



ARTS AND CULTURAL COMMISSION

Tuesday, February 27, 2018

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

Welcome!

1. **Call Meeting to Order**
2. **Visitors Address the Commission**
 - 2.A. Eric Jensen
[Public Art Proposal Application Form](#)
[Project Email](#)
3. **Revisions to the Agenda**
4. **Approval of Minutes**
 - 4.A. Approval of the Minutes
[ACC January 23, 2018 Minutes](#)
5. **Review Fiscal Report**
 - 5.A. ACC Budget Review
[Budget Review](#)
6. **Discussion Items**
 - 6.A. OR Public Meeting Law
[Quick Reference Guide to Oregon's Public Meetings Law](#)
 - 6.B. Remaining Expenses for FY 17-18
[ACC Project Calendar FY 21-22](#)
[Project Calendar FY 20-21](#)
[Project Calendar FY 19-20](#)

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
For more information or for an application, stop by City Hall or call 503-366-8217.

[Project Calendar FY 18-19](#)

[Project Calendar FY 17-18](#)

[Remaining Expenses](#)

6.C. Arts Coffee & Conversation

[Poll Results](#)

[Poll Results](#)

[Poll Results](#)

[Poll Results](#)

[Poll Results](#)

[Poll Results](#)

[PRESS RELEASE Arts & Cultural Commission Hosts New Community Outreach](#)

[Program](#)

[Brief](#)

6.D. This is Us St. Helens

[Flyer](#)

[This is Us](#)

[Brief](#)

6.E. Downtown Mural Workshop

[Downtown Mural Workshop Narrative](#)

[Flyer](#)

[Registration Packet Mural Project 2018](#)

[Budget](#)

6.F. Rhythm & Blues Workshop

6.G. Little Free Libraries & Bike Rack

6.H. Trash Can Painting Contest

6.I. Subcommittee Designations

[Subcommittees](#)

6.J. Agenda Reports & Leadership Goals

[Brief](#)

6.K. ACC Meeting Time Change & Reschedule June Meeting

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7. **Community News**

8. **Adjournment**

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**City of St. Helens, OR - Arts and Cultural Commission
STANDARD APPLICATION FORM**

Project Name _____

Site

- ☐ On City Property
Has the project been reviewed by Public Works? Yes/ No
- ☐ Within Historic district.
Has the project been reviewed by Historic Commission? Yes/ No
- ☐ In City Park.
Has the project been reviewed by Park Commission? Yes/ No
- ☐ Other _____

Type of Project

(See APPLICABILITY on the reverse side for projects within Arts & Cultural Commission Jurisdiction)

- ☐ Sculpture/ Monument
- ☐ Display: murals, painting, drawing, mixed media, etc
- ☐ Outdoor furnishings/ fixtures: streetlight, signage, bench, railing, etc. (designed by artists as unique elements or limited editions)
- ☐ Architecture/ Landscape Design
- ☐ Other _____

For

- ☐ Obtaining a recommendation (Application must have all required documents.)
- ☐ Review prior to formal recommendation process
- ☐ Courtesy. Project recommendation not required by the ordinance.

Documents required for recommendation review process and public hearing

- ☐ Vicinity Map
- ☐ Site plan (showing nearby structures to scale)
- ☐ Drawings (showing the complete work of art to scale)
- ☐ Narrative
 - o Material information
 - o Cost or Estimate: Initial and operational costs
 - o Maintenance methods/ plan/ schedule

Project owner/ Representative _____

Contact's address & phone _____

Site address _____

Official Uses Only

Public Hearing Date _____

Received by _____ Date _____

REFERENCE: St Helens Municipal Code, Chapter 2.36 – Arts and Cultural Commission

APPLICABILITY

The processes, standards and guidelines of this article concern visual works of art located on real property owned by the city of St. Helens or such other properties made available to the city for public art use by written agreement. For purposes of this article, visual works of art include but are not limited to:

(1) Sculptures and monuments in any combination of materials that are freestanding, wall-supported, or suspended; kinetic; or electronic.

(2) Displays, such as murals, drawings, photographs, prints, calligraphy, or paintings in any combination of materials.

(3) Earthworks, fibers, neon, glass, mosaics; any combination of forms of medias including sound, literary elements, film and video; hybrids of any media and new genres.

(4) Furnishings and outdoor fixtures created by an artist as unique elements or limited editions. Examples include, but are not limited to: gates, railings, streetlights, signage, and seating.

(5) Architecture on new city structures or landscape designs created by an artist that use architecture and landscape as an integral part of their artwork.

(6) Temporary artworks or installations, if such artworks serve the purpose of providing community and educational outreach. (Ord. 3097 § 1, 2008; Ord. 2978 § 3, 2006; Ord. 2952 § 2, 2005)

DEFINITION

“Public art” means all forms of original works of art accessible to the public and/or public employees, including:

(a) Painting of all media, including both portable and permanently fixed works, such as murals;

(b) Sculpture which may be in the round, bas-relief, high-relief, mobile, fountain, kinetic, electronic and others, in any material or combination of materials;

(c) Artistic or aesthetic elements of overall architecture or landscape design;

(d) Other visual media including, but not limited to, prints, drawings, stained glass, calligraphy, glass works, mosaics, photography, film, clay, fiber/textiles, wood, metals, plastics or other materials or combination of materials, or crafts or artifacts;

(e) Visual works utilizing a wide range of materials, disciplines and media which are of specific duration, including performance events, and which are documented for public accessibility after the life of the piece has ended;

(f) Artworks that possess functional as well as aesthetic qualities, such as unique or limited edition furnishings or fixtures, including but not limited to gates, railings, streetlights, and signage.



Jenn Farrington <jennfarrington@gmail.com>

Arts & Cultural Commission meeting

1 message

Eric Jensen <ejensen@opusnet.com>
To: jenn@jennfarrington.com

Fri, Feb 9, 2018 at 11:18 AM

Hi Jenn,

I've been researching my idea for creating a statue commemorating the Lewis & Clark Expedition (L&C) to be sited on the riverside in the newly acquired Boise property roughly 100 yards south of the St. Helens Courthouse.

My monument idea would feature a large statue of the L&C Expedition's mascot, a large Newfoundland dog named Seaman. Nearby would be an interpretive kiosk describing Seaman's numerous adventures during the Expedition.

Lewis & Clark Mascot Statue

"The Seaman Monument"

Sculpture of the dog, Seaman

25' tall

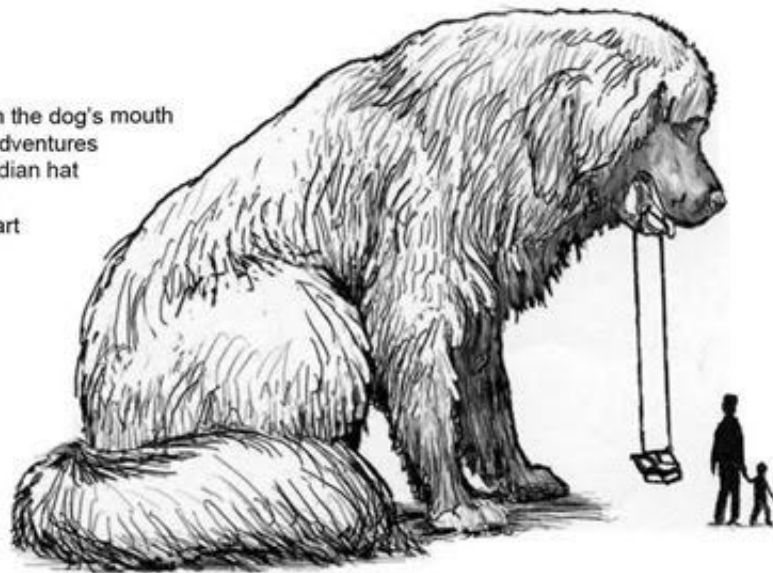
Includes a chaise lounge that hangs from the dog's mouth

Interpretive kiosk describing Seaman's adventures

The roof of the kiosk is shaped like an Indian hat

Funded with outside money from donors
such as Ralston Purina & Pet Smart

Huge tourist draw



Unlike recent computer generated and CAD manufactured "art" things that are mounted on St. Helen's bridges this statue would be dramatic, interesting, understandable, and would be a proud statement of St. Helens civic pride and dramatic history (the Expedition paddled past the location of present day St. Helens and the Journals spoke favorably of this area.)

Every high school graduating class in this region would want to have their class photo taken in front of the Seaman Monument. It would draw dog lovers and art lovers into the Old Town area

6

and help transform Old Town into a destination for visitors.

And also as noted above the funding would be raised from private sources.

I expect to attend the Arts and Cultural meeting on Feb. 26th and I hope to have an opportunity to outline this idea and

1. ask the Commission to consider the idea, which would include a roughly 2-3 acre site next to the river, as well as infrastructure, and
2. if your Commission wishes to explore the concept further, to notify the City Council of that interest and to ask City Council to consider spending a few hundred dollars to get a detailed bid from the company that I would contract with to build the steel framework for the statue. That Portland company is called Studio Concepts and they make most of the floats for the Rose Festival Parade, Macy's Parade, and other parades in this hemisphere (their web site is on line, of course). I have worked as a sculptor for Studio Concepts carving parade floats, so I know them and I've worked on this giant scale. They want to make the Seaman Monument.



