



PUBLIC ARTS COMMISSION MEETING

Thursday, February 15, 2024
Forest Grove Library, Rogers Room

Kristin Cast
Brenna Cooper
Dana Eytzen, Co-Chair/Treasurer
Brian Harris
Laurie Kerns
Kathleen Leatham, Secretary

Emily Lux, Co-Chair
Orson Marcel, Student Advisor
Linda Taylor
Pat Truax
Colleen Winters, Staff Liaison
Donna Gustafson, Council Liaison

Zoom Webinar:

Link: <https://us06web.zoom.us/j/81918529887?pwd=mtzWjGoKuo1YGpgUbyvbl28ehn9uP.1>
Meeting ID: 819 1852 9887
Passcode: 631421

A. Call to Order

1. Roll Call

B. Public Comment: Public Comment: Time provided for anyone wishing to speak to the Public Arts Commission on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. The public comment period shall not exceed 30 minutes unless a majority of Commission members present vote to extend the time. Written comments must be submitted to cwinters@forestgrove-or.gov by 9 a.m. the day of the meeting. Zoom attendees may use the "Raise Hand" option to be called on.

C. Consent Agenda: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Commissioners who wish to remove an item from the Consent Agenda may do so prior to the motion. Any item(s) removed will be discussed and acted upon following the approval of the remaining item(s).

1. Approve Public Arts Commission Meeting Session Minutes of January 24, 2024
2. Adopt Public Arts Commission Bylaws Revised and Approved by City Council 2024

D. Additions/Deletions

E. Discussion/Decision Items

1. Retreat Planning, March 2, 2024, 9:00 a.m. at Kathleen's home (11800 Johns Landing Dr. Carlton, OR).

F. Information Updates

1. Seven Generations Base Update
2. Rotary Garden Sculpture Update
3. Festival of the Arts Update
4. Bob Schlegel Donation Update
5. Finance Report

G. Commission Communications

1. Commission
2. Staff
3. Council Liaison

H. Adjournment

I. Next Meeting Date/Time/Location

Americans with Disabilities Act (ADA) Notice: The City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, 503-992-3235, mwoods@forestgrove-or.gov, at least 48-hours in advance of the meeting.



TO: Public Arts Commission

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM:

MEETING DATE: February 15, 2024

SUBJECT TITLE: Approve Public Arts Commission Meeting Session Minutes of
January 24, 2024

ACTION REQUESTED:

ISSUE STATEMENT:

BACKGROUND:

FISCAL IMPACT:

STAFF RECOMMENDATION:

ATTACHMENT(S):

1. PAC Minutes 1_18_2024

PUBLIC ARTS COMMISSION	January 18, 2024
MEETING MINUTES	Library Rogers Room, ZOOM

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:	
	Pat Truax, Chair, called the meeting to order at 5:22 p.m.
	ROLL CALL: Dana Eytzen, Pat Truax, Linda Taylor, Kathleen Leatham, Emily Lux , Brian Harris, Orson Marcel, Kristin Cast
	ABSENT: Donna Gustafson, Laurie Kerns,
	EXCUSED: , Brian Harris, Brenna Cooper
	STAFF PRESENT: Colleen Winters
2. PUBLIC COMMENT:	None.
3. CONSENT AGENDA:	
	a) Approve B/C Meeting Minutes of December 2022. Moved by Pat with edits as corrected, 2nd by Linda. Approved unanimously.
4. ADDITIONS/DELETIONS:	Item F.4. a discussion regarding the Bob Schlegel art donation was removed from the agenda.
5. Discussion/Decision Items:	
	1. Elections were held for the year 2024-25. By unanimous vote – Dana nominated, Emily seconded. Co-chairs: Emily Lux and Dana Eytzen Treasurer: Dana Eytzen Secretary: Kathleen Leatham

