



ARTS AND CULTURAL COMMISSION

Tuesday, August 28, 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. May Minutes
[05-22-18 ACC Minutes DRAFT](#)
 - 3.B. June Minutes
[6-18-18 ACC Minutes DRAFT](#)
4. **Review Fiscal Report**
 - 4.A. 2017-2018 Fiscal Report
[2017-2018 Detailed Trial Balance](#)
 - 4.B. 2018-2019 Fiscal Report
[2018-2019 Detailed Trial Balance](#)
5. **Discussion Items**
 - 5.A. ACC Vacant & Expiring Positions: Chair Farrington Resigning- appoint new Chair. Recommend to re-appointment for expiring positions: Vacant, O'Hanlon & Brooke
 - 5.B. Art of Leadership: Regional Arts & Cultural Council

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.C. Downtown Mural Project Recap
 - [Invitation](#)
 - [Mermaid Mural](#)
 - [Sunflower Mural](#)
- 5.D. This is Us: Insurance & update
- 5.E. Subcommittee Changes: Update ACC Interview Subcommittee
 - [subcommittees as of 6/1/18 needing to update](#)
- 5.F. Little Free Libraries Project
 - [Little Free Libraries Project](#)
- 5.G. County Fair Wrap Up
- 5.H. Trash Can Painting Wrap Up
- 5.I. ACC Changes: Projects, subcommittees, commissioner availability

6. **Community News**

7. **Adjournment**

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City of St. Helens

Arts & Cultural Commission

Minutes

May 22, 2018

Members Present: Lisa Brooke
Leticia Juarez-Sisson
Patrick Nickelson
Jennifer Farrington, Chair
Kimberly O'Hanlon, Vice Chair

Members Absent: Janet Anderson
Kannikar Petersen

Staff Present: Margaret Jeffries, Library Director
Susan Conn, Councilor
Jamie Edwards, Secretary

Others: Makayla Sutton
Sophie
Ken Forcier

1) **Open Public Hearing**

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

1.A **Proposed Bike Rack Installation**

Vice Chair O'Hanlon reported on the proposed location for the artistic bike rack made by the St. Helens High School Metal and Fabrications Class in front of the Columbia Pacific Food Bank at 1421 Columbia Blvd., St. Helens OR 97051

The Commission reviewed the attached packet with the letter to surrounding property owners, proposal for the bike rack, pictures of the artwork and the dimensions.

1.B **Public Comments on Proposed Art**

None

1.C **Deliberation on Bike Rack Installation**

Vice Chair O'Hanlon advised that the bike rack installation will be on hold until the Columbia Feed and Seed has moved out and the Columbia Pacific Food Bank has moved in.

Motion: Vice Chair O'Hanlon moved to proceed with the bike rack installation. Commissioner Sission seconded. All in favor; none opposed; motion carries.

2) **Close Public Hearing**

The public hearing was adjourned at 6:02 p.m. by Chair Farrington

3) **Call Regular Meeting to Order**

The meeting was called to order at 6:02 p.m. by Chair Farrington.

4) **Visitors Address the Commission**

Visitor Makayla Sutton advised that she is a senior at St. Helens High School and for their senior project they would like more awareness of projects they can do within the City and who to talk too. The students have to select their senior project within the first two months of the school year. Chair Farrington advised the Commission's contact information is on the City's website and inquired on who the Commission can contact at the High School to increase awareness on projects.

Visitor Sophie wanted to know why the Arts & Cultural Commission picked the 4th of July for the trash can painting competition; she is interested in this project but they are always out of town for the holiday. Chair Farrington advised the Commission has held this competition for the last eight years prior to any of them being on the Commission and believes the date was picked based on a large amount of people attending the 4th of July celebration. Farrington also advised the Commission is planning additional events throughout the year.

5) **Approval of Minutes**

5.A April 23, 2018 Minutes

Motion: Commissioner Sisson moved to approve the April 23, 2018 minutes. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.

