



## HUMAN SERVICES COMMITTEE

### Agenda

Tuesday, March 5, 2013

2:00 pm

Madison Avenue Meeting Room  
500 SW Madison

Discussion/**Possible Action**

I. The Arts Center Annual Report  
(Attachment)

Discussion/**Possible Action**

II. Public Art Selection Commission Annual Report  
(Attachment)

Information

III. Other Business

### **Next Scheduled Meeting**

Tuesday, March 19, 2013 at 2:00 pm

Madison Avenue Meeting Room, 500 SW Madison Ave

### **Agenda**

Heritage Tree Program



# MEMORANDUM

**To:** Human Services Committee  
**From:** Karen Emery, Director ✓  
Steve DeGhetto, Assistant Director Ⓟ  
**Date:** February 13, 2013  
**Subject:** The Arts Center Annual Report

---

**Issue:** The Arts Center is scheduled for its annual review before the Human Services Committee.

**Background:** The City Council allocates funds to The Arts Center for its operations through the annual appropriation of tax revenues (\$44,960 in FY11-12). As per the current agreement between the City and The Arts Center, dated July 1, 2009, a report describing The Arts Center's effectiveness in organization and promotion is to be submitted on an annual basis.

**Discussion:** The Arts Center's fifteen (15) member Board of Directors, David Huff, Executive Director and The Arts Center staff have continued in the 49<sup>th</sup> anniversary year of providing art programming and cultural events for the community.

The Arts Center has continued to maintain diverse revenue streams which include funding from the City of Corvallis, the Oregon Arts Commission, Oregon Community Foundation, Oregon Humanities, The Ford Family Foundation, and James F. and Marion L. Miller Foundation. These grants support programming, services, training for ArtsCare artists, and computer system up-grades for the Arts Center.

Volunteers contributed 3,500 hours toward operations, educational and exhibition support at The Arts Center.

Memberships at the Arts center have increased 10% from the previous fiscal year and brought in \$36,931 during the reporting period.

The use of funds originating from The Arts Center's five endowment funds has been conservative during the reporting period.

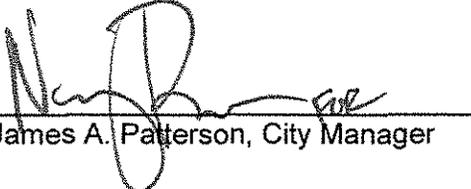
The following highlights demonstrate the Arts Center's diversity in revenues and partnerships:

- The Art Center received \$184,595 in grants from private foundations and state agencies.
- School Districts - the Arts in Education program is funded through grants and private donations, serving over 3,000 students annually.

- Corvallis Parks and Recreation Department, Corvallis School District, Corvallis-Benton County Public Library, Oregon State University, the Corvallis Environmental Center, Leadership Corvallis, Corvallis Fall Festival and da Vinci Days all offered a variety of art-focused programs.
- Samaritan Health Services continued the ArtsCare program which brings art and artists into the health-care and hospice environment.
- The Multicultural Literacy Center, the Corvallis-Benton County Public Library, and the Corvallis Environmental Center offered Globetrotters Arts and Culture Camp.
- The Arts Center Exhibition Program offered ten (10) major exhibitions in the Main Gallery and eleven (12) exhibitions featuring the work of community art guilds and guest artists in the Corrine Woodman gallery.

**Recommendation:** Staff recommends that the Human Services Committee recommend to City Council to accept The Arts Center Annual Report.

**Review and Concur:**



James A. Patterson, City Manager



Nancy Brewer, Finance Director

**Attachments:**

1. The Arts Center Annual Report
2. The Arts Center/City of Corvallis Agreement
3. Finance Department Financial Review Memo
4. Finance Department Property Tax Notification Letter

## **The Arts Center Annual Report to the City of Corvallis 2011-2012**

Submitted by David Huff, Executive Director

This annual report provides highlights from The Arts Center's fiscal year, July 1, 2011 through June 30, 2012. The arts play a vital role in the character and culture of Corvallis. By bringing transformative arts experiences to a broad spectrum of the community, The Arts Center continues to have a significant positive impact on the city's economic vitality, livability, and resident well being.

This year represents the 49<sup>th</sup> anniversary of The Arts Center. The organization spent much of the year adjusting its business plan to reflect a 50% reduction in funding from the City of Corvallis. To offset this loss, The Arts Center has done three things:

- Increased the commission rate in the gallery and ArtShop to 50/50 (up from a previous 40/60 split favoring artists);
- Eliminated a part time staff position at the front desk
- Increase tuition for in-house classes by 20% (along with doubling the amount of scholarship funds available)

Together with a renewed push for outside grant funding and individual donations, these adjustments allows The Arts Center to end the year with a very modest surplus without major reductions in offered services.

The organization has continued its role as an engine for the creative economy, paying more than \$100,000 to local artists through teacher fees and sales commissions. For nearly 50 years The Arts Center has served Corvallis by supporting the community's livability, infrastructure, and resident wellbeing.

## **FISCAL**

### City Funding and Grants

Financial support from the City of Corvallis has been an essential part of The Arts Center's success as an organization. City funding is consistently leveraged to secure large donations and grant funding. By using city funding to support the organization's staff and facility, The Arts Center continues to be one of the most highly competitive mid-sized arts organizations in the state for grant funding.

In FY11/12 The Arts Center received \$184,595 in grants from private foundations and state agencies. Awarded grants include \$25,000 from the Oregon Community Foundation, \$15,000 from the Ford Family Foundation, \$10,000 from the James F. and Marion L. Miller Foundation, \$6,300 for Oregon Humanities, and over \$60,000 in grants from the Oregon Arts Commission. These grants helped support The Arts Center's essential programs and services, including artist residencies in local schools, training for artists who participate in the ArtsCare hospital program, and much needed improvements to The Arts Center's computer and database systems.

### Endowment

The Endowment Board of Directors oversees five funds: a General Fund; the Howland Fund to support public art in Corvallis and awards for the Howland Community Open exhibition; the Elizabeth Starker Cameron Arts Education Fund; the Bob & Kitty Bunn Fund for the ArtsCare Program; and the Steele Family Fund designated for the Exhibits Program. Given the ongoing turbulence of the market, The Arts Center has continued to be extremely conservative in its use of Endowment funds.

### Volunteers/In Kind

Over 3,500 volunteer hours were donated to The Arts Center with services ranging from daily front desk receptionist hours to educational support and exhibition installation.

### Memberships / Donations

Support from individuals continues to be a strong area for The Arts Center. Memberships (the majority of which are of under \$100) brought in a total of \$36,931 in FY11/12. This represents a 10% increase over the previous year. Donations have also increased 15% over last year.

### End of the Year Balance

The Arts Center ended FY11/12 with \$66,687 in total net assets (including temporarily restricted assets). This total represents a net gain of \$3,056 for the year. In The Arts Center's FY10/11 report, the organization pledged to make strategic changes to its business plan to address the year end deficit and end FY11/12 with a surplus. The organization was successful in this effort and plans to continue running a surplus in FY 12/13.

## PROGRAMS & SERVICES

### Public Programs

The Arts Center welcomed over 10,000 visitors to our ArtShop and Exhibitions in FY11/12 at no charge. The exhibition program coordinated a total of 10 major exhibitions that offered a variety of work from local, regional, and international artists. Each exhibition featured an opening event to meet the artists as well as a complementary cultural event such as a related Brown Bag Gallery Talk. An additional 12 exhibitions in the Corrine Woodman galleries featured the work of local art guilds and guest artists.

Now in its third year, the Between the Cracks performance series featured seven annual avante guard music concerts and literary events in a partnership with the OSU Music Department. In addition to this concert series, The Arts Center also hosted the symposium 'American Spring' which invited humanities scholars to come to the gallery and talk about issues surrounding radical change in America.

### ArtsCare

Funded, in part, through an ongoing partnership with Samaritan Health Services, The ArtsCare program continues to provide over 1,400 hours of free art experiences to patients in area hospitals. In FY11/12, eighteen local artists worked with patient groups in cancer, dialysis

treatment areas and mental health units. Artists also worked with patients' families staying short term at the Pastega House.

### Education

The Arts Center provides educational opportunities to over 1,500 children annually through its in-house educational programs. In FY11/12, The Arts Center offered: on-site classes in ceramics, textiles, dance, painting and drawing; all-day programs on no-school days; and an 7 week children's summer camp (Globetrotters Arts & Culture Camp); and a popular arts and culture enrichment program for home-school youth

The Arts Center also continues its At-Risk Arts Education program, which brings arts education to schools sites in Linn and Benton Counties at no cost to the student. The program, which is funded through grants and private donations, serves over 3,000 students annually and focuses on serving at-risk youth.

