



**CULTURAL AND PUBLIC ART COMMISSION
MEETING AGENDA
6:30 p.m., Thursday, November 20, 2025
BROOKLYN CENTER CITY HALL, COUNCIL COMMISSION ROOM**

Members: Nahid Khan, Chair; Michelle Thayer, Vice Chair; Gail Ebert, Adriana Jeffrey, Kari Kelly, Sabra Love, and Marie Martin.

Members at Large / Affiliates: Denise Butler, Cyd Haynes, and Sandra Kenyon (1 vacancy)

City Staff: Liaison Raquel Diaz Goutierez and Director LaToya Turk.

Council Liaison: Mayor April Graves.

1. **Call to Order** by Chair Khan. (1 minute)
2. **Roll Call** by Liaison Goutierez. (2 minutes)
3. **Land Acknowledgment** by Vice Chair Thayer. (2 minutes)
4. **Adoption of Agenda** by Chair Khan. (2 minutes)
5. **Approval of Minutes** Sept. 18, 2025, meeting, by Chair Khan. (2 minutes)
6. **Administrative Matters** by Liaison Goutierez. (2 minutes)
7. **Old Business** by Chair Khan.
 - a. Opportunity Site Updates by Ian Alexander, Economic Development Manager, and Liaison Goutierez. (30 minutes)
 - b. Art Scorecard Work Plan, by Liaison Goutierez. (4 minutes)
 - c. Community Building and Engagement for Arts and Culture, by Chair Khan (9 minutes)
 - d. Grants Update, by Vice Chair Thayer. (1 minute)
 - e. Anti-Litter Campaign in partnership with Parks and Recreation Commission, by Chair Khan. (5 minutes)
8. **New Business** by Chair Khan.
 - a. Staff and Council Report. (10 minutes)
 - b. Commissioner Report. (5 minutes)
9. **Open Forum** by Vice Chair Thayer. (5 minutes)
10. **Adjournment** by Chair Khan. (1 minute)

RESOURCES:

- **Beautify Brooklyn Center** (guiding plan for Council, Staff and Commission).
- Commission's **Establishing Resolution** (passed by the City Council on April 8, 2024).

Both available at the City website: Government tab / Commissions page / Cultural and Public Arts Commission:

<https://www.brooklyncentermn.gov/government/city-advisory-charter-commissions>



Brooklyn Center Cultural & Public Arts Commission

A system for decision-making, documentation, and record-keeping.

1. Proposal submission
2. Staff review for completeness
3. Commission discussion
4. Commission scoring
5. Commission vote
6. Documentation filed in shared archive
7. Approved items forwarded to City Council

Required decision thresholds. Projects scoring 36+ must be forwarded to the City Council.

DOCUMENTATION & RECORD-KEEPING SYSTEM

Documentation checklist:

- Proposal form
- Photos/maps
- Budget estimate
- Community engagement plan
- Pre and post Scorecard
- Meeting minutes documenting Commission decision
- Final report and evaluation form

Record-keeping instructions:

All documents must be stored in the City's Public Art Laserfiche under the designated project folder. Staff are responsible for maintaining the archive.

Retention schedule:

Documents must be retained for a period of 7 years following project completion.

Brooklyn Center Cultural & Public Arts Commission

Art Scorecard

PROJECT EVALUATION SCORECARD

5 – Excellent / High Impact	The project demonstrates exceptional alignment with the criterion.
4 – Strong / Above Average	The project meets the criterion at a high level but may lack one or two elements of excellence.
3 – Adequate / Satisfactory	The project meets the minimum expectation for the criterion
2 – Limited / Needs Development	The project partially meets the criterion but shows noticeable gaps.
1 – Minimal / Not Demonstrated	The project shows very weak alignment and lacks essential elements.

	Criteria	Description	Score (0–5)
1.	Alignment with City Goals	Advances the Beautification & Public Art Master Plan.	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
2.	Cultural Representation & Inclusion	Represents Brooklyn Center’s diversity through inclusive, multilingual art.	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
3.	Community Impact & Engagement	Involves residents, schools, and local artists (builds pride and belonging).	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
4.	Innovation & Creativity	Brings new artistic ideas and sustainable design methods.	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
5.	Feasibility & Partnerships	Demonstrates clear implementation plans and partnerships.	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

6.	Long-Term Value & Sustainability	Supports community identity and environmental resilience.	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
7.	Connectivity & Accessibility	Improves connections between neighborhoods, public spaces, and mobility systems.	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
8.	Private Investment & Partnership Potential	Encourages private, nonprofit, or philanthropic partnerships; aligns with local business development.	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
9	Economic Development & Local Business Integration	Supports economic vitality through business attraction, tourism, or local engagement.	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
10	Aligns with other Commission Priorities	This includes a long-term city vision.	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Total Score (out of 50): _____

Total Score Range

Priority Level

Interpretation & Action
Score Interpretation Guide (out of 45 points)

36–50 points

 **High Priority**

Strongly aligned with city vision and the *Beautification & Public Art Master Plan*. Recommend for City Council consideration or external grant pursuit.

25–35 points

 **Moderate Priority**

Promising concept but requires additional development, partnerships, or funding identification before implementation.

0–24 points

 **Low Priority**

Limited alignment or readiness. Revisit in future planning cycles or park for later review.

Primary Focus Area:

ART FOCUS AREAS

Public art is publicly accessible, original creative work that reflects our shared humanity and strengthens the community's aesthetic and cultural fabric.

