



PUBLIC ARTS COMMISSION MEETING

Thursday, February 20, 2025
Forest Grove Library, Rogers Room

Kristin Cast
Brenna Cooper
Susan Dieter-Robinson
Dana Eytzen, Co-Chair/Treasurer
Brian Harris
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/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 January 16, 2025

D. Additions/Deletions

E. Discussion/Decision Items

1. Mini-Grant Application from Knickers in a Bunch
2. Partner/Triad
3. 20th Anniversary

4. Mural Videos and Signage
5. Meet the Artist Dinner - Featured Artist: Nate

F. Information Updates

1. Festival of the Arts
2. Plaques
3. Lincoln Park Mural
4. Forest Grove Magazine
5. Seven Generations Base Hazard
6. Finance Report

G. Commission Communications

1. Commissioner Updates:
2. Staff Liaison Update:
3. Council Liaison Update:

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	January 16, 2025
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 5:06 p.m.
	ROLL CALL: Dana Eytzen, Emily Lux, Brian Harris, Brenna Cooper, Orson Marcel, Linda Taylor, Kristin Cast, Kathleen Leatham, Susan Dieter-Robinson
	ABSENT:
	EXCUSED:
	STAFF PRESENT: Colleen Winters
	COUNCIL PRESENT: Donna Gustafson
2. <u>PUBLIC COMMENT:</u>	
3. <u>CONSENT AGENDA:</u>	
	a) <i>Approve B/C Meeting Minutes of November 21, 2024 Moved by Pat Truax, 2nd by Brian Harris.</i>
4. <u>ADDITIONS/DELETIONS:</u>	
5. <u>Discussion/Decision Items:</u>	
	- Officer Elections Discussion on officer elections, listing the positions of Chair, Vice Chair, Treasurer, and Secretary. The slate for the positions: Dana Eytzen as Chair, Emily Lux as Vice-Chair, Dana Eytzen as Treasurer and Brian Harris as Secretary. Kathleen made the motion to accept the slate, seconded by Brian. The motion was approved unanimously. - PAC Retreat Potential dates for the PAC retreat were discussed and March 22 was tentatively chosen. Kathleen offers her home as the location. PAC then discusses potential

	topics of discussion for the retreat, including reviewing the strategic plan, and Kristen's marketing/publicity proposal. 3. Festival of the Arts Linda updated PAC on the progress of Festival of the Arts. She communicated to the group about the new schedule format for the brochure as well as progress on city approval for a Canva website which would contain more information for the public about the festival. The MOU was also discussed in regards to the deadline and potential sponsorships. Lastly, Linda updated the group on potential publications for press releases and publicity and also shared that the sub-committee would be looking into expanding that list. 4. Lincoln Park Mural The contract has been signed and the artist will soon give a timeline. PAC also discussed the idea of celebrating the 20th anniversary of the commission during the Festival of the Arts and possible passing out stickers as well as possibly cookies with the PAC logo. PAC agrees to table discussion of this for a future discussion. 5. Seven Generations Project and Plaque Updates Discussion about the barrier, including costs and logistics – specifically the need for it to be durable and safe. It was also mentioned that the plaque needs to be reformatted for legibility and brevity. Jaime will order the plaque once this has been accomplished. 6. Forest Grove Magazine Article Feature PAC discussed potential for regular articles in the publication
6.	<u>INFORMATION / UPDATE ITEMS:</u>
	Finance Report and Mini Grants Dana presented the finance report and noted a discrepancy in the budget and the need to reconcile it with the city's records. PAC also discusses carriage ride expense and the need to confirm its inclusion in the budget. The remaining funds from Fall Into Art was discussed and their potential for use in future projects but the importance of keeping the funds and using for their intended purpose was emphasized.
7.	<u>B/C COMMUNICATIONS:</u>
8.	<u>STAFF COMMUNICATIONS:</u>
	Colleen Winters updated the PAC on the completion of new project which includes the library's west restroom improvement project, as well as the upcoming work session with WCBC and potential upgrades to the children's library.

9.	<u>COUNCIL LIAISON REPORT:</u> Councilperson Gustafson updated the PAC on the city's interest in purchasing the Forest Grove Theater building, the Woodfold lot as well as updates on the new police building. Questions were asked about the buildings being torn down. Donna assured PAC that the theater would not be torn down based on its historical value. She also said that there were no plans to tear down the buildings on the Woodfold property.
10.	<u>ANNOUNCEMENT OF NEXT MEETING:</u>
	2/20/2024 5pm Library
11.	<u>ADJOURNMENT:</u> The meeting was adjourned by Dana Eytzen at 6:05pm. Respectfully Submitted by Brian Harris

PUBLIC ARTS COMMISSION MINI-GRANT

Select Language ▼

The Public Arts Commission announces the availability of mini-grants to support local artists and community organizations in their creative endeavors. These grants are designed to fund small-scale projects offered at no charge to the community; providing a financial boost to bring your vision to life and contributing to the dynamic tapestry of art that makes our city unique.

