



PUBLIC ARTS COMMISSION MEETING

Thursday, October 17, 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:

<https://us06web.zoom.us/j/87254850414?pwd=xW6YqbrIA0FSW0tGV7CEPRm5hD6mi9.1>
Meeting ID: 872 5485 0414
Passcode: 612146

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 Special Meeting Minutes of 08.27.2024
2. Approve Public Arts Commission Meeting Minutes of 09.18.2024

D. Additions/Deletions

E. Discussion/Decision Items

1. Mini-Grant Application - Cornelius Elementary
2. Advertising and Increased Visibility
3. Kidd Court Project

4. Parks and Recreation Collaboration

F. Information Updates

1. Guest Introduction and CM Report: Jesse VanderZanden, City Manager
2. Plaques
3. Seven Generation Update and Discussion
4. TLT Project Update: Lincoln Park Mural 2025
5. Finance Report
6. Fall Into Art 2024

G. Commission Communications

1. Commission
2. Staff Liaison
3. Council Liaison

H. Next Meeting Date/Time/Location

1. November 21, 2024, 5:00 - 6:30pm, Rogers Room

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.

Minutes – Public Arts Commission Special Meeting on Festival of the Arts

Members in Attendance: Kristin Cast, Brenna Cooper, Dana Eytzen, Brian Harris, Kathleen Leatham, Emily Lux, Orson Marcel, Linda Taylor, Pat Truax, Colleen Winters – Staff Liaison, Donna Gustafson, Council Liaison

Call to Order – 1830

Additions and Deletions: Kidd Court, 7 Generations Sculpture

Discussion/Decisions Items:

Provide and Discuss the feedback received from Arts Stakeholders:

1. Commission members commented that folks liked the events and most who commented were not connected to arts in Forest Grove or to PAC
2. It was observed that many market goers would not venture beyond Main Street and 21st Street to search out events/performances. Suggestions were made to include those businesses on Main who are virtually shut off from the crowd by vendors. This could be accomplished by having music events inside different venues on Main. The Masonic Building and Legion were mentioned, but one is not ADA and the other houses a business. Kristen commented that she felt the Festival of the Arts felt separate from PAC. Recommendation to be more involved as a total group for creativity and communication.
3. There was good participation, particularly in those events that involved children. Many people each First Wednesday engaged in conversation and information regarding what the festival and PAC are. The City was cooperative regarding what permissions we needed, We had good collaboration with Adelante Mujeres which drew different people to the event and somewhat distinguished us from other, similar events.
4. Suggested that, should we do it next year, we try to have booths on 21st to draw attendees from Main toward other businesses. Also suggested that PAC sponsor conjoined booths that are paid through discretionary funds. This would allow us to have a “set” location throughout the event. Additionally, it was suggested PAC consider sponsoring a stage to be set up at the juncture of Main and 21st. Linda stated that there would have to be greater volunteer participation to do either of these things as they would be labor intensive. All members present consented to participate at a greater level. We could also enlist the assistance of HS kids who are in the community service program, the leadership class, and Honor Society.
5. We are awaiting Adelante’s agreement to collaborate for 2025.
6. Kathleen moved and Pat seconded that we commit to Festival of the Arts 2025. Unanimous.
7. Emily moved and Pat seconded that we allocate \$2,000 from the discretionary fund to sponsor the stage. Unanimous.

8. Linda indicated that we would need a sub-committee to work on the Festival planning. Brian, Kristin, Orson and Linda will serve. There will be no monthly meeting until Adelante agrees to coordinate. Linda will submit a request to Council to form this sub-committee. It will not be necessary to convene the committee until January, 2025.
9. Linda agreed to let the Stakeholders know that PAC is committed to 2025.
10. Colleen stated that the rental of a fork lift to move the rock for 7 Generations would be \$427.49. Emily moved and Pat seconded to cover this cost from discretionary funds. Unanimous.
11. Pat spoke to PAC regarding Habitat wanting to erect a monument to Richard Kidd at Kidd Court, a Habitat project. They would like us to consider partnering with them for this project. Pat described to PAC some of the sculptors in the vicinity who have excellent pieces in their studio/shops that could be used. Pat will bring back more information after telling Habitat that we are interested in finding out more. Pat and Kathleen to visit the site for measurements and appropriate placements.

Special Meeting does not require a second meeting.

There were no further comments.

Adjourned at 1945.