	2. After discussion the retreat date was set for March 2nd from 9am to Noon at the home of Kathleen Leatham 3. Colleen discussed the Tourism Arts Program implementation re: the process to access the \$10,000 allocated from TAP monies to PAC. No plan is in place from Council and it was suggested by Colleen that PAC put the allocation into the Strategic Plan with a tone of positivity, assuming that additional fundraising will be needed to acquire any piece of significance. PAC should add into the plan that the money rolls over from year to year and is not a finite amount. Members expressed concerns about the allocation not have definite parameters but agreed that we should be proactive in placing it into the strategic plan. 4. The Strategic Plan was discussed given that the new Council protocols may have a significant impact. Strategic Plan will be reviewed and revised at the retreat on March 2, 2024. 5. Colleen discussed the 7 Generations sculpture. The foundation is completed. It was designed by Decorative Rock (Nate) who will drill holes to secure the foundation to the plinth and will fit the sculpture to the rock himself. It was suggested PAC make a plan for a celebration at installation.
6.	INFORMATION / UPDATE ITEMS:
	1. Colleen gave an explanation of the process of sub-committees. Since Council has not decided definitively on protocols regarding sub-committees, Colleen suggested that “sub-committee” work within the time frame of a PAC meeting until a final decision is made. 2. The Council has charge of the bylaws, so no discussion regarding review and change is necessary for PAC. 3. There was no update on the Rotary Garden Sculpture. 4. Linda Taylor gave an update on the Festival of the Arts 2024. To date there has been one stakeholder’s meeting for May participants, and the meeting for June participants is scheduled for January 24th. There is very good interest in participation by a wide range of arts groups. Adelante Mujeres offered their graphics ability to assist in the design and production of advertising. AM also volunteered to provide a translation for the poster. Linda explained the Passport plan, indicating there would be one for each of the four Wednesdays and they would be made available at different locations two weeks prior to each Wednesday. Advertising will be displayed in venue windows, on social media, and with flyers. Linda requested assistance with the technical aspects of the passport development. Emily Lux volunteered to assist.

	5. Pat reported that the 1894 Map and the Weller painting are ready to be picked up from Framer's Touch. They will both be placed in City Hall. 6. The budget was presented by Dana Eytzen. After a discussion of monies available, there was a donation designated to the Arts Festival in the amount of \$500.
7.	<u>B/C COMMUNICATIONS:</u> Pat presented a fundraising project from Habitat for Humanity. Habitat members have made a number of birdhouses that are ready to be painted to be auctioned off at the fundraiser in April. If anyone would like to volunteer to paint one or more of them, they can be picked up on one of three dates in February. Pat has information.
8.	<u>STAFF COMMUNICATIONS:</u> Colleen reported that in celebration of Be Enthusiastic About Reading, the teddy bear events were being held tonight!
9.	<u>COUNCIL LIAISON REPORT:</u> 1. None
10.	<u>ANNOUNCEMENT OF NEXT MEETING:</u> The next meeting will be held February 15th in the Rogers Room of the Library.
11.	<u>ADJOURNMENT:</u> The meeting was adjourned by the Chair, Dana at 6:35pm.



TO: Public Arts Commission

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM:

MEETING DATE: February 15, 2024

SUBJECT TITLE: Adopt Public Arts Commission Bylaws Revised and Approved by
City Council 2024

ACTION REQUESTED:

ISSUE STATEMENT:

BACKGROUND:

FISCAL IMPACT:

STAFF RECOMMENDATION:

ATTACHMENT(S):

1. 2024 PAC Bylaws



A place where families and businesses thrive.



Public Arts Commission Bylaws

Section 1: Public Arts Commission (herein referred to as PAC)

Section 2: Established by Council Resolution No. 2006-06 on January 23, 2006.

Section 3: Purpose

1. The purpose of the advisory B/C is to encourage broad-based community representation and to advise City Council within the scope of Council Goals and objectives, unless otherwise directed by Council.
2. Enhance the cultural and aesthetic quality of life in Forest Grove by serving to preserve, promote, and develop public access to the arts.

