged)
- **Agreement to Terms and Conditions:**
 - Understanding of reporting requirements
 - Agreement to acknowledge funding sources in all public materials related to the project

The following section (scored) details the narrative of the proposed project to be funded:

- **Project Concept (30 points):**

- Clearly articulate your project idea.
- Describe how this project contributes to the Vision Statement & 2040 Plan.
- In # words: Explain the project’s relevance to the core principles of creativity, innovation, cultural / ethical considerations and sustainability.
- Describe how this project addresses a community challenge/opportunity.
- **Creativity & Innovation (25 points):**
 - Demonstrate original thinking.
 - Discuss how this project moves beyond traditional frameworks.
 - Include examples of how this project incorporates aesthetic experiences.
- **Cultural & Ethical Considerations (20 points):**
 - Explain how this project promotes cultural inclusivity.
 - Identify the potential social impacts and ethical implications of the project.
 - Discuss how this project promotes equity and social / environmental justice.
- **Sustainability (15 points):**
 - Describe how this project will be sustained in the long-term.
 - Discuss environmental considerations.
 - Explain alignments with community sustainability goals.
- **Implementation Plan (10 points):**
 - Provide a clear execution plan, timelines and milestones.
 - Identify the key stakeholders and intended audience of the project.
 - Discuss potential challenges and mitigation strategies.

Selection Process

1. Establish a scoring rubric.
2. Review applications as a commission.
3. Make motions to approve projects via a democratic voting process.
4. Center inclusivity, equitable practices and mitigate biases throughout review.

Application Review:

A selection committee, including members of the Arts & Culture Commission will review all applications and create motions / recommendations for funding proposed projects.

Each application will be evaluated with a scoring rubric on criteria such as:

- Artistic Merit and Creativity
- Community Impact and Engagement
- Feasibility and Budget Alignment
- Potential for Public Visibility and Participation

Scoring Criteria (out of 10 points):

- Artistic Vision (4 points)

- Community Impact (3 points)
- Feasibility and Sustainability (2 points)
- Budget Appropriateness (1 point)

Final Decision:

- The committee will select the top proposals for funding.
- In case of a tie, the committee may prioritize projects that foster inclusivity or directly benefit underserved groups.

Notification:

- Applicants will be notified of their status (approved or declined) within 30 days of submission.

Reporting Standards

1. Develop clear reporting standards.
2. Require progress reports and final reports.
3. Establish evaluation methods.

Mid-Project Check-In: Artists will be required to submit a brief progress report halfway through their project. This will include an update on progress, any challenges faced, and any necessary adjustments to the timeline or budget.

Final Report: Within 30 days of project completion, artists must submit a final report, including:

- A detailed description of the completed project
- Documentation (photos, videos, or other media) of the project's impact
- A financial report outlining how grant funds were spent
- Testimonials or feedback from community members or participants
- Evaluation of the project's success and its community impact

Public Presentation: Artists will be encouraged (if applicable) to present their work at a public event or exhibition, to showcase the outcomes of the project.

Marketing & Communications Planning

1. Develop a Marketing & Communications Plan
2. Utilize the ACC Website, City E- Newsletter & Social Media
3. Issue Press Releases
4. Create Flyers, Posters & Print Materials
5. Engage with Local Media Outlets

6. Consider Mapping Art Projects and Creating Website Features

Social Media Campaign: Utilize the City of Red Wing's social media channels (Facebook, Instagram, Twitter) to promote the microgrant program. Feature successful grant recipients and their projects on social media platforms.

Press Releases: Issue press releases to local newspapers, blogs, and radio stations announcing the grant program, key deadlines, and the impact of funded projects.

Community Partnerships: Partner with local businesses, galleries, and schools to help spread the word and create awareness. Encourage local art organizations and businesses to promote the program within the community.

ACC Website: Maintain an updated page on the City of Red Wing's official website with all relevant information about the program, including eligibility, application forms, and past recipients.

Email Newsletter: Send out an email blast to local artists and organizations in the area to promote the program, key dates, and any application tips.

Design Mock-ups







Key Stakeholders

- **Arts & Culture Commission:** Executive, Public Art, Finance & Marketing Committees.
- **Red Wing City Council**
- **Arts Organizations**
- **Local Businesses**
- **Community Members**
- **Visitors**

Grant Program Cycle & Project Timeline

Campaign Launch: Announce the program via social media, website, and press release (2-3 months before the application deadline).

Application Period: Open for 4-6 weeks.

Selection Process: 2-3 weeks for committee review.



Grant Notification: Announce awardee(s) 30 days after application deadline.

Project Completion: Within 6-12 months, depending on project scope.

Evaluation & Adjustment

After the first cycle, the microgrants program should be evaluated for its success in meeting objectives and its impact on the local arts scene. The Arts & Culture Commission can adjust the microgrant program application process, criteria / rubric, or funding structure based on feedback from recipients, the selection committee and the community.

This campaign plan aims to create a sustainable microgrant program that empowers local artists, strengthens Red Wing's arts community, and attracts more visitors to the city.

Include:

- 2025 Campaign Plan (with links to strategic community goals, websites, sample successful project visuals in comparable communities section, etc.)
- Visual Design Mockups to include with marketing plan
- Sample Application
- Sample Scoring Rubric
- Sample Panel Discussion