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

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:	
	Emily Lux, Co-Chair, called the meeting to order at 5:11 p.m.
	ROLL CALL: Dana Eytzen, Pat Truax, Brian Harris, Kristin Cast, Brenna Cooper, Orson Marcel, Emily Lux, Laurie Kerns
	ABSENT:
	EXCUSED: Kathleen Leatham, Linda Taylor
	STAFF PRESENT: Colleen Winters
	COUNCIL PRESENT: Donna Gustafson
2. PUBLIC COMMENT:	Councilperson Gustafson relayed that City Club is interested in approaching PAC for an official partnership and to get a conversation between both groups started. Asks PAC for advice on how to proceed.
	Dana suggests having PAC member attend City Club meeting and then report back.
	Colleen asked Councilperson Gustafson if City Club has a project in mind. Councilperson Gustafson said various ideas have been voiced by City Club but nothing specific in mind, however they are interested in PAC assisting with identifying projects/ideas that might garner future grants with the goal of encouraging citizens "play where they live."
	Colleen states that city would likely need to be involved on how to proceed and PAC is in agreement. She will schedule a meeting with Jesse, Councilor Gustafson and Colleen to discuss.
3. CONSENT AGENDA:	
	a) Approve B/C Meeting Minutes of August 15, 2024 Moved by Pat Truax as corrected, 2nd by Dana Eytzen.

4.	<u>ADDITIONS/DELETIONS:</u>
5.	Discussion/Decision Items: 1. Kidd Court Memorial Project Pat and Kathleen found some artwork that might be a good fit. Pat explained that after talking to folks involved with project that perhaps placing art in a location that can't be seen might not be the best way to honor Richard Kidd. Pat does not recommend PAC spending PAC funds on this project. PAC agrees to table the discussion on this project until a future time 2. Advertising and Increased Visibility Presentation by Kristin Cast Refer to additional slides and packet provided by Kristin 3. TLT Project Update: Mural in 2025 Dana informed PAC that the call is out for artists. She shared: • Deadline is November 1st • Around November 10th the jury meets and selects • PAC will choose final artist • PAC presents to council at November meeting • In December will inform artists of decision and artist will sign a contract • Artist then responsible for logistics of project Dana asks PAC to submit nominations for jurors (5-7 people)
6.	<u>INFORMATION / UPDATE ITEMS:</u>
	1. Plaques Three plaques total – language being finalized and Jamie will order once finished 2. Seven Generations Update Unveiling happened and was well attended. Emily expressed desire to do something similar for future installations. Colleen wanted to recognize Friends of the Library and library staff for their involvement in the event. She also wanted to relay that the city is interested in doing something to prevent tripping and climbing on the sculpture and base, which they have identified as an issue. Colleen spoke to city staff and they are interested in some advocacy ie., metal stanchions or something with similar gravitas. They are looking for other ideas or

	perspectives from PAC. Discussion proceeded and it was decided that more time would be needed to consider options 3. Finance Report From Dana: • Added 7 generations rock and install • Festival of the arts 4. Fall Into Art From Dana: Waiting to pick the location until we find out how many artists will be in it.
7.	<u>B/C COMMUNICATIONS:</u> Emily: Restore mural is up
8.	<u>STAFF COMMUNICATIONS:</u> Colleen: Excited to report that bathrooms in east library are complete. Still waiting for inspections to complete then will officially open. Once open, remaining bathrooms will be done. Colleen also mentioned that Simmer & Slurp owner is looking for a mural.
9.	<u>COUNCIL LIAISON REPORT:</u> Councilperson Gustafson: Council has new recruitment process that staff is taking on and made recommendation to accept B & C applications all throughout the year which should expedite the process.
10.	<u>ANNOUNCEMENT OF NEXT MEETING:</u> Next meeting October 17 @ 5pm
11.	<u>ADJOURNMENT:</u> The meeting was adjourned by Emily Lux at 6:35pm. Respectfully Submitted by Brian Harris

Jaime Zaik

To: publicartscommission; Dana Eytzen; Emily Lux; Colleen Winters; 'Linda Taylor'
Subject: RE: Online Form Submittal: Public Arts Commission Mini-Grant Application

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, October 2, 2024 9:58 PM
To: publicartscommission <publicartscommission@forestgrove-or.gov>; Jaime Zaik <jzaik@forestgrove-or.gov>
Subject: Online Form Submittal: Public Arts Commission Mini-Grant Application

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Public Arts Commission Mini-Grant Application

Project Name	Community Connections: Past, Present and Future
Organization	Forest Grove School District
Contact Name(s)	Leah Henriksen
Email Address	lhensien@fgsd.k12.or.us
Contact Phone(s)	503-307-4754
Address	496 Willamina Ave.
City	Forest Grove
State	OR
Zip Code	97116
Description of the Project	We will create a large mosaic out of stained glass pieces signed by current and former students, staff, and community members. Each name will be engraved, and the glass tesserae will be assembled into a mosaic portraying the local landscape we all share with Mt. Hood in the distance.
Describe the portion of the project for which you are requesting PAC Mini-Grant funds	\$400 to purchase stained glass \$100 to purchase tools/materials including a cutting mat (~\$15), glass cutter (~\$25), glass running pliers (~\$20), pack of two 3/4 inch glass grinding bits (~\$25), one set of ball-shaped burrs for glass engraving (~\$15).

