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## **CITY OF OREGON CITY ARTS COMMISSION AGENDA**

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**Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City  
Thursday, November 21, 2024 at 7:00 PM**

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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@orcity.org](mailto:agriffin@orcity.org) or call 503-974-5517 (1588) by 3:00 PM on the day of the meeting to register)

- Email [agriffin@orcity.org](mailto:agriffin@orcity.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
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### **1. CALL TO ORDER AND ROLL CALL**

### **2. ADOPTION OF THE AGENDA**

### **3. APPROVAL OF MINUTES**

### **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. Public Art Restoration Grant Fund
- b. 2025 Oregon City Arts Commission Grant Application

### **6. COMMUNICATIONS**

### **7. ADJOURNMENT**

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## **PUBLIC COMMENT GUIDELINES**

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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.

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## **ADA NOTICE**

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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.



## CITY OF OREGON CITY

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

### Staff Report

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**To:** Arts Commission

**Agenda Date:** November 21, 2024

**From:**

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**SUBJECT:**

Public Art Restoration Grant Fund

**STAFF RECOMMENDATION:**

During its October meeting, the Arts Commission discussed a Request for Proposals to support public art restoration in our community. More specifically, the Commission determined that the RFP should focus on public murals. However, the Arts Commission also recognized that other public art in the City required restoration, and that the skills needed to undertake these projects varied depending on the specific piece of public art to be addressed.

After reviewing the list of public murals and other public art restoration projects priorities, staff recommends that the Arts Commission moves forward with a Public Art Restoration Grant rather than a Request for Proposals. The recommended program addresses two important issues. First, it allows the Arts Commission to avoid the inherent conflict of interest that would result from both funding a mural restoration project and approving such a project. Mural restoration projects in Oregon City require approval by the Arts Commission. Second, the restoration grant program can support a wider array of projects than an RFP solicitation focused on mural restoration alone.

**EXECUTIVE SUMMARY:**

The Arts Commission has two sources of funding to support the implementation of the Public Art Restoration Grant program: \$20,000 identified by the Budget Committee for 2024-2025 and its 2024-2025 Enhancement Grant.

Staff will work with the Arts Commission as it identifies projects and reaches out to property owners and moves forward with renovation efforts.

**BACKGROUND:**

Establish a Public Art Restoration Grant program to be administered by the Economic Development Department with funding from the Arts Commission restricted funds dedicated to public art restoration.

**NEXT STEPS:**

Amount: \$28,000

FY: 2025

Funding Sources: Arts Commission Restricted Funds including the 24-25 Arts

Commission Enhancement Grant

**OPTIONS:**



## PUBLIC ART RESTORATION GRANT FUND GUIDELINES

Please **READ** these program guidelines before submitting a project proposal.

Oregon City is home to a broad array of public art, including murals, sculptures and other items of cultural and historic importance. Cathy Rowe completed her informative report, “Oregon City Public Artwork Assessment,” in January 2024. Her report identifies several public art works that need some level of restoration or repair.

The Public Art Restoration Grant Fund is managed by the Oregon City Economic Development Department. The Oregon City Arts Commission has secured \$28,000 in funding to support public art restoration in 2024-2025. These funds will be used to implement the Public Art Restoration Grant Fund.

At their October 2024 meeting, the Arts Commission decided to prioritize the restoration of public murals. Private property owners often bear the responsibility of maintaining and/or restoring public murals. The Public Art Restoration Grant Fund may help to make projects more feasible for the property owners identified in the 2024 Rowe report. The Grant Fund may also be used to support other public art renovation projects, if enough private property owners do not respond to this notice of funding availability. Please see the “Eligible Applicants” section for more information.

### I. GRANT PURPOSE

The Public Art Restoration Grant fund is established to support the restoration of public art. Public murals will be prioritized but additional public art projects also identified in the 2024 Rowe report will be considered.

### II. ELIGIBLE APPLICANTS

- A. Private property owner in Oregon City whose property is home to a piece of public art referenced in the 2024 Public Art assessment report.

