



CITY OF OREGON CITY ARTS COMMISSION AGENDA

**Libke Public Safety Building, 1234 Linn Ave, Oregon City
Thursday, October 17, 2024 at 7:00 PM**

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Attend the livestream of the meeting on the City's YouTube Channel:

<https://www.youtube.com/user/CityofOregonCity>

- Register to provide electronic testimony (email agriffin@orc.org or call 503-974-5517 (1588) by 3:00 PM on the day of the meeting to register)

- Email agriffin@orc.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)

- Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045

1. CALL TO ORDER AND ROLL CALL

2. ADOPTION OF THE AGENDA

3. APPROVAL OF MINUTES

- a. Approve Minutes from September 19, 2024

4. 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. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The Arts Commission does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the Arts Commission.

5. DISCUSSION ITEMS

- a. Budget Update
- b. Public Art Restoration Funds

6. COMMUNICATIONS

7. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

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](#) 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

September 19, 2024

I. Call to Order/Roll Call

Ann Griffin (“Ann”) called the roll. Present were:

Trieste Andrews
Amanda Dexter
Karen Buerhig
Tima Carlson
Emma Lugo
Quire Hugon
Rebecca Sira

Josh Planton (“Josh”) and Daria Loi (“Daria”) had excused absences. Tima Carlson (“Tima”) and Emma Lugo (“Emma”) participated via Zoom.

II. Adoption of the Agenda

Quire made a motion to adopt the agenda and Rebecca Sira (“Rebecca”) seconded.

III. Minutes

Tima asked the group to review the minutes from August 15, 2024. Quire made a motion to approve the minutes as presented. Amanda Dexter (“Amanda”) seconded, and the minutes were unanimously approved.

IV. Public Comment

No Public Comments were received.

V. Discussion Items

A. 2025 Arts Commission Grant Program

Ann provided the Arts Commission with suggested parameters for a 2025 Arts Commission Grant in a staff report prepared for the meeting. The suggested calendar for the grant program was:

Review Grant Application	January 16, 2025
Start of Grant Period	January 27, 2025
Grant Applications Due	March 28, 2025
Award Decisions	April 17, 2025

Ann stated that the group allocated \$35,000 to the grant program in 2023. They could choose to provide between \$30,000 and possibly as much as \$50,000. Someone asked if we had to determine the total dollar amount to award tonight. Answer: No, they could finalize that decision in October.

Amanda stated that she would like to do more to promote the program. Trieste stated that last time we worked with the Clackamas County Art Association, the Three Rivers Artist Guild, and RACC. Amanda also suggested that we reach out to performing art organizations.

Emma asked if we could put an announcement in the Trail News. Amanda suggested that people bring in their suggestions of where to share information about the Grant Program to next month's meeting.

Karen Buerhig ("Karen") asked if the grant funds needed to be spent by the end of July 2025.

Let's confirm the time frame for the disbursement of the funds with the Finance Dept. Quire also stated that it was good to evaluate how each project demonstrates that they were successful. (Participant comments, number of visitors, etc.)

Quire asked if we could make the grant available earlier than January. Group decided that they would review the draft application at the November 2024 Arts Commission meeting and release the program announcement in December.

Daria recommended that 50-60% of the funds be devoted to larger, more impactful projects.

Need to judge each and every application for its effort.

Emma stated that it is beneficial to spread support to a wider net. A \$12,000 grant is great, but it is not particularly impactful. She liked the idea of offering more smaller grants.

Quire want to make sure that the projects are seen, that they have a positive impact on the community and are supportive of the Arts Commission's mission.

Quire stated that Arts Commission would like to promote activities as suggested in the survey that the community responded to and also that the Arts Commission wanted to support more artists.

We will continue to have two tiers for the program; we will confirm the dollar amount to disperse (between 35 and 50K) at the October meeting in conjunction with presentation from Finance staff. Larger grant proposals need to do more to demonstrate how they will be beneficial to the community.

