

City of St. Helens
Arts and Cultural Commission

265 Strand St
St. Helens OR 97051

Meeting Agenda

March 5, 2015 at 6:00 P.M.

Call Meeting to Order
Visitors Address the Commission
Revisions to the Agenda
Approval of the Minutes
Fiscal Report
City Events

Set the first Start time and the time allotted for each item

Start	End	Time	Items	Speaker	<input checked="" type="checkbox"/>
6:10 PM	6:40 PM	0:30	Mural Project: Discussion with Antonia Doggett	ACC	
6:40 PM	7:00 PM	0:20	2015 ACC Adopted Projects: Team Leaders	ACC	
7:00 PM	7:10 PM	0:10	Gateway Project Phase II: Next Step	ACC	
7:10 PM	7:15 PM	0:05	Marketing: Newsletter, Press Releases, Website, Ect	ACC	
7:15 PM	7:20 PM	0:05	Address Membership Vacancy	ACC	
7:20 PM	7:25 PM	0:05	Acquired Art- Library Window Plaque	Kevin	
	7:25 PM		Adjournment		
Total		1.25			

Next Meeting: April 2, 2015 at 6:00 PM

Parking Lot:

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 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 02/03/15	% 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	1,185	24%
Total Revenues	15,474	15,350	16,835	28,157	183%	6,380	6,380	2,745	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)	(21,851)	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	21,584	

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

City of St. Helens
Arts & Cultural Commission
Minutes from Thursday, February 05, 2015
City Council Chambers

Members Present

Kannikar Petersen, Chair
Joan Youngberg
Diane Dillard
Kevin Chavez, Vice Chair
Rosemary Imhof
X Austin

Members Absent

Luanne Kreutzer

Guests

Councilors in Attendance

Ginny Carlson

Staff Present

Jennifer Johnson, Secretary
Margaret Jeffries, Library Director
Liz Esposito, Main Street Program Coordinator
Chris Finks, Tourism Director

CALL MEETING TO ORDER

Chair Kannikar Petersen called the meeting to order at 6:00 p.m.

VISITORS

There was one visitor.

APPROVAL OF MINUTES FOR OCTOBER 28, 2014

Motion: Commissioner Dillard moved to approve the minutes for October 28, 2014. Vice Chair Chavez seconded. All in favor; none opposed; motion carries.

FISCAL REPORT

The Commission reviewed the fiscal report. Petersen summarized the report for new Commissioner Austin.

TOURISIM DIRECTOR CHRIS FINKS

Thanked the Commission for their participation and collaboration with Tourism events. He mentioned there will be restructuring of the Tourism Committee.

Finks would like the Commission to consider working with the Shoestring Community Players to put on a haunted house as a fundraising event.

BEFORE I DIE

Mainstreet Program Coordinator Liz Esposito gave a presentation in hopes that the Arts and Cultural Commission would fund the Before I Die Wall project. She would like to put the wall up in the Court House Plaza June through August. The Commission discussed the budget for this project. Commissioner Austin commented that he thought the wall was hideous. Commissioner Imhof thought it was a great way for the community to express themselves and engage.

Motion: Commissioner Youngberg moved to support the Before I Die Wall Project through SHEDCO as a sponsor. The Commission would want to be identified on all press releases and on the wall. They would like an active role in deciding what the questions on the board will be. The Commission will reimburse SHEDCO on an ongoing basis up to the amount of \$753.63. Commissioner Imhof seconded. All in favor; none opposed; motion carries.

ARTS AND CRAFTS CLASS

Councilor Carlson offered her assistance to help bring back the arts and crafts classes. Jeffries mentioned there is interest in a mosaic class and a puppetry class. There is a group that will offer the class free of charge. The Commission would need to pay for accommodations for the instructors. The Commission would like to hold these classes in late April. The mosaic class will possibly be held in the Council Chambers and the puppetry in the auditorium at the Library. Jeffries will get more information on the costs. The Commission has \$1250.00 budgeted for arts and crafts classes that has not been spent.

