



PUBLIC ARTS COMMISSION MEETING

Thursday, July 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 June 20, 2024.

D. Additions/Deletions

E. Discussion/Decision Items

1. Review Sponsorship Application: Valley Art, Chalk Art Festival
2. Festival of the Arts 2024 Update
3. TLT Project Update: Mural in 2025
4. Advertising and Increased Visibility: PLEASE COME WITH IDEAS

F. Information Updates

1. Seven Generations Update
2. Guardians of the Grove Update
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	June 20, 2024
MEETING MINUTES	Library Rogers Room, ZOOM

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:	
	Dana Eytzen, Co-Chair, called the meeting to order at 5:05 p.m.
	ROLL CALL: Dana Eytzen, Pat Truax, Linda Taylor, Brian Harris, Kristin Cast,
	ABSENT:
	EXCUSED: Kathleen Leatham, Laurie Kerns, Orson Marcel, Brenna Cooper, Emily Lux
	STAFF PRESENT: Colleen Winters
	COUNCIL PRESENT: Donna Gustafson
2. PUBLIC COMMENT:	None.
3. CONSENT AGENDA:	
	<i>Approve B/C Meeting Minutes of May 16, 2024 Moved by Pat as corrected, 2nd by Linda. Remove "Stiles" from Linda's name and add 'Respectfully Submitted by Kathleen Leatham' Approved unanimously.</i>
4. ADDITIONS/DELETIONS:	Add Discussion 1. Mini-Grants and Sponsorships to #4 Discussion Items.
5. Discussion/Decision Items:	
	1. Linda - Festival Update: Two festivals so far and both have been successful. Linda created document for feedback - most people are delighted but would love to see more publicity and digital outreach and more sandwich boards.
	One of the challenges is that we have an increase in publicity but still haven't figured out to get on the city website and City Club consistently - Dana said she sent an email to Jaimie and councilperson Gustafson said she would look into it.
	News Times covered the festival and so did friends of Forest Grove and Valley Art.

	Linda requests support/volunteers for next meeting and next Festival. Linda passed out copies of the next pamphlet and spoke about how participants need to be more proactive in their marketing, particularly for folks that are located off of Main Street. Linda has a request: funky violin she can't borrow for two months for music instrument "petting zoo". Councilperson Gustafson offers her modern digital violin and both her and Linda arrange a time to meet. 2. Dana updates on TLT project Colleen spoke to Jesse and he recommended a 5 year plan to ensure proper budgeting. Jesse says we can use \$20,000 total of TLT funds for this first project (2024/2025). Dana mentions building across from the City Auditorium (the Knotty Yarn) as potential wall for mural it is a privately owned building - 12ft high x 71 feet long wall -Could potentially be prohibitively expensive due to size of wall -Cost could be reduced by reducing size of mural Group is leaning towards Lincoln Park bathroom building and potentially trying to have the entire building done. Donna suggests working with public on the process somehow. Linda mentions that some artists are not willing to work with community on mural projects -Dana recommends \$20-\$25/square foot -To do both side and back wall it could be \$10-11k or possibly we could do entire building for more Everyone in agreement we should focus on Lincoln Park Building. Dana will start the process with Anne and will go to get more accurate measurements. Colleen wants to make sure we have all the information required for proposal to city council Pat voiced desire to have a larger kinetic piece for a future project. Colleen advises we wait a month to vote on mural decision and then propose to council. Also advises PAC to submit form. For the Call we need to need to decide on name of project. -Pat recommends children/fun theme - general consensus on this
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	-Title suggested: Lincoln Park Mural 3. Increasing visibility of PAC (discussion) -How to increase perception of PAC involvement in Arts Festival -Pat suggests we talk to Jaime about potential article about PAC in "What's Growing On" -Councilperson Gustafson asks if PAC has language for plaques at mural locations. Dana says we have not done that for murals yet. -Kristin suggests targeting newer subdivisions with marketing. Also mentions potentially involving the community in voting for a project we do. Through that, garner support and familiarity 4. Mini grants and sponsorships -Valley art asked about sponsorship for chalk art festival -Dana says we are allowed but would have to take from discretionary funds -Pat reminds PAC that chalk art festival increases tourism which might qualify this for TLT funds. Linda says it's for art and not tourism, so more research needs to be done on this. Will need to speak to Jesse for clarification -Councilor Gustafson wonders if Valley Art has asked the city for a grant. Says they have a \$5k grant for events available. Specific to marketing, however. -Question posed on whether we open applications for mini-grants. How many? Colleen will ask Jaime to put applications back up on website and will accept one of each grant.
6.	<u>INFORMATION / UPDATE ITEMS:</u>
	1. 7 generations installation update from Colleen -Structural engineer has approved alternative installation which removes plan of epoxy -Dana and Colleen will work with artist to figure out installation plan 2. Guardians of the Grove Update -Installing on July 9th -Went through same structural/engineering approval process as 7 generations sculpture -Brian suggests passing out a one-sheet to advertise event - possibly at market or festival of arts -What will event look like? Ribbon cutting? Activities? -Ask Malynda to say a few words 3. Finance Report

