



CITY OF OREGON CITY ARTS COMMISSION AGENDA

Virtual

Thursday, December 16, 2021 at 7:00 PM

VIRTUAL MEETING NOTICE

This meeting will be held virtually via Zoom. Please contact mweintraub@orcity.org for the Zoom link if you wish to participate.

CALL TO ORDER

ADOPTION OF THE AGENDA

PUBLIC COMMENT

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. The Chair has the discretion to waive limitations. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. The Arts Commission does not generally engage in dialog with those making comments but may refer the issue to the City Manager.

APPROVAL OF MINUTES

1. November Minutes for review and approval

DISCUSSION ITEMS

1. An Oregon City Arts Center
2. Planning for a Retreat
3. Upcoming Elections
4. Adding Financial Section to the By-Laws

COMMUNICATIONS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

**Oregon City Arts Commission
November 23, 2021**

Present:

Arts Commissioners:

Emma Lugo	James Graham, Economic Development Mgr.
Tima Carlson	Ann Griffin, Economic Development Coordinator
Selena Jones	Matt Zook, City Finance Director
Mary Andrus	Carrie Richter, Deputy City Attorney
Tammy Jo Wilson	
Josh Planton	
Trieste Andrews	

The meeting began with roll call. Those present listed above. Yes, a quorum present.

I. Review of the Agenda

Chair Lugo welcomed everyone. Tonight's agenda includes a discussion of the proposed By-Laws and financial procedures. Graham asked if we could add two items to the agenda: a review of Freedom of Speech in Oregon. James Graham invited city attorney to join us for this. Second item to add: A discussion of goals and objectives for the Arts Commission.

Wilson moved to amend the agenda; Carlson seconded. The amended agenda unanimously approved.

II. Oregon Freedom of Speech

Carrie Richter, Deputy City Attorney for the City, introduced herself. She offered congratulations to all for the re-launch of the Oregon Arts Commission. She joined the meeting to provide a little bit of background regarding freedom of speech laws. Oregon is unique among all the States in that provides stricter protections for all types of speech.

Richter further explained some of the aspects of Oregon Constitution's Free Speech protections. Specific content cannot be regulated. The Commission cannot regulate the content of art. Discussions of the mural code, and also that

Andrews shared that there are a lot of safeguards in place, including the fact that an artist proposing a mural would need to notify the appropriate Neighborhood Association, as a way of feeling more comfortable with the process. Yes, we should be concerned about the legal ramifications but she feels that we have safeguards in place.

Article 1 Section 8 in the Oregon Constitution is the specific law to reference.

III. Finances and Financial Procedures

Presented by Matt Zook, Oregon City Finance Director. The Arts Commission has \$20,000 per year for both FY 2022 and FY 2023. In terms of raising money, the Arts Commission has the authority to raise funds for the planned work, such as grants or a fundraiser. The City is the fiscal agent for the Arts

Commission. The City will track those expenditures as well. “Any dispersal of funds will be done with the understanding of the City Manager.”

Zook said: In terms of spending, one thing to keep in mind is that the Arts Commission needs to make that decision. If you want to engage professional services or supplies, reach out to City staff.

Andrews asked a question about grant writing, need to show EIN, etc. Can the Arts Commission pursue a grant? Zook replied “yes”. Zook said that the City would have to approve the grant and would partner with the Arts Commission. In developing a grant, the Commission should use the City’s EIN and related information.

Andrews then asked about a potential fundraiser event. Yes, the City could provide the support to handle the finances.

Carlson recommended that these procedures be added to the Arts Commission By-Laws.

Lugo asked if there were any funds remaining from a past Arts Commission. Graham said that there are no remaining funds. Zook did underscore that the Arts Commission funds are distinct and separate from any other City funds. Graham added that if there was going to conduct a fundraiser, it should be approved by the City Commission.

Planton asked a follow up question. If a specific art work were donated to the City, who would keep the piece or the funds resulting from a sale. Answer, yes it could. But the main point is that the City Commission would ultimately make the decision of selling or not. Commissioner Wilson noted that

IV. Review of Proposed By-Laws

Chair Lugo asked if anyone has questions about the By-Laws. Lugo asked if there were any specific organizations mentioned in the proposed By-Laws. The previous By-Laws did mention specific organizations. The answer is that no, there are not specific organizations mentioned.

Commissioner Carlson recommended that we add specific language to outline financial procedures. Staff will follow up with Carlson to draft language about financial procedures to make changes.

Commissioner Andrus asked if the Arts Commission was going to also appoint a Secretary and Treasurer. Graham told the group that the City would essentially act as the Secretary, meaning staff will prepare meeting minutes. Similarly, the City Finance Dept.

Yes, the City will be able to provide an update on Expenditures at each meeting. Change the line to say “to the Chair/Vice Chair strike “Secretary and Treasurer from section 4 in Organization replace with “Chair/Vice Chair. Andrus proposed the Change and Andrews seconded. Lugo called for a show of change to support the change. It was unanimously approved.

Andrews said that there is free legal support for Arts related organizations. She recommends that the Arts Commission be reviewed by a legal expert. In addition, she said that it is important to keep the language in the By-Laws as general as possible.

Commissioner Planton works with nonprofit organizations professionally. He agrees with Andrews and recommends that the By Law language be kept as general as possible. He recommends that the Financial

Procedures be written and agreed upon and then added as a reference, rather than written specifically into the By-Laws.

In the By-Laws, we will state that the Arts Commission will meet at least quarterly. The group can of course meet more frequently than that. This will allow for more flexibility in the future.

The Arts Commission shall hold official meetings at least once on a quarterly basis.

City Commissioners usually have a workshop on the 2nd Tuesday of each month. Urban Renewal Commission meets on the 2nd Tuesday at 5 or 6.

The group agreed to meet on the Third Thursday and to meet at least Quarterly.

Wilson made the motion and Andrus seconded. The amended By-Laws were approved.

Next meeting - The group discussed the next meeting date. They confirmed that the group would meet on the third Thursday of the month. Carlson made a motion to meet on Thursday, December 16. Seconded by Jones and unanimously approved.

Public Comment - Lugo asked if there had been any public comments. Graham replied that no public comments had been received.

Vision, Goals and Objectives – The group acknowledged that they did not have sufficient time to review the Goals and Objectives but if that

Wilson asked how are we going to come up with a shared Vision – what is the process?

Graham observes that there is a draft Vision in the Code. At the next meeting, let's talk about a retreat for the group, and about how to utilize potential volunteers.

Planton asked if an inventory of public art in Oregon City.

Andrus moved to adjourn. Carlson seconded.