B. RFP Criteria and Evaluation

Rebecca prepared a proposed ARTS Framework – the Artist Selection, Review, Tracking & Support. This suggested framework would standardize the RFP process. She stated that the framework is flexible – it could be used to evaluate an RFP, and RFQ or a grant proposal.

For example, Rebecca stated that in our promotion of the RFP for the Seventh Street Sculpture that there had been some inconsistencies in the due date indicated. That would be less likely to happen if we used a system like this.

Rebecca walked the group through the slides she prepared. These are attached to the minutes.

A blind selection process is something recommended, that is, artists provide proposals without indicating their name. Trieste stated that she is more familiar with competing for proposals wherein she includes her name and her credentials as an artist. She advocated for including information about the artist with any proposal.

Tima asked if the City needs to confirm the framework. Answer: Ann will share the framework with staff, and it can be a general guide and the Arts Commission's own best practice.

For grant proposals, it's generally necessary to share personal identifying information. Whereas for an RFQ or RFP, for the initial selection pool, we may want to do a blind submission. Quire stated that human beings all have implicit bias, and that she agrees it is a good practice to reduce that bias.

Rebecca then brought people's attention to the Proposal Guidelines overview. As an organization, it's important for the Arts Commission to be consistent in how we present information.

Art project tracker = develop artist feedback, community feedback, be clearer in where inventory of public art is maintained

Rebecca stated that she hoped that this framework would help the Arts Commission become more efficient.

Quire stated that, between the downtown public restroom call and the Seventh Street sculpture, the group has spent a lot of time determining proposals.

Tima stated that score ranges between 1 to 10 would be helpful.

Ann said she would give all Arts Commissioners a soft copy of the ARTS framework.

The group thanked Rebecca for her work.

VI. Communications

Quire - 9/29 foraging event for edible and medicinal plants – sneak peek for some of her work at her studio.

Daria – In light of all the discussion about the ARTS framework, and the upcoming Arts Commission grant, Daria stated that she felt that it would make a lot of sense to review Arts Commission policies regarding communication and conflict of interest procedures.

Daria would like to generate a draft Code of Conduct for the Arts Commission to consider that would address these issues.

Event at Imperfecta exhibition about differences between genders in the workplace. Exhibition until the end of the month. The artist is Daria herself.

Emma announced the Prison Pipeline, a show she co-hosts on KBOO, An Iliad, a work that travels around to different Oregon prisons.

Trieste – Two possible projects, including an art therapy program done in conjunction with the Father's Heart

Tima – There is an event this Saturday - Converse Day in the City of Oregon City of Oregon City.

Native plant sale to raise funds Fri and Sat 9/26 and 9/27

Ann reminded people that the annual elections for the Arts Commission will take place in December. People who are interested in becoming an Arts Commissioner may learn more and apply on the City's website - <https://onboard.orcity.org/application/>.

The meeting adjourned at 8:20.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Oregon City Arts Commission **Agenda Date:** October 17, 2024
From: Ann Griffin, Economic Development Coordinator

SUBJECT:

Draft Budget Report for the 2023-2025 Biennium

STAFF RECOMMENDATION:

Review actual and projected expenditures for the 23-25 Biennium.

EXECUTIVE SUMMARY:

To date in the current biennium, the Arts Commission has spent \$13,262, has encumbered an additional \$60,000 and anticipates spending approximately \$2,900 on marketing and promotions. Please review the attached draft budget document. The projected balance that the Arts Commission has to allocate before June 30, 2025, is \$13,106. The Arts Commission may determine to spend the projected balance by:

- A) Adding additional funds to the 2025 Arts Commission Grant
- B) Adding additional funds to public art restoration efforts
- C) Supporting a public contest or other activity to spark added interest in the arts
- D) Selecting a different eligible activity.

OPTIONS:

1. Review the draft report to be informed about budget availability.

BUDGET IMPACT:

None.