6) **Review Fiscal Report**

6.A Balance Report

The Commission reviewed the fiscal report.

7) **Discussion Items**

7.A Ken Forcier: Discuss the Flying Eagle Canoe

Visitor Ken Forcier shared pictures of the Flying Eagle Canoe and reported on its history. It is now a historic landmark owned by the City of St. Helens that has historically been taken out every year and rides given. The previous captain is looking for someone to take over the tradition. Forcier is requesting that the canoe be released again this year for rides. There will be a fund raising party for the Insurance for the canoe as the prior insurance foundation has been dissolved. The City of St. Helens is looking into establishing their own insurance policy. Forcier would like to present to the ACC that the Canoe is an artistic asset and would like to have it displayed throughout the year on the waterfront development, preferably encased in plexiglass so that it's not climbed on, causing liability concerns and damage.

7.B Blues & Folk Music Workshops Update:
Registration Minimums, Project Needs & To-Dos

Commissioner Sisson reported there is one registrant at the moment. If the Commission does not have enough registrants, the musicians and Meriwether Place would need to be contacted to find out about their cancellation policy. Then all grants, sponsorships, and tickets would have to be refunded if it is cancelled. Chair Farrington advised the subcommittee needs to calculate the minimum ticket sales needed and deadline date for cancellation.

7.C Downtown Mural Project Update:
CCCC Grant, Topics Chosen, Project Needs & To-Dos

Commissioner Brooke reported the original wall has been prepped and is ready. They added another meeting to the schedule while the kids are working on their individual pieces. They received a \$500 sponsorship from the Columbia County Cultural Coalition. They have

been supported by the St. Helens Arts & Cultural Commission, the Columbia County Cultural Coalition and the Community Grant from 4H.

**7.D Trash Can Painting Contest Update:
Flyer, PR, Project Needs & To-Dos**

Chair Farrington advised they have updated the guidelines and applications. A press release went out and she has flyers for the Commission to take and put up around town. They have asked Michael Curry to notify the Commission as they have barrels become available during the year so they can be picked up. Six barrels are coming from Wilcox and Flegel. They are accepting design applications until noon the day of the Commission's next meeting.

7.E County Fair Art Judging Update:

Commissioner Brooke advised she has been in contact with the representative in charge of organizing the fair and reported the Commission plans to proceed with providing award baskets. Commissioner Brooke and Nickelson will get together to shop for the gift baskets. Secretary Jamie Edwards advised she will check with the finance director on purchasing and reimbursement requirements.

Chair Farrington suggested taking photos of the award baskets and winning entries.

7.F Availability: Kindness Rocks Tables & Arts, Culture, & Conversation events

Chair Farrington reported she sent an email to the Commissioners to confirm they have members available for each event.

7.G Annual Reports: Changes to Current FY17/18 File, & Process Moving Forward

Chair Farrington advised the annual report went really well. Moving forward she would like the group to submit information as projects are finished. Farrington wants to save key images, press releases and people to thank at the end of the year.

7.H Arts, Culture, & Conversation: May Meeting Report

Chair Farrington reported the May meeting was great; there was a lot of participation and idea building. Some fun ideas that came out of the meeting was story telling and chain link fence art. The Commission discussed some possible ideas around these potential programs.

7.I Resignation Letter & Interview Subcommittee

Chair Farrington reported Commissioner Petersen submitted her letter of resignation and the Commission will need to create an interview subcommittee. Chair Farrington reported that Commissioner Petersen had been on the Commission for 10 years and been highly involved in the community. Chair Farrington, Commissioner Brooke and Commissioner Sission will be on the subcommittee.

8) Community News

Commissioner Sission shared the Columbia Century Challenge is scheduled for June 16, 2018.

9) Adjournment

The meeting was adjourned at 7:44 p.m.