- B. Public sector agency who owns a piece of public art listed in the report. In particular, the Oregon Department of Transportation (ODOT) is identified as the owner of the John McLoughlin Bust (Public Art piece number 9).
- C. The City of Oregon City may move forward with the renovation of a piece of art housed in Oregon City Right of Way that is identified in the Rowe report, if a sufficient number of renovation project proposals have not been received by the deadline listed below. The selection of any such renovation project will be approved by the Oregon City Arts Commission.
- D. All applicants must be in good legal standing with all local, state, and federal regulatory/reporting agencies and taxing authorities.

### III. PROGRAM CRITERIA

To be approved for grant funding, the applicant must be the owner or assigned property manager of a building that houses one of the public art pieces identified in the 2024 Rowe report (put link to report on Arts Commission section of the webpage).

The Oregon City Public Mural Program requires that mural restoration projects be approved by the Oregon City Arts Commission. The Arts Commission meets on the third Thursday of the month at City Hall. Following the approval of their grant request, applicants proposing a mural restoration project will be contacted by City staff to schedule a time to present their mural restoration request to the Arts Commission.

### IV. PROJECT PROPOSAL PERIOD AND PROCESS

- A. Application period: Applicants may submit a project proposal between Monday, **December 2nd** and Monday, **February 10<sup>th</sup>** at 5 pm.
- B. Project Proposals: Please submit a project proposal that includes the following information:
  - 1) Identify the mural or other public art piece to be restored
  - 2) Project team. Identify the professional(s) who will do the restoration work. Please describe their relevant art restoration experience.
  - 3) Date. Indicate when you would like to do the proposed restoration project.

- 4) Mural Permit Application (For mural restoration projects). Please complete the **Oregon City Public Arts Mural Permit Application**:  
<https://www.orcity.org/DocumentCenter/View/930/Public-Art-Mural-Permit-Application-PDF?bidId=>

Please download the permit application form, fill-in the requested information and return to [agriffin@orcity.org](mailto:agriffin@orcity.org). This application applies to major restoration projects as well as to new murals.

- 5) Insurance (For mural restoration projects). As described on page 5 of the Public Art Mural Permit application, the applicant needs to obtain a Certificate of General Liability Insurance in the amount of \$1,000,000, naming the City of Oregon City as an additional insured. Insurance coverage must be in effect during the mural renovation project period.
- 6) Final report. The restoration team should submit a final report, including before and after photographs. Please include a budget summary that lists expenditures made with the grant. If additional resources were used beyond the grant, please list these as well.

Please direct question regarding the Public Art Restoration fund to Ann Griffin, [agriffin@orcity.org](mailto:agriffin@orcity.org) or 503-974-5517.

**Oregon City Arts Commission  
2025 Art in Oregon City Grant**

**Application for Small and Large Grant Proposals**

The Oregon City Arts Commission is happy to offer the Art in Oregon City Grant. We welcome proposals from individuals and organizations that are based in Oregon City. For profit and nonprofit organizations are both eligible to apply.

Grant Program Purpose: The “Art in Oregon City” grant program provides funds individuals and organizations to support local art and artists and to strengthen Oregon City’s standing as a community that values the arts and art-related businesses.

Applicants may propose a project related to any art discipline (such as performance or visual art). A project may further the teaching of an art skill, the creation of public art and/or art to be performed publicly. All projects that are supported by the grant must be publicly accessible. Please see the 2025 grant guidelines for additional information.

Grant funding is available at two levels:

Art in Oregon City Small Grant - \$250 - \$2,499

Art in Oregon City Large Grant - \$2,500 - \$10,000

This application may be used for both grant levels. Please indicate the requested amount of grant support in Question Four below.

**- Applications are due on March 7, 2025 before 5 pm -**

You may access a grant application at **INSERT URL HERE**. You may also pick up an application at City Hall.

If you would like assistance in applying for an Arts Commission Grant, please contact Ann Griffin at [agriffin@orccity.org](mailto:agriffin@orccity.org).

Si desea ayuda para solicitar una pequeña subvención de la Comisión de las Artes, comuníquese con Ann Griffin en [agriffin@orccity.org](mailto:agriffin@orccity.org).

**Eligibility:** The individual or organization applying for this grant must be based in Oregon City. All projects and activities funded by an Arts Commission Grant must be open and accessible to the public. Please read the Arts Commission Grant Guidelines for more information on project eligibility.