Section 4: Powers and Responsibilities/Objectives

The Commission is charged with the responsibility to:

1. Foster relationships between these organizations, and other organizations and individuals to ensure the arts continue to be of value as an integral part of Forest Grove.
2. Promote the arts in Forest Grove to enrich the lives of its citizens through education and demonstration. To assist with the promotion of arts events in the broader community.
3. Advise Council, Parks and Recreation Commission, Historic Landmarks Board, and the Planning Commission in using public art to enhance existing development in public parks and other public lands and in public structures.
4. Advise Council, Planning Commission, Parks and Recreation Commission, other City Boards, Committees, and Commissions, and City departments regarding artistic components of all municipal government projects under consideration by the City. The Commission may also serve as a resource for artistic components of land use developments.
5. Advise Council and make recommendations regarding policies and programs that would enhance and encourage the planning, placement and maintenance of public displays of art in locations open to the public within the community.
6. Encourage connections with other local, regional, and national organizations working for the benefit of the arts and preservation of artistic values, and other similar activities.
7. Recognize and encourage groups and organizations that enrich Forest Grove life by bringing cultural and artistic values and artifacts to the City.

8. Pursue and consider opportunities, gifts and grants for support of arts programs and activities and the procurement of public art and to respond to offers of art donations.
9. Foster community arts activities as a vehicle for local economic development.

Section 5: Organization and Structure

1. Membership:
 - a. PAC shall be composed of 9 members and one student member.
 - b. A maximum of 2 members may reside outside of city limits, so long as those members reside within the Forest Grove School District. All remaining Members must live within the City limits.
 - c. The members will be citizens with an interest in the development, acquisition, preservation and accessibility of arts in the community.
 - d. Members are required to attend any assigned trainings.
 - e. An individual member may not act in an official capacity.
 - f. The City Council may remove a member for any reason, including neglect of duty or malfeasance in office.
 - g. Members serve without compensation.
2. Terms of Office:
 - a. Members shall be voting members and serve three (3) year terms. Student members shall be voting members and serve two (2) year terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
 - b. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
 - c. Members may not serve on more than two (2) B/Cs concurrently.
 - d. Appointments to vacant positions may be filled for the unexpired term with consent of Council.
3. Officers:

The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled meeting of each year. A member may not serve as chair for more than 48-consecutive months.
4. Powers and Duties of Officers:

In the absence of the Chair and Vice Chair, the member with the longest continuous service shall serve as Presiding Officer pro tempore until such time the meeting is adjourned.

 - (1) Chair shall:
 - a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
 - b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing

the subjects anticipated to be considered. The agenda shall follow a standard template provided by the City.

- c. A member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the item will be placed on the next regularly scheduled meeting agenda or an agreed upon future agenda.
- d. Ensure that all actions are properly taken and recorded and, if required, sign findings and recommendations.
- e. Present recommendations to the City Council.
- f. Submit and present an Annual Report to the City Council, following a standard template provided by the City.

(2) Vice Chair shall:

Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

Section 6: Meeting Procedures and Quorum

1. Meetings:

- a. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).
- b. PAC shall hold meetings no less than four (4) times a year.
- c. In January of each year, PAC shall adopt a schedule of its meetings for the coming year, and schedule its Annual Report presentation to the City Council.
- d. The meeting agenda and packet shall be distributed and noticed at least five (5) days prior to the meeting.
- e. All meetings are open to the public. Anyone wishing to speak may do so under *Citizen Communications*. Comments may be limited to three (3) minutes per person.
- f. The student member may provide a report at every meeting.
- g. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations.
- h. The B/C may form subcommittees to address specific topics only with approval from the City Council.

2. Minutes:

- a. Written minutes are required for all meetings.
- b. The minutes shall follow a standard template provided by the City.
- c. The meeting minutes shall briefly summarize what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.
- d. PAC may appoint a secretary at the first regularly scheduled meeting of each year to take the B/C meeting minutes.
- e. Staff may take minutes if the B/C requests the City to do so.

- f. Staff shall review the minutes to assure compliance with state law.
- g. Staff shall post the approved minutes to the website as soon as possible.

3. Attendance:

- a. Members are expected to attend every meeting.
- b. Members shall notify the staff liaison prior to the regular meeting to report an absence.
- c. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.
- d. The Chair, with the consent of the B/C, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.

4. Quorum:

Unless otherwise required by state law, a majority of the total number of voting members constitutes a quorum.

5. Voting and Decision Making:

- a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
- b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote, the motion fails.