### Collaborations

In an effort to serve the needs of our community and to effectively maximize community resources, The Arts Center collaborates with many individuals and organizations. This year The Arts Center partnered with the Corvallis School District, Parks & Recreation, the Corvallis-Benton County Public Library, Leadership Corvallis, the Multicultural Literacy Center, the Environmental Center, a regional home-school group, Corvallis Fall Festival and daVinci Days Festival.

The Arts Center is fortunate to have a hard-working and supportive Board of Directors: 15 individuals who offer the organization a diversified perspective.

For any questions concerning this report, please contact David Huff, Executive Director, at The Arts Center, 754-1551.

**CITY OF CORVALLIS AND THE ARTS CENTER  
AGREEMENT**

This Agreement is entered into this 30<sup>th</sup> day of July 2012, by and between the CITY OF CORVALLIS, a municipal corporation of the State of Oregon, hereinafter referred to as "CITY", and THE ARTS CENTER, an Oregon non-profit corporation, formerly known as ArtCentric, hereinafter referred to as "THE ARTS CENTER".

All notifications necessary under this agreement shall be addressed to:

Corvallis Parks and Recreation  
Attn: Steve DeGhetto  
1310 SW Avery Park Drive  
Corvallis, OR 97333  
541-766-6918

The Arts Center  
Attn: David Huff  
700 SW Madison  
Corvallis, OR 97333  
541-754-1551

**1. Term**

1.1 This Agreement shall be effective from July 1, 2012 through June 30, 2015

1.2 If this Agreement crosses fiscal years, funding for future years is contingent upon the City Council adopting appropriations.

**2. THE ART CENTER agrees to:**

2.1 Offer cultural arts programs including art exhibits, art classes, and other related art activities at The Arts Center, located at 700 SW Madison, Corvallis, Benton County, Oregon.

2.2 Maintain a listing of art organizations in the community.

2.3 Conduct an Arts-in-Education Program in the community.

2.4 Inform the public about the arts in the community.

2.5 Cooperate with CITY in putting on events and activities which promote the use of The Arts Center facility and CITY facilities.

2.6 Publish a quarterly newsletter and calendar distributed to members of THE ARTS CENTER, media, and citizens, informing them about the activities at The Arts Center facility and CITY facilities.

2.7 All accounting records and evidence pertaining to all costs of THE ARTS CENTER and all documents related to this agreement shall be kept available at THE ARTS CENTER office or place of business for the duration of the agreement and thereafter for three (3) years after completion of any audit. Records which relate to (a) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or (b) costs and expenses of this Agreement to which the CITY or any other governmental agency takes exception, shall be retained beyond the three (3) years until resolution of disposition of such appeals, litigation, claims or exceptions. The obligations in this section shall survive termination of the agreement.

2.8 THE ARTS CENTER shall provide for an independent financial and compliance audit or financial review annually for any fiscal year in which CITY funds are received under this Agreement. The results of the independent audit or financial review must be submitted to CITY within thirty (30) days of completion. Within thirty (30) days of the submittal of such audit report, THE ARTS CENTER shall provide a written response to all conditions or findings reported in such audit report. The response must discuss each condition or finding and set forth a proposed resolution, including a schedule for correcting any deficiency. All conditions or corrective actions shall take place within six (6) months after receipt of the audit report unless the City Manager or his/her designee authorizes an extension of time to complete such actions. Two copies of this review shall be forwarded to the City's Parks and Recreation Director as part of the annual report.

2.9 THE ARTS CENTER shall submit a report annually by October 31<sup>st</sup> to the City, documenting the revenues and expenditures, activities, problems, and achievements of THE ARTS CENTER's programs for the previous fiscal year ending June 30<sup>th</sup>. THE ARTS CENTER annual report shall include, but not be limited to, a description of its effectiveness in the following program areas:

2.9.1 Organization: Progress THE ARTS CENTER has made to involve the arts and the public in its activities.

2.9.2 Promotion: Progress of THE ARTS CENTER in promoting the Center as a community arts facility.

2.10 THE ARTS CENTER will display a Corvallis Parks and Recreation co-sponsorship banner during co-sponsored youth camps when THE ARTS CENTER uses Parks and Recreation rental facilities free of charge. Reservations will be established 60 days prior to the start of THE ARTS CENTER programs, with facilities available on a first come first served basis and through the normal facilities reservation process in the Corvallis Parks and Recreation Department.

2.11 THE ARTS CENTER will meet with the City annually to review the City's building maintenance plan to establish the building repair schedule and to outline Special, Capital Improvement, and Operating projects.

2.12 THE ARTS CENTER is prohibited from making any structural changes and/or improvements which might or will change the historical status of The Arts Center structure without written permission from the City.

2.13 THE ARTS CENTER will maintain the landscape and turf area adjacent to the Arts Center building.

2.14 THE ARTS CENTER agrees to maintain the premises in a good and safe condition and to be responsible for ordinary repairs and maintenance. The maintenance responsibility will include interior painting, wood floor maintenance, stripping and waxing vinyl floors, carpet cleaning, and window cleaning.

### **3. CITY agrees to:**

3.1 Budget the City Council-approved proportion of the CITY's property tax levy to be paid to THE ARTS CENTER each fiscal year that this Agreement is in effect. CITY will levy property taxes in compliance with Constitutional and statutory requirements each fiscal year during this Agreement. The City Council determines, by policy, the proportion of the CITY's total levy to be allocated to THE ARTS CENTER each year. In the event that a reduction or elimination of the appropriation for this Agreement is being considered by the CITY's Budget Commission or City Council during annual budget deliberations, CITY shall provide notice to THE ARTS CENTER on or before May 15<sup>th</sup> of such contemplated action. If the appropriation is eliminated THE ARTS CENTER shall be relieved of all obligations described in this Agreement effective the beginning of the fiscal year in which the funds are not appropriated.

3.2 The CITY's Finance Department will notify THE ARTS CENTER's Director by April 1<sup>st</sup> of each year of THE ARTS CENTER's currently projected portion of the CITY's estimated property tax levy for the following fiscal year, beginning July 1<sup>st</sup>.

3.3 The CITY's Finance Department will provide THE ARTS CENTER's Director with the actual revenue figure when the actual amount of taxes levied for the year is known (around mid-November).

3.4 Payments will be made to THE ARTS CENTER in the amount of \$32,000 by July 31<sup>st</sup> of each year, or up to the maximum of the total estimated allocation if less than \$32,000. The payment made in December of each year will be the net amount of the total of THE ARTS CENTER property tax allocation as identified in section 3.3, less the \$32,000 or other amount paid to THE ARTS CENTER in July of each year.

3.5 The Parks and Recreation Department agrees to co-sponsor the free use of The Arts Center Plaza for THE ARTS CENTER's youth programming during the contract term. The use will need to be scheduled on an annual basis as part of the normal reservation process for rental facilities in the Corvallis Parks and Recreation Department. The use of the Central Park Gazebo will be available for one day during the term of the contract on a first come first served basis and through the normal reservation process for rental facilities in Corvallis Parks and Recreation Department.

3.6 The Parks and Recreation Department will provide the co-sponsorship banner to THE ARTS CENTER for the term of the contract.

3.7 Include THE ARTS CENTER facility under the CITY's property and general liability policies.

### **4. Liability**

4.1 THE ARTS CENTER shall indemnify, protect, defend, and hold City, its officers, agents, volunteers, and employees harmless against any actions, claim for injury or damage and all loss, liability, cost or expense, including court costs and attorneys fees, growing out of or resulting directly or indirectly from the performance of this contract, except for that resulting from the sole negligence of CITY.

4.2 THE ARTS CENTER shall purchase and maintain fire damage insurance in the amount of no less than \$35,000 on property and equipment owned by THE ARTS CENTER, and General Liability insurance with a combined single limit, or the equivalent of, not less than \$1,000,000 each claim, incident, or occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this Agreement, and shall be in a form at least as broad as Commercial General Liability ISO form CG 0001. It shall provide that CITY and its officers and employees are Additional Insureds, but only with respect to THE ARTS CENTER's service to be provided under this Agreement.

Each insurance endorsement shall state that coverage shall not be suspended, voided, or canceled by either party, reduced in coverage or in material limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to CITY.