**Deadline:** Grant proposals should be received by 5:00 pm Friday, March 7. Applications are available online at **INSERT URL HERE**. Paper copies of the application are available at City Hall, 625 Center Street, during normal business hours.

**Grant Award Notification:** April 2, 2025

**Public Safety and Insurance:** Please review the Public Safety and Insurance section of the Oregon City Arts Commission Grant Program Guidelines. Grant recipients are required to sign a liability waiver and release of indemnity statement. The statement will also indicate that the grant recipient has evaluated possible public safety concerns that may result from the execution of their art project and has taken the necessary steps to address them.

1) **APPLICANT NAME.** What is the name of the organization or individual applying for this grant?

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1A) Please check if you are an individual or organization:

Individual

Organization

2) **CONTACT.** Please share your contact information with us.

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

3) What is the name of your project? \_\_\_\_\_

The Arts Commission Arts Grant supports art projects in Oregon City. Where in Oregon City will this project be located/take place? Please confirm that this location is in the municipal

boundary of Oregon City of Oregon City: <https://www.orcity.org/394/Am-I-Within-Oregon-City-Limits>.

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4) **PROJECT.** Please describe the project that you would like to support with this grant.

5) What is the timeline for your project? Please include the beginning and end dates for your work. If you are applying to support an event(s), please tell us when the event(s) will occur.

6) **GRANT REQUEST.**

Which grant size are you applying for (pick one):

The Arts Commission Small Grant - \$250 - \$2,499

The Arts Commission Large Grant - \$2,500 - \$10,000

ALL GRANT APPLICANTS SHOULD COMPLETE ANSWERS 1-9. IF THIS IS A LARGE GRANT PROPOSAL, PLEASE ALSO COMPLETE

6A) What dollar amount are you requesting?

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7) How do you plan to promote the project?

8) Please review the Oregon City Arts Commission Vision above. How does the proposed project advance this vision?

9) **BUDGET.** Please complete the Proposed Project Budget. You should include the Arts Commission Grant as a source of income.

**Large Grant Applications – Please answer Question 10.** If you are submitting a Small Grant proposal, you do not need to answer this question.

**Match Requirement for Large Grant Proposals –** Large grant proposals need to document a 10% funding “match.” A match may be funds received from a different grant, funds that the applicant has already raised, or it may be an “in-kind” match. An “in-kind” match is a material or service that is donated to the project. For example, if you are painting a public mural and someone donates the paint and other supplies to the project, you may estimate the dollar value of these supplies and include that as a match.

A project with a total project budget of \$5,000 would require a 10% “match,” or \$500. Please note that the value of Volunteer Time may also be counted toward a match. For example, if you need 4 volunteers to successfully run your activity, then their time may be counted toward the match. The standard hourly rate for volunteer labor is \$27.20 per hour. For skilled volunteer time, such as something provided by a carpenter, please use an hourly rate that is consistent with that profession.

Example: You estimate that 4 volunteers will be needed to distribute programs and collect tickets.

$(4 \text{ volunteers}) \times (3 \text{ hours}) \times \$27.20/\text{hour} = \$326.40$

10) **TEAM.** Please describe your project team. Who will be involved in implementing the project? What experience do they have with similar projects? What other relevant skills and experience does your project team have?

## Oregon City Arts Commission Proposed Project Budget

Project Name: \_\_\_\_\_

NOTE: If you are applying for an Arts Commission Large Grant (a grant of \$2,500 or more), please remember to include information about your project match. If you have questions, please contact Ann Griffin at [agriffin@orc.org](mailto:agriffin@orc.org) or 503-974-5517.

### I. Income (Sources of Funds)

Please list your anticipated sources of support for your project. Your budget should include all funding sources, in addition to the Arts Commission Grant.

Please include an estimate of the in-kind donations that will support your project. In-kind donations include volunteer hours, donated space, donated materials and other goods and services that are given to the project at no cost. Volunteer hours may be estimated at \$18 per hour for general work, or at an hourly rate that is consistent with a given profession (skilled tradesman, etc.) Estimates are fine. You may add an additional sheet of paper as needed.

Source	Dollar Amount
Arts Commission Grant	
<b>In-Kind Match</b>	<b>Estimated Value</b>
<b>Total Estimated Income</b>	

### II. Expenses (Uses of Funds)

What expenses are needed for you to successfully complete the project? You may add an additional sheet of paper as needed.