► Grant Guidelines

*This grant provides financial assistance to local organizations offering Arts programming in Forest Grove at **no charge** to the community. Eligible activities include music, dance, literary arts, fine arts, crafts, film and theatre arts. Clubs and organizations may apply for one mini-grant per fiscal year (July 1 - June 30) except for a new program that has not received any PAC funding in the past. Organizations are not required to be registered as a non-profit.*

Preference is given to groups:

- *Serving diverse and underrepresented portions of the community.*
- *Providing a substantial in-kind contribution; volunteer support and/or donation of goods and services.*

Organizations will be required to track and report the diversity of participants and attendees as well as how the event advanced racial equity, diversity, and inclusion of the

most vulnerable.

Application Process

The application must be submitted two weeks before 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 request and answer questions.

Within 30 days of the funded event, the applicant is required to submit the Project Summary and Evaluation to City Hall, Attention: Jaime Zaik, jzaik@forestgrove-or.gov.

The report should include receipts, copies of publicity, and photos, if possible. A reimbursement check, not to exceed the grant amount, will be processed and distributed two weeks after receipt and review 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 forfeited.

Public Arts Commission Mini-Grant Application

Project Name*

Knickers in a Bunch

Organization*

Knickers in a Bunch

Contact Name(s)*

April Hoff

Email Address*

knickers@aprilhoff.com

Contact Phone(s)*

503-929-4088

Address*

PO Box 672

City*

Gaston

State*

OR

Zip Code*

97119

Description of the Project *

National juried women's art show scheduled to exhibit at Kathrin Cawein Gallery March 14 - April 9

50 words or less

Describe the portion of the project for which you are requesting PAC Mini-Grant funds*

Requesting marketing funds for social media and print, plus supply / material contribution toward table covers and specially hanging hardware.

50 words or less

Target Audience*

Forest grove and surrounding area adult public

Total Amount Requested from PAC*

Not to exceed \$500

Date(s)***Time(s)*****Location*****How will the project be publicized?*****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***Personnel (explain):*****PAC Mini-Grant*****Requesting Organization*****Other (specify)*****Marketing and Publicity (explain):***

PAC Mini-Grant*

350

Requesting Organization*

250

Other (specify)*

0

Materials and Supplies (explain):*

250 (table coverings, regular specialty hanging hardware)

PAC Mini-Grant*

150

Requesting Organization*

0

Other (specify)*

100 (regular hardware loaned in-kind by Pacific University)

In-Kind Contribution (explain):*

150 (reception food provided by Pacific University)

PAC Mini-Grant*

0

Requesting Organization*

0

Other (specify)*

150 (reception food provided by Pacific University)

PAC Mini-Grant TOTAL:*

500

Requesting Organization TOTAL:*

1750

Other TOTAL*

250

Name of organizations the will partner or collaborate with this project*

Kathrin Cawein Gallery, Pacific University, Artingales, April Hoff artist, Forest Grove Artist Collective

Number of people in the community who are anticipated to participate in this project*

300

How will this project benefit the Forest Grove Community?*

Knickers in a Bunch will provide Forest Grove artists and exhibition opportunity with sales commission, the exhibit will be open to the public.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Date

02/06/2025

Electronic Signature

April D. Hoff

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.

Could not connect to the reCAPTCHA service. Please check your internet connection and reload to get a reCAPTCHA challenge.

☒ Receive an email copy of this form.

Email address

knickers@aprilhoff.com

This field is not part of the form submission.

Submit

* indicates a required field

Something went wrong with the submission. Please try again.

OK



Government Websites by CivicPlus®

	A	B	C	D	E	F	G	H
1	1							
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		Miracle Sign- stickers for signs (FIA)	paid 11/27/24	\$131.00	
38	Art Festival 2024 donation	12/28/2023	\$500.00		Coffee (FIA) reimb. To Pat Truax	paid 11-21/24	\$59.00	
39	Fall Into Art- booth fees 2024	11/21/2024	\$280.00		Food (FIA) reimb to Kathleen Leatham			
40	Donation from the Frye's	1/3/2025	\$150.00		Mini-Grant- Cornelius Elementary			
41								
42								
43								
44	Total		\$39,326.01		Total		\$22,967.33	\$ 16,358.68
45					RESERVES			
46					Maintenance on benches		\$723.95	
47								\$ 723.95
48					DISCRETIONARY FUNDS TOTAL AVAILABLE			\$ 15,634.73