THE ARTS CENTER shall furnish acceptable insurance certificates to CITY with original endorsements for each insurance policy signed by a person authorized by that insurer to bind coverage on its behalf. Certificates will be received and approved by CITY upon execution of this Agreement. The certificate shall specify the CITY and its officers, agents, employees and volunteers are Additional Insured as respect to the work under the Agreement. Insuring companies or entities are subject to CITY acceptance. THE ARTS CENTER shall be financially responsible for all pertinent deductibles, self-insured retention and/or self-insurance. All such deductibles, retention, or self-insurance must be declared to, and approved by, CITY.

## 5. Termination

5.1 City may terminate this Agreement upon sixty (60) days written notice to THE ARTS CENTER for failure of THE ARTS CENTER to fulfill its obligations under this Agreement, if such violation remains uncured after sixty (60) days from THE ARTS CENTER's receipt of such written notice.

5.2 In the event that THE ARTS CENTER, by majority vote of its members, decides to discontinue this Agreement, then its action, and this Agreement, shall be deemed canceled sixty (60) days after the date of the notice is received by CITY and each party shall be relieved of its obligations described herein. In no event shall THE ARTS CENTER be obligated by this Agreement for any period of time for which the funds outlined in 3.1 and 3.2 above have not been disbursed to its account.

## 6. Independence

THE ARTS CENTER in an independent organization and entity pursuant to this Agreement and shall not, in any way, be considered to be an affiliate, subsidiary, officer, agent or employee of CITY. THE ARTS CENTER agrees that CITY shall not be liable or responsible for any benefits, including, but not limited to, worker's compensation, disability insurance, retirement benefits, life insurance, unemployment insurance, health insurance or any other benefits which THE ARTS CENTER may be required by law or contract to provide to its employees, officers, agents, or contractors. THE ARTS CENTER agrees that it shall not sue or file a claim, petition or application therefore against CITY or any of their officers, employees, agents, representatives or sureties with respect to such benefits. THE ARTS CENTER shall not have any authority to bind CITY or to make any representations or warranties to accept service of process, to receive notice, or to perform any act or thing on behalf of CITY except as authorized in writing by CITY.

## **7. Authority of Signatories**

THE ARTS CENTER and THE ARTS CENTER's signatories represent that the signatories hold the positions set forth below their signatures and that the signatories are authorized to execute this Agreement on behalf of THE ARTS CENTER and to bind THE ARTS CENTER hereto.

## **8. Attorney's Fees**

In the event either party shall initiate any suit, action or appeal on any matter related to this Agreement, then the court before whom such suit, action or appeal is taken shall award to the prevailing party such attorney's fees as the Court shall deem reasonable, considering the complexity, effort and result against the party who shall not prevail, and such award and all allowable costs of the event shall be either added to or deducted from the balance due under this Agreement, or be a separate obligation as appropriated.

## **9. Assignability**

This Agreement is for the exclusive benefits of THE ARTS CENTER and CITY. Any attempt to assign, transfer, or pledge by either party without the prior written consent of the remaining party shall void the Agreement.

## **10. Prevailing Law**

The Agreement is to be governed by, and construed in accordance with, the laws of the State of Oregon.

## **11. Venue**

Any disputes about the terms of this Agreement will be brought before the Benton County Circuit Court.

## **12. Waiver**

Waiver of any breach of any provision of this Agreement by either party shall not operate as a waiver of any subsequent breach of the same or any other provision of this Agreement. If any portion of this Agreement is held to be invalid under any applicable statute or rule of law, then such portion only shall be deemed invalid.

## **13. Compliance with federal and state laws**

THE ARTS CENTER shall have sole responsibility to comply with all applicable federal and state laws, rules and regulations concerning environmental issues in carrying out activities funded under this Agreement. If any acts or omissions of THE ARTS CENTER should lead to liability or government enforcement action against CITY, THE ARTS CENTER shall be required to defend such action and to indemnify CITY for all costs incurred including without limitation any costs of required response actions and attorney fees. CITY will not assume responsibility for compliance with federal or state environmental requirements related to THE ARTS CENTER performance under this Agreement, but will cooperate to the extend practical and consistent with City Council Policy.

**14. Discrimination**

The parties agree not to discriminate on the basis of age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income in the performance of this contract.

**15. Extent of Contract**

This contract supersedes any prior or contemporaneous oral or written agreements or understandings entered into by the parties. No modification of this Agreement shall be valid unless set forth in writing and signed and dated by both of the parties to this agreement.

IN WITNESS WHEREOF, the parties have herewith executed their signatures.

CITY OF CORVALLIS

  
\_\_\_\_\_  
James A Patterson, City Manager

THE ARTS CENTER

  
\_\_\_\_\_  
David Huff, Executive Director

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney



**Finance Department**  
500 SW Madison Avenue  
Corvallis, OR 97333  
541-766-6990  
541-754-1729

MEMORANDUM

February 5, 2013

TO: Steve Deghetto, Parks and Recreation Assistant Director

FROM: Jeanna Yeager, Accountant

SUBJECT: The Corvallis Arts Center, Inc. Annual Financial Review, Fiscal Year 2012

This review consists of inquiries and analytical procedures and is limited in its nature. The Statement of Financial Position, Statement of Activities and Change in Net Assets, Statement of Cash Flows, and the related Notes to the Financial Statements are unaudited financial reports that are the representation of the management of Corvallis Arts Center, Inc. (CAC).

The June 30, 2012 financial reports were reviewed by Stover Neyhart & Co., PC, a certified public accounting firm. Stover Neyhart & Co. has not audited the financial statements and does not express an opinion or any form of assurance on the financial statements.

This review is based on CAC's fiscal year, July 1, 2011 through June 30, 2012. CAC records transactions using the accrual basis of accounting.

During the year ended June 30, 2012 CAC reported revenues of \$509,669 and expenses of \$506,613, resulting in a net ordinary gain of \$3,056. CAC received \$44,960, 8.8% of its total revenues, from the City of Corvallis. CAC has properly accounted for all revenue received from the City.

The Corvallis Arts Center reported total assets of \$100,628 and total liabilities of \$33,941, resulting in net assets of \$66,687. Of this, \$41,867 is reported as temporarily restricted.

Based on this review, acceptance of the Corvallis Arts Center's annual report is recommended.

**CORVALLIS ARTS CENTER, INC.**  
**REVIEWED FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**Corvallis Arts Center, Inc.**  
**Table of Contents**

Independent Accountant's Review Report	1
Financial Statements	
Statement of Financial Position	2
Statement of Activities and Change in Net Assets	3-4
Statement of Cash Flows	5
Notes to Financial Statements	6-8

# Stover Neyhart & Co., PC

Certified Public Accountants

777 NW 9<sup>th</sup> St., #408 Corvallis, OR 97330-6169  
PHONE 541-754-1144 • FAX 541-757-8787

---

To the Board of Directors  
Corvallis Arts Center, Inc.  
Corvallis, Oregon

We have reviewed the accompanying statement of financial position of Corvallis Arts Center, Inc. (a nonprofit organization) as of June 30, 2012, and the related statements of activities and change in net assets, and cash flows for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of Corvallis Arts Center, Inc.

A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

August 15, 2012  
Corvallis, Oregon

*Stover Neyhart & Co., PC*

**Corvallis Arts Center, Inc.**  
**Statement of Financial Position**  
**June 30, 2012**

See accompanying notes and independent accountant's report

**Assets**

Current Assets

Cash	\$ 61,832
Accounts receivable	7,991
Other receivables	1,464
Inventory	2,094
Total current assets	<u>73,381</u>

Property and Equipment

Equipment	74,764
Leasehold improvements	45,179
Accumulated depreciation	(92,696)
Net property and equipment	<u>27,247</u>

Total assets \$ 100,628

**Liabilities**

Accounts payable	4,388
Accrued vacation	6,230
Unearned revenue-camp tuition	22,579
Unearned revenue-gift cards	744
Total liabilities	<u>33,941</u>

**Net assets**

Unrestricted	24,820
Restricted	41,867
Total net assets	<u>66,687</u>

Total liabilities and net assets \$ 100,628

**Corvallis Arts Center, Inc.**  
**Statement of Activities and Change in Net Assets**  
**For the Year ended June 30, 2012**

