

**City of St. Helens**  
**Arts & Cultural Commission**  
**Minutes from Tuesday August 29, 2017**  
City Council Chambers

**Members Present**

Diane Dillard, Vice Chair  
Kannikar Petersen  
Jenn Farrington  
Kimberly O'Hanlon

**Members Absent**

**Guests**

Leticia Sisson  
Janet Anderson

**Councilors in Attendance**

Susan Conn

**Staff Present**

Jamie Edwards, Secretary  
Jenny Dimsho, Associate Planner



**CALL MEETING TO ORDER**

Vice Chair Diane Dillard called the meeting to order at 4:16 p.m.

**VISITORS**

Guests Leticia Sission and Janet Anderson introduced themselves as applicants for the Arts and Cultural Commission.

**APPROVAL OF MINUTES FOR JUNE 27, 2017**

**Motion:** Vice Chair Dillard moved to approve minutes for June 27, 2017. Commissioner Farrington seconded. All in favor; none apposed; motion carries.

**FISCAL REPORT**

The Arts and Cultural Commission reviewed the fiscal report and accepted as submitted.

**GRANT REQUEST FOR MURAL PROJECT**

Associate Planner Jenny Dimsho reported the Commission had received a grant for \$10,000 for the Gateway Sculpture project from the Oregon Community Foundation. She also has been advised the Foundation has additional grant money for our region available for arts & cultural. The small grants program is a maximum of \$5,000. A few years ago, the Arts and Cultural Commission had worked on a mural project with a quote of \$3,000 with a proposed location of the St. Helens Post Office. That project had been discontinued because the Government did not have capacity to review public art requests on private property. The grant deadline is Friday, September 1, 2017. Dimsho has already filled out the application stating they will just need a location, design and needed the Commission's consent to submit the application. If the grant is approved the Commission will have one year to use the funds.

Secretary Jamie Edwards advised if the Commission moves forward with this project a project leader would need to be assigned. Commissioner Kannikar Petersen suggested googling the cost per square footage for murals to get an idea of the average budget costs and call some local artists for an estimate. Petersen suggested the best wall location is either the City Hall parking lot or the wall across the court yard located at 60 Plaza.

Commissioner Jenn Farrington will lead the project with assistance from Vice Chair Diane Dillard and Commissioner Kim O'Hanlon.

Commission agreed to apply for the grant.

### **GATEWAY PROJECT PHASE 2: UPDATE ON CONSTRUCTION & SCHEDULE**

Commissioner Kannikar Petersen reported the sculptures are scheduled for installation at 9 AM tomorrow. Once the sculptures are installed, Peak Electric will connect the electricity to the sculptures then the Commission will be able to call for final inspection. If everything passes, the sculpture will be lit by the end of this week and will have a press release sent out.

Petersen would like to have a custom award to present to Pacific Stainless for the donation of the bracket and other donations. Such as a blown glass award or something artistic for being by far the largest donor.

### **GATEWAY PROJECT PHASE 2: RIBBON CUTTING, REVIEW INVITE LIST, CATERING & PRESS RELEASE**

Dimsho reported she sent an email to the Commission with the wording for the hard copy invites and a copy of the press release. The Commission had no comments or concerns on the invites or the press release. The press release and invites will go to Communication Officer Crystal Farnsworth for final edits and reviews by September 8<sup>th</sup>.

Vice Chair Diane Dillard confirmed the Commission can use the Dollar Tree parking lot for the ribbon cutting. Dimsho reported CERT has confirmed they can assist with traffic control.

Reviewed email invite list and hard copy list. Commission to review in detail and email Edwards and Dimsho with any additions or corrections.

Secretary Jamie Edwards reviewed the catering responses and asked who the Commission would like to go with. The Commission agreed to go with Brown Butter Bakery with a total budget for the ribbon cutting catering of \$750.

Dimsho advised the Commission needs to test the sound system at the Veterinary Clinic. Don's Rental may allow the Commission to borrow the sound equipment. Vice Chair Dillard will go to the site to check out electrical connections.

Commission discussed media outlet options. Visitor Leticia will email a copy of the press release to Art Beat and NPR.

### **RECOMMEND NEW ACC MEMBERS**

**Motion:** Vice Chair Dillard moved to recommend City Council appoint Janet Anderson and Leticia Sisson as new members to the Arts and Cultural Commission. Commissioner Farrington seconded. All in favor; none opposed; motion carries.

### **NOMINATE NEW CHAIR**

Commissioner Petersen advised the new Chair will only be chair until November 2017 then a new Chair will be nominated again.

**Motion:** Commissioner Farrington moved to recommend City Council appoint Kannikar Petersen as Chair. Commissioner O'Hanlon seconded. All in favor; none opposed; motion carries.

### **APPROVE EXPIRING TERMS: JENN FARRINGTON & VACANT**

**Motion:** Commissioner Farrington moved to recommend City Council extend expiring terms for the vacant position and Jenn Farrington's position. Commissioner Petersen seconded. All in Favor; none opposed; motion carries.

### **CHANGE TO ACC MEETING TIME**

Vice Chair Dillard advised that the Commission used to meet at an earlier time but had changed the time to 6:30 PM for a prior member. Since the member is no longer on the Commission she recommends changing the date and time for the regular meeting.

**Motion:** Vice Chair Dillard moved to change the meeting time from 6:30 PM to 5:00 PM on the 4<sup>th</sup> Tuesday of every month. Commissioner Petersen seconded. All in favor; none opposed; motion carries.

### **PUMPKIN CARVING CONTEST: CONFIRM IF HOSTING THIS YEAR OR NOT**

Commissioner Petersen advised would need a lead and the below tasks are involved:

- Submit press release to have applicants submit carved pumpkins
- Need date to submit by, judging date and process
- Posters around town
- Awards and entry tags

Prior years the Commission had done a free pumpkin painting event at the children's Fair and asked farmers to donate pumpkins. The Commission provided paint and brushes. The year this was done there was a huge turn out. They ran out of supplies and it was a lot of work.

Councilor Susan Conn suggested the Commission have a booth at the St. Helens Police Department's Halloween event instead of a separate event. The Commission agrees to have a booth at the St Helens Police Department and will not host a separate Pumpkin Carving Contest this year.

Commissioner O'Hanlon will lead this project and Janet Anderson will help. The Commission will review budget and details at the next meeting.

### **COMMUNITY NEWS**

None

### **ADJOURNMENT**

The meeting was adjourned at 5:37 p.m.

### **NEXT MEETING**

The next is scheduled for Tuesday, September 26, 2017 at 5:00 p.m.



Submitted by:

Jamie Edwards  
Utility Billing Specialist

*Present=P Absent=A*

<b>Date</b>	<b>Dunn</b>	<b>Petersen</b>	<b>Dillard</b>	<b>O'Hanlon</b>	<b>Imhof</b>	<b>Chavez</b>	<b>Farrington</b>
<b>April 25, 2017</b>	P	P	P	P	P	A	P
<b>May 23, 2017</b>	A	P	A	P	P	P	P
<b>June 27, 2017</b>	P	A	P	P	N/A	P	P
<b>July 25, 2017</b>	N/A	P	A	A	N/A	N/A	P
<b>August 29, 2017</b>	N/A	P	P	P	N/A	N/A	P