

City of St. Helens
Arts and Cultural Commission

265 Strand St
St. Helens OR 97051

Meeting Agenda

April 2, 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	Mural Project: Discussion with Antonia Doggett	ACC	
6:40 PM	7:05 PM	0:25	Trash Can Painting Competition: To-do list	ACC	
7:05 PM	7:15 PM	0:10	Gateway Project Phase II: RFP Update	Kevin	
7:15 PM	7:20 PM	0:05	Bike Rack Project	Rosemary	
7:20 PM	7:25 PM	0:05	Community Announcements	ACC	
	7:25 PM		Adjournment		
Total		1.25			

Next Meeting: May 7, 2015 at 6:00 PM

Parking Lot:

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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 Thursday, March 05, 2015
City Council Chambers

Members Present

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

Members Absent

Joan Youngberg

Guests

Antonia Doggett

Councilors in Attendance

Susan Conn

Staff Present

Jennifer Johnson, Secretary

CALL MEETING TO ORDER

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

VISITORS

There was one visitor.

APPROVAL OF MINUTES FOR FEBRUARY 5, 2015

Motion: Commissioner Kreutzer moved to approve the minutes with corrections for February 5, 2015. Vice Chair Dillard seconded. All in favor; none opposed; motion carries.

FISCAL REPORT

The Commission discussed the Fiscal report. Commissioner Petersen said the total cost for the Gateway Project Phase I was under budget at \$45,000. The Budget was \$50,000.

MURAL PROJECT

Commissioner Petersen contacted the owner of the post office. They are in favor of the mural; however, the building is under a commercial building lease which gives the post office the right to paint the building. Mayor Peterson talked with the postmaster and they are all for it. The project would be started and completed in August.

Antonia Doggett discussed the first space on the postmaster building. She said it would be the most visible. She presented a rough sketch. The sketch was a design of a large elephant and a child reading a book. Doggett offered to volunteer her time at no cost to the Commission. The Commission would like to support local artists. The Commission decided they will compensate Antonia for her work. The Commission would pay for the design first. Once the project is completed the Commission would make a final payment to Doggett.

The Commission discussed the rough sketch for the Mural. They would like to tie in the post office to the design. Doggett will revise the sketch for April's meeting.

BUDGET

The Commission discussed the proposed budget.

Motion: Petersen moved that for fiscal year 2015-2016 they allocate:

Gallery corridor banners - \$6,00

Summer arts in the park - \$1,500

Maintenance of public art - \$750

Administration & marketing - \$500

Bike Rack Projects - \$1,500

Free art & craft workshops - \$1,250

Gateway project - \$2,000

Spirit of Halloween town - \$500

Mural Project - \$5,000

Contingency - \$3,000

TOTAL = \$22,000

Commissioner Imhof seconded. All in favor; none opposed; motion carries.

2015 PROJECT LEADERS

The Commission discussed leaders for each project.

- Banner Project - Commissioner Petersen
- Trash Can Painting Competition - Commissioner Kreutzer and Commissioner Petersen
- Maritime Heritage Art Booths - Commissioner Youngberg
- Bike Rack Project - Commissioner Imhof
- Arts and Crafts Workshops – Commissioner Imhof and City Councilor Ginny Carlson
- Fair Awards - Vice Chair Dillard and Commissioner Imhof

GATEWAY PROJECT PHASE II

The Commission briefly discussed sending out an RFP. Commissioner Petersen mentioned the City Council is in favor of extra support from city staff for this project.

MARKETING

The Commission discussed getting some nice photos of the Gateway Sculptures for the Arts and Cultural Commission web page. They would also like to incorporate more articles in the city newsletter. Vice Chair Dillard and Commissioner Kreutzer volunteered to work on that.

ADJOURNMENT

The meeting was adjourned at 8:20 p.m.

NEXT MEETING

The next meeting is scheduled for Thursday, April 2, 2015 at 6 p.m.