City of St. Helens

Arts & Cultural Commission

Minutes

June 18, 2018

Members Present: Lisa Brooke
Leticia Juarez-Sisson
Patrick Nickelson
Jennifer Farrington, Chair

Members Absent: Janet Anderson
Kannikar Petersen
Kimberly O'Hanlon, Vice Chair

Staff Present: Margaret Jeffries, Library Director
Susan Conn, Councilor
Jamie Edwards, Secretary
Keith Locke, Councilor
Ginny Carlson, Councilor

Others: Shanna Duggan
William Guilart
Joan Youngberg
St. Helens Youth Council

1) **Call Meeting to Order**

The meeting was called to order at 6:02 p.m. by Chair Farrington

2) **Visitors Address the Commission**

Visitor Shanna Duggan, the City of St. Helens Recreation Coordinator, shared the recreation program's list of events that the Commission may be interested in setting up Kindness Rocks at or This is Us painting events. Any classes or projects the Commission would like to host and have included in the fall calendar need to be submitted by July 15, 2018.

Visitor William Guilart, also known as Willow Bill, shared his website and news broadcast on willowbill.com Reindeer Art he does with the public making reindeer out of willow branches. He would like to bring this to St. Helens and asks the Commission to come up with the money. A week class runs about \$600.

3) **Review Fiscal Report**

3.A Fiscal Report
The Commission reviewed the fiscal report.

4) **Discussion Items**

4.A Flying Eagle Canoe Update:
[City Council Feedback, Project Needs & To-Do's](#)

Councilor Keith Locke advised the City Council met about the canoe and the request to take it out on the river. The City has recently taken over the canoe and, in the past, Locke maintained it. Locke shared the history of the canoe. The Council is looking into having the waiver updated and adding insurance. The canoe also needs some repairs and updates with

marine oil. Councilor Locke suggested maybe the Commission take over the canoe. It's a beautiful piece of art that needs to be kept up and displayed. It's made from a cedar log that needs repairs and oil every year to two years

Commissioner Brooke reported she would like to follow the lead and guidance of the City Council for the canoe maintenance, events and requirements. Councilor Locke advised the Commission would make recommendation to the City Council on any repairs or maintainance that is needed, as well as events they would like to do with the canoe. The City Public Work Staff would complete the repairs and maintainance.

4.B Blues & Folk Music Workshops Update: Project Needs & To-Dos

Commissioner Sission reviewed the attached update on the Blues & Folk Music Workshop. Currently the Commission has 24 people signed up and the Commission received the \$500 Walmart Foundation grant.

4.C Trash Can Painting Contest Update: chose designs, barrel priming party, Project Needs & To-Dos

The Commission reviewed the seven applications submitted and approved them all. Secretary Jamie Edwards will notify applicants.

A priming party is scheduled for this Saturday at Library Director Margaret Jeffries' house at 9 a.m.; Jeffries advised the tops of the cans will need a protectant to prevent bag tearing.

4.D County Fair Art Judging Update: Project Needs & To-Dos

Commissioner Brooke inquired on how they will pay for the materials. They can make a list of items and have Secretary Jamie Edwards purchase them online with they City credit card. Otherwise items will have to be purchased out-of-pocket and receipts Submitted for reimbursement.

4.E Kindness Rocks & Chalk Art: ACC/Playgroup?, Chalk Art @ 13 Nights?, Volunteer Outreach

Chair Farrington advised the Kindness Rocks is going great but it's a lot of labor; in order to keep it interesting, Farrington suggested alternating the activity between Kindness Rocks and chalk art. Possibly, sectioning off little areas for people to make chalk art would be a good idea.

4.F Recreation Activity Guide: Projects for Fall Issue, deadline: July 15, 2018

Chair Farrington advised the Commission needs to make a list of projects they want included in the fall Recreation guide. Currently, the only projects that could be added are the pumpkin painting and the Library's book drop being painted.

4.G Downtown Mural Project Update: Project Needs & To-Dos

Commissioner Brooke reported they had to hold off on presenting the mural to the City Council and will reschedule for a later time. Brooke reported they are needing a lift or scaffolding.

