



PUBLIC ARTS COMMISSION MEETING

Thursday, April 18, 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 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 Minutes of March 21, 2024
2. Adopt Public Arts Commission 2024 Bylaws

D. Additions/Deletions

E. Discussion/Decision Items

1. Review Boards and Commissions Request Forms
 - Fundraising Request Form
 - Subcommittee Creation Request Form

2. Festival of Art Update
3. TLT Project Proposal Discussion
4. Discuss Advertising Opportunities

F. Information Updates

1. Seven Generations Update and Date of Unveiling
2. Guardians of the Grove Update and Date of Unveiling
3. Finance Report

G. Commission Communications

1. Commission
2. Staff Liaison
3. Council Liaison

H. Next Meeting Date/Time/Location

I. Adjournment

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.

PUBLIC ARTS COMMISSION	March 21, 2024
MEETING MINUTES	Library Rogers Room, ZOOM

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:	
	Emily Lux, Chair, called the meeting to order at 5:01 p.m.
	ROLL CALL: Dana Eytzen, Pat Truax, Linda Taylor, Emily Lux , Brian Harris, Orson Marcel, Kristin Cast, Brenna Cooper
	ABSENT: Donna Gustafson, Laurie Kerns,
	EXCUSED: , Kathleen Leatham
	STAFF PRESENT: Colleen Winters
2. PUBLIC COMMENT:	None.
3. CONSENT AGENDA:	
	a) Approve B/C Meeting Minutes of Feb. 15, 2024 and the Retreat, March 2, 2024 Moved by Pat with edits as corrected, 2nd by Brenna. Approved unanimously.
4. ADDITIONS/DELETIONS:	Add Discussion 1. Linda Minor Donation
5. Discussion/Decision Items:	
	1)Linda Miner Donation Proposal (late husband Paul) Wide photograph 8.5 feet wide x 1.5 feet tall Pastoral landscape Linda told PAC about her late husband and his interest in art. Only picture he ever had framed. He had asked Eric Cannon to frame this one. Frame is beautiful and heavy (metal) - hard to lift by herself. Picture title: Harvest Rest No signature and no identifier on picture or frame Linda thought it would be a good fit for library due to the colors and because she used to work there.

Colleen said that PAC still needs to accept donation, but has not identified a space.

Pat moves that PAC accept donation

Kristin seconds

Motion carries unanimously

Emily asks Linda Miner if it ends up somewhere besides library is still ok - she stated that yes, she would.

2. Moving on to Seven Generations and Guardian Sculptures

Emily gives Seven Generations update:

Emily and Colleen looked at rocks. Rock was found that fit parameters - rock that was chosen was appx \$950. Still within \$1,000 budget. Questions on whether that includes delivery - unsure.

Unveiling? Last year not much was done - maybe 15-20 people, fruit snacks and a small speech. Informal

Pat proposes we do something special.

Emily asks - How do we give them both a special event?

Colleen says Friends of Library would be happy to help PAC celebrate.

Pat proposes library commission could help plan to avoid subcommittee

Colleen says it should be possible to have a party planning meeting that isn't public

Perhaps we will have more solid dates and info to work from at April PAC meeting

3. Guardian Sculpture installation

Dana updated PAC:

Installation date: April 11 and possibly into the 12th depending on how the "root" portion of installation goes

They will start early in the morning on 11th

Dana suggests we could possibly do the dedication later on the 12th (while installers/artists are in town)

4. TLT funds

Dana suggests we start to think about what we want to do with those funds

Discussion about when we receive funds every year, whether to do yearly project or perhaps double up and do every other year.

Dana says she will bring her notes on possible locations/projects from past meetings

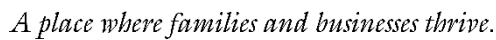
Colleen urges PAC have a timeline for this proposal for the council

5. Fundraising

Dana updates us on last council meeting: Gustafson relayed PAC questions about fundraising. Council said they would create form for PAC to fill out when we want to create subcommittee. Other answers from council regarding sponsors and mini-grants were unclear. Council also stated that PAC can't seek out donations but can accept donations.