See accompanying notes and independent accountant's report

	Unrestricted	Temporarily Restricted	Total
<b>Support and Revenues</b>			
Program Fees			
ArtSpirit	150		150
Education	58,507		58,507
ArtsCare	776		776
Storytellers		-	-
Satisfaction of program restrictions	2,275	(2,275)	-
Total Program Fees	61,708	(2,275)	59,433
Artshop/Gallery/Exhibit			
Gift shop and gallery sales	33,483		33,483
Total Artshop/Gallery/Exhibit	33,483	-	33,483
Grants			
Foundation Grants	73,795	43,500	117,295
Government Grants	21,518	45,782	67,300
City of Corvallis	44,960		44,960
Endowment	14,554		14,554
Satisfaction of program restrictions	69,651	(69,651)	-
Total Grants	224,478	19,631	244,109
Memberships and Contributions			
Donations/Contributions	29,258	45,000	74,258
Membership fees	36,931		36,931
Satisfaction of support restrictions	54,302	(54,302)	-
Total Memberships and Contributions	120,491	(9,302)	111,189
Fundraising/Special Events			
Chocolate Fantasy	45,393		45,393
Other events	5,413		5,413
Total Fundraising/Special Events	50,806	-	50,806
Other Revenues			
Facility rental	2,594		2,594
Interest income	60		60
Donated building space	6,530		6,530
Other revenues	1,465		1,465
Total Other Revenues	10,649	-	10,649
Total Support and Revenues	501,615	8,054	509,669

**Corvallis Arts Center, Inc.**  
**Statement of Activities and Change in Net Assets**  
**For the Year ended June 30, 2012**

See accompanying notes and independent accountant's report

<b>Expenses</b>	Unrestricted	Temporarily Restricted	Total
Programs			
Education	206,628		206,628
ArtsCare	52,192		52,192
Artshop	37,676		37,676
Exhibits	92,053		92,053
Storytellers	2,275		2,275
Total Programs	390,824	-	390,824
General and Administrative	57,145		57,145
Fundraising	58,644		58,644
Total Expenses	506,613	-	506,613
Increase (Decrease) in Net Assets	(4,998)	8,054	3,056
Net Assets at Beginning of Year	29,818	33,813	63,631
Net Assets at End of Year	\$ 24,820	\$ 41,867	\$ 66,687

**Corvallis Arts Center, Inc.**  
**Statement of Cash Flows**  
**For the Year Ended June 30, 2012**

See accompanying notes and independent accountant's report

Cash flows from operating activities	
Increase in net assets	\$ 3,056
Adjustments to reconcile changes in assets to net cash used by operating activities:	
Depreciation and amortization	3,049
Decrease in accounts receivable	5,136
Decrease in other receivables	1,397
Increase in inventories	(106)
Increase in accounts payable	1,239
Increase in accrued expenses	1,064
Increase in unearned revenue	3,109
Net cash provided by operating activities	17,944
Cash flows from investing activities	
Payments for purchase of equipment and leasehold improvements	(10,001)
Net cash used in investing activities	(10,001)
Net increase in cash	7,943
Cash, beginning of year	53,889
Cash, end of year	\$ 61,832

**Corvallis Arts Center, Inc.**  
**Notes to Financial Statements**  
**For the Year Ended June 30, 2012**

**Note 1 - Nature of Activities and Significant Accounting Policies**

Nature of Activities

Corvallis Arts Center, Inc. (the Organization) is a non-profit organization with a mission to nurture artistic expression and to enhance the creative life of the community. This mission is carried out through such programs as exhibitions, performances, extensive on-site arts and culture programming for children, an ArtsCare program serving health care facilities, and the promotion and sale of artists' work through exhibitions and the ArtShop. Sources of income include grants, memberships, sponsorships, class and event fees, and artwork sales commissions.

Basis of Accounting

The Organization uses the accrual method of accounting, which recognizes revenues in the period in which the related expenses are incurred.

Accounts Receivable

Management considers accounts receivable to be fully collectible; accordingly no allowance for doubtful accounts has been established.

Property and Equipment

Property and equipment acquisitions are capitalized at purchase price or estimated fair value if donated. Depreciation is computed using the straight-line method over the assets' useful lives.

Inventory

Inventory consists of items purchased and held for resale and is valued at cost. A physical inventory is taken annually. Consigned goods are not included in inventory.

Advertising Costs

Advertising costs are expensed as incurred.

Income Taxes

Corvallis Arts Center, Inc. is a not-for-profit organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Uncertain Tax Positions

The organization has adopted FASB ASC 740-10, *Accounting for Uncertainty in income taxes*. The organization files income tax returns in the U.S. federal jurisdiction and the State of Oregon as needed. The Organization is no longer subject to U.S. federal or state income tax examinations by taxing authorities for years prior to 2008.

The Organization has made no adjustments to net assets related to FASB ASC 740-10 and there have been no material changes in the amount of unrecognized tax benefits or liabilities that would affect the effective tax rate of the Organization. The Organization's policy is to recognize accrued interest and penalties associated with uncertain tax positions, if any, as part of the income tax provision.

**Corvallis Arts Center, Inc.**  
**Notes to Financial Statements**  
**For the Year Ended June 30, 2012**

Note 1 - Nature of Activities and Significant Accounting Policies (cont.)

Financial Statement Presentation

Under Statement of Financial Accounting Standards (SFAS) No. 117, Financial Statements of Not-for-Profit Organizations, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Contributions

Under SFAS No. 116, Accounting for Contributions Received and Contributions Made, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets depending on the absence or existence and nature of any donor restrictions. Contributions received with donor-imposed restrictions that are met in the same year in which the contributions are received are classified as unrestricted contributions.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note 2 - Temporarily Restricted Funds

The activity in the Temporarily Restricted Net Assets funds by program for the year ended June 30, 2012 was as follows:

	<u>Education</u>	<u>ArtsCare</u>	<u>Artshop</u>	<u>Storytellers</u>	<u>Exhibits</u>	<u>Operations</u>	<u>Other</u>	<u>Total</u>
Beginning Balance	\$ 23,775	\$ 2,235	\$ 3,000	\$ 2,275	\$ -	\$ -	\$ 2,528	\$ 33,813
Income:								
Foundations	10,000				33,500			43,500
Government	8,500				10,282	27,000		45,782
Other Contributions	45,000							45,000
	<u>63,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>43,782</u>	<u>27,000</u>	<u>-</u>	<u>134,282</u>
Expenses:								
Payroll related	23,510				9,268	3,000	-	35,778
Contract Labor	47,652	1,875					250	49,777
Scholarships	2,428							2,428
Materials	10,899	40					278	11,217
Travel	453							453
Website						8,334		8,334
Equip/Improve.					10,139			10,139
Other	2,333	320		2,275	3,174			8,102
	<u>87,275</u>	<u>2,235</u>	<u>-</u>	<u>2,275</u>	<u>22,581</u>	<u>11,334</u>	<u>528</u>	<u>126,228</u>
Ending Balance	(0)	-	3,000	-	21,201	15,666	2,000	41,867

**Corvallis Arts Center, Inc.**  
**Notes to Financial Statements**  
**For the Year Ended June 30, 2012**

**Note 3 - Economic Dependence**

The Organization has a three-year agreement with the City of Corvallis under which the City will provide support to the Organization based upon a designated percentage of the City's property tax levies. The agreement expires on June 30, 2012. As of August 15, 2012, Organization management was in the process of renewing the agreement with the City. Total support provided under the contract for the year ended June 30, 2012 was \$44,960.

**Note 4 - Endowment Fund**

In February 2001 a separate supporting organization known as The Arts Center Endowment, Inc. (formerly known as ArtCentric Endowment, Inc.) was formed to manage the endowed funds. Net transfers of \$136,593 were made from the Corvallis Arts Center, Inc. to The Arts Center Endowment, Inc. at the time of separation. The Arts Center Endowment, Inc. provides fiscal support to the Organization. During the fiscal year ended June 30, 2012, the Organization received \$14,554 from the Endowment.

**Note 5 - Lease Agreement**

In 2010 the Organization entered into a 5-year operating lease agreement for a copier. Minimum payments due under the lease agreement are as follows:

Amounts due for the year ended June 30:	
2013	633
2014	633
2015	422
Total	\$ 1,688

**Note 6 - Donated Building Space**

The Organization operates in a building owned by the City of Corvallis, which the City makes available free of charge. The estimated fair market rental value of the building is reflected as Donated Building Space and Rental Expense in the financial statements. The amount so included in the statements for the year ended June 30, 2012 was \$6,530.

**Note 7 - Subsequent Events**

FASB ASC 855-10 requires the disclosure of the date through which an entity has evaluated subsequent event and the basis for that date. The Organization has evaluated subsequent events through August 15, 2012, the date the financial statements were available to be issued.



