



ARTS AND CULTURAL COMMISSION

Tuesday, March 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**
3. **Approval of Minutes**
 - 3.A. Minutes for February 2017
[Minutes](#)
4. **Review Fiscal Report**
 - 4.A. Fiscal Report up to March 2018
[Detailed Trial Balance.pdf](#)
5. **Discussion Items**
 - 5.A. Parks Discussion-Doug Morten
 - 5.B. Fiscal Year 18/19 Budget
[2018/2019 Fiscal Budget](#)
 - 5.C. Downtown Mural Workshop
 - 5.D. Early Learning Fair/ Kindness Rocks
[Early Learning Fair](#)
 - 5.E. Trash Can Painting Contest

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.**

5.F. Bike Rack

5.G. Blues & Folk Workshop

5.H. Arts, Coffee & Conversation

6. **Community News**

7. **Adjournment**

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City of St. Helens

Arts & Cultural Commission

February 27, 2018

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

Members Absent: Leticia Juarez-Sisson

Staff Present: Jennifer Johnson, Secretary
Margaret Jeffries, Library Director
Kathy Payne, City Recorder
Susan Conn, Councilor

Others: Eric Jensen
Joan Youngberg
Wendy Provens
Woody Davis
Teresa McGrivern
Grayson

1) Call Meeting to Order

The meeting was called to order at 6:00 p.m. by Chair Farrington.

2) Visitors Address the Commission

- ♦ Eric Jensen, presented his idea for a statue of the Lewis and Clark expedition's mascot, a large Newfoundland dog named Seaman.
 - The Commission requested that he start with filling out the application for a public art proposal.
- ♦ Wendy Provens, Woody Davis, Teresa Mcgrivern, and Grayson from 4-H, gave a brief description about the mural project 4-H program.
 - Tillamook is currently doing a similar project.
 - They gave a description of how the project would go. They would like for the project to move forward with the support of the Arts & Cultural Commission.

3) Revisions to the Agenda

None.

4) Approval of Minutes

4.A Approval of January 23, 2018 Meeting Minutes.

Motion: Commissioner Brooke moved to approve the minutes for January 23, 2018. Vice Chair O'Hanlon seconded. All in favor; none opposed; motion carries.

5) Review Fiscal Report

- The Commission reviewed Finance Director Browns report.
- At the January meeting Finance Director Brown thought the Commission might be in the negative around \$15,000.
- Based on his spreadsheet provided to the Commission for this meeting the Commission has a balance of \$5182.
- Based on the new spreadsheet the Gateway Project Phase II the total expense was \$57,800. The amount is not \$80,000 as previously stated at the last meeting.
- Commissioner Petersen said the budget for the Gateway Project Phase II was approved at \$61,747 which means the project was actually under budget.

6) Discussion Items

6.A Oregon Public Meeting Law

City Recorder Payne reported...

- The law is there to make public meetings transparent to the public.
- We all serve the public and keep in mind we need to be transparent with everything that we do.
- Electronic means of communications such as email can constitute an illegal meeting. No deliberation on a project can take place via email.
- Chair Farrington asked if there are any transparent ways the group can communicate without physically meeting. Nothing is available at this time. Subcommittees are the only way to move projects along outside of a meeting. The Commission can meet more than once a month. A subcommittee must not have a quorum.

6.B Remaining Expenses for FY 17-18

- The interpretive sign for the Gateway Project Phase II will be in FY 18-19.
- The trash can painting competition usually costs \$1000 including awards.
- The subcommittee will work on the numbers at a separate meeting.

6.C Arts Coffee & Conversation

Chair Farrington reported...

- The first meeting is scheduled for March 8th at Sunshine Pizza.
- Chair Farrington and Commissioner Juarez-Sisson will be there. Chair Farrington invited one more member to join but would like to keep to just three to avoid a quorum.
- Kindness rock painting will take place at this event.
- There is a KOHI interview scheduled.

6.D This is Us St. Helens

Chair Farrington reported...

- Chair Farrington and Commissioner Juarez-Sisson met with Joan Youngberg to discuss dates.
- Beginning of November it would be set up and down by end of December.
- Joan Youngberg brought the project to the last council meeting.