	Linda has a questions: did Gustafson provide an example of this form? Or a date when PAC can get an answer regarding PAC's questions re: fundraising? Emily states that it is still unclear, but suggests gently pushing for a deadline Dana is hesitant with any pushing as council seemed unlikely to respond to that Kristin raises concerns about inaction of PAC due to council restrictions and possible motive of wanting to disband PAC. Colleen takes exception to description of council wanting to disband PAC. Emily explains some intricacies of how PAC has operated in the past and what they are up against now. Speaks about how we are being diplomatic in order to ensure PAC can move forward into the future. Emily suggests that instead of repeatedly asking council questions, instead submit full proposals that they can either approve or deny. Pat suggests 3 mini grants and 3 sponsorships. Colleen suggests waiting on seeing form(s) from Jaime before making a proposal 6. Festival of the Arts Linda updated PAC on FotA per previous stakeholder meeting notes. Linda asks for May 1 volunteers Setup at 2:30 – finish May group has now moved into second phase which is marketing and logistics - new flyer Linda recommends not using banner - not worthwhile investment due to great exposure from all participants Linda asks for feedback on booth banner. Dana recommends using that instead of street banner Linda asks for feedback on puppets in July and instrument petting zoo in August. PAC agrees that those are great activities for those months. Marketing plan for festival of arts: PAC agrees that marketing plan is very thought out and has no further feedback 7. Strategic Plan Review Dana strikes goal number 2 due to having met it Emily suggests future discussion of outreach Pat moves we approve strategic plan and goals we have set forward for 2024 Kristen seconds Motion carries unanimously Emily states no change to finance report but will be next time. .

6.	<u>INFORMATION / UPDATE ITEMS:</u>
	1. Emily states no change to finance report but will be next time.
7.	<u>B/C COMMUNICATIONS:</u> Dana - band the June Bugs - they are having benefit concert for FGHS Performing Arts @ High School in auditorium Friday April 26th Link on Facebook Pat Let's everyone know that the birdhouses at VanDyke's are terrific and everyone should check out
8.	<u>STAFF COMMUNICATIONS:</u> Colleen - Library is in the middle of budgeting. Washington County Art and Valley Art got some recognition at Washington County meeting
9.	<u>COUNCIL LIAISON REPORT:</u> 1. None
10.	<u>ANNOUNCEMENT OF NEXT MEETING:</u> The next meeting will be held April 18 th at 5PM in the Rogers Room of the Library.
11.	<u>ADJOURNMENT:</u> The meeting was adjourned by the Co-Chair, Emily at 6:21pm. Respectfully Submitted by Brian Harris



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

Section 3: Purpose

- ## Section 4: Powers and Responsibilities/Objectives

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.



Boards and Commissions Fundraising Request Form

Please complete the following form to request permission to conduct fundraising activities.

1. **Name of Board/Commission Requesting:**
2. **Contact Person:** *(Name, Position/Role)*
3. **Purpose of Fundraising:** *(Briefly describe the reason for fundraising and how the funds will be utilized.)*
4. **Proposed Fundraising Activity:** *(Provide details about the planned fundraising event or campaign, including date, time, location, and any other relevant information.)*
5. **Fundraising Plan:** *(Detail the strategies and tactics that will be employed to achieve the fundraising goal, including marketing, outreach, and engagement efforts.)*
6. **Target Amount to Raise:** *(Specify the fundraising goal in terms of monetary value.)*

Approval Signatures:

- **Submitter's Signature:** _____ **Date:** _____
- **Staff Liaison Signature:** _____ **Date:** _____



Subcommittee Creation Request

Please fill out the following information to propose the creation of a subcommittee.

1. **Name of Board/Commission Requesting:**
2. **Proposed Subcommittee Name:**
3. **Proposed Subcommittee Members:** *(List the individuals who will be part of the subcommittee. Include their names and roles.)*
4. **Purpose of the Subcommittee:** *(Explain why this subcommittee is necessary and how it aligns with City Council goals and objectives.)*
5. **Proposed Timeline:** *(Outline the timeline, number of meetings, and activities of the subcommittee.)*
6. **Estimated Staff Time:** *(Specify the resources required for the successful operation of the subcommittee, such as City personnel, meeting location, and/or materials.)*
7. **Supporting Documentation:** *(Attach any supporting documents, such as a detailed proposal, budget estimates, or letters of support from stakeholders, if applicable.)*

Approval Signatures:

- **Submitter's Signature:** _____ **Date:** _____
- **Staff Liaison Signature:** _____ **Date:** _____

	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					Art Festival Printing	4/1/2024	\$ 89.97	
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		\$ 20,352.29	\$ 18,543.72
45					RESERVES			
46					Maintenance on benches		\$ 723.95	
47								\$ 723.95
48					TOTAL AVAILABLE			\$ 17,819.77
49								