	Dana: Nothing new from last time Rock will be added as line item Linda will submit everything regarding FoA all at once when finished No questions about finance report.
7.	<u>B/C COMMUNICATIONS:</u> -Linda mentions booth location art market for Festival of Arts is not very visible -Councilor Gustafson asks if south side of main street at end might be a possibility. Linda will ask Adelante Mujeres. Councilor Gustafson also recommends contacting Artisans in the Grove via City Club for potential collaboration
8.	<u>STAFF COMMUNICATIONS:</u> -Colleen will be out of Library July 10-16 -City has new committee - Committee for Community Engagement and they have decided to have a new thing called Board Buddies. Each board and commission will have a board buddy. PAC's is Katie Cannon. She will attend July PAC meeting. Understanding is to connect boards and commissions so everyone could work together and stay connected. Possibly once or twice a year. -Last thing to share - Library's bathrooms are under construction. Started a week ago Monday. Started with east end bathrooms. -Colleen says construction company has been communicative, respectful and thoughtful. Library has been very pleased. -This has been phase one - next phase is team partition and last phase is west bathrooms. 6-8 month estimation for completion
9.	<u>COUNCIL LIAISON REPORT:</u> -Offers advice to make grant more appeal: it needs to be something that encourages overnight stays. That's the basis for TLT funds. -Advises we frame the chalk art festival with how it's connected to corn roast -Grant is \$5,000 but total is related to sponsor level -Also, council just approved a new grant for inside and outside buildings. Revitalization grant up to \$100k -Also mentions how city is looking for committee members for various new committees for developing and revitalizing downtown
10.	<u>ANNOUNCEMENT OF NEXT MEETING:</u> The next meeting will be held July 18th at 5PM in the Rogers Room of the Library.
11.	<u>ADJOURNMENT:</u> The meeting was adjourned by the Co-Chair, Dana at 6:40pm.

	Respectfully Submitted by Brian Harris
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Forest Grove Public Arts Commission Sponsorship Opportunity

Sponsorship Guidelines:

- Provide financial support for Arts Events in Forest Grove
- Eligible activities include, but are not limited to music, dance, literary arts, fine arts, crafts, film and theatre arts
- Clubs and organizations may apply.
- Schools in the FGSD are eligible to apply; the event must take place in the school district boundaries.
- Request must be submitted two weeks prior to a regular Public Arts Commission (PAC) meeting (held the 2nd Thursday of each month) to be considered.
- The contact person must attend the PAC meeting to present the request and answer questions; this should be at least a month prior to the event.
- Funds are given up front, prior to the event.
- PAC must be recognized at the sponsored event and printed on advertising material. The PAC logo will be provided.