Motion: Commissioner **Petersen** moved that the Arts and Cultural Commission support the This is Us St. Helens, project Commissioner Brooke seconded. All in favor; none opposed; motion carries.

- Commissioner Petersen discussed grant opportunities and sponsorship programs she could look into. Columbia County Cultural Coalition grants are a possibility.
- Tina Curry would be the best person to coordinate with.

6.E Downtown Mural Workshop

Commissioner Lisa Brooke reported...

- She feels things are moving forward with lots of support.
- Everything at this point will be focused on turnout for the project.
- CC Rider has agreed to grant the entire round trip.
- She is asking for \$700 from the Arts & Cultural Commission Budget to support this project.
- Commissioner Petersen suggested she also apply for the grant through Columbia County Cultural Coalition.
- The Mural is 25 x 50 feet.

Motion: Commissioner **Brooke** moved that the Arts and Cultural Commission fund \$700 for the Downtown Mural Project. Commissioner Petersen seconded. All in favor; none opposed; motion carries

6.F Blues and Folk Music Workshop

Commissioner Petersen reported...

- The grant letter has been accepted one day late.
- The grant was approved for \$2000.
- The room at the library has been reserved.
- The event flyer has been created for advertising.
- There will be a mini concert at the end of the workshop.
- She will work with Library Director Jeffries on advertising through Peach Jar.

6.G Little Free Libraries & Bike Rack

Vice Chair Kim O'Hanlon reported...

- She plans to apply for grants.
- Commissioner Petersen suggested she attend the Friends of the Library meeting the fourth Wednesday of the month.

Motion: Commissioner **Brooke** moved that the Arts and Cultural Commission fund \$400 for the Little Free Libraries Project. Commissioner Petersen seconded. All in favor; none opposed; motion carries

Discussion: Commissioner Petersen was asked why the Arts and Cultural Commission would work on this project. She did not have an answer. Vice Chair O'Hanlon said the class will have creative rein over the project. The plan is to have the libraries painted.

- IGA no longer wants to have the bike rack installed at their location.

- She contacted the Food Bank as an alternative location. The Food Bank will be moving locations in two years. The new location will be next to Columbia Feed and Seed. She will look into installing at that location.

6.H Trash Can Painting Contest

Commissioner Lisa Brooke reported...

- There was discussion on adding more kid's categories with prizes. There was concern there would not be enough kids participating. In the past there has not been very many kids painting.
- There will be further discussion in the subcommittee.

6.I Subcommittee Designations

- Commissioner Juarez-Sisson can work with Joan Youngberg if needed on the This is Us project.
- Commissioner Brooke can help with judging the art and giving ribbons at the county fair.
- Commissioner Brooke and Commissioner Anderson will work on the Mural project.

Annual Report

- Needs to be to Kathy by April 20th.

6.J Agenda Reports & Leadership Goals

- No discussion at this time.

6.K ACC Meeting Time Change & Reschedule June Meeting

- The June meeting was rescheduled to June 18, 2018.
- All meetings will start at 6:00 p.m.

Motion: Commissioner Petersen moved that the Arts and Cultural Commission meetings start at 6:00 p.m. Chair Farrington seconded. All in favor; none opposed; motion carries

8) Adjournment

- The meeting was adjourned at 8:17 p.m.