Finance Department  
500 SW Madison Avenue  
PO Box 1083  
Corvallis, OR 97339-1083  
(541) 766-6990  
Fax: (541) 754-1729

November 2, 2011

David Huff  
Corvallis Arts Center  
700 SW Madison Ave  
Corvallis, OR 97333

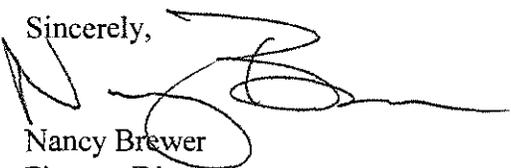
Dear David,

With property tax bills issued, I can now provide you with the annual update on the current fiscal year property tax revenue estimate. The City experienced 2.99 percent growth in assessed value, slightly more than we had originally projected which is resulting in a little more revenue than expected. However, the increased revenue to the City was also offset by withholding for the Comcast valuation appeal which almost completely offset the unanticipated revenue growth. The amount to be turned over to the Arts Center is 0.21% of the City's estimated revenue which totals \$44,960. Subtracting the payment of \$32,000 in July 2011, the balance to be paid to the Arts Center on November 18 totals \$12,960. Should the appeal of the tax court decision come out in favor of the State's assessment, there would be a small additional allocation -- possibly \$200 or so; we have no information about when the appeal will be resolved, so timing is unclear. Otherwise, the November 18 payment will be the last payment this fiscal year.

I expect to have estimates for next fiscal year by the middle of February and will let you know then what we project the City's payment to the Arts Center for FY 12-13 will be.

I understand you are fairly new to the Corvallis Arts Center, so if you would like additional information about the payment from the City or future year possibilities, please feel free to call and we can discuss your concerns.

Sincerely,

  
Nancy Brewer  
Finance Director

  
Tina Stephens, Senior Accountant  
Shren Emery, Parks & Recreation Director  
Eve DeGhetto, Assistant Director, Parks & Recreation

*A Community That Honors Diversity*

# MEMORANDUM

**To:** Human Services Committee  
**From:** Karen Emery, Director   
Stephen DeGhetto, Assistant Director   
**Date:** February 4, 2013  
**Subject:** Public Arts Selection Commission Annual Report

---

**Issue:** The Public Arts Selection Commission (PASC) is scheduled for its annual report to the Human Services Committee.

**Background:** The Public Arts Selection Commission was established by Council in 1998 to oversee the selection, acceptance and placement of public art in the City of Corvallis consistent with Council policy. The Commission is comprised of 7 citizen voting members and a City Council liaison. In Fiscal Year 12-13 the Parks and Recreation Department administered the Public Arts Selection Commission (PASC) for the City's public artwork projects.

**Discussion:** The Commission met four (4) times between April and August, 2012. Shelly Curtis is the current chair of the Commission. Shelly Moon represents the Arts and Cultural Commission and City Councilor Joel Hirsch is the current Council liaison.

The Commission has no vacancies and has held an election for the Chair, Shelley Curtis and Vice Chair, Paul Rickey, Jr. During this reporting period the commission has been involved with the review of two proposals. The Mosaic Collaborations project by Ella Rhodes, would design and install 18 eighteen mosaics on one side of the trash receptacles along 3<sup>rd</sup> and 4<sup>th</sup> streets. The first phase of the project included fund raising for eight mosaics and the installation is scheduled for the summer of 2013. The second project, by artist Kathryn Jederlinich, features a mural that represents the life and goals of Dr. Martin Luther King, Jr. The mural is displayed in the kiosk at Dr. Martin Luther King Jr. Park and was completed in September of 2012.

Citizen volunteers on the Commission continue to provide invaluable expertise and oversight to forward the community's values supporting public art. Cooperatively, citizen volunteers, The Arts Center and the Arts and Cultural Commission advocate the importance of public art.

**Recommendation:** Staff recommends the Human Services Committee recommend to City Council to accept the Public Arts Selection Commission's annual report.

**Review and Concur:**



James A. Patterson, City Manager



Nancy Brewer, Finance Director

**Attachments:**

PASC Minutes

- April 19, 2012
- June 21, 2012
- July 26, 2012
- August 16, 2012

**CITY OF CORVALLIS**  
**MINUTES OF THE PUBLIC ART SELECTION COMMISSION**  
**April 19, 2012**

Attendance

Shelley Curtis, Chair  
 Bill Laing  
 Chi Meredith  
 Shelley Moon  
 Ross Parkerson  
 Paul Rickey, Jr.  
 Joel Hirsch, City Council Liaison

Staff

Steve DeGhetto, Assistant Director  
 Jackie Rochefort, Park Planner  
 Terry Nix, Recorder

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations/Actions
Review of Minutes			January 19, 2012 minutes were approved as transcribed.
Visitors' Propositions	X		
Update on Graffiti Wall	X		
Current Public Art Inventory	X	X	
Value of Public Art Inventory	X	X	
CAFÉ Program Meeting Notes	X		
Future Agenda Items	X	X	
Work Session on Sunset Review			Motion passed to recommend that the Public Art Selection Commission continue for another term.
Adjournment			Adjourned at 5:15 p.m.

**CONTENT OF DISCUSSION**

**I. CALL TO ORDER**

Chair Shelley Curtis called the meeting to order at 4:05 p.m. She welcomed new member Bill Laing. Assistant Director Steve DeGhetto distributed a member list and discussion followed regarding the makeup of the Commission; there is one vacancy. Self-introductions followed.

**II. REVIEW OF MINUTES**

**MOTION:** Ross Parkerson moved to approve the January 19, 2012 minutes as transcribed. Paul Rickey seconded the motion and it **passed**.

**III. VISITORS' PROPOSITIONS:** None.

**IV. UPDATE ON GRAFFITI WALL**

Park Planner Jackie Rochefort said the graffiti wall is a very exciting idea that came forward from a citizen group. Prior to the Riverfront Park improvements, there was a graffiti wall on the Mater building that was widely and respectfully used. The citizen group came forward with the idea of a graffiti wall on public property; they are most interested in the area underneath the overpass just south of Riverfront Park. This is City-owned property with an ODOT easement; ODOT has said they are okay with this moving forward. However, the area is within the Willamette River Greenway and the project would require a greenway permit. This is not an easy or inexpensive process; the permit fee is about \$6,000. Another issue is that the site is in the floodplain, but a graffiti wall could be designed to work in the floodplain. The citizen group and staff discussed making the wall temporary, but did not find a way to make that safely work. They also discussed building a frame for the wall and displaying it as alley art at Burst's Candies on Madison; however, that would require a process through the Historic Resources Commission.

Planner Rochefort said her recommendation is that a master plan be done for the entire area, taking into consideration all interested parties and uses, and that the City and stakeholder groups do a joint greenway permit application for the area. The citizen group that brought this forward has some grant money but a certain time period to spend it; she has suggested that they contact the grant agency to request an extension.

Mr. Parkerson said that, if we are going to give true worth to the graffiti wall, it should be someplace where people would see it. He thinks it would be a wonderful addition to the Riverfront Park. Planner Rochefort said that the lawn area at Riverfront Park is intended to be an open area and gathering spot, and that area would not provide protection from the elements that the group desires. She said the space under the overpass near the Skate Park was proposed by the artists who likely want to be a part of the culture that exists in that area.

**V. CURRENT PUBLIC ART INVENTORY**

Discussion was held to a future meeting due to time constraints.

**VI. VALUE OF PUBLIC ART INVENTORY**

Discussion was held to a future meeting due to time constraints.

**VII. CAFÉ PROGRAM MEETING NOTES**

Shelley Moon drew attention to the meeting notes from the January 20 CAFÉ Program meeting. She said the name of the program has been changed to Corvallis Arts for All (CAFA). Posters are being made and the program will launch the first week of May.

#### **VIII. FUTURE AGENDA ITEMS TO INCLUDE MAINTENANCE FUNDING AND DEPARTMENTAL RESPONSIBILITY FOR CURRENT PUBLIC ART INVENTORY**

Discussion was held to a future meeting due to time constraints.

#### **IX. WORKSESSION ON SUNSET REVIEW OF PASC SCHEDULED FOR JUNE**

Mr. DeGhetto said that all of the City's Boards and Commissions go through a regular sunset review process. This Commission is scheduled for a sunset review this June. The report to the City Council is to include accomplishments and activities since the last review and future activities. He has identified as accomplishments a number of art selections. Activities include inventorying public art, establishing new places for public art, and the art tour. He invited input.

City Council Liaison Joel Hirsch said the City is looking to reduce staff time where possible. A question that the Commission may want to answer is whether it should continue to exist independently of the Arts and Culture Commission. It is important to make a case that the two groups do different things.