Motion: Commissioner Brooke moved to recommend to Council to have Public Works help with the lift or scaffolding from August 6, 2018- August 12, 2018. Commissioner Sisson seconded. All in favor; none opposed; motion carries.

4.H Subcommittee changes, updates

Commissioner Brooke requested to remove herself from the Mosaic Park Benches project. The Commission reviewed the current subcommittee elections.

4.I This Is Us: Grant & Location Updates, request for financial support

Visitor Joan Youngberg with "This is Us" St. Helens reported they have hit 2,000 houses and is confident they will hit over 4,000 houses. Joan invites the Commission to her house to finish painting the final houses Tuesday, July 31, 2018 at 7 p.m. They did not receive the second grant they were looking for so they are running a little short on funds to finish the project. The estimated cost needed is \$800. She is asking the Commission for a donation. Chair Farrington reported the Commission has budgeted funds to help support this community project for the 2018/2019 year. Farrington would like the Commission to financially support this project. Commissioner Brooke agreed.

Motion: Commissioner Sission moved the Commission support the "This Is Us" St. Helens project with up to \$800 in a reimbursement donation. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.

Youngberg advised they need insurance to display the houses in the Rose Garden and thought that since it's a City project that maybe the City of St. Helens could provide the insurance. The ownership of the houses will belong to the Columbia Art Guild and St. Helens Arts & Cultural Commission.

4.J Proposals:

ACC Youth Members, Joint ACC/Parks Subcommittee, ACC attendance @ Youth & Parks Commission meetings

Chair Farrington inquired on adding a high school student or Youth Council member to the Arts & Cultural Commission to increase youth involvement. Farrington thought it could be a senior project. Councilor Ginny Carlson reported the senior project ended this year. Farrington advised ideally the student involvement would be a one-year term. Councilor Keith Locke suggested starting by working with the Youth Council before adding a member specifically to the Arts & Cultural Commission.

5) Community News

Commissioner Brooke reported the Columbia County Historic Museum has a walking art tour of the history of St. Helens. They have an app that can be downloaded.

Library Director Margaret Jeffries reported there are quarterly art shows that are put on by the Friends of the Library. This August they are featuring the Quilt Guild.

6) Adjournment

The meeting was adjourned at 7:42 p.m.

General Ledger

Detailed Trial Balance

User: jamiee
 Printed: 08/21/2018 - 2:37PM
 Period: 01 to 12, 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				
5/23/2018 GL 11 169				0.00	2,750.00	
	203-716-034024 Totals:	Var: 0.00	2,750.00	0.00	2,750.00	-2,750.00
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					
4/16/2018 CR 10 94	BLUES & FOLK MUSIC WORKSHOP SCAPPOC # 1480946			0.00	250.00	
	Cash Receipts Batch 3013-4-2018					
4/16/2018 CR 10 94	BLUES AND FOLKS WORKSHOP FROM KEN JI # 1480974			0.00	500.00	
	Cash Receipts Batch 3013-4-2018					