This is me carving parts of the Michelin Rubber parade float for the Rose Bowl Parade

A cement finishing contractor might also want a lesser sum of money to make a detailed bid on finishing the surface of the monument.

I hope to persuade the Commission of the suitability of this monument and its power to generate local pride and fun and historical awareness. Native Americans won't object to this particular Lewis & Clark monument because Indians loved Seaman all along the whole route of the Expedition. They even tried to steal Seaman. Besides, I'm the artist who designed, promoted and created the Chinook Indian Monument in Washington State in 1994, so I'm on good terms with them:



Dedication of my Chinook Indian Monument

With proper lighting the Seaman Monument statue could be seen at night from the Columbia River and the Washington shore.



I'd be glad to provide further details if requested. Thank you.

- Eric Jensen
ejensen@opusnet.com
www.ericjensenart.com
(503) 543-5495

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City of St. Helens

Arts & Cultural Commission

January 23, 2018

Members Present: Lisa Brooke
Kannikar Petersen
Kimberly O'Hanlon, Vice Chair
Leticia Juarez-Sisson
Janet Anderson
Jennifer Farrington, Chair

Members Absent: None

Staff Present: Jennifer Johnson, Secretary
Margaret Jeffries, Library Director
Matt Brown, Finance Director
Lisa School, Deputy City Recorder

Others: Jan Zuccarini
Joan Youngberg
William Webb
Kendra Vanvercook
Jurgen Hawkins

1) Call Meeting to Order

The meeting was called to order at 6:01 p.m. by Commissioner Kannikar Petersen.

2) Visitors Address the Commission

- ♦ Jan Zuccarini, would like to help the Commission in any way that she can.

3) Revisions to the Agenda

- Item two changed to bike racks
- Added maintenance of public art
- Added annual report
- Added approval of resignation of Diane Dillard

4) Approval of Minutes

4.A Approval of November 28, 2017 Meeting Minutes.

Motion: Commissioner Juarez-Sisson moved to approve the minutes for November 28, 2017 with the correction to Leticia's last name and a correction of ran to run. Vice Chair O'Hanlon seconded. All in favor; none opposed; motion carries.

5) Review Fiscal Report

- Finance Director Brown asked if the Gateway Project was completed and if any more expenses would be coming through. Commissioner Petersen said Phase II is complete. Phase I still needs an interpretive sign.
- He has been restructuring and simplifying departments. ACC was comingled with so many other things he has one account balance. He is still working through with the auditors to figure out how much specifically the ACC has.
- He said the Gateway Project is overspent and over budgeted. He will need to transfer money from other places.
- Commissioner Petersen suggested reviewing the spreadsheet that shows a running tab. She said fundraisers and donations were allocated directly for the Gateway Project.
- Boise's \$1000 contribution ends next year 2019.
- Finance Director Brown would like next year's ACC budget numbers by the end of February.
- Finance Director Brown is showing an ending balance for this fiscal year to be zero.
- Commissioner Petersen sees a problem with the total expenses on the Gateway Project. She is certain the expenses were not over eighty thousand dollars. Finance Director Brown suggested he pull all the detailed records and at the next meeting review it again in greater detail.

6) Discussion Items

6.A This is Us Project Proposal

- Joan Youngberg would like create a community art piece. The goal is to create 5000 little houses and assemble them in one piece of art. She has already talked to lots of businesses, groups, and schools to schedule paint events. There is a kick off at Running Dogs Brewery this Friday, January 26th from 6-8 p.m. It is open to any age.
- Would like to display the art in the plaza for the month of October. The Arts Commission strongly suggested another month as October is full of Spirit of Halloweentown events and decorations.
- Joan would like the Arts and Cultural Commissions support and a possible donation.
- Only one house per person will be painted.

6.B Bike Rack

Vice Chair O'Hanlon reported...

- She spoke with the owner of IGA and he is still willing to let the Commission install a bike rack at that location.
- She is still working with the City on an agreement. It is public art placed on private property.
- Library Director Jeffries spoke with City Administrator John Walsh who has committed the city attorney to work on the agreement.

6.C Music Program for Children and Adults

Kannikar Petersen reported...

- Commissioner Petersen wrote a grant for the Columbia County Cultural Coalition in the amount of \$2000. The grant was approved. It is a reimbursement grant.
- Total budget for this project is \$4770. This budget is not all out of pocket costs.
- The event would be held at the Columbia Center. The cost of the room rental would be donated.
- Three workshops per day for three days.
- June 26th, 27th and 28th.
- Children ages 12-18, the last class is for adults.
- The Library will have instruments available for check out for class use only.
- Workshop fee is \$10 per class.
- Sponsorships are a possibility.

6.D Arts, Coffee, and Conversation: Update

Commissioner Leticia Juarez-Sisson and Chair Jennifer Farrington reported...

- Commissioner Juarez-Sisson reached out to lots of restaurants. Three have said yes so far.
- Online questionnaire currently in progress.
- Would like to space out dates and times. Fridays are out.
- Finger foods and light refreshments will be donated.

6.E Mural Project Update

Commissioner Lisa Brooke reported...

- She has begun a mural art club with 4-H. Two leaders are committed.
- No dates set yet.
- Brainstorming meeting on February 18th at the Extension office.
- Focused on 6th -12th graders.
- Would like \$250 seed money donation of support. After the Budget is cleared up the decision to fund can be made.
- This is not an Arts & Cultural Commission project just a supporting role.

6.F Kindness Rocks Project Idea

Chair Jennifer Farrington reported...

- She showed some kindness rocks to the group.
- No location yet.
- The idea is to paint them and hide them around town. The goal is to bring a smile to someone else as well as get people together to paint rocks.
- Councilor Conn mentioned a website.
- ACC Hashtag on the Rocks could be added.
- Commissioner Petersen suggested painting rocks at a coffee and conversation event.
- Project cost would be under \$200
- Setting up a table for painting rocks at an event is another idea.

6.G Free Libraries 2-3

Vice Chair Kim O'Hanlon reported...

- She contacted the St. Helens High School Woodshop department about building three little libraries.

- They would be registered at a cost of \$40 per library.
- The budget is \$80 per library for wood and materials. Total project cost just under \$400.
- Locations would be city parks. One location would be Walnut Tree Park. Commissioner Petersen suggested Columbia County Rider.
- There was discussion on having kids paint the libraries.
- There was discussion on sponsorships for this project.

6.H Reschedule April ACC Meeting

Library Director Jeffries reported...

- The Budget Committee meetings have been scheduled. There is a conflict with the April Arts & Cultural Commission meeting.
- The Commission approved moving the April meeting to April 23rd.

Maintenance of Public Art

Commissioner Kannikar Petersen reported...

- The wood bear statue needs to be relocated. An ideal spot would be undercover. The Chamber of Commerce was suggested. The Dog Park was also mentioned.
- Trash cans need to be graffiti coated. Commissioner Brooke volunteered to help locate the cans that need to be coated.

Annual Report

- Needs to be to Kathy by April 20th.

Approve Resignation Letter

Chair Jennifer Farrington reported...

- Commissioner Diane Dillard has resigned.
- She will be recognized by City Council with a plaque.

7) Community News

- Commissioner Petersen announced SHEDCO's annual meeting.

8) Adjournment

- The meeting was adjourned at 8:05 p.m.

Budget Review for ACC

The graph attached to this report on the next page shows a brief history (back to 2013/14) of the ACC Revenues and Expenses based on the Audited Financial Statements.

A couple notes:

1. The City operates on a fiscal year (July through June). So when you see Dates at the top of 13/14... this means July 2013 through June 2014.
2. There are 3 main sections to your specific budget:
 - i. Beginning Balance
 - ii. Revenues
 - iii. Expenses
3. There is a separate line I broke out labeled "Rollover". This is your Beginning Balance + Revenue – Expenses. This rollover amount is what your "Beginning Balance" should be for the next year.

Revenue Line items:

- Grants = This is any money you receive from Grants from any source.
- PW Projects = This is a transfer that the City does. The ACC receives a small % of whatever value PW Projects go on through the year. Based on the Capital Improvement Plan that is prepared by me every budget cycle and that is approved by the Budget Committee and City Council. This current year, I have budgeted \$2,750. I will transfer this money at the end of the year based on what projects did/did not get completed.
- Donations = There is 1 specific line item for Donations Gateway Funding. There is also a general Donations line item that is very any other kind of donations that you receive.
- Transfers In = These are transfers from other City accounts. In 2016/17 a transfer was made from the City Council budget to match funds for Gateway Fundraising that was done. There are no transfers scheduled this current year.