6. Conflicts of Interest and Ethics Law:

- a. Members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official. A civil penalty may be imposed by the State for each violation of any provision of the ORS.
- b. Members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
- c. PAC shall not conduct fundraising activities without authorization from the Council.

7. Role of Council Liaison:

- a. The Council liaison shall be a non-voting member.
- b. Communicate between the B/C and the Council, representing each group's collective interest to the other, and ensuring that B/C is working within Council Goals and Objectives
- c. Actively attend and report to each entity at their regularly scheduled meetings.

8. Role of Staff Liaison:

- a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of their positions.

- b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
 - c. Prepare, post and distribute the packet.
 - d. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
 - e. Staff work for B/C's shall be limited to the above outlined responsibilities unless otherwise directed by the City Manager, and the B/C shall not assign work to staff.
9. Amending Bylaws:
- a. A majority of all members must vote affirmatively to recommend bylaw changes to the City Council.
 - b. All bylaws must be approved by the City Council.
 - c. Bylaws shall follow a standard template provided by the City.

Forest Grove Public Arts Commission Operating Budget

Item	2023 Projected	2023 Actual	2024 Projected	2024 Actual
Income				
Art Bizarre/ Fall into Art Show	\$300	\$175		
Meet the Artist	\$2,790	\$3,087	\$2,000	
Popup Shows/97116	\$500		\$500	
Leadership Gifts (Commission only giving)	\$1,601	\$1,641	\$800	
Individual giving				
Coloring Book Sales		\$2		
URA funds				
Art Festival			\$500	
Art Walk				
Sub Total	\$5,191	\$4,905	\$3,800	
Expenses				
Art Bizarre/Fall into Art Show	\$600	\$549		
Meet the Artist				
Mini Grants	\$1,000	\$500	\$500	
Popup Shows				
Outdoor Rotating Gallery				
Art Acquisition	\$3,000	\$1,800	\$1,000	
Sponsor Artistic Shows	\$500		\$500	
Translation Services				
Advertising/Campaign				
Art Festival			\$1,000	
Art Walk				
Sub Total	\$5,100.00	\$2,848.58	\$3,000.00	
Profit/loss	\$ 91.00	\$2,056.42	\$ 800.00	

