



PUBLIC ARTS COMMISSION MEETING

Thursday, November 21, 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 Meeting Minutes of October 17, 2024

D. Additions/Deletions

E. Discussion/Decision Items

1. Lincoln Park Mural
 - Final Artist Selection
 - Next Steps and Council Meeting Preparation
2. Advertising and Increased Visibility

3. Parks and Recreation Collaboration

F. Information Updates

1. Plaques
2. Seven Generations Update
3. Permanent Collection Follow-Up
4. Finance Report

G. Commission Communications

1. Commission
2. Staff Liaison
3. Council Liaison

H. Next Meeting Date/Time/Location

1. December 21, 2024, 5:00 P.M. - 6:00 P.M., 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.

PUBLIC ARTS COMMISSION	October 17, 2024
MEETING MINUTES	Library Rogers Room, ZOOM

Minutes are unofficial until approved by the B/C.

1. <u>CALLED TO ORDER:</u>	
	Dana Eytzen, Co-Chair, called the meeting to order at 5:00 p.m.
	ROLL CALL: Dana Eytzen, Emily Lux, Brian Harris, Brenna Cooper, Orson Marcel, Linda Taylor Public Attendees: Leah Henriksen
	ABSENT: Kristin Cast
	EXCUSED: Kathleen Leatham, Laurie Kerns
	STAFF PRESENT: Colleen Winters
	COUNCIL PRESENT: Donna Gustafson
2. <u>PUBLIC COMMENT:</u>	
3. <u>CONSENT AGENDA:</u>	
	a) Approve B/C Meeting Minutes of August 27, 2024 and September 19, 2024- Moved by Brian Harris as corrected, seconded by Emily. The motion moved unanimously.
4. <u>ADDITIONS/DELETIONS:</u>	
	F. 7. Festival of the Arts
5. <u>Discussion/Decision Items:</u>	
	1. Leah from Cornelius Elementary School – Mini Grant Application Cornelius School - moving from old building to new building. Leah was thinking about how can students can stay connected even after moving buildings and came up with the idea to create a mosaic out of stained glass. The image would be a view of Mt. Hood from Fernhill Wetlands. Proposes that students can sign the pieces of glass that will be used. Plans are underway for deciding on a location and structural design. Requesting the grant for glass and materials. Has already been granted \$200 and is beginning process to apply for another as well. Total size would be 5 feet x 6 feet

	Emily makes a motion to approve mini-grant in the amount of \$500 from discretionary which is approved unanimously 2. Advertising and Increased Visibility Goal is to narrow down our goals to items that might have the most impact. Linda brought up that this new concept for advertising has not been reconciled with the strategic plan and Dana suggests tabling discussion to another day when more board members are present 3. Kidd Court Project- no report. 4. Parks and Recreation Collaboration Dana relayed that Anne with Parks and Rec reached out (via email) They would like to proceed with mural at Rogers Park and asks if PAC would like to be involved in the process in any way. Dana suggests we put out a call for artists, but would need to be done soon due to tight timeline. Signed contract would need to be done by December 31. Emily brings up the concern about the material – since it’s metal it might require special consideration as well as more costly materials. Jesse is unsure of the budget but says he will contact Anne to get more information. Linda proposes we don’t contribute PAC money and the rest of PAC voiced agreement. Dana will update artist call and contract if needed. She also proposed that if the total project was under \$10,000, an artist can be chosen without a call, which would greatly speed up the process. Jesse is going to talk with Anne about this as well.
6.	<u>INFORMATION / UPDATE ITEMS:</u>
	1. Guest introduction and CM Report Jesse expressed gratitude to the PAC for what they have done for the community. Wanted to talk about Lincoln and thank PAC for taking it on and for their communication, especially Dana, Emily and Colleen. Jesse addresses TLT funds -The pot has grown and as it has grown, council has become more programmatic and long-term. Funds can only be projected bi-annually, but as TLT grows, TLT funds can grow with it. Some limitations: Only for installations or for murals – not operations or festivals. A solid “art” component. Things that draw tourism.

Linda asks Jesse about TLT: Why wouldn't TLT funds work for sponsorships?

Jesse says there is a sponsorship program but needs to look into whether or not PAC is included in that. Might be limited to nonprofits.

Council also reached consensus to do a Downtown Improvement Project. In areas where the city added to the sidewalk using federal grant, the city can step in and improve the area. This area are places where the bricks exist. The city would like to replace some downtown trees, fix grates, utilities, cracks, etc. Jesse would like to ask PAC if they could consult with the city on where some new art could be placed and how it could fit in the downtown area. They would like to be mindful and are asking for PAC's help. The city is also looking at new waste bins that fit a theme. Jesse will provide a map/plan to PAC so they can begin thinking of some ideas.

PAC would need a funding source for any proposed art – perhaps TLT

Jesse addresses fundraising: As Jesse understands, PAC can fundraise but they would need to go to council with a plan to fundraise for something specific. Would then go on consent agenda for approval. Also mentions that Meet the Artist dinners would not necessarily break public meeting rules – subject to approval by council. Would recommend PAC reduce amount of staff time required in plans.

2. Plaques

Dana says they are in progress. Plaques will also be made for the Kosuge pieces. From discussion thought we should also add some more info and will work with Emily to get them finalized

3. 7 Generations Update

Talked with Cat about solutions for tripping and climbing. One of her suggestions was to place plants in a planter. Concerns though about who would do upkeep? Kat's other suggestion was to place white tape around base. Would be the cheapest solution. Stanchions on all 4 corners and chains on only 3 sides may also work, which would still allow people to touch the sculpture.