Expense Line items:

Most of the expense line items, I believe, are pretty self-explanatory. Please always remember that if there is something you want to track separately or that does not fit into the current line items, a new/separate line item can always be created for you by me. You can let Jennifer or Jaime know and we will get that done for you.

ARTS & CULTURAL COMMISSION	-- AUDITED ACTUALS --			17/18 BUDGET	17/18 02/08/18	17/18 YE Est.
	14/15 Actual	15/16 Actual	16/17 Actual			
BEGINNING BALANCE	43,435	19,085	19,755	40,884	40,884	40,884
REVENUES						
Grants	-	-	31,280	12,000	-	-
PW Projects for Public Art	60	-	-	2,750	-	2,750
Donations - Gateway Funding	-	-	1,740	2,000	2,290	2,290
Donations - General	3,805	1,260	-	-	100	100
Transfers In	-	5,000	14,875	-	-	-
TOTAL REVENUES	3,865	6,260	47,895	16,750	2,390	5,140
EXPENSES						
Summer Arts in the Park	603	881	1,488	1,000	181	1,000
Gallery Corridor Banners	6,917	-	-	-	-	-
Maintenance of Public Art	50	-	1,034	500	-	500
Administration and Marketing	312	120	465	250	116	250
Bike Rack Projects	201	-	274	-	-	-
Spirit of Halloweentown	-	225	225	-	-	-
Free Art and Craft Workshops	425	204	237	250	107	250
Mural Project	300	-	-	-	-	-
Before I Die Project	754	-	-	-	-	-
Shedco	-	1,000	-	-	-	-
Other	-	-	-	-	-	2,000
Gateway Project - Phase 1	18,653	2,660	-	3,000	345	3,000
Gateway Project - Phase 2	-	500	23,044	15,500	33,842	33,842
Transfers Out	-	-	-	-	-	-
TOTAL EXPENSES	28,215	5,590	26,767	20,500	34,591	40,842
Rollover	19,085	19,755	40,884	37,134	8,683	5,182
ENDING BALANCE - (AUDIT)	19,085	19,755	40,884			

COMMENTS & NOTES:

1. The numbers you see from 14/15 through 16/17 are from the audited Financial Statements. So there is nothing I can do to alter these numbers. What they are is what they are. These numbers are confirmed by our Auditing firm that performs the City Audit every year to ensure that the City is accurately stating and reporting revenue and expenses.
2. Your current budget (17/18) is shown above. The next column to the right shows the current balances in each line item as of 02/08/18.
3. The far right column (estimated year-end) is what needs to be confirmed.
4. Your Budget for next fiscal year needs to be completed as well. If not done at the Feb Meeting, it needs to be agreed upon in the March meeting at the latest.

Protecting the public's right to know

A QUICK REFERENCE GUIDE TO OREGON'S PUBLIC MEETINGS LAW

For local and state officials, members
of Oregon boards and commissions, citizens,
and non-profit groups

This guide is published as a public service by
Open Oregon: a Freedom of information Coalition
and the Oregon Attorney General's office.



A Time Saving Reference

This guide is brought to you free of charge as a joint project between Open Oregon: A Freedom of Information Coalition and Oregon Attorney General Hardy Myers. Funding for this booklet came from the National Freedom of Information Coalition through a grant from the John S. and James L. Knight Foundation.

How to Use This Guide

This summary is intended as a quick reference to the Oregon Public Meetings Law. The entire law may be found in Oregon Revised Statutes 192.610 to 192.690. Additional information may be obtained by sending an e-mail request to info@open-oregon.com or visiting www.open-oregon.com

For a comprehensive analysis of the law, refer to the latest edition of the Attorney General's Public Records and Meetings Manual, available for a nominal fee by calling (503) 378-2992 or writing to Department of Justice, Administrative Services, 1162 Court Street NE, Salem, Oregon 97301-4096.

What is Open Oregon?

Open Oregon: A Freedom of Information Coalition is a non-profit educational and charitable organization with a single purpose: to assist and educate the general public, students, educators, public officials, media and legal professional to understand and exercise:

- Their rights to open government.
- Their rights and responsibilities under the Oregon public meetings and records laws.
- Their rights under the federal Freedom of Information Act.

Open Oregon is a 501(c)(3) non-profit corporation.

The Spirit of Oregon's Public Meetings Law

The Value of Openness

Understanding the letter of the Public Meetings Law is critical. Equally important is understanding and committing to the spirit of that law. Public bodies should approach the law with openness in mind. Open meetings help citizens understand decisions and build trust in government. It is better to comply with the spirit of the law and keep deliberations open.

*“Government accountability depends
on an open and accessible process.”*

•

Hardy Myers
Oregon Attorney General

“Public bodies must conduct business
in public - it’s really that simple.”

•

Bill Bradbury
Oregon Secretary of State
Honorary Co-Chair, Open Oregon

“Oregon needs to protect its tradition
of openness.”

•

Dave Frohnmayer
President, University of Oregon
Honorary Co-Chair, Open Oregon

Oregon's Public Meetings Law

“Open government” or “sunshine” laws originally were enacted nationwide in the early 1970s because of growing public unhappiness with government secrecy. As a result, every state and the District of Columbia enacted laws requiring government to conduct its business openly, rather than behind closed doors.

Open government laws benefit both government and the public. Citizens gain by having access to the process of deliberation - enabling them to view their government at work and to influence its deliberations. Government officials gain credibility by permitting citizens to observe their information-gathering and decision-making processes. Such understanding leads to greater trust in government by its citizens. Conversely, officials who attempt to keep their deliberations hidden from public scrutiny create cynicism, erode public trust and discourage involvement.

Policy

Oregon's Public Meetings Law was enacted in 1973 to make sure that all meetings of governing bodies covered by the law are open to the public. This includes meetings called just to gather information for subsequent decisions or recommendations.

The law also requires that the public be given notice of the time and place of meetings and that meetings be accessible to everyone, including persons with disabilities.

The Public Meetings Law guarantees the public the right to view government meetings, but not necessarily to speak at them. Governing bodies set their own rules for citizen participation and public comment.

Who is covered?

Because questions often arise about what groups must comply with the public-meetings law, it is useful to look at the definitions in the law. The law says that any “governing body” of a “public body” is required to comply. It offers these definitions:

- A **“public body”** is any state, regional, or local governmental board, department, commission, council, bureau, committee, subcommittee, or advisory group created by the state constitution, statute, administrative rule, order, intergovernmental agreement, bylaw or other official act.
- A **“governing body”** is two or more members of a public body who have the authority to make decisions for or recommendations to a public body on policy or administration. A group without power of decision is a governing body when authorized to make recommendations to a public body, but not when the recommendations go to individual public officials.

Example

- *A school board must meet in public.*
- *So must most advisory committees that the school board creates, such as a budget committee.*
- *But if the school board chair asks several business leaders to meet with him to discuss future building needs, that meeting may be held in private.*

Private bodies, such as non-profit corporations, do not have to comply with the public-meetings law, even if they receive public funds, contract with governmental bodies or perform public services.

Example

- *A school district contracts with Regence BlueCross BlueShield of Oregon to provide health insurance for district employees. The BlueCross BlueShield board of directors is not required to meet in public.*

Public agencies contracting with private bodies may require a private body to comply with the law for pertinent meetings. Federal agencies are not subject to Oregon’s Public Meetings Law.

What is a Public Meeting?

A public meeting is the convening of any governing body for which a quorum is required to make or deliberate toward a decision on any matter, or to gather information. Decisions must be made in public, and secret ballots are prohibited. Quorum requirements may vary among governing bodies.

Example

- *A county commission's goal-setting retreat is a public meeting if a quorum is present and they discuss official business.*
- *A training session for the commissioners is not a public meeting, unless a quorum is present and the commissioners discuss official business.*
- *A staff meeting absent a quorum of commissioners, whether called by a single commissioner or a non-elected official, is not a public meeting.*

Meetings accomplished by telephone conference calls or other electronic means are public meetings. The governing body must provide public notice, as well as a location where the public may listen to or observe the meeting.

Governing bodies must hold their meetings within the geographic boundaries of their jurisdiction. However, a governing body may meet elsewhere if there is an actual emergency requiring immediate action or to hold a training session, when no deliberation toward a decision is involved.

Example

- *A library board is free to rotate meetings at different libraries in its district, but it may not meet outside its district.*

Federal and state law requires that meetings be held in places accessible to individuals with mobility and other impairments.

What is Exempt from the Law?

On-site inspections, staff meetings and gatherings of associations to which a public body or its members belong are not considered public meetings. Chance social gatherings are not considered meetings as long as no official business is discussed.