	A	B	C	D	E	F	G	H
1	PUBLIC ARTS FUND							
2	<i>Account 2801100 4748</i>		REVENUE		<i>Account 2801100 6220</i>		EXPENSES	BALANCE
3	Discretionary Funds				Discretionary Funds			
4	Balance		\$ 18,890.85		Expenses as of 12/31/17		\$ 9,319.71	
5	2018 Leadership Gift: Frye, Goetzke, Taylor, Eytzen, Lux, Truax, Broom, Leatham		\$1,750.00		Tres Novem Plaque Awards Specialtie	2/1/2018	\$ 595.00	
6	Stars in the Grove Donation	3/8/2018	\$2,176.07		FGSD Rental for Art Bizarre	paid 5/10/18	\$ 75.00	
7	Jeanne Levy Donation	4/16/2018	\$250.00		Mini-Grant-Cornelius Elem Handprint Mural	paid 5/23/19	\$427.31	
8	Mary Easton Donation	6/1/2018	\$1,000.00		Mini-Grant CAST Technical Intensive Workshop	paid 10/10/19	\$ 49.13	
9	Spring Art Bizarre booth fees	6/1/2018	\$495.00		Mini-Grant-CAST Anything Goes	paid 10/10/19	\$ 500.00	
10	Coloring Book Sales	6/14/2018	\$190.00		Nova Enterprise Translation Services	paid 8/29/19	\$ 50.00	
11	Meet the Artist Dinner on 6/30/18	7/3/2018	\$825.00		Facebook Ads for Art Bizarre	paid 9/6/19	\$ 23.00	
12	Coloring Book Sales	8/10/2018	\$20.00		Facebook Ads for Art Bizarre	paid 10/6/19	\$ 27.00	
13	Fall Art Bizarre booth fees	9/21/2018	\$455.00		Facebook Ads for Art Belongs Contest	paid 11/6/19	\$ 17.34	
14	Winter Art Bizarre booth fees prepay	9/21/2018	\$70.00		Facebook Ads for Art Belongs Contest	paid 12/5/19	\$ 181.83	
15	Winter Art Bizarre booth fees	12/18/2018	\$665.00		Prize Awards for Art Belongs Contest	paid 01/10/2020	\$ 450.00	
16	2019 Leadership Gifts: Taylor, Leatham, Goetzke, Tracewell, Truax, Lux, Frye, Eytzen		\$1,450.00		Refreshments @ Art Belongs Contest	paid 1/16/2020	\$ 71.20	
17	Coloring Book Sales	1/15/2019	\$42.00		Sponsorship signs from Miracle Signs	paid 5/21/2020	\$ 50.00	
18	FG Foundation Reserves	3/7/2019	\$283.90					
19	Meet the Artist Dinner on 7/20/19	8/5/2019	\$665.00		Mini-Grant-Social Justice Mural	approved 9/17/20	\$ 500.00	
20	Meet the Artist Dinner on 8/3/19	8/5/2019	\$220.00			paid 10/20/2020	\$ 450.00	???
21	Art Bizarre Booth Fees:	10/2/2019	\$735.00		Messages of Hope- yard signs	paid 12/31/2020	\$ 2,599.20	
22	97116 Pop Up Art Show booth Fees:	12/31/2019	\$100.00		Carriage Ride Tour (Mural Fest)		\$ 600.00	?
23	Stars in the Grove raffle/concessions	2/24/2020	\$210.00		Mini-Grant April Hoff?? 97116??	paid 12/28/2022	\$ 500.00	
24	Stars in the Grove benefit	3/30/2020	\$1,800.19		Ursula Barton Reimbursement- (Mural Fest)	paid 11/16/2022	\$ 203.62	
25	2020 Leadership Gifts: Goetzke, Taylor, Lux, Truax, Tracewell, Frye		\$600.00		Sponsorship-Valley Art Hands and Heart (AAE)	paid 11/16/2022	\$ 500.00	
26	Memorial Gifts Ray Leatham	2/1/2021	\$100.00		"Art Belongs..." Decals- Miracle Sign	paid 10/04/2022	\$ 134.40	
27	2021 Leadership Gifts: Truax		\$100.00		"Art Belongs..." Decals- Miracle Sign	paid 10/04/2022	\$ 90.00	
28	2022 Leadership Gifts: Truax, Lux, Savoie Tintary, Eytzen, Leatham		\$202.00		Mini-Grant- Leah Dots Project	paid 3/09/2023	\$ 500.00	
29	Walking Tour Donation	11/17/2022	\$40.00		Sculpture relocation- Ben Dye	paid 7/11/2023	\$ 1,755.00	
30	Carriage Tour Donation	10/12/2022	\$28.00		Fall into Art- food	11/18/2023	\$ 169.00	
31	Carriage Tour Donation	9/27/2022	\$60.00		Fall into Art- sign (Miracle Sign)	11/15/2023	\$ 210.00	
32	Carriage Tour Donation	9/21/2022	\$68.00		Fall into Art- kids make-and-take artists	11/18/2023	\$ 170.00	
33					Sculpture Installation- Epoxy/polish	12/1/2023?	\$44.58	
34								
35	2023 Leadership Gifts- Leatham, Savoie Tintary, Truax, Lux, Taylor, Eytzen		\$1,641.00					
36	Meet the Artist Dinner (Tracewell) 8/12/23	8/12/2023	\$1,285.00					
37	Meet the Artist Dinner (Leatham) 8/25/23	8/25/2023	\$1,802.00					
38	Fall Into Art- booth fees	11/18/2023	\$175.00					
39	Coloring Book (pencils)	11/18/2023	\$2.00					
40								
41	Art Festival 2024	12/28/2023	\$500.00					
42								
43								
44	Discretionary Fund Total		\$ 38,896.01		Total		\$ 20,262.32	\$ 18,633.69
45					RESERVES			
46					Maintenance on benches		\$ 723.95	
47								\$ 723.95
48					TOTAL AVAILABLE			\$ 17,909.74