

**Wednesday, June 22, 2011, 6:30 p.m.**  
**Council Chambers, City Hall**

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1. Call Meeting to Order
2. Visitors Address the Commission
3. Additions and Revisions to the Agenda
4. Approval of Minutes for May 25, 2011
5. Review of May 2011 Fiscal Report
6. Reports, Updates:
  - Banner Project Progress- Anne
  - Trash Can Beautification & Fourth of July –Kannikar and Luanne
  - Banner Project – Anne
  - 5- Year Plan Update Accepted by Council
7. Discussion Topics
  - Just Right Bench Relocation – Pam, Kannikar
  - Senior Center Bench Relocation – Pam
  - Membership – Pam
  - Acceptance of Commissioner Cathy Lambert's Resignation
  - Review of Applications
  - Bicycle Rack Project- Consensus on How to Proceed – Pam
  - County Fair Art Contest Prizes - Anne
8. Unfinished Business
  - Inventory of the Public Art Collection
  - Maintenance of Public Art
  - Fish Sculpture Plaque
9. Next Meeting: Wednesday, July 27, 2011 6:30 p.m
10. Adjournment

*If you would like to know what other City Boards and Commissions are doing, you may review their minutes on the City's website at [www.ci.st-helens.or.us](http://www.ci.st-helens.or.us).*

**City of St. Helens**  
**Arts & Cultural Commission**  
**Minutes from Wednesday, May 25, 2011**  
**City Council Chambers**

**Members Present**

Pam Powell, Chair  
Kannikar Petersen  
Luanne Kreutzer  
Anne Parrott, Vice Chair

**Members Absent**

Jarred Kearsley  
Cathy Lambert  
Will Gillis

**Councilors in Attendance**

None

**Guests**

None

**Staff Present**

Margaret Jeffries, Library Director  
Jennifer Johnson, Commission Secretary  
Jon Ellis, Finance Director

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**CALL MEETING TO ORDER**

The public hearing was called to order at 6:10 p.m. by Chair Powell. The public hearing was closed at 6:11 p.m. by Chair Powell. No visitors were present for the public hearing. Chair Powell called the regular meeting to order at 6:30 p.m.

**APPROVAL OF MINUTES FOR APRIL 2011**

Commissioner Kannikar Petersen moved to approve the minutes for April 27, 2011 with the correction of changing Banner project to Gateway project on page three. Vice Chair Anne Parrott seconded the motion. All in favor; none opposed. Motion carries.

**VISITORS TO THE COMMISSION**

There were no visitors.

**REVIEW OF FISCAL REPORT**

The Commission reviewed the fiscal report and calculated the cost per banner. Library Director Jeffries asked if the Public Works Department assessed anything to the Commission for the installation of the banner. Commissioner Petersen said no. Finance Director Ellis said not at this time. Commissioner Petersen said that the Public Works Department gets paid for the time they spend working from the City. Library Director Jeffries said there is a possibility in the next year they will allocate their costs. Commissioner Petersen reiterated that this is a City project and after the project is completed it becomes City property. Commissioner Petersen said that it should be paid for with City labor hours. Library Director Jeffries said it's a matter of allocating the costs where costs are used. Commissioner Petersen said that for bookkeeping purposes that is appropriate but it is inappropriate, to charge the Commission for labor costs. Finance Director Ellis said that he has purposely left the tourism fund, special reserve fund, the community

enhancement fund, and the arts reserve completely out of the allocation. Finance Director Ellis said that most cities do not allocate those special reserves. Finance Director Ellis said that does not mean that they can't. Commissioner Petersen said her time here as a Commissioner is a minimum requirement of two hours a month. Commissioner Petersen said she does all kinds of legwork for the City. Commissioner Petersen said if the City is going to charge for the labor to install their own projects she will no longer provide her services beyond the minimum requirement to the Commission. Commissioner Petersen said that if the City would like her to do more than her required two hour minimum, she will send a bill to the City for her services provided. Finance Director Ellis said that at this time there is no intent to allocate those funds or charge the Commission for labor.

## **REPORTS**

Chair Powell reported on the banner project. Chair Powell said that the Commission came up with the cost, per banner to be estimated at \$2000.00. Vice Chair Parrott reported that she spoke with Zoe Bacon regarding the concerns about the two different metals touching, thus causing corrosion. Zoe Bacon recommended non conductive grease. She also recommended plastic or nylon sleeves on the screws. Vice Chair Parrott said that if Zoe Bacon comes out to do additional work she should be compensated. Commissioner Petersen recommended an hourly rate for additional work provided.