Target Audience	Students, families, staff, and community members connected to Cornelius Elementary in the Forest Grove School District
Total Amount Requested from PAC	\$500
Date(s)	5/31/2025
Time(s)	2:00 PM
Location	200 N. 14th Ave., Cornelius, OR 97113
How will the project be publicized?	It will be publicized along with the our farewell open house in May, and the grand opening of the new Cornelius Elementary building in September, through our school and district Facebook pages, FGSD staff/community newsletters, digital invitations, and possibly in the News Times.

NOTE:

The PAC 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 emailed to PublicArtsCommission@forestgrove-or.gov 72 hours in advance. If the funded event does not occur as scheduled, the event must be rescheduled and completed within 30 days of the originally scheduled event or the grant will be forfeited.

Projected Budget Total Estimated Costs	\$1,700, plus in-kind donations
Personnel (explain):	Leah Henriksen (staff member at Cornelius Elementary) is the project leader, with help from other staff and community members. All work will be completed through volunteer hours.
PAC Mini-Grant	\$500
Requesting Organization	Forest Grove School District
Other (specify)	\$1,200 from other grants (St. Bede's Episcopal Church and Cultural Coalition of Washington County)
Marketing and Publicity (explain):	Same as above: It will be publicized along with the farewell open house of the old building in May, and the grand opening of the new Cornelius Elementary building in September, through school and district Facebook pages, newsletters, digital invitations, and possibly in the News Times.
PAC Mini-Grant	See above

Requesting Organization	See above
Other (specify)	See above
Materials and Supplies (explain):	This project will require a variety of supplies including stained glass, a cutting mat, glass cutter, glass running pliers, 3/4 inch glass grinding bits, ball-shaped burrs for glass engraving, ultra-fine Sharpie markers, adhesive, grout, Go Board, contact paper, self-adhesive mesh, materials for a frame and hardware to hang the finished mosaic.
PAC Mini-Grant	See above
Requesting Organization	See above
Other (specify)	See above
In-Kind Contribution (explain):	Many volunteer hours to prepare glass pieces for individuals to sign, to engrave names on glass, and to assemble glass pieces into the mosaic. Use of a colleague's glass grinder and glass cutting tools, use of a friend's engraving tool, and some donated stained glass.
PAC Mini-Grant	See above
Requesting Organization	Forest Grove School District
Other (specify)	See above
PAC Mini-Grant TOTAL:	\$500
Requesting Organization TOTAL:	Many in-kind volunteer hours to create the mosaic.
Other TOTAL	\$1200
Name of organizations the will partner or collaborate with this project	St. Bede's Episcopal Church, Cultural Coalition of Washington County, Cornelius Grade School Alumni, and many other local organizations will be invited to participate and sign a piece of glass during our farewell open house in May. I'm hoping to partner with All Together Now for our spring open house as well.
Number of people in the community who are anticipated to	1,000

participate in this project

How will this project benefit the Forest Grove Community?	The mosaic project will help foster a sense of belonging and connectedness between the past, present and future as we transition from our 80-year-old Cornelius Elementary School to the new school building in the fall of 2025.
Electronic Signature Agreement	I agree.
Date	10/2/2024
Electronic Signature	Leah B. Henriksen

Requirements:

Application needs to be submitted two weeks prior to a regular Public Arts Commission meeting (held on the 3rd Thursday of each month) to be considered. Applicants should plan to attend the PAC meeting to present the application and answer questions.

Within 30 days of the funded event, the applicant is required to submit the Project Summary and Evaluation to City Hall, Attn. Jaime Zaik, @ jzaik@forestgrove-or.gov. The report should include receipts, copies of publicity and photos, if available. A reimbursement check, not to exceed the grant amount, will be processed two weeks after receipt of the Project Summary and Evaluation.

NOTE: Request for reimbursement and summary report must be received within 30 days of the completion of the event or the grant money will be returned to PAC general budget.

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