Chair Curtis noted that an impressive inventory of public art was included in meeting packets. She said the Commission is responsible for selecting, displaying, and taking care of public art; she thinks this is a very important Commission and she would advocate that it continue. Mr. Parkerson agreed; he said the mission of this Commission is to review and approve art in the public right-of-way which is clearly different than the mission of the Arts and Culture Commission. Ms. Meredith also agreed; she said the public art overseen by this Commission is permanent and she understands the Arts and Culture Commission deals more with cultural and performance art. As a member of both Commissions, Ms. Moon said that the two groups and their functions seem very different. Projects like the CAFÉ program, for example, may be appropriate for the Arts and Culture Commission but not necessarily for this Commission.

Mr. Hirsch said his opinion is that this is an established Commission with a purpose and a clear vision and that it should exist independent of the Arts and Culture Commission at this time.

Mr. DeGhetto said he will capture the above discussion into the report that goes to the City Council. Chair Curtis said the report should also include the art inventory. She said that, even though it has to consider complex issues at times and there is subjectivity with a seven-person group, the Commission operates very well. For example, the Commission spent a lot of time and met often during the process to select art for the Library. That was

time well spent and people were happy with the result. Mr. Parkerson suggested that the minutes of this meeting also be included in the report that goes to the City Council.

**MOTION:** Mr. Parkerson moved to recommend that the Public Art Selection Commission continue for another term. Mr. Ricky seconded the motion and it **passed**.

**X. ADJOURNMENT**

In recognition of Volunteer Month, Mr. DeGhetto distributed a token of appreciation from the Mayor to each Commissioner.

Chair Curtis distributed a flyer on the College of Agricultural Sciences at Oregon State University's 30<sup>th</sup> annual Art About Agriculture exhibition.

Mr. Parkerson reported that May is Historic Preservation Month.

The meeting was adjourned at 5:15 p.m.

**CITY OF CORVALLIS  
MINUTES OF THE PUBLIC ART SELECTION COMMISSION  
JUNE 21, 2012**

Attendance

Shelley Curtis  
Chi Meredith  
Shelley Moon  
Josh Hackenbruck  
Bill Laing

Staff

Karen Emery, Director  
Steven DeGhetto, Assistant Director  
Mark Lindgren, Recorder

Visitors

Ella Rhoads

Absent/Excused

Sidney Snell  
Ross Parkerson  
Paul Rickey, Jr.  
Joel Hirsch, City Council Liaison

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introductions	X		
III. Review of Minutes- April 19, 2012	X		
IV. Visitor Propositions	X		
V. Work Session on PASC Sunset Review Scheduled for June	X		
VI. Discussion of Trash Receptacle Mosaics	X		
VII. Adjournment	X		The next regular Public Art Selection Commission meeting is scheduled for 4:00 p.m., July 26, 2012 at the Parks and Recreation Conference Room.

**CONTENT OF DISCUSSION**

- I. CALL TO ORDER:** Chair Shelley Curtis called the meeting to order at 4:04 p.m.
- II. INTRODUCTION OF NEW MEMBERS.**  
Shelley Curtis introduced new member Josh Hackenbruck, OSU Asst. Architect; he is filling an OSU art faculty position on the commission. Assistant Director Steve DeGhetto related that the commission was losing two members: Ross Parkerson was not renewing his appointment and Sidney Snell was moving out of town. Bill Laing stated that he was representing the Board of Directors of the Art Center; he is a photographer. Chi Meredith noted that her first name was pronounced like "shy".
- III. REVIEW OF MINUTES.**  
Laing moved and Curtis seconded to approve the April 19, 2012 minutes as presented; motion passed.
- IV. VISITOR PROPOSITIONS.** None.

**V. WORK SESSION ON SUNSET REVIEW OF PASC SCHEDULED FOR JUNE.**

Curtis said the Human Services Committee (a council subcommittee) conducts sunset reviews of boards and commissions, and typically poses three questions. She related that the committee expressed interest in having rotating art displays placed in city public meeting spaces, such as Madison Avenue meeting room, the fire station meeting room, and City Hall. She said that one issue is whether a piece of art would be placed in perpetuity, or whether it could be moved to another location. DeGhetto said public art has been moved previously.

He said public art policy is to have the art where it is accessible to the public, for no fee. There appear to be no other code restrictions. He said that access to meeting rooms could be disruptive during a meeting; also, it can be unsupervised. It's not clear what security would entail, and it would be insured for all its value. He said the committee's work is to evaluate locations and inventory. Laing said placing art in a meeting room was acceptable; the most important objective is providing more venues for artists.

DeGhetto said the code could be amended, to language such as "...because the city has a rotating art venue, some art may be located in some areas that are not accessible at all times". He said storing art may become an issue, in terms of space and expertise. Hackenbruck said OSU often puts art in offices and meeting rooms. Laing said since the recommendation came from HSC, it is the Council's responsibility to alter the ordinance to allow art in meeting spaces. DeGhetto said he will follow up on it; he said his understanding is that existing Council policy presents a barrier to its recommendation for art in meeting spaces.

Curtis related that the HSC also asked about the Graffiti Wall. DeGhetto highlighted a temporary mural on the wall of the Senior Center in Chintimini Park.

**VI. DISCUSSION OF TRASH RECEPTACLE MOSAIC.**

Ella Rhoads related that she's been producing mosaics for twelve years and operates a local studio. She outlined her background, including working in the Arts Care therapy program at the Art Center for six years, designing a large-scale mural at the hospital and an OSU display. She highlighted a list of her public installations, exhibitions and experience in her résumé in the distributed packet.

She stated she had been contemplating a trashcan mosaic project in the downtown area for some time. She said DeGhetto suggested she contact original trashcan designer David Livingston. She related that she met with the Downtown Corvallis Association's Joan Wessell and Livingston, who have given their blessing for the project. She met with the DCA design committee last week, which supported the project. She highlighted locations of trashcans on 3<sup>rd</sup> and 4<sup>th</sup> Streets downtown. She clarified that she was not proposing dealing with Second Street trashcans yet, saying that eighteen was a good starting number, though additional work could be done in future phases.

She said the intent was to enliven downtown with colors; there is also a community interactive aspect. The mosaic could be placed on the side facing oncoming traffic, thus helping in wayfinding. The proposal is to leave the other side of the cans as they are, retaining the existing city logo on that side.

She said she chose the proposed design for positivity in all seasons, to be suitable for community participation, and to allow variation. She said the mosaics are placed on mesh, and volunteers can participate in doing so. A number of organizations have expressed interest. She estimated it would cost \$250 per panel, including six hours (\$200) for labor and \$50 for materials.

She outlined current funding for the project, which includes the \$300 she has donated from the \$430 grant from the May 20 FEAST fundraiser; a \$300 grant from the May 10 CYA presentation at the Corvallis Art Center; \$100 in materials from the Fall Festival; and a donation of Weldbond and tesserae from Murano Millefiori worth \$65. She will apply for a 2013 \$1,000 Benton County Cultural Coalition grant. She will give a presentation to DCA and will approach schools and other organizations regarding participation. She asks all participants to sign a waiver before volunteering.

Laing asked whether the sun motif would be on each panel; Rhoads replied that it would. It is intended to not look like a logo and to have a generalized interpretation. Hackenbruck suggested not focusing too much on automobiles, since Corvallis is very bike and pedestrian oriented community. Chi Meredith concurred, saying 2<sup>nd</sup> Street might be a better starting place, especially with Farmers Market activity. Rhoads said the area would be from the skate park to Van Buren. She said 3<sup>rd</sup> and 4<sup>th</sup> Street trashcans were purchased by DCA. DeGhetto said that those on 2<sup>nd</sup> Street were owned by Parks and Recreation. Rhoads noted the trashcans are all firmly bolted down; DeGhetto added they are very heavy and sturdy. Rhoads related that Livingston received a design patent for the trashcans around 2006.

Rhoads explained that glass mosaics are affixed to the mesh with a drop of Weldbond non-toxic adhesive; a thinset polymer will fasten the panel to the trashcan and then it will be sealed. She hoped to have them all installed by the end of June 2013. She said the trashcans provide a perfect visual frame.

Curtis asked if this was the best way for her to display her art most appropriately. Rhoads replied that any concrete surface attracts a mosaic artist, but most surfaces are painted. The cans are a good height for pedestrians. Curtis said the idea seem well thought out. Curtis asked about next steps; DeGhetto replied that the commission could review the idea further, or make a recommendation, which would go to the City Council. Rhoads summarized that about \$1,000 has been raised so far. She asked whether the Civic Beautification and Urban Forestry Commission (CBUF) was distributing funds the next fiscal year.