Example

- *Three out of five city councilors inspect a new landfill site. Their inspection does not constitute a public meeting, unless they deliberate toward a decision on a city matter.*
- *Later, the three city councilors attend a League of Oregon Cities conference. Again, this is not a public meeting, unless the councilors discuss official city business.*
- *That evening, the three councilors chat during a concert intermission. As long as they talk about the music, this is not a public meeting. But if they stray into discussion of official city business, then it is.*

Also exempt from the Public Meetings Law are:

- Meetings of state or local lawyers assistance committees.
- Meetings of medical peer review committees.
- Meetings of multidisciplinary teams reviewing child abuse and neglect fatalities.
- Judicial proceedings. However, see Oregon Constitution, Section 10.
- Review by the Workers' Compensation Board and the Employment Appeals Board of hearings on contested cases.
- Meetings of the Energy Facility Siting Council when it reviews and approves security programs.
- The Oregon Health and Science University regarding presidential selection process, sensitive business matters, or meetings of faculty or staff committees.
- Mediation by the agricultural mediation service program.

For some entities, the deliberation process alone is exempt, although information-gathering and decision-making must be public. This applies to the State Board of Parole, the Psychiatric Security Review Board, and state agencies conducting hearings on contested cases under the Administrative Procedures Act.

Notice of Meetings

Governing bodies must give notice of the time, place and agenda for any regular, special or emergency meeting.

Public notice must be reasonably calculated to give actual notice to interested persons and media who have asked in writing to be notified of meetings and general notice to the public at large.

Governing bodies wishing to provide adequate notice should strive to provide as much notice as possible to ensure that those wishing to attend have ample opportunity – a week to 10 days for example.

At least 24-hour notice to members of the governing body, the public and media is required for any special meeting, unless the meeting is considered an emergency meeting. Appropriate notice is required for emergency meetings and should include phone calls to media and other interested parties. Notice for emergency meetings must also cite the emergency.

A meeting notice must include a list of the principal subjects to be considered at the meeting. This list should be specific enough to permit citizens to recognize matters of interest. However, discussion of subjects not on the agenda is allowed at the meeting.

Example

The State Board of Higher Education plans to discuss building new college campus in Burns. An agenda item that says "Discussion of public works" would be too general. Instead, the agenda should say something like "Discussion of proposed Burns campus."

Executive Sessions

Governing bodies are allowed to exclude the public - but generally not the media - from the discussion of certain subjects. These meetings are called executive sessions.

Executive sessions may be called during any regular, special or emergency meeting. A governing body may set a meeting solely to hold an executive session as long as it gives appropriate public notice. Notice requirements for executive sessions are the same as for regular, special or emergency meetings. However, labor negotiations conducted in executive sessions are not subject to public notice requirements.

Notice of an executive session must cite the specific law that authorizes the executive session. This authorization also must be announced before going into the executive session.

Governing bodies may formally specify that the media not disclose information that is the subject of the executive session. Governing bodies should not discuss topics apart from those legally justifying the executive session. Media representatives may report discussions that stray from legitimate executive session topics and are not required to inform the governing body when they intend to do so.

No final action may be taken in executive session. Decisions must be made in public session. If a governing body expects to meet publicly to make a final decision immediately after an executive session, it should try to announce the time of that open session to the public before the executive session begins.

Example

• City councilors meet in executive session to discuss the city manager's performance. A local reporter attends. During the meeting, the councilors discuss whether the city should put a bond measure on the next ballot. The reporter may write a story on the council's bond-measure discussion, because that discussion was not allowed under the executive session rules. The reporter may not write about the city manager's performance.

Executive Sessions Criteria

Executive sessions are allowed only for very limited purposes. Those include:

- 1. To consider the initial employment of a public officer**, employee or staff member, but not to fill a vacancy in an elected office, or on public committees, commissions or advisory groups. These sessions are allowed only if the position has been advertised, standardized procedures for hiring have been publicly adopted, and the public has had an opportunity for input on the process. Executive sessions are not allowed to consider general employment policies.
- 2. To consider dismissal**, discipline, complaints or charges against a public official, employee, official, staff or individual agent, unless that person requests a public hearing.
- 3. To review and evaluate the job performance** of a chief executive officer, or other officer or staff member, unless that person requests an open hearing. Such evaluation must be pursuant to standards, criteria and policy directives publicly adopted by the governing body following an opportunity for public comment. The executive session may not be used for the general evaluation of agency goals, objectives, programs or operations, or to issue any directive to personnel on the same.
- 4. To deliberate with persons designated to conduct labor negotiations.** The media may be excluded from these sessions.
- 5. To conduct labor negotiations** if both sides request that negotiations be in executive session. Public notice is not required for such meetings.
- 6. To consider records** that are exempt by law from public disclosure.
- 7. To consult with counsel** concerning litigation filed or likely to be filed against the public body. Members of the media that are a party to that litigation, or represent a media entity that is a party, may be excluded.
- 8. To consult with persons designated to negotiate** real property transactions.

9. To discuss matters of trade when the governing body is in competition with other states or nations.

10. To negotiate with a private person or business regarding public investments.

11. To discuss matters of medical competency and other matters pertaining to licensed hospitals.

12. To consider information obtained by a health professional regulatory board or State Landscape Architect Board as part of an investigation of licensee or applicant conduct.

13. To discuss information relating to the security of: a nuclear power plant; transportation of radioactive materials; generation, storage or conveyance of electricity, gas hazardous substances, petroleum, sewage or water; and telecommunications and data transmission.

Media at Executive Sessions

Media representatives must be allowed to attend executive sessions, with three exceptions. Media may be excluded from:

- Strategy discussions with labor negotiators.
- Meetings to consider expulsion of a student or to discuss students' confidential medical records.
- Meetings to consult with counsel concerning litigation to which the media or media representative is a party.

A governing body may require that specific information not be reported by the media. This should be done by declaration of the presiding officer or vote. In the absence of this directive, the executive session may be reported. Any discussion of topics apart from those legally justifying the executive session may be reported by the media.

The media also is free to report on information gathered independently from executive session, even though the information may be the subject of an executive session.

Example

• A reporter attends the executive session on the city council's discussion of the city manager's performance. Afterwards the reporter asks a councilor what she thinks of the city manager's performance. She shares her criticism. The reporter may use that interview to develop a story, even though the reporter first heard the information at the executive session.

Minutes

Written, sound, video or digital recording of minutes are required for all meetings.

The meetings law says minutes must be made available within a "reasonable time" after each meeting, but does not specify the time. Generally, this time frame should not exceed three weeks. Minutes must be preserved for a "reasonable time." This is generally interpreted to be at least one year. Minutes of many governing bodies are subject to records retention rules and schedules established by the State Archivist.

Minutes must indicate:

- Members present
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- The result of all votes by name of each member (except for public bodies consisting of more than 25 members). No secret ballots are allowed.
- The substance of discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes are not required to be a verbatim transcript and the meeting does not have to be tape recorded unless so specified by law. Minutes are public record and may not be withheld from

the public merely because they will not be approved until the next meeting. Minutes of executive sessions are exempt from disclosure under the Oregon Public Records Law. Governing bodies are allowed to charge fees to recover their actual cost for duplicating minutes, tapes and records. A person with a disability may not be charged additional costs for providing records in larger print.

Enforcement

County district attorneys or the Oregon Attorney General's Office may be able to answer questions about possible public meetings law violations, although neither has any formal enforcement role and both are statutorily prohibited from providing legal advice to private citizens.

Any person affected by a governing body's decision may file a lawsuit in circuit court to require compliance with or prevent violations of the Public Meetings Law. The lawsuit must be filed within 60 days following the date the decision becomes public record.

The court may void a governing body's decision if the governing body intentionally or willfully violated the Public Meetings Law, even if the governing body has reinstated the decision in a public vote. The court also may award reasonable legal fees to a plaintiff who brings suit under the Public Meetings Law.

Complaints of executive session violations may be directed to the Oregon Government Ethics Commission, 3218 Pringle Road SE, Suite 220, Salem OR, 97302-1544; 503-378-5105, for review, investigation and possible imposition of civil penalties.

Members of a governing body may be liable for attorney and court costs both as individuals or as members of a group if found in willful violation of the Public Meetings Law.