Account Number				Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
4/16/2018	CR	10	94	ART COMMISSION DONATIONS S CONN # 1480978 Cash Receipts Batch 3013-4-2018			0.00	10.00	
5/16/2018	CR	11	126	BLUES & FOLK MUSIC WORKSHOP WAUANA # 1485309 Cash Receipts Batch 3016-5-2018			0.00	150.00	
6/18/2018	CR	12	133	ACC - FOLK BLUES WORKSHOP ST. HELENS # 1490089 Cash Receipts Batch 11018-6-2018			0.00	30.00	
6/19/2018	CR	12	140	Misc General City- ACC FOLK BLUES WORKSH # 1490209 Cash Receipts Batch 11019-6-2018			0.00	30.00	
6/19/2018	CR	12	145	BLUES & FOLK MUSIC CONCERT-2 STEPHEN # 1490195 Cash Receipts Batch 88821-6-2018			0.00	15.00	
6/21/2018	CR	12	166	Misc General City ST. HELENS LIBRARY # 1490340 Cash Receipts Batch 11021-6-2018			0.00	30.00	
6/21/2018	CR	12	169	BLUES & FOLK MUSIC CONCERT BLUES & FO # 1490343 Cash Receipts Batch 3021-6-2018			0.00	30.00	
6/21/2018	CR	12	169	BLUES & FOLK MUSIC WORKSHOP-DONATIO # 1490344 Cash Receipts Batch 3021-6-2018			0.00	30.00	
6/25/2018	CR	12	181	Misc General City ST. HELENS LIBRARY # 1490356 Cash Receipts Batch 11022-6-2018			0.00	75.00	
6/26/2018	CR	12	193	Misc General City ST. HELENS LIBRARY # 1490567 Cash Receipts Batch 11026-6-2018			0.00	30.00	
6/28/2018	CR	12	213	Misc General City - ACC BLUES FESTIVAL TICK # 1490708 Cash Receipts Batch 11028-6-2018			0.00	10.00	
6/29/2018	CR	12	223	BLUES & FOLK MUSIC CONCERT BLUES & F # 1490967 Cash Receipts Batch 3029-6-2018			0.00	60.00	
6/29/2018	CR	12	223	BLUES & FOLK MUSIC WORKSHOP MARGAR # 1490976 Cash Receipts Batch 3029-6-2018			0.00	30.00	
203-716-037014 Totals:					0.00	0.00	80.00	1,480.00	-1,400.00
203-716-039001 Beginning Fund Balance					0.00				
203-716-039001 Totals:					0.00	0.00	0.00	0.00	0.00
203-716 REVENUE Totals:					16,750.00	0.00	80.00	6,520.00	-6,440.00
REVENUE Totals:					16,750.00	0.00	80.00	6,520.00	-6,440.00
EXPENSE									
203-716									
203-716-052011 Public Information					0.00				
4/9/2018	GL	10	228	Arts and Cultural Commission Advertising			119.35	0.00	
6/13/2018	GL	12	95	Reclassify			0.00	119.35	
203-716-052011 Totals:					0.00	0.00	119.35	119.35	0.00

Account Number	Description				Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
203-716-052069	Summer Arts in the Park				1,000.00				
7/18/2017	AP	1	114	010939 - DIANE DUNN			121.96	0.00	
9/28/2017	AP	3	202	FAR - JENN FARRINGTON			59.05	0.00	
6/28/2018	AP	12	208	4531 - LISA BROOKE			10.00	0.00	
6/30/2018	AP	12	231	FAR - JENN FARRINGTON			8.85	0.00	
203-716-052069 Totals:					1,000.00	0.00	199.86	0.00	199.86
203-716-052070	Maintenance of Public Art				500.00				
5/31/2018	AP	11	241	4531 - LISA BROOKE			50.00	0.00	
6/21/2018	AP	12	158	015763 - HORTON ELECTRIC CO.			126.52	0.00	
6/21/2018	AP	12	158	015763 - HORTON ELECTRIC CO.			243.37	0.00	
203-716-052070 Totals:					500.00	0.00	419.89	0.00	419.89
203-716-052071	Administration & Marketing				250.00				
11/22/2017	AP	5	153	002701 - BEMIS PRINTING			68.00	0.00	
12/4/2017	GL	6	7	Reclassify ACC mailing			48.30	0.00	
6/13/2018	GL	12	95	Reclassify			119.35	0.00	
6/13/2018	GL	12	95	Reclassify			0.00	30.00	
203-716-052071 Totals:					250.00	0.00	235.65	30.00	205.65
203-716-052073	Free Art & Craft Workshops				250.00				
11/9/2017	AP	5	60	452215 - KIMBERLY O'HANLON			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	
6/30/2018	AP	12	231	FAR - JENN FARRINGTON			14.00	0.00	
6/30/2018	AP	12	231	FAR - JENN FARRINGTON			29.91	0.00	
6/30/2018	GL	12	242	St Helens Ace Hardware			198.94	0.00	
203-716-052073 Totals:					250.00	0.00	349.80	0.00	349.80
203-716-052075	Gateway Project - Phase 1				0.00				
8/10/2017	AP	2	75	0333 - TAP INTO WINE LLC			140.40	0.00	
8/10/2017	AP	2	75	0333 - TAP INTO WINE LLC			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			345.29	0.00	
3/29/2018	GL	9	194				0.00	345.29	
203-716-052075 Totals:					0.00	0.00	505.69	505.69	0.00
203-716-052076	Gateway Project - Phase 2				34,200.00				
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									