General Ledger

Detailed Trial Balance

User: jamiee
 Printed: 03/21/2018 - 1:59PM
 Period: 01 to 08, 2018



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
203	COMMUNITY ENHANCEMENT					
REVENUE						
203-716						
203-716-033005	Grants	12,000.00				
	203-716-033005 Totals:	Var: 12,000.00	12,000.00	0.00	0.00	0.00
203-716-034024	PW Projects for Public Art	2,750.00				
	203-716-034024 Totals:	Var: 2,750.00	2,750.00	0.00	0.00	0.00
203-716-037013	Donations - Gateway Funding	2,000.00				
8/14/2017 GL 2 125	Reclassified			0.00	80.00	
10/4/2017 CR 4 23	ACC Donations-Gateway Funding POST CARD S/ # 1461330			0.00	10.00	
	Cash Receipts Batch 3104-10-2017					
10/25/2017 CR 4 168	ART COMMISSION DONATIONS-DONATION F # 1461882			0.00	200.00	
	Cash Receipts Batch 3025-10-2017					
11/16/2017 CR 5 124	GATEWAY PHASE 2 CCCC GRANT FOR INTERI # 1465535			0.00	2,000.00	
	Cash Receipts Batch 3016-11-2017					
	203-716-037013 Totals:	Var: -290.00	2,000.00	0.00	2,290.00	-2,290.00
203-716-037014	Donations	0.00				
8/14/2017 CR 2 117	4 MUGS & 4 GLASSES CHARLES FASTNER # 1456150			0.00	80.00	
	Cash Receipts Batch 6014-8-2017					
8/14/2017 GL 2 125	Reclassified			80.00	0.00	
11/16/2017 CR 5 124	TRASHCAN PAINTING SPONSORSHIP GROWI # 1465541			0.00	100.00	
	Cash Receipts Batch 3016-11-2017					
2/15/2018 CR 8 104	ART COMMISSION DONATIONS - TWO MUGS # 1472871			0.00	20.00	
	Cash Receipts Batch 11015-2-2018					
	203-716-037014 Totals:	Var: -120.00	0.00	80.00	200.00	-120.00
203-716-039001	Beginning Fund Balance	0.00				
	203-716-039001 Totals:	0.00	0.00	0.00	0.00	0.00

Account Number	Description				Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
				203-716 REVENUE Totals:	16,750.00	0.00	80.00	2,490.00	-2,410.00
				REVENUE Totals:	16,750.00	0.00	80.00	2,490.00	-2,410.00
EXPENSE									
203-716									
203-716-052069				Summer Arts in the Park	1,000.00				
7/18/2017	AP	1	114	010939 - DIANE DUNN	Ck# 118816		121.96	0.00	
9/28/2017	AP	3	202	FAR - JENN FARRINGTON	Ck# 119385		59.05	0.00	
				203-716-052069 Totals:	1,000.00	0.00	181.01	0.00	181.01
203-716-052070				Maintenance of Public Art	500.00				
				203-716-052070 Totals:	500.00	0.00	0.00	0.00	0.00
203-716-052071				Administration & Marketing	250.00				
11/22/2017	AP	5	153	002701 - BEMIS PRINTING	Ck# 119768		68.00	0.00	
12/4/2017	GL	6	7	Reclassify ACC mailing			48.30	0.00	
				203-716-052071 Totals:	250.00	0.00	116.30	0.00	116.30
203-716-052073				Free Art & Craft Workshops	250.00				
11/9/2017	AP	5	60	452215 - KIMBERLY O'HANLON	Ck# 119689		30.85	0.00	
11/30/2017	GL	5	222	Wal-Mart #2422			44.12	0.00	
11/30/2017	GL	5	222	Wal-Mart #2422			31.98	0.00	
				203-716-052073 Totals:	250.00	0.00	106.95	0.00	106.95
203-716-052075				Gateway Project - Phase 1	3,000.00				
8/10/2017	AP	2	75	0333 - TAP INTO WINE LLC	Ck# 119042		140.40	0.00	
8/10/2017	AP	2	75	0333 - TAP INTO WINE LLC	Ck# 119042		20.00	0.00	
8/14/2017	GL	2	125	Reclassified			0.00	140.40	
8/14/2017	GL	2	125	Reclassified			0.00	20.00	
9/14/2017	AP	3	83	033600 - TRAFFIC SAFETY SUPPLY CO., INC	Ck# 119314		345.29	0.00	
				203-716-052075 Totals:	3,000.00	0.00	505.69	160.40	345.29
203-716-052076				Gateway Project - Phase 2	15,500.00				
7/25/2017	CR	1	165	ACC MUG SALES FOR GATEWAY P2 CDR BAK # 1455159			0.00	120.00	
				Cash Receipts Batch 5025-7-2017					
8/4/2017	AP	2	34	008325 - COLUMBIA RIVER P.U.D.	Ck# 118933		1,113.00	0.00	
8/10/2017	AP	2	75	DOCKSIDE - DOCKSIDE STEAK & PASTA	Ck# 119014		200.00	0.00	
8/14/2017	GL	2	125	Reclassified			140.40	0.00	
8/14/2017	GL	2	125	Reclassified			20.00	0.00	
8/31/2017	AP	2	234	002788 - RHIZA A+D	Ck# 119185		20,000.00	0.00	

