

**City of St. Helens**  
**Arts and Cultural Commission**

265 Strand St  
St. Helens OR 97051

**Meeting Agenda**

March 22, 2016 at 6:30 P.M.

**Call Meeting to Order**

**Visitors Address the Commission**

**Revisions to the Agenda**

**Approval of the Minutes**

**Fiscal Report**

*Set the first Start time and the time allotted for each item*

Start	End	Time	Items	Speaker
6:40 PM	6:50 PM	0:10	Budget Proposal Fiscal Year 2016-2017	ACC
6:50 PM	7:10 PM	0:20	Kickstarter Campaign Update	ACC
7:10 PM	7:30 PM	0:20	Trashcan Painting Competition: Next Steps	ACC
7:30 PM	7:35 PM	0:05	Community news	ACC
			<b>Adjournment</b>	
<b>Total</b>		<b>1.00</b>		

**Next Meeting: April 26, 2016 at 6:30 PM**

Parking Lot:

Mural Project

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For more information or for an application, stop by City Hall or call 503-366-8217.

City of St. Helens  
Arts & Cultural Commission  
Minutes from Tuesday February 23, 2016  
City Council Chambers

**Members Present**

Rosemary Imhof , Vice Chair  
Susan Patterson  
Nancy Bowers  
Diane Dunn

**Members Absent**

Diane Dillard  
Kannikar Petersen  
Kevin Chavez, Chair

**Councilors in Attendance**

Susan Conn

**Guests**

None

**Staff Present**

Jennifer Johnson, Secretary  
Margaret Jeffries, Library Director  
Jon Ellis, Finance Director

OR

**CALL MEETING TO ORDER**

Vice Chair Imhof called the meeting to order at 6:30 p.m.

**VISITORS**

No visitor comments.

**APPROVAL OF MINUTES FOR JANURAY 26, 2016**

**Motion:** Commissioner Dunn moved to approve the minutes for January 26, 2016, with one correction of a name under bike racks, and add Jeffries to staff present. Commissioner Patterson seconded. All in favor; none opposed; motion carries.

**FISCAL REPORT**

The Commission reviewed the fiscal report.

**KIKSTARTER**

Assistant Planner Jenny Dimsho sent an update via email to all the members as she was unable to attend the meeting. Vice Chair Imhof will not be available in March; she will be out of town.

**TRASHCAN PAINTING**

Commissioner Dillard was unable to attend the meeting but wanted members to know she will be part of the subcommittee for this project. She will sponsor a can for \$200 as well as paint a can at the event if needed.

## **BIKE RACKS**

Vice Chair Imhof spoke with City Planner Jacob Graichen. She said the Commission will need to write letters to property owners requesting permission to place racks off of city property. Imhof sent letters out last Friday for the Vault and Columbia Assets. She also talked with IGA Market owner who would love to have a bike rack close to the building. Vice Chair Imhof will ask for written permission to place the bike rack on their property.

## **ACC BUDGET**

Finance Director Jon Ellis talked briefly with the Commission about the budget.

## **COMMUNITY NEWS**

Jeffries discussed upcoming events at the Library.

## **ADJOURNMENT**

The meeting was adjourned at 7:05 p.m.

## **NEXT MEETING**

The next is scheduled for Tuesday, March 22, 2016 at 6:30 p.m.

CR

Submitted by:

Jennifer Johnson  
Utility Billing Specialist

*Present=P Absent=A*

<b>Date</b>	<b>Dunn</b>	<b>Petersen</b>	<b>Dillard</b>	<b>Bowers</b>	<b>Imhof</b>	<b>Chavez</b>	<b>Patterson</b>
<b>January 26, 2016</b>	<b>P</b>	<b>P</b>	<b>A</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>
<b>February 23, 2016</b>	<b>P</b>	<b>A</b>	<b>A</b>	<b>P</b>	<b>P</b>	<b>A</b>	<b>P</b>

**City of St. Helens**  
**Arts and Cultural Commission**  
**Monthly Income Statement Report FY 15-16**

	Fiscal Year 2014-15						Fiscal Year 2015-16			
	Actual 6/30/13	Actual 6/30/14	Budget	Amended Budget	Audited 06/30/15	% of Amded Budget	Budget	Amended Budget	Actual 3/21/16	% of Amded Budget
Revenues										
Public Improvement Fees	4,220	6,360	1,380	1,380	60	4%	-	-	-	0%
Grants	-	1,125	-	-	1,500	0%	-	-	-	0%
Grants - Tourism	-	2,000	-	-	-	0%	-	5,000	5,000	0%
Contributions	11,254	18,672	5,000	5,000	2,305	46%	1,000	1,000	260	26%
Total Revenues	15,474	28,157	6,380	6,380	3,865	61%	1,000	6,000	5,260	526%
Expenditures										
Administration and marketing	464	1,090	500	500	312	62%	500	500	120	24%
Projects										
Gallery Corridor Banners	154	3,550	10,000	10,000	6,917	69%	6,000	6,000	-	0%
Bike Rack Projects *	1,000	464	1,000	1,000	201	20%	1,500	1,500	-	0%
Summer Arts in the Park	806	740	1,000	1,000	603	60%	1,500	1,500	881	59%
Gateway Project - Phase 1	2,248	27,923	48,550	22,332	18,653	84%	2,000	2,000	2,660	133%
Maintenance of public art	525	328	750	750	50	7%	750	750	-	0%
Free art & crafts workshop	1,154	-	1,250	1,250	425	34%	1,250	1,250	-	0%
Spirit of halloweentown			500	500	-	0%	500	500	225	45%
Mural Project					300		5,000	5,000	-	0%
Before I Die Project					754		-	-	-	0%
Contingency*	-	-	5,000	5,000	-	0%	3,000	3,000	-	0%
Total Expenditures	6,351	34,095	68,550	42,332	28,215	67%	22,000	22,000	3,886	18%
Net income/(expense)	9,123	(5,939)	(62,170)	(35,952)	(24,350)	68%	(21,000)	(16,000)	1,374	-9%
Beginning Fund Balance	40,250	49,373	69,653	43,435	43,435		21,844	19,085	19,085	
Ending Fund Balance	49,373	43,435	7,483	7,483	19,085		844	3,085	20,458	

