



CITY OF OREGON CITY ARTS COMMISSION AGENDA

City Hall Chambers, 625 Center St., Oregon City, OR 97045

Thursday, February 20, 2025 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. Approval of Minutes from January 16, 2025

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. PRESENTATIONS

- a. Budget Presentation, Matt Zook (Finance Director) and James Graham (Economic Development Manager)

6. DISCUSSION ITEMS

- a. Arts Commission Annual Calendar - Josh Planton (7:45 to 7:50)
- b. New Arts Commission Website (7:50 to 8:00)
- c. Retreat Preparation - Identification of Priorities for 2025 (8:00 to 8:15)
- d. Update on Public Art Renovation Grant - Ann Griffin (8:15 to 8:20)

7. COMMUNICATIONS

8. 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 – January 16, 2025

I. Call to Order

Ann Griffin (“Ann”) called the meeting to order at 7:03. She then called the roll. Present were:

Amanda Dexter
Joyce LaMaster
Daria Loi
Emma Lugo
Josh Planton
Myriam Ravenwise
Rebecca Sira
Amy Wilson

Quire had an excused absence. Ann explained that Mayor McGriff, Liaison to the City Commission, would join the meeting in progress. She officially welcomed our three new Arts Commissioners, Joyce LaMaster, Myriam Ravenwise and Amy Wilson.

II. Adoption of the Agenda

Ann asked the group to review the agenda. Amanda Dexter (“Amanda”) made a motion to approve the agenda as presented. Emma Lugo (“Emma”) seconded. The group unanimously adopted the agenda.

III. Approval of the Minutes

The minutes from the November 21st meeting as well as the December 19, 2024, meeting needed to be approved. Ann stated that they could both be approved at the same time, if there were no questions or concerns. Amanda identified a typo on page 4 of the December minutes.

The group approved the minutes for both meetings as corrected.

IV. Public Comment

No public comments were received.

V. Discussion Items

A. Election of Officers for 2025 (Chair and Vice Chair)

Emma stated that she would like to nominate both Josh Planton (Josh”) and Daria Loi (“Daria”) to be leaders of the Arts Commission in 2025. Daria then stated that she would like to nominate Josh and Rebecca Sira (“Rebecca.”) She did not specify which specific role they would respectively

serve. Amy Wilson then stated that she would like to nominate Amanda Dexter to serve as an officer. After some discussion, Josh and Rebecca agreed that they would accept the roles of Chair and Vice Chair, if elected.

Ann asked for someone to make a motion. Daria made a motion to approve the decision to have Josh Planton as Chair and Rebecca Sira as Vice Chair. Emma seconded the motion. The vote was unanimous.

B. Qualified Vendor Application

Josh made a summary statement that the call for Qualified Vendors would result in a resource for property owners who may be interested in pursuing support through the Public Art Renovation Program but who did not know how to identify artists qualified to do the work.

Josh also provided background information as to the sources of funding to support the Public Art Renovation Program. The Arts Commission received \$20,000 to spend in FY 25 (before June 30, 2025) and an addition \$8,000 from the 2024-25 Enhancement Grant.

Josh stated that a mural may cost as much as \$10,000 to restore.

Amy Wilson asked if Arts Commissioners/staff would approach property owners directly. Ann answered that yes, we will approach property owners, starting with those identified in the Public Art Assessment report.

Rebecca shared that the application was generally in good shape but needed some clarification.

- 1) How long will the vendor be a qualified vendor?
- 2) On the second page –We definitely need to request a resume and project examples. We should not state “may upload.”
- 3) Deadline for submission. Need to include a time as well as a date.

NOTE: The Qualified Vendor application was amended to state that artists would remain on a qualified vendor list for 5 years. Suggested corrections in items 2 and 3 were incorporated into the final document before it was released.

Amanda asked about the approval process. Will the Arts Commission review the submitted applications before the vendor list is released to the public?

Emma asked about conflict of interest. She suggested that when the Arts Commission reviews artist submissions that names and other identifying information be redacted, as much as possible. Daria stated that in some cases it could be helpful to have a person’s name.

Josh reminded the group that the Arts Commission will not be doing the hiring, it will be the property owner receiving grant support who would retain a particular artist. (NOTE: Decision to share information directly with interested property owners as they are received.)