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Submitted by:

Jennifer Johnson
Utility Billing Specialist

$$Present=P \text{ Absent}=A$$
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City of St. Helens
Arts and Cultural Commission
Monthly Income Statement Report FY 14-15

	Fiscal Year 2013-14					Fiscal Year 2014-15			
	Actual 6/30/2013	Budget	Amended Budget	Actual 6/30/14	% of Amded Budget	Budget	Amended Budget	Actual 03/27/15	% of Amded Budget
Revenues									
Public Improvement Fees	4,220	6,000	6,360	6,360	100%	1,380	1,380	60	4%
Grants	-	-	1,125	1,125	100%	-	-	1,500	0%
Grants - Tourism	-	-	-	2,000	100%	-	-	-	0%
Contributions	11,254	9,350	9,350	18,672	200%	5,000	5,000	1,205	24%
Total Revenues	15,474	15,350	16,835	28,157	183%	6,380	6,380	2,765	43%
Expenditures									
Administration and marketing	464	500	500	1,090	218%	500	500	151	30%
Projects									
Gallery Corridor Banners	154	-	3,500	3,550	101%	10,000	10,000	6,917	69%
Bike Rack Projects *	1,000	1,500	500	464	93%	1,000	1,000	201	20%
Summer Arts in the Park	806	1,000	750	740	99%	1,000	1,000	603	60%
Gateway Project - Phase 1	2,248	43,500	43,500	27,923	64%	48,550	22,332	16,673	75%
Maintenance of public art	525	750	500	328	66%	750	750	50	7%
Free art & crafts workshop	1,154	-	-	-	0%	1,250	1,250	-	0%
Spirit of halloweentown						500	500	-	0%
Contingency*	-	2,000	-	-	0%	5,000	5,000	-	0%
Total Expenditures	6,351	49,250	49,250	34,095	69%	68,550	42,332	24,596	58%
Net income/(expense)	9,123	(33,900)	(32,415)	(5,939)	18%	(62,170)	(35,952)	(21,831)	61%
Beginning Fund Balance	40,250	44,560	49,373	49,373		69,653	43,435	43,435	
Ending Fund Balance	49,373	10,660	16,958	43,435		7,483	7,483	21,604	

Please note carry-forward remaining Gateway Project - noting required reduction after 1st of the year to assure sufficient appropriations.

City of St. Helens
Arts and Cultural Commission
Expenditure Detail FY 13-14 & FY 14-15

Date	Budget Category	Vendor Name	Check #	Amount
Fiscal Year 2013-14				34,095.23
Gallery Corridor Banners (009-201-558104)				3,550.00
09/27/13		Lower Columbia Engineering	105348	500.00
05/16/14		Viki Wilson	107486	100.00
06/06/14		Pacific Industrial Services INC	107647	2,950.00
Summer arts in the park (009-201-558105)				740.09
07/16/13	Summer Arts	Brigid Cassidy	104723	200.00
07/16/13	Summer Arts	Antonia Doggit	104724	200.00
07/26/13		Luanne Kreutzer	104813	243.93
08/09/13		Callisto Ribbons	104964	58.23
09/27/13		Kevin Chavez	105373	37.93
Maintenance of public art (009-201-558107)				327.92
08/23/13	Maintenance of public	Country Media	105004	82.92
09/27/13		Pacific Stainless Products	105377	245.00
Administration & Marketing (009-201-558108)				1,090.32
07/31/13	Administration & Marketing	Void 13 nights Vendor Fee	104497	(20.00)
08/09/13	Administration & Marketing	Callisto Ribbons	104964	33.98
09/20/13		Petty Cash - Fair	105271	60.00
01/24/14	Vedio	Ampersand Productions, LLC	106449	450.00
02/20/14	Vedio	Ampersand Productions, LLC	106645	450.00
04/04/14	Box	S Topaz	107101	21.84
05/16/14	Administration & Marketing	Bemis Printing	107432	94.50
Bike Rack Projects (009-201-558109)				463.90
07/26/13		Carl Sumsion	104809	450.00
09/05/13		ACE Hardware	105158	13.90
Gateway Project Phase 1 (009-201-652000)				27,923.00
07/12/13	Gateway Project Phase 1	Lion Galleries	104697	410.00
08/23/13		Suzanne Lee	105066	260.00
02/27/14	Engineering services	John Vardanega	106749	2,500.00
03/07/14		Suzanne Lee	106829	1,900.00
05/30/14		Suzanne Lee	107607	2,000.00
06/06/14		Suzanne Lee	107661	1,200.00
06/27/14		Columbia River PUD	107852	653.00
06/30/14		Suzanne Lee	107925	19,000.00

City of St. Helens
Arts and Cultural Commission
Expenditure Detail FY 13-14 & FY 14-15

Date	Budget Category	Vendor Name	Check #	Amount
Fiscal Year 2014-15				24,595.85
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)				151.47
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)				-
				-

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City of St. Helens
Arts and Cultural Commission
Expenditure Detail FY 13-14 & FY 14-15

Date	Budget Category	Vendor Name	Check #	Amount
Gateway Project Phase 1 (009-201-652000)				16,673.09
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