Consensus is to paint first and consider stanchions in the future. May also contribute to the "legitimate" feel of the sculpture. Added that library foundation may want to contribute or include this in their beautification of that space.

Jesse will speak to Greg about getting the painting done.

4. TLT Project Update

Lincoln Park mural call is out. November 1st is deadline. 2 people have already applied.

	5. Finance Report Dana will add sponsorship for chalk art festival. 6. Fall Into Art 2024 Dana says we have 5 artists who have applied and have been accepted. Deadline has been extended with goal of at least 8 artists.
7.	<u>B/C COMMUNICATIONS:</u> Linda – Festival of Arts Linda has prepared the subcommittee request proposal for festival of the arts to be submitted to council.
8.	<u>STAFF COMMUNICATIONS:</u> Colleen – would like to invite everyone to see the new bathrooms at the library. Would also like to announce that Laurie Kerns has resigned from PAC. Colleen proposes that PAC art inventory become available to public or otherwise available. Will need to be reformatted and ironed out.
9.	<u>COUNCIL LIAISON REPORT:</u> Nothing to add
10.	<u>ANNOUNCEMENT OF NEXT MEETING:</u> 11/21/2024 5pm Library
11.	<u>ADJOURNMENT:</u> The meeting was adjourned by Dana Eytzen at 6:36pm. Respectfully Submitted by Brian Harris

	A	B	C	D	E	F	G	H
1	PUBLIC ARTS FUND							
2	Account 2801100 4748		REVENUE		Account 2801100 6220		EXPENSES	BALANCE
3	Discretionary Funds				Discretionary Funds			
4	Balance		\$18,890.85		Expenses as of 12/31/17		\$9,319.71	
5	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: LT, KL, MG, AT, PT, EL, LF, DE		\$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		Mini-Grant-Social Justice Mural	approved 9/17/20	\$500.00	
19	Meet the Artist Dinner on 7/20/19	8/5/2019	\$665.00		Messages of Hope- yard signs	paid 12/31/2020	\$2,599.20	
20	Meet the Artist Dinner on 8/3/19	8/5/2019	\$220.00		Carriage Ride Tour (Mural Fest)		\$600.00	
21	Art Bizarre Booth Fees:	10/2/2019	\$735.00		Mini-Grant April Hoff?? 97116??	paid 12/28/2022	\$500.00	
22	97116 Pop Up Art Show booth Fees:	12/31/2019	\$100.00		Ursula Barton Reimbursment- (Mural Fest)	paid 11/16/2022	\$203.62	
23	Stars in the Grove raffle/concessions	2/24/2020	\$210.00		Sponsorship-Valley Art Hands and Heart (AAE)	paid 11/16/2022	\$500.00	
24	Stars in the Grove benefit	3/30/2020	\$1,800.19		"Art Belongs..." Decals- Miracle Sign	paid 10/04/2022	\$134.40	
25	2020 Leadership Gifts: MG, LT, EL, PT, AT, LF		\$600.00		"Art Belongs..." Decals- Miracle Sign	paid 10/04/2022	\$90.00	
26	Memorial Gifts Ray Leatham	2/1/2021	\$100.00		Mini-Grant- Leah Dots Project	paid 3/09/2023	\$500.00	
27	2021 Leadership Gifts: Truax		\$100.00		Sculpture relocation- Ben Dye	paid 7/11/2023	\$1,755.00	
28	2022 Leadership Gifts: KL, CS, PT, EL, LT, DE		\$202.00		Sponsorship- Valley Art- Chalk Art	paid10/19/2023	\$500.00	
29	Walking Tour Donation	11/17/2022	\$40.00		Fall into Art- sign (Miracle Sign)	paid11/15/2023	\$210.00	
30	Carriage Tour Donation	10/12/2022	\$28.00		Fall into Art- kids make-and-take artists (reimb. To D. Eytzen)	paid11/18/2023	\$170.00	
31	Carriage Tour Donation	9/27/2022	\$60.00		Kosuge Install- Five Star Builders	paid11/28/2023	\$495.00	
32	Carriage Tour Donation	9/21/2022	\$68.00		Sculpture Installation- Epoxy/polish (reimb. To Pat Truax)	paid1/10/2024	\$44.58	
33	2023 Leadership Gifts- KL, CS, PT, EL, LT, DE	12/31/2023	\$1,641.00		Art Festival Printing	paid4/2/2024	\$89.97	
34	Meet the Artist Dinner (Tracewell) 8/12/23	8/12/2023	\$1,285.00		Seven Generations Rock and Installation	paid9/5/2024	\$1,427.49	
35	Meet the Artist Dinner (Leatham) 8/25/23	8/25/2023	\$1,802.00		Festival of the Arts (reimb. to Linda T)	paid9/5/2024	\$121.55	
36	Fall Into Art- booth fees	11/18/2023	\$175.00		Sponsorship-Valley Art-Chalk Art Festival	paid8/7/2024	\$500.00	
37	Coloring Book (pencils)	11/18/2023	\$2.00					
38	Art Festival 2024 donation	12/28/2023	\$500.00					
39								
40								
41								
42								
43								
44	Discretionary Fund Total		\$38,896.01		Total		\$22,777.33	\$ 16,118.68
45					RESERVES			
46					Maintenance on benches		\$723.95	
47								\$ 723.95
48					TOTAL AVAILABLE			\$ 15,394.73