Statement of Financial Resources and Expenditures - DRAFT

July 1, 2023 - June 30, 2025

Resources**Unrestricted Funds**

FY 2024	\$20,000
FY 2025	\$20,000

Total Non-Restricted Funds \$40,000

Restricted Funds

Public Art Restoration (Committed During Budget Process)	\$20,000
23-24 Enhancement Grant	\$15,900
Insurance Settlement Ancient Voices - 7th St. Sculpture	\$5,368
24-25 Enhancement Grant	\$8,000

Total Restricted Funds \$49,268

Total Non-Restricted + Total Restricted Funds **\$89,268**

Expenditures/Financial Commitments**Paid**

Cathy Rowe - Public Art Assessment	\$3,000
Jenny Ellsworth - Seventh St Sculpture	\$10,000
Art for Every Hearth postcard	\$105
First City table	\$137
Name Plate	\$20

Total Actual Expenditures \$13,262

Projected, Restricted Funds

Jenny Ellsworth, Final Payment	\$10,000
RFP Related to Public Art Restoration	\$20,000
2025 Arts Commission Grants (Dollar amount TBD)	\$30,000

Projected, Unrestricted Funds

Miscellaneous Eligible Expenses (e.g., marketing)	\$2,900
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Total Projected Expenditures \$62,900

Total Projected Expenditures + Total Actual Expenditures **\$76,162**

Projected Balance **\$13,106**



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Oregon City Arts Commission **Agenda Date:** October 17, 2024
From: Ann Griffin, Economic Development Coordinator

SUBJECT:

Expenditure of Public Art Restoration Funds

STAFF RECOMMENDATION:

Issue a Request for Proposals to Oregon City property owners whose building houses one of the public murals identified in the Oregon City Public Artwork Assessment Report (January 2024).

EXECUTIVE SUMMARY:

The Oregon City Budget Committee approved \$20,000 for the Arts Commission in FY 2024-2025 to support public art restoration efforts. These funds could be used to support a Request for Proposals that would result in one or more projects to restore a public mural. Property owners who would like to restore a mural on their property would need to make a presentation to the Arts Commission to support their request.

The Arts Commission could also entertain project proposals that address damaged public art in the public right of way, by promoting the RFP to public sector representatives and/or individual artists, in addition to property owners. For example, the Arts Commission is in communication with the artist who designed the Mosaic Salmon Bench. In any case, the Arts Commission will need to make important choices to allocate the resources it has available.

BACKGROUND:

In January 2024, Cathy Rowe provided a comprehensive overview of Oregon City's public artwork and pressing public art restoration needs. Her report provided information on 136 pieces of public art. For each, she included an estimated current value. Rowe's report also included information about needed restoration work and priorities. In particular, the report provided an estimate of restoration costs for four of the City's murals. She noted that her estimates were based on the size of the mural and the low-end of a range of currently accepted professional fees. Additional information should be collected to prepare a budget for each restoration project.

In addition to the murals, Rowe observed that other works of public art are in need of repair. Among these, she prioritized the mosaic “Salmon Bench” and the “Elevations in Transition” display at the top level of the municipal elevator. Furthermore, she highlighted the need for cleaning multiple pieces, including the “Crescent Moon Rising” sculpture on Seventh Street and “Future Flow” at City Hall.

Some of the priority projects identified in the 2024 Public Art Assessment report are listed in the table below.

Name of Artwork	Location	Repair estimate (low-end)
Hopp Family Photo Mural	916 Main Street	\$9,904
OC Bridge Mural	502 7 th Street	\$10,500
Mosaic Bench	905 Seventh Street	TBD
Elevations in Transition	Municipal elevator top deck	TBD

Mural restoration projects require the property owner or property owner’s representative to apply to the Arts Commission for approval.

It is likely that the estimated cost of restoration work will exceed the \$20,000 currently available to Arts Commission for restoration purposes. The Arts Commission may review what other unrestricted funds it has available and chose to make an additional allocation of resources based upon funding availability

OPTIONS:

1. Approve the proposed Request for Proposals – Public Mural Restoration as outlined above.
2. Make modifications to the suggested Request for Proposals.

BUDGET IMPACT:

Amount: \$20,000

FY: 2025

Funding Source: Arts Commission Restricted Funds