



PUBLIC ARTS COMMISSION MEETING

Thursday, July 17, 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: <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 Chair. The public comment period shall not exceed 30 minutes unless a majority of Commissioners present vote to extend the time. 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 May 15, 2025

D. Additions/Deletions

E. Discussion/Decision Items

1. Plaque Options & Installation Costs
2. Long-Term Art Acquisition Goals / TLT Funds / Main Street
3. Festival of the Arts
4. Chalk Art Festival Sponsorship Application Request

F. Information Updates

1. Lincoln Park Mural Timeline

2. Meet the Artists Dinners
3. Vacancy
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
MEETING MINUTES**

**Thursday, May 15th, 2025
Library Rogers Room**

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:

Dana Eytzen, Chair, called the meeting to order at 5:05 pm

ROLL CALL: Dana Eytzen, Linda Taylor, Brenna Cooper, Orson Marcel, Emily Lux, Kathleen Leatham, , Pat Truax

STAFF PRESENT: Colleen Winters

COUNCILOR PRESENT: Donna Gustafson

EXCUSED: Brian Harris

ABSENT: Kristin Cast

Guest: N/A

2. PUBLIC COMMENT: None

3. CONSENT AGENDA:

A. Approve B/C Meeting Minutes of April 17th, 2025. Pat moved to approve minutes as corrected, Kathleen seconded. Motion approved, unanimously.

4. ADDITIONS/DELETIONS:

A. Additions: 5. Council rules work session, 6. Review Strategic Plan

5. DISCUSSION/DECISION/PRESENTATION ITEMS:

1. **Discuss Plaque Options:** Dana shared samples of plaque material options and prices. We are unsure if the price includes installation costs. The possibility of adding a QR code was discussed. Emily motioned to approve the expense of \$301 to Miracle Sign Co. to begin plaque production. Kathleen seconded. Motion approved, unanimously.

2. **Meet the Artist Dinners:** Hosts are needed for events featuring artists Nate Marcel and Maggie Pike, ideally in August and September. Kathleen will host Maggie and can accommodate up to 42 people, and will connect with Maggie to determine a date. We will brainstorm a host for Nate in the coming months.
3. **Long-Term Art Acquisition Plan:** The City Manager has advocated for a long-term plan that can be referred to for future funding. We will create a “wish list” to be discussed and clarified at the next meeting. A timeline will be created based on this list.
4. **Festival of the Arts Update:** The website is up and running, and Linda will reach out to Brian and Orson to update it with June’s lineup. The market stage is moving 30 feet to the east. Volume issues from the performers can fluctuate - this can be addressed verbally as it comes up. If we have an A-frame with a printed sign, we can display it at every market week to advertise the FOTA. They can be expensive, but it could be great for publicity. Linda has been compiling a list of where advertising has been most effective (posters, website, press release, etc.) A brief description (up to five words) is needed for August’s community mural project.
5. **Council Rules Work Session:** Two people can now live outside of the 97116 zip code per B & C. There are no changes to subcommittee rules. Fundraising goals are to be presented to Council at the beginning of each year, and there is no cap for fundraising goals. We will create a document for Dana to present.
6. **Review 2025-2027 Strategic Plan:** Names were added to each goal section. Pat moved to approve the strategic plan, Emily seconded. Motion carried, unanimously.

6. INFORMATION / UPDATE ITEMS:

- A. **Lincoln Park Mural Preparation Schedule:** The building will be pressure washed this week, and will be primed by the end of the month.
- B. **Lincoln Park Mural Timeline:** Completion date depends on when the building prep is completed, and the weather, but the goal is to complete the project by mid-July.
- C. **Art Location Discovery Walk:** At Donna’s invitation, Seannette came to Forest Grove and met with Dana and Emily to brainstorm potential placemaking and art installation locations near the downtown area. Seannette was hired by City Club. Per Donna, if more concrete plans are made, it would help with grant applications and projects are more likely to be funded. Discussion about the role the PAC would play in this endeavor, or how the PAC would work with City Club. A longer discussion is needed.
- D. **Finance Report:** Adelante received payment for the farmers market, but it is not yet reflected in the report.

7. B/C COMMUNICATIONS:

- Forest Grove Magazine is scheduled to publish another article about the PAC in August.
- Susan and Dana's daughters, Alice and Veda are both in the dance performances by Forest Grove Dance Arts- the weekend of June 19-21st.
- Nate Marcel will be performing a role in "Arsenic and Old Lace" at Theater in the Grove.
- Emily is a finalist for a three-story mural for the new Beaverton High School, which is currently under construction.
- Several members are unavailable for the next meeting date. The meeting is now rescheduled for June 12th.

8. STAFF COMMUNICATIONS:

Several works of art by a Pacific University arts class have been placed throughout the library. Members are encouraged to have a look!

9. COUNCIL LIAISON REPORT:

Council reviewed the 2040 vision results, and also passed a resolution to approve the appointment of new members to fill Boards and Commissions vacancies.

10. ANNOUNCEMENT OF NEXT MEETING: The next meeting will be held on June 12th, 2025 at 5:00 in the Library Rogers Room.

11. ADJOURNMENT: The meeting adjourned at 6:30 pm

Respectfully submitted by Emily Lux

From: noreply@civicplus.com
To: [publicartscommission](#); [Jaime Zaik](#)
Subject: Online Form Submittal: Public Arts Commission Sponsorship
Date: Thursday, June 26, 2025 4:00:20 PM

Public Arts Commission Sponsorship

Project Name	Annual Chalk Art Festival
Organization	Valley Art Association
Contact Name	Allie Losli
Contact Phone Number	503-539-3089
Email Address	allie.losli@gmail.com
Address	2022 Main Street, PO Box 333
City	Forest Grove
State	OR
Zip Code	97116
Project Date(s)	9/20/2025
Project Time	8:00 AM
Project Location	2022 Main Street, Forest Grove, OR 97116
Project Address	2022 Main Street, PO Box 333
City	Forest Grove
State	OR
Zip Code	97116
Description of the event and how the funds will be spent.	This event brings everyone out to participate in creating art on the sidewalk. It is an annual event for all ages and skill levels. We will provide entertainment and have featured artists. The funds will be used to purchase supplies, pay for entertainment, scholarships, and advertising.
How will your event enrich the community?	This event brings the community together to share ideas and view creative art. It also encourages people outside Forest Grove to engage in a diverse fun filled day for all. The proceeds will help Valley Art offset costs and provide future events for the community. Some of the proceeds will go towards scholarships

for classes at Valley Art and also provide college scholarships for high school students in Forest Grove interested in art.

How does your project align with the PAC mission and objectives?	This event encourages participation in the community. It enriches those who participate with an enjoyable day of community as well as viewing all artwork from art professionals and those just beginning to appreciate art.
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Total Amount Requested	\$500
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How will PAC be recognized:	We will recognize PAC on our poster, website, newsletter, sandwich boards at event, Facebook/Instagram, and thank you ads.
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Electronic Signature Agreement	I agree.
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Date	6/26/2025
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Electronic Signature	Allie C Losli
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NOTE:

The Public Arts Commission makes every effort to ensure that a representative will attend 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 prior to the event. 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 sponsorship will be forfeited and returned to the PAC.

Email not displaying correctly? [View it in your browser.](#)