Account Number				Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
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	
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	
3/29/2018	GL	9	194				345.29	0.00	
203-716-052076 Totals:				Var: 12.92	34,200.00	0.00	34,807.08	620.00	34,187.08
203-716-052089				Event - Folk Blues Workshop	4,300.00				
6/4/2018	CR	12	15	ACC Blues & Folk Workshop ST HELENS LIBRA # 1487532			0.00	30.00	
				Cash Receipts Batch 3004-6-2018					
6/13/2018	GL	12	95	Reclassify			30.00	0.00	
6/28/2018	AP	12	208	008379 - COLUMBIA RIVER RECEPTIONS & E	Ck# 121319		250.00	0.00	
6/28/2018	AP	12	208	45122 - BENJOEMUSIC LLC	Ck# 121311		4,000.00	0.00	
203-716-052089 Totals:				Var: 50.00	4,300.00	0.00	4,280.00	30.00	4,250.00
203-716 EXPENSE Totals:					40,500.00	0.00	40,917.32	1,305.04	39,612.28
EXPENSE Totals:					40,500.00	0.00	40,917.32	1,305.04	39,612.28
203 Totals:					-23,750.00	0.00	40,997.32	7,825.04	33,172.28
Report Totals:					-23,750.00	0.00	40,997.32	7,825.04	33,172.28

General Ledger

Detailed Trial Balance

User: jamiee
 Printed: 08/21/2018 - 2:37PM
 Period: 01 to 02, 2019



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
203	COMMUNITY ENHANCEMENT					
REVENUE						
203-716						
203-716-033005	Grants	2,000.00				
	203-716-033005 Totals:	2,000.00	0.00	0.00	0.00	0.00
203-716-034024	PW Projects for Public Art	2,000.00				
	203-716-034024 Totals:	2,000.00	0.00	0.00	0.00	0.00
203-716-037013	Donations - Gateway Funding	0.00				
	203-716-037013 Totals:	0.00	0.00	0.00	0.00	0.00
203-716-037014	Donations	2,000.00				
	203-716-037014 Totals:	2,000.00	0.00	0.00	0.00	0.00
203-716-039001	Beginning Fund Balance	5,400.00				
	203-716-039001 Totals:	5,400.00	0.00	0.00	0.00	0.00
	203-716 REVENUE Totals:	11,400.00	0.00	0.00	0.00	0.00
	REVENUE Totals:	11,400.00	0.00	0.00	0.00	0.00
EXPENSE						
203-716						
203-716-052011	Public Information	0.00				
	203-716-052011 Totals:	0.00	0.00	0.00	0.00	0.00
203-716-052028	Projects & Programs	6,095.00				
8/10/2018 AP 2 66 00750	COLUMBIA COUNTY 4-H ASSOCIATIO Ck# 121625			700.00	0.00	
	203-716-052028 Totals:	6,095.00	0.00	700.00	0.00	700.00
203-716-052069	Summer Arts in the Park	1,000.00				

