



PUBLIC ARTS COMMISSION MEETING

Thursday, August 21, 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 July 17, 2025

D. Additions/Deletions

E. Discussion/Decision Items

1. Plaques
2. Downtown Art Installation/s
3. FY2026-27 TLT Funds
4. Local Artist Inquiry
5. Festival of the Arts

F. Information Updates

1. Lincoln Park Mural Celebration
2. Meet the Artist Dinner/s
3. Vacancy
4. Finance Report

G. Commission Communications

1. Commissioner 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.



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PUBLIC ARTS COMMISSION	July 17, 2025
MEETING MINUTES	Library Rogers Room, ZOOM

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:	
	Dana Eytzen, Co-Chair, called the meeting to order at 5:04 p.m.
	ROLL CALL: Dana Eytzen, Brian Harris, Brenna Cooper, Pat Truax, Linda Taylor
	ABSENT:
	EXCUSED: Kathleen Leatham, Emily Lux, Susan Dieter-Robinson
	STAFF PRESENT: Colleen Winters
	COUNCIL PRESENT: No
2. PUBLIC COMMENT:	
	None
3. CONSENT AGENDA:	
	May 15 minutes Pat moves to accept minutes as they are, Brenna seconds Unanimous yes
4. ADDITIONS/DELETIONS:	
	None
5. Discussion/Decision Items:	
	<p>1. Plaque Options and Installation Costs</p> <p>Dana passed the example for the plaques around to PAC for review. Dana stated that if the example was acceptable then she would put in the order and include the plaque for Nate’s mural as well. PAC members present agreed that the design was good and the price was very cost effective. Colleen asked if the final version would be readable enough and Dana mentioned that she edited the final text so that the increased size and fewer words would work well.</p> <p>Pat moves to vote on adding to plaque budget of \$232 from discretionary funds (installation and Nate’s mural) and Brenna seconds. Vote was a unanimous yes.</p>

2. Long-term Art Acquisition Goals

Colleen mentioned that there are some things in the works for the downtown area: what has been approved is the opportunity for artwork on four different corners of the downtown area. It would be an opportunity for artwork in downtown and the city is hopeful that PAC would be interested in doing this. The understanding is that the four places would be in front of Urban Decanter, in front of Giudettis, by Pizza Schmizza and the corner where UC is. She said that thus far all that's agreed on is that those are the four spaces. Colleen asks if PAC is interested, and if so then what would that look like? Permanent installations? Rotating art? Also, once those have been decided, then would there be a theme? This is Colleen's understanding from Jesse. Funds would come from the TLT funds already promised to PAC (\$20k for next two years combined, all that's been approved so far).

Pat mentioned that for one piece, the cost may take up more than just one year's worth of funds.

Pat mentioned that she would really like to see a clock and it could be a focal point. Dana mentioned that it would be interesting to do a piece that was created by an artist and if a clock could be incorporated into it. Maybe do one big piece instead of four smaller things.

Colleen stated that Jesse spoke about possibly using rotating art and PAC members seemed amenable to that idea, though it has been tried in the past. Brenna mentioned that PAC tried in the past and got no response from artists. Dana said that the rotating art idea would be less expensive – PAC/City would not own the art but we would pay artists for time(maybe). Pat wonders if we pay the artists or if we just ensure the art. Colleen mentioned that Jesse stated that if PAC was interested in the rotating art, then PAC should reach out to other cities for more information.

Dana suggests researching some options. Linda volunteered to contact Lake Oswego to ask about their process (how much they pay artists, how it works, etc.) Linda asks if possible to approve general interest and hold official vote for later and PAC agrees. Pat also volunteers to research clock idea (prices, designs, etc.)

3. Festival of the Arts

Linda brought schedules for the August 6 festival and passed out copies to PAC members. She mentioned that last month was a great turnout and there was lots of participation and engagement. Volunteers also showed a lot of enthusiasm. Linda stated that there was a huge wind storm and a big gust of wind threw the table and various items over the ground, breaking some ceramic pieces. Linda also passed out the volunteer sign-up sheet and asked PAC members to add their names if they could.

4. Chalk Art Festival Sponsorship Application Request

	<p>Dana said Valley Art is asking for \$500 and asks PAC for discussion. Linda says it is important to keep supporting them every year – the Chalk Art Festival is a huge part of Forest Grove.</p> <p>Brian makes motion to approve sponsorship to Valley Art. Linda seconds and the vote is unanimous “yes”.</p>
6.	<u>INFORMATION / UPDATE ITEMS:</u>
	<p>1. Lincoln Park Timeline Nate mentioned in correspondence that the start time would most likely be mid-August.</p> <p>2. Vacancy on Commission Colleen mentioned that we have a vacancy and that the city has agreed that they will go back and talk to a previous applicant. Dana got in touch with PAC member Kristin Cast to ask whether or not she wanted to continue and Kristin had asked to resign.</p>
7.	<u>B/C COMMUNICATIONS:</u>
8.	<u>STAFF COMMUNICATIONS:</u>
	<p>Colleen informed PAC that summer reading signups at the library broke the record, and there is more time to go. Also, the summer library event with Red Yarn received positive feedback from community and staff and there was a great turnout.</p> <p>Colleen also mentioned that Nathan is resigning and that there will be two other vacancies at the library in the future</p> <p>Colleen also updated PAC – Levy on ballot in November for replacement of current WCCLS levy. If goes through as proposed there will be 15% increase and also money will be dispersed differently. Other component of ballot measure would allow county to take over selection of new material in libraries.</p>
9.	<u>COUNCIL LIAISON REPORT:</u>
	n/a

10.	<u>ANNOUNCEMENT OF NEXT MEETING:</u>
	Next meeting August 21 st – 5pm @ Rogers Room in Library
11.	<u>ADJOURNMENT:</u>
	The meeting was adjourned by Dana at 6pm
	Respectfully Submitted by Brian Harris

	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 Reimbursement- (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		\$455.44	
41	Donation	3/25/2025	\$50.00		Knickers in a Bunch Mini-Grant		\$500.00	
42					Plaques		\$232.00	
43					Festival of the Arts (reimb. to Linda T)		\$2,576.98	
44	Total		\$39,376.01		Total		\$26,731.75	\$ 12,644.26
45					RESERVES			
46					Maintenance on benches		\$723.95	
47								\$ 723.95
48					DISCRETIONARY FUNDS TOTAL AVAILABLE			\$ 11,920.31