Item	Dollar Amount (estimate)
<b>Total Estimated Expenses</b>	

The value of your Total Estimated Income should be greater than the value of your Total Estimated Expenses. If this is not the case, please explain how you plan to make up the difference.

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## **Oregon City Arts Commission Art in Oregon City Grant 2025 Grant Guidelines**

The Oregon City City Commission approved the Art in Oregon City Grant Program at its November 21, 2024.

Oregon City Arts Commission Grant Program Purpose – The Art in Oregon City Grant Program provides direct support to individuals and organizations based in Oregon City to support local art and artists and to strengthen Oregon City’s standing as a community that supports the arts and art-related businesses.

Grant Amount – The program will offer two tiers of funding: an Arts Commission Small Grant, from \$250 - \$2,499, and an Arts Commission Large Grant, from \$2,500 - \$10,000.

Eligibility – Organizations, businesses, and individual artists based in Oregon City are eligible to apply. The proposed project must be publicly accessible. Funding may be used to promote a public event, provide direct assistance to an educational program or support the creation/development of a public work of art. Applicants will be asked to describe how the proposed project supports the vision of the Oregon City Arts Commission.

In addition, the applicant must be in good standing with local, state and federal taxing authorities. Finally, the applicant should be under contract or agreement to deliver the project or performance (rather than paying him/her/themselves). For example, if a musician would like to perform at a public event, the event organizer should submit a grant application to support the performance rather than the artist applying directly for a grant. All successful grant applicants, including individual artists and organizations, will receive an Agreement Letter from Oregon City, authorizing she/him/them to proceed with the grant project.

Matching Funds – The Arts Commission grant should not be the only source of project support for Large Grant projects. Applicants for the Arts Commission Large Grant project need to identify a 10% match based on total project cost. For example, if the total project cost is \$8,000, grant applicants should document a minimum of \$800 in other support. In-kind donations may be counted toward this match.

No matching resource is required for the Arts Commission Small Grant.

Public Safety and Insurance – All Oregon City Arts Commission Grant recipients are required to sign a liability waiver and release of indemnity statement. The statement will also indicate that the grant recipient has evaluated possible public safety concerns that may result from the execution of their art project and has taken the necessary steps to address them.

If the grant is to fund an art piece and/or installation, then the owner of the property where the art project is being installed shall obtain commercial liability insurance naming the City of Oregon City as an additional insured party during the period that the project is being installed and at any time that the art piece is maintained, altered and/or removed. The commercial liability insurance coverage shall be \$500,000 per incident and \$1,000,000 in aggregate, unless the act of installing the art project is deemed to be a high-risk activity, such as an installation that involves extreme weight or a height above 15 feet. High risk installations shall be insured at the \$1,00,000 per incident and \$2,000,000 in aggregate level.

If the grant is to fund a class, performance or other live event, then the event organizer shall obtain general liability insurance naming the City of Oregon City as an additional insured. Insurance for a broader event that includes a performance that is being supported by this grant may be sufficient for this purpose; however, this insurance policy should be reviewed with City staff. The general liability insurance coverage shall be \$500,000 per incident and \$1,000,000 in aggregate, unless the intended performance or act is deemed to be a high-risk activity, such as a performance involving significant height, pyrotechnics, or other element that could potentially cause harm. High risk activities shall be insured at the \$1,00,000 per incident and \$2,000,000 in aggregate level.

Grant recipients who receive an Arts Commission Small Grant may request an exemption from the insurance requirement by writing to staff.

Application Process – Grant applications will be available from **Monday, December 16, 2024 – Friday March 7, 2025**. Applicants may apply directly online, or they may submit a written application. Staff are available to meet with anyone who may need assistance in completing the application.

The Arts Commission will review grant proposals on March 20, 2025. Depending on the number of proposals received, the Arts Commission may need a special second meeting to make grant award decisions. We will announce grant recipients on Wednesday, April 2, 2025.

Grants Program Announced: December 16, 2024

Application Period: December 16, 2024- March 7, 2025

Arts Commission Review: March 20, 2025

Grants Winners Announced: April 2, 2025