

**Art & Culture Commission Advisory Board Minutes (draft) via Zoom
Wednesday, November 4, 2020 5:00p.m.**

Present: Nancy Monson, Carrie Gilbert, Beate Scheller and Mary Kleffner (via phone) Art & Culture Commission board members (ACC).

West Linn City Staff Present: Doug Erickson, Library Director, Melanie Nelson, Operation Supervisor/Assistant to the Director

Also Present: Teri Cummings, City Councilor & liaison to the Art & Culture Commission, Rebecca Hollenbeck, Executive Director, Historic Main Street and Shannen Knight, President, Historic Main Street

Absent: M.J. Steel, *(excused)*
Lauren Beeney *(excused)*
Lorie Griffith *(excused)*

1. **Call to Order:** Carrie Gilbert, Art & Culture Commission Chair called the meeting to order at 5:25pm
2. **Public Comments:** See agenda item “a. Guest-Rebecca Hollenbeck” below
3. **Approval of Minutes:** 10.07.2020 approved 4.0
4. **Carrie Gilbert, Arts & Culture Commission Chair:**

a. Guest- Rebecca Hollenbeck, Executive Director, Historic Main Street Project:

Rebecca Hollenbeck wanted to meet with the Art & Culture Commission regarding projects on Historic Main Street. Shannen Knight, President of Historic Main Street also joined the meeting. Rebecca shared her screen to review on-going projects:

- Historic Main Street has been working on the original design of the project beginning with a grant. (esthetics of historical main street)
- Decorative bike rack
- Summer Market
- Wreath Decorating-working with businesses
- Banners for light poles 37 needed (74 if double sided)
- Art walk
- Planters
- Utility wraps
- Way Finding Signs

Rebecca reported that these projects are dependent on grant funding. With the exception of the wreath decorating with requests to businesses funding that project. Carrie Gilbert has the name of

an organization for additional grants & will get that info to Rebecca and Art & Culture Commission. Beate Scheller also mentioned RACC grant funding as a possibility.

Councilor Cummings suggested other types of art or culture like painting roundabouts or crosswalks. There will be two roundabouts installed at both 8th avenue & 10th street and 10th street & Willamette Falls Drive located just off I-205.

- b. Next step for proposed planter project with Historic Main Street-**Rebecca Hollenbeck said items to keep in mind with the planters is not only the upkeep of the planters but also the care of the plants in the planters. Rebecca is planning on meeting with business owners to see if businesses are interested in the care & upkeep of the planters. Carrie Gilbert shared the Art & Culture Commission had discussed the planters follow the theme of “Bee City”. “Where rivers meet” or “Historical/Native American” were also mentioned as a guideline when reaching out to artists to decorate the planters. Rebecca suggested that the Art & Culture Commission accept the planters project as a “pilot project” with a few items to keep in mind; placement of planters, how close to the road, how many planters & codes or guidelines set by city. Art & Culture members agreed to meet Rebecca Hollenbeck at the Willamette Ale House next Wednesday, Nov. 11th at 4:00pm to walk the historic area for placement of the planters. Councilor Cummings suggested when a call out to artist for planters is announced, to reach out to the West Linn Tidings.
- c. Guidelines subcommittee update-** Carrie Gilbert reported that she and Nancy Monson met with Lauren Breithaupt, Finance Director to look at what monies are available for art installations in the city. Lauren Breithaupt will forward exact numbers to the Art & Culture Commission. Also discussed was the process of procurement of funds, following city guidelines, insurance liability & procedures. Staff liaisons agreed to assist as needed with procurement & connecting with city attorneys. The subcommittee also agree to have draft reviewed by city attorneys. Subcommittee will continue to work on final draft.
- d. Community Outreach Update-**
 - Historical Society- Lorie Griffith (*absent*)
 - Black Lives Matter- Lauren Beeney- Carrie reported Lauren reached out to Building Bridges & reported they were interested in collaborating.
 - West Linn High School- Nancy Monson stated she has sent email inviting art teachers (visual/performing) to connect with ACC. A graphic art teacher was excited to have students get involved with art projects, brochures etc. His wife is also a graphic artist that may be interested.
 - Historic Main Street- Beate Scheller connected the Art & Culture Commission with Rebecca Hollenbeck with Historic Main Street.
 - Grand Ronde Confederated Tribe- Carrie Gilbert said she has reached out and waiting for a response. She has also contacted Clackamas County Art Alliance and waiting for reply.
- e. Annual Citizen Advisory Group Report-** An email with the CAG report was sent to all ACC members from Dylan Digby, Assistant to the City Manager. Carrie Gilbert

shared screen while ACC members answered as a group while Carrie filled out the form. She will send draft of annual CAG report via email for additional input from commission members. Final draft will be available at the December 2nd Art & Culture Commission meeting to be finalized for submission by deadline of December 7th.

5. Board Comments: None

6. Adjourn: Nancy Monson moved to adjourn meeting at 6:58pm. Seconded by Carrie Gilbert & Beate Scheller.

Draft minutes respectfully submitted by:
Melanie Nelson
Library Operation Supervisor/Assistant to the Director
11.05.2020

Upcoming Meetings: December 2nd, 2020 5pm – 7pm