For additional copies of this guide or information about Open Oregon, contact:

Open Oregon: A Freedom of information Coalition
PO Box 172, Portland, Oregon 97207-0172
info@open-oregon.com
www.open-oregon.com

Additional resources:

- **Oregon Attorney General's Public Records and Meetings Manual**, available by calling 503-378-2992 or writing to Department of Justice, 1162 Court Street NE, Salem, OR 97301-4096; www.doj.state.or.us/oregonians/pubs.shtml
- **Oregon Revised Statutes 192.610 to 162.690**, the Oregon Public Meetings Law, available in most libraries and on the internet at www.leg.state.or.us.
- **Oregon Newspaper Publishers Association**, 503-624-6397. Offers legal advice to member newspapers and general information about public records and meetings requirements; www.orennews.com
- **League of Oregon Cities**, 1201 Court St. NE, Salem, OR 97301. 503-588-6550; www.orcities.org
- **Association of Oregon Counties**, 1201 Court St. NE, Salem, OR 97301. 503-585-8351; www.aocweb.org
- **Oregon School Boards Association**, 1201 Court St. NE, Salem, OR 97301. 503-588-2800; www.osba.org
- **Special Districts Association of Oregon**, PO Box 12613, Salem, OR 97301-0613, 503-371-8667; www.sdao.com

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A Freedom of Information Coalition

P.O. Box 172

Portland, Oregon 97207-0172



Protecting the public's right to know

	FISCAL YEAR 2021/22											
PROJECT	July	August	September	October	November	December	January	February	March	April	May	June
arts, coffee, & conversation												
kindness rocks												
downtown mural workshop												
this is us st helens												
rhythm & blues												
trash can painting contest												
little free libraries												
bike rack												
gateway p1 interpretive sign?												
fundraising												
painting pumpkins												
ornament making class												
501(c)3												
admin/housekeeping												
RFP mural project												
mosaic park benches												

	FISCAL YEAR 2020/21											
PROJECT	July	August	September	October	November	December	January	February	March	April	May	June
arts, coffee, & conversation												
kindness rocks												
downtown mural workshop												
this is us st helens												
rhythm & blues												
trash can painting contest												
little free libraries												
bike rack												
gateway p1 interpretive sign?												
fundraising												
painting pumpkins												
ornament making class												
501(c)3												
admin/housekeeping												
RFP mural project												
mosaic park benches												

	FISCAL YEAR 2019/20											
PROJECT	July	August	September	October	November	December	January	February	March	April	May	June
arts, coffee, & conversation												
kindness rocks												
downtown mural workshop												
this is us st helens												
rhythm & blues												
trash can painting contest												
little free libraries												
bike rack												
gateway p1 interpretive sign?												
fundraising												
painting pumpkins												
ornament making class												
501(c)3												
admin/housekeeping												
RFP mural project												
mosaic park benches												

	FISCAL YEAR 2018/19											
PROJECT	July '18	August '18	September '18	October '18	November '18	December '18	January '19	February '19	March '19	April '19	May '19	June '19
arts, coffee, & conversation	event	event	event	event	event	event	ask: FY19/20?					
kindness rocks							ask: FY19/20?					
downtown mural workshop	event	event	wrap				ask: FY19/20?					
this is us st helens	event	plan	PR	setup ::: PR	installation	breakdown						
rhythm & blues	wrap				reimbursement grant rcvd?		ask: FY19/20?					
trash can painting contest	event ::: graffiti ::: rotate	wrap					ask: FY19/20?			plan	PR/sponsorship	prep
little free libraries	PR :: sponsorship	prep	event: semester 1				ask: FY19/20? ::: event: semester 2?					
bike rack												
gateway p1 interpretive sign?												
fundraising	merch	merch	merch	merch	merch	merch	merch	merch	merch	merch	merch	merch
painting pumpkins		plan/PR	prep	event	wrap		ask: FY19/20?					
ornament making class			plan	PR/sponsorship	prep	event?	wrap ::: ask FY19/20?					
501(c)3	sponsorship/fundraising		complete legal docs	interview board	PR	wrap & set it free!						
admin/housekeeping			term: KP, KO, & LB		vote chair, vice chair?							
RFP mural project							ask: FY19/20?					
mosaic park benches							ask: FY19/20?					

	FISCAL YEAR 2017/18				
PROJECT	February '18	March '18	April '18	May '18	June '18
arts, coffee, & conversation	ask: FY18/19	event	event	event	event
kindness rocks	ask: FY18/19	event			event
downtown mural workshop	ask: FY18/19 ::: PR ::: enrollment	event	event	event	event
this is us st helens	ask: FY18/19	event	event	event	event
rhythm & blues	ask: FY18/19 ::: PR ::: sponsorship	enrollment/PR/sponsorship		prep	event
trash can painting contest	ask: FY18/19	graffiti '17 & rotate cans	plan	PR/sponsorship	prep
little free libraries	ask: FY18/19				plan
bike rack	pick new location	agreement	install	wrap	
gateway p1 interpretive sign?	ask: FY18/19?				
fundraising	ask: FY18/19	plan	RFP for merch designs	production	new merch sales
painting pumpkins	ask: FY18/19				
ornament making class	ask: FY18/19				
501(c)3			plan	RFP?: legal svcs for articles of inc	
admin/housekeeping	FY18/19 budget draft	FY18/19 budget to Matt	FY18/19 budget to Kathy	FY18/19 budget to city council	
RFP mural project					
mosaic park benches					

Agenda Item: Remaining Expenses for FY17/18
ACC Housekeeping
Project Lead: Jenn
Subcommittee Members: Kim
Project Timeframe: FY18/19 Budget due to Matt in early March
For ACC meeting date: 2/27/18

ACC Housekeeping

Housekeeping topic: Remaining Expenses for FY17/18

Issues & Obstacles: we need to determine what money we plan to spend between now & 6/30/18 so that we can have a clear understanding for what our FY18/19 starting number is.

Outcomes:

Additional Documents for Agenda Packet:

ACC_project_cal_broad_view-FY17:18
ACC_project_cal_broad_view-FY18:19
ACC_project_cal_broad_view-FY19:20
ACC_project_cal_broad_view-FY20:21
ACC_project_cal_broad_view-FY21:22

5. What topics are you interested in?



Yes No Maybe Responses



Summary Report

St. Helens Arts & Cultural Commission; Arts, Coffee, & Conversation

1. In general, would you prefer to attend a meeting scheduled on a weekday or a weekend?



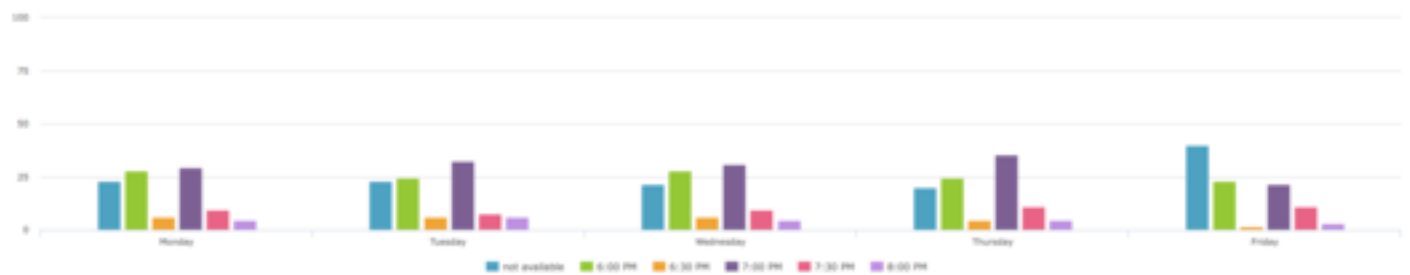
Weekday	53.85%	<div><div></div></div>	35
Weekend	46.15%	<div><div></div></div>	30
Total Responses			65
Skipped			0

4. Would you be interested in attending a meeting that is scheduled on a school holiday?



Yes	23.08%	<div><div></div></div>	15
No	26.15%	<div><div></div></div>	17
Maybe	50.77%	<div><div></div></div>	33
Total Responses			65
Skipped			0

2. Please indicate your time preference for meetings scheduled on a weekday:



	not available	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM	Responses
Monday	15 23.08%	18 27.69%	4 6.15%	19 29.23%	6 9.23%	3 4.62%	65
Tuesday	15 23.08%	16 24.62%	4 6.15%	21 32.31%	5 7.69%	4 6.15%	65
Wednesday	14 21.54%	18 27.69%	4 6.15%	20 30.77%	6 9.23%	3 4.62%	65
Thursday	13 20.00%	16 24.62%	3 4.62%	23 35.38%	7 10.77%	3 4.62%	65
Friday	26 40.00%	15 23.08%	1 1.54%	14 21.54%	7 10.77%	2 3.08%	65
Total Responses							65
Skipped							0

3. Please indicate your time preference for meetings scheduled on a weekend:



	not available	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	Responses
Saturday	15 23.08%	2 3.08%	6 9.23%	17 26.15%	5 7.69%	5 7.69%	4 6.15%	1 1.54%	1 1.54%	1 1.54%	2 3.08%	0 0.00%	6 9.23%	0 0.00%	65
Sunday	24 36.92%	1 1.54%	1 1.54%	11 16.92%	5 7.69%	6 9.23%	5 7.69%	1 1.54%	1 1.54%	2 3.08%	1 1.54%	0 0.00%	7 10.77%	0 0.00%	65
Total Responses															65
Skipped															0



CITY OF ST. HELENS

PO Box 278
St. Helens, OR 97051
Phone: 503-397-6272
Fax: 503-397-4016

Crystal Farnsworth
Communications Officer
Phone: 503-366-8215
Fax: 503-397-4016
Email: crystalf@ci.st-helens.or.us

PRESS RELEASE

FOR IMMEDIATE RELEASE

February 16, 2018

ARTS & CULTURAL COMMISSION HOSTS NEW COMMUNITY OUTREACH PROGRAM

St. Helens, Ore. – The St. Helens Arts & Cultural Commission (ACC) is hosting a new community outreach program called Arts, Coffee, & Conversation. This is a monthly opportunity for the St. Helens community to speak casually with a rotating group of ACC members about various topics related to art and culture in St. Helens. The first Arts, Coffee, & Conversation meeting will be held at Sunshine Pizza on Thursday, March 8 from 7 p.m. - 9 p.m.