Account Number				Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance	
9/7/2017	AP	3	39	006875 - CLARK SIGNS	Ck# 119205		2,200.00	0.00		
9/14/2017	AP	3	83	014475 - HAMER ELECTRIC, INC.	Ck# 119289		3,326.51	0.00		
9/14/2017	AP	3	83	PETER.KA - KANNIKAR PETERSEN	Ck# 119303		2,608.77	0.00		
9/28/2017	AP	3	202	002788 - RHIZA A+D	Ck# 119402		3,500.00	0.00		
9/28/2017	AP	3	202	FAR - JENN FARRINGTON	Ck# 119385		34.12	0.00		
10/15/2017	GL	4	143	Sq Brown Butter Ba			500.00	0.00		
10/15/2017	GL	4	230	Sq Brown Butter Ba			500.00	0.00		
10/15/2017	GL	4	231	Reverse JE# 230 Sq Brown Butter Ba			0.00	500.00		
11/9/2017	AP	5	60	FAR - JENN FARRINGTON	Ck# 119675		183.99	0.00		
11/30/2017	GL	5	222	Dons Rental			135.00	0.00		
203-716-052076 Totals:				Var: -18,341.79		15,500.00	0.00	34,461.79	620.00	33,841.79
203-716 EXPENSE Totals:						20,500.00	0.00	35,371.74	780.40	34,591.34
EXPENSE Totals:						20,500.00	0.00	35,371.74	780.40	34,591.34
203 Totals:						-3,750.00	0.00	35,451.74	3,270.40	32,181.34
Report Totals:						-3,750.00	0.00	35,451.74	3,270.40	32,181.34