Account Number			Description		Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
7/12/2018	AP	1	78	4531 - LISA BROOKE	Ck# 121413		10.00	0.00	
7/12/2018	AP	1	78	A.ANDERS - ALAN H. ANDERSON	Ck# 121412		130.00	0.00	
7/12/2018	AP	1	78	CHRIS - VISHAL CHRISTIAN	Ck# 121415		100.00	0.00	
7/12/2018	AP	1	78	S.A.S. - SCAPPOOSE ADVENTIST SCHOOL	Ck# 121432		100.00	0.00	
7/12/2018	AP	1	78	S.A.S. - SCAPPOOSE ADVENTIST SCHOOL	Ck# 121432		100.00	0.00	
7/12/2018	AP	1	78	YOUNGBER - JOAN YOUNGBERG	Ck# 121438		100.00	0.00	
7/12/2018	AP	1	78	YOUNGBER - JOAN YOUNGBERG	Ck# 121438		100.00	0.00	
7/24/2018	AP	1	169	4531 - LISA BROOKE	Ck# 121474		240.00	0.00	
203-716-052069 Totals:						1,000.00	0.00	880.00	880.00
203-716-052070 Maintenance of Public Art						500.00			
203-716-052070 Totals:						500.00	0.00	0.00	0.00
203-716-052071 Administration & Marketing						1,100.00			
203-716-052071 Totals:						1,100.00	0.00	0.00	0.00
203-716-052073 Free Art & Craft Workshops						250.00			
7/9/2018	GL	1	237	St Helens Ace Hardware			198.94	0.00	
7/9/2018	GL	1	238	Reverse JE# 237 St Helens Ace Hardware			0.00	198.94	
203-716-052073 Totals:						250.00	0.00	198.94	0.00
203-716-052075 Gateway Project - Phase 1						2,455.00			
203-716-052075 Totals:						2,455.00	0.00	0.00	0.00
203-716-052076 Gateway Project - Phase 2						0.00			
203-716-052076 Totals:						0.00	0.00	0.00	0.00
203-716-052089 Event - Folk Blues Workshop						0.00			
203-716-052089 Totals:						0.00	0.00	0.00	0.00
203-716 EXPENSE Totals:						11,400.00	0.00	1,778.94	1,580.00
EXPENSE Totals:						11,400.00	0.00	1,778.94	1,580.00
203 Totals:						0.00	0.00	1,778.94	1,580.00
Report Totals:						0.00	0.00	1,778.94	1,580.00

Please join us for the mural reveal and cake!

Date: August 30, 2018

Time: 6:00 PM to 7 PM

**Location: behind the Old School,
on 2nd St. just south of St. Helens St.**

The 4H Downtown St. Helens Mural Club wants to thank you for your support. The youth in our 4H Mural Club have shared many new experiences and the growth we have seen has been amazing. This positive experience has only been possible with your help.

Thank you again,

**Teresa McGilvern, Lisa Brooke
& Wendy Provins
4H Mural Club Co-Leaders**





Mural painted in August of 2018 by 4H Downtown St. Helens Mural Club.
16 kids, 3 leaders and sooooo many hours of fun and learning! To see our adventure into
the world of murals go to our Instagram page: [sthelensdowntownmural](#)



Mural painted in July of 2018
by 4H Downtown St. Helens Mural Club.
To see our adventure into the world of murals go to
our Instagram page: [sthelensdowntownmural](https://www.instagram.com/sthelensdowntownmural)

Subcommittee	Project Lead	Team	
Admin/Housekeeping	Jenn	Kim	
Bike Rack Projects	Kim	Lisa	
Blues & Folk Music Workshop	Kannikar	Leticia	Patrick
Budget	Jenn	Kim	
County Fair Art Judging	Lisa	Patrick	
Downtown Mural Project	Lisa	Janet	
Flying Eagle Canoe	Kim	Lisa	Patrick
Gateway P1 Interpretive Sign	Kannikar		
Interview (June '18 applicants)	Jenn	Leticia	Lisa/Kim (schedule dependant)
Kindness Rocks	Jenn	Lisa	
Little Free Libraries	Kim		
Maintenance of Public Art	Kannikar	Jenn	Kim
Public Art Inventory			
Notify Public Works of Maintenance Needs			
Art Relocation			
Mosaic Park Benches	Janet	Lisa	Leticia
Outreach	Jenn	Leticia	
Arts, Culture, & Conversation			
Merchandise			
501(c)3			
Pumpkin Painting	Kim	Janet	
Recreation Program (CoSH + SHSD)	Lisa	Jenn	Kim
RFP Mural Project	Lisa	Leticia	
This Is Us St Helens	Leticia		
Trash Can Painting Competition	Lisa	Jenn	
Volunteer Recruitment	Leticia		