Community members are invited to chat with ACC Chair Jenn Farrington and Commissioner Leticia Juarez Sisson and discuss the March conversation theme: community art projects and project suggestions.

In addition to a conversation theme, the ACC is also hosting an art activity during the evening. The Commission has joined The Kindness Rocks Project, a national movement of creative inspiration that believes that finding just the right message of inspiration at just the right time might just change everything. The ACC will have supplies on hand for people to paint rocks with designs and quotes. Painters can then hide the rocks throughout the community for others

to find. The idea is to inspire strangers through randomly placed rocks. People who find the rocks can link back to the project on social media through hashtags listed on the rocks. The goal is to recruit every person who stumbles upon a kindness rock to join in the pursuit of inspiring others through random acts of kindness.

###

For further information regarding the ACC's Arts, Coffee, & Conversation program, please contact ACC Staff Liaison Margaret Jeffries at 503-397-4544, ext. 601 or margaretj@ci.st-helens.or.us.

Agenda Item: Arts, Coffee, & Conversation

Project Update

Project Lead: Jenn

Subcommittee Members: Leticia

Project Timeframe: ongoing, 1st meeting: 3/8/18

For ACC meeting date: 2/27/18

Project Update

Progress:

1st mtg booked. topic: community art projects & project suggestions

we'll pair conversation with Kindness Rocks painting event to help break the ice.

Sunshine Pizza. 7-9pm.

Action Plan:

Jenn & Kim will do radio interview on 2/28

march mtg will help us determine next steps & april details

Issues & Obstacles:

Outcomes:

Additional Documents for Agenda Packet:

20180205_ACC_sked_poll_summary_FINAL_1

20180205_ACC_sked_poll_summary_FINAL_2

20180205_ACC_sked_poll_summary_FINAL_3

20180205_ACC_sked_poll_summary_FINAL_4

20180205_ACC_sked_poll_summary_FINAL_5a

20180205_ACC_sked_poll_summary_FINAL_5b

PRESS RELEASE Arts & Cultural Commission Hosts New Community Outreach Program

“This is Us” St. Helens

Goal: Engage the citizens of St. Helens in creating a community art project. The Columbia Art Guild will facilitate 5,000 citizens in the creation of small 3”x3”x1” wood “houses” painted with acrylic paint. The “houses” will be completed and collected by July 31, 2018. The individual “houses” will be used to create one piece of community art to be displayed in the St. Helens Plaza the month of October 2018.

Objective: Columbia Art Guild would like to encourage the acceptance of public art by hands on community involvement, while bringing attention to the growing St. Helens art community. We all can have a hand in art.

Implementation: The Columbia Art Guild will oversee the “This is Us” St. Helens project. Members of CAG will schedule, provide people power and keep track of the ongoing community creation of the project. The guild will be responsible for the assembly of the final art piece for public display.

Budget: Supplies: wood, paint, brushes, paper products \$800
Photocopies: flyers for publicity \$50
Final public art piece: assembly of final piece \$400

\$1,250

Agenda Item: This is Us St. Helens
New Project Proposal

Project Lead: Jenn, TBD
Subcommittee Members: TBD

Project Timeframe:
painting: now through 7/31/18
installation setup wk of 11/5/18
installation breakdown wk of 1/7/19
For ACC meeting date: 2/27/28

Project Description: Gathering the community to paint small house-like shapes which will be puzzled together into one large sculpture. temporary installation. plaza is location goal.
Project idea by Joan Youngberg, presented to ACC, requesting financial, publicity, & logistical support for installation.

Project Cost & Funding Sources: see docs supplied by Joan

Action Plan: Joan's got lots of painting events planned, several a month. 7/10/18 @ library.

Issues & Obstacles:
the plaza is County property
installation bookended by halloweentown & christmas setups, we're hoping to plan setup & breakdown to fit around the other productions

Outcomes:

Additional Documents for Agenda Packet:

thisisus
This_Is_Us_St_Helens_flyer

St. Helens Downtown Mural 2018

Objective:

Our objective is the formation of a non- traditional 4H club supported by local businesses, and in partnership with OSU Extension. Our purpose is to learn about public art within the medium of an outdoor acrylic latex painted mural and explore the significance of murals as a communication device. This club is open to 7-12th graders with a limit of 25 participants. The location of the mural is in downtown St. Helens. The wooden wall is 50 feet wide by 25 feet high and is very visible to the public. The students will explore the process of choosing a theme through field trips, work sessions and discussions with professional artists. Each regular meeting the club will host a local artist and work on individual mural concepts. Each participant will create their own scaled art piece as a response to the chosen theme. These birch wood boards (25" x 50") will be for the student to keep. The Students will transpose the final chosen design to the wall with pencil and chalk. Students will have 2 opportunities for public speaking and presentation of the mural project, as well as produce a PowerPoint presentation that other communities may utilize through OSU Extension. The project will culminate in a week long paint camp and dedication celebration.

Schedule of events:

March 5 2018, 6-7 pm Kick-off informational meeting and sign- up at OSU Extension office.
March 17 2018, 10-noon Old School 251 St. Helens St. Regular meeting
March 28 2018, 10:00-1:00 Field trip to Michael Curry Design and bag lunch meeting
April 13 2018, 9:00-3:00 Field trip to Portland on the CC Rider. Walking tour of murals and professional mural artist visit.
April 25 2018, 4:00-6:00 Old School regular meeting
May 5 2018, 10:00- noon Old School regular meeting
May 23 2018, 4:00-6:00 Old School regular meeting
June 2 2018, 10:00- noon Old School regular meeting
June 13 2018, 7:00pm Student presentation of art work designs and concept plans to St. Helens City Council.
June 26 2018, 6:00pm Student presentation to St. Helens Arts and Culture Commission.
July 9 2018 9:00- 4:00pm Old School. Workplace safety and ladder safety class. Prepare wall.
July 30 2018, 9:00- 4:00pm Old School. Prepare design on wall.
August 6-12 2018, 9:00-4:00 Paint camp. Complete mural and end of project party.

St. Helens Downtown 4-H Mural Project 2018

Informational Meeting—Monday, March 5, 2018



Please join us for a
Kick-off Informational Meeting
Monday, March 5, 2018 at 6 PM

OSU Extension Service
505 N Columbia River Hwy
St. Helens, Oregon



**Space limited to 25 dedicated
students grades 7—12**
\$45/youth
Registrations due by
March 15, 2018

Join Columbia County 4-H to create a 25x50 mural in downtown St. Helens. We will develop a theme, create individual painted project boards, and decide on a final design. Plan on attending 11 design sessions including two field trips, presentations to St. Helens City Council and the Arts and Culture Commission, and a week long paint camp in August to complete the mural.

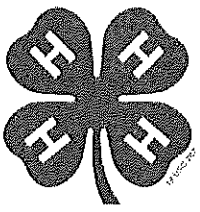
<u>Date</u>	<u>Time</u>	<u>Location</u>
March 5, 2018	6 pm—7pm	OSU Extension Service, St. Helens
March 17, 2018	10am - 12pm	Old School, 251 St. Helens Street
<u>Field Trips</u>		
March 28, 2018	10am - 1pm	Michael Curry Design field trip
April 13, 2018	9am - 3pm	Mural Walking Tour in Portland
<u>Mural Work Sessions</u>		
April 25, 2018	4pm - 6pm	Old School, 251 St. Helens Street
May 5, 2018	10am - noon	Old School, 251 St. Helens Street
May 23, 2018	4pm - 6pm	Old School, 251 St. Helens Street
June 2, 2018	10am - noon	Old School, 251 St. Helens Street
June 13, 2018	4pm - 6pm	Old School, 251 St. Helens Street
June 13, 2018	7pm	(St. Helens City Council Meeting)
June 26, 2018	6pm	(Arts and Culture Commission presentation)
July 9, 2018	9am - 4pm	Old School, 251 St. Helens Street
July 30, 2018	9am - 4pm	Old School, 251 St. Helens Street
<u>PAINT Camp!</u>		
August 6-12, 2018	9am - 4pm	Old School, 251 St. Helens Street

OSU Extension Service, Columbia County
505 N Columbia River Hwy
St. Helens, OR 97051
503-397-3462
woody.davis@oregonstate.edu



Oregon State University
Extension Service
Columbia County

Accommodations for disabilities may be made by calling 503-397-3462.



