

*St. Helens Arts & Cultural Commission Special Meeting*

**Tuesday, September 22, 2015, 5:30 p.m.**

Council Chambers

265 Strand Street, Plaza Entrance

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**AGENDA**

1. Call Meeting to Order
2. Public Hearing for the Gateway Project Phase II
3. Visitors Address the Commission – Comments limited to 3 minutes  
*Topics needing further consideration will be added to the next agenda*
4. Close Hearing

*Next Meeting: October 27, 2015 at 6:30 p. m.*

# City of St. Helens

## Arts and Cultural Commission

265 Strand St  
St. Helens OR 97051

### Meeting Agenda

September 22, 2015 at 6:00 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
6:10 PM	6:40 PM	0:30	Carved Pumpkin contest: To-do List	ACC
6:40 PM	6:55 PM	0:15	Bike Racks: To-do List	ROSEMARY
6:55 PM	7:05 PM	0:10	Banner Project: RFP Udate	KANNIKAR
7:05 PM	7:15 PM	0:10	Art Bench: Maintenance Update	ACC
7:15 PM	7:25 PM	0:10	Grant and Fundraising Opportunities	ACC
7:25 PM	7:30 PM	0:05	Community News	ACC
	7:30 PM		Adjournment	
Total		1.30		

**Next Meeting: October 27, 2015 at 6:30 PM \*\*\* New Time**

Parking Lot:

Mural Project

Council Chambers Wall

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	Actual 06/30/15	% of Amded Budget	Budget	Amended Budget	Actual 09/16/15	% 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	-	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	260	26%
Expenditures										
Administration and marketing	464	1,090	500	500	312	62%	500	500	60	12%
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	-	0%
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	-	0%
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	941	4%
Net income/(expense)	9,123	(5,939)	(62,170)	(35,952)	(22,370)	62%	(21,000)	(16,000)	(681)	4%
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	163	

**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>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>941.34</b>
<b>Gallery Corridor Banners (009-201-558104)</b>				-
				-
<b>Spirit of halloweentown (009-201-558112)</b>				-
				-
<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>60.00</b>
8/7/2015	Fair Awards	Petty Cash	112039	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>Mural Project (009-201-558114)</b>				-
				-

# Arts & Cultural Commission

**Minutes from Tuesday August 25, 2015**

City Council Chambers

## **Members Present**

Kannikar Petersen  
Diane Dillard, Vice Chair  
Rosemary Imhof  
Joan Youngberg  
Kevin Chavez, Chair  
Luanne Kreutzer

## **Members Absent**

None

## **Guests**

Tina Curry

## **Councilors in Attendance**

Susan Conn

## **Staff Present**

Jennifer Johnson, Secretary  
Margaret Jeffries, Library Director

CR

## **CALL MEETING TO ORDER**

Chair Chavez called the meeting to order at 6:03 p.m.

## **VISITORS**

No comments.

## **APPROVAL OF MINUTES FOR JULY 28, 2015**

**Motion:** Commissioner Kreutzer moved to approve the minutes for July 28, 2015. Vice Chair Dillard seconded. All in favor; none opposed; motion carries.

## **FISCAL REPORT**

The Commission reviewed the fiscal report. The fair awards were paid out.

## **HALLOWEENTOWN**

Tina Curry discussed a tentative Halloweentown schedule. The Commission will put on a carved pumpkin contest. Pumpkins will be accepted already carved for the contest. They will be displayed in the Council Chambers window. Pumpkins will be lit with battery operated lights. Pumpkins no taller than 14" including stem will be accepted. Only one side of the pumpkin will be displayed. Concrete blocks will be borrowed from Commissioner Dillard for the display set up.

One entry will be allowed per family. Prize money will be awarded for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places. The public will vote. Prize money amounts will be \$100, \$75, and \$50. Pumpkins will be checked in at City Hall.

**Motion:** Commissioner Youngberg moved to award \$100, \$75, and \$50 prize awards. Commissioner Petersen seconded. All in favor; none opposed; motion carries.

### **GATEWAY PROJECT**

Petersen met with the new ODOT district manager. Paperwork is in the works. He was invited to the public hearing.

The grant the Commission would like to apply for is the national endowment for the arts. First deadline is September 21<sup>st</sup>. Assistant Planner Jennifer Dimsho will help with the application. The grant is a matching grant. Petersen shared project costs for this project. Phase II of this project is projected to cost \$56,700. At the beginning of the next fiscal year the Commission will have around \$13,000. In order to apply for the \$25,000 grant the Commission would need to have \$25,000 in the bank. With \$10,000 donated from AKAAN Architecture + Design LLC for project management that leaves a shortage of \$2000. Petersen talked with City Administrator John Walsh. If the grant was awarded, the City would make up the \$2000 shortage. To make this project happen, \$18,700 hard cash is needed.

Commissioner Petersen would like the Commission to focus more on grants and less on fund raising.

### **COMMISSION VACANCY**

**Motion:** Vice Chair Dillard moved to appoint Suzie Paterson to the Arts & Cultural Commission. Commissioner Petersen seconded. All in favor; none opposed; motion carries.

### **BANNER PROJECT**

Petersen presented photos of the two possible locations. The locations at Columbia and Sykes and Columbia and Ninth Street were discussed. The Commission will pursue one banner at a time.

**Motion:** Commissioner Youngberg moved to move forward with one banner at the proposed banner site on Columbia and Sykes. Vice Chair Dillard seconded. All in favor; none opposed; motion carries.

### **BENCH REPAIR**

There has been no response from Robert Tidwell for a repair quote. Vice Chair Dillard suggested Tony Hyde as a possible option. The Commission will decide if repair will be done once they receive a quote.

### **BANNER REPAIR**

Commissioner Petersen showed photos of a banner in need of repair. The artist will be contacted.

### **MEETING TIME**

**Motion:** Commissioner Petersen moved to move the meeting time to 6:30 p.m. Chair Chavez seconded. All in favor; none opposed; motion carries.

### **ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.

### **NEXT MEETING**

Arts and Cultural Commission –August 25, 2015

The next meeting is a public hearing and regular meeting that is scheduled for Tuesday, September 22, 2015 at 5:30 p.m.

CR

Submitted by:

Jennifer Johnson  
Utility Billing Specialist

*Present=P Absent=A*

Date	Kreutzer	Petersen	Dillard	Youngberg	Imhof	Chavez	Vac
June 30, 2015	A	P	P	P	P	P	-
July 28, 2015	P	P	P	P	P	P	-
August 25, 2015	P	P	P	P	P	P	-