Curtis encouraged Rhoads apply to the BCCC for a grant. DeGhetto said he would distribute a policy to commissioners regarding their review. Rhoads said she was open to doing between 12-20 cans, and installing them wherever the community thought best. Several members expressed much stronger interest in the Riverfront and 1<sup>st</sup> and 2<sup>nd</sup> Street. She said she'd preferred to entirely do one street, rather than scattered around, but would be open to doing *either* 3<sup>rd</sup> or 4<sup>th</sup> Street and then 1<sup>st</sup> or 2<sup>nd</sup> Street. DeGhetto will copy the presentation materials and include them in the next PASC packet. Curtis suggested taking formal action at the next regular meeting. DeGhetto suggested the commission make a recommendation on placement. Meredith suggested members tour the area.

Laing asked how much oversight they'd give the project; whether they just gave thumbs up on design, or whether they could stipulate that the project not go forward without the funding all in place. Curtis asked whether the city could fund part of it; DeGhetto said the city did not have available property tax funds. He said that it is not clear whether CBUF will be awarding this year, and typically the grants are for horticultural projects. The commission could also stipulate alternate designs. Donors may want design flexibility. DeGhetto suggested not scheduling a special meeting. Curtis emphasized the importance of the public input.

DeGhetto said placing them in Riverfront Park would require going through PNARB, since they are owned by Parks and Recreation. Lindgren asked whether the DCA still owned the cans it had purchased; DeGhetto will inquire. Meredith said it seemed as though DCA favored the 3<sup>rd</sup> and 4<sup>th</sup> Street locations. DeGhetto suggested having a final review with more stakeholders at a future meeting.

DeGhetto related that the Riverfront has a design committee, though there is probably have some design latitude. DeGhetto said the commission could condition phased development on numbers of cans. The PASC would make a recommendation either directly to the Council or via PNARB, depending on can locations. Meredith suggested including Livingston in the discussion.

**VII. ADJOURNMENT:** Meeting adjourned at 5:15 p.m.

**CITY OF CORVALLIS  
MINUTES OF THE PUBLIC ART SELECTION COMMISSION  
JULY 26, 2012**

Attendance

Shelley Curtis  
Chi Meredith  
Shelley Moon  
Paul Rickey, Jr.  
Josh Hackenbruck  
Bill Laing

Absent/Excused

Joel Hirsch, City Council Liaison

Staff

Steven DeGhetto, Assistant Director  
Mark Lindgren, Recorder

Visitors

Megha Shyam  
Joan Wessell  
Ellen Volmert  
Cynthia Spencer  
David Livingston

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introductions	X		
III. Review of Minutes- June 21, 2012	X		
IV. Visitor Propositions	X		
V. Mosaic Collaborations for Downtown Trash Receptacles			Motion passed that the commission recommended the Council approve the project as presented (eighteen mosaics on 3 <sup>rd</sup> and 4 <sup>th</sup> Streets) and that Rhoades report back within nine months.
VI. MLK Commission Proposal for Kiosk Art			Motion passed to approve the project go forward.
VII. Adjournment	X		The next regular Public Art Selection Commission meeting is scheduled for 4:00 p.m., August 16, 2012 at the Parks and Recreation Conference Room.

**CONTENT OF DISCUSSION**

- I. CALL TO ORDER:** Chair Shelley Curtis called the meeting to order at 4:05 p.m.
- II. INTRODUCTIONS.**  
Cynthia Spencer related she was interested in serving on the Commission. Ellen Volmert related she worked in the City Manager's Office and staffed the MLK Commission. Joan Wessell related she was Director of the Downtown Corvallis Association (DCA). Dave Livingston related that he designed the Corvallis trash receptacles.
- III. REVIEW OF MINUTES.**  
It was pointed out that Chi Meredith's first and last name was often reversed throughout the minutes. Laing moved and Curtis seconded to approve the June 21, 2012 minutes as corrected.

**IV. VISITOR PROPOSITIONS.** None.**V. MOSAIC COLLABORATIONS FOR DOWNTOWN TRASH RECEPTACLES.**

DCA Executive Director Joan Wessell said mosaic artist Ellen Rhoades' work was well regarded. She related that Ella Rhoades presented to the DCA membership and its Design Committee, and that all of the DCA was supportive of Rhoades' proposal.

Hackenbruck said it sounded as if Rhoades thought the DCA was pushing installing the mosaics on 3<sup>rd</sup> and 4<sup>th</sup> Street; Wessell confirmed that that was due to the higher traffic on these streets than 1<sup>st</sup> Street. DeGhetto asked about the ownership of the trash receptacles; Wessell replied that the DCA paid for half of the funding for 34 trash cans. She estimated that over half of those merchants are now gone, so ownership would have reverted to the DCA.

Meredith stated that 1st Street has more foot traffic and said the mosaics should face oncoming traffic. She expressed concern that drivers wouldn't be able to register them; Wessell replied that traffic was fairly slow. Meredith said 1<sup>st</sup> was already fairly well designed, but 3<sup>rd</sup> and 4<sup>th</sup> Streets were plainer.

Cynthia Spencer of Fall Festival said Rhoades was invited to the Festival's Adult Play event; Rhoades said the Festival is always looking for community participation at festivals. She said activities where artists and the public interact help build community. She noted that 3<sup>rd</sup> and 4<sup>th</sup> Streets are gateways for the city. The two streets together get 30,000 cars each day. Something catching their eye tells people that there is art going on in Corvallis. She said there were wave structures on 2<sup>nd</sup> and 1<sup>st</sup> Street already.

Dave Livingston stated he was designer of the trash receptacles. He related that after he learned of Rhoades' work, he felt the work would be a wonderful addition to them. He said if one side was kept visible, containing the image of Corvallis, then that is fine; the work follows the cans' contours and doesn't violate their design. He supported placement of the work on 3<sup>rd</sup> and 4<sup>th</sup> Streets. He related that Rhoades has raised roughly \$2,000 of the needed \$4,000.

Hackenbruck praised Livingston's design of the trash receptacles. Meredith distributed the G-T article on the project, which was published just after the DCA meeting. Meredith advocated placing the mosaics on receptacles on 3<sup>rd</sup> and 4<sup>th</sup> Streets; Laing added that 1<sup>st</sup> and 2<sup>nd</sup> Streets are already more enlivened with art. Rickey said there are also a lot of pedestrian shoppers on 3<sup>rd</sup> and 4<sup>th</sup> Streets. Meredith noted that Rhoades stated she was open to making more mosaics later.

Meredith asked about financial concerns. DeGhetto related that Rhoades said she had just gotten another \$1,000 pledge. DeGhetto related that if the department were able to find funds, it could possibly be able to place some within the Park system. He said Rhoades was willing to go forward on a pay as you go basis, has demonstrated a willingness to fundraise and is marketing the project. Curtis calculated there was currently enough funding for eight of the first phase's eighteen trashcans. DeGhetto said bringing in a youth component could help.

Laing said his understanding is that the project uses the same theme throughout. He asked whether she would consider other design elements, such as themes from the area. DeGhetto said each different design would require separate review. Meredith said Rhoades has already come up with the design and it would be asking too much to do more; it is a very low price. Moon said it would enhance the driving experience and meets the criteria of beautiful art in the community; it adds more color. She advocated keeping it simple.

Hackenbruck moved that the commission recommended the Council approve the project as presented (eighteen on 3<sup>rd</sup> and 4<sup>th</sup> Street); Meredith seconded. Curtis suggested having Rhoades come back after the first eight were completed. Hackenbruck noted that Rhoades is actively fundraising. Laing said she should be authorized to install receptacles on 3<sup>rd</sup> and 4<sup>th</sup> Street as she can; even just eight would be a significant contribution to visual vitality in the area. DeGhetto said the approval is for the art design, number and placement. He said the commission could recommend that Rhoades check back with a report in within a given time period, such as one year. DeGhetto said he would prepare a staff report to the Council.

Curtis moved for an amendment that Rhoades report back within nine months; Meredith seconded; Amendment passed. Main motion passed.

**VI. MLK COMMISSION PROPOSAL FOR KIOSK ART.**

DeGhetto related that he met with the MLK Commission, which has solicited art. The process is in its first stage. He asked representatives make a first presentation.

Megha Shyam stated that MLK Park recently completed a new kiosk, ten by ten feet, and solicited art for one of the kiosks two four by six-foot panels. The project has a \$2,000 budget; those funds would go to the artist. He said the MLK Commission was looking for feedback on the art. It put out a call to artists for art. The intent was to involve children and represent aspects of the park and Martin Luther King, Jr. Monday was the deadline for submitting proposals; three came in, with one late. The project is in its first phase. He said the artists could make their pitch at the next meeting; the proposal is to finish by September in order to dedicate the kiosk around then.