St. Helens Downtown 4-H Mural Project 2018

51

*Open to youth 7th through 12th grade
4-H enrollment not required*

Last Name _____ First Name _____ M.I. _____

Mailing Address _____

City _____ State _____ Zip _____

Birth Date _____ Grade _____

Email _____ Cell Phone _____

School Enrolled in _____

Family E-mail _____ Family Phone _____

Ethnicity

- ☐ Not Hispanic
- ☐ Hispanic

Gender

- ☐ Female
- ☐ Male

Residence

- ☐ Farm
- ☐ Small Town (Under 10,000)
- ☐ Large Town (10-50,000)
- ☐ Suburbs of City (over 50,000)
- ☐ City (over 50,000)

Race (please check all that apply)

- ☐ White
- ☐ Black or African American
- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Native Hawaiian or Pacific Islander

Parent 1 _____
Last, First

Parent 2 _____
Last, First

Cell Phone _____

Cell Phone _____

Work Phone _____

Work Phone _____

E-mail _____

E-mail _____

I give permission for the young person named on this form to participate in Oregon State University 4-H Youth Development St. Helens Downtown Mural Project. I acknowledge that I am aware that my son/daughter, after proper safety training, may be using equipment (i.e. ladder, scaffold, lift), and handling paint, paint supplies and cleaners.

Parent/Guardian's signature (required) _____ Date _____

Cost to register is \$45.00. Registration deadline is March 15, 2018. Space is limited to 25 participants.

- Please return this packet with \$45 to: **OSU Extension Service, 505 N Columbia River Hwy, St. Helens, OR 97051**
- Make check payable to: **Columbia County 4-H Association**

St. Helens Downtown Mural Project Cancellation Deadline Policy: refund 100% on or before March 15, deadline; no refunds after March 15



**Oregon State University
Extension Service
Columbia County**

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If you have a physical disability that requires special considerations in order for you to attend the retreat, please notify Woody Davis at the OSU Extension Service, 503-397-3462, by March 15, 2018.

ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY

PLEASE PRINT

Activity: St. Helens Downtown 4-H Mural Project

Group: 4-H Youth Development Program, OSU Extension, Columbia County

Date(s): 5/1/2018-- 9/30/2018

Participant Information

Name: _____

Age: _____

Sex: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Read this Acknowledgement of Risk and Waiver of Liability carefully and in its entirety. It is a binding legal document. Please read both sides of this page. Sign and return this form to: OSU Extension Service, 505 N Columbia River Hwy, St. Helens, OR 97051 503-397-3462

(INSERT Department contact name, address and phone number)

If you are under the age of 18, this form must be signed by you as the participant AND by your parent or legal guardian.

I, the undersigned, am aware that participation in the Activity (hereafter referred to as **ACTIVITY**) described above may include activities that may cause injury and be dangerous. I acknowledge that participation in this **ACTIVITY** has the following non-exhaustive list of particular activities that bear risk and danger and from which bodily injury, up to and including death, may occur (*INSERT activities below*):

Risks associated with participation may vary according to the nature of the program or activity (e.g., use of equipment or tools related to learning project). I understand that I may contact an OSU Extension Service employee to learn more about risks.

With full knowledge of the facts and circumstances surrounding the **ACTIVITY**, I voluntarily participate in the **ACTIVITY** and assume the responsibilities and risks resulting from my participation, including all risk of property damage and injury to others and to myself. I agree to comply with all of the rules and conditions of participating in the **ACTIVITY**. I have adequate applicable insurance necessary to provide for and pay any medical costs that may directly or indirectly result from my participation in the **ACTIVITY**, or otherwise understand that I am solely responsible for any medical costs that may directly or indirectly result from my participation in the **ACTIVITY**. I will indemnify and hold Oregon State University, its officers, board members, agents, and employees (hereafter referred to as **UNIVERSITY**) harmless with respect to any and all claims, injuries, and costs associated with my participation in this **ACTIVITY**.

Furthermore, I acknowledge that I am solely responsible for any action that I participate in associated with this **ACTIVITY** or around this **ACTIVITY**, regardless if occurring before, during or after the period of the **ACTIVITY**. I will conduct myself in a manner that is considerate of other participants and in accordance with **UNIVERSITY** Rules and Regulations (*including Student Code of Conduct, when applicable*) and with any state, city and applicable laws or rules where the **ACTIVITY** is occurring. If this **ACTIVITY** is an off-campus **UNIVERSITY** sponsored event, such as field trips, conferences, research, experiential learning, extension of classroom learning, etc., I understand that conduct not acceptable in the classroom setting is not acceptable during this **ACTIVITY** and will be handled in accordance with the Student Conduct Regulations. In addition, I understand that if I travel to the **ACTIVITY** with a **UNIVERSITY** group and/or advisor, I will return with the group unless prior arrangements have been made with the **UNIVERSITY** faculty/staff who is supervising the **ACTIVITY**.

I recognize and acknowledge that the **UNIVERSITY** may record my participation and appearance in **ACTIVITY** on any recorded medium including, but not limited to video, audio, photos (collectively "recordings") for use in any form (including, but not limited to print, websites, blogs, internet, social media). I authorize such recording and release **UNIVERSITY** to use my name, likeness, voice, and biographical material to exhibit or distribute such recordings in whole or in part without restrictions or limitations for any educational or promotional purpose. If you would like to opt out of this section, please request the Photo Opt Out Release.

I am aware that if I provide a vehicle not owned and operated by the **UNIVERSITY** for transportation to, at, or from the **ACTIVITY** site, or if I am a passenger in such a vehicle, the **UNIVERSITY** is not responsible for any damage caused by or arising from my use of such transportation. Furthermore, I acknowledge that I am solely responsible for any action that I take that is outside the scope of the scheduled **ACTIVITY**, regardless if occurring before, during or after the period of the **ACTIVITY**.

This agreement may be executed in two or more counterparts, each of which is an original, and all of which together are deemed one and the same instrument.

COMPLETE BOTH SIDES OF THIS FORM



ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY

To the extent permitted by law, and in consideration for being allowed to participate in the ACTIVITY, I hereby save, hold harmless, discharge and release the UNIVERSITY from any and all liability, claims, causes of actions, damages or demands of any kind and nature whatsoever that may arise from or in connection with my participation in any activities related to the ACTIVITY, whether caused by the negligence or carelessness of the UNIVERSITY or otherwise.

It is my express intent that this Acknowledgement of Risk and Waiver of Liability shall bind my spouse, the members of my family and my estate, heirs, administrators, personal representatives and assigns. I further agree to save and hold harmless, indemnify and defend the UNIVERSITY from any claim by the aforementioned parties arising out of my participation in the ACTIVITY.

I recognize and acknowledge that the UNIVERSITY makes no guarantees, warranties, representations, or other promises relative to the ACTIVITY, and assumes no liability or responsibility for injury or property damage that I may sustain as a result of participation in the ACTIVITY.

I further understand and agree that this is a release of liability and indemnity agreement, and it is intended to be **as broad and inclusive as permitted by law**. If any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and legal effect.

I hereby certify that, with or without accommodation,* I have no health-related reasons or problems that preclude or restrict my participation in the ACTIVITY. I hereby consent to and understand myself to be solely responsible for the cost of first aid, emergency medical care, and, if necessary, admission to an accredited hospital for executing such care or treatment for injuries that I may sustain while participating in any activity associated with the ACTIVITY.

*If your participation requires an accommodation, please _____ Woody Davis, 4-H Extension Agent, 503-397-3462 _____ at least one week
(7 days) before the date of the ACTIVITY. (INSERT Department contact name and phone number)

Emergency Contact Name: _____ Telephone Number: _____

In signing this Acknowledgement of Risk and Waiver of Liability I hereby acknowledge and represent: (a) that I have read this document in its entirety, understand it, and sign it voluntarily; and (b) that this Acknowledgement of Risk and Waiver of Liability is the entire agreement between the parties hereto and its terms are contractual and not a mere recital.

Participant Signature: _____ Date: _____

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REQUIRED FOR ALL PARTICIPANTS UNDER 18 YEARS OF AGE: PARENT OR GUARDIAN'S AUTHORIZATION FOR MEDICAL CARE AND CONSENT TO AGREEMENT

I certify that I am the parent or legal guardian of the above-named participant in the ACTIVITY. On behalf of myself and my spouse, partner, co-guardian or any other person who claims the participant as a dependent, I have read the above agreement, I understand the contents of this Acknowledgement of Risk and Waiver of Liability, assent to its terms and conditions, and sign this Acknowledgement of Risk and Waiver of Liability of my own free act. I acknowledge that my dependent and I have agreed to the terms and conditions of my dependent's participation in the ACTIVITY, and I hereby give my consent to participation by my dependent in the ACTIVITY, and to receive medical treatment determined to be necessary. I further agree to hold harmless, indemnify and defend the UNIVERSITY from and against all claims, demands or suits that my dependent has or may have.

Parent or Guardian Signature: _____ Date: _____

This agreement may be executed in two or more counterparts, each of which is an original, and all of which together are deemed one and the same instrument.

COMPLETE BOTH SIDES OF THIS FORM

**OREGON 4-H YOUTH DEVELOPMENT PROGRAM
YOUTH CODE OF CONDUCT**

The well-being of all 4-H program participants is important. Everyone has responsibilities.