Chair Powell said that there is still an issue with locating the caps for the poles. Library Director Jeffries said that at this point the caps are still missing. Chair Powell recommended setting up a meeting with Public Works Director Dale Goodman. Chair Powell asked Library Director Jeffries to set up the meeting. Chair Powell said the meeting would be about getting the banners installed as well as finding another solution for the missing caps. Library Director Jeffries suggested holding the meeting at the library.

The Commission reviewed the entry form for the trash can painting completion. The Commission members finalized the entry form as well as decided on prize amounts. Two \$200.00 cash prizes will be awarded for the can with the most artistic merit and the can with the best park theme. Commissioner Petersen said she would speak to her client about using the Masonic building for the competition if it is raining. Commissioner Petersen said she would ask if the Public Works Department would be able to help set up for the competition. Commissioner Petersen suggested asking Columbia County Commissioner Tony Hyde to judge the competition. Commissioner Petersen suggested giving a thank you gift to all the participants. Chair Powell suggested giving away some of the City of St. Helens pens.

Commissioner Kreutzer made a motion to reimburse Commissioner Petersen \$118.89 as submitted in the packet per receipts for the summer arts in the park project. Vice Chair Parrott seconded the motion. All in favor; none opposed. Motion carries.

Commissioner Petersen will be submitting information on the trash can painting competition to Commission Secretary Jennifer Johnson for uploading to the website. Commissioner Petersen would like it to be on the main page if possible. Library Director Jeffries suggested adding it to the Travel Columbia County website as well. Library Director Jeffries said they have an events page for events in the county. Library Director Jeffries said she could add the contests to the website using her username and password.

Chair Powell reported that City Recorder Kathy Payne has sent out a notice that the Commission is looking for a member. Chair Powell said that the Council has been asked to declare Commissioner Jarred Kearsley's position vacant. Chair Powell sent a note to Commissioner Kearsley's mailing address regarding his membership. Chair Powell suggested looking at prior applicants from past openings.

The Commission reviewed the five year plan on the overhead projector. Commission Secretary Johnson made revisions as the Commission reviewed the five year plan.

Commissioner Petersen brought up the possibility of having an Arts and Cultural Commission Facebook page. The Commission decided to use the existing City Facebook page instead.

Chair Powell made a motion to approve the five year plan as presented and authorize Library Director Jeffries to take it to the City Council for approval. Vice Chair Parrott moved that the five year plan be approved as corrected and presented to the City Council by Library Director Jeffries. Commissioner Petersen seconded the motion. All in favor; none opposed. Motion carries.

Commissioner Kreutzer reported that the deadline for the Columbia County Cultural Grant is July 22, 2011. Commissioner Kreutzer said that it is a one page application. Commissioner Kreutzer suggested using it for a banner. Commissioner Petersen said that they are very specific on giving grants to strong local cultural or historical projects. Commissioner Petersen said she was unable to apply for this grant for the Gateway project because of these specifications.

**NEXT MEETING**

The next meeting is scheduled for June 22, 2011, Wednesday at 6:30 p.m.

**ADJOURNMENT**

The meeting was adjourned at 812 p.m.



Submitted by:

Jennifer Johnson  
Commission Secretary

Approved by the Commission: \_\_\_\_\_

Accepted by the Council: \_\_\_\_\_

*Present=P Absent=A*

Date	Kearsley	Lambert	Parrott	Petersen	Powell	Kreutzer	Gillis
January 26 regular meeting	A	A	P	P	P	P	P
February 23 regular meeting	A	A	A	P	P	P	P
March 23 regular meeting	A	A	P	P	P	P	A
April 27 regular meeting	A	A	P	P	P	P	P
May 25 special / regular meeting	A	A	P	P	P	P	A
June 22 regular meeting							
July 27 regular meeting							
August 31 regular meeting							
September 28 regular meeting							
October 26 regular meeting							
November 30 regular meeting							
December 28 regular							

June 8, 2011

To the St. Helens Arts & Cultural Commission and the City of St. Helens Council,

Unfortunately I find myself having to deal with my aging parents in Redmond and great demands at work, I am resigning as a commission member on the St. Helens Arts and Cultural Commission. I have loved serving on the commission and I am very proud of the foundation we have laid out for art and cultural in our community. I have enjoyed working with the various commission members and wish all the best. I am full of pride for the projects we have done and excited to see the future projects the St. Helens with Art and Cultural.

Sincerely,

Cathy Lambert

# PROPOSED SITE for 'JUST RIGHT' Bench by Womack