Little Free Libraries Project

St. Helens Arts and Cultural Commission



OVERVIEW

Project Leader: Kimberly O'Hanlon, Vice Chair

Little Free Library is a nonprofit organization that inspires a love of reading, builds community, and sparks creativity by fostering neighborhood book exchanges around the world. Through Little Free Libraries, millions of books are exchanged each year, profoundly increasing access to books for readers of all ages and backgrounds. This year, the St. Helens Arts and Cultural Commission will partner with the St. Helens High School Woodshop class to build 2-3 Little Free Libraries to place around our community.

GOALS

1. Make books more accessible to adults and children.
2. Make neighborhoods friendlier and forage community connections.

MILESTONES

January 2018: Established connection with Joe Mauck, the Woodshop Instructor at St. Helens High School. He looked at the library plans and confirmed he could add them into the curriculum of his class. He provided the following budget information:

It looks like it would take just under one sheet of plywood:
5/8" plywood: \$25 for standard plywood, \$35 for sanded smooth
5' Cedar 4x4: \$25 (pressure treated is half this price)
hinges:\$5 for cheap, \$10 for self closing
handle:\$3
plastic panel:\$6
Some glue and fasteners: \$1
The roofing I have plenty of and can donate that.
Total per library: \$50 - \$80 Depending on quality.

February 2018: Commissioner Brooke moved that the Arts and Cultural Commission fund \$400 for the Little Free Libraries project. Commissioner Peterson seconded. All in favor, none opposed. Motion carries.

June 2018: Planning Phase

- Contact Dahlgren's Building Supply to see if they would be willing to donate any materials.

Email sent June 21st, 2018:

Hello,

Hope all is well! My name is Kimberly O'Hanlon, and I am the Vice Chair of the St. Helens Arts and Cultural Commission. This fall, we are partnering with the St. Helens High School's woodshop class to create three Little Free Libraries to place in parks around the city.

I wanted to reach out to see if you may be interested in donating any materials for the libraries, or providing any type of discount. These are the materials the students would need to build each library.

- 5/8" Plywood
- 5" Cedar 4x4
- Self-closing hinges
- Handles
- Plastic panels

In return, we can publicly thank Dahlgren's as a project supporter in future press about the project.

Best,

Kimberly O'Hanlon
(503)943-0501

- Contact Joe Mauck to ensure logistics are properly in place for fall semester.

Email sent June 21st, 2018:

Hi Joe,

Hope all is well! As we are approaching the fall semester, I wanted to check in to see that all the logistics are properly in place so you have everything you need for your students to build the little libraries.

I emailed Dahlgren's to see if they would be willing to donate any of the materials or provide a discount in support for this project. If I don't hear anything back, I'll call next week. Do you have any other recommendations for suppliers I can reach out to?

In any case, we do have the budget in place. Let me know if you are comfortable purchasing the materials and then submitting your receipt for a reimbursement from the ACC. I believe it is also possible to get the funds in advance contingent on receipts submitted later. Let me know what works best for you.

Best,

Kimberly O'Hanlon
(503)943-0501

- Identify possible locations
 - CC Rider
Contact: Todd Wood, Transit Director: todd.wood@co.columbia.or.us
 - Walnut Tree Park
Contact: Thad Houk, Parks Field Supervisor, 503-366-8231, thadh@ci.st-helens.or.us
 - **Gail & Michael Brundage** (Interested in having a library in their front yard)
brundage2914@comcast.net
- Partner with Columbia Arts Guild to find artists to paint the libraries.
- Partner with Friends of the Library to secure book donations.

July 2018: PR

- Connect with Crystal to release a PR on the project.

Complete logistics of placement

Install and Register Libraries