When I participate in 4-H programs, I agree to . . .

1. Engage fully with a positive attitude and creative energy.
2. Be courteous to others, even if they are different from me.
3. Be cooperative. Encourage individuals. Help others. Support teamwork.
4. Be willing to ask an adult for guidance to make good decisions and take appropriate actions.
5. Use language that is respectful to others. (Swearing, harassment, and bullying are not allowed.)
6. Take care of the property I interact with, and assume responsibility for purposeful damage I may cause.
7. Wear appropriate clothing for program activity(s). Follow the specific dress code, if provided.
8. Be present and on time for all parts of the program. (I will notify the appropriate supervisor if I have a health or schedule problem.)
9. Use technology (cell phones, computers, tablets, mp3 players, game devices, etc.) during free time, or in ways that contribute to the goals of the program.
10. Treat animals humanely and provide them appropriate care.
11. Not engage in Personal Displays of Affection (PDA). (It is distracting and inappropriate.)
12. Know and follow federal, state and local laws that apply to my age (e.g., tobacco, alcohol, illicit drugs, fireworks).
13. Know and follow safety policies of the Oregon State University, Extension Service, and guidelines of the 4-H Youth Development Program. (Such as: not leave the program area without permission from the program supervisor; be in assigned lodging and not trade rooms during overnight activities; abide by curfew hours; remain in gender specific areas [no boy in a girl's room / no girl in a boy's room]; handle firearms only in secured, designated areas under the direct supervision of a trained 4-H Shooting Sports volunteer; and, any other additional safety policies established by a specific event or program.)

I have read and agree to the Code of Conduct above. I understand that if I violate any part of this agreement, I may be sent home from a 4-H activity at the expense of my parent(s) or guardian(s). I also understand that if I cause personal or public safety concerns, I may lose my eligibility to participate in some future 4-H Youth Development events, and/or, lose my membership privileges.

Print: Member's Name _____

Member's Signature _____

Date _____

Parent/Guardian's Signature _____

Date _____

*Revised July 2017, M. Lesmeister
Reviewed by: P. Rose, D. Hart, M. Lesmeister, R. Dixon, M. Livesay, D. White*

OREGON STATE UNIVERSITY EXTENSION SERVICE OFFERS EDUCATIONAL PROGRAMS, ACTIVITIES, AND MATERIALS WITHOUT DISCRIMINATION BASED ON AGE, COLOR, DISABILITY, FAMILIAL OR PARENTAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, NATIONAL ORIGIN, POLITICAL BELIEFS, RACE, RELIGION, REPRISAL, SEX, SEXUAL ORIENTATION, VETERAN'S STATUS, OR BECAUSE ALL OR A PART OF AN INDIVIDUAL'S INCOME IS DERIVED FROM ANY PUBLIC ASSISTANCE PROGRAM. OREGON STATE UNIVERSITY EXTENSION SERVICE IS AN AA/EOE/VETERANS/DISABLED.

OFFICIAL 4-H HEALTH FORM

Rev. 1-2016

County ColumbiaType of activity: ☒ county/area ☐ state ☐ regional ☐ national (check one)Name of event/activity St. Helens Downtown 4-H Mural Project 2018

Participant's Name:

Last

First

M.I.

Address:

Street Address

City

State

Zip Code

Participant is: ☐ Adult ☐ Youth ☐ Male ☐ Female

Grade

Birth Date

Home phone

Emergency Contact:

Name

Relationship

Daytime phone

Evening phone

Cell phone

Other

Health Statement (to be completed by parent, physician or adult participant)

Does the participant have any dietary restrictions? If yes, please describe:

Yes

No

Does the participant have any allergies? If yes, please describe:

Yes

No

Name of all medications:

Name and phone number of physician:

As parent or guardian, if my child needs medical attention, I understand every effort will be made to contact me. I hereby give permission to the medical personnel selected by the person in charge of the 4-H event to order x-rays, routine tests, treatment, release any records necessary, and to provide or arrange necessary related transportation for the person named on this form. I hereby give permission to the physician selected by the person in charge of the 4-H event to hospitalize, secure emergency treatment for, to order injection, anesthesia, and/or surgery for me or my child as named on this form. I will assume all financial obligations incurred if not covered by insurance.

Signature of Parent/Guardian or Adult participant

Date

St. Helens Downtown 4-H Mural Project 2018 - Budget

Project Cost (list all anticipated costs to complete the project)

	Name	Budget	Actual \$	In-Kind \$	Note
1	Advertisement Flyers	\$ 30.00		\$ 30.00	4-H office printed for free
2	Advertisement in St. Helens School District "Peach Jar"	\$ 100.00			only needed if low initial registration
3	March 5, 2018 Kick off night snacks	\$ 25.00			
4	13 5'x5' Baltic Birch 1/4 inch plywood (25.67 each)	\$ 333.71			Solicit Dahlgren's donation
5	25 round trip CC Rider Portland field trip (\$10.00 each)	\$ 250.00			Michael Ray/Sharon Evinger contacted re donation
6	25 all day Triment pass Portland field trip (\$5.00 each)	\$ 125.00			Contacted Tri Met regarding reduced rate
7	Room Rental - 6 @ day rate \$75	\$ 300.00		\$ 150.00	in-kind by Al/ Vonna Anderson - The Olde School
8	Room Rental - month rate \$600	\$ 400.00		\$ 200.00	in-kind by Al/ Vonna Anderson - The Olde School
9	Scaffolding 20' tall (1 week rental)	\$ 153.00			Solicit Don's Rental donation
10	1 - 24' Ladder (1 week rental)	\$ 60.00			Solicit Don's Rental donation
11	3 - 10' Ladder (1 week rental)	\$ 200.00			Solicit Don's Rental donation
12	Brushes & rollers*	\$ 350.00			Solicit contractor pricing * may be reused in future
13	Exterior latex 'Super Paint' - 10 gallons (\$62.49 each)	\$ 624.90		\$ 524.90	Jon Chae committed 'at cost' pricing
14	Exterior latex 'Resilliance' paint - 20 quarts (\$19.50 each)	\$ 390.00		\$ 290.00	Jon Chae committed 'at cost' pricing
15	paint for individual project boards 50 quarts (\$5.00 each)	\$ 100.00		\$ 150.00	Jon Chae committed 'at cost' pricing
16	trays, paint cups	\$ 88.29			Solicit contractor pricing
17	Gloves, towels & garbage bags	\$ 40.00			Solicit contractor pricing
18	End of paint camp party and dedication	\$ 125.00			Solicit possible food donation
19	Leadership professional development	\$ 75.00			Leader attends Art PDX walking tour
20					
21					
21					
	Total:	\$ 3,769.90	\$ -	\$ 1,344.90	
	Total Funding needed after In-Kind:	\$ 2,425.00			

Funding Sources (all sources of funding)

	Source / Type	Budget	Acctual \$	In-Kind \$	Note
1	Sign Ups (25 kids @ \$45 each)	\$ 1,125.00			
2	CCCC Grant	\$ 500.00			will submit application when available
3	St. Helens Arts and Culture	\$ 700.00			Discuss at Feb 27 meeting
5	Donation at 4H office	\$ 100.00			Individual dropped off \$100 donation
6					
7					
8					
9					
	Total:	\$ 2,425.00	\$ -	\$ -	

Notes:

1. Project cost and funding should balance.
2. * Items may be reused in future.

subcommittee	project lead		
outreach	jenn	leticia	
downtown mural workshop	lisa	janet	
trash can painting contest	lisa	janet	
little free libraries	kim		
this is us st helens	leticia		
rhythm & blues	kannikar		
kindness rocks	jenn		
bike rack	kim	lisa	
painting pumpkins	kim	janet	
ornament making class	kannikar		
gateway p1 interpretive sign	kannikar		
RFP mural project	lisa		
mosaic park benches	janet		
interview	jenn	kim	
admin/housekeeping	jenn	kim	
budget	jenn	kim	
fundraising	jenn		

Agenda Item:

New Project Proposal –or–
Project Update –or–
ACC Housekeeping

Project Lead: (ACC member)

Subcommittee Members: (max # is less than quorum/majority)

Project Timeframe: (estimated &/or realized)

For ACC meeting date:

New Project Proposal:

Project Description:

Project Cost: (use budget template, to be sent soon)

Funding Sources: (estimated &/or realized)

Action Plan: (for the upcoming month)

Issues & Obstacles: (eg: date conflict & proposed options)

Outcomes: (from discussion at that ACC meeting)

–or–

Project Update:

Progress: (report from activities over past month)

Action Plan: (for the upcoming month)

Issues & Obstacles:

Outcomes: (from discussion at that ACC meeting)

–or–

ACC Admin:

Issues & Obstacles: (eg: date conflict & proposed options)

Outcomes: (from discussion at that ACC meeting)

PLUS

Additional Documents for Agenda Packet:

for a more complete agenda packet include:

Subcommittee reports, all doc's that will be referenced during the meeting
(budgets, flyers, etc.)