He said the Commission also holds periodic poster contests. DeGhetto said some of the kiosk panels would contain information and would require ongoing maintenance funding. Rickey said some of the artworks were more appropriate for murals than others. DeGhetto said a second and possibly a third would be held.

Meredith moved and Hackenbruck seconded to approve the project go forward; motion passed. DeGhetto said a meeting would need to be scheduled for August 16.

Curtis noted that there is currently not a Vice Chair. There was agreement to hold that election at the next meeting.

**VII. ADJOURNMENT:** Meeting adjourned at 5:09 p.m.

# DRAFT

**CITY OF CORVALLIS  
MINUTES OF THE PUBLIC ART SELECTION COMMISSION  
AUGUST 16, 2012**

Attendance

Chi Meredith  
Paul Rickey, Jr.  
Bill Laing  
Cynthia Spencer

Staff

Steven DeGhetto, Assistant Director  
Mark Lindgren, Recorder

Absent/Excused

Shelley Curtis  
Shelley Moon  
Josh Hackenbruck  
Joel Hirsch, City Council Liaison

Visitors

Councilor Jeanne Raymond  
Ellen Volmert, MLK Commission staff

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introduction of New Member	X		
III. Review of Minutes- July 26, 2012	X		
IV. Election of Vice Chair			Paul Rickey, Jr. was elected as Vice Chair.
V. Visitor Propositions	X		
VI. MLK Commission Proposal for Kiosk Art			Motion passed 3-1 to accept Jederlinich's proposal.
VII. Leadership Corvallis Art Project	X		
VIII. Adjournment	X		Meeting adjourned at 5:06 p.m.

**CONTENT OF DISCUSSION**

- I. CALL TO ORDER:** Steve DeGhetto called the meeting to order at 4:00 p.m.
- II. INTRODUCTION OF NEW MEMBER.**  
DeGhetto introduced Cynthia Spencer, Executive Director of the Fall Festival. Spencer noted that she has presented art proposals to the commission in the past.

**III. REVIEW OF MINUTES.**

Spencer noted that the first sentence on seventh paragraph on page 2 of the July 26, 2012 minutes should be modified to read, "...; Spencer said *the Festival* is always looking for community participation..". Spencer moved and Meredith seconded to approve the July 26, 2012 minutes as corrected.

**IV. ELECTION OF VICE CHAIR.**

Meredith nominated Paul Rickey, Jr. as Vice Chair; Laing seconded; motion passed.

**V. VISITOR PROPOSITIONS.** None.**VI. MLK COMMISSION PROPOSAL FOR KIOSK ART.**

DeGhetto distributed four stylized renditions of the proposals; he noted that there was not a specific piece to choose from. He noted that the commission had been under the impression that the MLK Commission would solicit for artists, get samples of their style and type of work, and then express its preferences to this commission for a specific piece of artwork for the commission to make a determination on. Councilor Jeanne Raymond replied that the MLK Commission's understanding of the process was different.

Councilor Raymond said the commission's conception was that the kiosk would feature a mural that represented Dr. Martin Luther King, Jr's goals and life; other artists suggested also incorporating parks in the work. There is \$2,000 budgeted for the materials and the artwork. The original idea was to involve children in the artwork, as well. Four proposals were received. She related that MLK Commission Staff Liaison Ellen Volmert said that the artists were encouraged to bring art with more specific and detailed proposals, but they hadn't done so, apparently due to the small scale of the project.

Commissioner members reviewed the sample artwork.

Spencer asked if kids were still intended to take part in creating the work; Raymond replied that the commission is now focusing more on simply getting the work completed expeditiously. DeGhetto asked if the artists have said if they could adhere to the mid-September deadline; Raymond replied that the process had been delayed and it is not clear whether they could still be held to it.

Rickey said there were some good ideas, but they were just sketches. One can tell about the quality of work, but it was hard to make decisions based on them. He noted that they varied in their degree of completion. He commented that portraits were difficult, and two of the drawings did not resemble Dr. King.

Spencer commented that this process was a leap of faith; two of the artists have a proven history, including working with kids, and their finished product would be OK. She said she would prefer to see a finished design before she approved it. Rickey said it was hard to make a decision based on an unfinished sketch. Raymond said the available space is four by six feet. DeGhetto said the mural would be the kiosk section facing north, towards the multimodal path.

Laing noted that in this case, it appeared that the MLK Commission wanted PASC to make the final decision. He said it seemed more appropriate for the MLK Commission to bring a specific piece for PASC to approve; Rickey concurred. Laing said the role of the commission shouldn't change; Spencer related how, in a previous similar process, the Fall Festival had presented three finalist proposals to the PASC to make a final determination. DeGhetto said three of the proposals were not in their final state, while the Dale Draeger pieces were in their final form.

DeGhetto highlighted two possible routes: it could propose to the MLK Commission to rotate different temporary representations on the kiosk, perhaps one per year. Or, the MLK Commission could bring back a more finalized permanent selection for the PASC to review.

Raymond said kiosk side panels will feature winning essay finalists; poems by middle-schoolers; information on MLK, Jr. and quotes by him; and the history on civil rights in Corvallis and the MLK Commission. There is also room for another four by six-foot mural, when funds become available. The existing mural funds have been accumulated over two years. She said the MLK Commission hadn't understood the need to present a final version to PASC.

Laing said PASC could go a third route and accept Draeger's art, if the MLK Commission wished, since it is in final form. Raymond stated that she couldn't speak for the Commission, since she is only Liaison.

DeGhetto highlighted the MLK Commission's July 2, 2012 solicitation for art for the project. Meredith noted that that solicitation did not ask for a finished project. DeGhetto noted that the MLK Commission had envisioned a youth element in the execution of the piece. Meredith said Jederlinich's statement said she was accustomed to working with kids in her murals. DeGhetto said PASC could make a suggestion for the MLK Commission to decide whether it wanted a temporary or permanent piece, or just accept the Draeger piece.

Meredith noted that when you're working with children, you never *do* know exactly what the final piece will look like. She said she liked the idea that Jederlinich presented. Rickey asked whether it could be protected from graffiti; Meredith concurred that that was a good idea. Meredith said the September deadline was coming up soon.

DeGhetto said the artist could compose the final piece in the studio, with or without children. The challenge is that you don't know exactly what you're going to get, but you can anticipate it generally based on samples. Rickey highlighted the concept of diversity. Ellen Volmert said MLK was looking for something that illustrated the vision of MLK, something that connects that vision to Corvallis and the park, and doing that in a way that incorporates children somehow.

DeGhetto read aloud the City policy regarding art considered permanent in status and in City ownership over one year. Laing noted that in this case, the PASC could only review an artist, not the final work, and that was not how the commission was supposed to operate. Spencer countered when the Fall Festival solicited for murals it received rough sketches just like this, but it had seen artists' finished products elsewhere and felt comfortable on the creative choices the artist would make. Meredith said the artist could do the work alone or together with the community. Raymond said the Commission understood it was to let PASC choose a piece. Volmert said the Commission was comfortable with all of the proposals.

Rickey noted the submitted pieces did not resemble Dr. King's likeness. Meredith said she found Hernandez' work uninteresting and proposed discarding it, along with Draeger's; she noted a deadline was coming up and a decision was needed. She said given the need for a decision, PASC needed to take action.

Meredith moved and Spencer seconded to accept Kathryn Jederlinich's proposal. Laing expressed concern about stepping outside the PASC's procedure; DeGhetto replied that similar PASC selections (of a non-final product) have occurred in the past. He said that if Jederlinich's style fit the MLK

Commissions' criteria, then there is an appropriate mechanism for that. Upon completion of the artwork, the PASC could decide to *not* erect it; other pieces have been approved upon rendition; a final product is not always available, especially with works of a large scale.

Rickey said that there is a technique for presenting mural art. DeGhetto said the PASC could condition its approval. Rickey highlighted the looming deadline. Spencer said naïve kid painting works well in a park setting; DeGhetto noted that PASC must decide whether a setting is appropriate for a particular style of art.

The motion passed 3-1, with Laing opposed. Laing noted that given the many samples, Jederlinich was clearly talented. He asked that in the future, pieces of a more finalized nature be submitted to PASC.

Meredith noted that she hadn't seen the samples at the previous meeting and asked to see the art sooner.

**VII. LEADERSHIP CORVALLIS ART PROJECT.**

DeGhetto highlighted Leadership Corvallis' proposal that it was interested in commissioning a public art piece recognizing the program and Hans Neukomm as its founder. They will lead fundraising and hope to have it completed and installed in 2013.

DeGhetto announced that there would not be a meeting in September.

**VIII. ADJOURNMENT:** Meeting adjourned at 5:06 p.m.