**City of St. Helens**  
**Arts and Cultural Commission**  
**Expenditure Detail FY 14-15 & FY 15-16**

Date	Budget Category	Vendor Name	Check #	Amount
<b>Fiscal Year 2014-15</b>				<b>28,214.82</b>
<b>Gallery Corridor Banners (009-201-558104)</b>				<b>6,916.92</b>
09/26/14		Angelina Marino	108860	810.00
09/26/14		Kannikar Petersen	108862	106.92
10/17/14		Semling Construction Inc.	109091	1,500.00
10/23/14		Pacific Stainless Products	109172	4,500.00
<b>Spirit of halloweentown (009-201-558112)</b>				<b>-</b>
				<b>-</b>
<b>Summer arts in the park (009-201-558105)</b>				<b>602.67</b>
07/24/14		Kannikar Petersen	108155	62.05
07/11/14		Kannikar Petersen	108049	140.62
07/11/14		Suzanne Norman	108037	200.00
07/11/14		Brigid Cassidy	108024	200.00
<b>Maintenance of public art (009-201-558107)</b>				<b>50.34</b>
08/22/14		Bankcard Center	108477	50.34
<b>Administration &amp; Marketing (009-201-558108)</b>				<b>312.25</b>
6/5/2015		Country Media Inc.	111398	80.16
6/5/2015		Community Newspapers	111396	80.62
08/01/14		Petty Cash - Fair	108214	60.00
12/12/14		Bemis Printing	109569	37.00
01/06/15		Postage Christmas Cards		24.48
02/20/15		Kannikar Petersen	110502	29.99
<b>Bike Rack Projects (009-201-558109)</b>				<b>201.36</b>
08/22/14		Bankcard Services	108477	201.36
<b>Free Arts &amp; Crafts Workshops (009-201-558110)</b>				<b>424.56</b>
5/15/2015		Best Western	111211	358.56
5/15/2015		Luanne Kreutzer	111241	66.00
<b>Gateway Project Phase 1 (009-201-652000)</b>				<b>18,653.09</b>
07/24/14		Carson Testing Inc.	108116	668.75
08/01/14		Suzanne Lee	108234	3,660.00
08/22/14		Metalcraft Fabricaiton	108513	125.00
09/19/14		Don's Rental	108773	132.35
09/19/14		Pacific Industrial Services	108793	4,375.00
10/03/14		Dockside Steak and Pasta	108812	1,427.00
10/03/14		Luanne Kreutzer	108943	29.99
10/10/14		Brown Butter Bakery	108960	75.00
11/07/14		Pacific Industrial Services	109292	4,375.00
11/14/14		John P. Vardanega	109369	900.00
12/04/14		Eleek Inc.	109545	185.00
02/20/15		Vilardi Electric	110513	720.00
02/20/15		Suzanne Lee	112426	1,980.00
<b>Mural Project (009-201-558114)</b>				<b>300.00</b>
4/10/2015		Antonia Doggett	110959	300.00
<b>Before I Die project (009-201-558115)</b>				<b>753.63</b>
06/30/15		SHEDCO		753.63

**City of St. Helens**  
**Arts and Cultural Commission**  
**Expenditure Detail FY 14-15 & FY 15-16**

Date	Budget Category	Vendor Name	Check #	Amount
<b>Fiscal Year 2015-16</b>				<b>3,886.42</b>
<b>Gallery Corridor Banners (009-201-558104)</b>				-
<b>Spirit of halloweentown (009-201-558112)</b>				<b>225.00</b>
10/23/15	Pumpkin Carving Winner	Michael Stachowiak	112727	100.00
11/06/15	Pumpkin Carving Winner	Shelly Mahar	112840	50.00
11/06/15	Pumpkin Carving Winner	Col. Co. City Slickers	112840	75.00
				-
<b>Summer arts in the park (009-201-558105)</b>				<b>881.34</b>
07/10/15		B. Cassidy	111756	100.00
07/10/15		L. Kreutzer	111773	322.29
07/10/15		S. Norman	111781	200.00
07/10/15		SHEDCO	111791	200.00
07/24/15		K. Petersen	111899	59.05
				-
				-
<b>Maintenance of public art (009-201-558107)</b>				-
				-
<b>Administration &amp; Marketing (009-201-558108)</b>				<b>120.00</b>
8/7/2015	Fair Awards	Petty Cash	112039	60.00
12/17/2015	Bemis Printing		113216	60.00
<b>Bike Rack Projects (009-201-558109)</b>				-
				-
<b>Free Arts &amp; Crafts Workshops (009-201-558110)</b>				-
<b>Gateway Project Phase 2 (009-201-652000)</b>				<b>2,660.08</b>
09/25/15		Country Media	112412	73.68
01/22/16		Rhiza A+D	113515	2,000.00
01/22/16		Ampersan	113474	500.00
03/18/16		Square Space Web Hosting	113952	86.40
<b>Mural Project (009-201-558114)</b>				-