Motion: Commissioner Dillard moved to hold classes on April 16th, 17th, 23rd, and 24th. The Commission will sponsor the classes up to \$875.00. Commissioner Youngberg seconded. All in favor; none opposed; motion carries.

Commissioner Youngberg volunteered to to help at the classes on April 16th and 17th. Commissioner Imhof volunteered to help on April 23rd and 24th.

Chair Petersen would like to hang the Arts and Cultural Commission banner at the events.

Discussion on the Council Chambers Wall was tabled.

2015 PROJECTS

Banner Project- Chair Petersen said there are two blank banners left. The poles would need to be purchased, constructed, and installed. The total cost for each pole is \$2000.00. The art for a two sided panel is \$1000.00. An RFP would be sent out. Total cost for each banner and pole is \$3000.00. The Commissioned decided to continue with the project.

Bike Rack Project- The Commission will continue this project.

Summer Arts in the Park- The Commission will continue this project. This includes the trash can painting project.

Gateway Project Phase II- The Commission will take a pause on this project.

Maintenance of Public Art- Will remain the same.

Free Arts and Crafts Workshop- Will remain the same.

Spirit of Halloweentown- The Commission will refine their part in the Spirit of Halloweentown at a later time.

The Commission discussed continuing on with the Gateway Project Phase II with more staff support from the City.

Motion: Commissioner Dillard moved to recommend to City Council that the City dedicate staff time to the Arts and Cultural Commission to go out, find and write grants for the Gateway Project Phase 2. Commissioner Austin seconded. All in favor; none opposed; motion carries.

ELECTION OF OFFICERS

Motion: Chair Petersen nominated Vice Chair Chavez for Chair of the Arts and Cultural Commission. Commissioner Youngberg seconded. All in favor; none opposed; motion carries.

Motion: Chair Petersen nominated Commissioner Dilliard for Vice Chair. Vice Chair Chavez seconded. All in favor; none opposed; motion carries

ADJOURNMENT

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

NEXT MEETING

The next meeting is scheduled for Tuesday, March 5, 2015 at 6 p.m.

CR

Submitted by:

Jennifer Johnson
Utility Billing Specialist

Present=P Absent=A

Date	Kreutzer	Petersen	Dillard	Youngberg	Imhof	Chavez	Austin
February 5, 2015	A	P	P	P	P	P	P

DRAFT

Fd	Dpt	Acct		Adopted 2014-15	Amended Budget	Actual 12-31-14	Projected 6-30-15		Requested 2015-16
Public Arts Reserve									
Resources									
009	201	301000	Beginning working capital	69,653	69,653	43,434	43,434		21,844
009	201	335100	Other donations, grants	5,000	5,000	2,685	5,000		1,000
009	201	365100	Public improvement fee	1,380	1,380	60	60		
009	201	392000	Transfer in	-	-	-	-		-
Total Resources				76,033	76,033	46,179	48,494		22,844
Uses								Estimated	
009	201	558104	Gallery corridor banners	10,000	10,000	6,917	7,000		6,000
009	201	558105	Summer arts in the park	1,000	1,000	603	1,000		1,000
009	201	558107	Maintenance of public art	750	750	50	750		750
009	201	558108	Administration & marketing	500	500	121	500		500
009	201	558109	Bike Rack Projects	1,000	1,000	201	500		1,500
009	201	558110	Free art & craft workshops	1,250	1,250	900	900		1,250
009	201	652000	Gateway project	48,550	48,550	15,953	16,000		2,000
009	201	558112	Spirit of halloweentown	500	500	-	-		500
Mural Project									6,000
009	201	596000	Contingency	5,000	5,000	-	-		3,000
Total Uses				68,550	68,550	24,746	26,650		22,500
Ending fund balance				7,483	7,483	21,434	21,844		344