

**Art & Culture Commission Advisory Board Minutes (draft) via Zoom  
Wednesday, December 9, 2020 5:00p.m.**

**Adjusted meeting date due to Thanksgiving Holiday**

**Present:** Carrie Gilbert, Art & Culture Commission Chair. Nancy Monson, Beate Scheller, M.J. Steele & Lauren Beeney 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.

**Absent:** Mary Kleffner (*excused*)  
Lorie Griffith (*excused*)

1. **Call to Order:** Carrie Gilbert, Art & Culture Commission Chair called the meeting to order at 5:02pm
2. **Public Comments:** None
3. **Approval of Minutes:** 11.04.2020 Nancy Monson motioned to approve & M.J. Steel 2<sup>nd</sup> minutes approved 5:0
4. **Carrie Gilbert, Arts & Culture Commission Chair:**
  - a. **Art & Culture Commission guidelines and next steps:** Carrie Gilbert shared her screen & members were emailed a copy of the draft of the ACC guidelines. A subcommittee (Lauren, Nancy & Carrie) have been working on fine tuning details of the guidelines for legal review & put together a final draft copy to present to City Council after the first of the year. Doug Erickson, Library Director will reach out to Bill Monahan to set up a meeting for ACC members to meet with him for his review. A copy of the draft will be sent to Bill Monahan prior to meeting with the ACC members.
  - b. **Planter project & next steps in collaboration with Historic Willamette Main Street:** Carrie Gilbert reported that some members of the ACC met with Rebecca Hollenbeck, Executive Director of Historic Main Street to walk Main Street to visualize the placement/locations for planters in early November. Questions/ideas mentioned:
    - Lauren Beeney inquired about the resources for procuring the planters?
    - Doug Erickson, Library Director will reach out to Parkrose Hardware to see what they have available & if they have an interest in a discount or donation for the planter project.
    - Carrie Gilbert: location of planters? Paver areas? Next to benches & how many benches?

- Nancy Monson: planters need to be fit to scale (all agreed, do not want too big or too small planters). More planters just smaller? Circular bench around planters?
- Lauren Beeney: are benches going to be painted?
- Lauren Beeney: types of planters: pre-made, concrete or terra cotta then decorated?
- Call out to Artist or Community groups? Will each artist(s) or community group “own” each planter?
- Nancy Monson: Are artist going to be paid or inviting artist to volunteer as a way to “advertise” their art? ACC agreed materials should be paid for by ACC.
- Painted? Tiled? Mosaic?
- Lauren Beeney: Maintenance of planters (not plants)? Question for Lance Calvert?
- Lauren Beeney: How much or what info needs to be put together to present to City Council for approval of project? Doug suggested putting together a cost estimate, vision & plan together with Historic Main Street to present to City Council to review at a work session.
- Timeline for installation? Carrie Gilbert reported that Rebecca had mentioned a timeline with possible “Grand Opening” sometime in April 2021.
  - \*Planters may not be ready in April 2021 but the following suggestions were made to “announce” or “reveal” planter plans at Grand Opening: Beate Scheller: have an example of what the planters may look like or a “naked” planter for display for public viewing & description of how planters will be enhanced by art. Councilor Cummings suggested voting on the planters, Lauren Beeney added that a QR code could be used for voting on say, 3 options for the planters.
- Themes for planters: “Bee City” or “Where Rives/People Meet (or similar as shared by Rebecca Hollenbeck at Nov. ACC meeting).
- Councilor Cummings will email contact information for the Confederated Tribes of Grand Ronde & Greg Archuletta (sp?) and David Harrelson (sp?)
- Follow up items with Rebecca Hollenbeck, Executive Director, Historic Main Street. Beate Scheller will reach out regarding:
  - Number of benches & installation timeline?
  - Smaller planters flanking benches?
  - Location of benches? Near trees? Facing store fronts?
  - Is there a map or layout for the Historic Main Street project?
  - Planter placement at “cobble stone” area at intersections? This is a large area requiring large planters, as mentioned earlier “scale to fit area”.

- Shall the ACC keep Lance Calvert, Public Works Director in the progress of ACC plans on planters?
- Lauren Beeney: It was agreed that the local restaurants not be included with requests to businesses to financially support planters. Local restaurants have had such a difficult time during COVID pandemic.
- Confirmation for care/maintenance of plants in planters?

**c. Initial 2021 planning:** Carrie Gilbert, Art & Culture Chair- upcoming projects for the Art & Culture Commission for 2021:

- Planters for Historic Main Street
- Limited to socially distant events- No Art Festivals, Art in the Park etc. due to COVID-19.
- Nancy Monson suggested working on projects as they come up through 2021 due to COVID-19. All members agreed.
- Lauren Beeney shared that future projects should be small in scale as the Commission understands how all the aspects of “projects” work. The planter project will be a learning process.
- Elections and applications for new members: Lorie Griffith’s commission expires 12.31.2020 & will not be reapplying. M.J. Steele (commission expires 12.31.2020) will be reapplying. City Council is currently accepting applications for open Art & Culture Commission seats.

5. Board Comments: None

6. Adjourn: Meeting adjourned at 6:18p.m.

Draft minutes respectfully submitted by:  
Melanie Nelson  
Library Operation Supervisor/Assistant to the Director  
12.10.2020

**Next Upcoming Meeting: Wednesday, January 6<sup>th</sup> 5pm-7pm**

