

# City of St. Helens

## Arts and Cultural Commission

265 Strand St  
St. Helens OR 97051

### Meeting Agenda

January 26, 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 | 7:10 PM | 0:30 | Kickstarter Campaign: Update    | ACC      |
| 7:10 PM | 7:25 PM | 0:15 | 13 Nights Poster: ACC Judging   | ACC      |
| 7:25 PM | 7:30 PM | 0:05 | Bike Racks: Update              | Rosemary |
| 7:30 PM | 7:35 PM | 0:05 | Banner Project: Update          | ACC      |
| 7:35 PM | 7:40 PM | 0:05 | Art Bench: Maintenance / Update | Diane    |
| 7:40 PM | 7:45 PM | 0:05 | Community News                  | ACC      |
|         | 7:45 PM |      | Adjournment                     |          |
| Total   |         | 1.15 |                                 |          |

**Next Meeting: February 23, 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.

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

# Arts & Cultural Commission

**Minutes from Tuesday November 24, 2015**

City Council Chambers

## **Members Present**

Kannikar Petersen  
Dillard Dillard, Vice Chair  
Rosemary Imhof  
Kevin Chavez, Chair  
Susan Patterson

## **Members Absent**

None

## **Guests**

Eric Jensen

## **Councilors in Attendance**

Susan Conn

## **Staff Present**

Jennifer Johnson, Secretary

CR

## **CALL MEETING TO ORDER**

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

## **VISITORS**

Eric Jensen presented an idea for a landmark monument to be placed in the newly purchased waterfront property.

## **APPROVAL OF MINUTES FOR OCTOBER 27, 2015**

**Motion:** Commissioner Petersen moved to approve the minutes for October 27, 2015. Commissioner Imhof seconded. All in favor; none opposed; motion carries.

## **FISCAL REPORT**

The Commission reviewed the fiscal report.

## **HOLIDAY CARDS**

The Commission agreed to send out holiday cards again this year.

**Motion:** Vice Chair Dillard moved to spend up to \$250 on holiday cards. Commissioner Imhof seconded. All in favor; none opposed; motion carries.

Written and electronic cards will be sent out.

Dillard will donate the cost of postage.

## **KICKSTARTER**

The Commission reviewed the soft deadlines provided by Assistant Planner Jenny Dimsho. The launch date is expected to be April 2016.

The Commission would like to work with the same videographer used for the Gateway Phase I video.

**Motion:** Commissioner Imhof moved to move forward on video production with a budget of \$1000. Commissioner Patterson seconded. All in favor; none opposed; motion carries.

Vice Chair Dillard suggested reaching out to Sue Piper of Columbia River Reader.

### **DECEMBER MEETING**

The Commission decided to cancel the December meeting.

### **VACANCY**

The Commission had a total of four applicants one dropped out, three were interviewed. Commissioners Imhof and Petersen nominated Nancy Bowers and Diane Dunn.

There was talk of adding more members. The Commission decided to stay with seven members but invite interested people to join subcommittees.

**Motion:** Vice Chair Dillard moved to appoint Nancy Bowers and Diane Dunn. Imhof seconded. All in favor; none opposed; motion carries.

### **NOMINATIONS FOR CHAIR AND VICE CHAIR**

**Motion:** Vice Chair Dillard nominated Chavez for Chair and Imhof for Vice Chair. Commissioner Patterson seconded. All in favor; none opposed; motion carries

### **BENCH REPAIR**

Vice Chair Dillard contacted Bert Mueller who took a look at the bench. He will be able to repair it once the weather is dry in the spring or summer. Vice Chair Dillard will request a bid.

### **BIKE RACKS**

Commissioner Petersen recommended a location in front of the Vault Elite business. Imhof reached out to Mr. Sumsion but no response. Chair Chavez suggested Imhof visit him in person.

### **SEAMAN SUBMISSION**

The Commission reviewed the submission. There is not enough information at this time to make any kind of recommendation. The property is too new. The Commission agreed it's too soon to place anything there. Chair Chavez will contact Mr. Jensen regarding his submission. There will be no recommendation at this time.

### **COMMUNITY NEWS**

SHEDCO built 33 lighted Christmas balls for the plaza trees. The Christmas Tree Lighting was discussed.

### **ADJOURNMENT**

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

### **NEXT MEETING**

The next is scheduled for Tuesday, January 26, 2016 at 6:30 p.m.



Submitted by:

Jennifer Johnson  
Utility Billing Specialist

*Present=P Absent=A*

| Date              | Vac | Petersen | Dillard | Vac | Imhof | Chavez | Patterson |
|-------------------|-----|----------|---------|-----|-------|--------|-----------|
| October 27, 2015  | -   | P        | P       | -   | P     | P      | -         |
| November 24, 2015 | -   | P        | P       | -   | P     | P      | P         |
|                   |     |          |         |     |       |        |           |
|                   |     |          |         |     |       |        |           |
|                   |     |          |         |     |       |        |           |

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

|                              | Fiscal Year 2014-15 |                   |          |                   |                    |                         | Fiscal Year 2015-16 |                   |                   |                         |
|------------------------------|---------------------|-------------------|----------|-------------------|--------------------|-------------------------|---------------------|-------------------|-------------------|-------------------------|
|                              | Actual<br>6/30/13   | Actual<br>6/30/14 | Budget   | Amended<br>Budget | Actual<br>06/30/15 | % of<br>Amded<br>Budget | Budget              | Amended<br>Budget | Actual<br>1/25/16 | % of<br>Amded<br>Budget |
| <b>Revenues</b>              |                     |                   |          |                   |                    |                         |                     |                   |                   |                         |
| 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%                    |
| <b>Expenditures</b>          |                     |                   |          |                   |                    |                         |                     |                   |                   |                         |
| 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            | 16,673             | 75%                     | 2,000               | 2,000             | 4,554             | 228%                    |
| 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 holloweentown      |                     |                   | 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            | 26,235             | 62%                     | 22,000              | 22,000            | 5,780             | 26%                     |
| Net income/(expense)         | 9,123               | (5,939)           | (62,170) | (35,952)          | (22,370)           | 62%                     | (21,000)            | (16,000)          | (520)             | 3%                      |
| Beginning Fund Balance       | 40,250              | 49,373            | 69,653   | 43,435            | 43,435             |                         | 21,844              | 21,065            | 844               |                         |
| Ending Fund Balance          | 49,373              | 43,435            | 7,483    | 7,483             | 21,065             |                         | 844                 | 5,065             | 324               |                         |

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>25,181.19</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>16,673.09</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           |
| <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>5,780.02</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 1 (009-201-652000)</b>          |                        |                        |         | <b>4,553.68</b> |
| 09/25/15   |                        | Country Media          | 112412  | 73.68           |
| 09/25/15   |                        | Suzanne Lee            | 112426  | 1,980.00        |
| 01/22/16   |                        | Rhiza A+D              | 113515  | 2,000.00        |
| 01/22/16   |                        | Ampersan               | 113474  | 500.00          |
| <b>Mural Project (009-201-558114)</b>                    |                        |                        |         | -               |
|  |                        |                        |         |                 |