



PUBLIC ARTS COMMISSION MEETING

Thursday, May 15, 2025
Forest Grove Library, Rogers Room

Kristin Cast
Brenna Cooper
Dana Eytzen, Chair/Treasurer
Brian Harris, Secretary
Kathleen Leatham

Emily Lux, Vice 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 April 17, 2025

D. Additions/Deletions

E. Discussion/Decision Items

1. Plaques: Discuss Options
2. Meet the Artist Dinners
3. Long Term Art Acquisition Plan
4. Festival of the Arts
5. Review 2025-27 Strategic Plan Draft

F. Information Updates

1. Lincoln Park Mural Preparation Schedule
2. Lincoln Park Mural Timeline
3. Art Location Discovery Walk
4. Finance Report

G. Commission Communications

1. Commission Communications
2. Staff Liaison Communications
3. Council Liaison Communications

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	April 17, 2025
MEETING MINUTES	Library Rogers Room, ZOOM

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:	
	Dana Eytzen, Chair, called the meeting to order at 5:03 p.m.
	ROLL CALL: Dana Eytzen, Emily Lux, Brian Harris, Brenna Cooper, Orson Marcel, Linda Taylor, Susan Dieter-Robinson
	ABSENT: Kristin Cast
	EXCUSED: Kathleen Leatham, Pat Truax
	STAFF PRESENT: Colleen Winters
	COUNCIL PRESENT: Donna Gustafson
2. PUBLIC COMMENT:	None
3. CONSENT AGENDA:	
	Approve Meeting Minutes of March 22, 2024 Moved by Emily Lux as corrected, 2nd by Brenna Cooper. Was approved by a unanimous vote.
4. ADDITIONS/DELETIONS:	
	Dana added #5 strategic plans and goals, which moves FOTA to #6
5. Discussion/Decision Items:	
	1. Plaques Dana talked to Lynne Magner at Miracle Signs-has an idea to use a different material (di-bond). Lynne thinks different material will be a lot cheaper than the \$1500 zinc plaques. We may need to replace them at some point in the future, but still much cheaper than the alternative. Dana is waiting for a quote from Miracle Sign.

2. Meet the Artists Dinners

Dana reminded PAC that we hope to do 1-2 meet the artist dinners. We are hoping for one for Nate and one for Maggie Pike.

3. Long Term Art Acquisition Plan

Dana presented some dates and information as a place to start.

Colleen brought up the idea of presenting a specific long-range specific to Jesse, and perhaps have him at a PAC meeting in the future to make the presentation.

Colleen recommends PAC update the list of potential mural/sculpture sites. Susan asks how specific PAC should be when formulating the city presentation (Locations? Subject? Theme?).

We will come with ideas to our next meeting to compose a plan to present.

4. Proposal for Revision of Commission Rules

PAC read the proposal prepared by Emily and Dana. The goal of this document would be to present to city council in the hopes of streamlining and updating the new boards and commission rules. Emily reviewed and re-capped the document and spoke about how the new rules have been restrictive in what PAC can do (providing diverse art to the community). The current structure only really allows PAC to deliver one major project every 2 years. Emily stated that the primary goal is not negative - only to revisit and discuss with the city.

Linda suggests a more nuanced approach towards B&C and Emily added that there is also an equity aspect as well, specifically regarding exclusion based on zip codes. Linda suggests adding the topic of nuance to the introduction of the document and Dana and Emily agree.

Donna mentioned that fundraising and public meeting laws can be complicated to navigate, and PAC should consider adding a management plan within the document.

Colleen recommends that she start by getting this in front of Jesse and find out what the process looks like. PAC agrees.

Dana emphasizes that this needs to be a collaborative process and not one-sided. Colleen agrees but says that a presentation would be the best way to go.

5. Strategic Plan Update

Dana says the only thing that may need to be updated is the PAC point person column. Linda asks if possible, to send out document for closer review by PAC

	members. A review of the goals led to the decision to get rid of that page since the workbook is basically a list of goals. PAC agrees and Dana removed the "goal list". <BRIAN LEAVES AND DANA TAKES OVER MINUTES> 6. Festival of the Arts Linda is inquiring about a film festival portion held in the library. Brian will finalize details with Nathan and Dana will send Brian the mural videos and the featured artist videos. With final details set for the festival, there is now a proposed budget of \$2,590. It was \$2,500 for everything with the market, which is the festival zone, and they do stipends for the performers, and it's all of the our free booths and our publicity and all the things you see in the MOU and then, in addition to that, the only request for the budget was \$40 for paper and \$50 for incidental printing at FedEx for the 11 by 17 schedules. We put in English and Spanish on the A frame boards. All the other expenses will be in kind contributions. So the total request for the package \$2,590 Dana made a motion to approve the expenditure of \$2590 from discretionary funds. Orson seconded. It was a unanimous yes vote. The motion is moved. There has been some staffing changes with the market. Emily designed the schedules; they are in English and Spanish. Linda passed around the sign-up sheet for the PAC booth. She gave some details about what events would take place at the PAC booth for May and June. The coloring zines were folded and will be distributed at the booth. Thanks to Brenna, Kathleen, Pat and Carolina. The website was approved by the city, and so Brian and Orson are working on the website, the address is going to be FGFota.org
6.	<u>INFORMATION / UPDATE ITEMS:</u>
	1. Lincoln Park mural. We are scheduling the building to be pressure-washed and then primed. Once we have that scheduled we will get a better timeline from Nate. 2. Budget The updated budget was reviewed.

7.	<u>B/C COMMUNICATIONS:</u> Emily inquired about the Messages of Hope signs. Someone asked her for one. There is no issue with her printing one of hers and gifting it. Emily also finished the sasquatch panting for Forest Grove Sandwich Shop.
8.	<u>STAFF COMMUNICATIONS:</u> Safety concerns about the sculpture. It is on the city's schedule to paint around the edge of the base white. We're hoping we can double check that is the plan.
9.	<u>COUNCIL LIAISON REPORT:</u> Budget starts in May. Downtown beatification has begun. Fixing sidewalks, removing some trees, planting trees. City Club is hoping to light the trees on Main Street full time. They will be adding another electrical box. There's also spaces that they marked for possible art, like sculpture. Donna will connect Dana and Emily with Seanette to see if you guys want to take a walk with her. She's the designer person, to identify art spaces.
10.	<u>ANNOUNCEMENT OF NEXT MEETING:</u> Our next meeting is May15, 5pm at the Library in the Rogers Room.
11.	<u>ADJOURNMENT:</u> The meeting was adjourned at 6:12pm Respectfully Submitted by Brian Harris/Dana Eytzen

	A	B	C	D	E	F
1	Strategic Priority Area					
2	#1 Identify Local Artists and Promote Work					
3	Identify and cultivate the work of local artists and celebrate art within our community.					
4						
5	Objective	2025	2026	2027	PAC Point Person	Ways to Measure
6	Featured Artists- promote, celebrate and mentor	open for an opportunity	Collaborate with Subashini	open for an opportunity	Dana, Brenna	# of artists, diversity of artists, diversity of audience reached
7						
8						

Strategic Priority Area

#2 Ensure a Healthy Organization & ongoing business

Work to ensure the PAC has the money to accomplish its goals and to be viable and to grow according to strategic plan.

Objective	2025	2026	2027	PAC Point Person	Ways to Measure	
Apply for Grants -form subcommittee per project	apply per project	apply per project			Amount raised, # of grants, # of applications	
Secure funding and support	TLT funds	TLT funds, possible URA funds	TLT funds,possible URA funds	Dana	Source of funds, amount raised	
Complete Annual Budget	Update and deploy	Update and deploy	Update and deploy	Dana	Revenue gain or loss	
Meet the Artist Events	Minimum 1 per year	Minimum 1 per year	Minimum 1 per year	Dana, Brian, Kathleen, Emily	# per year, amount raised for PAC, # in attendance, diversity of art forms, diversity of attendees, diversity of artists, artist satisfaction	
Manage and Promote city collection	ongoing, online viewable collection	ongoing	ongoing	Dana, Pat		NOTE: The Sister City collection should be included in our inventory.
Acquisition of Art	Lincoln Park Mural, develop long term plan	anniversary art	new art	Kathleen, Dana	Plan developed, amount raised, diversity of applicants	
Update Literature and coloring book	Convert all paper pamphlets to PDF/downloadable documents	Update as needed, New coloring Book (to celebrate 20th)	uodate as needed	Dana, Brian, Pat Emily (coloring book)	Cost, amount distributed	
Promotional Items	Per project, bumper stickers, "everybody reads" campaign	per project	per project	Emily, Linda		Fundraiser- find an item and 'sell' for \$50 (example)
Marketing and Advertising, Outreach	Ongoing	Ongoing	Ongoing	Brian, Kristin, Kathleen		

Strategic Priority Area

#3 Collaborate to increase participation in the Arts

Collaborate with schools, the City, local businesses and organizations to increase participation in the arts

Objective	2025	2026	2027	PAC Point Person	Ways to Measure	NOTES
FG Festival of the Arts-	Hold Event	Hold Event		Linda, Brian, Orson, Kristin		collaborate with other organizations (ei. Dance Arts, etc)
PAC 20th Birthday Celebration Event	Planning	Hold Celebration	NA	Linda, Dana, Brian, Emily, Kathleen, Susan		Carriage Rides?
Art Walk- Continue to host and promote art walks	Promote, 4x per year	Promote, 4x per year	Promote, 4x per year	Linda, Kathleen	diversity of participants, # of walks, # of attendees, # of volunteer hours	
Pop up shows/ Fall into Art	Collaborate with 97116	Collaborate with 97116	Collaborate with 97116	Emily, Kathleen, Dana, Susan	Plan developed, satisfaction of participants, # of artists engaged, # of attendees, diversity of shows, diversity of attendees	Need to have a better way to measure. Hold during Corn Roast or with 97116
Sponsorships of artistic events	Min. 1 per year	Min. 1 per year	Min. 1 per year	Linda, Dana	# of events sponsored, attendance at events, amount of sponsorship dollars given away	NOTES: should we decide to permanently sponsor certain events? What would that look like? (Chalk Art for example)
Mini-Grants- Continue to support local art groups and their projects	Min. 1 per year	Min. 1 per year	Min. 1 per year	Linda, Dana	amount given out, # of grants, diversity of artists, diversity of applications	