Sponsorship Criteria:

- PAC will only sponsor events (or a portion of your event) that are consistent with our mission and objectives.
- Each sponsorship will include clearly stated objectives and outcomes.
- Each sponsorship will enrich the greater Forest Grove Community.

-Send Application to: Public Arts Commission, P.O. Box 326, Forest Grove, OR 97116

Or Email Application to PublicArtsCommission@ForestGrove-or.gov

-Within 30 days of the funded event, the applicant is required to submit the Report to City Hall, Attention: Beverly Maughan, PO Box 326, Forest Grove, OR 97116.

Please print clearly or type your responses.

Project Name: Annual Chalk Art Festival _____ Organization: Valley Art Association _____
Contact Name(s): Allie Losli _____ Contact Phone(s): 503-539-3089 _____
Address, City, State, Zip: 2022 Main Street, Forest Grove, OR 97116 _____
E-Mail Address: allie.losli@gmail.com _____
Date of Project(s): September 21, 2024 _____ Time: 8:00am to 4:00pm _____
Location: 2022 Main Street, Forest Grove, OR 97116 _____

Forest Grove Public Arts Commission Sponsorship Opportunity

1) Description of the event and how the funds will be spent. (Please include who your targeted audience is):
(50 words or less)

This annual event is open to all ages and skill levels to participate in creating art on the sidewalk. The event will include several featured arts as well as entertainment including a balloon artist. The funds will be used to purchase supplies, pay for entertainment, advertising, and is open to everyone.

2) How will your event enrich the community and how is it consistent with our mission and objectives?
(50 words or less)

This event encourages participation at all skill levels and brings the community together to enjoy the day creating art. The proceeds may be used to offset the cost of valley art classes for children and college scholarships for high school students in Forest Grove.

3) Total Amount Requested From PAC (not to exceed \$500): \$ 500.00 _____

4) How will PAC be recognized: Public Arts Commission logo will be placed on our poster and included on our sandwich boards and in the Valley Art newsletter as sponsor. _____

Signature of applicant(s): Allie Loh

Date Application Submitted: 6-28-2024 _____

Note: The Forest Grove Public Arts Commission makes every effort to ensure that a representative will attend all events sponsored in part by PAC, so notification in writing of changes in date/ time are required to be sent, or emailed to the addresses at the bottom of this application. If the funded event does not occur as scheduled, the event must be rescheduled and completed within 60 days of the originally scheduled event or the grant will be rescinded.

	A	B	C	D	E	F	G	H	I	J	K
1	PUBLIC ARTS FUND										
2	Account 2801100 4748		REVENUE		Account 2801100 6220		EXPENSES	BALANCE	Account		EXPENSES
3	Discretionary Funds				Discretionary Funds				TLT FUNDS	date paid	amount
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	2023 Leadership Gifts- Leatham, Savoie Tintary, Truax, Lux, Taylor, Eytzen	12/31/2023	\$1,641.00		Sculpture Installation- Epoxy/polish	12/1/2023?	\$44.58				
34	Meet the Artist Dinner (Tracewell) 8/12/23	8/12/2023	\$1,285.00		Art Festival Printing	4/1/2024	\$ 89.97				
35	Meet the Artist Dinner (Leatham) 8/25/23	8/25/2023	\$1,802.00								
36	Fall Into Art- booth fees	11/18/2023	\$175.00								
37	Coloring Book (pencils)	11/18/2023	\$2.00								
38											
39	Art Festival 2024 donation	12/28/2023	\$500.00								
40											
41											
42											
43											
44	Discretionary Fund Total		\$ 38,896.01		Total		\$ 20,352.29	\$ 18,543.72	Total	\$ 10,000.00	\$ -
45					RESERVES						
46					Maintenance on benches		\$ 723.95				
47								\$ 723.95			
48					TOTAL AVAILABLE			\$ 17,819.77			