ARTS & CULTURAL COMMISSION	12/13 Actual	13/14 Actual	14/15 Actual	15/16 Actual	16/17 Actual	17/18 BUDGET	17/18 03/03/18	17/18 (03/21/18) YE Est.	18/19 (03/21/18) BUDGET	FISCAL YEAR: JULY 1 - JUNE 30
BEGINNING BALANCE	40,250	24,350	43,435	19,085	19,755	40,884	40,884	40,884	2,702	
REVENUES										
Grants	-	-	-	-	-	12,000	-	-	2,000	cell J6:: CCCC Reimbursement Grant for Blues & Folk Workshop, estimated receipt: fall 2018
PW Projects for Public Art	4,220	6,360	60	-	-	2,750	-	2,750	2,000	cell J7:: conservative PW estimate per Matt Brown
Donations - Cascade	-	-	-	-	-	-	-	-	2,000	cell J8:: FY18/19 is the last year of Cascade donation (\$2K/yr x 5yrs)
Donations - Gateway Funding	9,338	19,239	2,897	1,160	32,820	2,000	2,310	2,310	-	
Donations - General	1,916	2,558	908	100	200	-	100	100	-	
Transfers In	-	-	-	5,000	14,875	-	-	-	-	
TOTAL REVENUES	15,474	28,157	3,865	6,260	47,895	16,750	2,410	5,160	6,000	
EXPENSES										
Summer Arts in the Park	806	740	603	881	1,488	1,000	181	1,000	1,000	cell I16:: Blues & Folk Workshop wraps June '18. It's a reimbursement grant (see cell J6), so let's plan to front that \$2K in FY17/18. The additional \$200 will be drawn from ACC Reserve per Blues & Folk Workshop Budget. cell I17:: most of Downtown Mural Workshop expenses will occur before July '18 cell J17:: anticipating successful outcome, & planning for another Mural Workshop summer 2019
Blues & Folk Workshop	-	-	-	-	-	-	-	2,200	-	cell J19:: we have enough money in the ACC reserve to fully support the original financial request for This Is Us installation
Downtown Mural Workshop	-	-	-	-	-	-	-	800	800	cell I20:: FY17/18 Kindness Rocks: \$25 pulled from Free Art & Craft Workshops budgeted total
Little Free Libraries	-	-	-	-	-	-	-	-	400	cell I21:: FY17/18 Arts, Culture, & Conversation: \$75 pulled from Administration & Marketing budgeted total (\$25/mo: Apr, May, Jun)
This Is Us	-	-	-	-	-	-	-	-	1,250	cell J21:: FY18/19 Arts, Culture, & Conversation: 12 x \$25
Kindness Rocks	-	-	-	-	-	-	-	25	175	cell I22:: this project began Oct '17, but I don't think the expenses (approx \$30?) were separated out for this project in FY17/18. I'm guessing these expenses are included w/ Free Art & Craft Workshops
Arts, Culture, & Conversation	-	-	-	-	-	-	-	75	300	cell J22:: per Kim O'Hanlon: project could double in '18, they ran out of pumpkins in '17.
Pumpkin Painting	-	-	-	-	-	-	-	-	200	
Gallery Corridor Banners	154	3,550	6,917	-	-	-	-	-	-	cell I25:: CCCC's workshop: Developing Grant Writing Skills 5/23/18 (7 x \$50)
Maintenance of Public Art	525	328	50	-	1,034	500	-	500	500	cell J25:: dedicated to educational opportunities that support commissioners' ability to better serve the community (7 x \$50)
Commissioners' Education	-	-	-	-	-	-	-	350	350	
Administration and Marketing	914	1,090	312	120	465	250	116	175	250	
ACC merchandise to sell/fundraise	-	-	-	-	-	-	-	-	500	cell J27:: seed money to create ACC merchandise (shirts, mugs, bumper stickers, post cards, etc.) to raise money for ACC projects
Bike Rack Projects	550	464	201	-	274	-	-	150	-	cell I28:: final installation of produce bike rack at the new Food Bank, & 2 plaques (racks at Top Notch & Food Bank)
Spirit of Halloweentown	-	-	-	225	225	-	-	-	-	
Free Art and Craft Workshops	1,154	-	425	204	237	250	107	225	250	cell J30:: dedicated to unforeseen inspirations to create low cost arts & crafts workshops for the community
Mural Project	-	-	300	-	-	-	-	-	400	cell J31:: dedicated to seed money for unforeseen inspirations to create a mural for the community
Before I Die Project	-	-	754	-	-	-	-	-	-	
Shedco	-	-	-	1,000	-	-	-	-	-	
Gateway Project - Phase 1	2,248	27,923	18,653	2,660	-	3,000	345	3,000	1,000	cell J34:: Gateway Project - Phase 1 interpretive sign
Gateway Project - Phase 2	-	-	-	500	23,044	15,500	33,842	33,842	-	
Contingency	-	-	-	-	-	-	-	1,000	1,000	cells I36 & J36:: Matt Brown will set aside \$1,000 in a specific ACC "Contingency" category, to be tracked in fiscal reports from this point forward. At the close of FY17/18, if we use some/all of the Contingency in FY17/18, the additional \$1K set aside in Contingency FY18/19 will be used to make up the difference, bringing the FY18/19 balance back up to \$1K. Any money that exceeds \$1K will be returned to the FY18/19 ACC reserve balance. At the close of FY17/18, if the \$1K Contingency is untouched, it will roll over into the FY18/19 Contingency. Any money in excess of \$1K will be returned to the FY18/19 ACC reserve balance.
Transfers Out	-	-	-	-	-	-	-	-	-	
TOTAL EXPENSES	6,351	34,095	28,215	5,590	26,767	20,500	34,591	43,342	8,375	
Rollover	49,373	18,412	19,085	19,755	40,884	37,134	8,703	2,702	327	
ENDING BALANCE - (AUDIT)	24,350 (25,023)	18,411 25,024	19,085	19,755	40,884					

The 6th annual Early Learning Fair will be held at St. Helens High school on Saturday April 21 2018 from 10am-4pm This event is hosted by St. Helens School District and NW Parenting. The purpose is to share "all things available for young children and families". This is a no cost event.

I suggest we register and set up a rock painting table at this event. We can prepare a survey for visitors to the table to collect data about what this young population is interested in participating in. We currently have no programs that target this age group. Also it would be a good listening experience for the ACC to gather ideas from parents. I strongly believe we need to have better ties with the school administration to help get the word out about programs we offer and to show up all day would be a good networking opportunity with the School District.

The main contact for this event is Martine Von Ins-Barnett, St. Helens School District, Early Learning Director 503.366.7426

Submitted to the ACC by Lisa Brooke