- Public Art
- Art in Infrastructure
- Gateway & Streetscape Art
- Youth Collaboration
- Cultural Programming

BEAUTIFICATION FOCUS AREAS

Beautification enhances the appearance and character of public spaces through improvements that make places more welcoming, vibrant, and enjoyable.

- Beautification Projects
- Landscaping & Green Enhancements
- Corridor & Streetscape Beautification
- Placemaking & Visual Enhancements

Commission Discussion & Consensus:

- Recommend for City Council consideration/grant
- Recommend further development
- Not recommended at this time

Final Notes / Next Steps: _____

Project Proposal Form

BROOKLYN CENTER CULTURAL AND PUBLIC ARTS COMMISSION

(will be created digitally)

Project Title:

Applicant Name(s):

Organization (if applicable):

Phone Number: _____

Email Address: _____

Social Media: _____

Awards: _____

1. Project Summary

Provide a brief description of your project (1–2 paragraphs):

2. Project Goals

What do you hope to learn or accomplish through this demonstration project?

Community engagement

Test artistic concept

Activate underused space

- Reach underserved population
- Other: _____

Explain:

3. Community Engagement Plan

How will the community be involved in this project?
(e.g., workshops, co-creation, pop-ups, surveys)

4. Proposed Location

(Include address or general description; attach photos or map if possible)

5. Timeline

- Start Date: _____
- End Date: _____
- Key Milestones:
 - Planning/Design: _____
 - Community Engagement: _____
 - Installation/Activation: _____

6. Budget Estimate

Sample Budget Worksheet

Category	Item Description	Estimated Cost	Actual Cost
Artist Fees	Lead artist, assistants	\$	\$
Supplies & Materials	Paint, lumber, lighting	\$	\$
Printing & Outreach	Flyers, signs, translation	\$	\$
Permits & Insurance	Temporary use or event fees	\$	\$
Equipment Rental	Tools, scaffolding, tents	\$	\$
Stipends for Participants	Youth, community members	\$	\$
Documentation	Photographer, video editing	\$	\$
Miscellaneous	Transportation, snacks, other	\$	\$
TOTAL		\$	\$

Will this project require funding from the City or external sponsors and grants?

Yes No

If yes, who _____ how much? \$ _____

7. Supporting Materials (Optional)

- Sketches or renderings
- Letters of support
- Photos of proposed site
- Artist bios or resumes
- CV, social media, media mentioned

Project Evaluation Form

BROOKLYN CENTER CULTURAL AND PUBLIC ARTS COMMISSION

Digital options will be available

Project Name: _____

Lead Artist/Partner: _____

Date Completed: _____

1. Project Summary

Briefly summarize the project, its goals, and timeline.

2. Community Engagement & Participation

How did the community participate? Who was reached?

- Estimated number of participants: _____
- Target communities reached:
 - Youth
 - Seniors
 - BIPOC residents
 - Immigrants/New Americans
 - General public
 - Other: _____

How was feedback collected (e.g., surveys, comment boards, conversations)?

3. Successes

What worked well in this project?

4. Challenges

What were the main obstacles or lessons learned?

5. Recommendations

Would you recommend scaling or repeating this project?

- Yes, with no changes
- Yes, with some changes (explain below)
- No, this approach is not recommended for future use

What changes or improvements would you suggest?

6. Visual Documentation

- Photos/videos submitted
- Social media/press coverage shared
- Quotes or testimonials collected

Budget Worksheet

Category	Item Description	Estimated Cost	Actual Cost
Artist Fees	Lead artist, assistants	\$	\$
Supplies & Materials	Paint, lumber, lighting	\$	\$
Printing & Outreach	Flyers, signs, translation	\$	\$

Category	Item Description	Estimated Cost	Actual Cost
Permits & Insurance	Temporary use or event fees	\$	\$
Equipment Rental	Tools, scaffolding, tents	\$	\$
Stipends for Participants	Youth, community members	\$	\$
Documentation	Photographer, video editing	\$	\$
Miscellaneous	Transportation, snacks, other	\$	\$
TOTAL		\$	\$

COMMUNITY FEEDBACK TOOL

1. What kind of public art or cultural projects would you like to see?

Murals Sculptures Festivals Youth-led Artist Studios Artist Housing Interactive Installations Other: _____

2. Where in the city would you like to see more art or beautification efforts?

3. How would you like to participate? (Attend, volunteer, co-create, mentor, etc.)

4. What does this project mean to you in Brooklyn Center?

5. What makes you proud of Brooklyn Center's culture or community?

6. Any other ideas for art reflecting Brooklyn Center's diversity?

Optional Demographic Information (Voluntary; for Equity Reporting)

This section is voluntary and used only to support equitable access and inclusive representation in Brooklyn Center's public art initiatives.

1. Age Group (select all that apply):

- Under 18
- 18–24
- 25–34
- 35–44
- 45–54
- 55–64
- 65+
- Prefer not to say

2. Race/Ethnicity (select all that apply):

- African/African American/Black
- Asian
- Hispanic/Latino/a/x
- Middle Eastern/North African
- Native American/Indigenous
- Pacific Islander
- White
- Multiracial
- Prefer not to say

3. Languages Spoken at Home:

- Prefer not to say

4. Relationship to Brooklyn Center:

- Resident
- Business owner
- Student
- Worker/commuter
- Visitor
- Prefer not to say

5. Accessibility or accommodation needs (optional):