

**Agenda**  
**Sherwood Cultural Arts Commission**  
**Tuesday, September 21, 2004**  
**7:00 pm**  
**Sherwood Fire Station (655 NE Oregon Street)**

NOTE: Citizens are offered an opportunity to speak on any subject of their choosing other than items on the current agenda.

1. Adjustments to Agenda
2. Approval of Minutes
3. Recap of Planning meeting/work session
4. Old School House Update/Presentation to Council
5. Halloween Event- Reports
  1. Advertising
  2. Window Painting
  3. Haunted House
  4. Pumpkin Painting
  5. Pumpkin Carving Contest
  6. Logistics/Layout
6. Other
7. Adjourn

## **Minutes from Cultural Arts Commission Meeting**

September 21, 2004

Approved

The meeting began at 7:00 pm, Present at the meeting were;

Shelly Lamb  
Bernie Danylchuk  
Lisa Thoele  
Karen Tasker  
Marilyn Smith  
Tammy Gilley  
Laura St. George

Guest- Applying for open position on commission  
Guest

### **City Representatives;**

Kristen Carey                      Staff  
Dave Grant                         City Council

### **Meeting called to order**

Dave chaired the meeting in the absence of Robyn.

### **Adjustments to Agenda**

None. Dave would add under "other" a discussion re: a representative from the commission taking part in a newly formed committee.

### **Approval of Minutes**

Dave asked for an aye or nay vote for the approval of August '04 meeting minutes, all members were in favor of approving the minutes.

### **Recap of Planning meeting/Work session**

Dave addressed this item, noting the information he had was minimal in the absence of Robyn and due to the fact that Dave was not present at this work session. Shelly added that she recalled the group discussing a second fall-time antique festival with Old Town dealers participating. The spring Arts Festival would still take place. Open discussion followed with concerns of attendance at a fall festival and back to school. The fall show would be more of a wine/cheese/antique Festival.

### **Old School House Update/Presentation to Council**

Dave addressed this item with mentioning Robyn was working on a presentation for City Council to be heard at the 9/28 Council meeting. Open discussion followed re: the preservation or demolition of the Old School and the New Street Design, possibly including a round-a-bout at 3<sup>rd</sup> and N. Sherwood Blvd. After open discussion about street design, the final conclusion was: The presentation to be given by Robyn would focus on the preservation of the Old School. The commission was informed they could attend the Council meeting, although it was not clear as to whether or not they could provide Public comment. Kristen mentioned she spoke with Gene Thomas, Acting City Engineer and

Gene said that there was an option in the street design plan to preserve the Old School House, an alternative street design and that it was not necessary to remove the old school house. Dave said decisions on the fate of the Old School house would not be made at the 9/28 council meeting, the commission was merely doing a presentation to preserve the building. Dave said Robyn would send out a synopsis of the proposal to the commission members and they could forward comments to Robyn.

## **Halloween Event**

**Window Painting:** Kristen mentioned she located a window washer who would charge \$5 per window. Window painting participants would need to provide their own supplies. Judging would be after the paintings were completed, versus waiting for the following weekend, due to the possibility of rain washing away the paintings. Shelly provided a spreadsheet listing the Old town merchants and the status of their participation, along with the number of windows and size of windows. Open discussion followed with charging a \$5 fee per registration and those funds would go towards the window cleaning. Registration process and logistics of event were discussed: Type of paint to be used, masking of windows, painting on sheets of plastic and then putting those painted sheets on the windows, tarping of sidewalks to protect from paint, cleaning process, available options if it were to rain.

**Haunted House:** The Historical Society would utilize the Morback house for the haunted house. Shelly asked to borrow the sidewalk/outdoor lights used at Movies in the Park to light the walk way and they need an undertakers carriage.

**Pumpkin Painting:** Commission discussed type of paint, logistics of process, setup of event tables/tents. How many pumpkins would be needed, Lisa to contact Gramma's Place for possible donation of pumpkins, estimated that 100 pumpkins would be enough. Dave offered to use his truck to haul pumpkins the morning of the event.

**Pumpkins Carving Contest:** Participants would need to bring the pumpkins to the event pre-carved. Judging would be based on scariest, funniest and best theme, for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place. Prizes for the contest have not been determined.

**Logistics/Layout:** Kristen asked commission members to advise her of their area of responsibility. She reminded the group of tent setup, porta-potty's, garbage pickup and general cleanup. If the large tent were to be utilized, it required the Public Works dept. to setup 2 days prior to the event, and would entail possible street closures. Kristen mentioned not wanting to pay overtime to staff for this event. Rain is also a possibility for late October and the Rebekah Lodge may be an option to move the movie indoors as well as the craft corner.

**Advertising:** Karen offered to do the posters and flyers. How many posters would be needed? Posters would need to be posted by the 1<sup>st</sup> week in October. Also discussed was creation of flyers and registration forms.

Guest, Laura St. George asked about public comments. She has been attending Cultural Arts Commission meetings and had not noticed the note at the top of the agenda: "*Citizens offered an opportunity to speak on any subject of their choosing other than items on the current agenda*". Kristen mentioned the note has been part of the agenda for some time now. Laura asked if she could comment and had questions re: the timing of the Arts Festival occurring in the fall. Dave mentioned Laura could comment, and made a reference to the meeting process for City Council, and how these commission meetings were not as formal as City Council meetings and guest comments are welcomed when

appropriate. He did note though that discussions on current agenda topics should be restricted to Commission members only.

**Other:** Dave informed the group that the City Council wanted to form a committee comprised of members from the City's currently established boards and commissions. This committee would be called the Cannery Site Development Committee and would be charged with gathering input on what businesses would best suit the cannery location. Tammy Gilley offered to represent the cultural arts commission.

**Onion Festival Booth:** Shelly asked if the commission planned on having a booth at the festival. It was mentioned to share a booth with historical society and RHCT. Shelly to check with the Chamber on sharing booth space and fee, the 3 groups would share in the cost.

### **Meeting Adjourned**

#### **Next Meeting:**

October 19<sup>th</sup>, 7pm at Sherwood Fire Station.