Ann stated that the idea of broadening the application so that we accept information about artists in the future is an interesting one. Rebecca stated that this is a separate issue.

Daria suggested expanding question 4 – add something like “Do you have specific ideas of how you would complete the renovation work?”

Daria also stated that we should expand the call beyond Oregon City but to also include Clackamas County and beyond. (Yes, we will do this.)

Rebecca suggested that the Arts Commission may also want to add the names of artists who responded to past RFPs to a list of generally qualified vendors.

Clarify what a good description would be.

Amanda asked how the group wants to proceed, recognizing the desired release date of January 27. Ann agreed to incorporate the changes suggested and will show again to the group.

After some discussion, Josh suggested that the Arts Commission release a second or follow-up Qualified Vendor list that we could be kept open or rolling. Denyse suggested that the Qualified Vendor list NOT be rolling, and that there should be a specified deadline by which submissions are received.

We will continue the conversation of highlighting Oregon City artists at the upcoming Strategic Planning session.

Amanda suggested that the Arts Commission table the discussion of a broader Artist directory and additional any Call for Qualified Vendors and focus on the project at hand. The Arts Commission will receive the final Qualified Vendor application via email.

C. Public Art Renovation Grant Application

Ann stated that the Guidelines for the Public Art Renovation Grant Guidelines were reviewed at the November meeting. At this meeting, the Arts Commission reviewed the Grant application.

Ann stated that the application requires information about the artist that will do the work. In the case of a mural renovation, permission from the property owner is also required.

Daria asked about the issue of insurance. Ann stated that the cost of commercial liability insurance varies depending upon the building and existing coverage. Josh stated that the liability would be in the hundreds, not thousands of dollars. The cost for the insurance could be paid by the grant.

Ann also pointed out that in the case of murals that there needs to be an easement agreement in place between the property owner and the City of Oregon City.

Discussion of a final report. Daria asked if there might be a way to retain some portion of the funds until after a final report is received from the applicant. She further stated that the application should specifically list what should be included in the final report.

Part of the goal is to make it easier for the property owner to move forward with contract.

Correct the term “Protective costing” to “Protective coating.”

Myriam asked if there is a form for the final report. Answer: There won't be a stand-alone form but we will list the items that need to be included in the final report, such as a picture of the completed work.

VI. Communications

Denyse asked some questions of the new Commissioners to confirm that their appointments were in keeping with City of Oregon City requirements. For example, Oregon City Municipal code states that at least 5 members of the Arts Commission must live within the City limits. This was confirmed: Quire, Amy, Joyce, Emma, Josh and Amanda all meet this requirement. Myriam stated that she has a business in Oregon City but lives in Tualatin.

In early February, the City Commission will have their annual strategic planning session.

Denyse invited people to share comments about what the City Commission's goals should be.

She asked people to consider when the Arts Commission will be able to connect with the Budget Committee.

The City is facing two big ticket items, including the replacement of the municipal pool and repairs/replacement to parts of the End of the Oregon Trail museum.

Denyse encouraged people to come to the March Budget Committee meeting.

Ann adjourned the meeting at 7:52.

Oregon City Arts Commission

Statement of Financial Resources and Expenditures

As of February 14, 2025

Resources

2021-23 Arts Commission unspent funds	\$32,600
Economic Development Budget - FY 2024	20,000
Economic Development Budget - FY 2025	20,000
Public Art Restoration (Committed During Budget Process)	20,000
23-24 Enhancement Grant	15,900
Insurance Settlement Ancient Voices	5,368
24-25 Enhancement Grant	8,000
Total Resources	\$121,868

Expenditures/Financial Commitments

Actual

2021-23 Arts Commission Grants	\$32,600
Cathy Rowe Contract - Public Art Assessment	3,000
Jenny Ellsworth, Fairy Forge - Seventh Street Sculpture	20,000
Art for Every Hearth postcard	105
First City table	137
Name plate	20
Alimenti Event Services- Ribbon Cutting Event	600
Total Actual Expenditures	\$56,462

Projected

24-25 Enhancement Grant	\$8,000
RFP Related to Public Art Restoration	20,000
Miscellaneous Eligible Expenses (e.g., marketing)	1,200
2023-25 Arts Commission Grants (Dollar amount TBD)	-
Total Projected Expenditures	\$29,200
Total Expenditures	\$85,662
Projected Net	\$36,206