

City of St. Helens
Arts and Cultural Commission

265 Strand St
St. Helens OR 97051

Meeting Agenda

February 23, 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 | 7:00 PM | 0:20 | Kickstarter - Update | ACC |
| 7:00 PM | 7:20 PM | 0:20 | Trashcan painting competition: To-do list | ACC |
| 7:20 PM | 7:25 PM | 0:05 | Bike Racks: Update | Rosemary |
| 7:25 PM | 7:30 PM | 0:05 | Community news | ACC |
| | | | Adjournment | |
| | | | | |
| Total | | 1.00 | | |

Next Meeting: March 22, 2016 at 6:30 PM

Parking Lot:

Mural Project

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 503-397-6262 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.

**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 2/21/16 | % 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 | 2,574 | 129% |
| 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 | 3,800 | 17% |
| Net income/(expense) | 9,123 | (5,939) | (62,170) | (35,952) | (24,350) | 68% | (21,000) | (16,000) | 1,460 | -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 | 20,545 | |

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

| Date | Budget Category | Vendor Name | Check # | Amount |
|--|-----------------|-----------------------------|---------|------------------|
| Fiscal Year 2014-15 | | | | 28,214.82 |
| Gallery Corridor Banners (009-201-558104) | | | | 6,916.92 |
| 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 |
| Spirit of halloweentown (009-201-558112) | | | | - |
| | | | | - |
| Summer arts in the park (009-201-558105) | | | | 602.67 |
| 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 |
| Maintenance of public art (009-201-558107) | | | | 50.34 |
| 08/22/14 | | Bankcard Center | 108477 | 50.34 |
| Administration & Marketing (009-201-558108) | | | | 312.25 |
| 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 |
| Bike Rack Projects (009-201-558109) | | | | 201.36 |
| 08/22/14 | | Bankcard Services | 108477 | 201.36 |
| Free Arts & Crafts Workshops (009-201-558110) | | | | 424.56 |
| 5/15/2015 | | Best Western | 111211 | 358.56 |
| 5/15/2015 | | Luanne Kreutzer | 111241 | 66.00 |
| Gateway Project Phase 1 (009-201-652000) | | | | 18,653.09 |
| 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 |
| Mural Project (009-201-558114) | | | | 300.00 |
| 4/10/2015 | | Antonia Doggett | 110959 | 300.00 |
| Before I Die project (009-201-558115) | | | | 753.63 |
| 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 |
|--|------------------------|------------------------|---------|-----------------|
| Fiscal Year 2015-16 | | | | 3,800.02 |
| Gallery Corridor Banners (009-201-558104) | | | | - |
| | | | | |
| | | | | |
| Spirit of halloweentown (009-201-558112) | | | | 225.00 |
| 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 |
| | | | | - |
| Summer arts in the park (009-201-558105) | | | | 881.34 |
| 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 |
| | | | | - |
| | | | | - |
| Maintenance of public art (009-201-558107) | | | | - |
| | | | | - |
| Administration & Marketing (009-201-558108) | | | | 120.00 |
| 8/7/2015 | Fair Awards | Petty Cash | 112039 | 60.00 |
| 12/17/2015 | Bemis Printing | | 113216 | 60.00 |
| Bike Rack Projects (009-201-558109) | | | | - |
| | | | | - |
| Free Arts & Crafts Workshops (009-201-558110) | | | | - |
| | | | | |
| Gateway Project Phase 1 (009-201-652000) | | | | 2,573.68 |
| 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 |
| Mural Project (009-201-558114) | | | | - |
| | | | | |

City of St. Helens
Arts & Cultural Commission
Minutes from Tuesday January 26, 2016
City Council Chambers

Members Present

Kannikar Petersen
Rosemary Imhof , Vice Chair
Kevin Chavez, Chair
Susan Patterson
Nancy Bowers
Diane Dunn

Members Absent

Diane Dillard

Guests

None

Councilors in Attendance

Susan Conn

Staff Present

Jennifer Johnson, Secretary
Jenny Dimsho, Assistant Planner
Anyia Mocha, Main street Coordinator

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CALL MEETING TO ORDER

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

VISITORS

No visitor comments.

APPROVAL OF MINUTES FOR NOVEMBER 24, 2015

Motion: Commissioner Petersen moved to approve the minutes for November 24, 2015, with one correction to the spelling of Eric Jensen's name. Commissioner Imhof seconded. All in favor; none opposed; motion carries.

FISCAL REPORT

The Commission reviewed the fiscal report. They discussed moving \$3000 from contingency to Gateway Project Phase 2.

RENEW TERM

Motion: Commissioner Imhof moved to renew Commissioner Petersen's three year term. Commissioner Patterson seconded. All in favor; none opposed; motion carries.

KICKSTARTER

Assistant Planner Jenny Dimsho passed around a sheet of facts and talking points for promoting the campaign. She said things are moving forward with video production. A three minute video will begin shooting in February.

They are working on rewards that are related to the project. They are looking into canvas bags or mugs. Commissioner Petersen said to check with Al Petersen who did the coordinating for the SHEDCO mugs. Another reward idea is tours of the artist workshop with appetizers.

Dimsho is looking for volunteers for the launch party in April. The St. Helens Elks lodge is a possible site. She would like to have a coloring contest of the sculpture design. Chavez will make the color sheet from pdf.

Dimsho is also building a website which will be up for two years.

She informed the Commission that the City will match dollar for dollar money raised up to \$17,000 for the project.

13 NIGHTS POSTER

Councilor Conn asked the Commission if they would be interested in judging the 13 Nights on the River poster design contest that ends March 18th. The contest is to attract local artists to design the new poster. There will be a \$500 award.

A subcommittee was formed with Chavez, Bowers, and Dunn.

BUDGET

Commissioner Petersen gave an overview of the budget. The Commission decided to pause the Banner Project.

BIKE RACK PROJECT

Vice Chair Imhof met with Pam Adams, head teacher at the St. Helens High School Metal Shop. Imhof also presented a design idea of a rack made from an oil can.

Possible bike rack locations are Vault, IGA Market, Top Notch, and the Columbia Movie Theater. Imhof will meet with City Planner Jacob Graichen to discuss city right-of-ways.

BANNER PROJECT

Nothing new to report.

SUMMER ARTS IN THE PARK

Commissioner Patterson and Chair Chavez volunteered to help with the Trash Can Painting Contest. He would like to look for sponsors and get started on a to-do list.

COMMUNITY NEWS

Library Director Jeffries said one of the library board members is a sculptor. She would like to have quarterly art shows at the Library. Luanne Kreutzer will give a talk about her art at the Library on May 3rd at 7:00 p.m.

The annual Priming Party will be held on June 25th at Jeffries home.

ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

NEXT MEETING

The next is scheduled for Tuesday, February 23, 2016 at 6:30 p.m.

CR

Submitted by:

Jennifer Johnson
Utility Billing Specialist

Present=P Absent=A

| Date | Dunn | Petersen | Dillard | Bowers | Imhof | Chavez | Patterson |
|------------------|------|----------|---------|--------|-------|--------|-----------|
| January 26, 2016 | P | P | A | P | P | P | P |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |